



## **Manual prepared in Accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000 for the Council of Bishops (the Diocesan College).**

### **Overview**

Bishops (Diocesan College) was founded in 1849 by Bishop Robert Gray. A Council of the School was established in 1886, and then formally established by an Act of the Cape Parliament in 1894. The College is under the control of the Council, which is responsible for policies, finances and the general administration of the school. The Archbishop of Cape Town is the "Visitor" of the College and is entitled to attend Council meetings.

The School is made up of two sections (each with its own Head); The College which teaches boys from Grade 8 to Grade 12. The Prep school is in two parts; the Pre-Prep from Grade N to Grade 2; and the Prep from Grade 3 to Grade 7. The College teaches according to the South African National Core Syllabus and writes the National exams under the administration of the Western Cape Education Department.

### **Part 1**

(Information required under section 51(1)(a) of the Act)

Name of Body:	Bishops (Diocesan College)
Physical Address:	Campground Road, Rondebosch
Postal Address:	Campground Road, Rondebosch, 7700
Chairman of Council:	Mr Simon Peile
Principal:	Mr Antony Reeler
Deputy-Principal:	Mr Peter Westwood
Prep Headmaster	Mr Greg Brown
Telephone Number:	+27 21 659 1000
Fax Number:	+27 21 659 1013
E-Mail Address:	<a href="mailto:principal@bishops.org.za">principal@bishops.org.za</a>
Other Contact Persons:	
Headmaster's Secretary:	Mrs Shelley Windell

### **Part 2**

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission and made available by no later the August 2003. Any queries should be directed to:

**The South African Human Right Commission:  
PAIA Unit, The Research and Documentation Department**

Postal Address: Private Bag 2700  
Houghton  
2041  
Telephone Number: +27 11 484 8300  
Fax Number: +27 11 484 0582  
E-Mail Address: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)  
Website Address: [www.sahrc.org.za](http://www.sahrc.org.za)

### **Part 3**

(Copy of notice, if any, required under section 51(1)(c) of the Act)

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

### **Part 4**

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to Bishops, which includes but is not limited to the following legislation:

Companies Act 61 of 1973  
Income Tax Act 58 of 1962  
Pension Funds Act 24 of 1956  
Unemployment Insurance Act 63 of 2001  
Value Added Tax Act 89 of 1991  
Compensation for Occupational Injuries and Diseases Act 130 of 1993  
Occupational Health and Safety Act 85 of 1993  
Labour Relations Act 66 of 1995  
Basic Conditions of Employment Act 75 of 1997  
Employment Equity Act 55 of 1998  
Employment of Educators Act 76 of 1998  
South African Schools Act 84 of 1996  
Promotion of Access to Information Act No 2 of 2000

### **Part 5**

(Information required under section 51(1)(e) of the Act)

#### **A: Records that may be required**

##### **1. Operational Information**

The availability of the following is to be determined upon receipt of the request:

- Employment contracts
- Domain Name Registration

- School Registration
- Agreements with Suppliers
- Database of Students and Parents
- Student and Staff records
- Reports
- Annual Financial Statements
- Minutes of all Council, Management, and sub-committee meetings
- Parents Association Constitution
- School Policy Documents
- Details of Members of Council
- School Fees
- Licence

## **2. Communications**

Correspondence between persons within and without Bishops. The availability of the following is to be determined upon receipt of the request:

- Newsletters
- Notices to Parents
- Prospectus
- Other ad hoc communications

## **3. Website**

The main website address is [www.bishops.org.za](http://www.bishops.org.za) and is accessible to anyone who has access to the internet. The website contains various categories of information.

## **B: The Request Procedures**

### **1. 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 Principal of Bishops. This request must be made to the

address, fax number or electronic mail address of the Principal of Bishops.

- The requester must provide sufficient detail on the request form to enable the Principal of Bishops to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so requested.
- The requester must identify the right that is to be sought to be exercised or 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 submit proof of the capacity in which the requester is making the request to the satisfaction of the Principal of Bishops.

## **2. 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 request fee.

- The Principal of Bishops must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.
- The fee that the requester must pay R50.00. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the Principal of Bishops has made a decision on the request, the requester must be notified in the required form.
- If the request is granted than a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## **Part 6**

(Other information as may be prescribed under section 51(1)(f) of the Act)

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

**Part 7**

(Availability of manual under section 51 (3))

This material is available for inspection by the general public upon request, during office hours and free of charge, at the Bishops Administration offices. Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

**Part 8**

(Prescribed forms and fee structure in respect of private bodies)

The required forms and fee structure are available from the Government Gazette and at the website of the Department of Justice and Constitutional Development.

*(manual not available from website)*