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M A N U A L

IN ACCORDANCE WITH

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



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

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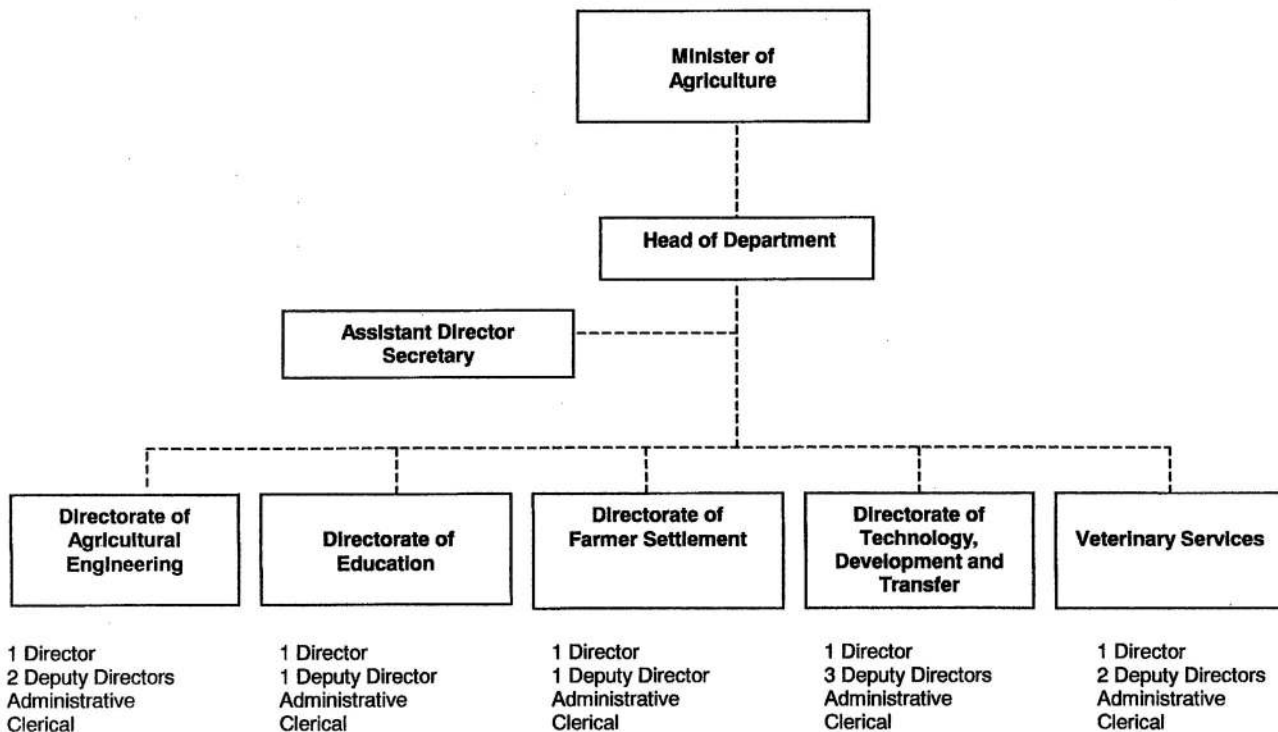
DEPARTMENT OF AGRICULTURE
WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Promoting agriculture in the Western Cape, through:
 - The development and transfer of economically accountable technology considering the current needs of producers, small scale farmers and consumers
 - The promotion of conservation and improvement of the environment, especially agricultural natural resources
 - The identification of new production opportunities and promotion of the utilisation thereof
 - The training of prospective and current farmers, farm workers and agriculturists through formal and informal training
 - The promotion of animal health by means of extension to all role-players, as well as proactive disease control strategies in order to ensure optimal animal production and reproduction
 - Ensuring that healthy food of animal origin is made available to the total population
 - The facilitation of the orderly settlement of new entrants to the agricultural sector in the Western Cape
 - Timely advise to the authorities through the provision of resource and micro-economical information for policy making
- Ensuring an effective financial system
- Promoting human resource management, communication and support services

DIRECTORATE OF AGRICULTURAL ENGINEERING

- Promoting the preservation of natural agricultural resources
- Providing agricultural engineering support services
- Providing farm facilities and services to user components

DIRECTORATE OF EDUCATION

- Providing agricultural management and related training
- Providing agricultural and stock-breeding training
- Providing crop management education
- Providing training to prospective and practising farmers and farm labourers
- Providing college support services

