



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID-AFRIKA

Vol. 450

Pretoria, 6 December 2002
Desember

No. 24130

MANUALS

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

INDEX

Company Name	Gazette No.	Date	Page No.
Asakeni Construction	24130	6-12-2002	167
B Hulsman Cupboards CC, trading as Cupboard Masters	24130	6-12-2002	51
Boubart Eiendoms Ontwikkelaar CC	24130	6-12-2002	66
Financial and Fiscal Commission	24130	6-12-2002	146
Malea Construction CC	24130	6-12-2002	175
Medical & Hospital Supplies CC	24130	6-12-2002	81
Msuthu Building Construction	24130	6-12-2002	171
Peter Bresler & Associates CC, t/a Magnador	24130	6-12-2002	37
Pioneer Food Group Limited	24130	6-12-2002	96
PJ Versfeld	24130	6-12-2002	22
Ripple Effect 4 (Pty) Ltd	24130	6-12-2002	3
Seal Centre (Pty) Ltd	24130	6-12-2002	7
South African Society of Archivists/Suid-Afrikaanse Vereniging van Argivarisse	24130	6-12-2002	179
Umgeni Water/Amanzi	24130	6-12-2002	107
United Congregational Church of Southern Africa (Pension Fund)	24130	6-12-2002	138

Ripple Effect 4 (Pty) Ltd. Manual**Ripple
Effect****(Pty) Limited****Act 2 of 2000,
The Promotion of Access to Information**

This Manual was prepared in accordance with Section 51 of the
Promotion of Access to Information Act No. 2 of 2000

Effective Date: 1st December 2002**1. Information required under section 51(1)(a) of the Act:**

- a. Name of the Body
Ripple Effect 4 (Pty) Ltd.
- b. Head of the Body (Information Officer)
Mr. Todd Kaplan
- c. Postal Address
PO Box 1955
Witkoppen
2068
- d. Street Address
Unit 68, Studio Park
5 Concourse Crescent
Lonehill
- e. Telephone Number
(011) 456 - 2209

- f. Fax Number
(011) 465 - 2215
- g. Web address
www.re4.co.za
- h. Contact Details of Information Officer
 - i. e-mail: info@wildlifecampus.com
 - ii. Phone: (011) 465 - 2209
 - iii. Fax: (011) 465 - 22015

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

Section 51 (1) (b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available

3. Information required in terms of section 51 (1)(c) of the Act:

No section 52 (2) notice has yet been published by the Minister.

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

The company keeps records in accordance with the following legislation, all of which are available, subject to such legislation and the Act:

Companies Act 61 of 1973:	sections: 93(1), 105(1), 140A(8), 204(1), 215(1), 240(1), 242(1), 245(2), 284(1)
Income Tax Act 58 of 1962:	section 74
Value-Added Tax Act, 89 of 1991:	section 55
Labour Relations Act 66 of 1995:	section 205
Basic Conditions of Employment Act 75 of 1997:	section 31
Employment Equity Act 55 of 1998:	section 26
Skills Development Levies Act 97 of 1998:	section 13
Occupational Health and Safety Act 85 of 1993:	section 8
Compensation for Occupational Injuries and Diseases Act, 130 of 1993:	section 81
Unemployed Insurance Act, 30 of 1966:	sections 32 & 33
Customs & Excise Act 91 of 1964:	sections 101(1)

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

The following are the subjects and categories of records held:

5.1. Web page:

The Ripple Effect 4 Website consists of the following categories:

1. Company Profile
2. Contact Us
3. Terms and Conditions of Usage
4. Access to Information Act:- Promotion of Access to Information Act - Manual

5.2. Other Records:

- Documents of Incorporation , the Constitution of the Company, Registers & Minute Books:
Company documents including the Memorandum of Association and the Articles of Association and any amendments thereto, various registers, minute books and internal resolutions.
- Accounting:
Books of account, vouchers, invoices, fixed asset registers, inventories.
- Taxation:
Records pertaining to VAT, Company Tax, STC, PAYE and Capital Gains.
- Intellectual Property:
Records relating to trade marks, patents, designs, licenses and licensing agreements.
- Insurance:
Records relating to insurance arrangements, policies and claims.
- Moveable and Immovable Property:
Title deeds, lease agreements, mortgage bonds, liens, notarial bonds, hire purchase agreements and security interests on property.
- Agreements
Agreements in respect of technical aid, licences, agents, distributors, suppliers, customers, banking, loans, indemnities & guarantees, acquisitions & disposals of assets & with service providers.
- Human Resources
Employee records, conditions of employment, payrolls, arrangements with service providers, dealings with Unions, labour related matters and benefit funds.
- Operational:
Technical, procurement, production and marketing information, customer related records, management records, data bases, correspondence, policies & procedures, banking records & legal proceedings.
- Computer and Communication Information:
Procurement, maintenance and data communication arrangements.

6) Refusal of Access and Protection of Information:

In terms of chapter 4 of the Act, Grounds for Refusal of Access to Records, there is provision for mandatory protection of the following information, save in the special circumstances provided for in the Act:

- Information for the protection of the privacy of individuals (s63)
- Information for the protection of commercial information and confidential information of third parties. (s 64 & 65)
- Information for the protection of the safety of individuals and the protection of property. (s 66)
- Information privileged from production in legal proceedings (s67)
- Commercial information of the company (s68)
- Research information (s69)

7. Availability of the manual:

The manual is also available for inspection at the offices of the company free of charge; and copies are available in the Gazette and on the company's website.

SEAL CENTRE (PTY) LTD

1 INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.** The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to SEAL CENTRE (PTY) LTD which operates as a dealer in oil seals. and for whom this manual is drafted.

PART I

2 CONTACT DETAILS

2.1 Information Officer: MR ANDRIES JOHAN GREEFF

Postal address: P O BOX 48985, HERCULES, 0030

Physical Address: 800 HELEN STREET, HERMANSTAD, PRETORIA

Tel: (012) 379-1658

Fax: (012) 377-2597

E-mail: n/a

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: SEAL CENTRE (PTY) LTD

2.2.2 Registration No: 82/01669/07 Vat Registration No. 4480106675

2.2.3 Postal Address: P O BOX 48985, HERCULES, 0030

2.2.4 Physical Address (or main place of business): 800 HELEN STREET, HERMANSTAD, PRETORIA

2.2.5 Telephone Number: (012) 379-1658

2.2.6 Facsimile number: (012) 377-2597

2.2.7 E-mail address: n/a

2.2.8 Website: n/a

PART II

3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,

at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PIAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 FINANCIAL DOCUMENTS AND RECORDS

3.2.1.1 Incorporation documents and records

3.2.1.2 Regional Services Council records

3.2.1.3 Vat records

3.2.1.4 Tax records

3.2.1.5 PAYE records

3.2.1.6 UIF records

3.2.1.7 Stock records

3.2.1.8 Invoices and statements

3.2.1.9 Monthly statements

3.2.1.10 Auditor's reports

3.2.1.11 Credit notes

3.2.1.12 Cheque account

3.2.1.13 Bank records

3.2.1.14 Cash records

3.2.2 OPERATIONAL DOCUMENTS AND RECORDS

3.2.2.1 Database of customers

3.2.2.2 Credit Application forms and records

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

3.2.3 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

3.2.3.1 Pension Fund records

3.2.3.2 Unemployment Insurance

3.2.3.3 Medical Aid records

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation, directors, all permanent, temporary and part-time staff, as well as contract workers.

3.2.4 INFORMATION TECHNOLOGY RECORDS

3.2.4.1 Licences

3.2.5 RECORDS REQUIRED IN TERMS OF LEGISLATION

3.2.5.1 A table of legislation setting out a description of the records of the Private Body is available in accordance with certain legislation. We list the legislation as follows:-

- 3.2.5.1.1 The Criminal Procedures Act 51 of 1977
- 3.2.5.1.2 The Labour Relations Act 66 of 1995
- 3.2.5.1.3 The Basic Conditions of Employment Act 75 of 1997
- 3.2.5.1.4 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.2.5.1.5 Insolvency Act 24 of 1936
- 3.2.5.1.6 Constitution of SA Act 108 of 1996
- 3.2.5.1.7 Companies Act 61 of 1973
- 3.2.5.1.8 Unemployment Insurance Act 63 of 2001
- 3.2.5.1.9 Value Added Tax Act 89 of 1991
- 3.2.5.1.10 Skills Development Levies Act 9 of 1999
- 3.2.5.1.11 Pension Funds Act 24 of 1956
- 3.2.5.1.12 Income Tax Act 58 of 1962

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.6 OTHER PARTY RECORDS

- 3.2.6.1 Personnel, customer or Private Body records which are held by another party (e.g. marketing agent), as opposed to the records held by the Private Body itself;
- 3.2.6.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers;
- 3.2.6.3 Records relating to the Private Body's marketers / agents.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains -
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include -
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

5 REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at

their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 6.3.1 The record or records requested;
 - 6.3.2 The identity of the requester,
 - 6.3.3 Which form of access is required, if the request is granted;
 - 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.

7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.

7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8 FEES

8.1 The Act provides for two types of fees, namely:

8.1.1 A request fee, which will be a standard fee; and

8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.

8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.

8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

- 9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

A. Particulars of Private Body

The Head:

B. Particulars of Person requesting access to the record

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

Full Name and Surname:

Identity Number:

Postal Address:

Telephone Number:

Fax Number:

E-mail address:

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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:

Mark the appropriate box with an "X"

NOTES:

- (a) *Your indication as to the required form of access depends 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:

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the 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*
--	-----------------	--	----------------------	--	------------------------------

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

4. If the record is held on computer or in an electronic or machine-readable form:

	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? A postal fee is payable.	YES	NO
--	-----	----

G. Particulars of right to be exercised or protected:

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

Indicate which right is to be exercised or protected: _____

1. Explain why the requested record is required for the exercising 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 thereof 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 _____ 200_____

 SIGNATURE OF REQUESTER/PERSON
 ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

- | | |
|---|-------|
| • For a copy in a computer-readable form on | R |
| - Stiffy disc | 7,50 |
| - Compact disc | 70,00 |
| • A transcription of visual images, for an A4-size page or part thereof | 40,00 |
| • For a copy of visual images | 60,00 |
| • A transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| • For a copy of an audio record | 30,00 |
| • To search for a record that must be disclosed | 30,00 |
| (per hour or part of an hour reasonably required for such search) | |
| • Where a copy of a record needs to be posted the actual postal fee is payable. | |

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

P J VERSFELD

1 INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, except where the Act expressly provides that the information may or must not be released. The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to P J Versfeld a private body within the fruit producing, packaging and export industry, for whom this manual is drafted.

PART I

2 CONTACT DETAILS

2.1 Information Officer: Steven David Versfeld

Postal address: P O Box 219, Ceres, 6835

Physical Address: Achtertuin Farm, Ceres

Tel: (082) 890 1593

Fax: (023) 3161 803

E-mail: peter@lando.co.za

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: P J Versfeld

2.2.2 Postal Address: P O Box 219, Ceres, 6835;

2.2.3 Physical Address (or main place of business): Achtertuin Farm, Ceres;

2.2.4 Telephone Number: (023) 3122 567;

2.2.5 Facsimile number: (023) 3161 803;

2.2.6 E-mail: peter@lando.co.za;

2.2.7 Website: N/A;

2.2.8 E-mail Address: peter@lando.co.za.

PART II

3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,

at PALA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PLAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.2 PRIVATE BODY RECORDS

3.2.1 Financial Records

3.2.1.1 Auditing

3.2.1.2 Annual Financial Statements

3.2.1.3 Regional Services Council levy records

3.2.1.4 Vat records

3.2.1.5 Tax records

3.2.1.6 PAYE records

3.2.1.7 UIF records

3.2.1.8 Stock records

3.2.1.9 Asset inventory

3.2.1.10 Asset register

3.2.1.11 Order forms

3.2.1.12 Consignment notes

- 3.2.1.13 Invoices
- 3.2.1.14 Proof of delivery forms
- 3.2.1.15 Goods returned vouchers
- 3.2.1.16 Credit and debit notes
- 3.2.1.17 Current account details
- 3.2.1.18 Call account details
- 3.2.1.19 Cash records
- 3.2.1.20 Records held by auditors / accountants of the Private Body

3.2.2 PERSONNEL RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to employment contracts, identity documents, application forms, qualifications and salary.

- 3.2.2.1 Conditions of employment and other personnel-related records
- 3.2.2.2 Attendance register
- 3.2.2.3 Training records
- 3.2.2.4 Leave records
- 3.2.2.5 Records relating to increases
- 3.2.2.6 Records relating to deductions
- 3.2.2.7 Disciplinary records
- 3.2.2.8 Medical assistance records
- 3.2.2.9 Medical history
- 3.2.2.10 Employment policies & practices
- 3.2.2.11 Schemes, funds and policies
- 3.2.2.12 Unemployment Insurance
- 3.2.2.13 Death policies
- 3.2.2.14 Workman's Compensation

3.2.2.15 SETA Records – Primary Agriculture

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation all permanent, temporary, seasonal and part-time staff, as well as contract workers.

3.2.3 SAFETY RECORDS**3.2.3.1 Safety procedures****3.2.4 INFORMATION TECHNOLOGY****3.2.4.1 Licences****3.2.4.2 Software programs****3.2.4.3 Software applications****3.2.4.4 Computer generated databases of employees****3.2.5 OPERATIONAL RECORDS****3.2.5.1 Mission and value statements****3.2.5.2 Environmental policies****3.2.5.3 Product / service specifications****3.2.5.4 Europ Gap Compliance documentation****3.2.5.5 Quality control test results****3.2.5.6 Internal policies and procedures**

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

3.2.6 RECORDS REQUIRED IN TERMS OF LEGISLATION**3.2.6.1 A table of legislation setting out a description of the records of the Private Body which are available in accordance with certain legislation, is as follows:-****3.2.6.1.1 Deeds Registries Act, 47 of 1937****3.2.6.1.2 Short term Insurance Act 53 of 1998**

- 3.2.6.1.3 Labour Relations Act 66 of 1995
- 3.2.6.1.4 Employment Equity Act 55 of 1998
- 3.2.6.1.5 Basic Conditions of Employment Act 75 of 1997
- 3.2.6.1.6 Firearms Control Act 60 of 2000
- 3.2.6.1.7 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.2.6.1.8 Unemployment Insurance Act 63 of 2001
- 3.2.6.1.9 Value Added Tax Act 89 of 1991
- 3.2.6.1.10 Skills Development Act 9 of 1999
- 3.2.6.1.11 Income Tax Act 58 of 1962

3.2.7 OTHER PARTY RECORDS

- 3.2.7.1 Personnel, customer or private body records which are held by another party (e.g. marketing agent), as opposed to the records held by the Private Body itself;
- 3.2.7.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers;
- 3.2.7.3 Records relating to the Private Body's marketers / agents.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains –
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;

- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include –
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

5 REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have internal appeal procedures. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer

at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.

- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 6.3.1 The record or records requested;
 - 6.3.2 The identity of the requester,
 - 6.3.3 Which form of access is required, if the request is granted;
 - 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.
- 7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:
 - 7.2.1 **PERSONAL REQUESTER**
 - 7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.
 - 7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

- 7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8 FEES

- 8.1 The Act provides for two types of fees, namely:
- 8.1.1 A request fee, which will be a standard fee; and
- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.
- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.
- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

- 9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

A. Particulars of private body

The Head:

B. Particulars of Person requesting access to the record

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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:

Mark the appropriate box with an "X"

NOTES:

- (a) *Your indication as to the required form of access depends 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:

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the 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*
--	-----------------	--	----------------------	--	------------------------------

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

4. If the record is held on computer or in an electronic or machine-readable form:

	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?

YES

NO

A postal fee is payable.

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

Indicate which right is to be exercised or protected: _____

1. Explain why the requested record is required for the exercising 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 thereof 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 _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

• For a copy in a computer-readable form on	R
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed	30,00 per
Hour or part of an hour reasonably required for such search.	
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

PETER BRESLER & ASSOCIATES CC t/a MAGNADOR

1 INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released**. The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to Peter Bresler & Associates CC t/a Magnador a private body within the manufacturing industry, for whom this manual is drafted.

PART I

2 CONTACT DETAILS

2.1 Information Officer: P Bresler (Snr)

Postal address: P O Box 21110, Parow, 7499

Physical Address: 26 Christiaan Beyers Street, Parow North, 7500

Tel: (021) 931 0150

Fax: (021) 931 0160

E-mail: magnador@mweb.co.za

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: Peter Bresler & Associates CC t/a Magnador (including its subsidiaries);

2.2.2 Postal Address: P O Box 21110, Parow, 7499;

2.2.3 Physical Address (or main place of business): 26 Christiaan Beyers Street, Parow North;

2.2.4 Telephone Number: (021) 931 0150;

2.2.5 Facsimile number: (021) 931 0160;

2.2.6 E-mail: magnador@mweb.co.za;

2.2.7 Website: www.magnador.co.za;

2.2.8 E-mail Address: magnador@mweb.co.za.

PART II

3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,

at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PLAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.1.1 PERSONNEL RECORDS

- 3.1.1.1 Personal records provided by personnel including but not limited to employment contracts, identity documents, curriculum vitae, application forms and qualifications;
- 3.1.1.2 Conditions of employment and other personnel-related contractual and quasi-legal records;
- 3.1.1.3 Training schedules and manuals;
- 3.1.1.4 Employment policies & practices;
- 3.1.1.5 Schemes, funds and policies;
- 3.1.1.6 Correspondence relating to personnel;
- 3.1.1.7 Records provided by a third party relating to personnel;
- 3.1.1.8 SETA Records – Metal and Engineering;
- 3.1.1.9 Bargaining Council Records – Iron, Steel, Engineering and Metallurgical Industry;

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation, members, all permanent, temporary and part-time staff, as well as contract workers.

3.1.2 CUSTOMER RELATED RECORDS

- 3.1.2.1 Records provided by customers to the Private Body including contact details;
- 3.1.2.2 Records provided by any third party;

- 3.1.2.3 Records generated by the Private Body within the manufacturing industry relating and pertaining to its customers, including transactional records, contacts, invoices, acceptances, order books, installation details, delivery notes, log books, way bills, sales records etc;

A "customer" refers to any natural or juristic entity that receives services from the Private Body.

3.1.3 GENERAL PRIVATE BODY RECORDS

- 3.1.3.1 Financial records;
- 3.1.3.2 Operational records including ISO9000 records;
- 3.1.3.3 Databases;
- 3.1.3.4 Information Technology;
- 3.1.3.5 Marketing records;
- 3.1.3.6 Internal correspondence;
- 3.1.3.7 Product records;
- 3.1.3.8 Statutory records;
- 3.1.3.9 Internal Policies and Procedures;
- 3.1.3.10 Records held by officials of the Private Body;
- 3.1.3.11 Records held by Tygerberg Chamber of Commerce and Industry and Department of Trade and Industry.

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

3.1.4 OTHER PARTY RECORDS

- 3.1.4.1 Personnel, customer or private body records which are held by another party, as opposed to the records held by the Private Body itself;
- 3.1.4.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers and customers;
- 3.1.4.3 Records relating to the Private Body's agencies.

The Private Body may possess records pertaining to other parties, including without limitation contractors, suppliers, agencies, joint venture companies, and service providers. Alternatively, such other parties may possess records that can be said to belong to the Private Body.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains -
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include -
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexation, or which involve an unreasonable diversion of resources shall be refused.

5 REMEDIES AVAILABLE WHEN AN INSTITUTION REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have internal appeal procedures. As such, the decision made by the information officer is final, and requestors will have to exercise such external remedies at their

disposal if the request for information is refused, and the requestor is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requestor that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 6.3.1 The record or records requested;
 - 6.3.2 The identity of the requester,
 - 6.3.3 Which form of access is required, if the request is granted;
 - 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state the he requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requestor has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.

- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.

- 7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

- 7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.

- 7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

- 7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8 FEES

- 8.1 The Act provides for two types of fees, namely:

- 8.1.1 A request fee, which will be a standard fee; and

- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before further processing of the request.

- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.

- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

- 9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10 LIST OF APPLICABLE LEGISLATION:

- 10.1 A table of legislation setting out a description of the records of the Private Body which are available in accordance with certain legislation, is as follows:-

The Credit Agreements Act 75 of 1980

Designs Act No. 195 of 1993

The Trade Marks Act 1993

The Labour Relations Act 66 of 1995

Employment Equity Act No. 55 of 1998

The Basic Conditions of Employment Act 75 of 1997

Compensation for Occupational Injuries and Diseases Act 130 of 1993

Close Corporations Act 69 of 1984

Unemployment Insurance Act 63 of 2001

Value Added Tax Act 89 of 1991

Skills Development Levies Act 9 of 1999

Pension Funds Act 24 of 1956

Income Tax Act 58 of 1962

11 AVAILABILITY OF THE MANUAL

- 11.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 11.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

A. Particulars of private body

The Head:

B. Particulars of Person requesting access to the record

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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:

Mark the appropriate box with an "X"

NOTES:

- (a) *Your indication as to the required form of access depends 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:

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the 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*
--	-----------------	--	----------------------	--	------------------------------

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

4. If the record is held on computer or in an electronic or machine-readable form:

	Printed copy of record		Printed copy of information derived from the record *		Copy in computer readable form * (stiffy or compact disc)
--	------------------------	--	---	--	---

<p>* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p> <p>A postal fee is payable.</p>	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

Indicate which right is to be exercised or protected: _____

1. Explain why the requested record is required for the exercising 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 thereof 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 _____ 200_____

 SIGNATURE OF REQUESTER/PERSON
 ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

• For a copy in a computer-readable form on	R
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed	30,00 per
Hour or part of an hour reasonably required for such search.	
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

B HULSMAN CUPBOARDS CC

trading as

CUPBOARD MASTERS

1 INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.** The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to B HULSMAN CUPBOARD CC a private body, a supplier of cupboards and cabinets for whom this manual is drafted.

