



**Western Cape
Government**

Agriculture

Manual in terms of section 14 of the Promotion of Access to Information Act, 2000

DEPARTMENT OF AGRICULTURE

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1. INTRODUCTION

The current constitutional dispensation in South Africa makes provision for the right of access to any information held by the State (subject to justifiable limitations) and to information held by a private body that is required for the exercise or protection of any right.

The Constitutional Court interpreted the right of access to information as not merely a right to obtain access to information for the exercise or protection of a right, but also to ensure that there is open and accountable administration at all levels of government.

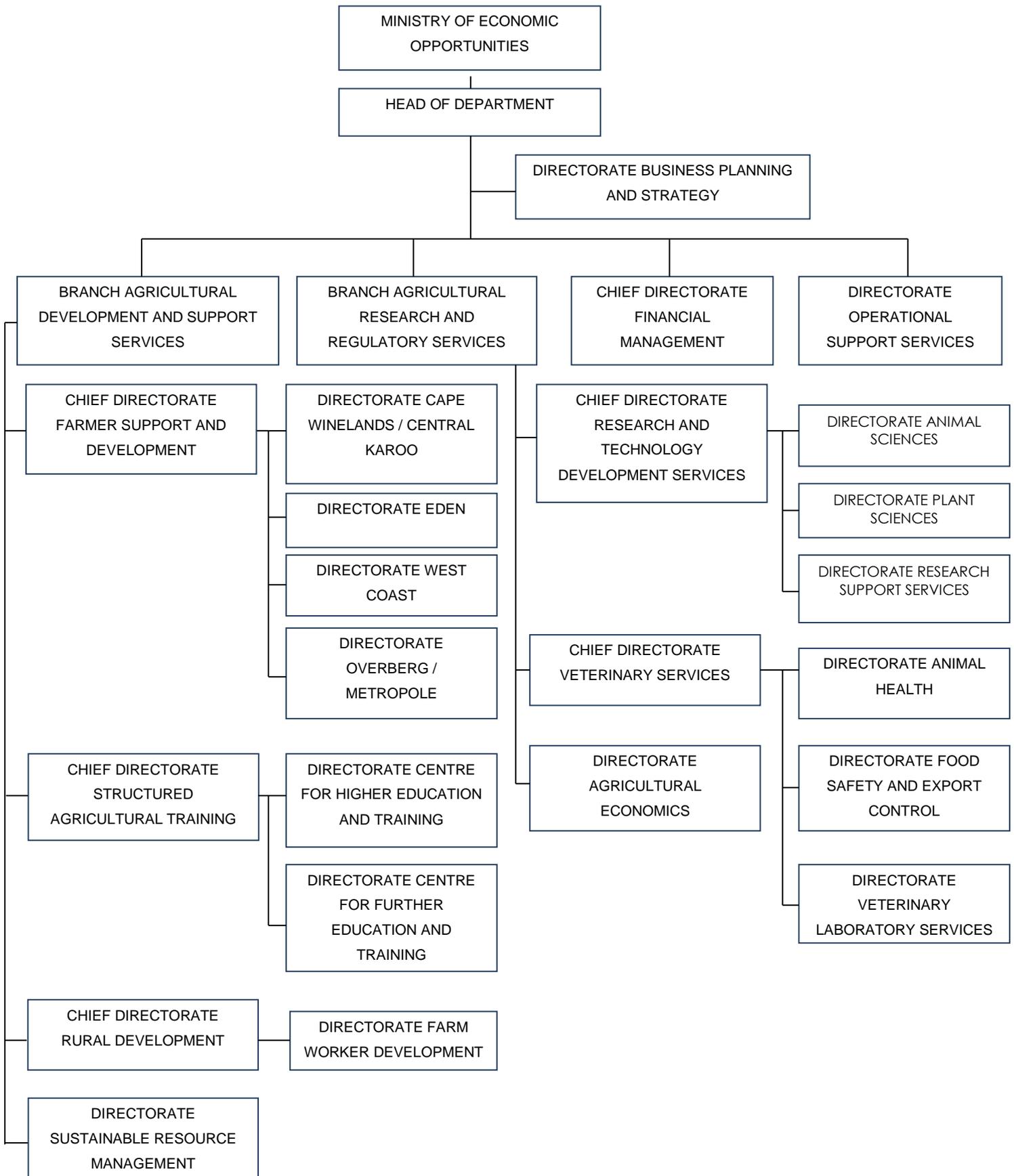
Section 32(1)(a) and (2) of the Constitution of the Republic of South Africa, 1996 (the Constitution) reads as follows:

