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MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)

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water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Private Bag X 313, Pretoria 0001 / Sedibeng Building, 185 Francis Baard Street, Pretoria

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PROMOTION OF ACCESS TO INFORMATION MANUAL

**COMPILED IN COMPLIANCE WITH
SECTION 14 OF THE PROMOTION
OF ACCESS TO INFORMATION ACT
(ACT 2 OF 2000)**

2015

1. INTRODUCTION

This Manual has been compiled in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (the Act). The Act prescribes that a Public Body must provide details of records held by such Public Body so that any request for information may be accommodated.

The details of the records kept by a Public Body are contained in a book which is commonly known as a manual. The manual relates to the records kept by the Public Body. The records kept pertain to the business/ functions of each and every business unit. To distinguish between the business/functions of each unit, the records of each unit are numbered differently. Each record also carries a disposal function.

Apart from records (files), the manual also contains information on the addresses of the Head of Public Body and also the name of each unit in the Public Body, its functions as well as list of all records kept by the Public Body.

The Manual also contains information of the designated Information Officer and Deputy Information Officer who are responsible for handling all the applications that are made for access to information as well as the name of each Programme and its core function and a list of all records kept by the Department of Water and Sanitation.

2. MANDATE

2.1 VISION

The vision statement of the Department is:

To provide sustainable water and dignified sanitation for all.

2.2 MISSION

The mission of the Department is:

To ensure dignity, equity, social-economic development and ecological sustainability by effectively and efficiently managing the nation's water resources and sanitation services.

2.3 VALUES

The values of the Department are:

- Respect
- Effectiveness, efficiency
- Service orientated
- Professionalism
- Ethical behaviour (Honesty, Integrity)
- Caring organisation (Learning Organisation, Innovation)
- Transparency

3. DEPARTMENT LEGISLATIVE MANDATE

The Department's legislative mandate seeks to ensure that the country's water resources are protected, managed, used, developed, conserved, and controlled through regulating and supporting the delivery of effective water supply and sanitation. This is done in accordance with the requirements of water related policies and legislation which are critical delivering on the right of access to sufficient food and water, transforming the economy and eradicating poverty.

The business of the Department is informed by the following key legislative frameworks:

- **The Constitution of the Republic of South Africa**

The Constitution sets out water resources management as a national competency. It also states that everyone has a right to an environment that is not harmful to their health or well-being and supports socially justifiable economic development.

The Constitution indicates the rights of individual to have access to basic water and sanitation and sets out the institutional framework for the provision of these services. It gives municipalities the executive authority and the right to administer the provision of water services within their areas of jurisdiction. The Constitution gives national and provincial government authority to regulate local government in terms of water services. It further gives them the obligation to support and strengthen the capacity of local government to provide services.

- **The National Water Act, 1998 (Act No. 36 of 1998)**

The National Water Act seeks to ensure that the country's water resources are protected, used, developed, conserved, managed, and controlled in a sustainable and equitable manner for the benefit of all people. This Act assigns the national government as the trustee of the water resources. Acting through the Minister, it has the power to regulate allocation, use, flow and control of all water in the Republic.

- **The Water Services Act, 1997 (Act No. 108 of 1997)**

The Water Services Act prescribes the legislative duty of municipalities as water service authorities to supply water and sanitation according to national norms and standards. In addition, it regulates Water Boards as important water service providers. This Act compels the Minister to maintain a National Water Service Information System and to monitor the performance of all water services institutions.

Currently, the provision of sanitation is governed by the Strategic Framework on Water Services (2003) and the Water Services Act. The Department's mandate is to develop Settlements on the other hand drives the sanitation policy review process which will result in the clarification of roles and responsibilities regarding sanitation.

- **Water Research Act, 1971 (Act No. 34 of 1971)**

This Act established the Water Research Commission and the Water Research Fund and thus promotes water related research. The Minister appoints members of the Water Research Commission (the Commission) and thus exercises executive oversight over the Commission.

4. SECTION 10 GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC) ON HOW TO USE THE ACT

The SAHRC has in terms of section 10 of the Act compiled a guide on the use of the Act. The Section 10 guide is available at all Departmental offices and also available at the offices of SAHRC. Please direct your queries to:

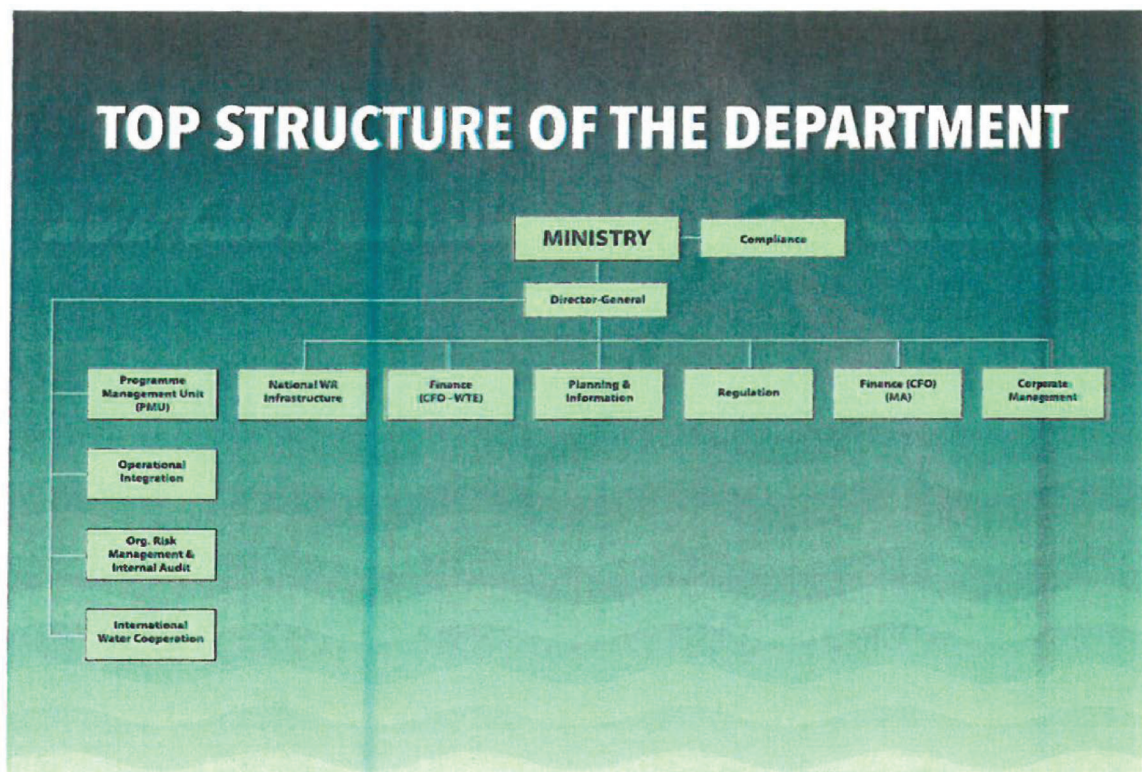
The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department
Private Bag X 2700
Houghton
2014

Telephone: 011 877 3750

Fax: 011 403 0668

Email: PAIA@sahrc.org.za

5. ORGANOGRAM OF THE DEPARTMENT



6. PROGRAMMES OF THE DEPARTMENT

Program 1: Administration

Purpose: To provide policy leadership, advice and core support services, including finance, human resources, legal, ICT and management services, communication, and corporate planning.

Program 2: Water Planning and Information Management

Purpose: To ensure that the country's water are protected, used, developed, conserved managed and controlled in a sustainable manner for the benefit of all people and the environment by developing a knowledge base and implementing effective policies, procedures and integrated planning strategies both for water resources and water services.

Program 3: Water Infrastructure Development

Purpose: To develop, rehabilitate and refurbish raw water resources and water services infrastructure to meet the socio-economic and environmental needs of South Africa.

Program 4: Water and Sanitation Services

Purpose: To develop, rehabilitate and refurbish raw water resources and water services infrastructure to meet the socio-economic and environmental needs of South Africa.

Program 5: Water Sector Regulation

Purpose: To ensure the development, implementation, monitoring and review of regulations across the water supply chain in accordance with the provisions of the National Water Act (1998) and Water Services Act (1997).

Program 6: Water Trading Entity

Purpose: Ensures the efficient management of daily financial operations, processes and systems for the infrastructure and proto-CMA components

7. REQUEST PROCEDURE

7.1 Telephonic requests:

Telephonic requests are forbidden by the Act. Any such request made to the Information Officer or Deputy Information Officer at the telephone number given in this manual will be attended to unless the Information Officer or the Deputy Inform, Form A must be filled out.

7.2 Voluntary Access in terms of section 15(1) of the Act:

Information that is automatically available meaning without having to complete **FORM A** and paying the requester's fee will be made available either at the offices of the Department or in the manner of form requested, should this be reasonable and possible. The manner of access will include:

- (a) Perusal with copying of material if needed and at the prescribed fee for copies;
- (b) Access to visual, audio-visual material with transcription, dubbing or copying or both, if required.

7.3 Section 14(1) (d) requests

A requester must be given access to a record of the Department if:

- (a) The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- (b) Access to the record is not refused on any ground of refusal mentioned in the Act.

7.4 Nature of the request

- (a) A requester must complete the form similar to the one printed in the Government Gazette (Government Notice R 187 – 15 February –FORM A) which is attached at the end of this Manual.
- (b) The requester must indicate the form or manner of access sought as prescribed by section 29 of the Act.

- (c) The Department will endeavour to give access in the form requested unless this would tamper with the smooth running of the Department.
- (d) Giving access will give due consideration to preservation of material, infringement of copyright and request or access fees as prescribed must be prescribed before a request is processed and, search and preparation fees are also payable before access is granted.
- (e) A requester, who cannot read or write or needs assistance in completing a request form, may present the request orally and the Deputy Information Officer is obliged to assist such a request.
- (f) If the Information Officer fails to take a decision on a request for records within 30 days of receipt of such request or after the expiry of an extension of 30 day period, such failure is regards as deemed refusal.

