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M A N U A L

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TRANSNET LIMITED

INFORMATION MANUAL

AS REQUIRED BY SECTION 14 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT

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1 INTRODUCTION

This information manual ("the Manual") is published in terms of Section 14 of the Promotion of Access to Information Act No. 2 of 2000 (the "Act").

The Act gives effect to the provisions of Section 32 of the Constitution which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

The purpose of this Manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of Transnet Limited and its Operating Divisions ("Transnet").

2 AVAILABILITY OF THIS MANUAL

This Manual can be accessed on our website at www.transnet.co.za or by requesting a copy by e-mail from the relevant Information Officer as provided for in paragraph 4 below. The Manual may also be obtained from the South African Human Rights Commission.

3 FUNCTIONS AND STRUCTURE OF TRANSNET

Transnet is a publicly-owned bulk freight transport and logistics company with the South African Government as its sole shareholder. Transnet comprises of its ports, rail and pipeline assets. Transnet's 4 point turn-around plan resulted in the disposal of assets or businesses which do not form part of the building of a world-class bulk freight transport and Logistics Company.

Transnet is made up of the following Operating Divisions:

- 3.1 Transnet Freight Rail: Transnet's freight rail division (formerly known as Spoornet);
- 3.2 Transnet National Ports Authority: The main function of the Authority is to own, manage, control and administer ports to ensure their efficient and economic functioning;
- 3.3 Transnet Port Terminals: Previously known as SAPO was established in 2000 when Portnet was divided into Operations and Landlord businesses called South African Port Operations (SAPO) and National Ports Authority (NPA) respectively and its main function is cargo terminal operations;
- 3.4 Transnet Pipelines: Transnet's fuel and gas pipeline Division, which, pumps and manages the storage of petroleum and gas products through its network of high-pressure, long distance pipelines; and (formerly known as Petronet);
- 3.5 Transnet Rail Engineering: Transnet's rolling stock maintenance Division (formerly known as Transwerk).

4 INFORMATION OFFICERS AND CONTACT DETAILS

- 4.1 In terms of the Act, the Chief Executive Officer of a public body is automatically designated as Chief Information Officer. Transnet's Group Chief Executive's details are as follows:
- 4.2 Brian Molefe , Group Chief Executive,
- 4.3 Transnet, 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg.
- 4.4 Tel: 011 – 308 2309
- 4.5 Fax: 011 – 308 2315
- 4.6 Requesters are required to address all requests to the Information Officer, Transnet Limited at the contact details listed below.

4.7 INFORMATION OFFICER AND CONTACT DETAILS:-

4.7.1 In terms of the Act, the Chief Executive Officer of a public body is automatically designated as the Chief Information Officer. Transnet Limited's Group Chief Executive Officer contact details are as follows:-

Brian Molefe
Group Chief Executive
Transnet
49th Floor, Carlton Centre
150 Commissioner Street
Johannesburg

PO Box 72501
Parkview
2122
e-mail: Brian.Molefe@Transnet.net / Zanele.Mbele@Transnet.net

4.7.2 Requesters are required to address all requests to the Information Officer as per contact details above.

5 SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") GUIDE ON THE ACT

A guide to the Act and the rights of requesters is available from the SAHRC or from their website: www.sahrc.org.za.

Should you have any queries in this regard, please contact the SAHRC directly at: 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; E-mail: paia@sahrc.org.za

6 HOW TO REQUEST ACCESS TO RECORDS HELD BY TRANSNET

The following steps must be considered before submitting a request:

6.1 Step 1: Are you entitled to use the Act to request access?

6.1.1 Please take note of section 7(1) of the Act which states:

"This Act does not apply to a record of a public body or a private body if—

(a) that record is requested for the purpose of criminal or civil proceedings;

(b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and

(c) the production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law."

6.1.2 If section 7(1) applies, you may not bring a request in terms of this Act. You must use the rules and procedures for discovery of information of the relevant legal forum and proceedings you are involved in. Transnet reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of section 7(1).

6.1.3 Please have regard to section 45 of the Act which entitles Transnet to refuse a request for access to a record if: (a) the request is manifestly frivolous or vexatious; or (b) the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

6.2 Step 2: Does the information requested exist in the form of a record?

6.2.1 Please note that the Act only applies to records which are in existence at the time of us receiving your request.

6.2.2 The Act does not compel anyone to create a record which is not yet in existence at the time the request is made. For instance, the Act cannot be used to obtain reasons for a decision taken by Transnet if such reasons are not in the form of a record.

6.2.3 If you are not sure whether the record exists, please indicate that to us in the relevant request form.

6.3 Step 3: Is the record in the possession or under the control of Transnet?

6.3.1 Transnet is a large organisation and the search for records requested may involve substantial time, resources and expenses.

6.3.2 The Act provides that the record requested must be in the possession or under the control of Transnet. However, for the purposes of this Act, a record in the possession or under the control of (a) a Transnet official or (b) an independent contractor engaged by Transnet, is regarded as being a record of that public body or private body, respectively. If you are not sure whether the record is in the possession or under the control of Transnet, please indicate that to us in the relevant request form.

6.3.3 As referred to earlier, section 45(b) of the Act entitles Transnet to refuse a request for access to a record if the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

6.4 Step 4: Should you bring the request in terms of Chapter 2 or 3 of the Act?

6.4.1 Although Transnet is a public body as referred to in subsection (b)(ii) of the definition of a public body in the Act, there may be certain instances where Transnet must be regarded as a private body in terms of Section 8 of the Act.

- 6.4.2 In determining if Transnet qualifies as a private body, the *conduct* of Transnet should be considered and particularly whether its actions qualify as administrative in nature. Whether particular conduct constitutes administrative action depends primarily on the nature of the power that is being exercised rather than the identity of the person (i.e. Transnet) who exercises it.

The following general rules can be considered as guidelines:

- 6.4.3 *Transnet as a public body:* Transnet will generally qualify as a public body where the records relate or are relevant to the exercise of public power or the performance of a public function in terms of any legislation.
- 6.4.4 *Transnet as a private body:* In employee related matters such as disciplinary proceedings, Transnet generally does not exercise a "public power" and it will therefore qualify as a private body for purposes of the Act.

6.5 **Step 5: Form of Request**

6.5.1 Transnet as a public body

- 6.5.1.1 Requests for access to records held by Transnet in its capacity as a public body must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 1**.
- 6.5.1.2 If you wish to type in your information into an MS Word version of the request form, please send an email to the relevant Information Officer in order to email you a copy.

6.5.2 Transnet as a private body

- 6.5.2.1 Requests for access to records held by Transnet in its capacity as a private body must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 3**.
- 6.5.2.2 Please note that in respect of requests where Transnet qualifies as a private body, you must clearly state the right you seek to protect or enforce.

- 6.5.2.3 If you wish to type in your information into an MS Word version of the request form, please send an email to the relevant information officer in order to email you a copy.

7 **CONSIDERING YOUR REQUEST**

- 7.1 Subject to the provisions of the Act, access to records requested from Transnet will only be given if -
- all the procedural requirements set out in the Act relating to a request are met; and
 - access to the requested record/s is not refused in terms of any ground for refusal set out in the Act.
- 7.2 The grounds of refusal are outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 and includes mandatory protection of -
- 7.2.1 commercial information of a third party;
- 7.2.2 certain confidential information;
- 7.2.3 safety of individuals, and protection of property;
- 7.2.4 records privileged from production in legal proceedings;
- 7.2.5 economic interests and financial welfare of the Republic and commercial activities of public bodies;
- 7.2.6 research information of third a party, and protection of research information of a public body; or
- 7.2.7 certain information regarding the operations of public bodies.
- 7.3 Transnet may also refuse requests that are manifestly frivolous or vexatious or that will lead to a substantial and unreasonable diversion of resources.

8 PRESCRIBED FEES

- 8.1 The Act sets out two types of fees, namely a *request fee* and an *access fee*, that are required to be paid prior to Transnet accessing the request for information.
- 8.2 A personal requester, i.e. a requester who requests access to a record containing personal information is not required to pay the request fee. Any other requester will be required to pay such fee, subject to the exemptions listed below.
- 8.3 Where Transnet acts as a *public body* -
- 8.3.1 the fees for reproduction of this manual and records are listed in **Annexure 2**;
- 8.3.2 the request fee payable by every requestor, other than a personal requestor is listed in Annexure 2;
- 8.3.3 the access fees payable by a requester referred to section 22(7), unless exempted under section 22(8), of the Act are listed in Annexure 2.
- 8.4 Where Transnet acts as a *private body* -
- 8.4.1 the fees for reproduction of voluntarily disclosed and automatically available records are listed in **Annexure 4**;
- 8.4.2 the request fee payable by a requestor other than a personal requestor is listed in Annexure 4;
- 8.4.3 the access fee payable by a requestor, unless exempted, are listed in Annexure 4.
- 8.5 **Exemptions**
- 8.5.1 The following persons are exempt from paying access fees:
- 8.5.1.1 a single person whose annual income, after permissible deductions does not exceed R14 712, 00 per annum; and

- 8.5.1.2 married persons or a person and his or her life partner whose annual income, after permissible deductions does not exceed R27 192, 00 per annum.
- 8.5.2 Where the cost of collecting any fee in respect of the search and preparation of a record for disclosure, exceeds the amount charged, such fee does not apply.
- 8.5.3 The access fee in respect of the search, preparation and disclosure of records does not apply to the personal record of a requester.
- 8.5.4 The request and access fees do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act No. 99 of 1998 or the regulations made under section 44 of that Act.

9 RECORDS AUTOMATICALLY AVAILABLE

We hereby provide you with a list of record categories that are automatically available to requesters as required by section 15 of the above Act.

A: RECORDS AUTOMATICALLY AVAILABLE FOR FREE

No	Description
1	The Annual Report of Transnet
2	Documentation and information relating to Transnet which is held by the Registrar of Companies

All records listed above are only available for free subject to available stock in print at any given time. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE

No	Description
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1	All documents relating to the incorporation of Transnet that are retained by the Corporate Centre
2	Laws, regulations and by laws that govern the functioning and conduct of Transnet.
3	Details of auditors of the Corporate Centre.
4	Details of actuaries of the pension scheme and the medical aid fund utilized by Transnet.
5	Rules of benefit, housing and medical schemes and funds.
6	Newsletters.

Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

10 SERVICES AVAILABLE TO THE PUBLIC

10.1 Transnet National Ports Authority

- 10.1.1 Plans, provides, maintains and improves port infrastructure.
- 10.1.2 Prepares and periodically updates a port development framework plan for each port, which must reflect the Authority's policy for port development and land use within such port.
- 10.1.3 Provides or arranges for road and rail access within ports.
- 10.1.4 Maintains the sustainability of the ports and their surroundings.
- 10.1.5 Regulates and controls the development of ports.
- 10.1.6 Controls land use within ports, and has the power to let land under such conditions as the Authority may determine.
- 10.1.7 Arranges services such as water, light, power, and sewage and telecommunications within ports.

- 10.1.8 Maintains the sustainability of the ports and their surroundings.
- 10.1.9 Regulates and controls the loading, unloading and storage of cargo and the embarkation and disembarkation of passengers.
- 10.1.10 Regulates and controls off-shore cargo-handling facilities.
- 10.1.11 Regulates and controls pollution and the protection of the environment within the port limits.
- 10.1.12 Regulates and controls the enhancement of safety and security within the port limits.
- 10.1.13 Prescribes the limits within which and the levels to which dredging may be carried out in the ports and the approaches thereto.
- 10.1.14 Ensures that adequate, affordable and efficient port services and facilities are provided.
- 10.1.15 Exercises licensing and controlling functions in respect of port services and port facilities.
- 10.1.16 Ensures that any person who is required to render any port services and port facilities is able to provide those services and facilities efficiently.
- 10.1.17 Promotes efficiency, reliability and economy on the part of the licensed operators in accordance with recognized international standards and public demand.
- 10.1.18 Promotes the achievement of equality by measures designed to advance persons or categories of persons historically disadvantaged by unfair discrimination in the operation of facilities in the port environment.
- 10.1.19 Promotes the use, improvement and development of ports.
- 10.1.20 Advises on all matters relating to the port sector, port services and port facilities.

- 10.1.21 Promotes greater representivity, in particular to increase the participation in terminal port operations of historically disadvantaged persons.
- 10.1.22 Exercises the licensing of the erection and operation of off-shore cargo handling facilities and services relating thereto.
- 10.1.23 Discharges or facilitates the discharge of international obligations relevant to ports.
- 10.1.24 Facilitates the performance any function of any organ of state in a port.
- 10.1.25 Promotes research and development in the sphere of port services and facilities.
- 10.1.26 Regulates and control navigation within port limits and the approaches to the ports.
- 10.1.27 Regulates and controls the entry of vessels into ports, stay, movements or operation in and departures from ports.
- 10.1.28 Provides or arranges for tugs, pilot boats and other facilities and services for navigation and berthing of vessels in the ports.
- 10.1.29 Provides, controls and maintains vessel traffic services.

(for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

10.2 Transnet Pipelines

- 10.2.1 Transnet Pipelines operates, manages and maintains a network of high pressure petroleum and gas pipelines, and provides transportation and storage of petroleum products of both the Government and petroleum companies; and
- 10.2.2 Transnet Pipelines pumps petroleum and gas (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

10.3 Transnet Port Terminals:

- 10.3.1 Manages the operation of South Africa's 6 (six) major ports;
- 10.3.2 Attends to the loading and unloading of cargo;
- 10.3.3 Provides value added services of packaging and unpacking cargo, in transit storage; and
- 10.3.4 Has a vision of being the logistics business partner of choice (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).
- 10.4 Transnet Freight Rail:
- 10.4.1 Provides freight logistics solutions for customers in the mining as well as the heavy and light manufacturing sectors (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).
- 10.5 Transnet Rail Engineering:
- 10.5.1 Is an engineering undertaking;
- 10.5.2 Is a leading South African, upgrader and refurbisher of rail related products;
- 10.5.3 Refurbishes and upgrades railroad products, locomotives and wagons; and
- 10.5.4 Provides components for rail freight products, and builds rail freight wagons (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

11 YOUR REMEDIES

- 11.1 A requester (or a third party, where applicable) may seek relief from any court with appropriate jurisdiction in respect of the following decisions of the Information Officer:
- 11.1.1 refusal or partial refusal of the request for access;
- 11.1.2 the amount of fees required to be paid;

- 11.1.3 the extension of the period within which to deal with the request; or
- 11.1.4 the form of access in which the information will be furnished.
- 11.2 All legal processes must be served on the Information Officer who dealt with the request.

12 RECORDS HELD BY TRANSNET

Transnet maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

12.1 Internal records

The following are records pertaining to Transnet's own affairs:

- Financial records;
- Operational records;
- Intellectual property;
- Marketing records;
- Internal correspondence;
- Statutory records;
- Internal policies and procedures; and
- Records held by officials of Transnet.

12.2 Employee records

"Employee" refers to any person who works for or provides services to or on behalf of Transnet and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting any work or services for Transnet. This includes, without limitation, heads of

departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

- 12.2.1 Any personal records provided to Transnet by their personnel;
- 12.2.2 Any records a third party has provided to Transnet about any of their personnel;
- 12.2.3 Conditions of employment and other personnel-related contractual and quasi-legal records;
- 12.2.4 Internal evaluation records; and
- 12.2.5 Other internal records and correspondence.

12.3 **Work-related records**

Work-related information includes the following:

- 12.3.1 Any records a third party has provided to Transnet; and
- 12.3.2 Records generated by or within Transnet pertaining to work or services, including transactional records.

12.4 **Other Parties**

Records are kept in respect of other parties, including without limitation contractors, suppliers, departments, service providers. Alternatively, such other parties may possess records which can be said to belong to Transnet. The following records fall under this category:

- 12.4.1 Personnel, work or service related records which are held by another party as opposed to being held by Transnet; and
- 12.4.2 Records held by Transnet pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

ANNEXURE 1: REQUEST FORM PUBLIC BODIES

This annexure must accompany the cover letter addressed to the relevant Information Officer

A. Particulars of Transnet or Division

The Information Officer for: [Information Officer Name] as indicated above.

Attention: **Mr Brian Molefe**

Transnet Operating Division _____

Fax number (011) 308 2315

Email address -mail: Brian.Molefe@Transnet.net / Zanele.Mbele@Transnet.net

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 the 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:

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.
- (c) The fee payable for access for 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 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 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		
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* (floppy, stifty 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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No				

G. 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 thereof 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 _____ on this ___ day of _____ 20__

Signature of requester / person on who's behalf request is made

<p>FOR TRANSNET INTERNAL USE ONLY</p> <p>Reference number:</p> <p>Information Officer:</p> <p>Request fee (if any): R</p> <p>Deposit (if any): R</p> <p>Access fee: R</p> <hr/> <p>SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER</p>
--

ANNEXURE 2: FEES IN RESPECT OF PUBLIC BODIES

DESCRIPTION		Rand
1	The fee for a copy of the manual as contemplated in regulation 5 (c) - for every photocopy of an A4-size page or part thereof.	0,60
2	The fees for reproduction referred to in regulation 7 (1) are as follows:	
(a)	For every photocopy of an A4-size page or part thereof	0, 60
(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, 40
(c)	For a copy in a computer-readable form on—	
(i)	Stiffy disc	5, 00
(ii)	Compact disc	40, 00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	22, 00
(d)(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	12,00
(e)(ii)	For a copy of an audio record	17,00
3	The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2).	35,00
4	The access fees payable by a requester referred to in regulation 7 (3) are as follows:	
4.1(a)	For every photocopy of an A4-size page or part thereof	0,60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c)	For a copy in a computer-readable form on—	
(i)	Stiffy disc	5,00
(ii)	Compact disc	40,00
(d)(i)	For a transcription of visual images, for an A4-size page or part thereof	22,00
(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	12,00
(e)(ii)	For a copy of an audio record	17,00
(f)	To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
4.2	For purposes of section 22 (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.	
4.3	The actual postage is payable when a copy of a record must be posted to a requester.	

ANNEXURE 3: REQUEST FOR ACCESS TO RECORDS OF PRIVATE BODY

This annexure must accompany the cover letter addressed to the relevant Information Officer

A. Particulars of Transnet or Division

The Information Officer for: [Information Officer Name and Transnet Operating Division]

Attention: _____

Transnet Operating Division _____

Fax nr _____

Email address _____

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 the 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:

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.

4 Description of record or relevant part of the record:

5 Reference number, if available:

6 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:	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.
- (c) The fee payable for access for 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 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 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
--	--	--	--

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.	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:

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

Signed at _____ this ____ day of _____ 200_

Signature of requester / person on whose behalf request is made

FOR TRANSNET INTERNAL USE ONLY

Reference number: _____

Information Officer: _____

Request fee (if any): R

Deposit (if any): R

Access fee: R

SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER

ANNEXURE 4: FEES IN RESPECT OF PRIVATE BODIES

DESCRIPTION	Rand
1 The fee for a copy of the manual as contemplated in regulation 9(2)(c) - for every photocopy of an A4-size page or part thereof.	1,10
2 The fees for reproduction referred to in regulation 11 (1) are as follows:	
(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
(d)(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
(e)(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)	50,00
4 The access fees payable by a requester referred to in regulation 11 (3) are as follows:	
4.1(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
(e)(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.	
4.2 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.	
4.3 The actual postage is payable when a copy of a record must be posted to a requester.	