- “(1) Everyone has the right of access to –*
- (a) any information held by the State; and*
- any information that is held by another person and that is required for the exercise or protection of any rights.*
- (2) National legislation must be enacted to give effect to this right, and may provide for reasonable measures to alleviate the administrative and financial burden on the state.”*

The aforesaid resulted in the enactment of the Promotion of Access to Information Act, 2000 (PAIA). The purpose of PAIA is to foster a culture of transparency and accountability in public and private bodies and to empower and educate the people of South Africa to understand their rights.

In terms of section 14 of PAIA a public body must have a manual which sets out amongst others the functions of, and an index of records held by a public body. This manual gives effect to the provisions of section 14 of PAIA and also provides assistance on the procedure that must be followed to request access to a record that is being held by the Department of Agriculture.

2. STRUCTURE OF THE DEPARTMENT



3. FUNCTIONS OF THE DEPARTMENT

3.1 Head of Department

Promoting Agriculture in the Western Cape through the provision of all the services as described below.

3.2 Administration

Providing leadership, guidance, administrative and financial support in order to enable the line programmes to fulfil their mandate through service delivery in the Province.

Chief Directorate: Financial Management

Providing an effective and efficient financial management service in terms of accounting services, financial management services, asset management, transport services, supply chain functions, and internal control.

Directorate: Business Planning & Strategy

Providing expert counsel on economic and related matters for high level decision making.

Directorate: Operational Support Services

Rendering of operational support services in terms of facility management and maintenance, occupational health, safety and security, knowledge management and ensuring that all functions delivered through the Corporate Service Centre is coordinated through the corporate relations unit.

BRANCH: AGRICULTURAL DEVELOPMENT & SUPPORT SERVICES

Ensuring agricultural development and support services through the provision and management of farmer support and development, development of human resources in the Agricultural Sector, rural development and sustainability of natural resources.

Chief Directorate: Farmer Support & Development Services

To ensure a sustainable support mechanism for new and established farmers, measure the impact of interventions as delivered by this Programme, leverage investment from the private sector and commodity groupings, ensure quality and standards of service and advice to farmers, assist municipalities and other government departments with the implementation of food gardens for communities and households and these service are rendered through the:

Directorate: Winelands/ Central Karoo

Directorate: Eden

Directorate: Overberg/Metropole

Directorate: West Coast

Chief Directorate: Structure Agricultural Education & Training

To facilitate and provide education and training in line with the Agricultural Education and Training Strategy (AET) to all participants in the agricultural sector in the Western Cape in order to establish a knowledgeable, prosperous and competitive sector and to implement the Human Capital Development Strategy of the Department for the sector in the Province and these services are rendered through:

Directorate: Centre for Higher Education

Delivery of higher education and training programmes.

Directorate: Centre for Further Education

Delivery of further education and training programmes.

Chief Directorate: Rural Development

The Purpose of the Programme is to create vibrant sustainable rural communities and to facilitate the implementation of the national Comprehensive Rural Development Programme in the Western Cape.

Directorate: Farmworker Development

Promoting farm worker development

Directorate: Sustainable Resource Management

The purpose of this Programme is to provide sustainable resource management solutions and methodologies through the provision of agricultural engineering and land care services, pro-active communication, facilitation and implementation of projects as well as technology transfer to our clients and partners.