7.5 Frivolous or vexatious requests or substantial and unreasonable diversion of resources

The Information Officer may refuse a request for access to a record if:

- (a) The request is manifestly frivolous or vexatious;
- (b) The work involved in processing the request would substantially and unreasonably divert the resources of the Department.

7.6 Mandatory disclosure in the interest of the public

Despite any other provision of PAIA, the Information Officer must grant a request for access to a record if:

- (a) The disclosure of the record would reveal evidence-
 - A substantial contravention of, or failure to comply with the law; or
 - An imminent and serious public safety or environmental risk; and
- (b) The public interest in the disclosure of the record clearly outweighs the harm contemplated in the provision in question.

7.7 Records that cannot be found or do not exist

If all reasonable steps have been taken to find a record requested and there are reasonable grounds for believing that the record is the Department's possession but is lost or damaged or does not exist then the Information Officer must by way of an affidavit notify the requester that it is not possible to give access to that record.

The affidavit must give a full account of all steps taken to find the record in question or to determine whether the record exists, including communicating with every person who conducted the search on behalf of the Information Officer.

8. PAYMENT OF FEES IN TERMS OF THE REQUEST

8.1 Personal request

Anyone who seeks information pertaining to her/him is called personal requestor and is exempted from paying the requestor's fee.

8.2 Requester

The request fee payable to any public body is R35.00 as prescribed by the Regulations to the Act. In addition if any copies or transcripts are requested, those will be charged according to the fee structure as prescribed by the Regulations and the Information Officer/Deputy Information Officer may charge for the time spent on processing the request.

8.3 Payment method

Every requester who is not a personal requester must pay the required fee. The requester must deposit the request fee into the Department's bank account. The proof of the deposit slip must be forwarded to Department's Deputy Information Officer before any request can be processed. The details of the Departments' bank account are as follows:

BANK: ABSA

ACCOUNT HOLDER: DEPARTMENT OF WATER AND SANITATION

ACCOUNT NUMBER: 4049624754

BRANCH CODE: 632005

NB. It is important to note the provisions of section 22(1) of the Act to the effect that no request may be processed unless a request fee is paid.

9. REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE COMPLIED WITH

The Act provides for an internal appeal procedure in terms of section 74 and 75. The Minister is the relevant authority to review any decision taken by the Information Officer. An aggrieved party still has an opportunity to approach the courts if dissatisfied with the decision of the relevant authority.

10. RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) SECTION 15(1)(b)
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<ul style="list-style-type: none"> • Departmental Strategic plans. • Departmental Annual Performance Plan. • Service Delivery Improvement Plan. • Service Delivery Charter • Annual Report. • Audited Financial Statements • Employment Equity Reports. • Published research report. • Approved organizational structure. • Departmental File plans. • Budgets. • Departmental Acts, Regulations, policies and procedure Manuals. • Citizens report. • Promotion of Access to Information Manual. • Service Standards. • Statement of commitment. 	<p>These records may be inspected at the Department on request in writing addressed to the Deputy Information Officer, Department of Water and Sanitation</p> <p>Private Bag X 313, Pretoria 0001</p> <p>Tel: 012 336 7705</p> <p>Fax: 012 336 7231</p> <p>E-Mail Address: LoseloP@dws.gov.za or visit our website www.dws.gov.za</p>

<ul style="list-style-type: none"> • Departmental Events Calendar. • Minister's Budget Speech • Departmental Circulars • Staff Contact details Directory • Journals and Magazines • News Letters • Water Use License • Water Use License Applications • Applicants' audit and compliance reports • Copies of delegated powers • Promotional materials • Batho-pele principles pamphlets • Departmental forms • Circulars of advertised posts and services 	
<ul style="list-style-type: none"> • Tender documents • Maps • CDs • Aerial Photography • Orthophotos 	<p>Records can be purchased at G17 Zwamadaka Building, 191 Francis Baard Street (Formerly Known as Schoeman Street), Pretoria.</p>
<p>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</p>	
<ul style="list-style-type: none"> • Departmental Strategic plans. • Departmental Annual Performance Plan. • Service Delivery Improvement Plan. • Service Delivery Charter • Annual Report. • Audited Financial Statements • Employment Equity Reports. • Published research report. • Approved organizational structure. • Departmental File plans. • Departmental Acts, Regulations, policies and procedure Manuals. • Citizens report. • Promotion of Access to Information Manual. 	<p>The records may be accessed on request from the Deputy Information Officer, Department of Water and Sanitation</p> <p>Private Bag X 313, Pretoria 0001</p> <p>Tel: 012 336 7705</p> <p>Fax: 012 336 7231</p> <p>E-Mail Address:</p> <p>LoseloP@dws.gov.za or visit our website</p> <p>www.dws.gov.za</p>

<ul style="list-style-type: none"> • Service Standards. • Statement of commitment. • Departmental Events Calendar. • Minister Budget Speech • Departmental Circulars • Staff Contact details Directory • Journals and Magazines • News Letters • Promotional materials • Batho-pele principles pamphlets • Water Use License • Water Use License Applications • Applicants' audit and compliance reports • Copies of delegated powers • Promotional materials • Batho- pele principles pamphlets • Departmental forms • Circulars of advertised posts and services 	
<p>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii):</p>	
<ul style="list-style-type: none"> • Journals and magazines. • News Letters. • Promotional material. 	<p>The records may be accessed on request from the Deputy Information Officer, Department of Water and Sanitation</p> <p>Private Bag X 313, Pretoria 0001</p> <p>Tel: 012 336 7705</p> <p>Fax: 012 336 7231</p> <p>E-Mail Address:</p> <p>loseloP@dws.gov.za or visit our website</p> <p>www.dws.gov.za</p>

11. AVAILABILITY OF THE MANUAL

- 11.1 The manual shall be available in places prescribed by the Legal Deposit Act, and at the offices of the South African Human Rights Commission.
- 11.2 The Manual will also be made available on the website of Department as follows: www.dws.gov.za.

12. UPDATING THE MANUAL

The manual shall be updated every twelve months period after publication. The manual will be published in three official languages.

13. CONCLUSION

This manual provides useful information of the Department to all members of public to provide assistant in exercising the constitutionally recognized right of access to information. The manual's main purpose is to promote the culture of transparency and accountability in the Department and Republic of South Africa as whole.

In presenting this manual, the Department wishes to share information with the communities it serves by promoting the Access to Information Act, 2 of 2000 (PAIA). In implementing this constitutional mandate, the Department is expected to submit an annual report to the South African Human Rights Commission, and other Stakeholders as may be required at any time.

14. Fees for records of public body as stipulated by the current regulations to the Act

The fee for reproduction, referred to in section 15(3) of the Act is as follows:

(a)	For every photocopy of an A4-size page or part thereof:	R0.60
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable	R0.,40
(c)	For a copy in a computer-readable form on:	
(i)	stiff disc	R5.00

	(ii) compact disc	R40.00
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof:	R22.00
	(ii) For a copy of visual images	R60.00
(e)	(i) For a transcription of an audio record, for an A4-size page or part	R12.00
	(ii) For a copy of an audio record:	R17.00
The request fee payable by every requester, other than a personal requester, referred to in section 22(1) of the Act is:		R35.00
The access fees payable by a requester referred to in section 22(7) of the Act, unless exempted under section 22(8) of the Act, are as follows:		
(a)	for every fees photocopy of an A4 page or part thereof.	R0.60
(b)	for every printed copy of A4-size page or part thereof held in a computer or in electronic or machine-readable format	R0.40
	(i) Stiffy disk	R5.00
	(i) Compact disk	R40.00
(d)	For transcription of visual images-	R22.00
	(i) for an A4-size page or part thereof	R60.00
	(ii) for a copy of visual images	
(e)	For a transaction of an audio record-	R12.00
	(i)) for a copy of A4-size page or part thereof	R17.00
	(ii) for a copy o an audio	
(f)	To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R15.00 for each

	hour
(2) For purposes of section 22(2) of the PAIA, the following applies: (a) Six hours as the hours to be exceeded before a deposit is payable (b) One third of the access fee is payable as a deposit by the requester	
(3) The actual postage is payable when a copy of a record must be posted to a requester	

15. CONTACT DETAILS INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER:

INFORMATION OFFICER 185 Francis Baard Street Private Bag X313 Pretoria 0001	Director-General: Ms Margaret-Ann Diedricks	Tel: (012) 336 8152 Fax: (012) 336 8850 Email: CentralP@dws.gov.za
DEPUTY INFORMATION OFFICER 191 Francis Baard Street Private Bag X313 Pretoria 0001	Chief Director-Legal Services: Mr P Loselo	Tel: (012) 336 7705 Fax: 012 336 7231 Email: LoseloP@dws.gov.za



water & sanitasie

Departement:
Water & Sanitasie
REPUBLIEK VAN SUID-AFRIKA

Privaatsak x313, Pretoria 0001/Sedibeng Building, 185 Francis Baard Street, Pretoria

Tele: 012 336 7500 Faks : 012 323 4470 of 012 326 2715

**BEVORDERING VAN TOEGANG TOT INLIGTING
HANDLEIDING
SAAMGESTELIN VOLDOENING MET ARTIKEL 14 VAN
DIE WET OP BEVORDERING VAN TOEGANG TOT
INLIGTING (WET 2 VAN 2000)
2015**

1. INLEIDING

Hierdie handleiding is saamgestel in ooreenstemming met die Wet op Bevordering van Toegang tot Inligting, 2000 (Wet No. 2 van 2000) (die Wet). Die Wet bepaal dat 'n Openbare Liggaam moet besonderhede van rekords, gehou deur so Openbare liggaam, verskaf, sodat enige versoek om inligting geakkommodeer kan word.