PART I

2 CONTACT DETAILS

2.1 Information Officer: BART HULSMAN

Postal address: P O BOX 59779, KARENPARK, 0118

Physical Address: 14 IRIS DRIVE, HEATHERDALE, PRETORIA, 0118

Tel: (012) 542-2095 (W)

Fax: (012) 542-5136

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: B HULSMAN CUPBOARDS CC

2.2.2 Registration No: 1999/16912/23

2.2.3 Vat No. 4720106675

2.2.4 Postal Address: P O Box 59779, Karenpark, 0118

2.2.5 Physical Address (or main place of business): 14 IRIS DRIVE, HEATHERDALE, PRETORIA

2.2.6 Telephone Number: (012) 542-2095

2.2.7 Facsimile number: (012) 542-5136

2.2.8 E-mail address: hulsman@worldonline.co.za

2.2.9 Website: n/a

PART II

3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,
at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, HOUGHTON, 2041;
Telephone Number: (011) 484-8300;
Facsimile Number: (011) 484-1360;
Website: www.sahrc.org.za;
E-mail Address: PLAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Copies of documents of incorporation

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Regional Services Council records

3.2.2.2 Vat records

3.2.2.3 Tax records

3.2.2.4 PAYE records

- 3.2.2.5 UIF records
- 3.2.2.6 Invoices
- 3.2.2.7 Monthly statements
- 3.2.2.8 Debit notes
- 3.2.2.9 Credit notes
- 3.2.2.10 Cheque Account
- 3.2.2.11 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Database of customers
- 3.2.3.2 Invoices
- 3.2.3.3 Price lists (current)
- 3.2.3.4 Quotations (max 3 months)

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 Employment contracts
- 3.2.4.2 Salary records
- 3.2.4.3 Leave records
- 3.2.4.4 Conditions of employment
- 3.2.4.5 Records relating to increases
- 3.2.4.6 Disciplinary records
- 3.2.4.7 Daily attendance register

3.2.4.8 Disability Insurance

3.2.4.9 Records of deductions

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation, members, all permanent, temporary and part-time staff, as well as contract workers.

3.2.5 SAFETY RECORDS

3.2.5.1 Records relating to accidents at the workplace

3.2.6 INFORMATION TECHNOLOGY RECORDS

3.2.6.1 Licences

3.2.6.2 Software programs

3.2.6.3 Internet deduction records

3.2.7 RECORDS REQUIRED IN TERMS OF LEGISLATION

3.2.7.1 A table of legislation setting out a description of the records of the Private Body is available in accordance with certain legislation. We list the legislation as follows:-

3.2.7.1.1 The Criminal Procedures Act No. 51 of 1977

3.2.7.1.2 The Labour Relations Act 66 of 1995

3.2.7.1.3 Employment Equity Act No. 55 of 1998

3.2.7.1.4 The Basic Conditions of Employment Act 75 of 1997

3.2.7.1.5 Competition Act 89 of 1998

3.2.7.1.6 Insolvency Act 24 of 1936

3.2.7.1.7 Constitution of SA Act No. 108 of 1996

3.2.7.1.8 Companies Act No. 61 of 1973

3.2.7.1.9 Unemployment Insurance Act 63 of 2001

3.2.7.1.10 Value Added Tax Act 89 of 1991

3.2.7.1.11 Income Tax Act 58 of 1962

3.2.7.1.12 Closed Corporation Act of 1983

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.8 OTHER PARTY RECORDS

3.2.8.1 Personnel, customer or Private Body records which are held by another party, as opposed to the records held by the Private Body itself;

3.2.8.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains -
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include -
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;

- 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
- 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

5 REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
 - 6.3.1 The record or records requested;
 - 6.3.2 The identity of the requester,
 - 6.3.3 Which form of access is required, if the request is granted;
 - 6.3.4 The postal address or fax number of the requester.

- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.
- 7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

- 7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- 7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

- 7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8 FEES

- 8.1 The Act provides for two types of fees, namely:
- 8.1.1 A request fee, which will be a standard fee; and
- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.
- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.
- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

- 9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

A. Particulars of Private Body

The Head: _____

B. Particulars of Person requesting access to the record

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

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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:

Mark the appropriate box with an "X"

NOTES:

- (a) Your indication as to the required form of access depends 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:

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the 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*
--	-----------------	--	----------------------	--	------------------------------

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

4. If the record is held on computer or in an electronic or machine-readable form:

	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?

YES

NO

A postal fee is payable.

G. Particulars of right to be exercised or protected:

If the provided space is inadequate, please continue of a separate folio and attach it to this form

The requester must sign all the additional folios

Indicate which right is to be exercised or protected: _____

1. Explain why the requested record is required for the exercising 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 thereof 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 _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

• For a copy in a computer-readable form on	R
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search)	30,00
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

BOUBART EIENDOMS ONTWIKKELAAR CC

1 INTRODUCTION

1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.** The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to BOUBART EIENDOMS ONTWIKKELAAR CC a private body within the building industry, for whom this manual is drafted.

PART I**2 CONTACT DETAILS****2.1 Information Officer: BART HULSMAN**

Postal address: P O BOX 59779, KARENPARK, 0118

Physical Address: 14/1 IRIS DRIVE, HEATHERDALE, PRETORIA, 118

Tel: (012) 542-2095 (W)

Fax: (012) 542-5136

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: BOUBART EIENDOMS ONTWIKKELAARS CC

2.2.2 Registration No: CK 983956323 Vat Registration No. 4940149307

2.2.3 Postal Address: P O BOX 59779, KARENPARK, 0118

2.2.4 Physical Address (or main place of business): 14/1 IRIS DRIVE, HEATHERDALE, 0118

2.2.5 Telephone Number: (012) 542-2095

2.2.6 Facsimile number: (012) 542-5136

2.2.7 E-mail address: hulsman@worldonline.co.za

2.2.8 Website: n/a

PART II**3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,
at PAIA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),
Private Bag X2700, HOUGHTON, 2041;
Telephone Number: (011) 484-8300;
Facsimile Number: (011) 484-1360;
Website: www.sahrc.org.za;
E-mail Address: PIAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Copies of documents of incorporation.

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Vat records

3.2.2.2 Tax records

3.2.2.3 UIF records

3.2.2.4 Invoices

3.2.2.5 Monthly statements

3.2.2.6 Debit notes

- 3.2.2.7 Credit notes
- 3.2.2.8 Cheque Account
- 3.2.2.9 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Credit Application forms
- 3.2.3.2 Invoices

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 Employment contracts
- 3.2.4.2 Salary records
- 3.2.4.3 Leave records
- 3.2.4.4 Conditions of employment
- 3.2.4.5 Records relating to increases
- 3.2.4.6 Disability Insurance

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation, members, all permanent, temporary and part-time staff, as well as contract workers.

3.2.5 INFORMATION TECHNOLOGY RECORDS

- 3.2.5.1 Software programs

3.2.6 RECORDS REQUIRED IN TERMS OF LEGISLATION

- 3.2.6.1 A table of legislation setting out a description of the records of the Private Body is available in accordance with certain legislation. We list the legislation as follows:-

- 3.2.6.1.1 Deeds Registries Act 47 of 1937.

- 3.2.6.1.2 The Criminal Procedures Act 51 of 1977
- 3.2.6.1.3 The Labour Relations Act 66 of 1995
- 3.2.6.1.4 The Basic Conditions of Employment Act 75 of 1997
- 3.2.6.1.5 Formalities in respect of Leases of Land Act 18 of 1969
- 3.2.6.1.6 The Home Loan and Mortgage Disclosure Act 63 of 2000
- 3.2.6.1.7 Insolvency Act 24 of 1936
- 3.2.6.1.8 Constitution of SA Act 108 of 1996
- 3.2.6.1.9 Companies Act 61 of 1973
- 3.2.6.1.10 Value Added Tax Act 89 of 1991
- 3.2.6.1.11 Closed Corporation Act of 1983

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.7 OTHER PARTY RECORDS

- 3.2.7.1 Personnel, customer or Private Body records which are held by another party, as opposed to the records held by the Private Body itself;
- 3.2.7.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains –
 - 4.2.1 trade secrets of that third party;

- 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
- 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;
- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include –
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

5 REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.
- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
- 6.3.1 The record or records requested;
- 6.3.2 The identity of the requester,
- 6.3.3 Which form of access is required, if the request is granted;
- 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.
- 7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

- 7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.

- 7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

- 7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8 FEES

- 8.1 The Act provides for two types of fees, namely:
- 8.1.1 A request fee, which will be a standard fee; and
- 8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.
- 8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.
- 8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.
- 8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in Appendix 2.
- 8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.
- 8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

- 9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.
- 9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10 AVAILABILITY OF THE MANUAL

- 10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.
- 10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

--

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

A. Particulars of Private Body

The Head:

B. Particulars of Person requesting access to the record

- | |
|---|
| (a) <i>The particulars of the person who requests access to the records must be recorded below.</i> |
| (b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i> |
| (c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i> |

Full Name and Surname: _____

Identity Number: _____

Postal Address: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

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

C. Particulars of person of whose behalf request is made:

<i>This section must be completed only if a request for information is made on behalf of another person</i>

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 the Record or relevant part of the record:

2. Reference number, if available: _____

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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:

Mark the appropriate box with an "X"

NOTES:

- (a) Your indication as to the required form of access depends 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:

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the 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*
--	-----------------	--	----------------------	--	------------------------------

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

4. If the record is held on computer or in an electronic or machine-readable form:

	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? A postal fee is payable.	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

Indicate which right is to be exercised or protected: _____

1. Explain why the requested record is required for the exercising 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 thereof 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 _____ 200_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

- | | |
|---|-------|
| • For a copy in a computer-readable form on | R |
| - Stiffy disc | 7,50 |
| - Compact disc | 70,00 |
| • A transcription of visual images, for an A4-size page or part thereof | 40,00 |
| • For a copy of visual images | 60,00 |
| • A transcription of an audio record, for an A4-size page or part thereof | 20,00 |
| • For a copy of an audio record | 30,00 |
| • To search for a record that must be disclosed | 30,00 |
| (per hour or part of an hour reasonably required for such search) | |
| • Where a copy of a record needs to be posted the actual postal fee is payable. | |

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

MEDICAL & HOSPITAL SUPPLIES CC

1 INTRODUCTION

- 1.1 The Promotion of Access to Information Act, No 2 of 2000 (*"the Act"*) was enacted on 3 February 2000, giving 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. Where a request is made in terms of the Act, the body to whom the request is made is obliged to release the information, **except where the Act expressly provides that the information may or must not be released.** The Act sets out the requisite procedural issues attached to such request.

1.2 PURPOSE OF THE MANUAL:

In order to promote effective governance of private bodies, it is necessary to ensure that everyone is empowered and educated to understand their rights in terms of the Act in order for them to exercise their rights in relation to public and private bodies.

Section 9 of the Act however recognises that such right to access to information cannot be unlimited and should be subject to justifiable limitations, including, but not limited to:

- Limitations aimed at the reasonable protection of privacy;
- Commercial confidentiality; and
- Effective, efficient and good governance;

and in a manner which balances that right with any other rights, including such rights contained in the Bill of Rights in the Constitution.

Wherever reference is made to *"Private Body"* in this manual, it will refer to MEDICAL & HOSPITAL SUPPLIES CC a private body within the pharmaceutical industry, for whom this manual is drafted.

PART I**2 CONTACT DETAILS**

2.1 Information Officer: STANLEY HAGART DU PREEZ

Postal address: POSTNET SUITE 1, P/BAG X06, QUAGGA, 0058

Physical Address: 260 VOM HAGEN STREET, PRETORIA-WEST

Tel: (012) 327-6701 (W)

Fax: (012) 327-6715

2.2 GENERAL INFORMATION

2.2.1 Name of Private Body: MEDICAL AND HOSPITAL SUPPLIES CC

2.2.2 Registration No: 1987/09034/23

2.2.3 VAT Registration No. 4050106691

2.2.4 Postal Address: POSTNET SUITE 1, P/BAG X06, QUAGGA, 0058

2.2.5 Physical Address (or main place of business): 260 VOM HAGEN STREET, PRETORIA-WEST

2.2.6 Telephone Number: (012) 327 6701

2.2.7 Facsimile number: (012) 327-6715

2.2.8 E-mail address: medhosp@iafrica.com

2.2.9 Website: n/a

PART II**3 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. The guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The South African HUMAN RIGHTS COMMISSION,

at PALA Unit (THE RESEARCH AND DOCUMENTATION DEPARTMENT),

Private Bag X2700, HOUGHTON, 2041;

Telephone Number: (011) 484-8300;

Facsimile Number: (011) 484-1360;

Website: www.sahrc.org.za;

E-mail Address: PLAI@sahrc.org.za.

PART III

3.1 RECORDS OF THE PRIVATE BODY

This clause serves as a reference to the records that the Private Body holds in order to facilitate a request in terms of the Act.

The information is classified and grouped according to records relating to the following subjects and categories:

It is recorded that the accessibility of the documents listed herein below, may be subject to the grounds of refusal set out hereinafter.

3.2 PRIVATE BODY DOCUMENTS AND RECORDS

3.2.1 INCORPORATION DOCUMENTS AND RECORDS

3.2.1.1 Documents of Incorporation

3.2.1.2 Records relating to Pharmacy Council.

3.2.2 FINANCIAL DOCUMENTS AND RECORDS

3.2.2.1 Regional Services Council records

3.2.2.2 Vat records

3.2.2.3 Tax records

3.2.2.4 PAYE records

3.2.2.5 UIF records

3.2.2.6 Stock records

- 3.2.2.7 Invoices
- 3.2.2.8 Monthly statements
- 3.2.2.9 Delivery notes
- 3.2.2.10 Debit notes
- 3.2.2.11 Credit notes
- 3.2.2.12 Banking records
- 3.2.2.13 Cash records
- 3.2.2.14 Annual Financial Statements

3.2.3 OPERATIONAL DOCUMENTS AND RECORDS

- 3.2.3.1 Database of customers
- 3.2.3.2 Invoices
- 3.2.3.3 Monthly sales reports
- 3.2.3.4 Price lists (current)

These records include, but are not limited to, the records which pertain to the Private Body's own affairs.

3.2.4 PERSONNEL DOCUMENTS AND RECORDS

Personal records provided by personnel (including permanent and temporary) including but not limited to:

- 3.2.4.1 Employment contracts
- 3.2.4.2 Salary records
- 3.2.4.3 Leave records
- 3.2.4.4 Conditions of employment
- 3.2.4.5 Disciplinary records
- 3.2.4.6 SETA records

- 3.2.4.7 Attendance Register
- 3.2.4.8 Registration documents of Bargaining Council
- 3.2.4.9 Disability Insurance

"Personnel" refers to any person who works for, or provides services to or on behalf of the Private Body, and receives or is entitled to receive remuneration and any other person who assists in carrying out or conducting the business of the Private Body. This includes, without limitation, members, all permanent, temporary and part-time staff, as well as contract workers.

3.2.5 INFORMATION TECHNOLOGY RECORDS

- 3.2.5.1 Software programs
- 3.2.5.2 Customer database
- 3.2.5.3 Debtors database

3.2.6 RECORDS REQUIRED IN TERMS OF LEGISLATION

- 3.2.6.1 A table of legislation setting out a description of the records of the Private Body is available in accordance with certain legislation. We list the legislation as follows:-

- 3.2.6.1.1 Deeds Registries Act 47 of 1937
- 3.2.6.1.2 The Credit Agreements Act 75 of 1980
- 3.2.6.1.3 The Criminal Procedures Act 51 of 1977
- 3.2.6.1.4 The Labour Relations Act 66 of 1995
- 3.2.6.1.5 The Basic Conditions of Employment Act 75 of 1997
- 3.2.6.1.6 The Home Loan and Mortgage Disclosure Act 63 of 2000.
- 3.2.6.1.7 Compensation for Occupational Injuries and Diseases Act 130 of 1993
- 3.2.6.1.8 Competition Act 89 of 1998
- 3.2.6.1.9 Insolvency Act 24 of 1936
- 3.2.6.1.10 Constitution of SA Act 108 of 1996
- 3.2.6.1.11 Companies Act 61 of 1973
- 3.2.6.1.12 Unemployment Insurance Act 63 of 2001

- 3.2.6.1.13 Value Added Tax Act 89 of 1991
- 3.2.6.1.14 Skills Development Levies Act 9 of 1999
- 3.2.6.1.15 Income Tax Act 58 of 1962
- 3.2.6.1.16 Closed Corporations Act of 1983
- 3.2.6.1.17 Medicines and Related substances Control Act 101 of 1965
- 3.2.6.1.18 Medicines and Medical Devices Regulatory Authority Act 132 of 1998
- 3.2.6.1.19 Pharmacy Act 53 of 1974

Reference to the above-mentioned legislation shall include subsequent amendments to such legislation.

3.2.7 OTHER PARTY RECORDS

- 3.2.7.1 Personnel, customer or Private Body records which are held by another party, as opposed to the records held by the Private Body itself;
- 3.2.7.2 Records held by the Private Body pertaining to other parties, including without limitation, financial records, correspondence, contractual and transactional records, records provided by the other party, and records third parties have provided about contractors/suppliers.

PART IV

4 GROUNDS FOR REFUSAL OF ACCESS TO RECORDS

The main grounds for the Private Body to refuse a request for information relates to the -

- 4.1 mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
- 4.2 mandatory protection of the commercial information of a third party, if the record contains –
 - 4.2.1 trade secrets of that third party;
 - 4.2.2 financial, commercial, scientific or technical information which disclosure could likely cause harm to the financial or commercial interests of that third party;
 - 4.2.3 information disclosed in confidence by a third party to the Private Body, if the disclosure could put that third party at a disadvantage in negotiations or commercial competition;
- 4.3 mandatory protection of confidential information of third parties if it is protected in terms of any agreement;

- 4.4 mandatory protection of the safety of individuals and the protection of property;
- 4.5 mandatory protection of records which would be regarded as privileged in legal proceedings;
- 4.6 the commercial activities of the Private Body, which may include –
 - 4.6.1 trade secrets of the Private Body;
 - 4.6.2 financial, commercial, scientific or technical information which disclosure of could likely cause harm to the financial or commercial interests of the Private Body;
 - 4.6.3 information which, if disclosed could put the Private Body at a disadvantage in negotiations or commercial competition;
 - 4.6.4 a computer program which is owned by the Private Body, and which is protected by copyright.
- 4.7 the research information of the Private Body or a third party, if its disclosure would disclose the identity of the Private Body, the researcher or the subject matter of the research and would place the research at a serious disadvantage;
- 4.8 Requests for information that are clearly frivolous or vexatious, or which involve an unreasonable diversion of resources shall be refused.

5 REMEDIES AVAILABLE WHEN A PRIVATE BODY REFUSES A REQUEST FOR INFORMATION

5.1 INTERNAL REMEDIES

The Private Body does not have an internal appeal procedure. As such, the decision made by the information officer is final, and requesters will have to exercise such external remedies at their disposal if the request for information is refused, and the requester is not satisfied with the answer supplied by the information officer.

5.2 EXTERNAL REMEDIES

A requester that is dissatisfied with an information officer's refusal to disclose information, may within 30 days of notification of the decision, apply to a relevant Court for relief.

Likewise, a third party dissatisfied with an information officer's decision to grant a request for information, may within 30 days of notification of the decision, apply to a Court for relief. For purposes of the Act, the Courts that have jurisdiction over these applications are the Constitutional Court, the High Court or another court of similar status.

6 REQUEST PROCEDURE

- 6.1 The requester must comply with all the procedural requirements contained in the Act relating to the request for access to a record.
- 6.2 The requester must complete the prescribed form enclosed herewith in **Appendix 1**, and submit same as well as payment of a request fee and a deposit, if applicable to the Information Officer at the postal or physical address, fax number or electronic mail address as stated in 2.1 or 2.2 above.

- 6.3 The prescribed form must be filled in with enough particularity to at least enable the Information Officer to identify –
- 6.3.1 The record or records requested;
- 6.3.2 The identity of the requester,
- 6.3.3 Which form of access is required, if the request is granted;
- 6.3.4 The postal address or fax number of the requester.
- 6.4 The requester must state that he/she requires the information in order to exercise or protect a right, and clearly state what the nature of the right is so to be exercised or protected. In addition, the requester must clearly specify why the record is necessary to exercise or protect such a right.
- 6.5 The Private Body will process the request within 30 days, unless the requester has stated special reasons which would satisfy the Information officer that circumstances dictate that the above time periods not be complied with.
- 6.6 The requester shall be informed whether access granted or denied. If, in addition, the requester requires the reasons for the decision in any other manner, he/she must state the manner and the particulars so required.
- 6.7 If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the information officer.
- 6.8 If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally.
- 6.9 The requester must pay the prescribed fee, before any further processing can take place.

7 ACCESS TO RECORDS HELD BY THE PRIVATE BODY

- 7.1 Records held by the Private Body may be accessed by requests only once the prerequisite requirements for access have been met.
- 7.2 A requester is any person making a request for access to a record of the Private Body. There are two types of requesters:

7.2.1 PERSONAL REQUESTER

- 7.2.1.1 A personal requester is a requester who is seeking access to a record containing personal information about the requester.
- 7.2.1.2 The Private Body will voluntarily provide the requested information, or give access to any record with regard to the requester's personal information. The prescribed fee for reproduction of the information requested will be charged.

