

**arepp: THEATRE FOR LIFE TRUST**

("arepp")

I Trust 642/91

**SECTION 51 MANUAL**

Manual prepared in accordance with section 51 of the Promotion of Access to Information Act (Act 2 of 2000) ("the Act")

arepp is a trust registered in accordance with the provisions of the Trust Property Control Act (57 of 1988) to, amongst other things provide educational theatre including puppetry, workshops and training sessions in Southern Africa concerning issues related to the environment and the mental and physical well-being of the community and which shall be of a socially relevant nature and responsive to the educational and health needs of the community.

**Contact Details**

Gordon Bilbrough, a Director, has been appointed the head of arepp for purposes of the Act, and requests for access to information in terms of the Act must be made to Gordon Bilbrough:

Postal address: PO Box 13869, Mowbray, Cape Town, 7705

Physical address: 160, 9<sup>th</sup> Ave, Sydenham, Johannesburg

Telephone: +27 21 447-8551

Fax: +27 21 447-8551

email: Gordon@arepp.org.za

website: www.arepp.org.za

**The guide**

The South African Human Rights Commission is required, in terms of the Act, to publish a guide explaining the Act and its use. Should you have any queries regarding the guide to, please direct them to:

The South African Human Rights Commission

The Research and Documentation Unit

Postal address: Private Bag X2700, Houghton, 2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

e.mail: paia@sahrc.co.za

website: www.sahrc.org.za

### **Notice in terms of section 52(2)**

No such notice has been published.

### **Records that are available in terms of other legislation**

The following records are available in terms of legislation other than the Act:

- ❖ Basic Conditions of Employment Act (75 of 1997)
- ❖ Broad Based Black Economic Empowerment Act (53 of 2003)
- ❖ Trust Property Control Act (57 of 1988)
- ❖ Compensation for Occupational Injuries and Diseases Act (130 of 1993)
- ❖ Employment Equity Act (55 of 1998)
- ❖ Income Tax Act (58 of 1962)
- ❖ Labour Relations Act (68 of 1995)
- ❖ Nonprofit Organisations Act (71 of 1997)
- ❖ Promotion of Equality and Prevention of Unfair Discrimination Act (4 of 2000)
- ❖ Tobacco Products Control Act (83 of 1995)
- ❖ Unemployment Insurance Contribution Fund Act (4 of 2000)
- ❖ Unemployment Insurance Fund Act (63 of 2001)
- ❖ Value Added Tax Act (89 of 1991)

## **Information held**

arepp holds information relating to the following subjects:

- ❖ Relevant agreements, such as leases and credit agreements
- ❖ Employment records
- ❖ Financial records
- ❖ Insurance documents
- ❖ Records relating to legal proceedings
- ❖ Information technology records
- ❖ Internal policies and procedures
- ❖ Records in respect of research projects
- ❖ Training policies, manuals and documents
- ❖ Copies of arepp plays
- ❖ Records of reports of quarterly and yearly activities

## **Procedure to request information**

In order to request information from arepp, please use the prescribed form which can be found at either of the following websites: [www.sahrc.org.za](http://www.sahrc.org.za) or [www.doj.gov.za](http://www.doj.gov.za). Please ensure that your request:

- ❖ provides sufficient details to enable us to identify the record you require and who you are
- ❖ indicates the form of access to the record you require
- ❖ specifies a postal address or a fax number within South Africa
- ❖ identifies the right you seek to exercise or protect and explain why the record is needed to exercise or protect the right
- ❖ indicates the form of reply to your request you would prefer, other a written reply, and the relevant particulars
- ❖ provides proof of your capacity to act, if you are doing so behalf of someone else.

Once the form is completed, please submit it to us, together with the prescribed fee. (These fees are set out at [www.doj.gov.za](http://www.doj.gov.za)).

arepp will notify you of its decision once it has been made. Please note that there are instances in which arepp may refuse to grant you access to the record, in terms of the Act.

If arepp does grant your request, you will be charged an additional fee for the access (per page provided to you).

### **Other information required by regulation**

No regulations have been made in this regard.

### **Availability of this manual**

This manual is available on our website, at our offices and from the South African Human Rights Commission. If you require a copy of the manual, it will be provided at the prescribed fee.

We will update this manual from time to time, should it be necessary to do so.