

# ACCESS TO INFORMATION

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### 1. **INTRODUCTION**

The aim of this manual is to facilitate the procedure to be followed when requesting access to information / documents from the Council as contemplated in terms of the Act.

The manual may be amended from time to time and the latest version of the manual will be made available.

Any person requesting information in terms of this document is advised to contact the Information Officer should he/she require any assistance in respect of the utilisation of this manual and/or the requesting of information/documents from the Council.

The following words will bear the following meaning in this manual :-

- “the Act” means the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published ;
- “the LRA” means the Labour Relations Act, No. 66 of 1995, as amended ;
- “the/this Manual” means the manual together with all annexures thereto as available at the offices of the Council from time to time ;
- “Council” means the Bargaining Council for the Furniture Manufacturing Industry, KwaZulu-Natal, a legal persona established in terms of Section 27 of the LRA ;
- “SAHRC” means the South African Human Rights Commission ;
- “Information Officer” means the Secretary of the Council to which requests for information in terms of this Act should be addressed to in writing.

### 2. **CONTACT DETAILS (Section 51 (1) of the Act)**

- Name of body : Bargaining Council for the Furniture  
Manufacturing Industry, KwaZulu-Natal
- Information Officer : Gabriël Jacobus Petrus Blignaut
- Address : 36 Dullah Omar Road  
Durban  
4001

Postal Address : P.O. Box 1554  
Durban  
4000

Telephone : [031] 301 7788  
Fax : [031] 301 7337  
e-mail : [bcfmikzn@mweb.co.za](mailto:bcfmikzn@mweb.co.za)  
Website Address : [www.bcfmikzn.co.za](http://www.bcfmikzn.co.za)

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51(1)(b) of the Act)**

A guide compiled by the South African Human Rights Commission, containing such information as may be required by a person who wishes to exercise any right contemplated in the Act, will be made in all official languages by the SAHRC and is obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows :

PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
HOUGHTON  
2041

Telephone No. : +27 11 484 8300  
Fax : +27 11 484 0582/1360  
Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
E-Mail : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT**

No notice has been published.

**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION (Section 51 (1) (d) of the Act)**

The Council keeps information / documents in accordance with the following legislation :

- Pension Funds Act. No. 24 of 1956
- Income Tax Act No, 58 of 1962 (Section 75)
- Companies Act No 61 of 1973
- Value Added Tax Act No.89 of 1991 (Section 65)
- Occupational Health and Safety Act No. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act No. 130 of 1993 (Section 97)

- Labour Relations Act No 66 of 1995
- Basic Conditions of Employment Act No. 55 of 1998 (Section 26)
- Employment Equity Act No. 55 of 1998
- Skills Development Act No 9 of 1999
- Unemployment Insurance Act. No. 63 of 2001

The above records in so far as it being of a public nature are available automatically without a person having to request access thereto of the Act as envisaged in Section 52.

**6. DOCUMENTS / INFORMATION HELD BY THE COUNCIL IN TERMS OF ACT (Section 51 (1) € of the Act)**

The Council holds the information / documents herein below :

- Commercial contracts if any.
- Employer and Employee member data base (personal information of members and their employment), information on existing and past disputes, information on collective agreements, mediations and arbitrations conducted under the auspices of the Council.
- Standard Employment Contracts where applicable.
- The Council's Personnel Records (personal information of past, and present employees of the Council).
- Insurance Policies if any.
- Rules and regulations relating to Holiday Fund, the Bargaining Council Provident Fund, Bargaining Council Sick Benefit Society and the Bargaining Council Mortality Benefit Association Scheme.

The Council's website address is [www.bcfmikzn.co.za](http://www.bcfmikzn.co.za) and is accessible to anyone with access to the internet. It contains a profile on the Council , its contact particulars, collective agreements and services rendered.

It is recorded that any and / or all documents / information not displayed on the website, pertaining to the aforesaid shall only be made available to a person requesting so in terms of the provisions of the Act. No other information held by the Council is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee, such request must be fully motivated as to the reasons for the request.

**7. OTHER INFORMATION (Section 51 (1) (f) of the Act)**

No regulations in terms of this Section had been published.

**8. AVAILABILITY OF THE MANUAL (Section 51 (3) of the Act)**

- 8.1. This manual is available for inspection at the offices of the Council free of charge.
- 8.2. Copies of the manual may be obtained, subject to the prescribed fees, at the offices of the Council.
- 8.3. The manual can also be accessed on the websites of the SAHRC ([www.sahrc.org.za](http://www.sahrc.org.za)) or at ([www.bcfmikzn.co.za](http://www.bcfmikzn.co.za)) and will be published in the Government Gazette.
- 8.4. It should be noted that this manual's accessibility on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure, which would be made available on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) (under "regulations"), in future by the departments concerned.

**UPDATED 23 MAY 2013**

**G.J.P. BLIGNAUT  
SECRETARY OF THE COUNCIL**