



## MANUAL IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000

### The South African Institute of Architects (SAIA) Die Suid-Afrikaanse Instituut van Argitekte (SAIA)

#### INTRODUCTION

The South African Institute of Architects (SAIA) is a voluntary organisation, not for gain. It is recognised by the SA Council for the Architectural Profession in terms of Act 44 of 2000. Membership of SAIA is voluntary, regionally structured and open to members of the profession in the professional and candidate architect categories identified in the legislation.

In terms of the constitution of SAIA, the Institute is committed to the principle of striving to be an outstanding professional organisation which upholds the dignity of the profession and its members. It aims to promote excellence in architecture and it seeks to contribute to the enhancement of society and the environment.

SAIA is managed and controlled by a Board of Representatives, and is a body corporate with *inter alia* perpetual succession, the power to sue and be sued in its corporate name and to engage through the Board of Representatives in all such business transactions and take all such actions as may be required for the proper performance of its functions generally and in carrying out its objects and duties in terms of this constitution.

The objects of SAIA are to promote and maintain the art, science, research and practice of architecture; the interests of members; the dignity of the profession of architecture; high standards of conduct, professional competence and integrity; opportunities for the interchange and recording of knowledge and experience of architecture; the architectural environment and cultural heritage; the interests of society in matters concerned with architecture in relation to the environment.

In pursuance of these objectives the Board of Representatives established a range of national committees, and actively engage with professional structures internationally. SAIA is a member of the Africa Union of Architects, the Commonwealth Association of Architects, the International Union of Architects and the International Council on Monuments and Sites.

The day to day business of the institute is managed by the Executive Officer, appointed by and under the direction of the board.

#### PARTICULARS IN TERMS OF SECTION 51

##### 1. CONTACT DETAILS OF THE SA INSTITUTE OF ARCHITECTS

[Section 51(1)(a)]

The Board of Representatives of SAIA has duly authorised the **Executive Officer** to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, Act 2 of 2000.

**Postal address:** The Executive Officer  
SA Institute of Architects  
Private Bag X10063  
**RANDBURG 2125**

**Telephone:** +27 11 782 1315  
**Fax:** +27 11 782 8771  
**Website:** <http://www.saia.org.za>  
**E-mail:** [admin@saia.org.za](mailto:admin@saia.org.za)

## 2 THE GUIDE AS DESCRIBED IN SECTION 10

[Section 51(1)(b)]

It is expected that the Guide on how to use the Act will be published by 15 August 2003. SAIA will substitute and complete this section once the Commission has published the Guide. You may also request any additional information to assist you in making a request from the South African Human Rights Commission.

### The Human Rights Commission:

**Postal address:** Private Bag 2700  
**HOUGHTON 2041**

**Telephone:** +27 11 484 8300  
**Facsimile:** +27 11 484 0582  
**Website:** <http://www.sahrc.org.za>  
**E-mail:** [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## 3 CATEGORIES OF RECORDS OF SAIA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2).

[Section 51(1)(c)]

No notice of such records has been made to the Minister.

## 4 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

[Section 51(1)(d)]

Records are submitted and kept in accordance with the following legislation, and SAIA shall, upon request, allow limited access as prescribed in the relevant legislation:

- Basic Conditions of Employment Act 75 of 1997
- Compensation of Occupational Injuries and diseases Act 130 of 1993
- Credit Agreements Act 75 of 1980
- Debt Collectors Act 114 of 1998
- Electronic Communications and Transactions Act 25 of 2000
- Income Tax Act 58 of 1962
- Pension Funds Act 24 of 1958
- Regional Services Councils Act No 109 of 1985
- Skills Development Levies Act 9 of 1999
- Unemployment Contributions Act 2 of 2002
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

Although we have used our best endeavours to provide a complete list of applicable legislation, it is possible that the above list may be incomplete. Wherever it comes to our attention that existing or new legislation allows a requester access on a basis other than that set out in the Act we shall immediately update the list.

## 5 HOW TO REQUEST A RECORD

[Section 51(1)(e)]

A request for information which is not readily available, may be requested in terms of Section 18 of Act 2 of 2000. Copies of the prescribed forms to be completed for submitting a request are available from SAIA.

Proof of identity is required to authenticate the request and the requester. Therefore, in addition to the access form, requesters will be required to supply a certified copy of the requester's identification document or any other means of identification acceptable to the Executive Officer.

## 6 DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY SAIA AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSIFIED

[Section 51(1)(e)]

### 6.1 The following information is readily available without a person having to request access in terms of the Act:

|              |  | <b>FORMAT</b>   |
|--------------|--|---|
| <b>6.1.2</b> | A current list of SAIA members and/or SAIA Practices nationally and/or by Region | Hard copy Directory (Publication cost on application)<br>Website (freely available) |
| <b>6.1.3</b> | General information regarding the profession, SAIA, membership, courses          | Pamphlets (free)<br>Website (freely available)                                      |

**6.2 Other information and publications which are generally available to the members of the organisation, members of committees and/or the board of representatives, but for which other persons must request access in terms of the Act:**

|              |   |   |
|--------------|---|---|
| <b>6.2.1</b> | Biennial Reports of SAIA 1998, 2000, 2002; incorporating the president's report, financial statements and other reports | General distribution                                      |
| <b>6.2.2</b> | Financial Statements, including accounting records and auditor's report   | Board   |
| <b>6.2.3</b> | Minutes: Board of Representatives, Management Committee, Practice Committee and other committees                        | Board and members of a relevant committee                 |
| <b>6.2.4</b> | Architecture South Africa; Journal of the SA Institute of Architects  | General distribution to membership and interested parties |
| <b>6.2.5</b> | The Digest of South African Architecture  | General distribution to membership and interested parties |
| <b>6.2.6</b> | SAIA Practice Manual  | Membership  |
| <b>6.2.7</b> | Incorporation documents of SAIA i.e. Constitution & By-laws   | Membership and interested parties                         |

**6.3 Operational, Administrative and Financial Records**

The following information is required in the day-to-day running of the organisation, and is generally of little use to persons outside the organisation. Other persons must request access in terms of the Act:

|              |   |   |
|--------------|---|---|
| <b>6.3.1</b> | Membership Files                                  | Record: amendments to the database of members and practices |
| <b>6.3.2</b> | Regional circulars and the SAIA Regional Handbook | Co-ordinates interaction with Regional Institutes           |
| <b>6.3.3</b> | Electronic Database and accounting                | To manage subscriptions and financial affairs               |
| <b>6.3.4</b> | General Correspondence                            | Mainly e-mail generated communication                       |
| <b>6.3.5</b> | Secretariat & staff administration                | As required   |

**7 OTHER INFORMATION AS MAY BE PRESCRIBED**

*[Section 51(1)(f)]*

The Minister of Justice and Constitutional Development has not made any Regulations in this regard.

**8 AVAILABILITY OF THE MANUAL**

*[Section 51(3)]*

This manual will be available from the South African Human Rights Commission (see details above) or SAIA (see details above), and in electronic format at <http://www.saia.org.za>.

**9 FEES IN RESPECT OF PRIVATE BODIES**

NOTE: VAT shall be added to all fees

**9.1 Fee for a Copy of the Manual**

The manual may be inspected for free at the places indicated in 8 above.

The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.

**9.2 Fee for a copy of any other records**

The request fee and fee for a copy will be due and payable in accordance with the regulations.