7.2.2 OTHER REQUESTER

- 7.2.2.1 This requester (other than a personal requester) is entitled to request access to information on third parties. However, the Private Body is not obliged to voluntarily grant access. The requester must fulfil the prerequisite requirements for access in terms of the Act, including the payment of a request and access fee.

8 FEES

8.1 The Act provides for two types of fees, namely:

8.1.1 A request fee, which will be a standard fee; and

8.1.2 An access fee, which must be calculated by taking into account reproduction costs, search and preparation time and cost, as well as postal costs.

8.2 When the request is received by the Information Officer, such officer shall by notice require the requester, other than a personal requester, to pay the prescribed request fee (if any), before any further processing of the request.

8.3 If the search for the record has been made and the preparation of the record for disclosure, including arrangement to make it available in the requested form, requires more than the hours prescribed in the regulations for this purpose, the information officer shall notify the requester to pay as a deposit the prescribed portion of the Access fee which would be payable if the request is granted.

8.4 The information officer shall withhold a record until the requester has paid the fees as indicated in **Appendix 2**.

8.5 A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonably required in excess of the prescribed hours to search for and prepare the record for disclosure including making arrangements to make it available in the request form.

8.6 If a deposit has been paid in respect of a request for access, which is refused, then the information officer concerned must repay the deposit to the requester.

9 DECISION

9.1 The Private Body will, within 30 days of receipt of the request, decide whether to grant or decline the request and give notice with reasons (if required) to that effect.

9.2 The 30 day period with which the Private Body has to decide whether to grant or refuse the request, may be extended for a further period of not more than thirty days if the request is for a large amount of information, or the request requires a search for information held at another office of the Private Body and the information cannot reasonably be obtained within the original 30 day period. The Private Body will notify the requester in writing should an extension be sought.

10 AVAILABILITY OF THE MANUAL

10.1 This manual is made available in terms of Regulation Number R. 187 of 15 February 2002.

10.2 The manual of the Private Body may also be available on the website of the Private Body (if applicable).

APPENDIX - 1

PRESCRIBED FORM TO BE COMPLETED BY A REQUESTER

FORM B

REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

(Section 53(1) of the Promotion of Access to Information Act, No 2 of 2000)

(Regulation 4)

A. Particulars of Private Body

The Head:

B. Particulars of Person requesting access to the record

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

Full Name and Surname:

Identity Number:

Postal Address:

Telephone Number:

 Fax Number:

E-mail address:

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

C. Particulars of person of 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 the Record or relevant part of the record:

2. Reference number, if available:

2. Any further particulars of the 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 of the request fee.*
- (c) *The fee payable for access to a record depends on the form in which the 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 therefore.*

Reason for exemption of payment of the fee:

F. Form of Access to the 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:

Mark the appropriate box with an "X"

NOTES:

- (a) *Your indication as to the required form of access depends 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:

	Copy of record *		Inspection of record
--	------------------	--	----------------------

2. If the 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*
--	-----------------	--	----------------------	--	------------------------------

3. If the record consists of recorded words or information which can be reproduced in sound:

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack * (written or printed document)
--	--	--	--

4. If the record is held on computer or in an electronic or machine-readable form:

	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?

YES

NO

A postal fee is payable.

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

Indicate which right is to be exercised or protected: _____

1. Explain why the requested record is required for the exercising 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 thereof 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 _____ 200_____

 SIGNATURE OF REQUESTER/PERSON
 ON WHOSE BEHALF REQUEST IS MADE

APPENDIX – 2**REPRODUCTION FEES**

Where requested document appear in the appendix 1 i.e. the Private Body has voluntarily provided the Minister with a list of categories of records that will automatically be made available to any person requesting access thereto, the only charge that may be levied for obtaining such records, will be a fee for reproduction of the record in question.

THE APPLICABLE FEES FOR REPRODUCTION AS REFERRED TO ABOVE ARE:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
• For a copy in a computer-readable form on	
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00

Request fees:

Where a requester submits a request for access to information held by an Private Body on a person other than the requester himself/herself, a request fee in the amount of R50,00 is payable up-front before the Private Body will further process the request received.

Access fees:

An access fee is payable in all instances where a request for access to information is granted, except in those instances where payment of an access fee is specially excluded in terms of the Act or an exclusion is determined by the Minister in terms of Section 54 (8).

The applicable access fees which will be payable are:

	R
• For every photocopy of an A4-size page or part thereof	1,10
• For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75

• For a copy in a computer-readable form on	R
- Stiffy disc	7,50
- Compact disc	70,00
• A transcription of visual images, for an A4-size page or part thereof	40,00
• For a copy of visual images	60,00
• A transcription of an audio record, for an A4-size page or part thereof	20,00
• For a copy of an audio record	30,00
• To search for a record that must be disclosed (per hour or part of an hour reasonably required for such search)	30,00
• Where a copy of a record needs to be posted the actual postal fee is payable.	

Deposits:

Where the Private Body receives a request for access to information held on a person other than the requester himself/herself and the information officer upon receipt of the request is of the opinion that the preparation of the required record of disclosure will take more than 6 (six) hours, a deposit is payable by the requester.

The amount of the deposit is equal to $\frac{1}{3}$ (one third) of the amount of the applicable access fee.

Note: In terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

PIONEER FOOD GROUP LIMITED

(Registration number: 1996/017676/06)

and various of its subsidiaries

("PIONEER FOODS")

**MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF
THE PROMOTION OF ACCESS TO INFORMATION ACT, ACT NO.
2 OF 2000 ("THE ACT")**

INDEX**Page**

1.	Introduction	98
2.	Contact details	99
3.	Guide in terms of section 10 of the Act	100
4.	Notice(s) in terms of section 52(2) of the Act	101
5.	Information / documents available in accordance with other legislation	102
6.	Documents / information held by Pioneer Foods in terms of the Act	103
7.	Other information	104
8.	Availability of the manual	105
9.	List of subsidiaries of Pioneer Foods	106
10.	Form of request	
11.	Prescribed fees	

1. INTRODUCTION

The manual is to assist potential requestors as to the procedure to be followed when requesting access to information / documents from Pioneer Foods as contemplated in terms of the Act.

The manual may be amended from time to time and as soon as any amendments have been finalised the latest version of the manual will be made public.

Any requestor is advised to contact Petrus Jacobus Stofberg should he / she require any assistance in respect of the utilisation of this manual and/or the requesting of documents / information from Pioneer Foods.

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

"the Act"	shall mean the Promotion of Access to Information Act, No. 2 of 2000, together with all relevant regulations published;
"the/this manual"	shall mean this manual together with all annexures thereto as available at the offices of Pioneer Foods from time to time;
"Pioneer Foods"	shall mean Pioneer Food Group Limited, and several of its subsidiaries as set out in part 9, page 10 and further of this manual
"SAHRC"	shall mean the South African Human Rights Commission.

2. CONTACT DETAILS (Section 51(1)(a) of the Act)

Name of body: Pioneer Food Group Limited

Chief Executive Officer: Wouter André Hanekom

The appointed information officer: Petrus Jacobus Stofberg

Address: 32 Market Street
Paarl, 7646

Postal address: P.O. Box 20
HUGUENOT
7645

Telephone: +27 21 807 5100

Fax: +27 21 807 5280

E-mail: pstofber@pnr.co.za

3. **GUIDE IN TERMS OF SECTION 10 OF THE ACT** (Section 51(1)(b) of the Act)

In terms of section 10 of the Act a guide will be compiled by the SAHRC containing such information as may be required by a person who wishes to exercise any right contemplated in the Act. The guide will be made available by the SAHRC by no later than August 2003.

Contact details of the South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Private Bag 2700

HOUGHTON

2041

Telephone: +27 11 484 8300

Fax: +27 11 484 0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

4. NOTICE(S) IN TERMS OF SECTION 52(2) OF THE ACT (Section 51(1)(c) of the Act)

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

**5. INFORMATION / DOCUMENTS AVAILABLE IN ACCORDANCE WITH
OTHER LEGISLATION (Section 51(1)(d) of the Act)**

Pioneer Foods keeps information / documents in accordance with the following legislation (please note that this is not an exhaustive list) :-

- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Value-Added Tax Act, Act No. 89 of 1991 (Section 65)
- Customs and Excise Act, Act No. 91 of 1964 (Section 101)
- Unemployment Insurance Act, Act No. 30 of 1966 (Section 32)
- Basic Conditions of Employment Act, Act No. 75 of 1997 (Section 31)
- Employment Equity Act, Act No. 55 of 1998 (Section 26)
- Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993 (Section 97)
- Insolvency Act, Act No. 24 of 1936 (Sections 134)
- Occupational Health and Safety Act, Act No. 85 of 1993
- Foodstuffs, Cosmetics and Disinfectants Act, Act no 54 of 1972

6. DOCUMENTS / INFORMATION HELD BY PIONEER FOODS IN TERMS OF THE ACT (Section 51(1)(e) of the Act)

Documents

The documents / information listed hereinbelow pertain to the day-to-day management of the business of Pioneer Foods :-

- Standard Employment Contracts
- Employment Equity Plan & Report
- Human Resources Policies and Procedures
- List of trademarks and pending applications
- Insurance Policies
- Rules and regulations relating to Pension and Provident funds
- Documentation with regard to share option schemes
- Other commercial contracts

It is recorded that any and all documents / information requested pertaining to the aforesaid shall always only be made available to a requestor subject to the provisions of the Act.

7. OTHER INFORMATION (Section 51(1)(f) of the Act)

The Minister of Justice and Constitutional Development has to date not published any regulations in terms of this section.

8. AVAILABILITY OF THE MANUAL (Section 51(3) of the Act)

- 8.1 This manual is available for inspection at the offices of Pioneer Foods, free of charge.
- 8.2 Copies of the manual may be obtained, subject to the prescribed fees, at the offices of Pioneer Foods.
- 8.3 The manual can also be accessed on the websites of the SAHRC (www.sahrc.org.za) and will be published in the *Government Gazette*. However, it should be noted that the manual accessible on the website of SAHRC and in the *Government Gazette*, does not include the request forms or fee structure (set out on pages 11 and further of this manual). The request forms and fee structure can be obtained on the SAHRC website (www.sahrc.org.za) or the website of the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations").

9. VARIOUS SUBSIDIARIES OF PIONEER FOODS

Name	Number
▪ Pioneer Food Group Limited	1996/017676/06
▪ Pioneer Foods (Pty) Limited	1957/00634/07
▪ Pioneer Foods Holdings Limited	1956/001280/06
▪ SAD Holdings Limited	1998/014855/06
▪ Sugarbird (Pty) Limited	1973/007385/07
▪ Sasko Pasta (Pty) Limited	1996/002247/07
▪ Ulundi Bakery Limited	1982/005023/06
▪ Craft Box Corrugated (Pty) Limited	1993/003155/07
▪ Credin Bakery Supplies (Pty) Limited	1997/017494/07
▪ Lohmann Breeding SA (Pty) Limited	2001/004636/07
▪ Ceres Fruit Juices Investment Holdings (Pty) Limited	1970/000721/07

NOTE : This list excludes all dormant companies under the control of Pioneer Foods.



Description of structure and functions

Umgeni Water is a water utility established by Proclamation No 114 of 1974 (Government Gazette No 4300, 14 June 1974). It supplies water for urban, industrial and agricultural purposes, and to local authorities within its area of supply. It operates eleven large storage dams, ten major and five small waterworks and two large wastewater works. It also operates rural reticulation schemes. The head office is situated in Pietermaritzburg, with regional offices at Mkondeni, New Germany, Umhlali and Park Rynie, all in KwaZulu-Natal. Its functions are as follows:

Supply of

- Raw and potable water in bulk and retail
- Wastewater and sanitation services
- Water resource management
- Catchment management
- Pollution prevention services
- Water sector training services
- Laboratory and analytical services
- Engineering and project management consultancy

Information officers

The information officer is Umgeni Water's chief executive officer, Mrs. Gugu Moloi. Contact details are as follows:

Name	Gugu Moloi
Designation	Chief Executive Officer
Address	310 Burger Street, Pietermaritzburg, 3201 or Private Bag 9, Pietermaritzburg, 3200
Telephone	033 – 3411111
Facsimile	033 – 342 8895
Email	gugu.moloi@umgeni.co.za

Deputy information officers are as follows:

Name	Patricia Stabbins
Designation	Information Resources Manager
Address	310 Burger Street, Pietermaritzburg, 3201 or Private Bag 9, Pietermaritzburg, 3200
Telephone	033-3411111
Facsimile	033-3411084
Email	patricia.stabbins@umgeni.co.za



Name Grace Nyovane
Designation Library Services Manager
Address 310 Burger Street, Pietermaritzburg, 3201 or
Private Bag 9, Pietermaritzburg, 3200
Telephone 033-3411111
Facsimile 033-3411084
Email grace.nyovane@umgeni.co.za

Guide to use of Act

The guide relating to the use of the Promotion of Access to Information Act has not yet been compiled by the Human Rights Commission.

Records held by Umgeni Water

Records at Umgeni Water are managed by means of decentralised classification schemes with centralised control. Files no longer required by the users are transferred to the corporate archives. Records which have reached their disposal date are destroyed according to a retention schedule. Records of lasting legal, social, historical or research value are retained permanently.

Each recordkeeping system has a series of files dealing with internal administrative support matters. These series are referred to as **support series**, and are generic in nature. Support series and the categories of records contained in them are as follows:

Legislation

drafting and amendment of local and national legislation relevant to the utility

Planning and Management

policy
minutes of meetings – board
minutes of meetings – management
minutes of meetings – operational
strategic planning
operational planning
liaison with external organisations

Staff

policy
structure and job descriptions
administration of benefits
training
grievances and disciplinary action
occupational health
unions



Finance

- policy
- capital budget
- operating budget
- tariffs
- audits
- petty cash

Office Administration

- policy
- domestic services
- material and equipment
- accommodation

Legal Matters

- policy
- agreements and contracts
- permits and licenses
- appointment of contractors and consultants
- servitudes
- litigation
- insurance

Public Relations

- policy
- media contact
- speeches and presentations
- public relations
- notices to staff
- social events

In addition to these support series, each individual system has what are referred to as **line functions**, which comprise the key activities of the division/section. A description of the categories of records for each of Umgeni Water's line functions follows:

Chief Executive

(this record keeping system contains records relating to broad decision and policy-making issues at senior management level)

- Strategic planning
- regional planning
- water resource planning
- rural planning
- organisational transformation
- liaison with external organisations
- take-overs and hand-overs
- external business
- personal files for senior management and board members
- senior management meetings
- board meetings
- presentations and addresses
- sponsorship



Corporate Services

(the function of Corporate Services is to provide planning information to enable the organisation to make correct long term engineering and strategic decisions)

- liaison with external organisations
- strategic planning
- environmental scanning
- water resource planning
- infrastructure planning
- river systems analysis
- drought and water conservation
- tariffing and pricing surveys
- costing of dams and works
- total water management
- water demand and supply forecasting
- planning of water systems supply
- hydrological planning
- groundwater planning
- wastewater planning
- planning of rural reticulation schemes
- appropriate technology for rural areas

Finance and Administration

(this system contains records relating to the financial management and administrative/facilities management of the organisation)

- financial forecasts
- budget planning – capital expenditure
- budget planning – operating expenditure
- movable asset management (inventory control)
- reconciliations
- journal vouchers
- receipts
- financial statements
- setting of tariffs
- financial reports
- debtors accounts
- sundry debtors
- customer queries
- creditors payments
- creditors statements
- payrolls and amendments
- administration of payroll deductions
- procurement (of goods and services)
- contract administration
- servitude administration
- micro-business development
- inventory control
- property administration
- corporate insurances
- individual insurance claims
- communication and stationery services
- office, building and garden services
- fleet management services
- legal records (agreements, contracts)
- legal risk management



Geographic Information Systems

(this small system acts to support the GIS function at Umgeni Water)

- GIS standards and policy
- GIS data management
- GIS system design
- GIS systems maintenance
- individual GIS projects

Human Resources

(the HR system contains staff files and other documentation relating to the recruitment and remuneration of staff, as well as to staff relations)

- succession planning
- recruitment
- exit interviews
- organograms
- job descriptions
- training
- performance management
- affirmative action plans
- remuneration and benefits
- occupational health
- staff circulars
- employee counselling
- grievances and disciplinary matters
- CCMA referrals
- union relations

Information Services

(these records relate to IT systems establishment and support as well as to the administration of the various communication technologies and the management of information at Umgeni Water)

- IT project implementation
- library administration
- records management administration
- technology support
- business systems implementation
- internet site
- intranet site
- licenses

Internal Audit

(this system contains standard internal audit documentation)

- corporate policies and procedures
- internal audit charter
- audit procedure manual
- audit programmes
- audit investigations



New Works

(this system was designed to support the engineers responsible for the contract management of both large and small engineering projects, e.g. construction of reservoirs, pipelines, dams, reticulation schemes etc.).

- engineering project management
 - Contract documentation
 - Meetings
 - Progress reports
 - Contract administration
 - Cost monitoring
 - Quality assurance
- engineering surveys
- engineering design

Operations

(Umgeni Water has record keeping systems at each of the works it operates, as well as at the regional offices in Umhlali, New Germany, Park Rynie, Midmar, and Mkondeni. However, similar categories are kept in each system, and relevant documentation and reports are sent to the Head Office in Pietermaritzburg. Listed below are the categories of records held by Head Office.)

- operational meetings
- take-overs and hand-overs
- droughts and floods
- agreements
- security services
- consumer suspensions and warnings
- water transportation and storage
- water purification
- works operation
- wastewater treatment
- loss control and metering
- NOSA files (safety services)
- weather and dam level data
- water schedules
- monitoring centre records
- emergency plans and procedures

Public Relations

(this system contains material relating to the way Umgeni relates to its staff and the community it serves)

- sponsorships
- videos and publications
- internal newsletters
- media liaison
- arrangement of conferences and functions
- press releases
- design of stationery and signage



Scientific Services

(records in this system relate to the laboratory's analysis of water samples to assure quality, and to the development of new processes to deal with water and wastewater, as well as the optimisation of existing processes)

water quality samples
laboratory analyses
external customer analyses
pollution measurement and control
catchment management
environmental management
investigation into treatment processes
water education services

Works

water balances
water schedules
meter readings
plant trials
water standards
works operation
sludge treatment and disposal
loss control

External Business Development

(this is a relatively new system, which support's Umgeni's drive to obtain business in the rest of Africa)

exhibitions
trade fairs
environmental surveys
heads of agreement
contracts
marketing

Categories of documents available without recourse to the Act

Umgeni Water has a web site at www.umgeni.co.za. Available on the site are the following:

- Annual reports 1995/6-1998/9
- Environmental reports 1996-1999
- Technical and scientific reports 1995/6-1998/9
- Infrastructure Masterplan
- Flood warning and management principles (for public comment)



Services available to members of the public

The following services are provided by Umgeni Water:

- Water services
- Wastewater services
- Process testing services
- Laboratory sample testing services
- Training services
- Records management services
- Consultancy services in various fields

In order to obtain more information regarding services, the public may write to PO Box 9, Pietermaritzburg, 3200, or to 310 Burger St, Pietermaritzburg, 3201, or telephone (033) 3411111, or access our enquiry site via the internet at info@umgeni.co.za

Influence on the formulation of policy

The Board of Umgeni Water, which consists of fifteen non-executive members, accepts final responsibility for the organisation and ensures that delegated responsibilities are properly executed by management. Members of the Board are nominated by the public, to ensure that the interests of the community are represented. Board members may be nominated from a wide range of civic bodies, such as water committees, regional services councils, unions, universities, NGO's etc. and it is at the nomination stage that the public may, by its choice of candidate, have an influence on the direction of Umgeni Water. Since the Board also has influence on the selection of top management, Board members have a direct say in the constitution of Umgeni Water's executive.

Remedies available to the public

Should Umgeni Water, or any of its officials, seem to be derelict in their duty, or fail to fulfil their mandate, the public has recourse, in the first instance, to the Director of the Division concerned. Failure to obtain satisfaction would result in a direct appeal to the Chief Executive. If the problem is still not resolved, it should be taken to the Board of Umgeni Water. Should this not have the desired effect, the final resort would be to the Minister of Water Affairs and Forestry.