BRANCH: AGRICULTURAL RESEARCH & REGULATORY SERVICES

Ensuring delivery of agricultural research and regulatory services through the provision of veterinary services, and comprehensive research, development, and technology services.

Chief Directorate: Veterinary Services

To ensure healthy animals, safety of meat and meat products for the consumers and facilitate animal trade through credible export certification of animal and animal products in the Western Cape by application of the Animal Diseases Act, 35 of 1984 and the Meat Safety Act, 40 of 2000. Support is also provided to emerging farmers to enhance primary animal production by optimising animal health.

Directorate: Animal Health

Manage animal disease surveillance, prevention and control.

Directorate: Food Safety & Export Control

Manage food safety and export control matters.

Directorate: Veterinary Laboratory Services

Render veterinary laboratory services in the Province

Chief Directorate: Research and Technology Development Services

The purpose is to render agricultural research and development services in animal production, plant production and resource utilisation and the dissemination of research and technical information to all stakeholders in the agricultural sector.

Directorate: Animal Sciences

Render animal science research services

Directorate: Plant Science

Render plant science research services

Directorate: Research Support Services

Render comprehensive research support and information services.

Directorate: Agricultural Economics

The purpose of this Programme is to provide timely and relevant agricultural economic support to internal and external clients in order to ensure sustainable agricultural development and rural development. The Department's clients expect this Programme to provide advice and support ranging from farm level to sector level based on sound scientific principles and research.

NB: All services can be accessed by contacting the Department at:

Telephone Number: 021-8085111 or,

FAX: 021- 8085120 or,

Website: <http://www.elsenburg.com>

4. CONTACT DETAILS OF THE INFORMATION OFFICER SECTION 14(1)(b)

Adv. B Gerber
1st Floor
15 Wale Street
Cape Town
8000
Tel: 021 4836032
Fax: 021 4833300/4715
E-mail: Brent.Gerber@westerncape.gov.za

**CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Ms Joyene Isaacs
Head: Western Cape Department of Agriculture
Western Cape Government
Private Bag X 1 / Muldersvlei Road
ELSENBURG
7607
Tel: 021 808 5004
Fax: 021 808 5000483 6412
E-mail: joyenei@elsenburg.com

**5. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE
THE ACT
SECTION 14(1)(c)**

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission
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Telephone	+27 11 877 3900
Fax	+27 11 403 0684
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	South African Human Rights Commission 33 Hoofd Street Braamfontein 2017 JOHANNESBURG
Website	www.sahrc.org.za

**6. RECORDS
SECTION 14(1)(d)**

**6.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS
RECORDS**

Description of the subjects	Category of records held
Programme 1: Administration	<ul style="list-style-type: none"> • File plans • Register of incoming and outgoing items • Register of files • Service level agreements • Audit reports • Payment vouchers • Salary files • Asset register • S & T claims • Orders • Receipts • Invoices • Financial statements and reports • BAS (Basic Accounting Systems) • Quotations • Minutes of tender committee meetings • Tender contracts

	<ul style="list-style-type: none"> • Maintenance files: IT infrastructure • Data base of suppliers • Tender evaluation reports • Application: E-mail <p>The following records of the Department are available from the Corporate Service Centre at the Department of the Premier</p> <ul style="list-style-type: none"> • Electronic systems – Persal • Organisational structures • Performance evaluation reports • Bursary files • Recruitment and selection records • Labour relations matters
<p>Programme 2: Sustainable Resource Management</p>	<ul style="list-style-type: none"> • Project Files of Engineering Services provided (all 6 districts) • Project files of LandCare projects (all 6 districts) • Proof of Evidence (APP) • Internships • Disaster Aid provided • Applications for subdivision and/or rezoning of agricultural land • BID procurements • Coordinating Committee on Agricultural Water minutes • Organisational structures • Staff establishment • Performance contracts • Performance evaluation reports • Register of files • Asset register • S & T claims • Quotations • Provincial Water Liaison Committee minutes • WC Water Supply Strategic Committee • Various water study projects
<p>Programme 3: Farmer Support and Development</p>	<ul style="list-style-type: none"> • Programme Project Files (all 6 districts) • Proof of Evidence (APP) • Departmental Project Allocation Committee (DPAC) Meetings • Commodity Files • Commodity Project Allocation Committee Meetings (CPAC) • Smart Pen / Xcallibre File • Manstrat • Comprehensive Agricultural Support Programme (CASP) • Extension Revitalisation Programme (ERP)