DIRECTORATE OF FARMER SETTLEMENT

- Facilitating and co-ordinating the settlement of new farmers
- Facilitating and implementing agricultural infrastructure projects
- Supporting and monitoring progress on the settlement of new farmers
- Promoting synergy and co-operation with the other role-players regarding the above
- Synchronising farmer settlement regulations, policy and acts
- Creating an environment for planning, implementation, monitoring and evaluation of agricultural and rural development projects

DIRECTORATE OF TECHNOLOGY, DEVELOPMENT AND TRANSFER

- Promoting optimal technology development through research and the provision of advice
- Promoting sustainable agricultural production through the transfer of technology
- Promoting agricultural economy and providing agricultural financing services
- Promoting RDP objectives and the administration of government-owned agricultural land

DIRECTORATE OF VETERINARY SERVICES

- Providing veterinary services to minimise and monitor animal health risks and enhance the hygiene management at meat and dairy establishments
- Providing veterinary laboratory services

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

Dr P.C. van Rooyen
Administrative Building/Private Bag X1
ELSENBURG
7607
Tel.: (021) 808-5004/5
Fax: (021) 808-5000
E-mail: Pietvr@elsenburg.com

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

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300

Fax: (011) 484-1360
Website: www.sahra.org.za
E-mail: PAIA@sahra.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation, Control and Management
- Human Resources
- Finance
- Buildings, Facilities and Government Property
- Transport
- Procurement and Services
- Library
- Records Control
- Commemorations and Cultural Affairs
- Farmers' Days, Tours, Exhibitions, Expos and Visits to Region
- Publications, Publicity, Speeches, Lectures and Inputs to Activities of other Departments and Institutions
- Committees, Conferences, Congresses, Symposiums, Meetings and other Agricultural Organisations
- Animal Health
- Meat Hygiene
- Import and Export Control
- Agricultural Training and Student Affairs
- Reports, Statistics and Special Agricultural Assignments
- Technology Development and Specialist Advice
- Technology Transfer and Agricultural Development
- Agricultural Engineering and Resource Conservation
- Farmer Settlement

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
(a) Annual Reports (b) Financial Statements (c) Budget Reports (d) Machinery and land usage cost comparisons (e) Agricultural Journals	Copies of these records may be obtained on payment of the prescribed fee from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg.

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Brochures on agriculture-related subjects (b) All information on the website	Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg The following information is available on the website

	<p>(www.elsenburg.com):</p> <ul style="list-style-type: none">- About the Department- Media- Radio Elsenburg- Events Calendar- Services- Research Development- Agricultural Development Centres- Information Sheets- Elsenburg College
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5.3 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).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.

- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied 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, but 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 then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14(1)(f)

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 subdirectorates 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, overseas 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. As 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.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS SECTION 14(1)(g)

- 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.

8. 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.