TRANSNET BEPERK INLIGTINGSHANDLEIDING

**SOOS VEREIS DEUR ARTIKEL 14 VAN DIE WET OP
TOEGANG TOT INLIGTING**

INHOUD

1. INLEIDING
2. BESKIKBAARHEID VAN DIE HANDLEIDING
3. FUNKSIES VAN TRANSNET SE STRUKTURE
4. INLGTINGSBEAMPTTE SE KONTAK BESONDERHEDE
5. GIDS VAN DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE
6. HOE ON 'N VERSOEK TE RIG OM TOEGANG TE VERKRY TOT 'N REKORDS ONDER
7. OORWEEG JOU VERSOEK
8. VOORGESKREWE FOOIE
9. REKORDS WAT AUTOMATIESEN EN GRATIS BESKIKBAAR IS
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11. JOU REMEDIES
12. REKORDS WAT DEUR TRANSNET GEHOU IS

ANNHEGTING1: VERSOEKFORM VIR OPENBARE LIGGAME

ANNHEGTING 2: BETAALBAAR KRAGTENS DIE WET OF DIE BEVORDERING VAN TOEGANG TOT INLIGTING VAN 2000 TEN OPSIGTE VAN 'N OPENBARE LIGGAAM

ANNHEGTING 3: VERSOEK OM TOEGANG TOT REKORD VAN 'N PRIVATE LIGGAAM

AANHEGTING 4: FOOIE IN BETREKKING TOT 'N PRIVATE LIGGAME

1. INLEIDING

Ingevolge Artikel 32 van die Handves van Regte in die Grondwet van die Republiek van Suid-Afrika, Wet Nr. 108 ("die Grondwet") het elke persoon'n reg om toegang tot inligting. Um sodoende die grondwetlike verpligting na te kom het die Parlement die Wet op Bevordering van Toegang tot Inligting, Nr. 14 van 2000 ("die Wet") goedgekeur. Die inligtingshandleiding is gepubliseer in terme van Afdeling 14 van die Wet op die toegang tot inligting wetgewing no 2 van 2000.

Die oogmerk van die wet is om gevolg te gee aan die konstitusionele reg van toegang tot enige inligting gehou deur die staat, asook inligting gehou deur 'n ander persoon wat benodig word vir die uitoefening an enige reg.

Die doel van die handleiding is om prosedures en bepaalde kriterias in plek te stel wat mense aan moet rulle sou belangstel om aansoek te doen om toegang te verkry tot Transnet rekords. Dit geld ook vir die rekords wat onder Transnet se bedryfsafdeling val.

2. BESKIKBAARHEID VAN DIE VAN DIE HANDLEIDING

Die handleiding kan ook bereik word by (www.transnetco.za) of deur 'n kopie per e-pos by die relevante inligtings beampte soos hieronder voorsien. Die handleiding is beskikbaar by die Suid-Afrikaanse Menseregtekommissie en sal gepubliseer word in drie amptelike tale in die Staatskoerante.

3. FUNKSIES VAN TRANSET SE STRUKTURE

Ingevolge 'n vierpuntomdraaiplan is gevolg gegee aan die vervreemding van alle bates of besigheidsafdelings wat nie deel vorm van 'n wêreldklas vragvervoerder en logistieke maatskappy nie.

TRANSNET BESTAAN UIT DIE VOLGENDE BEDRYFSAFDELINGS:

Transnet Skeepsvrag, Transnet se Skeepsvrag afdeling is (amptelik bekend as Spoomet);

3.1 Transnet Rail Engineering.

3.2 Die hoof doel van die owerheid is om te bestuur, kontroleer, en om die administratiewe aspekte van die hawetr hanteer om doeltreffendheid te verseker asook ekonomiese funksionering.

- 3.3 Transnet hawe terminale wat voorheen bekend was as SAHO, was in 2000 gestig is. Dit het gebeur toe Portnet in bedryfsafdelings en ook opsigtersbesighede verdeef was, wat bestempel was as Suid-Afrikaanse Hawe Operasies(SAHO) en die Nasionale Hawe Owerheid. Sy hoof funksie is die hatering van lading terminaal operasies.
- 3.4 Transnet pyplyne: Dit is Transnet se brandstof en gas afdeling. Dit pomp en bestuur die stoor van brandstof- en gasprodukte deur sy hoedruk network en langafstandpyplyne(voorheen bekend as Petronet.)
- 3.5 Transnet Rail Engineering: hierdie afdeling, voorheen bekend as Transwerk, is gemoeid met die onderhoud van Transnet se bewegende spoorwegbates.

4. **INLIGTINGSBEAMPTSE SE KONTAKBESONDERHEDE:**

- 4.1 Interne van die wet, is die groep uitvoerende hoof van die openbare liggaam outomaties die hoof inligtingsbeampte. Transnet se groep uitvoerende hoof se besonderhede is soos volg:
- 4.2 Brian Molefe, Groephoofuitvoerendebeampte
- 4.3 Transnet, 49 ste Vloer Carlton Sentrum Commissionerstraat 150, Johannesburg.
- 4.4 Telfoon: 011 – 3082235
- 4.5 Faks: 011 – 3082315

- 4.6 'Versoekers word vereis om al die nodige versoeke aan al die relevante Adjunk Inligtingsbeamptes te rig, aan Transnet of aan enige Bestuursafdeling soos hier onder aangewys.
- 4.7 Versoeke aan die Transnet Groep (en nie aan 'n bepaalde werkende afdeling nie) moet soos volg ann die Adjunk inligtings beampte gerig word:

Adjunk Inligtingsbeampte	Mnr. Brian Molefe
E-pos adres	Brian.molefe@transnet.net / Zanele.mbele@transnet.net
Pos adres	PO Box 72501 Parkview 2122
Straat adres	49ste vloer, Carlton Centre 150 Commissioner Straatt Johannesburg 2001
Telefoon	(011) 308 3927
Faks	(011) 308 3726

5. GIDS VAN DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE

Die gids vermeld in Artikel 10 van die Wet is saamgestel deur die Suid-Afrikaanse Menseregtekommissie. Die gids bevat sodanige inligting wat redelikerwys benodig mag word deur'n persoon wat wens om enige reg in die Wet beoog, uit te oefen. Enige navrae rakende hierdie gids moet gerig word aan die SUID-AFRIKAANSE MENSEREGTEKOMMISSIE, te PIAIENHEID, DIE NAVORSINC EN DOKUMENTASIE DEPARTEMENT,

Telefoonnommer (011) 484-8300, Faksimilee nommer (011) 484-0582, Webtuiste www.sahrc.org.za, E-posadres PIA@sahrc.org.za.

6. HOE OM 'N VERSOEK TE RIG OM TOEGANG TE VERKRY OT 'N REKORD IN DIE BESIT VAN TRANSNET

Die volgende stappe moet inag geneem word voor 'n versoek ingehandig word.

6.1 Stap 1: Is jy gemagtig om die wet te gebruik om toegang te verkry tot die rekords:

6.1.1 Neem asseblief kennis van afdeling 7(1) van die wet:

Die wet is nie van toepassing by'n rekord van'n openbare- of private liggaam nie indien:

- (a) Die aanvra van die rekord is vir die doeleindes van kriminele of siviele prosedures.
- (b) Indien dit so aangevra is na die aanvang van die kriminele of siviele prosedures, soos die saak mag staan, en
- (c) Die produksie of toegang tot die rekords vir die doeleindes soos verwys in paragraaf a, is voor voorsien in enige ander wet.

6.1.1 Indien afdeling 7(1) geld, mag daar nie'n versoek gerig word in terme van die wet nie. Die reëls en prosedures vir die opsporing van inligting van die relevante wetlike forum en verrigtinge waarin betrokke is, moet hier gebruik of toegepas word. Transnet behou die reg voor om alle uitgawes en kostes te verhaal indien 'n versoek gerig word wat teenstrydig met arikel 7(1) van die Wet is.

6.1.2 Neem asseblief kennis van afdeling 45 van die wet wat Transnet bemagtig om'n versoek vir toegang tot'n rekord af te staan of te weier. indien (a) die versoek problematies van aard is of.

6.1.3 (b) Die werk wat betrokke is by die verwerking van die versoek, Transnet se hulpbronne substantief en onredelik sal verspil.

6.2 Stap2: Is die inligting wat versoek word in die vorm van 'n record beskikbaar

6.2.1 Neem asseblief kennis dat die wet net geld vir rekords wat wel bestaan teen die tyd wat 'n versoek gerig word.

6.2.2 Die wet verplig niemand om'n rekord te skep wat nie bestaan teen die tyd wat 'n versoek gerig word vir die bepaalde rekord nie. Byvoorbeeld; die wet kan nie gebruik word om redes te skep van besluite wat deur Transnet geneem is as die bepaalde redes nie bestaan in die vorm van 'n rekords nie.

6.2.3 Indien daar onsekerheid is of die rekord wet bestaan dui dit asseblief aan in die

relevante aansoek vorm.

6.3 Stap 3: Is die rekord wat versoek word in die besit en onder die kontrole van Transnet?

6.3.1 Transnet is 'n groot organisasie en die soek na rekords aangevra kragtens hierdie Wet mag lank duur en aansienlike koste tot gevolg hê.

6.3.2 Die wet bepaal dat die rekords wat versoek word, deur Transnet besit word en ook onder Transnet se beheer moet wees. Vir die doel van die wet, moet 'n rekord, wat deur Transnetbeamptes besit word of onder die kontrole van Transnet is, of selfs die van 'n onafhanklike kontrakteur, in ag geneem word as 'n rekord van openbare of private liggaam. Indien daar onsekerheid bestaan oor bogenoemde, dui dit asseblief aan in die relevante aansoek vorms.

6.3.3 Soos hierbo aangedui, en kragtens artikel 45 (b) is Transnet geregtig om 'n versoek te weier, indien die werk wat betrokke is by die verwerking van die versoek, Transnet se hulpbronne substantief en onredelik sal verspil.

6.4 Stap 4: Moet die versoek gerig word interme van hoofstuk 2 of 3 van die wet.

6.4.1 Alhoewel Transnet 'n Openbare liggaam is soos verwys na in subafdeling (b)(ii) in die beskrywing van 'n Openbare liggaam in die wet daarop, is daar sekere gevalle waar Transnet as 'n private liggaam bestempel moet word in terme van afdeling 8 van die wet.

6.4.2 Om vas ten einde te bepaal of Transnet binne die definisie van 'n privaatlighaam of 'n openbare liggaam val, word Transnet se optrede beskou en meer spesifiek of sodanige optrede van administratiewe is en dit hang af van die aard van die bevoegdheid wat uitgeoefen word in teenstelling met die identiteit van die persoon (byvoorbeeld Transnet) wat die bevoegdheid uitoefen.

Hoe word bepaal of Transnet in 'n gegewe geval 'n openbare of privaatlighaam is? Die volgende kan as riglyne dien:

6.4.3 Transnet as 'n openbare liggaam: Transnet se optrede sal normaalweg administratiewe optrede van 'n openbare liggaam wees indien die rekords

verband hou met, of relevant is tot, die uitoefening van 'n openbare bevoegdheid of die uitoefening van 'n openbare plig ingevolge enige wetgewing.

6.4.4 Transnet as 'n privaatlignaa: In werknemersverwante aangeleenthede soos dissiplinêre verrigtinge, verrig Transnet gewoonlik nie 'n openbare bevoegdheid nie en sal enige rekords daarvan gevolglik kwalifiseer as rekords van 'n privaatlignaa vir doeleindes van hierdie wet.

6.5 **Stapp 5: Vorm van Versoek**

6.5.1 Transnet as 'n openbare liggaam;

6.5.1.1 'n Versoek vir die toegang tot rekords wat in die besit van Transnet is in sy kapasiteit as openbare liggaam is.

6.5.1.2 Versoeke om toegang tot rekords gehou deur Transnet in sy hoedanigheid as 'n openbare liggaam moet gerig word in die voorgeskrewe vorm, afskrif waarvan hierby aangeheg is as Aanhangsel 1.

6.5.1.3 Indien u verkies om die inligting aan te vrae in MS Word-formaat, stuur dan gerus 'n pos aan die relevante inligtingbeampte om sodoende inligting te bekom.

6.5.2 Transnet as 'n private liggaam

6.5.2.1 Versoeke om toegang tot rekords gehou deur Transnet in sy hoedanigheid as 'n privaatlignaa moet gerig word in die vorm wat voorgeskryf is deur hierdie Wet, afskrif waarvan aangeheg word as Aanhangsel 2

6.5.2.2 Neem asseblief ken nis dat in gevalle waar versoeke gerig is waar Transnet kwalifiseer as 'n private liggaam, moet daar duidelik aangedui word tussen versoeke vir beskermingsdoeleindes en die van toepasbaarheid.

6.5.2.3 Indien u verkies om die inligting aan te vrae in MS Word-formaat, stuur dan gerus 'n e-pos aan die relevante inligtingsbeampte om sodoende die inligting te bekom.

7. OORWEEG JOU VERSOEK

- 7.1 Toegang tot rekords wat versoek word kan net verkry word indien:
- 7.2 Toegang tot rekords wat deur Transnet gehou word, kan slegs op versoek verkry word sodra die noodsaaklike vereistes vir toegang nagekom is soos dit deur die wet bepaal word.
- 7.3 Die gronde vir weiering van 'n versoek is uiteengesit in Deel 2 en Deel 3 van hoofstuk 4 van hierdie Wet en sluit in verpligte beskerming van:
- 7.3.1 Kommersiële inligting van derde partye;
 - 7.3.2 Sekere vertroulike inligting;
 - 7.3.3 Veiligheid van individue en beskerming van eiendom;
 - 7.3.4 Inligting onderhewig aan regsprofessionele privilegie;
 - 7.3.5 Ekonomiese belang en finansiële welstand van die Republiek en handelsaktiwiteite van openbare liggame;
 - 7.3.6 Navorsingsinligting van derde partye en beskerming van navorsingsinligting van openbare liggame; of
 - 7.3.7 Sekere inligting aangaande die aktiwiteite van openbare liggame.
- 7.4 Transnet mag ook versoeke om inligting weier wat kwelsugtig of beuselagtig is en verspilling van Transnet hulpbronne ten gevolg het.

8. VOORGESKREWE FOOIE

- 8.1 Hierdie Wet maak voorsiening vir betaling van twee tipes gelde naamlik versoek gelde en toegangsgeld en moet aan Transnet betaal word alvorens toegang tot die aangevraagde inligting toegestaan sal word.
- 8.2 'n Persoonlike versoeker (dit wil sê 'n versoeker wat toegang tot rekords verlang wat persoonlike inligting bevat) is nie verplig om enige geld te betaal nie. Enige ander versoeker sal egter die voorgeskrewe geld moet betaal onderhewig aan die uitsonderings, hieronder gelys.

8.3 Waar Transnet as 'n openbare liggaam optree:

- 8.3.1 Is die fooie vir die kopiëring van hierdie handleiding en enige rekords uiteengesit in Aanhangsel 2;
- 8.3.2 Die versoekfooie wat betaal moet word deur elke versoeker, uitgesluit 'n persoonlike versoeker, is uiteengesit in Aanhangsel 2;
- 8.3.3 Die toegangsfooie betaalbaar deur 'n versoeker ingevolge Artikel 22(7), tensy vrygestel ingevolge artikel 22(8) van hierdie Wet, is uiteengesit in Aanhangsel 2.

8.4 Waar Transnet as 'n privaatliggaam optree:

- 8.4.1 Is die gelde betaalbaar vir kopiëring van enige inligting wat vrywillig en outomaties beskikbaar gestel word uiteengesit in Aanhangsel 4;
- 8.4.2 Die versoekfooie betaal deur 'n versoeker, uitgesluit 'n persoonlike versoeker, is uiteengesit in Aanhangsel 4;
- 8.4.3 Die toegangsfooie betaalbaar deur 'n versoeker tensy vrygestel is uiteengesit in Aanhangsel 4.

8.5 Vrystellings:

- 8.5.1 Die volgende persone is vrygestel van betaling van enige geld:
 - 8.5.1.1 'n ongetroude persoon wie se jaarlikse inkomste na toelaatbare aftrekkings nie R14 712.00 oorskry nie; en
 - 8.5.1.2 'n getroude persoon (of 'n persoon en sy/haar lewensmaat) wie se jaarlikse inkomste na aftrekking van toelaatbare aftrekkings nie R27 192.00 oorskry nie;

- 8.5.2 Waar die koste van invordering van enige gelde bedoel in hierdie Wet die gevraagde bedrag oorskry, is betaling van sodanige gelde nie van toepassing nie;
- 8.5.3 Die toegangsgeld met betrekking tot die soek en voorbereiding van 'n rekord vir openbaarmaking is nie van toepassing op die persoonlike rekord van 'n versoeker nie;
- 8.5.4 Die versoek en toegangsgeld is ook nie van toepassing op 'n rekord aangevra deur 'n onderhoudsbeampte of onderhoudsondersoeker vir doeleindes van 'n onderhoudsondersoek ingevolge die Onderhoudswet, No. 99 van 1998, of die regulasies ingevolge sodanige Wet nie.

9. REKORDS WAT AUTOMATIESEN EN GRATIS BESKIKBAAR IS

Ingevolge Artikel 15 van hierdie Wet is die volgende kategorieë van rekords outomaties beskikbaar aan versoekers:

A: REKORDS OUTOMATIES GRATIS BESKIKBAAR WORD HIERONDER AANGEDUI

No.	Beskrywing
1	Transnet se Jaarverslag
2	Dokumentasie en inligting met betrekking tot Transnet wat gehou word deur die Registrateur van Maatskappye

Alle rekords hierbo gelys is gratis beskikbaar onderhewig aan beskikbaarheid van gedrukte voorraad op enige gegewe tyd. Toegang tot hierdie rekords sal toegestaan word aan versoekers onderhewig aan die bepalings van hierdie Wet.

B: REKORDS OUTOMATIES BESKIKBAAR ONDERHEWIG AAN BETALING VAN 'N VOORGESKREWE FOOI

No.	Beskrywing
1	Alle dokumente met betrekking tot Transnet se inlywing en wat gehou word deur Transnet se Hoofkantoor
2	Wette, regulasies en ondergeskikte wetgewing wat die funksionering en optrede van Transnet beheer en reguleer
3	Besonderhede van ouditeure van Transnet Groep

4	Besonderhede van aktuarisse van die pensioenskema en mediese fonds wat deur Transnet administreer word
5	Reëls met betrekking tot voordele, behuising en mediese skemas van Transnet en sodanige Fondse
6	Nuusbriefe

Versoekers sal ingelig word van voorgeskrewe fooie by indiening van 'n versoek ingevolge toegang tot rekords onderhewig aan die bepalings van hierdie Wet.

