

THE BODY CORPORATE OF

WALMER PARK

SECTIONAL TITLE SCHEME NO. 183/1989

Manual on
Access to Information

**Issued in terms of
Section 51 of the
Promotion of Access to Information Act 2000**

December 2011

**A copy of this manual has been submitted to the South African
Human Rights Commission.**

1. **PRIVATE BODY OVERVIEW:**

We are a Body Corporate Scheme registered in terms of the Sectional Titles Act 95 of 1986 with property owners being members of the Sectional Title Scheme.

The Sectional Title Scheme is governed by a Board of Trustees.

2. **CONTACT DETAILS:**

Our contact details are as follows:-

Name of Body: WALMER PARK

Registration No. of Sectional Title Scheme: 183/1989

Physical Address: Church Road, Walmer, Port Elizabeth 6070

Head of Body / Chairman of Trustees: Mrs S. Broadley

2.1 **INFORMATION OFFICER:**

Name of Managing Agent: FSPA Managers & Consultants CC
t/a Financial Services & Property Administrators.

Postal Address of Managing Agent: P O Box 27311, Greenacres,
Port Elizabeth 6057.

Telephone Number of Managing Agent: 041-363 4668

Fax Number of Managing Agent: 041-363 3989

E-mail Address of Managing Agent: fspace@fspace.co.za

3. **RECORDS AVAILABLE IN TERMS OF LEGISLATION:**

- Basic Conditions of Employment Act (Act 75 of 1997).
- Sectional Titles Act 95 of 1986.
- Sectional Titles Act 95 of 1986 – Regulations.
- Unemployment Contributions Act (Act 4 of 2002).
- Occupational Injuries & Diseases Act 1993.

3.1 **VOLUNTARY DISCLOSURE OF RECORDS TO OWNERS & MORTGAGEES OF THE SCHEME ONLY:**

- Annexure 8 Management Rules in terms of Section 35(2)(a) of the Sectional Titles Act 95 of 1986.
- Annexure 9 Conduct Rules in terms of Section 35(2)(a) of the Sectional Titles Act 95 of 1986.
- Insurance Policies and Levy Schedules.
- Minute Book.
- Financial Statements.
- Sectional Title Plans.
- Register of Owners & Mortgagees.
- Any other requirements of disclosure in terms of the Sectional Titles Act 95 of 1986.

4. **OTHER RECORDS:**

We also hold the following records, which are not automatically accessible.

If you want access to any of these, you will need to follow the procedure in Section 3 of the Guide Manual to the Promotion of Access to Information Act No. 2 of 2000.

- Financial & Accounting records.
- Bank Account details and records.
- Minutes of Meetings.
- Records of legal matters.
- Personnel files for current and past employees.
- Management Agreements.
- Financial Intelligence Centre Act records and information.
- Sectional Title plans and registration detail.
- Register of owners and mortgage bonds.
- Insurance policies and details of claims.
- Copies of Income Tax Returns and other tax returns and documents.
- General correspondence.

5. **ACCESS TO OUR RECORDS:**

The Act entitles you to have access to our records, *provided that:*

- You need access to exercise or protect any of your rights, and
- You apply for access and the fees payable according to the procedure set out in terms of Section 3 of the Guide to Promotion of Access to Information Act No. 2 of 2000, and
- We do not have grounds for refusing you access.

6. **OUR RIGHT TO REFUSE ACCESS:**

We have the right to refuse you access to our records in terms of Section 4 of the Guide to Promotion of Access to Information Act No. 2 of 2000.

7. **NOTICE IN TERMS OF SECTION 52 OF THE ACT:**

We have not gazetted any notices in terms of Section 52 of the Act. This means that, except for those items listed in paragraphs 3 and 3.1 of this manual, we will grant access to our records only in terms of this manual.

8. **SOUTH AFRICAN HUMAN RIGHTS COMMISSION : SECTION 10 GUIDE:**

The South African Human Rights Commission has published a Guide (under Section 10 of the Act) explaining the Act and how it works. For further details, contact the South African Human Rights Commission directly through their website : www.sahrc.org.za