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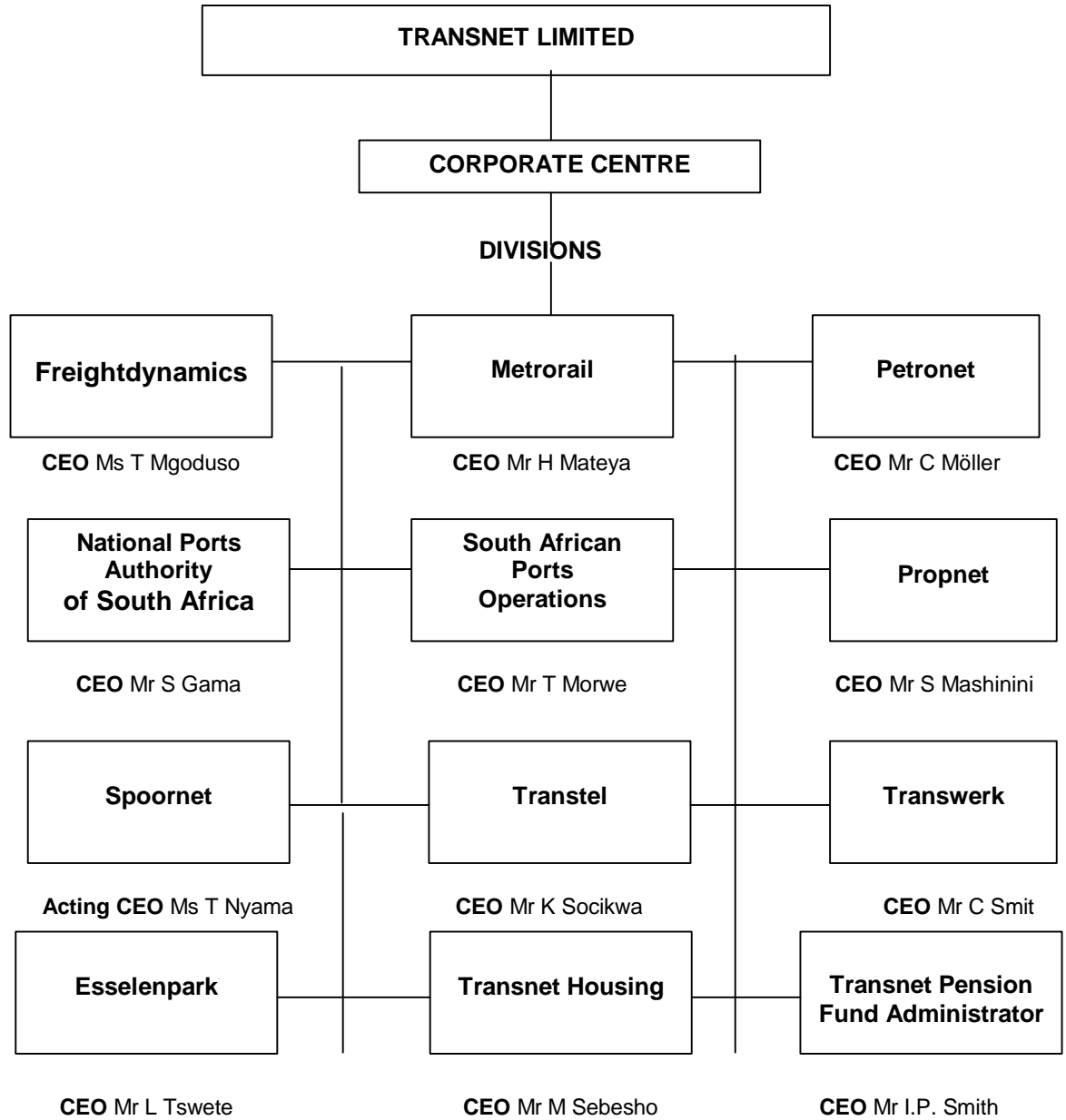
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A. Transnet Limited

Transnet Vision

“Africa’s undisputed world champion in transport and logistics solutions”.

Group structure



Information officer and deputy information officers

Information officer of Transnet

Dr Leonoré van der Merwe

Assistant General Manager

Postal address : PO Box 72501

Parkview
 212
 Physical address : 150 Commissioner Street
 Carlton Centre
 Johannesburg
 Telephone : (01) 308 251
 Facsimile : (01) 308 2518
 e-mail : leonorev@transnet.co.za

Deputy information officers

Division	Deputy Information Officer
Corporate Centre	Dr Leonoré van der Merwe
Freightdynamics	Thandeka Mgoduso
Metrorail	Pierre de Villiers
Petronet	Daniel Ncwane
NPA	Siyabonga Gama
SAPO	Tau Morwe
Propnet	Sipho Mashinini
Spoornet	Nabintu Petsana
Transtel	Vanessa Wilson
Transwerk	Colin G T Smith
Esselenpark	Barbara Nduntsha
Pension Fund Administrator	Ian Smith
Transnet Housing	D. Grobler

C. Section 10 Guide on how to use the Act

The Guide will, according to the South African Human Rights Commission, be available by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Postal address : Private Bag 2700

Houghton

2041

Telephone : +27 1 484 8300
 Facsimile : +27 1 484 0582
 Website : www.sahrc.org.za
 E-mail : PAIA@sahrc.org.za

11. Automatic disclosures

Transnet has not forwarded a notice to the Minister of Justice and Constitutional Development, for publication in the Government Gazette in terms of section 15(2) of the Act. However, Transnet and each of its Divisions have provided a list of records which will be made available to a requester without having to request access under the Act. In this regard, please refer to the section on the relevant Division below.

E. Request procedures

All requests should be made to the information officer of Transnet. The prescribed form and fees for requests to a public body are available on Transnet's website as well as the website of the Department of Justice and Constitutional Development:

www.doj.gov.za

F. Remedies available if the provisions of the Act are not complied with

Neither Transnet, nor any of its Divisions, has an internal appeal procedure. The courts will have to be approached in instances where it is alleged that Transnet or any of its divisions has failed to comply with the provisions of the Act. This would apply to any situation in which a requester wishes to appeal a decision made by the Transnet's information officer, or by any deputy information officer of any of Transnet's divisions.

G. Other information as prescribed in terms of the Act

There is currently no information available from the Minister of Justice and Constitutional Development in terms of section 92 of the Act.

H. Records held by Transnet

In this section, there is a list of categories of records held by each Division of Transnet, together with a description of:

- ? the functions and structure of each division;
- ? contact details of the relevant deputy information officer;
- ? records which are automatically available;
- ? services offered by the relevant division to the public, and where relevant, a description of how one may access such services; and
- ? if relevant, arrangements for public participation in the formulation of policy and exercising of powers, by each division.

Note: This section of the manual sets out the subject and categories of records held by each Division of Transnet. The inclusion of any subject or category of records should **not be taken as an indication that records falling within those subjects and/or categories will be made available under the Act.** In particular, certain grounds of refusal as set out in the Act may be applicable to a request for such records.

1. Corporate Centre

1.1 Functions and structure of the Corporate Centre

1.1.1 Functions of the Corporate Centre

1.1.1.1 The value creating role of the Corporate Centre as developed during the Transnet shared vision, is on strategic direction and focuses on:

1.1.1.1.1 positioning the overall business entity and creating a conducive environment for business success in its chosen industry;

1.1.1.1.2 developing an appropriate business portfolio relative to changing competitive demands;

1.1.1.1.3 building new business competencies in terms of products, markets, customers and people across divisions and business units;

1.1.1.1.4 enhancing the performance of under performing businesses; and

1.1.1.1.5 ensuring effective leadership capacity within business units.

1.1.1.2 Although there is a trend towards decentralisation, shareholders nevertheless charge the Corporate Centre and not individual business unit's, with maximising shareholder return. Consequently, the Corporate Centre must align business units plans and strategies with company goals, and may attempt to promote synergies between business units and perform services to increase the company's aggregate value.

1.1.1.3 Transnet's Corporate Centre has thus migrated from a managerial control function to a strategic control function with control moving from Controller to Orchestrator.

1.1.1.4 The core functions and responsibilities of the Corporate Centre are to:

1.1.1.4.1 craft strategic intent;

1.1.1.4.2 perform Treasury functions and project finance;

1.1.1.4.3 facilitate logistics integration;

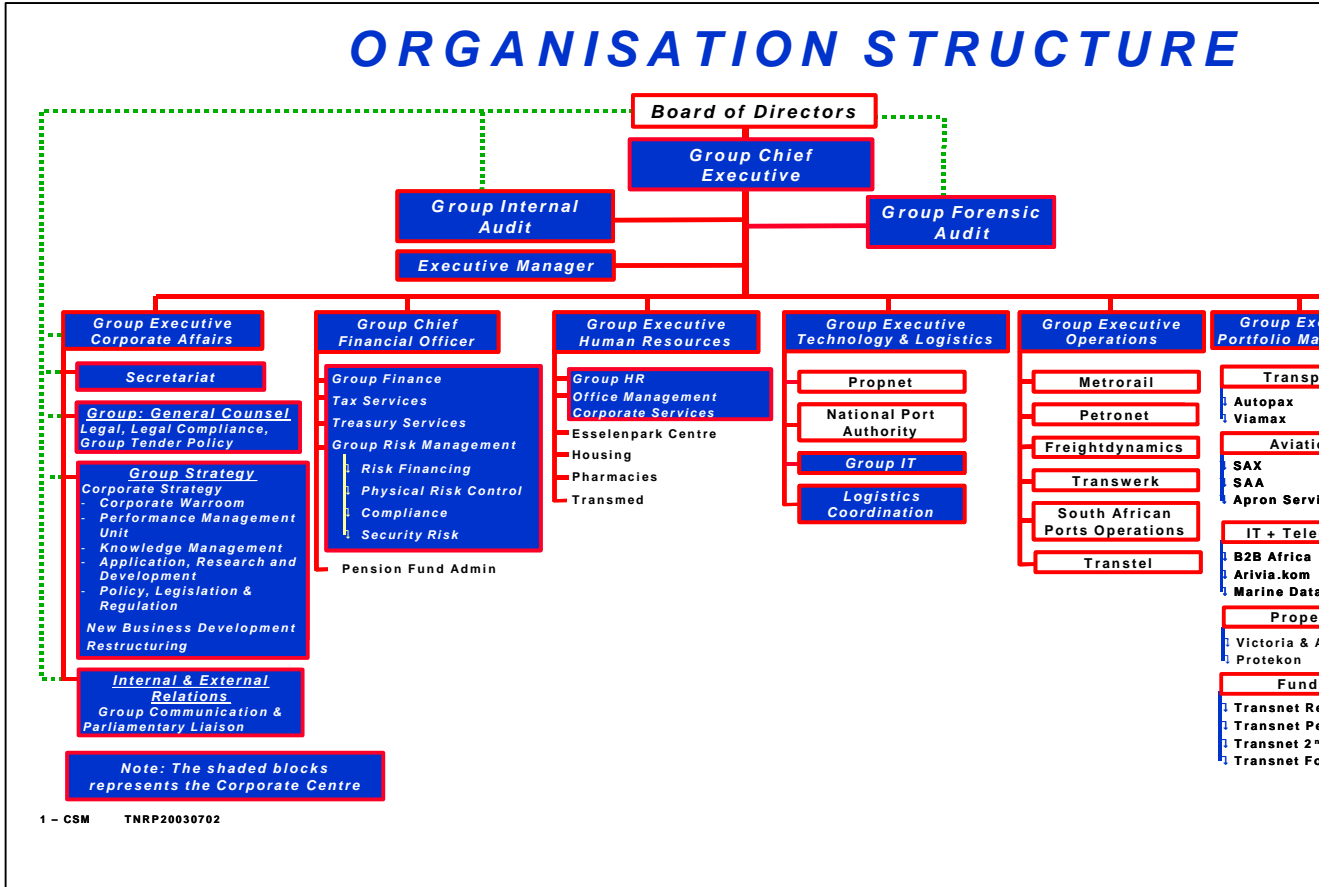
1.1.1.4.4 promote and co-ordinate new Business Development Strategies (strategic projects);

1.1.1.4.5 co-ordinate activities across a portfolio of business units; and

1.1.1.4.6 identify opportunities of synergy across the Transnet Group.

1.1.2

Schematic diagram of the Corporate Centre structure



- 1.1.2.1 The Corporate Centre's head office is located at 150 Commissioner Street, Carlton Centre, Johannesburg, Gauteng.
- 1.1.2.2 The executive management of the Corporate Centre are the following persons:
- 1.1.2.2.1 Executive Manager: Human Resources – Ms K Bala
 - 1.1.2.2.2 Group Company Secretary – Mr T G Barkhuizen
 - 1.1.2.2.3 General Manager: Finance – Mr H Bhika
 - 1.1.2.2.4 Assistant General Manager: Group Tendering and Policy – Mr K Bogopa
 - 1.1.2.2.5 Senior Manager: Government and Parliamentary Liaison – Mr D Botha
 - 1.1.2.2.6 Senior Manager: Mobile Health – Dr L Coetzee
 - 1.1.2.2.7 Assistant General Manager: Corporate Communications – Mr T Didiza
 - 1.1.2.2.8 Group Risk Manager – Mr A Dreyer
 - 1.1.2.2.9 Executive Manager – Ms D Hlatshwayo
 - 1.1.2.2.10 Group Executive Manager: Learning and Performance, Human Resources – Mr A Johnson
 - 1.1.2.2.11 Group Economist – Mr U Joubert
 - 1.1.2.2.12 Group Executive Manager: Restructuring – Mr D. Marite
 - 1.1.2.2.13 Group Executive Manager: Remuneration Benefits – Mr F Le Roux
 - 1.1.2.2.14 Group Chief Financial Officer – Ms S Mabaso
 - 1.1.2.2.15 General Counsel – Dr T S Madima
 - 1.1.2.2.16 General Manager: Finance – Mr F S Malan
 - 1.1.2.2.17 Acting Head: Transnet Foundation – Mrs E Maluleke
 - 1.1.2.2.18 Head of Restructuring – Mr D Marite
 - 1.1.2.2.19 Group Executive Manager – Mr M Matau
 - 1.1.2.2.20 Assistant Company Secretary – Ms T Melk
 - 1.1.2.2.21 Group Chief Executive – Mr M Mkwanzazi
 - 1.1.2.2.22 Executive Manager – Mr H Mouton
 - 1.1.2.2.23 General Manager: Finance Reporting – Mr B Moyo
 - 1.1.2.2.24 General Manager: Group Audit Services – Mr N G Payne

- 1.1.2.2.25 General Manager: Logistics – Prof L R Raath
- 1.1.2.2.26 General Manager: Taxation – Mr G N Rossouw
- 1.1.2.2.27 Assistant General Manager: Corporate Strategic Management – Dr L van der Merwe
- 1.1.2.2.28 Treasurer – Mr J B van Schoor
- 1.1.2.2.29 Group General Manager: New Business Development – Mr L C Webb
- 1.1.2.2.31 Group Executive Operations – Mr L. Molotsane
- 1.1.2.2.32 Group Executive Corporate Affairs – Ms Riah Phiyega
- 1.1.2.2.33 Group Executive Technology & Logistics – Mr Bax Nomvete
- 1.1.2.2.34 Group Executive – Portfolio Manager: Mr Khomotso Pihlela

1.2 **Contact details of the deputy information officer of Corporate Centre**

Dr Leonoré van der Merwe
Assistant General Manager

Postal address : PO Box 72501
Parkview
2122

Physical address : 150 Commissioner Street
Carlton Centre
Johannesburg

Telephone : (011) 308 2511

Facsimile : (011) 308 2518

e-mail : leonorev@transnet.co.za

website : www.transnet.co.za

1.3 **Description of records automatically available**

- 1.3.1 The following information would be made available to a requester without having to request access under the Act:
 - 1.3.1.1 The Annual Report of Transnet; and
 - 1.3.1.2 Documentation and information relating to Transnet which is held by the Registrar of Companies.

1.4 **Description of the subjects and categories of records held by the Corporate Centre which may be requested by following the requisite procedures in the Act**

1.4.1 **Incorporation documents**

1.4.1.1 All documents relating to the incorporation of Transnet are retained by the Corporate Centre.

1.4.1.2 By-laws, agreements and protocols that govern the functioning and conduct of Transnet.

1.4.2 **Records relating to the executive committee and the board of directors**

1.4.2.1 Minute books and internal resolutions of the Corporate Centre's Executive Committee meetings and Transnet's board of directors.

1.4.2.2 List of persons delegated to bind Transnet and documentation evincing such delegation together with agreements entered into with respect to such persons.

1.4.2.3 Register of gifts received by senior employees.

1.4.2.4 Register of bond holders.

1.4.3 **Financial records of the Corporate Centre**

1.4.3.1 Accounting records, books and financial documents of the Corporate Centre.

1.4.3.2 Departmental budgets.

1.4.3.3 Interim and annual final reports of the Corporate Centre.

1.4.3.4 Details of auditors of the Corporate Centre.

1.4.3.5 Auditors' reports in respect of audits conducted on the Corporate Centre.

1.4.3.6 Details of actuaries of the pension scheme and medical aid fund utilised by Transnet.

1.4.3.7 Tax returns and supporting documents.

1.4.3.8 Invoices.

1.4.4 **Banking details of the Corporate Centre**

1.4.4.1 Details of debt related instruments, loans and overdraft facilities.

1.4.4.2 Details of bank facilities and accounts details.

1.4.4.3 Bank statements.

1.4.4.4 Guarantees given to or by the Corporate Centre.

1.4.4.5 Other financial commitments of the Corporate Centre.

1.4.4.6 Other banking records of the business units.

- 1.4.5 **Human resources / employment records**
- 1.4.5.1 List of employees.
- 1.4.5.2 Contracts of employment and/or documentation pertaining to arrangements with directors and employees of the Corporate Centre.
- 1.4.5.3 Documents relating to employee benefits.
- 1.4.5.4 Compensation or redundancy payments.
- 1.4.5.5 Documentation pertaining to share options, share incentives, bonus or profit-sharing arrangements for CEO's of the business units.
- 1.4.5.6 Collective and/or recognition agreements with trade unions.
- 1.4.5.7 Records of contributions and payments made under relevant legislation.
- 1.4.5.8 Personnel files.
- 1.4.5.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 1.4.5.10 Training manuals and information pertaining to training of employees and skills management.
- 1.4.6 **Benefit schemes or fund and medical aid schemes utilised by the Corporate Centre**
- 1.4.6.1 Rules of benefit, housing and medical schemes and funds.
- 1.4.6.2 Records of current and previous schemes and funds.
- 1.4.6.3 Records of contributions.
- 1.4.6.4 Newsletters.
- 1.4.6.5 Correspondence between the Corporate Centre and the various schemes and funds.
- 1.4.7 **Intellectual property**
- 1.4.7.1 Trademark, patent and design registrations.
- 1.4.7.2 Licence agreements entered into by certain business units.
- 1.4.7.3 Agreements with third parties relating to the development and/or licensing of intellectual property.
- 1.4.8 **Permits and licences**
- 1.4.8.1 Applications for permits, licences and authorisations.
- 1.4.8.2 Registrations and declarations of permits.
- 1.4.8.3 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.

- 1.4.8.4 Exchange control approvals and authentication certificates.
- 1.4.9 **Insurance records**
- 1.4.9.1 Assets insurance policies including policies relating to fire and theft.
- 1.4.9.2 Legal liability policies.
- 1.4.10 **Immovable and movable property**
- 1.4.10.1 Agreements for the lease or sale of immovable property by the Corporate Centre.
- 1.4.10.2 Asset register.
- 1.4.10.3 Agreements for the lease and sale of movable property.
- 1.4.10.4 Agreements for the purchase, ordinary sale, conditional sale, or hire of assets.
- 1.4.11 **Information technology and telecommunications**
- 1.4.11.1 Computer software licence, support and maintenance agreements.
- 1.4.11.2 Website development, support and maintenance agreements.
- 1.4.11.3 Agreements pertaining to computer hardware.
- 1.4.11.4 Agreements with Internet Service Providers and/or other telecommunications entities.
- 1.4.11.5 Leased line agreements.
- 1.4.12 **Agreements and documentation pertaining to the specific operations of the Corporate Centre**
- 1.4.12.1 Agreements pertaining to the specific operations and administration of the Corporate Centre.
- 1.4.12.2 Documentation pertaining to project plans and programmes conducted by the Corporate Centre.
- 1.4.12.3 Agreements with consultants in respect of managerial services.
- 1.4.12.4 Service level agreements.
- 1.4.12.5 Outsourcing agreements.
- 1.4.12.6 Queries, questions and replies from Cabinet and Parliament.
- 1.4.13 **Miscellaneous agreements of the Corporate Centre**
- 1.4.13.1 Structured finance agreements
- 1.4.13.2 Loans to third parties.
- 1.4.13.3 Loans from third parties including banks.

- 1.4.13.4 Security agreements, guarantees and/or indemnities.
- 1.4.13.5 Procurement contracts with suppliers.
- 1.4.13.6 Confidentiality and/or non-disclosure agreements.
- 1.4.13.7 Consultancy agreements
- 1.4.13.8 Standard form international finance agreements.
- 1.4.13.9 Safe-keeping agreements with the business units.
- 1.4.14 **Interests and investments of Transnet**
- 1.4.14.1 Agreements in terms of which Transnet is a member of a joint venture, consortium, partnership, incorporated or unincorporated association.
- 1.4.14.2 Interests of Transnet in private bodies, including equity interests or joint venture agreements and projects with third parties
- 1.4.14.3 Agreements with other public bodies which are not a division of Transnet.
- 1.4.14.4 Agreements with other subsidiaries of Transnet.
- 1.4.14.5 Agreements with overseas entities pertaining to foreign interest and investments by the Corporate Centre.
- 1.4.14.6 Documentation pertaining to foreign interests and investments of the Corporate Centre.
- 1.4.15 **Correspondence**
- 1.4.15.1 Internal correspondence of the Corporate Centre.
- 1.4.15.2 Correspondence with other divisions and subsidiaries of Transnet.
- 1.4.15.3 Other correspondence.
- 1.4.16 **Information relating to legal proceedings**
- Records relating to certain legal proceedings involving Transnet.
- 1.4.17 **Environmental records**
- Records required to be held in respect of environmental legislation.
- 1.4.18 **Research and scientific or technical information**
- 1.4.18.1 Documentation pertaining to research conducted by the Corporate Centre.
- 1.4.18.2 Research reports prepared by the Corporate Centre, or on behalf of the Corporate Centre.
- 1.4.19 **Policy documents**
- 1.4.19.1 Documentation pertaining to the formulation of policy by the Corporate Centre.

