



ANDERSON VOGT: CONSULTING ENGINEERS: PROMOTION OF ACCESS TO INFORMATION ACT (ACT 2 OF 2000): INFORMATION MANUAL

1.0 INTRODUCTION

- 1.1 Anderson Vogt is a firm of Consulting Civil and Structural Engineers with offices in: -
- Johannesburg,
 - Durban,
 - Pietermaritzburg,
 - Dundee, and
 - Mtubatuba.
- 1.2 The firm is a “private body” in terms of Act 2 of 2000. It engages in several aspects of the Work reserved for Professional Engineers in the built environment including: -
- Geotechnical site investigation and foundation design
 - structural engineering
 - township development
 - roads and transportation
 - municipal engineering
 - water supply, hydrology, sanitation and waste management etc.
- 1.3 The firm keeps the following main types of information: -
- Statutory information related to the firm and its employees required by legislation
 - Information related to employee records and remuneration
 - Management information on day-to-day operations, policies, finances etc.
 - Research, investigation and design information and drawings related to the consulting projects undertaken in the course of business
 - Collection of text books, learned papers and standard design data as well as other publications
- 1.4 This Information Manual is submitted in terms of Section 51 of the Promotion of Access to Information Act, 2000. It details the categories of information, information storage media, restrictions on access and mode of access for each category. Each request will be treated on its merits and the firm reserves the right to charge for this information in terms of Annexure A, Part iii of the regulations published in Government Gazette No. 7278.



2.0 ACCESS TO INFORMATION KEPT BY THE FIRM

2.1 Information that may be available to the public is divided into categories as follows: -

ACCESS CATEGORY	INFORMATION TYPE	MEDIA TYPE	FORM OF REQUEST
A Open to all interested parties to Section 52(1)	<ul style="list-style-type: none"> - Promotional literature - Company profile - Company CV - Access to Information Manual 	<ul style="list-style-type: none"> - Hard copy - E-mail 	Any
B Available in terms of relevant legislation to authorized statutory bodies	<ul style="list-style-type: none"> - Income Tax and VAT - Affirmative Action Plan - Employment Equity - Basic Conditions of Employment. - Statutory registrations - Financial statements - Pension Fund Board of Management proceedings 	<ul style="list-style-type: none"> - Hard copy in lever arch files - Electronic spreadsheet data on backup where applicable 	<p>Written request specifying right being exercised authority for request and statutory information required.</p> <p>No cost for reasonable requests</p>
C Restricted to parties with reasonable entitlement or demonstrable need including (but not limited to): - client bodies, appointed contractors, statutory approvals or reviewing institutions, other consultants or compilers of data bases.	<ul style="list-style-type: none"> - Investigation and design reports - Design drawings and construction record drawings - Design calculations and monitoring records - Project proposals and funding submissions - Tender and Contract documentation. 	<p>Archives and current project files</p> <p>Hard copy</p> <p>Recent drawings in digital format</p>	<p>Written request specifying right being exercised, entitlement or need, scope of information required and sufficient information to ensure correct identification of project. Prescribed format of request could be imposed</p> <p>Subject to time-based fees for archives search and costs of printing / copies.</p> <p>Subject to design, licensing or repeat fee where applicable.</p>



ACCESS CATEGORY	INFORMATION TYPE	MEDIA TYPE	FORM OF REQUEST
<p>D</p> <p>Restricted to senior management of firm</p>	<ul style="list-style-type: none"> - Financial records, cash flow, strategies - day to day business and policies, management - Client information - Minutes of Partners Meetings - Strategy, Entertainment and Marketing plans - Private information of staff and third parties. 	<p>Various</p>	<p>Protected to Sections 63, 64, 65, 66, 67, 68 and 69.</p>
<p>E</p> <p>Restricted to professional peers and members of Specialist Libraries Interest Group</p>	<p>Technical literature concentrating on water supply, sanitation, geotechnics, reinforced concrete, environmental</p>	<p>Libraries of books and technical papers</p> <p>Indexed on Data Base</p>	<p>Interlibrary loan request.</p>

3.0 CONCLUSION

3.1 Requests for information may be directed to the Edenvale Office of the firm in the first instance for assessment and forwarding to the relevant branch office where the information is actually stored.