10 DIENSTE BESKIKBAAR AAN DIE PUBLIEK

10.1 Transnet National Ports Authority:-

10.1.1 Beplan, voorsien, onderhou en verbeter infrastruktuur in hawens;

10.1.2 Is verantwoordelik vir die opstel en periodieke opdatering van 'n ontwikkelingsraamwerkplan vir elke hawe waarin uiteengesit en vervat die TNPA se beleid vir hawe-ontwikkeling en grondgebruik binne sodanige hawe;

10.1.3 Voorsien en reël pad-en spoortoegang binne hawens;

10.1.3.1 Is verantwoordelik vir die onderhoud en volhoubaarheid van hawens en hul omgewings;

10.1.3.2 Reguleer en beheer die ontwikkeling van hawens;

10.1.3.3 Beheer grondgebruik binne hawens en beskik oor die bevoegdheid om hawegrond te verhuur onderhewig aan sodanige voorwaardes wat die TNPA mag goeddink;

10.1.3.4 Voorsien dienste soos water, ligte, krag, riool en telekommunikasie binne hawens;

10.1.3.5 Onderhou die volhoubaarheid van hawens en hul omgewings;

10.1.3.6 Reguleer en beheer die laai, aflaa en berging van vrag en op-en aflaa van passasiers op skepe;

10.1.3.7 Reguleer en beheer vragbergingsfasiliteite langs, of by, die kus;

10.1.3.8 Reguleer en beheer besoedeling en die beskerming van die omgewing binne die hawegrense;

10.1.3.9 Reguleer en beheer veiligheid en sekuriteit binne die hawegrense;

10.1.3.10 Skryf voor grense en vlakke met betrekking tot baggerwerk in hawens;

- 10.1.3.11 Verseker die voldoende, bekostigbare en effektiewe dienste en fasiliteite binne hawens;
- 10.1.3.12 Uitoefening van lisensiëring en beheerfunksies van hawedienste en hawe-fasiliteite;
- 10.1.3.13 Verseker dat voorsieners van dienste en fasiliteite in hawens in staat is om sodanige dienste en fasiliteite effektief te voorsien;
- 10.1.3.14 Bevorder effektiwiteit, betroubaarheid en kostedoelmatigheid met betrekking tot gelisensieerde operateurs in ooreenstemming met internasionale standaarde en openbare aanvraag;
- 10.1.3.15 Bevorder gelykheid met behulp van maatreëls daarop gerig om agtergeblewe individue of kategorieë van persone by te staan en onregverdigte diskriminasie te beperk in die werksaamhede en fasiliteite van die hawe-omgewing;
- 10.1.3.16 Bevorder die gebruik, verbetering en ontwikkeling van hawens;
- 10.1.3.17 Adviseer met betrekking tot alle aangeleenthede binne die hawesektor, hawedienste en hawefasiliteite;
- 10.1.3.18 Bevorder groter verteenwoordiging, veral verhoging van deelname in haweterminaalbedrywighede ten aansien van historiesagtergeblewe persone;
- 10.1.3.19 Beoefen die lisensiëring en oprigting en bedryf van vraghanterings-fasiliteite en dienste aan, of by, die kus;
- 10.1.3.20 Voldoening aan of fasilitering van internasionale verpligtings met betrekking tot hawens;
- 10.1.3.21 Fasilitering van die uitoefening van enige funksie van staatsorgane binne hawens;
- 10.1.3.22 Bevorder navorsing en ontwikkeling met betrekking tot hawedienste en-fasiliteite;
- 10.1.3.23 Reguleer en beheer navigasie binne hawegrense en toegang tot hawens;
- 10.1.3.24 Reguleer en beheer toegang van skeepsvaartuie in hawens, verblyf, beweging of aktiwiteite in en verlating van hawens;
- 10.1.3.25 Voorsien sleepboot-, gidsboot en ander fasiliteite en dienste met betrekking tot navigasie en ankerplekke van skeepsvaartuie in hawens;
- 10.1.3.26 Voorsien, beheer en onderhou skeepsvaartuigverkeersdienste. Vir meer inligting besoek Transnet se webwerf by www.transnet.co.za.

10.2 TRANSNET PIPELINES

10.2.1 Transnet Pipelines bedryf, bestuur en onderhou 'n netwerk van hoëdruk-petroleum en gaspylyne en voorsien vervoer en berging van petroleumprodukte namens die Staat en petroleummaatskappye; en

10.2.2 Transnet Pipelines pomp petroleum en gas deur 'n netwerk pylyne. Vir meer inligting besoek Transnet se webwerf by www.transnet.co.za.

10.3 TRANSNET PORT TERMINALS

10.3.1 Bestuur die werking van Suid-Afrika se ses hoofhawens;

10.3.2 Hanteer oplaai en aflaai van vrag;

10.3.3 Voorsien waardetoevoegingsdienste ten aansien van oplaai en aflaai van vrag asook berging van vrag in transito;

10.3.4 Het as visie om die logistiekebesigheidsvennoot van keuse te wees. Vir meer inligting besoek Transnet se webwerf by www.transnet.co.za.

10.4 TRANSNET FREIGHT RAIL

10.4.1 Voorsien spoorgerigte logistieke oplossings aan klante in die mynbou asook die swaar en ligte vervaardigingsektors. Vir meer inligting besoek Transnet se webwerf by www.transnet.co.za.

10.5 TRANSNET RAIL ENGINEERING

10.5.1 Is 'n ingenieursonderneming;

10.5.2 Is 'n leidende Suid-Afrikaanse opgradeerder en hersteller van spoorverwante produkte;

10.5.3 Herstel en opgradeer spoorprodukte, lokomotiewe en spoorwegwaens, en

10.5.4 Voorsien komponente vir spoorvragprodukte en bou spoorvragwaens. Vir meer inligting besoek Transnet se webwerf by www.transnet.co.za.

11 JOU REMEDIES

11.1.1 'n versoeker van inligting (of 'n derde party, waar toepaslik) mag regshulp aanvra by enige hof met toepaslike jurisdiksie met betrekking tot die volgende besluite van 'n inligtingsbeampte:

- 11.1.1.1 Weiering, of gedeeltelike weiering, van 'n versoek om toegang tot inligting;
- 11.1.1.2 Die bedrag geld versoek;
- 11.1.1.3 Die verlenging van die periode waarbinne die versoek hanteer moet word; of
- 11.1.1.4 Die vorm van toegang aangebied.

11.1.2 Alle regsdokumente moet beteken word op die inligtingsbeampte wie met die versoek gehandel het.

12 REKORDS GEHOU DEUR TRANSNET

Transnet hou rekord met betrekking tot die volgende kategorieë en onderwerpe. Neem egter kennis dat die feit dat 'n betrokke kategorie of onderwerp hieronder gelys is, nie noodwendig beteken dat 'n versoek tot sodanige Transnet rekords toegestaan sal word nie: alle versoeke tot toegang word oorweeg op individuele basis in ooreenstemming met die bepalings van hierdie wet.

12.1.1 Interne Rekords

Die volgende rekords word deur Transnet gehou met betrekking tot sy eie sake:

- Finansiële rekords;
- Operasionele rekords;
- Intellektuele eiendomsrekords;
- Bemerkingsrekords;
- Interne korrespondensie;
- Statutêre rekords;
- Interne rekords gehou deur beamptes van Transnet.

12.2 WERKNEMERS REKORDS

Met "werknemer" word verwys na enige persoon in diens van Transnet of enige persoon wat dienste aan (of ten behoewe van) Transnet voorsien of ontvang of geregtig is op ontvangs van enige vergoeding asook enige persoon wat hulp verleen met betrekking tot uitvoer of verrigting van enige werk of dienste vir Transnet. Dit sluit in sonder beperking departementshoofde, bestuurders, alle permanente tydelike en deelydse personeel sowel as kontrakwerkers. Personeelrekords sluit in die volgende:

- 12.2.1.1 Enige personeelrekords deur Transnet aan personeel voorsien;
- 12.2.1.2 Enige rekords aan Transnet voorsien deur 'n derde party van enige personeel;
- 12.2.1.3 Diensvoorwaardes en ander personeelverwante kontraktuele en quasi-regsrekords;
- 12.2.1.4 Interne evalueringsrekords; en
- 12.2.1.5 Ander interne rekords en korrespondensie.

12.3 WERKVERWANTE REKORDS

Werkverwante inligting sluit in die volgende:

- 12.3.1 Enige rekords aan Transnet voorsien deur 'n derde party; en
- 12.3.2 Rekords opgestel deur of binne Transnet met betrekking tot werk of dienste met insluiting van transaksierekords.

12.4 ANDER PARTYE

Rekords word deur Transnet gehou met betrekking tot ander partye insluitend maar nie beperk tot kontrakteurs, diensverskaffers, departemente en verskaffers, alternatiewelik sodanige ander partye wat moontlik oor rekords mag beskik wat aan Transnet behoort.

Die volgende rekords val onder hierdie kategorie:

- 12.4.1 Personeel, werk, of diensteverwante rekords wat gehou word deur 'n ander party, in teenstelling met Transnet self;
- 12.4.2 Rekords gehou deur Transnet met betrekking tot ander partye insluitend finansiële rekords, korrespondensie, kontraktuele rekords, rekords voorsien deur ander partye en rekords deur derde partye voorsien aan kontrakteurs of verskaffers.

AANHANGSEL 1: VERSOEK GERIG AAN 'N OPENBARE LIGGAAM

Hierdie aanhangsel moet vergesel wees van 'n brief gerig aan die betrokke inligtingsbeampte.

A. Besonderhede van Transnet of 'n bedryfsafdeling

(die inligting hierin vervat identifiseer die korrekte inligtingsbeampte asook die korrekte Transnet bedryfsafdeling)

Inligtingsbeampte: Naam _____

Transnet bedryfsafdeling: _____

Faksnommer: _____

E-pos adres: _____

B. Besonderhede van versoeker

(a) die inligting in hierdie afdeling vervat identifiseer die naam en besonderhede van die versoeker asook die hoedanigheid waarin die versoek gerig word (waarvan bewys verlang word) verkieslik aangeheg.

Volle naam en van: _____

Identiteitsnommer: _____

Posadres: _____

Faksnommer: _____

Telefoonnommer: _____

E-pos adres: _____

Hoedanigheid waarin die versoek gerig word, indien namens 'n ander persoon:

C. Besonderhede van persoon namens wie die versoek gerig word

Hierdie afdeling moet alleen voltooi word indien 'n versoek gerig word namens 'n ander persoon.

Volle naam en van: _____

Identiteitsnommer: _____

D. Besonderhede van rekord

In hierdie afdeling moet volledige besonderhede voorsien word van die rekord waartoe toegang verlang word met insluiting van die verwysingsnommer, indien bekend, ten einde identifisering van die rekord te bespoedig. Indien die gegewe spasie onvoldoende is, voltooi asseblief 'n aparte folio bladsy en heg dit hierby aan. Geliewe asseblief daarop te let dat die versoeker elke aangehegte folio bladsy moet onderteken.

1 Beskrywing van die aangevraagde rekord, of relevante gedeelte daarvan:

2 Verwysingsnommer, indien toepaslik:

3 Enige verdere besonderhede van die rekord:

E. Gelde betaalbaar

- | |
|--|
| <p>(a) Enige versoek om toegang tot 'n rekord, behalwe indien die rekord persoonlike inligting van uself bevat, sal alleenlik verwerk word indien die toepaslike versoekgeld betaal is;</p> <p>(b) u sal in kennis gestel word van wat hierdie versoekgeld behoort te wees;</p> <p>(c) die bedrag versoekgeld hang af van die vorm waarin toegang verlang word en die redelike tyd beskikbaar vir die soek en voorbereiding van 'n rekord;</p> <p>(d) indien u kwalifiseer vir vrystelling van enige geld, vermeld asseblief die redes vir sodanige vrystelling.</p> |
|--|

Redes vir vrystelling van betaling van geld:

F. Vorm van toegang tot rekord

Indien u as gevolg van fisiese onvermoë nie in staat is om die rekord te lees, daarna te kyk of daarna te luister nie, vermeld asseblief volledig wat u tekortkoming behels en dui asseblief volledig aan in welke vorm die rekord aan u voorsien moet word.

Fisiese ongeskiktheid:	Vorm waarin die rekord verlang word
------------------------	-------------------------------------

Merk die betrokke blokkie hieronder met 'n "x"

Notas:

(a) voldoening aan die versoek in die voorgeskrewe vorm mag afhanklik wees van die vorm waarin die rekord wel beskikbaar is;

(b) toegang tot die rekord in die vorm deur u versoek, mag geweier word onder sekere omstandighede. In sodanige geval sal u ingelig word of toegang toegestaan sal word in 'n ander vorm;

(c) die fooi betaalbaar vir toegang tot die rekord, indien enige, sal gedeeltelik afhang van die vorm waarin toegang versoek is.

1. Indien die rekord in 'n skriftelike of gedrukte vorm is:

	Afskrif van rekord		Inspeksie van rekord
--	--------------------	--	----------------------

2. Indien die rekord bestaan uit sigbare afbeeldings: dit sluit in foto's, skyfies, video opnames, elektroniese afbeeldings, sketse, ens.

	Besigtig die afbeeldings		Afskrif van die afbeeldings		Transkripsie van afbeeldings
3. As die rekord uit klankopnames bestaan of uit inligting wat in klank gereproduseer kan word:					
	Luister na die klankbaan		Transkripsie van klank opname: skriftelike of gedrukte dokument		
4. Indien die rekord op 'n rekenaar of in elektroniese of masjienleesbare vorm bestaan:					
	Gedrukte afskrif van rekord		Gedrukte afskrif van inligting afgelei van die rekord		Afskrif in leesbare formaat (slapskyf, hardeskyf of kompakskyf)
Indien u 'n afskrif van die rekord (hierbo) verlang: verkies u dat die afskrif of transkripsie aan u gepos word? indien wel, word betaling van posgeld verlang.				Ja	Nee

G. Kennisgewing van besluit met betrekking tot versoek tot toegang tot rekord

U sal skriftelik in kennis gestel word of u versoek goedgekeur of afgewys is. Indien u sou verlang dat kennisgewing aan u geskied op enige ander wyse, spesifiseer asseblief die wyse en voorsien genoegsame besonderhede ten einde voldoening aan die versoek te verseker.

Hoe sou u verkies om ingelig te word van die besluit met betrekking tot u versoek vir toegang tot die rekord?

Onderteken te _____ op hierdie dag van _____ 20__

Handtekening van versoeker / persoon namens wie die versoek gemaak word

Vir Transnet interne gebruik alleenlik

Verwysingsnommer:

Inligtingsbeampte:

Versoekfooi: R _____

Deposito: R _____

Toegangsfooi: R _____

HANDTEKENING VAN INLIGTINGSBEAMPTE/ADJUNKINLIGTINGSBEAMPTE

BHUKWANA LOKWAZISA LAKWA-TRANSNET LIMITED

**NJENGOKULANDISA KWESIGABA 14 SOMTHETHO I-
PROMOTION OF ACCESS TO INFORMATION ACT**

Revision date:

13 May 2011

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1. ISINGENISO

Lolulwazi oluqukethwe yilelibhukwana lushicilelwe ngokwesigaba 14 somthetho iPromotion of Access to Information Act No 2 ka 2000 (“umthetho”).

Lomthetho ulawula ukusebenza kweSigaba 32 soMthetho-sisekelo wezwe esinika igunya lokuthola ulwazi olugodlwe umbuso kanye nolwazi olugodlwe omunye umuntu oludingeka ekusetsezisweni kanye nokuvikela noma yiliphi ilungelo.

Ihloso yalomthetho ukuqinisa isiko-mpilo lokuvuleleka nokuzwana kwezinkampani zomphakathi nalezo ezizimele ngokunikeza nanoma ubani ilungelo lokuthola ulwazi oluzobenza bakwazi ukuvikela amalungelo abo.

Kanti inhloso yalelibhukwana ukubonisa ngezindlela okufanele zilandelwe kanye nokumele kweziwe ofisa ukuthola ulwazi oluphethwe noma olungaphansi kwabenkampani yakwa Transnet kanye nophiko lwe Operations lwakhona kwaTransnet

2. UKUTHOLAKALA KWALELIBHUKWANA

Lelibhukwana lingatholakala ku website yethu ethi www.transnet.co.za noma ungalicela ngokuthumelela i e-mail omunye wabanikezana ngolwazi kulenkampani phecelezi ama Information Officers njengoba kulotshiwe esigabeni 4 ngenzansi. Kanti lelibhukwana liyatholakala nakwi Khomishana yamalungelo esintu yakuleli

3. UKUSEBENZA NOHLAKA LWENKAMPANI YAKWA-TRANSNET

U-Transnet uyinkampani yomphakathi yezokuthuthwa kwempahla kanye nokuhlela kanti yenganyelwe nguhulumeni kuphela. UTransnet ubhekene namachweba, uloliwe kanye namapayipi angaphansi komhlaba. Kanti isu lokuhlela kabusha lenkampani olunamaphuzu amane lwaholela ekudayisweni kwempahla namabhizinisi okungeyona ingxenye yezinhlelo zokwakha inkampani ehlonishwa emhlabeni jikelele kwezokuthuthwa kwezimpahla ezinkulu nezokuhlela.

Inkampani yakwa Transnet ihlukaniswe kanje:

- 3.1 I-Transnet Freight Rail: Uphiko oluthwala impahla ngololiwe (Loluphiko belwaziwa njenge Spoornet)
- 3.2 I- Transnet National Ports Authority: Umsebenzi omkhulu waloluphiko ukongamela, ukuphatha, ukulawula kanye nokubhekelela amachweba ukuqinisekisa ukuthi asebenza ngendlela enobuchwepheshe nengenisa inzuzo.
- 3.3 I-Transnet Port Terminals: Eyayaziwa ngelika SAPO, yasungulwa ngonyaka ka 2000 ngesikhathi iPortnet ihlukaniswa phakathi yenziwa amabhizinisi amabili okuyi SAPO ebhekele ukusebenza kwamachweba ne National Port Authority (NPA) eyengamele amachweba. Kanti umsebenzi wayo omkhulu ukubhekelela ukusebenza kwezingxenye ezibhekelele ukuthuthwa kwempahla.
- 3.4 I-Transnet Pipelines: Loluphiko lubhekelele amapayipi okuthutha nokugcina uphethiloli kanye nama gesi kanti lunenxanxathela yamapayipi ahamba ibanga elide. Beyaziwa ngokuthi yi Petronet.

- 3.5 I-Transnet Rail Engineering: Loluphiko lubhekene nokulungisa impahla yokusebenza ezokuthutha yakwaTransnet. Belwaziwa nge Transwerk.

4. AMA-CHIEF INFORMATION OFFICERS NEMININGWANE YABO

- 4.1 Ngokusho kwalomthetho, oyi Chief Executive Officer yenkampani yomphakathi nguye onikwa umsebenzi wokuba yi-Chief Information Officer. Kanti imininingwane yezikhulu eziphezulu zakwa Transnet imi kanje:

- 4.2 u-Brian Molefe, uyi-Group Chief Executive,

- 4.3 Ikheli lakhe lithi: Transnet Limited, 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg.

- 4.4 Inombolo yocingo: Tel: 011 – 308 2309

- 4.5 Inombolo yesikhahlamezi: Fax: 011 – 308 2315

- 4.6 Abadinga okuthize kumele baqondise zonke izidingo zabo kumaphini ama-Information Officer, akwa-Transnet noma yisiphi isigaba salenkampani kulemininingwane engezansi:

Mr Brian Molefe
Group Chief Executive
Transnet
49th Floor, Carlton Centre
150 Commissioner Street
Johannesburg

PO Box 72501

Parkview

2122

151 e-mail: Brian.Molefe@Transnet.net / Zanele.Mbele@Transnet.net

4.7 Izicelo eziqondisiwe enkampanini yakwa-Transnet (hhayi kumnyango othize) kufanele zithunyelwe ku-Information Officer kulemininigwane elandelayo:

5. **UKUFINGQWA KOMTHETHO YI-SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC)**

Umthetho ofingqiwe kanye namalungelo aloyo ofaka isicelo kuyatholakala kwa-SAHRC noma kwi website yabo ethi: WWW.SAHRC.ORG.ZA.

