



South African  
**EQUESTRIAN**  
Federation

**SECTION 51 MANUAL**  
**PROMOTION OF ACCESS TO INFORMATION**

(in terms of : Promotion of Access to Information Act, 2000)

*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 or entity, whether such information is required by someone to protect his/her rights.*

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## **1. INTRODUCTION TO SANESA**

The South African Equestrian Federation (SAEF) exists to promote and encourage the growth and appreciation of Equestrian Sport in South Africa and to provide a focused and controlled opportunity for all South Africans to take part in organised competitions of Equestrian Sport.

The SAEF currently has approximately 6 800 registered members in 20 disciplines:- The membership is spread amongst approximately 330 clubs and in 9 Provinces of South Africa.

SAEF is committed to promoting equestrian sport on all levels as well as identifying talented athletes in high performance programmes.

This manual serves to inform members of the public of the categories of information we hold, and which may, subject to the grounds of refusal listed in the Act, be disclosure after evaluation of an access application being made in terms of the Act.

## **2. AVAILABILITY OF THIS MANUAL**

A copy of this Manual is available -

- On request from our Information Officer
- On our website: [www.sanesa.co.za](http://www.sanesa.co.za)
- From the South African Human Rights Commission (SAHRC) at the address as published by the Commission

This Manual will be updated from time to time, as and when required.

## **3. SANESA INFORMATION OFFICER**

SANESA Information Officer is:

National Chairperson of SANESA

Tel: (011)

E-mail: [nationalchair@sanesa.co.za](mailto:nationalchair@sanesa.co.za)

## **4. HOW TO REQUEST ACCESS TO RECORDS HELD BY SANESA**

Requests for access to records held by SANESA must be made on request, in the form as prescribed in terms of section 53(1), a copy of which is attached hereto, and which is available on our website, or from the SAHRC website. ([www.sahrc.org.za](http://www.sahrc.org.za)),

### **4.1 When a record is requested, the following will apply:**

4.1.1 The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or on the website of the Department of Justice ([www.justice.gov.za](http://www.justice.gov.za)) under "PAIA" and "forms".

4.1.2 On the Request Form all details must be completed, including the right the requester wants to protect by requesting the information.

4.1.3 If the requester is acting on behalf of someone else, the signature of the other person as the one who is authorised the request to be made.

4.1.4 The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc) s/he wants to access the information.

- 4.1.5 If the record is part of another record, the requester will only be accessed the part(s) that pertains to the information s/he wants or is entitled to, and not the rest of the record.
- 4.2 All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act (Chapter 4 of PAIA), for example as in the instance of the personal information pertaining to a third party who is a natural person; commercial information of third parties; where such disclosure would breach an undertaking of confidentiality; where the documentation is privileged in terms of legal proceedings...
- 4.3 **An answer on a request for information will be made within 30 days of the request, and if not granted and if the requester is not satisfied s/he can approach the courts within 30 days.**
- 4.4 In terms of section 54 of PAIA, should access be granted, the requester shall be required to pay the applicable access fee, including the costs for making copies or transcriptions and the time required to search for the record, and the Information Officer may withhold the record until the applicable fees have been paid.
- 4.5 The Information Officer may extend the 30 day period for a further 30 day period in the event that the requirements of section 57 of PAIA are met.

## 5. HOW THE ACT WORKS AND INFORMATION PUBLISHED BY THE SAHRC

More information on how the Act works and all other information can be obtained from the SAHRC – SA Human Rights Commission, at:

### Contact details

**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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

## 6. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.

- 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
- Copyright Act No. 98 of 1978
- Currency and Exchanges Act No. 9 of 1933

- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Intellectual Property Laws Amendments Act No. 38 of 1997
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Trade Marks Act No. 194 of 1993
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991.
- Public Finance Management Act No.1 of 1999
- National Sport and Recreation Act No. 110 of 1998

## 7. ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

7.1 Any person wanting to make application for access to records held by SANESA may obtain the prescribed application form from SANESA offices as follows:

### South African Equestrian Federation

**Phone:** (011)

**E-mail:** nationalchair@sanesa.co.za

**Website:** www.sanesa.co.za

## 7.2 Records that are voluntarily/freely available

The Following records are made freely available on the SANESA Website, and may be freely accessed by any interested person:

- 7.2.1 SANESA Constitution and proposed draft documents in relation thereto for comment
- 7.2.2 SANESA Rules & Regulations
- 7.2.3 SANESA Code of Conduct
- 7.2.4 SANESA Competitors Code of Behaviour
- 7.2.5 SANESA Dispute Resolution and Disciplinary Code
- 7.2.6 SANESA Selection Policies
- 7.2.7 SANESA Tour Officials Duties
- 7.2.8 SANESA Sexual Harassment Policy
- 7.2.9 SANESA Safeguarding Policy against Harassment and Abuse – [download](#)
- 7.2.10 SANESA Directives
- 7.2.11 SANESA Incident report form
- 7.2.12 SANESA National and SANESA Colours Policy
- 7.2.13 **Veterinary Rules and Regulations**  
Including the current SANESA Veterinary Regulations and any resolutions or documentation in relation thereto, including Discipline specific resolutions
- 7.2.14 **SASCOC & SRSA Documents**  
Including the SASCOC Constitution, National Sport and Recreation Act and Amendments and White papers thereto, Department of Sports and Recreation Code of Conduct, and other related reports
- 7.2.15 Events Liability Policy
- 7.2.16 General policies
- 7.2.17 Applicable Legislation, Regulations and Reports**

- Including the POPI Act, King IV Report on Good Governance
- 7.2.18 SANESA Executive Committee Members, Portfolio Holders/Officials List and SANESA Judicial Committee
- 7.2.19 SANESA Discipline Association members and contact details
- 7.2.20 SANESA Provincial Federation members and contact details
- 7.2.21 International and National Affiliations
- 7.2.22 Minutes of SANESA Meetings
- 7.2.23 SANESA President's Annual Report
- 7.2.24 SANESA Annual Financial Statements
- 7.2.25 SANESA Newsletters including Veterinary Info, News and Updates

### 7.3 **Records that may be requested in terms of this Manual**

- 7.3.1 Records and/or minutes of meetings with International Federations
- 7.3.2 Minutes of SANESA Meetings not available on the website
- 7.3.3 Records regarding:
  - 7.3.3.1 information technology – computer network, software systems and policies;
  - 7.3.3.2 human resource management and development – organisational structure, training, performance management, recruitment and employment conditions;
  - 7.3.3.3 labour relations – disciplinary matters, disputes, grievances and policies,
  - 7.3.3.4 legal services – litigation, advice, contracts and policies;
  - 7.3.3.5 supply chain management – including leasing of building, procurement of goods, appointment of related service providers and policies;
  - 7.3.3.6 financial management – expenditure management, bookkeeping, budgeting and reporting and policies;
  - 7.3.3.7 management of task teams – reporting, management, monitoring and review.

## 8. **UPDATING THIS MANUAL**

SANESA shall update this Manual from time-to-time, upon recommendation of the SANESA Legal Commission, as may be necessary, and the most current version thereof shall be available from the Information Officer, or as published on the SANESA website.

## 9. **AVAILABILITY OF THE MANUAL**

This Manual will be available in English, and will be submitted to the South African Human Rights Commission, made available at the SANESA office, and will be placed on the SANESA website.



**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: 

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**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.

Description of record or relevant part of the record:

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Reference number, if available:

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Any further particulars of record:

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**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:

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**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:
Mark the appropriate box with an <b>X</b> .	
NOTES:	
Compliance with your request for access in the specified form may depend on the form in which the record is available.	
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.	
The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.	

<b>1. If the record is in written or printed form:</b>				
	copy of record*		inspection of record	
<b>2. If record consists of visual images -</b> <b>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):</b>				

	view the images		copy of the images*		transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)		
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>Postage is payable.</p>	
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**Particulars of right to be exercised or protected**

<p>If the provided space is inadequate, please continue on a separate folio and attach it to this form.</p> <p><b>The requester must sign all the additional folios.</b></p>
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Indicate which right is to be exercised or protected:

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Explain why the record requested is required for the exercise or protection of the aforementioned right:

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**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?

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Signed at \_\_\_\_\_ this day \_\_\_\_ of \_\_\_\_\_ 20 \_\_\_\_

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SIGNATURE OF REQUESTER /  
PERSON ON WHOSE BEHALF REQUEST IS MADE