Index

- accommodation, 3
- addresses, 4
- affirmative action, 6
- agreements, 4, 5, 7
- Annual reports, 8
- asset management, 5
- audit, 6
- audits, 3
- benefits, 3, 6
- Board of Umgeni Water, 9
- budget, 3, 5
- business systems, 6
- catchment management, 7
- Chief Executive, 4, 9
- conservation, 5
- consultancy services, 9
- consultants, 4
- contractors, 4
- contracts, 4, 5, 8
- Corporate Services, 4
- costing, 5
- creditors, 5
- dam level, 7
- dams, 2, 5, 6
- debtors, 5
- demand forecasting, 5
- disciplinary action, 3
- domestic services, 3
- drought, 5
- droughts, 7
- emergency plans, 7
- engineering project, 6
- environmental management, 8
- Environmental reports, 8
- equipment, 3
- events, 4
- exhibitions, 8
- external business, 4
- External Business Development, 8
- Finance, 3, 5
- fleet, 5
- Flood warning, 8
- floods, 7
- Geographic Information Systems, 5
- GIS, 5
- grievances, 3, 6
- Guide, 2
- hand-overs, 4, 7
- Human Resources, 6
- Information officers, 2
- Information Services, 6
- Infrastructure Masterplan, 8
- insurance, 4, 5
- Internal Audit, 6
- Internet, 6, 9
- Intranet, 6
- job descriptions, 3, 6
- laboratory analyses, 7
- laboratory sample testing, 8
- legal, 3, 5
- Legal Matters, 4
- Legislation, 3
- liaison, 3, 4, 7
- library, 6
- licenses, 4, 6
- litigation, 4
- loss control, 7, 8
- material, 3, 7
- media, 4, 7
- meetings, 3, 4, 7
- meter readings, 8
- metering, 7
- minutes of meetings, 3
- monitoring centre, 7
- New Works, 6
- newsletters, 7
- NOSA files, 7
- occupational health, 3, 6
- Office Administration, 3
- Operations, 7
- payroll, 5
- permits, 4
- personal files, 4
- planning, 3, 4, 5, 6
- Planning and Management, 3
- plant trials, 8
- policy, 3, 4, 5, 9
- pollution measurement, 7
- presentations, 4
- press releases, 7
- pricing surveys, 5
- process testing services, 8
- public relations, 4
- Public Relations, 4, 7
- publications, 7
- records management, 6, 9
- records management services, 9
- recourse, 8, 9
- recruitment, 6
- remuneration, 6
- river systems, 5
- rural, 2, 4, 5
- Scientific Services, 7
- security, 7
- servitude administration, 5
- servitudes, 4
- sludge, 8
- speeches, 4
- sponsorship, 4
- sponsorships, 7
- staff, 4, 6, 7
- Staff, 3



structure and functions, 2

supply forecasting, 5

suspensions, 7

take-overs, 4, 7

tariffs, 3, 5

Technical and scientific reports, 8

technology, 5, 6

trade fairs, 8

training, 2, 3, 6, 8

training services, 2, 8

transformation, 4

treatment processes, 8

union relations, 6

videos, 7

warnings, 7

wastewater services, 8

wastewater treatment, 7

wastewater works, 2

water purification, 7

water balances, 8

water demand, 5

water quality samples, 7

water schedules, 7, 8

water services, 8

water standards, 8

water transportation, 7

waterworks, 2

weather, 7

web site, 8

works operation, 7, 8



Beskrywing van struktuur en funksies

Umgeni Water is 'n water-nutsorganisasie wat kragtens Proklamasie Nr. 114 van 1974 (Staatskoerant Nr. 4300, 14 Junie 1974) gestig is. Dit voorsien water vir stedelike, nywerheids- en landboukundige doeleindes, en aan plaaslike owerhede binne sy voorsieningsgebied. Umgeni Water bedryf elf groot opgaardamme, tien groot en vyf kleinere waterwerke, en twee groot afvalwaterwerke. Dit bedryf ook landelike retikulasieskemas. Die hoofkantoor is in Pietermaritzburg geleë, met streekskantore by Mkondeni, New Germany, Umhlali en Park Rynie, almal in KwaZulu-Natal. Die organisasie se funksies is die volgende:

Voorsiening van

- Rou en drinkbare water in grootmaat en as kleinhandelprodukte
- Afvalwater en sanitasiedienste
- Waterhulpbronbestuur
- Opvanggebiedbestuur
- Besoedelingsvoorkomingdienste
- Watersektor-opleidingsdienste
- Laboratorium- en ontledingsdienste
- Ingenieurswerk- en projekbestuurkonsultasie.

Inligtingsbeamptes

Die inligtingsbeampte is Umgeni Water se waarnemende hoof uitvoerende beampte, mev. Gugu Moloi. Kontakbesonderhede is soos volg:

Adres Burgerstraat 310, Pietermaritzburg, 3201 of
 Privaatsak 9, Pietermaritzburg, 3200
Telefoon 033-3411111
Faksimilee 033-342 8895
Epos gugu.moloi@umgeni.co.za

Adjunkinligtingsbeamptes is soos volg:

Naam Patricia Stabbins
Titel Inligtingsbronne Bestuurder
Adres Burgerstraat 310, Pietermaritzburg, 3201 or
 Privaatsak 9, Pietermaritzburg, 3200
Telefoon 033-3411111
Faksimilee 033-3411084
Epos patricia.stabbins@umgeni.co.za



Naam Grace Nyovane
Titel Biblioteekdienste Bestuurde
Adres Burgerstraat 310, Pietermaritzburg, 3201 or
Privaatsak 9, Pietermaritzburg, 3200
Telefoon 033-3411111
Faksimilee 033-3411084
Epos grace.nyovane@umgeni.co.za

Gids by die gebruik van die Wet

Hierdie gids vir die gebruik van die Bevordering van Toegang tot Inligting is nog nie deur die Kommissie vir Menseregte opgestel nie.

Rekords deur Umgeni Water gehou

Rekords by Umgeni Water word bestuur deur middel van gedesentraliseerde klassifikasieskemas met gesentraliseerde beheer. Lêers wat nie langer deur die gebruikers benodig word nie, word na die korporatiewe argief oorgeplaas. Rekords wat hul wegdoeningsdatum bereik het, word ooreenkomstig 'n behoudskedule vernietig. Rekords van blywende regs-, maatskaplike, historiese of navorsingswaarde word permanent behou.

Elke rekordhoudingstelsel beskik oor 'n reeks lêers wat betrekking het op aangeleenthede rakende interne administratiewe steun. Hierdie reekse word na verwys as **steunreekse**, en is geneties van aard. Steunreekse en die kategorieë rekords wat daarin vervat is, is soos volg:

Wetgewing

formulering en wysiging van plaaslike en nasionale wetgewing wat op Umgeni Water betrekking het

Beplanning en Bestuur

beleid
notule van vergaderings – direksie
notule van vergaderings – bestuur
notule van vergaderings – operasioneel
strategiese beplanning
bedryfsbeplanning
skakeling met buite-organisasies

Personeel

beleid
struktuur en werkbeskrywings
administrasie van voordele
opleiding
griewe en dissiplinêre optrede
beroepsgesondheid
vakbonde



Finansies

beleid
kapitaalbegroting
bedryfsbegroting
tariewe
oudits
kleinkas

Kantooradministrasie

beleid
interne dienste
materiaal en toerusting
huisvesting

Regsaangeleenthede

beleid
ooreenkomste en kontrakte
permitte en lisensies
aanstelling van kontrakteurs en konsultante
serwitute
litigasie
versekering

Openbare betrekkinge

beleid
mediakontak
toesprake en aanbiedinge
openbare betrekkinge
kennisgewings aan personeel
sosiale funksies

Benewens hierdie steunreeks het elke individuele stelsel funksies waarna as **lynfunksies** verwys word, wat uit die sleutelaktiwiteite van die divisie/afdeling bestaan. 'n Beskrywing van die kategorieë rekords vir elk van Umgeni Water se lynfunksies volg hier onder:

Hoof Uitvoerende Beampte

(hierdie rekordhoudingstelsel bevat rekords met betrekking tot breë besluitneming- en beleidformuleringsaangeleenthede op seniorbestuursvlak)

strategiese beplanning
streeksbeplanning
waterhulpbronbeplanning
landelike beplanning
organisasoriese transformasie
skakeling met buite-organisasies
oornames en oorhandigings
buite-besigheid
persoonlike lêers vir senior bestuur en direksieledes
seniorbestuursvergaderings
direksievergaderings
aanbiedinge en toesprake
borgskap



Korporatiewe Dienste

(die funksie van Korporatiewe Dienste is om beplanningsinligting te voorsien ten einde die organisasie in staat te stel om korrekte langtermyn ingenieurswerk- en strategiese besluite te neem)

skakeling met buite-organisasies
 strategiese beplanning
 omgewingsverkenning
 waterhulpbronbeplanning
 infrastruktuurbeplanning
 rivierstelsels-ontleding
 droogte en waterbewaring
 tariefbepaling- en prysbepalingsopnames
 kosteberekening van damme en werke
 omvattende waterbestuur
 vooruitskatting van watervraag en -aanbod
 beplanning van waterstelselvoorsiening
 hidrologiese beplanning
 grondwaterbeplanning
 afvalwaterbeplanning
 beplanning van landelike retikulasieskemas
 gepaste tegnologie vir landelike gebiede

Finansies en Administrasie

(hierdie stelsel bevat rekords wat betrekking het op die finansiële bestuur en administratiewe/fasiliteitebestuur van die organisasie)

finansiële vooruitskattings
 begrotingsbeplanning – kapitaalluitgawes
 begrotingsbeplanning – bedryfsuitgawes
 bestuur van roerende bates (inventarisbeheer)
 rekonsiliasies
 joernaalbewyse
 ontvangste
 finansiële state
 vasstelling van tariewe
 finansiële verslae
 debiteursrekeninge
 diverse debiteure
 klientenavrae
 krediteursbetalings
 krediteurstase
 betaalstate en wysigings
 administrasie van betaalstaataftrekkings
 aanskaffing (van goedere en dienste)
 kontrakadministrasie
 serwituutadministrasie
 mikrobesigheid-ontwikkeling
 inventarisbeheer
 eiendomsadministrasie
 korporatiewe versekeringseise
 individuele versekeringseise
 kommunikasie- en skryfbehoeftedienste
 kantoor-, gebou- en tuindienste
 vlootbestuursdienste
 regsrekords (ooreenkomste, kontrakte)
 regsrisikobestuur



Geografiese-Inligtingstelsels

(hierdie klein stelsel ondersteun die GIS-funksie by Umgeni Water)

- GIS-standaarde en beleid
- GIS-databestuur
- GIS-stelselontwerp
- GIS-stelselinstandhouding
- individuele GIS-projekte

Menslike Hulpbronne

(die MH-stelsel bevat personeellêers en ander dokumentasie met betrekking tot die werwing en besoldiging van personeel, asook met betrekking tot personeelverhoudings)

- opvolgingsbeplanning
- werwing
- afskiedsonderhoude
- organogramme
- werkbeskrywings
- opleiding
- prestasiestelsel
- affirmatiewe-optrede-planne
- besoldiging en voordele
- beroepsveiligheid
- personeelomskrywings
- werknemerberading
- griewe en dissiplinêre aangeleenthede
- KVBA- (CCMA-) verwysings
- vakbondverhoudings

Inligtingsdienste

(hierdie rekords het betrekking op die opstel en ondersteuning van IT-stelsels, asook op die administrasie van die verskeie kommunikasietegnologieë en die bestuur van inligting by Umgeni Water)

- IT-projek-implementering
- biblioteekadministrasie
- rekordbestuursadministrasie
- tegnologie-ondersteuning
- bedryfstelsel-implementering
- internetwerf
- intranetwerf
- lisensies



Interne Oudit

(hierdie stelsel bevat standaard interne-oudit-dokumentasie)

korporatiewe beleid en prosedures
interne-oudit-handves
ouditprosedure-handleiding
ouditprogramme
ouditondersoeke

Nuwe Werke

(hierdie stelsel is ontwerp vir die ondersteuning van die ingenieurs wat verantwoordelik is vir die kontrakbestuur van groot sowel as klein ingenieurswerkprojekte, bv. konstruksie van opgaardamme, pyplyne, damme, retikulasieskemas ens.)

ingenieurswerkprojekbestuur
kontrakdokumentasie
vergaderings
vorderingsverslae
kontrakadministrasie

kostemonitering
gehalteversekering
ingenieurswerkopnames
ingenieurswerkontwerp

Operasies

(Umgeni Water beskik oor rekordhoudingstelsels by elkeen van die werke wat dit bedryf, asook by die streekkantore in Umhlali, New Germany, Park Rynle, Midmar en Mkondeni. Elke stelsel hou egter soortgelyke kategorieë rekords, en relevante dokumentasie en verslae word na die Hoofkantoor in Pietermaritzburg gestuur. Hier onder volg 'n lys van die kategorieë rekords wat deur die Hoofkantoor gehou word.)

bedryfsvergaderings
oornames en oorhandigings
droogtes en vloede
ooreenkomste
sekuriteitsdienste
verbruikeropskortings en -waarskuwings
watervervoer en -opgaring
watersuiwering
bedryf van werke
afvalwaterbehandeling
verliesbeheer en meting
NBVV-lêers (veiligheidsdienste)
weer- en damvlak-data
waterskedules
moniteringsentrumrekords
noodplanne en -prosedures



Openbare Betrekkinge

(hierdie stelsel bevat materiaal wat betrekking het op Umgeni Water se verhoudings met sy personeel en die gemeenskap wat hy dien)

borgskappe
video's en publikasies
interne nuusbriewe
mediaskakeling
reël van konferensies en funksies
persvystellings
ontwerp van skryfbehoeftes en aanwysings, naamborde, ens.

Wetenskaplike Dienste

(rekords in hierdie stelsel het betrekking op die laboratorium se ontleding van watermonsters om gehalte te verseker, en tot die ontwikkeling van nuwe prosesse om water en afvalwater te hanteer, asook die optimalisering van bestaande prosesse)

watergehaltemonsters
laboratoriumontledings
ontledings vir buiteklante
besoedelingsmeting en -beheer
opvanggebiedbestuur
omgewingsbestuur
ondersoek van behandelingsprosesse
wateropleidingsdienste

Werke

waterbalanse
waterskedules
meterlesings
aanlegproewe
waterstandaarde
bedryf van werke
slykbehandling en -wegdoening
verliesbeheer

Ontwikkeling van Buitebesigheid

(dit is 'n betreklik nuwe stelsel, ter ondersteuning van Umgeni se veldtog om besigheid in die res van Afrika te bekom)

uitstallings
handelstentoonstellings
omgewingsopnames
hoofpunte van ooreenkoms
kontrakte
bemarking



Kategorieë dokumente beskikbaar sonder gebruikmaking van die Wet

Umgeni Water beskik oor 'n webwerf by www.umgeni.co.za. Die volgende is op die webwerf beskikbaar:

- Jaarverslae 1995/6-1998/9
- Omgewingsverslae 1996-1999
- Tegniiese en wetenskaplike verslae 1995/6-1998/9
- Infrastruktuur-meesterplan
- Vloedwaarskuwing- en vloedbestuursbeginsels (vir kommentaar deur die publiek)

Dienste beskikbaar aan lede van die publiek

Die volgende dienste word deur Umgeni Water voorsien:

- waterdienste
- afvalwaterdienste
- proestoetsingsdienste
- laboratoriummonstertoetsing-dienste
- opleidingsdienste
- rekordbestuursdienste
- konsultasiedienste op verskeie terreine.

Ten einde meer inligting in verband met dienste te bekom, kan die publiek gerus skryf aan Posbus 9, Pietermaritzburg, 3200, of Burgerstraat 310, Pietermaritzburg, 3201; of (033) 3411111 skakel, of ons navraeblad via die internet besoek by info@umgeni.co.za.

Invloed op die formulering van beleid

Die Direksie van Umgeni Water, bestaande uit vyftien nie-uitvoerende lede, aanvaar finale verantwoordelikheid vir die organisasies en verseker dat gedelegeerde verantwoordelikhede behoorlik deur die bestuur uitgevoer word. Direksielede word deur die publiek genomineer, ten einde te verseker dat die belange van die gemeenskap verteenwoordig word. Direksielede mag vanuit 'n wye verskeidenheid burgerlike liggame genomineer word, soos waterkomitees, streeksdiensterade, vakbonde, universiteite, NSO's ens., en dit is in die nominasiestadium dat die publiek, deur sy keuse van 'n kandidaat, 'n invloed op die rigting van Umgeni Water het. Aangesien die Direksie ook 'n invloed op die seleksie van topbestuur het, het Direksielede direkte seggenskap in die grondwet van Umgeni Water se uitvoerende bestuur.



Middele tot die publiek se beskikking

Indien dit sou voorkom asof Umgeni Water, of enige van sy amptenare, hul plig versuim, of versuim om hul mandaat te vervul, het die publiek in die eerste instansie toevlug tot die Direkteur van die betrokke Divisie. 'n Gebrek aan bevrediging sou lei tot 'n direkte appèl aan die Hoof Uitvoerende Beampte. As die probleem dan nog nie opgelos is nie, moet dit na die Direksie van Umgeni Water geneem word. As dit nie die gewenste uitwerking het nie, kan daar uiteindelik by die minister van waterwese en bosbou aangeklop word.



Saakregister

- aanbiedinge, 4
 aanlegproewe, 8
 afirmatiewe optrede, 6
 afvalwaterbehandeling, 7
 afvalwaterdienste, 8
 afvalwaterwerke, 2
 bedryfstelsel, 6
 begroting, 3, 5
 behandelingsprosesse, 8
 beleid, 3, 4, 5, 6, 9
 beplanning, 3, 4, 5, 6
 Beplanning en Bestuur, 3
 beroepsgesondheid, 3
 besoedelingsmeting, 7
 besoldiging, 6
 bestuur van roerende bates, 5
 betaalstaat, 5
 bewaring, 5
 biblioteek, 6
 borgskap, 4
 borgskappe, 7
 buite-organisasies (besigheid met), 4
 damme, 2, 5, 6
 damvlak, 7
 debiteure, 5
 Direksie van Umgeni Water, 9
 dissiplinêre optrede, 3
 droogte, 5
 droogtes, 7
 Finansies, 3, 5
 funksies (sosiale), 4
 Geografiese-Inligtingstelsels, 5
 Gids, 2
 GIS, 5
 griewe, 3, 6
 handelstentoonstellings, 8
 Hoof Uitvoerende Beampste, 4, 9
 huisvesting, 3
 Infrastruktuur-meesterplan, 8
 ingenieurswerkprojek, 6
 Inligtingsbeampstes, 2
 Inligtingsdienste, 6
 Interne Oudit, 6
 interne dienste, 3
 internet, 6, 9
 intranet, 6
 Jaarverslae, 8
 Kantooradministrasie, 3
 konsultante, 4
 konsultasiedienste, 8
 kontrakte, 4, 5, 8
 kontrakteurs, 4
 Korporatiewe Dienste, 4
 kosteberekening, 5
 krediteure, 5
 laboratoriumontledings, 7
 laboratoriummonstertoetsing, 8
 landelike, 2, 4, 5
 lisensies, 4, 6
 litigasie, 4
 materiaal, 3, 7
 media, 4, 7
 Menslike Hulpbronne, 6
 meterlesings, 8
 meting, 7
 moniteringsentrum, 7
 noodplanne, 7
 notule van vergaderings, 3
 NBVV-lêers, 7
 nuusbriewe, 7
 Nuwe Werke, 6
 omgewingsbestuur, 8
 omgewingsverslae, 8
 Ontwikkeling van Buitebesigheid, 8
 ooreenkomste, 4, 5, 7
 oorhandigings, 4, 7
 oornames, 4, 7
 openbare betrekkinge, 4
 Openbare Betrekkinge, 4, 7
 Operasies, 7
 opleidingsdienste, 2, 8, 9
 opskortings, 7
 opvanggebiedbestuur, 7
 oudit, 6
 oudits, 3
 permitte, 4
 Personeel, 3
 personeel, 4, 6, 7
 persoonlike lêers, 4
 persvystellings, 7
 proestoetsingsdienste, 8
 prysbepalingsopnames, 5
 publikasies, 7
 Regsaangeleenthede, 4
 regs-, 3
 regsrekords, 5
 regsrisikobestuur, 5
 rekordbestuursadministrasie, 6
 rekordbestuursdienste, 9
 rivierstelsels, 4
 sekuriteit, 7
 serwitute, 4
 serwituutadministrasie, 5
 skakeling, 3, 4, 7
 slyk, 8
 struktuur en funksies, 2
 tariewe, 3, 5
 Tegnieke en wetenskaplike verslae, 8
 tegnologie, 5, 6
 toerusting, 3
 toesprake, 4
 toevlug, 9
 transformasie, 4



uitstallings, 8
vakbonde, 3, 9
vakbondverhoudings, 6
vergaderings, 3, 4, 7
verliesbeheer, 7, 8
versekering, 4, 5
video's, 7
vloede 7
Vloedwaarskuwing, 8
vloot, 5
voordele, 3, 6
vooruitskatting van wateraanbod, 5
vooruitskatting van watervraag, 5
waarskuwings, 7

waterbalanse, 8
waterdienste, 8
watergehaltemonsters, 7
waterskedules, 7, 8
waterstandaarde, 8
watersuiwering, 7
watervervoer, 7
watervraag (vooruitskatting van), 5
waterwerke, 2
webwerf, 8
weer (-data), 7
werke (bedryf van), 7, 8
werwing, 6
Wetenskaplike Dienste, 7
Wetgewing, 3



Ukuchazwa kohlaka lwenkampani nemisebenzi eyenziwayo

Umgeni Water yinkampani eyenza imisebenzi ephathelene namanzi, yasungulwa ngokomyalelo (Proclamation) we 114 ka 1974 (Usonqulo kaHulumeni ongunombolo 4300 womhlaka 14 June 1974). Iphakela amanzi ezindaweni zasemadolobheni, ezimbonini, kubalimi kanye nakohulumeni basekhaya kuyoyonke indawo egunyazwe ukusebenza kuyo. Inamadamu alishumi nanye amakhulu, izindawo zokuhlaza amanzi ezinkulu ezilishumi nezincane ezinhlanu kanye nezindawo ezihluza amanzi asesetshenzisiwe (wastewaterworks) ezimbili ezinkulu. Inezinhlelo zokuphakelwa kwamanzi emakhaya ezingamashumi amane. Inhloko hovisi yenkampani iSeMgungundlovu bese kuba namahhovisi ezigodi aseMkhondeni, eNew Germany (ePhayindane), eMhlali nasePakirini wonke asesifundazweni sakwaZulu Natali. Imisebenzi yalenkampani imi kanjena:

- ⇒ Ukuphakelwa kwamanzi ahluziwe nangakahluzwa ayisamba kanye futhi nakumuntu ngomuntu.
- ⇒ Ukuhlazwa kwamanzi aseke asetshenziwa nokuvikela ukunukubezeka kwamanzi yitshe lentaba (sanitation)
- ⇒ Ukubhekelelwa kwemvelaphi yamanzi
- ⇒ Ukusingathwa kwamadamu nemifula
- ⇒ Ukuvikelwa kwezinhlobo zonke zokokunukubezeka kwamanzi
- ⇒ Ukufundisa ngokusingathwa kwemisebenzi yamanzi
- ⇒ Ukucwaninga nokuhlola amanzi ngokwesayensi
- ⇒ Imisebenzi yobunjiniyela nokusingathwa kwemisebenzi yesikhashana.