- 1.4.19.2 Opinions, advices, reports and recommendations prepared for purposes of taking decisions in the exercise of powers or performance of duties imposed by legislation.
- 1.4.19.3 Documentation relating to consultations, discussions and deliberations generated for purposes of assisting to formulate policies of the Corporate Centre.
- 1.4.19.4 Draft working documents of Corporate Centre officials.
- 1.4.20 **Public safety**
- 1.4.20.1 Records of employee fatalities.
- 1.4.20.2 Records of public fatalities.

2. Freightdynamics

2.1 Functions and structure of Freightdynamics

2.1.1 Functions of Freightdynamics

2.1.1.1 Freightdynamics is at the forefront of the road freight industry providing a comprehensive service which includes long haul, both national and cross border, and short haul movement by road. Freightdynamics focuses on the following strategic areas:

2.1.1.1.1 refrigerated cargo (fresh and frozen);

2.1.1.1.2 tankers (fuel, food grade and cement):

2.1.1.1.3 general cargo; and

2.1.1.1.4 containerised goods.

2.1.2 Structure of Freightdynamics

2.1.2.1 The offices of Freightdynamics are located at

2.1.2.1.1 Head Office: Freightdynamics Building, 2 Carse O'Gowrie Road, Parktown, Johannesburg, 2000; (tel) (011) 488 1210;

2.1.2.1.2 Gauteng Region:

(a) Freightdynamics Building, Roscherville Road, Johannesburg, 2000; (tel) (011) 330 6580;

(b) Kalk Street, Farm 54, Dudfield, Lichtenburg, 2740; (tel) (018) 637 0160;

(c) Andrew Street, Station Premise, Nelspruit; (tel) (013) 752 9338;

2.1.2.1.2.1 KwaZulu Natal Region:

(a) 151 South Coast Road, Spoornet Terminal Building, 3rd Floor, Durban, 4001; (tel) (031) 361 6749;

(b) Greyville, Cnr NMR Avenue & Argyle Road, Greyville; (tel) (031) 361 6877;

2.1.2.1.3 Western Cape Region: Propnet Industrial Park, 1st Floor MTV Building, Modderdam Road, Bellville South, Cape Town, 7532; (tel) (021) 913 4089;

2.1.2.1.4 Eastern Cape Region:

(a) 85 Burman Road, Freightdynamics Building, Ground Floor, Dealparty, Port Elizabeth, 6000; (tel) (041) 507 6003;

(b) Hely Hutchinson Road, CPO Building, Quiney, East London, 5201; (tel) (043) 700 4626; and

(c) Depot Street, Voorbaai, Mosselbay; (tel) (044) 695 2729.

- 2.1.2.2 The senior managers of Freightdynamics are the following persons:
- 2.1.2.2.1 CEO – T Mgoduso;
 - 2.1.2.2.2 Executive Manager Finance – H Modise;
 - 2.1.2.2.3 Executive Manager Human Resources – E Mopeli;
 - 2.1.2.2.4 Executive Manager Information Technology – E Khan;
 - 2.1.2.2.5 Executive Manager Operations – F Smit;
 - 2.1.2.2.6 Executive Manager Marketing –;
 - 2.1.2.2.7 Executive Manager Technical – C Marais;
 - 2.1.2.2.8 Regional Manager Gauteng – vacant;
 - 2.1.2.2.9 Regional Manager Western Cape – N Chamberlain;
 - 2.1.2.2.10 Regional Manager Eastern Cape – F du Plessis; and
 - 2.1.2.2.11 Regional Manager KwaZulu Natal – J Shange.

2.2 Contact details of deputy information officer

Thandeka Mgoduso
Chief Executive Officer

Postal address : P O Box 3531
Johannesburg
2000

Physical address : 2nd Floor, Freightdynamics Building
2 Carse O'Gowrie Road
Parktown

Telephone : 011 488 1210

Facsimile : 011 488 1390

e-mail : thandekam@freightdynamics.co.za

Website :

2.3 Description of records automatically available

- 2.3.1 The following information would be made available to a requester without having to request access under the Act:
- 2.3.1.1 corporate profile;
 - 2.3.1.2 mission statement.
 - 2.3.1.3 Road Freight Operator's licence;
 - 2.3.1.4 marketing and service brochures.

- 2.3.2 These records may be accessed via Freightdynamics' website. Alternatively they can be accessed through the offices of Freightdynamics' deputy information officer.
- 2.4 **Description of the subjects and categories of records held by Freightdynamics which may be requested by following the requisite procedures in the Act**
- 2.4.1 **Records relating to the executive committee and the divisional board of Freightdynamics**
- 2.4.1.1 List of Director's of Freightdynamics' executive committee and divisional board.
- 2.4.1.2 Minutes and resolutions of Executive Committee and divisional board meetings.
- 2.4.1.3 Delegation of authority documents.
- 2.4.1.4 Registers including disclosures and declarations of interest.
- 2.4.2 **Financial records of Freightdynamics**
- 2.4.2.1 Accounting records, books and financial documents of Freightdynamics.
- 2.4.2.2 Interim and annual financial reports of Freightdynamics.
- 2.4.2.3 Details of auditors of Freightdynamics.
- 2.4.2.4 Auditors' reports in respect of audits conducted on Freightdynamics.
- 2.4.2.5 Details of actuaries of the pension scheme utilised by Freightdynamics.
- 2.4.2.6 Supporting documents pertaining to tax.
- 2.4.2.7 Invoices.
- 2.4.3 **Banking details of Freightdynamics**
- 2.4.3.1 Documentation pertaining to loans and overdraft facilities from Transnet.
- 2.4.3.2 Details of bank facilities and accounts details.
- 2.4.3.3 Bank statements.
- 2.4.3.4 Guarantees given in respect of Freightdynamics.
- 2.4.3.5 Other financial commitments of Freightdynamics including loans to employees.
- 2.4.3.6 Other banking records of Freightdynamics, including authorisations and a list of authorised signatories in respect of Freightdynamics' bank accounts.
- 2.4.4 **Human resources / employment records**
- 2.4.4.1 List of employees.
- 2.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Freightdynamics.

- 2.4.4.3 Documents relating to employee benefits.
- 2.4.4.4 Compensation or redundancy payments in respect of employees.
- 2.4.4.5 Records pertaining to driver bonus incentive scheme.
- 2.4.4.6 Collective and/or recognition agreements with trade unions.
- 2.4.4.7 Employment equity plan of Freightdynamics.
- 2.4.4.8 Personnel files.
- 2.4.4.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 2.4.4.10 Training manuals and information pertaining to training of employees and skills development.
- 2.4.5 **Benefit scheme or fund utilised by Freightdynamics**
 - 2.4.5.1 List of trustees of the benefit scheme or fund utilised by Freightdynamics.
 - 2.4.5.2 Administrative documents relating to the benefit scheme or fund utilised by Freightdynamics.
- 2.4.6 **Medical aid scheme utilised by Freightdynamics**
 - 2.4.6.1 List of trustees of the medical aid scheme utilised by Freightdynamics.
 - 2.4.6.2 Administrative documents relating to the medical aid scheme utilised by Freightdynamics.
- 2.4.7 **Records held in terms of legislation**

Records held in terms of legislation pertaining to the operations of Freightdynamics.
- 2.4.8 **Intellectual Property**
 - 2.4.8.1 Records of copyright protected works.
 - 2.4.8.2 Defensive name registrations.
- 2.4.9 **Permits and licences**
 - 2.4.9.1 Licences, material permits, consents, approvals, authorisations and certificates relating to Freightdynamics.
 - 2.4.9.2 Applications for permits, licences and authorisations.
 - 2.4.9.3 Registrations and declarations of permits.
 - 2.4.9.4 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.
- 2.4.10 **Immovable and movable property**
 - 2.4.10.1 Title deeds.

- 2.4.10.2 Agreements for the lease of land and/or other immovable property.
- 2.4.10.3 Agreements for the lease or sale of movable property.
- 2.4.10.4 Credit sale agreements and/or hire purchase agreements.
- 2.4.10.5 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.
- 2.4.11 **Information technology and telecommunications**
- 2.4.11.1 Computer software, support and maintenance agreements.
- 2.4.11.2 Website development, support and maintenance agreements.
- 2.4.11.3 Computer software licence agreements.
- 2.4.11.4 Agreements in respect of computer hardware used by Freightdynamics.
- 2.4.11.5 Agreements with Internet Service Providers and other telecommunications entities.
- 2.4.11.6 Other documentation pertaining to computer systems and computer programs held by Freightdynamics, including information systems documentation, technical specifications and user documents.
- 2.4.12 **Agreements and documentation pertaining to operations**
- 2.4.12.1 Transport and customer service agreements.
- 2.4.12.2 Equipment agreements.
- 2.4.12.3 Sub-contractor agreements.
- 2.4.12.4 Container handling equipment.
- 2.4.13 **Miscellaneous agreements of Freightdynamics**
- 2.4.13.1 Loans to employees of Freightdynamics.
- 2.4.13.2 Standard conditions of business and standard-form contracts.
- 2.4.13.3 Agreements with suppliers of Freightdynamics, including agreements for services and supply of goods.
- 2.4.13.4 Agreements with customers of Freightdynamics.
- 2.4.13.5 Confidentiality and/or non-disclosure agreements.
- 2.4.13.6 Consultancy agreements.
- 2.4.14 **Interests and investments of Freightdynamics**
- 2.4.14.1 Co-operation agreements in respect of warehouse solutions and container handling services.
- 2.4.14.2 Agreements with other business divisions of Transnet, including Spoornet, Transtel and Connex.

2.4.15 **Correspondence**

2.4.15.1 Internal correspondence of Freightdynamics.

2.4.15.2 Correspondence with other business divisions of Transnet.

2.4.15.3 Other correspondence.

2.4.16 **Information relating to legal proceedings**

Records relating to legal proceedings involving Freightdynamics.

2.4.17 **Environmental records**

2.4.17.1 Environmental impact assessments and documents pertaining to studies conducted in this regard.

2.4.17.2 Policies pertaining to environmental issues.

2.4.18 **Research and scientific or technical information of Freightdynamics**

2.4.18.1 Documentation pertaining to research conducted by Freightdynamics, or on behalf of Freightdynamics.

2.4.18.2 Research reports prepared by Freightdynamics, or on behalf of Freightdynamics.

2.4.19 **Policy documents**

2.4.19.1 Documentation pertaining to the formulation of policy by Freightdynamics.

2.4.19.2 Documentation relating to the exercise of duties of powers in terms of legislation.

2.4.19.3 Draft working documents of Freightdynamics officials.

2.4.20 **Public safety**

2.4.20.1 Risk management policy.

2.4.20.2 Documentation relating to research or investigations in respect of safety.

2.5 **Services available from Freightdynamics**

2.5.1 **Nature of services**

Road transport and logistics service provider.

2.5.2 **How to gain access to these services**

The public is able to gain access to Freightdynamics' services through their website. Alternatively, one can telephone or visit the Freightdynamics head office or any of the regional offices.

2.6 **Arrangements allowing for public participation in the formulation of policy and the exercising of powers**

Participation by trade unions takes place by means of consultative forums.

3. National Ports Authority of South Africa ("NPA")

3.1 Functions and structure of the NPA

3.1.1 Functions of the NPA

3.1.1.1 The NPA performs the following public functions:

3.1.1.1.1 Providing the managing the port property portfolio;

3.1.1.1.2 advising on, and implementing national port policies and development strategies;

3.1.1.1.3 providing and maintaining port infrastructure (breakwaters, channels, berths, etc);

3.1.1.1.4 providing or arranging road and rail access to port facilities;

3.1.1.1.5 providing or arranging services and utilities (water, lights, power, sewerage and telecommunications);

3.1.1.1.6 co-ordinating port marketing and promotional activities;

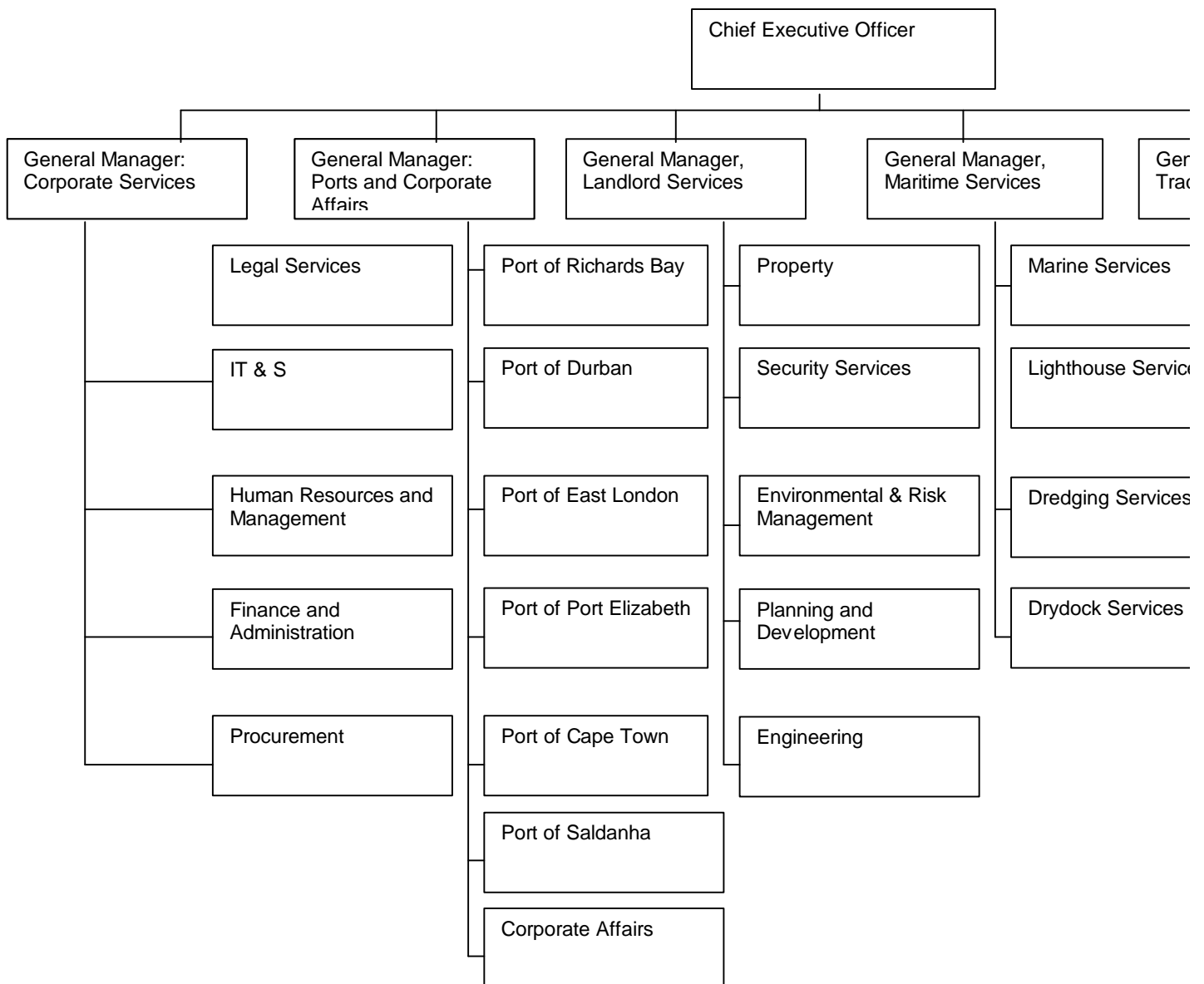
3.1.1.1.7 providing vessel traffic control;

3.1.1.1.8 providing marine services;

3.1.1.1.9 safeguarding port users' interests against port operation and service monopolies; and

3.1.1.1.10 maintaining the sustainability of the ports and their environments.

3.1.2 Schematic diagram of the NPA structure



- 3.1.2.1 The NPA head office is located at 101 De Korte Street, Braamfontein, Gauteng. The various port offices are situated in the Eastern Cape (Port Elizabeth, Mossel Bay and East London), KwaZulu-Natal (Durban and Richards Bay), and in the Western Cape (Cape Town, Port Nolloth and Saldanha).
- 3.1.2.2 The senior managers of the NPA are the following persons:
- 3.1.2.2.1 Chief Executive Officer – Siyabonga Gama;
- 3.1.2.2.2 Chief Executive Officer: Portcon Division – Ivor Funnel;
- 3.1.2.2.3 General Manager: Corporate Services – Swazi Tshabalala;
- 3.1.2.2.4 General Manager: Landlord Services – Mlamuli Buthelezi;
- 3.1.2.2.5 General Manager: Ports and Corporate Affairs –;
- 3.1.2.2.6 General Manager: Maritime Services – Mvikeli Matutu; and
- 3.1.2.2.7 General Manager: Trade and Logistics – Isabel Laubscher

3.2 **Contact details of deputy information officer**

Mr. Siyabonga Gama: CEO

Physical Address : Room 600
101 De Korte Street
BRAAMFONTEIN
2017

Postal Address : P O Box 32696
BRAAMFONTEIN
2017

Tel : (011) 242-4057

Fax : (011) 242-4029

E-mail : siyag@npa.co.za

Website : www.npa.co.za

3.3 **Description of records automatically available**

- 3.3.1.1 The following information would be made available to a requester without having to request access under the Act:
- 3.3.1.1.1 published annual tariff rates
- 3.3.1.1.2 published annual statistics
- 3.3.1.1.3 general information relating to the organisation and the ports, in particular:
- ? corporate profile including names and functions of executive and management teams

- ? NPA operations report
- ? external and internal publications (newsletters)
- ? general information about the NPA and the ports available on the Internet, website and multimedia CDROM
- 3.3.1.1.4 media reports and press releases
- 3.3.1.1.5 delegation of powers
- 3.3.1.1.6 development framework plans
- 3.3.1.1.7 intellectual property rights, in particular:
 - ? details of trade marks registered
 - ? details of domain names registered
- 3.4 **Description of the subjects and categories of records held by the NPA which may be requested by following the requisite procedures in the Act**
- 3.4.1 **Records relating to the executive committee and the board of the NPA**

Minutes and internal resolutions of the Executive Committee and divisional board meetings.
- 3.4.2 **Financial records of the NPA**
 - 3.4.2.1 Accounting records, books and financial documents of the NPA.
 - 3.4.2.2 Details of auditors.
 - 3.4.2.3 Auditors' reports in respect of audits conducted on the NPA.
 - 3.4.2.4 Invoices.
- 3.4.3 **Banking details of the NPA**
 - 3.4.3.1 Banking details of the NPA
 - 3.4.3.2 Details of bank facilities and accounts details.
 - 3.4.3.3 Bank statements.
 - 3.4.3.4 Guarantees given by certain contractual partners.
 - 3.4.3.5 Other financial commitments of the NPA, including social investment, bursaries and sponsorship.
 - 3.4.3.6 Other banking records of employees and third parties with whom the NPA has contracted.
- 3.4.4 **Human resources / employment records**
 - 3.4.4.1 List of employees.

- 3.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of the NPA.
- 3.4.4.3 Documents relating to employee benefits.
- 3.4.4.4 Compensation or redundancy payments.
- 3.4.4.5 Documents and information in respect of a bonus incentive scheme, for employees of the NPA.
- 3.4.4.6 Collective and/or recognition agreements with trade unions.
- 3.4.4.7 Employment equity plan of the NPA.
- 3.4.4.8 Personnel files.
- 3.4.4.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 3.4.4.10 AIDS awareness programmes.
- 3.4.4.11 Training manuals and information pertaining to training of employees and skills management.
- 3.4.5 **Benefit schemes or fund and medical aid schemes utilised by the NPA**
Records of contributions made to such benefit schemes and other funds.
- 3.4.6 **Intellectual property**
 - 3.4.6.1 Licenses relating to intellectual property rights.
 - 3.4.6.2 Records relating to trade marks.
 - 3.4.6.3 Records relating to copyright.
- 3.4.7 **Permits and licences**
 - 3.4.7.1 Licences, material permits, consents, approvals, authorisations and certificates.
 - 3.4.7.2 Applications for permits, licences and authorisations.
 - 3.4.7.3 Registrations and declarations of permits.
 - 3.4.7.4 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.
- 3.4.8 **Insurance records**
 - 3.4.8.1 Records relating to insurance policies taken out for the benefit of NPA and its employees which are held by Transnet.
- 3.4.9 **Immovable and movable property**
 - 3.4.9.1 Title deeds.

- 3.4.9.2 Agreements for the lease or sale of movable and immovable property by the NPA.
- 3.4.9.3 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.
- 3.4.10 **Information technology and telecommunications**
- 3.4.10.1 Computer software, support and maintenance agreements.
- 3.4.10.2 Computer software licence agreements.
- 3.4.10.3 Agreements in respect of computer hardware used by the NPA.
- 3.4.10.4 Rate stability agreements
- 3.4.10.5 Agreements with Internet Service Providers and/or other telecommunications entities.
- 3.4.10.6 Leased line agreements.
- 3.4.10.7 Maintenance and support agreements.
- 3.4.10.8 Equipment, service level agreements and supply and rental agreements.
- 3.4.10.9 Other documentation pertaining to computer systems and computer programs held by the NPA, including documents relating to in-house development, computer manuals and source code.
- 3.4.11 **Agreements and documentation pertaining to the specific operations of the NPA**
- 3.4.11.1 Agreements pertaining to the specific operations of the NPA.
- 3.4.11.2 Bills of lading, manifests, cargo dues orders and packing declarations.
- 3.4.11.3 Documentation in respect of training programmes.
- 3.4.12 **Miscellaneous agreements of the NPA**
- 3.4.12.1 Loans to third parties.
- 3.4.12.2 Security agreements and suretyship agreements.
- 3.4.12.3 Management agreements.
- 3.4.12.4 Standard conditions of business and standard-form contracts.
- 3.4.12.5 Credit arrangements with terminal operators, tenants and shipping lines
- 3.4.12.6 Confidentiality and/or non-disclosure agreements.
- 3.4.12.7 Service and consultancy agreements.
- 3.4.12.8 Sponsorship agreements.
- 3.4.12.9 Purchase of business agreements.

