CEFA

CAPE ENGINEERS & FOUNDERS ASSOCIATION

PAIA MANUAL

Prepared in terms of section 51 of the Promotion of Access to Information Act 2 of 2000 (as amended)

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DATE OF REVISION: 01/09/2025

Promotion of Access to Information Act (PAIA) Manual

Cape Engineers and Founders Association (CEFA)

Effective Date: 3 September 2025

📚 Table of Contents

1. Introduction

This Manual is published in accordance with Section 51 of the Promotion of Access to Information Act, 2 of 2000 ("PAIA"), as amended. It provides guidance to members and the public on how to access records held by CEFA.

2. Purpose of the Manual

To promote transparency, accountability, and access to information within CEFA, while protecting legitimate confidentiality and ensuring compliance with applicable legislation.

3. Contact Details

Information Officer:
Melanie Mulholland
Chief Executive Officer
Cape Engineers and Founders Association (CEFA)
📍 Address: C/o 3 Parrin Road, Parow Industria, Western Cape]
📞 Tel: 082852 2925
📧 Email:Melanie@capeeng.co.za
🌐 Website: www.capeeng.co.za

4. Guide on How to Use PAIA

A PAIA Guide is available from the Human Rights Commission or online at www.sahrc.org.za. It explains how to exercise your rights under PAIA.

5. Categories of Records Automatically Available

CEFA Membership data
CEFA Constitution and Governance Framework
Annual Reports and Strategic Plans
Public Notices and Sector Bulletins
Event Invitations and Booking Forms
Sector Codes and Compliance Guidelines

6. Description of Subjects on Which CEFA Holds Records

Collective Agreements
Various Legislation and Regulations
Workforce Development and Training Standards

Regulatory Compliance and Sectoral Advocacy
Member Engagement and Communication
Governance Protocols and Committee Structures
Employment Equity and Transformation Initiatives
Strategic Planning and Industry Consultations

7. Records Available Upon Request

Records not automatically available may be requested using PAIA Form 2. These include:
Membership data
Internal correspondence
Member-specific compliance roadmaps
Historical committee minutes
Tariff impact assessments
Strategic consultation feedback

8. Form of Access

Records may be accessed in the following formats:
Printed copies
Electronic files (flash drive, CD, cloud-based link, or email)
Personal inspection at CEFA's offices
Requesters must indicate their preferred format on PAIA Form 2. CEFA will accommodate the request where reasonably practicable**.**

9. Language Preference

Requesters may specify their preferred language for accessing records. CEFA will make reasonable efforts to provide access in the requested language, subject to availability and translation feasibility.

10. Communication Channels

All correspondence regarding PAIA requests may be conducted via:
Postal mail: P O Bix 1338, Johannesburg, 2000
Email: Melanie@capeeng.co.za
The requester must indicate their preferred method on PAIA Form 2. CEFA will respond using the selected channel unless otherwise agreed.

11. Fees

A request fee is payable prior to processing any PAIA request. Access fees may apply depending on the format, volume, and preparation time required.

CEFA will notify the requester of any applicable fees in writing. Fee exemptions may apply in cases of public interest or indigence, subject to verification.

12. Description of Records

Requesters must provide sufficient detail to identify the record(s) requested. This includes:

Record title or reference number (if known)

Subject matter

Timeframe or date range

Incomplete or vague descriptions may delay processing or result in refusal.

13. Turnaround Times

CEFA will acknowledge receipt of a valid PAIA request within 30 calendar days.

If access is granted, the record will be provided within a further 30 calendar days, unless an extension is required due to complexity or volume.

If access is refused, CEFA will provide written reasons and information on appeal procedures.

14. Grounds for Refusal

Access may be refused on the following grounds:

Protection of personal or third-party information

Commercial confidentiality

Legal privilege

Prejudice to the safety or operations of CEFA

Records that do not exist or cannot be reasonably retrieved

15. Remedies and Appeal Procedures

If access is refused, the requester may:

Lodge an internal appeal (if applicable)

Approach the Information Regulator

Seek judicial review in terms of PAIA

16. Availability of the Manual

This Manual is available:

On CEFA's website: www.capeeng.co.za

At CEFA's offices during business hours
Upon request via email or post

17. Appendix A: Sample PAIA Form 2

A sample of PAIA Form 2 is provided in Appendix for reference. Requesters must complete all relevant fields, including:
Personal and contact details
Description of the record
Preferred format and language
Justification for access

18. Appendix B: PAIA Request Process Flowchart

Below is a visual summary of the PAIA request process to guide members:
[Start] → Submit PAIA Form 2 → Pay Request Fee → CEFA Acknowledges (≤30 days)
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If Approved → Pay Access Fee (if applicable) → Receive Record (≤30 days)
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If Refused → Receive Written Reasons → Option to Appeal
Note: CEFA may extend timelines for complex requests. All communication will be documented.

UPDATING OF THE MANUAL

The head of CEFA will on a regular basis update this manual.

Issued by

(Melanie Mulholland)
(Chief Executive Officer)