



# **TRANS-CALEDON TUNNEL AUTHORITY**

## **PAIA AND POPIA MANUAL**

Prepared in terms of section 14 of the Promotion of Access to Information Act 2 of 2000 (as amended)

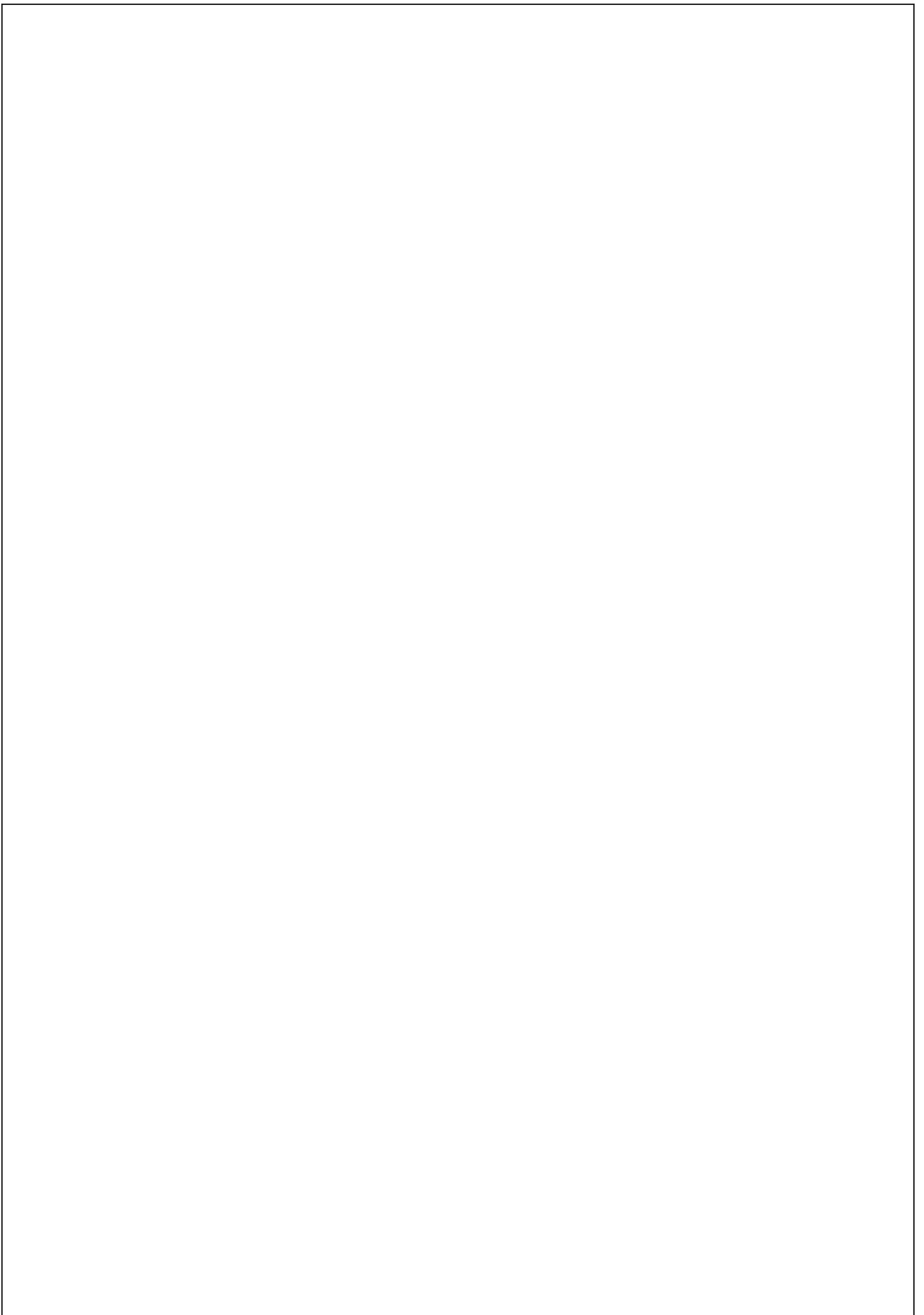
E loketšwe go ya ka karolo ya lesomenne ya Molao wa Phihlelelo ya Tshedimošo No. 2 wa 2000 (bjalo ka ge o fetošitšwe).

**DATE OF COMPILATION: 01/11/2023**

**DATE OF REVISION: TBA/01/202**

**LETŠATŠIKGWEDI LA GO HLAMA: 01/11/2023**

**LETŠATŠIKGWEDI LA GO HLALHOBA GAPE: TBA/01/2025**



## TABLE OF CONTENTS: LENANELO LA DITENG

1.	LIST OF ACRONYMS AND ABBREVIATIONS.....	1
2.	PURPOSE OF THE MANUAL.....	1
3.	ESTABLISHMENT OF THE TRANS-CALEDON TUNNEL AUTHORITY .....	2
4.	TCTA STRUCTURE .....	3
5.	KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE TCTA.....	6
6.	DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE TCTA.....	7
7.	GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE .....	7
8.	DESCRIPTION OF THE SUBJECTS ON WHICH TCTA HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE TCTA.....	9
9.	THE LATEST NOTICE REGARDING CATEGORIES OF RECORDS OF THE TCTA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS .....	14
10.	SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE TCTA AND HOW TO GAIN ACCESS TO THOSE SERVICES.....	15
11.	PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE TCTA.....	15
12.	PROCESSING OF PERSONAL INFORMATION.....	15
13.	AVAILABILITY OF THE MANUAL.....	17
14.	UPDATING OF THE MANUAL.....	18
	ANNEXURE A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY.....	19
	ANNEXURE B: PRESCRIBED FEES .....	24
	ANNEXURE C: FORM B NOTICE OF APPEAL.....	26

1 .LENANELO LA DIAKHONIMI LE DIKHUTSHOFATŠO

2.MORERO WA PUKUTLHAHLI

3.GO HLONGWA GA TRANS-CALEDON TUNNEL AUTHORITY (TCTA)

4 .SEBOPEGO SA TCTA

5 .DINTLHA TŠA BOHLOKWA TŠA KGOKAGANO BAKENG SA PHIHLELELO YA TSHEDIMOŠO YA TCTA

6.TLHALAŠO YA DIPHEKO TŠEO DI HWETŠAGALAGO GE GO KA SE DIRWE SELO KE TCTA

7.TLHAHLO YA KA MOO GO KA ŠOMIŠWAGO PAIA LE KAMOO O KA HWETŠAGO TLHAHLO YEO KA GONA

8. TLHALAŠO YA DITABA TŠEO TCTA E BOLOKAGO TSHEDIMOŠO KA TŠONA LE MEHUTAHUTA YA DIREKHOTO TŠE E NAGO LE TŠONA

9.TEBELLO YA BOFELO MABAPI LE MEHUTAHUTA YA DIREKHOTO TŠEO DI HWETŠAGALAGO NTLE LE GORE MOTHO A DIRE KGOPELO YA SEMMUŠO

10.DITIRELO TŠEO DI HWETŠAGALAGO GO SETŠHABA GO TŠWA GO TCTA LE KAMOO GO KA FIHLELELWAGO TŠONA

11.GO AMOGELWA GA SETŠHABA MO GO HLONGWENG GA DIPHOLISI GOBA MO GO DIRWAGO MEŠOMO KE TCTA

12.TŠHOMIŠO YA TSHEDIMOŠO YA MOTHO KA NOŠI

13.GO HWETŠAGALA GA PUKUTLHAHLI

14.GO MPSHAFATŠA GA PUKUTLHAHLI

ANNEXURE A: Kgopelo ya go Hwetša Direkhoto tša Mmušo

ANNEXURE B: Ditshenyagalelo tšeo di Beilwego ka Molao

ANNEXURE C: Foromo B – Tsebišo ya Boipiletšo

**LIST OF ACRONYMS AND ABBREVIATIONS: LENANEO LA DIAKHRONIMI LE DIKHUTSHOFATŠO**

<b>“Board”Setlhopha</b>	TCTA Board of Directors; TCTA Setlhopha sa Boeteledipele
<b>“CEO”</b>	
<b>“DIO”</b>	
<b>“IO”</b>	Information Officer;
<b>“LHWP”</b>	Lesotho Highlands Water Project;
<b>“Minister” Tona</b>	Minister of Justice and Correctional Services;
<b>“PAIA”</b>	Promotion of Access to Information Act No. 2 of 2000 (as Amended);
<b>“PAJA”</b>	Promotion of Administrative Justice Act 3 of 2000;
<b>“PFMA”</b>	Public Finance Management Act No.1 of 1999 as Amended ;
<b>“POPIA”</b>	Protection of Personal Information Act No.4 of 2013;
<b>“Regulator”Molaodi</b>	Information Regulator;
<b>“TCTA”</b>	Trans-Caledon Tunnel Authority.

**TCTA Setlhopha sa Boeteledipele**

**CEO Mohlankedimogolophethiši**

**DIO Motlatšamohlankedi wa Tshedimošo**

**IO Mohlankedi wa Tshedimošo**

**LHWP Porojeke ya Meetse ya Lesotho Highlands**

**Minister Tona ya Toka le Tirelo ya kgalemo**

**PAIA Molao wa Pihlelelo ya Tshedimošo No. 2 wa 2000**

**PAJA Molao wa Toka ya Taolo No. 3 wa 2000**

**PFMA Molao wa Taolo ya Ditšhelete tša Setšhaba No.1 wa 1999**

**POPIA Molao wa Tšhireletšo ya Tshedimošo ya Motho ka Noši No.4 wa 2013**

**Regulator Molaodi wa Tshedimošo**

**TCTA Bolaodi bja Thanele ya Trans-Caledon**

**1. PURPOSE OF THE MANUAL: MORERO WA PUKUTLHAHLI**

This PAIA Manual is useful for the public to: Morero wa pukutlhahli ye ya PAIA e na le mohola go setshaba ka go

- 1.1. check the nature of the records which may already be available at the TCTA, without the need for submitting a formal PAIA request;
- 1.2. have an understanding of how to make a request for access to a record of the TCTA.
- 1.3. access to all the relevant contact details of the persons who will assist the public with the records they intend to access;
- 1.4. know all the remedies available from the TCTA regarding request for access to the records, before approaching the Information Regulator or the Courts;
- 1.5. know the description of the services available to members of the public from the TCTA, and how to gain access to those services;
- 1.6. have a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 1.7. ensure that if the TCTA will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 1.8. know if the TCTA has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and

- 1.9. know whether the TCTA has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

Pukutlhahli ye ya PAIA e hlophilwe go thuša setšhaba gore se kwešiše kamoo se ka hwetšago tshedimošo e lego mo diatleng tša Trans-Caledon Tunnel Authority (TCTA).

Morero wa pukutlhahli ye ke go:

Thuša setšhaba go tseba mohuta wa direkhoto tšeo di šetše di hwetšagala TCTA, ntle le go romela kgopelo ya semmušo ya PAIA.

Hlahlamolla tsela ya go dira kgopelo ya phihlelelo ya direkhoto tša TCTA.

Fana ka dintlha tša kgokagano tša batho bao ba ka thusago setšhaba ka ditaba tša phihlelelo ya tshedimošo.

Hlatholla dipheko tšeo di lego gona pele motho a ka ya go Molaodi wa Tshedimošo goba dikgorotsheko, ge a sa kgotsofala ka phihlelelo ya direkhoto.

Fetša tthaloso ya ditirelo tšeo TCTA e di neago setšhaba le tsela ya go di fihlelela.

Fa tthaloso ya tlhahlo ya ka moo PAIA e šomišwago, bjalo ka ge e mpshafaditšwe ke Molaodi wa Tshedimošo, le kamoo e ka hwetšwago ka gona.

Netefatša tshireletšo ya tshedimošo ya motho, go hlalosa morero wa tšhomišo ya yona, le mehutahuta ya batho bao tshedimošo ya bona e šomišwago goba e bolokilwego.

Tseba ge eba TCTA e na le maano a go fetišetša tshedimošo ya batho ka ntle ga Rephaboliki ya Afrika Borwa, gotee le batho goba mekgatlo yeo e ka amogago tshedimošo yeo.

Tseba ge eba go na le megato a tshireletšo ao a šetšego a beilwe go boloka boinotšing, botshepegi, le phihlelelo ya tshedimošo ya batho yeo e šomišwago.

## **2. ESTABLISHMENT OF THE TRANS-CALEDON TUNNEL AUTHORITY**

### **2.1. ESTABLISHMENT OF TCTA**

2.1.1. TCTA was established in 1986 by Government Notice No 2631 in *Government Gazette* No 10545, dated 12 December 1986, to finance and build the Delivery Tunnel North of the Lesotho Highlands Water Project (LHWP). TCTA e hlomilwe ka 1986 ke Tsebišo ya Mmušo No 2631 ka go Mmušo wa Gazette nomoro 10545, ya letšatšikgwedi la 12 Dibatsela 1986, go thekga ka ditšhelete le go aga thanele ya thomelo ka leboa la Protšeke ya Meetse a Lesetho a Highlands (LHW).

2.1.2. In 1994, a directive was received to fulfil the financial obligations of the Government of South Africa, in terms of a Treaty on the Lesotho Highlands Water Project, on the water transfer component in Lesotho. Ka 1994, taelo e ile ya amogelwa go phethagatša ditlamo tša ditšhelete tša mmušo wa Afrika Borwa, go ya ka kwano ya Protšeke ya Meetse ya Lesotho Highlands, ka ga karolo ya phetišetšo ya meetse ka Lesotho.

2.1.3. On 24 March 2000, the Notice of Establishment was amended by Notice 277 in the Government Gazette No 21017, to include the 1994 directive and to allow for the Minister, in terms of Section 24(d) of the notice, to issue directives to TCTA in terms of Section 103(2) of the National Water Act (Act 36 of 1

2.1.3. Ka la 24 Mopitlo 2000, Tsebišo ya go hlongwa e fetošitšwe ke Tsebišo ya 277 ka go Mmušo wa Gazette Nomoro 21017, go akaretša Taelo ya 1994 (PFMA) le go dumelela Tona, go ya ka Karolo ya 24(d) ya Tsebišo, go ntšha ditaelo go TCTA go ya ka Karolo ya 103(2) ya Molao wa Meetse wa Bosetšhaba (Molao 36 wa 1

TCTA is a Schedule 2 Public Entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA) and is accordingly classified as a public body in terms of the relevant legislation. TCTA must comply all the prescripts relevant to public bodies when it processes requests for access to information and/or records.

