



**ARCUS GIBB (PTY) LTD**

**INFORMATION MANUAL**

**IN TERMS OF THE**

**PROMOTION OF ACCESS TO INFORMATION ACT**

**(ACT NO. 2 OF 2000)**

# INFORMATION MANUAL

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# 1 INTRODUCTION TO ARCUS GIBB (PTY) LTD

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ARCUS GIBB is an integrated group of highly trained engineers, scientists and project managers providing cost effective solutions and specialist services in a wide range of disciplines. Our multi-disciplinary consulting, design and management approach allows for the development of projects in a holistic way, as this is believed to be the best environment to fully meet the needs of our clients.

ARCUS GIBB offers multi-disciplinary consulting, design and management services, which provide our clients with solutions to complex issues that face all sectors of commerce and industry today. These services are provided at a variety of levels and offer solutions to unique and technically challenging problems.

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## 2 PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

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### 2.1 CONTACT DETAILS

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**Name of Company:** ARCUS GIBB (Pty) Ltd

**Registration Number:** 1992/007/139/07

**Postal Address:** PO Box 3965  
Cape Town, 8000

**Physical Address:** 14 Kloof Street  
Cape Town, 8001

**Telephone Number:** +27 21 469 9100

**Fax Number:** +27 21 424 5571

**Web address:** [www.gibb.co.za](http://www.gibb.co.za)

**The Head:** Richard Vries

**Information Officer:** Munier Allie

**Email address:** mallie@gibb.co.za

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## 2.2 THE SECTION 10 GUIDE ON HOW TO USE THE ACT

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The Guide will be available from the South African Human Rights Commission by not later than August 2004. 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 11 484-7146  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

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## 2.3 RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

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- Basic Conditions of Employment No. 75 of 1997
- Companies Act No. 61 of 1973
- Compensation for Occupational Injuries and Health Diseases Act No.130 of 1993
- Copyright Act No. 98 of 1978
- Credit Agreements Act No. 75 of 1980
- Currency and Exchanges Act No. 9 of 1933
- Debtor Collectors Act No. 114 of 1998
- Employment Equity Act No. 55 of 1998
- Engineering Profession Act No.46 of 2000
- Finance Act No. 35 of 2000
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Stamp Duties Act No. 77 of 1968
- Tax on Retirement Funds Act No. 38 of 1996
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

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## 2.4 ACCESS TO THE RECORDS HELD BY ARCUS GIBB (Pty) Ltd

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### 2.4.1 Records that are available without having to request access in terms of this Act in terms of section 52(2)

The following records are freely available on the ARCUS GIBB website at [www.gibb.co.za](http://www.gibb.co.za).

- Profile of ARCUS GIBB
- ISO 9001 Certification
- Professional Services and Capability Statements
- Empowerment and Skills Development
- Corporate Social Investment
- Descriptions of Projects executed
- Location of Offices and contact details

### 2.4.2 Records that may be requested

#### **Corporate Records**

- Registers required in terms of the Companies Act
- Financial Records and Management Accounts
- Audit Statements and Tax Records
- Legal and Contractual Records
- Corporate Policies and Procedures
- Insurance Policies
- Purchasing Records
- Employee Records
- Skills Development and Training Records
- Pension Fund and Medical Aid Records
- Correspondence

#### **Operational Records**

- Project Records
- Client Records
- Contracts
- Tenders
- Project Plans, Reports, Designs, Drawings and Specifications
- Minutes and Correspondence
- ISO 9001 Records
- Time and Expense Records
- Billing Records

### 2.4.3 The request procedures

#### 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 [s 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 [s 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 [s 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 [s 53(2)(f)].

#### 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 [s 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 [s 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 [s 54(6)].

The applicable fee scales are listed in the Guide referred to in Section 2.2 above

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## 2.5 OTHER INFORMATION AS MAY BE PRESCRIBED

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The Minister of Justice and Constitutional Development has not made any regulations in this regard.

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## 2.6 AVAILABILITY OF THE MANUAL

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This manual is available for inspection free of charge at the offices of the ARCUS GIBB (PTY) Ltd at 14 Kloof Street, Cape Town.

Copies are available through the SAHRC, in the Government Gazette and on the Internet at [www.gibb.co.za](http://www.gibb.co.za).

**DOCUMENT CONTROL SHEET (FORM IP180/B)**



**CLIENT : INTERNAL**

**PROJECT : n/a**

**PROJECT No : n/a**

**TITLE : PAIA INFORMATION MANUAL**

	Prepared by	Reviewed by	Approved by
<b>ORIGINAL</b>	NAME <b>P JACOBS</b>	NAME	NAME
DATE <b>26 July 2005</b>	SIGNATURE	SIGNATURE	SIGNATURE

<b>REVISION</b>	NAME	NAME	NAME
DATE	SIGNATURE	SIGNATURE	SIGNATURE

<b>REVISION</b>	NAME	NAME	NAME
DATE	SIGNATURE	SIGNATURE	SIGNATURE

<b>REVISION</b>	NAME	NAME	NAME
DATE	SIGNATURE	SIGNATURE	SIGNATURE

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