Die besonderhede van die rekords wat deur 'n Openbare Liggaam gehou word vervat in 'n boek wat algemeen bekend as 'n handleiding. Die handleiding het betrekking tot die rekords deur die Openbare Liggaam gehou. Die rekords gehou, het betrekking tot die besigheid / funksies van elke besigheidseenheid. Om te onderskei tussen die besigheid / funksies van elke eenheid, word die rekords van elke eenheid anders genommer. Elke rekord het ook 'n beskikkingsfunksie.

Afgesien van rekords (lêers), bevat die handleiding ook inligting oor die adresse van die Hoof van die Openbare Liggaam en ook die naam van elke eenheid in die openbare liggaam, hulle funksies sowel as 'n lys van al die rekords wat deur die openbare liggaam gehou word.

Die Handleiding bevat ook inligting van die aangewese Inligtingsbeampte en Adjunk-Inligtingsbeampte wat verantwoordelik is vir die hantering van al die aansoeke wat gemaak word om toegang tot inligting, sowel as die naam van elke program en sy kernfunksie en 'n lys van al die rekords wat deur die Departement van Waterwese en Sanitasie gehou word.

2. MANDAAT

2.1 VISIE

Die visie van die Departement is:

Om volhoubare water en waardige sanitasie vir almal te voorsien.

2.2 MISSIE

Die missie van die Departement is:

Om waardigheid, gelykheid, sosiale-ekonomiese ontwikkeling en ekologiese volhoubaarheid te verseker deur effektiewe en doeltreffende bestuur van die land se waterhulpbronne en sanitasie-dienste.

2.3 WAARDES

Die waardes van die Departement is:

- Respek
- Effektiviteit, doeltreffendheid
- Service georiënteerdheid
- Professionaliteit
- Etiese gedrag (Eerlikheid, Integriteit)
- Sorgsame organisasie (Leerorganisasie, Innovasie)
- Deursigtigheid

3. DEPARTEMENT WETGEWENDE MANDAAT

Die Wetgewende mandaat van die Departement poog om te verseker dat die land se waterhulpbronne beskerm, bestuur, gebruik, ontwikkel, bewaar, en beheer word deur die regulering en die ondersteuning van die lewering van effektiewe watervoorsiening en sanitasie. Dit word gedoen in ooreenstemming met die vereistes van die water-verwante beleide en wetgewing wat van kritieke belang is in die lewering van die reg van toegang tot voldoende voedsel en water, die transformasie van die ekonomie en die uitwissing van armoede.

Die besigheid van die Departement word ingelig deur die volgende sleutel-wetgewende raamwerke:

- **Die Grondwet van die Republiek van Suid-Afrika**

Die Grondwet stel waterbronne bestuur as 'n nasionale bevoegdheid. Dit bepaal ook dat almal die reg het tot 'n omgewing wat nie skadelik vir hul gesondheid of welstand is nie en ondersteun sosiaal-regverdige ekonomiese ontwikkeling.

Die Grondwet dul die regte van individuele toegang tot basiese water en Sanitasie aan en sit die institusionele raamwerk vir die voorsiening van hierdie dienste uiteen.

Dit gee munisipaliteite die uitvoerende gesag en die reg om die voorsiening van waterdienste binne hul regsgebiede te administreer. Die Grondwet gee die nasionale en provinsiale regering gesag om plaaslike regering te reguleer in terme van waterdienste. Dit gee hulle verder die verpligting om die kapasiteit van plaaslike regering te ondersteun en te versterk om dienste te verskaf.

- **Die Nasionale Waterwet, 1998 (Wet No. 36 van 1998)**

Die Nasionale Waterwet poog om te verseker dat die land se waterhulpbronne beskerm, gebruik, ontwikkel, bewaar, bestuur en beheer word in 'n volhoubare en billike wyse tot die voordeel van alle mense. Hierdie Wet ken die nasionale regering as die kurator van die waterhulpbronne toe. Waargeneem deur die Minister, het dit die mag om die toekenning, gebruik, vloei en beheer van alle water in die Republiek te reguleer.

- **Die Wet op Waterdienste, 1997 (Wet No. 108 van 1997)**

Die Wet op Waterdienste skryf die wetgewende plig van munisipaliteite voor, soos waterdiens owerhede om water en sanitasie te voorsien volgens nasionale norme en standaarde. Verder reguleer dit Waterrade so belangrike waterdiensverskaffers. Hierdie wet verplig die Minister om 'n Nasionale Waterdiens-Inligtingstelsel te handhaaf en om die prestasie van alle waterdiensinstellings te monitor.

Tans word die voorsiening van sanitasie gereel deur die Strategiese Raamwerk op Waterdienste (2003) en die Wet op Waterdienste. Die Departement se mandaat is om Nedersettings te ontwikkel en aan die ander kant dryf dit die sanitasiebeleid-hersieningsproses wat sal lei tot die uitklaring van rolle en verantwoordelikhede ten opsigte van sanitasie.

- **Wet op Waternavorsing, 1971 (Wet No. 34 van 1971)**

Hierdie Wet het die Waternavorsingskommissie en die Waternavorsingsfonds tot stand gebring en bevorder sodoende waterverwante navorsing. Die Minister stel die lede van die Waternavorsingskommissie (die Kommissie) aan en voer dus uitvoerende toesig oor die Kommissie uit.

4. ARTIKEL 10 GIDS VAN SUID-AFRIKAANSE MENSEREGTEKOMMISSIE (SAMRK) OOR HOE OM DIE WET TE GEBRUIK

Die SAMRK het in terme van artikel 10 van die Wet 'n gids saamgestel oor die gebruik van die Wet. Die Artikel 10 gids is beskikbaar by alle departementele kantore en ook beskikbaar by die kantore van SAMRK. Rig asseblief u navrae aan:

Die Suid-Afrikaanse Menseregtekommissie

PAIA Eenheid

Die Departement Navorsing en Dokumentasie

Privaatsak X 2700

Houghton

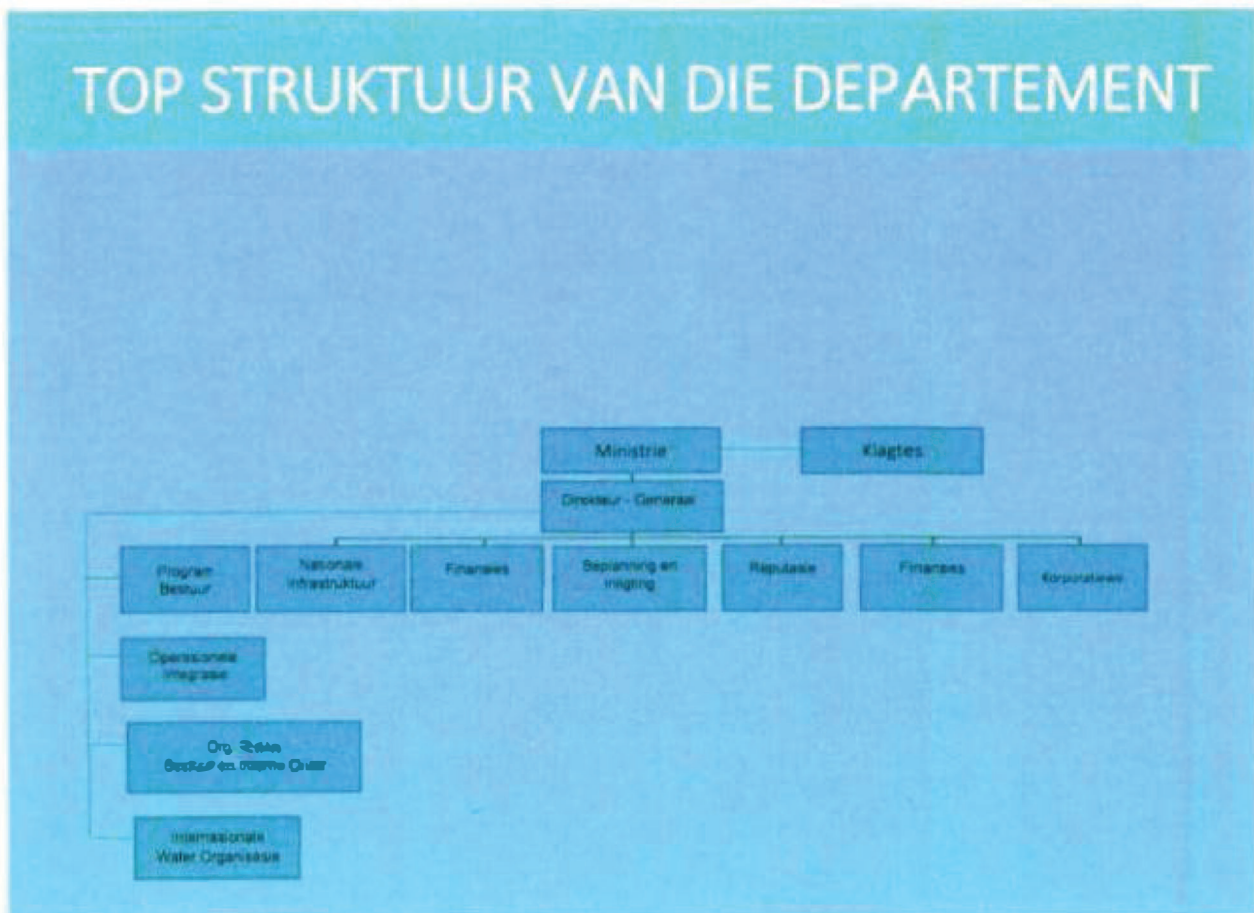
2014

Telefoon: 011 877 3750

Faks: 011 403 0668

E-pos: PAIA@sahrc.org.za

5. ORGANOGRAM VAN DIE DEPARTEMENT



6. PROGRAMME VAN DIE DEPARTEMENT

Program 1: Administrasie

Doel: Om beleidsleierskap, raad en ondersteuning kern dienste te voorsien, insluitend finansies, menslike hulpbronne, wetlike, IKT en bestuursdienste, kommunikasie, en korporatiewe beplanning.