TCTA ke Setheo sa Setšhaba sa Šetule 2 go ya ka Molao wa Taolo ya Ditšhelete tša Setšhaba, 1 ya 1999 (PFMA) gomme ka go realo e arotšwe bjalo ka sehlongwa sa mmušo go ya ka molao wo o lebanego. TCTA e swanetše go obamela mangwalo ka moka a go ngwala a maleba go mekgatlo ya setšhaba ge e šoma dikgopelo tša phihlelelo ya tshedimošo le/goba direkhoto.

## 2.2. VISION Pono

### 2.3.

2.4. **Sekgontšhi sa maemo a lefase ge e le gore mananeokgoparara a go ya go ile a Afrika Borwa yeo e šireletšegilego meetseng** .World-class enabler of sustainable infrastructure for a water-secure South Africa.

## 2.5. MISSION : Thomo

2.6. **go rulaganya, go thekga le go phethagatša mananeokgoparara a methopo ya meetse a go ya go ile le ao a fihlelelwago** .To plan, finance and implement sustainable and accessible water resource infrastructure.

## 2.7. VALUES Ditekanyetšo

### 2.8. 3.4.1. Bokgoni Excellence

2.9. **Re tliša dilo tše kaone , re tliša mošomo wo mobotse kudu ka go ba le mafolofolo, le go nagana ka boithamelo le ka tsela e mpsha ye e bopago dilo tše diswa. go kaonafatša tshepedišo ya rena.**

We consistently give our best, deliver excellent work with agility, and think innovatively and creatively to improve our performance.

2.9.1. **Integrity**

We conduct ourselves honestly and transparently, stimulating constructive action, truly 'walk the talk', and gain trust and credibility through fairness and mutually cooperative relationships.

2.9.2. **Respect**

We acknowledge and embrace diversity, and we are responsive to one another's needs and those of our communities' stakeholders and the environment.

2.9.3. **Unity**

We are committed through a common vision and goals, effective team-work, and partnerships, and we contribute positively to the team's performance, spirit, and morale.

2.9.4. **Growth**

We willingly share knowledge and information with each other, we are innovative and proactive in thought and in action, and we support, encourage, and provide opportunities for individuals and collective growth.

2.9.1. Botshepegi

Re itlhomisha ka boikokobetšo le ka tsela e pepenenego, re kgothaletša diketso tše di kgahlišago, re dira seo re se boditšhago ka nnete, gomme re hwetša tshepo le seriti ka toka le dikamano tše di dirisanago gabotse.

2.9.2. Tlotlo

Re lemoga le go amogela phapano ya batho le mekgwa, gomme re araba ka nako ya maleba dinyakwa tša mongwe le mongwe, tša ditlhopha tša setšhaba, le tša tikologo.

2.9.3. Boikgogomo

Re ikemišetša go ya ka pono ye e lekalekanywego le maikemišetšo a tlwaelegilego, ka tshepetšo ya sehlopha, dikamano tša go šoma mmogo, gomme re fa tirišano ya go fetiša molemo tshepedišong ya sehlopha, moya le boikgogomo bja basomi.

2.9.4. Kgolo / Tlhabollo

Re a abelana tsebo le tshedimošetso ka boikokobetšo, re nagana ka tsela ye e ncha ebile re dira ka maatla, gomme re tšeela godimo, re kgothaletša, le go fa menyetla ya kgolo ya motho ka bongwe le ya setšhaba ka bophara.

## **2.10. OUR BUSINESS**

TCTA's main business is to finance and construct national bulk raw water infrastructure on behalf of the National Department of Water and Sanitation.

## **3. TCTA STRUCTURE**

TCTA is wholly owned by the State, reporting to the Minister of Water and Sanitation, who is the Executive Authority in terms of the PFMA. It is governed by the Board of Directors ("Board") appointed by the Minister of Water and Sanitation. In turn, the Board appoints, with the concurrence of the Minister, the Chief Executive Officer ("CEO"), who is the head of TCTA's administration. TCTA has no subsidiaries, branches, or other offices, except for project sites.

### **3.1. STRUCTURE :SEBOPEGO**

The Board of Directors is organised into the following committees:

- Audit and Risk Committee;
- Human Capital, Social and Ethics Committee;
- Nomination and Governance Committee;

- ICT Governance Committee;
- Technical Committee;and,
- Finance Committee.

Kgwebo ya rena

Tcta ke go thekga le go aga mananeokgoparara a bosetšhaba a meetse a matala a mantši a bosetšhaba legatong la Kgoro ya Bosetšhaba ya Meetse le Tlhokomelo ya Tlhokomelo.

### 3. TCTA Structure

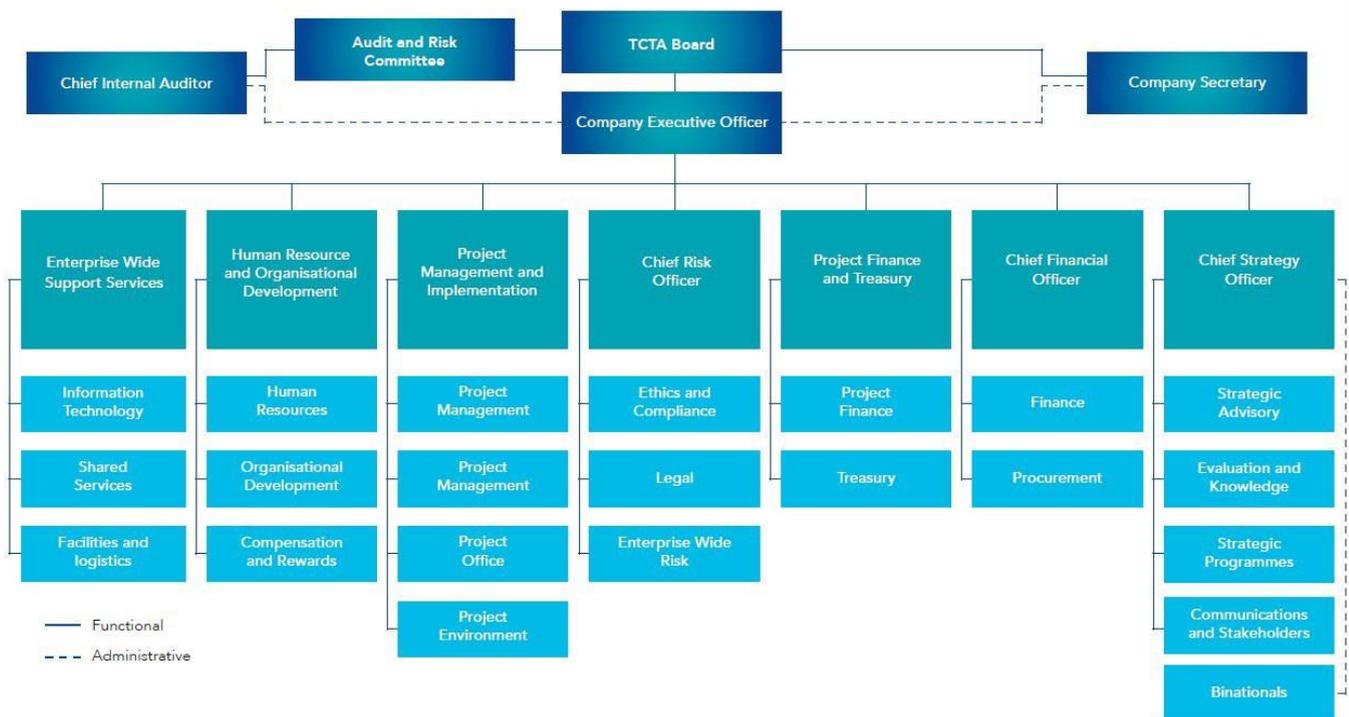
Tcta e laolwa ka botlalo ke Mmušo e bega go Tona ya Meetse le Kgelelo ya Ditlakala, yo e lego Bolaodi bja Khuduthamaga go ya ka PFMA. E laolwa ke Boto ya Balaodi (“Boto”) yeo e kgethilwego ke Tona ya Meetse le Tlhokomelo ya Tlhokomelo. Ka lehlakoreng le lengwe, lekgotla le kgetha, ka go dumelelana ga Tona, Mohlankedimogolophethiši (“CEO”), yo e lego hlogo ya taolo ya TCTA. TCTA ga e na dikhamphani tša ka fasana, makala, goba diofisi tše dingwe, ntle le mafelo a projeke.

#### 3.1. Sebopego :Sebopego

Boto ya Balaodi e rulagantšwe ka dikomiti tše di latelago:

- Komiti ya Bohlahlobi le Kotsi;
- Komiti ya Batho, Leago le Boitshwaro;
- Komiti ya Dikgetho le Taolo;
- Komiti ya Taolo ya ICT;
- Komiti ya Sethekniki;le,
- Komiti ya Ditšhelete.

Below is the organisational top management structure. Ka tlase ke sebopego sa taolo ya godimo ya mokgatlo.



### 3.2. FUNCTIONS :MOSOMO

In accordance with Section 3 of the Notice of Establishment, TCTA is set up to: Go ya ka karolo ya 3 ya tsebišo ya go hlongwa, TCTA e hlongwa go:

implement, operate, and maintain that part of Phase 1 of the LHWP, situated in the Republic of South Africa, in accordance with the provisions of the Treaty; and; phethagatša, šoma, le go hlokomela karolo yeo ya Kgato ya 1 ya LHWP, yeo e lego ka Repabliking

ya Afrika Borwa, go ya ka dipeelano tša Kwano; le

perform the functions set out in Clauses 24(a) and (b) and any other additional functions that the Authority may be required to perform in terms of a directive by the Minister under Section 103(2) of the National Water Act. Dira mešomo ye e hlagišitšwego go ditemana tša 24(a) le (b) le mešomo efe goba efe ye mengwe ya tlaletšo gore bolaodi bo ka swanelwa ke go phethagatša go ya ka taelo ya Tona ka fase ga Karolo 103(2) ya Molao wa Bosetšhaba wa Meetse.

To fulfil the responsibilities set out in the Notice of Establishment and the directives that are given to it from time to time by the Minister, TCTA provides the following services and associated products: Go phethagatša maikarabelo ao a beilwego tsebišong ya go hlongwa le ditaelo tšeo di filwego nako le nako ke Tona, TCTA e fa ditirelo tše di latelago le ditšweletšwa tše di amanago le tšona:

project management and implementation of water infrastructure: Taolo ya diprotšeke le phethagatšo ya mananeokgoparara a meetse:

project design,

3.2.1.1. project construction, Kago

3.2.1.2. environmental compliance:

- 3.2.1.3. land acquisition, and
- 3.2.1.4. operation and maintenance.
- 3.2.1.5. debt management;
- 3.2.1.6. structuring and raising project finance;
- 3.2.1.7. knowledge management;
- 3.2.1.8. risk management;
- 3.2.1.9. socio-economic transformation; and
- 3.2.1.10. tariff setting.

3.2.2. These products and services are in alignment with the functions set out in Section 102 of the National Water Act.

**4.** Moralo wa porojeke,

**5.** 3.2.1.1. Kago ya Protšeke, Kago

**6.** 3.2.1.2. Go obamela tikologo:

**7.** 3.2.1.3. go hwetša naga, le

**8.** 3.2.1.4. Tšhomišo le Tlhokomelo.

**9.** 3.2.1.5. taolo ya dikoloto;

**10.** 3.2.1.6. go rulaganya le go godiša ditšhelete tša projeke;

**11.** 3.2.1.7. Taolo ya Tsebo;

**12.** 3.2.1.8. taolo ya kotsi;

**13.** 3.2.1.9. phetogo ya ekonomi ya leago; le

**14.** 3.2.1.10. Go beakanya ditefelo

**15.** 3.2.2. Ditšweletšwa le ditirelo tše di sepelelana le mešomo yeo e hlagišitšwego go Karolo ya 102 ya Molao wa Bosetšhaba wa Meetse.