Izikhundla zokwazisa

Osesikhundleni sokunikezela ngolwazi kulenkampani, ongumpathi wayo ngu Nkz. Gugu Moloi . Ungaxhumana naye kanjena:

Ikheli	310 Burger Street, Pietermaritzburg, 3201 noma
Isikhahlelamezi	Private Bag 9 Pietermaritzburg, 3200
Ikheli lekhompiyutha	033 -342 8895
	Gugu.moloi@umgeni.co.za



Amasekela omphathi wesikhundla sokwazisa yilawa:

Ingama Isikhundla Ikheli	Patricia Stabbins Information Resources Manager 310 Burger Street, Pietermaritzburg, 3201 noma Private Bag 9, Pietermaritzburg, 3200 033-3411111 033-3411084 patricia.stabbins@umgeni.co.za
Ucingo Isikhahlamezi Ikheli lekhompiyutha	
Igama Isikhundla Ikheli	Grace Nyovane Library Services Manager 310 Burger Street, Pietermaritzburg, 3201 noma Private Bag 9, Pietermaritzburg, 3200 033-3411111 033-3411084 grace.nyovane@umgeni.co.za
Ucingo Isikhahlamezi Ikheli lekhompiyutha	

Indlela losomqulu (Promotion of Access Act) okumele usebenze ngayo

Incazelo mayelana nokusetshenziswa kwalomthetho kusalindelwe ukuba ikhishwe yiKhomishana yaMalungelo Abantu.

Amabhuku aqukethwe nguMgeni Water

Amabhuku aseMgeni Water asingethwe yilabo abawasebenzisayo ezikhungweni ezahlukene kodwa batshelwa yinhloko hovisi ukuthi kumele bawaphathe kanjani. Amabhuku angasetshenziswa emahhovisi athunyelwa lapho okugcinwa khona wonke amabhuku enkampani amadala. Amabhuku asephelelwe yisikhathi ayadatshulwa ashatshalaliswe ngokwemigomo ebekiwe. Amabhuku abaluleke kakhulu apha thelene nemithetho, imilando noma ucwaningo agcinwa unomphelelo.

Yilolo nalolohlelo lokugcinwa kwamabhuku lunezigaba ezimayelana nokuphathwa kwenkampani. Lezigaba zibizwa ngokuthi **izigaba ezilekelelayo**, zithi azifane kuzozonke izinhlelo. Izigaba ezilekelelayo namabhuku agcinwe ngaphansi kwazo analemikhakha elandelayo:

Ezokubhalwa kwemithetho

Ukubhalwa nokuchithshiyelwa kwemithetho kazwelonkeneyasekhaya ephathelene nokuphakelwa kwamanzi



Ezokuhlela nokuphatha

inqubo-mgomo
amaminithi emihlangano – yebhodi
amaminithi emihlangano - yezimeneja
amaminithi emihlangano – yemisebenzi yansukuzonke
ukuhlela okungumhlahlandlela
ukuhlela kwemisebenzi yansukuzonke
ukuxhumana nezinye izinkampani

Ezabasebenzi

inqubo-mgomo
izinhloko zokuphatha nezihlelo zemisebenzi eyenziwa umuntu nomuntu
eziphathelene nemihlomulo
ukuqeqeshwa
izikhalo nokuqondiswa kwezigwegwe
isimo sempilo emsebenzini
izinyunyana

Ezezimali

inqubo-mgomo
ukuhlelwa nokusetshenziswa kwemali yezakhiwo nengqalasizinda
ukuhlelwa nokusetshenziswa kwemali yemisebenzi yansuku zonke
izimali zokudayiswa kwamanzi
ukucutshungulwa kwamabhuku ezimali
ukuphathwa kwemali engukheshi

Ezokuphathwa Kwamahhovisi

inqubo-mgomo
ezemisebenzi yangaphakathi
izinto ezisetshenziswayo nempahla (izinto zokusebenza)
indawo

Ezemithetho

inqubomgomo
izivumelwano
izimvume namalayisense
ukuqokwa kwezinkontileka
indawo enamapayipi amanzi phansi.
litigation
umshuwalense



Ezokuxhumana nomphakathi

inqubomgomo
ukuthintana nabezindaba
izinkulumo nokwethulwa kwemininingane
ezokuxhumana nomphakathi
izaziso kubasebenzi
ukubamdibi nabanye abantu

Ngaphandle kwalezizigaba zokulekelela (support series), uhlelo ngalunye lunalokhu okubizwa ngokuthi ama-line functions, lezizigaba-ke zona zibhekene nemisebenzi emgumongo eyenziwa ngumnyango ngamunye. Ukuhlelwa kwemikhakha ngamunye yezingcinalwazi [amabhuku] zomongo wo Umgani Water zime kanjena:

Isikhulu Esengamele (Chief Executive)

(lenqubo yokugcinwa kwamabhuku iphethe amabhuku aphantelene nezinqumo ezinkulu nokwenziwa kwemigomo ezingeni eliphezulu)

ukuhlela okungumhlahlandlela.
ukuhlela kwesifunda.
ukuhlelwa kwezizinda zamanzi.
ukuhlela kwasemaphandleni.
ukuhlela kabusha
ukuxoxisana nezinhlangano ezingaphandle.
ukuthatha umsebenzi nokunikezela ngomsebenzi.
amabhizinisi angaphandle.
amafayela abaphathi abaphezulu kunye nebhodi.
imihlangano yabaphathi abaphezulu
imihlangano yebhodi
ukwethulwa kwezinkulumo
ezoxhaso



Imisebenzi Yenkampani

(umsebenzi wemisebenzi yenkampani ukunikezela izinhlelo zolwazi nokwenza ukuba inhlango yeze izinqumo ezilungileyo zobunjiniyela nomhlahlandlela)

ukuxoxisana nezinhlangano ezingaphandle.
 ukuhlela okungumhlahlandlela.
 ukuhlela kwezemvelo.
 ukuhlela kwesizinda samanzi.
 ukuhlela kwezidingongqangi .
 ukucwaningwa kwemifula okutholakala kuyo amanzi
 isomiso nokongiwa kwamanzi.
 izimali zokuphakelwa kwamanzi
 ukubiza kwamadamu nokwemisebenzi.
 ukuhlanganiswa kokuphathwa kwamanzi.
 ukudingeka kwamanzi nokuhlelela izidingo zesikhathi esizayo.
 ukuhlelwa kwenqubo yokuphakelwa kwamanzi.
 hydrological planning.
 ukuhlelwa kwamanzi angaphansi komhlaba
 ukuhlelwa kwamanzi asesebenzile
 ukuhlelwa kwezinhlelo zokuphakelwa kwamanzi emaphandleni.
 ezobuchwepheshe obufaneleyo ezindaweni zasemaphandleni.

Ezezimali Nokuphathwa Kwazo.

(lenqubo inamabhuku aphathelene nokuphathwa kwezimali nezizinda zokuphathwa kwenhlango)

isimo sezimali esizayo
 uhlelo lokusetshenziswa kwezimali.- ukusetshenziswa kwezimali
 ezigciniwe
 uhlelo lokusetshenziswa kwezimali-ukusetshenziswa kwemali ezintweni
 zokusebenza .
 ukuphathwa kwempahla yenkampani.
 ukucutshungulwa kwezimali.
 journal vouchers
 ama-lisidi.
 isitatimende sezimali.
 ukuhlelwa kwezimali zokudayiswa kwamanzi.
 4/30/02 imibiko
 ama akhawunti yabakweletayo
 sundry debtors.
 izinkinga zabathengi .
 ukukhokhwa kwezikweletu
 isitatimende sezikweletu.
 uhlelo olunamagama amaholo nokuchibiyelwa.
 ukuthathwa kwezimali ezithile eholweni.



ukuthengwa kwezimpahla nemisebenzi
 ukuphathwa kwenkontileka.
 ukuphathwa kwemihlaba
 ukuthuthukiswa kwamabhizinisi amancane.
 ukuqondiswa kwezinto ezidayisiwe .
 ukuphathwa kwezakhiwo.
 umshwalense wenkampani.
 izicelo zomshwalense womuntu ngamunye.
 ezokuxhumana nezinsiza zokuxhumanisa.
 Ukusetshenzwa kwe hhovisi, nesakhiwo kanye nengadi.
 Ukuphathwa kwezithuthi
 ukugcinwa kwamabhuku ezomthetho[izivumelwano, amankontilaki].
 legal risk management.

Ukuphathwa Kolwazi Olumayelana Nezindawo Ezahlukeni (GIS)

(Iena inqubo edlala indima yokusekela ukusebenza kwe-GIS e-Umgeni Water)

izinga nomthetho we-GIS
 ukuqokelelwa kolwazi lwe-GIS
 ukubunjwa kohlelo lweGIS-
 ukugcinwa kohlelo lweGIS lusebenza
 i-project ngayinye yakwa GIS

Umnyango Wezabasebenzi.

(Ienqubo yomnyango wezabasebenzi iphathelene nama fayela abasebenzi namanye amabhuku amayelana nokuqasha nokunxephezela abasebenzi, nakwezinye izinto eziphathelene nabasebenzi)

ukuhlela kokushiylana kwezikhundla .
 okumayelana nokuqasha.
 ukuhlolwa komsebenzi ngaphambi kokushiya inkampani.
 uhlaka lwenkampani.
 umsebenzi omiselwe umsebenzi ngamunye.
 ukuqeqeshwa.
 ukubhekekelwa kwezindlela zokusebenza.
 ukubhekekelwa kwalabo ababengenalo ilungelo kuqala.
 inzuzo oyitholayo ngokomsebenzi owenzayo nenzuzo ngokomsebenzi owenzile.
 isimo sempilo emsebenzini.
 izaziso zabasebenzi.
 ukwelulekwa kwabasebenzi
 izikhalazo kanye nokuqondiswa kwezigwegwe.
 inkantolo yezikhalazo zabasebenzi.
 eziphathelene nezinyunyana.



Ukutholakala kolwazi

(Iamabhuku amayelana nokusungulwa kwenqubo ye IT nokuxhasa kanye nokuphathwa kwezindlela ezahlukene ezobuchwepheshe kanye nokubhekekelwa kolwazi e-Umgani Water)

uku-implimentwa kwamaProject ezobuchwepheshe.
 ukuphathwa komtapo wolwazi.
 ukuphathwa kokugcinwa kwamabhuku.
 usizo lwezobuchwepheshe.uku-implimentwa kwezinhlelo zomsebenzi.
 isizinda se-Internet.
 isizinda se-intranet.
 amalayisense

Kucutshungulwa Kwamabhuku Kwangaphakathi.

(Ienqubo iphethe ukucutshungulwa kwamabhuku okujwayelekile kwangaphakathi)

izinqubo nemigomo yenkampani.
 imigomo yokuziphatha yakwa Internal Audit
 umqulu ophethe inqubo yokucubungula amabhuku.
 izinhlelo zokucubungula amabhuku.
 ucwaningo lokucubungula.

Imisebenzi Emisha (New Works)

(Ienqubo yenzelwa ukweseka onjiniyela abanesidingo sokumenenja inkontileka yama-project amakhulu namancane ezokunjiniyela, isibonelo, ukwakhiwa kwama reservoirs, imigudu yamapayipi, amadamu, izinhlelo zokuphakelwa kwamanzi)

ukuphathwa kweproject yezokunjiniyela.
 ukushicilelwa komqulu wenkontileka.
 imihlangano.
 mibiko yokuqhubekayo.
 ukuphathwa kwenkontileka.
 ukuqashelwa kwezindleko
 ukuqinisekiswa kwe-quality
 ucwaningo lwezokunjiniyela.
 ukubunjwa kohlelo lobunjiniyela



Operations

(Umgeni Water unenqubo yokugcina amabhuku ezikhungweni zayo ezahlukene zokusebenzela, kanye nasehhovisini lesifunda Emhlali, New Germany, Park Ryne, Midmar naseMkondeni . Nakuba, izinhlobo ezifanayo zigcinwe kwi-sistimu ngayinye, nemiqulu eshicilelwe efaneleyo kanye nemibiko kuthunyelwa ehhovisi elikhulu elise Pietermaritzburg. Okusohlwini ngezansi yizigaba ezahlukeneyo zamabhuku ezisehhovisi elikhulu)

- imihlangano
- ukuthengiselana nokunikezelana.
- isomiso nezikhukhula.
- izivumelwano.
- imisebenzi yezokuphepha.
- ukumiswa kwabathengi nokuqasheliswa kwabo.
- ezokuthuthwa kwamanzi nokugcinwa kwawo.
- ukuhlanzwa kwamanzi.
- ukuqhutshwa kwemisebenzi.
- ukuphathwa kwamanzi asebenzile.
- ukukalwa kwamanzi aphumayo
- amabhuku aphaathelene nezokuphepha. (NOSA files)
- isimo sezulu kanye nokumayelana nobungako bedamu.
- ubungako bomthamo wamanzi
- ukuqashelwa kwesizinda samabhuku
- uhlelo lwezimo ezibucayi kanye nenqubo.

Eziphathelene Nomphakathi.

(lenqubo imayelana nezinto ezimayelana nendlela Umgeni Water odlelana ngayo nabasebenzi kanye nomphakathi awusebenzayo)

- uxhaso.
- amavidiyo kanye nokushicilelwa kwezindaba
- iphepha lezindaba zangaphakathi .
- ukuxhumana nabezindaba.
- ukuhlelwa kwemicimbi nezinkomfa.
- ukuxhumana nabezindaba.
- ukubunjwa kwezimpawu zenkampani

Scientific Services

(amabhuku kulenqubo ancike ocwaningweni lwamanzi elaboratory aqikekela ukuba nezinga eliphezulu kanye nasekwenzeni izinqubo ezintsha zokumelana namanzi kanye, kanye nokulungisiswa kwezinhlelo ezikhona)



isampula lezinga lamanzi .
ucwaningo lwase-laboratory.
ucwaningo lwangaphandle lwabathengi
ukukalwa kokunukubezeka kwamanzi.
ukuphathwa kwezizinda zamanzi
ukunakekelwa kwemvelo.
ukuphenya ngokuphathwa kwezinhlelo

Imisebenzi

ubungako bamanzi.
izinhlelo zamanzi.
ukufundwa kwemitha.
ukuhlolwa kokuhlanzwa kwamanzi.
iqophelo lokuhlanzeka kwamanzi.
imisebenzi yokuhlanza amanzi.
ukuhlungwa nokulahlwa kodaka (sludge)
amanzi aphumayo.

Ukuthuthukiswa Kwemisebenzi Yangaphandle
(lokhu kuyindlela entsha, elekelela Umgeni ukuba neqophelo lokwenza imisebenzi kwi Afrika yonkana)

imibukiso
ezokuhwebelana
ucwaningo lwezemvelo.
izihloko zezivumelwano.
izivumelwano
ukumaketha.

Imikhakha yamabhuku akhona ahambelana nokufunwa nguMthetho:

Umgeni Water une-web site e www.umgeni.co.za. Okutholakala kuyo ilokhu okulandelayo.

imibiko mayelana nezemvelo 1996-1999.
imibiko yezocwaningo nobuchule 1995/6-1998/9
ukuhlelwa kwezidingongqangi
imibiko yonyaka 1995/6-1998/9
ukuqapheliswa ngezikhukhula kanye nemigomo yabaphathi (okwenzelwa imibono yomphakathi)

**Imisebenzi Eyenzelwa Umphakathi****(Imisebenzi elandelayo yenziwa ngu- Umgeni Water)**

imisebenzi yamanzi
imisebenzi ngamanzi asesetshenzisiwe.
kokuhlolwa kwamanzi.
isampula lokuhlolwa kwase laboratory.
imisebenzi yokuqeqesha.
imisebenzi emayelana nokuphathwa kwamabhuku.
imisebenzi eyenziwa ngaphandle emikhakheni eyahlukene.

Uma ufisa ukuthola imininingwane mayelana nalemisebenzi,umphakathi ungabhalela lapha ; PO Box 9,Pietermaritzburg, 3200, noma ku310 Burger St, Pietermaritzburg, 3201,noma ufake esizindeni sethu semibuzo e-info@umgeni.co.za.

Ukuba Nezwi Ekwakhiweni Kwezinqubo

Ibhodi lo Umgeni Water elinamalunga ayishumi nanhlanu, kungewona amalunga e-Executive, bamukele umsebenzi wokuphetha wenhlangano ukuba iqikekele ukuthi imisebenzi eyabiwe idluliswe ngokufanele yini ngabaphathi .Amalunga eBhodi aqokwa ngumphakathi, ukuqikekela ukuthi izidingo zomphakathi zimelwe .Amalunga eBhodi kunokwenzeka ukuba aqokwe ngendlela evulekile yemhlangano yomphakathi, njenga amakomidi amanzi, umkhandlu wezifunda, izinyunyana, amanyuvesi,izinhlangano ezingekho phansi kukahulumeni (NGO's) njalonzalo kuseqopheleni lokhukuqokwa lapha umphakathi kuthi ngenhlobo yalowo abamqokile babenezwi ekuqondisweni Umgeni Water. Amalunga eBhodi anezwi eliqondile ekukhethweni kwebaphathi abaphezulu ase Umgeni Water.

Usizo Umphakathi Ongaluthola

Uma kwenzeka abasebenzi base Umgeni beba nobudedengu emsebenzini noma behluleka ukwenza umsebenzi, umphakathi kufanele ubike kuqala kumqondisi womnyango .Uma -ke benganeliseki badlulise izikhalazo zabo kuChief Executive,uma inkinga ingakaxazululeki isingadluliselwa kwiBhodi .Uma nalapho singatholakali isixazululo, isinyathelo sokugcina esokwethula udaba kungqongqoshe wezamanzi namahlathi.

United Congregational Church of Southern Africa Pension Fund ("the Fund")

MANUAL PREPARED IN TERMS OF SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2/2000("the Act") FOR ASSISTANCE IN REQUESTING INFORMATION FROM THE FUND

The United Congregational Church of Southern Africa Pension Fund is a pension fund defined in the Pension Funds Act 24 of 1956. It is a private body as defined by the Act.

A. CONTACT DETAILS

1.	Principal Officer of the Fund:	Mr BG Mullin
2.	The Financial Services Board PF Number of the Fund is:	12/8/9137/2
3.	The registered address of the Fund is:	2 nd Floor The Joseph Wing Congregational Centre, 150 Caroline Street, Brixton, 2092.
4.	The postal address of the Fund is:	PO Box 1528, Plettenberg Bay, 6600
5.	The contact telephone number for the Fund is:	Tel: 044 533 6400
6.	The contact facsimile number for the Fund is:	Fax: 044 533 6401
7.	The e-mail address of the Principal Officer of the Fund is:	bmullin@netactive.co.za

B. SOUTH AFRICAN HUMAN RIGHTS COMMISSION GUIDE

In terms of section 10 of the Act, the Human Rights Commission is required to compile a guide to the Act to assist people to exercise their rights under the Act. This guide will be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission**PAIA UNIT****The Research and Development Department**

Address: Private Bag 2700, Houghton 2041

Telephone: (011) 484-8300

Facsimile: (011) 484-0582

E-mail: Paia@sahrc.org.za

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

C. RECORDS AVAILABLE IN TERMS OF THE PENSION FUNDS ACT 24 of 1956

- (a) The following records of the Fund are available on demand by a member of the Fund:
- (i) the registered rules of the Fund (including amendments);
 - (ii) the last revenue account and the last balance sheet prepared in terms of section 15(1) of the Pension Funds Act, 1956.
- (b) The following records are available for inspection at the registered address of the Fund (see A3) above:
- (i) the documents referred to in C(a) above;
 - (ii) the last report (if any) by a valuator prepared in terms of section 16 of the Pension funds Act, 1956;
 - (iii) the last statement (if any) and report thereon prepared in terms of section 17 of the Pension Funds Act, 1956;
 - (iv) any scheme which is being carried out by the Fund in accordance with the provisions of section 18 of the Pension Funds Act, 1956.
- (c) Note – in terms of section 22 of the Pension Funds Act, any person (upon payment of prescribed fees) may inspect at the office of the Registrar of Pension Funds any record referred to in (a) and (b) above and make a copy thereof or take extracts therefrom, or obtain from the Registrar of Pension Funds a copy thereof or extract therefrom. The Registrar of Pension Funds may be contacted at:

Address: **466 Rigel Avenue, Pretoria**

Telephone: **(012) 428-8000**

Facsimile: **(012) 347-0221**

Website: <http://www.fsb.co.za>

D. DESCRIPTION OF RECORDS HELD BY FUND**GENERAL RECORDS**

- Rules and Rule amendments
- FSB Certificate of Registration
- SARS Certificate of Approval
- Trustee Register
- Minute Book and agenda packs for meetings of Trustees
- Fidelity and Indemnity Certificate
- Fund booklets and brochures
- Member Newsletters and communication
- Pension Fund Adjudicator Complaints lodged against the Fund
- Participating Employer details
- Valuation Certificate

MEMBER RECORDS

- Membership details
- Contribution records
- Member Benefit Statements
- Data relating to calculations of members' fund values
- Tax applications, directives and certificates (where applicable)
- S14 Transfers including all applicable documentation such as S14 applications, certificates, calculations and option forms, where applicable.
- Housing loan records
- Claims records, including notification forms, statements of value, payment instructions, copies of cheque /EFT payment references, in relation to all withdrawals (exits, retirements, deaths and disabilities)
- Trustees' Resolutions relating to disposal of death benefits with supporting documentation
- Disability claimant records and supporting documentation

CONTRACTS

- Insurance Policy documents relating to death and disability benefits.
- Investment contracts and policies of insurance regarding investments
- Contracts with Service Providers such as administrators, consultants and auditors.
- Contracts for outsourcing of pensioner liabilities.