Program 2: Waterbeplanning en Inligting

Doel: Om te verseker dat die land se water beskerm, gebruik, ontwikkel, behou, bestuur en beheer word in 'n volhoubare wyse tot voordeel van alle mense en die omgewing deur die ontwikkeling van 'n kennisbasis en implementering van effektiewe beleide, prosedures en geïntegreerde beplanningstrategieë vir beide waterhulpbronne en waterdienste.

Program 3: Water-infrastruktuurontwikkeling

Doel: Die ontwikkeling, rehabilitering en opknapping van rou waterhulpbronne en waterdienste-infrastruktuur om die sosio-ekonomiese en omgewingsfaktore behoeftes van Suid-Afrika te bevredig.

Program 4: Water en Sanitasiedienste

Doel: Die ontwikkeling, rehabilitering en opknapping van rou waterhulpbronne en waterdienste-infrastruktuur om die sosio-ekonomiese en omgewingsfaktore behoeftes van Suid-Afrika te bevredig.

Program 5: Watersektor-regulering

Doel: Om die ontwikkeling, implementering, monitering en hersiening van regulasies oor die water voorsieningsketting in ooreenstemming met die bepalings van die Nasionale Waterwet (1998) en Wet op Waterdienste (1997) te verseker

Program 6: Water Handelsentiteit

Doel: Verseker die doeltreffende bestuur van die daaglikse finansiële bedrywighede, prosesse en stelsels vir die infrastruktuur en proto-CMA komponente

7. VERSOEK-PROSEDURE

7.1 Telefoniese versoeke:

Telefoniese versoeke word verbied deur die Wet. Enige sodanige versoek aan die Inligtingsbeampte of Adjunk-Inligtingsbeampte by die telefoonnommer wat in hierdie handleiding gegee word sal aangespreek word, tensy die Inligtingsbeampte of die Adjunk-Inligtingsbeampte, moet Vorm A ingevul word.

7.2 Vrywillige Toegang in terme van artikel 15 (1) van die Wet:

Inligting wat outomaties beskikbaar is, dus sonder om te VORM A te voltooi en die betaling van die aansoeker se sal beskikbaar gestel word óf by die kantore van die Departement of in die wyse van versoek, sou dit redelik en moontlik wees. Die wyse van toegang sal insluit:

- (a) Insae met kopiëring van materiaal, indien nodig, en op die voorgeskrewe fooi vir afskrifte;
- (b) Toegang tot visuele, audiovisuele materiaal met transkripsie, oorklanking of kopiëring of beide, indien nodig.

7.3 Artikel 14 (1) (d) versoeke

'n Versoeker moet toegang tot 'n rekord van die Departement gegee word indien:

- (a) Die versoeker voldoen aan al die prosedurele vereistes in die Wet met betrekking tot die versoek om toegang tot daardie rekord; en
- (b) Toegang tot die rekord word nie geweier word op grond van enige weiering genoem in die Wet nie.

7.4 Aard van die versoek

- (a) 'n Versoeker moet die vorm soortgelyk aan die gedrukte een in die Staatskoerant (Goewermentskennisgewing R 187-15 Februarie - VORM A) voltooi, wat aan die einde van hierdie Handleiding aangeheg is.
- (b) Die aansoeker moet die vorm of wyse van toegang verlang, aandui soos in artikel 29 van die Wet voorgeskryf.
- (c) Die Departement sal poog om toegang in die manier versoek te gee, tensy dit sou inmeng met die gladde verloop van die Departement.
- (d) Die gee van toegang sal behoorlike oorweging skenk aan die behoud van die materiaal, skending van kopiereg en versoek of toegangsfooie soos voorgeskryf moet voorgeskryf word voordat 'n versoek verwerk word en, soek en voorbereidingsgelde is ook betaalbaar voordat toegang verleen word.
- (e) 'n Aansoeker, wat nie kan lees of skryf nie of hulp benodig met die voltooiing van 'n aansoekvorm, mag die versoek mondeling maak en die Adjunk-Inligtingsbeampte word verplig om met so 'n versoek te help.
- (f) Indien die inligtingsbeampte versuim om 'n besluit te neem oor 'n versoek om rekords binne 30 dae van ontvangs van sodanige versoek of na die verstryking van 'n verlenging van 'n 30 dae tydperk, word sodanige mislukking geag as weiering.

7.5 Beuselagtige of kwelsugtige versoeke of wesenlike en onredelike afleiding van hulpbronne

Die Inligtingsbeampte mag 'n versoek om toegang tot 'n rekord weier indien:

- (a) Die versoek duidelik beuselagtig of kwelsugtig is;
- (b) Die werk wat betrokke is in die verwerking van die versoek sou aansienlik en onredelik lei tot die afleiding van hulpbronne van die Departement.

7.6 Verpligte openbaarmaking in die belang van die publiek

Ondanks enige ander bepaling van PAIA, moet die Inligtingsbeampte 'n versoek om toegang tot 'n rekord toestaan indien:

(a) Die openbaarmaking van die rekord bewys sou openbaar van

- 'n Wesenlike oortreding van, of versuim om te voldoen aan die wet; of
- 'n Dreigende en ernstige openbare veiligheids- of die omgewingsrisiko; en

(b) die openbare belang in die openbaarmaking van die rekord duidelik swaarder weeg as die skade oorweeg in die betrokke bepaling.

7.7 Rekords wat nie gevind kan word of nie bestaan nie

As alle redelike stappe geneem is om 'n rekord te vind en daar is redelike gronde om te glo dat die rekord in die Departement se besit is, maar verlore of beskadig is of nie bestaan nie, dan moet die Inligtingsbeampte by wyse van 'n beëdigde verklaring die aansoeker in kennis stel dat dit nie moontlik is om toegang tot daardie rekord te verkry nie.

Die beëdigde verklaring moet 'n volledige verslag gee van al die stappe geneem om die betrokke rekord te vind of om te bepaal of die rekord bestaan, insluitende kommunikasie met elke persoon wat die soektog namens die inligtingsbeampte uitgevoer het.

8. BETALING VAN GELDE IN TERME VAN DIE VERSOEK

8.1 Persoonlike versoek

Enigiemand wat inligting met betrekking tot haarself / homself soek, word 'n persoonlike aansoeker genoem en is vrygestel van die aansoeker se fooie

8.2 Versoeker

Die versoekgelde betaalbaar aan enige openbare liggaam is R35.00 soos voorgeskryf deur die Regulasies van die Wet. Daarbenewens, indien enige afskrifte of transkripsies versoek word, sal fooie gehef word volgens die fooistruktuur soos voorgeskryf deur die Regulasies en die Inligtingsbeampte / Adjunk Inligtingsbeampte mag fooie hef vir die tyd gespandeer op die verwerking van die versoek.

8.3 Betalingsmetode

Elke aansoeker, wat nie 'n persoonlike versoeker is nie, moet die vereiste fooi betaal. Die aansoeker moet die versoekfooie in die Departement se bankrekening deponeer. Die bewys van die depositostrokke moet aan die Departement se Adjunk-Inligtingsbeampte gestuur word voordat enige versoek verwerk kan word. Die besonderhede van die bankrekening van die Departement is soos volg:

BANK: ABSA

REKENINGHOÛER: DEPARTEMENT VAN WATER EN SANITASIE

REKENINGNOMMER: 4049624754

TAKKODE: 632005

NB. Dit is belangrik om te let op die bepalings van artikel 22 (1) van die Wet wat daarop dui dat geen versoek verwerk kan word, tensy 'n versoekfooi betaal is nie.

9. REGSMIDDELE BESKIKBAAR AS DIE BEPALINGS VAN DIE WET AAN VOLDOEN IS

Die Wet maak voorsiening vir 'n interne appèlprosedure in terme van artikel 74 en 75. Die Minister het die betrokke gesag om enige besluit geneem deur die Inligtingsbeampte te hersien. 'n Verontregte party het steeds 'n geleentheid om die howe te benader indien hulle ontevrede is met die besluit van die betrokke owerheid.

10. REKORDS WAT OUTOMATIES BESKIKBAAR IN TERME VAN ARTIKEL 15

BESKRYWING VAN KATEGORIE REKORDS WAT OUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15 (1) (a) VAN WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	WYSE VAN TOEGANG TOT REKORDS (bv webwerf) ARTIKEL 15(1)(b)
<p>VIR INSPEKSIE INGEVOLGE ARTIKEL 15 (1) (a) (i):</p> <ul style="list-style-type: none"> • Departementele Strategiese planne. • Departementele Jaarlikse Prestasieplan. • Diensleweringverbeteringsplan. • Diensleweringshandves. • Jaarverslag. • Geouditeerde finansiële state. • Indiensnemingsgelykheidsverslae. • Gepubliseer navorsingsverslag. • Goedgekeurde organisatoriese struktuur. • Departementele lêer planne. • Begrotings. • Departementele wette, regulasies, beleide en prosedurehandleidings. • Burgersverslag. • Bevordering van Toegang tot Inligting Handleiding. • Dienstandaarde. • Staat van toewyding. • Departementele Kalender. • Minister se Begrotingsrede. • Departementele omsendbriewe. • Personeel Kontakbesonderhede Gids. • Tydskrifte . • Nuusbriewe. • Watergebruiklisensie. • Watergebruiklisensie Aansoeke. • Oudit en nakoming verslae van aansoekers . 	<p>Hierdie rekords kan ondersoek word by die Departement op skriftelike versoek gerig aan die Adjunk-Inligtingsbeampte, Departement van Water en sanitasie</p> <p>Privaatsak X 313, Pretoria 0001 Tel: 012 336 7705 Faks: 012 336 7231 E-pos adres: LoseloP@dws.gov.za of besoek ons webwerf: www.dws.gov.za</p>