15.1.1. Mandates and Directives: Melawana le Ditaelo

Type of Work

Mandate / Directive	Date	Planning	Funding	Implementation	Operation and Maintenance	Advisory	Payment
Komati Water Scheme Augmentation Project (KWSAP).	29 September 2006		√	√		√*	
Mokolo-Crocodile Water Augmentation Project - Phase 1 and Phase 2A (MCWAP-1; MCWAP - 2A).	19 May 2010		√	√		√*	
Metsi Bophelo Borehole Project	2 March 2011			√			
Acid Mine Drainage - Short term Intervention	6 April 2011			√	√	√	
Phase 1 of the Mooi - Mgeni Transfer Scheme - Phase 1	29 November 2011			√			
Strategic Integrated Project 3 (SIP-3)	10 November 2012					√	
Advisory Services for the Umzimvubu Water Project (MRWP)	10 February 2014 (Latest revision revised 19 January 2019)	√	√	√			
Strategic Integrated Project 18 (SIP-18).	26 February 2014					√	
Amendment to MMTS-2 directive to include the construction of a potable water pipeline for Umgeni Water	20 March 2014			√			
Olifants River Water Resources Development Project - Phase 2B (ORWRDP-2B).	25 February 2015 (directive revised 22 October 2015)	√	√	√			
Advisory Services for the Water Off-take for Kriel Town (KRIEL).	20 June 2015			√		√	
Acid Mine Drainage - Long-term Solution	19 May 2016		√	√		√	
Berg River-Voelvlei Augmentation Scheme (BRVAS).	18 May 2017		√	√		√	
Umkhomazi Water project (uMWP).	22 February 2019		√	√		√	
Programme Management Services to DWS in relation to Water Infrastructure Projects	1 April 2019					√	

**Ditšweletšwa le ditirelo tše di sepelelana le mešomo yeo e hlagišitšwego go Karolo 102 ya Molao wa Bosetšhaba wa meetse**

Ditaelo	Letšatšikgwedi	Thušo ya ditšhelete .
<p><b>2.5. Ditaelo:</b></p> <p><b>Letšatšikgwedi</b></p> <p><b>Go rulaganya</b></p> <p><b>Thušo ya ditšhelete .</b></p> <p><b>Phethagatšo</b></p> <p><b>Tšhomišo le</b></p> <p><b>Tlhokomelo</b></p> <p><b>Keletšo</b></p> <p><b>tefo</b></p> <p><b>komati Sekema sa Meetse Projeke ya go oketša (KWSAP). 29 Lewedi 2006 ✓ ✓ ✓*</b></p> <p><b>Mokolo-krocodile porojeke ya go oketša meetse - kgato ya 1 le phase 2a (MCWAP-1; McWAP - 2a). . 3 (SIP-3) 10 Ngwatobošego 2012 ✓</b></p> <p><b>Ditirelo tša Keletšo ya Protšeke ya Meetse ya Umzimvubu (MRWP) 10 Hlakola 2014 (Phetošo</b></p> <p><b>Phetošo ye e Boeleditšwego 19 January 2019) ✓ ✓ ✓</b></p> <p><b>26 Hlakola 2014 ✓</b></p> <p><b>Tlhamo ya MMTS-2 Taelo ya go akaretša kago ya phaephe ya meetse ya Umgeni Water 20 2014 ✓</b></p> <p><b>Olifants Protšeke ya Tlhabollo ya Methopo ya Meetse ya Noka - Kgato ya 2B (OrwRDP-2b).</b></p> <p><b>25 Hlakola</b></p> <p><b>CovisDe ✓ ✓</b></p> <p><b>Ditšhebeletšo tša keletšo bakeng sa meetsi a tšwago go Kriel Town (Kriel). ✓</b></p> <p><b>Mkhomazi Water Project (UMWP)</b></p> <p><b>Ditirelo tša Taolo ya Lenaneo go DWS mabapi le</b></p> <p><b>Diprotšeke tša Mananeokgoparara a Meetse 1 Moranang 2019</b></p>		

## **ADVISORY SERVICES**

Trans-Caledon Tunnel Authority works closely with the Department of Water and Sanitation, water boards, municipalities and other entities that are linked to bulk raw water infrastructure.

### **16. KEY CONTACT DETAILS FOR ACCESS TO INFORMATION OF THE TCTA**

#### **16.1. INFORMATION OFFICER**

Name: Mr Percy Sechemane  
Tel: 012 683 1200  
Email: [paia@tcta.co.za](mailto:paia@tcta.co.za)

## **16.2. DEPUTY INFORMATION OFFICERS**

Name: Mr Sibusiso Nodwengu  
Tel: 012 683 1200  
Email: paia@tcta.co.za

Name: Ms Hanje Botha  
Tel: 012 683 1200  
Email: paia@tcta.co.za

Name: Ms Wilma de Witt  
Tel: 012 683 1200  
Email: paia@tcta.co.za

## **16.3. ACCESS TO INFORMATION GENERAL CONTACTS**

Email: paia@tcta.co.za

## **16.4. HEAD OFFICE**

Postal Address: PO Box 10335  
Centurion  
South Africa  
0046

Physical Address: 1st Floor, Building No. 9, Byls Bridge Office Park  
11 Byls Bridge Boulevard  
Cnr Olievenhoutbosch Road and Jean Avenue,  
Highveld Extension 73  
CENTURION  
0157  
Telephone: 012 683 1200  
Email: info@tcta.co.za  
Website: www.tcta.co.za

## DITIRELO TŠA KELETSO

Tumelelo ya Trans-Caledon Tunnel Authority (TCTA) e šoma haufi-ufi le Lefapha la Meetse le Tlhabollo ya Meetse, diboto tša meetse, masepala, le ditheo tše dingwe tšeo di amanago le meago ya meetse ya go fepa ka bongata.

### 1. DITLHAKWA TŠA BOPHELO BJA TLHAKETSO YA TŠHWELELO YA TCTA

#### 1.1. MOSEBELE WA TLHAKETSO YA TLHAKETSO

Leina: Mong Percy Sechemane

Nomoro ya Mogala: 012 683 1200

Imeile: paia@tcta.co.za

#### 1.2. BAFEREKEDI BA MOSEBELE WA TLHAKETSO

Leina: Mong Sibusiso Nodwengu

Nomoro ya Mogala: 012 683 1200

Imeile: paia@tcta.co.za

Leina: Mos Hanje Botha

Nomoro ya Mogala: 012 683 1200

Imeile: paia@tcta.co.za

Leina: Mos Wilma de Witt

Nomoro ya Mogala: 012 683 1200

Imeile: paia@tcta.co.za

### 1.3. TLHAKETSO YA TLHAKETSO – DITLHAKWA TŠA KA BOPHELO

Imeile: paia@tcta.co.za

### 1.4. OFISI YA KA NTLE

Aterese ya Posetše: PO Box 10335, Centurion, Afrika Borwa, 0046

Aterese ya Sebaka: 1st Floor, Building No. 9, Byls Bridge Office Park, 11 Byls Bridge Boulevard, Kgoro ya Olievenhoutbosch Road le Jean Avenue, Highveld Extension 73, Centurion, 0157

Nomoro ya Mogala: 012 683 1200

Imeile: info@tcta.co.za

Websaete: [www.tcta.co.za](http://www.tcta.co.za)

## **17. DESCRIPTION OF ALL REMEDIES AVAILABLE IN RESPECT OF AN ACT OR A FAILURE TO ACT BY THE TCTA**

- 17.1. If the TCTA fails to comply with the provisions of PAIA, the requestor or any aggrieved person may, in accordance with section 78 of PAIA and the Promotion of Administrative Justice Act 3 of 2000 (PAJA), approach the Information Regulator or a Court of law with jurisdiction for appropriate relief.
- 17.2. If the requestor or third party is aggrieved by the decision of the Information Officer or Deputy Information Officer, he or she may, by way of an application and within 180 days, apply to the Information Regulator and if aggrieved by the Regulator's decision then apply to a court of law for appropriate relief in terms of section 82 of the Act.

## **18. GUIDE ON HOW TO USE PAIA AND HOW TO OBTAIN ACCESS TO THE GUIDE**

- 18.1. The Information Regulator (South Africa) has, in terms of section 10(1) of the PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes

to exercise any right contemplated in PAIA and POPIA.

18.2. The Guide is available in each of the official languages.

18.3. The aforesaid Guide contains the description of-

7.3.1 the objects of PAIA and POPIA;

7.3.2 the postal and street address, phone, and fax number and, if available, electronic mail address of-

7.3.2.1 the Information Officer of every public body, and

7.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA and section 56 of POPIA;

- 7.3.3 the manner and form of a request for-
  - 7.3.3.1 access to a record of a public body contemplated in section 11; and
  - 7.3.3.2 access to a record of a private body contemplated in section 50;
- 7.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 7.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
  - 7.3.6.1 internal appeal (if applicable);
  - 7.3.6.2 a complaint to the Regulator; and
  - 7.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 7.3.7 the provisions of sections 14 and 51 requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 7.3.8 the provisions of sections 15 and 52 providing for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 7.3.9 the notices issued in terms of sections 22 and 54 regarding fees to be paid in relation to requests for access; and
- 7.3.10 the regulations made in terms of section 92.
- 18.4. Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours.
- 18.5. The Guide can also be obtained-
  - 18.5.1. upon request to the Information Officer, using Form 1 available at <https://inforegulator.org.za/paia-forms/>;
  - 18.5.2. upon request, to the Information Regulator, by sending Form 1 (a request for a copy of the Guide) to- [PAIACompliance@infoRegulator.org.za](mailto:PAIACompliance@infoRegulator.org.za); and
  - 18.5.3. from the website of the Regulator (<https://inforegulator.org.za/paia-guidelines/>).

1. Tlhaloso ya dipheko ka moka tšeo di lego gona mabapi le Molao goba go palelwa ke go gata mogato ka TCTA

1.1. Ge TCTA e palelwa ke go obamela dipeelano tša PAIA, mokgopedi goba motho ofe goba ofe yo a

nyamilego a ka, go ya ka Karolo ya 78 ya PAIA le Molao wa Toka ya Taolo ya 3 ya 2000 (Paja), batamela molaodi wa tshedimošo goba kgorotsheko ya molao yeo e nago le taolo ya kimollo ya maleba.

1.2. Ge mokgopedi goba motho wa boraro a nyamišitšwe ke sephetho sa Mohlankedi wa Tshedimošo goba Motlatšamohlankedi wa Tshedimošo, a ka, ka tsela ya kgopelo gomme mo matšatšing a 180, a šoma go molaodi wa tshedimošo gomme ge a nyamišitšwe ke sephetho sa molaodi ka nako yeo a šoma go Kgorotsheko ya Molao ya kimollo ya maleba go ya ka karolo ya 82 ya tiro.

2. Tlhahlo ya ka moo o ka šomišago PAIA le ka moo o ka hwetšago phihlelelo go tlhahlo

2.1. Molaodi wa tshedimošo (Afrika Borwa) o na le, go ya ka karolo ya 10(1) ya PAIA, a mpshafadišwe le go hwetšagala tlhahlo ye e boeleditšwego ya gore o ka šomiša bjang PAIA ("mohlahlī"), ka mokgwa le mokgwa wo o kwešišegago gabonolo, bjalo ka ge go ka nyakega ka tsela ye e kwagalago ke motho yo a ratago go diriša tokelo efe goba efe yeo e nagannwego ka Paia le Popia.

2.2. Tlhahlo e hwetšagala ka go le lengwe le le lengwe la maleme a semmušo.

2.3. Tlhahlo ye e boletšwego ka mo godimo e na le tlhalošo ya-

7.3.1 Dilo tša Paia le Popia;

7.3.2 Aterese ya Poso le ya Setarata, Mogala, le Nomoro ya Fekse le, ge e le gona, Aterese ya Poso ya Elektroniki ya-

7.3.2.1 Mohlankedi wa Tshedimošo wa setopo se sengwe le se sengwe sa mmušo, le

7.3.2.2 Motlatša-Paia le karolo ya 17 ya 17 ya 17 ( karolo ya mmušo ya 17 ( karolo ya mmušo ya 17) yeo e kgethilwego ka PAIA () .

7.3.1 Mokgwa le sebopego sa kgopelo ya-

7.3.1.1 Phihlelelo ya rekoto ya sehlongwa sa setšhaba seo se akantšwego go Karolo 11; le

7.3.1.2 Phihlelelo ya rekoto ya sehlongwa sa praebete seo se nagannwego go Karolo 50;

7.3.2 Thuo ye e lego gona go tswa go mohlankedi wa tshedimoo ya sehlongwa sa setšhaba go ya ka Paia le popoa;

7.3.3 Thuo yeo e hwetsagalago go tswa go molaodi go ya ka Paia le popia;

7.3.4 ka moka ka molao goba go palelwa, molaokakanywa le go palelwa, go se ikeme goba go palelwa ga go palelwa ga go šoma ka go le letona. mokgwa wa madulo-

7.3.4.1 Boipiletšo bja ka gare (ge go le maleba);

7.3.4.2 ngongorego go molaodi; le

7.3.4.3 Kgopelo le kgorotsheko kgahlanong le sephetho sa mohlankedi wa tshedimoo wa sehlongwa sa setšhaba, sephetho sa boipiletso bja ka gare goba sephetho sa molaodi goba sephetho sa hlogo ya sehlongwa sa praebete;

7.3.5 dipeelano tsa dikarolo 14 le 51 tseo di nyakago sehlongwa sa setshaba le sehlongwa sa praebete, ka go latelelana, go hwetsa gore puku ye 15 le 15 le 51 Go utolla ka boithaopo ga magoro a direkhoto ke sehlongwa sa setshaba le sehlongwa sa praebete, ka go latelelana;

7.3.7 ditsebišo tseo di ntšhitšwego go ya ka dikarolo tša 22 le 54 mabapi le ditefelo tseo di swanetšego go lefelwa mabapi le dikgopelo tša phihlelelo; le

7.3.8 Melawana ye e dirilwego go ya ka Karolo 92.

1.1. Maloko a setshaba a ka hlahloba goba a dira dikopi tša tlhahlo go tšwa diofising tša mekgatlo ya setshaba goba ya praebete, go akaretšwa le Kantoru ya Molaodi, ka dinako tša mošomo tše di tlwaelegilego.

1.2. Tlhahlo e ka hwetšwa gape-

1.2.1. Ka kgopelo go Mohlankedi wa Tshedimošo, go šomiša Foromo ya 1 yeo e hwetšagalago go <https://inforegulator.org.za/paia-forms/>;

1.2.2. Ka kgopelo, go molaodi wa tshedimošo, ka go romela Foromo ya 1 (kgopelo ya khopi ya tlhahlo) to- [paia-compliance@inforegulator.org.za](mailto:paia-compliance@inforegulator.org.za); le

go tšwa go weposaete ya molaodi (<https://inforegulator.org.za/paia-guidelines/>)

## DESCRIPTION OF THE SUBJECTS ON WHICH TCTA HOLDS RECORDS AND CATEGORIES OF RECORDS HELD BY THE TCTA

The TCTA holds information pertaining to certain subjects which must be formally requested in terms of the PAIA. Access to some of the information may be restricted in accordance with the provisions of Chapter 4 (Grounds for refusal of access to records in terms of Sections 33 – 46 and sections 62 to 70) of PAIA, unless the disclosure of the information would reveal evidence of: a substantial contravention of, or failure to comply with the law; or an imminent and serious public safety or environmental risk; and

- the public interest in the disclosure of the record/information clearly outweighs the harm contemplated in the provision in question.

Therefore, the inclusion of any subject or categories of records below should not be construed as information automatically available upon request. The table below is a description the subjects and categories of records which must be formally requested in terms of the PAIA.

