



Information Manual in terms of the Promotion of Access to Information Act (Act 2 of 2000) as amended For the GIBB Group of Companies

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Approval

The signatures below certify that this Promotion of Access to Information Act (PAIA) Manual has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Chris Jacobs		Manager: IT Services	08 April 2021
Reviewed by	Philip Barnard		Human Capital Management Executive	8 April 2021
	Virginia Voigt		National Quality Manager	08 Apr 2021
Approved by	Richard Vries	 <small>Richard Vries (Apr 13, 2021 08:42 GMT+2)</small>	Group Chief Executive Officer	13-Apr-2021

Amendment Record

This PAIA Manual is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Rev No.	Issue Date	Rev Description	Prepared By	Reviewed By	Approved By
1		ARCUS GIBB Issue			
2	Oct 2012		C Jacobs		
3	12 Apr 2021	Revision in accordance with the PAIA Act	C Jacobs	P Barnard & V Voigt	R Vries

Company Proprietary Information

The electronic version of this manual is the latest revision.



It is the responsibility of the staff member to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled.

Abbreviations

PAIA	Promotion of Access to Information Act
SAHRC	South Africa Human Rights Commission

1 *Introduction to GIBB*

GIBB is one of South Africa's leading multi-disciplinary engineering consulting companies with a solid footprint on the African continent. The company is a wholly owned South African entity through a legacy that spans over 60 years. The company offers design, planning and management services across the entire engineering consultancy spectrum.

GIBB is a partner of choice for the private sector, state owned enterprises and governments who seek knowledgeable talent, with proven experience and the expertise to respond to the numerous infrastructure demands and needs of the continent.

Where no related policies and or unique requirements / legislation exist within the subsidiaries, or specific legislation exists in countries where an office is located outside of South Africa, The GIBB Group manual as defined herein shall apply.

2 *Particulars in terms of Section 51*

2.1 *Contact Details*

Name of Company	GIBB (Pty) Ltd
Registration Number	1992/007/139/07
Postal Address	PO Box 2700, Rivonia, 2128
Physical Address	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, 2191
Telephone Number	+27 11 519 4600
Wed Address	www.gibb.co.za
The Head	Richard Vries
Information Officer	Philip Barnard
Email Address	pbarnard@gibb.co.za

2.2 *Section 10 Guide*

The South African Human Rights Commission (SAHRC) published a "Guide on how to use the Promotion of Access to Information Act 2 of 2000" which is available on [The GIBB Way](http://TheGIBBWay) and the SAHRC website www.sahrc.org.za. Queries are to be directed to:

The South African Human Rights Commission	
PAIA Unit – The Research and Documentation Department	
Postal Address	Private Bag 2700, Houghton, 2041
Telephone Number	+27 11 877 3600
Fax Number	+27 11 484 7146
Wed Address	www.sahrc.org.za
Email Address	paia@sahrc.org.za

2.3 Other Legislation Records

Records (as amended) that are available in terms of other legislation are as follows:

- 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
- Council for Built Environment Act No. 43 of 2000
- Mine Health & Safety Act No. 29 of 1996
- 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

2.4 Access GIBB Records

2.4.1 Records Freely Available

The following records are freely available on the GIBB website at www.gibb.co.za without having to request access in terms of the PAIA Act section 52(2):

- Profile of 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 Requested Records

The following records 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 Request Procedure

Form of Request:

- The Requester must use the prescribed form ([J752 Form C](#)) to make the request for access to a record. This request must be made to the Information Officer of the private body. This request must be made to the address or electronic mail address of the body concerned [section 53(1)].
- The Requester must provide sufficient detail on the request form to enable the Information Officer 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 Information Officer of the private body [section 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 Information Officer 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 (listed in the Guide referred to in Section 2.2 above). The requester may lodge an application to the court against the tender or payment of the request fee [section 54(3)(b)].
- After the Information Officer 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)].

2.5 Other Information

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

2.6 Manual Availability

This manual is available for inspection free of charge at the offices of GIBB (Pty) Ltd at Woodmead North Office Park, 54 Maxwell Drive, Woodmead.


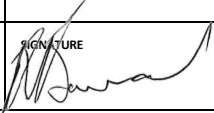


Copies are available through the SAHRC, in the Government Gazette and on the Internet at www.gibb.co.za.

Document Control and Disclaimer



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DATE 12 April 2021	SIGNATURE  Richard Vries (Apr 13, 2021 08:42 GMT+2)	SIGNATURE 		SIGNATURE 

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Final Audit Report

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