



**Promotion of Access to Information Act
(Act 2 of 2000)
Section 51**

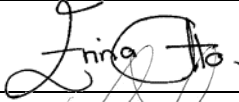
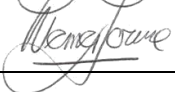

MANUAL FOR i @ CONSULTING (PTY) LTD
2000/021302/07

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Approval

The signatures below certify that this Promotion of Access to Information Act (PAIA) Manual has been reviewed and accepted, and demonstrates that the signatories are aware of the requirements contained herein and are committed to ensuring their provision:

	Name	Signature	Position	Date
Prepared by:	Erina Otto		Director	08 June 2021
Reviewed by:	Werner Fourie		Director	21 June 2021
Approved by:	Louis Boshoff		Managing director	29 June 2021

Amendment record

This PAIA Manual is reviewed to ensure its continuing relevance to the systems and process it describes. A record of additions and/or omissions is given below:

Revision nr	Issue date	Revision description	Prepared by	Reviewed by	Approved by








1. Introduction to i @ Consulting (Pty) Ltd

i @ Consulting (Pty) Ltd is the leading specialist one-stop consultancy that develops integrated built environment solutions for municipalities, public sector organisations and other national entities. We have developed an enviable reputation as pioneers in asset management, urban spatial analysis, and urban economic assessment and planning. Our comprehensive understanding of the built environment and of local government regularly lead to national, provincial and municipal appointments to develop frameworks, policies, strategies, guidelines, training products, systems and other resource tools.

In pursuit of sustainable human settlements, our team blends best practice urban economics, urban planning and infrastructure asset management planning techniques. Our town and regional planning services encompass the full ambit of strategic planning, land use planning and urban design. These services are underpinned by class-leading municipal information services and systems, and state-of-the art geographic system capabilities inclusive of advanced spatial analysis and best scenario modelling capabilities.

We employ a multi-disciplinary team of committed planners, engineers, management consultants, urban economists, financial specialists, investment planners and information specialists all focusing on creating sustainable human settlements through mutually optimised urban shapes, spaces, asset portfolios, lifecycle strategies and revenue streams. The outcome: innovative yet practical recommendations to make a real difference.

Our main service lines include:

		
Programme and project management services	Financial, economic and investment planning services	Integrated infrastructure asset management services
		
Spatial planning and land use management services	Real estate and facilities management services	Property valuation services
		
Revenue enhancement services	AssetSolve™ electronic asset management system	CitySolve™ electronic spatial management system

2. Contact details

Name of company	i @ Consulting (Pty) Ltd
Registration number	2000/021302/07
Postal address	PO Box 14235, Hatfield, Pretoria, 00283
Physical address	i @ Consulting (Pty) Ltd, Block@Nature, Block B, 472 Botterklapper Street, Lynnwood, Pretoria East, 0184
Telephone number	012-001-0500
Web address	www.iatconsulting.co.za
Managing director	Louis Boshoff
Information officer	Erina Otto
E-mail address	erina@iatconsulting.co.za

3. The Act and Section 10 Guide (Section 51(1) (b))

- 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 rate provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.
- 3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission (SAHRC). The contact details of the Commission are:

Postal address	Private Bag 2700, Houghton, 2041
Telephone number	+27 11 877 3600
Fax number	+27 11 484 7146
Web address	www.sahrc.org.za
E-mail address	paia@sahrc.org.za

4. Applicable legislation

No. 75 of 1997	Basic Conditions of Employment Act
No. 46 of 2013	Broad-Based Black Economic Empowerment Act
No. 61 of 1973	Companies Act
No. 130 of 1993	Compensation for Occupational Injuries and Health Diseases Act
No. 9 of 1933	Currency and Exchanges Act
No. 43 of 2000	Council for Built Environment Act
No. 114 of 1998	Debtor Collectors Act
No. 55 of 1998	Employment Equity Act
No. 46 of 2000	Engineering Profession Act
No. 19 of 2013	Geomatics Profession Act
No. 95 of 1967	Income Tax Act
No. 85 of 1993	Occupational Health and Safety Act
No. 36 of 2002	Planning Profession Act
No. 97 of 1998	Skills Development Act
No. 4 of 2002	Unemployment Contributions Act
No. 63 of 2001	Unemployment Insurance Act
No. 89 of 1991	Value-Added Tax Act

5. Schedule of records (Section 51 (1) (d))

Category		Availability
General	Key members of management	Freely available at https://iatconsulting.co.za
	Vision, mission and value system	Freely available at https://iatconsulting.co.za
	Location and contact details	Freely available at https://iatconsulting.co.za
	Corporate social responsibility	Freely available at https://iatconsulting.co.za
Marketing	Profile of i @ Consulting	Freely available at https://iatconsulting.co.za
	Professional services and capabilities	Freely available at https://iatconsulting.co.za
	Product brochures	Freely available at https://iatconsulting.co.za
	Track record	Freely available at https://iatconsulting.co.za
Corporate records	BBBEE status	Request in terms of PAIA
	Insurance policies	Request in terms of PAIA
	Financial records	Request in terms of PAIA
	Annual financial statements	Request in terms of PAIA
	Tax records	Request in terms of PAIA
	Corporate policies and procedures	Request in terms of PAIA
	Employee records	Request in terms of PAIA
Operational records	Legal and contractual records	Request in terms of PAIA
	Client records	Request in terms of PAIA
	Contracts	Request in terms of PAIA
	Tenders	Request in terms of PAIA
	Project records	Request in terms of PAIA
	Time and expense records	Request in terms of PAIA
	Billing records	Request in terms of PAIA

6. Form of request (Section 51 (1) (e))

To facilitate the processing of your 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 your request to the Head of the Company (Managing director).
- 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;
 - d. (i) The postal address or fax number of the requester in the Republic;
(ii) the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof; and
 - e. 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 (Section 51 (1) (f))

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:

- 7.1 The Information Officer of the private body must notify the Requester (other than a personal) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request (Section 54(1)).
- 7.2 The fee that the Requester must pay to a private body is R 50. The requester may lodge an application to the court against the tender or payment of the request fee (Section 54(3)(b)).
- 7.3 After the Information Officer of the private body has decided on the request, the requester must be notified in the required form.
- 7.4 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)).