

LILIBARA PROJECTS (PTY) LTD



Civil Engineering Consultants And Project Managers

PAIA MANUAL

**Prepared In Terms Of Section 51 Of The
Promotion Of Access To Information
Act 2 Of 2000 (As Amended)**

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1. List Of Acronyms And Abbreviations

1.1	“DIRECTOR”	Director
1.2	“DIO”	Deputy Information Officer;
1.3	“IO”	Information Officer;
1.4	“Minister”	Minister of Justice and Correctional Services;
1.5	“PAIA”	Promotion of Access to Information Act No. 2 of 2000 (as Amended;
1.6	“POPIA”	Protection of Personal Information Act No.4 of 2013;
1.7	“Regulator”	Information Regulator; and
1.8	“Republic”	Republic of South Africa

2. Purpose Of PAIA Manual

This PAIA Manual is useful for the public to -

- 2.1 Check the categories of records held by a body which are available without a person having to submit a formal PAIA request;
- 2.2 Have a sufficient understanding of how to make a request for access to a record of the body, by providing a description of the subjects on which the body holds records and the categories of records held on each subject;
- 2.3 Know the description of the records of the body which are available in accordance with any other legislation;

- 2.4 Access all the relevant contact details of the Information Officer and Deputy Information Officer who will assist the public with the records they intend to access;
- 2.5 Know the description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it;
- 2.6 Know if the body will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.7 Know the description of the categories of data subjects and of the information or categories of information relating thereto;
- 2.8 Know the recipients or categories of recipients to whom the personal information may be supplied;
- 2.9 Know if the body has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied; and
- 2.10 Know whether the body has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. Key Contact Details For Access To Information Of Lilibara Projects (Pty) Ltd:

3.1. Information Officer

Name: Rantoa Moeti
Tel: +27 78 378 1515
Email: Rantoa@lilibara.co.za / info@lilibara.co.za
Fax number: N/A

3.2. Deputy Information Officer:

Name: Thato Lekhera
Tel: +27 11 784 1217
Email: Thato@lilibara.co.za / info@lilibara.co.za
Fax Number: N/A

3.3 Access to information general contacts

Email: info@lilibara.co.za

3.4 National or Head Office

Postal Address: P.O. Box 657, Halfway House, Midrand 1685

Physical Address: 13 Baobab Street Noordwyk Midrand 1687

Telephone: +27 11 784 1217

Email: info@lilibara.co.za

Website: <https://lilibara.com/>

4. Guide On How To Use PAIA And How To Obtain Access To The Guide

- 4.1. The Regulator has, in terms of section 10(1) of PAIA, as amended, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.
- 4.2. The Guide is available in each of the official languages and in braille.
- 4.3. The aforesaid Guide contains the description of-

- 4.3.1. The objects of PAIA and POPIA;
- 4.3.2. The postal and street address, phone and fax number and, if available, electronic mail address of-
 - 4.3.2.1. The Information Officer of every public body, and
 - 4.3.2.2. Every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;
- 4.3.3. The manner and form of a request for-
 - 4.3.3.1. Access to a record of a public body contemplated in section 11³; and
 - 4.3.3.2. Access to a record of a private body contemplated in section 50⁴;
- 4.3.4. Assistance is available from the IO of a public body in terms of PAIA and POPIA;
- 4.3.5. Assistance is available from the Regulator in terms of PAIA and POPIA;
- 4.3.6. All remedies in law are available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-

¹ Section 17(1) of PAIA- *For the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.*

² Section 56(a) of POPIA- *Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.*

³ Section 11(1) of PAIA- *A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

⁴ Section 50(1) of PAIA- *A requester must be given access to any record of a private body if-*

- a) *that record is required for the exercise or protection of any rights;*
- b) *that person complies with the procedural requirements in PAIA relating to a request for access to that record; and*
- c) *access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.*

- 4.3.6.1. An internal appeal;
- 4.3.6.2. A complaint to the Regulator; and
- 4.3.6.3. An application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 4.3.7. The provisions of sections 14⁵ and 51⁶ require a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 4.3.8. The provisions of sections 15⁷ and 52⁸ provide for the voluntary disclosure of categories of records by a public body and private body, respectively;
- 4.3.9. The notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 4.3.10. The regulations made in terms of section 92¹¹.

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that –“The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

4.4. Members of the public can inspect or make copies of the Guide from the offices of the public and private bodies, including the office of the Regulator, during normal working hours.

4.5. The Guide can also be obtained-

4.5.1. Upon request of the Information Officer;

4.5.2. From the website of the Regulator (<https://www.justice.gov.za/infoereg/>).

5. Categories Of Records Of Lilibara Projects (Pty) Ltd Which Are Available Without A Person Having To Request Access

Categories of records held by the body which are available without a person having to request access by completing Form C, types of the records and how the records can be accessed. These are mostly records that may be available on the website and a person may download or request telephonically or by sending an email or a letter.

The table below outlines record categories, document types, and where they can be accessed.

Category of records	Types of the Record	Available on Website	Available upon request
Financial	- Financial Statements - Financial and Tax Records (Company & Employees) - Asset Register - Management Accounts		X
Marketing	- Market Information - Completed Projects - Public Customer Information: - Product Brochures - Owner Manuals - Field Records - Performance Records - Product Sales Records - Marketing Strategies - Customer Database	Limited Information available on web site.	Request in terms of PAIA
Compliance	- Quality Management Certificate - Quality Policy Statement - POPIA and PAIA Documents - Company Registration Certificates - Professional Bodies	X	
Technical Material	- Drawing, Site inspections, Site Diaries - Pressure tests, Meeting Minutes		X

6. Description Of Records Kept By Lilibara Projects (Pty) Ltd Which Are Available In Accordance With Other South African Legislation.

