



QUALITY OF LIFE THROUGH HOSPICE CARE

# PUBLIC ACCESS TO INFORMATION MANUAL

PAIA Manual

Abstract

*A reference as to the records held and the procedures that need to be followed to request access to such records.*

## Section 51 Manual For Breede River Hospice NPC

*The purpose of this document is to serve as the Manual of Breede River Hospice NPC as a requirement in terms of the Promotion of Access to Information Act 2 of 2000, and to provide a reference as to the records held and the procedures that need to be followed to request access to such records.*

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## Introduction to Breede River Hospice NPC

BRH is a Non-Profit Company and member of the Association of Palliative Care Centres (APCC), formerly known as the Hospice Palliative Care Association (HPCA) of South Africa, and as such is required to maintain set standards. We are accredited by the Council for Health Service Accreditation of Southern Africa (COHSASA).

Breede River Hospice (BRH) has provided home-based Palliative Care in the Langeberg municipal area since 1999.

## Contact Details

Registered Name	:	Breede River Hospice Non-profit Company (NPC)
Nature of business	:	Palliative Care
Information Officer	:	General Manager
Postal Address	:	PO Box 894, Robertson, 6705
Street Address	:	62 Paul Kruger Street, Robertson, 6705
Telephone number	:	023 626 5710
Fax number	:	023 626 4021
E-mail address	:	<a href="mailto:admin@hospicebreederiver.org.za">admin@hospicebreederiver.org.za</a>
Website address	:	<a href="http://www.hospicebreederiver.org.za">www.hospicebreederiver.org.za</a>

### **Board Members:**

Mr. J. Morgan-Hill (Chairperson); Ms. L.K. Hayman (Vice-chair); Mr. L. Adendorff, Mr. P Dickson, Dr. A. Kamffer, Dr. S. Naudé

**Management:**

General Manager	:	Mariek Dettbarn
Patient Care Manager	:	Malene Van Deventer
Resource Development Manager	:	Priscilla Brown
Human Resource Coordinator	:	Petro Pieters
Finance Coordinator	:	Sandy Struckmeyer

**Protection of Personal Information Act Defined**

*Promotion of Access to Information Act 2 of 2000* after amendment by the Protection of Personal Information Act 4 of 2013; To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; to provide that the Information Regulator, established in terms of the Protection of Personal Information Act, 2013, must exercise certain powers and perform certain duties and functions in terms of this Act.

It is available from the South African Human Rights Commission in all 11 official languages. The guide is available for inspection, inter alia, at the offices of the Human Rights Commission at 29 Princess of Wales Terrace, cnr. York and Andrews Street, Parktown, Johannesburg, and on its website at [www.sahrc.org.za](http://www.sahrc.org.za). Please direct any queries to:

**The South African Human Rights Commission: PAIA Unit - The Research and Documentation Department**

Postal address: Private Bag 2700, Houghton, 2041

Telephone: +27 11 484-8300

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**The Section 10 Guide On How To Use The Manual [Section 51(1)(B)]**

This Manual has been compiled in terms of Section 10 of PAIA by the Human Rights Commission. It contains information required by a person wishing to exercise any right, contemplated by PAIA.

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made.

**Applicable Legislation**

Acts can be found online.

- Non-profit Organisations Act 1997 [Amendments 71 of 1997]
- Companies Act 71 of 2008- [Repeal Companies Act 61 of 1973; Amendments to Close Corporations Act 69 of 1984]
- Value Added Tax Act 89 of 1991
- Labour Relations Act 66 of 1995 [Amendments 42 of 1996; Amendments 127 of 1998; Amendments 12 of 2002]
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Unemployment Insurance Contributions Act 4 of 2002
- Basic Conditions of Employment Act 75 of 1997 [Amendments 11 of 2002]