Uma unombuzo ngalokhu, thintana ngqo nabakwa SAHRC, kulelikheli ku: The South African Human Rights Commission: PAIA Unit; The Research and Documentation Department; Ikheli labo leposi: Private Bag 2700, Houghton, 2041; ungabashayela ucingo ku: +27 11 484-8300; Bathumele isikhahlamezi noma i-fax ku +27 11 484-0582; i-website yabo ithi: www.sahrc.org.za; I-e-mail ithi: paia@sahrc.org.za

6. **UNGAYICELA KANJANI IMIQULU NOLWAZI OLUPHETHWE ABAKWA-TRANSNET**

Nakhu okufanele kulandelwe ngaphambi kokufaka isicelo

6.1 Step 1: Ingabe uvumelekile yini ukusebenzisa umthetho ekufakeni isicelo sokufunayo?

6.1.1 Qaphela u-section 7(1) walomthetho othi:

“Lomthetho awusebenzi kuma rekhodi enhlangano yomphakathi noma ezimele uma:

(a) Lelo rekhodi lifunelwa ekusetsenziselwa ecaleni lobugebengu noma elamademeshe;

- (b) uma lifunwe ngemuva kokuba seliqalile lelocala lezobugebengu noma lamademeshe, njengokuma kwalo; noma
- (c) ukukhiqizwa noma ukutholakala kwaleli rekhodi ngesizathu esibalwe esigabeni kungatholakala komunye umthetho.”
- 6.1.2 Uma kusebenza u section 7(1), ngeke ukwazi ukufaka isicelo ngokwemigomo yalomthetho. Ungasebenzisa imigomo nezinyathelo zokuthola ulwazi zesigungu sezomthetho kanye nezinyathelo obhekene nazo. Abakwa-Transnet banelungelo lokufaka isicelo sokukhokhelwa izindleko ezihambisana nokufakwa kwesicelo okungahambisani no section 7(1)
- 6.1.3 Sicela uqaphele u section 45 walomthetho nonika u-Transnet ilungelo lokwenqaba isicelo sokuthola irekhodi uma: (a) lesicelo sicacile ukuthi asinamqondo futhi sinohlevane; noma (b) umsebenzi ohlanganisa ukuphumeleliswa kwalesi sicelo uzoshintsa kakhulu nokungenasidingo izimo zokusebenza zakwa-Transnet.
- 6.2 Step 2: Ingabe lolulwazi olucelwayo luyatholakala ngokohlobo lwe-rekhodi?
- 6.2.1 Qaphela ukuthi lomthetho usebenza kuphela kuma rekhodi asuke ekhona ngaleso sikhathi kufakwa isicelo.
- 6.2.2 Lomthetho awuphoqi muntu ukuba akhe irekhodi ebelingekho ngesikhathi kufakwa isicelo. Isibonelo, lomthetho ngeke usetshenziselwe ukuthola izizathu zezinqumo ezithathwe abakwa-Transnet uma lezo zizathu zingelona uhlobo lwe rekhodi
- 6.2.3 Uma ungenaso isiqiniseko sokuthi lelo rekhodi olicelayo likhona, sicela ukusho lokhu kwi-fomu lokufaka izicelo.
- 6.3 Step 3: Ingabe leli recodi liphethwe noma lingaphansi kwenkampani yakwa-Transnet?
- 6.3.1 Inkampani yakwa-Transnet inkulu kabi kanti ukufuna i-recodi elisuke liceliwe ungadla isikhathi eside, izidingo zokusebenza kanye nemali.

6.3.2 Lomthetho uthi i-rekhodi elisuke licelwa kufanele libekhona noma libe ngaphansi kwenkampani yakwa-Transnet. Kodwa ke ngokwalomthetho i-rekhodi elingaphansi noma elonganyelwe (a) isisebenzi sakwa Transnet noma (b) ozimele osebenzela u -Transnet lithathwa njenge rekhodi laleyonkampani yomphakathi noma ezimele, ngokwehlukana. Uma ungenaso isiqiniseko sokuthi leli recodi olicelayo likhona yini ezandleni zabakwa Transnet, sicela ukusho lokho kwi fomu lokucela amarekhodi

6.3.3 Njengoba sekushiwo ngaphambilini, u section 45(b) walomthetho unikeza abakwa-Transnet igunya lokwenqaba nerekhodi elisuke liceliwe uma umsebenzi wokulithola uzofaka ukuphazamiseka kakhulu nokungenasidingo kwezimo zokusebenza zakwa Transnet.

6.4 Step 4: Ungasiletha yini isicelo ngaphansi kuka Chapter 2 noma u 3 walomthetho?

6.4.1 Nakuba u-Transnet uyinkampani yomphakathi njengoba kubekiwe esigatshaneni u-subsection (b)(ii) wencazelo yenkampani yomphakathi, kungaba khona izimo lapho inkampani yakwa-Transnet okufanele ibhekwe njengezimele ngokuka section 8 walomthetho.

6.4.2 Ukubona ukuthi inkampani yakwa-Transnet iyakwazi ukuthathwa njengezimele, ukuziphatha kuka Transnet kumele kubhekwe ikakhulukazi ekutheni izinyathelo zayo zingathathwa njengeziqondene nezokuphatha yini. Ukuthi ukuziphatha okuthile kuthathwa njengezokuphatha (administrative) kuncike kakhulu ohlobeni lwamandla asetshenziswayo kunokuthi ubani owasebenzisayo (uTransnet) Lemigomo elandelayo kufuneka ilandelwe:

- 6.4.3 U-Transnet njengenkampani yomphakathi: Inkampani yakwa-Transnet ihlonzwa njengeyomphakathi ama-rekhodi afaka noma athintelana nokusebenzisa amandla noma ukwenza umsebenzi womphakathi kulandelwa nanoma yimuphi umthetho..
- 6.4.4 U-Transnet njengenkampani ezimele: ezintweni ezithinta imigomo yokuqondisa izigwegwe kubasebenzi , u-Transnet akawasebenzisi amandla enkampani yomphakathi, kanti ngaleyondlela angathathwa njengenkampani ezimele ngokwalomthetho.
- 6.5 Step 5: Indlela yesicelo
- 6.5.1 Inkampani yakwa-Transnet njengeyomphakathi:
- 6.5.1.1 Ukufaka isicelo sokuthola ama-rekhodi asezandleni zakwa-Transnet njengenkampani yomphakathi kufanele kwenziwe ngokusebenzisa ifomu lesicelo elifunwa yilomthetho, kanti ikhophi yalo ixhunyiwe lapha njengo-Annexure 1.
- 6.5.1.2 Uma ufisa ukubhala imininingwane yesicelo sakho kuleli fomu, nge-khompwutha usebenzisa u MS Word, sicela uthumele i-e-mail kwi- Information Officer ethintekayo ukuze akuthumelele leli fomu ngendlela.
- 6.5.2 U-Transnet njengenkampani ezimele :
- 6.5.2.1 Ukufaka isicelo sama-rekhodi asezandleni zakwa-Transnet njengenkampani ezimele, kufanele kwenziwe kwi fomu elikhiswe ngokwalomthetho, kanti leli fomu lixhunyiwe lapha njengo Annexure 3..
- 6.5.2.2 Qhaphela ukuthi uma ufaka isicelo enkampanini yakwa-Transnet njengezimele, kuzomele uchaze ngokucacile ilungelo ofisa ukulivikela noma ukulisebenzisa ngesicelo sakho.

- 6.5.2.3 Uma ufisa ukubhala imininingwane yesicelo sakho kuleli fomu, nge-khompwutha usebenzisa u MS Word, sicela uthumele i-e-mail kwi- Information Officer ethintekayo ukuze akuthumelele leli fomu ngendlela

7. UKUBHEKWA KWESICELO SAKHO

- 7.1 Njengokwemigomo yalomthetho, ilungelo lokutholakala kwe fomu lokufaka isicelo sokuthola ama rekhodi aphethwe abakwa-Transnet linganikwa kuphela uma:

- 7.2 yonke imigomo ebekiwe kulomthetho nehambisana nesicelo ifeziwe; kanye

- 7.3 noma ukutholakala kwerekhodi noma amarekhodi aceliwe kungenqatshelwanga ngaphansi kwe migomo yokwenqaba ebekwe kulomthetho.

- 7.2 Izizathu zokwenqaba zicaciswe engxenyeni yesibili ku Chapter 4 neyesithathu kuChapter 4 kanti zihlanganisa nokuvikela okuphoqekile kwalokhu-

- 7.2.1 Ulwazi lwezohwebo lomunye umuntu (third party);

- 7.2.2 Ulwazi oluthile oluyimfihlo;

- 7.2.3 Ukuvikeleka komuntu kanye nemphahla;

- 7.2.4 Amarekhodi avikelekile ekusetshenzisweni ezinyathelweni zomthetho;

- 7.2.5 Ukubhekela isimo sezomnotho kanye nezezimali zezwe laseNingizimu Afrika kanye nokuqhuba ibhizinisi kwenkampani yomphakathi;

- 7.2.6 Ukuphenya ulwazi ngomunye umuntu (third party) kanye nokuvikela ulwazi locwaningo lwenkampani ezimele;

- 7.2.7 Ulwazi oluthile oluthintelene nokusebenza kwenkampani yomphakathi.

- 7.3 U-Transnet angazenqaba izicelo uma zingenasisindo noma zinohlevane noma zizoholela ekuthikamezekeni kwendlela yokusebenza ngokungenasidingo.

8. AMANANI AKHOKHWAYO

- 8.1 Lomthetho ubeka izinhla ezimbili zamanani, okuyimali yesicelo nemali yokuthola okuceliwe. Lezimali kumele zikhokhwe phambi kokuba uTransnet athole isicelo solwazi oludingekayo.
- 8.2 Ozifakela yena isicelo, lokhu kusho umuntu ofaka isicelo sokuthola ama rekhodi aphathelene naye, akudingeki ukuba akhokhe imali yokufaka isicelo. Kanti ezinye izicelo ngaphandle kwalesi zidinga imali yokufaka isicelo, ngaphandle uma ukhululiwe ekukhokheni ngalezizathu ezingezansi:
- 8.3 Lapho u-Transnet emi njengenkampani yomphakathi-
- 8.3.1 Amanani okukhiqiza amakhophi alelibhukwana kanye nama rekhodi alotshiwe kuAnnexure 2;
- 8.3.2 Amanani emali yesicelo ekhokhwa yilowo ofake isicelo, uma engazifuneli yena alotshwe ku Annexure 2.
- 8.3.3 Amanani emali yokuthola ama rekhodi aceliwe ekhokhwa ngumceli ngokuka section 22(7), ngaphandle ke uma kuvikelwe ngaphansi kuka section 22(8) walomthetho ilotshiwe kuAnnexure 2.
- 8.4 Lapho u-Transnet emi njengenkampani ezimele-
- 8.4.1 Amanani emali ekhokhwa ekukhiqizeni amarekhodi akhishwa ngokuthanda noma lawo asuke ekhona alotshiwe ku-Annexure 4.
- 8.4.2 Amanani emali ekhokhwa ngumfaki sicelo ngaphandle kwesicelo solwazi olumaqondana nomceli, alotshiwe ku-Annexure 4.

8.4.3 Amanani akhokhwa ngumfaki sicelo, ngaphandle kwesivikelekile, alotshiwe ku-Annexure 4.

8.5 Okuvikelekile

8.5.1 Laba abalandelayo bavikelekile ekukhokheni imali yokuthola iminingwane:

8.5.1.1 Umuntu oyedwa onomholo wakhe ongekho ngaphezu kuka R14 712.00 ngonyaka uma sekukhiswe yonke imali okufuze ethathwa emholweni

8.5.1.2 Abashadikazi noma umuntu kanye nahlalisana naye imiholo yabo uma ihlangene ingadluli ku R27 192.00 ngonyaka ngemuva kokukhiswa kwemali okufuze ithathwe emholweni.

8.5.2 Uma imali yezindleko zokuqoqa ulwazi nokuhlanganisa i-rekhodi eliceliwe yedlula imali esuke ikhokhelwe ukucela lelo rekhodi, lamanani awabe esasebenza.

8.5.3 Imali yokuthola okuceliwe emayelana nokuhlanganisa nokuveza irekhodi ayingeni kuma rekhodi omuntu ozicelela yena.

8.5.4 Izimali zesicelo nezokuthola ulwazi azingeni kuma rekhodi acelwe yisikhulu esibhekele izondlo noma ophenya ngazo ngenhloso yokuphenya ngodaba lwesondlo, noma uphenyo olungaphansi kweziqaba zomthetho iMaintenance Act No. 99 of 1998, noma imigomo eyenziwe ngaphansi kwesigaba 44 salomthetho.

9. AMAREKHODI ASEVELE EKHONA

Lapha sininikeza uhlu lwamarekhodi asevele esekhona nase vulelekile ukuba acelwe

njengokwesigaba 15 somthetho ongenhla.

A: AMAREKHODI ASEVELE ESEKHONA NATHOLAKALA MAHHALA

Inombholo	Uhlobo
1.	Umbiko wonyaka wakwa-Transnet
2.	Imiqulu kanye nolwazi olumayelana nenkampani yakwa-Transnet oluphethwe umbhalisi zinkampani phecelezi u- Registrar of Companies

Onke lama rekhodi asebaliwe ngenhla atholakala mahhala kuphela uma ekhona njengokugaywa kwawo ngalesosikhathi. Lamarekhodi ayonikezelwa kulowo owacelile, ngaphansi kwemibandela yomthetho i-Promotion of Access to Information Act ka 2000.

B. AMAREKHODI ASEKHONA ADINGA UKUKHOKHELWA IZIMALI EZIBEKIWE

Inombholo	Uhlobo
1.	Yonke imiqulu ethintene nokubhaliswa kwenkampani yakwaTransnet agcinwe yihhovisi, le-Corporate Centre
2.	Imithetho, imigomo nemitheshwana eyongamele ukusebenza nokuziphatha kwenkampani yakwa-Transnet
3.	Imininingwane yabacwaningi mabhuku base Corporate Centre
4.	Imininingwane yabaphathi besikhwama sempesheni kanye nomshuwalense wezempilo osetshenziswa ngu-Transnet
5.	Imithetho yemihlomulo, ezezindlu nomshuwalense wezempilo kanye nezinye izikhwama
6.	Ibhukwana lezaziso lenkampani

Abafaki zicelo bazokwaziswa ngemali okufanele bayikhokhe uma sekutholakele isicelo sokuthola irekhodi. Imvume yokuthola lama rekhodi iyonikwa ofake isicelo sokuthola amarekhodi ngaphansi kwemibandela yomthetho i- Promotion of Access to Information Act, ka 2000.

10 IMISEBENZI EVULELEKE KUMPHAKATHI

10.1 I-Transnet National Ports Authority

10.1.1 Iyahlela, inikezele, igcine futhi ithuthukise ingqalasizinda yamachweba

10.1.2 Ilungisa iphinde ithuthukise izikhashana uhlaka lwamasu okuthuthukisa ichweba ngalinye, okufanele iveze inqubo-mgomo ye-National Ports Authority yokuthuthukiswa kwamachweba kanye nokusetshenziswa komhlaba kulelochweba

10.1.3 Inikezela noma ihlele ukungena ngomgwaqo nangololiwe ngaphakathi echwebeni.

10.1.4 Iqikelela inqubekela phambili yamachweba nezindawo ezakhelene nawo.

10.1.5 Ilawula futhi yengamele ukuthuthukiswa kwamachweba

10.1.6 Ilawula ukusetshenziswa komhlaba ongaphansi kwechweba, kanti inelungelo lokuqashisa ngomhlaba ngaphansi kwemibandela ezoshaywa yi-Authority.

10.1.7 Ihlela izidingo ezifana namanzi, ukukhanya, ugesi, ukuthuthwa kwendle kanye nezokuxhumana emachwebeni.

10.1.8 Ilawula futhi yengamele ukulayishwa, ukwethulwa nokugcinwa kwempahla enkulu, nokugibela nokwehla kwabagibeli.

10.1.9 Ilawula futhi yengamele izindawo zokugcinwa kwempahla ngaphandle kwamanzi.

10.1.10 Ilawula futhi yengamele ukuhlazeka komoya kanye nokuvikelwa kwemvelo ngokusemandleni echweba.

- 10.1.11 Ilawula futhi yengamele ezokuphepha nokuvikela ngokusemandleni echweba.
- 10.1.12 Ibeka imigomo namazinga okufanele kulandelwe uma kumbiwa emachwebeni kanye naseminganelweni yawo.
- 10.1.13 Iqinisekisa ukunikezela ngemisebenzi nezindawo zokusebenzela emachwebeni okwanele, okungabizi nokusebenza ngendlela.
- 10.1.14 Inamandla okunikeza amalayisense nokulawula okuphathelene nemisebenzi yamachweba kanye nempahla yamachweba.
- 10.1.15 Iqinisekisa ukuthi noma ngubani onikela ngemisebenzi echwebeni kanye nempahla echwebeni uyakwazi ukunikezela ngaleyomisebenzi kanye nempahla ngendlela ehlelekile.
- 10.1.16 Igqugquzela ukusebenza ngobuchwepheshe, ukwethembeka nangendlela enenzuzo kwalabo abanikwe amalayisense okusebenza ngokuhambisana namazinga amukelekile emhlabeni kanye nangezidingo zomphakathi.
- 10.1.17 Iqinisekisa ukufezeka kokulingana ngezinyathelo ezihlose ukuthuthukisa abantu noma izinhlaka zabantu ababecindezelwe bebandlululwa ekusebenziseni izindawo emachwebeni.
- 10.1.18 Igqugquzela ukusetshenziswa, ukuthuthukiswa nokwakhiwa kwamachweba;
- 10.1.19 Inika izaluleko ngazo zonke izindabo eziphathelene nemboni yezamachweba, imisebenzi yamachweba kanye nempahla yamachweba;
- 10.1.20 Igqugquzela ukumeleleka okuvulekile ikakhulukazi ukubamba iqhaza kwababecindezelekile ekusebenzeni kwamachweba;
- 10.1.21 Yengamela ukunika izimvume zokwakhiwa nokusebenza kwezindawo ezigcina impahla kanye nezokusebenza ezingaphandle kolwandle;
- 10.1.22 Yenza noma ihlele ukwenziwa kwezibophezelo zamazwe omhlaba ezithintelene nezamachweba;
- 10.1.23 Ihlelela ukusebenza kwanoma yimuphi umsebenzi wohlaka lombuso

echwebeni.

10.1.24 Igququzela ukucwaninga nokuthuthukisa emkhakheni wezokusebenza kwamachweba nezimpahla zakhona.

10.1.25 Yengamela iphinde ilawule ukuhamba kwemikhumbi emingceleni yamachweba kanye naseminganelweni yawo.

10.1.26 Yengamela iphinde ilawule ukungena kwemikhumbi emachwebeni, ukuhlala, ukuhamba noma ukusetshenziswa kwayo ngaphakathi nasekuphumeni kwayo emachwebeni.

10.1.27 Ihlelela futhi inikezele ngezikebhe zokudonsa imikhumbi, izikebhe zabashayeli kanye nezinye izinto nezidingo zokuhamba nokungena kwemikhumbi emachwebeni.

10.1.28 Inikeza, ilawule futhi igcine imigudu yokuhamba kwemikhumbi. (Uma ufuna ukuthola ulwazi ngokuthi ungazithola kanjani lezidingo sicela ungavakashela i-website yakwa Transnet ethi: www.transnet.co.za).