<ul style="list-style-type: none"> • Afskrifte van gedelegerde magte. • Promosiemateriaal. • Batho-Pele beginselpamflette. • Departementele vorms. • Omsendbriewe van geadverteerde poste en dienste. 	
<ul style="list-style-type: none"> • Tender dokumente • Kaarte • CDs • Lugfotografie • Ortofoto's 	<p>Rekords kan gekoop word by G17 Zwamadaka gebou, 191 Francis Baard Straat (voorheen bekend as Schoeman Straat), Pretoria.</p>
VIR DIE KOPIËRING INGEVOLGE ARTIKEL 15 (1) (A) (II)	
<ul style="list-style-type: none"> • Departementele Strategie planne. • Departementele Jaarlike Prestasieplan. • Dienslewingsverbeteringsplan. • Dienslewingshandves. • Jaarverslag. • Geouditeerde finansiële state. • Indiensnemingsgelykheidsverslae. • Gepubliseer navorsingsverslag. • Goedgekeurde organisatoriese struktuur. • Departementele lêer planne. • Begrotings. • Departementele wette, regulasies, beleide en prosedurehandleidings. • Burgersverslag. • Bevordering van Toegang tot Inligting Handleiding. • Diensstandaarde. • Staat van toewyding. • Departementele Kalender. • Minister se Begrotingsrede. • Departementele omsendbriewe. • Personeel Kontakbesonderhede Gids. • Tydskrifte . • Nuusbriewe. • Watergebruiklisensie. • Watergebruiklisensie Aansoeke. • Oudit en nakoming verslae van aansoekers . • Afskrifte van gedelegerde magte. • Promosiemateriaal. • Batho-Pele beginselpamflette. • Departementele vorms. • Omsendbriewe van geadverteerde poste en dienste. 	<p>Toegang tot die rekords kan verkry word op versoek van die Adjunk-Inligtingsbeampte,</p> <p>Departement van Water en sanitasie</p> <p>Privaatsak X 313, Pretoria 0001 Tel: 012 336 7705 Faks: 012 336 7231 E-pos adres: LoseloP@dws.gov.za of besoek ons webwerf: www.dws.gov.za</p>
GRATIS BESKIKBAAR INGEVOLGE ARTIKEL 15 (1) (a) (iii):	

<ul style="list-style-type: none"> • Tydskrifte. • Nuus Briewe. • Promosiemateriaal. 	<p>Toegang tot die rekords kan verkry word op versoek van die Adjunk-Inligtingsbeampte,</p> <p>Departement van Water en sanitasie</p> <p>Privaatsak X 313, Pretoria 0001 Tel: 012 336 7705 Faks: 012 336 7231 E-pos adres: LoseloP@dws.gov.za of besoek ons webwerf: www.dws.gov.za</p>
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11. BESKIKBAARHEID VAN DIE HANDLEIDING

11.1 Die handleiding sal beskikbaar wees in plekke soos voorgeskryf deur die Wet op Pliglewering en by die kantore van die Suid-Afrikaanse Menseregtekommissie.

11.2 Die handleiding sal ook beskikbaar gestel word op die webwerf van die Departement as volg: www.dws.gov.za.

12. BYWERKING VAN DIE HANDLEIDING

Die handleiding sal elke twaalf maande na publikasie opgedateer word. Die handleiding sal in drie amptelike tale gepubliseer word.

13. AFSLUITING

Hierdie handleiding verskaf nuttige inligting van die Departement aan al die lede van die publiek om bystand te voorsien in die uitvoering van die Grondwetlike erkende reg van toegang tot inligting. Die hoofdoel van die handleiding is om die kul tur van deursigtigheid en aanspreeklikheid te bevorder in die Departement en Republiek van Suid-Afrika as geheel.

In die aanbieding van hierdie handleiding, wil die Departement inligting deel met die gemeenskappe wat dit dien deur die bevordering van die Wet op Toegang tot Inligting, 2 van 2000 (PAIA). In die uitvoering van hierdie grondwetlike mandaat, word die Departement verwag om 'n jaarverslag aan die Suid-Afrikaanse Menseregtekommissie voor te lê, en ander Belanghebbendes te eniger tyd soos versoek mag word.

14. Gelde vir rekords van openbare liggaam soos bepaal deur die huidige regulasies van die Wet

Die gelde vir reproduksie, in artikel 15 (3) van die Wet is soos volg:

(a)	Vir elke afskrif van 'n A4-grootte bladsy of deel daarvan	R0.60
(b)	Vir elke gedrukte afskrif van 'n A4-grootte bladsy of deel daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare formaat	R0.40
(c)	Vir 'n kopie in rekenaarleesbare formaat op:	
	(i) stiftie	R5.00
	(ii) kompakskyf	R40.00
(d)	(i) Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of gedcelte	R22.00

	daarvan	
	(ii) Vir 'n afskrif van visuele beelde	R60.00
(e)	(i) Vir 'n transkripsie van 'n oudiorekord, vir 'n A4-grootte bladsy of deel	R12.00
	(ii) Vir 'n kopie van 'n oudiorekord	R17.00
Die versoekgeide betaalbaar deur elke versoeker, behalwe 'n persoonlike versoeker, waarna in artikel 22 (1) van die Wet is		R35.00
Die toegangsgelde betaalbaar deur 'n versoeker verwys na in artikel 22 (7) van die Wet, tensy vrygestel ingevolge artikel 22 (8) van die Wet, is soos volg:		
	(a) Vir elke afskrif van 'n A4-grootte bladsy of deel daarvan	R0.60
	(b) Vir elke gedrukte afskrif van 'n A4-grootte bladsy of deel daarvan wat op 'n rekenaar of in elektroniese of masjienleesbare vorm is	R0.40
	(iii) stiftie	R5.00
	(iv) kompakskyf	R40.00
(d)	(i) Vir 'n transkripsie van visuele beelde, vir 'n A4-grootte bladsy of gedeelte daarvan	R22.00
	(ii) Vir 'n afskrif van visuele beelde	R60.00
(e)	(i) Vir 'n transkripsie van 'n oudiorekord, vir 'n A4-grootte bladsy of deel	R12.00
	(ii) Vir 'n kopie van 'n oudiorekord	R17.00
(f)	Om te soek en die rekord voor te berei vir bekendmaking, vir elke uur of gedeelte van 'n uur, uitgesluit die eerste uur, wat redelikerwys nodig is vir sodanige soektog en voorbereiding	R15.00 vir elke uur
(2) Vir doeleindes van artikel 22 (2) van die PAIA, is die volgende van toepassing:		
(a) Ses ure as die ure wat oorskry moet word voordat 'n deposito betaalbaar is		
(b) Een derde van die toegangsfooi is betaalbaar as 'n deposito deur die aansoeker		
(3) Die werklike posgeld is betaalbaar wanneer 'n afskrif van 'n rekord gepos moet word aan 'n aansoeker		

15. KONTAKBESONDERHEDE: INLIGTINGSBEAMPTE EN ADJUNK-INLIGTINGSBEAMPTE

INLIGTINGSBEAMPTE 185 Francis Baard Street Privaatsak X313 Pretoria 0001	Direkteur-generaal: Me Margaret-Ann Diericks	Tel: (012) 336 8152 Faks: (012) 335 8850 E-pos: CentraIP@dws.gov.za
ADJUNK-INLIGTINGSBEAMPTE 191 Francis Baard Street Privaatsak X313 Pretoria 0001	Hoofdirekteur-Regsdienste: Mnr P Loselo	Tel: (012) 336 7705 Faks: 012 336 7231 E-Pos: LoseloP@dws.gov.za



metsi le kgeleloeswe

Lefapha:
Metsi le Kgeleloeswe
Rephaboliki ya Afrika Borwa

Private Bag X 313, Pretoria 0001 / Sedibeng Building, 185 Francis Baard Street, Pretoria

Tel: 012 336 7500 Fax: 012 323 4470 or 012 326 2715

Tlhatlosetsagodimo ya Tetelesego Kaelo Tiriso ya Tshedimose tso

**Rulagantswe ka tumellano le Karolo 14 ya
molao wa Tlhatlosetsagodimo ya
Tetelesego Kaelo Tiriso ya
Tshedimose tso (MOLAO 2 wa 2000)**

2015

1. SELELEKELA

Ena bukana e se e hlophiswa ka ho ya ka Molao wa Kgothale tso ya phihlelo ya Tlhahisoleseding, 2000 (Molao wa No. 2 wa 2000) (Molao). Molao o elets'a hore mokhatlo o busang o tlameha ho fana ka dintlha tsa direkoto tse tshwerweng ke o joalo mokhatlo e le hore leha e le efe kopo ya tlhahisoleseding e ka fiwa.

Dintlha tse tsa direkoto tse tshwerweng ke mokgatlo o busang, e kenstwe bukeng e tsejoang ka buka ea ditaelo. Bukana e e re bolella ka direkoto tse tshwerweng ke mokgatlo o busang. Direkoto tsena di amana le kgwebo / tshebetso ya enngwe le enngwe yuniti ya kgwebo. Ho hlalisa phapang pakeng ea kgwebo / tshebetso ya enngwe le enngwe yuniti, direkoto tsa yuniti enngwe le enngwe e badiloa ka tsela e fapaneng. Nngwe le e nngwe rekoto e na le mosebetsi wa ho tlosa.

Ntle le ho direkoto (difaale), bukana boetse e na le tlhahisoleseding e mabapi le liaterese tsa Hlooho ea ya mokgatlo o busang le leina la yuniti enngwe le enngwe ya mokgatlo o busang, mesebetsi ya yona hammoho le lenaane la ditlhogwana tsotlhe tsa direkoto tse tshwerweng ke mokgatlo o busang.

Bukana e boetse e na le tlhahisoleseding tsa mohlanka o khethiloeng le batlatsi ba mohlanka ba ba na le boikarabelo ba ho sebetsana le tsohle ditshebediso tse e dirilweng tsa phihlelelo ya tshedimoso mmogo le lebitso la lenaneo le leng le leng le tirokgolo ya le lenaane la ditlhogwana tsotlhe tsa direkoto tse tshwerweng ke Lefapha la Metsi le Kgeleloleswe.

