

Section 51 Manual

For JOHANNESBURG ROADS AGENCY

1. INTRODUCTION

This Manual is published in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("the Act"). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by another person that is required for the exercise and/or protection of any right.

The reference to any information in addition to that specifically required in terms of Section 51 of the Act does not create any right or entitlement (contractual or otherwise) to receive such information, other than in terms of the Act.

Section 9 of the Act recognises that the exercise of such information rights can be limited, and should be subject to limitations where it poses a threat to the protection of privacy, commercial confidentiality, and the exercising of efficient governance.

2. JOHANNESBURG ROADS AGENCY (JRA) OVERVIEW

The JRA is a State Owned Entity which is formed in terms of the Municipal Systems Act 32 of 2000 as amended and has as its sole shareholder the Metropolitan Council of Johannesburg.

The JRA is tasked with the design, construction and maintenance of roads and roads related infrastructure.

The JRA supports the constitutional right of access to information and is committed to provide access to its records in accordance with the provisions of the Act, the confidentiality owed to third parties and the principles of South African law.

Name	The Johannesburg Roads Agency (SOC) Ltd
Registration Number	2000/028993/07
Chief Executive Officer	Mr Skhumbuzo Macozoma
Postal Address	P/Bag X70 Braamfontein South Africa 2017
Street Address	66 Sauer Street Cnr. Jeppe Str. Johannesburg 2001

Telephone Number	Tel +27(0) 11 298 5000
Facsimile Number	Fax +27(0) 11 298 5178
E-mail address	info@jra.org.za
Website	www.jra.org.za

3. AVAILABILITY OF THIS MANUAL

A copy of this Manual is available on the JRA website (www.jra.org.za) or by sending a request for a copy to the Information Officer by email. The Manual may also be obtained from our head office at the address set out above or the South African Human Rights Commission ("SAHRC") at the addresses set out below.

The South African Human Rights Commission: PAIA Unit
The Research and Documentation Department
Postal address: Private Bag 2700, Houghton, 2041
Phone: +27 (11) 484-8300
Fax: +27 (11) 484-0582
Email: PAIA@sahrc.org.za
Website: www.sahrc.org.za

This Manual will be updated from time to time, as and when required.

4. HOW TO REQUEST ACCESS TO RECORDS HELD BY JRA

Requests for access to records held by the JRA must be made on the request form that is available from the SAHRC website (www.sahrc.org.za) or the Department of Justice and Constitutional Development (www.doj.gov.za) (under "regulations"). Note that requests need not be accompanied by payment BUT will only be processed upon payment of the prescribed fees.

Requests for access to records must be made to our Information Officer at the address, fax number or electronic mail address provided for below.

The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required and indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed. The requester must identify the right that he or she is seeking to exercise or protect 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 a 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 JRA.

All requests to JRA will be evaluated and considered in accordance with the Act. Publication of this manual and describing the categories and subject matter of

information held by JRA does not give rise to any rights (in contract or otherwise) to access such information or records except in terms of the Act.

5. CONTACT DETAILS

Name of Private Body	Johannesburg Roads Agency
Designated Information Officer	Karen Mills
Email address of Information Officer	kmills@jra.org.za
Postal Address	P/Bag X70 Braamfontein South Africa 2017
Street Address	66 Sauer Street Cnr. Jeppe Str. Johannesburg 2001
Phone number	Tel +27(0) 11 298 5000
Fax number	Fax +27(0) 11 298 5178

6. RECORDS AVAILABLE IN TERMS OF OTHER LEGISLATION (Section 51 (1) (d))

Information is available in terms of the following legislation, if and where applicable, which includes but is not limited to:

- Basic Conditions of Employment No. 75 of 1997
- Companies Act 61 of 1973
- Electronic Communications and Transactions Act 25 of 2002.
- Financial Intelligence Centre Act 38 of 2001
- Labour Relations Act 66 of 1995
- Promotion of Access to Information Act No. 2 of 2000
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991
- Short term Insurance Act
- Long Term Insurance Act
- Compensation for Occupational Injuries and Diseases Act 130 of 1993
- Occupational Health and Safety Act No 85 of 1993
- King Code on Corporate Governance

7. RECORDS HELD BY JRA

JRA maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be honoured. All requests

for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

7.1 Internal Records

- Memorandum of Incorporation
- Financial records
- Operational records
- Intellectual property
- Marketing records
- Internal correspondence
- Statistical Information
- Statutory records
- Internal policies and procedures

7.2 Personnel records

Personnel refers to any person who works for or provides services to or on behalf of JRA and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting the business of JRA.

This includes, without limitation, directors, executive directors, non-executive directors, Board committee members, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- Any personal records provided to JRA by its personnel;
- Any records a third party has provided to JRA about any of their personnel;
- Conditions of employment and other personnel-related contractual and quasi-legal records;
- Internal evaluation records; and
- Other internal records and correspondence.

7.3 Service Provider records

Please be aware that JRA places the highest importance on the protection of the confidential information of its service providers. Please motivate any request for service provider information very carefully, having regard to Sections 63 to 67 of the Act.

Service Provider information includes the following:

- Any records a service provider has provided to JRA;
- Contractual information;
- Personal records and information relating to service providers and their officials;
- Credit information and other research conducted in respect of service providers;
- Any records a third party has provided to JRA about service providers;
- Confidential, privileged, contractual and quasi-legal records of service providers;
- Service provider evaluation records;
- Service provider profiling;
- Performance research conducted on behalf of service providers or about service providers;

- Any records a third party has provided to JRA either directly or indirectly; and Records generated by or within JRA pertaining to service providers.

7.4 Technical records

Technical records generated by, or within, JRA pertaining to service providers as defined in clause 7.3 above.

7.5 Other Records

Further records are held including:-

- Information relating to JRA's own commercial activities; and
- Research information belonging to JRA, whether carried out itself or commissioned from a third party.

7.6 Records that are available without requesting access in terms of the Act

- Information pertaining to projects undertaken by JRA

Confirmed correct version as at 1 October 2014 – Company Secretary