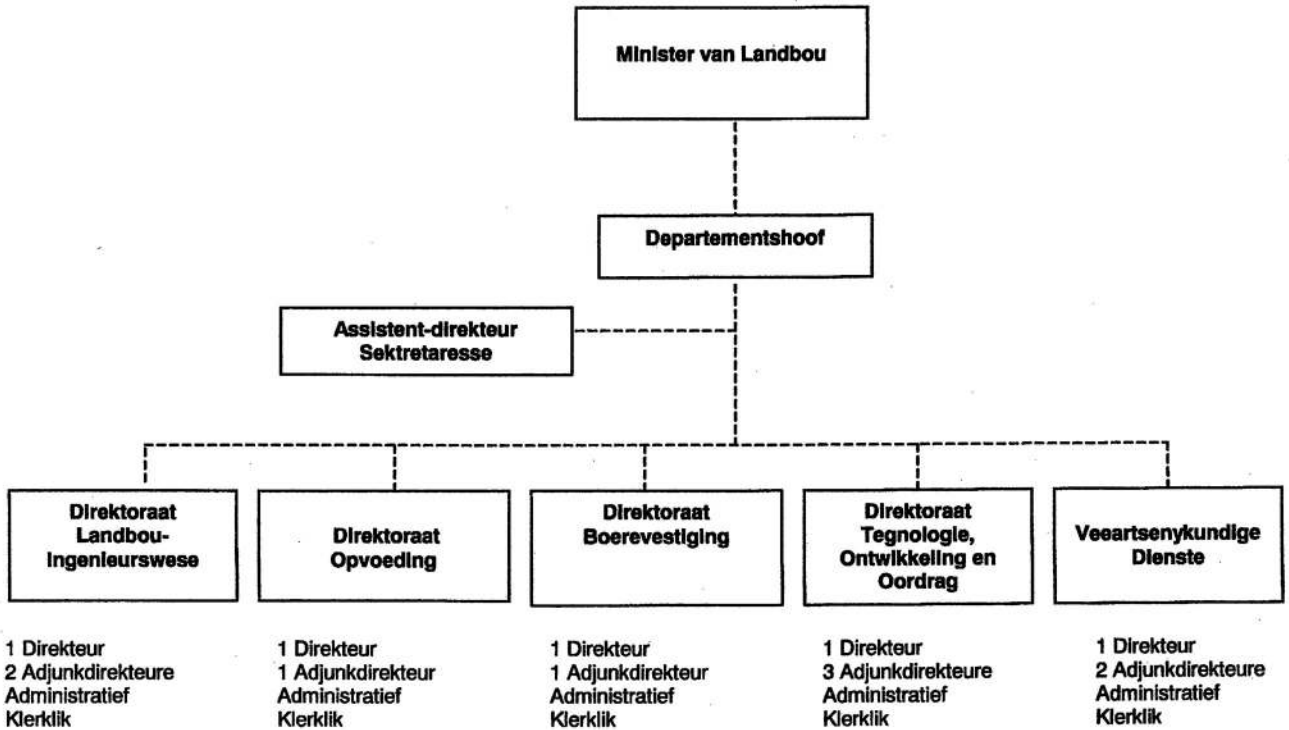
DEPARTEMENT VAN LANDBOU
WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

1. **Struktuur van die Departement**
2. **Funksies van die Departement**
3. **Kontakbesonderhede van die adjunkinligtingsbeampte**
4. **Gids deur die Suid-Afrikaanse Menseregtekommissie oor die gebruik van die Wet**
5. **Rekords**
 - 5.1 **Beskrywing van onderwerpe waaroor die Departement rekord hou**
 - 5.2 **Rekords wat outomaties beskikbaar is**
 - 5.3 **Versoekprosedure**
6. **Dienste beskikbaar aan die publiek**
7. **Reëling wat betrokkenheid by die formulering van beleid en die uitvoering van funksies toelaat**
8. **Regsmiddele beskikbaar ten opsigte van handeling of versuim om te handel**

1. STRUKTUUR VAN DIE DEPARTEMENT

ARTIKEL 14(1)(a)



2. FUNKSIES VAN DIE DEPARTEMENT

- Bevorder landbou in die Wes-Kaap deur middel van:
 - die ontwikkeling en oordrag van ekonomies verantwoordbare tegnologie wat die huidige behoeftes van produsente, kleinboere en verbruikers in ag neem
 - die bevordering van die bewaring en verbetering van die omgewing, veral natuurlike landbouhulpbronne
 - die identifisering van nuwe produksiegeleenthede en die bevordering van die benutting daarvan
 - die opleiding van voornemende en huidige boere, plaaswerkers en landboukundiges deur middel van formele en informele opleiding
 - die bevordering van dieregesondheid deur middel van voorligting aan alle rolspelers, asook proaktiewe strategieë vir die beheer van siektes om optimale diereproduksie en -reproduksie te verseker
 - die versekering dat gesonde kos van dierlike oorsprong aan die totale bevolking beskikbaar gestel word
 - die fasilitering van die ordelike vestiging van nuwe toetreders tot die landbousektor in die Wes-Kaap
 - tydige advies aan die owerhede deur middel van die verskaffing van hulpbron- en mikro-ekonomiese inligting vir beleidmaking
- Verseker 'n doeltreffende finansiële stelsel
- Bevorder die bestuur van menslike hulpbronne, kommunikasie- en ondersteuningsdienste

DIREKTORAAT LANDBOU-INGENIEURSWESE

- Bevorder die bewaring van natuurlike landbouhulpbronne
- Verskaf landbou-ingenieursteundienste
- Verskaf plaasfasiliteite en -dienste aan verbruikerskomponente

DIREKTORAAT OPVOEDING

- Verskaf landboubestuurs- en verwante opleiding
- Verskaf landbou- en veeteeltopleiding
- Verskaf opleiding oor gewassebestuur
- Verskaf opleiding aan voornemende en praktiserende boere en plaasarbeiders
- Verskaf steundienste aan kolleges