2. Taelo

2.1 Tjhebelopele

Setatemente sa tjhebelopele ya lefapha ke:

Ho fana ka metsi le tsamaiso ya dikgwerekgwere e tswelang e nang le seriti bakeng sa bohle.

2.2 Mosebetsi

Mosebetsi o moholo wa Lefapha ke:

Ho etsa bonnete ba ho hlompheha, tekatekano, kago ya setjhaba tlhabololo ya ikonomi le ikholoji ee ka tsweleng ka ka katleho le ka tsela e atlehileng ho tsamaisa ditshebeletso tsa ditlamelo tsa metsi le kgeleloleswe tsa sechaba.

2.3 Melao ea Boitšoaro

Melao ea boitšoaro ya Lefapha ke:

- Tlhompho
- Katleho,
- Tšebeletso tse sekametseng
- Botsebi
- Boitshwaro boitshwaro jwa bone (ho tšepahala, Botšepahi)
- Ba tsotellang mokhatlo o hlophisitsoeng (Ho lthuta, Mokhatlo, Boitshimololeli)
- Ho sebeletsa pepeneneng

3. Lefapha lekgotla le etsang molao taelo

Lefapha lekgotla le etsang molao taelo, le batla ho etsa bonnete ba hore ditlamelo tsa metsi tsa naha disirelelitsoe, tsamaiswe, sebediswe, tlhabololwe, baballa, laoloa ka ho laola le ho tšehetsa ho tlišoa ka katleho phepele ya metsi le kgeleloleswe. Sena se etsoa ka ho ya ka ditlhokego tsa metsi tse amanang le dipolisi tsa lekgotla le etsang molao e leng tse mahlonoko tseo, ho fana ditshwanelo tsa batho tsa pihlello ka bongata dijo le metsi ka ho fetola ikonometri le ho fedisa bofutsana.

Kgwebo ya Lefapha e tsebisoa ke tse latelang ka sehloohong lekgotla le etsang molao moralo wa:

• The Molao wa Motheo wa Rephaboliki ya Afrika Borwa

Molao wa Motheo o fana ka taolo ya ditlamelo tsa metsi jwale ka bokgoni ba naha. E boetse e e bolela hore batho bohle ba na le tokelo ya tikoloho e seng kotsi bophelong ba bona kapa boiketlong le loagong le amohelang la moruo tlhabololo. Molao wa Motheo o bontša ditokelo tsa motho ka mong ya ho ba le tsa motheo tsa metsi le kgeleloleswe o fana ka ya setheo moralo bakeng sa tokisetso ea ditshebeletso tsena. E fana ka bomasepala bolaodi ba phethahatso le tokelo ya tsamaiso ya ho fana ka metsi ditshebeletso tsa ka hare ho bona dibakeng tse tlasa taolo. Molao wa Motheo o fana ka matla ho muso wa naha le di provense ho laola mmuso wa selehae ka diphelelo tsa ditshebeletso tsa metsi. E boetse e ba fa boikarabelo ba ho tshehetsa le ho matlafatsa bokgoni ba mmuso wa selehae ho fana ka ditshebeletso.

• **Molao wa Naha wa Metsi , 1998 (Molao wa No. 36 wa 1998)**

Molao wa naha wa Metsi o batla ho etsa bonnete ba hore ditlamelo tsa metsi tsa naha disirelelitsoe, tsamaiswe, sebediswe, tlhabololwe, baballa, laoloa le eho tsamaiswa ka tsela e tswelang le ka mokgwa oo lekalekaneng oo molemong oa batho bohle. Molao ona o abela mmuso wa naha ya ka motlhokomedi wa ditlamo tsa metsi. O etsa dilo ka Letona, o na le matla a ho laola kabo, ho sebedisa, phallo le ho laolwa ha metsi ohle a Rephaboloki.

• **Molao wa Naha wa Metsi, 1997 (Molao wa No. ya 108 ya 1997)**

Moalo wa tshebeletso wa metsi o fana ka molao matla ho bomasepala ho sebetsa joaloka ba boholong ba tsamaiso ya tšebeletso ea metsi hore ba fa metsi le kgeleloleswe ka ditlwaelo le maemo a naha. Ho dimma moo, e laola di Boto tsa Metsi jwalo ka bafani ba ditshebeletso. Molao ona o tlama Letona hore le dula tsamaiso ya tshedimose tso ya tšebeletso ya metsi ya naha le ho beha leihlo tšebetso ya ditheo kaofela tsa metsi.

Hona joale, tokisetso ea tsamaiso ya kgeleloleswe e laoloa ke Strategic framework on Water Services (2003) le Molao wa tshebeletso ya Metsi. Taelo ea Lefapha, ke ho ntshetsa pele tharollo ka lehlakoreng le leng e kganne le tshepetso ya tekolo tsamaiso ya pholisi e leng se tla fella a le tlhakisetsa ya dikarolo le boikarabelo mabapi le kgeleloleswe.

• **Molao wa Metsi wa patlisiso, 1971 (Molao wa No. 34 of 1971)**

Molao ona o thehile Khomishene ya paltisiso ya Metsi le ea Letlole le Batlisisang Metsi dikhothalletsa patlisiso e amanang le metsi. Letona ke yena ya thonyang ditho tsa Khomishene ya paltisiso ya Metsi (Khomishene) me kahoo o sebedisa matla a phethahatso e hlokometseng Khomishene.

4. KAROLO EA 10 Tataiso ya Khomishene yaDitokelo Tsa Botho Afrika Borwa ya (SAHRC) HORE O SEBEDISA MOLAO JOANG

The SAHRC o na le ka dipehelo tsa karolo 10 ya Molao e hlophiswa tataiso tabeng ea ho sebelisa tsa Molao. The Karolo ya 10 tataisa e fumaneha ho hang lefapha la diofisi le fumaneha hape le diofising tsa SAHRC. O kotjwa hore o a tsamaisa dipotso ho:

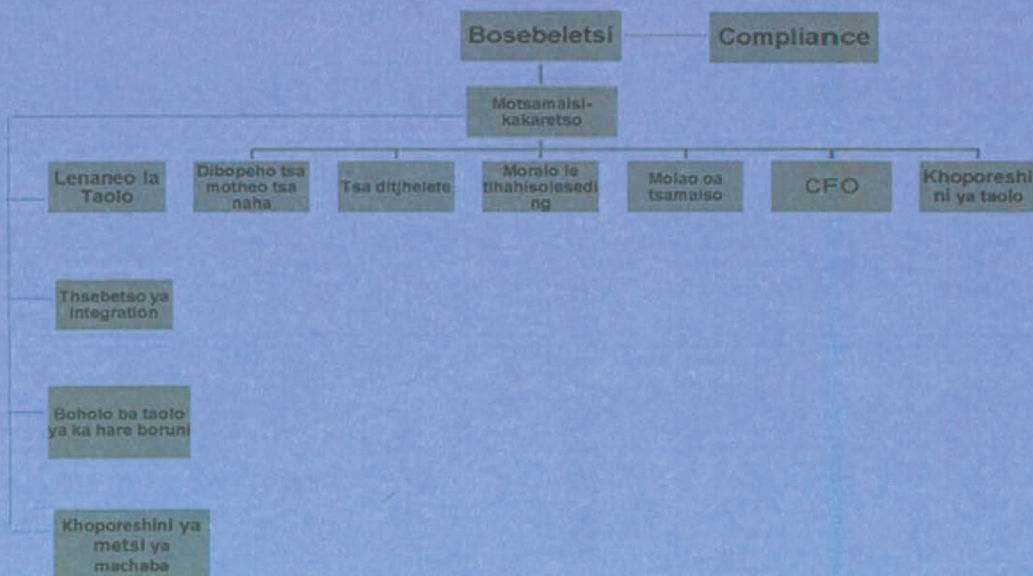
**Khomishene ya Ditokelo tsa Botho Ya Afrika Borwa
PAIA Unit**

The Research le Lefapha ditokomane
Private Bag X 2700
Houghton
2014

Telephone: 011 877 3750
Fax: 011 403 0668
Email: PAIA@sahrc.org.za

5. ORGANOGRAM ya Lefapha

Sebopego sa Kgoro Hodimo



6. Mananeo a Lefapha

Lenaneo 1: Tsamaiso

Morero: Ho fana ka pholisi ya boeta-pele, keletso le mantlha e ditshebeletso tsa tshehetso. ho akarelletsa le ditshelete, tsa basomi, molao, Marangrang le ya taolo ya ditshebeletso, ho buisana, le moralo wa kgwebo.

Lenaneo 2: Ho rala hoa Metsi le Tsamaiso ya Tlhahisoleseding

Morero: Ke ho etsa bonnete ba hore metsi naha a sirelelitsoe, a sebedisoa, ntshetswa pele, a baballoa, laoloa ka mokgwa o tswelang molemong oa batho bohle ba di tikoloho ka ho ntlafatsa le tsebo botlaaseng le ho sebedisa maano a atlehang, ditsamaiso le kopantsweng rera mawa a ka bobeli bakeng sa mehlodi ya metsi le ditshebeletso tsa metsi.

Lenaneo 3: Metsi a Ntshetsopele ya dibopeho tsa motheo

Morero: Ho ntshetsa pele, ho tsosoloso le ho nchafatsa ditlamelo tsa metsi a tlhaho le ditshebeletso metsi tsa dibopeho tsa motheo ho kopana le ikonomi ya loago le tikoloho ditlhoko tsa Afrika Borwa..

Lenaneo 4: Metsi le tshebeletso ya kgeleloleswe

Morero: Ho ntshetsa pele, ho tsosoloso le ho nchafatsa ditlamelo tsa metsi a tlhaho le ditshebeletso metsi tsa dibopeho tsa motheo ho kopana le ikonomi ya loago le tikoloho ditlhoko tsa Afrika Borwa.

