

SECTION 51 MANUAL FOR THE INSTITUTE OF NATURAL RESOURCES NPC

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Introduction

This manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000) (the Act). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right. The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement to receive such information, other than in terms of the Act.

1 Institute of Natural Resources Overview

The Institute of Natural Resources NPC (INR) is a non-profit company, having been incorporated under section 21 of the Companies Act 1973, as amended, on 15 January 1996. It is registered as a non-profit organisation with registration number 028-756-NPO.

The main objectives of the INR are to contribute to the promotion of the wise use and management of natural resources for the good of the environment and society. The Institute's primary focus is sustainable resource management, with programmes and projects being structured within the following fields:

Water Resources and Biodiversity (incorporating wetlands)
Integrated Environmental Management
Land Resources and Biodiversity (incorporating forests and woodlands)
Livelihoods and Biodiversity
Sustainable Agriculture and Food Security
Environmental Change and Vulnerability

2 Contact details [Section 51(1)(a)]

| | |
|-----------------|--|
| Postal address: | P O Box 100396 Scottsville 3209 |
| Street address: | 67 St Patricks Road Scottsville Pietermaritzburg 3201 |
| Telephone: | + 27 (0)33 346-0796 |
| Facsimile: | +27 (0)33 346-0895 |
| E-mail: | info@inr.org.za |
| Website: | www.inr.org.za |

3 The section 10 Guide on how to use the Act [Section 51(1)(b)]

The Guide described in Section 10 of the Act is available from the South African Human Rights Commission. 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 (0)11 484-8300
Fax: +27 (0)11 484-7146
E-mail: paia@sahrc.org.za
Website: www.sahrc.org.za

4 Records available in terms of any other legislation [Section 51(1)(d)]

Companies Act
Compensation for Occupational Injuries and Health Diseases Act
Income Tax Act
Skills Development Levies Act
Unemployment Insurance Act
Value Added Tax Act
Basic Conditions of Employment Act
Labour Relations Act
Employment Equity Act

5 Access to the records held by the private body in question [Sections 51(1)(c) and 51(1)(e)]

- i. **The latest notice regarding the categories of records of the body, 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)]**

No notice of such records has been made to the minister.

- ii. **Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed [Section 51(1)(e)]**

The Institute of Natural Resources maintains the following records. However, please note that recording the following categories in this Manual does not imply that a request for access to such records would be honoured.

Administration

- Minutes of board meetings
- Minutes of management meetings
- Correspondence
- Contracts
- Operational records

Human resources

- Staff policies and procedures
- Conditions of employments
- Job descriptions
- Correspondence

Finances

- Financial policies and procedures
- Annual financial statements
- Financial records

Projects

- Reports
- Contracts
- Financial statements
- Correspondence

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record held by the Institute of Natural Resources. This form is available from our office or from the SAHRC website (www.sahrc.org.za). Requests for access to records must be made to the Executive Director at the address, fax number or electronic mail address provided above [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the Executive Director of the Institute of Natural Resources to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].
- If a request is made on behalf of a another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53(2)(f)].
- Kindly note that all requests to the Institute of Natural Resources will be evaluated and considered in accordance with the Act.

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

6 Other information as may be prescribed [Section 51(1)(f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

7 Availability of the manual [Section 51(3)]

This manual is available from the INR (See details above).