

**JOBURG CITY THEATRES PAIA MANUAL**

In terms of Section 14 of the

Promotion of Access to Information Act

**Version 1. 2023**

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1. **PREAMBLE**

The Promotion of Access to Information Act 2 of 2000 ("the Act"), requires that we as a public body compile a manual giving Information to the public regarding the procedure to be followed when a request for information is received for the purpose of exercising or protecting rights.

1. **INTRODUCTION**
	1. Description of Joburg City Theatres ("JCT") business

To provide a high quality, innovative, accessible theatre, live entertainment and educational productions and experiences, which serves the diverse communities of the City of Joburg and supports social cohesion, inclusivity and tolerance. As a secondary business, the entity provides supportive hospitality infrastructure and services. JCT operates three theatres, namely: Joburg Theatre (Braamfontein); Roodepoort Theatre (Roodepoort) and Soweto Theatre (Soweto).

* 1. Vision

A leading African artistic platform providing sustainable, development-oriented and diverse programming and services.

* 1. Mission

To produce and present innovative and diverse local and international entertainment programmes that promote inclusion and social cohesion.

1. **CONTACT DETAILS**

Full name: Joburg Theatre (Pty) Limited t/a Joburg City Theatres

Registration number: 2000/013032/07

Physical address: 163 Civic Boulevard, Braamfontein, Johannesburg

Telephone number: 011 877 6800

Information Officer: Ms. Justine Lipson

 justine@joburgtheatre.com

Deputy Information Officer: Mr. Vukani Magubane

 vukani@joburgtheatre.com

1. **OFFICIAL GUIDE**

Section 10 of the Act requires the South African Human Rights Commission (SAHRC) to publish a Guide containing information reasonably required by a person wishing to exercise or protect any right in terms of this Act.

The Guide will contain the following information:

1 The objects of the Act;

2. Particulars of the information officer of every public body;

3. Particulars of every private body as are practicable;

4. The manner and form of a request for access to information held by a body;

5. Assistance available from both the information officers and the Human Rights

Commission in terms of this Act;

6. All remedies in law regarding acts, omissions, rights and duties, including how to lodge an internal appeal and a court application;

7. Schedules of fees to be paid in relation to requests for access to information;

8. Regulations made in terms of the Act.

1. **APPLICABLE LEGISLATION**

Where applicable to our operations, information is also available In terms of certain provisions of the following statutes:

Banks Act 94 of 1990;

Basic Conditions of Employment Act 75 of 1997;

Companies Act 71 of 2008;

Consumer Protection Act 68 of 2008;

Compensation for Occupational Injuries and Diseases Act 130 of 1993;

Constitution of RSA Act 108 of 1996;

Employment Equity Act 55 of 1998;

Income Tax Act 58 of 1962;

Labour Relations Act 66 of 1995;

Local Government Municipal System Act 32 of 2000;

Local Government Municipal Structures Act 117 of 1998;

Municipal Demarcation Act 27 of 1998;

Municipal Finance Management Act 56 of 2003;

Intergovernmental Fiscal Relations Act 97 of 1997;

Division of Revenue Act 5 of 2022;

Remuneration of Public Office Bearers Act 20 of 1998;

Local Government Transition Act 209 of 1993;

Transfer of Staff to Municipalities Act 17 of 1998;

Occupational Health and Safety Act 85 of 1993;

Protection of Personal Information Act 4 of 2013 and

Unemployment Insurance Act 63 of 2001.

Where applicable to our operations, we also retain records and documents in terms of the following statutes:

 Basic Conditions of Employment Act 75 of 1997;

 Companies Act 71 of 2008;

 Compensation for Occupational Injuries and Diseases Act 130 of 1993;

 Employment Equity Act 55 of 1998;

 Income Tax Act 58 of 1962;

 Labour Relations Act 66 of 1995;

 Occupational Health and Safety Act 85 of 1993;

 Prescription Act 68 of 1969; and

 Value-added Tax Act 89 of 1991.

1. **INFORMATION AVAILABLE IN TERMS OF THE ACT**
	1. Statutory company information
		1. Certificate of incorporation.
		2. Certificate of change of came (if any).
		3. Memorandum of Incorporation.
		4. Directors' attendance register.
		5. Annual Financial Statements.

* 1. Accounting records
		1. Books of account.
		2. Delivery notes, orders, invoices, statements, receipts, vouchers, etc.
	2. Statutory employees’ records
		1. Employees' names and occupations.
		2. Time worked by each employee.
		3. Remuneration paid to each employee.
		4. Date of birth of each employee.
		5. Employment equity report.
		6. Salary and wages register.
		7. Records of foreign employees.
		8. Collective agreements.
		9. Working hours.
		10. Conditions of service.
		11. Arbitration awards.
		12. Determinations made in terms of Section 95(5) of the Basic Conditions of

 Employment Act.

