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## MANUALS

IN ACCORDANCE WITH

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



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# **FREE STATE PROVINCIAL ADMINISTRATION**

## **MANUAL**

### **PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)**

#### **INTRODUCTION**

This manual is issued in compliance with section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (hereinafter referred to as "the Act").

#### **THE FUNCTIONS AND STRUCTURES OF THE FREE STATE PROVINCIAL ADMINISTRATION : [section 14(1)(a) of the Act]**

The Free State Provincial Administration has eleven departments, viz:

- Department of Agriculture
- Department of Education
- Department of Health
- Department of Local Government and Housing
- Department of the Premier
- Department of Provincial Treasury
- Department of Public Safety, Security and Liaison
- Department of Public Works, Roads and Transport
- Department of Social Development
- Department of Sport, Arts, Culture, Science and Technology
- Department of Tourism, Environmental and Economic Affairs

The Free State Provincial Administration has offices situated throughout the Province. The main offices are in Bloemfontein.

The Free State Provincial Administration is the executive arm of the Provincial Government. The executive authority of the Province is vested in the Premier. The Premier has appointed ten members of the Executive Council and assigned their powers and functions. A Member of the Executive Council is the political head or executive authority of a department. Each department has a head, who is also an accounting officer.

**The manual is divided into separate parts and the different departments will be discussed under those parts.**

# **VRYSTAAT PROVINSIALE ADMINISTRASIE**

## **HANDLEIDING**

### **WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

#### **INLEIDING**

Hierdie handleiding word uitgereik ooreenkomstig artikel 14 van die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet Nr. 2 van 2000) (hierna genoem "die Wet").

#### **DIE FUNKSIES EN STRUKTURE VAN DIE VRYSTAATSE PROVINSIALE ADMINISTRASIE: [artikel 14(1)(a) van die Wet]**

Die Vrystaatse Provinsiale Administrasie beskik oor elf departemente, naamlik:

Departement van Landbou  
Departement van Onderwys  
Departement van Gesondheid  
Departement van Plaaslike Regering en Behuising  
Departement van die Premier  
Departement van die Provinsiale Tesourie  
Departement van Openbare Veiligheid, Sekuriteit en Skakeling  
Departement van Openbare Werke, Paaie en Vervoer  
Departement van Maatskaplike Ontwikkeling  
Departement van Sport, Kuns, Kultuur, Wetenskap en Tegnologie  
Departement van Toerisme, Omgewing- en Ekonomiese Sake

Die Vrystaatse Provinsiale Administrasie het kantore regdeur die Provinsie. Die hoofkantore is in Bloemfontein.

Die Vrystaatse Provinsiale Administrasie is die uitvoerende arm van die Provinsiale Regering. Die uitvoerende gesag van die Provinsie is gesetel in die Premier. Die Premier het tien lede van die Uitvoerende Raad aangestel en hul magte en funksies toegewys. 'n Lid van die Uitvoerende Raad is die politieke hoof of uitvoerende gesag van 'n departement. Elke departement het 'n hoof wat ook as rekenpligtige beampte optree.

Die handleiding word in aparte gedeeltes opgedeel en die onderskeie departement word onder hierdie gedeeltes bespreek.

# LEFAPHA LA TONAKGOLO LA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

## PONELOPELE YA LEFAPHA

Ho etella pele Mmuso wa Provense ya Freistata ka tshebeletso e hlwahlwa.

## SEPHEO SA LEFAPHA

Ho sebeletsa batho ba Freistata ka ho ba nehela tsela e mawala ho netefatsa ditshebeletso tse hokahaneng kahara Mmuso wa Provense ya Freistata ho latela Molao wa Motheo.

Tonakgolo ke Mme WI Direko.

Hlooho ya Lefapha ke Molaodikakaretso, Monghadi WK de Wee.

### A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

#### Motlatsa Mohlanka wa Tlhahisoleseding

Advokheiti KJC Lekoeneha (Botsamaisi: Ditshebeletso tsa Molao)

Aterese: Phaposi ya 633 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 403-3302/405-5489  
Fekse: (051) 405-4121  
Imeile: [kuni@premier.fs.gov.za](mailto:kuni@premier.fs.gov.za)  
Websaete: <http://fspg ofs.gov.za/depart/Premier/index.htm>

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA**

**(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalose mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Ditaba tsa Mmuso (Tonakgolo)
- (iii) Puo ya Pulo ya Lekgotla la Ketsamelao
- (iv) Voutu ya Tekanyetso ya Tonakgolo
- (v) Koranta ya mmuso wa Provense

**(b) Direkoto tse ka koptiwanng [karolo 14(1)(d)]**

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Tonakgolo
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditlaleho tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direkoto tsa khiri



- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiswa ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqo nngwe, ebang rekoto e se tokomane e ka bohuwa ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].
- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlelo ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hloka hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlelo e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **DITSHEBELETSO TSE PHETHAHETSENG TSA TLHOPHISO**

- Ho eletsa botsamaisi bo hodimo le baofisiri ba bang Mmusong wa Provense wa Freistata mabapi le popeho ya ona hore ho ntlafatswe tlhophiso e phethahetseng ya mmuso wa provense.
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha maano/mawala a provense le mekgwa ya ho beha leihlo Mmusong wa Provense ya Freistata tse tla ntlafatsa tlhophiso e phethahetseng.
- Ho beha leihlo le ho lekola ho kenngwa tshebetsong ha maano/mawala a naha le provense Mmusong wa Provense wa Freistata, a tla ama ho phethahala ha tlhophiso ho etsa bonnete ba hore botsamaisi bo eletswa ka nako mabapi le ditokiso moo ho hloka hlang.
- Ho hokahanya diphuputso tsa mosebetsi o ikgethang le ho nehelana ka keletso/tlaleho e mabapi le ona.
- Ho tsamaisa le ho laola ho kenngwa tshebetsong ho phethahetseng ha tekolo ya mosebetsi Mmusong wa Provense wa Freistata ho etsa bonnete ba hore boleng ba manollo ya mosebetsi bo etswang Mmusong wa Provense wa Freistata bo dumellana le maemo a behilweng a dintlha tse kang tseo tse nyehelwang Moifong wa Tekolo wa Mosebetsi wa Provense bakeng la ho elwa hloko.

- Ho bebofatsa moralo o mawala – le motjha wa ho kenya tshebetsong Lefapheng la Tonakgolo ho etsa bonnete ba hore maikemisetso a mawala a lefapha a fihlellwa ka mokgwa o phethahetseng.
- Ho kenya tshebetsong diphuputso tsa mosebetsi bakeng la Lefapha la Tonakgolo hore ho ntlafatswe tshebetso e phethahetseng ya Lefapha.
- Ho nehelana ka ditshebeletso tsa ho bebofatsa mafapheng a mmuso Mmusong wa Provense wa Freistata mabapi le dintlha tse amanang le ho phethahala ha tlhophiso (ka kopo).
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha mawala/maano a ntlafatso ya tlhahiso.
- Ho beha leihlo le ho bebofatsa ho kenngwa tshebetsong ho phethahetseng ha Mokgwatshebetso wa Botsamaisi ba Tshebetso le Ntshetsopele, Mmusong wa Provense wa Freistata.

### **THEKNOLOJI YA TLHAHISOLESERING**

- Ho hlophisa ho kenngwa tshebetsong ha Mawala a Moralo wa Theknoloji ya Tlhahisoleseding.
- Ho etsa bonnete ba hore mokgwatshebetso wa phumantsho ya theknoloji ya tlhahisoleseding e sebetsang o dula o tsheheditse kahara Mmuso wa Provense;
- Ho etsa bonnete ba hore ho kenngwa tshebetsong ha mmuso wa elektroniki kahara Mmuso wa Provense ho a nolofatswa le ho ba ka tlasa tsamaiso.
- Ho laola kamano pakeng tsa Mmuso wa Provense Lekaleng la Mmuso la Theknoloji ya Tlhahisoleseding.

### **MEHLODI YA BATHO LE NTSHETSOPELE YA MOKGATLO**

- Ho etsa bonnete ba hore dipopeho tse tshwanetseng di teng.
- Ho fumana leano la tshehetso ya bohlokwa la dikamano tsa mosebetsi bakeng la Provense.
- Ho ntshetsa pele, ho bebofatsa le ho beha ho kenngwa tshebetsong ha mawala a matjha a phumantsho ya ditshebeletso tsa Provense leihlo.
- Ho etsa bonnete ba hore Mmuso wa Provense ya Freistata e ba mokgatlo o ithutang.
- Ho tsamaisa Setheo sa Thupelo le Ntshetsopele ya Freistata.

### **TSAMAIISO LE DITSHEBELETSA TSA DITJHELETE**

- Ho nehelana ka botsamaisi ba tsamaiso le ditjhelete bo phethahetseng le bo loketseng Lefapheng.
- Ho ntlafatsa boikarabelo ho tsa ditjhelete le boitshwaro Lefapheng.

### **DIKGOKAHANYO**

- Ho etsa bonnete ba dikgokahanyo tse phethahetseng pakeng tsa bahlanka ba diphatlatatso le baahi.
- Ho hlophisa le ho tsamaisa mananeo a Lekgotla la Phethahatso a fihlellang batho.
- Ho theha le ho tsamaisa Ditsi tsa Baahi tsa Mosebetsi e Mengata.

- Ho tsamaisa Setsi sa Mohala le Mohala wa tlhahisoleseding bakeng la Mmuso wa Provense.
- Ho hlalisa diphatlatso ho matlafatsa serithi sa Mmuso wa Provense.

#### **HO KENNGWA TSHEBETSONG HA LEANO LA MAWALA LE TLHOPHISO**

- Ho ba le seabo ntshetsopeleng ya meralo e momahaneng ya ntshetsopele bakeng la bomasepala.
- Ho hokahanya boiteko le mawala a radilweng a mafapha a provense ho etsa bonnete ba hore a bapile le Moralo wa Ntshetsopele ya Freistata.
- Ho etsa bonnete ba hore Moralo wa Ntshetsopele ya Freistata o bapile le maano le mawala a naha.
- Ho ntshetsa pele sesebediswa sa khompyuta sa peho leihlo le tekolo ho latela boiteko bo radilweng ba mafapha a fapaneng.

#### **PUSO YA KOPANELO**

- Ho hokahana le ho sebetso mmoho le mmuso wa naha, wa provense le wa lehae le mekgatlo e meng ya mmuso.
- Ho tsamaisa ditumellano tsa matjhaba le ho boloka poloko ya tlhahisoleseding eo ho ka tshepelwang ho yona.
- Ho ntshetsa pele le ho tsamaisa Mawala a Ketelo ya Dinaha tsa Matjhabeng.
- Ho phahamisa le ho hokahanya dikamano pakeng tsa mebuso ka ho phethahala.

#### **DITSHEBELETSO TSA BONGODI**

- Ho etsa bonnete ba hore Mmuso wa Provense ya Freistata o sebetso ka ho phethahala jwaloka koporasi.
- Ho hokahanya diketsahalo tsa Dikomiti tse fapaneng tsa Lekgotla la Phethahatso le dikomiti tsa tsona tsa tekgniki.
- Ho hokahanya diketsahalo tsa Komiti ya Botsamaisi pakeng tsa Mafapha ya Dihlooho tsa Mafapha.
- Ho hokahanya diketsahalo tsa Komiti ya Tekolo ya Phumantsho e Bohareng.

#### **MANANEO A IKGETHANG**

- Ho bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Moralo wa Tshebetso ya Tshehetso wa Naha bakeng la Ntlatso ya Basadi le Tekatekano ya Bong.
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha Mawala a Naha a ho se itekanele.
- Ho bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Leano la Naha la Batjha.
- Ho lekola tshusumetso ya bong ditshebeletsong tsa setjhaba.

#### **DITSHEBELETSO TSA MOLAO**

- Moralo wa molao.

- Ho nehelana ka ditlhahiso tsa molao tsa molomo le tse ngotsweng.
- Ho rala le ho lokisa diphoso dikontrakeng.
- Ho ntsha ditekolo tsa kotara tsa dinyewe tse tlalehilweng, leano le molao.
- Ho tsamaisa setsi sa mehlodi ya molao.
- Ho tshehetsa le ho thusa mafapha nakong eo nyewe ho buuwang ka yona.

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Ditshebeletso tseo Lefapha le nehelanang ka tsona ke tseo haholoholo di leng molemong wa mafapha a mang a provense. Ntle le ditshebeletso tse mmalwa, Lefapha ha le nehelane ka ditshebeletso ka ho otloloha setjhabeng.

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Molaodikakaretso.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Molao le Ditaelo tsa Lekgotla la Ketsamelao la Provense, molao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Molao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>



# **FREE STATE DEPARTMENT OF AGRICULTURE**

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

### **THE VISION OF THE DEPARTMENT**

A vibrant and united Agricultural Sector in the Free State Province.

### **THE MISSION OF THE DEPARTMENT**

To render an effective extension and development service to the people of the Free State Province.

The MEC is Mr Mann Oelrich.  
The Head of Department is Mr W Barnes.

#### **A. CONTACT DETAILS [section 14(1)(b) of the Act]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Mr MB Motsie (Director: Departmental Support Services)

Address: Room 210 ABSA Building  
Cor. Maitland and Aliwal Streets  
BLOEMFONTEIN  
9301

Postal address: Private Bag X02  
BLOEMFONTEIN  
9300

Tel: (051) 448-5008  
Fax: (051) 448-8521  
E-mail: [motsie@agric.fs.gov.za](mailto:motsie@agric.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual reports
- (ii) Agriflyer
- (iii) Budget vote of the MEC

(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the Premier, MECs and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].

- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

##### **CHIEF DIRECTORATE OF CORPORATE SERVICES**

- Co-ordinate the implementation of the Information Technology Strategy.
- Ensure that the accountable information technology procurement system is maintained in the Department.
- Ensure that the implementation of electronic government in the Department is facilitated and managed.
- Ensure that the participation of the Department in the State Information Technology Agency is facilitated and managed effectively to protect the interests of the Department.
- Ensure that appropriate structures are in place.
- Determine a labour relations policy framework for the Department.
- Develop, facilitate and monitor the application of the departmental service delivery innovation strategy.
- Ensure that the Free State Department becomes a learning organisation.
- Provide effective and efficient administrative and financial management to the Department.

- Enhance financial accountability and discipline in the Department.
- Ensure effective and efficient communication with the media and the community.
- Ensure departmental participation in Multi-Purpose Community Centres.
- Manage a Call Centre and Info-line for the Department.
- Produce publications to enhance the image of the Department.
- Manage a computerised monitoring and evaluation tool in respect of the planned initiatives of various directorates.
- Facilitate and monitor the implementation of the National and Provincial Policy Framework for Women's Empowerment and Gender Equity.
- Develop and facilitate the implementation of the National and Provincial Disability Strategy.
- Facilitate and monitor the implementation of the National and Provincial Youth Policy.
- Assess the impact of gender mainstreaming on the public service.
- Draft agricultural legislation.

#### **CHIEF DIRECTORATE OF AGRICULTURAL DEVELOPMENT AND TECHNICAL SERVICES**

- Increase creation of wealth in agriculture and rural areas
- Increase sustainable employment
- Promote agriculture as an occupation and sector
- Provide technical support to farmers
- Identify, customise, utilise and transfer appropriate agricultural technology.
- Provide agricultural training
- Provide agricultural economics services
- Improve farming efficiency
- Provide effective extension services
- Provide effective and efficient veterinary services
- Enhance access to natural resources by poor people to improve their livelihood
- Ensure that natural resources are conserved and sustained
- Provide agricultural infrastructure
- Give effective support to agricultural and related research and training
- Institutionalise partnership in agricultural development
- Provide farming information
- Provide agricultural engineering services
- Encourage agro-production and processing, job creation and poverty alleviation
- Facilitate optimal plant and livestock health, production and product safety
- Manage experimental facilities
- Provide education and training
- Establish PDIs
- Promote agricultural business projects

ii. **How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.



# **VRYSTAAT DEPARTEMENT VAN LANDBOU**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (WET NO. 2 VAN 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

'n Lewenskragtige en verenigde Landbousektor in die Provinsie Vrystaat.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om 'n doelmatige voorligtings- en ontwikkelingsdiens aan die mense van die Provinsie Vrystaat te lewer.

Die LUR is Mnr. Mann Oelrich.

Die Hoof van die Departement is Mnr. W. Barnes.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wef]**

##### **Inligtingsbeampte**

Mr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Te: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Adjunk-Inligtingsbeampte**

Mnr MB Motsie (Direkteur: Departementele Ondersteuningsdienste)

Adres: Kamer 210 ABSA Gebou  
H/v H/v Maitland en Aliwal Straat  
BLOEMFONTEIN  
9301

Posadres: Privaatsak X02  
BLOEMFONTEIN  
9300

Te: (051) 448-5008  
Faks: (051) 448-8521  
E-pos: [motsie@agric.fs.gov.za](mailto:motsie@agric.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Agriflyer
- (iii) Begrotingspos van die LUR

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvrager kry toegang tot die rekords van 'n openbare liggaam indien die aanvrager aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords te verkry; en
- Toegang tot sodanige rekords nie geweier word op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvrager moet die vorm gebruik wat in die Staatskoerant gedruk is [Regerings kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvrager moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvrager net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvrager toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek behoort nie op 'n onredelike wyse met die departement se werksaamhede inmeng, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvrager, benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word (*artikel 18(2)(f)*).
- Indien 'n aanvrager nie in staat is om te lees of te skryf nie, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [*artikel 18(3)*].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [*artikel 22*]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (as daar is) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbieding of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESIKBAAR [*artikel 14(1)(f)*]**

##### **I. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **HOOFDIREKTORAAT: KORPORATIEWE DIENSTE**

- Koördineer die implementering van die inligtingstechnologiestrategie.
- Sorg dat die rekenpligtige inligtingstechnologieverkrygingstelsel in die Departement in stand gehou word.
- Sorg dat die implementering van elektroniese bestuur in die Departement vergemaklik en bestuur word.
- Sorg dat die deelname van die Departement aan die Staatsinligtingstechnologie-agentskap effektief vergemaklik en bestuur word om die belange van die Departement te beskerm.
- Sorg dat toepaslike strukture geskep is.

- Bepaal 'n beleidsraamwerk oor arbeidsverhoudinge vir die Departement.
- Ontwikkel, vergemaklik en monitor die toepassing van die Departement se diensleweringssinnovasie-strategie.
- Sorg dat die Departement 'n organisasie word waar voortdurend geleer word.
- Voorsien doelmatige en doeltreffende administratiewe en finansiële bestuur aan die Departement.
- Versterk finansiële rekenpligtigheid en dissipline in die Departement.
- Sorg vir doelmatige en doeltreffende kommunikasie met die media en die gemeenskap.
- Sorg vir departementele deelname aan Meerdoelige Gemoenskapssentrums.
- Bestuur 'n Oproepsentrum en Inligtingstelefoondiens vir die Departement.
- Produseer publikasies om die beeld van die Departement te versterk.
- Ontwikkel 'n gerekenariseerde moniterings- en evalueringsinstrument ten opsigte van die beplande inisiatiewe van die onderskeie direktorate.
- Fasiliteer en monitor die implementering van die Nasionale Beleidsraamwerk vir Vrouebemagtiging en Geslagsgelykheid.
- Ontwikkel en fasiliteer die implementering van die Nasionale Strategie vir Gestremdes.
- Ontwikkel en fasiliteer die implementering van die Nasionale Jeugbeleid.
- Takseer die impak op die staatsdiens van die prioritering van geslagsgelykheid.
- Konsepwetgewing vir Landbou

#### **HOOFDIREKTORAAT: LANDBOU-ONTWIKKELING EN TEGNIESE DIENSTE**

- Vermeerder rykdomskepping in Landbou en landelike gebiede
- Vermeerder volhoubare ontwikkeling
- Bevorder landbou as 'n beroep en as sektor
- Voorsien tegniese ondersteuning aan boere
- Identifisering, aanpassing, aanwending en oordrag van toepaslike landboutegnologie.
- Voorsien landboukundige opleiding
- Voorsien landbou-ekonomiese diense
- Verbeter boerdery doeltreffendheid
- Voorsien doelmatige voorligtingsdienste
- Voorsien doelmatige en doeltreffende veeartsenydienste
- Verbeter toegang tot natuurlike hulpbronne deur behoeftiges om hul lewensbestaan te verbeter
- Sorg vir die behoud en volhoubaarheid van natuurlike hulpbronne
- Voorsien infrastruktuur vir landbou
- Voorsien doelmatige onderhoud aan landboukundige en verwante navorsing en opleiding
- Institutionaliseer vennootskappe in die ontwikkeling van landbou
- Voorsien boerdery-inligting

- Voorsien landbou-ingenieursdienste
- Aanmoediging van agro-produksie en prosessering, werkskepping en armoedeverligting
- Fasilitering van optimale plante- en veegesondheid, produksie en produkveiligheid
- Bestuur eksperimentele geriewe
- Voorsien onderwys en opleiding
- Stig PDIs
- Bevorder landbousakeprojekte

**ii Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe vertoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar die Provinsiale Administrasie nie aan die bepalings van die Wet voldoen nie is. Dit geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.