- Occupational Health & Safety Act 85 of 1993 [Amendments 181 of 1993; Employment Equity Act 55 of 1998]
- Skills Development Act 97 of 1998 [Amendments 31 of 2003; Amendments - SETA's 2006]
- Skills Development Levies Act 9 of 1999
- Compensation for Occupational Injuries & Diseases Act 130 of 1993 [Amendments 61 of 1997]
- Child Care Act 74 of 1983
- Nursing Act 50 of 1978
- Nursing Act 33 of 2005
- Social Service Professions Act 110 of 1978
- The Health Professional Act 56 of 1974
- Pharmacy Act 53 of 1974
- Medicines and Related Substances Control Act 101 of 1965
- Prevention & Treatment of Drug Dependency Act 20 of 1992
- Tobacco Products Control Act 83 of 1993
- The Protected Disclosures Act 26 of 2000
- The Promotion of Administrative Justice Act 3 of 2000
- Promotion of Access to Information Act 54 of 2002
- Public Finance and Management Act 29 of 1999
- National Road Traffic Act 93 of 1996
- Administration of Road Traffic Offences Act 46 of 1998
- Disaster Management Act 57 of 2002
- The Batho Pele Principles of 1997
- Income Tax Act 58 of 1962
- National Archives and Records Service of South Africa Act (Act No. 43 Of 1996)

### Schedule of Records

The latest notice regarding the categories of records of Breede River Hospice, which are available without a person having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]:

At this stage no notices have been published on the categories of records that are automatically available without a person having to request access in terms of PAIA.

Subjects and Categories of records held, and which may be requested, follows:

Access Level:

- Public – free access
- Request (restricted): as per government regulations and rules
- Confidential only through court orders or other legal avenues

All records are guided by the Information Management Policy 3.1 of BRH and therefore any listings not included below will be governed by policy 3.1, POPIA and relevant legislation.

CATEGORY OF RECORD	LISTING OF RECORDS	Department Head Title	Policy Link (Policy no – Section)	Access Level
<b>Acts, Policies and Procedures</b>	Government Acts	Various	All	Public
	All policies	Various	All	Public
	Procedures	Various	All	Request
<b>Companies Act records</b>	Statutory registers	General Manager		Request
	Documents of Incorporation	General Manager		Request
	Memorandum of Articles of Association	General Manager		Request
	Records relating to the appointment of directors, auditor, public and other officers	General Manager	1.1 - 4 1.3.1. – 4.18	Request
<b>Financial Records</b>	Annual Audited Financial Statements	Finance Coordinator	1.3.1 – 4.3 12.2 – 8.1	Public
	Internal Accounting records	Finance Coordinator	1.3.1 – 4.2, 4.7	Request
	Banking records (i.e. Bank statements, paid cheques, electronic banking records)	Finance Coordinator	1.3.1 – 4.2, 4.7	Request
	Asset register	Finance Coordinator	1.3.1 – 4.5 1.3.3 - all	Request
	Rental and Service Level Agreements	Finance Coordinator	1.3.1 - 4.13 1.3.2 – 4.7	Request
	Invoices	Finance Coordinator	1.3.1 – 4.10, 4.11 1.3.5 - all	Request Confidential
	Budget	Finance Coordinator HR / GM	1.3.1 – 4.1, 4.14, 4.15 2.1.18 - 5	Request
	Government submissions <ul style="list-style-type: none"> <li>• PAYE</li> <li>• Company Tax</li> <li>• UIF</li> <li>• Compensation Commissioner</li> <li>• Workman’s Compensation</li> <li>• Skills Development Levies</li> <li>• IRP5’s and IT3’s</li> </ul>	Finance Coordinator	1.3.1 -4.8.2	Request
	Section 18A Certificates	Finance Coordinator	12.1 – 4.7	Confidential

