

SECTION 51 - PAIA MANUAL

Manual prepared in accordance with Section 51 of the Promotion of Access to Information Act No 20 of 2000 ("The Act") for:

GEREG SEWAGE AND WATER EQUIPMENT (PTY) LTD.

Company Overview

Gereg Sewage and Water Equipment (Pty) Ltd. was established in 1988 to market sluice gate valves (Penstocks) and other fluid control equipment, and in 1990 we acquired the manufacturing and marketing rights for the well-known FULTON range of sluice gates, which were first manufactured in 1965, and of which we are now the sole suppliers.

PART I

(Information required under section 51(1)(a) of the Act)

Name of Body:	Gereg Sewage and Water Equipment (Pty) Ltd.
Physical Address:	Cnr. Joule & Newton Sts., Laboré, Brakpan, Gauteng, 1550
Postal Address:	PO Box 18122, Sunward Park, 1470
Head of Body:	Mike Davies or George Findlay
Telephone Number:	+2711 738-1423/4
Fax Number:	+2711 738-3204
E-Mail:	info@gereg.co.za
Authorised Officer:	Michael Findlay
Telephone Number:	+2711 738-1423/4
Fax Number:	+2711 738-3204
E-Mail:	webmaster@gereg.co.za

PART II

(Information required under section 51(1)(b) of the Act)

A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act by no later than August 2003. Any queries should 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 11 484-8300
Fax Number:	+27 11 484-7146
Website:	www.sahrc.org.za
E-Mail:	paia@sahrc.org.za

PART III

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

1. Product brochures

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with such other legislation as is applicable to Gereg Sewage and Water Equipment (Pty) Ltd., which includes but is not limited to, the following legislation:

- Companies Act 61 of 1973
- Income Tax Act 58 of 1962
- Unemployment Insurance Act 63 of 2001
- Value Added Tax Act 89 of 1991
- Basic Conditions of Employment Act 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Levies Act 9 of 1999
- Regional Services Councils Act 109 of 1985

PART V

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

A - Records that may be requested

(i) Operational Information

Such information as is required for the day to day running of Gereg Sewage and Water Equipment (Pty) Ltd., for instance:

- internal phone lists;
- address lists;
- contracts;
- employee records;
- licences;
- applications;
- consents and general "house keeping" information.

(ii) Communications

Correspondence between persons within and without Gereg Sewage and Water Equipment (Pty) Ltd., unless deemed private and confidential.

(iii) Website

The Website address is <http://www.gereg.co.za> and is accessible to anyone who has access to the Internet. The Website contains various categories of information relating to the company.

B - The Request Procedures

(i) The requester must use the prescribed form to make the request for access to a record. This must be made to the head of Gereg Sewage and Water Equipment (Pty) Ltd.. This request must be made to the address, fax number or electronic mail address of Gereg Sewage and Water Equipment (Pty) Ltd.

The requester must provide sufficient detail on the request form to enable the head of Gereg Sewage and Water Equipment (Pty) Ltd. or the authorised officer to identify the record and the requester. The requester should also indicate which form of access is required and specify a postal address or fax number in the Republic. The requester should also indicate if, in addition to a written reply, any other manner is to be used to inform the requester and state the necessary particulars to be so informed.

The requester must identify the right that is sought to be exercised or protected and provide an explanation of why the requested record is required for the exercise or protection of that right.

If a request is made on behalf of another person, the requester must submit proof of the capacity in which the requester is making the request, to the satisfaction of the head of Gereg sewage and Water Equipment (Pty) Ltd.

(ii) 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 by notice request the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request.

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.

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 reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

PART VI

(Other information as may be prescribed under section 51(1)(f))

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

PART VII

(Availability of manual under section 51(3))

This manual is available for inspection by the general public upon request, during office hours and free of charge, at the offices of Gereg Sewage and Water Equipment (Pty) Ltd. Copies may also be requested from the South African Human Rights Commission and the Government Gazette.

PART VIII

(Prescribed forms and fee structure in respect of private bodies)

The forms and fee structure prescribed under the Act are available at the Website of the Department of Justice and Constitutional Development (<http://www.doj.gov.za/>) under the "Regulations" section.