



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 452

Pretoria, 20 February 2003  
Februarie 2003

No. 24531

## MANUAL

IN ACCORDANCE WITH

THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

**INDEX**

<b>Company Name</b>	<b>Gazette No.</b>	<b>Date</b>	<b>Page No.</b>
Lafarge South Africa	24531	20-2-2003	3



## MANUAL OF

### LAFARGE SOUTH AFRICA (PTY) LIMITED (REGISTRATION NUMBER 1947/027184/07)

(holding company of a group of non-trading companies in the cement, stone, ready-mixed concrete and related industries)

including associated entities

as well as the wholly-owned South African subsidiary companies:

	<u>Registration Number</u>
African Cement (Pty) Limited	1971/010050/07
Arlington Enterprises (Pty) Limited	1971/008064/07
Cape Blue Rock (Pty) Limited	1958/001512/07
Circle Provident Fund	12/8/24227/1
Ciskei Quarries (Pty) Limited	1977/000928/07
Dawnkell Investments (Pty) Limited	1973/006351/07
Evander Crushers (Pty) Limited	1976/000296/07
Lafarge Cement (Pty) Limited	1976/004518/07
Lafarge Cement Sales (Pty) Limited	1969/010203/07
Lafarge Finance (Pty) Limited	1980/002700/07
Lafarge Foreign Holdings (Pty) Limited	1969/002827/07
Lafarge Investments (Pty) Limited	1958/003176/07
Lafarge Lime (Pty) Limited	1971/000834/07
Lafarge Materials Investments (Pty) Limited	1960/000284/07
Lafarge Products (Pty) Limited	1970/016287/07
Lafarge South Africa Employees Provident Fund	12/8/28323/1
Lafarge South Africa Retirement Fund	135832/R
Murray & Roberts Quarries (Pty) Limited	944/005006/07
Northern Cement Company (Pty) Limited	1984/009964/07
Pietersburg Mixed Concrete (Pty) Limited	1967/013012/07
Port Elizabeth Holdings (Border Investments) (Pty) Limited	1969/015169/07
Quarryman (Pty) Limited	1955/001843/07
Quarryman (Southern Cape) (Pty) Limited	1967/016090/07
Quarryman Holdings (Pty) Limited	1947/026000/07
Ready Mix Materials (Pty) Limited	1987/000894/07
SF Harvey Benefit Fund	IT756/1949
Tarmac South Africa (Pty) Limited	1948/028882/07
Tarmac Transkei (Pty) Limited	1979/060058/07
Tswana Lime Limited	1969/011200/06
Western Hills (Pty) Limited	1952/002077/07
Bay Stone Sales - Partnership	
Bolwela Aggregates - Partnership	

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



## INTRODUCTION TO LAFARGE SOUTH AFRICA

Lafarge South Africa ("Lafarge") is a private company incorporated according to the company laws of South Africa. The Company is a wholly-owned subsidiary of Lafarge S.A. (website: [www.lafarge.com](http://www.lafarge.com)) a world leader in building materials.

Lafarge produces and supplies materials for use in the building and civil construction industries. Products produced by Lafarge include cement, aggregates and ready-mixed concrete.

## ADMINISTRATION OF THE ACT

*(Section 51(1)(a) of the Act)*

The Chief Executive Officer of the Lafarge group has duly authorised the contact person below to ensure that the requirements of the Act are administered in a fair, objective and unbiased manner.

