



the contemporary art development trust

SECTION 51 MANUAL

THE CONTEMPORARY ART DEVELOPMENT TRUST, OPERATING AS BLANK PROJECTS

INTRODUCTION TO THE CADT/BLANK PROJECTS

blank projects is an independent, artist-run exhibition space founded in Cape Town by Jonathan Garnham in 2005.

blank is dedicated to new developments in contemporary South African Art and encourages experimental practice from both emerging and established artists, building a context for the dissemination of ideas around contemporary African arts practice.

PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

Contact details:

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THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The Human Rights Commission has compiled a Guide in terms of Section 10 of PAIA. It contains information required by a person wishing to exercise any right, contemplated by PAIA. It is available in all official languages. The Guide is available for inspection, inter alia, at the offices of

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department

Street address: 29 Princess of Wales Terrace
Cnr York and St. Andrews Street
Parktown

Telephone: +27 11 484 8300
Fax: +27 11 484 0582
Website: www.sahrc.org.za
Email address: paia@sahrc.org.za

RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Legislation in terms of which records are held includes but is not limited to the following list:

- 1. Basic Conditions of Employment No. 75 of 1997*
- 2. Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993*
- 3. Employment Equity Act No. 55 of 1998*



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4. Income Tax Act No. 95 of 1967
5. Labour Relations Act No. 66 of 1995
6. Occupational Health & Safety Act No. 85 of 1993
7. Unemployment Contributions Act No. 4 of 2002
8. Unemployment Insurance Act No. 63 of 2001

4 ACCESS TO THE RECORDS HELD BY THE PRIVATE BODY IN QUESTION

i) The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of section 52(2).

Exhibition history (available: www.blankprojects.com/archive)

ii) Records that may be requested. A description of the subjects of the records held by the body and the categories in which these subjects are classed.

Administration:

*Correspondence;
Etc.*

Human Resources:

*Remuneration records
Etc.*

Finances:

- *Annual financial statements;*
- *Etc.*

iii) The request procedures

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or e-mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.



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Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

5 OTHER INFORMATION AS MAY BE PRESCRIBED

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

6 AVAILABILITY OF THE MANUAL

The manual is also available for inspection online at www.blankprojects.com, at the offices of blank projects free of charge; and copies are available with the SAHRC