- 3.4.13 **Interests and investments of the NPA**
- 3.4.13.1 Agreements in terms of which the NPA is a member of a joint venture, consortium, partnership, or incorporated or unincorporated association.
- 3.4.13.2 Interests in private bodies, including equity interests or joint venture agreements and projects with third parties
- 3.4.13.3 Agreements and interests with other public bodies which are not a division of Transnet.
- 3.4.13.4 Agreements with other subsidiaries of Transnet, including Spoornet, Propnet, Transtel, Viamax, Connex and Protecon.
- 3.4.13.5 Agreements with overseas entities pertaining to foreign interest and investments by the NPA.
- 3.4.14 **Correspondence**
- 3.4.14.1 Internal correspondence of the NPA, including internal memoranda.
- 3.4.14.2 Correspondence with other divisions and subsidiaries of Transnet.
- 3.4.14.3 Other correspondence.
- 3.4.15 **Information relating to legal proceedings**
- Records relating to legal proceedings involving the NPA.
- 3.4.16 **Environmental records**
- 3.4.16.1 Environmental impact assessments (“**EIA’s**”) and documents pertaining to studies conducted in this regard.
- 3.4.16.2 Records of decision documents relating to EIA’s.
- 3.4.16.3 Service and consultancy agreements pertaining to environmental issues.
- 3.4.16.4 Policies regarding environmental issues.
- 3.4.16.5 Risk management and environmental management documentation
- 3.4.16.6 Gap analysis reports.
- 3.4.16.7 Monitoring reports.
- 3.4.16.8 ESAP results.
- 3.4.17 **Research and scientific or technical information of the NPA**
- 3.4.17.1 Documentation pertaining to research conducted by the NPA.
- 3.4.17.2 Research reports prepared by the NPA, or on behalf of the NPA.
- 3.4.17.3 Non-disclosure agreements pertaining to research, and scientific or technical information.
- 3.4.17.4 International benchmarking.

3.4.18 **Policy documents**

3.4.18.1 Documentation pertaining to the formulation of policy by the NPA.

3.4.18.2 Documentation relating to the exercise of duties of powers in terms of legislation.

3.4.18.3 Draft working documents of the NPA officials.

3.4.19 **Public safety**

3.4.19.1 Policies on public safety and catastrophe management.

3.4.19.2 Occurrence register and record of investigations of incidents and irregularities.

3.4.19.3 Security awareness programmes.

3.5 **Services available**

3.5.1 **Nature of services**

The NPA has a corporate social investment programme in the form of bursaries, sponsorships and donations focussing on historically disadvantaged communities situated around the ports. The investment is in respect of education, cultural activities and social and economic upliftment.

3.5.2 **How to gain access to these services**

Information relating to the NPA's corporate social investment is available from the corporate affairs department at the NPA head office and all the ports.

3.6 **Arrangements allowing for public involvement in the formulation of policy and the exercise of power**

Persons are able to participate in the development and any amendments to tariff policies by making representations at the invitation of the NPA.

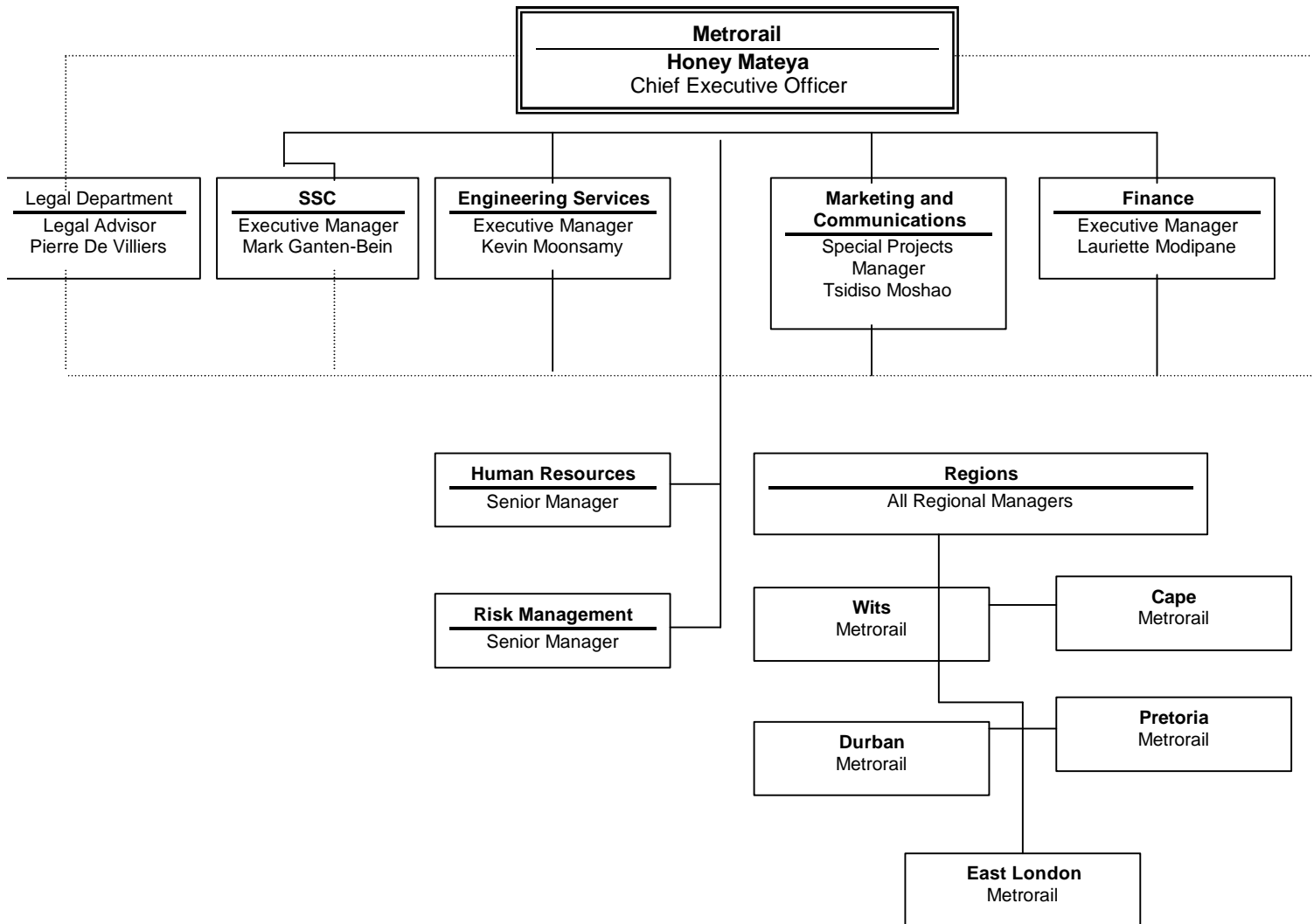
4. **Metrorail**

4.1 **Functions and structure of Metrorail**

4.1.1 **Functions of Metrorail**

Metrorail is the only rail commuter operator in South Africa and forms an essential part of the country's public transport system. Metrorail operates in South Africa's main urban areas, namely greater Johannesburg, Cape Town, Durban, East London and Port Elizabeth.

4.1.2 **Structure of Metrorail**



4.1.2.1 The location of Metrorail's head office is at 222 Smit Street, Braamfontein, Johannesburg.

4.1.2.2 The location of Metrorail's regional offices are as follows:

4.1.2.2.1 Wits Metrorail: Wits Metrorail Park, Leeds Street, Braamfontein, Johannesburg;

- 4.1.2.2.2 Tshwane Metrorail: c/o Paul Kruger and Scheidling Streets, Tshwane;
- 4.1.2.2.3 Durban Metrorail: Station Building, Durban Station, 1 NMR Avenue, Durban;
- 4.1.2.2.4 Cape Town Metrorail: 1 Adderley Street, Spoornet Building, Cape Town; and
- 4.1.2.2.5 East London Metrorail: Room 3, Station Building, East London.
- 4.1.2.2.6 Metrorail's Executive Committee comprises 7 persons:
- 4.1.2.2.6.1 Chief Executive Officer- Mr Honey Mateya
- 4.1.2.2.6.2 Special Projects Manager - Tshidiso Moshao
- 4.1.2.2.6.3 Senior Risk Manager - Francois Van Eeden
- 4.1.2.2.6.4 Shared Service Centre Executive- Mark Ganten-Bein
- 4.1.2.2.6.5 Engineering Services Unit Executive - Kevin Moonsamy
- 4.1.2.2.6.6 Finance Executive - Lauriette Modipane
- 4.1.2.2.6.7 Legal Advisor - Pierre de Villiers

4.2 **Contact details of deputy information officer**

Pierre de Villiers
Legal Advisor

Postal address : P O Box 32258
Braamfontein
2017

Physical address : 222 Smit Street
Braamfontein

Telephone : 011 773 3025

Facsimile : 011 773 2673

e-mail : pdevilliers@metrorail.co.za

Website : www.metrorail.co.za

4.3 **Description of records automatically available**

- 4.3.1 The following information would be made available to a requester without having to request access under the Act:
- 4.3.1.1 Published Metrorail Corporate reports including corporate profile and audited financial statements.
- 4.3.1.2 Train timetables and schedules.

- 4.3.1.3 Service disruption notices.
- 4.3.1.4 Service delivery pamphlets.
- 4.3.1.5 Operational notices.
- 4.3.1.6 Route information.
- 4.3.1.7 Regional pricing information.
- 4.3.1.8 Ticket terms and conditions.
- 4.3.1.9 Commuter conduct.
- 4.3.1.10 Corporate brand standard.
- 4.3.1.11 Safety pamphlets.
- 4.3.1.12 Marketing brochures.
- 4.3.1.13 Government Notice: Prohibition of dangerous weapons and firearms on SARCC and Transnet trains and stations.
- 4.3.2 These records may be accessed via Metrorail's website. Alternatively they can be accessed through the offices of Metrorail's deputy information officer.
- 4.4 **Description of the subjects and categories of records held by Metrorail which may be requested by following the requisite procedures in the Act**
 - 4.4.1 **Records relating to the executive committee and the divisional board of Metrorail**
 - 4.4.1.1 List of Director's of Metrorail's divisional board.
 - 4.4.1.2 Minutes of Executive Committee and divisional board meetings.
 - 4.4.1.3 List of persons delegated to bind Metrorail.
 - 4.4.1.4 Delegation of authority agreements and/or documents.
 - 4.4.1.5 Statutory registers including register of delegated authority.
 - 4.4.2 **Financial records of Metrorail**
 - 4.4.2.1 Accounting records, books and financial documents of Metrorail.
 - 4.4.2.2 Interim and annual financial reports of Metrorail.
 - 4.4.2.3 Details of auditors.
 - 4.4.2.4 Auditors' reports in respect of audits conducted on Metrorail.
 - 4.4.2.5 Details of actuaries of the pension scheme utilised by Metrorail.
 - 4.4.2.6 Supporting documents pertaining to tax.
 - 4.4.2.7 Invoices.

4.4.3 **Banking details of Metrorail**

- 4.4.3.1 Documentation pertaining to loans and overdraft facilities from Transnet.
- 4.4.3.2 Details of bank facilities and accounts details.
- 4.4.3.3 Bank statements.
- 4.4.3.4 Other financial commitments of Metrorail including third party contractors.
- 4.4.3.5 Other banking records of Metrorail, including authorisations, a list of authorised signatories in respect of Metrorail's bank accounts and a register of signatories.

4.4.4 **Human resources / employment records**

- 4.4.4.1 List of employees.
- 4.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Metrorail.
- 4.4.4.3 Documents relating to employee benefits.
- 4.4.4.4 Compensation or redundancy payments in respect of employees.
- 4.4.4.5 Records pertaining to employee performance bonus scheme.
- 4.4.4.6 Collective and/or recognition agreements with trade unions.
- 4.4.4.7 Employment equity plan of Metrorail.
- 4.4.4.8 Personnel files.
- 4.4.4.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 4.4.4.10 Training manuals and information pertaining to training of employees and skills development.

4.4.5 **Benefit scheme or fund utilised by Metrorail**

- 4.4.5.1 List of trustees of the benefit schemes or funds utilised by Metrorail.
- 4.4.5.2 Administrative documents relating to the benefit schemes or funds utilised by Metrorail.

4.4.6 **Medical aid scheme utilised by Metrorail**

- 4.4.6.1 List of trustees of the medical aid scheme utilised by Metrorail.
- 4.4.6.2 Administrative documents relating to the medical aid scheme utilised by Metrorail.

4.4.7 **Records held in terms of legislation**

Records held in terms of legislation pertaining to the operations of Metrorail.

4.4.8 **Intellectual property**

4.4.8.1 Trade marks, logos and designs in respect the name Metrorail.

4.4.8.2 Trade marks and logos in respect of Edutrain and Eezi.

4.4.8.3 Copyright protected works held by Metrorail.

4.4.8.4 Licence agreements relating to intellectual property rights.

4.4.9 **Permits and licences**

4.4.9.1 Licences, material permits, consents, approvals, authorisations and certificates.

4.4.9.2 Applications for permits, licences and authorisations.

4.4.9.3 Registrations and declarations of permits.

4.4.9.4 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.

4.4.10 **Immovable and movable property**

4.4.10.1 Agreements for the lease of land and other immovable property.

4.4.10.2 Agreements for the lease or sale of movable property.

4.4.10.3 Credit sale agreements and/or hire purchase agreements.

4.4.10.4 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets, including photocopier and fax machines and an agreement to sell non-ferrous metals.

4.4.11 **Information technology and telecommunications**

4.4.11.1 Computer software, support and maintenance agreements.

4.4.11.2 Website development, support and maintenance agreements.

4.4.11.3 Computer software licence agreements.

4.4.11.4 Agreements in respect of computer hardware used by Metrorail.

4.4.11.5 Agreements with Internet Service Providers and other telecommunications entities.

4.4.11.6 Leased line agreement.

4.4.11.7 Other documentation pertaining to computer systems and computer programs held by Metrorail, including computer system inventory, information systems documentation, technical specifications and user documents.

- 4.4.12 **Agreements and documentation pertaining to the specific operations of Metrorail.**
- 4.4.12.1 Documentation relating to the relationship with SARCC and the Department of Transport.
- 4.4.12.2 Technical and operational agreements.
- 4.4.12.3 Maintenance agreements.
- 4.4.13 **Miscellaneous agreements of Metrorail**
- 4.4.13.1 Agency and management agreements.
- 4.4.13.2 Marketing agreements.
- 4.4.13.3 Standard conditions of business and standard-form contracts.
- 4.4.13.4 Agreements with suppliers of Metrorail, including agreements for services and supply of goods.
- 4.4.13.5 Agreements with customers of Metrorail including conditions of carriage.
- 4.4.13.6 Confidentiality and/or non-disclosure agreements.
- 4.4.13.7 Consultancy agreements.
- 4.4.14 **Interests and investments of Metrorail**
- Agreements with other business divisions of Transnet, including Spoornet, Viamax, Transtel, Transwerk, Esselen Park, Protocon and Connex.
- 4.4.15 **Correspondence**
- 4.4.15.1 Internal correspondence of Metrorail.
- 4.4.15.2 Correspondence with other business divisions of Transnet.
- 4.4.15.3 Other correspondence.
- 4.4.16 **Information relating to legal proceedings**
- Records relating to legal proceedings involving Metrorail.
- 4.4.17 **Environmental records**
- 4.4.17.1 Environmental impact assessments and documents pertaining to studies conducted in this regard.
- 4.4.17.2 Environmental Self Assessment Programmes.
- 4.4.17.3 Disaster Simulation regional exercises.
- 4.4.17.4 Agreements for the removal and disposal of hazardous substances.
- 4.4.17.5 Policies pertaining to environmental issues.

- 4.4.18 **Research and scientific or technical information of Metrorail**
- 4.4.18.1 Documentation pertaining to research conducted by Metrorail, or on behalf of Metrorail.
- 4.4.18.2 Research reports prepared by Metrorail, or on behalf of Metrorail.
- 4.4.18.3 Board of Inquiry investigations.
- 4.4.18.4 Railway accident data.
- 4.4.19 **Policy documents**
- 4.4.19.1 Documentation pertaining to the formulation of policy by Metrorail.
- 4.4.19.2 Documentation relating to the exercise of duties of powers in terms of legislation.
- 4.4.19.3 Draft working documents of Metrorail officials.
- 4.4.20 **Public safety**
- 4.4.20.1 Risk management policy.
- 4.4.20.2 Business continuity and disaster management plans.
- 4.4.20.3 Documentation relating to research or investigations in respect of safety, including documents from various studies undertaken by international railway safety regulators.
- 4.5 **Services available from Metrorail**
- 4.5.1 **Nature of services**
- The provision of rail commuter services to the public.
- 4.5.2 **How to gain access to these services**
- The public is able to gain access to Metrorail's services through the purchase of tickets at ticket offices. The details of the location of the ticket offices can be obtained from Metrorail's website or alternatively, one can telephone or visit the Metrorail head office or any of the regional offices to obtain further information.
- 4.6 **Arrangements allowing for public involvement in the formulation of policy and the exercise of power**
- Participation by trade unions takes place by means of consultative forums. Management may participate by means of making representations.

5. **Petronet**

5.1 **Functions and structure of Petronet**

5.1.1 **Functions of Petronet**

5.1.1.1 Petronet operates, manages and maintains a network of high pressure petroleum and gas pipelines, and provides transportation and storage of petroleum products to both the Government and petroleum companies.

5.1.1.2 Petronet pumps petroleum products and gas.

5.1.2 **Structure of Petronet**

5.1.2.1 Petronet consists of a Chief Executive Officer, and nine Managers. The senior managers of Petronet are the following persons:

5.1.2.1.1 Chief Executive Officer - Charl Moller

5.1.2.1.2 Deputy Chief Information Officer - Gando Matyumza

5.1.2.1.3 Business Development Manager - Glen Lund

5.1.2.1.4 Executive Business Manager - Lennie Moodley

5.1.2.1.5 Technical Manager - John Morgan

5.1.2.1.6 Human Resources Manager - Africa Mahlangu

5.1.2.1.7 Risk Manager - Howard Nurcombe-Thorn

5.1.2.1.8 Financial Manager - Roderick Conway

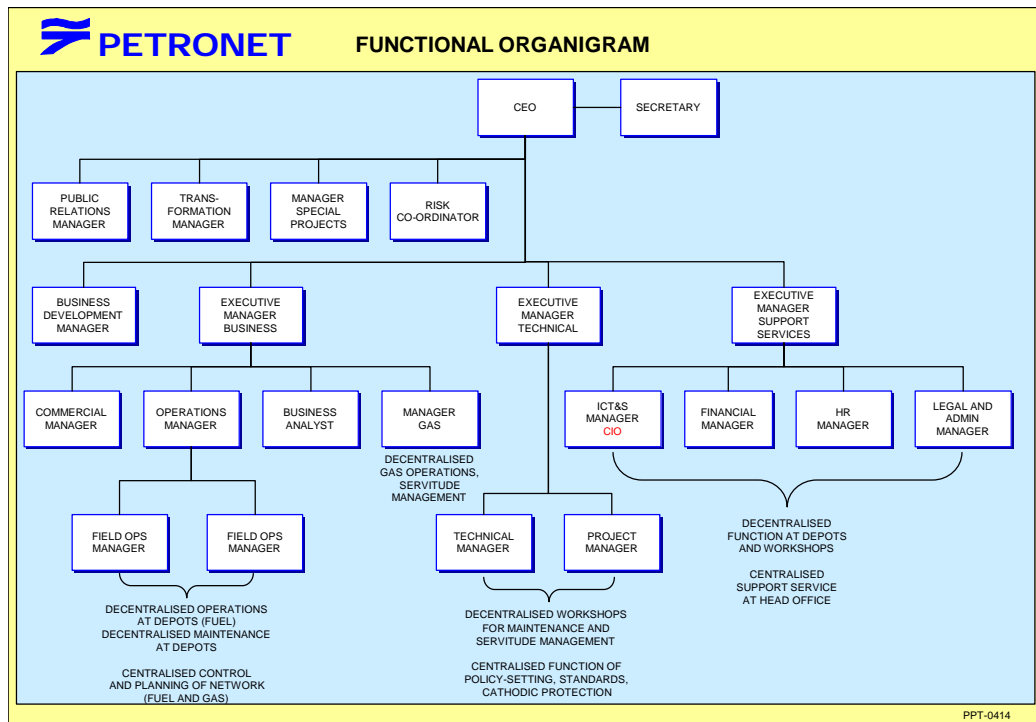
5.1.2.1.9 Northern District Manager - Mbuso Pilime

