



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 right of access to information is entrenched under section 32 of the Constitution of the Republic of South Africa. Section 32 provides that everyone has the right of access to any information held by state; or held by any other person that is to be used for the protection or exercise of any right. The Promotion of Access to Information Act is the law that gives effect to Section 32 of the Constitution. This Act is regulated by the South African Human Rights Commission (SAHRC), and was approved by Parliament on 2 February 2000 and came into effect on 9 March 2001.

The purpose of the Act is to promote transparency, accountability, and good governance by empowering and educating the public to:

- ⌚ Understand and exercise their rights,
- ⌚ Understand the functions and operations of public bodies, and
- ⌚ Effectively scrutinise and participate in decision-making by public bodies that affect their rights.

Under the Act, any person can demand records from public and private bodies without showing a reason.

When a record is requested, the following will apply:

- ⌚ Fees may be payable, and these fees are prescribed by law and can change from time to time. The fee list is attached to this document.
- ⌚ The Request Form must be completed. It can be obtained from the Information Officer, on the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)) or the website of the Department of Justice ([www.justice.gov.za](http://www.justice.gov.za)) under "PAIA" and "forms".
- ⌚ On the Request Form, all details must be completed, including the right the requester wants to protect by requesting the information.
- ⌚ If the requester is acting on behalf of someone else, the signature of the other person as the one who authorised the request must be received.
- ⌚ The requester must state in which form (inspection of copy, paper copy, electronic copy, transcript, etc.) they want to access the information.
- ⌚ If the record is part of another record, the requester will only be accessing the part(s) that pertains to the information they want or is entitled to, and not the rest of the record.

All requests will be evaluated against the provisions of the Act. The Act allows the Information Officer to refuse access on grounds stipulated in the Act. One can, for example, not access another person's confidential information or trade- or commercial secrets of a business.

An answer to a request for information must be made within 30 days of the request, and if not granted and the requester is not satisfied, they can approach the courts within 30 days.

## Overview-

The Makings Consulting (Proprietary) Limited is a talent management strategy organisation. This manual serves to inform members of the public of the categories of information we hold and which may, subject to the grounds of refusal listed in the Act, be disclosed after evaluation of an access application being made in terms of the Act.

On request from our Information Officer

- ⌚ At our offices: Raymond House No.2, 196 Raymond Avenue, Waterkloof Ridge, Pretoria, Gauteng, South Africa.

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

## Our Information Officer-

Our Information Officer is:

**Morrison Etienne Smit**  
**Telephone: 012 346-7931**  
**Email: [morrison@themakings.co.za](mailto:morrison@themakings.co.za)**

**Debby Smit**  
**Telephone: 012 346-7931**  
**Email: [debby@themakings.co.za](mailto:debby@themakings.co.za)**

## How to Request Access to Records Held-

Requests for access to records held must be made on the request forms that are available from our website or rooms, or from the SAHRC website ([www.sahrc.org.za](http://www.sahrc.org.za)).

## How the Act works and Information Published by the SAHRC-

More information on how the Act works and all other information can be obtained from the SAHRC – SA Human Rights Commission, at:

Private Bag X2700  
Houghton  
2041

OR

Braampark  
Forum 3  
33 Hoofd Street  
Braamfontein

Tel: 011 877 3600

There are also provincial SAHRC offices in all nine provinces.

## Records Available in terms of other Legislation-

Information is available in terms of the following legislation to the persons or entities specified in such legislation, as well as the specific protections offered by such laws. As legislation changes from time to time, and new laws may stipulate new manners and extend the scope of access by persons specified in such entities, this list should be read as not being a final and complete list.