# LEFAPHA LA TEMO LA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Lekala la Temo le mahlahlaha le kopaneng Provinseng ya Freistata.

### SEPHEO SA LEFAPHA

Ho nehelana ka tshebetso ya katoloso e phethahetseng le ntshetsopele bathong ba Provinseng ya Freistata.

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi Mann Oelrich.  
Hlooho ya Lefapha ke Monghadi W Barnes.

**A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imele: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Motlatsa Mohlanka wa Tlhahisoleseding**

Monghadi MB Motsie (Moloadi Lefapha Litshebeletso tsa Tlatsetso)

Aterese: Phaposi ya 210 Moahong wa ABSA  
Cor. Maitland and Aliwal Streets  
BLOEMFONTEIN  
9301

Aterese ya poso: Private Bag X02  
BLOEMFONTEIN  
9300

Mohala: (051) 448-5008  
Fekse: (051) 448-8521  
Imeile: [motsie@agric.fs.gov.za](mailto:motsie@agric.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebisano ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

However, the following are records that are published by the Department:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Agriflyer
- (iii) Voutu ya Tekanyetso ya Setho sa Lekgotla la Phethahatso

(b) Direkoto tse ka koptiwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Tonakgolo, Ditho tsa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditletlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direktoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopelo sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqo nngwe, ebang rekoto e se tokomane e ka bohuwa ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].

- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokehang hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetso ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **BOLAODI BO KA SEHLOOHONG BA DITSHEBELETSO TSA KOPORASI**

- Ho hlophisa ho kenngwa tshebetsong ha Moralo wa Theknoloji ya Tlhahisoleseding.
- Ho etsa bonnete ba hore mokgwatshebetso wa phumantsho ya theknoloji ya tlhahisoleseding e sebetsang o dula o tsheheditse kahara Lefapha.
- Ho etsa bonnete ba hore ho kenngwa tshebetsong ha mmuso wa elektroniki kahara Lefapha ho a nolofatswa le ho ba ka tlasa tsamaiso.
- Ho etsa bonnete ba hore seabo sa Lefapha kahara 'State Information Technology Agency (SITA)' se a nolofatswa mme se tsamaiswa ka ho phethahala ho sireletsa ditabatabelo tsa Lefapha.

- Ho etsa bonnete ba hore dipopeho tse tshwanetseng di teng.
- Ho fumana leano la tshehetso ya bohlokwa la dikamano tsa mosebetsi bakeng la Lefapha.
- Ho ntshetsa pele, ho bebofatsa le ho beha ho kenngwa tshebetsong ha mawala a matjha a phumantsho ya ditshebeletso tsa lefapha leihlo.
- Ho etsa bonnete ba hore Lefapha la Provense ya Freistata e ba mokgatlo o ithutang.
- Ho nehelana ka botsamaisi ba tsamaiso le ditjhelete bo phethahetseng le bo loketseng Lefapheng.
- Ho ntlafatsa boikarabelo ho tsa ditjhelete le boitshwaro Lefapheng.
- Ho etsa bonnete ba dikgokahanyo tse phethahetseng pakeng tsa bahlanka ba diphatlatso le baahi.
- Ho etsa bonnete ba hore mafapha a ba le seabo Ditsing tsa Baahi tsa Mosebetsi e Mengata.
- Ho tsamaisa Setsi sa Mohala le Mohala wa tlhahisoleseding bakeng la Lefapha.
- Ho hlahisa diphatlatso ho matlafatsa serithi sa Lefapha.
- Ho tsamaisa sesebediswa sa khompyuta sa peho leihlo le tekolo ho latela boiteko bo radilweng ba bolaodi bo fapaneng.
- Ho bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Moralo wa Tshebetso ya Tshehetso wa Provense le Naha bakeng la Ntlafatso ya Basadi le Tekatekano ya Bong.
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha Mawala a Provense le Naha a ho se itekanele.
- Bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Leano la Provense le Naha la Batjha.
- Ho lekola tshusumetso ya bong ditshebeletso tsa setjhaba.
- Ho rala molao wa temo.

#### **BOLAODI BO KA SEHLOOHONG BA NTSHETSOPELE YA TEMO LE DITSHEBELETSO TSA TEKNIKI**

- Ho eketsa ho tlišwa ha borui temong le dibakeng tsa mahae
- Ho eketseha ha khiro ya ho ya ho ile
- Ho phahamiswa ha temo jwalo ka mosebetsi le lekala
- Ho nehelana ka tshehetso ya tekniiki ho beng ba mapolasi
- Ho hlwaya, ho fetola, ho sebedisa le ho fetisetsa theknoloji e loketseng ya temo.
- Ho nehelana ka thupelo ya temo
- Ho nehelana ka ditshebeletso tsa moruo wa temo
- Ho ntlafatsa bokgoni temong
- Ho ntlafatsa ditshebeletso tsa katoloso tse phethahetseng
- Ho ntlafatsa ditshebeletso tsa mafu a diphoofolo tse phethahetseng
- Ho ntlafatsa phihlello ya batho ba futsanehileng mehloding ya tihaho ho ntlafatsa maphelo a bona
- Ho etsa bonnete ba hore mehlodi ya tihaho e a babaliwa le ho bolokwa
- Ho ntlafatsa moralo wa ditshebeletso wa temo
- Ho nehelana ka tshehetso e phethahetseng phuputsong le thupelong e amanang le e leng ya temo
- Ho fetola bolekanane ba ntshehetsopele ya temo ho ba setheho
- Ho nehelana ka tlhahisoleseding ya temo
- Ho nehelana ka ditshebeletso tsa boenjeniri ba temo

- Ho kgothaletswa ho ba teng ha dihlahiswa tsa temo le ho lokiswa ha tsona, ho thehwa ha mesebetsi le pebofatso ya bofuma
- Ho bebofatsa bophelo bo bottle le bo boemong bo hodimo ba dimela le diphoofolo, katiso le polokeho ya dihlahiswa
- Ho beha disebediswa tsa diteko tlasa tsamaiso
- Ho nehelana ka thuto le thupelo
- Ho theha di - PDI
- Ho phahamisa diprojeke tsa kgwebo tsa temo

ii. **Mokgwa wa ho fihlella ditshebeletso tsena**

Ho fumana phihlello ditshebeletsong tsa Lefapha, dikopo di tlameha ho etswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>



# **FREE STATE DEPARTMENT OF EDUCATION**

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

### **THE VISION OF THE DEPARTMENT**

To operate an efficient, effective, outcomes-based education system that works towards the overall development of Free State citizens in a dedicated, professional manner.

### **THE MISSION OF THE DEPARTMENT**

To be a Department that improves the quality of life of all Free State citizens by providing quality life-long education and training.

The MEC is Mr DA Kganare.  
The Head of Department is Dr MC Nwaila.

#### **A. CONTACT DETAILS [section 14(1)(b) of the Act]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officers****Ms LM Letele** (Chief Director: Corporate Services)

Address: Room 1126 Provincial Government Building

Postal address: Private Bag X20565  
BLOEMFONTEIN  
9300

Tel: (051) 404-8053/39  
Fax: (051) 404-8304  
E-mail: [letelem@edu.fs.gov.za](mailto:letelem@edu.fs.gov.za)

**Ms L Rossouw** (Chief Financial Officer)

Address: Room 1803 Provincial Government Building

Postal address: Private Bag X20565  
BLOEMFONTEIN  
9300

Tel: (051) 404-8416  
Fax: (051) 404-8106  
E-mail: [rossouw@edu.fs.gov.za](mailto:rossouw@edu.fs.gov.za) [cfo@edu.fs.gov.za](mailto:cfo@edu.fs.gov.za)

**Mr MS Rakometsi** (Chief Director: Education Development and Professional Services)

Address: Room 2029 Provincial Government Building

Postal address: Private Bag X20565  
BLOEMFONTEIN  
9300

Tel: (051) 404-8427  
Fax: (051) 404-8178  
E-mail: [mafur@edu.fs.gov.za](mailto:mafur@edu.fs.gov.za) [edudev@edu.fs.gov.za](mailto:edudev@edu.fs.gov.za)

**Mr ADO Moloabi** (Director: Inclusive Education & SYRAC)

Address: Room 201 Syfrets Building

Postal address: Private Bag X20565  
BLOEMFONTEIN  
9300

Tel: (051) 404-8229  
E-mail: [sport@edu.fs.gov.za](mailto:sport@edu.fs.gov.za)

**Mr MB Monnane** (Director: Lejweleputswa District)

Address: Ammercosa House

Postal address: Private Bag X3  
WELKOM  
9460

Tel: (057) 353-2901  
Fax: (057) 357-5443  
E-mail: [lejwele@edu.fs.gov.za](mailto:lejwele@edu.fs.gov.za)

**Ms S Alexander** (Director: Xhariep District)

Address: Room 316 Tshebedisanong Building

Postal address: Private Bag X20571  
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9300

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Fax: (051) 404-4894  
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**Mr FR Sello** (Director: Motheo District)

Address: Room 413 Bloemfontein East District Building

Postal address: Private Bag X2565  
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9300

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Fax: (051) 404-4621  
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**Mr HM Mthombeni** (Director: Thabo Mofutsanyana District)

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**Mr MPE Khunyeli** (Acting Director: Northern Free State District)

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SASOLBURG  
9570

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**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 4848300  
Fax: (011) 4841360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

## C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENTS

### (a) Automatic disclosures [section 14(1)(e)]

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the department:

- (i) Annual reports
- (ii) Budget vote of the MEC

### (b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

### (c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].
- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.

- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

**D. SERVICES AVAILABLE [section 14(1)(f)]**

**i. Nature of services**

The services of the Department are the following:

- Education Development and Professional Services
  - Quality Assurance
  - Curriculum services
  - FET colleges and ABET
  - Examination and Assessment
  - Inclusive education
  - Sport and Youth development
- District Management and Governance
  - The Administrative Support Services provides for Strategic Management Services and Corporate Services
- Education and training for the General and Further Education and Training bands
- Early Childhood education and Adult Basic Education and Training
- Provision of physical infrastructure for educational and non-educational institutions
- Provision of learning support material for the schools
- Improvement of success rate in the classroom with a particular emphasis on Grade 12
- Development of planning, monitoring and evaluation models for the entire education system

**ii. How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.



# **VRYSTAAT DEPARTEMENT VAN ONDERWYS**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Om 'n doeltreffende, doelmatige, resultaatgerigte onderwysstelsel te bedryf wat op 'n toegwyde en professionele manier streef na totale ontwikkeling van die Vrystaatse burgers.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om 'n Departement te wees wat die lewensgehalte van alle Vrystaatse burgers verbeter deur die voorsiening van gehalte lewenslange onderwys en opleiding.

Die LUR is Mnr. DA Kganare.  
Doe Hoof van die Departement is Dr. MC Nwaila.

#### **A. KONTAKBESONDERHEDE [*artikel 14(1)(b) van die Wet*]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

|           |                                                                            |
|-----------|----------------------------------------------------------------------------|
| Adres:    | Kamer 448 Lebohanggebou<br>St Andrewstraat<br>BLOEMFONTEIN<br>9301         |
| Posadres: | Posbus 517<br>BLOEMFONTEIN<br>9300                                         |
| Tel:      | (051) 405-5801/2                                                           |
| Faks:     | (051) 405-5671                                                             |
| E-pos:    | <a href="mailto:sewsanke@premier.fs.gov.za">sewsanke@premier.fs.gov.za</a> |

**Adjunk-Inligtingsbeampies**

**Me M Letele (Hoofdirekteur: Korporatiewe Dienste)**

**Adres:** Kamer 1126 Provinsiale Regeringsgebou

**Posadres:** Privaatsak X20571  
BLOEMFONTEIN  
9300

**Tel:** (051) 404-8053/39  
**Faks:** (051) 404-8304  
**E-pos:** [letelem@edu.fs.gov.za](mailto:letelem@edu.fs.gov.za)

**Me LE Rossouw (Hoof Finansiële Beampies)**

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9300

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**Faks:** (051) 404-8106  
**E-pos:** [rossouwl@edu.fs.gov.za](mailto:rossouwl@edu.fs.gov.za) [cfo@edu.fs.gov.za](mailto:cfo@edu.fs.gov.za)

**Mnr MS Rakometsi (Hoofdirekteur: Onderwysontwikkeling en Professionele Dienste)**

**Adres:** Kamer 2029 Provinsiale Regeringsgebou

**Posadres:** Privaatsak X20565  
BLOEMFONTEIN  
9300

**Tel:** (051) 404-8427  
**Faks:** (051) 404-8178  
**E-pos:** [mafur@edu.fs.gov.za](mailto:mafur@edu.fs.gov.za) [edudev@edu.fs.gov.za](mailto:edudev@edu.fs.gov.za)

**Mnr ADO Moloabi (Direkteur: Inklusiewe Onderwys & SYRAC)**

**Adres:** Kamer 201 Syfretsgebou

**Posadres:** Privaatsak X20565  
BLOEMFONTEIN  
9300

**Tel:** (051) 404-8229  
**E-pos:** [sport@edu.fs.gov.za](mailto:sport@edu.fs.gov.za)

**Mnr MB Monnane (Direkteur: Lejweleputswa Distrik)**

**Adres:** Ammercosa House

**Posadres:** Privaatsak X3  
WELKOM  
9460

Tel: (057) 353-2901  
Faks: (057) 357-5443  
E-pos: [letelem@edu.fs.gov.za](mailto:letelem@edu.fs.gov.za)

**Me S Alexander** (Direkteur: Xhariep Distrik)

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9300

Tel: (051) 404-4895  
Faks: (051) 404-4894  
E-pos: [xhariep@edu.fs.gov.za](mailto:xhariep@edu.fs.gov.za)

**Mnr FR Sello** (Direkteur: Motheo Distrik)

Adres: Kamer 313 Bloemfontein-oos Distrikgebou

Posadres: Privaatsak X2565  
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9300

Tel: (051) 404-4622  
Faks: (051) 404-4621  
E-pos: [motsie@majuba ofs.gov.za](mailto:motsie@majuba ofs.gov.za)

**Mnr HM Mthombeni** (Direkteur: Thabo Mofutsanyana Distrik)

Posadres: Privaatsak X817  
WITSIESHOEK  
9870

Tel: (058) 713-6521  
Faks: (058) 713-1218  
E-pos: [thabomof@edu.fs.gov.za](mailto:thabomof@edu.fs.gov.za)

**Mnr MPE Khunyeli** (Waarnemende Direkteur: Noord-Vrystaatdistrik)

Posadres: Privaatsak X2007  
SASOLBURG  
9570

Tel: (016) 976-6560  
Faks: (016) 976-0983  
E-pos: [sport@edu.fs.gov.za](mailto:sport@edu.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

PAIA Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 4848300  
Faks: (011) 4841360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

## C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD

### (a) Outomatiese openbaarmaking [artikel 14(1)(e)]

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Begrotingspos van die LUR

### (b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

### (c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvrager moet die vorm gebruik wat gedruk is in die Staatskoerant [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvrager moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvrager net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvrager toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek behoort nie op 'n onredelike wyse met die departement se werksaamhede in te meng nie, of skade aan die rekord aan te rig nie, of enige kopiëreg wat nie aan die staat behoort nie, te skend. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvrager benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].
- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [artikel 18(3)].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (indien enige) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbod of betaling van die aanvraaggeld.

- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESKIKBAAR [artikel 14(1)(f)]**

##### **i. Aard van dienste**

Die dienste van die departemente is soos volg:

- Onderwysontwikkeling en Professionele Dienste
  - Gehalteversekering
  - Kurrikulumdienste
  - VOO-kolleges en VBOO (ABET)
  - Eksaminering en Assessering
  - Inklusiewe Onderwys
  - Sport en Jeugontwikkeling
- Distrikbestuur en Regering
  - Die Administratiewe Ondersteuningsdiens maak voorsiening vir Strategiese Bestuursdienste en Korporatiewe-dienste
- Onderwys en Opleiding vir die Algemene en Verdere Onderwys- en Opleidingsbande
- Vroeë Kinderonderwys en Volwasse Basiese Onderwys en Opleiding
- Voorsiening van fisiese infrastruktuur vir onderwys- en nie-onderwysinstellings
- Voorsiening van leerondersteuningsmateriaal vir skole
- Verbetering van die suksessyfer in die klaskamer met besondere klem op Graad 12
- Ontwikkeling en beplanning, monitering en evaluasiemodelle vir die totale onderwysstelsel

##### **ii. Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERINGS VAN BELEID EN DIE UITOEFENING VAN GESAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe verhoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDOEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fsgp.ofs.gov.za> beskikbaar.



# LEFAPHA LA THUTO FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Ho tsamaisa mokgwatshebetso wa thuto e thehilweng diphethong o kgabane, o phethahetseng o lebileng ntshetsopeleng e akaretsang ya baahi ba Freistata ka mokgwa o inehetseng le wa profeshenale.

### SEPHEO SA LEFAPHA

Ho ba Lefapha le ntlafatsang boleng ba bophelo ba baahi bohle ba Freistata ka ho nehelana ka thuto le thupelo ya boleng boleleleng ba bophelo.

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi DA Kganare.  
Hlooho ya Lefapha ke Ngaka MC Nwaila.

**A: DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Batlatsa Bahlanka ba Tihahisoleseding****Mme LM Letele** (Molaodi ya ka Sehloohong: Ditshebeletso tsa Koporasi)

Aterese: Room 1126 Provincial Government Building

Aterese ya poso: Private Bag X20565  
BLOEMFONTEIN  
9300Mohala: (051) 404-8053/39  
Fekse: (051) 404-8304  
Imeile: [letelem@edu.fs.gov.za](mailto:letelem@edu.fs.gov.za)**Mme L Rossouw** (Mohlanka ya ka Sehloohong wa Ditjhelete)

Aterese: Room 1803 Provincial Government Building

Aterese ya poso: Private Bag X20565  
BLOEMFONTEIN  
9300Mohala: (051) 404-8416  
Fekse: (051) 404-8106  
Imeile: [rossouw1@edu.fs.gov.za](mailto:rossouw1@edu.fs.gov.za) [cfo@edu.fs.gov.za](mailto:cfo@edu.fs.gov.za)**Mr MS Rakometsi** Molaodi ya ka Sehloohong: (Ntshetsopele ya Thuto le Ditshebeletso tsa Profeshenale)

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Aterese ya poso: Private Bag X20565  
BLOEMFONTEIN  
9300Mohala: (051) 404-8427  
Fekse: (051) 404-8178  
Imeile: [mafur@edu.fs.gov.za](mailto:mafur@edu.fs.gov.za) [edudev@edu.fs.gov.za](mailto:edudev@edu.fs.gov.za)**Monghadi ADO Moloabi** (Molaodi: Thuto e Kenyeletsang le SRACY)

Aterese: Room 201 Syfrets Building

Aterese ya poso: Private Bag X20565  
BLOEMFONTEIN  
9300Mohala: (051) 404-8229  
Imeile: [sport@edu.fs.gov.za](mailto:sport@edu.fs.gov.za)**Monghadi MB Monnane** (Molaodi: Setereke sa Lejweleputswa)

Aterese: Ammercosa House

Aterese ya poso: Private Bag X3  
WELKOM  
9460

Mohala: (057) 353-2901  
Fekse: (057) 357-5443  
Imeile: [lejwele@edu.fs.gov.za](mailto:lejwele@edu.fs.gov.za)

**Mme S Alexander (Setereke sa Xhariep)**

Aterese: Room 316 Tshebedisanong Building

Aterese ya poso: Private Bag X20571  
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9300

Mohala: (051) 404-4895  
Fekse: (051) 404-4894  
Imeile: [xhariep@edu.fs.gov.za](mailto:xhariep@edu.fs.gov.za)

**Monghadi FR Sello (Setereke sa Motheo)**

Aterese: Room 413 Bloemfontein East District Building

Aterese ya poso: Private Bag X2565  
BLOEMFONTEIN  
9300

Mohala: (051) 404-4622  
Fekse: (051) 404-4621  
Imeile: [motheo@edu.fs.gov.za](mailto:motheo@edu.fs.gov.za)

**Monghadi HM Mthombeni (Molaodi: Setereke sa Thabo Mofutsanyana)**

Aterese ya poso: Private Bag X817  
WITSIESHOEK  
9870

Mohala: (058) 713-6521  
Fekse: (058) 713-1218  
Imeile: [thabomof@edu.fs.gov.za](mailto:thabomof@edu.fs.gov.za)

**Mr MPE Khunyeli (Molaodi ya Tshwereng Mokobobo: Setereke sa Freistata Leboya)**

Aterese ya poso: Private Bag X2007  
SASOLBURG  
9570

Mohala: (016) 976-6560  
Fekse: (016) 976-0983  
Imeile: [northfs@edu.fs.gov.za](mailto:northfs@edu.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003 . Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 4848300  
Fekse: (011) 4841360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

### C. PHIHLELLO DIREKOTONG TSA MAFAPHA

(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]

Tsebiso ho ya ka karolo ya 15(2) e hlalose mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Voutu ya Tekanyetso ya Setho sa Lekgotla la Phethahatso

(b) Direkoto tse ka koptiwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditlaleho tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direkoto tsa khiro
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa metjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqe nngwe, ebang rekoto e se tokomane e ka bohawang ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].
- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokanng hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.

