

**PROMOTION OF ACCESS TO INFORMATION  
ACT,  
ACT 2 OF 2000 (The Act)**



THE INSTITUTE  
OF  
PACKAGING  
(SA)

**SECTION 51 MANUAL FOR  
THE INSTITUTE OF PACKAGING (SA)**

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## **INTRODUCTION TO THE INSTITUTE OF PACKAGING (SA)**

The Institute of Packaging (SA) was formed in 1970 with the following objectives:

1. To promote and to maintain the recognition of packaging as a profession.
2. To inform the public of the benefits to be derived from effective packaging.
3. To educate people in all matters relating to packaging.
4. To promote the status of persons employed in packaging.
5. To establish such educational standards, examinations, bursaries and qualifications as may seem appropriate from time to time for the promotion of packaging and matters related to it.
6. To publish and disseminate educational and training information about all matters which relate to packaging.
7. To hold conferences, exhibitions, seminars and other functions calculated to promote the interests of packaging.
8. To affiliate or to associate itself with any person or body having common interests and objectives with those of the Institute.
9. To encourage research and development in packaging.
10. To serve as a forum for discussion and exchange of knowledge between persons interested in packaging.
11. To promote the interests of packaging and the interests of members in that field by every appropriate means.
12. To act in any way calculated to promote the profession and business of packaging.
13. To promote the interest of its members.

The Institute administers training courses for entrants into the packaging industry, covering activities from the factory shop floor level upwards – these are practical, one year courses which are offered in all the five regions in which the institute is active, viz. Gauteng, KwaZulu Natal, Eastern Cape, Border and Western Cape.

Each of the above regions is controlled by a local regional committee of voluntary workers, assisted by a part-time or full-time secretary, depending on the size of the region.

Education is the primary function of the Institute – apart from the one-year hands on education course, the various regions also hold:

1. Seminars on various topics throughout the year.
2. Workshops on specific subject matters throughout the year.
3. Members meetings on a regular monthly basis with a guest speaker addressing members on interesting packaging topics (developments).
4. Exhibitions at various centres – there is a biennial exhibition sponsored by Specialised Exhibition Organisers.

Every two years the Institute holds a Goldpack Awards Programme where various packages are exhibited in various categories of packaging and awards are made to entrants of the various packages – this is the showcase of the industry and winning entrants are able to enter their winning packages in the World Stars event which are held at various venues overseas every 2 years.

The Institute is the Author of the only Packaging Handbook available to the industry for training purposes and these are sold as part of the Packaging courses held.

The Institute also holds a Student Goldpack Awards Presentation at various centres every year – entrants to this event are packaging design students at technikons, design colleges and universities – awards are made and this enables the packaging companies to ‘spot’ gifted students. Winners from the Institute of Packaging (SA) Student Goldpack Awards are entered into the World Star Competition for students run by The World Packaging Organisation and thus receive international recognition.

## **PARTICULARS IN TERMS OF SECTION 51**

### **1. CONTACT DETAILS [Section 51(1)(a)]**

The National Executive has duly authorised the National Chairman to deal with all matters in connection with requests for information in terms of the Promotion of Access to Information Act, 2 of 2000.

**Postal address:** P.O. Box 145  
Pinetown  
2123

**Street address:** 138 Maid Marion Avenue  
Robindale  
Randburg  
2194

**Telephone:** 011 782-0233

**Facsimile:** 011 782-4926

Regions can be contacted through the current chairman of each region.