DIREKTORAAT BOEREVESTIGING

- Fasiliteer en koördineer die vestiging van nuwe boere
- Fasiliteer en implementeer landboukundige infrastruktuurprojekte
- Ondersteun en monitor vordering met die vestiging van nuwe boere
- Bevorder sinergie en samewerking met die ander rolspelers ten opsigte van die bogenoemde
- Sinchroniseer regulasies, beleid en wette in verband met die Boerevestiging
- Skep 'n omgewing vir beplanning, implementering, monitering en evaluering van landboukundige en landelike ontwikkelingsprojekte

DIREKTORAAT TEGNOLOGIE, ONTWIKKELING EN OORDRAG

- Bevorder optimale tegnologiese ontwikkeling deur middel van navorsing en raadgewing
- Bevorder volhoubare landbouproduksie deur middel van die oordrag van tegnologie
- Bevorder landbou-ekonomie en verskaf landboufinansieringsdienste
- Bevorder HOP-doelwitte en die administrasie van landbougrond wat in staatsbesit is

DIREKTORAAT VEEARTSENYKUNDIGE DIENSTE

- Verskaf veeartsenykundige dienste om dieregesondheidsrisiko's tot die minimum te beperk en te monitor, en om die bestuur van higiëne by vleis- en suiwelinstansies te verbeter
- Verskaf veeartsenykundige laboratoriumdienste

**3. KONTAKBESONDERHEDE VAN DIE ADJUNKINLIGTINGS-
BEAMPTE****ARTIKEL 14(1)(b)**

Dr. P.C. van Rooyen

Administratiewe Gebou/Privaat sak X1

ELSENBURG

7607

Tel.: (021) 808-5004/5

Faks: (021) 808-5000

E-pos: Pietvr@elsenburg.com

**4. GIDS DEUR DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE
OOR DIE GEBRUIK VAN DIE WET
ARTIKEL 14(1)(c)**

Die gids oor die gebruik van die Wet op Bevordering van Toegang tot Inligting, 2000, sal teen nie later nie as Augustus 2003 by die Suid-Afrikaanse Menseregtekommissie beskikbaar wees. Doen navraag by:

Suid-Afrikaanse Menseregtekommissie

Eenheid vir die Wet op Bevordering van Toegang tot

Inligting

Afdeling Navorsing en Dokumentasie

Posadres:

Privaat sak 2700

HOUGHTON

2041

Tel.: (011) 484-8300
Faks: (011) 484-1360
Webwerf: www.sahra.org.za
E-pos: PAIA@sahra.org.za

5. REKORDS

ARTIKEL 14(1)(d)

5.1 BESKRYWING VAN ONDERWERPE WAAROM DIE DEPARTEMENT REKORDS HOU

- Wetgewing
- Organisasie, Beheer en Bestuur
- Menslike Hulpbronne
- Finansies
- Geboue, Fasiliteite en Staatseiendom
- Vervoer
- Verkryging en Dienste
- Biblioteek
- Rekordbeheer
- Herdenkings en Kultuursake
- Boeredae, Toere, Uitstallings, Ekspo's en Besoeke aan die Streek
- Publikasies, Publisiteit, Toesprake, Lesings en Insette vir Aktiwiteite van ander Departemente en Instellings
- Komitees, Konferensies, Kongresse, Simposiums, Vergaderings en ander Landbou-organisasies
- Dieregesondheid
- Vleishigiëne
- Invoer- en Uitvoerbeheer
- Landbou-opleiding en Studentesake
- Verslae, Statistiek en Spesiale Landbou-opdragte
- Tegnologie-ontwikkeling en Gespesialiseerde Advies
- Tegnologie-oordrag en Landbou-ontwikkeling

	<p>webtuiste (www.elsenburg.com) beskikbaar:</p> <ul style="list-style-type: none">- Inligting oor die Departement- Media- Radio Elsenburg- Kalender van Gebeurtenisse- Dienste- Navorsingsontwikkeling- Landbou-ontwikkelingsentra- Inligtingsblaaie- Elsenburg Kollege
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5.3 VERSOEKPROSEDURE

