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**THE ALLIED HEALTHCARE ASSOCIATION OF SOUTH AFRICA
NPO**

MANUAL in terms of

Section 51 of the Promotion of Access to Information Act 2 of 2000 (the "ACT")

Date of Approval of the Manual 28 September 2021

**DATE OF COMPILATION: 28/09/2021
DATE OF REVISION: 28/09/2025**



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1. INTRODUCTION

AHASA is a voluntary association for Healthcare Employment, Staffing and Recruitment agencies operating within the borders of South Africa. AHASA strives to be an Association representing member agencies who consistently maintain a high level of ethical and professional standards.

The associations primary objectives are to:

- Represent the collective voice of the Healthcare Staffing Industry.
- Build strong relationships with other credible healthcare and related organisations.
- Provide members with recognition from prominent institutions.
- Be of invaluable service to healthcare professionals, the healthcare sector and more specifically healthcare agencies in S.A.
- Ensure compliance of its members,
- Serve as an ethics facilitator between member agencies, institutions and healthcare personnel.
- Be self-governing through appropriate partnerships with relevant statutory bodies and with affiliation to Top Industry Role Players as envisioned in our
- Improve South African healthcare standards in association with CAPES (Confederation of Associations in the Private Employment Sector) as the Employment Industry Mother Body.
- Assist in the development of skilled and professional healthcare staff.
- Promote the Professionalization of the Healthcare TES industry through qualifications and training relevant to the industry.
- Effectively consolidate the TES Healthcare market through AHASA membership

2. COMPANY CONTACT DETAILS

Executive Committee

National Chairperson: Mr Grant Pepler

Vice Chair: Mr Donald McMillan

Treasurer: Mr Sarel Naude

Administrator/Secretariat: Ms Leigh-Ann Georgiev



Additional Exco Members: Mr Andre Fourie
Ms Elsa Ackermann
Ms Joy Drew
Mr Nico van Huyssteen
Mr Peter Solomons
Mr Pierre van Huyssteen

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3. THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 (ACT)

3.1 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.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff rate are dealt with in paragraphs 6 and 7 of the Manual.

3.3 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, 2141
 Telephone Number: +27 11 877 3600
 Fax Number: +27 11 403 0625
 Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

<u>Reference</u>	<u>Applicable Legislation</u>
No 61 of 1973	Companies Act
No 2 of 2000	Promotion of Access to Information Act
No 4 of 2013	Protection of Personal Information Act
No 61 of 2003	Health Act
No 75 of 1997	Basic Conditions of Employment Act
No 66 of 1995	Labour Relations Act
No 30 of 1996	Unemployment Insurance Act
No 130 of 1993	Compensation for Occupational Injuries and Diseases Act

5. SCHEDULE OF RECORDS

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals	- Annual Strategic Plan - Annual Performance Plan
Financial	- Financial Statements - Financial and Tax Records (Company and Employees)
Human Resources (HR)	- HR Policies and Procedures - Employee records
General Records	- Membership Records - Electronic Member Records - Conference/Workshop Attendance Records

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Use the prescribed form, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za or copies included in par 5;

6.2 Address your request to the Practice Manager;

6.3 Provide sufficient details to enable the Practice Manager to identify:

(a) The record(s) requested;

(b) The requester (and if an agent is lodging the request, proof of capacity);

(c) The form of access required;

(d) (i) The postal address or fax number of the requester in the Republic;

(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;

(e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. AVAILABILITY OF THIS MANUAL

7.1 A copy of the Manual is available:

7.1.1 on www.ahasa.org

7.1.2 to any person upon request and upon the payment of a reasonable prescribed fee; and

7.1.3 to the Information Regulator upon request

7.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made

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