FINANCIAL RECORDS

- Cashbooks and reconciliations to Bank
- General ledgers
- Trial balances
- Annual Financial Statements
- Bank Statements of Fund bank accounts
- Statutory Valuation Reports

**E. RECORDS AVAILABLE IN TERMS OF OTHER
LEGISLATION**

Not applicable

F. OTHER INFORMATION AS MAY BE PRESCRIBED

Not applicable

G. AVAILABILITY OF THE MANUAL

In terms of section 9(1) of the PAIA, the Principal Officer must, immediately after the manual has been compiled make available a copy of the manual to-

- (i) the Human Rights Commission;
- (ii) the controlling body of which the private body is a member (FSB);
- (iii) publish the manual in a Gazette
- (iv) make available the manual on the website, if any, of the private body.

The Principal Officer -

- (i) must, during office hours and upon request, make available for public inspection a copy of the manual;
- (ii) may not charge a fee for a public inspection;

UCCSA Pension Fund

FINANSIËLE EN FISKALE KOMMISSIE



**FINANCIAL
AND FISCAL
COMMISSION**

HANDLEIDING INGEVOLGE ARTIKEL 14 VAN DIE WET 'N PRAKTIESE GIDS

WET OP BEVORDERING VAN TOEGANG TOT INLIGTING WET NO 2 VAN 2000

**Die Finansiële en Fiskale Kommissie
Privaatsak X 69
Halfway House
1685
Tel: 0861 315 710
Faks: 011 207 2344
1ste vloer, Montrose Place,
Waterfall Park, Bekkerstraat,
Midrand, Suid-Afrika**

Om kopieë van hierdie handleiding te bekom, skakel asseblief die Bibliotekaris by 0861 315710 of faks 'n versoek vir kopieë na faksnommer 011 2072344. Kopieë kan ook bekom word van ons kantoor in Kaapstad – skakel asb Kim Biko by 0861 315710 of faks 'n versoek vir kopieë na faksnommer 021 4264935. 'n Lys van voorgeskrewe gelde en vorms om versoeke te rig kan aangevra word van die kantore van die FFK – kyk die adres op bl. 7, of kan afgelaai word van die FFK webtuiste – <http://www.ffc.co.za>

WET OP BEVORDERING VAN TOEGANG TOT INLIGTING WET NO 2 OF 2000

INHOUDSOPGAWE

		<u>Page</u>
1.	Inhoudsopgawe	147
2.	Besonderhede ingevolge Artikel 14 van die Wet	148
A.	Die Funksies en Struktuur van die Finansiële en Fiskale Kommissie	
i.	Oogmerke en Funksies van die FFK	148
ii.	Skematiese diagram van die struktuur van die FFK	150
iii.	Struktuur van die FFK	151
B.	Kontakbesonderhede	152
C.	Gids ingevolge Artikel 10 (Menseregtekommissie)	153
D.	Toegang tot rekords van die die FFK	153
i.	Outomatiese openbaarmaking	153
ii.	Rekords wat aangevra kan word	157
iii.	Die prosedures vir versoeke	161
E.	Beskikbare FFK dienste	163
i.	Aard van dienste	163
ii.	Hoe om toegang tot dienste te verkry	163
F.	Reëlins vir publieke deelname aan die formulering van beleid en die uitoefening van bevoegdhede deur die FFK	164
G.	Regsmiddele wat beskikbaar is indien die bepalings van die Wet nie nagekom word nie ten opsigte van 'n handeling of versuim om te handel deur die FFK	165
H.	Ander inligting ingevolge die Wet voorgeskryf	165
I.	Bywerk van die Handleiding	165
J.	Beskikbaarheid van die Handleiding	165
K.	Versoek aan die Minister van Justisie en Staatskundige Ontwikkeling vir die opstel van een handleiding	166
L.	Vrystelling deur die Minister van Justisie en Staatskundige Ontwikkeling van enige bepaling van hierdie artikel vir 'n bepaalde tydperk	166

2. BESONDERHEDE INGEVOLGE ARTIKEL 14 VAN DIE WET

A. DIE FUNKSIES VAN DIE FINANSIËLE EN FISKALE KOMMISSIE

I. DIE OOGMERKE EN FUNKSIES VAN DIE FFK

Artikel 220 van die Grondwet sit die hoofoogmerke van die FFK uiteen.

Hierdie oogmerke is:

- (1) Om aanbevelings te doen oor finansiële en fiskale aangeleenthede soos beoog in die Grondwet, en in die besonder, hoofstuk 13, of in nasionale wetgewing, aan die Parlement, provinsiale wetgewers en enige ander gesag deur nasionale wetgewing bepaal;
- (2) Om die onafhanklikheid en onpartydigheid van die FFK te handhaaf;
Daarbenewens bepaal Artikel 3 van die Wet op die Finansiële en Fiskale Kommissie dat die FFK
- (3) Optree as 'n konsultatiewe liggaam en advies oor finansiële en fiskale aangeleenthede aan staatsorgane gee;
- (4) Sy funksies verrig soos deur die Grondwet of nasionale wetgewing vereis;
- (5) Op sy eie inisiatief of op versoek van 'n staatsorgaan optree;
- (6) Die effektiewe en doeltreffende funksionering van die FFK verseker;
- (7) Navorsing kan doen en verslae kan publiseer.

Laastens bepaal Artikel 26 van die Wet op die Finansiële en Fiskale Kommissie ook dat die FFK

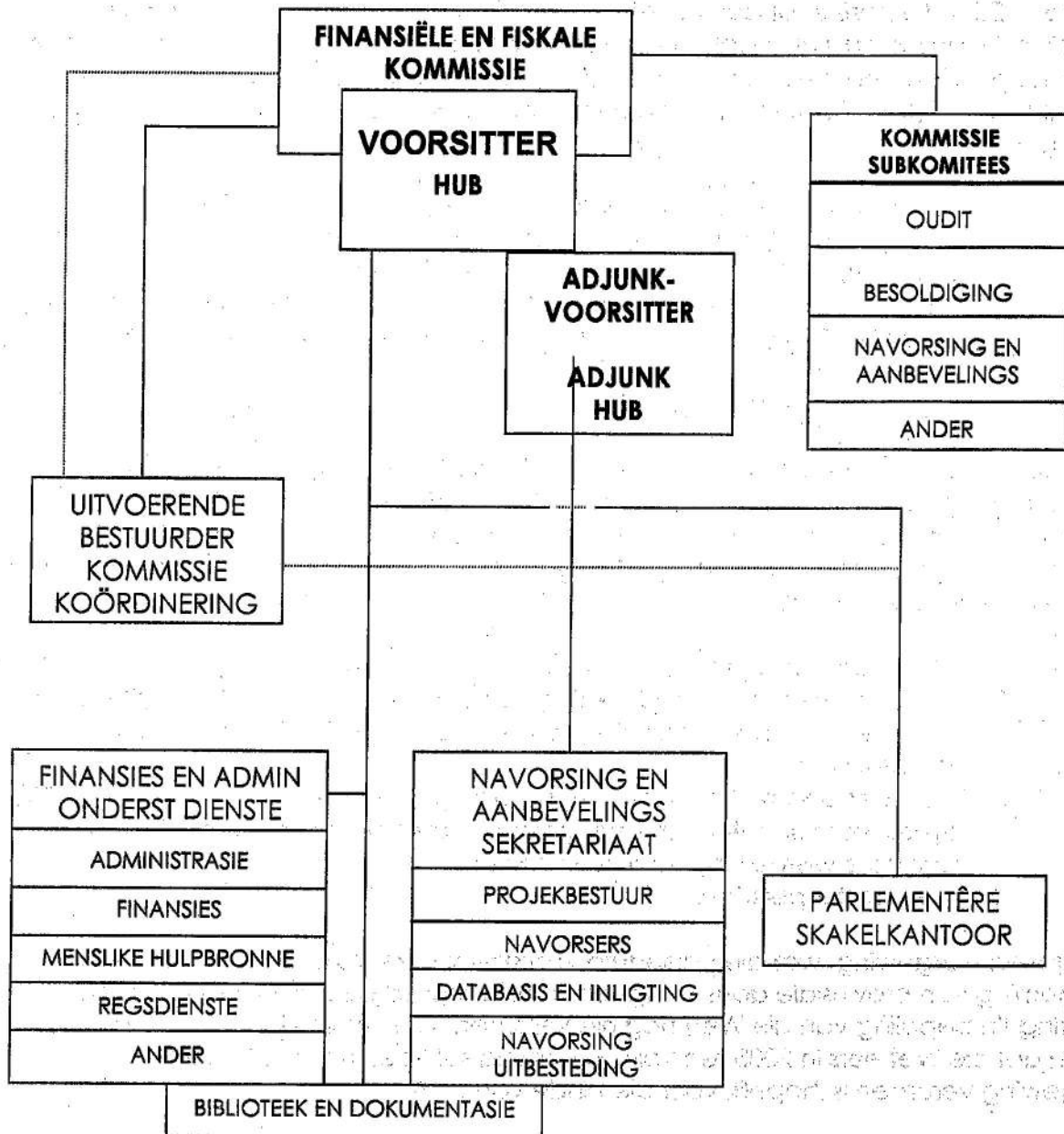
- (8) Jaarliks aan beide Huise van die Parlement, aan elke provinsiale wetgewer en aan die georganiseerde plaaslike regering verslag moet doen oor die werksaamhede van die Kommissie gedurende elke finansiële jaar.

Die kernwerksaamhede van die FFK is neergelê in die Grondwet, die Wet op die Finansiële en Fiskale Kommissie, die Wet op Interregerings- Fiskale Betrekkinge en die Wet op Leningsbevoegdheid van Provinsiale Regerings.

Ingevolge die wetsbepalings is die sleutel jaarlikse prioriteite van die FFK soos volg:

- (1) Om aanbevelings te doen en voor te lê vir die billike verdeling tussen die drie regeringsfere van inkomste wat nasionaal ingevorder is;
- (2) Om aanbevelings te doen en voor te lê ooreenkomstig bepaalde konstitusionele opdragte, die tersaaklike nasionale wetgewing en die FFK Wet aangaande enige ander toekennings, norme en standaarde en toepaslike maatstawwe vir verskeie interregerings fiskale reëlings;
- (3) Om 'n verskeidenheid verslae, met inbegrip van geouditeerde finansiële state, op 'n jaarlikse grondslag aan alle wetgewers voor te lê en te versprei;
- (4) Om die doeltreffende funksionering en bestuur van die FFK te handhaaf;
- (5) Om tersaaklike navorsing te onderneem en om sigself op die hoogte te bring van tersaaklike inligting ten einde in staat te wees om advies oor finansiële en fiskale aangeleenthede te gee.

ii. DIAGRAM VAN DIE STRUKTUUR VAN DIE FFK



iii. DIE STRUKTUUR VAN DIE FFK

Ooreenkomstig die grondwetlike vereistes stel die President die 22 Kommissarisse van die FFK aan. Dit is die posisie tot aan die einde van 2002, waarna, ingevolge 'n nuwe grondwetlike wysiging, die getal Kommissarisse wat deur die President aangestel moet word, nege (9) sal wees -Tweede Wysigingswet op die Grondwet van die Republiek van Suid-Afrika, No 34, 2001. Gedurende die verslagtydperk was die Kommissie soos volg saamgestel:

- 'n Voorsitter en 'n Adjunkvoorsitter, wat heeltydse lede kan wees;
- Nege persone benoem deur die Uitvoerende Rade van elk van die nege provinsies;
- Twee persone benoem deur die Vereniging van Plaaslike Regerings van Suid-Afrika (SALGA) as verteenwoordiger van georganiseerde plaaslike regering; en
- Nege ander persone.

Die onlangse grondwetlike wysigings met betrekking tot die FFK is verorden deur die Tweede Wysigingswet op die Grondwet van die Republiek van Suid-Afrika, No 34, 2001, wat voorsiening maak vir die vermindering van die samestelling van die Kommissie van 22 lede na nege. Ingevolge die Tweede Wysigingswet sal die nuwe samestellingsprofiel van die Kommissie soos volg wees:

1. 'n Voorsitter en 'n Adjunkvoorsitter;
2. Drie persone wat na raadpleging van die Premiers gekies word uit 'n lys wat saamgestel is ooreenkomstig 'n proses wat by nasionale wetgewing voorgeskryf is;
3. Twee persone wat na raadpleging van georganiseerde plaaslike regering gekies word uit 'n lys wat saamgestel is ooreenkomstig 'n proses wat by nasionale wetgewing voorgeskryf is; en
4. Twee ander persone.

Aangesien wetgewing wat die prosedure voorskryf wat gevolg moet word vir die benoeming van provinsiale aanstellings en aanstellings uit georganiseerde plaaslike regering ('n bepaling van die Wet) nog nie verorden is nie, word dit egter in die vooruitsig gestel dat die Wet eers in 2003 ten volle in werking sal tree, nadat hierdie stukkie wetgewing verorden is, hopelik voor die einde van 2002.

Tans bestaan die Finansiële en Fiskale Kommissie uit 12 Kommissarisse (insluitende die Voorster en Adjunkvoorster) en die Sekretariaat. Die kantoor van die Sekretariaat van die Finansiële en Fiskale Kommissie is in Midrand. Hulle voorsien navorsing-, ontleding- en administratiewe steun aan die Kommissie. Die Kommissie het ook 'n Parlementêre Skakelkantoor te Kaapstad, wat dien om verhoudinge met belanghebbendes en skakeling met die Parlement in stand te hou.

Die Voorster en Adjunkvoorster van die Kommissie, huidig Mnr. Murphy Morobe en Mnr. Jaya Josie, onderskeidelik, is heeltydse Kommissarisse. Ander persone wat op die Kommissie dien, is: Tania Ajam, John Douw, Philip Hourquebie, Professor Lieb Loots, Dr. Antony Melck, Gugu Moloi, Dr. Renosi Mokate, Dr. Pundy Pillay, Khehla Shubane, Kamalassen Chetty, Duncan Albertyn, Dr. Haroon Bhorat, Thabo Mosololi, Mmathebe Moja, Marcus Lucas Mhluli, Nosipho Damasane en Marius van Blerck.

Die Sekretariaat verrig sy werksaamhede onder die oorhoofse bestuur en toesig van die Voorster en die Adjunkvoorster. Die Sekretariaat bestaan uit die volgende sleutel bestuursposte: Uitvoerende Bestuurder - Kommissie Koördinasie; Bestuurder - Parlementêre Kantoor; Bestuurder - Begrotingsontleding; Bestuurder - Fiskale Beleid Ontleding; Databasis - Koördineerder; Administrasie en Netwerk Bestuurder; en Finansiële Beampte. Die pos van Hoof Finansiële Beampte gaan binnekort gevul word.

B. KONTAKBESONDERHEDE

Inligtingsbeampte

Voorster

Posadres:

Privaatsak X69

HALFWAY HOUSE

1685

Tel. No: 0861 315 710

Faks No: (011) 207 2344

Fisiese Adres:

1^{ste} Vloer, Montrose Place,

Waterfall Park,

Bekkerstraat

Midrand

Suid-Afrika

Webtuiste: www.ffc.co.za

Adjunk Inligtingsbeampte

Uitvoerende Bestuurder

Privaatsak X 69

HALFWAY HOUSE

1685

Tel. No: 0861 315 710

Faks No: (011) 207 2344

Skakelbeampte

Bibliotekaris

Privaatsak X 69

HALFWAY HOUSE

1685

Tel. No: 0861 315 710

Faks No: (011) 207 2344

antonettes@ffc.co.za

C. GIDS INGEVOLGE ARTIKEL 10 (MENSEREGTEKOMMISSIE)

Die Menseregtekommissie het aangedui dat hy 'n gids oor hoe om die Wet te gebruik beskikbaar sal stel nie later nie as Augustus 2003. Alle navrae in hierdie verband moet gerig word aan die Suid-Afrikaanse Menseregtekommissie, PAIA Afdeling, webtuiste: www.sahrc.org.za of e-pos PAIA@sahrc.org.za

D. TOEGANG TOT REKORDS GEHOU DEUR DIE FFK

i. AUTOMATIESE OPENBAARMAKING

'n Kennisgewing ingevolge artikel 15(2) omskryf die kategorieë rekords van die liggame wat beskikbaar is sonder dat iemand 'n versoek om toegang hoef te rig. Inligting vir die FFK se kennisgewing ingevolge artikel 15(2) is tans nie beskikbaar nie. Die volgende rekords kan egter gratis bekom word van die internet webtuiste van die FFK by <http://www.ffc.co.za> (bygewerk tot op 30 Oktober 2002).

(a) Omtrent die Finansiële en Fiskale Kommissie

Geskiedenis, missie en konstitusionele opdrag van die FFK

Sleutelbelanghebbers, Organisasoriese struktuur en Subkomitees, profiel van personeel en Kommissarisse

FFK Sleutelopdragte

FFK Werksiklus

(b) Die volgende stukke wetgewing is dié wat die Finansiële en Fiskale Kommissie raak:

Die Tussentydse Grondwet	No 200 van 1993
--------------------------	-----------------

Die Grondwet van die Republiek van Suid-Afrika	No 108 van 1996
--	-----------------

Die Wysigingswet op die Grondwet van die Republiek van Suid-Afrika (Artikel 17)	No 34 van 2001
---	----------------

Tweede Wysigingswet op die Grondwet van die Republiek van Suid-Afrika (Artikels 4 &7)	No 61 van 2001
Wet op Interregerings- Fiskale Betrekkinge	No. 97 van 1997
Wet op die Finansiële en Fiskale Kommissie	No. 99 van 1997
Wet op Leningsbevoegdheid van Provinsiale Regerings	No. 48 van 1996
Wet op Openbare Finansiële Bestuur	No. 1 van 1999
Wysigingswet op Openbare Finansiële Bestuur	No. 29 van 1999
Wet op Plaaslike Regering: Munisipale Stelsels	No. 32 van 2000
Wet op die Reguleringsproses van Provinsiale Belasting(artikel 4(b))	No. 53 van 2001
Wet op Herroeping van Bepalings van 1993-Grondwet oor Finansiële en Fiskale Kommissie	No 96 van 1997
Wet op die Besoldiging van Openbare Ampsbekleërs	No. 20 van 1998
Wet op Bevordering van Toegang tot Inligting	No.2 van 2000

(c) Algemene Inligting

Gelyke Indiensneming spooriel

Menslike Hulpbronnebestuur

Ouditbeleid

Strategiese Plan 2002/03

Skenkerverhoudings

(d) Voorleggings

Jaarlikse Voorleggings

Toekenning van Finansiële Bronne aan die Nasionale en Provinsiale Regerings vir die 1996/97 Finansiële Jaar

1995

Toekenning van Finansiële Bronne aan die Nasionale en Provinsiale Regerings vir die 1997/98 Finansiële Jaar 1996

Kommentaar en Aanbevelings oor Aangeleenthede met betrekking tot die Toekenning van Finansiële Bronne aan die Nasionale, Provinsiale en Plaaslike Regerings 1997

Voorstelle van die Finansiële en Fiskale Kommissie 1997

Toekenning van Finansiële Bronne aan die Nasionale, Provinsiale, en Plaaslike Regerings vir die 1998/99 Fiskale Jaar 1998

Deel 1: Aanbevelings vir die 2001-2003 MTBR Siklus 2000

Deel 2: Beginsels van Interregerings Fiskale Verhoudinge 2000

Voorlegging: Verdeling van Inkomste 2002-2003 2001

Voorlegging: Verdeling van Inkomste 2003-2004 30 April 2002

Voorlegging oor die Verdeling van Inkomste 2003-2004 (Opsomming in eenvoudige taal/verkorte teks – April 2002) 2002

Voorleggings oor die Wetsontwerp op Verdeling van Inkomste

Voorleggings oor die Verdeling van Inkomste 2001-2002 aan die Portefeuljekomitee oor Finansies Februarie 2001

Voorlegging aan die Parlement oor die 2002-2003 Verdeling van Inkomste Wetsontwerp Februarie-Maart 2002

Ander Voorleggings:

Besoldiging van Munisipale Raadslede Julie 2001

Verdeling van Munisipale Bevoegdhede en Werksaamhede tussen Distriks en Plaaslike Munisipaliteite Julie 2001

Voorlegging aan die Gekose Komitee oor Finansies oor die Wetsontwerp op die Reguleringsproses van Provinsiale Belasting, 2001 Oktober 2001

Evaluering van die Wetsontwerp op Rampbestuur Februarie 2002

Voorlegging oor die Wetsontwerp op Munisipale Finansiële Bestuur Feb. 2002

Herstrukturering van die Elektrisiteitsverspreidingsbedryf Maart 2002

Voorlegging van Voorlopige Kommentaar van die Finansiële en Fiskale
Kommissie op die Verslag van die Komitee van Ondersoek na 'n
Omvattende Stelsel van Maatskaplike Beveiliging vir Suid-Afrika Junie 2002

Voorlegging oor die Wetsontwerp op Eiendomsbelasting Aug. 2002

Navorsingsprojekte:

Navorsingsprojekte 2002-2003

(e) Jaarverslae:

1999/2000 Jaarverslag

2000/2001 Jaarverslag

2001/2002 Jaarverslag

(f) Publikasies en Verslae

Openbare Uitgawes vir Basiese Maatskaplike Dienste in Suid-Afrika. 'n FFKVerslag vir UNICEF en UNDP. Januarie 1998.

