

SECTION 14 MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

1. STRUCTURE AND FUNCTIONS

1.1 Council

The functions of Council are as prescribed in terms of section 27 of the Higher Education Act, Act 101 of 1997, as amended.

1.2 Senate

The functions of Senate are as prescribed in terms of section 28 of the Higher Education Act, Act 101 of 1997, as amended.

1.3 Committees of Council and Senate

The functions of committees of Council and Senate are as prescribed in terms of section 29 of the Higher Education Act, Act 101 of 1997, as amended.

1.4 Vice-Chancellor and Principal

The functions of the Vice-Chancellor and Principal are as prescribed in terms of section 30 of the Higher Education Act, Act 101 of 1997, as amended.

1.5 Institutional Forum

The functions of the Institutional Forum are as prescribed in terms of section 31 of the Higher Education Act, Act 101 of 1997, as amended.

2. CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

2.1 Information Officer

Name: Professor Malegapuru William Makgoba
(Vice-Chancellor & Principal)
Street Address: University Road, Chiltern Hills, Westville, 3629
Postal Address: Private Bag X54001, Durban, 4000
Telephone Number: 031 – 260 2227
Facsimile Number: 031 – 262 2192
Electronic Mail: makgoba@ukzn.ac.za

2.2 Deputy Information Officers

2.2.1 Name: Professor Jane Meyerowitz (Acting)
Faculty / Admin Dept: Registrar
Street Address: University Road, Chiltern Hills, Westville, 3629
Postal Address: Private Bag X54001, Durban, 4000
Telephone Number: 031 – 260 8005
Facsimile Number: 031 – 260 7824
Electronic Mail: meyerowi@ukzn.ac.za

- 2.2.2 Name: Ms Nora Buchanan (Director of Libraries)
 Faculty / Admin Dept: Library (Howard College)
 Street Address: King George V Avenue, Durban, 4041
 Postal Address: King George V Avenue, Durban, 4041
 Telephone Number: 031 – 260 2317
 Facsimile Number: 031 – 260 2051
 Electronic Mail: buchanan@ukzn.ac.za
- 2.2.3 Name: Mr Praversh Sukram (Campus Librarian) - Pietermaritzburg
 Faculty / Admin Dept: Library (Pietermaritzburg)
 Street Address: King Edward Avenue, Scotsville, 3201
 Postal Address: Private Bag X014, Scotsville, 3209
 Telephone Number: 033 – 260 6194
 Facsimile Number: 033 – 260 5260
 Electronic Mail: sukram@ukzn.ac.za
- 2.2.4 Name: Mr Juggie Authar (Acting Librarian) – Westville
 Faculty / Admin Dept: Library (Westville)
 Street Address: University Road, Chiltern Hills, Westville, 3629
 Postal Address: Private Bag X54004, Durban, 4000
 Telephone Number: 031 – 260 8058
 Facsimile Number: 031 – 260 7474
 Electronic Mail: authari@ukzn.ac.za
- 2.2.5 Name: Mr Baatile Poo (Director: Student Academic Administration)
 Faculty / Admin Dept: Student Academic Administration
 Street Address: King Edward Avenue, Scotsville, 3201
 Postal Address: Private Bag X01, Scotsville, 3209
 Telephone Number: 033 – 260 5216
 Facsimile Number: 033 – 260 5729
 Electronic Mail: pooob@ukzn.ac.za
- 2.2.6 Name: Mrs Carol Davids (University Archivist)
 Faculty / Admin Dept: Archives
 Street Address: King Edward Avenue, Scotsville, 3201
 Postal Address: Private Bag X01, Scotsville, 3209
 Telephone Number: 033 – 260 5622
 Facsimile Number: 033 – 260 5622
 Electronic Mail: davidsc@ukzn.ac.za

3. THE HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10(1) of the Promotion of Access to Information Act (“the Act”), the Human Rights Commission must compile in each official language a guide by 14 August 2003 containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in this Act. If a person wishes to obtain further information, he or she should contact the Human Rights Commission:

Telephone Number: (011) 484 8300
 Facsimile Number: (011) 484 1360
 Electronic Mail: PAIA@sahrc.org.za

4. REQUESTS FOR ACCESS TO INFORMATION

4.1 Upon a requester complying with the procedural requirements in the Act relating to the request for access to a record, access to that record shall be given unless it is refused on any ground of refusal mentioned in the Act.

4.2 All persons wanting to make application for access to records held by this institution may obtain the prescribed application from the Registrar's office, whose details are as follows:

Street Address: University Road, Chiltern Hills, Westville, 3629
 Postal Address: Private Bag X54001, Durban, 4000
 Telephone Number: 031 – 260 8005
 Facsimile Number: 031 – 260 7824
 Electronic Mail: registrar@ukzn.ac.za

or alternatively may visit the University's web site at: <http://www.ukzn.ac.za>

4.3 Description of the subjects on which this institution holds records and categories of records held on each subject:

4.3.1 *Council*

Agendas
 Minutes of meetings
 List of members

4.3.2 *Senate*

Agendas
 Minutes of meetings
 List of members

4.3.3 *University Executive*

Agendas
 Notes of meetings
 List of members

4.3.4 The institution holds similar records and categories of records in respect of Senate and Council Sub-Committees and the Institutional Forum. For further details kindly contact the Registrar.