10.2 Isigaba se-Transnet Pipelines

10.2.1 Sibhekele, siphethe futhi silungisa inxanxathela yamapayipi kuhambisa uphethilolo ne-gas, sibuye sinikele ngezokuthutha nokugcinwa kwemikhiqizo kaphethiloli kahulumeni kanye nezinkampani zikaphethiloli; futhi

10.2.2 U-Transnet Pipelinse ukhiqiza uphethilomu kanye ne gas. (Uma ufuna ukwazi ngabanzi ngalokhu ungavakashela i-website yakwa-Transnet ku www.transnet.co.za)

10.3 I-Transnet Port Terminals

10.3.1 Ibhekela ukusebenza kwamachweba amakhulu ayisithupha ase Ningizimi neAfrika;

10.3.2 Ibhekele ukulayishwa nokuthululwa kwempahla

10.3.3 Inikela umsebenzi osezingeni eliphezulu ekupakisheni nasekuthululweni kwempahla, ezikhungweni zokugcina impahla ehambayo;

kanti,

10.3.4 Iphokophelele ukuba ngumnikezeli wezidingo zebhizinisi lezokuhlela okhethekile (uma ufuna ulwazi ngokuthola lezidingo vakashela i-website yakwa Transnet ku www.transnet.co.za)

10.4 I- I-Transnet Freight Rail:

10.4.1 Loluphikohla lubhekele ukuxazulula izinkinga zezokuthuthwa kwempahla embonini yezimayini kanye nemboni yabakhiqizi abakhulu nabancane (Uma ufuna ukwazi kabanzi ngalokhu ungavakashela i-website yakwa-Transnet ethi: www.transnet.co.za)

10.5 I-Transport Rail Engineering:

10.5.1 Iyibhizinisi eligxile kwezobunjiniyela;

10.5.2 Ihamba phambili eNingizimu Afrika ekuthuthukisweni nasekulungisweni kwezinto ezithintene nololiwe;

10.5.3 Ilungisa futhi ithuthukise izinto ezibhekene nemizila, izinqola zezitimela ezithutha abantu nezempahla; futhi,

10.5.4 Ikhiqiza izinsimbi zemikhiqizo yokuthutha impahla ngololiwe, ibuye yakhe izinqola zokulayisha impahla. (Uma ufuna ukwazi kabanzi ngalokhu ungavakashela i-website yakwa-Transnet ethi: www.transnet.co.za)

11. 1 UKUDLULISA ISIKHALO

11.1 Umfaki sicelo (noma umngeneleli wesithathu, uma ekhona) angayofuna usizo lwenkantolo enamandla afanelekile ngokwalezinqumo ezilandelayo ezithathwe yi-Information Officer:

11.1.1 Ukwenqaba noma ukuchitha ingxenye yesicelo;

11.1.2 Inani lemali okufanele ikhokhwe ;

11.1.3 Ukwelulwa kwesikhathi okufuze kuphothulwe ngaso isicelo; noma

11.1.4 Indlela okuzobekwa ngayo ulwazi oluzokhiswa.

11.2 Zonke izinyathetho zomthetho kufanele ziqondiswe ku- Information Officer obebhekene naleso sicelo.

12. AMAREKHODI ASEZANDLENI ZABAKWA-TRANSNET

Inkampani yakwa-Transnet igcina amarekhodi ngaphansi kwalezigaba nezihloko ezila ndelayo. Kepha sicela uqaphele ukuthi ukubhalwa kwalezigaba noma izihloko kulelibhukwana akusho ukuthi isicelo sokunikezelwa lelo rekhodi sizovunywa nje.. Zonke izicelo zokuthola ama rekhodi zizobhekwa ngasinye kulandelwa lomthetho.

12.1 Amarekhodi angaphakathi

Lamarekhodi, alandelayo aphathelene nezindaba zangaphakathi zakwa-Transnet:

- Amarekhodi ezezimali;
- Amarekhodi okusebenza kwenkampani;
- Izinto ezibhalwe phansi zenkampani;
- Amarekhodi ezokukhangisa;
- Ukuxhumana kwangaphakathi;
- Amarekhodi ezinto eziphethwe umthetho
- Imigomo nezindlela zokusebenza zangaphakathi;
- Amarekhodi aphethwe abasebenzi bakwa-Transnet

12.2 Amarekhodi abasebenzi

“Umsebenzi” kubhekiswe kunoma ubani osebenzela noma onikezela ngomsebenzi ngaphansi kwe-Transnet noma emele lenkampani, nothola noma okufanele athole okuyihlo, kanye nakunoma ubani osiza ekuqhubeni umsebenzi obhekene nabakwa-Transnet. Lokhu kufaka, ngaphandle kwemibandela,, izinhloko zeminyango, izimenenja, bonke abasebenzi abaqashwe ngokugcwele, abetoho kanye nokwesikhashana ngokunjalo nalabo abasebenza ngezinkontileka. Kanti amarekhodi abasebenzi afaka lokhu:

12.2.1 Ulwazi lomuntu alunikezelwe uTransnet ngabasebenzi;

12.2.2 Nanoma yiluphi ulwazi olunikwe abakwa Transnet ngomunye umuntu wesithathu mayelana nanoma yimuphi umsebenzi wabo;

12.2.3 Imigomo yokuqashwa kanye namarekhodi aphaathelene nenkontileka noma okuthinta ezomthetho;

12.2.4 Amarekhodi okucubungula angaphakathi; kanye,

12.2.5 Namanye amarekhodi nezokuxhumana kwangaphakathi.

12.3 Amarekhodi athinta ezokusebenza

Ulwazi oluphathelele nezokusebenza lufaka lokhu okulandelayo:

12.3.1 Nanoma yiluphi irekhodi elethulwe ngumuntu wesithathu kwabakwa-Transnet; kanye

12.3.2 Namarekhodi akhiqizwe abakwa noma angaphakathi kwa-Transnet eliphathelene nokusebenza noma imisebenzi enikezelwe abakwa Transnet, okufaka nama rekhodi okuhweba.

12.4 Abanye abathintekayo

Amarekhodi amayelana nabanye abangaphandle agciniwe, okuhlanganisa ngaphandle kwemibandela, osonkontileka, abasithengisela impahla, iminyango, kanye nabanikezela ngemisebenzi. Noma laba bangaphandle bangaphatha ama rekhodi athathwa ngokuthi angawakwa Transnet. Lama rekhodi alandelayo angaphansi kwalesigaba:

12.4.1 Amarekhodi aphaathelene nabasebenzi, umsebenzi kanye nokunikezelwa kwemisebenzi agcinwe ngomunye umuntu kunokuba agcinwe yi-Transnet; kanye

12.4.2 Namarekhodi agcinwe abakwa-Transnet aphaathelene nabanye abantu, ahlanganisa nama rekhodi ezezimali, izivumelwano kanye nama rekhodi

alethwe ngabanye abantu, kanye namarekhodi avela kumuntu wesithathu mayelana nezinkampani ezisebenzisana no-Transnet

ANNEXURE 1: IFOMU LESICELO LEZINKAMPANI ZOMPHAKATHI

Lelifomu kufanele lihambhisane nencwadi yencazelo ebhekiswe kwi-Information Officer ethintekayo

A. Imininingwane yakwa-Transnet noma igatsha layo

U-Information Officer obhekele: [Igama le-Information Officer kanye negatsha asebenzela kulo lakwa-Transnet]

Ibhekiswe -----

Igatsha lakwa-Transnet: -----

Inombholo ye-fax: -----

I-dilesi le-email: -----

B. Imininingwane yofaka isicelo sokuthola i-rekhodi

- (a) Imininingwane yomuntu ofaka isicelo sokuthola i-rekhodi kufanele igcwaliswe ngenzansi.
- (b) I-dilesi kanye/noma inombholo ye-fax yaseNingizimu Afrika lapho kufanele ulwazi luthunyelwe khona kufanelwe igcwaliswe.
- (c) Isiqinisekiso sesikhundla noma izinga laloyo owenza isicelo, uma kudingeka, kufanele sixhunye kulelifomu.

Amagama nesibongo

Inombolo kamazisi: -----

Idilesi yeposi:

Inombolo ye-fax: -----

Inombolo yocingo:-----

Idilesi ye-e-mail: -----

Isikhundla okufakwa ngaso isicelo, uma senzela omunye umuntu:

C. Imininingwane yomuntu ofakelwa lesi sicelo

Lengxenywe kufanele igcwaliswe KUPHELA uma isicelo sifakwa egameni lomunye umuntu

Imagama nesibongo:

Inombolo kamazisi: -----

D. Imininingwane yerekhodi elicelwayo

(a) Nikezela imininingwane egcwele ye-rekhodi elicelwayo, ufake ne reference number uma uyazi, ukuze likwazi

ukutholakala

(b) Uma isikhala esinikeziwe lapha sisincane, qhubeka ubhale kwelinye iphepha bese ulihlanganisa naleli-fomu.

Ofaka isicelo kufanele asayinde onke amaphepha ahlnganiswe naleli-fomu

1. Chaza i-rekhodi kanye noma ingxenywe efunekayo

2. Faka i-reference number, uma ikhona

3. Okunye okungachaza i-rekhodi elicelwayo

E. Ukukhokha

(a) Isicelo sokuthola i-rekhodi, okungelona elinolwazi oluqondene, liyosukunyelwa kuphela uma sekukhokhwe imali yokufaka isicelo..

(B) Uzotselewa ngemali okufanele uyikhokhe uma ufaka isicelo

© Imali okufanele uyikhokhe ukuze uthole lelo rekhodi incike ekutheni ufuna hlobo luni lwe rekhodi kanye nesikhathi esanele esidingekayo ukufuna nokulungisa irekhodi.

(d) Uma uvikelekile ekukhokheni izimali zesicelo, sicela ubeke izizathu zalokhu.

Isizathu zokuvikeleka ekukhokheni izimali ezidingekayo:

F. Indlela ozolithola ngayo leli rekhodi

Uma uvinjelwa ukukhubazeka ekubeni ufunde, ungabuka noma ulalele amarekhodi ngendlela ozogculiseka ngayo , bhala ukukhubazeka kwakho uphinde usho ukuthi ungathanda amarekhodi alethwe kuwe ngandlelani

Uhlolo lokukhubazeka:	Indlela odinga irekhodi lilethwe kuwe ngayo
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Maka ibhokisi elifanele ngophawu u-x

Funda:

(a) Ukuphuyeleliswa kwesicelo sakho ngohlobo ozothola ngayo i-rekhodi kuncike ekutheni lelo rekhodi litholakala ngaluphi uhlobo

(b) Ukunikezelwa irekhodi ngohlobo olucelile kungenqatshwa ngezizathu ezithize. Kanti uma lokhu kwenzeka uzokwaziswa ukuthi lelo rekhodi lingakhiswa ngaluphi uhlobo

(c) Uma kukhona imali okufanele ikhokhwe, kuncike ekutheni ucele ukulithola ngaluphi uhlobo irekhodi.

1. Uma irekhodi libhaliwe:

	i-khophi lerekhodi		Ukuhlolwa kwe-rekhodi
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2. Uma irekhodi linokusazithombe: Lokhu kufaka izithombe, ama slides, ama video aqoshiwe, izithombe ezakhiwe nge khompyutha, imidwebo kanye nokunye.

	Buka izithombe		kophisha izithombe		Ukuchazwa kwezithombe
--	----------------	--	--------------------	--	-----------------------

3. Uma irekhodi linamazwi aqoshiwe noma ulwazi olungaphuma njengomsindo:

	Lalela ikhasethi elinomsindo		Ukubhala ephepheni okuqoshiwe
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4. Uma irekhodi lifakwe kukhompyutha noma emshinini ongakwazi ukufunda kuwo:

	Liprinte irekhodi*		Printa ulwazi olukulelo rekhodi		Likhophisele kwikhompyutha lapho uzokwazi ukulifunda khona. (i-floppy, stifty noma i-compact disc)
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Uma ucele elinye lamarekhodi asebaliwe ngenhla, ungathanda ukuba uposelwe irekhodi olicelile? Ukuposa kuyakhokhelwa.	Yebo	Cha
--	------	-----

G. Isaziso ngesiqumo esithathiwe ngesicelo sakho sokuthola ulwazi lyiphi indlela ongathanda ukwaziswa ngayo ngesinqumo esithathiwe ngesicelo sakho?

Isayindwe - indawo -----usuku-----Inyanga-----

20--

Umfaki sicelo/ umuntu ofakelwa isicelo

ABAKWA-TRANSNET KUPHELA

I-Reference number:

U-Information Officer:

Imali yesicelo (uma ikhona): R

Idiphosi (uma ikhona): R

Imali yokuthola ulwazi: R

UKUSAYINDA I-INFORMATION OFFICER/ NESEKELA LE-INFORMATION OFFICER

U-ANNEXURE 2: AMANANI ABHEKE IZINHLA ZOMPHAKATHI

UHLOBO	IMALI
1.Imali yekhophi yalelibhukwana ngokulawula kuka 5(c) - yekhasi ngalinye eliwu A4 noma ingxenye yalo.	0,60
2. Amanani okukhiqiza ngokuka 7(1) ami kanje:	
(a) Ikhasi ngalinye eliwu A4 noma ingxeye yalo	0, 60
(b) Ikhasi ngalinye eliwu A4 eligcinwe kukhomyutha noma emshinini wokuthwala ulwazi	0,40
(c) Ikhophi ongalifunda liku khopyutha kusetsenziswa-	
i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
d)(i) Ukubhala phansi izithombe ezingalingana ikhasi eliwu-A4 noma ingxenye yalo	22,00

(d)(ii) Ikhophi lezithombhe	60,00
e)(i) Ukukhiqiza umsindo ongalingana ikhasi eliwu-A4	12,00
(e)(ii) Ikhophi lomsindo	17,00
3. Imali ekhokhwa umfaki sicelo, ngaphandle kocela amarekhodi aqondene naye, njengokomgomo ka 7(2)	35,00
4. Amanani okukhiswa kwe rekhodi ekhokhwa ngumfaki sicelo njengokomgomo ka 7(3) ahamba kanje:	
4.1(a) Ikhophi ngalinye lekhasi elingu A4	0,60
(b) Ikhasi ngalinye elingalingana u-A4 eliprintwe noma elikhiswe kukhompuyutha noma emshinini	0,40
(c) Ikhophi ngalinye elingafundeka liku khopyutha kusetshenziswa-	
(i) i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
(d)(i) Ukukhiqiza izithombe ezingalingana ikhasi eliwu-A4	22,00
(ii) Ikhophi lezithombe	60,00
(e)(i) Ukubhala phansi okuqukethwe umsindo ongalingana ikhasi eliwu-A4 noma ingxenye	12,00
e)(ii) Ikhophi lomsindo orekhodiwe	17,00
f) Ukufuna nokulungisa irekhodi elizokhiswa, kuzokubiza uR15.00 ihora noma ingxenye yehora	
4.2 Ngokulandela imigomo ka section 22(2), kufuneka lokhu kugcinwe:	
(a) Amahora ayisithupha kuphela ongaweqa ngaphambi kokukhokha :kanti	

(b) Kufanele umfaki sicelo akhokhe ingxenye yokuthathu njengediphozi ukuze athole irekhodi alicelile.	
4.3 Uma irekhodi lizoposwa umfaki sicelo kuzofanele akhokhe imali ephelele yokuposa	

ANNEXURE 3: ISICELO SOKUTHOLA AMAREKHODI ENKAMPANI EZIMELE

Lengxeye kufanele ihambisane nencwadi yesicelo ebhekiswe ku –Information Officer

A. Iminingwane yenkampani yakwa-Transnet noma uphiko lwayo

U-Information Officer omele: (Igama lika-Information Officer kanye nophiko akulo)

Ibhekiswe ku: _____

Uphiko lwakwa-Transnet: _____

Inombolo ye-fax: _____

Idilesi ye-e-mail: _____

B. Iminingwane yofaka isicelo sokuthola irekhodi

- | |
|--|
| <p>(a) Iminingwane yocela irekhodi kufanele inikezelwe ngenzansi.</p> <p>(b) Kufanele kunikezelwe ngedilesi kanye/noma inombolo ye-fax yalapho kuzothunyelwa khona irekhodi.</p> <p>(c) Isiqiniseko sesikhundla okufakwa ngaphansi kwaso isicelo, uma sikhona, kumele sihlanganiswe nalelifomu</p> |
|--|

Igama nesibongo: _____

Inombolo kamazisi: _____

Idilesi:

Inombolo ye fax: _____

Inombolo yocingo: _____

Idilesi ye-e-mail: _____

Isikhundla esisetshenziswa ukufaka isicelo; uma sifakelwa omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lengxenywe igcwaliswa KUPHELA uma isicelo sifakelwa omunye umuntu

Igama nesibongo:

Inombolo kamazisi: _____

D. Imininingwane yerekhodi:

(a) Bhala yonke imininingwane yerekhodi elicelwayo, ufake nenombolo ye-reference uma uyazi, ukuze likwazi ukutholakala irekhodi.

(b) Uma isikhala esinikeziwe sokubhala singeneli, bhala kwelinye iphepha bese ulihlanganisa naleli fomu. Umfaki sicelo kufanele awasayinde onke amaphepha okwengeza

1. Imininingwane yerekhodi noma ingxenywe edingekayo:

2. Inombolo ye-reference uma ikhona:

3. Okunye okungachaza kabanzi i-rekhodi elicelwayo

E. Amanani

- (a) Isicelo sokuthola irekhodi ngaphandle kwaleso serekhodi eliqondene nawe sizobhekwa kuphela uma sekukhokhwe imali edingekayo yokufaka isicelo samarekhodi.
- (b) Uzokwaziswa ngemali okufanele uyikhokhe uma ufaka isicelo.
- (c) Inani lemali ekhokhwa uma sekukhiswa irekhodi incike ekutheni irekhodi elinjani lelo elikhishwayo kuphinde kubhekwe isikhathi esithathiwe likhiqizwa.
- (d) Uma uvikelekile ekukhokheni izimali ezibekiwe, chaza isizathu zalokhu

Isizathu sokuvikelwa ekukhokheni:

F. Indlela yokuthola irekhodi

Uma kukhona ukukhubazeka okuthize okukuvimbela ekufundeni, ekubukeni noma ekuzweni irekhodi ngendlela elikhiqizwa ngayo ngokuka 1 ukuya ku 4 lapha ngenzansi, chaza ukukhubazeka kwakho uphinde usho indlela ozolifuna ngayo irekhodi.

Uhlobo lokukhubazeka: Indlela yerekhodi elilethwe ngayo:	Indlela ozokwazi ukuyisebenzisa
Faka uphawu x ebhokisini elifanele:	
Funda:	
(a) Ukuphumelela kwendlela ocela ukuba irekhodi lilethwe ngayo ngenxa yokukhubazeka, kuncike ekutheni lukhona yini lolohlobo lwerekhodi oludingayo.	
(b) Isicelo sakho singachithwa ngezizathu ezahlukene. Uma lokhu kwenzeka uzokwaziswa nanokuthi yiluphi uhlobo olungasetsenziswa.	
(c) Inani lemali okufanelwe ikhokhwe uma ikhona ekutholeni lolohlobo lwe rekhodi, incike ekutheni uhlobo noma indlela enjani eceliwe.	

1. Uma irekhodi libhaliwe:

	i-khophi lerekhodi		Ukuhlolwa kwe-rekhodi
--	--------------------	--	-----------------------

2. Uma irekhodi linokusazithombe: Lokhu kufaka izithombe, ama slides, ama video aqoshiwe, izithombe ezakhiwe nge khompyutha, imidwebho kanye nokunye.

	Buka izithombe		kophisha izithombe		Ukuchazwa kwezithombe
--	----------------	--	--------------------	--	-----------------------

3. Uma irekhodi linamazwi aqoshiwe noma ulwazi olungaphuma njengomsindo:

	Lalela ikhasethi elinomsindo		Ukubhala ephepheni okuqoshiwe
--	------------------------------	--	-------------------------------

4. Uma irekhodi lifakwe kukhomyutha noma emshinini ongakwazi ukufunda kuwo:

	Liprinte irekhodi*		Printa ulwazi olukulelo rekhodi		Likhophishele kwikhomyutha lapho uzokwazi ukulifunda khona. (i-floppy, stiffer noma i-compact disc)
Uma ucele elinye lamarekhodi asebaliwe ngenhla, ungathanda ukuba uposelwe irekhodi olicelile? Ukuposa kuyakhokhelwa.				Yebo	Cha

G. Iminingwane yelungelo elizosetshenziswa noma elizovikelwa ngokuthola leli-rekhodi

Uma lesi sikhala esinikeziwe singeneli, qhubeka ubhale kwelinye iphepha bese ulihlanganisa naleli fomu. Umfaki sicelo

kufanele asayinde onke amaphepha ahlanganiswe naleli.