- Ebang kopo e tswella tefello e nngwe ya phihlelo e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

**D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

**i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

- Ntshetsopele ya Thuto le Ditshebeletso tsa Profeshenale
  - Tiisetso ya Boleng
  - Ditshebeletso tsa Thuto (curriculum)
  - Dikolethi tsa Thuto le Thupelo e Tswellang (FET) le Thuto le Thupelo ya Motheo ya Batho ba baholo
  - Hlahlobo le Tekolo
  - Thuto e Akaretsang bohle
  - Dipapadi le Ntshetsopele ya Batjha
- Botsamaisi ba Setereke le Puso
  - Ditshebeletso tsa Tshehetso tsa Tsamaiso di hlokomela Ditshebeletso tsa Botsamaisi tse Mawala le Ditshebeletso tsa Koporasi
- Thuto le thupelo bakeng la thuto le thupelo ya kakaretso e tswellang
- Thuto ya Kapele ya Ngwana le Thuto le Thupelo ya Motheo ya Batho ba baholo
- Ho nehelana ka moralo wa ditshebeletso bakeng la ditheo tsa thuto le tseo e seng tsa thuto
- Ho nehelana ka disebediswa tsa tshehetso tsa ho ithuta bakeng la dikolo
- Ntlafatso ya sekgahla sa katleho ka phaposing ya borutelo ho toboketswa ka ho kgetheha Kereiti ya 12
- Ntshetsopele ya mekgwa ya ho rala, ho beha leihlo le ho lekola bakeng la mokgwatshebetso ohle wa thuto

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg.ofs.gov.za>



# **FREE STATE DEPARTMENT OF LOCAL GOVERNMENT AND HOUSING**

## **MANUAL**

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

### **THE VISION OF THE DEPARTMENT**

Leader in provincial integrated management for housing and local government.

### **THE MISSION OF THE DEPARTMENT**

To provide a provincial integrated local government and housing management framework in pursuit of effectual local governance for a better life for all in the Free State Province.

The MEC is Mr SL Tsenoli.

The Head of Department is Mr MS Msibi.

#### **A. CONTACT DETAILS [*section 14(1)(b) of the Act*]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Mr TS Mokoena (Director: Support Services)

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Tel: (051) 403-3643  
Fax: (051) 405-5674  
E-mail: [bizza@lgh.fs.gov.za](mailto:bizza@lgh.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual reports
- (ii) Budget vote of the MEC

(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the Premier
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].

- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

##### **HOUSING ADMINISTRATION**

- Housing subsidy management.
- Housing development.
- Housing advisory committee secretariat services.
- District management.
- Rental tribunal secretariat services.
- Social housing and rental administration.
- Housing assets.
- Housing contract administration.
- Housing capacity building and consumer education.
- Housing infrastructure co-ordination.
- Housing technical project co-ordination and information services.
- Housing technical services.
- Housing information services.

**LOCAL GOVERNMENT AND TRADITIONAL AFFAIRS**

- All services related to Traditional Leadership and Affairs.

**Local Government**

- Municipal performance management.
- Governmental relations, development and support.
- Regulatory services and support.
- Monitoring and improvement of local government.
- District management.
- Municipal finances.
- Municipal financial relations, monitoring and support.
- Partnership development and facilitation.

**ADMINISTRATIVE SUPPORT SERVICES**

- Special programmes.
- Human resource management.
- Personnel administration and registry.
- Human resource advisory services and policy development.
- Labour relations.
- Organisational development.
- Training.
- Organisational efficiency services.
- Strategic planning facilitation and co-ordination.
- Legal administration services.
- Communication services.
- Media services and community liaison services.
- Call centre services and information.
- Internal communication and publications.
- Information technology and information management.
- Infrastructure/security management.
- Information management.
- IT support.

**FINANCIAL AND PROVISIONING ADMINISTRATION**

- Financial management.
- Accounting and expenditure control.
- Internal control and salary administration.
- Provisioning and tender administration.

**FINANCIAL ADVICE AND BUDGETING**

- CFO and budget.

**LAND DEVELOPMENT AND PLANNING****Land development**

- Land use applications and administration.
- Land use tribunal secretariat.
- Land tenure services.

**Spatial planning**

- Planning, research and project management.
- Urban and rural development.
- Planning advisory services.
- Planning information services.

**Disaster management**

- Municipal support and special projects.
- Operational centre.
- Environmental disaster prevention and management.

**OFFICE OF THE HEAD OF DEPARTMENT**

- Internal audit services.

**ii. How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.



# **VRYSTAAT DEPARTEMENT VAN PLAASLIKE REGERING EN BEHUISING**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Om 'n leier te wees op die gebied van geïntegreerde bestuur vir behuising en plaaslike bestuur in provinsies.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om 'n raamwerk te voorsien vir provinsiale geïntegreerde bestuur van plaaslike bestuur en behuising ter nastrewing van doeltreffende plaaslike bestuur vir die skepping van 'n beter lewe vir almal in die Vrystaat.

Die LUR is Mnr. SMA Malebo.

Die Hoof van die Departement is Mnr. M.S. Msibi.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Adjunk-Inligtingsbeampte**

Mr TS Mokoena (Direkteur: Ondersteuningsdienste)

Adres: Kamer 708 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 211  
BLOEMFONTEIN  
9300

Tel: (051) 403-3643  
Faks: (051) 405-5674  
E-pos: [bizza@lgh.fs.gov.za](mailto:bizza@lgh.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Begrotingspos van die LUR

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate deur die Premier gelewer
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords te verkry; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat in die Staatskoerant gedruk is [Regerings kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek mag nie op 'n onredelike wyse met die departement se werksaamhede inmeng, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien, benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [artikel 18(3)].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (indien enige) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbieding of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESKIKBAAR [artikel 14(1)(f)]**

##### **i. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **BEHUISINGSADMINISTRASIE**

- Behuisingssubsidiebestuur
- Behuisingsontwikkeling
- Behuisingsadvieskomitee-sekretariaatsdienste
- Distrikbestuur
- Huurgeldtribunaal-sekretariaatsdienste
- Maatskaplike behuisings- en huurgeldadministrasie
- Behuisingsbates
- Behuisingskontrakadministrasie
- Behuisingskapasiteits- en verbruikersopvoeding
- Behuisingsinfrastruktuurkoördinasie
- Behuisings tegniese projekkoördinasie- en inligtingsdienste

- Behuising tegnisedienste
- Behuisinginligtingsdienste.

### **PLAASLIKE BESTUUR EN TRADISIONELE AANGELEENTHEDE**

- Alle dienste wat met Tradisionele Leierskap en Aangeleenthede verband hou.

#### **Plaaslike Bestuur**

- Munisipale prestasiebestuur
- Regeringsverhoudinge, ontwikkeling en ondersteuning.
- Reëlingsdienste en ondersteuning.
- Monitering en verbetering van plaaslike bestuur.
- Distrikbestuur
- Munisipale finansies.
- Munisipale finansiële verhoudinge, monitering en ondersteuning.
- Vennootskapontwikkeling en fasilitering.

### **ADMINISTRATIEWE ONDERSTEUNINGSDIENSTE**

- Spesiale programme
- Menslikehulpbronbestuur
- Personeeladministrasie en registrasie.
- Menslikehulpbronadviesdienste en beleidontwikkeling
- Arbeidsverhoudinge.
- Organisatoriese Ontwikkeling)
- Opleiding
- Organisatoriese doeltreffendheidsdienste
- Strategiese beplanningsfasilitering en koördinasie.
- Regsadministrasiedienste.
- Kommunikasiedienste.
- Mediadienste en kommunikasieskakeldienste.
- Oproepdienste en inligting.
- Interne kommunikasie en publikasies.
- Inligtingstegnologie en inligtingsbestuur.
- Infrastruktuur/veiligheidsbestuur.
- Inligtingsbestuur.
- IT-ondersteuning.

### **FINANSIËLE EN VERKRYGINGSADMINISTRASIE**

- Finansiële Bestuur;
- Rekenkundige en uitgawebeheer.
- Internebeheer en salarisadministrasie.
- Verkryging en tenderadministrasie.

### **FINANSIËLE ADVIES EN BEGROTING**

- HFB en begroting.

### **GRONDONTWIKKELING EN BEPLANNING**

#### **Grondontwikkeling**

- Grondgebruikaansoeke en administrasie.
- Grondgebruiktribunaalsekretariaat.

- Grondbesitdienste

#### **Ruimtelike Beplanning**

- Beplanning, navorsing en projekbestuur.
- Stedelike en landelike ontwikkeling.
- Beplanningsadviesdienste
- Behuisinginligtingsdienste.

#### **Rampbestuur**

- Munisipale ondersteuning en spesiale projekte
- Operasionelesentrum
- Omgewingsrampvoorkoming en bestuur.

#### **KANTOOR VAN DIE DEPARTEMENTSHOOF**

- Interne ouditdienste.

#### **ii. Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

#### **E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe versoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

#### **F. DIE REGSMIDDELE WAT BESIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

#### **G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESIKKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg.ofs.gov.za> beskikbaar.

# LEFAPHA LA MMUSO WA LEHAE LE MATLO LA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESERING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

## PONELOPELE YA LEFAPHA

Le itlhomngeng pele botsamaising bo momahaneng ba matlo le mmuso wa lehae.

## SEPHEO SA LEFAPHA

Ho nehelana ka mmuso wa lehae o momahaneng wa provense le tshebetso ya tshehetsō botsamaising ba matlo ho fihlella puso ya lehae e sebetsang bakeng la bophelo bo ntlafetseng ho bohle Provanseng ya Freistata.

Setho sa Lekgotla la Phethahatso - SLP ke Monghadi SL Tsenoli.  
Hlooho ya Lefapha ke Monghadi MS Msibi.

### A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)



**Motlatsa Mohlanka wa Tlhahisoleseding**

Monghadi TS Mokoena (Molaodi: Ditshebeletso tsa Tshehetso)

Aterese: Phaposi ya 708 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 211  
BLOEMFONTEIN  
9300

Mohala: (051) 403-3643  
Fekse: (051) 405-5674  
Imeile: [bizza@lgh.fs.gov.za](mailto:bizza@lgh.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebisano ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Voutu ya Tekanyetso ya Setho sa Lekgotla la Phethahatso

(b) Direkoto tse ka koptiwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse tshetlehlweng ke Tonakgolo
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditletlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direktoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqo nngwe, ebang rekoto e se tokomane e ka bohuwang ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].
- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].

- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokanng hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetso ho tsebahatso rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **TSAMAIISO YA MATLO**

- Botsamaisi bo mabapi le thuso ya ditjhelete tsa matlo.
- Ntshetsopele ya matlo.
- Ditshebeletso tsa bongodi komiting ya boeletsi ba matlo.
- Botsamaisi ba setereke.
- Ditshebeletso tsa bongodi lekgotleng la toka le mabapi le khiri.
- Tsamaiso ya matlo a setjhaba le tsa khiri.
- Matlotlo a matlo.
- Tsamaiso ya dikontraka tsa matlo.
- Kaho ya bokgoni bo mabapi le matlo le thuto ya basebedisi.
- Moralo wa ditshebeletso wa matlo le bohokahanyi.
- Bohokahanyi ba projeke e tekgniki ya matlo le ditshebeletso tsa tlhahisoleseding.
- Ditshebeletso tsa tekgniki tsa matlo.
- Ditshebeletso tsa tlhahisoleseding tsa matlo.

**MMUSO WA LEHAE LE MERERO YA SETSO**

- Ditshebeletso tsohle tse amanang le Boetapele ba Setso mmoho le Merero

**Mmuso wa Lehae**

- Botsamaisi ba phethahatso ya tshebetso masepaleng.
- Dikamano tsa mmuso, ntshetsopele le tshehetso.
- Ditshebeletso tsa taolo ya molao le tshehetso.
- Peho leihlo le ntlafatso ya mmuso wa lehae.
- Botsamaisi ba setereke.
- Ditjhelete tsa masepala.
- Dikamano tsa ditjhelete tsa masepala, peho leihlo le tshehetso.
- Ntshetsopele ya bolekanane le pebofatso.

**DITSHEBELETSO TSA TSHEHETSO YA TSAMAIISO**

- Mananeo a ikgethang.
- Botsamaisi ba mehlodi ya batho.
- Tsamaiso ya basebetsi le polokelo ya direkoto tsa semmuso.
- Ditshebeletso tsa boeletsi ba mehlodi ya batho le ntshetsopele ya leano.
- Dikamano tsa mosebetsi.
- Ntshetsopele ya mokgatlo.
- Thupelo.
- Ditshebeletso tsa tshebetso e phethahetseng ya mokgatlo.
- Pebofatso ya moralo o mawala le kgokahano.
- Ditshebeletso tsa tsamaiso ya molao.
- Ditshebeletso tsa dikgokahanyo.
- Ditshebeletso tsa bahlanka ba diphatlatatso le bohokedi ba baahi.
- Ditshebeletso tsa setsi sa mehala le tlhahisoleseding.
- Dikgokahanyo tsa kahare le diphatlatatso.
- Theknoloji ya tlhahisoleseding le botsamaisi ba tlhahisoleseding.
- Botsamaisi ba moralo wa ditshebeletso le tshireletso.
- Botsamaisi ba tlhahisoleseding.
- Tshehetso ya theknoloji ya tlhahisoleseding (IT).

**TSAMAIISO YA DITJHELETE LE PHUMANTSHO**

- Botsamaisi ba ditjhelete.
- Taolo ya diakhaonte le ditjeho.
- Taolo ya kahare le tsamaiso ya meputso.
- Tsamaiso ya phumantsho le thendara.

**KELETSO YA DITJHELETE LE TEKANYETSO**

- CFO le tekanyetso.

**NTSHETSOPELE YA MOBU LE MORALO****Ntshetsopele ya mobu**

- Dikopo tsa tshebediso ya mobu le tsamaiso.
- Bongodi ba lekgotla la toka la tshebediso ya mobu.
- Ditshebeletso tsa thuho e molaong ya mobu.

**Moralo o mabapi le sebaka**

- Botsamaisi ba ho rala, ba ho etsa diphuputso le ba diprojeke.
- Ntshetsopele ya ditoropong le mahae.
- Ditshebeletso tsa boelets'i ba moralo.
- Ditshebeletso tsa tlhahisoleseding ya moralo.

**Botsamaisi ba koduwa**

- Tshehetso ya masepala le diprojeke tse ikgethang.
- Setsi sa tshebetso.
- Thibelo le botsamaisi ba koduwa ya tikoloho.

**OFISI YA HLOOHO YA LEFAPHA**

- Ditshebeletso tsa kahare tsa bohlahlobi ba diakhaonte.

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Ho fumana phihlello ditshebeletsong tsa Lefapha, dikopo di tlameha ho etswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>

# **FREE STATE DEPARTMENT OF PUBLIC SAFETY, SECURITY AND LIAISON**

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

### **THE VISION OF THE DEPARTMENT**

A people-centred Police Service and a safer environment in the Free State Province.

### **THE MISSION OF THE DEPARTMENT**

To monitor, oversee and assess the delivery of Police services, promote crime prevention initiatives and good relations between the Police and communities in the Province.

The MEC is Mr I W Kotsoane.  
The Head of Department is Mr PMH Morule.

#### **A. CONTACT DETAILS [section 14(1)(b) of the Act]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Ms F le Roux (Deputy Director: Communications)

Address: Room 224 Perm Building  
45 Maitland Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 119  
BLOEMFONTEIN  
9300

Tel: (051) 409-8770  
Fax: (051) 409-8866  
E-mail: [LerouxF@safety.fs.gov.za](mailto:LerouxF@safety.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the departments:

- (i) Annual reports
- (ii) Newsletter (Let's talk about safety)
- (iii) Budget vote of the MEC



(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].

- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

- Oversee the effectiveness and efficiency of the SAPS in their service delivery.
- Establish and sustain a call centre to specifically deal with and handle complaints from the community against the police.
- Revive, sustain and facilitate the existence of CPFs in the Province and assist and give guidance on crime prevention projects and their management.
- Personnel provisioning.
- Human Resources utilisation.
- Handling of labour relations matters.
- Asset management.
- General financial management.
- Revenue management.
- Expenditure management.

ii. **How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.

# **VRYSTAAT DEPARTEMENT VAN OPENBARE VEILIGHEID, SEKURITEIT EN SKAKELING**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

'n Mensgeoriënteerde Polisie diens en 'n veilige omgewing in die Provinsie Vrystaat.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om die lewering van Polisie dienste te monitor, te evalueer en daarvoor toesig te hou, om misdaad voorkomings inisiatiewe en goeie verhoudings tussen die Polisie en gemeenskappe in die Provinsie te bevorder.

Die LUR is Mnr. IW Kotsoane.

Die Hoof van die Departement is Mnr. PMH Morule..

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wef]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Adjunk-Inligtingsbeampte**

Me F le Roux (Adjunk-direkteur: Kommunikasie)

Adres: Kamer 224 Permgebou  
Maitlandstraat 45  
BLOEMFONTEIN  
9301

Posadres: Posbus 119  
BLOEMFONTEIN  
9300

Tel: (051) 409-8770  
Faks: (051) 409-8866  
E-pos: [LerouxF@safety.fs.gov.za](mailto:LerouxF@safety.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Nuusbrief (Kom ons gesels oor veiligheid)
- (iii) Begrotingspos van die LUR

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat in die Staatskoerant gedruk is [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besondere vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek mag nie op 'n onredelike wyse met die departement se werksaamhede inmeng nie, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvrager nie in staat is om te lees of te skryf nie, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [artikel 18(3)].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (as daar is) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbieding of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESKIKBAAR [artikel 14(1)(f)]**

##### **i. Aard van dienste**

Die dienste van die departemente is soos volg:

- ☐ Hou toesig oor die doelmatigheid en doeltreffendheid van die SAPD in hul dienslewering.
- ☐ Vestiging en instandhouding van 'n oproepsentrum om spesifiek klagtes van die gemeenskap teen die polisie te hanteer.
- ☐ Hernuwing, instandhouding en fasilitering van GPFs in die Provinsie asook hulpverlening en leidinggewing oor misdaadvoorkomingsprojekte en die bestuur daarvan.
- ☐ Personeelvoorsiening
- ☐ Menslike Hulpbronaanwending.
- ☐ Hantering van kwessies oor arbeidsverhoudinge.
- ☐ Batebestuur
- ☐ Algemene Finansiële Bestuur.
- ☐ Inkomstebestuur



☐ Uitgawebestuur

ii. **Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe vertoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.



# LEFAPHA LA POLOKEHO YA SETJHABA, TSHIRELETSO LE BOHOKEDI FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Tshebeletso ya Seponesa e itshetlehileng bathong mmoho le tikoloho e bolokehileng Provinseng ya Freistata.

### SEPHEO SA LEFAPHA

Ho beha leihlo, ho hlokomela le ho lekola phethahatso ya ditshebeletso tsa Boponesa, ho tsebahatsa boiteko bo mabapi le thibelo ya botlokotsebe le dikamano tse ntle pakeng tsa Maponesa le baahi Provinseng.

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi I W Kotsoane.  
Hlooho ya Lefapha ke Monghadi PMH Morule.

**A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Motlatsa Mohlanka wa Tlhahisoleseding**

Mme F le Roux (Motlatsamolaodi: Dikgokahanyo)

Aterese: Room 224 Perm Building  
45 Maitland Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 119  
BLOEMFONTEIN  
9300

Mohala: (051) 409-8770  
Fekse: (051) 409-8866  
Imeile: [LerouxF@safety.fs.gov.za](mailto:LerouxF@safety.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke mafapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Lesedinyana (A re bueng ka poloheho)
- (iii) Voutu ya Tekanyetso ya Tonakgolo

(b) Direkoto tse ka koptjwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditletlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlalatso
- ☐ Maano
- ☐ Direkoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqe nngwe, ebang rekoto e se tokomane e ka bohuwa ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].

- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hloka hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

- ☐ Ho laola ho phethahala le tshebetso e ntle ya Ditshebeletso tsa Seponesa sa Afrika Borwa (SAPS) phihlisong ya sona ya ditshebeletso.
- ☐ Ho theha le ho emisa setsi sa mohala se tla sebetsana le ho tshwarana le ditletlebo tse tswang baahing tse kgahlano le maponesa.
- ☐ Ho tsoseletsa, ho emisa le ho bebofatsa boteng ba Diforamo tsa Baahi tsa Maponesa (CPF's) Provinseng le ho thusa le ho nehelana ka tataiso mabapi le diprojeke tsa thibelo ya tlolo ya molao le tsamaiso ya tsona.
- ☐ Nyehelo ya basebetsi
- ☐ Tshebediso ya Mehlopi ya Batho.
- ☐ Tshwaro ya dintlha tsa dikamano tsa basebetsi.
- ☐ Botsamaisi ba thepa.
- ☐ Botsamaisi ba Kakaretso ho tsa ditjhelete

- ☐ Botsamaisi ba ditjhelete tsa kuno.
- ☐ Botsamaisi ba ditjeho.

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>

# **FREE STATE DEPARTMENT OF SOCIAL DEVELOPMENT**

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

### **THE VISION OF THE DEPARTMENT**

To enhance the quality of life of people in the Free State Province by rendering a developmental social service.

### **THE MISSION OF THE DEPARTMENT**

To serve and build a self-reliant Province in partnership with all stakeholders through:

- Improving service delivery
  - (a) **Social Security:** Improvement of the existing system of social security.
  - (b) **Transformation of other welfare services:** Improve the quality and equity of service delivery, the capacity, and governance of the social service sector.
- Mitigating the negative impact of HIV/AIDS and expanding the Home-Based Care/Community-Based Care HIV/AIDS Programme.
- Reducing poverty through integrated sustainable development, by specifically prioritising the most vulnerable groups.
- Responding to the brutal effects of all forms of violence against women and children.
- Rebuilding families and communities through policies and programmes empowering the young, old, disabled people, and promoting social integration.
- Commitment to corporative governance, which includes working with different tiers of government and civil society.

The MEC is Ms B Marshoff.

The Head of Department is Ms R Sempe.

**A. CONTACT DETAILS [section 14(1)(b) of the Act]****Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Building a Caring Society Together : Did You Know
- (ii) You and Your Grants Together : 2002
- (iii) Customer Charter
- (iv) Bana Pele – Children First
- (v) Annual Report
- (vi) Sediba



(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].



- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

##### **CORE FUNCTIONS**

- The provision of Social Assistant and Social Security
- Care and Support of the Vulnerable
- Development and Support

##### **SUPPORT FUNCTIONS**

- Provision of Corporate Support Services
- Collection and utilisation of Demographic, Economic and Social data and information for planning
- Infrastructure and Technology

##### **ii. How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.

# **VRYSTAAT DEPARTEMENT VAN MAATSKAPLIKE ONTWIKKELING**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Om die lewensgehalte van die mense in die Provinsie Vrystaat te verbeter deur die lewering van 'n ontwikkelings-maatskaplike diens.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om 'n selfstandige Provinsie in vennootskap met alle belanghebbendes te bou en te bedien.

- ☐ Verbeter dienslewering
  - (a) **Bestaansbeveiliging** Verbetering van die bestaande stelsel van bestaansbeveiliging.
  - (b) **Transformasie van ander welsynsdienste:** Verbeter die gehalte en gelykheid van dienslewering, die vermoë en beheer van die maatskaplike dienssektor.
- ☐ Versag die negatiewe uitwerking van MIV/VIGS en uitbreiding van die Tuisgebaseerde Sorg/Gemeenskapsgerigte Sorg MIV/VIGS Programme.
- ☐ Verminder armoede deur geïntegreerde volhoubare ontwikkeling, deur die bepaalde prioritisering van kwesbaarste groepe.
- ☐ Reageer op die wreedaardige gevolge van alle vorme van geweld teen vroue en kinders.
- ☐ Heropbouing van gesinne en gemeenskappe deur beleide en programme wat die jeug, bejaardes en gestremdes bemagtig, en bevordering van maatskaplike integrasie.
- ☐ Verbintenis tot korporatiewe regering, wat samewerking met verskillende lae van regering en die burgerlike samelewing behels.

Die LUR is Me B Marshoff.

Die Departementshoof is Me R. Sempe.

**A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wef]****Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

PAIA Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Saam 'n deernisvolle samelewing te bou: Het u geweet
- (ii) U en u Toelaes Saam: 2002
- (iii) Kliëtehandves
- (iv) Bana Pele – Kinders Eerste
- (v) Jaarverslag
- (vi) Sediba

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LURe en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Vekrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat gedruk is in die Staatskoerant [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek behoort nie op 'n onredelike wyse met die departement se werksaamhede in te meng nie, of skade aan die rekord aan te rig nie, of enige kopiereg wat nie aan die staat behoort nie, te skend. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [artikel 18(3)].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (indien enige) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbod of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESIKBAAR [artikel 14(1)(f)]**

##### **i. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **KERNFUNKSIES**

- Die voorsiening van Maatskaplike Hulp en Bestaansveiligheid
- Sorg en Ondersteuning aan die Kwesbares
- Ontwikkeling en Ondersteuning

##### **ONDERSTEUNINGSFUNKSIES**

- Voorsiening van Korporatiewe Hulpdienste
- Versameling en aanwending van Demografiese, Ekonomiese en Maatskaplike data en inligting vir beplanning
- Infrastruktuur en Tegnologie

**ii. Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN GESAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe verhoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.



# LEFAPHA LA NTSHETSOPELE YA SETJHABA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESERING, 2000,  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Ho ntlafatsa boleng ba bophelo ba batho ba Provense ya Freistata ka ho nehelana ka tshebeletso e ntshetsang setjhaba pele.

### SEPHEO SA LEFAPHA

Ho sebeletsa le ho bopa Provense e ikemetseng ka bolekaneng le bohle ba nang le seabo ka:

- ☐ Ho ntlafatsa phumantsho ya tshebeletso
  - (a) **Penshene tsa Setjhaba:** Ho ntlafatsa mekgwatshebetso e teng ya penshene ya setjhaba.
  - (b) **Ho tlišwa ha diphetoho ditshebeletsong tse ding tsa thekolohelo:** Ho ntlafatsa boleng le tekano ya phumantsho ya tshebeletso, bokgoni, le puso ya lekala la tshebeletso ya setjhaba.
- ☐ Ho fokotsa tshusumetso e mpe ya HIV/AIDS le ho atolosa mananeo a HIV/AIDS a Tihokomelo ya Lapeng/Tihokomelo ka Baahi.
- ☐ Ho fokotsa bofuma ka ntshetsopele e momahaneng e tswelang, ka ho beha ka pele dihlopha tse kotsing ya ho utlwiswa bohloko.
- ☐ Ho shebana le diketso tse sehloho tsa mefuta yohle ya dikgoka e kgahlano le basadi le bana.
- ☐ Ho aha botjha malapa le baahi ka maano le mananeo a ntlafatsang batjha, maqheku, batho ba sa itekanelang, le ho phahamisa momahanyo ya setjhaba.
- ☐ Boitlamo ba puso ya tsa kgwebo, bo kentseng tshebedisano le mekgahlelo e fapananeng ya mmuso le baahi.

Setho sa Lekgotla la Phethahatso – SLP ke Mme B Marshoff.  
Hlooho ya Lefapha ke Mme R Sempe.



**A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

**Mohlanka wa Tlhahisoleseding**

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA**

**(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebisano ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Building a Caring Society Together : Did You Know
- (ii) You and Your Grants Together : 2002
- (iii) Customer Charter
- (iv) Bana Pele – Children First
- (v) Tlaleho ya selemo ka seng
- (vi) Sediba

(b) Direkoto tse ka koptjwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditletlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlalatso
- ☐ Maano
- ☐ Direktoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tihakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqe nngwe, ebang rekoto e se tokomane e ka bohuwang ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].

- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hloka hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopitweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **MESEBETSI E BOHARENG**

- Phumantsho ya thuso ya setjhaba le penshene.
- Tlhokomelo le tshehetso ya ba kotsing ya ho utlwiswa bohloko
- Ntshetsopele le Tshehetso

##### **MESEBETSI YA TSHEHETSO**

- Phumantso ya ditshebeletso tsa tshehetso ho tsa kgwebo
- Pokello le tshebediso ya pokello ya tlhahisoleseding ya boemo ba bophelo ba baahi, moruo le setjhaba mmoho le tlhahisoleseding bakeng la moralo.
- Moralo wa ditshebeletso le Theknoloji

ii. **Mokgwa wa ho fihlella ditshebeletso tsena**

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha.

E. **TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

F. **MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

G. **HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

H. **HO FUMANEA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg.ofs.gov.za>

# **FREE STATE DEPARTMENT OF TOURISM, ENVIRONMENTAL AND ECONOMIC AFFAIRS**

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

### **THE VISION OF THE DEPARTMENT**

Economic growth, tourism promotion, sound environmental management towards fulfilling the needs of the people.

### **THE MISSION OF THE DEPARTMENT**

Working efficiently and effectively with our stakeholders to fulfil the needs of the people through:

- Sustainable development
- Job creation and sustainable poverty alleviation
- Infrastructure Development
- SMME Development
- Promotion of tourism
- Promotion of clean and healthy environment
- Internal trade regulations
- Trade investment Promotion

The MEC is Mr ST Belot.

The Head of Department is Mr NN Ngombane.

#### **A. CONTACT DETAILS [section 14(1)(b) of the Act]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Mr K Senekal (Network Controller)

Address: 1<sup>st</sup> Floor Sediba Building  
Markgraaff Street  
BLOEMFONTEIN  
9301

Postal address: Private Bag x20801  
BLOEMFONTEIN  
9300

Tel: (051) 403-3711  
Fax: (051) 403-3718  
E-mail: [senekalk@dteea.fs.gov.za](mailto:senekalk@dteea.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual Report
- (ii) Strategic Plan
- (iii) Brochures – Doing Business in the Free State
- (iv) Research Reports – Sectoral Development Opportunities in the Free State

(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].



- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

- Tourism promotion and development
- Environmental awareness and management
- SMME promotion and development
- Investment promotion
- Planning and research
- Conservation of reserves and resorts

##### **ii. How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.



**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.

# **VRYSTAAT DEPARTEMENT VAN TOERISME, OMGEWING- EN EKONOMIESE SAKE**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Ekonomiese groei, toerismebevordering, gesonde omgewingsbestuur wat gerig is op die bevrediging van die mense se behoeftes.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om doeltreffend en doelmatig met ons belanghebbendes saam te werk ter bevrediging van die behoeftes van die mense deur:

- ☐ Volhoubare ontwikkeling
- ☐ Werkskepping en volhoubare armoedeverligting
- ☐ Infrastruktuurontwikkeling
- ☐ KMMO-ontwikkeling
- ☐ Bevordering van Toerisme
- ☐ Bevordering van 'n skoon en gesonde omgewing
- ☐ Interne handelsregulasies
- ☐ Bevordering van Handel en Beleggings

Die LUR is Mnr. ST Belot.

Die Hoof van die Departement is Mnr. NN Ngombane.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Adjunk-Inligtingsbeampte**

Mnr K Senekal (Netwerkkontroleur)

Adres: 1<sup>ste</sup> Vloer Sedibagebou  
Markgraaffstraat  
BLOEMFONTEIN  
9301

Posadres: Privaatsak X20801  
BLOEMFONTEIN  
9300

Tel: (051) 403-3711  
Faks: (051) 403-3718  
E-pos: [senekalk@dteea.fs.gov.za](mailto:senekalk@dteea.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

PAIA Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD**

**(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslag
- (ii) Strategiese Plan
- (iii) Brosjures – 'Doing Business in the Free State'
- (iv) Navorsingsverslae – 'Sectoral Development Opportunities in the Free State'

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Vekrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat gedruk is in die Staatskoerant [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek behoort nie op 'n onredelike wyse met die departement se werksaamhede in te meng nie, of skade aan die rekord aan te rig nie, of enige kopiereg wat nie aan die staat behoort nie, te skend. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word (*artikel 18(2)(f)*).
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [*artikel 18(3)*].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [*artikel 22*]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (indien enige) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbod of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESIKBAAR [*artikel 14(1)(f)*]**

##### **i. Aard van dienste**

Die dienste van die Departement is soos volg:

- Toerismebevordering en ontwikkeling
- Omgewingsbewustheid en bestuur
- KMMO-bevordering en ontwikkeling
- Beleggingsbevordering
- Beplanning en navorsing
- Bewaring van reservate en oorde

##### **ii. Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERINGS VAN BELEID EN DIE UITOEFENING VAN GESAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe verhoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.

# LEFAPHA LA BOHAHLAUDI, TIKOLOHO LE MERERO YA MORUO LA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000,  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Kgolo ya moruo, ho phahamiswa ha bohahlaudi, botsamaisi bo botle ba tsa tikoloho bo lebisang ho kgotsofatsweng ha ditlhoko tsa batho.

### SEPHEO SA LEFAPHA

Ho sebetsa ka ho phethahala le ba nang le seabo ho kgotsofatsa ditlhoko tsa batho ka:

- ☐ Ntshetsopele e tswelang nako e telele
- ☐ Ho thehwa ha mesebetsi le pebofatso e tswelang nako e telele ya bofuma
- ☐ Ntshetsopele ya moralo wa ditshebeletso
- ☐ Ntshetsopele ya dikgwebo tse nnyane, tse mahareng le tse kgolo
- ☐ Ho phahamiswa ha bohahlaudi
- ☐ Ho phahamiswa ha tikoloho e hlwekileng le e phetseng hantle
- ☐ Melawana e kahare ya kgwebisano
- ☐ Ho phahamiswa ha matsete a kgwebisano

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi ST Belot.  
Hlooho ya Lefapha ke Monghadi NN Ngombane.

#### A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]

##### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)



**Motlatsa Mohlanka wa Tlhahisoleseding**

Monghadi K Senekal (Molaodi wa marangrang)

Aterese: 1<sup>st</sup> Floor Sediba Building  
Markgraaff Street  
BLOEMFONTEIN  
9301

Aterese ya poso: Private Bag x20801  
BLOEMFONTEIN  
9300

Mohala: (051) 403-3711  
Fekse: (051) 403-3718  
Imeile: [senekalk@dteea.fs.gov.za](mailto:senekalk@dteea.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalolang mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Tlaleho ya selemo ka seng
- (ii) Moralo o Mawala
- (iii) Dibukana – 'Doing Business in the Free State'
- (iv) Ditlaleho tsa Dipatlisiso – 'Sectoral Development Opportunities in the Free State'



(b) Direkoto tse ka koptiwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditlitlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direktoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisisweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqo nngwe, ebang rekoto e se tokomane e ka bohuwang ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].

- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokanng hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetso ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

- Ho phahamiswa le ntshetsopele ya bohahlaudi
- Botsamaisi le ho hlokomelwa ha tse mabapi le tikoloho
- Ho phahamiswa le ntshetsopele dikgwebo tse nnyane, tse mahareng le tse kgolo
- Ho phahamiswa ha tse mabapi le matsete
- Ho rala le ho etsa dipatlisiso
- Paballo ya dirapa

##### **ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaelo tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>

# **FREE STATE DEPARTMENT OF PROVINCIAL TREASURY**

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

### **THE VISION OF THE DEPARTMENT**

To promote prudent financial management of provincial resources.

### **THE MISSION OF THE DEPARTMENT**

Render timeous and responsive service delivery to clients through:

- Enforcing the implementation of the Public Finance Management Act
- Preparation of sound and sustainable provincial budgets
- Promotion and monitoring of sustainability of local government budgets
- Sound management of departmental and provincial government's assets and liabilities
- Promotion of sound procurement practices
- Optimization of provincially collected revenue
- Enhancement of sound cash management, accounting practices, policies and systems

The MEC is Mr ZA Dingani.

The Head of Department is Mr DR Barlow.

#### **A. CONTACT DETAILS [*section 14(1)(b) of the Act*]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2

Fax: (051) 405-5671

E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual Report

**(b) Records that may be requested [section 14(1)(d)]**

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

**(c) The request procedures**

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and

- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].
- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.

- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

**D. SERVICES AVAILABLE [section 14(1)(f)]**

**i. Nature of services**

The services of the Department are the following:

- Provincial Expenditure and Revenue Management
- Cash Flow Management
- Local Government and Public Entities Management
- Logistics Management
- Provincial Accounting Management
- Salary Administration
- Financial Systems
- Manage transversal functions on behalf of the Province

**ii. How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.



**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.



# **VRYSTAAT DEPARTEMENT VAN PROVINSIALE TESOURIE**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Om oordeelkundige finansiële bestuur van provinsiale hulpbronne te bevorder

### **DIE MISSIE VAN DIE DEPARTEMENT**

Gee tydige en responsiewe dienslewring aan kliënte deur:

- ☐ Die implementering van die Wet op Openbare Finansiële Bestuur af te dwing.
- ☐ Voorbereiding van gesonde en volhoubare provinsiale begrotings
- ☐ Bevordering en monitering van die volhoubaarheid van die begrotings van plaaslike regerings
- ☐ Gesonde bestuur van departementele en provinsiale bates en laste
- ☐ Bevordering van gesonde verkrygingspraktyke
- ☐ Optimalisering van die invordering van provinsiale inkomste
- ☐ Versterking van gesonde kontantbestuur, rekenkundige praktyke, beleide en stelsels

Die LUR is Mnr. Z. Dingane.

Die Hoof van die Departement is Mnr. D.R. Barlow.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

PAIA Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

**(i) Jaarverslag****(b) Rekords wat aangevra kan word [artikel 14(1)(d)]**

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LURe en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

**(c) Die aanvraagprosedures**

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords; en

- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvrager moet die vorm gebruik wat gedruk is in die Staatskoerant [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvrager moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvrager net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvrager toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek behoort nie op 'n onredelike wyse met die departement se werksaamhede in te meng nie, of skade aan die rekord aan te rig nie, of enige kopiëreg wat nie aan die staat behoort nie, te skend. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvrager benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].
- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [artikel 18(3)].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (indien enige) te betaal voordat die versoek verwerk word.

- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbod of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

**D. DIENSTE BESKIKBAAR [artikel 14(1)(f)]**

**i. Aard van dienste**

Die dienste van die Departement is soos volg:

- Provinsiale Uitgawe- en Inkomstebestuur
- Kontantvloei-bestuur
- Plaaslike Regering en Openbare Entiteitebestuur
- Logistieke-bestuur
- Provinsiale Rekenkundige-bestuur
- Salarisadministrasie
- Finansiële Stelsels
- Bestuur dwarsleggende funksies namens die Provinsie

**ii. Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN GESAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe vertoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die howe moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.

# LEFAPHA LA MATLOTLO A PROVENSE FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESERING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

## PONELOPELE YA LEFAPHA

Ho tsebahatsa botsamaisi bo bohlale ba ditjhelete ba mehlodi ya provense.

## SEPHEO SA LEFAPHA

Ho nehelana ka phumantsho ya ditshebeletso e potlakileng basebedising ba rona ka:

- ☐ Ho hatella ho kenngwa tshebetsong ha Molao o mabapi le Botsamaisi ba Ditjhelete tsa Setjhaba.
- ☐ Ho tekwa ha ditekanyetso tsa provense tse phethahetseng le tse tswelang nako e telele
- ☐ Ho tsebahatswa le ho behwa leihlo ha ditekanyetso tse tswelang nako e telele tsa mmuso wa lehae
- ☐ Botsamaisi bo phethahetseng ba thepa le dikoloto tsa mafapha le mmuso wa provense
- ☐ Tsebahatso ya diketsahalo tse phethahetseng tsa phumantsho
- ☐ Tshebediso e phethahetseng ya lekgetho la provense le bokelletsweng
- ☐ Ntlafatso ya botsamaisi bo phethahetseng ba tjhelete, diketsahalo tsa ho boloka direkoto tsa ditjhelete, maano le mekgwatshebetso.

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi ZA Dingani.  
Hlooho ya Lefapha ke Monghadi DR Barlow.

### A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

**(i) Tlaleho ya selemo ka seng****(b) Direkoto tse ka koptiwanq [karolo 14(1)(d)]**

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditlitlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direkoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

**(c) Metjha ya ho etsa kopo**

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le



- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tihakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqe nngwe, ebang rekoto e se tokomane e ka bohuwang ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].
- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlohang hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.



- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

**D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

**i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

- Ditjeho tsa Provense le Botsamaisi ba Lekgetho
- Botsamaisi bo mabapi le Phallo ya Tjhelete
- Botsamaisi ba Mmuso wa Lehae le Ditheho tsa Setjhaba
- Botsamaisi bo mabapi le ditlhophiso tsa ditjhelete
- Botsamaisi ba ho bolokwa ha direkoto tsa ditjhelete tsa Provense
- Tsamaiso ya Meputso
- Mekgwatshebetso ya Ditjhelete
- Ho tsamaisa mesebetsi e fapaneng boemong ba Provense

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg.ofs.gov.za>

# **FREE STATE DEPARTMENT OF SPORT, ARTS, CULTURE, SCIENCE AND TECHNOLOGY**

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

### **THE VISION OF THE DEPARTMENT**

The Department strives to contribute towards establishing the Free State as a winning Province through the provisioning of excellent services, in respect of which a transformed society will have ready and equitable access to information resources, development of and participation in sport, arts, culture, science and technology.