Lenaneo 5: Molawana wa Indasteri ya Metsi

Morero: Ho etsa bonnete ba pele ya tlhabololo, ho kenngwa tshebetsong, tlhokomelo le hlahloba melao ea tsamaiso ka mose ho phepele ea metsi ketane ka ho ya ka dipehele tsa Molao wa Metsi wa naha a (1998) le Molao wa ditshebeletso tsa Metsi (1997)

Program 6: Mokgatlo wa kgwebo ya Metsi

Morero: Ho etsa bonnete ba hore bolaodi bo sebetsang ba letsatsi le letsatsi ka tshebetso ya ditjhelete, dithulaganyo le tsamaiso ea sebopeho sa motheo le dikaroloana tsa proto-CMA.

7. TSAMAISO YA KOPO

7.1 Telephonic requests:

Molao o hana dikopo tsa mohala. Leha e le efe kopo e jwalo e etswa ho Mohlanka kapa Motlatsi wa Mohlanka ka mohala fuoa mo bukaneng e tla ba teng ka ntle ha eba Mohlanka kapa Motlatsi wa Tsebisa, Foromo ya A di lokela ho tlatswa.

7.2 Boithaopo ba Phihlelo ka diphelelo tsa karolo 15 (1) ya Molao:

Tlhahisoleseding e ka tsela e iketsang teng le morero wa ho sa hlokahale ho tlatsa Foromo ya A le ho lefa mokopi ea tefello ya tla e fumaneha, e ka ba ka diofising tsa Lefapha kapa ka mokhoa oa foromo e kopiloeng, ha e be ho a utloahala le hore ho a khoneha. Mokhoa le phihlelo e tla akarelletsa:

- (a) Perusal ka kopitsoa ho dintho tse bonahalang ha ho hlokahala le ka ng ea dikhopi;
- (b) Phumantsho ya pono, tsa kutlo le pono ea dintho tse bonahalang e na le ngwalollo, kgatiso kapa kopitsa kapa ka bobeli, ha ho hlokeha.

7.3 Karolo ya 14 (1) (d) dikopo

Mokopi o lokela ho fuoa phihlelo ya rekoto ya Lefapha haeba:

- (a) Mokopi o eo e ikamahanya le tsohle tsa mokgwatshebetso tse a Molao e amanang le kopo ya phihlelo ya rekoto yeo; le
- (b) Phihlelo ya rekoto e sa o ile a hana leha e le lefe lebaka la ho hana e boletsoeng ho ya ka Molao.

7.4 Mofuta wa kopo

- (a) Mokopi o lokela tlatsa foromo e tsoanang le e hatisitsweng Gazeteng ya Mmuso ya (Tsebiso ya Mmuso R 187 - la 15 Hlakola -FORM A) e leng o khomaretse qetellong ea ena Manual.
- (b) Mokopi o lokela bontša foromo kapa mokgwa wa phihlelo e batla e balletsweng ke karolo ya 29 tsa Molao.

- (c) Lefapha le tla leka ho fana ka phihlelo ka mokgwa wa foromo e kopiloeng ka ntle ha eba sena se kena-kenna bolaodi ba Lefapha bo boreledi.
- (d) Ho fana ka phihlelo ho tla le fa ka lebaka la ho nahana ho pholosa boitsebiso boo, ho kena-kenana le ditokelo tsa bangoli le kopo kapa ditefiso tsa phihlelo tse beuweng e lokelwa ho bewa pele ho kopo e sebetswa le, ho batloe le ho lokisetsa ditefello e boetse ho na le lokelwang ho leshwa pele phihlelo feoa.
- (e) Mokopi, ya sa kgoneng ho bala kapa ho ngola kapa o hlokanang ho thusoa ho tlatsa le foromong a ka etsa kopo ka molomo le Motlatsi wa Mohlanka wa tlhahisoleseding ya tlamehang ho thusa kopo e jwalo.
- (f) Ha eba Mohlanka oa hloleha ho nka a etse qeto ka tumellano kopo ya direkoto ka matsatsing a 30 a fumane kopo e jwalo e kapa ka mora ho feta nako ya matsatsi a 30, ho hloleha ho jwalo ho bonoa jwalo ka ho hana.

7.5 Dikopo tse senang kellelo kapa tse tenang kappa tse bonahalang le ho khelosa mehlodi ka tsela esa otlwahaleng

Mohlanka ka 'na hana kopo ya phihlelo ya rekoto haeba:

- (a) Kōpo e leng pepeneneng e senang kelelo le e tenang;
- (b) Mosebetsi o amehang ho sebetsana le kopo e ne e tla haholo le ka tsela e sa lebisa maruo a Lefapha.

7.6 Phatlalatso e tlamang ya ditabatabelo tsa setjaba

Ho sa tsotellehe pehelong efe kapa efe ea PAIA, le Mohlanka lokela ho fa kopo ya phihlelo ya rekoto haeba:

- (a) Phatlalatso ya rekoto e tla senola bopaki-
 - Mohlomong go tlola ya, kapa ho hloleha ho etsa dinto tumellanong le molao; kapa
 - Le poloheho ya setjhaba e haufi le e tebileng kapa kotsi ya tikoloho; le
- (b) Ditabatabelo tsa setjhaba ya phatlalatso ya rekoto ho hlaka e feta kotsi e nahannoeng mabapi le ho fana hona.

7.7 Direkoto tse ke keng ha fumanoa kapa ha teng

Haeba mehato yohle le kahlolo e molemo e nketsoeng ho fumana rekoto e kopoeng le ba moo ba le kahlolo e molemo le mabaka a ho dumela hore rekoto kea Lefapha empa e lahlehile kapa senyehile kapa ha a eo joale Mohlanka lokela ho ka tsela ea afidafiti ho tsebisa ya kōpang hore o ke ke hoa khoneha ho fana ka phihlelelo ya rekoto yeo.

Afidafiti e lokela ho fana ka tlaleho e felletseng, kaofela mehato enkuwang ho fumana rekoto e batloang kapa ho bona hore na rekoto o teng, ho akarelletsa le ho buisana le mong le e mong motho ya batlisiseng lebitsong la Mohlanka.

8. HO LEFA DITEFELLO KA HO YA KA KOPO

8.1 Kopo ya motho ka seqo

Mang kapa mang ea batla tlhahisoleseding e amanang le ena kasebele o bitsoa mokopi ea botho le o lokoloha ho lefa mokopi ea tefello.

8.2 Mokopi

Tefello ya kopo e lokelwang ho leshwa leha e le efe ya mokgatlo o busang ke R35.00 e balletsweng ka Melawana ya ho ya ka Molao. Ho feta moo haeba hona le kopo ea dikopi kappa tse ngotsoeng, ba tla mme a ahlolwe, ho ea ka tefello ya sebopeho e le e balletsweng ka Melawana ya le Mohlanka / Motlatsi wa Mohlanka a ka lefisa bakeng sa ho qeta nako e ngata a sebetsana le kopo.

8.3 Mokhoa oa tefo

Bakopi bohle bao e seng bakopi ka seqo ba lokela ho lefa tefello tse hlokehang. Mokopi o lokela beha tefello ya kopo ka akhaonte ya Lefapha ea banka. Bopaki ba depositi phonyohe lokela ho tsa romela ho Motlatsi wa Mohlanka wa Lefapha pele kopo leha e le efe e ka sebetswa. Dintlha tsa akhaonte ya banka ya Lefapha ke tse latelang:

Banka: Absa

O tšoereng Akhaonto: Department of Water & Sanitation

Nomoro ya Akhaonto: 4049624754**Khoutu ya Lekala: 632005**

Ela hloko hantle: Ho bohlokwa ho ela hloko dipehelo tsa karolo ya 22 (1) ya Molao ho e le hantle hore ha ho na kopo ka e tla sebetswa ka ntle ha eba tefello ya kopo e leshwa.

9. Ha iphaphatha le dipehelo tsa Molao, ho na le ho fumaneha tharollo

Molao bakeng sa boipiletso ba ka hare ka tsamaiso ya ka dipehelo tsa karolo ya 74 le 75. Letona la bolaodi ke lona le lokelang ho hlahloba leha e le efe qeto e nkuweng ke le Mohlanka. Ya utlwisisweng bohloko o ntse a na le monyetla oa ho atamela makgotla a dinyewe haeba ba sa khotsofatsoe ke qeto ya bolaodi bo.

10. DIREKOTO TSEO TSE LENG TENG HO LATELA KAROLO 15

Tlhaloso ya sehlopha tsa direkoto Ka tsela e iketsang teng ho latela karolo ya 15 (1) (a) Molao wa Kgothaleto ya ho fihlela Tlhalisoleseding, 2000	Mokhoa oa ho fihlela DIREKOTO (mohlala, Website) KAROLO EA 15 (1) (b)
Ea tlhahlobo e ho latela karolo ya 15 (1) (a) (i):	
<ul style="list-style-type: none"> • Merero leano ea lefapha. • Tshebetso moralo lefapha ya selemo le selemo. • Phumantsho ya ditshebeletso ya thulaganyo ya tokafatso. • Phumantsho ya ditshebeletso ya tokomaneng • Tlaleho ya selemo. • Thuno ya dikanego tsa ditjhelete • Ditlaleho tsa tekatekano ya thapo. • Tlaleho e hatsitsoeng ya patlisiso. • Botsamaisi bo amohelehang. • Faele ya merero ea lefapha. • Ditekanyetso tsa ditjhelete. • Bukana ya melao, melawana, dipholisi le tsamaiso tsa Lefapha • Tlaleho ya baahi naha. 	<p>Direkoto tseno dika hlahlojoa mani Lefapheng ka kopo e ngolaletsoe ho Motlatsi wa Mohlanka wa Lefapha la Metsi le Kgeleloleswe Private Bag X 313, Pretoria 0001</p> <p>Tel: 032 336 7705</p> <p>Fax: 012 336 7231</p> <p>Aterese ea imeile: LoseloP@dws.gov.za kapa etela website www.dws.gov.za</p>