1. Bhala ukuthi yiliphi ilungelo elizosetshenziswa noma livikelwe

2. Chaza ukuthi irekhodi elicelwayo lizosiza ngani ekusetshenzisweni noma ekuvikeleni lelo lungelo:

H. Isaziso ngesinqumo mayelana nesicelo sokuthola irekhodi:

Uzobhalelwa waziswe ngokuthi isicelo sakho siphumelele noma cha. Uma kunezinye izindlela ongathanda ukwaziswa ngazo ngesicelo sakho ngaphandle kokubhalelwa, chaza leyo ndlela bese ubhala neminingwane ehambisana nayo.

Iyiphi indlela ongathanda ukwaziswa ngayo ngesicelo sakho:

Indawo: _____ usuku ___ inyanga _____ 200_

Ukusayinda: Umceli werekhodi/ ofakelwa isicelo sokuthola irekhodi

ABAKWA-TRANSNET KUPHELA

I-Reference number:

U-Information Officer:

Imali yesicelo (uma ikhona): R

Idiphozi (uma ikhona): R

Imali yokuthola imvume: R

Isayindwe ngu INFORMATION OFFICER/ ISEKELA likaINFORMATION OFFICER

ANNEXURE 4: IZIMALI EZIKHOKHWA NGOKHE BHIZINISI ELIZIMELE

UHLOBO	IMALI
1.Imali yekhophi yalelibhukwana ngokulawula kuka 5(c) - yekhasi ngalinye eliwu A4 noma ingxenye yalo.	0,60
2. Amanani okukhiqiza ngokuka 7(1) ami kanje:	
(a) Ikhosi ngalinye eliwu A4 noma ingxeye yalo	0, 60
(b) Ikhosi ngalinye eliwu A4 eligcinwe kukhomyutha noma emshinini wokuthwala ulwazi	0,40
(c) Ikhophi ongalifunda liku khopyutha kusetsenziswa-	
i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
d)(i) Ukubhala phansi izithombe ezingalingana ikhasi eliwu-A4 noma ingxenye yalo	22,00
(d)(ii) Ikhophi lezithombhe	60,00
e)(i) Ukukhiqiza umsindo ongalingana ikhasi eliwu-A4	12,00
(e)(ii) Ikhophi lomsindo	17,00
3. Imali ekhokhwa umfaki sicelo, ngaphandle kocela amarekhodi aqondene naye, njengokomgomo ka 7(2)	35,00
4. Amanani okukhiswa kwe rekhodi ekhokhwa ngumfaki sicelo njengokomgomo ka 7(3) ahamba kanje:	
4.1(a) Ikhophi ngalinye lekhasi elingu A4	0,60
(b) Ikhosi ngalinye elingalingana u-A4 eliprintwe noma elikhiswe kukhomyutha noma emshinini	0,40
(c) Ikhophi ngalinye elingafundeka liku khopyutha kusetsenziswa-	

(i) i-Stiffy disc	5,00
(ii) i-Compact disc	40,00
(d)(i) Ukukhiqiza izithombe ezingalingana ikhasi eliwu-A4	22,00
(ii) Ikhophi lezithombe	60,00
(e)(i) Ukubhala phansi okuqukethwe umsindo ongalingana ikhasi eliwu-A4 noma ingxenye	12,00
e)(ii) Ikhophi lomsindo orekhodiwe	17,00
f) Ukufuna nokulungisa irekhodi elizokhiswa, kuzokubiza uR15.00 ihora noma ingxenye yehora	
4.2 Ngokulandela imigomo ka section 22(2), kufuneka lokhu kugcinwe:	
(a) Amahora ayisithupha kuphela ongaweqa ngaphambi kokukhokha :kanti	
(b) Kufanele umfaki sicelo akhokhe ingxenye yokuthathu njengediphozi ukuze athole irekhodi alicelile.	
4.3 Uma irekhodi lizoposwa umfaki sicelo kuzofanele akhokhe imali ephelele yokuposa	

TRANSNET LIMITED
TRANSNET LIMITED
INFORMATION MANUAL
BUKANA YA TLHAHISOLESING

AS REQUIRED BY SECTION 14 OF THE PROMOTION OF ACCESS
TO INFORMATION ACT

HO LATELA KAROLO YA 14 YA MOLAO WA KGOHALETSO YA
PHUMANTSHO YA TLHAHISOLESING

Revision date:
11 May 2011

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1. INTRODUCTION

SELELEKELA

This information manual ("the Manual") is published in terms of Section 14 of the Promotion of Access to Information Act No. 2 of 2000 (the "Act").

Bukana ya tlhahisoleseding ("bukana ena ya ditaelo") e phatlalatswa ho ya ka Karolo ya 14 ya Molao wa Nomoro ya 2 wa 2000 ("Molao") wa Kgothaletso ya Phumantsho ya Tlhahiso-leseding.

The Act gives effect to the provisions of Section 32 of the Constitution which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and/or protection of any right.

Molao ona o tlatsela diphelo tsa Karolo ya 32 ya Molao wa Motheo e dumellang tokelo ya phumantsho ya tlhahiso-leseding e matleng a mmuso le tlhahisoleseding e matleng a motho e mong e hlokwang mabapi le bakeng sa tshebediso le/kappa tshireletso ya tokelo efe kapa efe.

The purpose of the Act is to foster a culture of transparency and accountability in both the public and private sectors by affording any person the right of access to information to enable them to exercise and protect all of their rights to the full extent required.

Sepheo sa Molao ona ke ho kgothaletsa tiwaelo ya phatlalatso ya tlhahisoleseding ya ditaba le boikarabelo setjhabeng le mekgatlong ya poraefete ka ho fa motho ofe kapa ofe tokelo ya ho fumantshwa tlhahiso-leseding ho dumella batho ho sebedisa le ho sireletsa ditokelo tsohle tsa bona ka botlalo ho ya ka moo ho hlokehang ka teng.

The purpose of this Manual is to set out the procedures to be followed and criteria that have to be met for anyone (the "requester") to request access to records in the possession or under the control of Transnet Limited and its Operating Divisions ("Transnet").

Sepheo sa Bukana ena ya Ditaelo ke ho hlalosa ditsamaiso tse lokelang ho latelwa le diphelo tse lokelang ho phethiswa mabapi le mang le mang (c) 2007. For Transnet use only 5 ("mokopi") hore etsa kopo ya ho fumantshwa direkoto tse matleng kapa tse taolong ya Transnet Limited le Makala a Tshebetso (Operating Divisions) ("Transnet").

2. AVAILABILITY OF THIS MANUAL/

HO FUMANEA HA BUKANA ENA YA DITAELO

This Manual can be accessed on our website at www.transnet.co.za or by requesting a copy by e-mail from the relevant Information Officer as provided for in paragraph 4 below. The Manual may also be obtained from the South African Human Rights Commission.

Bukana ena ya Ditaelo e ka fumaneha webesaeteng ya rona ya www.transnet.co.za kapa o ka kopa khopi ka "e-mail" Ofisiring e lokelang ya Merero ya Tlhahiso-leseding ho ya ka serapana sa 4 ka tlase. Hape Bukana ena e fumaneha ho ba Khomishene ya Ditokelo tsa Botho ya Afrika Borwa.

3. FUNCTIONS AND STRUCTURE OF TRANSNET

MESEBETSI LE SEBOPEHO SA TRANSNET

Transnet is a publicly-owned bulk freight transport and logistics company with the South African Government as its sole shareholder.. Transnet comprises of its ports, rail and pipeline assets. Transnet's 4 point turn-around plan resulted in the disposal of assets or businesses which do not form part of the building of a world-class bulk freight transport and logistics company.

Transnet ke khampane ya setjhaba ya dipalangwang tse thotang thepa e ngatangata le ya dilojisitiki/ditshebeletso eo monga yona e leng Mmuso wa Afrika Borwa. Transnet e kenyeletsa thepa ya dikoung, diterene le dipeipi. Morero wa Transnet wa dintlha tse 4 o ile wa baka hore ho qetelle ho nyahladitswe thepa kapa dikgwebo tseo e seng karalo e ahang khampane ya maemo a babatsehang lefatsheng ya dipalangwang tse thotang thepa le ya dilojisitiki/ditshebeletso. (c) 2007. For Transnet use only 6 Transnet is made up of the following Operating Divisions: Transnet e bopitwe ka Makala a latelang a Ditshebeletso:

- 3.1 Transnet Freight Rail: Transnet's freight rail division (formerly known as Spoornet);

Lekala la Dipalangwang Tse Thotang Thepa la Transnet (Transnet Freight Rail) (Leo pele le neng le bitswa Spoornet)

- 3.2 Transnet National Ports Authority: The main function of the Authority is to **own, manage, control** and **administer** ports to ensure their efficient and economic functioning

Lefapha la Taolo ya Dikou la Naha la Transnet (Transnet National Ports Authority). Mosebetsi wa bohlokwahlokwa wa Lefapha lena ke **ho ba beng, ho tsamaisa, ho laola le ho beha leihlo** dikou ho etsa bonnete ba hore di a sebetse mme di sebetse ka tsela e bolokang tijelete.

- 3.3 Transnet Port Terminals: Previously known as SAPO was established in 2000 when Portnet was divided into Operations and Landlord businesses called South African Port Operations (SAPO) and National Ports Authority (NPA) respectively and its main function is cargo terminal operations.

Lefapha la Ditheminale tsa Dikou la Transnet (Transnet Port Terminals): Leo pele le neng le bitswa SAPO le ile la thehwa ka selemo sa 2000 nakong eo Portnet e neng e arolwa ho ya ka makala a Dikgwebo tsa Mosebetsi le Beng a neng a bitswa Lekala la Mosebetsi ya Dikou tsa Afrika Borwa (SAPO) le Lekala la Taolo ya Dikou la Naha (NPA) mme leo mosebetsi wa lona o moholo e leng mosebetsi ya ditheminale tsa thepa.

- 3.4 Transnet Pipelines: Transnet's fuel and gas pipeline Division, which, pumps and manages the storage of petroleum and gas products through its network of high-pressure, long distance pipelines; and (formerly known as Petronet);

Lefapha la Dipeipi la Transnet (Transnet Pipelines): Lena ke Lekala la Transnet la dipeipi tsa mafura le kgase, le pompang le ho tsamaisa poloko ya dihlahiswa tsa petrole le kgase ka ho sebedisa marangrang a lona a dipeipi tsa kगतello e phahameng, tse tsamayang sebaka se selelele, mme (leo pele le neng le bitswa Petronet);

- 3.5 Transnet Rail Engineering: Transnet's rolling stock maintenance Division (formerly known as Transwerk).

Lefapha la Boenjenerere la Dipalangwang: E leng Lekala la mereroi ya ditokiso la Transnet (leo pele le neng le bitswa "Transwerk".)

4 INFORMATION OFFICERS AND CONTACT DETAILS/ BAHLANKA BA MERERO YA TLHAHISO-LESEDING LE DINTLHA TSA IKOPANYA LE BONA

4.1 In terms of the Act, the chief executive officer of a public body is automatically designated as Chief Information Officer. Transnet's Group Chief Executive's details are as follows:

Ho ya ka Molao ona, Ofisiri e ka Sehloohong ya Phethahatso (CEO) wa mokgatlo wa setjhaba o nkwa jwaloka Ofisiri e ka Sehloohong ya Tlhahiso-leseding. Dintlha tsa ho ikopanya Ofisiri eka Sehloohong ya Komiti ya Transnet ketse hlahellana:

4.2 Brian Molefe Group Chief Executive, / ke Ofisiri e ka Sehloohong ya Komiti ya Phethahatso (GCE)

4.3 Transnet, 49th Floor, Carlton Centre, 150 Commissioner Street, Johannesburg. / Transnet Mokatong wa 49, Carlton Centre 150 Seterateng sa Khomishenare, Johannesburg

4.4 Tel: 011 – 308 2235/ Mohala: 011 – 308 2235

4.5 Fax: 011 – 308 2315/ Fexe: 011 – 308 2315

4.6 Requesters are required to address all requests to the relevant Deputy Information Officer, Transnet Limited or of any of its Operating Divisions at the contact details listed below.

Bakopi ba lokela ho romela dikopo tsohle tsa bona ho Motlatsi wa Ofisiri ya Merero ya Tlhahiso-leseding, Transnet Limited, kapa ho le leng la Mafapha a Mesebetsi (Operating Divisions) diatereseng tse hlahellang ka tlase.

4.7 Requests directed to the Transnet Group (and not a particular Operating Division) must be directed to the Deputy Information Officer as follows

Dikopo tse romelwang ho ba Mokgatlo wa Transnet (Transnet Group) (e seng Lekaleng le itseng la Mesebetsi) di lokela ho romelwa ho Motlatsi wa Mohlanka wa Tlhahiso-leseding ka tsela ena:

Mr Brian Molefe
Group Chief Executive
Transnet
49th Floor, Carlton Centre
150 Commissioner Street
Johannesburg

PO Box 72501
Parkview
2122
e-mail: Brian.Molefe@Transnet.net / Zanele.Mbele@Transnet.net

5. SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") GUIDE ON THE ACT

TATAISO YA BA KHOMISHENE YA DITOKELO TSA BOTHO YA AFRIKA BORWA ("SAHRC") MABAPI LE MOLAO ONA

A guide to the Act and the rights of requesters is available from the SAHRC or from their website: [www.sahrc.org.za.](http://www.sahrc.org.za/) /

Tataiso mabapi le Molao ona le ditokelo tsa bakopi di fumaneha ho ba Khomishene ya Ditokelo tsa Botho ya Afrika Borwa (SAHRC) kapa webesaeteng ya bona: www.sahrc.org.za.

Should you have any queries in this regard, please contact the SAHRC directly at: 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; E-mail: paia@sahrc.org.za /

Haeba o batla ho tseba ho hong mabapi le taba ena, re kopa hore o ikopanye le ba Khomishene ya Ditokelo tsa Botho ka ho otloloha atereseng ena: Khomishene ya Ditokelo tsa Botho ya Afrika Borwa (SAHRC): PAIA Unit, The Research and Documentation Department, Aterese ya Poso: Private Bag 2700, Houghton, 2041; Mohala: +27 11 484-8300; Fexe +2 11 484-0582; Webesaete: www.sahrc.org.za; E-mail: paia@sahrc.org.za.

HOW TO REQUEST ACCESS TO RECORDS HELD BY TRANSNET

O KA ETSA KOPO JWANG YO HO FUMANTSHWA DIREKOTO TSE TSHWERWENG KE BA TRANSNET

The following steps must be considered before submitting a request:

Mehato e latelang e lokela ho nahanwa pele o ka etsa kopo:

6.1 Step 1: Are you entitled to use the Act to request access?

Mohato wa 1: Na o na le tokelo ya ho sebedisa Molao ho kopa hore o fumantshwe direkoto?

6.1.1 Please take note of section 7(1) of the Act which states:

Ela hloko karolo ya 7(1) ya Molao e reng:

"This Act does not apply to a record of a public body or a private body if—

"Molao ona ha o no sebetsa mabapi le rekoto (tokomane) ya mokgatlo wa setjhaba kapa mokgatlo wa poraefete haeba-

(a) that record is requested for the purpose of criminal or civil proceedings;

Rekoto eo e kopjwa ka morero wa ho etsa ditlolo tsa molao kapa bakeng sa dinyewe tsa diqosano(ditsekisano).

(b) so requested after the commencement of such criminal or civil proceedings, as the case may be; and

ha e kopjwa jwalo ka mora ho qala ha dinyewe tsa mofuta o jwalo tsa ditlolo tsa molao kapa tsa diqosanao/ditsekisano), ho tla tswa feela hore ke nyewe efe; mme

(c) the production of or access to that record for the purpose referred to in paragraph (a) is provided for in any other law."

e le hore tlhahiso kapa phumantsho ya rekoto eo bakeng sa morero o seng o boletswe serapeng sa (a) e kenyeleditswe molaong o mong."

6.1.2 If section 7(1) applies, you may not bring a request in terms of this Act. You must use the rules and procedures for discovery of information of the relevant legal forum and proceedings you are

involved in. Transnet reserves the right to claim all expenses and other damages incurred as a result of a requester submitting a request in contravention of section 7(1).

Haeba karolo ya 7(1) e dumellana jwalo, o ke ke wa etsa kopo ho ya ka Molao ona. O ka nna wa sebedisa melawana le ditsamaiso bakeng sa ho iphumanela tlhahiso-leseding ya foramo e lokelang ya molao le ya merero eo o amehang ho yona. Ba Transnet ba na le tokelo ya ho tseka hore ba lefshwe bakeng sa ditjeo tsohle le ditshenyehelo tse ding tse bileng teng ka lebaka la hobane mokopi a ile a tlola molawana wa karolo ya 7(1) ha a ne a etsa kopo.

- 6.1.3 Please have regard to section 45 of the Act which entitles Transnet to refuse a request for access to a record if: (a) the request is manifestly frivolous or vexatious; or (b) the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

Ela hloko karolo ya 45 ya molao o fang ba Transnet tokelo ya ho hana kopo ya phumantsho ya rekoto haeba: (a) kopo e jwalo e le e sa tsebisahaleng kapa e ferekanyang; kapa (b) e le hore mosebetsi o amehang bakeng sa ho sebetsana le kopo e jwalo o tla sitisa mehlodi ya ba Transnet haholo mme ka mabaka a sa utlwahaleng.

6.2 Step 2: Does the information requested exist in the form of a record?

Mohato wa 2: Na tlhahisoleseding e kopuwang e fumaneha e le ka sebopelo sa rekoto?

- 6.2.1 Please note that the Act only applies to records which are in existence at the time of us receiving your request.

Ela hloko hore Molao ona o sebetsa feela direktong tse fumanehang nakong eo rona re amohelang kopo ya hao.

- 6.2.2 The Act does not compel anyone to create a record which is not yet in existence at the time the request is made. For instance, the Act cannot be used to obtain reasons for a decision taken by Transnet if such reasons are not in the form of a record.

Molao ha o tlame mang kapa mang mabapi le ho qala rekoto e so kang e ba teng nakong eo ho etswang kopo. Mohlala, Molao o ke ke wasebediswa bakeng sa ho fumantshwa mabaka bakeng sa qeto e entsweng ke ba Transnet haeba mabaka a jwalo e se karolo ya rekoto.

- 6.2.3 If you are not sure whether the record exists, please indicate that to us in the relevant request form.

Haeba o se na bonnete b hore rekoto e jwalo e teng, re kopa o re tsebise ka taba eo ka ho tlatsa foromo e lokelang ya kopo.

6.3 Step 3: Is the record in the possession or under the control of Transnet?

Mohato wa 3: Na rekoto e matleng kapa e taolong ya ba Transnet?

- 6.3.1 Transnet is a large organisation and the search for records requested may involve substantial time, resources and expenses.

Transnet ke mokgatlo o moholo, mme ho batlana le direktoto tse kopilweng ho ka nka nako e ngata, ho kenyelletswa le mehlodi le ditshenyehelo.

The Act provides that the record requested must be in the possession or under the control of Transnet. However, for the purposes of this Act, a record in the possession or under the control of (a) a Transnet official or (b) an independent contractor engaged by Transnet, is regarded as

being a record of that public body or private body, respectively. If you are not sure whether the record is in the possession or under the control of Transnet, please indicate that to us in the relevant request form.

Molao o laela hore rekoto e kopjwang e lokela hore e be matsohong le taolong ya ba Transnet. Leha ho le jwalo, bakeng sa merero ya Molao ona, rekoto e matsohong kapa e taolong ya (a) mohlanka wa Transnet kapa (b) motho ya ikemetseng ya fuweng konteraka ke ba Transnet, e nkwa e le rekoto ya mokgatlo wa setjhaba kapa mokgatlo wa poraefete, ho ya ka tshwanelo.

- 6.3.3 As referred to earlier, section 45(b) of the Act entitles Transnet to refuse a request for access to a record if the work involved in processing the request would substantially and unreasonably divert the resources of Transnet.