- 'n Versoeker moet Vorm A, soos voorgeskryf in die regulasies wat ingevolge die Wet op Bevordering van Toegang tot Inligting (Regeringskennisgewing R223 van 9 Maart 2001) gepubliseer is, gebruik.
- 'n Versoekfooi ten bedrae van R35,00 is betaalbaar voordat die versoek verwerk sal word.
- Op die bogenoemde vorm word voorsiening gemaak vir die versoeker om aan te dui of hy/sy 'n afskrif van die rekord wil hê en of hy/sy bloot daarna wil kyk.
- Die vorm maak ook daarvoor voorsiening dat die versoeker kan aandui in watter taal die rekord verlang word, hoewel daar geen verpligting op die Departement rus om dit te vertaal nie.
- 'n Versoeker kan ook aandui op watter wyse (dit wil sê 'n afskrif op papier, 'n elektroniese afskrif, ensovoorts) toegang tot die rekord verleen moet word. Daar sal by hierdie versoek gehou word, tensy dit onredelik sal inmeng met die bedrywighede van die Departement of

indien daar om praktiese redes nie in die spesifieke vorm of medium toegang tot die rekords verleen kan word nie.

- 'n Versoekfooi is betaalbaar indien die persoon byvoorbeeld afskrifte van die rekord verlang. In sekere gevalle mag die betrokke persoon ook versoek word om 'n deposito te betaal. Die versoeker kan 'n interne appèl indien teen die betaling van hierdie gelde. Die bedrag wat ten opsigte van 'n interne appèl betaalbaar is, beloop R50,00. Indien die versoeker 'n interne appèl wil indien, moet Vorm C (soos voorgeskryf in Regeringskennisgewing R223 van 9 Maart 2001) ingevul word.
- Ingeval al die prosedures vir 'n interne appèl gevolg is en die versoeker nog nie tevrede is met die uitkoms nie, kan 'n hof genader word vir 'n toepaslike bevel.
- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.
- Inligting kan namens 'n ander persoon aangevra word, maar daar moet aangedui word in watter hoedanigheid die versoek gerig word.
- Indien die versoeker nie kan lees of skryf nie, of as gevolg van 'n gestremdheid nie die vorm kan invul nie, kan die versoek mondeling gerig word. Die inligtingsbeampte of 'n persoon aan wie die bevoegdheid gedelegeer is, moet dan die vorm namens hierdie persoon invul en vir hom/haar 'n afskrif van die voltooide vorm gee.

6. DIENSTE BESKIKBAAR AAN DIE PUBLIEK

ARTIKEL 14(1)(f)

Die Departement van Landbou het interne sowel as eksterne kliënte.

Die interne kliënte van die organisasie bestaan uit die Ministerie en die Departement van Landbou, die topbestuur van die organisasie, ander direktorate en subdirektorate binne die organisasie (byvoorbeeld navorsers, voorligtingsbeamptes en opleidingspersoneel).

Die eksterne kliënte bestaan uit boere (landbouprodusente en hul organisasies), landelike gemeenskappe, verbruikers van landbouprodukte, ander nasionale en provinsiale regeringsdepartemente, verwerkers, handelaars en verskaffers van landbouvoorraad, finansiële instansies, oorsese handelsvennote, nie-regeringsorganisasies, instansies vir tersiêre opleiding, ander landboukundiges, stadsbeplanners, konsultante, plaaswerkers, stedelike landboukundiges, privaat veeartse, natuurbewaringsorganisasies, navorsingstrusts, statutêre rade, studente en munisipaliteite.

Die organisasie lewer dienste op versoek van kliënte of deur die bemaking van dienste tydens persoonlike kontak, boeredae, voorligtingsessies, asook deur middel van inligtingstegnologie (die Internet). Bemakingstrategieë ten opsigte van die vestiging en lewering van dienste moet optimaal versprei word om by die behoeftes van verbruikers te pas. Dit moet ook versprei word volgens die beskikbaarheid van finansies en menslike hulpbronne. Aangesien daar 'n ander verhouding bestaan ten opsigte van dienste tussen verskaffer en verbruiker, met die kliënt wat op die verskaffer staatmaak vir advies, verkies die kliënt meer direkte kontak en onderhandeling met hierdie organisasie.

