

Company Registration Number: 2006 / 01 74 93 / 08

NPO Number: 050 - 468

## Boland Hospice Manual

In terms of Section 51 of

The Promotion of Access to Information Act

2/2000

(the “Act”)

This update: December 2015

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## **1. Company and Type of Business**

Boland Hospice is a non profit company and non profit company that has as it's main objectives

- To provide quality holistic health care through an intermediate care facility and community home based care service in the Cape Winelands District
- To provide health prevention and promotion services in the Cape Winelands District
- To manage health related programmes in partnership with other organizations and the South African Government in the Cape Winelands District

The organizations secondary objective is to carry out networking and fund raising activities to fulfil its main objectives.

Boland Hospice operates in the Cape Winelands District sub districts of Breede Valley, Langeberg and Witzenberg.

## **2. Contact details**

Boland Hospice's main office is at 4771 Haarlem Street, Worcester, 6850 (in the grounds of Brewelskloof Hospital).

Postal address: P O Box 1318, Worcester, 6849

Telephone number: 023 342 48 16

Facsimile number: 023 347 52 36

E-mail address: [info@bolandhospice.org](mailto:info@bolandhospice.org)

Boland Hospice operates in the Witzenberg sub district under the name of Zikhanye Community Services and the contact details for this branch are:

Office: 31 Lyell Street, Ceres, 6815

Telephone number: 023 316 1173

Facsimile number: 086 610 2587

E-mail address: [admin@zikhanye.org](mailto:admin@zikhanye.org)

The Board of Directors are:

Dr A Wenteler; Mrs L Karriem; Mrs M Naude; Mr J Matsau; Mrs R Bosman;  
Mrs Daniela Hermanus

The Management team are:

General Manger – Maria Demjan ([manager@bolandhospice.org](mailto:manager@bolandhospice.org))

Patient Care Manager – Alida Theron ([socialworker@bolandhospice.org](mailto:socialworker@bolandhospice.org))

Zikhanye Project Manager – Ewald du Plessis ([manager@zikhanye.org](mailto:manager@zikhanye.org))

Finance Co-ordinator – Natasha Lesch (natasha@bolandhospice.org)

Human Resources Co-ordinator – Gail Brown (gbrown@bolandhospice.org)

The General Manager shall be the Information Officer of the organization

### **3. The ACT and Section 10 Guide**

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 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 A guide has been compiled in terms of Section 10 of the ACT by Boland Hospice. It contains information required by a person wishing to exercise any right, contemplated by the ACT.

3.4 The Guide is available for inspection at the Worcester offices of Boland Hospice at the physical address above.

### **4. Applicable legislation**

Boland Hospice considers the following legislation as being applicable to their operations and can access them electronically from their offices in Worcester.

- Administration of Road Traffic Offences Act 46 of 1998
- Basic Conditions of Employment Act 75 of 1997
- Childrens Act 41 of 2007
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Employment Equity Act 55 of 1998
- Employment Services Act 4 of 2014
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Medicines and Related Substances Control Act 101 of 1965
- National Road Traffic Act 93 of 1996

- Non Profit Organizations Act 71 of 1997
- Nursing Act 33 of 2005
- Occupational Health and Safety Act 85 of 1993
- Pharmacy Act 53 of 1974
- Promotion of Access of Information Act 2 of 2000
- Public Finance and Management Act 29 of 1999
- Second Hand Goods Act 6 of 2009
- Skills Development Act 97 of 1998
- Skills Development Levy Act 9 of 1999
- Social Service Professions Act 110 of 1978
- Tobacco Products Control Act 83 of 1993
- Unemployment Insurance Act 30 of 1996
- Value Added Tax Act 89 of 1991

## **5. Schedule of Records**

Boland Hospice holds the following records.

- Annual financial statements
- Articles of Association for an NPC (Memorandum of Incorporation)
- Asset register
- Attendance registers
- Board of directors meeting minutes
- Constitution for an NPO
- Contracts of employment
- Correspondence
- Employment equity records
- Financial accounting / book keeping records
- Fund raising documentation
- Health and safety committee meeting minutes
- Health and safety records
- Insurance documents
- Job descriptions
- Minutes of management meetings
- Minutes of staff meetings
- Operational policies and procedures
- Orders for consumable purchases
- Organizational pamphlet of services
- Organogram

- Patient care clinical guidelines
- Patient files
- Patient register
- Performance management records
- Quotations for equipment purchases
- Staff duty rooster
- Staff files
- Statistical information of care provided
- Stores / stock control records
- Tax records
- Vehicle registration documents

## **6. Form of Request**

To facilitate the processing of your request for information, kindly;

6.1 Use the prescribed form, available from Boland Hospice by email from [info@bolandhospice.org](mailto:info@bolandhospice.org) or as attached to this manual.

6.2 Address your request to the General Manager

6.3 Provide sufficient details to enable Boland Hospice to identify:

- a) The record/s requested;
- b) The requesters
- c) The form of access required
- d) The postal address or email address of the requested in South Africa
- e) The right which the requester is seeking to exercise or protect with an explanation of the reason why this is necessary.

## **7. Prescribed Fees**

The following applies to requests

7.1 All requests for a record pertaining to a requester e.g. a patient, discharged patient, staff member or ex staff member, are free of charge.

7.2 All other requests for records: The requester is required to pay the prescribed fee of R50.00 (fifty rand) before a request will be processed.

7.3 If the request for information is approved, records are available at a cost of R5 per page

7.4 All fees are payable before records are made available to the requester. All records will be withheld until the fee has been received by Boland Hospice.

Request for Access to records from Boland Hospice in terms of  
Section 53(1) of the Promotion of Access to Information Act 2 of 2000  
Regulation 10

A. Particulars of Boland Hospice

Physical address: 4771 Haarlem Street, Worcester, 6850  
 Postal address: P O Box 1318, Worcester, 6849  
 Telephone number: 023 342 48 16  
 Facsimile number: 023 347 52 36  
 E-mail address: info@bolandhospice.org  
 Address requests to the Information Officer / General Manager

B. Particulars of person requesting to access records:

- a) The particular of the person who requests access to the record must be given below
- b) The address and / or email address in South Africa to where the information must be sent must be given
- c) Proof of the capacity in which the request is made, if applicable, must be given.

Full name and surname	
Identity Number	
Postal address in South Africa	
E-mail address	
Telephone number in South Africa	
Capacity in which the request is made, when on the behalf of another person	

C. Particular of person on who behalf request is made

This section must be completed only if a request for information is made on behalf of another person

Full Name and Surname	
Identity Number	

D. 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.

Description of record or relevant part of the record	
Reference number, if available	
Any further particulars of the record	

Signature of requester \_\_\_\_\_

Date of request: \_\_\_\_\_