Jwalo ka ha ho se ho boletswe pele, karolo ya 45(b) ya Molao e dumella ba Transnet ho hana kopo ya phumantsho ya rekoto haeba mosebetsi o amehang bakeng sa sebetsana le kopo o tla baka tshenyehelo e kgolo ya mehlodi ya ba Transnet ka mabaka a sa utwahaleng.

6.4 Step 4: Should you bring the request in terms of Chapter 2 or 3 of the Act?

Mohato wa 4: Na o lokela ho etsa kopo ho ya ka Kgaolo ya 2 kapa ya 3 ya Molao?

- 6.4.1 Although Transnet is a public body as referred to in subsection (b)(ii) of the definition of a public body in the Act, there may be certain instances where Transnet must be regarded as a private body in terms of Section 8 of the Act.

Leha Transnet e le mokgatlo wa setjhaba jwaloka ha ho se ho boletswe karolwaneng ya (b)(ii) e mabap le tihaloso ya mokgatlo wa setjhaba e Molaong ho ka nna ba na le moo Transnet e ka nkwang e le mokgatlo wa poraefete ho ya ka Karolo ya 8 ya Molao.

- 6.4.2 In determining if Transnet qualifies as a private body, the *conduct* of Transnet should be considered and particularly whether its actions qualify as administrative in nature. Whether particular conduct constitutes administrative action depends primarily on the nature of the power that is being exercised rather than the identity of the person (i.e. Transnet) who exercises it.

Ho qeta ka hore na Transnet e lokela ho ba mokgatlo wa poraefete kapa tjhe, ho tla lokela ho nahanwe ka *boitshwaro* ba Transnet mme haholoholo mabapi le hore na diketso tsa yona ke tsamiso na. Hore na boitshwaro bo bontsha ketso ya tsamaiso kapa tjhe ho tla itshelleha haholoholo mofuteng wa matla a sebediswang ho ena le hore ke motho mang (ke hore Transnet) ya a sebedisang.

The following general rules can be considered as guidelines:

Melawana e latelang ya kakaretso e ka nkwa e le ditataiso:

- 6.4.3 *Transnet as a public body:* Transnet will generally qualify as a public body where the records relate or are relevant to the exercise of public power or the performance of a public function in terms of any legislation.

Transnet jwalo ka mokgatlo wa setjhaba: Ka kakaretso Transnet e tshwanela ho ba mokgatlo wa setjhaba oo ho oona direkoto di amanang kapa di dumellanang le phethiso ya matla a setjhaba kapa bokgoni ba mosebetsi wa setjhaba ho ya ka molao.

- 6.4.4 *net as a private body*: In employee related matters such as disciplinary proceedings, Transnet generally does not exercise a "public power" and it will therefore qualify as a private body for purposes of the Act.

Transnet jwaloka mokgatlo wa poraefete: Ditabeng tse amanang le basebetsi jwaloka ditsamaiso tsa kgalemo, ka kakaretso Transnet ha e sebedise "matla a setjhaba" mme ka lebaka leo e tla tshwanela ho ba mokgatlo wa poraefete bakeng sa merero ya molao.

6.5 **Step 5: Form of Request**

Mohato wa 5: Foromo ya kopo

6.5.1 Transnet jwaloka mokgatlo wa setjhaba

- 6.5.1.1 Requests for access to records held by Transnet in its capacity as a public body must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 1**.

Dikopo bakeng sa ho fumantshwa direkoto tsa ba Transnet jwaloka mokgatlo wa setjhaba di lokela o etswa feela ka foromo ya kopo ho ya ka taelo ya Molao, mme khopi ya yona e tla kenyeletswa e le **Sehlomathiso sa 1**.

- 6.5.1.2 If you wish to type in your information into an MS Word version of the request form, please send an email to the relevant Information Officer in order to email you a copy.

Haeba o lakatsa ho thaepa dintlha tsa hao ka mokgwa "MS Word" wa foromo ya kopo, re kopa hore o romele 'email' ho Ofisiri e lokelang ya Tlhahiso-leseding hore a tle a kgone ho o romella khopi.

6.5.1 Transnet jwaloka mokgato wa poraefete.

- 6.5.2.1 Requests for access to records held by Transnet in its capacity as a private body must only be made on the request form prescribed by the Act, a copy of which is attached as **Annexure 3**.

Dikopo bakeng sa ho fumantshwa direkoto tsa ba Transnet jwaloka mokgatlo wa porafete di lokela o etswa feela ka foromo ya kopo ho ya ka taelo ya Molao, mme khopi ya yona e tla kenyeletswa e le **Sehlomathiso sa 3**.

- 6.5.2.2 Please note that in respect of requests where Transnet qualifies as a private body, you must clearly state the right you seek to protect or enforce.

Ela hloko mabapi leha o etsa dikopo moo Transnet e leng mokgatlo wa poraefete, hore o tla lokela ho bolela ka ho hlaka tokelo eo o batlang ho e sireletsa kapa ho e sebedisa.

- 6.5.2.3 If you wish to type in your information into an MS Word version of the request form, please send an email to the relevant information officer in order to email you a copy.

Haeba o lakatsa ho thaepa dintlha tsa hao ka mokgwa wa "MS Word" wa foromo ya kopo, re kopa hore o romele 'email' ho Ofisiri e lokelang ya Tlhahiso-leseding hore a tle a kgone ho o romella khopi.

7. CONSIDERING YOUR REQUEST

HO HLAHLOJWA (SEKASEKWA) HA KOPO YA HAO

7.1 Subject to the provisions of the Act, access to records requested from Transnet will only be given if –

Ho latela diphelelo tsa Molao, phumantso ya direkoto tse kopjwang ho ba Transnet e tla dumellwa feela haeba:

- all the procedural requirements set out in the Act relating to a request are met; and
- ditlhokeho kaofela tsa tsamaiso tse teng Molaong tse amanang le kopo di a phethiswa; mme hape
- access to the requested record/s is not refused in terms of any ground for refusal set out in the Act.
- phumantsho ya rekoto/direkoto tse kopjwang ha e hanwe ho ya ka lebaka lefe kapa lefe la ho hana kopo jwaloka ha ho hlalositse Molaong.

7.2 The grounds of refusal are outlined in Part 2 of Chapter 4 and Part 3 Chapter 4 and includes mandatory protection of –

Mabaka a ho hana kopo a hlalositse Karolong ya 2 ya Kgaolo ya 4 le Karolong ya 3 ka Kgaolo ya 4 mme a kenyelletsa tshireletso e tlamang ya -

- 7.2.1 commercial information of third party;
tlhahisoleseding ya merero ya kgwebo ya motho wa boraro
- 7.2.2 certain confidential information;
lhahisoleseding e itseng ya lekunutu (sephiri)
- 7.2.3 safety of individuals, and protection of property;
tshireletso ya batho, le tshireletso ya thepa
- 7.2.4 records privileged from production in legal proceedings;
direkoto tse ikgethang tse tswang tlhahisong ya ditsamaiso tsa molao ?
- 7.2.5 economic interests and financial welfare of Republic and commercial activities of public bodies;
ditabatabelo tsa moruo/ikhonomi le dithuso tsa ditjhelete tsa Rephaboliki le merero ya kgwebo ya mekgatlo ya setjhaba
- 7.2.6 research information of third party, and protection of research information of public body; or
tlhahisoleseding ya diphuputso ya motho/mokga wa boraro, le tshireletso ya tlhahisoleseding ya diphuputso ya mekgatlo wa setjhaba; kapa

7.2.7 certain information regarding the operations of public bodies.

Tlhahisoleseding e itseng e mabapi le mesebetsi ya mekgatlo ya setjhaba.

7.3 Transnet may also refuse requests that are manifestly frivolous or vexatious or that will lead to a substantial and unreasonable diversion of resources.

Hape ba Transnet ba ka hana dikopo tse sa tlwahaleng kapa tse ferekanyang kapa tse ka bakang tshenyehelo e kgolo ya mehlodi ka mabaka a sa utlwahaleng.

8 PRESCRIBED FEES

DITEFISO TSE BEHILWENG

8.1 The Act sets out two types of fees, namely a request fee and an access fee, that are required to be paid prior to Transnet accessing the request for information.

Molao o na le mefuta e mmedi ya ditefiso, e leng *tefiso ya kopo* le *tefiso ya phumantsho*, tse lokelang ho lefshwa pele ba Transnet ba fumana kopo ya tlhahisoleseding.

8.2 A personal requester, i.e. a requester who requests access to a record containing personal information is not required to pay the request fee. Any other requester will be required to pay such fee, subject to the exemptions listed below.

Mokopi wa sebele, ke hore mokopi ya etsang kopo ya ho fumantshwa rekoto e nang le dintlha tsa hae ha a tlameha ho lefa tjelete ya kopo. Mokopi e mong feela o tlameha ho lefa tjelete eo, feela ho ya ka menyetla (mekgelo) e itseng e boletsweng ka tlase

8.3 Where Transnet acts as a **public body** –

Moo Transnet e sebetsang jwaloka **mokgatlo wa setjhaba** -

8.3.1 the fees for reproduction of this manual and records are listed in **Annexure 2**;

ditefiso bakeng sa ho etsa hape bukana ena le direkoto di hlahella **Sehlomathisong sa 2**

8.3.2 the request fee payable by every requestor, other than a personal requestor is listed in Annexure 2;

tefiso ya kopo lefshwang ke mokopi e mong le e mong, ntle le mokopi eo e leng monga kopo ka sebele e hlahella **Sehlomathisong sa 2**.

8.3.3 the access fees payable by a requester referred to section 22(7), unless exempted under section 22(8), of the Act are listed in Annexure 2.

Ditefiso tse lefshwang ke mokopi tsa phumantsho ya tlhahiso-leseding e boletsweng karolong ya 22(7), ntle leha di sa kenyeletswa tlasa karolo ya 22(8), ya Molao di hlahella **Sehlomathisong sa 2**

8.4 Where Transnet acts as a **private body** –

Moo Transnet e sebetsang jwaloka **mokgatlo wa poraefete**

8.4.1 the fees for reproduction of voluntarily disclosed and automatically available records are listed in **Annexure 4**;

ditefiso bakeng sa katiso ya direkoto tse phatlaladitsweng ka boithaopo le tse dulang di fumaneha ha id batlwa di hlahella **Sehlomathisong sa 4;**

8.4.2 the request fee payable by a requestor other than a personal requestor is listed in Annexure 4;

tefiso e lefshwang ke mokopi eo e seng mokopi wa sebele e hlahella **Sehlomathisong sa 4;**

8.4.3 the access fee payable by a requestor, unless exempted, are listed in Annexure 4.

ditefiso tsa phumantsho tse lefshwang ke mokopi, ntle leha di sa kenyeletswe, di hlahella **Sehlomathisong sa 4.**

8.5 Exemptions

Mekgelo

8.5.1 The following persons are exempt from paying access fees:

Batho ba latelang ha ba kenyeletswe ditefisong tsa phumantsho ya tlhahisoleseding:

8.5.1.1 a single person whose annual income, after permissible deductions does not exceed R14 712, 00 per annum; and

Motho ya sa nyalang/nyalwang eo moputso wa hae ka selemo, ka mora diphokotso tse itseng tse dumeletsweng o sa feteng R14 712,00 ka selemo; le

8.5.1.2 married persons or a person and his or her life partner whose annual income, after permissible deductions does not exceed R27 192, 00 per annum.

batho ba nyalaneng kapa motho le molekane wa hae wa ka nako tsohle bao moputso wa bona ka selemo, ka mora diphokotso tse itseng tse dumeletsweng o sa feteng R27 192,00 ka selemo.

8.5.2 Where the cost of collecting any fee in respect of the search and preparation of a record for disclosure, exceeds the amount charged, such fee does not apply.

moo tshenyehelo ya ho bokeletsa tjehelete efe kapa efe mabapi le ho batlana le ho hlophisa rekoto bakeng sa phatlalatso, e fetang tjehelete e lokelang ho lefshwa, tefiso e jwalo ha e no sebetsa.

8.5.3 The access fee in respect of the search, preparation and disclosure of records does not apply to the personal record of a requester.

Tefiso ya phumantsho mabapi le ho batla, ho hlophisa le ho phatlalatsa direkoto ha e no sebetsa rekotong ya sebele ya mokopi.

8.5.4 The request and access fees do not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act No. 99 of 1998 or the regulations made under section 44 of that Act.

Kopo le tefiso ya phumantsho ya tlhahisoleseding ha e no sebetsa rekotong e kopjwang ke ofisiri ya merero ya sapoto kapa mofuputsi wa merero ya sapoto bakeng sa merero ya diphuputso tsa

disapoto kapa dipatlisiso ho ya ka dipehelo tsa Molao wa Merero ya Sapoto wa Merero ya Sapoto wa Nomoro ya 99 wa 1998 kapa melawana e welang tlasa karolo ya 44 ya Molao oo.

9. RECORDS AUTOMATICALLY AVAILABLE

DIREKOTO TSE DULANG DI FUMANEHA

We hereby provide you with a list of record categories that are automatically available to requesters as required by section 15 of the above Act.

Mona re o hlalisesa lenane la dihlopha ta direkoto tse dulang di fumaneha ha di batlwa ke bakopi ho latela karolo ya 15 ya Molao o boletsweng ka hodimo.

A: RECORDS AUTOMATICALLY AVAILABLE FOR FREE

A: DIREKOTO TSE DULANG DI FUMANEHA MAHALA

No Nomoro	Description Tlhaloso
1	The Annual Report of Transnet Raporoto ya Selema ya Transnet
2	Documentation and information relating to Transnet which is held by the Registrar of Companies Ditokomane le tlhahisoleseding e mabapi le Transnet e tshwerweng ke Morejisetarara wa Dikhampane

All records listed above are only available for free subject to available stock in print at any given time. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

Direkoto kaofela tse boletsweng ka hodimo di fumaneha mahala ha feela setoko se sa le teng kgatisong neng le neng. Tumello ya thola direkoto tsena e tla fuwa bakopi ho ya ka kopo ya phumantsho ya direkoto, ho latela dipehelo tsa Molao wa Kgothaletso ya Phumantsho ya Tlhahisoleseding ya selema sa 2000.

B: RECORDS AUTOMATICALLY AVAILABLE SUBJECT TO PAYMENT OF PRESCRIBED FEE

B. DIREKOTO TSE DULANG DI FUMANEHA HA FEELA HO KA LEFSHWA TEFISO E BEHILWENG

No Nomoro	Description Tlhaloso
1	All documents relating to the incorporation of Transnet that are retained by the Corporate Centre/ Ditokomane kaofela tse mabapi le ho kenyeletswa ha Transnet tse tshwerweng ke ba Senthara ya Dikoprasi (Corporate Centre).
2	Laws, regulations and bylaws that govern the functioning and conduct of Transnet.

	Melao, ditaelo le melawana e tsamaisang tshebetso le boitshwaro ba Transnet.
3	Details of auditors of the Corporate Centre. Dintlha tsa bahlahlobi ba dibuka ba Senthara ya Dikoporasi
4	Details of actuaries of the pension scheme and the medical aid fund utilized by Transnet. Dintlha tsa boradipalopalo ba mokgatlo wa dipenshene le mokgatlo wa letlolele la thuso ya tsa bongaka ba sebediswang ke Transnet.
5	Rules of benefit, housing and medical schemes and funds. Melao ya monyetla, phumantsho ya matlo le mekgatlo ya thuso ya bongaka le matlole.
6	Newsletters. Diraporoto tsa mokgatlo

Requesters will be advised of prescribed fees on receipt of a request for access to records. Access to these records will be granted to requesters in respect of a request for access to records, subject to the provisions of the Promotion of Access to Information Act, 2000.

Bakopi bat la eletswa mabapi le ditefiso tse behilweng ha ho amohelwa kopo bakeng sa phumantsho ya direkoto. Tumello ya ho thola direkoto tsena e tla fuwa bakopi ha ba entse kopo (c) 2007. For Transnet use only 23

ya ho fumantshwa direkoto, ho latela Dipehelo tsa Molao wa Phumantsho ya Tlhahisoleseding selemo sa 2000.

10. SERVICES AVAILABLE TO THE PUBLIC

DITSHEBELETSO TSE NEHELWANG SETJHABA

10.1 Transnet National Ports Authority

Lefapha la Taolo ya Dikou la Naha la Transnet

10.1.1 Plans, provides, maintains and improves port infrastructure.

Le a rera, le a fana, le a lokisa le ho ntlafatsa menyetla ya dikou.

10.1.2 Prepares and periodically updates a port development framework plan for each port, which must reflect the Authority's policy for port development and land use within such port.

Le a hlophisa mme nako le nako le fane ka dintlha tsa morero wa moralo wa ntshetsopele ya dikou bakeng sa kou ka nngwe, tse lokelang ho hlahella leanong la Lefapha bakeng sa ntshetsopele ya kou le tshebediso ya lefatshe ka hara kou e jwalo.

10.1.3 Provides or arranges for road and rail access within ports.

- E a fana kapa e hlophisa ho kena ha ditsela le diporo ka hara dikou.
- 10.1.4 Maintains the sustainability of the ports and their surroundings.
E boloka maemo a dikou le ditikoloho tsa tsona.
- 10.1.5 Regulates and controls the development of ports.
Le laela le ho laola ntshetsopele ya dikou.
- 10.1.6 Controls land use within ports, and has the power to let land under such conditions as the Authority may determine.
Le laola tshebediso ya lefatshe ka hara dikou, mme le na le matla a ho hirisa lefatshe tlasa maemo a jwalo ho ya ka thato ya Lefapha la Bolaodi.
- 10.1.7 Arranges services such as water, light, power, and sewage and telecommunications within ports.
Le hlophisa ditshebeletso tse kang tsa metsi, mabone, motlakase, le tsa mantle.
- 10.1.8 Maintains the sustainability of the ports and their surroundings.
Le boloka maemo a dikou le ditikoloho tsa tsona
- 10.1.9 Regulates and controls the loading, unloading and storage of cargo and the embarkation and disembarkation of passengers.
Le tsamaisa le ho laola ho laelwa, ho laolla le ho bolokwa ha diphahlo (dithoto) le ho palamiswa le ho theolwa ha bapalami.
- 10.1.11 Regulates and controls off-shore cargo-handling facilities.
Le tsamaisa le ho laola dibaka tsa diphahlo (dithoto) ka hara lewatle.
- 10.1.12 Regulates and controls pollution and the protection of the environment within the port limits.
Le a fokotsa le ho laola tshilafatso mme le sireletsa tikoloho ka hara dikou.
- 10.1.13 Regulates and controls the enhancement of safety and security within the port limits.
Le tsamaisa le ho laola ntlafatso ya polokeho le tshireletso ka hara dibaka tsa dikou.
- 10.1.14 Prescribes the limits within which and the levels to which dredging may be carried out in the ports and the approaches thereto.
Le laola meedi le maemo mererong ya ho tjheka ka hara dikoung le ditseleng.
- 10.1.15 Ensures that adequate, affordable and efficient port services and facilities are provided.
Le etsa bonnete ba hore ho ba le ditshebeletso tsa dikou tse loketseng tse ka kgonehang hape tse sebetsang le dibaka.
- 10.1.16 Exercises licensing and controlling functions in respect of port services and port facilities.