* + 1. Records of strikes or protest action.
		2. Training Records.
		3. Information of Skills Development Act.
		4. Staff records (after date of employment ceases).
		5. Tax records of employees.
	1. Other employees’ records
		1. Employees’ contracts.
		2. Incentive schemes.
		3. Study assistance schemes.
		4. Maternity leave as per conditions of service.
		5. Housing scheme.
		6. Disability scheme.
		7. Code of conduct.
	2. Pension and retirement funding records
		1. Pension Fund Rules.
		2. Pension Fund account records.
		3. Minutes of meetings of trustees and members.
		4. Actuarial valuation reports.
		5. Contribution reports.
		6. Annual accounts.
	3. Health and safety
		1. Medical surveillance records.
		2. Safety management system.
		3. Audits.
		4. Material safety data sheet.
		5. Incident statistics.
		6. Risk assessments.
		7. Emergency response plans.
	4. Immovable property
		1. Title Deeds.
		2. Lease agreements.
		3. Building plans;
		4. Mortgage bonds or other encumbrances to fixed property.
	5. Movable property
		1. Asset register.
		2. Finance and lease agreements.
	6. Intellectual property
		1. Patents, patent applications and inventions.
		2. Trademarks, trade names and protected names.
		3. Copyrights.
		4. Agreements relating to intellectual property such as licence agreements,

secrecy agreements, consulting agreements, etc.

* 1. Legal agreements
		1. Material agreements concerning provision of services or materials.
		2. Partnership agreements, participation, marketing, co-promotion or other

 alliance agreements.

* + 1. Agreements with contractors and suppliers.
		2. Agreements with customers;
		3. Sale agreements.
		4. Agreements with governmental agencies.
		5. Purchase or lease agreements.
		6. Production and Co-production agreements.
	1. Taxation

 Copies of all income tax returns and other tax returns and documents.

* 1. Litigation

 Complaints, pleadings, briefs and other documents pertaining to any actual,

 pending or threatened litigation, arbitration or investigation.

* 1. Insurance
		1. Insurance policies.
		2. Claim records.
	2. Information technology
		1. Hardware.
		2. Operating systems.
		3. Telephone exchange equipment.
		4. Telephone lines, leased lines and data lines.
		5. LAN installations.
		6. Software packages.
		7. Disaster recovery.
		8. Internal systems support and programming / development.
		9. Capacity and utilization of current systems.
	3. Marketing
		1. Products.
		2. Stakeholders.
		3. Brochures, newsletters and advertising materials.
		4. Marketing and communications guidelines.
1. **INFORMATION AUTOMATICALLY AVAILABLE**

The following categories of records are automatically available for inspection, purchase or photocopying. In other words you do not need to request this information in terms of the Promotion of Access to Information Act.

1. Newsletters.

2. Booklets.

3. Pamphlets / Brochures.

4. Reports.

5. Posters.

6. JCT social media platforms.

7. Other literature intended for public viewing.

1. **PROCEDURE FOR REQUESTING ACCESS TO INFORMATION**
	1. The requester must complete Form C of Annexure B (on this manual it is Annexure A attached hereto) to the Regulations regarding the Promotion of Access to Information Act 2 of 2000 (published under Government Notice R187 in Government Gazette 23119 of 15 February 2002 as amended by Government Notice R1244 in Government Gazette 25411 of 22 September 2003) and submit this form together with a request fee, to the Information Officer of JCT.
	2. A request for access to a record must be made in the prescribed form to the Information Officer of JCT and at the company’s address or electronic mail address.
	3. The requester must at least:
		1. Provide sufficient particulars relating to the information required;
		2. indicate which form of access is required;
		3. to specify a postal address or fax number of the requester in the Republic;
		4. to identify the right the requester 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;

* + 1. if, in addition to a written reply, the requester wishes to be informed of the

decision on the request in any other manner, to state that manner and the necessary particulars to be so informed; and

* + 1. if the request is made on behalf of a person, to submit proof of the capacity in

which the requester is making the request, to the reasonable satisfaction of the head of the company.

**ANNEXURE A**

**FORM 2**

**REQUEST FOR ACCESS TO RECORD**

*Note:*

1. *Proof of identity must be attached by the requester.*
2. *If request is made on behalf of another person, proof of such authorisation must be attached to this form.*