

# **THE SOUTH AFICAN FEEDLOT ASSOCIATION**

## **MANUAL**

In terms of Section 51 of The Promotion of Access to Information Act 2/2000 (the "ACT")

Date of Compilation: 2015/12/03

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## **1. Introduction**

- 1 SAFA represents the Feedlot Industry on all formal structures where members' interests are to be established and protected:

SA Meat Industry Company (SAMIC)

Meat Industry Forum (MIF)

Red meat Research Planning and Funding

Livestock Welfare Issues

International Trade Marketing Group

Meat Classification Committee

Food Safety

State and Provincial Issues

Ad hoc industry advisory forms

## **2. Association Contact Details (Section 51 (1) (a))**

### **Persons designated/duly authorised persons:**

#### **Committee:**

Frikkie Potgieter (Chairman)

Calvin Topkin (Vice Chairman)

Henriette Breedt

Riaan Roodtman

Theo Coetzee

Pieter Steenkamp

Tony da Costa

Callie Caltiz

Robin Watson

Dave Ford

#### **Office Manager/CEO:**

Dave Ford

#### **Postal Address:**

PO Box 16021

Lyttelton

0140

#### **Street Address:**

76 Jean Avenue

Doorinkloof

Centurion

0157

**Telephone Number:**

012 667 1189

**Fax Number:**

086 618 1189

**Email:**[safa@safedlot.co.za](mailto:safa@safedlot.co.za)**3. The Act**

**3.1** The ACT grants a requester access to records of a private body, if the record is required for the exercise of any rights. If a public body lodges a request, the public body must be acting in the public interest.

**3.2** Request in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the ACT.

**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 purpose of exercising Constitutional Rights. The Guide is available from the SAHRC.

The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: +27-11-877 3600

Fax Number: +27-11-403 0625

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**4. Applicable Legislations (Section 51 (1) ( c )**

NO	REF	ACT
1	No 98 pf 1978	Copyright Act
2	No 55 of 1998	Employment Act
3	No 95 of 1967	Income Tax Act
4	No 66 of 1995	Labour Relations Act
5	No 89 of 1991	Value Added Tax Act
6	No 75 of 1997	Basic Conditions of Employment Act
7	No 25 of 2002	Electric Communications and Trancations Act
8	No 2 of 2000	Promotion of Access of Information Act
9	No 30 of 1996	Unemployment Insurance Act

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## **5. Schedule of Records (Section 51 (1) (d))**

<b><u>Records</u></b>	<b><u>Subjects</u></b>	<b><u>Availability</u></b>
<b>Public Affairs</b>	Public Product Information	<a href="http://www.safeedlot.co.za">www.safeedlot.co.za</a>
	Public Corporate records	
	Media Releases	
<b>Financial</b>	Financial Statements	Association
	Financial and Tax Records ( Company & employees)	Request in terms of PAIA
	Asset Register	Request in terms of PAIA
	Management Accounts	Request in terms of PAIA
<b>Marketing</b>	Market Information	Limited Information Available on website.
	Public Customer Information:	Request in terms of PAIA
	Product Brochures	Request in terms of PAIA
	Owners Manuals	Request in terms of PAIA
	Field Records	Request in terms of PAIA
	Performance Records	In our annual report
	Product Sales Records	Request in terms of PAIA
	Marketing Strategies	Request in terms of PAIA
	Customer Database	Request in terms of PAIA
	Dealer Franchise Documents	Request in terms of PAIA

## **6. Form of Request (Section 51 1 (e) )**

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](http://www.sahrc.org.za)

**6.2** Address your request to the Head of the Company (CEO)

**6.3** Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);  
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 the exercise or protect with an explanation of the reason the records is required to exercise or protect the right.

## **7. Prescribes Fees (Section 51 (1) (f))**

**Attached is the fee schedule from SAHRC website Annexure C**

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

- 7.1** A requestor 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 requestor 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](http://www.sahrc.org.za)