

2021



DOUGJEFFERY
ENVIRONMENTAL CONSULTANTS

Manual

in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (the "Act")

dougjeff.co.za

1. Introduction

Doug Jeffery Environmental Consultants (Pty) Ltd ("the Company") conducts business as Environmental Consultants and implements legislation under the National Environmental Management, 1998 (Act No. 107 of 1998) ("NEMA"), the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) ("NEM:WA"), the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004) ("NEM:AQA"), and the National Water Act, 1998 (Act No. 36 of 1998) ("NWA").

2. Company Contact Details

Persons designated/duly authorised persons:

Director:	Mr. D.J. Jeffery
Office Manager/CEO:	Mr. D.J. Jeffery
Postal address:	P.O. Box 44, Klapmuts, 7625
Street address:	High Acres Farm, Simondium Road, Klapmuts, 7625
Tel:	021 875 5272
E-mail:	doug@dougjeff.co.za
Website:	dougjeff.co.za

3. The Act

- 3.1. The Act grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.
- 3.2. Requests in terms of the Act shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3. Requesters are referred to Section 10 of the Act which mandates the Human Rights Commission to compile a guide on the Act. This Guide has been compiled by the South African Human Rights Commission (SAHRC), which contains information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC¹.

Contact details of the SAHRC:

The South African Human Rights Commissioner

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700, Houghton, 2041

Telephone Number: 011 877 3600

Fax Number: 011 403 0625

E-mail: PAIA@sahrc.org.za

Website: www.sahrc.org.za

¹ See Section 9 of this manual.

4. Applicable Legislation

The following Acts are applicable in terms of the Act and do not reflect the legislation applicable to the work undertaken by Doug Jeffery Environmental Consultants.

- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Companies Act, 1973 (Act No. 16 of 1973)
- Copyright Act, 1978 (Act No. 98 of 1978)
- Electronic Communications and Transactions Act, 2002 (Act No. 25 of 2002)
- Employment Equity Act, 1998 (Act No. 55 of 1998)
- Income Tax Act, 1967 (Act No. 95 of 1967)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Promotion of Access of Information Act, 2000 (Act No. 2 of 2000)
- Protection of Personal Information Act, 2013 (Act No. 4 of 2013)
- Regional Services Councils Act, 1985 (Act No. 109 of 1985)
- Skills Development Act, 1998 (No. 97 of 1998)
- Skills Development Levies Act, 1999 (Act No. 9 of 1999)
- Unemployment Contributions Act, 2002 (Act No. 4 of 2002)
- Unemployment Insurance Act, 1996 (Act No. 30 of 1996)
- Value Added Tax Act, 1991 (Act No. 89 of 1991)

5. Schedule Of Records

The South African Constitution places an obligation on public and private bodies to allow access to records held by them. As Doug Jeffery Environmental Consultants is a private body, the provision of information to a Requester will be subject to the demonstration that the information is needed for the exercise or protection of any rights.

Records	Subject	Availability
Public Affairs	<ul style="list-style-type: none">• Public Product Information• Public Records	Freely available on website dougjeff.co.za
Financial	<ul style="list-style-type: none">• Financial Statements• Financial and Tax Records (Company & Employees)• Asset Register• Management Accounts	Request in terms of PAIA. Not available. Request in terms of PAIA. Request in terms of PAIA.
Marketing	<ul style="list-style-type: none">• Marketing Information• Public Customer Information• Field Records• Sales Records• Marketing Strategies• Customer Database	Available on website. Available on website. Request in terms of PAIA. Request in terms of PAIA. Request in terms of PAIA. Request in terms of PAIA.

6. Form of Request

To facilitate the processing of a request, kindly:

- 6.1. Use the prescribed form available on the website of the South African Human Rights Commission at www.sahrc.org.za.

- 6.2. Address the request to the Head of the Company (CEO).
- 6.3. Provide sufficient details to enable the Company to identify:
 - (a) The record(s) requested;
 - (b) The requester (and if an agent is lodging the request, proof of capacity);
 - (c) The form of access required i.e. hard copy or digital copy;
 - (i) The postal address or fax number of the requester in the Republic;
 - (ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
 - (d) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. Prescribed Fees

- 7.1. 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 fee:
 - i. 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 proceeding the request. (Section 54(1) of the Act)
 - ii. the fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against tender or payment of the request fee. (Section 54(3)(b) of the Act)
 - iii. after the head of the private body has made a decision on the request, the requester must be notified thereof.
 - iv. 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) of the Act)

8. Other Information That May Be Prescribed

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

9. Availability of Manuals

A copy of this manual is available for inspection at our offices, free of charge, and on the company website (dougjeff.co.za).

A copy of the Section 10 Guide referred to in Section 3.3 of this manual is available with the SAHRC².

² You can access the SAHRC PAIA Section 10 Guide dated 2020 here:
<https://www.sahrc.org.za/home/21/files/SAHRC%20PAIA%20Section%2010%20Guide%202020%20FINAL%20WEB.pdf>