Head of body	:	Dr FJP de Rougemont
Contact person	:	G Georgiadis (Designated head of the private body)
Postal address	:	Private Bag X26 Gallo Manor 2052
Physical address	:	Buildings 3 & 4 Country Club Estate 21 Woodlands Drive Woodmead 2052
Telephone No	:	+27 11 257 3300
Fax No	:	+27 11 257 3304
E-mail address	:	<a href="mailto:george.georgiadis@lafarge.com">george.georgiadis@lafarge.com</a>

**SECTION 10 GUIDE**

*(Section 51(1) (b) of the Act)*

It has been indicated that the users guide will, according to the South African Human Rights Commission ("SAHRC"), be made available to the public by no later than August 2003. The guide will, *inter alia*, include:

- what the objects of this Act are
- the relevant contact details of each public and private body
- the process that needs to be followed in order to request access to records
- assistance available from the SAHRC and information officers of public bodies
- how to get access to the manual of a private body
- all the remedies available in law to you
- prescribed fees payable in respect of requests for information

Enquiries should be directed to:

The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041

Telephone No : +27 11 484 8300

Fax No : +27 11 484 0582

Website : [www.sahrc.org.za](http://www.sahrc.org.za)

e-mail : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

**NOTICE PUBLISHED IN TERMS OF SECTION 52(2) OF THE ACT**

*(Section 51(1)(c) of the Act)*

None published.

**INFORMATION FREELY AVAILABLE**

*(Section 51(1)(d) of the Act)*

Records that are kept in accordance with legislation, include but are not limited to:

- Atmospheric Pollution Prevention Act and Regulations (45/1965)
- Basic Conditions of Employment Act and Regulations (75/1997)
- Companies Act & Regulations (61/1973) including legislated registers
- Compensation for Occupational Injuries and Diseases Act and Regulations (130/1993)
- Employment Equity Act and Regulations (55/1998)
- Environment Conservation Act and Regulations (73/1989)
- Explosives Act and Regulations (26/1956)
- Hazardous Substances Act and Regulations (15/1973)
- Income Tax Act (58/1962)
- Labour Relations Act and Regulations (66/1995)
- Mine Health and Safety Act and Regulations (29/1996)
- Minerals Act and Regulations (50/1991)
- Mineral and Petroleum Resources Development Act (28/2002)
- National Environmental Management Act (107/1998)
- National Water Act and Regulations (36/1998)
- Occupational Health and Safety Act and Regulations (85/1993)
- Pensions Funds Act and Regulations (24/1956)
- Promotion of Access to Information Act (2/2000)
- Regional Services Councils Act (109/1985)
- Skills Development Act and Regulations (97/1998)
- Unemployment Insurance Act (63/2001)
- Value Added Tax Act (89/1991)

These records, which are of a public nature, are available freely without a person having to request access thereto in terms of Section 52 of the Act.

Lafarge has not submitted any notice in terms of Section 52(1) of the Act.

Product brochures are freely obtainable from Lafarge and/or stockists. Product information is also available on the Lafarge website: [www.lafarge.co.za](http://www.lafarge.co.za).

**RECORDS AVAILABLE ON REQUEST IN TERMS OF THE PROVISIONS OF THE ACT**

Section 51(1)(e) of the Act requires sufficient details to facilitate a request for access to a record of the private body, a description of the subjects on which the body holds records and the categories of records held on each subject.





The Lafarge contact person has been delegated with the task of receiving and co-ordinating all requests for access to information in terms of the Act. Requests should accordingly be directed to the designated contact person at the address referred to on page 2 hereof and must substantially correspond with form C hereof and Annexure B to Government Notice No. R. 187 dated 15 February 2002, and should be specific in terms of the information requested and the business location of that information. If the requester is uncertain as to the exact location and specific description of the record concerned, he/she is invited to contact the Lafarge contact person who will assist in identifying the information concerned.

Lafarge holds information on the subjects underlined and listed below. Reflected beneath each subject is a broad indication of the categories of records held on each subject:

#### ACCOUNTING, FINANCE AND TAXATION

- |   |  |   |
|---|--|---|
| - Accounting (financial and management) | - Debtors  | - Policies and Procedures   |
| - Annual financial statements           | - Fixed asset registers                                    | - Project Finance   |
| - Auditing                              | - Forecasts  | - Records / Returns pertaining to company tax, STC, PAYE, VAT, RSC levies and CGT |
| - Audits                                | - Forex  | - Reports   |
| - Banking                               | - Inventories  | - Statutory Returns   |
| - Books of account                      | - Invoices, Statements and Vouchers                        | - Taxation  |
| - Budgets                               | - Legal proceedings for collection of outstanding payments |   |
| - Capital expenditure                   | - Loans  |   |
| - Costs                                 |  |   |
| - Creditors                             |  |   |

