

	Onelogix (Pty) Ltd 46 Tulbagh Rd Pomona, Kempton Park Postnet Suite 10, Private Bag x27, Kempton Park, 1620 South Africa Tel: +27 11 396 – 9040 Fax: +27 11 396 – 9050	No. of Pages	12
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4.4. Promotion to the Access of Information Manual		Revision No.	2
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Signature: 	Approved by: C. McCulloch	Date of Issue:	October 2020
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ONELOGIX GROUP: PROMOTION TO THE ACCESS OF INFORMATION MANUAL
 (Prepared in accordance with section 14 of the Promotion of Access to Information Act, 2000)

1. Company name: Onelogix Group of companies consisting of the following legal entities:

- I. Onelogix Group (Pty) Ltd: 46 Tulbagh Road, Pomona, Kempton Park
- II. Vehicle Delivery Services: 46 Tulbagh Road, Pomona, Kempton Park
- III. Trucklogix: Corner of Avon and Dakota street, Impala Park
- IV. Thrive solutions (Pty) Ltd: 46 Tulbagh Road, Pomona, Kempton Park
- V. Onelogix IT: 46 Tulbagh Road, Pomona, Kempton Park
- VI. Onelogix Projex: Exit 57, Umlaas Road, N3, Camper Down, Durban
- VII. Onelogix Cargo Solutions: Dunlop House, 3rd Floor, 265 Sydney Road, Durban
- VIII. Onelogix Agritrans: Farm Paisley 73, Frankfort, Free State
- IX. Onelogix Linehaul: 232 Denne Road, Brakpan
- X. United Bulk: 16 Barrage Road, Vereeniging
- XI. ATLAS360: 53 Watt Road, New Era, Springs
- XII. Cranbourne: 9 Cranbourne Avenue, Benoni
- XIII. Klari - T: 80 Sovereign Drive, Route 21 Business Park, Irene
- XIV. Jackson Transport: Denne Road, Brakpan
- XV. Buffelshoek Transport: Plot 14, 4th Street, Naboomspruit (Mookgophong)
- XVI. Cryogas Express: 16 Barrage Road, Vereeniging
- XVII. MPower: Corner of Avon and Dakota street, Impala Park
- XVIII. Onelogix Warehousing: Dunlop House, 3rd Floor, 265 Sydney Road, Durban
- XIX. Onelogix Auto Repair Centre: Exit 61, Umlaas Road, Camperdown

2. Contact details:

Mr. Cameron McCulloch (CEO)
 Mr. Morne Nel (COO)
 Mr. Geoff Glass (Financial Director)
 Mr. Neville Bester (Executive Director)
 Mr. Hein Swart (Group Human Resources Director)
 Mr. Dawid Joubert (Group Information & Technology Managing Director) Mr. Joubert is the duly appointed Information Officer.

Postal Address: PostNet suite 10
 Private Bag X27
 Kempton Park
 1619

Physical address: 46 Tulbagh Street
 Pomona
 Kempton Park
 1620



Telephone number: (011) 396-9040

Fax number: (011) 396-9050

3. OVERVIEW AND OBJECTIVE OF THE MANUAL

The Promotion of Access to information Act 2 of 2000 (PAIA) gives effect to section 32 of the Constitution of the Republic of South Africa which provides that everyone has the right to access information held by the state as well as information held by another person or private body when such privately held information is required for the exercise and protection of rights.

The PAIA aims to underline the importance of access to information in a democratic society by fostering a culture of transparency and accountability. PAIA does this by requiring public and private bodies to create both a manual describing the type of record they hold and procedures for others to access that information.

PAIA also sets limits on the type of information that can be assessed i.e. information requested might not be granted under various circumstances.

This manual is completed in accordance with Section 14 of PAIA and offers an outline of the Onelogix Group information which is accessible to the public. This includes:

1. Structure, functions and objectives of the Onelogix Group
2. Contact details of the Onelogix Group and its business Divisions
3. The procedure for requesting information from the Onelogix Group
4. Fees payable when requesting access to any of these records

PAIA reinforces the confidentiality of this information by providing that it must not be disclosed in term of the Act except to the person to whom it relates or that person's authorised representative. In addition, PAIA provides for confidentiality of various aspects of the Onelogix business operations where this would be appropriate and applicable.

The following process describes and explains the process for requesting access to Onelogix records and information. Latter process is consistent with the emphasis the Onelogix Group places on fostering a culture of transparency within the ambit of the law, as well as its adherence to the principles of accountability, integrity and responsibility to stakeholders. In light of the latter, The Onelogix Group carries extensive information on its official website at www.onelogix.com.