7. REËLING WAT BETROKKENHEID BY DIE FORMULERING VAN BELEID EN DIE UITVOERING VAN FUNKSIES TOELAAT
ARTIKEL 14(1)(g)

- Die Departement woon verskeie uitstallings by wat deur 'n verskeidenheid kliënte besoek word. Verskillende teikengehore word gevind by loopbaanuitstallings, ekspo's, boeredae, velddae, streekskongresse, ensovoorts.
- Die Departement neem deel aan bedryfs- en landbouerverwante forums.
- Daar word beplan om voorheen benadeelde boere in 2003 te betrek deur middel van ondersteuning vir die vestiging van verenigings op distriksvlak.
- 'n Stelsel vir ministeriële navrae word gevolg. Hierdie stelsel maak voorsiening vir interaksie met individue of groepe op grond van beleid. In gevalle waar daar nie beleidsriglyne bestaan nie, word die kwessies by beleidsformulering ingevoer.

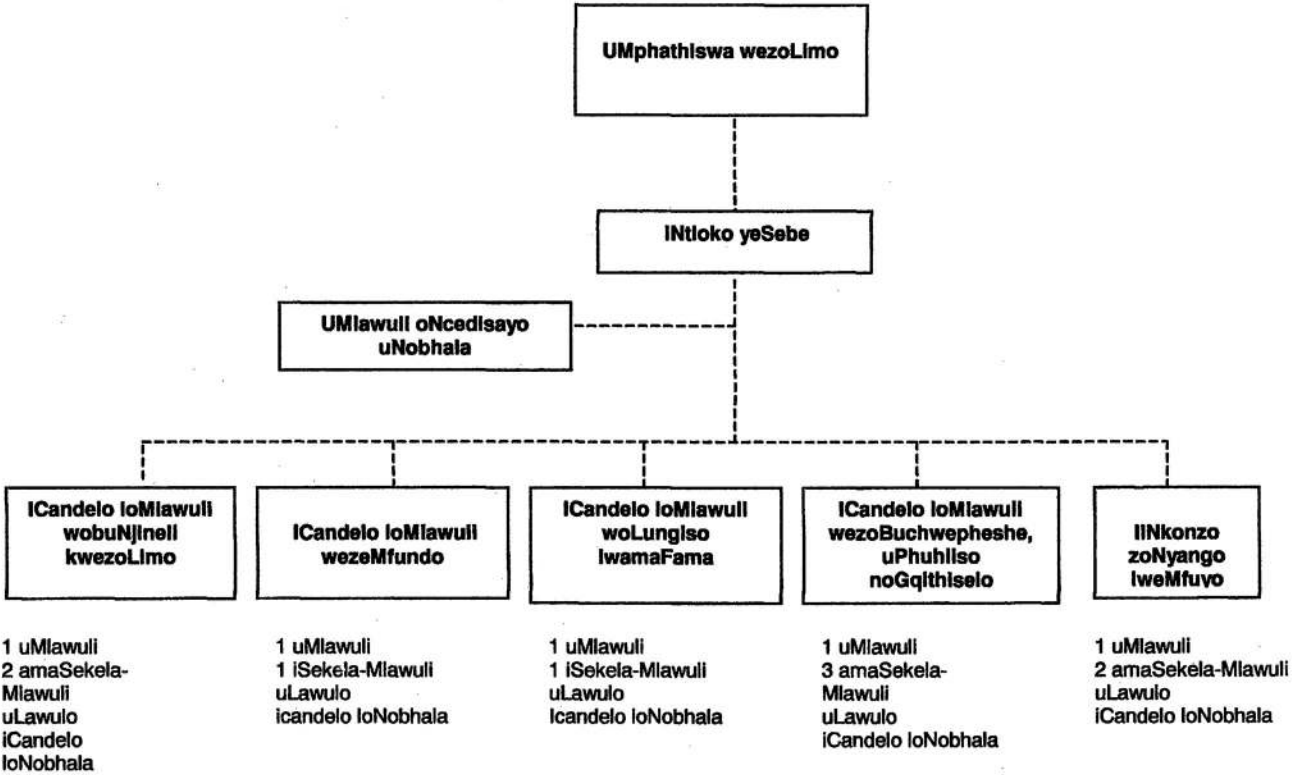
8. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN HANDELINGE OF VERSUIM OM TE HANDEL
ARTIKEL 14(1)(h)

Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LEZOLIMO**ULAWULO LWEPHONDO LENTSHONA KOLONI****ISIQULATHO**

1. **ULwakhiwo lweSebe**
2. **Imisebenzi yeSebe**
3. **linkcukacha zoqhagamshelwano negosa elilisekela lolwazi**
4. **Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
5. **lingxelo**
 - 5.1 **Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 **lingxelo ezivele zifumaneka**
 - 5.3 **Indlela yokucela**
6. **linkonzo ezifumaneka kuluntu jikelele**
7. **Amalungiselelo avumela ukuthatha inxaxheba kwisiseko semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi**
8. **Izilungiso ezikhoyo ngokunxulumene nemithetho okanye ukungaphumeleli komthetho**