- Le phetha mesebetsi ya ho fana ka dilaesense le taolo mabapi le ditshebeletso tsa dikou le dibaka tsa dikou.
- 10.1.17 Ensures that any person who is required to render any port services and port facilities is able to provide those services and facilities efficiently.
- Le etsa bonnete ba hore mang le mang ya lokelang ho fana ka tshebeletso efe kapa efe ya dikou le menyetla ya dikou o tla kgona ho fana ka ditshebeletso le menyetla eo ho ya ka bokgoni.
- 10.1.18 Promotes efficiency, reliability and economy on the part of the licensed operators in accordance with recognized international standards and public demand.
- Le kgothaletsa bokgoni, tshepahalo le moruo ka lehlakoreng la basebetsi ba fuweng dlaksense ho ya ka maemo a matjhaba le thato ya setjhaba.
- 10.1.19 Promotes the achievement of equality by measures designed to advance persons or categories of persons historically disadvantaged by unfair discrimination in the operation of facilities in the port environment.
- Le kgothaletsa phihlello ya maemo a tekatekano a hlahisetswang ntshetsopele ya batho kapa dihlopha tsa batho ba ileng ba tingwa menyetla kgale ka lebaka la ho kgetholwa tshebedisong ya menyetla ka hara tikoloho ya dikou.
- 10.1.20 Promotes the use, improvement and development of ports.
- Le kgothaletsa tshebediso, ntlafatso le ntshetsopele ya dikou.
- 10.1.21 Advises on all matters relating to the port sector, port services and port facilities.
- Le eletsa mererong yohle e mabapi le kgwebo ya dikou, ditshebeletso tsa dikou le menyetla ya dikou.
- 10.1.22 Promotes greater representivity, in particular to increase the participation in terminal port operations of historically disadvantaged persons.
- Le kgothaletse hore ho be le boemedi bo bohohlwanyane, haholoholo mabapi le ho eketsa seabo sa ka hara mesebetsi ya ditheminale tsa dikou sa ba ileng ba tingwa menyeta kgale.
- 10.1.23 Exercises the licensing of the erection and operation of of-shore cargo handling facilities and services relating thereto.
- E fanaka dilaesense tsa ho thehwa le tshebetso ya menyetla ya ho laela dipahlo lewattleng le ditshebeletso tse amehang.
- 10.1.24 Discharges or facilitates the discharge of international obligations relevant to ports.
- E a fana kapa e hlophisa phethahatso ya dipehelo tsa matjhaba tse lokelang dikou.
- 10.1.25 Facilitates the performance any function of any organ of state in a port.
- E hlophisa phethiso ya mosebetsi ofe kapa ofe wa lekala lefe kapa lefe la mmuso ka hara kou.
- 10.1.26 Promotes research and development in the sphere of port services and facilities.

Le kgothaletsa diphuputso le ntshetsopele ka hara ditshebeletso tsa dikou le menyetla.

10.1.27 Regulates and control navigation within port limits and the approaches to the ports.
Le tsamaisa le ho laola metsamao ya dikepe ka hara dikou le ditsela tse kenang dikoung.

10.1.28 Regulates and controls the entry of vessels into ports, stay, movements or operation in and departures from ports.

Le tsamaisa le ho laola dikepe tse kenang ka hara kou, ho ema ha tsona, metsamao kapa tshebetso ka hare le ho tswa ha tsona ka hara dikou.

10.1.29 Provides or arranges for tugs, pilot boats and other facilities and services for navigation and berthing of vessels in the ports.

Le fana kapa le hlophisa diketswana tse hulang tse kgolo, diketswana tsa basesisi le menyetla e meng le ditshebeletso bakeng sa ho sesa le ho hokelwa ha dikepe ka hara dikou.

10.1.30 Provides, controls and maintains vessel traffic services.

Le a fana, le a laola mme le hlokomela ditshebeletso tsa sephethephethe tsa dikepe.

(for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

(bakeng sa dintlha tse mabapi le hore na o ka dumellwa jwang ho fuwa ditshebeletso, re kopa hore o lekole webesaeteng ya Transnet ya www.transnet.co.za)

10.2 Transnet Pipelines

Lefapha la Dipeipi la Transnet

10.2.1 Transnet Pipelines operates, manages and maintains a network of high pressure petroleum and gas pipelines, and provides transportation and storage of petroleum products of both the Government and petroleum companies; and

Lefapha la Dipeipi la Transnet le a tsamaisa, le a laola mme le lokisa marangrang a dipeipi tsa kगतello e hodmo tsa peterole le kgase, mme hape le tsamaisa le ho boloka dihlahiswa tsa peterole tsa Mmuso le dkhampane tsa peterole; mme hape

10.2.2 Transnet Pipelines pumps petroleum and gas (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).

Lefapha la Dipeipi la Transnet le pompa peterole le kgase (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tsa mofuta oo jwang kena webesaeteng ya Transnet ya www.transnet.co.za)

10.3 Transnet Port Terminals:

Lefapha la Ditheminale tsa Dikou la Transnet:

10.3.1 Manages the operation of South Africa's 6 (six) major ports;

- Le laola tshebetso ya dikou tse 6 (tsheletseng) tse kgolo tsa Afrika Borwa;
- 10.3.2 Attends to the loading and unloading of cargo;
- Le shebana le merero ya ho laela le ho laolla ha diphahlo (dithoto).
- 10.3.3 Provides value added services of packaging and unpacking cargo, in transit storage; and
- Le fana ka ditshebeletso tse babatsehang tsa ho paka le ho pakolla, setorong sa diphahlo tse romelwang; hape
- 10.3.4 Has a vision of being the logistics business partner of choice (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).
- Le na le ponolopele ya ho ba mosebetsimoho ya ratwang kgwebong ya ditsebeletso (dilojisitiki) (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tse jwalo jwang kena webesaeteng ya www.transnet.co.za).
- 10.4 Transnet Freight Rail:
- Lefapha la Dipalangwang tsa Diphahlo la Transnet
- 10.4.1 Provides freight logistics solutions for customers in the mining as well as the heavy and light manufacturing sectors (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).
- Le fana ka ditharollo tsa ditshebeletso (dilojisitiki) tsa diphahlo bakeng sa dikhasetomara merafong le difemeng tsa dintho tse boima le tse bobebe (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tse jwalo jwang kena webesaeteng ya www.transnet.co.za).
- 10.5 Transnet Rail Engineering:
- Lefapha la Boenjenere la Dipalangwang la Transnet
- 10.5.1 Is an engineering undertaking;
- Ke la boitlamo ba boenjenere;
- 10.5.2 Is a leading South African, upgrader and refurbisher of rail related products;
- Ke montlafatsi le montjhafatsi ya itlhomngeng pele Afrika Borwa, wa dihlahiswa tse mabapi le dipalangwang;
- 10.5.3 Refurbishes and upgrades railroad products, locomotives and wagons; and
- Le ntjhafatsa le ho ntlafatsa dihlahiswa tsa dipalangwang, dihlooho tsa diterene le makaretjhe; hape
- 10.5.4 Provides components for rail freight products, and builds rail freight wagons (for information on how to gain access to such services kindly visit Transnet's website at www.transnet.co.za).
- Le fana ka dikarolwana bakeng sa dihlahiswa tsa diphahlo tsa dipalangwang, mme le aha makaretjhe a diphahlo (ha o batla tlhahisoleseding ya hore o ka iphumanela ditshebeletso tse jwalo jwang kena webesaeteng ya www.transnet.co.za).

11 YOUR REMEDIES**MENYETLA YA HAO E KA O THUSANG**

11.1 A requester (or a third party, where applicable) may seek relief from any court with appropriate jurisdiction in respect of the following decisions of the Information Officer:

Mokopi (kapa motho wa boraro, moo ho lokelang) a ka nna a kopa thuso lekgotleng lefe kapa lefe la dinyewe le nang le bolaodi a molao mabapi le diqeto tse latelang tsa Mohlanka wa Merero ya Tlhahisoleseding:

11.2.1 refusal or partial refusal of the request for access;

ho hana kapa kgano e seng kalo ya kopo ya phumantsho ya tokomane;

11.2.2 the amount of fees required to be paid;

tjhelete ya ditefiso e lokelang ho lefshwa;

11.2.3 the extension of the period within which to deal with the request; or

ho eketswa ha nako eo ka yona ho tlang ho sebetsanwa le kopo; kapa

11.2.4 the form of access in which the information will be furnished.

foromo ya tumello eo tlhahisoleseding e tlang ho hlahella ho yona.

11.2 All legal processes must be served on the Information Officer who dealt with the request.

Ditsamaiso tsohle tsa molao di lokela ho nehelwa Mohlanka wa Merero a Tlhahisoleseding

12 RECORDS HELD BY TRANSNET**DIREKOTO TSE TSHWERWENG KE BA TRANSNET**

Transnet maintains records on the following categories and subject matters. However, please note that recording a category or subject matter in this Manual does not imply that a request for access to such records would be granted. All requests for access will be evaluated on a case by case basis in accordance with the provisions of the Act.

Transnet e boloka direkoto ho ya ka dikarolo tse latelang le ditaba. Leha ho le jwalo, ela hloko hore ho kopitsa karolo e itseng ka taba Bukaneng ha ho bolele hore kopo bakeng sa phumantsho ya direkoto e tla amohelwa. Dikopo kaofela bakeng sa ho fumantshwa tlhahisoleseding di tla lekolwa ka ho fapafapana ho latela diphelelo tsa Molao.

12.1 Internal records**Direkoto tsa ka hare**

The following are records pertaining to Transnet's own affairs:

Tse latelang ke direkoto tse amanang le merero ya Transnet:

- Financial records;

- Direkoto tsa ditjhelete;
- Operational records;
- Direkoto tsa Merero ya Tshebetso;
- Intellectual property;
- Boiqapelo
- Marketing records;
- Direkoto tsa dimmaraka
- Internal correspondence; Mangolo a ka hara khampane (Ngollano ya ka hare)
- Statutory records;
- Direkoto tsa molao
- Internal policies and procedures; and
- Maano a ka hare le ditsamaiso; le
- Records held by officials of Transnet.
- Direkoto tse tshwerweng ke bahlanka ba Transnet

12.2 Employee records

Direkoto tsa basebetsi

"Employee" refers to any person who works for or provides services to or on behalf of Transnet and receives or is entitled to receive any remuneration and any other person who assists in carrying out or conducting any work or services for Transnet. This includes, without limitation, heads of departments, managers, all permanent, temporary and part-time staff as well as contract workers. Personnel records include the following:

Ka "mosebetsi" re bua ka motho mang le mang ya sebetsang kapa ya fanang ka ditshebeletso ho Transnet kapa lebitsong la yona mme a amohela kapa a lokelwa ke ho amohela moputso ofe kapa ofe hape le motho mang le mang a thusang mabapi le ho etsa kapa ho phetha mosebetsi ofe kapa ofe kapa ditshebeletso lebitsong la Transnet. Mona ho kenyeletswa, ntle le ho ba moedi, dilooho tsa mafapha, batsamaisi, basebetsi kaofela ba ka nako tsohle, ba nakwana le basebetsi bao eseng ba ka mehla ekasitana le basebetsi ba dikonteraka. Direkoto tsa basebetsi di kenyeletsa tse latelang:

- 12.2.1 Any personal records provided to Transnet by their personnel;
- Direkoto dife kapa dife feela tsa motho ka mong tse fuweng Transnet ke basebetsi ba yona;
- 12.2.2 Any records a third party has provided to Transnet about any of their personnel;
- Direkoto dife kapa dife feela tseo motho wa boraro a faneng ka tsona ho Transnet mabapi le basebetsi ba yona;
- 12.2.3 Conditions of employment and other personnel-related contractual and quasi-legal records;
- Maemo a ho hirwa le direkoto tse ding tse amanang le basebetsi tsa dikonteraka le tsa dika-direkoto tsa molao;
- 12.2.4 Internal evaluation records; and

Direkoto tsa ka hare tsa ditekolo

12.2.5 Other internal records and correspondence.

Direkoto tse ding tsa ka hare le mangolo

12.3 **Work-related records**

Direkoto tse amanang le mosebetsi

Work-related information includes the following:

Tlhahisoleseding e amanang le mosebetsi e kenyeletsa tse latelang:

12.4 Any records a third party has provided to Transnet; and

Direkoto dife kapa dife tseo motho wa boraro a faneng ka tsona ho ba Transnet; le

12.4.1 Records generated by or within Transnet pertaining to work or services, including transactional records.

Direkoto tse qadiweng ke ba Transnet kapa tse ka hara Transnet tse mabapi le mosebetsi le ditshebeletso, ho kenyeletswa direkoto tsa diphaphanyetsano.

12.4 **Other Parties**

Mekga e meng

Records are kept in respect of other parties, including without limitation contractors, suppliers, departments, service providers. Alternatively, such other parties may possess records which can be said to belong to Transnet. The following records fall under this category:

Direkoto di bolokelwa mekga e meng, ho kenyeletswa ntle le peelo ya moedi boradikonteraka, bafepedi, mafapha, le boraditshebeletso. Ho seng jwalo, mekga e meng e jwalo e ka ba le direkoto tseo ho ka thweng ke tsa Transnet. Direkoto tse latelang di weia tlasa sehlopha sena:

12.5 Personnel, work or service related records which are held by another party as opposed to being held by Transnet; and

Direkoto tsa basebetsi, mosebetsi kapa ditshebeletso tse tshwerweng ke mokga o mong, tse sa tshwarwang ke ba Transnet, le

12.6 Records held by Transnet pertaining to other parties, including financial records, correspondence, contractual records, records provided by the other party, and records third parties have provided about the contractors/suppliers.

Direkoto tse tshwerweng ke ba Transnet tse mabapi le mekga e meng, ho kenyeletswa direkoto tse ditjhelete, mangolo, direkoto tsa dikonteraka, direkoto tse tswang mokgeng o mong, le direkoto tse tswang mothong wa boraro tse mabapi le boradikonteraka/bafepedi.

ANNEXURE 1: REQUEST FORM PUBLIC BODIES

SEHLOMATHISO SA 1: FOROMO YA KOPO YA MEKGATLO YA SETJHABA

This annexure must accompany the cover letter addressed to the relevant Information Officer/ Sehlomathiso sena se lokela ho tsamaya le lengolo le tshhehatsang le ngoletsweng Mohlanka wa Merero ya Tlhahisoleseding ya lokelang

A. Particulars of Transnet or Division

A. Dintlha tsa Transnet kapa tsa Lekala

The Information Officer for: [Information Officer Name and Transnet Operating Division]

Ho Mohlanka wa Merero ya Tlhahisoleseding: {Lebitso la Mohlanka wa Tlhahisoleseding le Lekala la tshebetso la Transnet}

Attention: _____

Tlhokomelong ya :

Transnet Operating Division _____

Lekala la Tshebetso la Transnet

Fax number _____

Nomoro ya Fexe:

Email address _____

Aterese ya Emal:

B. Particulars of person requesting access to the record

B. Dintlha tsa motho ya kopang ho fumantshwa rekoto

- (a) The particulars of the person who requests access to the record must be given below.
- (a) Dintlha tsa motho ya kopang ho fumantshwa rekoto le lokela ho ngolwa ka tlase.
- (b) The address and/or fax number in the Republic to which the information is to be sent must be given. (b) Aterese le/kapa nomoro ya fexe ya mona Rephaboliking eo tlhahisoleseding e lokelang ho romelwa ho yona le yona e lokelwa ho fanwa ka yona.
- (c) Proof of the capacity in which the request is made, if applicable, must be attached.
- (c) Bopaki ba lebaka leo kopo e entsweng ka lona, haeba ho hloka hala, bo lokela ho kenyeletswa.

Full names and surname:

Mabitso ka botlalo le Fane:

Identity number: _____

Nomoro ya boitsebiso:

Postal address:

Aterese ya Poso:

Fax number: _____

Nomoro ya Fexe: -----

Telephone number: _____

Nomro ya Mohala: -----

E-mail address: _____

Aterese ya Email: -----

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

Lebaka leo ka lona kopo e etswang, haeba e etswa lebitsong la motho e mong:

B. Particulars of person on whose behalf request is made

B. Dintlha tsa motho eo kopo e etswang lebitsong la hae

This section must be completed *ONLY* if a request for information is made on behalf of another person.
 Karolo ena e lokela ho tlatswa *FEELA* haeba kopo bakeng sa tlhahisoleseding e etswa lebitsong la motho e mong.

Full names and surname:

Mabitso a feletseng le fane:

Identity number: _____

Nomoro ya boitsebiso: -----

D. Particulars of record

D. Dintlha tsa rekoto

(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
 (a) Fana ka dintlha tse feletseng tsa rekoto eo ho kopjwang phumantsho ya yona, ho kenyeletswa le nmoro ya tshupiso haeba o a e tseba, ho etsetsa hore rekoto e tle e kgone ho fumaneha

(b) If the provided space is inadequate, please continue on a separate folio and attach it to this form.

(b) Haeba sebaka sa ho ngolla se sa lekana, re kopa hore o fetele foliong e latelang mme o e kenyeletse foromong ena.

The requester must sign all the additional folios.

Mokopi o lokela ho saena difolio kaofela tse kenyeleditsweng.

Description of record or relevant part of the record:

1 Tlhaloso ya rekoto kapa karolo e hlokehang ya rekoto:

Reference number, if available:

2 Nomoro ya Tshupiso, haeba e le teng

Any further particulars of record:

3 Ditlha tse ding hape tsa rekoto

E. Fees

E. Ditefiso

(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.

(a) Kopo ya o fumantshwa rekoto, ntle le rekoto e nang le tlhahisoleseding ya ya hao e mabapi le wena, ho tla sebetsanwa le yona feela ka mora ho lefshwa ha tefiso.

(b) You will be notified of the amount required to be paid as the request fee.

(b) O tla tsebiswa ka tefo hore ke bokae e lokelang ho lefshwa jwaloka tefiso ya kopo.

(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.

© Tefiso e lokelang ho lefshwa bakeng sa phumantsho ya rekoto e tla etswa ho ya ka foromo eo kopo ya phumantsho e lokelang ho kopjwa ka yona le ho ya ka nako e utiwahalang e hlokehang bakeng sa ho batlana le ho hlophisa rekoto.

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

(d) Haeba o tshwaneleha hore o se ke wa lefa tefiso efe kapa efe, re kopa hore o boiele lebaka le o fang monyetla o jwalo.

Reason for exemption from payment of fees:

Lebaka la monyetla wa ho se kenyeletswa tefellong ya ditefiso:

F. Form of access to record**F. Foromo ya phumantsho ya rekoto**

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.

<p>Haeba o thibelwa ke boqhwala bakeng sa ho bala, ho sheba kapa ho mamela rekoto e foromong ya ya kopo ya ho e fumantshwa e hlahellang karolong ya 1 le ya 4 ka tlase, re kopa hore o bolele boqhwala ba hao mme o supe ke foromong efe eo rekoto e hlokehang ho yona. Disability:</p> <p>Boqhwala</p>	<p>Form in which record is required</p> <p>Foromo eo rekoto e batlwang ka yona</p>
<p>Mark the appropriate box with an X.</p> <p>Tshwaya lebokoseng le nepahetseng ka X</p> <p>NOTES:</p> <p>DINTLHA</p> <p>(a) Compliance with your request in the specified form may depend on the form in which the record is available.</p> <p>(a) Ho phethisa ho ya ka kopo ya hao foromong e ikgethang ho tla tswa foromong eo eo rekoto e fumanehang ho yona.</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>(b) Phumantsho foromong e kopuwang e ka nna ya hanwa ho ya ka mabaka a itseng. Haeba ho le jwalo o tla tsebiswa ha e le hore phumantsho e jwalo e tla dumellwa foromong e nngwe.</p> <p>The fee payable for access for the record, if any, will be determined partly by the form in which access is requested.</p> <p>Tefiso e lefshwang bakeng sa phumantsho ya rekoto, haeba e le teng, e tla lefshwa ho ya ka foromo eo phumanstho e kopjwang ka yona.</p>	

SIGNATURE OF INFORMATION OFFICER/ DEPUTY INFORMATION OFFICER

TSHAENO YA MOHLANKA WA MERERO YA TLHASHISOLESERING/ MOTLATSI WA MOHLANKA WA MERERO YA

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