



Manual of Table Mountain Aerial Cableway Company Ltd.

Prepared in accordance with section 51 of The Promotion of Access to Information
Act (No 2 of 2000)

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Section B.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details [Section 51(1)(a)]

Contact Person: Ms Sabine Lehmann (CEO)

Postal Address: P.O. Box 730
Cape Town
8000

Street Address: Lower Station
Tafelberg Road
Cape Town
8001

Telephone: +27 21 424 0015

Fax: +27 21 424 3792

Website: www.tablemountain.net

2. The Section 10 guide on how to use the Act [Section 51(1)(b)]

The guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any enquiries 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

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

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

Arbitration Act No. 42 of 1965

Basic Conditions of Employment No. 75 of 1997

Companies Act No. 61 of 1973

Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993

Consumer Affairs (Unfair Business Practices) Act No. 71 of 1998

Constitution of South Africa Act No 108 of 1996

Copyright Act No. 98 of 1978

Currency and Exchanges Act No. 9 of 1933

Debtor Collectors Act No. 114 of 1998

Employment Equity Act No. 55 of 1998

Harmful Business Practices Act No. 23 of 1999
Intellectual Property Laws Amendments Act No. 38 of 1997
Labour Relations Act No. 66 of 1995
Medical Schemes Act No. 131 of 1998
National Building Regulations and Buildings Standards Act No. 103 of 1997
National Environmental Management Act No 107 of 1998
National Water Act No. 36 of 1998
Occupational Health & Safety Act No. 85 of 1993
Protected Disclosures Act No. 26 of 2000
Regional Services Councils Act No. 109 of 1985
SA Reserve Bank Act No. 90 of 1989
Short Term Insurance Act No. 53 of 1998
Skills Development Levies Act No. 9 of 1999
Skills Development Act No. 97 of 1998
Tax on Retirement Funds Act No. 38 of 1996
Tobacco Products Control Act No 12 of 1999
Trade Marks Act No. 194 of 1993
Transfer Duty Act No 12 of 1999
Unemployment Contributions Act No. 4 of 2002
Unemployment Insurance Act No. 63 of 2001
Usury Act No 73 of 1968
Value Added Tax Act No. 89 of 1991

4. Access to the records held by the private body in question (Section 51(1)(c))

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)]

To date no such notice has been published

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)]

Administration

Planned operational times
Information guide

Human Resources

Documents relating to Human Resource policies and staff recruitment policies
Documents relating to standard employment contracts and job specifications
Documents required in terms of the Basic Conditions of Employment Act
Company organogram
Employment equity reports
Training material

Marketing

Annual report
Promotional material
Audio-visual material
Brochures and advertising material

Financial

Audited financial statements which include statutory returns to appropriate authorities and applicable statutory documents.

Documents relating to the registration of trademarks

Safety, Health and Environment

Environmental Policy

Environmental Impact Reports

iii. The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester 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 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)].

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)].

5. 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.

6. Availability of the manual [Section 51(3)]

The manual is available at our offices for inspection free of charge; copies are available with the SAHRC, in the government gazette and on the company's website.