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MANUAL

IN ACCORDANCE WITH

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



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

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placing people
with potential

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Manual

In terms of

PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000

1. INTRODUCTION

SOURCE RECRUITMENT is a private body and carries on the services of a employment agency.

We recognize that the Promotion of Access to Information Act ("The Act") seeks to promote a culture of transparency, accountability and democracy, by giving effect to a person's constitutional right of access to information.

In furtherance of this objective we are required by the Act to compile a manual that will assist either private or juristic persons in obtaining information from this company. This document is hence a manifestation of this requirement.

2. ADDRESSES

CAPE TOWN:

Postal: PO Box 50869
Waterfront
8002

Physical: 7th Floor
The Strand
37 Strand Street
Cape Town

Website: www.sourcerec.co.za

3. CONTACT PERSONS**Head of Body: Martie Heather-Clark**

Telephone Number: (021) 424 3636

Fax Number: (021) 424 0737

e-mail: martie@sourcerec.co.za**Deputy Head: Rory Heather-Clark**

Telephone: (021) 424 3636

Fax Number: (021) 424 0737

E-mail: rory@sourcerec.co.za**4. SECTION 10 GUIDE**

In terms of Section 10 of the Act, the South African Human Rights Commission (SAHRC) must compile a guide containing information that may be required by a person who wishes to exercise a right in terms of the Act. At the date of drafting this manual, such guide had not yet been made available by the SAHRC. The contact details for the SAHRC are as follows:

PAIA Unit
The Research and Documentation Department
Private Bag 2700
HOUGHTON
2041

Telephone: (011) 484 8300

Fax: (011) 484 0582

Website: www.sahrc.org.zaE-mail: PAIA@sahrc.org.za**5. RECORDS AVAILABLE WITHOUT FORMAL APPLICATION**

In terms of Section 52 of the Act the Minister of Justice is entitled to publish a list of records submitted by this company to which the public may have access without the necessity of formally applying for access to such records. The Minister may then publish such information by way of a notice in the Government Gazette. At the time of drafting this manual, this company has given no such information to the Minister and no such notice has therefore been published. However no formal application need be submitted for the following information:

- General information pertaining to this company
- Services Information and Brochures

6. **RECORDS HELD BY THIS COMPANY IN ACCORDANCE WITH LEGISLATION**

We keep information in accordance with the following legislation:

- Basic Conditions of Employment Act, Act No. 75 of 1997 (Sec 31)
- Companies Act, Act No. 61 of 1973
- Income Tax Act, Act No. 58 of 1962 (Section 75)
- Unemployment Insurance Act, Act No. 4 of 2002
- Skills Development Act, Act No. 9 of 1999
- Vat Act No 89 of 1991 (Section 65)

Please note that this is not an exhaustive list

7. **SUBJECTS, CATEGORIES AND DESCRIPTION OF INFORMATION HELD**

Please note that the records listed below are not automatically available, and the process outlined in 8 below must be followed.

	SUBJECT	CATEGORIES
1.	Human Resources	Includes: Employment Contracts, Disciplinary/ Evaluation records, Employee Personal Details Employment Equity Plan and Report, Application forms (loans, leave etc.)
2.	Operational Information	Includes: Financial information, Database and Client Information, Company Policies, Minutes of Management Meetings, Resolutions, Marketing Material, Contract with Clients, and any general operational information.
3.	Communications	Internal and external correspondence.

8. **REQUESTING A RECORD**

8.1 A person requesting information from this company must:

- a) Use the prescribed form being Form B of the Regulations as contained in Government Gazette 223 of 9 March 2001 to make such request. Alternatively we refer you to the website, being www.sahrc.org.za.
- b) The prescribed form must be submitted to the Head or Deputy head.
- c) Provide sufficient detail on the request to enable identification of the record and the requester.
- d) Indicate the form of access required (ie written, electronic, tape recording etc)

- e) Indicate the right you are seeking to exercise and provide an explanation as to why the requested record is necessary for the protection of such right.
 - f) If a request is made in a representative capacity, indicate and submit proof of the capacity in which the request is being made.
 - g) Pay the prescribed request fee, as contained in Item 5 of the Regulations as contained in Government Gazette 223 of 9 March 2001. Such information can be accessed on the SAHRC website, being www.sahrc.org.za
 - h) The head of deputy head will notify you within ten (10) working days as to whether your application has been successful.
 - i) Should access be granted you would then be required to pay the additional prescribed access and reproduction fees, as contained in Item 5 of the Act of the Regulations as contained in Government Gazette 223 of 9 March 2001. In this regard we again refer you to the SAHRC website, being www.sahrc.org.za.
- 8.2 Should access be denied, the requester may:
- a) Lodge an application to court in terms of section 82 of the Act, read with the definition of "court" as contained in section 1 of the Act.

9. AVAILABILITY OF THE MANUAL

This manual is available for perusal at the offices situated at:

7th Floor
The Strand
37 Strand Street
Cape Town

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

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