5.1.2.1.10 Southern District Manager - André Botha

5.1.2.1.11 ICT Manager - Daniel Ncwane

5.1.2.1.12 Gas Manager -

5.1.2.1.13 Transformation Manager –



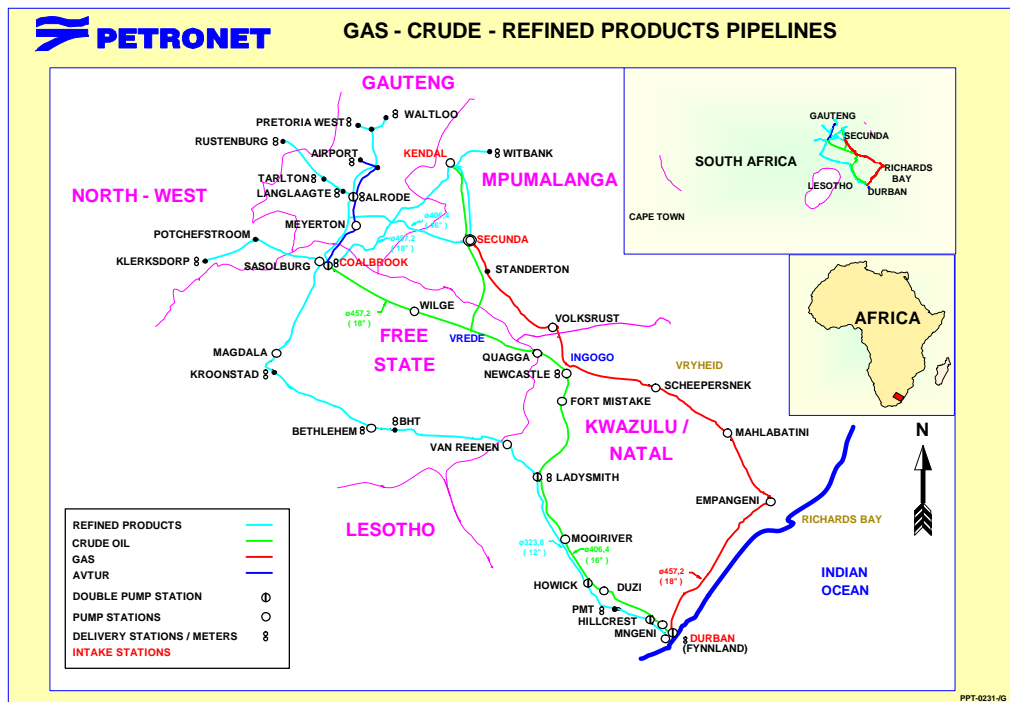
5.1.2.2

The locations of each office of Petronet, are set out below:

Petronet Depot Address List

Depots	Address
Head Office	202 Smith Street, Durban
Durban	Corner Abadan & Sumatara Roads, Island View
Hillcrest	Shongweni Road, Hillcrest
Pinetown District Office	10 Kirk Road, Pinetown
Pietermaritzburg	281 Victoria Road, Pietermaritzburg
Howick	Old Main Road, Howick
Newcastle	56 McTony Street, Newcastle
Ladysmith Operations	Industrial Spoornet Area
Ladysmith Maintenance	7 Hamilton Road, Observation Hill, Ladysmith
Van Reenen	District Road (D284) off N3, Van Reenen
Quagga	72 President Street, Volksrust, Quagga
Pretoria West	Industrial Road, Pretoria-West
Waltloo	4 Alwyn Street, Waltloo
Witbank	9 Seholand Street, Witbank
Rustenburg	4 Eskom Street, Rustenburg
Klerksdorp	Mahogany Avenue, Klerksdorp
Meyerton	Contact Coalbrook Depot
Alrode	35 Garfield Street, Alrode
Airport	Springbok Road, Impala Park

Kendal	62 Kerk Street, Kendal
Tarlton	Corner Rustenburg Road & Ventersdorp Road
Secunda	Bossie Mine, Off Charl Cilliers, Kinross Road, Secunda
Langelaagte	46 Main Reef Road, Industria, Langelaagte
Magdala	Edenville Road, (R34), Magadala
Kroonstad Operations	1 st Street, Gunhill, Kroonstad
Kroonstad Maintenance	1 st Street, Gunhill, Kroonstad
Coalbrook	Jan Haak Road (Entrance NATREF Main Gate), Sasolburg
Sasolburg	Corner Henry & Bergius Street, Sasolburg
Bethlehem	Joubert Street, Bethlehem
Empangeni	Corner Steelway Street & Bronze Street, Kuleka, Empangeni
Scheepersnek	Main Road between Dundee & Vryheid
Standerton	Heidelberg Road
Westmead	Contact Pinetown Office



5.2 Contact details of deputy information officer

Mr Daniel Ncwane
ICT & S Manager of Petronet

Postal address : P O Box 3113
Durban
4000

Physical address : 202 Smith Street
Durban

4001

Telephone : 031 361 1374
 Facsimile : 031 361 1384
 e-mail : Daniel.Ncwane@petronet.co.za
 Website : www.petronet.co.za

5.3 **Description of records automatically available**

5.3.1 The following information would be made available to a requester without having to request access under the Act:

5.3.1.1 information describing the function of Petronet, and the function of each department within Petronet;

5.3.1.2 the number of employees of Petronet, the number of employees in each grade, and generic demographic information;

5.3.1.3 published annual financial statements of Petronet;

5.3.1.4 information contained on Petronet's website;

5.3.1.5 internal publications to staff and clients, entitled "Team Talk";

5.3.1.6 policies of Petronet in respect of the following:

- ? e-mail;
- ? occupational health and safety;
- ? environmental policies;
- ? Black Economic Empowerment;
- ? community development; and
- ? servitude conditions;

5.3.1.7 reports to Parliamentary Portfolio Committees; and

5.3.1.8 community development projects, and budgets allocated to such projects.

5.3.2 The above-mentioned records may be accessed via Petronet's website.

5.4 **Description of the subjects and categories of records held by Petronet which may be requested by following the requisite procedures in the Act**

5.4.1 **Records relating to the executive committee and the board of Petronet**

5.4.1.1 Register or list of directors of Petronet.

5.4.1.2 Minute books and internal resolutions of the executive committee and divisional board meetings.

5.4.1.3 List of persons delegated to bind Petronet, and documentation evidencing such delegation.

5.4.2 Financial records of Petronet

- 5.4.2.1 Accounting records, books and financial documents of Petronet.
- 5.4.2.2 Interim and annual financial reports of Petronet.
- 5.4.2.3 Details of auditors of Petronet.
- 5.4.2.4 Auditors' reports in respect of audits conducted on Petronet.
- 5.4.2.5 Documentation pertaining to reconciliations.
- 5.4.2.6 Invoices.

5.4.3 Banking details of Petronet

- 5.4.3.1 Details of bank facilities and accounts details.
- 5.4.3.2 Bank statements.
- 5.4.3.3 Details of overdraft facilities obtained through Transnet.
- 5.4.3.4 Guarantees given by, or in respect of, Petronet. These guarantees pertain to contracts and electricity.
- 5.4.3.5 Other financial commitments of Petronet, including contracts (product and service), and Internal Business Unit agreements.
- 5.4.3.6 Other banking records of Petronet.

5.4.4 Human resources / employment records

- 5.4.4.1 List of employees.
- 5.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Petronet.
- 5.4.4.3 Documents relating to employee benefits.
- 5.4.4.4 Compensation or redundancy payments in respect of employees of Petronet.
- 5.4.4.5 Documents and information in respect of incentive schemes.
- 5.4.4.6 Documents relating to bonus / profit-sharing arrangements.
- 5.4.4.7 Collective and/or recognition agreements with trade unions.
- 5.4.4.8 Employment equity plan of Petronet.
- 5.4.4.9 Personnel files.
- 5.4.4.10 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 5.4.4.11 Training manuals and information pertaining to training of employees and skills management.

5.4.5 **Benefit schemes or funds, and medical aid schemes, utilised by Petronet**

5.4.5.1 Administrative documents relating to the benefit schemes or funds utilised by Petronet.

5.4.5.2 Administrative documents relating to the medical aid scheme utilised by Petronet.

5.4.6 **Information held in terms of legislation**

Records held in terms of legislation pertaining to the operations of Petronet.

5.4.7 **Intellectual Property**

Licences relating to intellectual property rights .

5.4.8 **Permits and licences**

5.4.8.1 Licences, material permits, consents, approvals, authorisations and certificates.

5.4.8.2 Servitudes, including servitudes in respect of pipes crossing land.

5.4.8.3 Applications for permits, licences and authorisations.

5.4.9 **Insurance records**

Insurance policies taken out for the benefit of Petronet and its employees, including:

5.4.9.1 all risks assets and liability insurance;

5.4.9.2 policies for directors and officers;

5.4.9.3 funeral policy; and

5.4.9.4 group policy.

5.4.10 **Immovable and movable property**

5.4.10.1 Agreements for the lease or sale of land and/or other immovable property.

5.4.10.2 Agreements for the lease or sale of movable property by Petronet, including in respect of copiers, telephones, fax machines and vehicles.

5.4.10.3 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets, in respect of copiers, telephones, fax machines and vehicles.

5.4.11 **Information technology and telecommunications**

5.4.11.1 Computer software, support and maintenance agreements.

5.4.11.2 Website development, support and maintenance agreements.

5.4.11.3 Computer software licence agreements.

5.4.11.4 Agreements in respect of computer hardware used by Petronet.

- 5.4.11.5 Agreements with Internet Service Providers and/or other telecommunications entities.
- 5.4.11.6 Rate stability agreements.
- 5.4.11.7 Leased line agreements.
- 5.4.11.8 Other documentation pertaining to computer systems and computer programs held by Petronet.
- 5.4.11.9 Other documentation relevant to telecommunications, including service level agreements.
- 5.4.12 **Agreements and documentation pertaining to the specific operations of Petronet**
- 5.4.12.1 Rental agreements.
- 5.4.12.2 Agreements with disaster response entities.
- 5.4.12.3 Conveyance agreements with petroleum companies and the Government.
- 5.4.12.4 Agreements with environmental consultants.
- 5.4.12.5 Agreements with local authorities in respect of the use of fire services.
- 5.4.12.6 Agreements in respect of servitudes.
- 5.4.12.7 Pigging agreements (with regard to a technological process for testing the integrity of pipelines).
- 5.4.12.8 Supplier agreements.
- 5.4.12.9 Agreements in respect of permission to occupy land.
- 5.4.12.10 Crossing point agreements in relation to pipelines.
- 5.4.12.11 Cathodic Protect Bonding agreements, including agreements for the testing of pipelines and the prevention of corrosion.
- 5.4.12.12 Protection Level agreements relevant to the testing of facilities.
- 5.4.12.13 Documentation relating to conveyance agreements.
- 5.4.12.14 Documentation regarding the maintenance of gas pipelines.
- 5.4.12.15 Documentation in respect of training of staff for certification.
- 5.4.12.16 Agreements with SASOL regarding training.
- 5.4.12.17 Documentation in respect of spill response training.
- 5.4.12.18 Documentation relevant to the Business Continuity Management training programme.

- 5.4.13 **Miscellaneous agreements of Petronet**
- 5.4.13.1 Loans to third parties, including student loans, bursaries, Financial Assistance Scheme, and personal computer loans to employees.
- 5.4.13.2 Security agreements, guarantees and indemnities, via Transnet.
- 5.4.13.3 Agreements restricting the trading activities of Petronet, including conveyance agreements, and restrictions on the trading of fuel.
- 5.4.13.4 Conveyance agreements with clients of Petronet.
- 5.4.13.5 Facility management agreements in respect of client facilities.
- 5.4.13.6 Gas management and distribution agreements with clients.
- 5.4.13.7 Tank lease agreements with clients.
- 5.4.13.8 Quality control agreements with clients in respect of facilities.
- 5.4.13.9 Marketing agreements.
- 5.4.13.10 Standard conditions of business and standard-form contracts.
- 5.4.13.11 Agreements with suppliers of Petronet.
- 5.4.13.12 Agreements with customers of Petron et.
- 5.4.13.13 Confidentiality and/or non-disclosure agreements.
- 5.4.13.14 Consultancy agreements.
- 5.4.13.15 Agreements relating to leasing sites for advertisements.
- 5.4.14 **Interests and investments of Petronet**
- 5.4.14.1 Agreement with other public bodies.
- 5.4.14.2 Agreements with other subsidiaries of Transnet, including Spoornet, Transtel, Arivia.kom, Skotaville, Connex, Propnet, Promat, Portnet, Transwerk, Esselen Park, Viamax and Freight Dynamics.
- 5.4.14.3 Agreements with overseas entities, including foreign governments or government departments, and companies or institutions incorporated in foreign jurisdictions.
- 5.4.15 **Correspondence**
- 5.4.15.1 Internal correspondence of Petronet, including internal memoranda.
- 5.4.15.2 Correspondence with other divisions and subsidiaries of Transnet.
- 5.4.15.3 Other correspondence.
- 5.4.16 **Information relating to legal proceedings**
- Records relating to legal proceedings involving Petronet.

- 5.4.17 **Environmental records**
- 5.4.17.1 Environmental impact assessments (“**EIA’s**”) and documents pertaining to studies conducted in this regard.
- 5.4.17.2 Records of decisions.
- 5.4.17.3 Policy of Petronet regarding environmental issues.
- 5.4.18 **Research and scientific or technical information of Petronet**
- 5.4.18.1 Documentation pertaining to research conducted by Petronet.
- 5.4.18.2 Research reports prepared by Petronet, or on behalf of Petronet.
- 5.4.18.3 Non-disclosure agreements pertaining to research, and scientific or technical information.
- 5.4.18.4 Documentation pertaining to Intelligent Pigging.
- 5.4.18.5 Geological reports.
- 5.4.18.6 Metallurgical reports.
- 5.4.18.7 Typical environmental impact assessment reports.
- 5.4.19 **Policy documents**
- 5.4.19.1 Customer Service index reports.
- 5.4.19.2 Employee Satisfaction index reports.
- 5.4.19.3 Other reports and policies of Petronet, and accounts of deliberations, consultations and discussions which assist in formulating policies of Petronet.
- 5.4.19.4 Draft working documents of Petronet officials.
- 5.4.20 **Public safety**
- 5.4.20.1 Public safety and catastrophe management policies, including:
 - 5.4.20.1.1 Emergency plans onsite;
 - 5.4.20.1.2 Offsite emergency procedures; and
 - 5.4.20.1.3 Business continuity management.
- 5.4.20.2 Documentation relating to research or investigations in respect of safety, including:
 - 5.4.20.2.1 Major hazard installations;
 - 5.4.20.2.2 Geological studies;
 - 5.4.20.2.3 Seismic studies;
 - 5.4.20.2.4 Business continuity management; and

5.4.20.3 Environmental impact and risk assessments.

5.5 Services available from Petronet

5.5.1 Nature of services

Petronet renders a corporate social investment service to the public, known as Vusisizwe Development Trust. Petronet also offers bursaries to students.

5.5.2 How to gain access to these services

The public is able to gain access these services, by means of application to the Human Resources Manager, P.O. Box 3113, Durban, 4000.

5.6 Arrangements allowing for public participation in the formulation of policy and the exercising of powers

5.6.1 Persons are able to participate in the formulation of Petronet's policies, and the exercise of Petronet's powers. Such persons would be affected people in the relevant field, for example, communities upon which a project may impact. Petronet has established PETJTC (Petronet Joint Transformation Committee).

5.6.2 Participation in policy making and the exercise of power, takes place by means of consultations, and by making representations. In addition, Petronet has the following alternative methods of participation:

5.6.2.1 committees such as PETJTC;

5.6.2.2 representatives from labour organisations; and

5.6.2.3 the Petronet intranet chatroom known as "Grapevine".

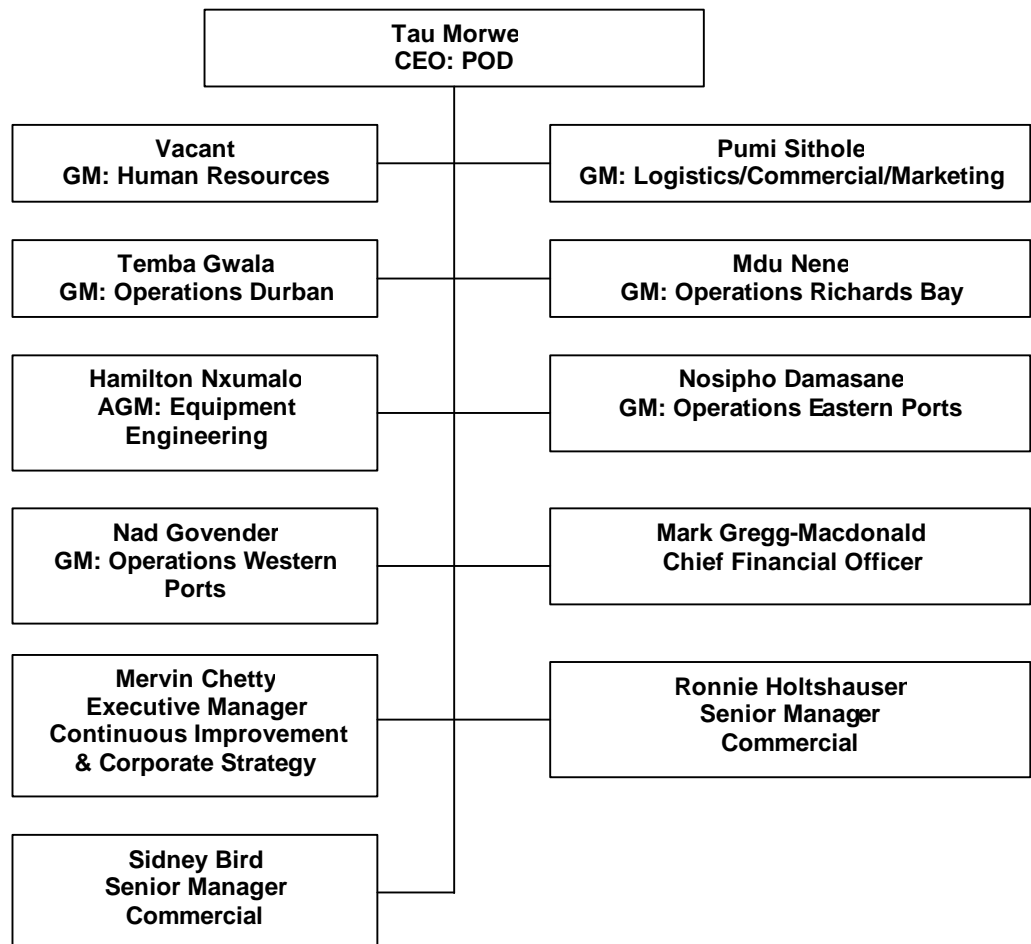
6. SAPO

6.1 Functions and Structure

6.1.1 Functions of SAPO

SAPO manages the operation of South Africa's 6 major ports. In this regard, SAPO attends to the loading and unloading of cargo, provides value-added services of packaging and unpacking cargo, in-transit storage and has a vision of being the logistics business partner of choice.

6.1.2 Structure of SAPO



The corporate head office and port office of SAPO is located in Durban. Kingsmead Boulevard, Stanger Street,
Durban,
4001

6.1.2.1 Other offices of SAPO are located in Richards Bay, East London, Port Elizabeth, Cape Town and Saldanha.

6.1.2.2 The senior managers SAPO are the following persons:

6.1.2.2.1 Chief Executive Officer – Mr Tau Morwe

6.1.2.2.2 Chief Financial officer – Mark Gregg-Macdonald

- 6.1.2.2.3 General Managers : Logistics - Pumi Sithole
- 6.1.2.2.4 General Managers : Operations Durban - Themba Gwala
- 6.1.2.2.5 General Managers : Operations Richards Bay - Mdu Nene
- 6.1.2.2.6 General Managers : Operations Eastern Ports - Nosipho Damasane
- 6.1.2.2.7 General Managers : Operations Western Ports - Nad Govender
- 6.1.2.2.8 Executive Managers : Continuous improvement & Corporate Strategy
- Mervin Chetty
- 6.1.2.2.9 Senior Managers : Commercial - Sidney Bird & Ronny Holtshausen

6.2 **Contact details of deputy information officer**

Mr Tau Morwe
Chief Executive Officer

Postal address : P O Box 10124

Marine Parade
4056

Physical address : Kingsmead Boulevard
Stanger Street
Durban
4001

Telephone: : 031 301 8301

Facsimile: : 031 308 8302

e-mail : taum@portnet.co.za

Website : www.saponet.com

6.3 **Description of records automatically available**

- 6.3.1 The following information would be made available to a requester without having to request access under the Act:
 - 6.3.1.1 Corporate structure;
 - 6.3.1.2 Terminal structure;
 - 6.3.1.3 Environmental policy statements;
 - 6.3.1.4 Vision and mission statement of SAPO;
 - 6.3.1.5 Black Economic Empowerment policy;
 - 6.3.1.6 Social responsibility programme;
 - 6.3.1.7 Information pertaining to bursaries offered by SAPO;
 - 6.3.1.8 Details of training and skills development;

- 6.3.1.9 SAPO brochures;
- 6.3.1.10 SAPO newsletters;
- 6.3.1.11 Information contained on SAPO's website; and
- 6.3.1.12 Audited financial statements of SAPO.
- 6.4 **Description of the subjects and categories of records held by SAPO which may be requested by following the requisite procedures in the Act**
 - 6.4.1 **Records relating to the executive committee and the board of directors of SAPO**
 - 6.4.1.1 Minutes and internal resolutions of the Executive Committee and divisional board meetings.
 - 6.4.1.2 List of persons delegated to bind SAPO, and documentation evidencing such delegation.
 - 6.4.1.3 Statutory registers, including employees' declaration of interests in contracts, and declaration of gifts received (in terms of the Public Finance Management Act, 1999).
 - 6.4.2 **Financial records of SAPO**
 - 6.4.2.1 Accounting records, books and financial documents of SAPO.
 - 6.4.2.2 Monthly and annual financial reports of SAPO.
 - 6.4.2.3 Details of auditors of SAPO.
 - 6.4.2.4 Auditors' reports in respect of audits conducted on SAPO.
 - 6.4.2.5 Invoices.
 - 6.4.3 **Banking details of SAPO**
 - 6.4.3.1 Details of bank facilities and accounts details.
 - 6.4.3.2 Bank statements.
 - 6.4.3.3 Details of overdraft facilities obtained through Transnet.
 - 6.4.3.4 Guarantees given by, or in respect of, SAPO through Transnet.
 - 6.4.3.5 Other financial commitments of SAPO, including commitments to Capital Projects, corporate social investment, bursaries, donations and sponsorship.
 - 6.4.3.6 Other banking records of SAPO.
 - 6.4.4 **Human resources / employment records**
 - 6.4.4.1 List of employees.
 - 6.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of SAPO.