The Chairman  
Border Region of The Institute of Packaging (SA)  
P.O. Box 832  
5200 East London

The Chairman  
Eastern Cape Region of The Institute of Packaging (SA)  
P.O. Box 15564  
6011 Emerald Hill

The Chairman  
KwaZulu Natal Region of The Institute of Packaging (SA)  
P.O. Box 28264  
4055 Malvern

The Chairman  
Northern Region of The Institute of Packaging (SA)  
P.O. Box 781732  
2146 Sandton

The Chairman  
Western Cape Region of The Institute of Packaging (SA)  
P.O. Box 626  
7801 Plumstead

**2. THE GUIDE AS DESCRIBED IN SECTION 10. [Section 51(1)(b)]**

The guide will be available from the Human Rights Commission. Please direct any queries to:

**The South African Human Rights Commission:**

**Postal address:** Private Bag X2700  
HOUGHTON  
2041

**Telephone:** +27 11 484 8300

**Facsimile:** +27 11 484-0582

**Website:** <http://www.sahrc.org.za>

**3. CATEGORIES OF RECORDS OF THE INSTITUTE OF PACKAGING (SA) WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF THE ACT IN TERMS OF SECTION 52(2). [Section 51(1)(c)]**

No notice of such records has been made to the Minister.

**4. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION. [Section 51(1)(d)]**

Records are kept in accordance with the following legislation:

- Income Tax Act, 1962.
- Others to be specified where applicable

**5. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY THE INSTITUTE OF PACKAGING (SA) AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED. [Section 51(1)(e)]**

**5.1 How to request a record [See *pro forma* request form in Section 9]**

- Section 53 prescribes that 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, or his duly authorized deputy. This request must be

made to the address, fax number or electronic 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 he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect 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 a 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.
- 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 for private bodies is determined by management. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

The head of the private body will then make a decision on the request and notify the requester in the required form.

## **5.2 Categories of records held by The Institute of Packaging (SA)**

### **5.2.1 *Web page and library records***

The web page, [www.ipsa.org.za](http://www.ipsa.org.za) is accessible to anyone who has access to the Internet. The website of The Institute of Packaging (SA) has the following categories:

- History, Aims and Objectives
- Executive
- Regional
- Membership
- Education
- Events
- Links
- Goldpack Awards
- Student Awards
- Contact

### *Library*

The Institute does not maintain a library but is the Author of the only Packaging Handbook available to the industry for training purposes and these are sold as part of the Packaging courses held and to industry as a reference manual.

#### 5.2.2 ***Other records***

- *Operational information*  
This information can be defined as information needed in the day-to-day running of the organization and is not available to unauthorized persons. (Examples of such information are: internal telephone lists, address lists, and general “house-keeping” information).
- *Correspondence files*
- *Financial records, including accounting record*
- *Records of members (these records are not available except under exceptional circumstances)*

#### **6. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]**

Not applicable.

#### **7. AVAILABILITY OF THE MANUAL. [Section 51(3)]**

This manual is available from the South African Human Rights Commission (see details above), The Institute of Packaging (SA) (see details above), and in electronic format at [www.ipsa.org.za](http://www.ipsa.org.za).

#### **8. FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) will be determined by management.
2. **The fees for reproduction referred to in regulation 11(1) for the matters referred to below** will be determined by management.
3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) will be determined by management.

4. The access fees payable by a requester referred to in regulation 11(3) will be determined by management.

The actual postage is payable when a copy of a record must be posted to a requester.

## 9. PRESCRIBED REQUEST FORM

### REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY (Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

#### [Regulation 10]

#### A. Particulars of private body

The National Chairman: The Institute of Packaging (SA)

#### B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

#### C. Particulars of person on whose behalf request is made

*This section must be completed ONLY if a request for information is made on behalf of another person.*

Full names and surname:

Identity number:

#### D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:
2. Reference number, if available:
2. Any further particulars of record:

**E. Fees**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

**F. Form of access to record**

*If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.*

Disability:	Form in which record is required:
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Mark the appropriate box with an **X**.  
**NOTES:**

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form:**

<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record
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**2. If record consists of visual images**  
 (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):



	view the images		copy of the images*		transcription of the images*	
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>						
	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)			
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>						
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)	
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>					YES	NO

**G. Particulars of right to be exercised or protected**

*If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right

**H. Notice of decision regarding request for access**

*You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.*

How would you prefer to be informed of the decision regarding your request for access to the record:

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_  
SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE