



**MANUAL**  
**PROMOTION OF ACCESS TO INFORMATION ACT**  
**(NO 2 OF 2000)**

**This manual has been compiled in compliance with provisions of the above Act, and lists the records in the possession of Mintek and accessibility thereof.**



### 1. MINTeK

A statutory body existing in terms of section 2(1) of the Mineral Technology Act, No. 30 of 1989 as amended, with its principal place of business at 200 Malibongwe Drive, Randburg, South Africa.

### 2. FUNCTIONS OF MINTeK

Mintek undertakes research and development in the fields of mineral processing and metallurgical technology and fosters the establishment and expansion of small, medium and large industries in the fields of minerals and products derived from them.

### 3. MINTeK STRUCTURE

<b>Hon. Mosebenzi Zwane Minister of Mineral Resources</b>							
<b>Mintek Board of Directors</b>							
Mr Namane Dickson Masemola <b>(Board Chairperson)</b>							
Mr Maroale Jacob Rachidi <b>(Deputy Board Chairperson)</b>							
Mr Dumisani Dlamini	Mr Daan du Toit	Ms Khetiwe McClain	Mr Phahlani Mkhombo	Mr Rantsadi Moatshe	Dr Sarah Mohlala	Ms Samke Ngwenya	Dr Siyabonga Simayi

<b>Executive Management</b> Mr David Msiza <b>(Acting CEO)</b>				
<b>Research &amp; Development</b>	<b>Finance</b>	<b>Business Development</b>	<b>Corporate Services</b>	<b>Technology</b>
<b>Advanced Materials</b>	Corporate Finance	Mineral Economics & Strategy Unit	Information & Communications	Analytical Services
<b>Biotechnology</b>	Engineering & Maintenance Services		Human Resources	Hydrometallurgy
<b>Measurement &amp; Control</b>	Information Communications Technology			Minerals Processing
<b>Mineralogy</b>				Pyrometallurgy
<b>Small Scale Mining &amp; Beneficiation</b>				Safety, Health, Environment, Quality & Radiation Protection



Mintek's scientific and engineering divisions (technical divisions) undertake product development and process design work, and provide a complete suite of consulting and test work services to meet industry needs. Each division focuses on a specific technology area within the broad spectrum of metallurgy and minerals processing, although many projects require input from several areas of specialisation. In addition, Mintek's output activities are divided into programmes that are based largely on the major resource sectors, thus enhancing market orientation and focus.

#### **4. CONTACT DETAILS [SECTION 14(1)(b)]**

Information Officer	: General Manager, Corporate Services : 200 Malibongwe Dr Randburg 2125
Postal Address	: Private Bag X3015 Randburg 2125
Telephone	: (011) 709 4908
E-mail	: <a href="mailto:info@mintek.co.za">info@mintek.co.za</a>
Website	: <a href="http://www.mintek.co.za">http://www.mintek.co.za</a>

#### **5. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [SECTION 14(1)(C)]**

The Human Rights Commission is required to produce a guide containing the information that may be reasonably required by a person who wishes to exercise any right contemplated in the Act.

The Commission may be contacted at:  
Private Bag 2700  
Houghton, 2041  
(11) 877 3750  
(11) 403 0668



## 6. RECORDS THAT MAY BE REQUESTED [SECTIONS 14(1)(d)]

### DESCRIPTION OF THE SUBJECTS

Mintek's records are generated by its technical divisions, through their core operational processes. These Divisions are:

<b>Analytical Services</b>	<b>Biotechnology</b>	<b>Enviromin/Environmental</b>
<ul style="list-style-type: none"> <li>Geological and metallurgical certified reference materials</li> <li>Fire assay</li> <li>Atomic absorption spectroscopy</li> <li>X-ray fluorescence spectroscopy</li> <li>Emission spectroscopy</li> <li>Mass spectroscopy</li> <li>Gamma ray spectroscopy</li> <li>Wet chemical analysis</li> <li>High performance liquid chromatography</li> <li>Rock, mineral and ore sample analysis</li> </ul>	<ul style="list-style-type: none"> <li>Microbiology</li> <li>Agitated Tank Bioleaching</li> <li>Heap Leaching and Heap Bioleaching</li> <li>Uranium Bioleaching</li> <li>Process Design and Costing</li> </ul>	<ul style="list-style-type: none"> <li>Acid Rain analysis</li> <li>Air quality monitoring</li> <li>Cyanide waste water treatment</li> <li>Inorganic aqueous effluent treatment</li> <li>Metallurgical process dusts, slags and residues treatment</li> <li>Speciation of metals</li> <li>Mine drainage treatment</li> <li>Water purification</li> <li>Waste characterisation</li> </ul>
<b>Hydrometallurgy</b>	<b>Measurement and Control</b>	<b>Instruments</b>
<ul style="list-style-type: none"> <li>Leaching</li> <li>Pressure leaching</li> <li>Precipitation</li> <li>Adsorption</li> <li>Solvent extraction</li> <li>Ion exchange</li> <li>Carbon-in-pulp (CIP)</li> <li>Resin-in-pulp (RIP)</li> <li>Carbon regeneration</li> </ul>	<ul style="list-style-type: none"> <li>Cyanide monitoring</li> <li>Carbon activity determination</li> <li>Milling circuit control and optimisation</li> <li>Measurement techniques for cyclones</li> <li>Submerged-arc-furnace control</li> <li>Flotation circuit control and optimisation</li> <li>Resistance and power control methods</li> <li>Sampling devices</li> <li>Process plant control and optimisation</li> </ul>	<ul style="list-style-type: none"> <li>Data-logging</li> <li>Furnace control</li> <li>Milling control</li> <li>Multivariable control</li> <li>Computer control of industrial processes</li> <li>Instrument evaluation</li> <li>Instrument development and improvement</li> </ul>
<b>Mineralogy</b>	<b>Minerals Processing</b>	<b>Ore-Dressing</b>
<ul style="list-style-type: none"> <li>Sample preparation</li> <li>Sample characterisation</li> <li>Small scale mineral separations</li> <li>Qualitative and Quantitative Electron microprobe and image analysis</li> <li>Ore microscopy and photomicrography techniques</li> </ul>	<ul style="list-style-type: none"> <li>Flow sheet design and optimisation</li> <li>Crushing and grinding</li> <li>Dense media separation</li> <li>Classification</li> <li>Electrostatic techniques</li> <li>Magnetic techniques</li> <li>Gravity concentration</li> <li>Ultrafine grinding</li> <li>Circuit audits</li> </ul>	<ul style="list-style-type: none"> <li>Physical ore beneficiation</li> <li>Comminution</li> <li>Gravity separation</li> <li>Flotation</li> <li>Magnetic separation</li> <li>Electrostatic separation</li> <li>Particle-size analysis</li> </ul>



<b>Physical Metallurgy/ Advanced Materials</b>	<b>Process Chemistry</b>	<b>Pyrometallurgy (including High Temperature Technology)</b>
<ul style="list-style-type: none"> <li>• Cost-effective alloy development</li> <li>• Novel jewellery alloy development</li> <li>• Cost-effective low-alloy stainless steels</li> <li>• High-performance PGM-based super alloys</li> <li>• ‘Smart’ materials based on phase transformations</li> <li>• New industrial uses for gold</li> <li>• Materials selection</li> <li>• Corrosion testing</li> <li>• Wear and tear testing</li> <li>• Failure investigations</li> <li>• Granulation technology</li> </ul>	<ul style="list-style-type: none"> <li>• Electrochemistry</li> <li>• Flotation chemistry</li> <li>• Ion exchange</li> <li>• Solvent extraction</li> </ul>	<ul style="list-style-type: none"> <li>• Preheating</li> <li>• Prereduction</li> <li>• Fuming and condensing</li> <li>• DC-arc technology</li> <li>• Ilmenite smelting</li> <li>• Ferronickel production from laterites</li> <li>• Cobalt-copper recovery from slags</li> <li>• Zinc recovery from steel-plant dusts</li> <li>• Matte and alloy smelting of low-sulphide high chromium PGM concentrates</li> <li>• High temperature process development</li> <li>• High temperature solid-state studies</li> <li>• Phase equilibrium studies</li> <li>• Performance investigations of refractory materials</li> <li>• Investigation and development of alloys for high temperature investigations</li> </ul>
<b>Techno-economics/ Mineral</b>	<b>Metals and Minerals</b>	
<ul style="list-style-type: none"> <li>• Economics and Costing</li> <li>• Economic assessment of metallurgical processes</li> <li>• Feasibility studies</li> <li>• Eco-techno economic process routes synthesis</li> <li>• Regional mineral-based development studies</li> </ul>	<ul style="list-style-type: none"> <li>• Aluminium</li> <li>• Chromium</li> <li>• Cobalt</li> <li>• Copper</li> <li>• Gold</li> <li>• Magnesium</li> <li>• Manganese</li> <li>• Nickel</li> <li>• Platinum Group Metals</li> <li>• Titanium</li> <li>• Uranium</li> <li>• Zinc</li> <li>• Ferro-alloys</li> <li>• Stainless Steels</li> <li>• Chromite</li> <li>• Ilmenite</li> <li>• Laterite</li> <li>• Magnetite</li> <li>• Refractory ores</li> <li>• Base minerals</li> <li>• Industrial minerals</li> </ul>	



## 7. DOCUMENTS COVERING THE FORMER TOPICS THAT MAY BE REQUESTED

### 7.1. DOCUMENTS READILY AVAILABLE

- Declassified Reports –GML, NIM and Mintek Reports Papers that have been published in journals or given at symposia
- Patents
- Special publications
- Mintek Bulletin – a technical news bulletin
- Mintek News – an internal news bulletin
- Annual review – an annual report

### 7.2. DOCUMENTS NOT READILY AVAILABLE

- Internal Reports (prev. Technical Memorandum)
- External Reports (previously Confidential Communication)
- Service Reports - Metallurgical Evaluation Reports

## 8. MINTEK INFORMATION CENTRE

Mintek's Information Centre consists of a collection of works on minerals processing and metallurgy and related disciplines. Persons wishing to make use of the facilities may do so, **but access is strictly by arrangement only**. The costs that are incurred will be for the account of the user. International databases are not available to non-members.

## 9. WEBPAGE

Mintek's Webpage ([www.mintek.co.za](http://www.mintek.co.za)) is accessible to anyone that has access to the internet. Mintek's webpage has the following categories:

- Corporate Profile
- General News and Job Opportunities
- Technical Divisions
- Mintek Information Services
- Annual Reports and Bulletins
- Tenders

## 10. REQUEST FOR ACCESS TO DOCUMENTS

### 10.1. Telephonic/ Email Requests

Telephonic calls and email requests are permitted to the Information Centre. Requestors may be directed to lodge a formal request where it is established from the nature of the verbal/written request.



## 10.2. Voluntary Access

Information that is automatically available can be obtained from Mintek's website or through the Mintek Information Centre. Access to the Information Centre's collection is not limited to inspection or perusal. Access to the Information Centre is fee-based. There is also an option to become a member of the Information Centre for an annual fee plus costs.

Reports that are not automatically available is subject to GM: Technology's approval. Reports that are approved for release are available at a cost. Requestors may be directed to lodge a formal request (see below).

## 10.3. Formal Requests and Fees Section 14(1) (d)

The requestor must complete the form attached to this manual, Form A. Requestors will be assisted in completing the form if required (see form on page 15)

- The requestor must indicate the form or manner of access required.
- Mintek will endeavour to provide information in the form indicated where possible
- There will be a thirty day waiting period for a response to the request. These thirty days may further be extended to another thirty working days on notification to the requestor.
- Where a request is denied, an appeal can be made to the Librarian. This can be addressed via email or telephonically.
- Fee impositions are required in terms of PAIA. (See fee schedule on page 23)
- Persons not members of the Mintek Information Centre wanting to access the facilities pay an access fee on arrival.
- All purchases/costs are Cash on delivery.