4.3.5 *Student Matters*

Rules for students
 Academic records
 Student profiles and statistics
 Student bodies and associations
 Student files
 Examination papers, scripts and statistics

4.3.6 *Administrative / Academic Matters*

Membership lists of Faculty Boards and Committees
 Faculty board meeting agendas and minutes
 School meeting agendas and minutes
 Admission requirements and policies
 Internal procedures and guidelines
 University policies
 University and Faculty Rules
 Convocation roll

4.3.7 *Personnel*

General conditions of service
 Personnel policies and procedures
 Employment equity information
 Staff records
 Employee lists
 Union membership

4.3.8 *Publications*

Monographs
 Journals
 University handbooks/calendar
 University Newsletters
 Pamphlets
 Hosted in University libraries

4.3.9 *Other Records*

Important examples are property, assets, correspondence, operational, contractual, financial, accounting, compliance, research, scientific and technical records.

5. CATEGORIES OF RECORDS AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS THERETO (SECTION 15)

No notice has been published to date. Refer to the University's web site for records that are automatically available.

6. DESCRIPTION OF THE SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE BODY AND HOW TO GAIN ACCESS TO THOSE SERVICES

A comprehensive list of services is contained in the University's general prospectus, undergraduate prospectus, postgraduate prospectus and faculty handbooks, available free of charge from the Registrar's office, the details of which appear in clause 4 above. Alternatively these services can be viewed by visiting the University's web site at <http://www.ukzn.ac.za>.

7. PARTICIPATION IN POLICY OR DECISION-MAKING BODIES OF THE UNIVERSITY [SECTION 14(g)]

7.1 Students and staff participate in policy and decision making processes of the University in accordance with the provisions of the Higher Education Act, Act 101 of 1997, as amended, as well as in terms of the internal procedures as agreed with student and staff representative bodies from time to time.

7.2 Other interested persons may submit their comments or proposals in writing to the Registrar at the address stated in paragraph 4 above.

8. A DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE UNIVERSITY

- 8.1 A student or member of the public may lodge a complaint in writing with the Registrar.
- 8.2 The University's internal Grievance Procedure may be utilised by staff members.
- 8.3 If the complaint is in respect of an act, or a failure to act in terms of the Promotion of Access to Information Act, Act 2 of 2000, the complainant may take such steps as are provided for in sections 74 to 82 of this Act.

9. OTHER INFORMATION

For any other information not contained in this manual, kindly contact the Registrar or a Deputy Information Officer, the contact details of which are given in paragraph 4 above.

Alternatively visit the University's web site at <http://www.ukzn.ac.za>
This manual is also available in Afrikaans and isiZulu at <http://www.ukzn.ac.za>

This manual will be updated annually.

**FEES PAYABLE IN TERMS OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF
2000 IN RESPECT OF PUBLIC BODY**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7(1) are as follows:

		R
(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c)	For a copy in a computer-readable form on –	
	(i) stiffy disc	5,00
	(ii) compact disc	40,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	22,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
	(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00

4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

		R
(1)(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c)	For a copy in a computer-readable form on -	
	(i) stiffy disc	5,00
	(ii) compact disc	40,00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	22,00
	(ii) For a copy of visual images	60,00
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
	(ii) For a copy of an audio record	17,00

- (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation

- (2) For purposes of section 22(2) of the Act, the following applies:
 - (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (b) One third of the access fee is payable as a deposit by the requester.

- (3) The actual postage is payable when a copy of a record must be posted to a requester.

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation 6]

FOR DEPARTMENTAL USE		Reference number: _____
Request received by _____ (state rank and full name of information officer/deputy information officer)		
on _____ (date) at _____ (place)		
Request fee (if any):	R _____	
Deposit (if any):	R _____	
Access fee:	R _____	
_____ SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER		

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

(a)	<i>The particulars of the person who requests access to the record must be given below.</i>
(b)	<i>The address and/or fax number in the Republic to which the information is to be sent, must be given.</i>
(c)	<i>Proof of the capacity in which the request is made, if applicable, must be attached.</i>

Full names: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: _____

Identity number: _____

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. **Description of record or relevant part of the record:** _____

2. **Reference number, if available:** _____

3. **Any further particulars of record:** _____

E. Fees

- (a) *A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
- (b) *You will be notified of the amount required to be paid as the request fee.*
- (c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- (d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees: _____

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 below, state your disability and indicate in which form the record is required.

Disability: _____

Form in which record is required: _____

<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
1. If the record is in written or printed form:			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
2. If record consists of visual images – (this includes photographs, slides, video recordings, computer-generated images, sketches, etc)			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form:			
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?			YES
			NO
Postage is payable.			
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.			
In which language would you prefer the record?			

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 2008

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE