



Pétanque Business Specialists

pétanque consultancy (pty) ltd manual

introduction

the purpose of this manual is to provide the categories of information which we apply in our business

this manual was developed and is maintained in terms of the promotion of access to information act, act 2 of 2000.

you can download a copy of this act from <http://www.polity.org.za/html/govdocs/legislation/2000/index.html>

our company registration number is: 2002/004144/07

our core business is business consulting, specialising in

- business process analysis, documentation, development and change management
- project management and
- business strategy and planning

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1. our details

contact details [as required in section 51(1)(a)]

postal address	p o box 51811, waterfront, 8002
registered address	c/o frymer, bywater, mackay davidson accountants, concertino house, 15 kloof street, cape town
telephone	0861 PTNQUE
fax	021 913 6521
website	www.petanque-c.com
email	info@petanque-c.com
contact person	mj fick

2. how to use the act [as described in section 51(1)(b)]

section 10 of the act requires that the guide on how to use the act is available from the south african human rights commission by no later than august 2003. the guide contains information on

- the purpose of the act
- particulars of the information officer of every public body
- particulars of every private body as far as is practical
- the manner and form of a request for access to information held by a business entity or body
- assistance available from business entity / body information officers and the sahrcc in terms of this act
- all remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application
- schedules of fees to be paid in relation to requests for access to information and
- regulations made in terms of the act.

please direct queries about the guide to:

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

3. records available in terms of other legislation [section 51(1)(d)]

other acts in terms of which we hold records, if and where applicable include:

- arbitration act no. 42 of 1965
- basic conditions of employment no. 75 of 1997
- companies act no. 61 of 1973
- copyright act no. 98 of 1978
- debtor collectors act no. 114 of 1998
- income tax act no. 95 of 1967
- intellectual property laws amendments act no. 38 of 1997
- labour relations act no. 66 of 1995
- regional services councils act no. 109 of 1985
- skills development levies act no. 9 of 1999
- skills development act no. 97 of 1998
- trade marks act no. 194 of 1993
- unemployment insurance act no. 63 of 2001
- value added tax act no. 89 of 1991
- closed corporations act no. 69 of 1984
- compensation of occupational injuries and diseases act no. 130 of 1993
- customs and excise act no. 91 of 1964
- employment equity act no. 55 of 1998
- insolvency act no. 24 of 1936
- occupational health and safety act no. 85 of 1993
- patents act no. 57 of 1978
- unemployment insurance act 30 of 1966

4. access to the records held by pétanque consultancy (pty) ltd [sections 51(1)(c) and 51(1)(e)]

i. this is not applicable to us

ii. records that may be requested:

please note that our documentation is held at our registered and/or administrative offices in cape town and johannesburg

administration:

minutes of board meetings
minutes of management meetings
agreements
selected correspondence

human resources:

staff recruitment policies
employment contracts
remuneration records and policies (privileged)
confidentiality contracts

operations:

client database (privileged)
invoices to clients (privileged)
project records
insurance documentation

finances

management accounts (privileged)
annual financial statements (privileged)

marketing

brochures
electronic presentations
website information

iii. if you wish to view our manual, please note the request procedure which is as follows:

• **form of request**

use the prescribed form to make the request for access to a record. this must be made to the managing director of pétanque consultancy (pty) ltd. this request must be made to our postal address, fax number or e-mail address [s 53(1)].

please provide sufficient detail on the request form to enable the us to identify the record you need to look at . you should also indicate which form of access is required. also indicate if any other manner is to be used to inform you and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].

you must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [s 53(2)(d)].

if a request is made on behalf of another person, you must then submit proof of the capacity in which you are making the request to the satisfaction of the managing director of pétanque consultancy (pty) ltd [s 53(2)(f)].

• **fees**

if you seek access to a record containing personal information about you, you are not required to pay the request fee, except for prescribed copy rates. every other requester, who is not a requester of records related to personal details, must pay the required request fee.

the managing director of pétanque consultancy (pty) ltd will notify you (if you do not require personal information) by notice that the request has been received and will advise that you need to pay the prescribed fee (if any) before further processing the request [s 54(1)].

the fee that you must pay to pétanque consultancy (pty) ltd is r50. you may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

after the managing director of pétanque consultancy (pty) ltd has made a decision on the request, you must be notified in the required form.

if the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 54(6)].