Subjects on which the body holds records	Categories of records held on each subject
--	--

<p>1. Corporate Governance Matters</p>	<ul style="list-style-type: none"> <li>• Board Remuneration</li> <li>• Board Agendas and minutes</li> <li>• Executive Committee Agendas and Minutes</li> <li>• Management Committees Agendas and Minutes</li> <li>• Board Charter and Terms of Reference</li> <li>• Board Annual Programme</li> <li>• Delegation of Authority</li> <li>• Conflict and Declaration of Interests</li> </ul>
<p>2. Agreements</p>	<ul style="list-style-type: none"> <li>• Projects</li> <li>• International</li> </ul>
<p>3. Finance</p>	<ul style="list-style-type: none"> <li>• Accounting Records Books and Documents</li> <li>• Bank statements</li> <li>• Cash Flows</li> <li>• Details of Auditors</li> <li>• External Auditors Reports</li> <li>• Financial commitments</li> <li>• Guarantees and securities.</li> <li>• Income and Expenditure</li> <li>• Interim and Annual Financial Reports</li> <li>• Organisational Budget</li> <li>• Assets register.</li> <li>• Lists of creditors and debtors</li> </ul>
<p><b>Subjects on which the body holds records</b></p>	<p><b>Categories of records held on each subject</b></p>
	<ul style="list-style-type: none"> <li>• Other documents relating to Taxation.</li> <li>• Tax returns of Trans- Caledon Tunnel Authority</li> </ul>

4. Human Resources	<ul style="list-style-type: none"> <li>• Annual Incentive Programme Policy and Basis of calculation</li> <li>• Management Remuneration</li> <li>• Disciplinary records and documentation pertaining to disciplinary proceedings</li> <li>• Documentation relating to employee benefits.</li> <li>• Employment equity plan</li> <li>• Employment policy</li> <li>• Injuries on duty</li> <li>• Job specifications</li> <li>• Leave records.</li> <li>• List of employees</li> <li>• Minutes of meeting with union(s)</li> <li>• Organisation structure</li> <li>• Performance Appraisal Records <ul style="list-style-type: none"> <li>- Personnel Improvement Programme</li> <li>- Promotions</li> </ul> </li> <li>• Personnel files</li> <li>• Policies and Procedure of Human Resources</li> <li>• Records provided by staff members.</li> <li>• Recruitment and appointment documentation <ul style="list-style-type: none"> <li>- Advertisements</li> <li>- Staff selection</li> </ul> </li> <li>• Retrenchments</li> <li>• Salary Scales</li> <li>• Score cards used in interviews.</li> <li>• Secondments</li> <li>• Training and development plan</li> <li>• Training manuals</li> <li>• Employee Assistance Programme</li> <li>• HIV/AIDS Programme</li> <li>• Skills Development</li> </ul>
5. Intellectual property	<ul style="list-style-type: none"> <li>• Approvals</li> <li>• Authorisation certificates</li> <li>• Consents</li> <li>• Insurance policies</li> <li>• Insurance records</li> </ul>
<b>Subjects on which the body holds records</b>	<b>Categories of records held on each subject</b>

	<ul style="list-style-type: none"> <li>• Licenses</li> <li>• Permits</li> <li>• Project designs</li> </ul>
6. Information Technology	<ul style="list-style-type: none"> <li>• Agreements relating to computer systems and computer programs.</li> <li>• Costing of hardware and software</li> </ul>
7. Ministerial Directives	<ul style="list-style-type: none"> <li>• Ministerial Directives of all projects</li> <li>• Shareholders Compact</li> </ul>
8. Moveable and Immoveable Assets	<ul style="list-style-type: none"> <li>• Agreements of Lease with landlords</li> <li>• Proof of ownership of moveable assets</li> <li>• Title deeds in respect of properties owned by Trans- Caledon Tunnel Authority</li> </ul>
9. Plans	<ul style="list-style-type: none"> <li>• Business Plans</li> <li>• Human Resource Plans</li> </ul>
10. Policies	<ul style="list-style-type: none"> <li>• Strategic</li> <li>• Operational</li> </ul>
11. Projects	<ul style="list-style-type: none"> <li>• Information about environmental processes</li> </ul>
12. Reports	<ul style="list-style-type: none"> <li>• Audit Reports</li> <li>• Quarterly Reports</li> </ul>
13. Risk Management	<ul style="list-style-type: none"> <li>• Business Continuity Plan</li> <li>• Enterprise-Wide Risk Management Reports</li> <li>• Incident reports relating to security and safety.</li> <li>• Insurance reports and policies</li> <li>• Occupational health and safety reports</li> </ul>
14. Services and administration	<ul style="list-style-type: none"> <li>• Maintenance contracts</li> <li>• Service contracts with all service providers</li> </ul>
15. Supply Chain Management	<ul style="list-style-type: none"> <li>• Tender Advertisements</li> <li>• Bid Committees' Minutes</li> <li>• Pre- tender briefing session attendance registers</li> <li>• Request for proposals</li> <li>• Supply Chain Management policy</li> <li>• Tender Submissions</li> </ul>
16. Communications	<ul style="list-style-type: none"> <li>• Internal Communications Strategy</li> <li>• Media Communications Strategy</li> <li>• Trans-Caledon Tunnel Authority media releases</li> </ul>

## **18.6. MATTERS TO BE CONSIDERED BY THE REQUESTER**

Prior to submitting a request, the following are of critical importance to note namely:

- 8.1.1 That PAIA cannot be used to request the record or information for purposes of criminal or civil proceedings. Where the information is required for that purpose, the requestor must use the rules and procedures for discovery of information to the relevant legal forum including courts. Trans- Caledon Tunnel Authority reserves the right to claim expenses and other damages incurred because of a requester submitting a request not in line with the provisions of PAIA. Section 7(1).
- 8.1.2 The limitations or grounds for refusal of access to records in terms of Sections 33 – 45 of PAIA.
- 8.1.3 The information/records requested must be in existence at the time of Trans- Caledon Tunnel Authority receiving the request. Thus, Trans- Caledon Tunnel Authority is not compelled to create a record which is not yet in existence at the time the request is made.

## **18.7. PROCEDURE FOR ACCESS TO RECORDS HELD BY THE TCTA**

Section 18 of PAIA prescribes the procedure to be followed in making a request for access to information held by the TCTA. Section 23(1) of POPIA also provides the procedure to access personal information. Manner of access to personal information in terms of section 23 of POPIA should be in accordance with section 18 of PAIA.

- 18.7.1. A requester or data subject must use the prescribed form, FORM 2, when requesting access to a record or personal information. Form 2 is annexed hereto.
- 18.7.2. A requester is any person making a request for access to a record of the TCTA and in this regard, PAIA distinguishes between two types of requesters for access to information, i.e., Personal Requester, (data subject) and Other Requester.
- 18.7.3. A request for access to information must be made by completing the prescribed request form (Form A) attached as Annexure A below, paying the request fee and addressing it to the Information Officer /Deputy Information Officer. The form must be signed by the requester, as well as all additional pages of documentation added to the request form. Trans- Caledon Tunnel Authority will accept an electronic submission of Form A request. Form A can be accessed by request to the Deputy Information Officer who can either forward it via a letter, or e-mail. Alternatively, it can be collected from at the Trans- Caledon Tunnel Authority's offices.
- 18.7.4. The requester must also indicate if the request is for a copy of the record or to come in and inspect the record at the offices of Trans- Caledon Tunnel Authority. Alternatively, if the record is not in printed form, then the document can be viewed in the manner prescribed in section 29 (2) of the PAIA.

18.7.5. To cut down on administration it is recommended that the payment of the Request fee, except for a Personal Requester, be made prior to the request. Kindly attach proof of payment to the request. Trans- Caledon Tunnel Authority will only accept payment by means of electronic funds transfers and direct deposits to its bank account.

18.7.6. All payments must be made to:

Account Holder: Trans-Caledon Tunnel Authority - LHWP

Bank: Standard Bank

Account No: 010754954

Branch Name: Pretoria

Branch Code: 010-045

Reference: *Name of requestor*

18.7.7. Dispatch the completed request form to the Information Officer/Deputy by post or delivery or email provided above under contact details.

## **18.8. GRANT OR REFUSAL FOR ACCESS TO THE RECORDS**

18.8.1. Upon receipt of the request, the Information Officer/Deputy shall as soon as possible and within 30 days after the request has been received, decide whether to grant the request or not and the requestor will be notified of the decision made. In addition, Trans-Caledon Tunnel Authority will inform the requestor of the following:

8.3.1.1 access fee to be paid for information in accordance with Annexure B;

8.3.1.2 the format in which records to the information will be given; and

8.3.1.3 an appeal with the relevant courts against the fee charged or format to be used in granting access.

18.8.2. The 30-day period within which a decision must be made whether to grant or refuse the request, may be extended for a further period of not more than 30 days. A decision to extend the period may be made on the following reasons:

8.3.2.1 if the request is for a large amount of information;

8.3.2.2 if the request requires a search for the information held at another office of which Trans- Caledon Tunnel Authority does not have, in its possession;

8.3.2.3 if the information cannot reasonably be obtained within the original 30 days;

8.3.2.4 the requestor agrees to an extension in writing; and

8.3.2.5 the parties agree in any other acceptable manner to such an extension.

18.8.3. In case of an extension of the original 30 days period, the requestor will be informed in the prescribed manner of the reasons for such extension and the requestor may appeal to the relevant courts against an extension or any procedure relating to the extension.

18.8.4. If the decision is taken to grant access to the records as requested, access to the actual records will be given as soon as possible. Should the request for access be refused, Trans-Caledon Tunnel Authority shall give the requestor written notice of such refusal containing the following:

8.3.4.1 reasons for the refusal;

8.3.4.2 that the requestor may appeal to the High Court against the refusal and advising on the period for lodging such an appeal;

8.3.4.3 that the deposit paid by the requestor will be refunded; and

8.3.4.4 failure to respond by the Information Officer/Deputy within 30 days after a request has been received, will be deemed to constitute a refusal for access in terms of Section 27 of PAIA.

18.8.5. Appeal by the Requestor

8.3.5.1 If a request for access to a record has been refused, delayed, or granted subject to unreasonable fees or is granted in an unacceptable form, the requester may lodge an appeal as per Section 74 of PAIA.

8.3.5.2 Section 74 of PAIA allows for appeals against the decision of the Information Officer or Deputy Information Officer and the appeal processes is not compulsory.

8.3.5.3 According to Section 78 of PAIA, a requester or third party referred to in Section 74, may only apply to a Court for appropriate relief in terms of Section 82 of the Act, after having exhausted the appeal process against a decision of the Information Officer or Deputy Information Officer. As indicated in paragraph 6.5.5.2 above, the appeal process is not compulsory and the requester or third party may, at any time, within the prescribed period of 180 days, approach the court for appropriate relief.

1.1. Ditaba tšeo di swanetšego go elwa hloko ke mokgopedi

pele ga go romela kgopelo, tše di latelago ke tša bohlokwa bjo bogolo go di ela hloko e lego:

8.1.1 gore PAIA e ka se šomišwe go kgopela rekoto goba tshedimošo ka maikemišetšo a tshepedišo ya bosenyi goba ya setšhaba. Moo tshedimošo e nyakegago bakeng sa morero woo, mokgopedi o swanetše go šomiša melawana le ditshepedišo tša go utolla tshedimošo go foramo ya maleba ya molao go

akaretšwa dikgorotsheko. Trans- Caledon Tunnel Authority e na le tokelo ya go kgopela ditshenyagalelo le tshenyho ye nngwe yeo e dirilwego ka lebaka la mokgopedi yo a romelago kgopelo yeo e sa sepelelanago le dipeelano tša PAIA. Karolo 7(1).

8.1.2 Dithibelo goba mabaka a go gana phihlelelo ya direkhoto go ya ka dikarolo 33 – 45 tša PAIA.

8.1.3 Tshedimošo/direkoto tše di kgopetšwego di swanetše go ba gona ka nako ya Bolaodi bja Tunnel bja Trans- Caledon bjo bo amogelago kgopelo. Ka go realo, Trans- Caledon Tunnel Authority ga e gapeletšege go hlama rekoto yeo e sego ya ba gona ka nako yeo kgopelo e dirwago.

## 1.2. Tshepetšo ya phihlelelo ya direkhoto tšeo di swerwego ke TCTA

Karolo ya 18 ya PAIA e laela tshepedišo yeo e swanetšego go latelwa go dira kgopelo ya phihlelelo ya tshedimošo yeo e swerwego ke TCTA. Karolo ya 23(1) ya POPIA e fana gape ka tshepedišo ya go fihlelela tshedimošo ya motho ka noši. Mokgwa wa phihlelelo ya tshedimošo ya motho go ya ka karolo ya 23 ya Popia e swanetše go ba go ya ka karolo ya 18 ya PAIA.

1.2.1. Mokgopedi goba motho yo a nago le datha o swanetše go šomiša foromo ye e beilwego, Foromo ya 2, ge a kgopela phihlelelo go rekoto goba tshedimošo ya motho. Foromo ya 2 e kgomareditšwe mo.

1.2.2. Mokgopedi ke motho ofe goba ofe yo a dirago kgopelo ya phihlelelo go rekoto ya TCTA gomme tabeng ye, PAIA e fapantšha magareng ga mehuta ye mebedi ya bakgopedi ba phihlelelo ya tshedimošo, ke gore, mokgopedi wa motho ka noši, (serutwa sa data) le mokgopedi yo mongwe.

1.2.3. Kgopelo ya phihlelelo ya tshedimošo e swanetše go dirwa ka go tlatša foromo ya kgopelo ye e beilwego (foromo ya a) yeo e kgomareditšwego bjalo ka Sehlomathišo A ka fase, go lefa tefo ya kgopelo le go e lebiša go Mohlankedi wa Tshedimošo /Motlatša Mohlankedi wa Tshedimošo. Foromo e swanetše go saenwa ke mokgopedi, gammogo le matlakala ka moka a tlaletšo a ditokomane ao a okeditšwego go foromo ya kgopelo. Trans- Caledon Tunnel Authority e tla amogela tlhagišo ya elektroniki ya kgopelo ya Foromo. Foromo A e ka fihlelelwa ka kgopelo go Motlatšamohlankedi wa Tshedimošo yo a ka e fetišetšago ka lengwalo, goba imeile. Ka go fapana le moo, e ka kgoboketšwa go tšwa dikantorong tša Trans- Caledon Tunnel Authority.

