

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

Promotion of Access to Information Act Manual

Introduction

Mission and group operations in brief

Palabora Mining Company extracts and beneficiates copper and by-products from an underground mine in the Limpopo Province. A significant proportion of the finished product is exported.

It is the primary aim of the company, a member of the worldwide RIO TINTO group, to achieve excellence in all aspects of its activities and to develop the company's resources and assets for the maximum benefit of its shareholders, employees, customers and the community in which it operates.

It is the company's firm belief that efficient and profitable operations go hand in hand with high-quality products and comprehensive and effective safety, health and environmental protection programmes and the company aims to apply best contemporary practice in all these areas.

January 2003

A copy of this manual will be available for inspection at the Human Rights Commission, at Palabora Mining Company Limited Registered Office and on the following website: www.palabora.com

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

SCOPE OF MANUAL

This manual has been prepared in respect of the Palabora Mining Company Limited (Palabora) and the Rio Tinto South Africa group of Companies, including the Palabora Foundation as well as the following companies:-

Rio Tinto South Africa Limited	1952/001690/06
Palabora Holdings Limited	1956/002134/06
Rio Tinto Management Services South Africa (Pty) Limited	1957/000448/07

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

PART A

CONTACT DETAILS SECTION 51(1) (a)

POSTAL ADDRESS: P O BOX 65
PHALABORWA
1390

STREET ADDRESS: 1 COPPER ROAD
PHALABORWA
1389

TELEPHONE NUMBER: 015-780 2911

FAX NUMBER: 015-781 0448

DESIGNATED HEAD OF THE PRIVATE BODY: KN Mathole

ENQUIRIES: keith.mathole@palabora.co.za
(INFORMATION OFFICER)

PART B

HUMAN RIGHTS COMMISSION USER'S GUIDE SECTION 51 (1) (b)

In terms of Section 10 of the Promotion of Access to Information Act Number 2 of 2000 (herein after referred to as the Act) the Human Rights Commission is required to prepare a user's guide. The Guide is 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

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

PART C

SECTION 51 (1) (d) – RECORDS KEPT UNDER THE FOLLOWING LEGISLATION

ACCOUNTING AND FINANCE

Income Tax Act, No 58 of 1962
Stamp Duties Act, No 77 of 1968
Value Added Tax Act, No 89 of 1991

HUMAN RESOURCES

Basic Conditions of Employment Act, No 3 of 1983
Employment Equity Act, No 55 of 1998
Manpower Training Act, No 56 of 1981
Skills Development Levies Act, No 9 of 1999
Unemployment Insurance Act, No 30 of 1966
Wages Act, No 5 of 1957
Workmen's Compensation Act, No 30 of 1941
Compensation for Occupational Injuries and diseases Act 130 of 1993

ENVIRONMENTAL/ECOLOGY

National Environmental Management Act, No 107 of 1998

COMPANY SECRETARIAL AND ADMINISTRATION

Companies Act, No 61 of 1973

SAFETY

Mine Health and Safety Act 29/1996 and Regulations
Occupational Diseases in Mines and Works Act 78/1973 and Regulations
Occupational Health and Safety Act 85/1993 and Regulations
Minerals Act No 50 of 1991

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

PART D

Section 51(1) (e) of the Act requires sufficient detail 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 Palabora Information Officer, acting under the supervision of the head of the body, 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 Information Officer at the address referred to in Part A, must substantially correspond with form C of Annexure B to Government Notice No. R. 187 dated 15 February 2002, and should be specific in terms of the information requested. If the requester is uncertain as to the specific description of the record concerned, he/she is invited to contact the Palabora Information Officer who will assist in identifying the information concerned.

The Rio Tinto South Africa group 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 AND FINANCE

Accounting (financial and management)	Forecasts
Annual financial statements	Forex
Auditing	Loans
Audits	Project Finance
Banking	Reports
Bookkeeping	Revenues
Budgets	Shares
Capital expenditure	Stores
Costs	Taxation
Creditors	Tenders
Debtors	Warrants
Estimates	

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

COMPANY SECRETARIAL AND ADMINISTRATION

Archive Records	Group Company information
Agreements and Contracts	Joint Venture Companies Information
Aircraft Management and Safety	Legislation – various
Annual Financial Statements	Licences
Annual General Shareholder’s meetings, minutes and agendas	Maps/drawings
Appointments	Memorandum and Articles of Association
Associated Companies information	Projects
Audits	Property Leases
Budgets	Property Registers
Certificate of Incorporation	Register of Directors and Officers
Certificate to Commence Business	Scholarships
Circulars to shareholders	Share Certificates
Companies Act records	Share Registers
Corporate Identity	Signing Authorities
Correspondence – general	Statutory Information
Countries – General and specific information	Stock exchange listings
Directorate	Strategic planning
Directors Attendance Registers	Subsidiary Companies information
Directors board meetings, minutes and agendas	Title Deeds - various
Directors committee meetings (minutes and agendas)	