(g) Onlangse tendense en Datastelsels

Lys van Datastelsels

(h) Aanbiedings

Lys van aanbiedings 2001-2002

(i) Toesprake en Aanbiedings:

Toesprake in die Parlement:

Toespraak voor die Nasionale Raad van Provinsies 27 Sept 2001

(j) Mediaregister:

Nuusregister

FFK beveel Nasionale Agentskap vir Maatskaplike Toelae aan 30 April 2002

Nuwe Wet sal nie Munisipale Outonomie Ondermyn nie: Tesourie 13 Feb 2002

Kritiek op Voorgestelde Grondwetlike Wysigings	19 Sept 2001
Toeslag op Provinsiale Inkomstebelasting	29 Augustus 2001
Wetsontwerp op Verdeling van Inkomstel Onbestrede Aangeneem	1 Maart 2001

Register van Persverklarings

Projek 2001 - FFK sal volgende fase van aanbevelings begin uitvoer	Maart 2001
Finansiële en Fiskale Kommissie stel verslag oor maatskaplike sektor en kapitaaluitgawe vry	2001

(k) Skakels na ander tersaaklike webtuistes

(l) Betrekkings

Uitnodiging vir Voorstelle: Versoek vir Aanduiding van Belangstelling deur Konsultante

REKORDS GRATIS BESIKBAAR VAN FFK KANTOOR, MIDRAND

- Finansiële en Fiskale Kommissie Finansiële Verslag 1996-1997
- Finansiële en Fiskale Kommissie Finansiële Verslag 1997-1998
- Finansiële en Fiskale Kommissie Finansiële Verslag 1998-1999

ii. REKORDS WAT AANGEVRA KAN WORD

'n Beskrywing van onderwerpe en kategorieë wat deur die FFK gehou word (bygewerk 31 Julie 2002)

AGENDAS EN NOTULES VAN VERGADERINGS (Onderwerp)

- | | |
|---|--------------------|
| 1. MINMEC (MINLUR) Vergadering (Kategorie) | 1996 - 2000 |
| 2. Kommissievergaderings (Kategorie) | |
| Ouditkomiteevergadering (Subkategorie) | 1999 - 2000 |
| ▪ Ouditverslag | |
| ▪ Strategiese auditplan | |
| Bestuurskom vergaderings/ Bestuursvergadering (Subkategorie) | |

- Terugvoeringverslae 1996 - 2000
- Ooreenkomste
- Kommissarisse (Subkategorie)** 1997 - 2000
 - Provinsiale Konsultasies
- Vergadering van Reëlinskomitee (Subkategorie)** 1996 - 2000
- 3. Verkrygingsvergadering (Kategorie)** 1998
- 4. Personeelvergadering (Kategorie)** 1996 - 1999
- 5. Navorsingsvergadering / Programvergadering (Kategorie)** 1998
- 6. Transkripsies van Vergaderings (Kategorie)** 1998

VERSLAE (Onderwerp)

- 1. Jaarverslag (Kategorie)** 1999 - 2001
 - Aanhalings rakende die verslag
 - Kommissie en Reëlinskomitee: Vergaderings, besprekings
 - Ouditverslae
- 2. Finansiële Verslag** 1996
 - FFK Werklike koste vs MTBR begroting 2000
- 3. Verkrygingsadministrasie en -beleid**
- 4. Navorsingsverslae (Kategorie)** 1996 - 2000
 - Vertikale verdeling
 - Prysvasstelling van Norme benadering
 - Infrastruktuur Belegging Hersiening
 - Munisipale grense en strukture
 - Maatskaplike Welsyn
 - Toekennings
 - Projek 2001
 - Skuldfinansiering
 - Leenkweesies
 - Kapitaaluitgawes
 - Provinsiale uitgawe
 - Projek 2002
 - Mediumtermyn Begrotingsraamwerk (MTEF) Begrotings
 - Gelykmaking
 - VIGS
- 5. Verslae van Taakspanne en Konsultante (Kategorie)** 1998 - 2001
 - Kontrakte met konsultante
 - SA / Kanada program oor regering
- 6. Verslae oor wetgewing (Kategorie)**

7. **Regsadvies (Kategorie)** 1999 - 2000
8. **MENSLIKE HULPBRONNE (MH) Verslae (Kategorie)** 1996 - 2000
- MH Beleid en Prosedure Handleiding
 - FFK Opname oor Werkbesoldiging en voordele 1999
9. **MENSLIKE HULPBRONNE - ANDER (Onderwerp)**
- Personeellêers
 - Verloflyste
 - Kontrakte
 - Besonderhede van Kommissaris
 - FTR belastingkonsultante
 - Betaalstaat
 - WVF
 - Mediese Hulp
 - IRP 5
 - RACI
 - Menslike hulpbronne en prestasiebestuur / vaardigheidsontleding
 - Salarisstruktuur
 - Koste vir maatskappy

STRATEGIESE BESIGHEIDSPAN (Onderwerp)**VERKRYGING DIENSVERSKAFFERS (Onderwerp)****1. Verskaffers (Kategorie)****AANBIEDINGS (Onderwerp)**

1998

ANDER NAVORSINGSTUKKE (Onderwerp)

1996 - 2000

1. **Navorsingsvoorstel (Kategorie)**
- Studietoerbefondsing
2. **Interregering- fiskale betrekkinge (Kategorie)**
3. **Konsultante: Voorstel en aanbiedinge (Kategorie)**
4. **FFK formules (billike deel) (Kategorie)**
6. **FFK protokol (Kategorie)**

KONFERENSIESTUKKE / WERKSWINKELS (Onderwerp)

1996 - 2000

BOSBERAAD / LEKGOTLA (Onderwerp)

1996 - 2000

MH WETGEWING (Onderwerp)

- Vergoeding vir Beroepsbeserings en Siektes
- Vaardigheidsontwikkeling
- Billike Indiensneming
- Arbeidsverhoudinge

MEMORANDUMS (Onderwerp)

1996 - 2000

- Bedrywighede van Parlementêre Kantoor
- Projek 2002 – sleutelsake
- Liasseringprosedure
- Billike Indiensnemingsplan
- Aanstelling van Adjunkvoorsitter

OOREENKOMSTE (Onderwerp)

1996 - 2000

- Konsultante en tegniese adviseurs
- Ouditeure

BRIEWE (Onderwerp)

1996 - 2000

- Van aanstelling
- Aan die President aangaande bedanking van Kommissaris van Vakatures vir Kommissaris
- Van belanghebbendes
- Aan Minister van Finansies oor Wetsontwerp op Verdeling van Inkomste
- FFK Regsvereistes
- Aanstelling van tegniese adviseurs en Konsultante

E-POS (Onderwerp)

1997 - 2000

- Korrespondensie met konsultante
- Opdragte
- Regsadvies

VRAELYSTE (Onderwerp)

- Uitdienstredingsonderhoud vraelys 2000
- Menslike hulpbronne strategie 2000
- Plaaslike Regering Opname 1997
- Openbare hospitaaldienste 1997

PARLEMENTÊRE SKAKELKANTOOR: KAAPSTAD (Onderwerp)

- Verslae van Parlementêre Vergaderings 1999-2002
- FFK Konsultasieproses 2000-2002
- FFK Verhore (Parlementêr en Provinsiaal) 2001-2002
- Parlementêre notules 2002
- Weeklikse Parlementêre Verslae 2000-2002
- Voorleggings aan die Parlement
- Parlementêre toesig en verantwoordingspligtheid
- Portefeuljekomitee: Finansies – skakeling
- Portefeuljekomitee: PR 2001-2002

FINANSIES (Onderwerp)

- Finansiële Prosedure Handleiding
- FFK MTBR Voorleggings
- Jaarlikse Finansiële State (Verwys na Jaarverslae)
- Ouditeur-generaal Ouditbeplanning memorandum
- Ouditeur-generaal Bestuursbriewe

- Dienspeil ooreenkomste
- Maandelikse state
- Voorleggings vir Aansuiweringsbegroting
- FFK Begroting: Voorlegging aan die Parlement
- Finansiële Rekords

BOEKE, VERSLAE EN JOERNAALARTIKELS (Onderwerp)

KOMMUNIKASIE – PV – MEDIA (Onderwerp)

II (Onderwerp)

1. Interne IT Stelsel (Kategorie)

- Rekenaarstelsel
- Verbetering van Netwerk

iii. DIE PROSEDURE VIR VERSOEKE

'n Versoeker moet toegang tot 'n rekord van 'n openbare liggaam verleen word indien die versoeker aan die volgende voldoen:

- Die versoeker voldoen aan al die prosedurele vereistes van die Wet wat betrekking het op die versoek vir toegang tot daardie rekord; en
- Toegang tot daardie rekord is nie geweier op enige grond vir weiering in die Wet genoem nie.

Aard van die versoek:

- 'n Versoeker moet die vorm gebruik wat in die Staatskoerant gedruk is (Goew. Kennisgewing R187 - 15 Februarie 2002] (Vorm A).
- Die versoeker moet ook aandui of die versoek vir 'n afskrif van die rekord is, of indien die versoeker wil kom vir insae in die rekord by die kantoor van die openbare liggaam. Alternatiewelik, as die rekord nie 'n dokument is nie, kan dit in die vorm wat versoek is besigtig word [a 29(2)].
- Indien iemand toegang in 'n bepaalde vorm versoek, moet die versoeker toegang kry op die wyse waarvoor gevra is. Dit is die posisie tensy dit onredelik met die werking van die betrokke openbare liggaam sou inmeng, of die rekord sou beskadig, of outeursreg wat nie aan die staat behoort nie sou skend. Indien, weens praktiese redes, toegang nie in die gevraagde vorm verleen kan word nie, maar op 'n alternatiewe manier, moet die gelde bereken word volgens die wyse waarop die versoeker aanvanklik daarvoor gevra het [a 29(3) en (4)].

- Indien die versoeker, benewens 'n skriftelike antwoord op die versoek vir die rekord, op enige ander wyse, bv. telefoon, oor die besluit ingelig wil word, moet dit gemeld word [a 18(2)(e)].
- Indien 'n versoeker namens iemand anders inligting versoek, moet die hoedanigheid waarin die versoek gerig word vermeld word [a 18(2)(f)].
- Indien 'n versoeker nie kan lees of skryf nie, of 'n liggaamlike gebrek het, kan die versoek vir die rekord mondeling gerig word. Die inligtingsbeamppte moet dan die vorm namens die versoeker invul en 'n afskrif daarvan aan die versoeker verskaf [a 18(3)].

Daar is twee soorte gelde wat betaal moet word, naamlik die versoekgelde en die toegangsgelde (a 22):

'n Versoeker wat toegang verlang tot 'n rekord wat persoonlike inligting oor die versoeker bevat, hoef nie die versoekgeld te betaal nie. Iedere ander versoeker, wat nie 'n persoonlike versoeker is nie, moet die vereiste versoekgeld betaal:

- Die inligtingsbeamppte moet by kennisgewing van die versoeker (behalwe 'n persoonlike versoeker) vereis om die voorgeskrewe versoekgeld (as daar is) te betaal voordat die versoek verder geprosesseer word.
- Die versoekgeld betaalbaar aan openbare liggame is R35. Die versoeker kan, waar toepaslik, 'n interne appèl aanteken, of 'n aansoek by 'n hof bring teen die aanbod of betaling van die versoekgeld.
- Nadat die inligtingsbeamppte 'n besluit oor die versoek geneem het, moet die versoeker van daardie besluit in kennis gestel word op die wyse wat die versoeker gevra het om ingelig te word.
- Indien die versoek toegestaan word, moet 'n verdere toegangsgeld betaal word vir die soektog, voorbereiding en reproduksie en vir enige tyd waarmee die voorgeskrewe ure oorskry is om die rekord vir openbaarmaking te soek en voor te berel.

E. DIE FFK EN DIENSTE BESIKBAAR

i. AARD VAN DIENSTE

Die FFK as 'n konstitusionele instelling, en derhalwe onafhanklik en onpartydig, verskaf in wese 'n diens, volgens die voorskrifte van die Grondwet, aan die Parlement, provinsiale wetgewers en enige ander gesag deur nasionale wetgewing bepaal. Die Grondwet (artikel 220(3)) bepaal ook dat die FFK ingevolge 'n Parlements wet moet funksioneer. Hierdie Wet is die Wet op die Finansiële en Fiskale Kommissie (FFK Wet), 1997. Hierdie Wet bepaal dat die FFK optree as 'n konsultatiewe liggaam vir , en aanbevelings doen en advies gee aan, staatsorgane in die nasionale, provinsiale en plaaslike sfere. Dit kan daardie funksies óf op sy eie inisiatief óf op versoek van 'n staatsorgaan verrig.

ii. HOE OM TOEGANG TOT DIENSTE TE VERKRY

Alle staatsorgane, hetsy afsonderlik of gesamentlik, in die nasionale, provinsiale en plaaslike regeringsfere, en enige gesag aldus bepaal in nasionale wetgewing, kan deur hul uitvoerende gesag (bv. Hoof van die staatsorgaan, Minister van 'n nasionale departement, voorsitter van 'n staatsinstelling, kommissie of liggaam, burgemeester van 'n munisipale raad, die kantoor van 'n Premier, die toepaslike kantoor van die Parlement en provinsiale wetgewers, ens) 'n versoek tot die FFK rig vir advies, kommentaar, raadpleging en aanbevelings oor finansiële en fiskale aangeleenthede ingevolge die bepalings van die Grondwet en die tersaaklike nasionale wetgewing. 'n Skriftelike versoek moet aan die Voorsitter van die Kommissie voorgelê word, insluitende inligting versoek deur die FFK ingevolge 'n voorgeskrewe vorm. Die versoek moet gestuur word aan:

Die Voorsitter van die Kommissie
Vir aandag: Die HUB/Uitvoerende Bestuurder

Posadres: Privaatsak X69
Halfway House
1685

Fisiese Adres: 1^{ste} Vloer,
Montrose Place,
Waterfall Park,
Midrand
1685

Tel: 0861 315 710
Faks: 011 2072324
Webtuiste: www.ffc.co.za

Ingevolge hierdie handleiding en die prosedure daarin moet 'n versoek vir inligting gestuur word aan die Inligtingsbeampte soos aangedui in 2(B), bl. 7.

F. REËLINGS VIR PUBLIEKE DEELNAME AAN DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN BEVOEGDHEDE DEUR DIE FFK

Artikel 220 (2) van die Grondwet bepaal dat die Finansiële en Fiskale Kommissie onafhanklik is en slegs aan die Grondwet en die reg onderworpe is, en onpartydig moet wees. Die verpligting om onpartydig te wees word verder bepaal deur Artikel 3(3) van die FFK Wet. Die FFK Wet (Artikel 3 (4)) bepaal ook dat geen persoon of staatsorgaan op die funksionering van die Kommissie inbreuk mag maak nie.

Die FFK Wet maak egter ook voorsiening dat die Kommissie met enige persoon of staatsorgaan in verbinding kan tree en/of kan skakel (op sy eie inisiatief).

By die FFK sou reëlins ingevolge bogenoemde wetsbepalings die volgende insluit:

Openbare verhore vir die oorweging van jaarlikse voorlegging van die FFK oor die Wetsontwerp op die Verdeling van Inkomste, en ander voorleggings - die publiek kan die verhore wat deur die Parlement en provinsiale wetgewers georganiseer en behartig word, bywoon en daar vertoë rig. Lede van die publiek wat dit wil doen, moet skakel met die Parlement en provinsiale wetgewers vir 'n lys van byeenkomste aangaande verhore oor die FFK voorleggings.

Internskap Programme – daar is 'n werwingsbeleid van toepassing vir die werwing van leerders, by akademiese inrigtings, wat belangstel in interregerings fiskale betrekkinge.

Konsultante en kontrak navorsers – daar is 'n beleid van toepassing vir die werwing van kontrak navorsers binne die perke van die bronne wat vir die Kommissie en sy menslike hulpbronneplan beskikbaar is. Die FFK sal van tyd tot tyd vra dat konsultante voorstelle en hul curriculum vitae instuur vir opname in sy konsultante databasis.

Inligting vereis deur die FFK - wanneer nodig sal die FFK die tersaaklike staatsorgaan of instelling nader vir inligting ten einde sy werksaamhede te verrig.

Werkswinkels en seminare - Wanneer nodig nooi die FFK persone en instellings met kundigheid oor interregerings fiskale betrekkings uit na sy werksinkels en seminare oor bepaalde aspekte van finansiële en fiskale aangeleenthede, soos wat bepaal en vereis word deur sy aanbevelings en navorsingsprogram.

G. DIE REGSMIDDELE WAT BESKIKBAAR IS INDIEN DIE BEPALINGS VAN HIERDIE WET NIE NAGEKOM WORD NIE TEN OPSIGTE VAN 'N HANDELING OF 'N VERSUIM OM TE HANDEL DEUR DIE FFK

Die Finansiële en Fiskale Kommissie en ander Hoofstuk Nege Instellings (ingevolge die Grondwet van Suid-Afrika, Wet 108, 1996) het nie interne appèlprosedures soos meeste ander openbare liggame nie. Die hoewe sal in sulke gevalle genader moet word waar daar nie nakoming van die bepalings van die Wet deur dié liggame is nie. Dit sal geld in enige geval waar die versoeker wil appelleer teen 'n besluit deur die inligtingsbeampte. Alhoewel melding van interne appèlprosedures gemaak word, is dit behoudens die instelling van 'n meganisme in 'n openbare liggaam om so'n interne appèl te behartig.. (kyk Vorm B – Interne Appèl, bl. 40)

H. ANDER INLIGTING INGEVOLGE DIE WET VOORGESKRYF

Daar is fars geen inligting van die Minister van Justisie en Staatkundige Ontwikkeling ingevolge artikel 92 beskikbaar om hier te plaas nie.

I. BYWERK VAN DIE HANDLEIDING

Die FFK sal, indien nodig, sy handleiding bedoel in subartikel (1) van artikel 14 met tussenposes van nie langer nie as een jaar bywerk.

J. BESKIKBAARHEID VAN DIE HANDLEIDING

Ingevolge Regulasie No R.187 van 15 Februarie 2002, regulasie 4(1); word die handleiding van die FFK op die volgende wyse beskikbaar gestel:

- o 'n Eksemplaar in drie amptelike tale sal beskikbaar gestel word aan elke plek van pliglewering soos omskryf in artikel 6 van die Wet op Pliglewering, 1997; die Suid-Afrikaanse Menseregtekommissie; en die Kantore van die FFK te Midrand en Kaapstad.
- o Die handleiding sal in drie amptelike tale in die *Staatskoerant* gepubliseer word
- o Die handleiding sal beskikbaar gestel word op die webtuiste van die FFK, by webadres – www.ffc.co.za

K. VERSOEK AAN DIE MINISTER VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING VIR DIE OPSTEL VAN EEN HANDLEIDING

Ingevolge artikel 14(4)(a) en artikel 14(4)(b) van die Wet, indien die werksaamhede van twee of meer openbare liggame nou verband hou, kan die Minister op versoek of uit eie beweging bepaal dat die twee of meer liggame slegs een handleiding publiseer.

Die koste vir die opstel en beskikbaarstelling van daardie handleiding moet tussen die tersaaklike liggame soos deur die Minister bepaal, gedeel word.

Ten tyde van die publikasie van hierdie handleiding is so'n versoek nie deur die FFK tot die Minister gerig nie.

L. VRYSTELLING DEUR DIE MINISTER VAN JUSTISIE EN STAATKUNDIGE ONTWIKKELING VAN ENIGE BEPALING VAN HIERDIE ARTIKEL VIR 'N BEPAALDE TYDPERK

Die Minister kan weens sekuriteitsredes, administratiewe of finansiële redes, op versoek of uit eie beweging, by kennisgewing in die *Staatskoerant* enige openbare liggaam of kategorie openbare liggame van enige bepaling van hierdie artikel vir die tydperk wat die Minister goed ag, vrystel.

ASAKENI CONSTRUCTION

1. CONTACT PARTICULARS

Head of Company: M.B. Skosana

P O Box 982
SIYABUSWA
0427

Tel (013) 941-0237

Fax: (013) 941-0237

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH ASAKENI CONSTRUCTION HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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 Asakeni Construction.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 LABOUR RELATIONS ACT 66 OF 1995 (as amended)**
- 4.2 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997**
- 4.3 EMPLOYMENT EQUITY ACT 55 OF 1998**
- 4.4 UNEMPLOYMENT INSURANCE ACT 30 OF 1966**

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.**

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production statistics. See Section 68(1)(b)**
- 5.1.2 Costs analyses**
- 5.1.3 Productivity**

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers**
- 5.2.2 Leases**

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF
- 5.4.5 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

5.6 MARKETING MATERIAL:

- 5.6.1 Newsletters
- 5.6.2 Annual reports

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of Asakeni Construction.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Managing Director / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A copy of the fee structure applicable to private bodies is available at the office of Asakeni Construction on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Asakeni Construction; copies are also available from the South African Human Rights Commission; from the Government printer.