1.2.4. Mokgopedi o swanetše go laetša gape ge e ba kgopelo e le ya khopi ya rekoto goba go tsena le go hlahloba rekoto diofising tša Trans- Caledon Tunnel Authority. Ka go fapana le moo, ge rekoto e se ka mokgwa wo o gatišitšwego, gona tokomane e ka lebelelwa ka mokgwa wo o beilwego go Karolo 29 (2) ya PAIA. 1.1.1. Go fokotša taolo go šišinywa gore tefo ya tefo ya kgopelo, ntle le mokgopedi wa motho ka noši, e dirwe pele ga kgopelo. Ka mosa hokela bopaki ba tefello ho kopo. Trans- Caledon Tunnel Authority e tla amogela fela tefo ka go diriša diphetišetšo tša ditšhelete tša elektroniki le dipeeletšo tša thwii go akhaonto ya yona ya pankaa.

1.1.2. Ditefo ka moka di swanetše go dirwa go:

Account Holder: Trans-Caledon Tunnel Authority - LHWP Bank: Maemo a Panka ya Maemo a

Akhaonto: 010754954

Brach Leina: Pretoria

Brach Khoutu: 010-045

Tšhupetšo: Leina la mokgopedi

1.1.3. Romela foromo ya kgopelo yeo e tladitšwego go mohlankedi wa tshedimošo/motlatša ka poso goba thomelo goba imeile yeo e filwego ka godimo ka fase ga dintlha tša kgokagano.

## 1.2. Thuo goba go gana bakeng sa phihlelelo ya direkhoto

1.2.1. Ge go amogelwa kgopelo, Mohlankedi wa Tshedimošo/Motlatšamotlatšamohlankedi o tla tla ka pela ka mo go kgonegago le mo matšatšing a 30 ka morago ga ge kgopelo e amogetšwe, tšea sephetho sa go fa kgopelo goba aowa gomme mokgopedi o tla tsebišwa ka sephetho seo se tšerwego. Go tlaletša, Bolaodi bja Thanele bja Trans-Caledon bo tla tsebiša mokgopedi ka ga tše di latelago:

8.3.1.1 Tefo ya phihlelelo yeo e swanetšego go lefelwa bakeng sa tshedimošo go ya ka Sehlomathišo sa B;

8.3.1.2 Sebopego seo direkhoto go tshedimošo se tlogo fiwa ka sona; le

8.3.1.3 Boipiletšo le dikgorotshoko tša maleba kgahlanong le tefo yeo e lefišwago goba sebopego seo se tlogo šomišwa go fa phihlelelo.

1.2.2. Nako ya matšatši a 30 yeo ka gare ga yona sephetho se swanetšego go tšewa ge e ba go tla fiwa goba go gana kgopelo, e ka katološwa lebaka le lengwe la matšatši ao a sa fetego a 30. Sephetho sa go katološa nako se ka tšewa ka mabaka a a latelago:

8.3.2.1 Ge kgopelo e le ya tshedimošo ye ntši;

8.3.2.2 ge kgopelo e nyaka go nyaka tshedimošo yeo e swerwego ka ofising ye nngwe yeo Trans-Caledon thanele bolaodi e se nago yona, ka go yona;

8.3.2.3 yeo e ka se kego ya hwetšwa ka gare ga nako ye 30 ya mathomo;

8.3.

8.7. le

8.3.2.5 Mekgatlo e dumelelana ka mokgwa ofe goba ofe wo mongwe wo o amogelegago katoloso ye bjalo. 1.1.1. Ge go ka ba le katoloso ya nako ya mathomo ya matšatši a 30, mokgopedi o tla tsebišwa ka mokgwa wo o beilwego wa mabaka a katološo yeo gomme mokgopedi a ka dira boipiletšo go dikgorotshoko tše di lebanego kgahlanong le katoloso goba tshepedišo efe goba efe yeo e amanago le katoloso.

1.1.2. Ge sephetho se tšewa go fa phihlelelo go direkhoto bjalo ka ge di kgopetšwe, phihlelelo ya direkhoto tša nnete e tla fiwa ka pela ka mo go kgonegago. Ge kgopelo ya phihlelelo e ka ganwa, Trans-Caledon Tunnel Authority e tla fa mokgopedi tsebišo ye e ngwadilwego ya go gana mo go nago le tše di latelago:

8.3.4.1 Mabaka a go gana;

8.3.4.2 gore mokgopedi a ka ipiletša go Kgorokgolo ya Tsheko kgahlanong le go gana le go eletša ka nako yeo e tlogo go lefša ka yona;

43. le

8.3.4.4 Go palelwa ke go araba ke mohlankedi wa tshedimoo/motlatšamot o mo matsatsing a 30 morago ga ge kgopelo e amogetšwe, go tla tšewa go bopa go gana ga phihlelelo go ya ka karolo ya 27 ya Paia.

1.1.3. Boipiletšo ke mokgopedi

8.3.5.1 Ge kgopelo ya go fihlelela rekoto e gannwe, e diegile, goba e filwe go ya ka ditefelo tše di sa kwagalego goba e filwe ka mokgwa wo o sa amogelegego, mokgopedi a ka tsenya boipiletšo go ya ka karolo ya 74 ya PAIA.

8.3.5 Karolo ya 74 ya PAIA e se na ditshepedišo tša tshedimošo goba mohlankedi wa tshedimošo le mohlankedi wa tshedimošo yo a se nago tshedimošo le mohlankedi wa tshedimošo le mohlankedi wa tshedimošo yo a se nago tshedimošo. Kgapeletšo.

8.3.5.3 Go ya ka Karolo ya 78 ya PAIA, mokgopedi goba motho wa boraro yo a ukangwego go Karolo 74, a ka šoma fela go kgorotshoko ya kimollo ya maleba go ya ka karolo ya 82 ya Molao, ka morago ga go fetša tshepedišo ya boipiletšo kgahlanong le sephetho sa Mohlankedi wa Tshedimošo goba Mohlankedi wa Tshedimošo. Bjalo ka ge go bontšhitšwe go temana

6.5.5.2 ka godimo, tshepedišo ya boipiletšo ga se ya kgapeletšo gomme mokgopedi goba motho wa boraro a ka, ka nako efe goba efe, mo nakong ye e beilwego ya matšatši a 180, batamela Kgorotshoko bakeng sa kimollo ya maleba.

## **19. THE LATEST NOTICE REGARDING CATEGORIES OF RECORDS OF THE TCTA WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS**

The Information Officer has compiled a notice, in terms of Section 15 of PAIA and Regulation 4, regarding categories of records of the TCTA which are available without a person having to request access by completing Form 2. This notice is available at TCTA head office in Centurion, and on the TCTA website, by clicking on this link: <https://www.tcta.co.za/about-tcta/paia-manual/>.

## **20. SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC FROM THE TCTA AND HOW TO GAIN ACCESS TO THOSE SERVICES**

The TCTA is a 'special purpose' vehicle of the Department of Water and Sanitation, responsible for funding and construction bulk raw water infrastructure on behalf of the Department. It does not render any services directly to the public. It renders services to the Department of Water and Sanitation.

## **21. PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY OR THE EXERCISE OF POWERS OR PERFORMANCE OF DUTIES BY THE TCTA**

The TCTA is not involved in public policy development, the Department of Water and Sanitation develops policy. Therefore, there are no opportunities for the public to participate or influence the formulation of policy, as it concerns TCTA, or the exercise of powers or performance of duties, by the TCTA.

## **22. PROCESSING OF PERSONAL INFORMATION**

### **22.1. PURPOSE OF PROCESSING**

TCTA uses the personal information under its care in the following ways:

- 12.1.1 Staff administration
- 12.1.2 Keeping of accounts and records
- 12.1.3 Facilitating projects
- 12.1.4 Complying with relevant law

. Tsebišo ya moragorago mabapi le magoro a direkhoto tša TCTA tše di lego gona ntle le gore motho a kgopele phihlelelo

mohlankedi wa tshedimošo o kgobokeditše tsebišo, go ya ka karolo ya 15 ya PAIA le Molawana wa 4, mabapi le magoro a direkhoto tša TCTA tše di lego gona ntle le gore motho a kgopele phihlelelo ka go tlatša Foromo ya 2. Tsebišo ye e hwetšagala go TCTA hloohong, le go TLULY, le go TLULY, le go TLULY, le go TLULTY IN THE TCTA. <https://www.tcta.co.za/about-tcta/malea-a-paia-manual/>.

2. Ditirelo tše di lego gona go maloko a setšhaba go tšwa go TCTA le ka moo go ka hwetšago phihlelelo go ditirelo tše

TCTA ke koloi ya 'morero wo o kgethegilego' ya Kgoro ya Meetse le Kgelelo ya Ditlakala, yeo e nago le maikarabelo a go hwetša ditšhelete le mananeokgoparara a meetse a matala a bontši bja kago legatong la kgoro. Ga e neelane ka ditirelo dife goba dife thwii go setšhaba. E fa ditirelo go Kgoro ya Meetse le Tlhokomelo ya Tlhokomelo.

3. Go kgatha tema ga setšhaba go hlameng ga pholisi goba tirišo ya maatla goba tiragatšo ya mešomo ke TCTA

the TCTA ga e amege tlabollong ya pholisi ya setšhaba, Kgoro ya Meetse le Kgelelo ya Tsheko e hlabolla pholisi. Ka fao, ga go na dibaka tša gore setšhaba se tše karolo goba go tutuetša tlhamo ya pholisi, ka ge e le mabapi le TCTA, goba tirišo ya maatla goba tiragatšo ya mešomo, ke TCTA.

#### 4. Tshepetšo ya tshedimošo ya motho ka noši

##### 4.1. Maikemišetšo a tshepedišo

TCTA e šomiša tshedimošo ya motho ka fase ga tlhokomelo ya yona ka ditsela tše di latelago:

12.1.1 Taolo ya bašomi

12.1.2 Go boloka diakhaonto le direkhoto

12.1.3 Go nolofatša diprotšeke

12.1.4 go obamela molao wa maleba.

## 22.2. DESCRIPTION OF CATEGORIES OF DATA SUBJECTS AND THEIR PERSONAL INFORMATION OR CATEGORIES OF INFORMATION RELATING THERETO

Entity Type	Personal Information processed
<b>Natural Persons</b>	Names; contact details; physical and postal addresses; date of birth; ID number; Tax related information; nationality; gender; confidential correspondence.
<b>Juristic Persons</b>	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
<b>Clients: Foreign persons/entities</b>	Names; contact details; physical and postal addresses; date of birth; Passport number Tax related information; nationality; gender; confidential correspondence.
Entity Type	Personal Information processed
<b>Intermediary/ Advisors</b>	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
<b>Contracted Services Providers</b>	Names of contact persons; Name of Legal Entity; Physical and Postal address and contact details; Financial information; Registration Number; Founding documents; Tax related information; authorised signatories, beneficiaries, ultimate beneficial owners.
<b>Employees/ Directors</b>	Gender, Pregnancy; Marital Status; Colour, Age, Language, Education information; Financial Information; Employment History; ID number; Physical and Postal address; Contact details; Opinions, Criminal behaviour; Well-being and their relatives ( family members) race, medical, gender, sex, nationality, ethnic or social origin, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language, biometric information of the person.

## 1.1. Tlhaloso ya magoro a dirutwa tša datha le tshedimošo ya bona ya motho ka noši goba magoro a tshedimošo yeo e amanago le yona go

### **mohuteng wa setheo tshedimošo ya motho yeo e šomišitšwego**

maina a batho ba tlhago; Dintlha tša kgokagano; diaterese tša mmele le tša poso; Letšatšikgwedi la matswalo; Nomoro ya pasa; tshedimošo ye e amanago le motšhelo; mohlobo; bong; mangwalo a sephiri.

**Motho wa molao: Maina a Batho ba Kgokagano; leina la mokgatlo wa molao; Aterese ya mmele le ya poso le dintlha tša kgokagano; tshedimošo ya ditšhelete; nomoro ya ngwadišo; ditokomane tša motheo; tshedimošo ye e amanago le motšhelo; ba saennego bao ba dumeletšwego, baholegi, beng ba mohola ba mafelelo.**

**Bareki: Maina a Batho ba Dinaga tše dingwe/Ditheo; Dintlha tša kgokagano; diaterese tša mmele le tša poso; Letšatšikgwedi la matswalo; Tshedimošo ya Motšhelo wa Nomoro ya Pasepoto; mohlobo; bong; Ngwalano ya sephiri.**

### **Mohuta wa Setheo Tshedimošo ya Botho ye e šongwago**

maina a magareng/ baeletši ba batho bao ba lkgokaganyago le bona; leina la mokgatlo wa molao; Aterese ya mmele le ya poso le dintlha tša kgokagano; tshedimošo ya ditšhelete; nomoro ya ngwadišo; ditokomane tša motheo; tshedimošo ye e amanago le motšhelo; ba saennego bao ba dumeletšwego, baholegi, beng ba mohola ba mafelelo.

**Baabi ba Ditirelo tša Konteraka Maina a Batho bao ba lkgokaganyago le bona; leina la mokgatlo wa molao; Aterese ya mmele le ya poso le dintlha tša kgokagano; tshedimošo ya ditšhelete; nomoro ya ngwadišo; ditokomane tša motheo; tshedimošo ye e amanago le motšhelo; ba saennego bao ba dumeletšwego, baholegi, beng ba mohola ba mafelelo.**

bašomi/ balaodi bong, boimana; boemo bja lenyalo; mmala, mengwaga, polelo, tshedimošo ya thuto; tshedimošo ya ditšhelete; histori ya khiro; Nomoro ya ID; Aterese ya mmele le ya poso; Dintlha tša kgokagano; dikgopolo, boitshwaro bja bosenyi; Bophelo bjo bobotse le ba leloko la bona ( maloko a lapa) morafe, bongaka, bong, bong, botšhaba, setlogo sa semorafe goba leago, tshekamelo ya thobalano, mengwaga, bophelo bjo bobotse bja mmele goba bja monagano, bophelo bjo bobotse, bogole, bodumedi, letswalo, tumelo, setšo, polelo, tshedimošo ya baometriki ya motho.