### **THE MISSION OF THE DEPARTMENT**

Our mission is to provide a professional service through a disciplined workforce and to implement departmental policies and procedures and thereby raising the profile of sport, arts, culture, science and technology.

The MEC is Mr MW Mfebe.  
The Head of Department is Mr TA Lubbe.

#### **A. CONTACT DETAILS [*section 14(1)(b) of the Act*]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Ms P Loftie-Eaton (Acting Deputy Director: Corporate Services)

Address: Room 23 Willem Postma Building

Postal address: Private Bag X20606  
BLOEMFONTEIN  
9300

Tel: (051) 405-5517/2

Fax: (051) 405-5533

E-mail: [loftiep@sac.fs.gov.za](mailto:loftiep@sac.fs.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300

Fax: (011) 484-1360

E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual reports
- (ii) Budget vote of the MEC

(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].

- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

##### **LIBRARY, ARCHIVES AND TECHNOLOGY SERVICES**

Provide professional support services to libraries  
Provide library and information services to communities  
Promote knowledge and the use of science and technology in communities  
Render an Archives service to the Province (from April 2003)

##### **ARTS AND CULTURE**

Co-ordinate cultural affairs in the Province  
Administer the MUSICON  
Administer the Mmabana Cultural Centre  
Administer the National Museum Services (NALN, Sesotho Museum)  
Administer the Provincial Museum Services  
Administer the Basotho Cultural Village

Render a Language, Translation and Development service (from January 2003)

**SPORT AND RECREATION**

Manage strategic programmes and projects in sport  
Manage district operations of sport

**INTERNAL AUDIT**

Maintain an efficient and effective internal audit in the Department

**FINANCE ADMINISTRATION**

Manage the financial management of the Department effectively

**FINANCE AND PROVISIONING**

Render a financial service  
Render a provisioning service

**ORGANISATIONAL EFFICIENCY STUDIES**

Advise the Department on organisational and work efficiency (Service Delivery)

**CORPORATE SERVICES**

Render a Human Resource Management service  
Render a Labour Relations service  
Render a Training service  
Render an Auxiliary service  
Manage Special Programmes related to Gender, Youth and Disability in the Department

**ii. How to gain access to these services**

The services provided by the Department are for the benefit of the Free State Province. To gain access to the services of the Department, requests must be made to the Head of Department. The Department has a toll free number 0800 202 837.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.



# **VRYSTAAT DEPARTEMENT VAN SPORT, KUNS, KULTUUR, WETENSKAP & TEGNOLOGIE**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Die Departement strewende daarna om die Vrystaat as 'n wenprovinsie te vestig deur die voorsiening van voortrefflike dienste, ten opsigte waarvan 'n getransformeerde gemeenskap toegang sal hê tot geredelike en billike toegang tot inligtingbronne, die ontwikkeling van en deelname in sport, kuns, kultuur, wetenskap en tegnologie.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Ons missie is om 'n professionele diens deurmiddel van 'n gedissiplineerde werksmag te voorsien en om departementele beleid en prosedures te implementeer en daardeur die profiel van sport, kuns, kultuur, wetenskap en tegnologie te verhoog.

Die LUR is Mnr. M.W. Mfebe.

Die Hoof van die Departement is Mnr. TA Lubbe.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Adjunk-Inligtingsbeampte**

Me P Loftie-Eaton (Waarnemende Adjunk-direkteur: Korporatiewe Dienste)

Adres: Kamer 23 Willem Postmagebou

Posadres: Privaatsak X20606  
BLOEMFONTEIN  
9300

Tel: (051) 405-5517/2  
Faks: (051) 405-5533  
E-pos: [loftiep@sac.fs.gov.za](mailto:loftiep@sac.fs.gov.za)

**B. DIE ARTIKEL 10 GIDS [*artikel 14(1)(c)*]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [*artikel 14(1)(e)*]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Begrotingspos van die LUR

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords te verkry; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat in die Staatskoerant gedruk is [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek mag nie op 'n onredelike wyse met die departement se werksaamhede inmeng, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar vir enige rede nie toegang verleen kan word soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word (*artikel 18(2)(f)*).
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [*artikel 18(3)*].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [*artikel 22*]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (indien enige) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbidding of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESIKBAAR [*artikel 14(1)(f)*]**

##### **i. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **BIBLIOTEEK, ARGIEWE EN TEGNOLOGIEDIENSTE**

Voorsien professionele ondersteuningsdienste aan biblioteke  
Voorsien biblioteek en inligtingsdienste aan gemeenskappe.  
Bevorder kennis en die gebruik van wetenskap en tegnologie in gemeenskappe.

Lewer 'n Argiefdiens aan die Provinsie (vanaf April 2003)

##### **KUNS EN KULTUUR**

Koördineer kulturele sake in die Provinsie.  
Administreer die MUSICON  
Administreer die Mmabana Kultuursentrum

Administreer die Nasionale Museumdienste (NALN, Sesotho Museum)  
 Administreer die Provinsiale Museumdienste  
 Administreer die Basotho Kultuurdorp (Basotho Cultural Village)

Lewer 'n Taal-, Vertalings- en Taalontwikkelingsdiens (vanaf Januarie 2003)

### **SPORT EN REKREASIE**

Bestuur strategiese programme en projekte in sport  
 Bestuur distriksportbedrywighede

### **INTERNE OUDIT**

Instandhouding van 'n doelmatige en doeltreffende interne oudit in die Departement

### **FINANSIËLE ADMINISTRASIE**

Sorg vir die doeltreffende finansiële bestuur van die Departement

### **FINANSIES EN VOORSIENING**

Lewer 'n finansiële diens  
 Lewer 'n voorsieningsdiens

### **ORGANISATORIESE DOELTREFFENDHEIDSTUDIES**

Bedien die Departement met raad oor organisatoriese- en werksdoeltreffendheid (Dienslewering)

### **KORPORATIEWE DIENSTE**

Lewer 'n Menslike Hulpbronbestuursdiens  
 Lewer 'n Arbeidsverhoudingediens  
 Lewer 'n Opleidingsdiens  
 Lewer 'n Hulpdiens  
 Bestuur Spesiale Programme wat verband hou met Geslagsake, Jeugsake en sake rakende Gestremdes, in die Departement.

#### **ii. Hoe om toegang tot hierdie dienste te verkry**

Die dienste wat deur hierdie departement voorsien word, is hoofsaaklik tot voordeel van die Provinsie Vrystaat. Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word. Die Departement beskik oor 'n tolvrynommer 0800 202 837.

#### **E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN GESAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe vertoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.

# LEFAPHA LA DIPAPADI, BONONO, SETHO, SAENSE LE THEKNOLOJI FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Lefapha le tsitlallela ho ba le seabo ho thehweng ha Freistata e le Provense e hlohang ka phumantsho ya ditshebeletso tse hlwahlwa, eo setjhaba se fetohileng se tlang ho ba le phihlello e malala-a-laotswe e lekanang mehloding ya tlhahisoleseding, ntshetsopeleng le seabo dipapading, bononong, sethong, saenseng le theknolojeng.

### SEPHEO SA LEFAPHA

Sepheo sa rona ke ho nehelana ka tshebeletso ya profeshenale ka basebetsi ba itetseng le ho kenya tshebetsong maano le metjha ya mafapha mme ka seo ho phahamiswe maemo a dipapadi, bonono, setho, saense le theknoloji.

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi W Mfebe.  
Hlooho ya Lefapha ke Monghadi TA Lubbe.

#### **A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Motlatsa Mohlanka wa Tlhahisoleseding**

Mme P Loftie-Eaton (Motlatsamolaodi ya tshwereng mokobobo: Ditshebeletso tsa Koporasi)

Aterese: Phaposi 23 Willem Postma Building

Aterese ya poso: Private Bag X20606  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5517/2  
Fekse: (051) 405-5533  
Imeile: [loftiep@sac.fs.gov.za](mailto:loftiep@sac.fs.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Voutu ya Tekanyetso ya Tonakgolo



(b) Direkoto tse ka koptiawang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetso le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditlitlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlalatso
- ☐ Maano
- ☐ Direktoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tihakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqe nngwe, ebang rekoto e se tokomane e ka bohuwa ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetso ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].

- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokanang hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetso ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **DITSHEBELETSO TSA LAEBORARI, DIREKOTO LE TEKHOLOJI**

Ho nehelana ka ditshebeletso tsa tshehetso tsa profeshenale dilaeboraring.

Ho nehelana ka ditshebeletso tsa laeborari le tlhahisoleseding baahing.

Ho kgothaletsa tsebo le tshebediso ya saense le theknoloji baahing.

Ho nehelana ka ditshebeletso tsa Direkoto Provinseng (ho tloha ka Mmesa 2003).

##### **BONONO LE SETHO**

Ho hokahanya merero ya setho Provinseng

Ho tsamaisa MUSICON

Ho tsamaisa Setsi sa Setho sa Mmabana

Ho tsamaisa Ditshebeletso tsa Musiamo tsa Naha (NALN, Musiamo wa Sesotho)

Ho tsamaisa Ditshebeletso tsa Musiamo tsa Provense

Ho tsamaisa Motsana wa Setho wa Basotho (BCV)

Ho nehelana ka tshebeletso ya Puo, Phetolelo le Ntshetsopele (ho tloha ka la Pherekong 2003)

#### **DIPAPADI LE BOIKGATHOLLO**

Ho tsamaisa manane a mawala le diprojeke dipapading

Ho tsamaisa ditshebetso tsa setereke tsa dipapadi

#### **HLAHLBO YA KAHARE**

Ho boloka hlahlobo ya kahare e phethahetseng Lefapheng

#### **TSAMAIISO YA DITJHELETE**

Ho tsamaisa botsamaisi ba ditjhelete ba Lefapha ka ho phethahala.

#### **DITJHELETE LE MEKGWA YA PHUMANTSHO**

Ho nehelana ka tshebeletso ya ditjhelete

Ho nehelana ka tshebeletso ya mokgwa wa phumantsho

#### **DIPHUPUTSO TSE PHETHAHETSENG TSA MOKGATLO**

Ho eletsa Lefapha ka ho phethahala mabapi le mokgatlo le phethahatso ya mosebetsi (Phihliso ya Ditshebeletso)

#### **DITSHEBELETSO TSA KOPORASI**

Ho nehelana ka tshebeletso ya Botsamaisi ba Mehlopi ya Batho

Ho nehelana ka tshebeletso ya Dikamano tsa Mosebetsi

Ho nehelana ka tshebeletso ya Thupelo

Ho nehelana ka tshebeletso ya tlatsetso

Ho tsamaisa Mananeo a Ikgethang a amanang le Bong, Batjha le ho se Itekanele Lefapheng

#### **ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Ditshebeletso tseo Lefapha le nehelanang ka tsona ke tseo haholoholo di leng molemong wa mafapha a mang a provense. Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha. Lefapha le na le nomoro ya mohala e sa lefellweng e leng 0800 202 837.

#### **E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaelo tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg.ofs.gov.za>

# **FREE STATE DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT**

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

### **THE VISION OF THE DEPARTMENT**

A prosperous and equitable Free State Province through safe and efficient transportation and infrastructure systems.

### **THE MISSION OF THE DEPARTMENT**

To ensure the provision, promotion and sound management of assets, transportation, and infrastructure systems, which are affordable, reliable, accessible and sustainable.

The MEC is Mr SMA Malebo.

The Head of Department is Mr RJ Rakgoale.

#### **A. CONTACT DETAILS [*section 14(1)(b) of the Act*]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Ms BV Kgasane (Director: Organisational Development)

Address: Room 308 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-4630/2  
Fax: (051) 405-4394  
E-mail: [bessie@freetrans.gov.za](mailto:bessie@freetrans.gov.za)

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual reports
- (ii) Departmental Public Newsletters
- (iii) Budget vote of the MEC
- (iv) Business Plan

(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].



- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

##### **CORPORATE SERVICES**

Corporate Services is a "service department" that is responsible for the following functions within the department:

- Budgeting and reporting;
- Revenue management;
- Financial management;
- Human resource management, procurement management;
- Information technology; and
- Legal services.

##### **ORGANISATIONAL DEVELOPMENT**

This directorate is responsible for strategic planning and work study, human resource development, communication and special programmes. This directorate is also tasked with overseeing the projects of "Free State on the Move".



## **PUBLIC WORKS PROGRAMME AND PROPERTY MANAGEMENT**

This directorate's aim is to provide jobs and economically viable structures through community-based public works programmes and the effective and efficient management of State assets in the Province.

## **ROADS INFRASTRUCTURE**

This directorate enables the department to deal with the responsibility of ensuring effective and efficient maintenance and provision of roads infrastructure in the Province.

## **ROAD BUILDING EQUIPMENT & GOVERNMENT GARAGE**

The aim is to provide a fleet service (vehicles and road building equipment) and a repair service to all levels of government within the Province.

## **TRANSPORT MANAGEMENT**

The aim is to establish and maintain a safe, accessible, affordable, and efficient transport system through effective planning and the rendering of financial and other support services.

## **TRAFFIC MANAGEMENT**

This directorate aims to establish and maintain a safe and efficient traffic system through traffic regulation, traffic policing, traffic safety actions and administrative support.

## **ROAD PLANNING**

The aim of this directorate is to ensure effective planning and design of the road and transport network in the Province.

## **PROFESSIONAL SERVICES**

The aim of this directorate is the effective and efficient supply and maintenance of accommodation needs for provincial departments.

### **ii. How to gain access to these services**

To gain access to the services of the Department, requests must be made to the Head of Department.

## **E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.

# **VRYSTAAT DEPARTEMENT VAN OPENBARE WERKE, PAAIE EN VERVOER**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

'n Voorspoedige en regverdige Vrystaatse Provinsie deur die voorsiening van veilige en doeltreffende vervoer- en infrastruktuurstelsels.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om te sorg vir die voorsiening, bevordering en gesonde bestuur van bates, vervoer, en infrastruktuurstelsels, wat bekostigbaar, betroubaar, toeganklik en volhoubaar is.

Die LUR is Mnr. SMA Malebo.

Die Hoof van die Departement is Mnr. RJ Rakgoale.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Adjunk-Inligtingsbeampte**

Me BV Kgasane (Direkteur: Organisatoriese Ontwikkeling)

Adres: Kamer 308 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-4630/2  
Faks: (051) 405-4394  
E-pos: [bessie@freetrans.gov.za](mailto:bessie@freetrans.gov.za)

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Departementele Openbare Nuusbriewe
- (iii) Begrotingspos van die LUR
- (iv) Sakeplan

(b) Rekords wat aangevra kan word [artikel 14(1)(d)]

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords te verkry; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat in die Staatskoerant gedruk is [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek mag nie op 'n onredelike wyse met die departement se werksaamhede inmeng, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar vir enige rede nie toegang verleen kan soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].

- Indien die aanvrager die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word (*artikel 18(2)(f)*).
- Indien 'n aanvrager nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvrager invul en hulle van 'n afskrif voorsien [*artikel 18(3)*].

Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [*artikel 22*]:

'n Aanvrager wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvrager bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvrager wat nie 'n persoonlike aanvrager is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (as daar is) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbidding of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESKIKBAAR [*artikel 14(1)(f)*]**

##### **I. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **KORPORATIEWE DIENSTE**

Korporatiewe Dienste is 'n "diens departement" wat vir die volgende funksies binne die departement verantwoordelik is:

- Begroting en verslagdoening
- Inkomstebestuur
- Finansiële Bestuur;
- Menslike hulpbronnbestuur,
- Verkrygingsbestuur;
- Inligtingstechnologie; en
- Regsdienste

## **ORGANISATORIESE ONTWIKKELING**

Hierdie direktoraat is verantwoordelik vir strategiese beplanning en werkstudie, menslike hulpbronontwikkeling, kommunikasie en spesiale programme. Die direktoraat is ook belas met die taak om toesig te hou oor die projekte van "Free State on the Move".

## **OPENBARE WERKE PROGRAMME EN EIENDOMSBESTUUR**

Die doel van hierdie direktoraat is om werk te voorsien en om ekonomies-lewensvatbare strukture deur gemeenskapsgerigte openbare werkeprogramme daar te stel asook doelmatige en doeltreffende bestuur van Staatsbates in die Provinsie.

## **PAAIE-INFRASTRUKTUUR**

Die direktoraat stel die departement in staat om die verantwoordelikheid te hanteer om te sorg vir die doelmatige en doeltreffende instandhouding en en voorsiening van paaie-infrastruktuur in die Provinsie.

## **PADBOUTOERUSTING & STAATSGARAGE**

Die doel is om 'n vlootdiens te voorsien (voertuie en padboutoerusting) asook 'n hersteldiens aan alle vlakke van regering binne die Provinsie.

## **VERVOERBESTUUR**

Die doel is om 'n veilige, toeganklike, bekostigbare, en doeltreffende vervoerstelsel te vestig en in stand te hou deur doelmatige beplanning en die voorsiening van finansiële en ander ondersteuningsdienste.

## **VERKEERSBESTUUR**

Die direktoraat mik na die vestiging en instandhouding van 'n veilige en doeltreffende verkeerstelsel deur verkeersregulasie, verkeerspolisiëring, verkeersveiligheidsoptredes en administratiewe ondersteuning.

## **PADBEPLANNING**

Die mikpunt van hierdie direktoraat is om te sorg vir die doelmatige beplanning en ontwerp van die pad en vervoernetwerk in die Provinsie.

## **PROFESIONELE DIENSTE**

Die mikpunt van hierdie direktoraat is die doelmatige en doeltreffende voorsiening en onderhoud van akkommodasiebehoeftes vir provinsiale departemente.

### **ii. Hoe om toegang tot hierdie dienste te verkry**

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.



**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe vertoe te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.



# LEFAPHA LA MESEBETSI YA SETJHABA, DITSELA LE DIPALANGWANG FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Provense ya Freistata ya katleho le tekano ka dipalangwang tse bolokehileng tse sebetsang ka ho phethahala mmoho le mekgwatshebetso ya moralo wa ditshebeletso.

### SEPHEO SA LEFAPHA

Ho etsa bonnete ba phumantsho, tsebahatso le botsamaisi bo botle ba thepa, dipalangwang le mekgwatshebetso ya moralo wa ditshebeletso, e theko e kgonehang, e tshepahalang, e fihlillehang le e tswellang nako e telele.

Setho sa Lekgotla la Phethahatso – SLP ke Monghadi SMA Malebo.  
Hlooho ya Lefapha ke Monghadi RJ Rakgoale.

A. **DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: 051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Motlatsa Mohlanka wa Tlhahisoleseding**

Mme BV Kgasane (Molaodi:Ntshetsopele ya Mokgatlo)

Aterese: Phaposi ya 308 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-4630/2  
Fekse: (051) 405-4394  
Imeile: [bessie@freetrans.gov.za](mailto:bessie@freetrans.gov.za)

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalosang mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Masedinyana a Setjhaba a Lefapha
- (iii) Voutu ya Tekanyetso ya Tonakgolo
- (iv) Moralo wa kgwebo

(b) Direkoto tse ka koptiwang [karolo 14(1)(d)]

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditletlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direkoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqe nngwe, ebang rekoto e se tokomane e ka bohuwa ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].

- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho boella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokanang hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetso ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **DITSHEBELETSO TSA KOPORASI**

Ditshebeletso tsa Koporasi ke "lefapha la tshebeletso" le ikarabellang mesebetsing e latelang kahara lefapha:

- Hoetsa tekanyetso le tlaleho;
- Botsamaisi ba ditjhelete tsa kuno.
- Botsamaisi ba ditjhelete.
- Botsamaisi ba mehlodi ya batho, botsamaisi ba phumantsho;
- Theknoloji ya tlhahisoleseding; le
- Ditshebeletso tsa molao.

**NTSHETSOPELE YA MOKGATLO**

Bolaodi bona bo na le boikarabelo ba moralo o mawala le diphuputso, ntshetsopele ya mehlodi ya batho, dikgokahanyo le mananeo a ikgethang. Bolaodi bona bo boetse bo na le mosebetsi wa ho laola diprojeke tsa "Freistata e Tseleng" (Free State on the Move).

**LENANEO LA MESEBETSI YA SETJHABA LE BOTSAMAISI BA THEPA**

Sepheo sa bolaodi bona ke ho nehelana ka mesebetsi le dipopeho tse molemo moruong ka mananeo a mesebetsi ya setjhaba a thehilweng ho baahi mmoho le tsamaiso ya thepa ya Mmuso e phethahetseng Provenseng.

**MORALO WA DITSHEBELETSO WA DITSELA**

Bolaodi bona bo thusa lefapha ho sebetsana le boikarabelo ba ho etsa bonnete ba tihokomelo e phethahetseng le phumantsho ya moralo wa ditshebeletso wa ditsela Provenseng.

