

PAIA MANUAL

Newtown Landscape Architects cc

*Landscape Architects
Environmental Planners
Urban Designers*



**Act 2 of 2000,
The Promotion of Access to Information**

Prepared in accordance with Section 51 of the Promotion of
Access to Information Act No. 2 of 2000

Effective Date: 30 August 2005

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1. Part I: Particulars of the Private Body -
(Information required under section 51(1)(a) of the Act):

- a. **Name of the Body**
Newtown Landscape Architects cc
- b. **Brief introduction to our business:**
Landscape Architecture, Urban Design, Environmental Planning.
- c. **Head of the Body (Information Officer)**
Johan Barnard
- d. **Postal Address**
P.O.Box 36, Fourways, 2055
- e. **Street Address**
369 Government Road, Johannesburg North, 2055
- f. **Telephone Number**
(011) 462-6967
- g. **Fax Number**
(011) 462-9284
- h. **Web address**
www.newla.co.za
- i. **Contact Details of Information Officer**
 - i. e-mail: johan@newla.co.za
 - ii. Phone: (+2711) 462-6967
 - iii. Cell: +2782 442-6114
 - iv. Fax: (+2711) 462-9284

2. Part II - Description and Access to the Guide –
(Information required under section 51(1)(b) of the Act):

- a. Section 51(1)(b) of the Act refer to the guide as described in section 10, if available, and how to access it.
- b. The Human Rights Commission must, within 18 months after the commencement of Section 10 of the Act, compile a guide in each official language. The guide must contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2 of 2002.

- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15th February 2002 set forth how the Human Right Commission should make the guide available.

To gain access to the Human Rights Commission's guide to the Act, browse using an Internet web browser to <http://www.sahrc.org.za/paia.htm>
 Alternatively Call the Human Rights Advice Line on: 086-012-0120
 Section 51(1)(c)

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records -

(Copy of notice, if any, required under section 51(1)(c) of the Act):

- a. Not applicable.
- b. Automatically available at Newtown Landscape Architects cc
 Internet Website – www.newla.co.za

4. Part IV - Records available in accordance with any other legislation –
(Information required under section 51(1)(d) of the Act):

Legislation ---- Acts applicable to our company

1. Basic Conditions of Employment No. 75 of 1997
2. Employment Equity Act No. 55 of 1998
3. Income Tax Act No. 58 of 1962
4. Intellectual Property Laws Amendments Act No. 38 of 1997
5. Labour Relations Act No. 66 of 1995
6. Occupational Health & Safety Act No. 85 of 1993
7. Regional Services Councils Act No. 109 of 1985
8. Skills Development Levies Act No. 9 of 1999
9. Skills Development Act No. 97 of 1998
10. Unemployment Insurance Act No. 63 of 2001
11. Value Added Tax Act No. 89 of 1991
12. Closed Corporation Act No. 69 of 1984
13. Development Facility Act No. 67 of 1995
14. Environmental Conservation Act No. 73 of 1989
15. National Environmental Management Act No. 107 of 1998
16. National Heritage Resource Act No. 25 of 1999

17. Unemployment Insurance Act No. 30 of 1966
18. Value-Added Tax Act No.89 of 1991
19. South African Council for the Landscape Architectural Professions Act, no 45 of 2000
20.

5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- a. *Human Rights Commission – a copy submitted to the Commission*
- b. *“Hard copy” from Newtown Landscape Architects cc*
- c. *“Soft copy” from web page: www.newla.co.za*

5.2 Description of Records

i. *The Newtown Landscape Architects cc Web Page consists of the following categories:*

- *Company Profile*
- *What does a Landscape Architect do?*
- *CV of key people (“The Team”)*
- *Awards*
- *Projects & Clients*
- *Current project list*
- *Employment Equity*
- *Access to information Reports*

Other Record Categories –

ii. *Legal*

1. *Contracts and Agreements with contractors, supplies, clients & governmental agencies*
2. *Contracts, including lease agreements & finance agreements*
3. *Joint venture agreements, partnership agreement, participation, franchise, co-marketing, co-promotional or others.*
4. *Company’s Historical significance*
5. *Register of directors and officers*
6. *Design, trademarks, trade names & protected names*