## **22.3. THE RECIPIENTS OR CATEGORIES OF RECIPIENTS TO WHOM THE PERSONAL INFORMATION MAY BE SUPPLIED**

TCTA may supply the personal information to service providers who render the following services:

- 12.3.1 Capturing and organizing of data,
- 12.3.2 Storing of data,
- 12.3.3 Conducting due diligence checks,
- 12.3.4 Conduction employment verifications and recruitments,
- 12.3.5 Making travel arrangements,
- 12.3.6 Medical aid funds,
- 12.3.7 Pension/provident funds and/ or other trustees, and

12.3.8 TCTA will also supply Personal Information to financial institutions to comply with relevant legislation.

#### **22.4. CROSS-BORDER DATA FLOWS**

12.4.1 TCTA may share with or receive Personal Information from parties that reside out of the Republic of South Africa. This will include entities like LHDA, a partner to TCTA on some projects, as well as other funders and service providers.

12.4.2 Some of these entities are bound by the same legislations as FICA, Anti-Money Laundering and Financing of terrorist Acts.

## 22.5. INFORMATION SECURITY MEASURES

12.5.1 TCTA prides itself on employing the best available technology to ensure that personal data is securely protected from breaches and unauthorised access. The measures to protect and manage the data include:

12.5.1.1 Firewall

12.5.1.2 Virus protections

12.5.1.3 Secured Access

12.5.2 The Service Providers who process Personal Information on behalf of the organisation are contracted to implement security controls to safeguard the Personal Information which they process.

12.5.3 TCTA's physical records are stored in a secured Registry with controlled monitored access.

1.1. Baamogedi goba magoro a baamogedi bao tshedimošo ya motho ka noši e ka fiwago bona Tcta ba ka aba tshedimošo ya motho go baabi ba ditirelo bao ba abago ditirelo tše di latelago:

12.3.1 Go swara le go rulaganya datha,

12.3.2 Go boloka datha,

12.3.3 Go swara ditlhahlobo tša ditshepedišo tša go šoma ka mo go swanetšego,

12.3. Ditšhelete,

12.3.7 Ditšhelete tša Pension/Prodent le/ goba Bahlokamedi ba Bangwe, le

12.3.8 TCTA e tla aba gape tshedimošo ya motho go dihlongwa tša ditšhelete go obamela molao wa maleba.

1.2. Diphallo tša datha tša go tshela mellwane

12.4.1 TCTA e ka abelana ka goba ya amogela tshedimošo ya motho go tšwa go mekgatlo yeo e dulago go tšwa go Repabliki ya Afrika Borwa. Se se tla akaretša ditheo tša go swana le LHDA, molekane go TCTA ka diprotšekeng tše dingwe, gammogo le baabi ba bangwe ba ditšhelete le baabi ba ditirelo.

12.4.1 Tše dingwe tša ditheo tše di tlemilwe ke melao ye e swanago le ya FIKHA, kgahlanong le go hlwekiša tšhelete le go thekga ka ditšhelete ditiro tša botšhošetši.

1.1. Megato ya Tšhireletšo ya Tshedimošo

12.5.1 TCTA e ikgantšha ka go thwala theknolotši ye kaone ye e lego gona go netefatša gore datha ya motho e šireleditšwe ka polokego go ditlolo le phihlelelo ye e sego ya dumelelwa. Magato a go šireletša le go laola ya data a akaretša:

12.5.1.1 Tshedimosetso ya tšhireletšo ya khomphutha

12.5.1.2 Ditšhireletšo tša Baerase

12.5.1.3 Pihlelelo ye e šireleditšwego

12.5.2 Baabi ba ditirelo bao ba šomago tshedimošo ya motho legatong la mokgatlo ba na le konteraka ya go phethagatša ditaolo tša tšhireletšo go šireletša tshedimošo ya kgonthe.

Dikgatišo tša mmalwa tša TCTA di bolokilwe ka polokelong e šireletšegilego yeo e nago le taolo ya kamoo batho ba tsenago ka gona.

## **23. AVAILABILITY OF THE MANUAL**

23.1. The Manual is made available in the following languages:

23.1.1. Afrikaans: Seafrikanere

23.1.2. English: Seisimane/Sejathhapi

23.1.3. Ndebele: Sendebele

23.1.4. Pedi : Sepedi

23.1.5. Sotho : Sesotho

23.1.6. Swati : Seswati

23.1.7. Tsonga :Setsonga

23.1.8. Tswana: Setswana

23.1.9. Venda : Sevenda

23.1.10. Xhosa: Sexhosa

23.1.11. Zulu : Sezulu

23.2. A copy of this Manual or the updated version thereof, is also available as follows:

23.2.1. on the website of the TCTA – [www.tcta.co.za](http://www.tcta.co.za);

- 23.2.2. at the head office of the TCTA for public inspection during normal business hours;
  - 23.2.3. to any person upon request and upon the payment of a reasonable prescribed fee; and
  - 23.2.4. to the Information Regulator upon request.
- 23.3. A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable per each A4-size photocopy made.

**24. GO HWETŠWA GA BUKA YA TŠHEDIMOŠETŠO**

**25.** 1.1. Buka ye ya Tšhedimošetšo e hwetšagala ka maleme a latelago:

**26.** 1.1.1. Seafrikanere

**27.** 1.1.2. Seisemane / Sejatlhapi

**28.** 1.1.3. Sendebele

**29.** 1.1.4. Sepedi

**30.** 1.1.5. Sesotho

**31.** 1.1.6. Seswati

**32.** 1.1.7. Setsonga

**33.** 1.1.8. Setswana

**34.** 1.1.9. Sevenda

**35.** 1.1.10. Sexhosa

**36.** 1.1.11. Sezulu

**37.**

**38.** 1.2. Kopi ya Buka ye ya Tšhedimošetšo, goba phetolelo ye mpsha ya yona, e ka hwetšwa ka ditsela tše di latelago:

**39.** 1.2.1. go webosaete ya TCTA – [www.tcta.co.za](http://www.tcta.co.za);

**40.** 1.2.2. kua ofising-kgolo ya TCTA bakeng sa gore setšhaba se bone nakong ya diiri tša kgwebo tša tlwaelo;

**41.** 1.2.3. go motho le ge e le ofe ge a kgopele, gomme a lefe tefo e lekalekanago yeo e beilwego; le

42. 1.2.4. go Molaodi wa Tšhedimošetšo ge a kgopele.

43.

44. 1.3. Tefo bakeng sa khophi ya Buka ye ya Tšhedimošetšo, go ya ka ge go hlaloswa ka Kakaretšo B ya Melao, e tla lefšwa go ya ka palo ya dikhopi tša boholo bja A4 tšeo di dirilwego

45. **UPDATING OF THE MANUAL**

This manual will be reviewed annually as required by Section 14(2) of PAIA or from time to time when necessary to accommodate the requirements of the public considering lessons learned from the requests received.

**ISSUED BY**

Signed by: DINIZULU KUMALO PERCIVA  
Signed at: 2025-09-05 15:26:31 +02:00  
Reason: I approve this document



---

**MR PERCY SECHEMANE**

**INFORMATION OFFICER AND CHIEF EXECUTIVE OFFICER**

**GO MPSHETŠWA GA BUKA YA TŠHEDIMOŠETŠO**

Buka ye ya Tšhedimošetšo e tla boeletšwa ngwaga le ngwaga go ya ka seo se laetšwago ke Kgaolo ya 14(2) ya PAIA, goba nako le nako ge go hlokega, gore e kgone go ikamahanya le ditlhoko tša setšhaba go ya ka tše di ithutwago go dikgopego tšeo di amogetšwego.

**E FETIŠEDITŠWE KE**

E saenilwe ke: DINIZULU KUMALO PERCIVA  
Nako ya go saena: 2025-09-05 15:26:31 +02:00  
Lebaka: Ke a dumelelanya le tokumente ye.

**MONGWANA PERCY SECHEMANE**

Molaodi wa Tšhedimošetšo le Mookamedi Mogolo

**ANNEXURE A: REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY**

**TLALELETŠO YA A: KGOPELO YA GO HWETŠA TSHEDIMOSETSO GO TSWA GO MOKGATLO WA**



**SETŠHABA**

**FORM A/FOROMO YA A**

**REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY/  
KGOPELO YA GO HWETŠA TSHEDIMOSETSO GO TSWA GO MOKGATLO WA SETŠHABA**



**A. Of Trans- Caledon Tunnel Authority**

The relevant Information Officer/Deputy Information Officer

---

---

**B. Particulars of person requesting access to the record**

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

Full names and surname:	
Identity number:	
Postal address:	
Telephone number:	
E-mail address:	

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

---

---

**C. Particulars of person on whose behalf request is made.**

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

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

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.*

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

Disability		Form in which record is required:	
------------	--	-----------------------------------	--

**NOTES:**

(a) *Your indication as to the required form of access depends 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 to the record, if any, will be determined partly by the form in which access is requested.*

**1. If the record is in written or printed form -**

	copy of record*		inspection of record
--	-----------------	--	----------------------

**2. If record consists of visual images -**

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)

View the images		copy of the images*		transcription of the images*	
-----------------	--	---------------------	--	------------------------------	--

**3. If record consists of recorded words or information which can be reproduced in sound -**

Listen to the soundtrack (audio cassette)		transcription of soundtrack*(written or printed document)	
---	--	---	--

**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? **A postal fee is payable.**

YES		NO	
-----	--	----	--

*Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.*

In which language would you prefer the record?

---

**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 this day of ..... (day) of ..... (month) .....(year)

.....

**SIGNATURE OF REQUESTER/ PERSON ON WHOSE BEHALF REQUEST IS MADE**

**Mohlankedi wa Tshedimošo wa maleba/Motlatšamohlankedi wa Tshedimošo**

**b. Dintlha tša motho yo a kgopelago phihlelelo go rekoto**

**maina a tletšego le sefane:**

**Nomoro ya boitšhupo:**

**Aterese ya poso:**

**Nomoro ya mogala:**

**aterese ya imeile:**

**bokgoni bjoo kgopelo e dirwago go bjona, ge e dirwa legatong la motho yo mongwe:**

**c. Dintlha tša motho yo kgopelo ya gagwe e dirwago legatong la gagwe.**

**Maina a tletšego le sefane:**

**Nomoro ya boitšhupo:**

**d. Dintlha tsa rekoto**

**1. Tihaloso ya rekoto goba karolo ya maleba ya rekoto:**

**2. Nomoro ya tšhupetšo, ge e le gona:**

**3. Dintlha tše dingwe tša rekoto:**

#### **e. Ditefelo**

**Lebaka la go lokollwa go tšwa go tefo ya ditefelo:**

#### **f. Foromo ya Phihlelelo ya Rekoto**

**Bema lepokisi la maleba ka 'X'.**

**Foromo ya bogole yeo go yona go nyakegago rekoto:**

**1. Ge rekoto e le ka gare ga foromo ye e ngwadilwego goba ye e gatišitšwego -**

**khopi ya rekoto Tlhahlobo ya rekoto**

**2. Ge e le gore rekoto e na le diswantšho tša go bonwa -**

**(Se se akaretša diswantšho, diselaete, direkhoto tša bidio, diswantšho tše di tšweleditšwego ka khomphutha, diswantšho, bj.bj.)**

**Bona diswantšho khopi ya  
diswantšho Go ngwala se se boletšwego ga  
diswantšho**

**3. Ge rekoto e na le mantšu a rekotilwego goba tshedimošo yeo e ka tšweletšwago gape ka go modumo –**

**theeletša go ngwalolla modumo (khasete ya modumo) ya modumo\*(tokomane ye e ngwadilwego goba ye e gatišitšwego)**

**4. Ge rekoto e swaretšwe khomphutheng goba ka mokgwa wa khopi ye e gatišitšwego ye e gatišitšwego ka elektroniki goba ka motšhene yeo e ka gatišwago ka**

**kopi ya ya khomphutha  
rekoto Tshedimošo yeo e balwago  
e tšwago go foromo (e thata  
rekoto goba disiki**

**Ge eba o kgopetše khophi ya rekothoto goba go ngwala se se boletšwego na o lakatša goba go go ngwalwa ga tšhelete? Tefiso ya poso e a lefelwa.**

**Ee Aowa**

**Tlhokola gore ge rekoto e se gona ka leleme leo o le ratago, phihlelelo e ka fiwa ka leleme leo rekoto e lego gona.**

**Ke polelo efe yeo o ka ratago rekhoto?**

#### **g. TSEBISO YA SEPHETHO Mabapi le Kgopelo ya Phihlelelo**

**O ka rata go tsebišwa bjang ka sephetho mabapi le kgopelo ya gago ya phihlelelo ya rekhoto?**

e saennwego ka letšatši le la ..... (Letsatsi) la ..... (kgwedi ) (ngwaga)

.....  
**Mosaeno wa mokgopedi/ motho yo kgopelo ya gagwe e dirilwego legatong la gagwe**

**ANNEXURE B: PRESCRIBED FEES**



**PRESCRIBED FEES**

The prescribed fees are summarized in accordance with Part II of the Government Notice (R187) published in the Government Gazette on 15 February 2002.