**DISEBEDISWA TSA KAHO YA DITSELA & DIKARATJHE TSA MMUSO**

Sepheo ke ho nehelana ka tshebeletso ya dipalangwang (dipalangwang le disebediswa tsa ho aha ditsela) le tshebeletso ya ditokiso boemong bohle ba mmuso kahara Provense.

**BOTSAMAISI BA DIPALANGWANG**

Sepheo ke ho theha le ho boloka mokgwatshebetso wa dipalangwang o bolokehileng, o fihlellhang, o kgonehang le o sebetsang ka bokgabane ka moralo o phethahetseng le ho nehelana ka ditshebeletso tsa ditjhelete le tse ding tsa tshehetso.

**BOTSAMAISI BA SEPHETHEPHETHE**

Bolaodi bona bo ikemiseditse ho theha le ho boloka mokgwatshebetso wa sephethephethe o bolokehileng le o phethahetseng ka taolo ya sephethephethe, boponesa ba sephethephethe, bohato ba polokeho ya sephethephethe le tshehetso ya tsamaiso.

**HO RALWA HA DITSELA**

Maikemisetso a bolaodi bona ke ho etsa bonnete ba hore ho na le moralo le sebopeho se phethahetseng sa marangrang a ditsela le dipalangwang Provenseng.

**DITSHEBELETSO TSA PROFESHENALE**

Maikemisetso a bolaodi bona ke phumantsho e phethahetseng le tihokomelo ya ditlhoko tsa bodulo bakeng la mafapha a provense.

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Ho fumana phihlello ditshebeletsong tsa Lefapha, dikopo di tlameha ho etswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaelo tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>

# **FREE STATE DEPARTMENT OF THE PREMIER**

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

### **THE VISION OF THE DEPARTMENT**

Leading the Free State Provincial Government in service excellence.

### **THE MISSION OF THE DEPARTMENT**

To serve the people of the Free State by providing strategic direction to ensure co-ordinated and integrated services within the Free State Provincial Government in accordance with the Constitution.

The Premier is Ms WI Direko.

The Head of Department is the Director General, Mr WK de Wee.

#### **A. CONTACT DETAILS [*section 14(1)(b) of the Act*]**

##### **Information Officer**

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

**Deputy Information Officer**

Adv KJC Lekoeneha (Manager: Legal Services)

Address: Room 633 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 403-3302/405-5489  
Fax: (051) 405-4121  
E-mail: [kuni@premier.fs.gov.za](mailto:kuni@premier.fs.gov.za)  
Website: <http://fspg ofs.gov.za/depart/Premier/index.htm>

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual reports
- (ii) Government News (Premier)
- (iii) Opening speech of the Legislature
- (iv) Budget vote of the Premier
- (v) *Provincial Gazette*



(b) Records that may be requested [section 14(1)(d)]

- Minutes of meetings
- Papers delivered by the Premier
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].

- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

#### **D. SERVICES AVAILABLE [section 14(1)(f)]**

##### **i. Nature of services**

The services of the Department are the following:

##### **ORGANISATIONAL EFFICIENCY SERVICES**

- Advise top management and other officials in the FSPG on the composition of the Free State provincial Government so as to improve organisational efficiency in the FSPG.
- Develop and facilitate the implementation of provincial policies/strategies and monitoring mechanisms in the FSPG that will improve organisational efficiency.
- Monitor and evaluate the implementation of national and provincial policies/strategies in the FSPG that impact on organisational efficiency to ensure that management is timeously advised on corrective actions where necessary.
- Co-ordinate transverse and/or special work study investigations and advice/report thereon.
- Manage and oversee the effective implementation of job evaluation in the FSPG to ensure that the quality of job analysis done in the FSPG meets with set standards prior to such cases being submitted to the Provincial Job Evaluation Panel for consideration.

- Facilitate the strategic planning - and implementation process in the Department of the Premier to ensure that the strategic objectives of the department are achieved in an effective and efficient manner.
- Execute work study investigations for the Department of the Premier so as to enhance the effective and efficient functioning of the Department.
- Render facilitation services to provincial departments in the FSPG on matters related to organisational efficiency (on request).
- Develop and facilitate the implementation of productivity improvement strategies/policies.
- Oversee and facilitate the effective implementation of the Performance and Development Management System in the FSPG.

#### **INFORMATION TECHNOLOGY**

- Co-ordinate the implementation of the Information Communication Technology Strategy.
- Ensure that the accountable information technology procurement system is maintained in the Provincial Government.
- Ensure that the implementation of electronic government in the Provincial Government is facilitated and managed.
- Manage the relationship between the Provincial Government in the State Information Technology Agency.

#### **HUMAN RESOURCES AND ORGANISATION DEVELOPMENT**

- Ensure that appropriate structures are in place.
- Determine a labour relations policy framework for the Province.
- Develop, facilitate and monitor the application of the Province's service delivery innovation strategy.
- Ensure that the Free State Provincial Government becomes a learning organisation.
- Manage the Free State Training and Development Institute.

#### **ADMINISTRATION AND FINANCIAL SERVICES**

- Provide effective and efficient administrative and financial management to the Department.
- Enhance financial accountability and discipline in the Department.

#### **COMMUNICATION**

- Ensure effective and efficient communication with the media and the community.
- Organise and manage outreach programmes for the Executive Council.
- Establish and manage Multi-Purpose Community Centres.
- Manage a Call Centre and Info-line for the Provincial Government.
- Produce publications to enhance the image of the Provincial Government.

**STRATEGIC POLICY IMPLEMENTATION AND CO-ORDINATION**

- Participate in the development of integrated development plans for municipalities.
- Co-ordinate the planned initiatives and strategies of the provincial departments and ensure that they are aligned to the Free State Development Plan (FSDP).
- Ensure the alignment of the FSDP with national policies and strategies.
- Develop a computerised monitoring and evaluation tool in respect of the planned initiatives of various departments.

**CO-OPERATIVE GOVERNANCE**

- Co-ordinate and liaise with national, provincial and local government and other organs of state.
- Manage international agreements and maintain a reliable database.
- Develop and manage a Foreign Visit Strategy.
- Promote and effectively co-ordinate intergovernmental relations.

**SECRETARIAL SERVICES**

- Ensure that the Free State Provincial Government functions effectively as a corporate entity.
- Co-ordinate the activities of the different Executive Council Committees and their technical committees.
- Co-ordinate the activities of the Interdepartmental Management Committee of Heads of Department.
- Co-ordinate the activities of the Central Procurement Evaluation Committee.

**SPECIAL PROGRAMMES**

- Facilitate and monitor the implementation of the National Policy Framework for Women's Empowerment and Gender Equity.
- Develop and facilitate the implementation of the National Disability Strategy.
- Facilitate and monitor the implementation of the National Youth Policy.
- Assess the impact of gender mainstreaming on the public service.

**LEGAL SERVICES**

- Draft legislation.
- Provide oral and written legal opinions.
- Draft and edit contracts.
- Issue quarterly reviews of reported cases, policy and legislation.
- Manage the legal resources centre.
- Support and assist departments during litigation.

ii. **How to gain access to these services**

The services provided by the Department are mainly for the benefit of other provincial departments. Except for a few services, the Department does not offer services directly to the public.

To gain access to the services of the Department, requests must be made to the Director General.

E. **ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

F. **THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

G. **UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

H. **AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.

# **VRYSTAAT DEPARTEMENT VAN DIE PREMIER**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

Om die leiding te neem in die Vrystaatse Provinsiale Regering met voortreflike diens.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Om die mense van die Vrystaat te dien deur strategiese rigting te gee om gekoördineerde en geïntegreerde dienste binne die Vrystaatse Provinsiale Regering in ooreenstemming met die Grondwet te verseker.

Die Premier is Me WI Direko.

Die Hoof van die Departement is die Direkteur-Generaal, Mnr. K. De Wee.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

##### **Adjunk-Inligtingsbeampte**

Adv KJC Lekoeneha (Bestuurder: Regsdienste)

Adres: Kamer 633 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 403-3302/405-5489  
Faks: (051) 405-4121  
E-pos: [kuni@premier.fs.gov.za](mailto:kuni@premier.fs.gov.za)  
Webwerf: <http://fspg ofs.gov.za/depart/Premier/index.htm>

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD**

**(a) Automatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) Regeringsnuus (Premier)
- (iii) Opentoespraak van die Wertgewer
- (iv) Begrotingspos van die Premier
- (v) *Provinsiale Koerant*

**(b) Rekords wat aangevra kan word [artikel 14(1)(d)]**

- ☐ Notules van vergaderings
- ☐ Referate deur die Premier gelewer
- ☐ Werksessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide



- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords te verkry; en
- Toegang tot sodanige rekords word nie geweier op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat in die Staatskoerant gedruk is [Regerings Kennisgewing R187 – 15 Februarie 2002] (Vorm A).
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord wil nagaan by die kantore van die Provinsiale Administrasie. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek mag nie op 'n onredelike wyse met die departement se werksaamhede inmeng, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar vir enige rede nie toegang verleen kan word soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].
- Indien die aanvraer die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvraer nie in staat is om te lees of te skryf, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvraer invul en hulle van 'n afskrif voorsien [artikel 18(3)].



Twee soorte gelde moet ingevolge die Wet betaal word, die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvraer wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvraer bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvraer wat nie 'n persoonlike aanvraer is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvraer (behalwe wanneer dit 'n persoonlike aanvraer is) by wyse van kennisgewing inlig, en die aanvraer versoek om die voorgeskrewe geld (as daar is) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld wat betaalbaar is aan openbare instansies is R35. Die aanvraer kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbod of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvraer van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvraer.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opspoor, voorbereiding, reproduksie en vir die tyd wat die voorgeskrewe ure oorskry wat gewy is aan opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESKIKBAAR [artikel 14(1)(f)]**

##### **i. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **ORGANISATORIESE DOELTREFFENDHEIDSDIENSTE**

- Bedien die topbestuur en ander amptenare van die VPR met raad oor die samestelling van die Vrystaatse Provinsiale Regering ten einde organisatoriese doeltreffendheid in die VPR te verbeter.
- Ontwikkel en fasiliteer die implementering van provinsiale beleide/strategieë en moniteringsmeganismes in die VPR wat organisatoriese doeltreffendheid sal verbeter.
- Monitor en evalueer die implementering van nasionale en provinsiale beleide/strategieë in die VPR wat inwerk op organisatoriese doeltreffendheid om te verseker dat die bestuur betyds oor regstellende aksies ge-adviseer word waar nodig.
- Koördineer dwarsleggende en/of spesiale werkstudie ondersoeke en adviseer/ doen verslag daaroor.
- Bestuur en hou toesig oor die doelmatige implementering van werksevaluering in die VPR om te sorg dat die gehalte van werksontleding wat in die VPR gedoen word, voldoen aan neergelegde standaarde voordat sodanige gevalle aan die Provinsiale Werksevalueringspaneel vir oorweging voorgelê word.

- Fasiliteer die strategiese beplannings- en implementeringsproses in die Departement van die Premier om te sorg dat die strategiese doelwitte van die departement op 'n doelmatige en doeltreffende wyse verwesenlik word.
- Doen werkstudie ondersoek namens die Departement van die Premier ten einde die doeltreffende en doelmatige funksionering van die departement te verseker.
- Lewer fasiliteringsdienste aan provinsiale departemente in die VPR oor sake wat met organisatoriese doeltreffendheid verband hou (op versoek).
- Ontwikkel en fasiliteer die implementering van produktiwiteitsverbeteringstrategieë/beleide.
- Hou toesig oor en fasiliteer die doeltreffende implementering van die Werkverrigting en Ontwikkelingsbestuurstelsel in die VPR.

### **INLIGTINGSTEGNOLOGIE**

- Koördineer die implementering van die Inligtingstegnologiestrategie.
- Sorg dat die rekenpligtige inligtingstegnologie voorsieningstelsel in die Provinsiale Regering in stand gehou word.
- Sorg dat die implementering van elektroniese bestuur in die Provinsiale Regering vergemaklik en administreer word.
- Bestuur die verhouding tussen die Provinsiale Regering en die Staatinligtingstegnologie-agentskap.

### **MENSLIKE HULPBRONNE EN ORGANISATORIESE ONTWIKKELING**

- Sorg dat toepaslike strukture geskep is.
- Bepaal 'n beleidsraamwerk oor arbeidsverhoudinge vir die Provinsie.
- Ontwikkel, vergemaklik en monitor die toepassing van die Provinsie se diensleweringssinnovasie-strategie.
- Sorg dat die Vrystaatse Provinsiale Regering 'n organisasie word waar voortdurend geleer word.
- Bestuur die Vrystaatse Opleidings- en Ontwikkelingsinstituut.

### **ADMINISTRATIEWE EN FINANSIËLE DIENSTE**

- Voorsien doelmatige en doeltreffende administratiewe en finansiële bestuur aan die Departement.
- Versterk finansiële rekenpligtigheid en dissipline in die Departement.

### **KOMMUNIKASIE**

- Sorg vir doelmatige en doeltreffende kommunikasie met die media en die gemeenskap.
- Organiseer en bestuur uitreikprogramme vir die Uitvoerende Raad.
- Stig en bestuur Meerdoelige Gemeenskapsentrums
- Bestuur 'n Oproepsentrum en Inligtingstelefoondiens vir die Provinsiale Regering.
- Produseer publikasies om die beeld van die Provinsiale Regering te versterk.

## **STRATEGIESE BELEIDSIMPLEMENTERING EN KOÖRDINASIE**

- Neem deel in die ontwikkeling van geïntegreerde ontwikkelingsplanne vir munisipaliteite.
- Koördineer die beplande inisiatiewe en strategieë van die provinsiale departemente en sorg dat hulle met die Vrystaatse Ontwikkelingsplan ooreenstem.
- Sorg dat die VOP met nasionale beleid en strategieë ooreenstem.
- Ontwikkel 'n gerekenariseerde moniterings- en evalueringsinstrument ten opsigte van die beplande inisiatiewe van die onderskeie departemente.

## **KOÖPERATIEWE BESTUUR**

- Koördineer en skakel met nasionale, provinsiale en plaaslike bestuur en ander staatsorgane.
- Bestuur internasionale ooreenkomste en hou 'n betroubare databasis in stand.
- Ontwikkel en bestuur 'n Buitelandse Besoek Strategie.
- Bevorder en koördineer interregeringsverhoudinge op 'n effektiewe wyse.

## **SEKRETARIËLE DIENSTE**

- Sorg dat die Vrystaatse Provinsiale Regering effektief as 'n korporatiewe entiteit funksioneer.
- Koördineer die aktiwiteite van die onderskeie Uitvoerende Raad-komitees en hul tegniese komitees.
- Koördineer die aktiwiteite van die Interdepartementele Bestuurskomitee van Departementshoofde.
- Koördineer die aktiwiteite van die Sentrale Verkrygingsevalueringskomitee.

## **SPEZIALE PROGRAMME**

- Fasiliteer en monitor die implementering van die Nasionale Beleidsraamwerk vir Vrouebemagtiging en Geslagsgelykheid.
- Ontwikkel en fasiliteer die implementering van die Nasionale Strategie vir Gestremdes.
- Ontwikkel en fasiliteer die implementering van die Nasionale Jeugbeleid.
- Takseer die impak op die staatsdiens van die prioritisering van geslagsake.

## **REGSDIENSTE**

- Konsepwetgewing
- Voorsien mondelingse en geskrewe regsmenings
- Opstel en nagaan van kontrakte
- Reik kwartaallikse hersienings uit van gerapporteerde sake, beleid en wetgewing.
- Bestuur die regsbronnensentrum.
- Gee ondersteuning en bystand aan departemente gedurende gedingvoering.

**ii. Hoe om toegang tot hierdie dienste te verkry**

Die dienste wat deur hierdie departement voorsien word, is hoofsaaklik tot voordeel van ander provinsiale departemente. Behalwe vir enkele dienste, bied hierdie Departement nie dienste aan die publiek nie.

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Direkteur-generaal gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN MAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing gepubliseer vir kommentaar voordat dit ter tafel gelê word. Die publiek word die geleentheid gebied om geskrewe vertoë te rig of om voor verskillende portefeulje komitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede te nomineer wat op sekere komitees kan dien.

**F. DIE REGSMIDDELE WAT BESKIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar daar nie deur die Provinsiale administrasie voldoen is aan die bepalings van die Wet nie. Dit sal geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za> beskikbaar.

# LEFAPHA LA TONAKGOLO LA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Ho etella pele Mmuso wa Provense ya Freistata ka tshebeletso e hlwahiwa.

### SEPHEO SA LEFAPHA

Ho sebeletsa batho ba Freistata ka ho ba nehela tsela e mawala ho netefatsa ditshebeletso tse hokahaneng kahara Mmuso wa Provense ya Freistata ho latela Molao wa Motheo.

Tonakgolo ke Mme WI Direko.

Hlooho ya Lefapha ke Molaodikakaretso, Monghadi WK de Wee.

**A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]**

#### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

#### Motlatsa Mohlanka wa Tlhahisoleseding

Advokheiti KJC Lekoeneha (Botsamaisi: Ditshebeletso tsa Molao)

Aterese: Phaposi ya 633 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 403-3302/405-5489  
Fekse: (051) 405-4121  
Imeile: [kuni@premier.fs.gov.za](mailto:kuni@premier.fs.gov.za)  
Websaete: <http://fspg ofs.gov.za/depart/Premier/index.htm>

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshehene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA**

**(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalosang mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) Ditaba tsa Mmuso (Tonakgolo)
- (iii) Puo ya Pulo ya Lekgotla la Ketsamelao
- (iv) Voutu ya Tekanyetso ya Tonakgolo
- (v) Koranta ya mmuso wa Provense

**(b) Direkoto tse ka koptjwang [karolo 14(1)(d)]**

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Tonakgolo
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditletlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatatso
- ☐ Maano
- ☐ Direkoto tsa khiri



- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeho sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa motjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiswa ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqo nngwe, ebang rekoto e se tokomane e ka bohuwa ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].
- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlohang hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

#### D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]

##### i. Mofuta wa ditshebeletso

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### DITSHEBELETSO TSE PHETHAHETSENG TSA TLHOPHISO

- Ho eletsa botsamaisi bo hodimo le baofisiri ba bang Mmusong wa Provense wa Freistata mabapi le popeho ya ona hore ho ntlafatswe tlhophiso e phethahetseng ya mmuso wa provense.
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha maano/mawala a provense le mekgwa ya ho beha leihlo Mmusong wa Provense ya Freistata tse tla ntlafatsa tlhophiso e phethahetseng.
- Ho beha leihlo le ho lekola ho kenngwa tshebetsong ha maano/mawala a naha le provense Mmusong wa Provense wa Freistata, a tla ama ho phethahala ha tlhophiso ho etsa bonnete ba hore botsamaisi bo eletswa ka nako mabapi le ditokiso moo ho hlokaahalang.
- Ho hokahanya diphuputso tsa mosebetsi o ikgethang le ho nehelana ka keletso/tlaleho e mabapi le ona.
- Ho tsamaisa le ho laola ho kenngwa tshebetsong ho phethahetseng ha tekolo ya mosebetsi Mmusong wa Provense wa Freistata ho etsa bonnete ba hore boleng ba manollo ya mosebetsi bo etswang Mmusong wa Provense wa Freistata bo dumellana le maemo a behilweng a dintlha tse kang tseo tse nyehelwang Moifong wa Tekolo wa Mosebetsi wa Provense bakeng la ho elwa hloko.



- Ho bebofatsa moralo o mawala – le motjha wa ho kenya tshebetsong Lefapheng la Tonakgolo ho etsa bonnete ba hore maikemisetso a mawala a lefapha a fihlellwa ka mokgwa o phethahetseng.
- Ho kenya tshebetsong diphuputso tsa mosebetsi bakeng la Lefapha la Tonakgolo hore ho ntlafatswe tshebetso e phethahetseng ya Lefapha.
- Ho nehelana ka ditshebeletso tsa ho bebofatsa mafapheng a mmuso Mmusong wa Provense wa Freistata mabapi le dintlha tse amanang le ho phethahala ha tlhophiso (ka kopo).
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha mawala/maano a ntlafatso ya tlhahiso.
- Ho beha leihlo le ho bebofatsa ho kenngwa tshebetsong ho phethahetseng ha Mokgwatshebetso wa Botsamaisi ba Tshebetso le Ntshetsopele, Mmusong wa Provense wa Freistata.

### **THEKNOLOJI YA TLHAHISOLESERING**

- Ho hlophisa ho kenngwa tshebetsong ha Mawala a Moralo wa Theknoloji ya Tlhahisoleseding.
- Ho etsa bonnete ba hore mokgwatshebetso wa phumantsho ya theknoloji ya tlhahisoleseding e sebetsang o dula o tsheheditse kahara Mmuso wa Provense;
- Ho etsa bonnete ba hore ho kenngwa tshebetsong ha mmuso wa elektroniki kahara Mmuso wa Provense ho a nolofatswa le ho ba ka tlasa tsamaiso.
- Ho laola kamano pakeng tsa Mmuso wa Provense Lekaleng la Mmuso la Theknoloji ya Tlhahisoleseding.