#### COMPANY SECRETARIAL, LEGAL SERVICES AND ADMINISTRATION

- |   |   |  |
|---|---|--|
| - Acts and amendments   | - Directors board meetings, minutes and agendas     | - Memorandum and Articles of Association       |
| - Agreements, Contracts and Correspondence – various                  | - Directors committee meetings, minutes and agendas | - Property and Mineral Leases                  |
| - Annual Financial Statements   | - Documents, Information and Returns                | - Property Registers                           |
| - Application, notices and permits in terms of Minerals Act (51/1991) | - Group Company information                         | - Registers required in terms of Companies Act |
| - Appointments  | - Intellectual Property records                     | - Share Certificates                           |
| - Associated Companies information                                    | - Joint Venture and Partnerships Agreements         | - Shareholders' Agreements                     |
| - Certificates of Incorporation                                       | - Land Claims                                       | - Signing Authorities                          |
| - Certificates to Commence Business                                   | - Lease and Instalment Sale Agreements              | - Shareholder's meetings, minutes and agendas  |
| - Commercial Law matters  | - Legal Correspondence, Legal Proceedings           | - Statutory documents, information and returns |
| - Companies Act records   | - Legal opinions – various                          | - Strategic planning                           |
| - Competition Law   | - Legislation – various                             | - Subsidiary Companies information             |
| - Corporate Identity  | - Licences, permissions and exemptions              | - Titled Deeds, licenses and permits - various |
| - Correspondence – general  |   |  |
| - Directors Attendance registers                                      |   |  |



#### ENVIRONMENTAL / ECOLOGY

- Buildings/ property
- Conservation
- Correspondence
- Emission Control records
- Environmental impact studies
- Environmental Management Programmes
- ISO 14001
- Minutes
- Noise records
- Occupational hygiene
- Permits
- Projects
- Rehabilitation
- Reports
- Research

#### HUMAN RESOURCES

- Benefit Schemes: rules and records
- Career Path Assessment
- Clinic services
- Complements and strengths
- Conditions of Employment
- Corporate Social Responsibility
- Disciplinary records
- Documents various: appointments; promotions; dismissals; supervisions; and disciplinary actions
- Employee development
- Employment equity reports
- Housing – Loans and Assistance
- Industrial relations
- Job Applications and Appointments
- Labour broker Agreements
- Minutes of Meetings
- OHASA records
- Payroll records
- Personnel Records
- Policies and procedures
- Reports
- Scholarships / bursaries
- Seta records
- Statutory and Non-Statutory returns
- Training schedules and materials
- Workplace and Trade Union Agreements and Records

#### INFORMATION TECHNOLOGY

- Contracts – various
- Correspondence
- Databases
- Disaster recovery
- Internet
- Intranet
- Licences
- Policies, procedures and standards
- Research
- Security
- System documentation and manuals
- User liaison
- Y2K documentation

#### INSURANCE AND RISK MANAGEMENT

- Claims documentation
- Correspondence
- Insurance policies and registers
- Risk Management programme
- Risk Management Surveys and action plans

#### LOGISTICS

- Clearing and forwarding Agreements
- Distribution, handling, packaging and storage Agreements
- Transportation Agreements





#### MINING AND RECOVERY

- Engineering Information
- Geology
- Geotech
- Metallurgy Information
- Mine planning Information
- Mining Procedures
- Mining techniques
- Projects / Various
- Recovery methods
- Reports / Various
- Resource databases
- Survey Information
- Technical Service Information

#### RETIREMENT AND BENEFIT FUNDS

- Administration Agreements
- Booklets
- Claims
- Communications
- Financial
- Forms
- Membership
- Trustee minutes

#### MAINTENANCE

- Emergency response plans
- Maintenance and inspection schedules
- Operating procedures
- Preventative maintenance programmes