FEE DESCRIPTION	RAND value
<b>Request Fees [Section 22(8)]</b>	
1. The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2).	35,00
<b>Reproduction Fees [Section 15(3)] (apply to the reproduction of records that are disclosed voluntarily or that are made available automatically)</b>	
2. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.	0,60 per page
2.1 The fees for reproduction referred to in regulation 7(1) are as follows:	
2.1.1 For every photocopy of an A4-size page or part thereof	0,60
2.1.2 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
2.2 For a copy in a computer-readable form on:	
2.2.1 stiffer disc	5,00
2.2.2 compact disc	40,00
2.3 For a transcription of visual images:	
2.3.1 for an A4-size page or part thereof	22,00
2.3.2 for a copy of visual images	60,00
2.4 For a transcription of an audio record:	
2.4.1 for an A4- size page or part thereof	12,00
2.4.2 for a copy of an audio record	17,00
<b>Access Fees (apply to records requested by means of the PAIA request form)</b>	
3. (1) The access fees payable by a requester referred to in regulation 7(3) are as follows:	

3.1	For every photocopy of an A4-size page or part thereof	0,60
3.2	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
3.3	For a copy in a computer-readable form on:	
3.3.1	disc	5,00
3.3.2	com p ac t disc	40,00
3.4	For a transcription of visual images	
3.4.1	for an A4-size page or part thereof	22,00
3.4.2	for a copy of visual images	60,00
3.5	For a transcription of an audio record	
3.5.1	for an A4- size page or part thereof	12,00
3.5.2	for a copy of an audio record	17,00
<b>Search and Preparation Fees</b>		
4.	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 an preparation	15,00 per hour excl. 1st hour
<b>Deposit Required [Section 22(2)]</b>		
5.	(2) For purposes of section 22(2) of the Act, the following apply:	
5.1	six hours as the hours to be exceeded before a deposit is payable; and	
5.2	one third of the access fee is payable as a deposit by the requester	
<b>Postal Fees</b>		
6.	(3) The actual postal fee is payable when a copy of a record must be posted to a requester	
<p>Tlaleletšo B: Ditefelo tše di beilwego</p> <p>Ditefo tše di beilwego ditefelo tše di beilwego di akareditšwe go ya ka Karolo ya II ya Tsebišo ya Mmušo (R187) yeo e phatlaladitšwego ka go mmušo wa Kuranta ka la 15 Hlakola 2002.</p> <p>Tefo Tlhaloso Ditefo tša Ranta Ditefo tša Kgopelo [Karolo 22(8)] 1. Tefo ya kgopelo yeo e lefelwago ke mkgopedi yo mongwe le yo mongwe, ntle le mkgopedi wa motho ka noši, yeo e ukangwego go Molawana wa 7 (2). 35,00 Ditefelo tša go tšweletša gape [Karolo 15(3)] (Dira kgopelo ya go tšweletša gape direkhoto tšeo di utolotšwego ka boithaopo goba tšeo di hwetšagalago ka go itiragalela) 2. Tefiso ya khopi ya pukutlahli bjalo ka ge e nagannwe ka go Molawana wa 5(c) ke R0,60 bakeng sa fotokhophi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya yona. 0,60 ka letlakala 2.1 Ditefelo tša go tšweletša gape tšeo di ukangwego go Molawana wa 7(1) ke tše di latelago: 2.1.1 Bakeng sa khopi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya yona 0,60 2.1.2 ya khopi ye nngwe le ye nngwe ye e gatišitšwego ya letlakala la bogolo bja A4 goba karolo ya yona yeo e swerwego khomphuteng. goba ka mkgwa wa elektroniki goba wa go balwa ka motšhene 0,40 2.2 bakeng sa khopi ka foromong yeo e balwago ka khomphutha go: 2.2.1 Disc ye e thatafetšego 5,00 2.2 Diseke ye e kopanego 40,00 2.3 Bakeng sa go ngwalolla diswantšho tša go bonwa: 2.3.1 bakeng sa letlakala la go bonwa goba karolo yeo ya go bonwa ya 22,0.3.3.2. 60,00 2.4 Bakeng sa go ngwalolla rekoto ya go theeletšwa: 2.4.1 bakeng sa letlakala la bogolo bja A4 goba karolo ya yona 12,0</p>		

2.4.2 bakeng sa khopi ya rekoto ya go theeletšwa ya 17,00  
ditefelo tša phihlelelo (di šoma direkhotong tšeo di kgopetšwego ka mokgwa wa kgopelo ya PAIA)

3. (1) Ditefelo tša phihlelelo tšeo di lefelwago ke mokgopedi tšeo di ukangwego go Molawana wa 7(3) ke tše di latelago:

3.1 Bakeng sa fotokopi ye nngwe le ye nngwe ya letlakala la bogolo bja A4 goba karolo ya yona 0,60

3.2 ya khopi ye nngwe le ye nngwe ye e gatišitšwego ya letlakala la bogolo bja A4 goba karolo ya yona yeo e swerwego khomphutheng. goba ka mokgwa wa elektroniki goba wa go balwa ka motšhene wa 0,40

3.3 bakeng sa khopi ka mokgwa wo o balwago ka khomphutha go:

3.3.1 disk 5,00

3.3.2 com p ac t disc 40,00

3.4 Bakeng sa go ngwalwa ga diswantšho tša go bonwa

3.4.1 bakeng sa letlakala la go bonwa goba karolo ya yona ya 22,0.4. 60,00

3.5 Bakeng sa go ngwalolla rekoto ya go theeletšwa

3.5.1 bakeng sa letlakala la bogolo bja A4 goba karolo ya yona 12,00

3.5.2 bakeng sa khopi ya rekoto ya go theeletšwa ya 17,00  
ya nyakišišo le ditefelo tša go lokišetša

4. Batla le go lokišetša rekoto ya go utolla, R15,00 ya iri ye nngwe le ye nngwe goba karolo ya iri, go sa balwe iri ya mathomo, yeo e nyakegago ka mo go kwagalago bakeng sa go nyaka mo go bjalo go lokišetša 15,00 ka iri go sa akaretšwe. 1st hora  
deposit hlokahala [Karolo 22(2)]

5. (2) bakeng sa merero ya karolo ya 22(2) ya Molao, tse di latelago di a soma:

5.1 Diiri tse tshela ka ge diiri tseo di swanetsego go feta pele ga ge peeletšo e lefelwa; le

5.2 teetharong ya tefo ya phihlelelo e lefelwa bjalo ka peeletšo ke mokgopedi  
ditefelo tša poso

6. (3) Tefo ya nnete ya poso e a lefelwa ge khophi ya rekoto e swanetse go  
romelwa go mokgopedi .



**FORM B  
NOTICE OF APPEAL**

(Section 74 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)) [Regulation 9]

**STATE YOUR REFERENCE NUMBER:** \_\_\_\_\_

**A. Particulars of public body**

The Information Officer/Deputy Information Officer:

---

---

---

**Particulars of requester/third party who lodges the internal appeal.**

**B. Particulars of person requesting access to the record**

- (a) *The particulars of the person who requests access to the record must be recorded below.*
- (b) *Proof of the capacity in which the request is made, if applicable, must be attached.*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname:	
Identity number:	
Postal address:	
Telephone number:	
E-mail address:	

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

---

---

**C. Particulars of requester**

*This section must be completed only if a third party (other than the requester) lodges the internal appeal.*

Full names and surname:	
Identity number:	

**D. The decision against which the internal appeal is lodged.**

<b>Mark the decision against which the internal appeal is lodged with an X in the appropriate box</b>	
<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt. within terms of section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	Decision to grant request for access

**E. Grounds for appeal**

*If the provided space is inadequate, please continue a separate folio and attach it to this form.*

**You must sign all the additional folios.**

State the grounds on which the internal appeal is based:

---

---

---

---

---

State any other information that may be relevant in considering the appeal:

---

---

---

---

---

---

**F. Notice of decision on appeal**

*You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner please specify the manner and provide the necessary particulars to enable compliance with your request.*

State the manner:

---

---

Particulars of manner:

---

---

Signed at this day of ..... (day) of ..... (month) .....(year)

.....

**SIGNATURE OF APPELLANT**

**TLALELETŠO ya C:Foromo ya B Tsebišo ya Boipiletšo**

**Foromo B Tsebišo ya Boipiletšo**

**(Karolo ya 74 ya Tšwetšopele ya Molao wa Phihlelelo ya Tshedimošo, 2000 (Molao No. 2 wa 2000))**

[Molao wa 9]

**Bolela nomoro ya gago ya tšhupetšo:**

**a. Dintlha tša sehlongwa sa setšhaba**

**mohlankedi wa tshedimošo/motlatša mohlankedi wa tshedimošo:**

**Batšeakarolo ba mokgopedi/mokgatlo wa boraro yo a tsenyago boipiletšo bja ka gare.**

**b. Dintlha tša motho yo a kgopelago phihlelelo go rekoto**

**maina a feletšego le sefane:**

**Nomoro ya boitšhupo:**

**Aterese ya poso:**

**Number ya mogala:**

**aterese ya imeile:**

**bokgoni bjoo kgopelo e dirwago go bjona, ge e dirwa legatong la motho yo mongwe:**

**c. Dintlha tša mokgopedi**

**maina a tletšego le sefane:**

**Nomoro ya boitšhupo:**

**d. Sephetho seo boipiletso bja ka gare bo tsenywago kgahlanong le wona.**

**Bea sephetho seo boipiletso bja ka gare bo tsenywago kgahlanong le x ka lepokising la maleba go gana kgopelo ya phihlelelo**

**sephetho mabapi le ditefelo tseo di beilwego go ya ka karolo ya 22 ya sephetho**

**sephetho mabapi le katoloso ya nako yeo kgopelo e swanetsego go swaiwa. Ka gare ga mabaka a karolo ya 26(1) ya Sephetho**

**Sephetho go ya ka karolo ya 29(3) ya Molao wa go gana phihlelelo ka mokgwa wo o kgopetšwego ke sephetho sa mokgopedi**

**sa go fa kgopelo ya phihlelelo**

**e. Mabaka a Boipiletšo**

**Ge e le gore sekgoba se se filwego ga se sa lekana, hle tšwetša pele folio ye e arogilego gomme o se kgomaretše go foromo ye.**

**O swanetše go saena difolio ka moka tša tlaleletšo.**

**Bolela mabala ao boipiletšo bja ka gare bo theilwego go ona:**

**Bolela tshedimošo efe goba efe ye nngwe yeo e ka bago maleba go ela hloko boipiletšo:**

**f. Tsebišo ya sephetho sa boipiletso**

**Boemo mokgwa:**

**Tšhedimošetšo ka fao selo se diragalang ka gona**

**e saennweng ka letsatsi lena la ..... (Letsatsi) la ..... (kgwedi) (ngwaga)**

.....  
**Mosaeno wa Boipiletšo**

**FOR DEPARTMENTAL USE**

**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on \_\_\_\_\_ (date) By:

<b>Full names and surname:</b>	
<b>Position in Trans- Caledon Tunnel Authority:</b>	
<b>Information officer/ Deputy Information officer</b>	

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on \_\_\_\_\_

(date) to the relevant authority.

## 1. OUTCOME OF APPEAL:

*Decision of Information Officer/Deputy Information Officer*

Confirmed/ New Decision Substituted New Decision:

---

---

---

Date

### 1.1 Relevant Authority

Received by the Information Officer/Deputy Information Officer:

---

---

from the Relevant Authority on (date):

---

Bakeng sa tšhomišo ya lefapha  
Rekoto ya semmušo ya boipiletšo ba ka gare:

Boipiletšo bo amogetšwe ka: (letšatši)

Maina a tletšego le sefane:  
Maemo a ka Trans-Caledon Tunnel Authority:  
Mohlankedi wa Tshedimošo / Mohlankedi wa Tshedimošo

Boipiletšo bo feleletšwe ke mabaka a Mohlankedi wa Tshedimošo / morutišwa wa sephetho:  
Basomi ba tshedimošo bao e lego karolo ya tshedimošo goba bao e seng karolo ya yona ba boletše mabaka ao a boipiletšo.

Boipiletšo bo feleletšwe ka: (letšatši/kgwedi)  
Go ya ka melao le tatšišo e amehago.

1. Sephetho sa Boipiletšo:  
Sephetho sa Mohlankedi wa Tshedimošo / Motlhatšamohlankedi wa Tshedimošo:  
Seo se netefadišwego / Sephetho se se sengwe se ngwadilwe ka tlase:

Letšatši:

Mmasepala wo o Amogetšwego  
O amogetšwe ke Mohlankedi wa Tshedimošo / Motlhatšamohlankedi wa Tshedimošo:

Go tšwa Mmasepaleng wo o Amogetšwego ka: (letšatši)

## TSEBELO YA TŠHUPETŠO C: Foromo B Tsebišo ya Boipiletšo

### Sebopego B Tsebišo ya Boipiletšo

(Karolo 74 ya Tšwetšopele ya Molao wa Pihlelelo ya Tshedimošo, 2000 (Molao No. 2 wa 2000)) [Molao wa 9]

Boemo nomoro ya gago ya tšhupetšo:

a. Dintlha tša sehlongwa sa setšhaba

mohlankedi wa tshedimošo/motlatša mohlankedi wa tshedimošo:

Batšeakarolo ba mokgopedi/mokgatlo wa boraro yo a tsenyago boipiletšo bja ka gare.

b. Dintlha tša motho yo a kgopelago phihlelelo go rekoto

maina a feletšego le sefane:

Nomoro ya boitšhupo:

Aterese ya poso:

Nomoro ya mogala:

aterese ya imeile:

bokgoni bjoo kgopelo e dirwago go bjona, ge e dirwa legatong la motho yo mongwe:

c. Dintlha tša mokgopedi

maina a tletšego le sefane:

Nomoro ya boitšhupo:

d. Sephetho seo boipiletso bja ka gare bo tsenywago kgahlanong le wona.

Bea sephetho seo boipiletso bja ka gare bo tsenywago kgahlanong le x ka lepokising la maleba go gana kgopelo ya phihlelelo

sephetho mabapi le ditefelo tseo di beilwego go ya ka karolo ya 22 ya sephetho

sephetho mabapi le katoloso ya nako yeo kgopelo e swanetsego go swaiwa. Ka gare ga mabaka a karolo ya 26(1) ya Sephetho

Sephetho go ya ka karolo ya 29(3) ya Molao wa go gana phihlelelo ka mokgwa wo o kgopetšwego ke sephetho sa mokgopedi

sa go fa kgopelo ya phihlelelo

e. Mabaka a Boipiletšo

Ge e le gore sekgoba se se filwego ga se sa lekana, hle tšwetša pele folio ye e arogilego gomme o se kgomaretše go foromo ye.

O swanetše go saena difolio ka moka tša tlaleletšo.

