

PROMOTION OF ACCESS TO INFORMATION ACT

SECTION 51(1)(e)

JOHANNESBURG HOUSING COMPANY

(Non-Profit Company former Association registered in terms
of Section 21)

Registration number: 1995/013843/08

and subsidiaries:

BRICKFIELDS HOUSING COMPANY

(Proprietary Limited)

Registration number: 2002/026972/07

DZULANI HOUSING COMPANY

(Proprietary Limited)

Registration number: 2007/005251/07

MAKHULONG A MATA LA COMMUNITY DEVELOPMENT SERVICES

(Non-Profit Company former Association incorporated
under Section 21)

Registration number: 2003/029904/08

MITJA INVESTMENTS NO. 66

(Proprietary Limited)

Registration number: 2001/006101/07

A. INTRODUCTION

Mission Statement of the Johannesburg Housing Company (JHC)

The Johannesburg Housing Company is committed to urban regeneration through provision of quality, value for money accommodation and service for all who choose to live in JHC projects and neighbourhoods, in a manner that is both sustainable and promotes growth.

JHC Values

- Commitment
- Teamwork
- Integrity
- Sustainability

The following subsidiaries of the JHC are covered by this manual:

Brickfields Housing Company (Proprietary Limited)

Registration number: 2002/026972/07

Dzulani housing company (Proprietary Limited)

Registration number: 2007/005251/07

Makhulong A Matala Community Development Services (Non-Profit Company former Association incorporated under Section 21)

Registration number: 2003/029904/08

Mitja Investments No. 66 (Proprietary Limited)

Registration number: 2001/006101/07

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details (Section 51(1)(a))

Physical Address

53 Main Street
Marshalltown
Johannesburg
2001

Postal Address

PO Box 61738
Marshalltown
2107

Telephone

+27 11 241-6900

Facsimile

+27 11 836-0469

Full Names & Surname

Ms. Elize Stroebel

Designation

Chief Executive Officer

Email

elize@jhc.co.za

2. The Section 10 Guide on How to Use the Act (Section 51(1)(b))

The Guide will be available from the South African Human Rights Commission. Please direct any queries to the South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone : +27 11 484-8300
Fax : +27 11 484-0582
Website : www.sahrc.org.za
Email : PAIA@sahrc.org.za

3. Records Available in Terms of any other Legislation (Section 51(1) (d))

- Basic Conditions of Employment No. 75 of 1997
- The Companies Act No. 71 of 2008
- Compensation for Occupational Injuries and Health Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Income Tax Act No. 95 of 1967
- Labour Relations Act No. 66 of 1995
- Medical Schemes Act No. 131 of 1998
- Occupational Health & Safety Act No. 85 of 1993
- Pensions Funds Act No. 24 of 1956
- Regional Services Councils Act No. 109 of 1985
- Skills Development Levies Act No. 9 of 1999
- Skills Development Act No. 97 of 1998
- Unemployment Contributions Act No. 4 of 2002
- Unemployment Insurance Act No. 63 of 2001
- Value Added Tax Act No. 89 of 1991

4. Access to the Records Held by the Private Bodies in Question (Sections 51(1)(c) and 51(1)(e))

- i. The latest notice regarding the categories of records of the body, which are available without a person having to request access in terms of this Act in terms of sections 52(2) (Section 51(1)(c))
- ii. Records that may be requested. A description of the subjects of the records held by the Johannesburg Housing Company, Brickfields Housing Company, Dzulani Housing Company, Mitja Investments No. 66 and Makhulong A Matala Community Development Services and the categories in which these subjects are classed (Section 51(1)(4)(e))

Community Development

The Community development category comprises of the following main classes:

Correspondence

Monthly Reports

Tenant Support Services

- Counselling Services
- Departmental Support
- Tenant Benefits

Training and Education

- Homework Assistance Programme
- Information Technology Centres
- Life Skills Training

Community Building Initiatives

- Youth Initiatives
- Sports Programmes
- Arts & Culture

Precinct Development

- Ekhaya Neighbourhood Programme

Funding Proposals

Interviews

- Entry Interviews
- Exit Interviews

Finance

The Finance category comprises of the following main classes:

Correspondence

Monthly Reports

Budgets

Management Accounts

Salary Administration

Tax Management

Audit Management
Risk Management
Treasury Management
Cash flow Management
Credit Control – Debtors
Creditors Control

Compliance

The Compliance category comprises of the following main classes:

Risk Management
Internal Audit
Statutory Compliance
Regulatory Compliance

Corporate Development

The Corporate Development category comprises of the following main classes:

Correspondence
Monthly Reports
Annual Reports
Board

- Board Administration
- Board Correspondence
- Agendas & Minutes

Corporate Governance

- Statutory Documents

Policies
Processes
Committees

- Executive Committee
- Remuneration Committee

Risk Management
Strategy

- Strategic Planning
- Financial Strategy

Staff Meetings

- Operations Meetings
- Senior Management Meetings

Human Resources

The Human Resources category comprises of the following main classes:

Correspondence

Monthly Reports

Staff Benefits and Incentives

- Incentive Bonuses
- Medical Aid
- Pension Fund
- Overseas Travel

Job profiles

Staff list

Investigations and Hearings

Performance

- Performance Appraisals
- Performance Reviews

Training

- Training Material

Information Technology

The Information Technology category comprises of the following main classes:

Correspondence

Service Providers

Website

Databases

Hardware Audits

Information Technology Newsletters

Telephone System

New Developments

The New Development category comprises of the following main classes:

- Correspondence
- Monthly Reports
- Building (File per building)
 - Agreements
 - Board Proposals
 - Council Documentation
 - Baseline Documents
 - Project Strategic Plan
 - Works Information
 - Correspondence
 - Early Warning Notifications
 - Financials
 - Minutes of Site Meetings
 - Safety Documentation
 - Site Instructions
 - Project Management Reports
 - Town Planning
 - Maintenance
 - Plans
- Potential new developments
 - Investigations and feasibility
 - Social Audits
 - Technical Audits
 - Board Proposals

Marketing

The Marketing category comprises of the following main classes:

- Correspondence
- Monthly Reports
- Advertising Communications
 - Annual Reports
 - Books
 - City of Joburg
 - Government
 - Newsletters
 - Tenant Handbook
- Surveys
 - Customer Services Surveys
 - Rental Surveys
 - Research and development
- Events
 - Annual General Meeting

- Building Launches
- Inter-Building Sports day

Logos

- Johannesburg Housing Company Logo
- Makhulong A Matala Logo
- Brickfields Housing Company Logo

Industrial Design

Marketing Strategy

Photo gallery

- Buildings
- Events

Property Management

The Property Management department includes the Building Management and Leasing Departments.

The main filing categories under Property Management are:

- Correspondence
- Monthly Reports

Building Management

The main filing categories under Building Management are:

- Correspondence
- Monthly Reports
- Meetings
- Building (File per building)
 - General
 - Service Issues
 - Maintenance
 - Tenants
 - Community Development
- Utilities
- Service Providers
- Housing Supervisor Issues

Leasing Administration

The main filing categories under Leasing Administration are:

- Correspondence
- Monthly Reports
- Meetings
- Building (Folder per building)
- Vacancies
- Subsidies
- Tenant Photos

Procurement

The Procurement category comprises of the following main classes:

- Tenders
- Quotes
- Appointment Letters
- Company Profiles

Resource Centre

A library has been established which include research reports, books and journals relating to the social housing industry.

5. Detail on How to Make a Request for Access (Section 51(e))

The requester must submit a written request to the Chief Executive Officer of the Johannesburg Housing Company.

The request must be submitted to the Chief Executive Officer at his address, fax number or electronic e-mail address.

The written request must:

- provide sufficient particulars to enable the Chief Executive Officer to identify the record/s requested and to identify the requester,
- indicate which form of access is required,
- specify a postal address or fax number of the requester in the Republic,
- identify the right that 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,
- 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 informed in the other manner,

- if the request is made on behalf of another person, to submit proof of the capacity in which the requester is making the request, to the reasonable satisfaction of the head of the private body.