MSUTHU BUILDING CONSTRUCTION

1. CONTACT PARTICULARS

Head of Company: C.A. Mahlangu

P O Box 908
BRONKHORSTSPRUIT
1020

Tel (013) 932-0698

Fax: (013) 932-0698

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MSUTHU BUILDING CONSTRUCTION HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

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.

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF
- 5.4.5 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

5.6 MARKETING MATERIAL:

- 5.6.1 Newsletters
- 5.6.2 Annual reports

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of Msuthu Building Construction.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Managing Director / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A

Copies of the prescribed forms to be completed for submitting a request are available from Msuthu Building Construction.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 COMPANIES ACT 61 OF 1973 (as amended)
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production statistics. See Section 68(1)(b)
- 5.1.2 Costs analyses
- 5.1.3 Productivity

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers
- 5.2.2 Leases

copy of the fee structure applicable to private bodies is available at the office of Mouth Building Construction on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Msuthu Building Construction; copies are also available from the South African Human Rights Commission; from the Government printer.

MALEA CONSTRUCTION CC

1. CONTACT PARTICULARS

Head of Company: M.J. Mtsweni

P O Box 908
E MPUMALANGA
0458

Tel (013) 986-0628

Fax: (013) 986-0355

2. GUIDE IN TERMS OF SECTION 10 OF THE ACT

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, Tel (011) 484-8300, fax (011) 484-7149

The Guide will be printed in each official language in the *Government Gazette* and will be available for inspection by the public at the offices of the Human Rights Commission by no later than August 2003.

3. FACILITATION OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS ON WHICH MALEA CONSTRUCTION CC HOLDS RECORDS AND THE CATEGORIES OF RECORDS HELD

Information that 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 Malea Construction cc.

4. INFORMATION HELD

The following records are available in accordance with the following legislation:

- 4.1 CLOSED CORPORATION ACT 69 OF 1984 (as amended)
- 4.2 LABOUR RELATIONS ACT 66 OF 1995 (as amended)
- 4.3 BASIC CONDITION OF EMPLOYMENT ACT 75 OF 1997
- 4.4 EMPLOYMENT EQUITY ACT 55 OF 1998
- 4.5 UNEMPLOYMENT INSURANCE ACT 30 OF 1966

- 5 The subjects on which the company holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed to these records and that access to them may be refused in accordance with Section 62 to 69 of the Act.

5.1 OPERATIONAL / MANUFACTURING RECORDS:

- 5.1.1 Production statistics. See Section 68(1)(b)
- 5.1.2 Costs analyses
- 5.1.3 Productivity

5.2 MACHINERY & EQUIPMENT RECORDS:

- 5.2.1 Assets registers
- 5.2.2 Leases

5.3 DISTRIBUTION RECORDS:

- 5.3.1 Orders
- 5.3.2 Invoices

5.4 HUMAN RESOURCES:

- 5.4.1 Disciplinary records
- 5.4.2 Payroll records
- 5.4.3 Leave, sick leave, maternity and special leave records
- 5.4.4 Returns to UIF
- 5.4.5 OHASA records

5.5 FINANCIAL RECORDS:

- 5.5.1 Annual Financial reports
- 5.5.2 VAT returns
- 5.5.3 Income tax returns and assessments
- 5.5.4 Financial systems and control
- 5.5.5 Short term insurance

5.6 MARKETING MATERIAL:

- 5.6.1 Newsletters
- 5.6.2 Annual reports

6 REQUESTING PROCEDURES

A person who wants access to the records must complete the necessary request form that is available at the offices of Malea Construction cc.

The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer / Managing Director / Senior partner / Member of Close Corporation.

The Information Officer will process the request and inform the requestor of the fees (if any) that are payable and of the different procedures that must be followed until the request is finalized. A

copy of the fee structure applicable to private bodies is available at the office of Malea Construction cc on request.

NOTE: Access to certain records may be or must be denied on the grounds set out in the Act.

Mandatory grounds for refusal include but are not limited to:

- Information for the protection of the privacy of individuals
- Information for the protection of commercial information and confidential information of third parties
- Information privileged from production in legal proceedings
- Commercial information of the company
- Research information

7 AVAILABILITY OF THE MANUAL

Copies of this manual is available for inspection, free of charge, at the offices of Malea Construction cc; copies are also available from the South African Human Rights Commission; from the Government printer.

SOUTH AFRICAN SOCIETY OF ARCHIVISTS

SUID-AFRIKAANSE VERENIGING VAN ARGIVARISSE



CONFERENCE AND WORKSHOP ON PRESERVING LIBRARY AND ARCHIVAL MATERIALS IN AFRICA

Organisers: The KwaZulu Natal Branch of the Society of South African Archivists and the Information Studies Programme, School of Human and Social Studies, University of Natal (Pietermaritzburg), South Africa.

Venue: University of Natal (Pietermaritzburg), Collin Web Hall.

Dates: 10-13 December 2002.

PRELIMINARY CONFERENCE AND WORKSHOP PROGRAMME

Monday

7:30-16:00: Registration of Conference delegates

Tuesday 10 December 2003

7:30-8:30: Registration for Conference and Workshop

Chairperson: Mr Sibusiso J. Ngcoya, KwaZulu-Natal Provincial Archives Services, South Africa

8:30-8:35: Opening Remarks, Mr Patrick Ngulube, Chairman, KwaZulu Natal Branch of the Society of South African Archivists

8:35- 8:55 Welcome address by His Worship the Mayor of Pietermaritzburg (to be confirmed)

8:45-9:00: Messages of solidarity from the library and archival fraternity (Society of South African Archivists; Eastern and Southern African Branch on International Archives (ESABIRCA), International Council on Archives (ICA), etc.)

9:00- 9:30 Official opening of the Conference and Workshop, Prof. Ndabandaba

MEC of Education, KwaZuluNatal (to be confirmed).

9:30-10:00 Refreshments

SESSION I: Challenges to the preservation of documentary materials- setting the scene

Chairperson: **Professor Christine Stilwell**, Information Studies Programme, School of Human and Social Studies, University of Natal (Pietermaritzburg), South Africa

10:00-10:45 Keynote address: Challenges to preserving archives and documentary materials in Africa with special reference to East and West Africa: an assessment and analysis, **Mr Jonathan Rhys-Lewis**, Consultant in Preservation & Collections Management, United Kingdom.

10:45-11:15 Challenges to preservation with special reference to digital materials, **Dr Dale Peters**, University of Natal.

11:15-11:45 Africa in the digital age: the preservation of library and archival materials, **Veronica Isabel Maele**, Malawi National Library Services.

11:45-12:45 **Plenary session**

12:45-14:00 Lunch

SESSION II Preservation: media and ethical challenges

Chairperson (to be advised)

14:00-14:45 The nature of documentary materials and the challenges of preserving them, **Mr Alexio Motsi**, National Archives of South Africa.

14:45-15:30 Ethical issues in preserving documents and making them accessible, **Mr Munyaradzi Murove** (Unilever Ethics Centre) and **Mr Patrick Ngulube** (Information Studies Department), University of Natal (PMB).

15:30-16:00 Refreshments

16:00-16:30 **Plenary session**

19:00- **Opening ceremony**

Wednesday 11 December 2003

SESSION III: The role of security and disaster management in the preservation of documentary materials

Chairperson (to be advised)

7:30-8:30 Registration for one-day attendance

8:30-9:45 Keynote address: Security management and disaster preparedness: an important component of the preservation-access equation, **Mr Gregor Trinkaus-Randall**, Massachusetts Board of Library Commissioners, Boston, USA.

10:00-10:30 Refreshments

SESSION IV: Caring for collections

10:30-11:00 Caring for a South African treasure: preserving the Bleek and Lloyd Collection at UCT Libraries, **Mrs Lesley Hart**, Manuscripts and Archives Department, University of Cape Town Libraries.

11:00-11:30 Collections care at the National Archives of Zimbabwe, **Mrs Judith Mavodza**, National Archives of Zimbabwe.

11:30- 12:00 Costing and budgeting for preservation and conservation in the ESARBICA Region, **Ms Masegonyana Segomotso Keakopa**, Department of Library and Information Studies, University of Botswana

12:00-12:30 Plenary session

12:30-14:00 Lunch

14:00-15:30 Workshops facilitated by international speakers (issues to be advised)

15:00-1530 Poster and slide presentations: **Ms Patricia Stabbins**, Umgeni Water, South Africa.

15:30-16:00 Refreshments

19:00 Cultural evening (Cash bar)

Thursday 12 December 2003

SESSION V: Case studies on preserving documentary materials and other record formats

Chairperson (to be advised)

8:30-9:00 Keynote address: Archiving cultural and indigenous materials in the world with special reference to the Barbados, **Ms Elizabeth Watson**, The University of the West Indies, Cave Hill Campus, Barbados

9:00-9:30 The National Archives of Uganda: a co-operative programme to increase access and ensure preservation, **Mr Jonathan Rhys-Lewis**, Consultant in Preservation & Collections Management, United Kingdom.

9:30-10:00 Preservation and conservation of library and archival materials: Lessons from Thomas Mofolo, **Ms Celina K. M. Qobo**, The National University of Lesotho

10:00-10:30 Refreshments

10:30-11:00 New wine in old bottles: the application of the principles of disaster preparedness to the management of digital objects, **Mr Gregor Trinkaus-Randall**, Massachusetts Board of Library Commissioners, Boston, USA. (The preservation of newspapers in Eastern and Southern Africa, **Mr Patrick Ngulube**, University of Natal (PMB))

11:00-11:30 Structural considerations in the conservation (re)formatting of pamphlets and other mass-produced multi-sectioned monographs. **Ms Mary Minicka**, Parliament, Conservation Laboratory, Cape Town, South Africa.

11:30- 12:30 Presentation of preservation challenges by conference participants (open forum)

12:30-14:00 Lunch

SESSION VI: Preservation of audiovisual materials and oral sources

14:00-14:30 Preservation of audiovisual materials, **Ms Ilse Assmann**, SABC Sound Archives & Audio Library, South Africa

14:30-15:30 Preservation of oral sources: an analysis of the methods employed by the Sinomlando Project, University of Natal. **Mr James Worthington**, School of Theology, University of Natal

15:30-16:00 Refreshments

19:00 Cocktail and reception (Details to be advised)

Friday 13 December 2003

SESSION VII: Concluding session

Chairperson (to be advised)

8:30-9:00 Reflections on the two-day proceedings, **Mr Jonathan Rhys-Lewis**, Consultant in Preservation & Collections Management, United Kingdom.

9:00 -9:45 Resolutions and recommendations

9:45-10:00 Evaluation of the conference

10:00-10:30 Refreshments

SESSION VII: South African Society of Archivists KZN Annual General Meeting

10:30-14:00 Reports and future plans

14:00-14:30 Lunch

**CONFERENCE AND WORKSHOP ON PRESERVING LIBRARY AND
ARCHIVAL MATERIALS IN AFRICA**

REGISTRATION FORM

Name:

Organisation:

Postal Address:

City/zip:

Country:

Phone:

Fax:

E-mail:

Diet restrictions

Cheques payable:

Please be advised that our banking details have changed and they are as follows:

Society of South Africa Archivists

INSTITUTION: Standard Bank

TYPE : Savings

BRANCH : Pietermaritzburg

Branch Code : 7525

Acc. Number : 058 199 780

Please fax your deposit slip to 0332605092 (Att: P Ngulube) once you deposit your registration fee. The deadline for payment of the registration fee is 7 November 2002.

Society of South African Archivists.

The fee is R 390.00, which includes workshop handouts, copy of the proceedings, lunches, refreshments and a cocktail. Accommodation, traveling and subsistence are the responsibility of the participants.

Please fax or post registrations and deposit slips to: Patrick Ngulube, University of Natal,
School of Human and Social Studies, Information Studies Programme, P Bag X 01,
Scottsville, 3209, Pietermaritzburg, South Africa. Telephone +27(0)332605972. Fax
+27(0)332605092. E-mail: ngulubep@nu.ac.za by 7 November 2002.

**Dog ate your Gazette?
... read it online**



www.SA Gazettes.co.za
.....

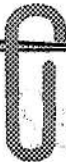
A new information Portal keeping you up to date with news, legislation, the Parliamentary programme and which is the largest pool of SA Gazette information available on the Web.

- Easily accessible through the www!
 - Government Gazettes - from January 1994
 - Compilations of all Indexes pertaining to the past week's Government Gazettes
 - All Provincial Gazettes - from September 1995
 - Parliamentary Bills - as of January 1999
- Available in full-text, with keyword searching
- Sabinet Online scans, formats, edits and organize information for you. Diagrams and forms included as images.
- No stacks of printed gazettes - all on computer. Think of the storage space you save.
- Offers Bill Tracker - complementing the SA Gazettes products.

For easy electronic access to full-text gazette info, subscribe to the SA Gazettes from Sabinet Online. Please visit us at www.sagazettes.co.za

Sabinet
 **Online**

Tel: (012) 643-9500, Fax: (012) 663-3543, Toll free: 0800 11 8595, e-mail: corporate@sabinet.co.za, www: <http://corporate.sabinet.co.za>



*Looking for back copies and out of print issues of
the Government Gazette and Provincial Gazettes?*

The National Library of SA has them!

Let us make your day with the information you need ...

National Library of SA, Pretoria Division

PO Box 397

0001 PRETORIA

Tel.:(012) 321-8931, Fax: (012) 325-5984

E-mail: infodesk@nlsa.ac.za



*Soek u ou kopieë en uit druk uitgawes van die
Staatshoerant en Provinsiale Koerante?*

Die Nasionale Biblioteek van SA het hulle!

Met ons hoef u nie te sukkel om inligting te bekom nie ...

Nasionale Biblioteek van SA, Pretoria Divisie

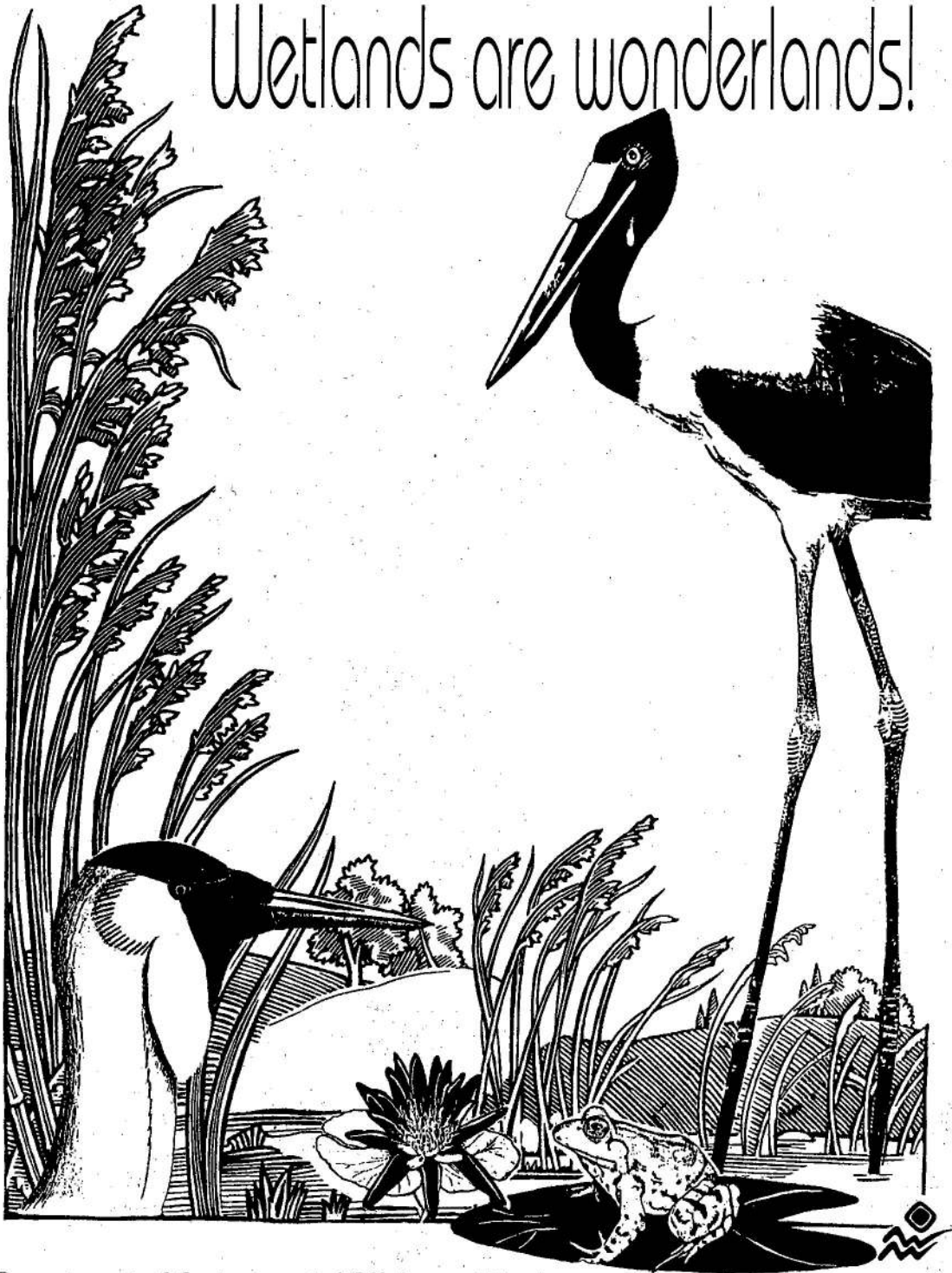
Posbus 397

0001 PRETORIA

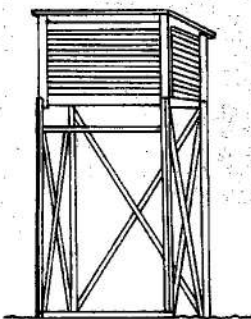
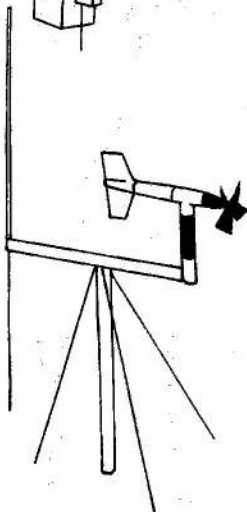
Tel.:(012) 321-8931, Faks: (012) 325-5984

E-pos: infodesk@nlsa.ac.za

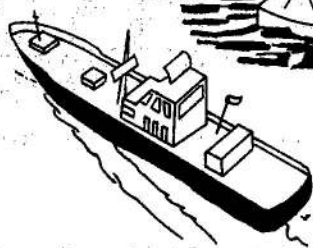
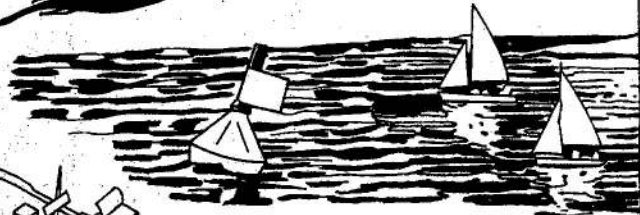
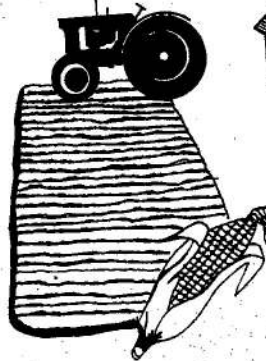
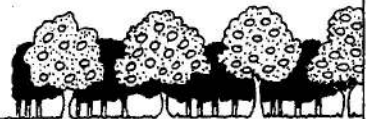
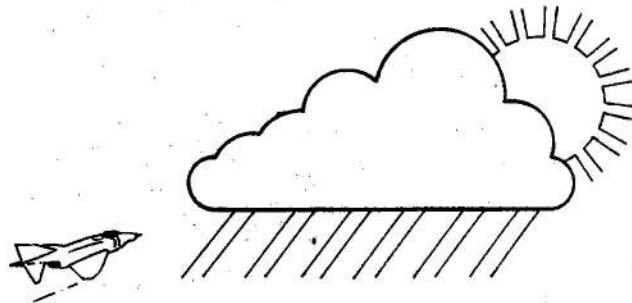
Wetlands are wonderlands!



Department of Environmental Affairs and Tourism

SA WEATHER BUREAU SA WEERBURO

**W
E
A
T
H
E
R
·
S
E
R
V
I
C
E
S
·
W
E
E
R
D
I
E
N
S
T
E**



DEPT. OF ENVIRONMENTAL AFFAIRS AND TOURISM · DEPT. VAN OMGEWINGSAKE EN TOERISME

THE WEATHER BUREAU HELPS FARMERS TO PLAN THEIR CROP



THE WEATHER BUREAU: DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM
DIE WEERBURO: DEPARTEMENT VAN OMGEWINGSKE EN TOERISME

DIE WEERBURO HELP BOERE OM HULLE OES TE BEPLAN



DIE WEERBURO: DEPARTEMENT VAN OMGEWINGSAKE EN TOERISME
 THE WEATHER BUREAU: DEPARTMENT OF ENVIRONMENTAL AFFAIRS & TOURISM

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001
Publications: Tel: (012) 334-4508, 334-4509, 334-4510
Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504
Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737
Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001
Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510
Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504
Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737
Kaapstad-tak: Tel: (021) 465-7531