<ul style="list-style-type: none"> • Bukana ho phahamiswa ya go fitlhelela Tshedimosetso. • Maemo a ditirelo. • Polelo oe a boitlamo. • khalendara ya diketsahalo tsa lefapha • Puo ya chelete ya Letona • Circulars tsa lefapha • Dintlha tsa dinomoro tsa basebetsi • Dimakasine le dijournals • Makwalodikgang • Laesense ea ho sebedisa Metsi • Laesense ya dikopo ea ho sebedisa Metsi • Ditlaleho tsa bakopi tsa ho hlahloba le ho latelwa • Dikhopi tsa fuoeng mebuso • Disebediswa tsa papatso • Diphamfolete tsa melao-motheo ea tsa Batho- Pele • Diforomo tsa Lefapha • Circular ea bapatsa misebetsi le ditshebeletso 	
<ul style="list-style-type: none"> • Ditokomane tsa dithendara • Dimmapa • Di-CD • Difoto tsa Aerial • Orthophotos 	<p>Direkoto dika rekoa mo G17 Zwamadaka Building, 191 Francis Baard Street (eo e neng e Tsejoang e e le Schoeman Street), Pretoria.</p>
<p>Bakeng sa ho kopisa ho latela karolo ya 15 (1) (a) (ii)</p>	
<ul style="list-style-type: none"> • Merero leano ea lefapha. • Tshebetso moralo lefapha ya selemo le selemo. • Phumantsho ya ditshebeletso ya thulaganyo ya tokafatso. • Phumantsho ya ditshebeletso ya tokomaneng • Tlaleho ya selemo. • Thuno ya dikanego tsa ditjhelete • Ditlaleho tsa tekatekano ya thapo. • Tlaleho e hatsitsoeng ya patlisiso. 	<p>Direkoto tseno dika hlahlojoa mani Lefapheng ka kopo e ngolaletsoe ho Motlatsi wa Mohlanka wa Lefapha la Metsi le Kgeleloleswe Private Bag X 313, Pretoria 0001</p> <p>Tel: 032 336 7705</p> <p>Fax: 012 336 7231</p> <p>Aterese ea imeile:</p>

<ul style="list-style-type: none"> • Botsamaisi bo amohelang. • Faele ya merero ea lefapha. • Ditekanyetso tsa ditjhelete. • Bukana ya melao, melawana, dipholisi le tsamaiso tsa Lefapha • Tlaleho ya baahi naha. • Bukana ho phahamiswa ya go fitlhelela Tshedimosetso. • Maemo a ditirelo. • Polelo oe a boitlamo. • khalendara ya diketsahalo tsa lefapha • Puo ya chelete ya Letona • Circulars tsa lefapha • Dintlha tsa dinomoro tsa basebetsi • Dimakasine le dijournals • Makwalodikgang • Laesense ea ho sebedisa Metsi • Laesense ya dikopo ea ho sebedisa Metsi • Ditlaleho tsa bakopi tsa ho hlahloba le ho latelwa • Dikhopi tsa fuoeng mebuso • Disebediswa tsa papatso • Diphamfolete tsa melao-motheo ea tsa Batho- Pele • Diforomo tsa Lefapha • Circular ea bapatsa misebetsi le ditshebeletso 	<p>LoseloP@dws.gov.za kapa etela website www.dws.gov.za</p>
<p>Fumaneha mahala ho latela karolo ya 15 (1) (a) (iii):</p>	
<ul style="list-style-type: none"> • Dimakasine le dijournals • Makwalodikgang • Disebediswa tsa papatso 	<p>Direkoto tseno dika hlahlojoa mani Lefapheng ka kopo e ngolaletsoe ho Motlatsi wa Mohlanka wa Lefapha la Metsi le Kgeleloleswe Private Bag X 313, Pretoria 0001</p> <p>Tel: 032 336 7705</p> <p>Fax: 012 336 7231</p> <p>Aterese ea imeile: LoseloP@dws.gov.za kapa etela website</p>

	www.dws.gov.za
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11. Ho fumaneha ha bukana

- 11.1 Bukana e fumaneha ka dibakeng tse balletsweng ke molao wa Legal Deposit, le diofising ya Khomishene ya Ditokelo tsa Botho ya Afrika Borwa.
- 11.2 Bukana le bona ba tla e fumaneha websaeteng ya Lefapha e latelang:
www.dvvs.gov.za

12. Gokaonafatsa bukana

Bukana e tla ntjhafatswa ka nako ya dikgwedi tse leshome le metso ka mora phatlalatso. Bukana tla hatisoa ka dipuo tse tharo tsa mmuso.

13. QETELLO

Bukaneng e fana ka boitsebiso bo molemo ba Lefapha ho ditho tsohle tsa setjhaba ho fana ka thuso ho etsa ka Molao wa Motheo o hlokomelang ditokelo tsa ho fihlella tlhahisoleseding. Morero wa bukana ke ho ntshetsa pele ka sehloohong tlwaelo ya pepeneneng le ka boikarabelo ba Lefapha la Rephaboliki ya Afrika Borwa kaofela.

Ka ho hlahisa bukana ena, Lefapha le batla ho arolelana ka boitsebiso ditshabeng tseo e disebeletsang ka ho khothalletsa phihlello ya Tlhahisoleseding, 2 wa 2000 (PAIA). Ka ho kenya tshebetsong taelo ena ya molao wa motheo, Lefapha ho lebeletsoe ho fana tlaleho ya selemo le selemo ho Khomishene ya Ditokelo tsa Botho ya Afrika Borwa, le bathahaselli ba bang kaho hloka hahala nako efe kapa efe.

14. Ditefello tsa direkoto tsa motheo wa setjhaba e bontšitsong ke tsamaisoho Molao.

Tefello ya ho hlahisa hape, boletsweng karolong ya 15 (3) ya Molao e tjena:

(a)	Bakeng sa fothokhopi e A4 boholo ba leqepheng la kapa karolo ya lona:	R0.60
(b)	Bakeng sa khopi e hatsitsweng ya e A4 boholo ba leqepheng la kapa karolo ya lona	R0.40
©	Bakeng sa khopi le go buisega mo khomputeng ka:	
	(i) Stiff Disc	R5.00
	(ii) Compact disc	R40.00
(d)	(i) Bakeng sa kgatiso ya ditshwantsho, bakeng sa A4 boholo ba	R22.00

		leqepheng la kapa karolo ya lona: R22.00	
		(ii) Bakeng sa khopi ya ditshwantsho tse bonwang	R60.00
(e)	(i)	Bakeng sa ngwalollo ya rekoto e mamelwang, bakeng sa A4 boholo ba leqepheng la kapa karolo	R12.00
		(ii) Bakeng sa khopi ya e mamelwang:	R17.00
		Tefello ya kopo e duellwang ke mokopi mongwe tse ding ntle ho mokopi ka boyena, ho buuoang ka karolo ya 22 (1) ya Molao ke:	R35.00
(a)		Tefello e nngwe le nngwe ea fothokhophi ea A4 leqepheng la kapa karolo ya lona.	R0.60
(b)		Khopi e nngwe le nngwe e hatsitsweng ya A4 boholo ba leqepheng kapa karolo ya lona e neng e tsoaretsoe le khomputara kapa ka elektroniki kapa motjhine ka sebopeho	R0.40
		(i) Stiffy disk	R5.00
		(i) Compact Disk	R40.00
(d)		Bakeng sa kgatiso ya ditshwantsho-	
	(i)	Bakeng sa A4 boholo ba leqepheng la kapa karolo ya lona	R22.00
	(ii)	Ya khopi ya ditshwantsho tse bonwang	R60.00
(e)		Bakeng sa thekisetano ya rekoto e mamelwang	R12.00
	(i)	Ya khopi ya A4 boholo ba leqepheng la kapa karolo ya lona	R17.00
	(ii)	Ya khopi o dia e mamelwang	
(f)		Ho batla le ho lokisetsa rekoto bakeng sa phatlalatso, ka hora ka nngwe kapa karolo ya hora, ho sa kenyeletse hora ya pele, ho utloahalang e hlokeheng bakeng sa nyakeng le go beakanyeng	R15.00 Hora ka ngwe

(2) Ka sa merero ya karolo ya 22 (2) ya PAIA, tse latelang e sebetsa:	
<p>(a) Dihora tse tšeletseng jwalo ka dihora tse ho feta pele dipositi e e leshwa</p> <p>(b) Karolo e 'ngoe ho tse tharo tsa ya tefiso ya phihlello e leshwa e le depositi ke mokopi</p>	
(3) Tshelete ya go posa e leshwa ha khopi ya rekoto e lokela ho posetswa ho mokopi.	

15. Dintlha tsa go ikopanya le mohlanka wa tlhahisoleseding le batlatsi ba Mohlanka:

<p>Ofisiri ya Tlhahisoleseding 185 Francis Baard Street Private Bag x313 Pretoria 0001</p>	<p>Motsamaisi-Kakaretso: Ms Margaret-Ann Diedricks</p>	<p>Tel: (012) 336 8152 Fax: (012) 336 8850 E-mail: CentralP@dws.gov.za</p>
<p>Motlatsi wa Ofisiri ya Tlhahisoleseding 191 Francis Baard Street Private Bag x313 Pretoria 0001</p>	<p>Motsamais ka Sehloohong -molao Services: Mr P Loselo</p>	<p>Tel: (012) 336 7705 Fax: (012) 336 7231 E-mail: LoseloP@dws.gov.za</p>

IMPORTANT Information from Government Printing Works

Dear Valued Customers,

Government Printing Works has implemented rules for completing and submitting the electronic Adobe Forms when you, the customer, submits your notice request.

Please take note of these guidelines when completing your form.

GPW Business Rules

1. No hand written notices will be accepted for processing, this includes Adobe forms which have been completed by hand.
2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