	<ul style="list-style-type: none"> • Ilima Letsema • Public Service Commission • Mechanisation • Mentorship • Interdepartmental Task Team on Food Security • Provincial Restitution Steering Committee • Provincial Grants Committee (DRDLR) • Casidra
Programme 4: Veterinary Services	<ul style="list-style-type: none"> • Client personal information • Laboratory reports • Research results • Epidemiology Reports • Filing (Record Keeping incl personnel files) • List of registered abattoirs • List of authorised meat inspectors/examiners • List of Sterilisation plants • List of abattoirs approved for hides & skins export • List of intermediate stores for hides & skins export • Line function Annual Report Animal Health • Reports on outbreaks of animal diseases • Animal census report • Animal disease Contingency Plans and Standard procedures • Reports on animal disease surveillance • Reports on animal disease prevention and vaccination actions • Detailed records of exports and export establishments
Programme 5: Technology, Research and Development Services	<ul style="list-style-type: none"> • Research projects • Proof of evidence (APP) • General filing (Record Keeping including personnel files, cell phones, etc.) • Minutes of staff meetings • Records on soil, water, plant and animal feed analysis • Departmental research committee meetings • Work requests for on-farm maintenance • Maintenance lists for project execution by Department of Public Works and Transport • Reports, Statistics
Programme 6: Agricultural Economics	<ul style="list-style-type: none"> • Land Reform surveys • Emerging Farmer surveys • Black Farmer Surveys • Purchased subscription data • Quantec data • Technofresh data
Programme 7: Structured	<ul style="list-style-type: none"> • Admission/Graduation records • Logis payments files

Agricultural Training	<ul style="list-style-type: none"> • Leave files • Bursary Files • Examination papers • Examination answer sheets • Labour relations files • Staff records • Hostel Files • Students Statistics • Student Files • Files on student related matters. • Tender contracts • Exam results • Catering information • Financial reports • Invoice and claims files • Facilities Management files • S&T claims • Asset register • Government Cars • Minutes of the staff meetings. Minutes of Departmental Chairs Meetings Marks Meetings Prospectus Programme Self Evaluation • Subject Evaluation • Files Short Courses • Quotation files • Sport & Recreation for students • Injury on duty files • Marketing • (Imbizo's, Exhibitions, Career Exhibitions)
Programme 8: Rural Development	<ul style="list-style-type: none"> • Programme Project Files (all active CRDP wards) • Proof of Evidence (APP) • Departmental Project Allocation Committee (DPAC) Meetings • Interdepartmental Steering Committee meetings • PSO 11: Working group 4 Meetings • Casidra • Client personal information • General filing (Record Keeping including Personnel files, cell phones, etc.) • Business plans • Service Level Agreement • Reports • Payments • Asset register • S & T Claims • Invoice and claims file • Transfer payments • Farm Worker of the Year Competitions • Farm Worker Summits (National and Provincial) • Farm Worker Referral Register

	<ul style="list-style-type: none"> • General filing (Record Keeping including Personnel files, cell phones, etc.) • Minutes of the staff meetings • Programme Project Files (all 6 districts) • Proof of Evidence (APP) • Departmental Project Allocation Committee (DPAC) Meetings • Logis payments files • Leave files • Labour relations files • Staff records • Catering information • Financial reports • Monthly reports • Quarterly reports • Invoice and claims files • Facilities Management files • S&T claims • Asset register • Government Cars
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6.2 RECORDS AUTOMATICALLY AVAILABLE