NO	REFERENCE	ACT	CATEGORY OF RECORDS
1	No 61 of 1973	Companies Act	CIPC Records
2	No 98 of 1978	Copyright Act	Design Drawings, Methodologies, Project Plans and Transmittals
3	No 95 of 1967	Income Tax Act	SARS Tax Compliance PIN
4	No 66 of 1995	Labour Relations Act	Employment and Induction Records
5	No 89 of 1991	Value Added Tax Act	VAT Certificate
6	No 75 of 1997	Basic Conditions of Employment Act	Employment Contracts and Records
7	No 69 of 1984	Close Corporations Act	CIPC Records and Financial Statements
8	No 25 of 2002	Electronic Communications and Transactions Act	Signed Contracts and Agreements, Electronic Signatures
9	No 2 of 2000	Promotion of Access of Information Act	PAIA Manual
10	No 30 of 1996	Unemployment Insurance Act	Unemployment Insurance Fund Registration
11	No 103 of 1977	National Building Regulations and Building Standards Act	Building Approvals, Inspection Reports
12	No 95 of 1986	Sectional Titles Act	As-Built Drawings, Municipal Approval Records and Inspection Records.
13	No 85 of 1993	Occupational Health and Safety Act	Safety Files, Incident Reports, Risk Assessments
14	No 9 of 1996	National Road Traffic Act	Traffic Management Plans, Temporary Road Signage Layouts and Site Access and Haul Route Plans, Traffic Impact Assessments Reports
15	No 95 of 1998	Housing Consumers Protection Measures Act	NHBRC Registrations and Compliance Records
16	No 36 of 1998	National Water Act	Water Use Licenses, Stormwater Reports
17	No 71 of 2008	Companies Act	Memorandum of Incorporation, Company Shareholding
18	No 107 of 1998	National Environmental Management Act	Environmental Management Plans, Environmental Authorizations
19	No 46 of 2000	The Engineering Council of South Africa (ECSA) Act	Project Pricing, Schedules and Technical Documentation, Professional Registrations,
20	No 56 of 2003	Municipal Finance Management Act	Appointment Letters and Contracts, CSD Reports
21	No 5 of 2000	Preferential Procurement Policy Framework Act	B-BBEE Certificate, SBD Forms
22	No. 1 of 1999	Public Finance Management Act	Payment Certificates, Project Cash Flow Forecasts and Contractual Claims Records

7. Description Of The Subjects On Which The Body Holds Records And Categories Of Records Held On Each Subject By Lilibara Projects (Pty) Ltd

Subjects on which the body holds records	Categories of records
Strategic Documents, Plans, Proposals (Tenders)	Annual Reports, Strategic Plan, Annual Performance Plan.
Human Resources, Administration and Finance	HR policies and procedures, Advertised Posts, Employees records, Financial Statements, Procurement
Marketing	Company Profile, Brochures, Website and Social Media Pages.
ISO 9001 Quality Management	Policies and Procedures, Quality Manual and statement, Risk and opportunity Register, Internal and External Audits
Operations (Technical)	Drawings, Site Diaries, Lab Tests, Various Documents based On ECSA Stages of A Project Lifecycle, Progress Reports
IT	Asset Registry, Software Licences, Progress Reports, Service Level Agreements

8. Processing Of Personal Information

8.1 Purpose of Processing Personal Information

- For Hiring Purposes
- For Tendering
- For the procurement of services
- For Providing services to clients

8.2 Description of the categories of Data Subjects and of the information or categories of information relating thereto

Below is a table used to set out the categories of data subjects and the description of the nature or categories of the personal information to be processed. Note that the nature or categories of personal information is dependent on the purpose of the body in performing its functions or services.

Categories of Data Subjects	Personal Information that may be processed
Customers / Clients	Name, Address, Registration Numbers Or Identity Numbers, Employment Status, Bank Details and Website/contact form submissions
Service Providers	Names, Registration Number, VAT Numbers, Address, Trade Secrets And Bank Details, Supplier Due Diligence Records
Employees	Address, Qualifications, Gender, Race, Biometric Access Records and CCTV Footage

8.3 The recipients or categories of recipients to whom the personal information may be supplied

The table below specifies the person or category of people or entities to whom the body may disseminate personal information

Category of personal information	Recipients or Categories of Recipients to whom the personal information may be supplied
Identity Number And Names, For Criminal Checks	South African Police Services
Qualifications, For Qualification Verifications	South African Qualifications Authority
Credit And Payment History, For Credit Information	Credit Bureaus
CVs, ID Copies, Professional Registrations, Qualifications	Various Government Bodies When Tendering

8.4 Planned Transborder Flows Of Personal Information

Currently, there are no planned transborder flows of personal information.

8.5 General Description Of Information Security Measures To Be Implemented By The Party Responsible To Ensure The Confidentiality, Integrity And Availability Of The Information

The organization implements information security measures including ESET Endpoint Protection, Microsoft Windows security controls, firewalls, controlled access, and antivirus protection to safeguard information.

9. Availability Of The Manual

9.1 A copy of the Manual is available-

- 9.1.1 On <https://lilibara.com/> , if any;
- 9.1.2 At the Head Office of Lilibara Projects (Pty) Ltd for public inspection during normal business hours;
- 9.1.3 To any person upon request and upon the payment of a reasonable prescribed fee; and
- 9.1.4 To the Information Regulator upon request.

- 9.2 A fee for a copy of the Manual, as contemplated in annexure B of the Regulations, shall be payable with each A4-size photocopy made.

10. Updating Of The Manual

The head of Lilibara Projects (Pty) Ltd will update this manual on a regular basis.

Issued by



Rantsoa Moeti

Director (Information Officer)