### **MEHLODI YA BATHO LE NTSHETSOPELE YA MOKGATLO**

- Ho etsa bonnete ba hore dipopeho tse tshwanetseng di teng.
- Ho fumana leano la tshehetso ya bohlokwa la dikamano tsa mosebetsi bakeng la Provense.
- Ho ntshetsa pele, ho bebofatsa le ho beha ho kenngwa tshebetsong ha mawala a matjha a phumantsho ya ditshebeletso tsa Provense leihlo.
- Ho etsa bonnete ba hore Mmuso wa Provense ya Freistata e ba mokgatlo o ithutang.
- Ho tsamaisa Setheo sa Thupelo le Ntshetsopele ya Freistata.

### **TSAMAIISO LE DITSHEBELETSA TSA DITJHELETE**

- Ho nehelana ka botsamaisi ba tsamaiso le ditjhelete bo phethahetseng le bo loketseng Lefapheng.
- Ho ntlafatsa boikarabelo ho tsa ditjhelete le boitshwaro Lefapheng.

### **DIKGOKAHANYO**

- Ho etsa bonnete ba dikgokahanyo tse phethahetseng pakeng tsa bahlanka ba diphatlatso le baahi.
- Ho hlophisa le ho tsamaisa mananeo a Lekgotla la Phethahatso a fihlellang batho.
- Ho theha le ho tsamaisa Ditsi tsa Baahi tsa Mosebetsi e Mengata.

- Ho tsamaisa Setsi sa Mohala le Mohala wa tlhahisoleseding bakeng la Mmuso wa Provense.
- Ho hlalisa diphatlatso ho matlafatsa serithi sa Mmuso wa Provense.

#### **HO KENNGWA TSHEBETSONG HA LEANO LA MAWALA LE TLHOPHISO**

- Ho ba le seabo ntshetsopeleng ya meralo e momahaneng ya ntshetsopele bakeng la bomasepala.
- Ho hokahanya boiteko le mawala a radilweng a mafapha a provense ho etsa bonnete ba hore a bapile le Moralo wa Ntshetsopele ya Freistata.
- Ho etsa bonnete ba hore Moralo wa Ntshetsopele ya Freistata o bapile le maano le mawala a naha.
- Ho ntshetsa pele sesebediswa sa khompyuta sa peho leihlo le tekolo ho latela boiteko bo radilweng ba mafapha a fapaneng.

#### **PUSO YA KOPANELO**

- Ho hokahana le ho sebetsa mmoho le mmuso wa naha, wa provense le wa lehae le mekgatlo e meng ya mmuso.
- Ho tsamaisa ditumellano tsa matjhaba le ho boloka poloko ya tlhahisoleseding eo ho ka tshepelwang ho yona.
- Ho ntshetsa pele le ho tsamaisa Mawala a Ketelo ya Dinaha tsa Matjhabeng.
- Ho phahamisa le ho hokahanya dikamano pakeng tsa mebuso ka ho phethahala.

#### **DITSHEBELETSO TSA BONGODI**

- Ho etsa bonnete ba hore Mmuso wa Provense ya Freistata o sebetsa ka ho phethahala jwaloka koporasi.
- Ho hokahanya diketsahalo tsa Dikomiti tse fapaneng tsa Lekgotla la Phethahatso le dikomiti tsa tsona tsa tekgniki.
- Ho hokahanya diketsahalo tsa Komiti ya Botsamaisi pakeng tsa Mafapha ya Dihlooho tsa Mafapha.
- Ho hokahanya diketsahalo tsa Komiti ya Tekolo ya Phumantsho e Bohareng.

#### **MANANEO A IKGETHANG**

- Ho bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Moralo wa Tshebetso ya Tshehetso wa Naha bakeng la Ntlatso ya Basadi le Tekatekano ya Bong.
- Ho ntshetsa pele le ho bebofatsa ho kenngwa tshebetsong ha Mawala a Naha a ho se itekanele.
- Ho bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Leano la Naha la Batjha.
- Ho lekola tshusumetso ya bong ditshebeletsong tsa setjhaba.

#### **DITSHEBELETSO TSA MOLAO**

- Moralo wa molao.

- Ho nehelana ka ditlhaliso tsa molao tsa molomo le tse ngotsweng.
- Ho rala le ho lokisa diphoso dikontrakeng.
- Ho ntsha ditekolo tsa kotara tsa dinyewe tse tlalehilweng, leano le molao.
- Ho tsamaisa setsi sa mehlodi ya molao.
- Ho tshehetsa le ho thusa mafapha nakong eo nyewe ho buuwanang ka yona.

ii. **Mokgwa wa ho fihlella ditshebeletso tsena**

Ditshebeletso tseo Lefapha le nehelanang ka tsona ke tseo haholoholo di leng molemong wa mafapha a mang a provense. Ntle le ditshebeletso tse mmalwa, Lefapha ha le nehelane ka ditshebeletso ka ho otlooha setjhabeng.

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Molaodikakaretso.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>

# FREE STATE DEPARTMENT OF HEALTH

## MANUAL PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)

### THE VISION OF THE DEPARTMENT

A healthy and self-reliant Free State community.

### THE MISSION OF THE DEPARTMENT

The Department of Health provides a quality comprehensive health care service to the Free State community, optimally utilises health care resources to provide a caring and compassionate service and to empower and develop all personnel to the best of their potential.

The MEC is Ms MA Tsopo.  
The Head of Department is Dr V Litlhakanyane.

#### A. CONTACT DETAILS [*section 14(1)(b) of the Act*]

##### Information Officer

Mr WK de Wee (DG)

Address: Room 448 Lebohang Building  
St Andrew Street  
BLOEMFONTEIN  
9301

Postal address: PO Box 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Fax: (051) 405-5671  
E-mail: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

##### Deputy Information Officers

See Annexure for list of Deputy Information Officers.

**B. THE SECTION 10 GUIDE [section 14(1)(c)]**

The South African Human Rights Commission must compile a guide on how to use the Act. This guide will be available no later than August 2003. Any queries about the guide can be addressed to:

PAIA Unit  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Fax: (011) 484-1360  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. ACCESS TO THE RECORDS HELD BY THE DEPARTMENT****(a) Automatic disclosures [section 14(1)(e)]**

The notice in terms of section 15(2) describing the categories of the records that are available without a person having to request access in terms of the Act is not currently available.

However, the following are records that are published by the Department:

- (i) Annual reports
- (ii) MEC News (Ditaba)
- (iii) Budget vote of the MEC

**(b) Records that may be requested [section 14(1)(d)]**

- Minutes of meetings
- Papers delivered by the MEC and other personnel
- Workshops and seminars
- Reports
- Books
- Complaints received
- Press releases
- Policies
- Employment records
- Procurement policies
- Budgets
- Strategic plans
- MTEF submissions
- Procurement documents
- Medical records

(c) The request procedures

A requester must be given access to the record of a public body if the requester complies with the following:

- All the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds for refusal mentioned in the Act.

Nature of the request:

- A requester must use the form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if the requester wants to peruse the record at the offices of the Provincial Administration. Alternatively, if the record is not a document it may be viewed in the requested form, if possible [section 29(2)].
- If a person asks for access in a particular form the requester should be given access in the manner requested. Acceding to the request should not interfere unreasonably with the running of the department, or damage the record, or infringe upon a copyright not owned by the state. If, for practical reasons access cannot be given in the required form but in an alternate manner, the fee must be calculated according to the person's first request [section 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wishes to be told about the decision in any other way, e.g. by telephone, this must be indicated [section 18(2)(e)].
- If a requester asks for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [section 18(2)(f)].
- If a requester is unable to read or write, or has a disability, they may make the request for the record orally. The information officer must fill in the form on behalf of the requester and give them a copy [section 18(3)].

Two types of fees have to be paid in terms of the Act, the request fee and the access fee [section 22]:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- The information officer must inform the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.



- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, if appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner requested by them.
- If the request is granted then a further access fee must be paid for the search, preparation, reproduction and for the time exceeding the prescribed hours of searching and preparing the record for disclosure.

**D. SERVICES AVAILABLE [section 14(1)(f)]**

**i. Nature of services**

The services of the Department are the following:

**INFORMATION TECHNOLOGY**

- Supervise and assist Network Controllers and Helpdesk Operators with solving problems.
- Ensure problem solutions and service regarding users' workstations if the Network Controller is unable to provide solutions.
- Ensure that the Network is functional and utilized.
- Responsible for Helpdesk functionality / changes / problems.

**HUMAN RESOURCE MANAGEMENT**

- Determine an employment relations policy framework for the Province.
- Co-ordinate all service benefits.
- Manage recruitment for the Department.
- Manage the Human Resource Plan and Policy Development.

**HUMAN RESOURCES AND ORGANISATION DEVELOPMENT**

- Ensure that appropriate structures are in place.
- Ensure that the Department of Health becomes a learning organisation.
- Manage the Department's Training and Development Institute.
- Manage the Skills Development Plan.

**ADMINISTRATION AND FINANCIAL SERVICES**

- Develop, facilitate and monitor the application of the Province's service delivery innovation strategy.
- Provide effective and efficient administrative and financial management to the Department.
- Enhance the financial accountability and discipline in the Department.

- Ensure effective, efficient and transparent systems of financial and risk management and internal control.
- Ensure the effective, efficient, economical and transparent use of the resources of the Department.
- Ensure that effective and appropriate steps are implemented to prevent unauthorised, irregular and fruitless wasteful expenditure and losses resulting from criminal conduct.

### **COMMUNICATION**

- Ensure effective and efficient communication with the media and the community.
- Render a comprehensive employee and internal communication service.
- Render a comprehensive external health communication service.
- Manage a Call Centre and Info-line for the Department.
- Public relations and media liaison service.

### **AIDS AND COMMUNICABLE DISEASES**

- Render support to service rendering components.
- Ensure management of HIV / AIDS / TB & CDC
- Policy formulation for HIV / AIDS / STI & COMMUNICABLE DISEASES
- Monitoring and evaluation of service pertaining to HIV / AIDS / TB & COMMUNICABLE DISEASES.

### **HOSPITALS**

- General surgery
- Orthopaedic surgery
- General medicine
- Paediatrics
- Gynaecology and obstetrics surgery
- Psychiatry
- Radiology
- Anaesthesiology
- Operating theatres
- High-tech intensive care units
- Trauma
- Spinal unit
- Burns unit

### **LEGAL SERVICES**

- Draft legislation.
- Provide oral and written legal opinions.
- Draft and edit contracts.
- Issue quarterly reviews of reported cases, policy and legislation.
- Support and assist departments during litigation.
- Facilitate and monitor the implementation of the Access to Information Act.
- Draft and implement policies.

ii. **How to gain access to these services**

The services provided by the Department are mainly for the benefit of the public.

To gain access to the services of the Department, requests must be made to the Head of Department.

**E. ARRANGEMENT ALLOWING FOR PUBLIC INVOLVEMENT IN THE FORMULATION OF POLICY AND THE EXERCISE OF POWER [section 14(1)(g)]**

In terms of the Rules and Orders of the Provincial Legislature, all legislation is published for public comment before being tabled. The public is given an opportunity to make written representations or to appear before different portfolio committees.

Different provincial laws make provision for members of the public to nominate members who are to serve on certain committees.

**F. THE REMEDIES AVAILABLE IF THE PROVISIONS OF THIS ACT ARE NOT COMPLIED WITH [section 14(1)(h)]**

A requester may lodge an internal appeal against the decision of the information officer to a person designated by the Premier. The requester may apply to a court for appropriate relief after the requester has exhausted the internal procedure. The courts will have to be approached in instances where there is no compliance with the provisions of the Act by the Provincial Administration. This would apply to any situation in which the requester wishes to appeal a decision made by the information officer.

**G. UPDATING OF THE MANUAL [section 14(2)]**

The Provincial Administration will, if necessary, update and publish this manual, at intervals of not more than a year.

**H. AVAILABILITY OF THE MANUAL [section 14(3)]**

The manual of the Provincial Administration is made available in the following manner:

A copy in each of the three official languages must be made available to every place of legal deposit as defined in section 6 of the Legal Deposits Act 1997; the South African Human Rights Commission; and every office of that public body.

The manual is to be published in Sesotho, English and Afrikaans.

The manual is available on the website of the Provincial Administration at <http://fspg ofs.gov.za>.

# **VRYSTAAT DEPARTEMENT VAN GESONDHEID**

## **HANDLEIDING WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000 (Wet No. 2 van 2000)**

### **DIE VISIE VAN DIE DEPARTEMENT**

'n Gesonde en selfstandige Vrystaatse gemeenskap.

### **DIE MISSIE VAN DIE DEPARTEMENT**

Die Departement van Gesondheid voorsien 'n omvattende gehalte gesondheidsorgdiens aan die Vrystaatse gemeenskap; wend gesondheidsorgbronne optimaal aan om 'n sorgsame en barmhartigheidsdiens te lewer en om alle personeel tot die beste van hulle potensiaal te bemagtig en te ontwikkel.

Die LUR is Mev. M.A. Tsopo.

Die Hoof van die Departement is Dr. V. Litlhakanayane.

#### **A. KONTAKBESONDERHEDE [artikel 14(1)(b) van die Wet]**

##### **Inligtingsbeampte**

Mnr WK de Wee (DG)

Adres: Kamer 448 Lebohanggebou  
St Andrewstraat  
BLOEMFONTEIN  
9301

Posadres: Posbus 517  
BLOEMFONTEIN  
9300

Tel: (051) 405-5801/2  
Faks: (051) 405-5671  
E-pos: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

##### **Adjunk-Inligtingsbeamptes**

Sien Bylae vir lys van Adjunk-inligtingsbeamptes.

**B. DIE ARTIKEL 10 GIDS [artikel 14(1)(c)]**

Die Suid-Afrikaanse Menseregtekommissie moet 'n gids opstel oor hoe om die Wet te gebruik. Die gids sal nie later as Augustus 2003 beskikbaar wees nie. Enige navrae oor die gids moet gerig word aan:

BTI Eenheid  
Departement van Navorsing en Dokumentasie  
Suid-Afrikaanse Menseregtekommissie  
Privaatsak X2700  
HOUGHTON  
2041

Tel: (011) 484-8300  
Faks: (011) 484-1360  
E-pos: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Webwerf: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. TOEGANG TOT REKORDS WAT DEUR DEPARTEMENTE GEHOU WORD****(a) Outomatiese openbaarmaking [artikel 14(1)(e)]**

Die kennisgewing ingevolge artikel 15(2) wat 'n beskrywing gee van die kategorieë van rekords wat beskikbaar is sonder dat 'n versoek gerig word om toegang ingevolge die Wet te verkry, is tans nie beskikbaar nie.

Die volgende is egter rekords wat deur departemente gepubliseer word:

- (i) Jaarverslae
- (ii) LUR –nuus (Ditaba)
- (iii) Begrotingspos van die LUR

**(b) Rekords wat aangevra kan word [artikel 14(1)(d)]**

- ☐ Notules van vergaderings
- ☐ Referate gelewer deur die Premier, LUR en ander personeel
- ☐ Werkessies en seminare
- ☐ Verslae
- ☐ Boeke
- ☐ Klagtes ontvang
- ☐ Persverklarings
- ☐ Beleide
- ☐ Indiensnemingsrekords
- ☐ Verkrygingsbeleide
- ☐ Begrotings
- ☐ Strategiese planne
- ☐ MTUR voorleggings
- ☐ Verkrygingsdokumente
- ☐ Mediese rekords

(c) Die aanvraagprosedures

'n Aanvraer kry toegang tot die rekords van 'n openbare liggaam indien die aanvraer aan die volgende voldoen:

- Alle prosedurevereistes in die Wet wat verband hou met die versoek om toegang tot die rekords te verkry; en
- Toegang tot sodanige rekords nie geweier word op enige gronde vir weiering in die Wet nie.

Aard van versoek:

- Die aanvraer moet die vorm gebruik wat in die Staatskoerant [Regerings kennisgewing R187 – 15 Februarie 2002] (Vorm A) gedruk is.
- Die aanvraer moet ook aandui of die versoek gerig word vir 'n afskrif van die rekord of indien die aanvraer net die rekord by die kantore van die Provinsiale Administrasie wil nagaan. Alternatiewelik, indien die rekord nie 'n dokument is nie, kan dit besigtig word in die aangevraagde vorm, indien moontlik [artikel 29(2)].
- Wanneer die persoon vra vir toegang in 'n besonder vorm moet die aanvraer toegang gegee word op die wyse waarvoor aangevra is. Voldoening aan die versoek mag nie op 'n onredelike wyse met die departement se werksaamhede inmeng, of skade aan die rekord aanrig, of enige kopiereg wat nie aan die staat behoort, skend nie. Indien daar om enige rede nie toegang verleen kan word soos vereis nie, maar wel op 'n alternatiewe manier, moet die heffingsgeld bereken word volgens die persoon se eerste versoek [artikel 29(3) en (4)].
- Indien die aanvraer, benewens 'n skriftelike antwoord tot 'n geskrewe antwoord op sy aanvraag vir die rekord, ook op 'n ander manier in kennis gestel wil word, b.v. telefonies, moet dit aangedui word [artikel 18(2)(e)].
- Indien die aanvraer die inligting namens iemand anders aanvra, moet die hoedanigheid waarin die versoek gerig word, aangedui word [artikel 18(2)(f)].
- Indien 'n aanvraer nie in staat is om te lees of te skryf nie, of indien hy/sy gestremd is, kan hulle die versoek mondelings rig. Die inligtingsbeampte moet die vorm namens die aanvraer invul en hulle van 'n afskrif voorsien [artikel 18(3)].

Twee soorte gelde moet ingevolge die Wet betaal word, naamlik die aanvraaggeld en die toegangsgeld [artikel 22]:

'n Aanvraer wat toegang tot 'n rekord verlang wat persoonlike inligting oor die aanvraer bevat, hoef nie die aanvraaggeld te betaal nie. Elke aanvraer wat nie 'n persoonlike aanvraer is nie, moet die vereiste aanvraaggeld betaal.

- Die inligtingsbeampte moet die aanvrager (behalwe wanneer dit 'n persoonlike aanvrager is) by wyse van kennisgewing inlig, en die aanvrager versoek om die voorgeskrewe geld (as daar is) te betaal voordat die versoek verwerk word.
- Die aanvraaggeld betaalbaar aan openbare instansies beloop R35. Die aanvrager kan 'n interne appèl, indien van toepassing, of 'n aansoek aan die hof rig, teen die aanbieding of betaling van die aanvraaggeld.
- Nadat die inligtingsbeampte 'n besluit geneem het rakende die aanvraag, moet die aanvrager van sodanige besluit in kennis gestel word op 'n wyse soos versoek deur die aanvrager.
- Indien daar aan die versoek voldoen word, moet verdere toegangsgeld betaal word vir opsporing, voorbereiding, reproduksie en tyd wat die voorgeskrewe ure oorskry wat gewy is aan die opsporing en voorbereiding van die rekord vir openbaarmaking.

#### **D. DIENSTE BESKIKBAAR [artikel 14(1)(f)]**

##### **i. Aard van dienste**

Die dienste van die Departement is soos volg:

##### **INLIGTINGSTEGNOLOGIE**

- Hou toesig en help Netwerkkontroleurs en Hulplessenaaroperateurs met die oplossing van probleme.
- Sorg vir probleemoplossings en diens wat betref gebruikers se werkstasies wanneer die Netwerkkontroleur nie in staat is om oplossings te bied nie.
- Sorg dat netwerk funksioneer en aangewend word.
- Verantwoordelik vir Hulplessenaarfunksionering / veranderings / probleme.

##### **MENSLIKE HULPBRONNE BESTUUR**

- Bepaal 'n beleidsraamwerk oor arbeidsverhoudinge vir die Provinsie.
- Koördineer alle diensvoordele.
- Bestuur werwing vir die Departement.
- Bestuur die Menslike Hulpbronplan en Beleidsontwikkeling.

##### **MENSLIKE HULPBRONNE EN ORGANISATORIESE ONTWIKKELING**

- Sorg dat gepaste strukture geskep is.
- Sorg dat die Departement van Gesondheid 'n leer-organisasie word.
- Bestuur die Vrystaatse Opleidings- en Ontwikkelingsinstituut.
- Bestuur die Vaardigheidsontwikkelingsplan.



**ADMINISTRATIEWE EN FINANSIËLE DIENSTE**

- Ontwikkel, fasiliteer en monitor die toepassing van die Provinsie se diensleweringssinnovasiestrategie.
- Voorsien doelmatige en doeltreffende administratiewe en finansiële bestuur aan die Departement.
- Versterk finansiële rekenpligtigheid en dissipline in die Departement.
- Sorg vir doelmatige, doeltreffende en deursigtige stelsels van finansiële en risikobestuur en interne beheer.
- Sorg vir die doelmatige, doeltreffende, ekonomiese en deursigtige gebruik van die hulpbronne van die Departement.
- Sorg dat doelmatige en gepaste stappe geïmplementeer word om ongemagtigde, onreëlmatige en vrugtelose uitgawes en verliese te verhoed wat die gevolg is van kriminele optrede.