ENVIRONMENTAL/ECOLOGY

Buildings/property	Permits
Conservation	Projects
Correspondence	Rehabilitation
Environmental issues	Remote sensing
Game – Count and Audit	Reports
Hunting	Research
ISO 14001	Transport
Minutes	Various Registers
Occupational hygiene	Water

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

HISTORICAL/ARCHIVES

546 Investments (Pty) Limited
 Account Records
 Agreements – Various
 Blaaubank Minerals (Pty) Limited
 Certificates – Various
 Constitutions – Company
 Correspondence –
 Directors Board Meetings Minutes,
 Agendas and Correspondence
 Drawings – Technical and Historical
 Employee Record of Service

Game Estates (Pty) Limited
 General Manager's Records
 Haib Exploration (Pty) Limited
 Hans Merensky Country Club
 Jetstream South Africa Limited
 Legal Records

Mafikeng Diamonds Limited
 Mandoval Vermiculite (Pty) Limited
 Maps
 Middleton and Andersen (Pty) Limited
 Minutes
 Ore Sorters Africa (Pty) Limited
 Photographs

Palabora Finance (Pty) Limited
 Palasearch (Pty) Limited
 Pybus Insurance Limited

Photometric Sorters (Pty) Limited
 Penink (Pty) Limited
 RDK Exploration (Pty) Limited
 Reports
 Rio Tinto Minerals Development Ltd
 Rio Tinto Air Services (Pty) Limited
 Rio Tinto Exploration (Pty) Limited
 Rio Tinto Exploration
 Bophuthatswana (Pty) Limited
 Rio Tinto Holdings Limited
 Rio Tinto Insurance Brokers (Pty)
 Limited
 Rio Tinto Namibia (Pty) Limited
 Rio-Carb (Pty) Limited
 RTZ Pension Partners
 Secretarial Records
 Small Ventures
 The Kunene Mining Company (Pty)
 Limited
 The Rio Tinto Pension Partners
 Tinto Africa (Pty) Limited
 Tinto Africa Exploration (Pty) Limited
 Tinto Exploration Ventures (Pty) Ltd
 Tinto Holdings (South Africa) Limited
 Tinto Minerals (Pty) Limited
 Tinto Mining Developments (Pty)
 Limited
 Title Deeds
 Transvaal Copper Rod Company
 Zirconia Sales (Pty) Limited

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

HUMAN RESOURCES

Career Path Assessment
Clinic/hospital service
Complements and strengths
Conditions of Employment
Employee development
Employment equity
Housing – Loans and Assistance
Industrial relations
Job Applications and Appointments

Labour broker
Minutes of Meetings
Non trade union staff
Personal Records
Policies & procedures
Reports
Scholarships/bursaries
Staff Accommodation
Trade Unions

INFORMATION TECHNOLOGY

Contracts – Various
Correspondence
Data maps
Databases
Disaster recovery
E-commerce
Internet

Intranet
Procedures and standards
Research
Security
System documentation
User liaison
Y2K documentation

LEGAL

Acts and amendments
Agreements/various
Appointments
Commercial Law Matters
Commission of Inquiry
Competition Law

Court Cases and Judgements
Disposal of Mineral Rights
Environmental issues
Health and Safety Legislation
International Law

Joint Ventures
Land Claims
Land Rights
Legal Correspondence
Legislative Bills
Licenses, Permissions and Exemptions
Mining and Minerals Law
Opinions
Other agreements
Property Law
Water Law

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

PENSION FUND

Administration	Financial
Booklets	Forms
Claims	Funds
Communications	Medication
Deceased estates	Membership
Declarations	Projects
Dependants	Reconciliations
Employment	Trustees minutes

PUBLIC AFFAIRS AND PALABORA FOUNDATION

Briefs and Announcements	Press Release
Charities	Producer Relations
Community and Social Responsibility	Profiles
Corporate Responsibility	Public Relations
Environmental Awareness	Publications – In-house
Functions	Shows, presentations and videos
HIV/AIDS	Social Responsibility
Mine Visits	Speeches
Photographic Library	Sponsorship