7. *Insurance- Detail of coverage, limits & insurers*

iii. *Financial / Accounting Records*

iv. *Environment, Health and Safety*

1. *Design reports*
2. *Master & Development Planning Reports*
3. *Environmental Assessment Reports*
4. *Environmental Management Programs and plans*
5. *Visual Impact Assessment report*
6. *Development Guidelines and Policies*
7. *Accidents and Incidents Reports*
8. *Occupational Health & Safety Reports*

v. *Information Technology*

1. *Hardware*
 - *4 X CAD CPU's*
 - *4 X Administration CPU's*
 - *1 x LAN Server*
 - *3 x Laptops*
2. *Software Packages*
 - *Microsoft Windows 2000, XP*
 - *Microsoft Office 2000, XP*
 - *Coreldraw 5*
 - *3 x Autocad 2004 Lt*
 - *1 x Autocad 2005*
 - *Datacad 8*
3. *Telephone lines, leased lines and data lines*
 - *4 x Telephone lines*
 - *1 x Fax line*
 - *1 x ASDL line*
4. *LAN Installations*
 - *Yes*
5. *Disaster recovery – Backup system*
 - *Yes*
6. *Telephone exchange equipment*
 - *PABX*
7. *Internet*
 - *ASDL Dialup through local Server*

vi. *Human Resources/ Personal Record*

1. *Employees History (skills and experience)*
2. *Educational Background*
3. *Training and Development*
4. *Employment Equity Plan*
5. *Organization design*
6. *Records of foreign employees*
7. *Scholarships and Bursaries*
8. *Employment policy*

vii. Marketing

1. *Pamphlets / Brochures and promotional material*
2. *Advertising*
3. *Magazine articles*
4. *Product and Service Information*

viii. Reports

1. *Environmental Reports*
2. *Visual Impact Assessment report*
3. *Tender document*

ix. Other records:

x. General Information

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, (Act No. 2 of 2000))
[Regulation 10]
(Form C - Annexure B)

Reference Number: _____

A. Particulars of private body

Company/Institution name: Newtown Landscape Architects cc _____

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.*
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) 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:

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D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *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 the record:

2. Reference number, if available:

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3. Any further particulars of record:

E. Fees

(a) 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.
 (b) You will be notified of the amount required to be paid as the request fee.
 (c) 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.
 (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

F. Form of access to 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:
<p>Mark the appropriate box with an X. NOTES: (a) Compliance with your request in the specified form may depend on the form in which the record is available. (b) 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. (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>	

1. If the record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*

3. If record consists of recorded words or information which can be reproduced in sound:			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (Written or printed document)
4. If 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

G. Particulars of right to be exercised or protected

*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. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. 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.

How would you prefer to be informed of the decision regarding your request for access to the record? _____

--

Signed at _____ this _____ day of _____ 20__

**SIGNATURE OF REQUESTER / PERSON
ON WHOSE BEHALF REQUEST IS MADE**

FEES IN RESPECT OF PRIVATE BODIES

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.

The fees for reproduction referred to in regulation 11(1) are as follows:

For every photocopy of an A4-size page or part thereof: **R1,14**

For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form **R1,14**

For a copy in a computer-readable form on –

- | | |
|-----------------|---------------|
| 1) Stiffy disc | R11,40 |
| 2) Compact disc | R57,00 |

For a transcription of visual images,

- | | |
|--|---------------|
| 1) For an A4-size page or part thereof | R57,00 |
| 2) For a copy of visual images | R57,00 |

For a transcription of an audio record,

- | | |
|--|----------------|
| 1) For an A4-size page or part thereof | R114,00 |
| 2) For a copy of an audio record | R114,00 |

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is **R228,00.**

The access fees payable by a requester referred to in regulation 11(3) are as follows:

For every photocopy of an A4-size page or part thereof: **R1,14**

For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine- readable form **R1,14**

For a copy in a computer-readable form on –

- | | |
|-----------------|---------------|
| 1) Stiffy disc | R11,40 |
| 2) Compact disc | R57,00 |

For a transcription of visual images,

- | | |
|--|---------------|
| 1) For an A4-size page or part thereof | R57,00 |
| 2) For a copy of visual images | R57,00 |

For a transcription of an audio record,

- | | |
|--|----------------|
| 1) For an A4-size page or part thereof | R114,00 |
| 2) For a copy of an audio record | R114,00 |

The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is **R228,00.**

For purposes of section 54(2) of the Act, the following applies:

- 8 hours as the hours to be exceeded before a deposit is payable; and
- 50% (half) of the access fee is payable as a deposit by the requester.

The actual postage is payable when a copy of a record must be posted to a requester.