- 6.4.4.3 Documents relating to employee benefits.
- 6.4.4.4 Compensation or redundancy payments.
- 6.4.4.5 Documents and information in respect of a bonus incentive scheme, for employees of SAPO.
- 6.4.4.6 Collective and/or recognition agreements with trade unions.
- 6.4.4.7 Employment equity plan of SAPO.
- 6.4.4.8 Personnel files.
- 6.4.4.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 6.4.4.10 Training manuals and information pertaining to training of employees and skills management.
- 6.4.5 **Benefit schemes or fund utilised by SAPO**
 - 6.4.5.1 List of trustees of the benefit schemes or funds utilised by SAPO.
 - 6.4.5.2 Rules of benefit schemes or funds.
 - 6.4.5.3 Benefits schedule.
 - 6.4.5.4 Application, withdrawal and beneficiary forms.
- 6.4.6 **Medical aid scheme utilised by SAPO**
 - 6.4.6.1 List of trustees of the medical aid scheme utilised by SAPO.
 - 6.4.6.2 Rules of the medical aid scheme.
 - 6.4.6.3 Contribution tables.
 - 6.4.6.4 Member benefit schedules.
 - 6.4.6.5 Details of members of the medical aid scheme.
- 6.4.7 **Intellectual property**
 - Documentation pertaining to trade marks, patents, copyrights and designs held by SAPO.
- 6.4.8 **Permits and licences**
 - 6.4.8.1 Licences, material permits, consents, approvals, authorisations and certificates, including:
 - 6.4.8.1.1 operations licence issued by the National Ports Authority;
 - 6.4.8.1.2 permits issued to third parties for entry to certain areas of a port;
 - 6.4.8.1.3 permits issued to trucks for access to storage areas of a port; and
 - 6.4.8.1.4 shunting permits issued to Spoornet.

- 6.4.8.2 Applications for permits, licences and authorisations.
- 6.4.8.3 Registrations and declarations of permits.
- 6.4.8.4 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.
- 6.4.9 **Insurance records**
 - Insurance policies taken out for the benefit of SAPO and its employees, including:
 - 6.4.9.1 all assets liability;
 - 6.4.9.2 general liability;
 - 6.4.9.3 principal controlled insurance;
 - 6.4.9.4 directors' and officers' liability;
 - 6.4.9.5 third party insurance; and
 - 6.4.9.6 a funeral scheme.
- 6.4.10 **Immovable and movable property**
 - 6.4.10.1 Agreements for the lease or sale of movable property by SAPO.
 - 6.4.10.2 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.
- 6.4.11 **Information technology and telecommunications**
 - 6.4.11.1 Computer software, support and maintenance agreements.
 - 6.4.11.2 Website development, support and maintenance agreements.
 - 6.4.11.3 Computer software licence agreements.
 - 6.4.11.4 Agreements in respect of computer hardware used by SAPO.
 - 6.4.11.5 Agreements with Internet Service Providers and/or other telecommunications entities.
 - 6.4.11.6 Leased line agreements.
 - 6.4.11.7 Other documentation pertaining to computer systems and computer programs held by SAPO, including documents for in-house development, computer manuals and source code.
- 6.4.12 **Agreements and documentation pertaining to the specific operations of SAPO**
 - 6.4.12.1 Port management agreements.
 - 6.4.12.2 Service level agreement.
 - 6.4.12.3 Labour broker agreements.

- 6.4.12.4 Shipping documentation, including bills of lading, manifests, landing orders, tariff costs, client accounts, and shipping orders.
- 6.4.12.5 Documentation in respect of training programmes for operational and supervisory staff.
- 6.4.12.6 Documentation pertaining to executive development and management training.

6.4.13 **Miscellaneous agreements of SAPO**

- 6.4.13.1 Structured finance agreements through Transnet.
- 6.4.13.2 Loans from Transnet.
- 6.4.13.3 Security agreements, guarantees and indemnities.
- 6.4.13.4 Agreements restricting the trading activities of SAPO.
- 6.4.13.5 Agency, management and distribution agreements.
- 6.4.13.6 Marketing agreements.
- 6.4.13.7 Standard conditions of business and standard-form contracts.
- 6.4.13.8 Agreements with suppliers of SAPO, including BEE companies.
- 6.4.13.9 Agreements with customers of SAPO.
- 6.4.13.10 Confidentiality and/or non-disclosure agreements.
- 6.4.13.11 Consultancy agreements.

6.4.14 **Interests and investments of SAPO**

- 6.4.14.1 Joint venture and partnership agreements, and leasehold rights.
- 6.4.14.2 Partnership with Viamax.

6.4.15 **Correspondence**

- 6.4.15.1 Internal correspondence of SAPO, including internal memoranda.
- 6.4.15.2 Correspondence with other divisions and subsidiaries of Transnet.
- 6.4.15.3 Other correspondence.

6.4.16 **Information relating to legal proceedings**

Records relating to legal proceedings involving SAPO.

6.4.17 **Environmental records**

- 6.4.17.1 Environmental impact assessments (**EIA's**) and documents pertaining to studies conducted in this regard.
- 6.4.17.2 Records of decision documents relating to EIA's.

- 6.4.17.3 Agreements pertaining to environmental issues.
- 6.4.17.4 Policy of SAPO regarding environmental issues.
- 6.4.17.5 EMS gap analysis.
- 6.4.17.6 Documentation pertaining to waste management.
- 6.4.18 Research and scientific or technical information of SAPO**
 - 6.4.18.1 Documentation pertaining to research conducted by SAPO.
 - 6.4.18.2 Research reports prepared by SAPO, or on behalf of SAPO.
 - 6.4.18.3 Non-disclosure agreements pertaining to research, and scientific or technical information.
 - 6.4.18.4 International benchmarking.
 - 6.4.18.5 Documentation pertaining to performance management.
 - 6.4.18.6 Financial research.
 - 6.4.18.7 Process mapping.
 - 6.4.18.8 Information relating to supply chain issues.
 - 6.4.18.9 Research relating to equipment.
- 6.4.19 Policy documents**
 - 6.4.19.1 Documentation pertaining to the formulation of policy by SAPO.
 - 6.4.19.2 Documentation relating to the exercise of duties of powers in terms of legislation.
 - 6.4.19.3 Draft working documents of SAPO officials.
- 6.4.20 Public safety**
 - 6.4.20.1 Business catastrophe management programme (**BCM**).
 - 6.4.20.2 Annual reviews of BCM programme.
 - 6.4.20.3 BCM simulation reports.
 - 6.4.20.4 Emergency planning documents.
 - 6.4.20.5 Investigation reports.
 - 6.4.20.6 Root cause analysis technique system.
 - 6.4.20.7 Results of investigations.
 - 6.4.20.8 Corrective measures.
 - 6.4.20.9 Computer assisted risk management.

- 6.4.20.10 Safety procedures and action plans.
- 6.4.20.11 Risk assessment documents.
- 6.4.20.12 Ranking of risk documents.
- 6.4.20.13 Safe working procedures.
- 6.4.20.14 Job observation.
- 6.4.20.15 NOSA programmes.

6.5 **Services available from SAPO**

6.5.1 **Nature of services**

SAPO manages the operation of South Africa's 6 major ports. The services provided by it include the loading and unloading of cargo, value-added service of packaging and unpacking cargo, in-transit storage and logistics management.

6.5.2 **How to gain access to these services**

The public is able to gain access to SAPO's services, by contacting SAPO's Key Account Managers. The contact details of these Key Account Managers are available on SAPO's website.

6.6 **Arrangements allowing for public involvement in the formulation of policy and the exercise of power**

- 6.6.1 Persons are able to participate in the formulation of SAPO's policies, and the exercise of SAPO's powers, by means of the National Joint Transformation Committee.
- 6.6.2 In addition, SAPO has the following forums:
 - 6.6.2.1 environmental open day;
 - 6.6.2.2 stakeholders' meetings;
 - 6.6.2.3 ASABOSA / ASL forum;
 - 6.6.2.4 Development 2005;
 - 6.6.2.5 community noise forum;
 - 6.6.2.6 Health Professions Council of South Africa;
 - 6.6.2.7 Institute of Waste Management;
 - 6.6.2.8 NOSA seminars;
 - 6.6.2.9 Stevedore Forum of Durban;
 - 6.6.2.10 Harbour Carriers Forum;
 - 6.6.2.11 Island Bluff Forum;
 - 6.6.2.12 municipality representative;

- 6.6.2.13 Institute of Safety Management;
 - 6.6.2.14 Environmental management meeting;
 - 6.6.2.15 community policing forum;
 - 6.6.2.16 hearings and workshops; and
 - 6.6.2.17 consultants and contract researchers.
- 6.6.3 Participation in policy making and the exercise of power, takes place by means of consultations, and by making representations. In addition, one may attend forum meetings and participate in deliberations. Suggestion boxes and surveys are provided by SAPO. Public participation may also take place via SAPO's intranet.

7. Propnet

7.1 Functions and Structure

7.1.1 Functions of Propnet

As custodian of property within the Transnet group, Propnet is one of the largest landowners in the country. Propnet makes property available for lease and economically feasible development projects in regions throughout South Africa.

This is achieved through:

- ? Property development
- ? Property management
- ? Professional Property services.

7.1.2 Structure of Propnet

7.1.2.1 The corporate head office of Propnet is located on the 35th Floor, Carlton Centre, Johannesburg.

7.1.2.2 Propnet's office for the Gauteng region can be found at 36th Floor, Carlton Centre, Johannesburg. The office for the Kwa-Zulu Natal region is located at 477 Smith Street, Durban. The office for the Cape Town region is situated at I Adderley Street, Cape Town.

7.1.2.3 The senior managers of Propnet are the following persons:

7.1.2.3.1 Chief Executive Officer - Mr Siphon Mashinini

7.1.2.3.2 Regional Manager: Kwa Zulu Natal - Mr Laren Beni

7.1.2.3.3 Regional Manager: Gauteng - Mr Andre Marais

7.1.2.3.4 Regional Manager: Cape Town Mr Gil Da – Silva

7.1.2.3.5 Executive Manager: Development - Hatla Ntene

7.1.2.3.6 Executive Manager: Corporate Services -

7.1.2.3.7 Executive Manager: Finance - Mr Rajan Desraj

7.1.2.3.8 Executive Manager: PPS - Mr Wilson Honu

7.2 Contact details of deputy information officer

Mr Siphon Mashinini
Chief Executive Officer

Postal address: P 0 Box 1690
Joubert Park
2044

Physical address: 150 Commissioner Street
Johannesburg

Telephone: 011 308 1519
 Facsimile: 011 308 1523
 e-mail siphom@propnet.co.za
 Website www.propnet.co.za

7.3 **escription of records automatically available**

- 7.3.1 The following information would be made available to a requester without having to request access under the Act:
- 7.3.1.1 certain property details, for example, the nature of a property, the extent of a property, town planning regulations, impediments, and information relating to expropriation. This information is contained on the title deed of the relevant property;
 - 7.3.1.2 information held on Propnet's website www.rave.co.za
 - 7.3.1.3 Propnet's inhouse publications, "etalk" and the "Carlton Centre Chronicle", including information on the nature of events which are happening, promotions, new legislation, changes in Transnet, and environmental issues;
 - 7.3.1.4 Propnet's employment equity plan, employment equity targets, Black Economic Empowerment framework, and numerical goals;
 - 7.3.1.5 NOSA ratings, in terms of the Occupational Health and Safety Act;
 - 7.3.1.6 AIDS policy of Propnet;
 - 7.3.1.7 details regarding Propnet's rewards and recognition programme
 - 7.3.1.8 statistics and demographics;
 - 7.3.1.9 trainee requirements;
 - 7.3.1.10 the Employee Assistance programme;
 - 7.3.1.11 Social responsibility / investment plan; and
 - 7.3.1.12 activities in the Carlton Centre.

7.3.2 These records may be accessed via Propnet's website. Alternatively they can be accessed through the offices of Propnet's deputy information officer.

7.4 **Description of the subjects and categories of records held by Propnet which may be requested by following the requisite procedures in the Act**

- 7.4.1 **Records relating to the executive committee and the board of directors of Propnet**
- 7.4.1.1 Minute books and internal resolutions of Propnet's Executive Committee and divisional board of director meetings.
 - 7.4.1.2 List of persons delegated to bind Propnet, and documentation evidencing such delegation.

7.4.2 Financial records of Propnet

- 7.4.2.1 Accounting records, books and financial documents of Propnet.
- 7.4.2.2 Interim and annual financial reports of Propnet.
- 7.4.2.3 Details of auditors of Propnet.
- 7.4.2.4 Auditors' reports in respect of audits conducted on Propnet.
- 7.4.2.5 Details of actuaries of the pension scheme utilised by Propnet.
- 7.4.2.6 Tax returns and supporting documents.
- 7.4.2.7 Invoices.

7.4.3 Banking details of Propnet

- 7.4.3.6 Documentation pertaining to loans from Transnet to subsidiaries of Propnet, which loans are managed by Propnet.
- 7.4.3.6 Details of bank facilities and accounts details.
- 7.4.3.6 Bank statements.
- 7.4.3.6 Guarantees given in respect of Propnet.
- 7.4.3.6 Other financial commitments of Propnet, including sponsorships, bursaries and donations.
- 7.4.3.6 Other banking records of Propnet.

7.4.4 Human resources / employment records

- 7.4.4.1 List of employees.
- 7.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Propnet.
- 7.4.4.3 Documents relating to employee benefits.
- 7.4.4.4 Compensation payments.
- 7.4.4.5 Records pertaining to share incentives.
- 7.4.4.6 Documents and information in respect of profit-sharing arrangements, for employees of Propnet.
- 7.4.4.7 Collective and/or recognition agreements with trade unions.
- 7.4.4.8 Employment equity plan of Propnet.
- 7.4.4.9 Personnel files.
- 7.4.4.10 Disciplinary records and documentation pertaining to disciplinary proceedings.

7.4.4.11 Training manuals and information pertaining to training of employees and skills management.

7.4.5 Benefit scheme or fund utilised by Propnet

7.4.5.1 List of trustees of the benefit schemes or funds utilised by Propnet.

7.4.5.2 Administrative documents relating to the benefit scheme or fund utilised by Propnet.

7.4.6 Medical aid scheme utilised by Propnet

7.4.6.1 List of trustees of the medical aid scheme utilised by Propnet.

7.4.6.2 Administrative documents relating to the medical aid scheme utilised by Propnet.

7.4.7 Records held in terms of legislation

Records held in terms of legislation pertaining to the operations of Propnet.

7.4.8 Intellectual Property

7.4.8.1 Agreements relating to the licensing of intellectual property.

7.4.8.2 Records of copyrighted works.

7.4.9 Permits and licences

7.4.9.1 Licences, material permits, consents, approvals, authorisations and certificates.

7.4.9.2 Applications for permits, licences and authorisations.

7.4.9.3 Registrations and declarations of permits.

7.4.9.4 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.

7.4.10 Immovable and movable property

7.4.10.1 Title deeds.

7.4.10.2 Agreements for the lease or sale of land and/or other immovable property.

7.4.10.3 Agreements for the lease or sale of movable property.

7.4.10.4 Documentation relating to mortgage bonds over leases.

7.4.10.5 Notarial registrations.

7.4.10.6 Credit sale agreements and/or hire purchase agreements.

7.4.10.7 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

7.4.11 Information technology and telecommunications

- 7.4.11.1 Computer software, support and maintenance agreements.
- 7.4.11.2 Website development, support and maintenance agreements.
- 7.4.11.3 Computer software licence agreements.
- 7.4.11.4 Agreements in respect of computer hardware used by Propnet, including maintenance agreements for servers.
- 7.4.11.5 Agreements with Internet Service Providers and/or other telecommunications entities, including Arivia. kom.
- 7.4.11.6 Other documentation pertaining to computer systems and computer programs held by Propnet, including project plans and charters, scoping of systems, and audit documents.

7.4.12 Agreements and documentation pertaining to the specific operations of Propnet

- 7.4.12.1 Agreements pertaining to security, cleaning, furniture, plants and lift maintenance.
- 7.4.12.2 Marketing agreements.
- 7.4.12.3 Records relating to building programmes

7.4.13 Miscellaneous agreements of Propnet

- 7.4.13.1 Loans to employees of Propnet, via Transnet.
- 7.4.13.2 Suretyship agreements.
- 7.4.13.3 Security agreements, guarantees and indemnities.
- 7.4.13.4 Management agreements.
- 7.4.13.5 Standard conditions of business and standard-form contracts.
- 7.4.13.6 Agreements with suppliers of Propnet, including agreements relating to cleaning, maintenance and office equipment.
- 7.4.13.7 Agreements with customers of Propnet, including sales and leases.
- 7.4.13.8 Confidentiality and/or non-disclosure agreements.
- 7.4.13.9 Consultancy agreements.

7.4.14 Interests and investments of Propnet

- 7.4.14.1 Agreements in terms of which Propnet is a member of a joint venture, consortium, partnership, or incorporated or unincorporated association.
- 7.4.14.2 Interests in private bodies, including equity interests or joint venture agreements

7.4.14.3 Agreements with other subsidiaries of Transnet, including service provider agreements with the National Ports Authority (“NPA”), Spoornet, Petronet and Housing; and project management agreements with the NPA.

7.4.15 Correspondence

7.4.15.1 Internal correspondence of Propnet, including internal memoranda.

7.4.15.2 Correspondence with other divisions and subsidiaries of Transnet.

7.4.15.3 Other correspondence.

7.4.16 Information relating to legal proceedings

Records relating to legal proceedings involving Propnet.

7.4.17 Environmental records

7.4.17.1 Environmental impact assessments and documents pertaining to studies conducted in this regard.

7.4.17.2 Agreements pertaining to environmental issues.

7.4.18 Research and scientific or technical information of Propnet

7.4.18.1 Documentation pertaining to research conducted by Propnet, or on behalf of Propnet.

7.4.18.2 Research reports prepared by Propnet, or on behalf of Propnet.

7.4.18.3 Non-disclosure agreements pertaining to research, and scientific or technical information.

7.4.19 Policy documents

7.4.19.1 Documentation pertaining to the formulation of policy by Propnet.

7.4.19.2 Documentation relating to the exercise of duties of powers in terms of legislation.

7.4.19.3 Draft working documents of Propnet officials.

7.4.20 Public safety

7.4.20.1 Risk management policy.

7.4.20.2 Disaster Recovery Plan and Business Continuity Plans

7.4.20.3 Documentation relating to research or investigations in respect of safety, including emergency planning and research.

7.5 Services available from Propnet

7.5.1 Nature of services

Propnet is the custodian of Transnet properties. Propnet engages in property management and development, including property services, construction, and

investigating new business opportunities. To this end, Propnet tenders for contracts.

7.5.2 How to gain access to these services

The public is able to gain access to Propnet's services, by logging onto Propnet's website. Alternatively, one can telephone any of Propnet's national branches, or can physically come into one of Propnet's offices.

7.6 Arrangements allowing for public involvement in the formulation of policy and the exercise of power

7.6.1 Persons are not generally able to influence Propnet's policies.

7.6.2 Any participation takes place by means of consultation.

7.6.3 In respect of zoning and town planning, upfront public participation is required in terms of the applicable legislation. Propnet will publish a public notice, describing the intended action.

8. Spoornet

8.1 Functions and Structure

8.1.1 Functions of Spoornet

8.1.1.1 The core business of Spoornet, the largest division of Transnet, is providing freight logistics solutions for customers in the mining and heavy and light manufacturing sectors.

8.1.1.2 Spoornet maintains an extensive rail network across South Africa that connects with other networks in sub-Saharan Africa. Spoornet operates in 17 African countries.

8.1.1.3 Spoornet's activities are divided into six business units. These are:

8.1.1.3.1 **General Freight Business ("GFB")**

GFB combines Spoornet's previous rail, terminals and commercial business.

8.1.1.3.2 **COALink**

This is one of the world's most efficient bulk logistics supply chains, carrying coal from the Mpumalanga province to an export terminal at Richards Bay in KwaZulu-Natal. South Africa's steam-coal exports of some 69 million tons a year are second only to Australia's.

8.1.1.3.3 **Orex**

Orex transports some 22 million tons of export iron ore a year over the world's second largest iron ore railway, the 861 km line between Sishen in the Northern Cape to Saldanha on the Western Cape coast.

8.1.1.3.4 **Luxrail**

This unit operates the Blue Train, rated in the latest World Travel Award as the world's leading luxury train. Luxrail also manages contracts with other luxury train operators such as Rovos Rail and Spier, which use Spoornet's infrastructure.