#### MANUFACTURING AND PRODUCTION

- Cost analyses
- Inventory – control and procurement
- Packing and despatch
- Product performance test results
- Procurement
- Quantity Assurance
- Specifications and Statistics
- Technical services
- Technical training

#### PUBLIC AND CORPORATE AFFAIRS

- Community and Social Responsibility
- Corporate Responsibility
- Environmental Awareness
- HIV/AIDS
- Photographic Library
- Press Releases
- Producer Relations
- Public Relations
- Publications – In-House
- Shows, presentations and videos
- Sponsorship

#### PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

- Documents and Agreements relating to procurement and supply of commodities and services



#### RESEARCH AND DEVELOPMENT

- Feasibility studies
- Geological and Prospecting data
- Mineral resource management
- Patents – Technology
- Procedures
- Projects
- Reports – Technology
- Resource sampling
- Specifications
- Technical documents and notes

#### SALES AND MARKETING

- Advertising and Promotional material
- Agreements
- Brand policy and standards
- Customer services
- E-commerce
- Print and Audio - Visual material
- Sales and Customer records
- Statistics
- Product pricing
- Tenders

#### SECURITY

- Ammunition and firearm registers
- Emergency Procedures
- Explosives Register
- Incident Logs
- Investigations
- Projects / Various
- Reports / Various
- Surveillance
- Training

#### SAFETY, HEALTH AND ENVIRONMENT

- Accident Investigations
- Documents relating to water conservation, waste management and emission control
- Emergency Procedures
- Environmental Management plans
- Good Housekeeping
- Legal Appointments
- NOSA Information
- Policy and Procedures – environmental and safety and health
- Registers / Various
- Reports / Various
- Safety Statistics
- Safety, Health and Environmental audits and inspections
- SHE Minutes of Meeting
- SHE Records
- SHE Training

The records are held across the following Lafarge business areas in South Africa and by the Administrators of its Retirement Funds:

- Cape Town Branch
- Corporate Headquarters (Woodmead, Sandton)
- Durban Branch
- Liberty Corporate Benefits (Braamfontein, Johannesburg)
- Lichtenburg Works (North-West Province)
- NBC Consultants and Actuaries (Sandown, Johannesburg)

**AVAILABILITY OF THE MANUAL**

*(Section 51(3) of the Act)*

The manual is available for inspection at Lafarge Head Office at the address referred to on page 2, the South African Human Rights Commission and the Government Gazette.

**REQUEST PROCEDURES AND FEES**

In terms of Section 53, a request for access to a record of Lafarge must be made to the designated contact person in the prescribed form:

The requester will be asked to pay the prescribed fee before further processing the request. A person who seeks access to a record containing personal information about themselves is not required to pay a fee. Any other person will be required to pay the request fee of R50,00.

Fees payable for the gathering and supply of information were prescribed by the Minister of Justice and Constitutional Development in Government Notice R.187 dated 15 February 2002.

**GROUND FOR REFUSAL OF ACCESS TO RECORDS AND PROTECTION OF INFORMATION**

In terms of Chapter 4 of the Act, the head of a private body must refuse access to information falling into the following categories, save in circumstances provided for in the Act:

- Mandatory protection of the privacy of a third party who is a natural person.
- Mandatory protection of the commercial information of a third party.
- Mandatory protection of certain confidential information of a third party.
- Mandatory protection of the safety of individuals and the protection of property.
- Mandatory protection of records privileged from production in legal proceedings.
- The commercial information of Lafarge.
- Mandatory protection of research information of a third party.

Despite any provisions of the Act, a request must be granted if the disclosure of the record would reveal evidence of a substantial contravention of, or failure to comply with, the law, or imminent and serious public safety or environmental risk, and, the public interest in the disclosure of the record clearly outweighs the harm contemplated. (Section 70 of the Act).

---

This is a preliminary manual, which will be amplified and reviewed from time to time while awaiting the final guidelines from the South African Human Rights Council.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531