<p>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</p>	<p>MANNER OF ACCESS TO RECORDS</p>
<p>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)</p>	

<p>(a) Annual Reports</p> <p>(b) Strategic Plan</p> <p>(c) Quarterly Performance Reports</p> <p>(d) Service Standards</p> <p>(e) Citizen's report</p> <p>(f) MEC Speeches</p> <p>(g) Financial Statements</p> <p>(h) Budget Reports and Speeches</p> <p>(i) Manual and Directives</p> <p>(j) Management Meetings</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg.</p>
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DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>(a) Brochures on agriculture-related subjects</p> <p>(b) Publications, Pamphlets, Newsletters, posters</p> <p>(b) All information on the website</p>	<p>Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg</p> <p>The following information is available on the website (www.elsenburg.com):</p> <ul style="list-style-type: none"> – About the Department – Events – Media – Radio Elsenburg – Events Calendar – Services – Research Development – Agricultural Development Centres – Information Sheets – Elsenburg College

6.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001). Form A is attached herewith.
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
(as per Government Notice R991 of 14 October 2005).
- The payment of a request fee is not payable if the request for access to a record relates to the access of a personal record (as per Government Notice R991 of 14 October 2005).
- A 'request fee' means the payment of R35-00 as determined in the regulation, attached herewith.
- Provision is made on Form A for the requester to indicate whether he or she requires an opportunity to view the record or requires a copy of the record.
- Form A also allows a requester to indicate the language in which the record is required. There is, however, no obligation on the Department to translate the record.
- A requester may also indicate the form (i.e. paper copy, electronic copy, etc) in which access to the record should be provided. The record will be provided in the requested form unless this would unreasonably interfere with the running of the Department or, for practical reasons, access cannot be given in the requested form or medium.
- The Information Officer and or Deputy Information officer, as the case may be, must as soon as reasonably possible, but in any event within 30 days, after the request is received, decide in accordance with the Act whether to grant the request and notify the requester accordingly.
- The Information Officer or Deputy Information Officer, to whom a request for access has been made, may extend the period of 30 days to handle the request once, for a further period as contemplated in terms of section 26 of PAIA.

- If the request relates to a record of a third party as contemplated in terms of section 34 (1), 35 (1), 36 (1), 37 (1) or 43 (1) of PAIA, the Information Officer or the Deputy Information Officer, as the case may be, must take all reasonable steps, but in any event, within 21 days after the request is received, to inform a third party to whom or which the record relates.
- A third party who is so informed, may within 21 days make written or oral presentations to the Information Officer or Deputy Information Officer, as the case may be, why the request should be refused or may give written consent for the disclosure of the record.
- The Information Officer or the Deputy Information Officer, as the case may be, must as soon as reasonable possible, but in any event within 30 days after every third party is informed, decide whether to grant or refuse the request for access and must notify the third party concerned as well as the requester in terms of section 49 of PAIA, of his or her decision.
- A third party will have the right to lodge an internal appeal against the decision within 30 days after notice is given. The appeal may be lodged by completing Form B, attached herewith, and by forwarding same to the offices of the Information Officer or Deputy Information Officer.
- A requester has the right to lodge an internal appeal, within 60 days after notice is given of the decision of the Information Officer or the Deputy Information Officer, as the case may be, to refuse a request for access or taken in terms of section 22, 26 (1) or 29 (3). The internal appeal must be lodged by delivering or sending Form B to the Information Officer or Deputy Information Officer at his or her address, fax number or electronic mail address.
- In the event that the internal appeal procedure has been exhausted and the requester or third party remains dissatisfied with the outcome, a court may be approached for appropriate relief, within 180 days after being informed of the outcome of the internal appeal.
- The requester may approach either a Magistrates Court or the High Court.
- In the event that a request is granted, other than a personal request, an access fee will be payable by a requester. An 'access fee' means the fee(s) that are payable when the requester for example, need copies of the requested record and for the time reasonable required to search for the record and prepare it. The type of fees and the amounts that are payable are determined by the regulations and are attached herewith.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose

annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).

- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may be requested to pay a deposit in addition to the aforementioned fees.
- A requester may lodge an internal appeal against the payment of a deposit or access fee. Should a requester want to lodge an internal appeal, Form B(as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure has been exhausted and the requester is remains dissatisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person. In such instances, the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must fill in the form on behalf of such a requester and give him or her a copy of the completed form.

7. SERVICES AVAILABLE TO THE PUBLIC:

SECTION 14(1) (G)

The Department of Agriculture has both internal and external clients.

The internal clients of the organisation consist of the Ministry and Department of Agriculture, the organisation's top management, other directorates and sub directorates within the organisation (e.g. researchers, extension officers and training staff).

The external clients consist of farmers (agricultural producers and their organisations), rural communities, consumers of agricultural products, other national and provincial government departments, processors, dealers and suppliers of agricultural supplies, financial institutions, oversees trade-partners, non-governmental organisations, tertiary training institutions, other agriculturists, city planners, consultants, farm workers, urban-agriculturists, private veterinarians, nature conservation organisations, research trusts, statutory boards, students and municipalities.

The organisation renders services on request of clients or through marketing of services during personal contact, farmers days, extension sessions, as well as by means of information technology (the Internet). Marketing strategies with regards to the establishment and rendering of services must be optimally distributed to suit the needs of consumers but also according to the availability of finances and human resources. There exists a different relationship with regard to services between supplier and consumer, with the client relying on the supplier for advice, the client prefers more direct contact and negotiation with this organisation.

8. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE FUNCTIONS

- The Department attends several exhibitions visited by a range of clients.
- Different target audiences are found at career exhibitions, expos, farmers' and field days, regional congresses, etc.
- The Department participates in industry- and agriculturally related forums.
- The Department plans to engage previously disadvantaged farmers in 2003 by supporting the establishment of district level associations.
- A system for ministerial enquiries is followed, which allows for interaction with individuals or groups based on policy. In cases where policy guidelines are non-existent, the issues get fed into policy formulation.

9. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT SECTION 14(1) (h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order. Please refer to paragraph 6.3 above which sets out the internal appeal and court procedure that may be followed.

10. ACCESSIBILITY AND AVAILABILITY OF THIS MANUAL

SECTION 14 (3)

The English version of this manual is available for viewing at the physical address of the Deputy Information. The manual has been translated into the Afrikaans and Xhosa languages and is available for viewing on the Department's website. The link to the website is as follows:

<http://elsenburg-web.elsenburg.com:888/corporate/paia/paia.html>

ANNEXURE

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

<p>FOR DEPARTMENTAL USE</p> <p>Reference number: _____</p> <p>Request received by _____ (state rank, name and surname of information officer/deputy information officer) on (date) at _____ (place).</p> <p>Request fee (if any): R</p> <p>Deposit (if any): R</p> <p>Access fee: R</p> <p style="text-align: right;">SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</p>
--

A. Particulars of public body

The Information Officer/Deputy Information Officer:

B. Particulars of person requesting access to the record

- | |
|--|
| <p>(a) <i>The particulars of the person who requests access to the record must be recorded below.</i></p> <p>(b) <i>Furnish an address and/or fax number in the Republic to which information must be sent.</i></p> <p>(c) <i>Proof of the capacity in which the request is made, if applicable, must be attached.</i></p> |
|--|

Full names and surname:

Identity number:

Postal address:

_____ Fax number:

Telephone number: _____ E-mail address:

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

C. Particulars of person on whose behalf request is made

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

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
- (b) *If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:

2. Reference number, if available:

3. Any further particulars of record:

E. Fees

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
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- Mark the appropriate box with an "X".
- NOTES:**
- (a) Your indication as to the required form of access depends on the form in which the record is available.
 - (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
 - (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

1. If the record is in written or printed form -	
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record

2. If record consists of visual images - (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)		
<input type="checkbox"/> view the images	<input type="checkbox"/> copy of the images*	<input type="checkbox"/> transcription of the images*

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

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

4. If record is held on computer or in an electronic or machine-readable form -					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form* (stiffy or compact disc)

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.	YES	NO
--	-----	----

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

In which language would you prefer the record?