4. ORGANISATIONAL PROFILE

The Onelogix Group Limited, incorporated in the Republic of South Africa, registration number: 1998/004519/06.

5. THE ONELOGIX VISION: Each of the companies within the Onelogix Group aims to be the supplier of preference to its respective markets in recognition of its product quality and customer service excellence.

6. THE ONELOGIX PURPOSE: The Onelogix companies intend to provide world-class logistics and related services to the Southern and East African regions.

7. THE ONELOGIX VALUE SYSTEM

- Commitment to excellence
- Accountability
- Teamwork
- Integrity
- Fairness
- Respect
- Trust



8. THE ONELOGIX OPERATING STRUCTURE

Chief Executive Officer

Chief Operating Officer

Group Financial Director

- Group Human Resources
- Group Information & Technology
- Group SHEQ
- Group Risk
- Group Finance and Administration

9. THE ONELOGIX INFORMATION OFFICER: Dawid Joubert

10. APPLICABLE LEGISLATION

NO	REF	ACT
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 37 of 2002	Financial Advisory and Intermediary Services Act
8	No 75 of 1997	Basic Conditions of Employment act
9	No 130 of 1993	Compensation for Occupational Injuries and Diseases Act
10	No 25 of 2002	Electronic Communications and Transactions Act
11	No 2 of 2000	Promotion of Access of Information Act
12	No 30 of 1996	Unemployment Insurance Act
13	No 85 of 1993	Occupational Health and Safety Act
14	No 26 of 2000	Protected Disclosure Act
15	No 97 of 1998	Skills Development Act
16	No 53 of 2002	Broad Based Black Economic Empowerment
17	No 108 of 1996	Constitution of the Republic of South Africa
18	No 68 of 2008	Consumer Protection Act
19	No 98 of 1978	Copyright Act
20	No 25 of 2002	Electronic Communications and Transactions Act
21	No 38 of 2001	Financial Intelligence Centre Act
22	No 103 of 1977	National Buildings Regulations and Buildings Standard Act
23	No 34 of 2005	National Credit Act
24	No 5 of 2000	Preferential Procurement Policy Framework Act
25	No 52 of 2002	Promotion of Equality & Prevention of Unfair Discrimination Act
26	No 70 of 2002	Regulation of interception of Communications and Provisions of Communication Related Information Act
27	No 9 of 1999	Skills Development Levy Act
28	No 12 of 2004	Combatting & Prevention of Corrupt Activities Act



12. SCHEDULE OF RECORDS

- **Records available without formal request:**
 1. Promotion of Access to Information Manual
 2. Annual Reports
 3. Internal Group Circulars

- **Information available on the Onelogix website:**
 1. Financial statements
 2. Latest news
 3. Company profile
 4. Strategic focus and business model
 5. Group history
 6. Gallery

General Information pertaining to Onelogix

- Organisational profile
- Contact information for the Onelogix Group
- Disclaimers
- News articles Media releases
- Frequently Asked Questions
- Legislation:
 - Acts
 - Exemptions
- Collective Council main agreements

13. RECORDS AND INFORMATION THAT SHOULD BE FORMALLY REQUESTED IN TERMS OF PAIA

The following information should be formally requested by using the request procedure – Form A.

13.1. BROAD CATEGORIES OF INFORMATION HELD BY THE ONELOGIX GROUP

- Compliance and regulatory records:
 - Compliance profile
 - Public query information

13.2. LEGISLATIVE AND POLICY FRAMEWORK RECORDS

- Legal opinions
- Service level agreements
- Contracts
- Third party provider agreements

13.3. CORPORATE GOVERNANCE RECORDS

- Organisational and business plans
- Memoranda of understanding
- Group policies and procedures



- Occupational health and safety plan
- Loss control register
- Evacuation procedure

13.4. INFORMATION TECHNOLOGY RECORDS

- Incidents and service requests
- System event logs
- System performance logs
- Systems maintenance checks
- Monthly operation reports
- Service level agreements
- IT policies and procedures
- Network maintenance
- System development documents

13.5. FINANCIAL MANAGEMENT RECORDS

- Financial accounting
- Financial reporting
- Contracts and tender administration
- Asset management
- Management accounting

13.6. HUMANAN RESOURCES MANAGEMENT RECORDS

- Group HR policies and procedures
- Record of advertised positions
- Training and development plans
- Employment equity plan and statistics
- Workplace Skills Plan and training records

13.7. PROJECT MANAGEMENT RECORDS

- Project methodology and standard framework
- Project information
- Project operations documentation

13.8. COMMUNICATION RECORDS

- Official external communication e.g. media releases
- Website content
- Corporate identity

14. REQUESTS FOR INFORMATION WITH SENSITIVITY CLASSIFICATION

The Information Officer will evaluate the request within the statutory and regulatory frameworks and respond to the request accordingly to the requestor.



