



AUTHORISED BEECHCRAFT REPRESENTATIVE



AUTHORISED CESSNA REPRESENTATIVE

## **Absolute Aviation Holdings (Pty) Ltd** **(Registration Number: 2001/010004/07)**

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### **Manual in terms of section 51 of the Promotion of Access to Information Act, 2 of 2000**

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## INDEX

1.	Contact details
2.	Introduction
3.	Definitions
4.	Guide in terms of section 10 of The Act
5.	Facilitation of a request for access to information
6.	Notices
7.	Information available in terms of other legislation
8.	Schedule of records
9.	Information Automatically Available
10.	Requesting Procedures
11.	Prescribed Fees
12.	Refusal Grounds
13.	Availability of the manual



## 1. CONTACT DETAILS (Section 51 (1) (a))

<b>Head of business:</b>	Neil Howard	<b>Information Officer:</b>	Alida Reynecke
<b>Postal Address:</b>	Po Box 1179 Lanseria 1748	<b>Physical Address:</b>	Hangar 1 Lanseria International Airport Lanseria, 1748
<b>Telephone Number:</b>	011-548 3000	<b>Fax Number:</b>	011-548 3003
<b>E-mail Address:</b>	alida@absoluteaviation.co.za		
<b>Website:</b>	www.absoluteaviation.co.za		

## 2. INTRODUCTION

### 2.1. PURPOSE OF THE ACT

RECOGNISING *inter alia* THAT:

- 2.1.1. Section 32(1)(a) of the Constitution provides that everyone has the right of access to any information held by the state and
- 2.1.2. Section 32(1)(b) of the Constitution provides for the horizontal application of the rights of access to information held by another person to everyone when that information is required for the exercise or protection of any rights.

AND IN ORDER TO

- 2.1.3. Foster a culture of transparency and accountability in public and private bodies by giving effect to the right of access to information
- 2.1.4. Actively promote a society in which the people of South Africa have effective access to information

The promotion of Access to Information Act, 2 of 2002 (“the Act”) was enacted to give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights.

### 2.2. MAIN BUSINESS OF DEPONENT

Absolute Aviation Holdings has been in existence since 2001. We have extensive experience in a broad spectrum aviation services.

## 3. DEFINITIONS

The following words will bear the following meaning in this manual:

- |                       |  |
|-----------------------|--|
| “the Act”:            | The Promotion of Access to Information Act, No 2 Of 2002   |
| “Working days”:       | Means and day other than a Saturday, Sunday or Public Holiday  |
| “Requester”:          | Means any person making a request for access to a record   |
| “Personal Requester”: | Means a requester who is seeking access to a record containing personal information about that requester |
| “Third Party”:        | Means any other than the requester   |



“Deponent”: Means **Absolute Aviation Holdings (Pty) Ltd**

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#### **4. GUIDE IN TERMS OF SECTION 10 OF THE ACT (Section 51 (1) (b))**

- 4.1.** The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 4.2.** Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the ACT.
- 4.3.** Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

**Postal Address:** Private Bag 2700, Houghton, 2041  
**Telephone Number:** (+27)11 877 3600  
**Fax Number:** (+27)11 403 0625  
**Website:** [www.sahrc.org.za](http://www.sahrc.org.za)

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#### **5. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION**

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of The Act. Copies of the prescribed forms to be completed for submitting a request, are available from DM and Associates.

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#### **6. NOTICES**

PUBLISHED IN TERMS OF SECTION 52(2)

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

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#### **7. INFORMATION AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51 (1) (c))**

- Basic Conditions of Employment Act 75 of 1997
- BBBEE Act 53 of 2003
- Companies Act 71 of 2008
- Compensation for Occupational Injuries and Disease Act 130 of 1993
- Competition Act 1998
- Consumer Protection Act 68 of 2008
- Civil Aviation Act 2009
- Employment Equity Act 55 of 1998
- Income Tax Act 58 of 1962
- Labour Relations Act 66 of 1995
- Occupational Health and Safety Act 1993
- Prevention of Combating of Corrupt Activities Act 12 of 2004
- Promotion of Access to Information Act 2 of 2000



- Protection of Personal Information Act 4 of 2013
- Road Accident Fund Act 1996
- Skills Development Act 9 of 1998
- Skills Development Levies 1999
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991

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## 8. INFORMATION AUTOMATICALLY AVAILABLE

- [www.absoluteaviation.co.za](http://www.absoluteaviation.co.za)

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## 9. INFORMATION AVAILABLE IN TERMS OF THE ACT (Section 51 (1) (d))

The DEONENT holds and has records and or notes on the following subjects and categories:

- **PERSONNEL RECORDS**
  - Personnel Records provided by Employees
  - Records provided by individuals other than employees
  - Employment agreements and conditions of employment
  - Disciplinary and evaluation records
  - Correspondence relating to personnel
  - Training material
  - Requests for leave
  - Absence record
  - Personnel file
- **CLIENT RECORDS**
  - Records provided by a client
  - Records generated by or within **Absolute Aviation Holdings (Pty) Ltd**
- **GENERAL**
  - Financial records
  - Insurance records
  - Asset Register
  - Database
  - Marketing records
  - Internal Correspondence
  - External Correspondence
  - Minute books
  - Register of Directors and Officers
  - Members Register



## **10. MANNER OF ACCESS (Section 51 (1) (e))**

- 10.1.** The requester must use the prescribed forms to make the request
- 10.2.** A person who wants access to the records must complete the necessary request forms that are available at the offices of DM and Associates, or they can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request forms must be sent to the address or email address provided in this manual and marked for the attention of the Information Officer.

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## **11. PRESCRIBED FEES (Section 51 (1) (f))**

The fee structure is available on the following websites:

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

[www.sahrc.org.za](http://www.sahrc.org.za)

THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

[www.doj.gov.za](http://www.doj.gov.za)

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## **12. REFUSAL GROUNDS**

### **12.1. GROUNDS FOR REFUSAL OF ACCESS TO RECORDS**

In terms of Sections 62 to 69 of the Act access to a record may be refused on one or more of the following grounds:

### **12.2. Mandatory protection of the privacy of a third party who is a natural person.**

- 12.2.1. Mandatory protection of the commercial information of third party;
- 12.2.2. Mandatory protection of certain confidential information of a third party;
- 12.2.3. Mandatory protection of the safety of individuals and the protection of property;
- 12.2.4. Mandatory protection of records privileged from production in legal proceedings;
- 12.2.5. The commercial information of Absolute Aviation Holdings;
- 12.2.6. Mandatory protection of research information of third party;

Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law or imminent and serious public safety or environmental risk, and the public interest in the disclosure of the record clearly outweighs the harm contemplated.

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## **13. AVAILABILITY OF THE MANUAL**

Copies of the manual are available for inspection, free of charge, at the offices of DM and Associates, from the South African Human Rights Commission and at [www.absoluteaviation.co.za](http://www.absoluteaviation.co.za).

**DATE OF COMPLETION:** 11 December 2015

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