<b>Fundraising / Donor records</b>	Project / Event records	Resource Development Manager	12.2 - 6	Request
	Donors list / database	Resource Development Manager	12.2 - 8	Confidential
	Fundraising Calendar	Resource Development Manager	12.2 - 8	Public
	Proposals to private donors	Resource Development Manager	12.2 – 8	Request
	Tenders to government funds	Resource Development Manager	12.2 – 8	Request
	Standard Proposal Framework	Resource Development Manager	12.2 – 8	Request
<b>Human Resources</b>	Staff recruitment & selection records	Human Resource Coordinator	2.1.1 – 5 2.1.2 – 4.1.7, 4.1.23, 4.1.3.3 2.1.13 – 4.7 2.1.24 – 4 2.2.1 – 7.2	Request
	Remuneration records	Human Resource Coordinator	2.1.2	Confidential
	Employment contracts	Human Resource Coordinator	2.1.2 – 4.1.7, 4.1.23, 4.1.3.3 2.1.8 - 4	Confidential
	Employment Equity Plan	Human Resource Coordinator		Public
	Disciplinary records and codes	Human Resource Coordinator		Confidential
	Salary records	Human Resource Coordinator	1.3.1 – 4.8 2.1.15 - all	Confidential
	Leave records	Human Resource Coordinator	2.1.11 - 11	Confidential
	Personnel files	Human Resource Coordinator	2.1.12 – all 2.2.1 – 7.2	Confidential
	Overtime records	Human Resource Coordinator	2.1.16 - all 12.2 – 10	Request

	Staff appraisal records	Human Resource Coordinator	2.1.6 – 5.1.6, 5.3	Confidential
	Job descriptions	Human Resource Coordinator	2.1.10 – 4.3	Request
	Salary scales	Human Resource Coordinator		Request
	Staff development	Human Resource Coordinator	2.1.6 – 2.1.27 2.2.1 – 9.2	Request
	Exit interviews	Human Resource Coordinator		Confidential
<b>Patient Care records</b>	Medical / Nursing records & registers	Patient Care Manager	3.4.1 – all 6.4 – all 6.7 6.8 7.1	Confidential
	Psychosocial worker records	Patient Care Manager	7.2 7.3	Confidential
	Medication records	Patient Care Manager	9 all policies	Confidential
	Patient Statistics	Patient Care Manager	3.4 3.4.1	Public
	Patient Care Plan files	Patient Care Manager	7.1 8.1 and 8.2 all policies	Confidential
<b>Administration records</b>	Vehicle records	General Manager	4.3 - all	Request
	Building / premises records	General Manager	4.2	Request
	Equipment records	General Manager	1.3.3 8.1.9	Request
	Minutes of meetings <ul style="list-style-type: none"> <li>- Board</li> <li>- AGM</li> <li>- Finance Committee</li> <li>- Executive Committee</li> <li>- Management Committee</li> <li>- Shop Meetings</li> <li>- Risk, Health &amp; Safety</li> </ul>		1.3.1 – 4.18	Request



	<ul style="list-style-type: none"> <li>- Quality Improvement Programme</li> <li>- Employment Equity Committee</li> <li>- Fundraising Team</li> <li>- Community Health Workers meetings</li> </ul>			
	Correspondence (Emails, WhatsApp's etc.)	General Manager		Confidential
<b>Marketing / Public Relations records</b>	Information Pamphlets	Resource Development Manager	12.5 - 8	Public
	Marketing Plan	Resource Development Manager	12.5 - all	Request
	Marketing material	Resource Development Manager		Public
	Website information	Resource Development Manager	12.5 – 6.1	Public
	Social Media Analytics	Resource Development Manager	3.6 12.5 – 6.2	Request

## Request Form

To facilitate the processing of your request for information, kindly follow the instructions below.

- 1.1 Use the prescribed forms, available from Breede River Hospice website.
- 1.2 Complete all sections on the form to assist in facilitating this request in a speedy manner.
- 1.3 Address your request to the Information Officer at [admin@hospicebreederiver.org.za](mailto:admin@hospicebreederiver.org.za)

## Prescribed Fees

The following applies to requests:

- 1.4 Fees apply as per POPIA Form 3 available from Breede River Hospice website.
- 1.5 All fees are payable before records are made available to the requester. All records will be withheld until the fee has been received by Breede River Hospice.

Revised edition signed off by Jeff Morgan-Hill (Chairperson): 27/05/2024 and filed in the PAIA Manual File located in the General Managers office.

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SIGNATURE  
CHAIRPERSON OF THE BOARD

.....  
DATE

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SIGNATURE  
GENERAL MANAGER

.....  
DATE