



Printing Industries Federation of South Africa

KwaZulu-Natal Chamber Bulletin

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Promotion of Access to Information Act

The deadline for the submission of section 51 Manuals is 31 August 2005

What is the Promotion of Access to Information Act?

South Africa's **Constitution** gives every person the right of access to information, held by a public or private body that is required for the exercise or protection of any right.

The **Promotion of Access to Information Act (PAIA)** of 2000 gives effect to this right.

The Act applies to all private bodies being:

- Juristic persons such as companies, close corporations, trusts; and
- Natural persons including partnerships who are engaged in a trade, business or profession.

Is it compulsory for all Private Bodies to submit Section 51 Manuals?

It is a legal requirement that all public and private bodies should prepare and submit their respective PAIA manuals to the South African Human Rights Commission.

Failure to submit the manuals to the Commission may constitute a criminal offence under the South African Human Rights Commission Act No 54 of 1994 and the Commission reserves the right to subpoena and refer any public and private body to the relevant authority in order to institute criminal proceedings against such a body.

You could be fined for non compliance?

The sentence can in terms of the South African Human Rights Commission Act, either be a maximum of six months imprisonment or a fine or both.

What does the Act require of private bodies?

The PAIA requires that all private bodies compile a **Section 51 Manual** and submit the manual to

the **South African Human Rights Commission (SAHRC)** before the set deadline and to keep a copy at the premises of the private body.

How can PIFSA help you?

To assist our SME members, PIFSA in partnership with **BEE2 Business** will draw up your Section 51 Manual for you. A questionnaire will be sent to you; your manual will be drawn up and sent to the SAHRC on your behalf. A guide to the Act will be sent to you together with your copy of the manual and proof of submission to the South African Human Rights Council.

You will not have to concern yourself with the technical detail regarding choosing the applicable acts, record classification or the other technical requirements of the manual.

Contact the Chamber for assistance.

In this Issue

MAPPP-SETA VAT	
Input Taxation Claims	2
PEAC Software's Promotion.....	3
BB BEE	4
Chamber Services	5
Fixed Term Contracts	6
Chamber Courses	7

Close Corporations

It is rumoured that the Corporate Law Review programme has decided not to discontinue the use of Close Corporations.

It is understood that a further document will be released by the Corporate Law Review Committee, in due course.

Acknowledgements ICSA Corporate Governance Technical Newsletter.

Motor Vehicles: Non Contributory Funds

Readers are reminded that in respect of motor vehicle allowances, the 2005 budgetary provisions make it necessary for employees to keep a detailed record of daily business mileage and all expense vouchers relating to their motor vehicles in order to obtain the best tax treatment.

Acknowledgements ICSA Corporate Governance Technical Newsletter

MAPPP-SETA VAT: Input Taxation Claims

From May 2005 employers will no longer be able to claim input tax on their skills development levy payments to SARS. This is as a consequence of SETA's becoming exempt from the payment of VAT.

The Skills Development and Skills Development Levies Acts compels all employers who are either registered with SARS for PAYE or have an annual payroll in excess of R250 000, to pay a skills development levy, with effect from 1 April 2000.

As the SETA's were registered for VAT purposes, the skills development levy paid by employers included 14% VAT. Employers were accordingly able to claim input tax on the skills development levy.

Employers were of course also required to declare grants received from SETA's as a standard rated supply and declare output tax on that amount.

The Revenue Laws Amendment Act No. 32 of 2004 has resulted in SETA's no longer being required to register for VAT purposes. As a consequence all SETA's have been deregistered as from 1 April 2005. In line with this exemption any subsidies, grants of appropriate payments received by SETA's from Government and National Skills Fund will not include VAT.

Accordingly the skills development levies due on 7 April 2004 was the last payment on which input tax credit may be claimed.

Acknowledgements ICSA Corporate Governance Technical Newsletter.

COFESA Warning

Members are being approached by an organisation named The Confederation of Employers of South Africa (COFESA) using terror tactics to frighten members into joining their organisation. They claim that they wish to represent members in the soon to be established Bargaining Council, either claiming or insinuating that they are the only organisation capable of adequately protecting employers' interests.

Please be advised that:

1. There is no chance of a Bargaining Council for the Printing, Newspaper and Packaging Industry in the foreseeable future;
2. A Statutory Council for the above Industry already exists and has done since 2001;
3. The fact the COFESA is unaware of this and does not understand the difference between these two Councils speaks volumes about their capability to provide any "protection" to employers;
4. PIFSA has been the only registered and recognized agency for the Industry since 1911 and has always been adequately capable of providing any protection required;
5. Many members who accepted membership of COFESA and a variety of other organizations and consultants after the demise of the National Industrial Council in 1989 have since dispensed with those services and have returned to PIFSA. Most of them never resigned from PIFSA in the first place;
6. No other organisation has the infrastructure, resources, history and information capable of equaling the services available; also training, commercial technical arbitrations, representation on national and international bodies, representation on the SETA, interaction with Government and Suppliers – to name a few.

Acknowledgement Central Chamber

PEAC is providing free demonstrations of their software package

Date: 1st and 2nd August 2005

Time: 1st August at 17h30 2nd August 07h30

Venue: 64 Henwood Road, New Germany

For Bookings call Helen on 031-7058744

**PEAC SOFTWARE'S NEW WEBSITE -
DOWNLOAD YOUR FREE DEMO NOW**

PEAC has undergone major expansion since its launch at PIFSA last October.

The developers of this comprehensive print management system, David Gill and Dieny du Toit, have teamed up with an experienced communications team to bolster its marketing profile and launch the software internationally. PEAC is a Windows-based software computer program.

Financial consultant Warren Homber and marketing expert Hilary Rogers have joined the business. Homber, who has researched the market, says "PEAC is the first software system for printers developed in Africa that can compete with products developed in the USA and Europe. It's the most comprehensive solution available locally, and is a Management tool as well an estimating program."

Printers can now visit the website at www.peacprint.co.za and download the latest trial demo off the site. This can be followed by a telephonic demonstration with David Gill. In under an hour one can get a clear overview of the system's capabilities.

Don Chalmers, general manager of Zululand Times, one of South Africa's oldest established commercial printers, says, "What I like about PEAC is it has been designed by a printer and looks at things from a printing perspective. You don't need to be a computer boffin."

With PEAC, one estimator at a Pretoria-based printing company was able to deliver 100 estimates in 10 hours and it is often those with the quickest quote that get the job. The quotation index tracks the progress of an estimate and gives near-instant service

Using the print job specifications, the software automatically works out the most efficient way to print the material based on the available paper sizes. The bleed or margins can be adjusted for optimal economic use of the paper.

After the estimate is completed, a customised quote is printed for the client and a workticket issued to the factory floor. This is not the nightmarish datasheet with "strings of zeroes" that some outdated systems use. PEAC ensures only the data that matters is included on the sheet.

"Printers have lost money because of inaccurate cost centre hourly rates. This is the reason that we have added accounting, costing, plus *an hourly rate budget*, to our system" says Gill. If your hourly rates are incorrect every quotation is incorrect. The system also has reports to inform the user as to the performance by department and cost centre, relative to budget.

A Cost Centre Rates Budget spreadsheet establishes accurate hourly rates before installing PEAC. These are then fed into the main program, ensuring accurate final costs.

Rogers says PEAC's new marketing drive is focused on building on their reputation for personal service and delivery, rather than hard-sell. "We're a proudly South African business that recognises that service matters. We're not going to be pushy on the phone. We're confident the product will speak for itself."

TELEPHONE: (011) 781-4011

Email: info@ejabulani.co.za

Website: www.peacprint.co.za

FACTBOX

- PEAC ensures that most areas of litho print are covered in one software solution
- PEAC enables you to produce an estimate, in a matter of minutes
- PEAC gives you the data you need to make objective business decisions that improve your bottom line
- This affordable software system can be rented monthly or purchased outright, with finance arranged by PEAC Software Solutions. Terms and conditions apply.

CPI May 2005

Inflation rate for the total country was 2,9% at May 2005 (i.e. the CPI at May 2005 compared with that at May 2004)

This rate is 0,1 of a percentage point lower than the corresponding annual rate of 3,0% at April 2005.

This lower rate at May 2005 can be explained by decreases in the annual rates of change for:

- The CPI for housing for which the rate decreased from 2,9% at April 2005 to a lower rate of 1,2% at May 2005.
- The CPI for food for which the rate decreased from 0,9% at April 2005 to a lower rate of 0,7% at May 2005.

These decreases were slightly counteracted by an increase in the annual rate of change for:

- The CPI for transport for which the rate increased from 4,3% at April 2005 to a higher rate of 5,7% at May 2005.

From April 2005 to May 2005 the Consumer Price Index for the total country remained unchanged.

The annual increase of 2,9% in the Consumer Price Index for the total country is mainly due to relatively large annual increases in the price indices for transport (+ 0,8 of a percentage point), medical care and health expenses (+ 0,5 of a percentage point), fuel and power (+ 0,3 of a percentage point), housing (+ 0,2 of a percentage point), food (+ 0,2 of a percentage point), alcoholic beverages (+ 0,2 of a percentage point), household operation (+ 0,2 of a percentage point) and education (+ 0,2 of a percentage point). These annual increases were slightly counteracted by an annual decrease in the price index for clothing and footwear (- 0,1 of a percentage point).

Medical Aid

Do you need a reliable and affordable medical aid for your staff?

Contact the Chamber for further details.

CPIX May 2005

The annual percentage change in the Consumer Price Index excluding interest rates on mortgage bonds (CPIX) for the total country is 3,6% at May 2005 (i.e. the CPIX at May 2005 compared with that at May 2004)

This rate is 0,2 of a percentage point higher than the corresponding annual rate of 3,4% at April 2005. From April 2005 to May 2005 the CPIX for the total country increased by 0,2%.

The annual increase of 3,6% in the Consumer Price Index excluding the interest rate on mortgage bonds (CPIX) for the total country is mainly due to relatively large annual increases in the price indices for transport (+ 0,8 of a percentage point), housing, excluding interest rates on mortgage bonds (+ 0,7 of a percentage point), medical care and health expenses (+ 0,6 of a percentage point), fuel and power (+ 0,3 of a percentage point) and education (+ 0,3 of a percentage point). These annual increases were slightly counteracted by an annual decrease in the price index for clothing and footwear (- 0,1 of a percentage point).

BBBEE

A number of companies have approached the Chamber recently, citing that they have to complete endless documents or have even lost business because they are not "BBBEE."

Most businesses should be aware by now that the Federation has engaged the services of BEE2Business to assist PIFSA members with the hugely important strategic decision –

"What do I do about BEE?"

Those members who have registered with PIFSA and BEE2Business - can be provided with a letter to explain that you have engaged their services and have registered on a programme to this end.

Regrettably, this is only available to those businesses that have registered on this programme.

Contact the Chamber for further details.

Chamber's Services

For assistance on labour matters:

- Wage Negotiations
- Disciplinary Hearings
- CCMA Assistance/Statutory Council
- Employment Equity Plans
- Skills Development Plans
- Registration of Learners on Industry approved Learnerships
- Industry Communication

Do you need Training in your company? The Chamber offers in-house and public training courses

- Supervisor Training
- Basic Safety
- Safety for Safety Representatives
- Industrial Relations
- On the job Technical Training litho operatives (Single and two-colour)

Statutory Council

The Statutory Council for the Printing, Newspaper and Packaging Industry is now operational for the handling of Labour Disputes.

This means that those businesses who are party to the Council will now have to refer any labour disputes to the Council rather than the CCMA. Parties to the Council are:

Employer Bodies:

- Printing Employers Association of South Africa
- Independent Packaging Employers Association of SA
- Print Media SA
- Paper Packaging Employers Association (PPEA)

The Unions that are parties to the Council are:

- The South African Typographical Union (SATU)
- The Chemical, Energy, Paper, Printing, Wood and Allied Workers Union (CEPPWAWU)

The forms necessary for a referral have been sent to all the parties by e-mail. They are also available on the website for downloading. www.pnpi.org.za

The Council is to be extended to non-parties at some time in the future. For the moment, those who are non-parties will continue to go to the CCMA for labour disputes.

Should you have any queries, contact Geoff Warren at the Chamber's offices.

Chamber Golf Day



The Chamber Golf Day will be held on 8th November 2005 – Kloof Country Club. Booking forms to be sent out soon



PIFSA Finance

For assistance with financing of Capital Equipment, motor vehicles and other finance solutions contact Geoff Warren at the Chamber or Ralph Howell of ABSA.

Contact Details: kzn-chamber@pifsa.org or tel: 031-7058744

Fixed Term Contracts and Placing a New Employee on Probation

Many employers use a fixed term contract to assess a new employee so as to see if the person fits into the organisation, and is a capable worker. This is not recommended practice.

Rather than fall foul of the law, employ the person and place him/her on probation. With regular performance assessment, it is relatively easy to terminate the employees' contract if they do not display the skills they said they had when interviewed.

A fixed term contract is one that should clearly specify the duration. This contract endures for the specified period. It may be terminated early by agreement, or if there is a fundamental breach of the contract.

The most common ways of setting the period of the contract are to:

- Link it to a specific date.
- Link it to the completion of a task or project.

If there is no agreement, a fixed term contract cannot be terminated during its period of running - unless there is a good reason.

Employers should take careful note of the above, and should ensure that all fixed term contracts have a clause that covers the early termination thereof.

If, after the agreed date of termination the employee continues to work for the employer, and the employer continues to pay the agreed salary/wage the contract is deemed to have been tacitly renewed. This renewed contract will continue on exactly the same terms and conditions as the old one.

If an employee on a fixed term contract has a reasonable expectation that the employer will renew the fixed term contract on the same terms and conditions - and the employer:

- doesn't renew the contract
- renews the contract on less favourable terms and conditions

This could be viewed as a dismissal by the employee.

For assistance in dealing with employees on Probation, and the use of Fixed Term Contracts - contact Geoff Warren at the Chamber offices.

Department of Labour Inspections

The department of labour is currently undertaking an inspection blitz – particularly within the Printing and Packaging Industry.

A number of members have reported to the Chamber that they have been visited.

The department officials are inspecting company records, such as Contracts of Employment, UIF Registrations, Employment Equity Plans and general Conditions of Employment.

Other areas that members should be aware of are:

The appointment of Health and Safety Representatives, Basic Safety Training, the provision of First Aid boxes and the training of First Aiders.

Should you have any queries or need assistance, contact the Chamber.

Ways to avoid e-mail spam filters

1. Use a consistent "from" field.
2. Have permission to contact the recipient. Never spam.
3. Avoid spam trigger words.
4. Don't use carbon copy to lots of recipients.
5. Personalise the "To" field.
6. Remove bounces from your list.
7. Don't use the recipient's e-mail address in the subject line.
8. Avoid using words that appear in Outlook's Junk Filter list.
9. Don't use multiple exclamation marks or dollar signs.
10. Ask recipients to add your email to their "trusted sender" or "whitelist" list or Book.
11. Don't use excessive capitalization.
12. Avoid javascript, embedded forms, and hidden text in HTML emails.
13. Prefix all links with http://

For further information visit:
<http://emailstools.co.uk/tips/avoidfilters.htm>

CHAMBER COURSES - 2005

Course	Details	Duration	Date	Price
Basic Safety Training	An introduction to the requirements of the OHSA Act	1 Day	30 August 2005	R290,00 (Incl. VAT)
Dealing with misconduct and Poor Work Performance	A hands on practical workshop where delegates get to understand and apply the code of good practice, ensuring fair water-tight disciplinary action	1 Day 08h30 – 16h30	1 September 2005	R820,00 (Incl. VAT Tea, Lunch and Course Notes)
Labour Relations Course	This course gives an overview of the Labour Relations Act and the Basic Conditions of Employment Act applicable to the Printing and Packaging industry	1 Day 08h30 - 16h30	14 September 2005	R820,00 (Incl. VAT Tea, Lunch, Tea and Course Notes)
Health and Safety Representative	Delegates will understand the role and duties of the Health and Safety Representative	1 day	20 September 2005	R485,00 (Incl. VAT)
Telephone Technique and Front Office Skills	Realise the value of an efficient and motivated receptionist and ensure that customers and other business contacts receive a good first impression. <u>Course Contents</u> Customer Service, Grooming and Appearance. The Reception Area, Communication Skills, Handling Appointments, Greetings, Messages, Dealing with Complaints, Telephone Technique, Security and the Reception Area.	1 Day 08h30 - 16h30	27 September 2005	R820,00 (Incl. VAT Tea, Lunch and Course Notes)
Supervisors Course	A course for first line supervisors/managers <u>Course Contents</u> The role of the Supervisor, Leadership, Communication, Motivation, Delegation, Planning, Problem Solving, Decision Making, Control Industrial Relations.	3 Day 08h30 - 16h30	17-19 October 2005	R2400,00 (Incl. VAT Tea, Lunch and Course Notes)

CROSS MEDIA BUSINESS SCHOOL 2005

Course Description	Duration	Dates	Course Fee per Candidate VAT Incl.
Screen Printing –Basic Signange A 8 hour course aimed to introduce the student to the versatile process of screen printing.	8 hours	To be advised	R969.00
Finance for Non Financial Managers This 2 day certified course will give you the complete grounding to a better understanding of the principles of business finance, a better grasp of the role of finance in the company environment, including budgets and costing. Key economic indicators that effect business will also be addressed.	2 Days	3 & 4 November	R2 280.00
Media Research This 3 day certified course will give you the complete grounding to a better understanding of the various research methods, the basic skills needed to successfully design, analyse and apply the data, a real grasp of the consumer's needs, and a better understanding of the disciplines and pitfalls needed to ensure quality on deadline.	3 Days	7 – 9 November	R3 420.00
Public Speaking & Presentation Skills Speaking in public has been pinpointed as the number one fear of over 40% of people. This one day certified interactive approach to successful speaking and presentation will assist you to approach this challenge with confidence. Learn about how to prepare, how to look your best, how to quit when you are winning.	1 Day	7 September 11 October	R1 140.00
E Commerce Marketing This 3 day certified course will give you a complete understanding of the roles and intricacies of conducting business through the internet. You will come to an understanding of the jargon, the various business models and experiences as well as the realization of how this new way of trading can positively impact on your business.	3 Days	7 – 9 November	R3 420.00

All of the above programmes are to be presented at the Cross Media Training Centre, Honeydew, Johannesburg.