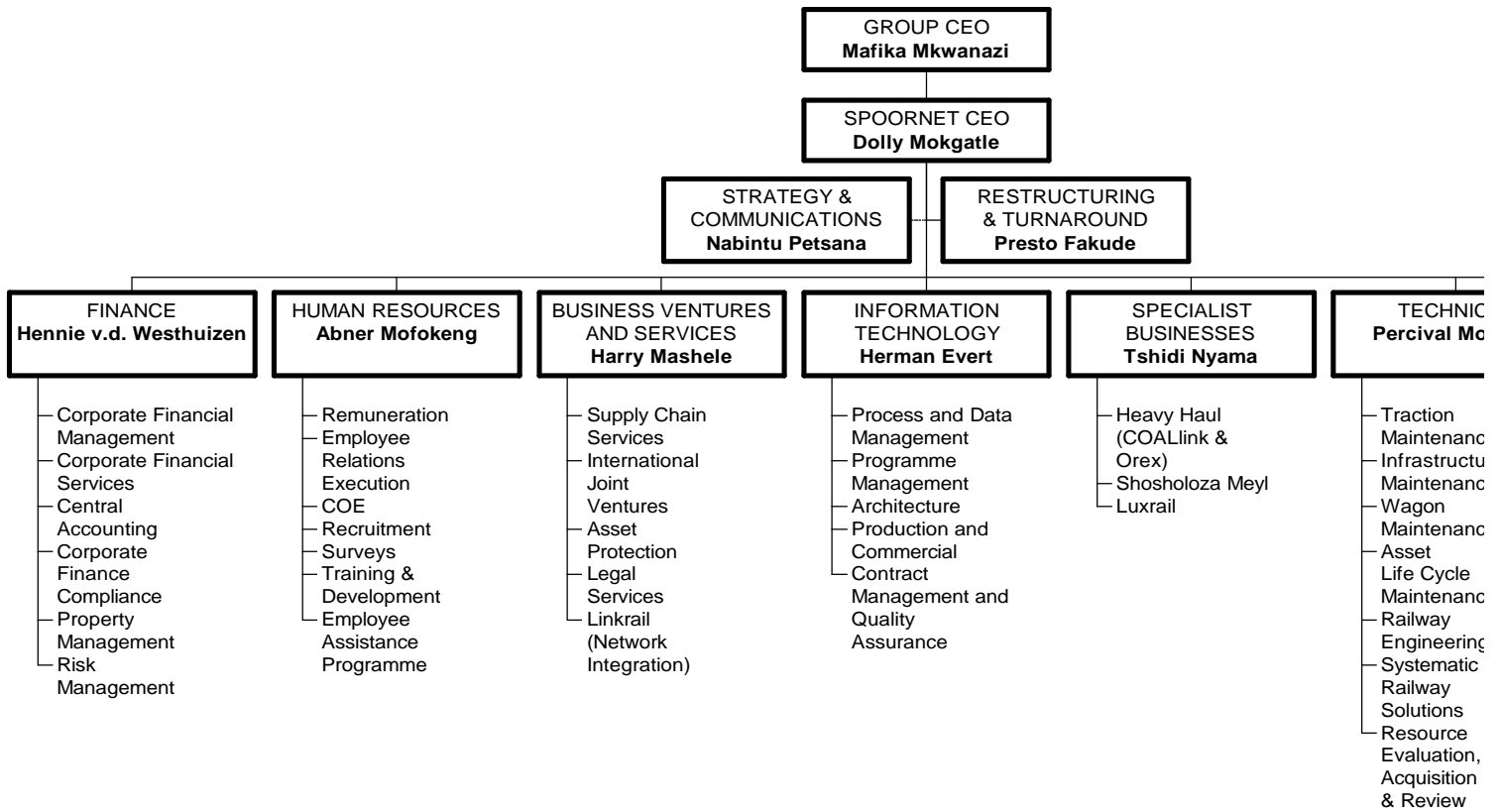
8.1.1.3.5 **Shosholoza Meyl**

This is the new name of the previous Mainline Passenger Services business unit. It has three separate activities. The largest is a network of services for some 3.5 million commuters and traders a year travelling to and from terminals in Southern Africa.

8.1.1.3.6 **Spoornet International Joint Ventures (Spoornet IJV)**

This is a consulting management and operating business that at present provides railway equipment and services to a dozen countries, mainly in Africa.

Structure of Spoornet – schematic diagram of the Spoornet structure



- 8.1.2.1 Spoornet's head office is located at Umjantshi House, 30 Wolmarans Street, Braamfontein, Gauteng.
- 8.1.2.2 The senior managers of Spoornet are the following persons:
- 8.1.2.2.1 Chief Executive Officer– Dolly Mokgatle;
- 8.1.2.2.2 General Manager: Specialist Businesses – Dolly Mokgatle;
- 8.1.2.2.3 General Manager: Finance – Hennie van der Westhuizen;
- 8.1.2.2.4 General Manager: Technical – Percival Mosweu;
- 8.1.2.2.5 General Manager: General Freight Business – Ravi Nair;
- 8.1.2.2.6 General Manager: Human Resources – Abner Molokeng;
- 8.1.2.2.7 General Manager: Information Technology – Herman Evert;
- 8.1.2.2.8 General Manager: Business Ventures Sevices – Harry Mashele

8.2 **Contact details of deputy information officer**

Ms Nabintu Petsana
Executive Manager, Strategy and Communications.

Postal address: Private Bag X47
Johannesburg

Physical address 30 Wolmarans Street
Braamfontein
Johannesburg

Telephone: (011) 773 4510

Facsimile: (011) 773 4418

e-mail nabintup@spoornet.co.za

website www.spoornet.co.za

8.3 **Description of records automatically available**

- 8.3.1 The following information would be made available to a requester without having to request access under the Act:
- 8.3.1.1 Spoornet's in-house magazines publication, "Platform";
- 8.3.1.2 Information held on Spoornet's website;
- 8.3.1.3 Corporate and annual reports of Spoornet; and
- 8.3.1.4 Corporate profiles.

- 8.4 **Description of the subjects and categories of records held by Spornet which may be requested by following the requisite procedures in the Act**
- 8.4.1 **Records relating to the executive committee and the board of directors of Spornet**
- 8.4.1.1 Minute books and internal resolutions of Executive Committee and divisional board of director meetings.
- 8.4.1.2 List of persons delegated to bind Spornet and documentation evincing such delegation together with agreements entered into with respect to such persons.
- 8.4.2 **Financial records of Spornet**
- 8.4.2.1 Accounting records, books and financial documents of Spornet.
- 8.4.2.2 Interim and annual final reports of Spornet.
- 8.4.2.3 Details of auditors of Spornet.
- 8.4.2.4 Auditors' reports in respect of audits conducted on Spornet.
- 8.4.2.5 Details of actuaries of the pension scheme and medical aid fund utilised by Spornet.
- 8.4.2.6 Tax returns and supporting documents.
- 8.4.2.7 Other financial commitments of Spornet, including donations, bursaries and sponsorships.
- 8.4.2.8 Invoices.
- 8.4.3 **Banking details of Spornet**
- 8.4.3.1 Details of bank facilities and accounts details.
- 8.4.3.2 Bank statements.
- 8.4.3.3 Other banking records of Spornet.
- 8.4.4 **Human resources / employment records**
- 8.4.4.1 List of employees.
- 8.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with directors and employees of Spornet.
- 8.4.4.3 Documents relating to employee benefits.
- 8.4.4.4 Compensation or redundancy payments.
- 8.4.4.5 Documents and information in respect of an incentive bonus scheme, for employees of Spornet.
- 8.4.4.6 Collective and/or recognition agreements with trade unions.
- 8.4.4.7 Employment equity plan of Spornet.

- 8.4.4.8 Personnel files.
- 8.4.4.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 8.4.4.10 Training manuals and information pertaining to training of employees and skills management.
- 8.4.5 **Legislative requirements**
Reports and records held in terms of relevant legislation.
- 8.4.6 **Intellectual Property**
- 8.4.6.1 Records of trade marks and domain names.
- 8.4.6.2 Licenses and agreements relating to intellectual property rights.
- 8.4.7 **Permits and licences**
- 8.4.7.1 Firearm licences.
- 8.4.7.2 Applications for permits, licences and authorisations.
- 8.4.7.3 Registrations and declarations of permits.
- 8.4.7.4 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.
- 8.4.8 **Insurance records**
Records pertaining to insurance policies taken out for the benefit of Spornet and its employees which are held by Transnet.
- 8.4.9 **Immovable and movable property**
- 8.4.9.1 Title deeds, agreements for the lease or sale of immovable property by Spornet are undertaken by Propnet's Professional Property Services on behalf of Transnet.
- 8.4.9.2 Asset register.
- 8.4.9.3 Agreements for the lease and sale of movable property, agreements for the purchase, ordinary sale, conditional sale, or hire of assets.
- 8.4.10 **Information technology and telecommunications**
- 8.4.10.1 Agreements pertaining to software licences, support and maintenance.
- 8.4.10.2 Website development, support and maintenance SLAs.
- 8.4.10.3 Agreements pertaining to computer hardware.
- 8.4.10.4 Agreements with Internet Service Providers and/or other telecommunications entities.
- 8.4.10.5 Rate stability agreements.

- 8.4.10.6 Leased line agreements.
- 8.4.10.7 Other documentation pertaining to computer systems and computer programs held by Spoornet including documents for configuration management, models, processes, applications, computer manuals, monitoring and performance reports, source codes and project management documentation.
- 8.4.11 **Agreements and documentation pertaining to the specific operations of Spoornet**
 - 8.4.11.1 Agreements pertaining to the specific operations of Spoornet.
 - 8.4.11.2 Lease agreements and excess and haulage agreements.
 - 8.4.11.3 Policies and guidelines.
- 8.4.12 **Miscellaneous agreements of Spoornet**
 - 8.4.12.1 Loans to third parties.
 - 8.4.12.2 Management, agency and distribution agreements
 - 8.4.12.3 Standard conditions of business and standard-form contracts.
 - 8.4.12.4 Marketing agreements.
 - 8.4.12.5 Standard conditions of business and standard form contracts.
 - 8.4.12.6 Procurement contracts with suppliers conducted by Transnet on behalf of Spoornet.
 - 8.4.12.7 Confidentiality and/or non-disclosure agreements.
 - 8.4.12.8 Operation contracts and service level agreements.
- 8.4.13 **Interests and investments of Spoornet**
 - 8.4.13.1 Agreements in terms of which Spoornet is member of a consortium.
 - 8.4.13.2 Interests in private bodies, including equity interests or joint venture agreements and projects with third parties
 - 8.4.13.3 Agreements and interests with other public bodies which are not a division of Transnet.
 - 8.4.13.4 Agreements with other subsidiaries of Transnet, including the National Port Authority, Propnet, Transtel, Transwerk and Protekon.
 - 8.4.13.5 Agreements with overseas entities pertaining to foreign interest and investments by Spoornet.
- 8.4.14 **Correspondence**
 - 8.4.14.1 Internal correspondence of Spoornet, including internal memoranda.
 - 8.4.14.2 Correspondence with other divisions and subsidiaries of Transnet.

- 8.4.14.3 Other correspondence.
- 8.4.15 **Information relating to legal proceedings**
Records relating to legal proceedings involving Spoornet.
- 8.4.16 **Environmental records**
- 8.4.16.1 Environmental impact assessments (**EIAs**) and documents pertaining to studies conducted in this regard.
- 8.4.16.2 Records of decision documents relating to EIAs.
- 8.4.16.3 Policies regarding environmental issues.
- 8.4.17 **Research and scientific or technical information of Spoornet**
- 8.4.17.1 Documentation pertaining to research conducted by Spoornet.
- 8.4.17.2 Research reports prepared by Spoornet, or on behalf of Spoornet.
- 8.4.17.3 Research reports pertaining to research, and scientific or technical information.
- 8.4.18 **Policy documents**
- 8.4.18.1 Documentation pertaining to the formulation of policy by Spoornet.
- 8.4.18.2 Documentation relating to the following categories of information:
- 8.4.18.2.1 exercise of duties and powers in terms of legislation ;
- 8.4.18.2.2 corporate governance;
- 8.4.18.2.3 property;
- 8.4.18.2.4 inbound logistics;
- 8.4.18.2.5 finances;
- 8.4.18.2.6 employment and labour;
- 8.4.18.2.7 information and systems;
- 8.4.18.2.8 public participation investments
- 8.4.18.2.9 corporate communication;
- 8.4.18.2.10 commercial;
- 8.4.18.2.11 infrastructure;
- 8.4.18.2.12 technical.
- 8.4.18.3 Documentation relating to consultations, discussions and deliberations generated for purposes of assisting to formulate policies of Spoornet and in the performance by Spoornet of its duties imposed by law.

8.4.18.4 Draft working documents of Spoornet officials.

8.4.19 **Public safety**

8.4.19.1 Policies on public safety and catastrophe management.

8.4.19.2 Occurrence register and record of investigations of incidents and irregularities.

8.4.19.3 Records of Integrated Safety Committee

8.5 **Services available from Spoornet**

8.5.1 **Nature of services**

Spoornet provides passenger and freight transportation to customers. In addition Spoornet maintains an extensive rail network across South Africa.

8.5.2 **How to gain access to these services**

Information relating to the services offered by Spoornet can be accessed from the Internet, Key Account Managers of Spoornet, the Tekom directory and advertisements in the press.

8.6 **Arrangements allowing for public involvement in the formulation of policy and the exercise of power**

Labour and employees of Spoornet are able to participate in the formulation of Spoornet's policies and the exercise and performance of its powers through consultation and by making representations to Spoornet.

9. Transtel

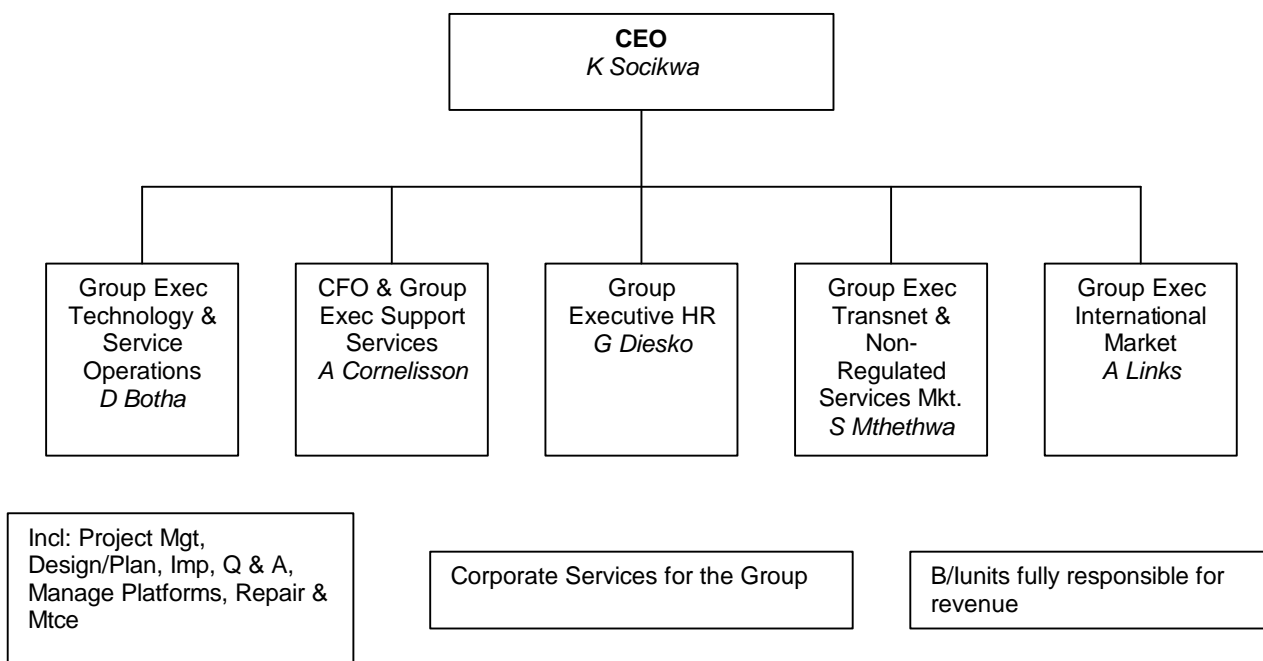
9.1 Functions and Structure

9.1.1 Functions of Transtel

9.1.1.1 Transtel is a regional telecommunications operator recognised by the International Telecommunications Union (ITU), and is an important role-player in Transnet's integrated logistics solutions business. Transtel operates the largest private telecommunications network in Africa. In light of its imminent and guaranteed participation in South Africa's second national (telecommunications) operator (SNO), Transtel is being transformed into a valuable and strategic Transnet investment.

9.1.1.2 Transtel provides telecommunications services to the Transnet group of companies. In addition, Transtel provides other non-regulated services (Value Added Network Services) to corporate customers. Transtel also provides satellite services outside of South Africa.

9.1.2 Structure of Transtel



9.1.2.1 The locations of Transtel's main offices are as follows:

9.1.2.2 Forum III, Braampark, 33 Hoofd Street, Braamfontein;

9.1.2.3 477 Smith Street, Durban; and

9.1.2.4 Transtel Manor, 276 Durban Road, Bellville, Cape Town.

9.2 Contact details of deputy information officer

Ms Vanessa Wilson
Acting: Professional Assistant to the Chief Executive Officer

Postal address

P O Box 2504

	Joubert Park 2044
Physical address:	Forum III Braampark 33 Hoofd Street Braamfontein Johannesburg
Telephone:	011 359 2460
Facsimile:	011 359 2026
e-mail	vanessaw@transtel.co.za
Website	www.transtel.co.za

9.3 Description of records automatically available

9.3.1 The following information would be made available to a requester without having to request access under the Act:

9.3.1.1 Corporate profile of Transtel;

9.3.1.2 Services brochures;

9.3.1.3 Transtel policy documents;

9.3.1.4 Regulations promulgated by the Independent Communications Authority of South Africa ("ICASA");

9.3.1.5 Licences granted to Transtel; and

9.3.1.6 Transtel's capability statement.

9.3.2 These records may be accessed via Transtel's website. Alternatively they can be accessed through the offices of Transtel's CIO.

9.4 Description of the subjects and categories of records held by Transtel which may be requested by following the requisite procedures in the Act

9.4.1 Records relating to the executive committee and the divisional board of Transtel

9.4.1.1 List of directors of Transtel's divisional board.

9.4.1.2 Minute books and internal resolutions of the executive committee and divisional board meetings.

9.4.1.3 List of persons delegated to bind Transtel.

9.4.1.4 Delegation of authority documents.

9.4.2 Financial records of Transtel

9.4.2.1 Accounting records, books and financial documents of Transtel.

9.4.2.2 Interim and annual financial reports of Transtel.

9.4.2.3 Details of auditors of Transtel.

9.4.2.4 Auditors' reports in respect of audits conducted on Transtel.

9.4.2.5 Details of actuaries of the pension scheme utilised by Transtel.

9.4.2.6 Details of actuaries of the medical aid scheme utilised by Transtel.

9.4.2.7 Supporting documents relating to taxation.

9.4.2.8 Invoices.

9.4.3 Banking details of Transtel

9.4.3.1 Details of bank facilities and accounts details.

9.4.3.2 Bank statements.

9.4.3.3 Overdraft facilities or other borrowings of Transtel.

9.4.3.4 Guarantees given to, or in respect of, Transtel.

9.4.3.5 Other financial commitments of Transtel, including loans to employees, bursaries, and a donation to the University of the Witwatersrand in respect of a research programme.

9.4.4 Human resources / employment records

9.4.4.1 List of employees.

9.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Transtel.

9.4.4.3 Documents relating to employee benefits.

9.4.4.4 Compensation or redundancy payments in respect of employees.

9.4.4.5 Employment equity plan of Transtel.

9.4.4.6 Personnel files.

9.4.4.7 Disciplinary records and documentation pertaining to disciplinary proceedings.

9.4.4.8 Training manuals and information pertaining to training of employees and/or skills management.

9.4.5 Benefit scheme or fund utilised by Transtel

9.4.5.1 List of trustees of the benefit schemes or funds utilised by Transtel.

9.4.5.2 Administrative documents relating to the benefit schemes or funds utilised by Transtel.

9.4.6 Medical aid scheme utilised by Transtel

9.4.6.1 List of trustees of the medical aid scheme utilised by Transtel.

9.4.6.2 Administrative documents relating to the medical aid scheme utilised by Transtel.

9.4.7 Records held in terms of legislation

Documents required to be held in terms of legislation pertaining to Transtel.

9.4.8 Intellectual Property

9.4.8.1 Records relating to trade marks and copyrighted works.

9.4.8.2 Documentation pertaining to trade marks, patents, copyrights or designs.

9.4.8.3 Technology transfer agreement.

9.4.9 Permits and licences

9.4.9.1 Licences issued to Transtel by ICASA.

9.4.9.2 Applications for permits, licences and authorisations.

9.4.9.3 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.

9.4.10 Insurance records

Insurance policies taken out for the benefit of Transtel and/or its employees.

9.4.11 Immovable and movable property

9.4.11.1.1 Title deeds.

9.4.11.1.2 Agreements for the lease or sale of land and/or other immovable property.

9.4.11.1.3 Agreements for the lease or sale of movable property, including in respect of handsets, and equipment installed at the premises of Transtel customers.

9.4.11.1.4 Credit sale agreements.

9.4.11.1.5 Customer sale, installation and commissioning agreements.

9.4.12 Information technology and telecommunications

9.4.12.1.1 Computer software, support and maintenance agreements.

9.4.12.1.2 Website development agreement.

9.4.12.1.3 Computer software licence agreements.

9.4.12.1.4 Lease agreements in respect of computer hardware.

9.4.12.1.5 Agreements with Internet Service Providers and/or other telecommunications entities.

9.4.12.1.6 Leased line agreements.

9.4.12.1.7 SITA agreements.

9.4.12.1.8 Documentation pertaining to the regulation of Transtel by ICASA, including appropriate telecommunications licences.

9.4.13 Agreements and documentation pertaining to the specific operations of Transtel

9.4.13.1.1 Transponder capacity lease agreements.

9.4.13.1.2 Business process documents.

9.4.13.1.3 Supplier agreements.

9.4.14 Documentation pertaining to the Second Network Operator (SNO)

9.4.14.1.1 Designs in respect of telecommunications networks.

9.4.14.1.2 Documents pertaining to finance.

9.4.14.1.3 Projections, scenarios and plans.

9.4.14.1.4 Submissions to ICASA.

9.4.14.1.5 Other documentation relevant to the SNO.

9.4.15 Miscellaneous agreements of Transtel

9.4.15.1.1 Structured finance agreements with Transtel.

9.4.15.1.2 Loans to employees of Transtel.

9.4.15.1.3 Suretyship agreements.

9.4.15.1.4 Security agreements, guarantees and indemnities.

9.4.15.1.5 Agency agreements.

9.4.15.1.6 Standard conditions of business and standard-form contracts.

9.4.15.1.7 Agreements with suppliers of Transtel, including technology provider agreements, and lease of space segment agreements.

9.4.15.1.8 Agreements with customers of Transtel, including sale, installation and commissioning agreements, and services agreements.

9.4.15.1.9 Confidentiality and/or non-disclosure agreements.

9.4.15.1.10 Consultancy agreements.

9.4.16 Interests and investments of Transtel

- 9.4.16.1.1 Agreements between Transtel and Eskom and other public bodies.
- 9.4.16.1.2 Agreements with all subsidiaries of Transnet for the provision of telecommunications services.
- 9.4.16.1.3 Agreements with companies incorporated in foreign jurisdictions, in respect of satellite usage.

9.4.17 Correspondence

- 9.4.17.1.1 Correspondence with other divisions and subsidiaries of Transnet.
- 9.4.17.1.2 Other correspondence.

9.4.18 Information relating to legal proceedings

Records relating to legal proceedings involving Transtel.

