

CHAMBER OF MINES OF SOUTH AFRICA

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 ("the Act")

PART I

(Information required under section 51(1)(a) of the Act)

Name of body: Chamber of Mines of South Africa

Head of body: Mr M G Diliza, Chief Executive

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PART II

(Information required under section 51(1)(b) of the Act)

Section 51(1)(b) of the Act calls for a description of the guide referred to in section 10 of the Act, if available, and how to obtain access to it. The guide referred to in section 10 is a guide that must be compiled by the Human Rights Commission containing such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Rights Commission should make the guide available.

PART III

(Copy of notice, if any, required under section 51(1)(c) of the Act)

Not applicable

PART IV

(Information required under section 51(1)(d) of the Act)

Records are kept in accordance with the following legislation:

Income Tax Act 58 of 1962 (section 75(1))

Unemployment Insurance Act 30 of 1966 (sections 32 and 33)

Value-Added Tax Act 89 of 1991 (section 55)

Compensation for Occupational Injuries and Diseases Act 130 of 1993
(section 81)

Labour Relations Act 66 of 1995 (sections 98, 99 and 205)

Basic Conditions of Employment Act 75 of 1997 (sections 29(4) and 31)

Employment Equity Act 55 of 1998 (section 26)

Skills Development Levies Act 9 of 1999 (section 13)

PART V

(Information required under section 51(1)(e) of the Act)

A WebPage and Library Records

WebPage

The Chamber's WebPage (www.bullion.org.za) is accessible to anyone who has access to the internet. The Chamber's WebPage has the following categories:

About the Chamber
Mining Economics and Statistics
Mining Education

Media Releases and Speeches
Publications
Techno-Economics
Mining and the Environment
Current Issues
Global Mining Directory
Daily Mining Media News

Library

The Chamber of Mines' library consists of a collection of works on various mining-related topics. The material designation of the library is books and journals. This collection can be accessed via Sabinet and the national inter-library loan system. Persons wishing to make use of the facilities may do so but access is strictly by appointment only. Any costs that are incurred will be for the account of the user.

B Other Records

Operational Information

This information can be defined as information needed in the day to day running of the organization and is generally of little to no use to persons outside the organization. (Examples of such information are: requisitions, internal phone lists, address lists, company policies, directives, contracts, employee records and general "house keeping" information).

Communications

(i.e. correspondence to and from persons within and without the organization since 1996).

Circulars

(i.e. documents circulated since 1996 within the Chamber on topics relevant to the mining industry).

Microfilm

(i.e. microfilmed pre 1996 circulars and communication documentation. Accessing such microfilm is problematic due to various technical difficulties).