15. REQUEST PROCEDURE

Access information listed above must be made by following the procedures outlined below: How to request for information from the Onelogix Group?

- Complete Form A which is attached to this manual. The request must be made in person or by e-mail, fax or post to the Information Officer as stipulated. If an acknowledgement of receipt for the request is not received within 14 days, please contact the Information Officer to ensure that the request has been received:
- Postal Address: PostNet Suite, Private Bag X27, Kempton Park, 1619
- Street address: 46 Tulbagh Street, Pomona, Kempton Park, 1620
- Tel. No: 011 – 396-9040
- Fax No: 011 – 396 – 9050
- E-mail: PAIA_Requests@onelogix.com

Important points to remember when completing request form:

- The requestor must use the prescribed Form A to make the request for access to a record. This must be made to the Information Officer. This request must be made to the address, fax number or e-mail address of the Information Officer.
- The requestor must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requestor.
- The requestor should indicate which form of access is required.
- The requestor must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right as per section 53 (2) (d) of PAIA.
- If a request is made on behalf of another person, the requestor must then submit proof of the capacity in which the requestor is making the request to the satisfaction of the Information Officer as per Section 53 (2) (f).
- A requestor who seeks access to a record containing personal information about that requestor is not required to pay the request fee. The request fee the requestor must pay a private body is currently R50. The requestor may lodge an application to the Court against the tender or payment of the request fees.
- Every other requestor, who is not a personal requestor must pay the required request fee.
- The Information Officer is required to take a decision on the request within 30 days of receipt of the request, failing which the request is deemed to have been refused. The information Officer may extend the period for taking a decision to 60 days under the following circumstances:
 1. If the request is for a large number of records required or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the Onelogix Group.
 2. If the requested records are not situated on the same premises, city or town as the Onelogix offices that the request cannot reasonably be completed within 30 days.
 3. Where consultation among the different Onelogix Divisions or different entities becomes necessary or desirable to decide upon the request and which consultation cannot be reasonably be completed within 30 days.
 4. Where more than one of the circumstances contemplated above exist in respect of the request making compliance with the 30-day period not reasonably possible.
 5. If the requestor consents in writing to the extension.

Should the 30-day period be extended, the Information Officer will notify the requestor of the extension as well as provide the requestor with the reasons for extension.

16. HOW WILL THE REQUESTOR BE INFORMED OF THE OUTCOME OF THE REQUEST?

The requestor will be notified of the Information Officer's decision in the manner specified in the request form.



17. UNDER WHICH CIRCUMSTANCES WILL THE REQUEST FOR ACCESS TO INFORMATION BE REFUSED?

Access to a record is refused on one or more grounds of refusal specified in PAIA, which fall into the following categories:

- Mandatory protection of privacy of a third party who is a natural person;
- Mandatory protection of certain records of the Onelogix Group;
- Mandatory protection of commercial information of a third party;
- Mandatory protection of certain confidential information and protection of certain other confidential information of a third party;
- Mandatory protection of safety of individuals and protection of property;
- Mandatory protection of records privileged from production in legal proceedings;
- Economic interests and financial welfare of the Onelogix Group;
- Mandatory protection of research information;
- Frivolous or vexatious requests or substantial and unreasonable diversions of resources.

18. WHAT IS DEEMED TO BE REFUSAL OF A REQUEST?

If the Information Officer does not give the decision on a request for access to the requestor within the 30-day period or within the extended period, then the Information Officer will be regarded as having refused the request.

19. WHAT CAN A REQUESTOR DO IF THE REQUEST IS REFUSED?

Should the requestor not be satisfied with the decision of the Information Officer, the requestor may apply to Court for relief. The said application must be made within 180 days after the decision has been made by the Information Officer. On hearing such an application, the Magistrates Court may grant a just and equitable order including:

- Confirming, amending or setting aside the decision that is the subject of the application.
- Requiring the Information Officer to take some action or to refrain from taking such action as the Court considers necessary within the period mentioned in the order.
- Granting an interdict, interim or specific relief, a declaratory order or compensation or
- Costs.