9.4.19 Environmental records

- 9.4.19.1.1 Environmental impact assessments and documents pertaining to studies conducted in this regard.
- 9.4.19.1.2 Environmental Impact Analysis reports.
- 9.4.19.1.3 Policy of Transtel pertaining to environmental issues.

9.4.20 Research and scientific or technical information of Transtel

- 9.4.20.1.1 Documentation pertaining to research conducted in association with other companies.
- 9.4.20.1.2 Research reports prepared by, or on behalf of, Transtel.
- 9.4.20.1.3 Other research, scientific or technical information.
- 9.4.20.1.4 Non-disclosure agreements pertaining to research, and scientific or technical information.

9.4.21 Policy documents

- 9.4.21.1.1 Documentation pertaining to the formulation of policy by Transtel.
- 9.4.21.1.2 Documentation relating to the exercise of duties of powers in terms of legislation.
- 9.4.21.1.3 Draft working documents of Transtel officials.

9.4.22 Public safety

Risk management policies and reports.

9.4.23 Other documentation

Sponsorship agreements.

9.5 Services available from Transtel**9.5.1 Nature of services**

Transtel provides telecommunications services to the Transnet group of companies.

9.5.2 How to gain access to these services

These services are accessible by application. In general, the public at large will not have access to Transtel's services.

9.6 Arrangements allowing for public involvement in the formulation of policy and the exercise of power

Participation by trade unions takes place by means of consultations. Management may participate by means of making representations.

10. Transwerk

10.1 Functions and Structure

10.1.1 Functions of Transwerk

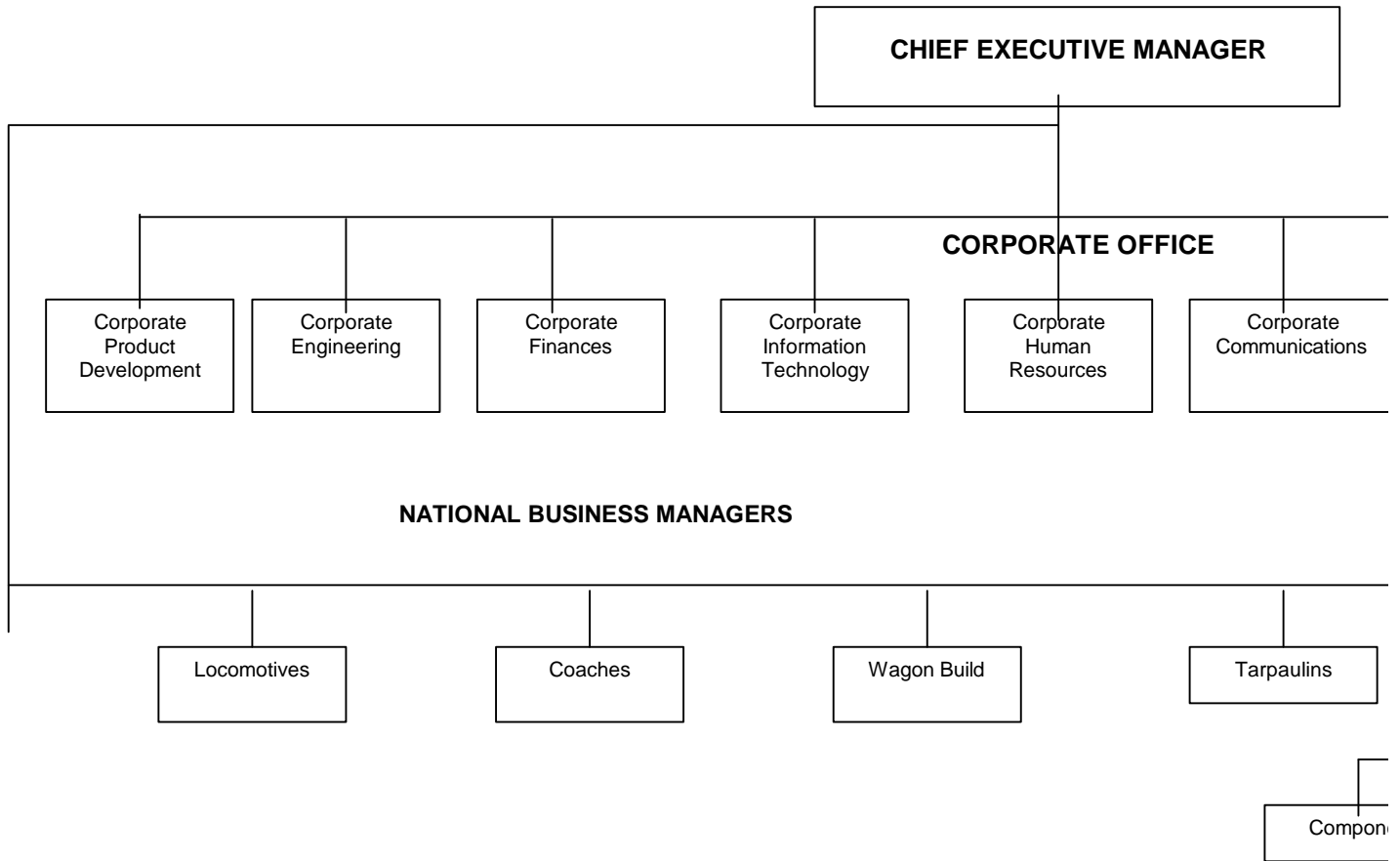
10.1.1.1 Transwerk is an engineering undertaking. It is a leading South African manufacturer, upgrader and refurbisher of rail-related products.

10.1.1.2 Transwerk refurbishes and upgrades railroad products, locomotives and wagons. In addition, Transwerk provides components for rail freight products, and builds rail freight wagons.

10.1.2 Structure of Transwerk

A diagram outlining Transwerk's corporate structure is set on the next page.

TRANSWERK CORPORATE STRUCTURE



10.1.2.1 Transwerk's corporate office is located at 15 Lynette Street, Kilner Park, Pretoria. Transwerk also has offices at:

10.1.2.1.1 Koedoespoort, Pretoria;

10.1.2.1.2 3 Keswick Road, Germiston;

10.1.2.1.3 Pameroy Ave, Gate 5, Langlaagte, Johannesburg;

10.1.2.1.4 311 Edwin Swales, VC Drive, Bayhead, Durban;

10.1.2.1.5 Sats Road, Bloemfontein;

10.1.2.1.6 Cuyler Manor, Uitenhage; and

10.1.2.1.7 19 Voortrekker Road, Salt River, Cape Town.

10.1.2.2 The senior management of Transwerk consists of the following persons:

CEO	Chris Smit
Corporate Business Development Manager	Richard Vallihu
Corporate Product Development Manager	Oredus Mattheus
Corporate Human Resource Manager	Esther Letlape
Corporate Financial Manager	Deon Struwig
Corporate Information Technology Manager	Colin Smith
Corporate Procurement Manager	Dudu Masoek
Corporate Communications Manager	Martin Lombard
Corporate Risk	Hannes Pelser
Corporate Asset Manager	Darrel van Niekerk
National Business Manager (Locomotives)	Colin Aitkenhead
National Business Manager (Coaches)	Sugen Govender
National Business Manager (Rail Freight Refurbishing)	John Carter
National Business Manager (Components)	Francois Potgieter
National Business Manager (Wheels)	Vacant
National Business Manager (Wagon Build)	Kobus du Plessis
National Business Manager (Tarpaulins)	Colin Pillay
Centre Manager (Salt River)	Pallelo Lebaka
Centre Manager (Uitenhage)	Thoba Mayoka
Centre Manager (Germiston)	Mohammed Mayat
Centre Manager (Langlaagte)	Alfred Dube

10.2 Contact details of deputy information officer

Mr Colin G T Smith

Corporate Information Technology Manager

Postal address: P O Box 15912
Lynn East
0039

Physical address: Transwerk Park
Lynette Street
Kilner Park
Pretoria
0186

Telephone: 012 391 1305

Facsimile: 012 391 1362

e-mail colsmi@iafrica.com

Website www.transwerk.co.za

10.3 Description of records automatically available

10.3.1 The following information would be made available to a requester without having to request access under the Act:

10.3.1.1 Corporate annual report;

10.3.1.2 Marketing brochures;

10.3.1.3 Published operational results;

10.3.1.4 Public information relating to plants;

10.3.1.5 Staff numbers;

10.3.1.6 Advertisements; and

10.3.1.7 "Traverser", the internal bulletin of Transwerk.

10.3.2 The above-mentioned records may be accessed via Transnet's website or by contacting the deputy information officer.

10.4 Description of the subjects and categories of records held by Transwerk which may be requested by following the requisite procedures of the Act

10.4.1 Records relating to the executive committee and the divisional board of Transwerk

10.4.1.1 Register or list of directors of Transwerk.

10.4.1.2 Minute books and internal resolutions of the divisional board.

- 10.4.1.3 List of persons delegated to bind Transwerk, and documentation evidencing such delegation.
- 10.4.1.4 Statutory registers, including information relevant to activities of the directors of Transwerk.
- 10.4.1.5 Documentation pertaining to Operation Committee (OPCO) meetings, Transwerk Board meetings and Executive Committee meetings.
- 10.4.1.6 Accounts of consultations, discussions or deliberations which assist Transwerk in taking decisions in terms of legislation.
- 10.4.1.7 Draft working documents of Transwerk officials.
- 10.4.2 **Financial records of Transwerk**
 - 10.4.2.1 Accounting records, books and financial documents of Transwerk.
 - 10.4.2.2 Interim and annual financial reports of Transwerk.
 - 10.4.2.3 Details of auditors of Transwerk.
 - 10.4.2.4 Auditors' reports in respect of audits conducted on Transwerk.
 - 10.4.2.5 Details of actuaries of the pension scheme utilised by Transwerk.
 - 10.4.2.6 Details of the actuaries of the medical aid fund utilised by Transwerk.
 - 10.4.2.7 Tax returns and supporting documentation.
 - 10.4.2.8 Invoices.
- 10.4.3 **Banking details of Transwerk**
 - 10.4.3.1 Records pertaining to Transwerk's internal facilities provided by Transnet.
 - 10.4.3.2 Details of other bank facilities and account details.
 - 10.4.3.3 Bank statements.
 - 10.4.3.4 Financial warranties given by, or in respect of, Transwerk.
 - 10.4.3.5 Other financial commitments of Transwerk, including medical aid contributions, housing subsidy commitments and pension fund commitments, on behalf of Transwerk's employees.
 - 10.4.3.6 Other banking records of Transwerk.
- 10.4.4 **Human resources / employment records**
 - 10.4.4.1 List of employees.
 - 10.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Transwerk.
 - 10.4.4.3 Documents relating to employee benefits.

- 10.4.4.4 Compensation or redundancy payments in respect of employees of Transwerk.
- 10.4.4.5 Documents and information in respect of an incentive scheme.
- 10.4.4.6 Records pertaining to the management incentive scheme.
- 10.4.4.7 Collective agreements with trade unions.
- 10.4.4.8 Employment equity plan.
- 10.4.4.9 Personnel files.
- 10.4.4.10 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 10.4.4.11 Training manuals and information pertaining to training of employees, including:
 - 10.4.4.11.1 Records relating to Transwerk's internal and external training schools;
 - 10.4.4.11.2 Records relating to the skills levy;
 - 10.4.4.11.3 Information pertaining to the Transport SETA; and
 - 10.4.4.11.4 Other records relating to training.
- 10.4.5 **Benefit schemes or funds, and medical aid schemes, utilised by Transwerk**
 - 10.4.5.1 List of trustees of the benefit schemes or funds utilised by Transwerk.
 - 10.4.5.2 Administrative documents relating to the benefit schemes or funds utilised by Transwerk.
 - 10.4.5.3 List of trustees of the medical aid scheme utilised by Transwerk.
 - 10.4.5.4 Administrative documents relating to the medical aid scheme utilised by Transwerk.
- 10.4.6 **Information held in terms of legislation**
 - Records held in terms of legislation relevant to Transwerk.
- 10.4.7 **Intellectual Property**
 - 10.4.7.1 All drawings developed by Transwerk.
 - 10.4.7.2 Records relating to patents.
 - 10.4.7.3 Agreements relating to the development and licensing of intellectual property.
- 10.4.8 **Permits and licences**
 - 10.4.8.1 Licences, material permits, consents, approvals, authorisations and/or certificates.
 - 10.4.8.2 Documentation pertaining to applications for permits and licences.
 - 10.4.8.3 Documentation pertaining to registrations and declarations of permits.
 - 10.4.8.4 Other documentation relating to permits and licences.

10.4.9 **Insurance records**

Insurance policies taken out and/or contributions made for the benefit of Transwerk and its employees, including:

- 10.4.9.1 Assets all risk insurance;
- 10.4.9.2 Directors' and officers' liability;
- 10.4.9.3 Principal controlled insurance (PCI);
- 10.4.9.4 Personal accident policy in respect of students;
- 10.4.9.5 Workmens' compensation insurance (COID);
- 10.4.9.6 Funeral benefit scheme;
- 10.4.9.7 Business travel insurance;
- 10.4.9.8 Fidelity insurance;
- 10.4.9.9 Riot and strikes insurance; and
- 10.4.9.10 Unemployment insurance fund.

10.4.10 **Immovable and movable property**

- 10.4.10.1 Asset register of all fixed property assets held on behalf of Transnet.
- 10.4.10.2 Title deeds.
- 10.4.10.3 Agreements for the lease of land and/or other immovable property.
- 10.4.10.4 Agreements for the lease or sale of movable property by Transwerk.
- 10.4.10.5 Other agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

10.4.11 **Information technology and telecommunications**

- 10.4.11.1 Computer software, support and maintenance agreements.
- 10.4.11.2 Website development, support and maintenance agreements.
- 10.4.11.3 Operating system licences
- 10.4.11.4 Computer software licence agreements.
- 10.4.11.5 Agreements in respect of computer hardware used by Transwerk, including maintenance agreements.
- 10.4.11.6 Agreements with Internet Service Providers and/or other telecommunications entities.
- 10.4.11.7 Rate stability agreements.
- 10.4.11.8 Leased line agreements.

- 10.4.11.9 Catastrophe management policies with regard to computers, including:
 - 10.4.11.9.1 Business resumption plans; and
 - 10.4.11.9.2 Disaster recovery plan.
- 10.4.12 **Agreements and documentation pertaining to the specific operations of Transwerk**
 - 10.4.12.1 Agreements with suppliers.
 - 10.4.12.2 Agreements with Metrorail, Transtel, Spoornet and other Transnet subsidiaries regarding the maintenance or upgrade of rolling stock.
 - 10.4.12.3 Agreements with other entities regarding the supply of material and/or components.
 - 10.4.12.4 Contracts and agreements regarding content, quality, delivery and price.
 - 10.4.12.5 List of contracts with and from suppliers.
 - 10.4.12.6 Other documentation relating to the conduct of Transwerk's business.
- 10.4.13 **Miscellaneous agreements of Transwerk**
 - 10.4.13.1 Warranties furnished to customers in Africa and abroad.
 - 10.4.13.2 Limitations of liability and indemnity.
 - 10.4.13.3 Agency, management and distribution agreements.
 - 10.4.13.4 Marketing agreements.
 - 10.4.13.5 Standard conditions of business and standard-form contracts.
 - 10.4.13.6 Agreements with suppliers, including suppliers of steel and paint.
 - 10.4.13.7 Agreements with customers of Transwerk, including with other subsidiaries of Transwerk.
 - 10.4.13.8 Non-disclosure agreements.
 - 10.4.13.9 Consultancy agreements with design houses.
- 10.4.14 **Interests and investments of Transwerk**
 - 10.4.14.1 Agreements between Transwerk and other public bodies.
 - 10.4.14.2 Agreements with other subsidiaries of Transnet, including Connex, Propnet, Viamax, Spoornet, Metrorail, Protocon and Arivia.com
 - 10.4.14.3 Agreements with overseas entities, including foreign governments or government departments, and companies or institutions incorporated in foreign jurisdictions.
 - 10.4.14.4 Joint venture and co-operation agreements.
- 10.4.15 **Correspondence**
 - 10.4.15.1 Internal correspondence of Transwerk, including internal memoranda.

- 10.4.15.2 Correspondence with other divisions and subsidiaries of Transnet.
- 10.4.15.3 Other correspondence.
- 10.4.16 **Information relating to legal proceedings**
 - Records relating to legal proceedings involving Transwerk.
- 10.4.17 **Environmental records**
 - 10.4.17.1 Environmental impact assessments (EIAs) and documents pertaining to studies conducted in this regard.
 - 10.4.17.2 Agreements pertaining to environmental issues, particularly with regard to environmental rehabilitation.
 - 10.4.17.3 Policies regarding environmental issues.
 - 10.4.17.4 Legal register pertaining to environmental legislation.
 - 10.4.17.5 Environmental audits and assessments.
- 10.4.18 **Research and scientific or technical information of Transwerk**
 - 10.4.18.1 Documentation pertaining to research conducted by, or on behalf of, Transwerk.
 - 10.4.18.2 Research reports prepared by Transwerk, or on behalf of Transwerk.
 - 10.4.18.3 Non-disclosure agreements pertaining to research, and scientific or technical information.
 - 10.4.18.4 Design and development procedures.
- 10.4.19 **Policy documents**
 - 10.4.19.1 Opinions, advices, reports or recommendations which assist in formulating policies of Transwerk.
 - 10.4.19.2 Opinions, advices, reports or recommendations which assist Transwerk in taking decisions.
 - 10.4.19.3 Documentation relating to programmes conducted by Transwerk, including in respect of:
 - 10.4.19.3.1 HIV programme;
 - 10.4.19.3.2 Advanced development programme;
 - 10.4.19.3.3 SBS programme (apprentice training programme);
 - 10.4.19.3.4 Training programmes in terms of legislation;
 - 10.4.19.3.5 Supervisory training programme;
 - 10.4.19.3.6 Management training programme;
 - 10.4.19.3.7 Induction programme;

- 10.4.19.3.8 Project management programme;
- 10.4.19.3.9 Job evaluation programme;
- 10.4.19.3.10 Bursary programmes (part-time and full-time)
- 10.4.19.3.11 Research conducted by Transwerk; and
- 10.4.19.3.12 Contract and catalogues.

10.4.20 **Public safety**

- 10.4.20.1 Public safety documents.
- 10.4.20.2 Workplace documents.
- 10.4.20.3 Investigation reports.

10.5 **Services available from Transwerk**

10.5.1 **Nature of services**

Transwerk does not directly render services to the public. Transwerk will render services to external companies.

10.5.2 **How to gain access to these services**

A formal request for provision of the service, must be submitted to Transwerk. On occasion, Transwerk will tender for services.

10.6 **Arrangements allowing for public involvement in the formulation of policy and the exercise of power**

- 10.6.1 Persons with specialist knowledge are in certain circumstances able to participate in the formulation of Transwerk's policies. Persons who may influence Transwerk's policies, and the exercise of its powers, include specialists in particular fields, persons in management, and labour unions.
- 10.6.2 Participation in policy making and the exercise of power, takes place by means of making representations, and in certain cases through consultations. Other means of participation would be via the influence of legislation.

11. Transnet Housing

11.1 Functions of Transnet Housing

Transnet Housing evolved from the provision of company built houses prior to 1937, to the formation of Transnet Housing as a separate division of Transnet Ltd in 1990. The main objective for the formation of Transnet Housing was to consolidate all housing activities within the Transnet group into a single business unit.

We are the preferred financiers for employees of Transnet and those of Selected Corporates; extending unique and tailor-made value-added lending related products and services for stakeholder benefit.

11.1.1

Structure of Transnet Housing

Contact Details for Transnet Housing

Full Name	:	Transnet Housing
Registered Address	:	150 Commissioner Street Room 4113 Carlton Centre Johannesburg
Postal Address	:	150 Commissioner Street Room 4113 Carlton Centre Johannesburg
Telephone Number	:	(011) 308-1030/1
Fax Number	:	(011) 308-2045
CEO	:	M Sebesho

The executive management of Transnet Housing are the following persons

11.1.1.1	Mr M.K.Sebesho	Chief Executive Officer
11.1.1.2	Mr K.E.Moloko	Deputy Chief Executive Officer
11.1.1.3	Mr S. Matlejoane	Senior Manager Human Resources
11.1.1.4	Mr J.Rothman	Senior Manager Special Projects
11.1.1.5	Mr E.Khoahli	Senior Manager Finance
11.1.1.6	Mr G.Matampi	Senior Manager Properties
11.1.1.7	Ms S. Mthwecu	Senior Manager Savings and Loans
11.1.1.8	Ms D.Molatjane	Manager Legal/Compliance Services
11.1.1.9	Mr T.Phofa	Manager Corporate/Credit Risks
11.1.1.10	Mr C.Rakgomo	Manager Information Technology

11.2 Contact details of information officer

Mr D. Grobler : Manager Corporate Relations

Postal Address 150 Commissioner Street
Office No. 4113
Carlton Centre
Johannesburg

Physical Address : 150 Commissioner Street
Room No. 4145, 41st Floor
Carlton Centre
Johannesburg

Tel No. (011) 308-1077

Fax No. (011) 308 - 1079

Cell No. 083 286 5066

e-mail derekg@transnet.co.za

Website www.transnet.co.za

11.3 Description of records automatically available

11.3.1 Categories of records of the body, which are available without a person having to request access in terms of the Act.

11.3.2 Request forms for these categories of information are also available from our information officer, whose contact details appear above.

11.3.2.1 Newsletters

11.3.2.2 Booklets

11.3.2.3 Pamphlets

11.3.2.4 Reports

11.3.2.5 Posters

11.3.2.6 Other literature intended for public viewing

11.3.3 A description of the services available to members of the public from the body and how to gain access to those services.