Requests should be made to:

Head : Library  
Mintek  
Private Bag x3015  
Randburg  
2125

Telephone : (011) 709 4259  
Email : [info@mintek.co.za](mailto:info@mintek.co.za)



## 11. OTHER SERVICES AVAILABLE [SECTION 14(1)(F)]

### 11.1. SMALL SCALE MINING AND BENEFICIATION UNIT

Offers technical services to small-scale miners by developing appropriate technology for the beneficiation of minerals and providing training and support

### 11.2. MINERAL ECONOMICS AND STRATEGY UNIT

Undertakes regional studies on mineral-based development and of socio-economically important beneficiation projects

It also provides clients with in-depth, multi-disciplinary, strategic research insight about all aspects of the minerals industry.

### 11.3. CONFERENCE AND EVENTS MANAGEMENT

Provides a comprehensive secretariat, flexibility in conferencing, and exhibition areas. Where applicable fees will be charged for the above services.

## 12. HOW TO GAIN ACCESS TO THESE SERVICES

Mintek Switchboard	(011) 709 4111
Small Scale Mining & Beneficiation	(011) 709 4335
Mineral Economics & Strategy Unit	(011) 709 4634
Conference Services	(011) 709 4270
Information Centre	(011) 709 4259
Postal Address	Private Bag x3015 Randburg 2125
Street Address	200 Malibongwe Drive Randburg 2194



**Formal Request Form for Documents not automatically available**



**Form A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY (Section 18(1) of the Promotion of Access to Information Act, 2000**

(Act No. 2 of 2000)

[Regulation 6]

**FOR DEPARTMENTAL USE**

Reference number:

Request received by

.....

name and surname of information officer/deputy information officer

on..... (date)

at..... (place)

Request fee (if any): R.....

Deposit (if any): R .....

Access fee: R.....

.....

Signature of Information Officer/ Deputy Information Officer

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

**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:

E-mail 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.*

Names and Surname:

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) *Refer to the schedule of fees*
- (b) *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 below, state your disability and indicate in which form the record is required.*

<b>Disability:</b>	Form in which record is required:	
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available.</p> <p>(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.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>		
<b>1. If the record is in written or printed form:</b>		
A copy of record*	An inspection of record	
<b>2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc):</b>		
view the images	copy of the images*	transcription of the images*
<b>3. If record consists of recorded words or information which can be reproduced in sound:</b>		
listen to the soundtrack (audio cassette)	transcription of soundtrack* (written or printed document)	
<b>4. If record is held on computer or in an electronic or machine-readable form:</b>		
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? <b>Postage is payable.</b>	YES	NO
<b>Note: if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</b>		
In which language would you prefer the record?		



**G. Notice of decision regarding request for access**

Requesters will be notified whether their 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?

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Signed at ..... this .....day of.....20..

.....

SIGNATURE OF REQUESTOR/

PERSON ON WHOSE BEHALF REQUEST IS MADE



## SCHEDULE OF FEES

<b>PUBLICATIONS:</b>	FEE
<ul style="list-style-type: none"> <li>Declassified Reports –GML, NIM and Mintek Reports</li> </ul>	R350-00 per copy
<ul style="list-style-type: none"> <li>Papers that have been published in journals or given at symposia</li> </ul>	R1/page + R40 handling fee
<ul style="list-style-type: none"> <li>Patents</li> </ul>	R1/page + R40 handling fee
<ul style="list-style-type: none"> <li>Special publications</li> </ul>	Price available on request
<ul style="list-style-type: none"> <li>Mintek News</li> </ul>	Free*
<ul style="list-style-type: none"> <li>Mintek Bulletin</li> </ul>	Free*
<ul style="list-style-type: none"> <li>Mintek Annual Report</li> </ul>	Free*
*See: <a href="http://www.mintek.co.za">www.mintek.co.za</a>	

<b>INFORMATION CENTRE</b> (additional costs applicable)	FEE
<ul style="list-style-type: none"> <li>Access fee</li> </ul>	R50/hr
<ul style="list-style-type: none"> <li>Corporate Membership</li> </ul>	R9800/pa
<ul style="list-style-type: none"> <li>Individual Membership</li> </ul>	R1500/pa
<ul style="list-style-type: none"> <li>Photocopying</li> </ul>	R1/pg
<ul style="list-style-type: none"> <li>Mintek Database searches</li> </ul>	R170/hr
<ul style="list-style-type: none"> <li>International databases</li> </ul>	Not available