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON ON
WHOSE BEHALF REQUEST IS MADE

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 6]

**STATE YOUR REFERENCE
NUMBER:**

A. Particulars of public body

The Information Officer/Deputy Information Officer:

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

- (a) *The particulars of the person who is lodging the internal appeal, must be completed below.*
- (b) *Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be stated at C below.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number: _____ E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) is lodging the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

Mark the decision against which the internal appeal is lodged with an "X" in the appropriate box:

	Refusal of request for access.
	Decision regarding fees determined in terms of section 22 of the Act.
	Decision regarding the extension of the period within which request must be dealt with in terms of section 26(1) of the Act.
	Decision in terms of section 29(3) of the Act to refuse access in the form as requested by the requester.
	Decision to grant request for access.

E. Grounds for appeal

*If the provided space is inadequate please continue on a separate folio and attach it to this form. **You must sign all the additional folios.***

State the grounds upon which the internal appeal is based:

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

F. Notice of decision on appeal

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

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 20

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by

(state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the records, submitted by information officer/deputy information officer on (date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER
CONFIRMED/SUBSTITUTED BY NEW DECISION
NEW DECISION:

DATE

RELEVANT AUTHORITY

DATE RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION
OFFICER FROM THE RELEVANT AUTHORITY:

FEES

Annexure A GENERAL: VALUE-ADDED TAX

Public and private bodies registered under the Value-Added Tax Act, 1991 (Act No. 89 of 1991), as vendors may add value-added tax to all fees prescribed in this Annexure.

PART I FEES IN RESPECT OF GUIDE

1. The fee for a copy of the guide as contemplated in regulations 2 (3) (b) and 3 (4) (c) is R0,60 for every photocopy of an A4-size page or part thereof.

PART II FEES IN RESPECT OF PUBLIC BODIES

1. The fee for a copy of the manual as contemplated in regulation 5 (c) is R0,60 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 7 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
(i) stifty disc	5,00
(ii) compact disc	40,00
(d)	
(i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e)	
(i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00

3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7 (2) is R35,00.

4. The access fees payable by a requester referred to in regulation 7 (3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	0,60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,40
(c) For a copy in a computer-readable form on—	
stifty disc	(i) 5,00
compact disc	(ii) 40,00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	22,00
(ii) For a copy of visual images	60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12,00
(ii) For a copy of an audio record	17,00
(f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

- (2) For purposes of section 22 (2) of the Act, the following applies:
- (a) Six hours as the hours to be exceeded before a deposit is payable; and
 - (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.

**PART III
FEES IN RESPECT OF PRIVATE BODIES**

1. The fee for a copy of the manual as contemplated in regulation 9 (2) (c) is R1,10 for every photocopy of an A4-size page or part thereof.

2.

2. The fees for reproduction referred to in regulation 11 (1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d)(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e)(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11 (2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11 (3) are as follows:

	R
(1)(a) For every photocopy of an A4-size page or part thereof	1,10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0,75
(c) For a copy in a computer-readable form on—	
(i) stiffy disc	7,50
(ii) compact disc	70,00
(d)(i) For a transcription of visual images, for an A4-size page or part thereof	40,00
(ii) For a copy of visual images	60,00
(e)(i) For a transcription of an audio record, for an A4-size page or part thereof	20,00
(ii) For a copy of an audio record	30,00
(f) To search for and prepare the record for disclosure, R30,00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54 (2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (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.