11.3.4 Services supplied by Transnet Housing are more employee orientated.

11.4 Financial Records

11.4.1 Books of Account including journals and ledgers;

11.4.2 Delivery notes, orders, invoices, statements, receipts, vouchers and bills of exchange.

11.5 Employee Records

- 11.5.1 Employee's names and occupations
- 11.5.2 Time worked by each employee
- 11.5.3 Remuneration paid to each employee
- 11.5.4 Date of birth of each employee
- 11.5.5 Attendance register
- 11.5.6 Employment equity plan
- 11.5.7 Salary register
- 11.5.8 Collective agreements
- 11.5.9 Arbitration awards
- 11.5.10 Records of strikes, lockouts or protest action
- 11.5.11 Industrial training records
- 11.5.11 Staff records (after date of employment ceases)
- 11.5.13 Expense accounts
- 11.5.14 Tax returns of employees

11.6 Other Employee Records

- 11.6.1 Employee contracts
- 11.6.2 Incentive schemes
- 11.6.3 Staff loan schemes
- 11.6.4 Study assistance schemes
- 11.6.5 Maternity leave policy
- 11.6.6 Relocation policy
- 11.6.7 Housing scheme
- 11.6.8 Disability scheme
- 11.6.9 Funeral insurance scheme
- 11.6.10 Group personal accident
- 11.6.11 Group life
- 11.6.11 Micro loan scheme
- 11.6.13 Code of conduct

11.7 Environmental Health And Safety

- 11.7.1 Noise exposure records
- 11.7.2 Water quality monitoring programme records
- 11.7.3 Waste water assessment and monitoring records
- 11.7.4 Records of waste water discharges
- 11.7.5 Records of waste water storage and waste water disposal
- 11.7.6 Records of assessment and air monitoring and asbestos inventory
- 11.7.7 Medical surveillance records related to asbestos work
- 11.7.8 Records of type of work carried out with asbestos
- 11.7.9 Records of training given to employees in respect of exposure to asbestos
- 11.7.10 Safety management systems, data and audits
- 11.7.11 Industrial hygiene programs, data and audits
- 11.7.11 Employee public health emergency action plans
- 11.7.13 Permits, licenses, approvals and registrations for operations of sites and business
- 12.7.14 Emergency response plans
- 11.7.15 Environmental impact assessments
- 11.7.16 Environmental management programs and systems
- 11.7.17 Details of aqueous discharges
- 11.7.18 Details of solid waste discharges
- 11.7.19 Details of air emission discharges

- 11.8 **Fixed Property**
- 11.8.1 Title Deeds
- 11.8.2 Leases
- 11.8.3 Building plans
- 11.8.4 Mortgage Bonds or other encumbrances to fixed property

- 11.9 **Movable Property**
- 11.9.1 Asses register
- 11.9.2 Finance and Lease Agreements

- 11.10 **Agreements and Contracts**
- 11.10.1 Material agreements concerning provision of services or materials
- 11.10.2 Agreements with contractors and suppliers
- 11.10.3 Agreements with customers
- 11.10.4 Sale agreements
- 11.10.5 Distributor, dealer or agency agreements
- 11.10.6 Restraint agreements
- 11.10.7 Agreements with governmental agencies
- 11.10.8 Purchase or lease agreements

- 11.11 **Legal**
- 11.11.1 Complaints, pleadings, briefs and other documents pertaining to any actual, pending or threatened litigation, arbitration or investigation
- 11.11.3 Settlement agreements
- 11.11.4 Material licenses, permits and authorizations

- 11.11 **Insurance**
- 11.11.1 Insurance policies
- 11.11.2 Claim records
- 11.11.3 Details of insurance coverage, limits and insurers

- 11.13 **Information Technology**
- 11.13.1 Hardware
- 11.13.2 Operating Systems
- 11.13.3 Telephone Exchange Equipment
- 11.13.4 Telephone Lines, Leased Lines and Data Lines
- 11.13.5 LAN Installations
- 11.13.6 Software Packages
- 11.13.7 Disaster Recovery
- 11.13.8 Internal Systems Support and Programming / Development
- 11.13.9 Capacity and Utilization of Current Systems
- 11.13.10 Development or investment plans
- 11.13.11 Agreements
- 11.13.11 Licenses
- 11.13.13 Audits

11.14	Sales and Marketing
11.14.1	Products
11.14.2	Markets
11.14.3	Customers
11.14.4	Brochures, Newsletters and Advertising Materials
11.14.5	Sales
11.14.6	Public Relations Policies and Procedures

12 Transnet Pension Fund Administrator

12.1 Structure

Structure of Transnet Pension Fund Administrator – schematic diagram of the TPFA structure

12.1.1.1 Transnet Pension Fund Administrator head office is located at:

Parktown, Head Office.



12.1.1.2 The senior management of Transnet Pension Fund Administrator are the following persons:- Designation

- 12.1.1.2.1 IAN PATRICK SMITH
- 12.1.1.2.2 PHILLIP V MJOLI
- 12.1.1.2.3 JOHN CHARLES GRAHAM RETALLACK
- 12.1.1.2.4 JOHANNES JACOBUS STRYDOM
- 12.1.1.2.5 ESMARIE STRYDOM
- 12.1.1.2.6 CHERYL WENDELKEN
- 12.1.1.2.7 PHUMELELE NDUMO

12.2 Contact details of deputy information officer

IAN PATRICK SMITH

Chief Executive Officer.

Postal address: Private Bag X41
Braamfontein, 2017

Physical address
12 Hillside Road
Metropolitan Park
Phase A, Parktown

Telephone: (011) 773 -9355

Facsimile: (011) 773 -5494

e-mail ianS@tpf.co.za

website

12.3 Description of records automatically available

12.3.1 The following information would be made available to a requester without having to request access under the Act:

12.4 Description of the subjects and categories of records held by Transnet Pension Fund Administrator which may be requested by following the requisite procedures in the Act

12.4.1 Records relating to the executive committee and the board of directors of Transnet Pension Fund Administrator

12.4.1.1 Minute books and internal resolutions of Executive Committee and divisional board meetings.

12.4.1.2 List of persons delegated to bind Transnet Pension Fund Administrator and documentation evincing such delegation together with agreements entered into with respect to such persons.

12.4.2 Financial records of Transnet Pension Fund Administrator

12.4.2.1 Accounting records, books and financial documents of Transnet Pension Fund Administrator.

12.4.2.2 Interim and annual final reports of Transnet Pension Fund Administrator.

12.4.2.3 Details of auditors of Transnet Pension Fund Administrator.

12.4.2.4 Auditors' reports in respect of audits conducted on Transnet Pension Fund Administrator.

12.4.2.5 Details of actuaries of the pension scheme.

12.4.2.6 Tax returns and supporting documents.

12.4.2.7 Invoices.

12.4.3 Banking details of Transnet Pension Fund Administrator

- 12.4.3.1 Details of bank facilities and accounts details.
- 12.4.3.2 Bank statements.
- 12.4.3.3 Other banking records of Transnet Pension Fund Administrator.

12.4.4 Human resources / employment records

- 12.4.4.1 List of employees.
- 12.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Transnet Pension Fund Administrator.
- 12.4.4.3 Documents relating to employee benefits.
- 12.4.4.4 Compensation or redundancy payments.
- 12.4.4.5 Documents and information in respect of an incentive bonus scheme, for employees of Transnet Pension Fund Administrator.
- 12.4.4.6 Collective and/or recognition agreements with trade unions.
- 12.4.4.7 Employment equity plan of Transnet Pension Fund Administrator.
- 12.4.4.8 Personnel files.
- 12.4.4.9 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 12.4.4.10 Training manuals and information pertaining to training of employees and skills management.

12.4.5 Legislative requirements

Reports and records held in terms of relevant legislation.

12.4.6 Intellectual Property

- 12.4.6.1 Licenses and agreements relating to intellectual property rights.

12.4.7 Permits and licences

- 12.4.7.1 Registrations and declarations of permits.
- 12.4.7.2 Other documentation pertaining to permits and licences, including renewals, receipts for payment of licence fees, and formal notifications.

12.4.8 Insurance records

Records pertaining to insurance policies taken out for the benefit of Transnet Pension Fund Administrator and its employees which are held by Transnet.

Professional Indemnity Insurance**Fidelity Insurance****12.4.9 Immovable and movable property**

- 12.4.9.1 Agreements for the lease and sale of movable property, agreements for the purchase, ordinary sale, conditional sale, or hire of assets.

12.4.10 **Information technology and telecommunications**

12.4.10.1 Agreements pertaining to software licences, support and maintenance.

12.4.10.2 Agreements pertaining to computer hardware.

Agreements entitling the Transnet Pension Fund Administrator to utilise software

12.4.10.3 Agreements with Internet Service Providers and/or other telecommunications entities.

Transtel

12.4.11 **Agreements and documentation pertaining to the specific operations of Transnet Pension Fund Administrator**

12.4.11.1 Agreements pertaining to the specific operations of Transnet Pension Fund Administrator.

Service Level Agreement, Contracts and invoices

12.4.12 **Miscellaneous agreements of Transnet Pension Fund Administrator**

12.4.12.1 Management, agency and distribution agreements

12.4.13 **Interests and investments of Transnet Pension Fund Administrator**

12.4.13.1 Agreements and interests with other public bodies which are not a division of Transnet.

Annuity agreements

12.4.13.2 Agreements with other subsidiaries of Transnet, including the National Port Authority, Propnet, Transtel, Transwerk and Protekon.

Service Level Agreement

12.4.14 **Correspondence**

12.4.14.1 Internal correspondence of Transnet Pension Fund Administrator, including internal memoranda.

12.4.14.2 Correspondence with other divisions and subsidiaries of Transnet.

12.4.14.3 Other correspondence.

12.4.15 **Information relating to legal proceedings**

Records relating to legal proceedings involving Transnet Pension Fund Administrator.

12.4.15.1 Research and scientific or technical information of Transnet Pension Fund Administrator

12.4.15.2 Documentation pertaining to research conducted by Transnet Pension Fund Administrator.

12.4.15.3 Research reports prepared by Transnet Pension Fund Administrator, or on behalf of Transnet Pension Fund Administrator.

12.4.15.4 Research reports pertaining to research, and scientific or technical information.

12.4.16 **Policy documents**

12.4.16.1 Documentation pertaining to the formulation of policy by Transnet Pension .

12.4.17 **Public safety**

12.4.17.1 Policies on public safety and catastrophe management.

12.4.17.2 Occurrence register and record of investigations of incidents and irregularities.

13 ESSELENPARK

13.1 Functions and Structure

13.1.1 Functions of Esselenpark

13.1.2 Structure of Esselenpark

13.1.2.1 A diagram outlining Esselenpark's corporate structure is set out below.

Esselenpark's corporate office is located at

13.1.2.1.1 Road P91-1. Off the R25, Esselenpark. 1626

13.1.2.2 The senior management of Esselenpark consists of the following persons:

CEO	Lennox Tshwete
Corporate Business Development Manager	Dudu Ndlovu
Corporate Product Development Manager	Barbara Nsuntsha
Corporate Human Resource Manager	Ntsoaki Ramaphosa
Corporate Financial Manager	Leeka Roopchund
Corporate Information Technology Manager	Cecil Basset
Corporate Procurement Manager	Tshidi Sereme
Corporate Communications Manager	Joyce Hing
Corporate Risk	Vacant
Corporate Asset Manager	Henry Swanepoel

CHIEF EXECUTIVE MANAGER

ESSELENPARK CORPORATE STRUCTURE

CORPORATE OFFICE

Corporate
Product
Development

Corporate
Engineering

Corporate
Finances

Corporate
Information
Technology

Corporate
Human
Resources

Corporate
Communications

F

NATIONAL BUSINESS MANAGERS

Locomotives

Coaches

Wagon Build

Tarpaulins

13.2 Contact details of deputy information officer

Mrs Barbara Nduntsha

Corporate Information Technology Manager

Postal address: P O Box 15001

Esselenpark

1626

Physical address: Road P91-1

Off the R25

Esselenpark

1626

Telephone: (011) 929-1201

Facsimile: (011) 929-1344

e-mail Barbaran@esselenpark.co.za

Website www.esselenpark.co.za

13.3 Description of records automatically available

13.3.1 The following information would be made available to a requester without having to request access under the Act:

13.3.1.1 Intranet

13.3.1.2 Broad policy

13.3.1.3 Strategic alliances with internal bodies

13.3.1.4 Compliance with international legislation,

13.3.1.5 CIT

13.3.1.6 Intranet

13.3.2 The above-mentioned records may be accessed via Esselenpark's website or by contacting the deputy information officer.

13.4 Description of the subjects and categories of records held by Esselenpark which may be requested by following the requisite procedures of the Act

13.4.1 **Records relating to the executive committee and the divisional board of Esselenpark**

13.4.1.1 Minute books and internal resolutions of the divisional board.

13.4.1.2 List of persons delegated to bind Transwerk, and documentation evidencing such delegation.

13.4.1.3 Accounts of consultations, discussions or deliberations which assist Esselenpark in taking decisions in terms of legislation.

13.4.1.4 Draft working documents of Esselenpark' s officials.

13.4.2 **Financial records of Esselenpark**

13.4.2.1 Accounting records, books and financial documents of Esselenpark.

13.4.2.2 Interim and annual financial reports of Esselenpark.

13.4.2.3 Details of auditors of Esselenpark.

13.4.2.4 Auditors' reports in respect of audits conducted on Esselenpark.

13.4.2.5 Details of actuaries of the pension scheme utilised by Esselenpark.

13.4.2.6 Details of the actuaries of the medical aid fund utilised by Esselenpark.

13.4.2.7 Tax returns and supporting documentation.

13.4.2.8 Invoices.

13.4.3 **Banking details of Transwerk**

13.4.3.1 Records pertaining to Esselenpark's internal facilities provided by Transnet.

13.4.3.2 Details of bank facilities and account details.

13.4.3.3 Bank statements.

13.4.3.4 Other financial commitments of Esselenpark, including hospitality and catering, cleaning services and software

13.4.4 **Human resources / employment records**

13.4.4.1 List of employees.

13.4.4.2 Contracts of employment and/or documentation pertaining to arrangements with employees of Esselenpark.

13.4.4.3 Documents relating to employee benefits.

13.4.4.4 Compensation or redundancy payments in respect of employees of Esselenpark.

13.4.4.5 Documents and information in respect of an incentive scheme.

13.4.4.6 Records pertaining to the management incentive scheme.

13.4.4.7 Collective agreements with trade unions.

13.4.4.8 Employment equity plan.

- 13.4.4.9 Personnel files.
- 13.4.4.10 Disciplinary records and documentation pertaining to disciplinary proceedings.
- 13.4.4.11 Training manuals and information pertaining to training of employees, including:
 - 13.4.4.11.1 Records relating to Esselenpark's internal and external training schools;
 - 13.4.4.11.2 Records relating to the skills levy;
 - 13.4.4.11.3 Information pertaining to the Transport SETA; and
 - 13.4.4.11.4 Other records relating to training.
- 13.4.5 **Benefit schemes or funds, and medical aid schemes, utilised by Esselenpark**
 - 13.4.5.1 List of trustees of the benefit schemes or funds utilised by Esselenpark.
 - 13.4.5.2 Administrative documents relating to the benefit schemes or funds utilised by Esselenpark.
 - 13.4.5.3 List of trustees of the medical aid scheme utilised by Esselenpark.
 - 13.4.5.4 Administrative documents relating to the medical aid scheme utilised by Esselenpark.
- 13.4.6 **Information held in terms of legislation**

Records held in terms of legislation relevant to Esselenpark.
- 13.4.7 **Intellectual Property**
 - 13.4.7.1 PFMA Financial records, Occupational Health & Safety Act
 - 13.4.7.2 Records relating to patents.
 - 13.4.7.3 Agreements relating to the development and licensing of intellectual property.
- 13.4.8 **Permits and licences**
 - 13.4.8.1 Licences, material permits, consents, approvals, authorisations and/or certificates.
 - 13.4.8.2 Documentation pertaining to applications for permits and licences.
 - 13.4.8.3 Documentation pertaining to registrations and declarations of permits.
 - 13.4.8.4 Other documentation relating to permits and licences.
- 13.4.9 **Insurance records**

Insurance policies taken out and/or contributions made for the benefit of Esselenpark and its employees, including:

 - 13.4.9.1 Assets all risk insurance;
 - 13.4.9.2 Directors' and officers' liability;

- 13.4.9.3 Principal controlled insurance (PCI);
- 13.4.9.4 Personal accident policy in respect of students;
- 13.4.9.5 Workmens' compensation insurance (COID);
- 13.4.9.6 Funeral benefit scheme;
- 13.4.9.7 Business travel insurance;
- 13.4.9.8 Fidelity insurance;
- 13.4.9.9 Riot and strikes insurance; and
- 13.4.9.10 Unemployment insurance fund.
- 13.4.10 **Immovable and movable property**
- 13.4.10.1 Asset register of all fixed property assets held on behalf of Esselenpark.
- 13.4.10.2 Title deeds.
- 13.4.10.3 Agreements for the lease of land and/or other immovable property.
- 13.4.10.4 Agreements for the lease or sale of movable property by Esselenpark.
- 13.4.11 **Information technology and telecommunications**
- 13.4.11.1 Computer software, support and maintenance agreements.
- 13.4.11.2 Website development, support and maintenance agreements.
- 13.4.11.3 Operating system licences
- 13.4.11.4 Computer software licence agreements.
- 13.4.11.5 Agreements in respect of computer hardware used by Esselenpark, including maintenance agreements.
- 13.4.11.6 Agreements with Internet Service Providers and/or other telecommunications entities.
- 13.4.11.7 Rate stability agreements.
- 13.4.11.8 Leased line agreements.
- 13.4.11.9 Catastrophe management policies with regard to computers, including:
 - 13.4.11.9.1 Business resumption plans; and
 - 13.4.11.9.2 Disaster recovery plan.
- 13.4.12 **Agreements and documentation pertaining to the specific operations of Esselenpark**
- 13.4.12.1 Agreements with suppliers.
- 13.4.12.2 Agreements with Metrorail, Transtel, Spoornet and other Esselenpark subsidiaries regarding the maintenance or upgrade of rolling stock.

- 13.4.12.3 Agreements with other entities regarding the supply of material and/or components.
- 13.4.12.4 Contracts and agreements regarding content, quality, delivery and price.
- 13.4.12.5 List of contracts with and from suppliers.
- 13.4.12.6 Other documentation relating to the conduct of Esselenpark's business.
- 13.4.13 **Miscellaneous agreements of Esselenpark**
- 13.4.13.1 Warranties furnished to customers in Africa and abroad.
- 13.4.13.2 Limitations of liability and indemnity.
- 13.4.13.3 Agency, management and distribution agreements.
- 13.4.13.4 Marketing agreements.
- 13.4.13.5 Standard conditions of business and standard-form contracts.
- 13.4.13.6 Agreements with suppliers, including suppliers of steel and paint.
- 13.4.13.7 Agreements with customers of Esselenpark, including with other subsidiaries of Transwerk.
- 13.4.13.8 Non-disclosure agreements.
- 13.4.13.9 Consultancy agreements with design houses.
- 13.4.14 **Interests and investments of Esselenpark**
- 13.4.14.1 Agreements between Esselenpark and other public bodies.
- 13.4.14.2 Agreements with other subsidiaries of Esselenpark, including Spoornet, Petronet, Transwerk, Metrorail
- 13.4.14.3 Agreements with overseas entities, including foreign governments or government departments, and companies or institutions incorporated in foreign jurisdictions.
- 13.4.14.4 Joint venture and co-operation agreements.
- 13.4.15 **Correspondence**
- 13.4.15.1 Internal correspondence of Esselenpark, including internal memoranda.
- 13.4.15.2 Correspondence with other divisions and subsidiaries of Esselenpark.
- 13.4.15.3 Other correspondence.
- 13.4.16 **Information relating to legal proceedings**
- Records relating to legal proceedings involving Esselenpark.
- 13.4.17 **Environmental records**
- 13.4.17.1 Environmental impact assessments (EIAs) and documents pertaining to studies conducted in this regard.

- 13.4.17.2 Agreements pertaining to environmental issues, particularly with regard to environmental rehabilitation.
- 13.4.17.3 Policies regarding environmental issues.
- 13.4.17.4 Legal register pertaining to environmental legislation.
- 13.4.17.5 Environmental audits and assessments.
- 13.4.18 **Research and scientific or technical information of Transwerk**
- 13.4.18.1 Documentation pertaining to research conducted by, or on behalf of, Esselenpark.
- 13.4.18.2 Research reports prepared by Esselenpark, or on behalf of Esselenpark.
- 13.4.18.3 Non-disclosure agreements pertaining to research, and scientific or technical information.
- 13.4.18.4 Design and development procedures.
- 13.4.19 **Policy documents**
- 13.4.19.1 Opinions, advices, reports or recommendations which assist in formulating policies of Esselenpark.
- 13.4.19.2 Opinions, advices, reports or recommendations which assist Esselenpark in taking decisions.
- 13.4.19.3 Documentation relating to programmes conducted by Esselenpark, including in respect of:
 - 13.4.19.3.1 HIV programme;
 - 13.4.19.3.2 Advanced development programme;
 - 13.4.19.3.3 SBS programme (apprentice training programme);
 - 13.4.19.3.4 Training programmes in terms of legislation;
 - 13.4.19.3.5 Supervisory training programme;
 - 13.4.19.3.6 Management training programme;
 - 13.4.19.3.7 Induction programme;
 - 13.4.19.3.8 Project management programme;
 - 13.4.19.3.9 Job evaluation programme;
 - 13.4.19.3.10 Bursary programmes (part-time and full-time)
 - 13.4.19.3.11 Research conducted by Esselenpark; and
 - 13.4.19.3.12 Contract and catalogues.
- 13.4.20 **Public safety**
- 13.4.20.1 Public safety documents.

13.4.20.2 Workplace documents.

13.4.20.3 Investigation reports.

13.5 Services available from Esselenpark

13.5.1 Nature of services

Esselenpark does not directly render services to the public. Esselenpark will render services to external companies.

13.5.2 How to gain access to these services

A formal request for provision of the service, must be submitted to Esselenpark. On occasion, Esselenpark will tender for services.

13.6 Arrangements allowing for public involvement in the formulation of policy and the exercise of power

13.6.1 Persons with specialist knowledge are in certain circumstances able to participate in the formulation of Esselenpark policies. Persons who may influence Esselenpark policies, and the exercise of its powers, include specialists in particular fields, persons in management, and labour unions.

13.6.2 Participation in policy making and the exercise of power, takes place by means of making representations, and in certain cases through consultations. Other means of participation would be via the influence of legislation.