- **fees in respect of the guide**

- the fee for a copy of the guide as contemplated in regulations 2(3)(b) and 3(4)(c) is r0,60 for every photocopy of an a4-size page or part thereof, vat excluded.
- fees for reproduction in respect of private entities / bodies:
 1. the fee for a copy of the manual as contemplated in regulation 9(2)(c) is r1,10 for every photocopy of an a4-size page or part thereof, vat excluded.
 2. the fees (vat excluded) for reproduction referred to in regulation 11(1) are as follows:
 - (a) for every photocopy of an a4-size page or part thereof: r1,10
 - (b) for every printed copy of an a4-size page or part thereof held on a computer or in electronic or machine-readable form: r0,7
 - (c) for a copy in a computer-readable form on -
 - (i) stiffy disc: r 7,50
 - (ii) compact disc: r70,00
 - (d) (i) for a transcription of visual images, for an a4-size page or part thereof: r40,00
(ii) for a copy of visual images: r60,00
 - (e) (i) for a transcription of an audio record, for an a4-size page or part thereof: r20,00
(ii) for a copy of an audio record: r30,00
 3. the request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is r50,00.
 4. the access fees (vat excluded) payable by a requester referred to in regulation 11(3) are as follows:
 - (1) (a) for every photocopy of an a4-size page or part thereof: r1,10
 - (b) for every printed copy of an a4-size page or part thereof held on a computer or in electronic or machine-readable form: r0,75
 - (c) for a copy in a computer-readable form on -

- (i) stiffy disc: r7,50
- (ii) compact disc: r70,00
- (d) (i) for a transcription of visual images, for an a4-size page or part thereof: r40,00
- (ii) for a copy of visual images: r60,00
- (e) (i) for a transcription of an audio record, for an a4-size page or part thereof: r20,00
- (ii) for a copy of an audio record: r30,00
- (f) to search for and prepare the record for disclosure, r30,00 for each hour or part of an hour reasonably required for such search and preparation.
- (2) for purposes of section 54(2) of the act, the following applies:
 - (a) six hours as the hours to be exceeded before a deposit is payable; and
 - (b) one third of the access fee is payable as a deposit by the requester.
- (3) the actual postage is payable when a copy of a record must be posted to a requester.

5 other information as may be prescribed [section 51(1)(f)]

the minister of justice and constitutional development has not made any regulations in this regard.

6 availability of the manual [section 51(3)]

the manual is available for inspection, on appointment at the registered offices of petanque consultancy, free of charge.

copies are also available:

- from the sahrc
- in the gazette (from august 2003) and
- on our website www.petanque-c.com

7 request for access to our records (section 53(1) of the promotion of access to information act, 2000 (act no.2 of 2000)

please complete the [information](#) request form

information request

this is a request for information from pétanque consultancy (pty)ltd in terms of (section 53(1) of the promotion of access to information act, 2000 (act no 2 of 2000). only send us pages 7 to 9 when making the request

- to:
the managing director
pétanque consultancy (pty)ltd
p o box 51811, waterfront, 8002
phone: 082 445 2192
fax 021 913 6521
www.petanque-c.com
info@petanque-c.com

- from:
*particulars of person on whose behalf request is made must be given below
proof of the capacity in which the request is made, if applicable, must be attached*

full names and surname _____

identity number _____

postal address _____

fax number _____

telephone number _____

e-mail address _____

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

particulars of person on whose behalf request is made (this section must be completed only if a request for information is made on behalf of another person)

full names and surname _____

identity number _____

- particulars of record

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

1 description of record or relevant part of record _____

2 any further particulars of record _____

• fees

- 1 *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.*
- 2 *you will be notified of the amount required to be paid as a request fee.*
- 3 *the fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
- 4 *if you qualify for exemption of the payment of any fee, please state the reason for exemption.*

reason for exemption from payment of fees _____

• form of access to a 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

- 1 *compliance with your request in the specified form may depend on the form in which the record is available.*
- 2 *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.*
- 3 *the fee payable for access to the record, if any, will be determined partly by the form in which access is requested.*
- 4 *mark the appropriate box with an x.*

if the required record is in printed form

- copy of record*
- inspection of record

if the required record consists of visual images

- view the images
- copy the images*
- transcription of the images*

if the required record consists of recorded words or information which can be reproduced in sound

- listen to the sound track (audio cassettes)
- transcription of sound track (written or printed document)*

if the required 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? postage is payable.

- yes
- no

- particulars of the right to be exercised or protected
if provided space is inadequate, please continue on a separate folio and attach it to this form. you must sign all the additional folios.

which right is to be exercised or protected? _____

explain why the record requested is required for the exercise or protection of the aforementioned right _____

- notice of decision regarding request for access
you will be notified in writing whether your request has been approved/denied. if you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

i prefer to be informed of the decision regarding my request for access to (a) record / s as follows:

signed at _____ this _____ day of _____ 20 _____

signature of requester/person on whose behalf request is made