**KOMMUNIKASIE**

- Sorg vir doelmatige en doeltreffende kommunikasie met die media en die gemeenskap.
- Lewer 'n omvattende werknemer- en interne kommunikasiediens.
- Lewer 'n omvattende eksterne gesondheidskommunikasiediens.
- Bestuur 'n Oproepsentrum en Inligtingstelefoondiens vir die Departement.
- Openbare verhoudings en mediasskakeldiens.

**VIGS EN OORDRAAGBARE SIEKTES**

- Gee ondersteuning aan diensleweringskomponente.
- Sorg vir die bestuur van MIV / VIGS / TB & OSB.
- Beleidsformulering vir MIV / VIGS / SOI & OORDRAAGBARE SIEKTES
- Monitering en evaluering van diens wat betrekking het op MIV / VIGS / TB & OORDRAAGBARE SIEKTES.

**HOSPITALE**

- Algemene chirurgie
- Ortopediese chirurgie
- Algemene medisyne
- Pediatrie
- Ginekologie en verloskundige chirurgie
- Psigiatrie
- Radiologie
- Anesthesiologie
- Operasieteatres
- Hoëtegnologie-intensiewesorgeenhede
- Trauma
- Ruggraateenheid
- Brandwonde-eenheid

**REGSDIENSTE**

- Konsepwetgewing
- Voorsien mondelingse en geskrewe regsmerings
- Opstel en nagaan van kontrakte
- Reik kwartaallike hersienings uit van gerapporteerde sake, beleid en wetgewing.
- Gee ondersteuning en bystand aan departemente gedurende gedingvoering.
- Fasiliteer en monitor die implementering van die Wet op die Bevordering van Toegang tot Inligting.
- Opstel en implementering van beleid.

**ii. Hoe om toegang tot hierdie dienste te verkry**

Die dienste wat deur hierdie departement voorsien word, is hoofsaaklik tot voordeel van die publiek.

Om toegang tot die dienste van die Departement te verkry, moet versoeke aan die Departementshoof gerig word.

**E. REËLING WAT DIE PUBLIEK TOELAAT OM BETROKKE TE RAAK BY DIE FORMULERING VAN BELEID EN DIE UITOEFENING VAN GESAG [artikel 14(1)(g)]**

Ingevolge die Reëls en Ordes van die Provinsiale Wetgewer, word alle wetgewing vir kommentaar gepubliseer voordat dit ter tafel gelê word. Die publiek kry die geleentheid om geskrewe vertoë te rig of om voor verskillende portefeuljekomitees te verskyn.

Verskillende provinsiale wette maak voorsiening vir lede van die publiek om lede wat op sekere komitees kan dien, te benoem.

**F. DIE REGSMIDDELE WAT BESIKBAAR IS AS DAAR NIE AAN DIE BEPALINGS VAN HIERDIE WET VOLDEN WORD NIE [artikel 14(1)(h)]**

Iemand wat 'n versoek rig kan 'n interne appèl indien teen die beslissing van die inligtingsbeampte, by 'n persoon wat deur die Premier aangewys is. Die persoon wat die aansoek rig kan by die hof aansoek doen vir toepaslike regshulp nadat hy/sy die interne prosedure uitgeput het. Die hof moet genader word in gevalle waar die Provinsiale Administrasie nie aan die bepalings van die Wet voldoen nie. Dit geld vir enige situasie waar die persoon wat die versoek rig teen 'n beslissing van die inligtingsbeampte wil appelleer.

**G. BYWERKING VAN DIE HANDLEIDING [artikel 14(2)]**

Die Provinsiale Administrasie sal, indien nodig, hierdie handleiding met tussenpose van hoogstens een jaar, bywerk en publiseer.

**H. BESKIKBAARHEID VAN DIE HANDLEIDING [artikel 14(3)]**

Die handleiding van die Provinsiale Administrasie word op die volgende wyse beskikbaar gestel:

'n Afskrif in elk van die drie amptelike tale moet by elke plek van pliglewering beskikbaar gestel word soos omskryf in artikel 6 van die Wet op Pliglewering 1997; die Suid-Afrikaanse Menseregtekommissie; en elke kantoor van daardie openbare liggaam.

Die handleiding moet in Sesotho, Engels en Afrikaans gepubliseer word.

Die handleiding is beskikbaar op die webtuiste van die Provinsiale Administrasie te <http://fspg ofs.gov.za>.

# LEFAPHA LA BOPHELO BO BOTLE LA FREISTATA

## BUKANA

TSEBAHATSO YA MOLAO O MABAPI LE PHIHLELLO  
TLHAHISOLESSEDING, 2000  
(MOLAO WA NOMORO YA 2 WA 2000)

### PONELOPELE YA LEFAPHA

Baahi ba Freistata ba phetseng hantle mme ba ikemetseng.

### SEPHEO SA LEFAPHA

Lefapha la Bophelo bo Botle le nehelana ka tshebeletso ya boleng ya tlhokomelo e tebileng baahing ba Freistata, le sebedisa mehlodi ya bophelo bo botle ka ho phethahala ho nehelana ka tshebeletso e hlokomelang e kutiwelo bohloko le ho ntlafatsa mmoho le ho ntshetsapele basebetsi bohle ho fihlella bokgoni ba bona bo hlwahlwa.

Setho sa Lekgotla la Phethahatso – SLP ke Mme MA Tsopo.  
Hlooho ya Lefapha ke Ngaka V Litlhakanyane.

#### A. DINTLHA TSA BAO HO KA IKOPANNGWANG LE BONA [karolo ya 14(1)(b) ya Molao]

##### Mohlanka wa Tlhahisoleseding

Monghadi WK de Wee (Molaodikakaretso)

Aterese: Phaposi ya 448 Moahong wa Lebohang  
St Andrew Street  
BLOEMFONTEIN  
9301

Aterese ya poso: PO Box 517  
BLOEMFONTEIN  
9300

Mohala: (051) 405-5801/2  
Fekse: (051) 405-5671  
Imeile: [sewsanke@premier.fs.gov.za](mailto:sewsanke@premier.fs.gov.za)

##### Batlatsa Bahlanka ba Tlhahisoleseding

Sheba Sehlomathiso bakeng la lenane la Bahlanka ba Tlhahisoleseding.

**B. TATAISO YA KAROLO YA 10 [karolo ya 14(1)(c)]**

Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa e tlameha ho etsa tataiso e mabapi le ho sebediswa ha Molao. Tataiso ena e tla fumaneha ho eso fete Phato 2003. Dipatlisiso mabapi le tataiso di ka lebiswa ho:

Yuniti ya Tsebahatso ya Molao o mabapi le phihlello tlhahisoleseding, 2000.  
Department of Research and Documentation Department  
South African Human Rights Commission  
Private Bag X2700  
HOUGHTON  
2041

Mohala: (011) 484-8300  
Fekse: (011) 484-1360  
Imeile: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)  
Websaete: [www.sahrc.org.za](http://www.sahrc.org.za)

**C. PHIHLELLO DIREKOTONG TSA LEFAPHA****(a) Ditsebahatso tse Iketsahallang [karolo 14(1)(e)]**

Tsebiso ho ya ka karolo ya 15(2) e hlalosa mekgahlelo ya direkoto tse fumanehang ntle le hore motho a etse kopo ya phihlello ho ya ka dintlha tsa Molao ha e fumanehe ha jwale.

Leha ho le jwalo, tse latelang ke direkoto tse phatlaladitsweng ke Lefapha:

- (i) Ditlaleho tsa selemo ka seng
- (ii) MEC News (Ditaba)
- (iii) Voutu ya Tekanyetso ya Setho sa Lekgotla la Phethahatso

**(b) Direkoto tse ka koptiwang [karolo 14(1)(d)]**

- ☐ Metsotso ya dikopano
- ☐ Dipuo tse etswang ke Setho sa Lekgotla la Phethahatso le basebetsi ba bang
- ☐ Dithupelotsebetsong le diseminara
- ☐ Ditlaleho
- ☐ Dibuka
- ☐ Ditlitlebo tse amohelwang
- ☐ Ditsebiso tsa bahlanka ba diphatlatso
- ☐ Maano
- ☐ Direkoto tsa khiri
- ☐ Maano a phumantsho
- ☐ Ditekanyetso
- ☐ Meralo e mawala
- ☐ Dinyehelo tsa Moralo wa Tshebetso wa Nakwana wa Moruo
- ☐ Ditokomane tsa phumantsho
- ☐ Direkoto tsa bongaka

(c) Metjha ya ho etsa kopo

Mokopi o tlameha ho nehwa phihlello ya rekoto ya sebopeliso sa setjhaba ebang a dumellana le tse latelang:

- Ditlhokeho tsohle tsa metjha tse ka Molaong tse amanang le kopo ya phihlello ya rekoto; le
- Ha ho hanwe ka phihlello ya rekoto eo tlasa mabaka afe kapa afe a ho hana a boletsweng Molaong.

Mofuta wa kopo:

- Mokopi o tlameha ho sebedisa foromo e hatisitsweng Koranteng ya Mmuso [Tsebiso ya Mmuso R187 – 15 Tlhakola 2002] (Foromo ya A).
- Mokopi o boela a tlameha ho bolela ebang kopo e le ya khopi ya rekoto kapa ebang a batla ho phetlela rekoto diofising tsa Tsamaiso ya Provense. Ka nqo nngwe, ebang rekoto e se tokomane e ka bohulang ka mokgwa oo e kopilweng ka ona, ebang ho kgoneha [karolo 29(2)].
- Ebang motho a kopa phihlello ka mokgwa o itseng mokopi o lokela ho nehwa phihlello ka mokgwa oo a kopileng ka ona. Ho dumellana le kopo ha ho a tshwanela ho sitisa tsamaiso ya lefapha, kapa tshenyeho ya rekoto, kapa ho tlole molawana wa kopitso oo e seng wa mmuso. Ebang ho ke keng ha nehelanwa ka phihlello ka mokgwa oo e kopilweng ka ona ka mabaka a bonahalang, empa ho ka nehelanwa ka yona ka mokgwa o mong osele, tefo e tlameha ho sebetswa ho ya ka kopo ya pele ya motho [karolo ya 29(3) le (4)].
- Ebang, tlatsetsong ya karabo e ngotsweng kopong ya hae ya rekoto, mokopi a lakatsa ho tsebiswa ka qeto ka tsela efe kapa efe, mohlala: ka mohala, sena se tlameha ho bontshwa [karolo 18(2)(e)].
- Ebang mokopi a kopela motho e mong tlhahisoleseding, o lokela ho bontsha jwalo ha a etsa jwalo [karolo 18(2)(f)].
- Ebang mokopi a sa kgone ho bala kapa ho ngola, kapa a sa itekanela, a ka etsa kopo ya rekoto ka molomo. Mohlanka wa tlhahisoleseding o tlameha ho tlatsetsa mokopi foromo mme a mo nehe khopi [karolo 18(3)].

Mefuta e mmedi ya ditefello e lokela ho lefshwa ho ya ka Molao, tefello ya kopo le tefello ya phihlello [karolo ya 22]:

Mokopi ya batlang phihlello ya rekoto e nang le tlhahisoleseding ya motho e mabapi le mokopi eo ha ho hlokehe hore a lefe tefello ya kopo. Mokopi ofe kapa ofe, ya sa etseng kopo ya rekoto e mabapi le yena, o tlameha ho lefa tefello ya kopo e hlokehang:

- Mohlanka wa tlhahisoleseding o tlameha ho bolella mokopi (ntle le mokopi wa rekoto ya hae) ka tsebiso, e hlokanang hore mokopi a lefe tefello e laetsweng (ebang e le teng) pele ho tswelwa pele ka kopo.
- Tefello ya kopo e lefshwang dibopehong tsa setjhaba ke R35. Mokopi a ka etsa boipiletso ba kahare, ebang ho lokela, kapa qoso lekgotleng kgahlanong le thendara kapa tefo ya tefello ya kopo.
- Kamora hore mohlanka wa tlhahisoleseding a etse qeto mabapi le kopo mokopi o tlameha ho tsebiswa ka qeto e jwalo ka mokgwa o kopilweng ke bona.
- Ebang kopo e tswella tefello e nngwe ya phihlello e tlameha ho lefshwa bakeng la phuputso, tokisetso, katiso le bakeng la nako e ekeditsweng hodima dihora tse laetsweng tsa ho fuputsa le ho lokisetsa ho tsebahatsa rekoto.

#### **D. DITSHEBELETSO TSE FUMANEHANG [karolo ya 14(1)(f)]**

##### **i. Mofuta wa ditshebeletso**

Ditshebeletso tsa Lefapha ke tsena tse latelang:

##### **THEKNOLOJI YA TLHAHISOLESERING**

- Ho okamela le ho thusa Balaodi ba Marangrang le Batsamaisi ba nehelanang ka Thuso ka ho rarolla mathata.
- Ho etsa bonnete ba ditharollo tsa mathata le tshebeletso mabapi le dibaka tsa tshebetso tsa basebedisi ebang Molaodi wa Marangrang a sa kgone ho nehelana ka ditharollo.
- Ho etsa bonnete ba hore Marangrang a sebetse le ho sebediswa.
- Ho ba le boikarabelo bakeng la tshebetso / phetoho / mathata a moo ho nehelanwang ka thuso.

##### **BOTSAMAISI BA MEHLODI YA BATHO**

- Ho fumana leano la tshehetso ya bohlokwa la dikamano tsa mosebetsi bakeng la Provense.
- Ho hokahanya melemo yohle ya tshebeletso.
- Ho tsamaisa tse mabapi le ho thaothwa Lefapheng.
- Ho tsamaisa Moralo wa Mehloodi ya Batho le Leano la Ntshetsopele.

##### **MEHLODI YA BATHO LE NTSHETSOPELE YA MOKGATLO**

- Ho etsa bonnete ba hore ho hlonngwe dipopeho tse loketseng.
- Ho ntshetsa pele, ho bebofatsa le ho beha ho kenngwa tshebetsong ha mawala a matjha a phumantsho ya ditshebeletso tsa Provense leihlo.
- Ho etsa bonnete ba hore Lefapha la Bophelo bo Botle ke mokgatlo o ithutang.
- Ho tsamaisa Setheo sa Thupelo le Ntshetsopele sa Lefapha.
- Ho tsamaisa Moralo o mabapi le Ntshetsopele ya Boitsebelo.



**TSAMAIISO LE DITSHEBELETSO TSA DITJHELETE**

- Ho nehelana ka botsamaisi ba tsamaiso le ditjhelete bo phethahetseng le bo loketseng Lefapheng.
- Ho ntlafatsa boikarabelo ho tsa ditjhelete le boitshwaro Lefapheng.
- Ho etsa bonnete ba mekgwatshebetso e phethahetseng, e sebetsang ka bokgabane le e bonaletsang ya botsamaisi ba ditjhelete le ba kotsi mmoho le bolaodi ba kahare.
- Ho etsa bonnete ba tshebediso e phethahetseng, e sebetsang ka bokgabane, e bolokang tjhelete le e bonaletsang ya mehlodi ya Lefapha.
- Ho etsa bonnete ba hore mehato e phethahetseng le e loketseng e kenngwa tshebetsong ho thibela ditjeho tse sa dumellwang, tse sa tsitsang le tse se nang molemo le ditahlehelo tse bakwang ke botlokotsebe.

**DIKGOKAHANYO**

- Ho etsa bonnete ba dikgokahanyo tse phethahetseng pakeng tsa bahlanka ba diphatlalatso le baahi.
- Ho nehelana ka tshebeletso e tebileng ya mosebetsi le ya kgokahanyo ya kahare.
- Ho nehelana ka tshebeletso e tebileng ya kgokahanyo ya kantle ya bophelo bo botle.
- Ho tsamaisa Setsi sa Mohala le Mohala wa tlhahisoleseding bakeng la Lefapha.
- Dikamano tsa setjhaba le ditshebeletso tsa dikgokahano le bahlanka ba diphatlalatso.

**AIDS LE MAHLOKO A TSHWAETSANG**

- Ho nehelana ka tshehetso dikarolong tse nehelanang ka ditshebeletso.
- Ho etsa bonnete ba tsamaiso ya HIV / AIDS / Lefuba le CDC
- Ho ralwa ha leano la HIV / AIDS / Ditshwaetso tse fetiswang ka thobalano (STI) le MAHLOKO A TSHWAETSANG
- Peho leihlo le tekolo ya tshebeletso e amanang le HIV / AIDS / Lefuba le MAHLOKO A TSHWAETSANG.

**DIPETLELE**

- Tsheho ya bongaka ya Kakaretso
- Tsheho ya bongaka ba tokiso ya masapo le mesifa
- Meriana ya Kakaretso
- Kalafo ya bana le mafu a bona
- Bongaka ba mafu a basadi le bobelehisi
- Bongaka ba mafu a hlooho
- Radioloji (Tse amanang le mahlasedi a ekserei)
- Thethefatso ya mahloko
- Diphaposi tsa tsheho ya bongaka
- Diyuniti tse maemong a hodimo tsa tlhokomelo ya ba kulang haholo
- Ho tshoha haholo
- Yuniti ya kalafo ya bohloko ba mokokotlo
- Yuniti ya bohloko ba ho tjha

**DITSHEBELETSO TSA MOLAO**

- Moralo wa molao.
- Ho nehelana ka ditlhahiso tsa molao tsa molomo le tse ngotsweng.
- Ho rala le ho lokisa diphoso dikontrakeng.
- Ho ntsha ditekolo tsa kotara tsa dinyewe tse tlalehilweng, leano le molao.
- Ho tshhetsa le ho thusa mafapha nakong eo nyewe ho buuwanng ka yona.
- Ho bebofatsa le ho beha leihlo ho kenngwa tshebetsong ha Molao wa Phihlello Tlhahisoleseding.
- Ho rala le ho kenya maano tshebetsong.

**ii. Mokgwa wa ho fihlella ditshebeletso tsena**

Ditshebeletso tseo Lefapha le nehelanang ka tsona haholo-holo di molemong wa setjhaba.

Hore ho fihlellwe ditshebeletso tsa Lefapha, dikopo di tlameha ho lebiswa ho Hlooho ya Lefapha.

**E. TLHOPHISO E DUMELLANG SETJHABA HO BA LE SEABO HO RALWENG HA LEANO LE TSHEBEDISONG YA MATLA [karolo ya 14(1)(g)]**

Ho ya ka dintlha tsa Melao le Ditaello tsa Lekgotla la Ketsamelao la Provense, melao yohle e phatlalatswa bakeng la maikutlo a setjhaba pele ho buisanwa ka yona. Setjhaba se nehwa monyetla wa ho ngola dipehelo kapa ho hlahella ka pela dikomiti tsa dipotfolio tse fapaneng.

Melao e fapaneng ya provense e dumella ditho tsa setjhaba ho kgetha ditho tse tla sebetsa dikomiting tse itseng.

**F. MEHATO YA TOKISO E TENG EBANG DIPEHELO TSA MOLAO ONA DI SA LATELWE [karolo 14(1)(h)]**

Mokopi a ka hlahlela boipiletso ba kahare kgahlano le qeto ya mohlanka wa tlhahisoleseding mothong ya kgethilweng ke Tonakgolo. Mokopi a ka hlahlela nyewe lekgotleng la dinyewe bakeng la ho fumana thuso e loketseng kamora hore a sebedise metjha ya kahare ka ho phethahala. Ho ka uwa makgotleng ebang Tsamaiso ya Provense e sa latela dipehelo tsa Molao. Sena se sebetsa boemong boo ho bona mokopi a lakatsang ho ipiletsa kgahlano le qeto e entsweng ke mohlanka wa tlhahisoleseding.

**G. HO NTJHAFATSWA HA BUKANA [karolo ya 14(2)]**

Ha ho hlokeha, Tsamaiso ya Provense e tla ntjhafatsa le ho phatlalatsa bukana ena, jwalo-jwalo kamora nako e sa feteng selemo.

**H. HO FUMANEHA HA BUKANA [karolo ya 14(3)]**

Bukana ya Tsamaiso ya Provense e fumaneha ka mokgwa o latelang:

Khopi e ngotsweng ka e nngwe le e nngwe ya dipuo tse tharo tsa semmuso e tlameha ho fumaneha sebakeng se seng le se seng sa direkoto tsa molao jwalo ka ha ho hlaositswe karolong ya 6 ya Molao wa Direkoto tsa Molao wa 1997; Khomeshene ya Ditokelo tsa Botho ya Afrika Borwa; le ofisi ka nngwe ya sebopeho seo sa mmuso.

Bukana e lokela ho phatlalatswa ka Sesotho, English le Afrikaans.

Bukana e fumaneha websaeteng ya Tsamaiso ya Provense ho <http://fspg ofs.gov.za>

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