

1485

ENTERTAINMENT RADIO

RADIO TODAY

Radio Today 1485am
Registration Number: 1996/011817/08

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51
OF THE PROMOTION OF ACCESS TO INFORMATION ACT
NR, 2 OF 2000**



INDEX

1. INTRODUCTION	3
2. CONTACT DETAILS	4
3. GUIDE IN TERMS OF SECTION 10 OF THE ACT	5
4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT	5
5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION	6
6. DOCUMENTATION/INFORMATION HELD BY RADIO TODAY IN TERMS OF THE ACT	6
7. OTHER INFORMATION	7
8. AVAILABILITY OF THE MANUAL	7

1. INTRODUCTION

The aim of the manual is to assist potential requestors as to the procedure to be followed when requesting information/documents from RADIO TODAY 1485AM as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised, the latest version of the manual will be made public.

Any requestor is advised to contact Mr S Sobantwana (station manager) should he/she require any assistance in respect of this manual and/or the requesting of information/documents from RADIO TODAY 1485AM.

“the Act”	shall mean the Promotion of Access to Information Act, Nr. 2 of 2000, together with all relevant regulations published;
“the/this manual”	shall mean this manual together with all annexure thereto as available at the offices of RADIO TODAY 1485AM from time to time;
“RADIO TODAY 1485AM”	shall mean RADIO TODAY 1485AM trading as a community radio station (Association Incorporated Under Section 21) broadcasting from Parktown North;
“SAHRC”	shall mean South African Human Rights Commission;
“Information Officer”	the Appointed managing Member of RADIO TODAY 1485AM has been appointed as the Information Officer of RADIO TODAY 1485AM, to which request for information in terms of the Act, should be addressed;

2. CONTACT DETAILS

Name of body:	RADIO TODAY 1485AM
Managing Member and appointed Information Officer:	Mr S Sobantwana

Address: 167 Jan Smuts Avenue, Parktown North,
Johannesburg.

Postal Address: P O Box 2820, Parklands, 2121

Telephone: (011) 880-0329/69

Fax: (011) 880-5839

E-mail: radiotoday@mweb.co.za

Website Address: no website at present

3. GUIDE IN TERMS OF SECTION 10 OF THE ACT

In terms of Section 10 of the Act, a guide will be compiled by the South African human Rights Commission containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available in all official languages by the SAHRC and obtainable from the SAHRC.

Contact details of the South African Human Rights Commission are as follows

PAIA Unit
The Research and Documentation Department
Postal Address: Private Bag 2700
Houghton
2041

Telephone: +27 11 484-8300
Fax: +27 11 484-0582
Website: www.sahrc.org.za
E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT

At this stage no notice(s) has/have been published.

5. INFORMATION/DOCUMENTS AVAILABLE IN ACCORDANCE WITH OTHER LEGISLATION

RADIO TODAY 1485AM keeps information / documents inter alia in accordance with the following legislation:

- Pension Funds Act, Nr. 24 of 1956
- Income Tax Act, Nr. 58 of 1962 (Section 75)
- Occupational Health Injuries and Diseases Act, Nr. 85 of 1993
- Compensation for Occupational Injuries and Diseases Act, Nr. 130 of 1993 (Section 93)
- Labour Relations Act, Nr. 66 of 1995
- Basic Conditions of Employment Act, Nr. 75 of 1997 (Section 31)
- Employment Equity Act, Nr. 55 of 1998 (Section 26)
- Skills Development Act, Nr. 97 of 1998
- Skills Development Levies Act, Nr. 9 of 1999
- Unemployment Insurance Act, Nr. 63 of 2001
- Independent Communications Authority of South Africa Act, Nr. 13 of 2000
- Independent Broadcasting Act of 1993
- Broadcasting Act of 1999

- Telecommunications Authority Act, Nr. 103 of 1996

The above records, in so far as it being of a public nature are available automatically Without a person having to request access thereto in terms of the Act, as envisaged in Section 52.

6. DOCUMENTS / INFORMATION HELD BY RADIO TODAY 1485AM IN TERMS OF THE ACT

Radio Today holds the Information / documents listed herein below:

- Details relating to the operational, commercial manuals and proceeding of
- Commercial contracts
- Radio Today 1485am Personnel Report
- Human resources (personal information of past, present and prospective employees, presenters and directors)
- Franchise Agreement and the rights of Brand name usage
- Code of ethics and conduct of employees

It is recorded that any and all documents / information requested pertaining to the aforesaid shall only be made available to a requestor subject to the provisions of the Act.

None of the information held by Radio Today 1485am is automatically available without a person having to request access in terms of and subject to the provisions of the Act.

A request for information should be in the prescribed form, addressed to the Information Officer and submitted against payment of the prescribed fee.

7. OTHER INFORMATION

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL

- 8.1 This manual is available for inspection at the offices of Radio Today 1485am, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Radio Today 1485am.
- 8.3 The manual can also be accessed on the website of the SAHRC (www.sahrc.org.za) and will be published in the Government Gazette.
- 8.4 It should be noted that the manual accessible on the website of the SAHRC and in the Government Gazette, does not include the request forms or fee structure. The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) "under regulations."