



**The Forum for Professional
Nurse Leaders**

THE FORUM FOR PROFESSIONAL NURSE LEADERS

074-668 NPO

MANUAL

in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

Date of Approval of the Manual 30 June 2021

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1. INTRODUCTION

The Forum is a voluntary association of persons, which represent members in the nursing profession of the Republic of South Africa.

The Forum aims to promote leadership in nursing through:

- Creating a platform for the effective communication between Nurse Leaders.
- The production of a quarterly newsletter to share knowledge and information on new developments in SA healthcare and the nursing profession.
- Strengthening the dynamic professional development of leadership and management performance within varied settings of nurse leaders through the production, facilitation and support to innovate and advance the leadership and management skills of nursing leaders.
- The production of a bi-annual conference and other networking opportunities to share information, best practice and capacity building.
- Fostering a spirit of co-operation at the level of Professional Nurses (Leaders) in both the public and private healthcare sectors.
- Any other work, project and/or initiative identified by the Forum from time to time.
- To create a platform to assist members of the Forum to award CPD credits for their events.

2. COMPANY CONTACT DETAILS

Executive Committee

Chairperson: Dr Suseth Goosen

Vice Chair: Ms Deliwe Thabo

Secretary: Dr Nelouise Geyer

Treasurer: Ms Annelie Meiring

Additional Member: Ms Jenny Olfson

Ms Viola Janse van Vuuren

Ms Isabel Benninghoff

Mr Deena Naidoo

Physical Address

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Queenswood

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Contact details

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3. THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (ACT)

- 3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff rate are dealt with in paragraphs 6 and 7 of the Manual.
- 3.3** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2141
Telephone Number: +27 11 877 3600
Fax Number: +27 11 403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>No</u>	<u>Ref</u>	<u>Act</u>
1	No 61 of 2003	Health Act
2	No 56 of 1974	Health Professions Act
3	No 53 of 1974	Pharmacy Act
4	No 101 of 1965	Medicine and Related Substances Act
5	No 61 of 1973	Companies Act
6	No 98 of 1978	Copyright Act
7	No 55 of 1998	Employment Equity Act
8	No 95 of 1967	Income Tax Act
9	No 66 of 1995	Labour Relations Act
10	No 89 of 1991	Value Added Tax Act
11	No 37 of 2002	Financial Advisory and Intermediary Services Act
12	No 75 of 1997	Basic Conditions of Employment Act
13	No 69 of 1984	Close Corporations Act
14	No 25 of 2002	Electronic Communications and Transactions Act
15	No 2 of 2000	Promotion of Access of Information Act
16	No 30 of 1996	Unemployment Insurance Act
17	No 33 of 2005	Nursing Act
18	No 17 of 2002	Mental Health Care Act
19	No 19 of 2020	Cybercrimes Act

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5. SCHEDULE OF RECORDS

<u>Records</u>	<u>Subject</u>	<u>Availability</u>
Public Affairs	Public Product Information Public Corporate Records	Freely available on website
Financial	Financial Statements Financial and Tax Records (Company & Employees) Asset Register	Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA
General records	Membership records Electronic member records Conference/workshop attendance records Product information	Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA Request in terms of PAIA

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

- 6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or copies included in par 5;
- 6.2 Address your request to the Practice Manager;
- 6.3 Provide sufficient details to enable the Practice Manager to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required;
 - (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1 A requester is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2 If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3 A requester may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4 Records may be withheld until the fees have been paid.
- 7.5 The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.

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**Section 14 Manual of the
South African Human Rights Commission
(Prepared in terms of the Promotion of Access to Information Act of 2 of
2000)**

Schedule of Fees in respect of Public Bodies	
Description of record	Fee
The fees for reproduction referred to in Section 15(3) of the Act is as follows:	
a. For every photocopy of an A4-size page or part thereof:	R0.60
b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	R0.40
c. For a copy in a computer-readable form on:	
(i) Stiffy disc	R5.00
(ii) Compact disc	R40.00
d. For a transcription of visual images:	
(i) for an A4-size page or part thereof	R22.00
(ii) for a copy of visual images	R60.00
e. For a transcription of an audio record:	
(i) for an A4-size page or part thereof	R12.00
(ii) for a copy of an audio record	R17.00
The request fee payable by every requester, other than a personal requested, referred to in Section 22 (1) of the Act is:	R35.00
The access fees payable by a requested referred to in Section 22(7) of the Act, unless exempted under Section 22(8) of the Act are as follows:	

a. For every photocopy of an A4-size page or part thereof:	R0.60
b. For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form:	R0.40
c. For a copy in a computer-readable form on:	
(i) Stiffy disc	R5.00
(ii) Compact disc	R40.00
d. For a transcription of visual images:	
(i) for an A4-size page or part thereof	R22.00
(ii) for a copy of visual images	R60.00
e. For a transcription of an audio record:	
(i) for an A4-size page or part thereof	R12.00
(ii) for a copy of an audio record	R17.00
f. To search for the record for disclosure, R15.00 , for each hour or part of an hour. Excluding the first hour reasonably required for such search.	
The actual postal fee is payable when a copy of a record must be posted to a requester.	
For the purposes of Section 22(2) of the Act, the following applies:	
a. Six hours as the hours to be exceeded before deposit is payable; and	
b. One third of the access fee is payable as a deposit by the requester	

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