20. WHAT IF THE REQUEST IS SUCCESSFUL?

The requestor will be given access to a record if all procedural requirements have been complied with according to PAIA requirements, that is:

- The request is properly documented on the prescribed form.
- Proof of authority to act on another person's behalf is furnished, if making the request on another person's behalf.
- The record that is requested is sufficiently described to enable the Information Officer to identify it, and
- Payment of all required fees.

21. FEES IN RESPECT OF PRIVATE BODIES

The following is a breakdown of the fees structure for the purposes of determining the manner in which fees relating to a request for access to a record of a private body are to be calculated:

- Copy per A4 = R1.10;
- Printing per A4 page = .75c;
- Copy of a CD = R70;



- Transcription of visual images per A4 page = R40;
- Copy of a visual image = R60;
- Transcription of an audio recording per A4 page = R20;
- Copy of an audio recording = R30;
- Search and preparation of the record for disclosure = R30 per hour or part thereof, excluding the first hour, reasonably required for the search and preparation;
- Actual postage fee.

22. EXEMPTIONS FROM PAYING ACCESS FEES

The following persons are exempted from paying the access fee as contemplated above:

- A single person whose annual income, after permissible deductions, does not exceed R14712.00 per annum.
- Married persons or a person and his or her life partner whose annual income after permissible deductions does not exceed R27192.00 per annum.

23. SERVICES AVAILABLE

- Communications – publishing and disseminating information on behalf of the Onelogix Group through brochures, media releases and annual reports.
- For purposes of the PAIA manual, the Information Officer provides assistance to anyone who may experience difficulties in completing the request form or if a disability prevents the requestor from completing the request form.

24. HOW TO GAIN ACCESS TO THESE SERVICES?

- Utilise the Onelogix Group dedicated POPI & PAIA e-mail address: PAIA_Requests@onelogix.com
- Send a request through to the Information Officer att: Dawid Joubert
- Through official invitations by post or fax

25. GENERAL

This manual will be updated if necessary, on an annual basis. This manual will be available on the Onelogix Group website.

26. HUMAN RIGHTS COMMISSION GUIDE TO PAIA

Section 10 of the Promotion of Access to Information Act, 2000 stipulates that the South African Human Rights Commission must compile a guide on how to use PAIA. This guide is available from the South African Human Rights Commission: 011-877 3600.



**FORM A: REQUEST FOR ACCESS TO RECORD OF
PRIVATE BODY**

(In terms of Section 53 (1) of the Promotion of Access to Information Act, 2000, regulation 10)

A. Particulars of private body:

Onelogix Group (Pty) Ltd.

46 Tulbagh Street

Pomona

Kempton Park

011-396-9040

Division/Subsidiary/Business Unit: _____

B. Particulars of person requesting access to record

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

E-mail address: _____

Capacity in which request is made, when on behalf of another person: _____

C. Particulars of person on whose behalf request is made

Full names and surname: _____

Identity number: _____

D. Particulars of record

Description of record or relevant part of the record: _____

Reference number, if available: _____



Any further particulars of record: _____

E. Fees

A request for access to a record, other than a record containing personal information about yourself will be processed only after a request fee has been paid.

You will be notified of the amount required to be paid for the request fee.

The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in the format as provided hereunder, state your disability and indicate in which form the record is required.

Disability: _____

Form in which it is required: _____

The compliance with your request in the specified form may depend on the form in which the record is available. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form. The fee payable for access to the record, if any, will be determined partly by the form in which access is granted.

Make the appropriate choice with an **X**.

If the record is in written or printed form:

- Copy of record
- Inspection of record

If the record consists of visual images: This includes photographs, slides, video recordings, computer-generated images, sketches etc.

- View the images, copy of the images
- Transcription of the images



If the record consists of recorded words or information which can be reproduced in sound:

- Listen to the soundtrack (audio file)
- Transcription of soundtrack (written or printed document)

If the record is held on computer or in electronic or machine-readable form:

- Printed copy of record
- Printed copy of information
- Derived from the record
- Copy in computer readable format
- Stiffy or compact disc

If you requested a copy or transcription of a record, do you wish the copy or transcription to be posted to you? Postage is payable.

- Yes
- No

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. As the requestor you will be required to sign all additional folios.

1. Indicate which right is to be exercised or protected:

2. Explain why the record requested is required for the exercise or protection of the aforementioned right:

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?



Signed at: _____ This: _____ Day of: _____

(Signature of requestor / person on whose behalf request is made)