PROPERTY

See Company Secretarial and Administration

PALABORA UNDERGROUND MINE

Administration	Personnel and Industrial Relations
Accounting/Financial	Pre-production Equipment
	Operation
Capital Controls	Procurement
Commissioning	Project Management
Construction	Quality Assurance
Contracts	Safety and Loss Control
Engineering and design	Specialist Reports
Environmental	Sales and Marketing
General	Standard Specifications
Geology	Technology
Legal/Political	Test work/Prototypes
Materials Control	
Metallurgical	

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

Mining (Project Specific)

RESEARCH AND DEVELOPMENT

Blueprints – Technology
Drawings – Technology
Feasibility studies
Geological models
Mineral resource management
Patents – Technology

Procedures
Projects
Reports – Technology
Resource sampling
Specifications
Technical documents and notes

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

SALES AND MARKETING

Advertisements
Profiles
Publications
Sales and purchases

Customers records
Statistics
Stock records

SECURITY

Ammunition and firearm registers
Case Dockets
Emergency Procedures
Explosives Register
Incident Logs
Information Technology
Investigations
Police reports

Polygraph results
Profiles
Projects / Various
Reports / Various
Surveillance
System drawings
Training
X-ray Records

SAFETY AND HEALTH

Accident Investigations
Chamber of Mines Correspondence
Emergency Procedures
Good Housekeeping
Legal Appointments
NOSA Information
Policy and Procedures

Registers / Various
Reports / Various
Safety Statistics
Samrass Statutory Information
SHE Minutes of Meeting
SHE Records
SHE Training

The records are held at the registered office of Palabora Mining Company Limited.

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

PART E

The Palabora Website www.palabora.com contains information on the following subjects:

Annual and Interim Reports	Social and Environmental Reports
Company History	Operations
Company Brochure	On-line ordering
Corporate Citizenship etc.	Products
Global Sales and Distribution	Recent news and topics
Contact Details	

PART F

FORM OF REQUEST

- ⇒ The requester must use the prescribed form 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 electronic mail address of the body concerned [s 53(1)].
- ⇒ The requester must provide sufficient detail on the request form to enable the Information Officer to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- ⇒ The requester 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 [s 53(2)(d)].
- ⇒ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [s 53 (2)(f)].

FEES

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

- ⇒ The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request [s 22 (1)].
- ⇒ The fee that the requester must pay to a private body is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee [s 22(3)(b)].
- ⇒ After the head of the private body has made a decision on the request, the requester must be notified in the required form.
- ⇒ If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure [s 22(6)].

PART G

AVAILABILITY OF THE MANUAL

The manual is available for inspection at the Company Head Office at the address referred to in Part A, the South African Human Rights Commission, the Government Gazette and the Company web site referred to in Part E.

PART H

FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1,10 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 11(1) are as follows:

	Rand
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	0,75
(c) For a copy in a computer-readable form on -	
(i) compact disc	70,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40,00

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

	(ii)	For a copy of visual images	60,00
(e)	(i)	For a transcription of an audio record, for an A4-size page or part thereof	20,00
	(ii)	For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:-

		Rand	
(1)			
	(a)	For every photocopy of an A4-size page or part thereof	1,10
	(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
	(c)	For a copy in a computer-readable form on -	
	(i)	stiffy disc	7,50
	(ii)	compact disc	70,00
	(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
		(ii) For a copy of visual images	60,00
	(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
		(ii) For a copy of an audio record	30,00
	(f)	To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	
(2)		For purposes of section 54(2) of the Act, the following applies:	
	(a)	Six hours as the hours to be exceeded before a deposit is payable; and	
	(b)	one-third of the access fee is payable as a deposit by the requester.	
(3)		The actual postage is payable when a copy of a record must be posted to a requester.	

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

PART I

PRESCRIBED FORMS

REQUESTED FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Head:

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
- (c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

Email address:

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

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

Identity number: _____

D. Particulars of record

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

E. Fees

- (a) 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.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) 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.
- (d) If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

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 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:

Form in which record is required:

Mark the appropriate box with an **X**.

NOTES:

- (a) Compliance with your request in the specified form may depend on the form in which the record is available.
- (b) 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.

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form:		
	copy of record*	Inspection of record
2. 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*
3. If record consists of recorded words or information which can be reproduced in sound:		
	listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06

4. If record is held on computer or in an electronic or machine-readable form:							
	printed copy of record*	printed copy of information derived from the record*	copy in computer readable form* (stiffy or compact disc)				
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.			<table border="1"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td style="height: 30px;"></td> <td style="height: 30px;"></td> </tr> </table>	YES	NO		
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.
The requester must sign all the 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 _____ 20

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

Palabora Mining Company Limited

Registered in the Republic of South Africa, 1 Copper Road Phalaborwa, 1389. Registration No 1956/002134/06