

# Jan Hanekom Partnership cc

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## **Manual in terms of Section 51 Promotion of Access to Information Act 2 of 2000**

This Manual has been prepared in terms of Section 51 of the Promotion of Access to Information Act No. 2 of 2000 ("the Act") and will, in terms of Section 51(2) of Act, be updated as and when the need arises.

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### 1.3 Company contact details

Telephone : +27 21 871 1750/1  
Facsimile : +27 21 872 4379  
E-mail : info@jhp.co.za  
Web address : www.jhp.co.za

### 1.4 Company information officers

#### 1.4.1 Information officers:

- Mr Johannes Hendrik Hanekom (managing director / partner)
- Mr Robin Owen Barnes (managing director / partner)
- Mr Pierre Jean le Roux (managing director / partner)

## 2. **The Section 10 guide on how to use the Act [Section 51(1)(b)]**

The guide will be available from the south African Human Rights Commission by no later Than August 2003. Please direct any queries to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department

Postal Address : Private Bag 2700  
Houghton  
2041  
Telephone : +27 11 484 8300  
Fax : +27 11 484 0582  
E-mail : paia@sahrc.org.za  
Website : www.sahrc.org.za

## 3. **Records available in terms of any other legislation [Section 51(1)(d)]**

- Basic Conditions of Employment Act No. 75 of 1997
- Closed Corporations Act No. 69 of 1984
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Debtor Collectors Act No. 114 of 1998
- Income Tax Act No. 95 of 1967
- Insurance Act No. 27 of 1943
- Labour Relations Act No. 66 of 1995
- Long Term Insurance Act No. 52 of 1998
- Occupational Health and Safety Act No. 85 of 1993
- Regional Services Councils Act No. 109 of 1985

- Short Term Insurance Act No. 53 of 1998
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployed Insurance Act No. 63 of 2001
- Value-Added Tax Act No. 89 of 1991

4. **Access to the records held by the private body in question [Section 51(1)(c) and Section 51(1)(d)]**

4.1 Categories of information freely available

4.1.1 Information posted on the company website

The following information is available on the company website at [www.jhp.co.za](http://www.jhp.co.za)

- About the company
- Partners
- Contact Details
- Mission and Business Policy
- Latest News
- Latest Projects in Townplanning
- Latest Projects in Architecture

4.1.2 Information contained in the Company CV for exhibition purposes

- Mission and Business Policy
- Company Profile
- Projects
- Partner Profiles

4.2 Records that may be requested

Please note that the Act provides that a person may only request information in terms of the Act if the information is requested for the protection of a right.

Information will not be furnished by Jan Hanekom Partnership cc if the requested information may be refused in terms of the Act and if the requester is unable to provide an explanation as to why the requested information is required for the protection of a right.

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

4.2.1 Administration

- Minutes of staff- and client meetings
- Internal and external correspondence
- Contracts and agreements
- Statutory records

#### 4.2.2 Human Resources

- Personnel records
- Employment Contracts
- Statutory records

#### 4.2.3 Finance

- Statutory records
- Financial statements
- Accounting records

#### 4.2.4 Architecture & Town- and Regional Planning

- Technical Documents
- Project Documentation
- Architectural Guidelines
- Tenders
- Snag Lists
- Specs

#### 4.2.5 Marketing

- Marketing literature and brochures
- Presentations

### 4.3 The request procedures

#### 4.3.1 Form of request

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned *[Section 53(1)]*.
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed *[Section 53(2)(a) and (b) and (c)]*.
- The requester 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 *[Section 53(2)(d)]*.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body *[Section 53(2)(f)]*.

#### 4.3.2 Request fees

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [Section 54(1)].
- The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [Section 54(3)(b)].
- After the head of the private body has made a decision on the request, the requester 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 [Section 54(6)].

#### 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 manual [Section 51(3)]**

##### 6.1 Public inspection

The manual is available on request for public inspection free of charge at our physical premises during office hours, which are:

Monday – Thursday	:	08h00 – 17h00 (excluding 13h00 – 14h00)
Friday	:	08h00 – 16h00 (excluding 13h00 – 14h00)

##### 6.2 Copies

Copies are also available from our website, in the Gazette and from the South African Human Rights Commission.