

PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51 MANUAL



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Introduction to Specialised HR Services cc:

Hermina Patton's career started in 1987 in a Recruitment and Training organisation and between 1988 to 2001 she worked for two organisations in the IT industry.

At the end of 2001, after the liquidation of the Siltek Group of Companies, Hermina founded Specialised HR Services intending to focus on the SMME environment which had very real needs and requirements. SHRS's services have evolved to include Payroll Administration as well as Human Resources Administration and Consultation and are not restricted to any specific industry sector.

Tertiary Education:

1986 – N.D. Personnel Management – Wits Technikon
2001 - B. Com – Double Major – Business Management & Industrial Psychology – UNISA
2018 – Ethics Officer Certification – University of Stellenbosch
2021 – M. Phil – Business Ethics – St Augustine College of South Africa

Professional Memberships:

The Ethics Institute (TEI) – Membership Number: S334/08
The Payroll Authors Group (PAG SA) – Membership Number: ASC0140
Ethics Practitioners Association (EPA) – Membership Number: A036

Other memberships/associations:

Nowicki and Associates
PSIber User Group

We understand the needs of SMME's and will ensure compliance with regards to all Labour and Tax Legislation. Our payroll is cloud-based, secure and easy to use by all levels of employees.

We keep you up to date with important information and legislative changes, give personalised care to your employees in terms of all onboarding or exiting processes and most of all, make the monthly payroll process as simple, accurate and painless as possible.

We embrace Ethics in all that we do, ever mindful and passionate about the necessary and vital role it has in the business environment.

Company Contact Details [Section 51(1)(a)]

Founder/Owner: Hermina Patton
Postal Address: PO Box 1179, Jeffreys Bay, 6330, Eastern Cape
Street Address: 121 Noorsekloof Road, Wavecrest, Jeffreys Bay, 6330
Website: www.SHRS.co.za
E-mail Address: info@shrs.co.za
Fax Number: 086 618 6239
Telephone Number: 042 007 0527 / 011 792 6990

The section 10 Guide on how to use the Act [Section 51(1)(b)]

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Telephone: +27 11 484-8300

Fax: +27 11 484-0582

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

Records available in terms of any other legislation [Section 51(1)(d)]

Arbitration Act No. 42 of 1965

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

Employment Equity Act No. 55 of 1998 Income Tax Act No. 95 of 1967 Insolvency
Act No. 24 of 1936

Intellectual Property Laws Amendments Act No. 38 of 1997 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

Tax on Retirement Funds Act No. 38 of 1996 Trade Marks Act No. 194 of 1993
Unemployment Contributions Act No. 4 of 2002 Unemployment Insurance Act No. 63 of 2001 Usury Act No 73 of 1968

Value Added Tax Act No. 89 of 1991.

Access to the records held by Nowicki & Associates (Pty) Ltd [Sections 51(1)(c) and 51(1)(e)]

Records available without a formal request:

The following records are available without having to request access in terms of this Act in terms of section 52(2) [Section 51(1)(c)]:

Company Overview; Services Overview;

Records that may be requested:

What follows is a brief description of the subjects of the records held by SHRS and the categories in which these subjects are classed [Section 51(1)(e)]. It does not mean, however, that a person will have automatic access to a record listed. Access to these records will be determined according to the procedures in the Act and once a request has been given on the correct form a decision will be made by the head of Nowicki & Associates (Pty) Ltd.

Administration:

Terms of Service;

Standard Contracts and Forms.

Minutes of meetings with customers

Minutes of meetings with customer employees

Correspondence to customers, customer employees and service providers, to professional and other membership bodies.

Legal:

Contracts Register;

Contracts with infrastructure providers, services providers, professional membership bodies and other memberships;

Client-specific agreements.

Human Resources:

Human Resource Policies and Procedures Manual; Employment contracts.

Financial:

Annual financial statements;

Assets inventory;

Preferred Suppliers List

Request procedures

The following procedure is to be followed when requesting information from Specialised HR Services cc.

Form of request:

The requester must use the prescribed form to request access to a record. This must be addressed to the Owner of SHRS This request must be submitted to the address, fax number or electronic mail address of the body concerned [s 53(1)].

The requester must provide sufficient detail on the request form to enable the Owner of SHRS to identify the record and the requester. The requestor should also indicate which form of access is required. The requestor should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 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 [s 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 requesting the satisfaction of the head of the private body [s 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 Owner of SHRS will 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 [s 54(1)].

The fee that the requester must pay to a private body is R50 which is subject to change from time to time. The requester may lodge an application to the court against the tender or payment of the request fee [s 54(3)(b)].

After the Owner of SHRS has decided on the request, the requester will be notified via 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 [s 54(6)].

Other information as may be prescribed [Section 51(1)(f)]

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

Availability of the manual [Section 51(3)]

This manual is also available for inspection at the offices of SHRS cc (see the physical address listed in this document) free of charge and a copy is available on the SHRS website (www.SHRS.co.za).