Bolela mabala ao boipiletšo bja ka gare bo theilwego go ona:

Bolela tshedimošo efe goba efe ye nngwe yeo e ka bago maleba go ela hloko boipiletšo:

f. Tsebišo ya sephetho ka boipiletso

Boemo mokgwa:

Tshedimošo ka ga yo a kgopelago:

e saennweng ka letsatsi lena la ..... (Letsatsi) la ..... (kgwedi) (ngwaga)

.....  
Mosaeno wa Boipiletšo

## SCHEDULE 1 : LENANELO LA PELE

### CONTACT DETAILS OF THE INFORMATION OFFICERS: DINTLHA TŠA KGOKAGANO TŠA BAHLAHLI BA TSHEDIMOŠO

#### INFORMATION OFFICER: MOHLAHLI WA TSHEDIMOŠO

Name: Leina Mr Percy Sechemane /Mna Percy Sechemane

Tel: Nomoro ya Mogala 012 683 1200

Email:Imeili [paia@tcta.co.za](mailto:paia@tcta.co.za)

#### DEPUTY INFORMATION OFFICERS/ Mothuši wa Molaodi wa Tshedimošetso

Name: Leina Mr Sibusiso Nodwengu/ Mna Sibusiso Nondwengu

Tel: Nomoro ya Mogala: 012 683 1200

Email:Emeili [paia@tcta.co.za](mailto:paia@tcta.co.za)

Name:/Leina Ms Hanje Botha/ Mohumagadfi Hanje Botha

Tel:Nomoro ya mogala 012 683 1200

Email:Emeili [paia@tcta.co.za](mailto:paia@tcta.co.za)

Name: Ms Wilma de Witt/Mohumagadi Wilma de Witt

Tel:Nomoro ya mogala 012 683 1200

Email:Emeili [paia@tcta.co.za](mailto:paia@tcta.co.za)

#### ACCESS TO INFORMATION GENERAL CONTACTS/ Tihahlo ya Tšhedimošetso Batho ba Kgokaganyo

Email: [paia@tcta.co.za](mailto:paia@tcta.co.za)

## SCHEDULE 2 :LENANELO LA BOBEDI

### CONTACT DETAILS THE INFORMATION REGULATOR (SOUTH AFRICA)

The table below reflects contact details of the Information Regulator (South Africa) that may be accessed through PAIA requests.

The Information Regulator (South Africa)	
Telephone No: Nomoro ya mogala	+27100235200
E-Mail Address: Aterese ya Emeili	<a href="mailto:enquiries@info regulator.org.za">enquiries@info regulator.org.za</a>
Postal Address: Aterese ya poso	P O Box 31533 Braamfontein 2017
Street Address: Aterese ya Seterata	The Information Regulator (South Africa) JD House 27 Stiemens Street Braamfontein JOHANNESBURG 2000
Website: Wepesaete Submissions: Dithome lo	enquiries@info regulator.org.za: <a href="mailto:PAIACompliance@info regulator.org.za">PAIACompliance@info regulator.org.za</a>

**LENANEO LA bobedi(2)**

**DINTLHA TŠA IKAKANYETŠO MOLAODI WA TSHEDIMOŠO (AFORIKA BORWA) .**

**Tafola ye e lego ka mo tlase e laetša dintlha tša kgokagano tša Molaodi wa Tshedimošo (Aforika Borwa) tšeo di ka fihlelelwago ka dikgopelo tša PAIA.**

**Molaodi wa Tshedimošo (Aforika Borwa) .**

**Nomoro ya mogala: +27100235200**

**Aterese ya EMEILE: enquiries@inforegulator.org.za**

**Aterese ya Poso: P O Box 31533**

**Braafontein 2017.**

**Aterese ya Seterata: Molaodi wa Tshedimošo (Aforika Borwa) ntlo ya JD**

**27 Mmila wa Stiemens Braamfontein JOHANNESBURG**

**2000**

**Wepesaete: Dithomelo: dipotšišo@inforegulator.org.za PAIACompliance@inforegulator.org.za**

### **SCHEDULE 3**

#### **CATEGORIES OF SUBJECT INFORMATION THAT MUST FORMALLY REQUESTED**

*The table below reflects the information pertaining to certain subjects which must be formally requested in terms of the PAIA.*

<b>Categories</b>	<b>Subject</b>
<b>Corporate Governance Matters</b>	<ul style="list-style-type: none"><li>• Board Remuneration</li><li>• Board Agendas and minutes</li><li>• Executive Committee Agendas and Minutes</li><li>• Management Committees Agendas and Minutes</li><li>• Board Charter and Terms of Reference</li><li>• Board Annual Programme</li><li>• Delegation of Authority</li><li>• Conflict and Declaration of Interests</li></ul>
<b>Agreements</b>	<ul style="list-style-type: none"><li>• Projects</li><li>• International</li></ul> <p>LENANEO LA BORARO Magoro a Tshedimošo ya Serutwa yeo e swanetšego go kgopelwa semmušo tafola ye e lego ka mo tlase e laetša tshedimošo yeo e amanago le dithuto tše itšego tšeo di swanetšego go kgopelwa semmušo go ya ka Paia.</p> <p>Magoro a Taba Ditaba tša Taolo ya Dikoporasi • Moputso wa Boto</p> <ul style="list-style-type: none"><li>• le Metsotso</li><li>• Dithulaganyo tša Komitikhuduthamaga le Metsotso</li></ul>

	<ul style="list-style-type: none"> <li>• Dikomiti tša Boto le Ditaelo tša Ditlolo tša Boto le Ditaelo tša Dithulaganyo tša Boto le Metsotso ya Diboto Dikgahlego Ditumellano • Diprotšeke</li> <li>• Boditšhabatšhaba .</li> </ul>
<p><b>Finance</b></p>	<ul style="list-style-type: none"> <li>• Accounting Records Books and Documents</li> <li>• Bank statements</li> <li>• Cash Flows</li> <li>• Details of Auditors</li> <li>• External Auditors Reports</li> <li>• Financial commitments</li> <li>• Guarantees and securities.</li> <li>• Income and Expenditure</li> <li>• Interim and Annual Financial Reports</li> <li>• Organisational Budget</li> <li>• Assets register.</li> <li>• Lists of creditors and debtors</li> <li>• Other documents relating to Taxation.</li> <li>• Tax returns of Trans- Caledon Tunnel Authority</li> </ul>
<p><b>Human Resources</b></p>	<ul style="list-style-type: none"> <li>• Annual Incentive Programme Policy and Basis of calculation</li> <li>• Management Remuneration</li> <li>• Disciplinary records and documentation pertaining to disciplinary proceedings</li> </ul> <p>Ditšhelete • Direkoto tša Diakhaonto Dipuku le Ditokomane</p> <ul style="list-style-type: none"> <li>• Dipego tša Panka</li> <li>• Diphallo tša Tšhelete</li> <li>• Dintlha tša Dipego tša Bahlahlobi ba Dipuku tša ka Ntle</li> <li>• Maitlamo a Ditšhelete</li> <li>• Ditiisetšo le Ditšhireletšo.</li> <li>• Letseno le Ditshenyegelo</li> <li>• Dipego tša Nakoana le tša Ngwaga le Ngwaga tša Ditšhelete</li> <li>• Tekanyetsokabo ya Mokgatlo</li> <li>• Retšistara ya Matlotlo.</li> <li>• Mananeo a Bakoloti ba Ditokomane tše Dingwe tša ngwaga le ngwaga Motheo wa go bala</li> <li>• Moputso wa taolo</li> <li>• Direkoto tša kgalemo le ditokomane tše di amanago le ditshepedišo tša kgalemo .</li> </ul>

Categories	Subject
	<ul style="list-style-type: none"> <li>• Documentation relating to employee benefits.</li> <li>• Employment equity plan</li> <li>• Employment policy</li> <li>• Injuries on duty</li> <li>• Job specifications</li> <li>• Leave records.</li> <li>• List of employees</li> <li>• Minutes of meeting with union(s)</li> <li>• Organisation structure</li> <li>• Performance Appraisal Records <ul style="list-style-type: none"> <li>○ Personnel Improvement Programme</li> <li>○ Promotions</li> </ul> </li> <li>• Personnel files</li> <li>• Policies and Procedure of Human Resources</li> <li>• Records provided by staff members.</li> <li>• Recruitment and appointment documentation <ul style="list-style-type: none"> <li>○ Advertisements</li> <li>○ Staff selection</li> </ul> </li> <li>• Retrenchments</li> <li>• Salary Scales</li> <li>• Score cards used in interviews.</li> <li>• Secondments</li> <li>• Training and development plan</li> <li>• Training manuals</li> <li>• Employee Assistance Programme</li> <li>• HIV/AIDS Programme</li> <li>• Skills Development</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Agreements relating to computer systems and computer programs.</li> <li>• Costing of hardware and software</li> </ul>
<b>Intellectual property</b>	<ul style="list-style-type: none"> <li>• Approvals</li> <li>• Authorisation certificates</li> <li>• Consents</li> <li>• Insurance policies</li> <li>• Insurance records</li> <li>• Licenses</li> <li>• Permits</li> <li>• Project designs</li> </ul>

Ditokomane tše di amanago le Mehola ya Bašomi • Leano la Tekatekano ya Mešomo

- Pholisi ya Mešomo
- Dikgobalo mošomong
- Ditlhalošo tša Mošomo
- Tlogela Direkoto
- Lenaneo la Bašomi
- Metsotso ya go kopana le (di)
- Sebopego sa Mokgatlo
- Direkoto tša Tekolo ya Tiragatšo

Lenaneo la Kaonafatšo ya Bašomi

Ditlhatlošo

Difaele tša Bašomi

- Dipholisi le Tshepedišo ya Bašomi
- Dipego tša Bašomi
- Dikarata

Dikarata tša Dintlha tše di šomišitšwego dipoledišanong

- Mecondments
- Leano la Tihahlo le Tihabollo
- Lenaneo la Thušo ya Bašomi
- Lenaneo la HIV le AIDS
- Tihabollo ya Mabokgoni

| Theknolotši ya Tshedimošo | • Ditumellano tše di amanago le Ditshepedišo tša Khomphuthara le Mananeo a Khomphuthara

- Go bitša Mananeo a Khomphuthara

| Temo ya Bohlale | • Ditumello

- Ditifikeiti tša Tumelelo
- Dipeelano tša Inšorensense
- Dilaesense
- Diabjalese
- Meralo ya Diprojeke

Categories	Subject
<b>Ministerial Directives)</b>	<ul style="list-style-type: none"> <li>• Ministerial Directives of all projects</li> <li>• Shareholders Compact</li> </ul>
<b>Moveable and Immoveable Assets</b>	<ul style="list-style-type: none"> <li>• Agreements of Lease with landlords</li> <li>• Proof of ownership of moveable assets</li> <li>• Title deeds in respect of properties owned by Trans- Caledon Tunnel Authority</li> </ul>
<b>Plans</b>	<ul style="list-style-type: none"> <li>• Business Plans</li> <li>• Human Resource Plans</li> </ul>
<b>Policies</b>	<ul style="list-style-type: none"> <li>• Strategic</li> <li>• Operational</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Information about environmental processes</li> </ul>

<b>Reports</b>	<ul style="list-style-type: none"> <li>• Audit Reports</li> <li>• Quarterly Reports</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Business Continuity Plan</li> <li>• Enterprise-Wide Risk Management Reports</li> <li>• Incident reports relating to security and safety.</li> <li>• Insurance reports and policies</li> <li>• Occupational health and safety reports</li> </ul>
<b>Services and administration</b>	<ul style="list-style-type: none"> <li>• Maintenance contracts</li> <li>• Service contracts with all service providers</li> </ul>
<b>Supply Chain Management</b>	<ul style="list-style-type: none"> <li>• Tender Advertisements</li> <li>• Bid Committees' Minutes</li> <li>• Pre- tender briefing session attendance registers</li> <li>• Request for proposals</li> <li>• Supply Chain Management policy</li> <li>• Tender Submissions</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Internal Communications Strategy</li> <li>• Media Communications Strategy</li> <li>• Trans- Caledon Tunnel Authority media releases</li> </ul> <p>Mekwašo                      Ditaba / Kategori  Ditaelo tša Minisitara      • Ditaelo tša Minisitara tša diprojeke ka moka  • Tlhophiso ya Bagodi / Bagšomi  Dimpahla tše di Šomago le tše di sa Šomeng      • Ditumellano tša Kiriya le beng ba dintlo  • Bosupi bja botho / bong ya dimpahla tše di šomago  • Lengwalo la bodulo la dintlo tše di nago le Trans-Caledon Tunnel Authority</p> <p>Mekgwa ya Thulaganyo • Maikao a Kgwebo  • Maikao a Batho / Human Resource Plans  Dipholisi                      • Tšhomišo ya leano la thulaganyo (Strategic)  • Tšhomišo ya leano la tshepedišo (Operational)  Dipurojeke                  • Tshedimošetso ka ga ditshepedišo tša tikologo  Dipego • Dipego tša Tekolo (Audit Reports)  • Dipego tša Kotara / Ngwaga ka Ngwaga  Taolo ya Kotsi      • Lenaneo la go Tswelutša Kgwebo (Business Continuity Plan)  • Dipego tša Taolo ya Dikotsi ka kgwebo ka bophara  • Dipego tša Ditiragalo tša tshireletso le polokego  • Dipego le dipholisi tša Inšoreense  • Dipego tša Polokego le Bophelo mo Moshomong  Ditirelo le Tsamaiso Ditumellano tša tlhokomelo / maintenance contracts  • Ditumellano tša ditirelo le bafani ka moka ba ditirelo  Taolo ya Phetolo ya Dihlako / Supply Chain Management • Ditlaleletšo tša Dithenda  • Metsotso ya Dikomite tša Bid  • Dinyakišišo tša pele ga go tsenya dithenda / Attendance Registers  • Dikopo tša dikgopelo (Request for proposals)  • Pholisi ya Taolo ya Phetolo ya Dihlako  • Ditlaleletšo tša ditender  Pedišo le Phetolo ya Tshedimošetso      • Leano la Pedišo la ka gare (Internal Communications Strategy)</p>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Leano la Pedišo la Boraditšhaba / Media Communications Strategy</li><li>• Dipego tša mešomong ya Trans-Caledon Tunnel Authority</li></ul> |
|--|---|