1. ULWAKHIWO LWESEBE
ICANDELO 14(1)(a)



2. IMISEBENZI YESEBE

- Ukukhuthaza ezolimo eNtshona Koloni ngokwenza oku kulandelayo:
 - Uphuhliso kunye nogqithiso lobuchwepheshe obumele ezoqoqosho ngokuqwalasela iimfuno zangoku zabavelisi, amafama akwizinga elincinane kunye nabathengi
 - Ukukhuthaza ezolondolozo nophuculo lwendalo esingqongileyo, ingakumbi oovimba bendalo kwezolimo
 - Ukuphawulwa kwamathuba amatsha emveliso kunye nokunyusa umgangatho wokusetyenziswa koku
 - Uqeqesho lwamafama alindelweyo namafama asele ekhona, abasebenzi basezifama kunye nabalimi kuqeqesho olusesikweni nolungekho sikweni
 - Ukukhuthaza impilo yezilwanyana ngendlela yolwandiso lwabathathi-nxaxheba bebonke, kwakunye neqhinga lobuchule elisebenzayo ekukhuseleni izifo ukuze kuqinisekiswa ngemveliso yezilwanyana nokuzala kwazo
 - Ukuqinisekisa ukuba ukutya okunempilo okuvela kwizilwanyana kuyafumaneka kwinani lilonke labemi
 - Ukubhexeshwa kolungiso olufanelekileyo losungulo olutsha lwabantu abangena kwicandelo lezolimo eNtshona Koloni
 - Ingcebiso ezenziwa rhoqo kwiziphatha-mandla malunga namalungiselelo oovimba nolwazi olubanzi ngezoqoqosho kwisiseko somgaqo-nkqubo.
- Ukuqinisekisa ngenkqubo esebenzayo yezemali
- Ukukhuthaza ulawulo lwezabasebenzi, uqhagamshelwano kunye neenkonzozo zenkxaso.

ICANDELO LOMLAWULI WOBUNJINELI KWEZOLIMO

- Ukukhuthaza ukugcinwa koovimba bendalo kwezolimo
- Unikezelo lweenkonzo kwinkxaso yobunjinieli kwezolimo
- Unikezelo lwezibonelelo zokufama kunye neenkonzozo kumaqela azisebenzisayo.

ICANDELO LOMLAWULI WEZEMFUNDO

- Unikezelo lolawulo lwezolimo kunye noqeqesho olunxulumene noku
- Unikezelo loqeqesho lwezolimo nozaliso lwemfuyo
- Unikezelo lwemfundiso yolawulo lwezityalo zentsimi
- Unikezelo loqeqesho kumafama alindelweyo kunye namafama asele ekhona kwakunye nabasebenzi basezifama
- Unikezelo lweenkonzo zenkxaso yasekholejini.

ICANDELO LOMLAWULI WOKUZINZISWA KWAMAFAMA

- Ukubhexesha kunye nokulungelelanisa ukuzinziswa kwamafama amatsha
- Ukubhexesha kunye nokuzalisekiswa kweeprojekthi zezibonelelo zomsebenzi wezolimo
- Ukuxhasa kunye nokongamela inkqubela-phambili kulungiso lwamafama amatsha
- Ukukhuthaza inkuthalo kunye nentsebenziswano kunye namanye amaqela athatha inxaxheba ngokunxulumene noku kuchazwe ngasentla
- Ukwenziwa ngexesha elinye kwemimiselo yolungiso lwamafama, umgaqo-nkqubo kunye nemithetho
- Ukudala indawo yocwangciso, ukongamela kunye novavanyo lweeprojekthi zezolimo kunye nophuhliso lwamaphandle.

ICANDELO LOMLAWULI WEZOBUCHWEPHESHE, UPHUHLISO NOGQITHISELO

- Ukukhuthaza uphuhliso lwezobuchwepheshe ngokwenziwa kophando kunye namalungiselelo eengcebiso
- Ukukhuthaza imveliso yezolimo egcinekileyo ngogqithiso lobuchwepheshe
- Ukukhuthaza ezoqoqosho kunye nonikezelo lweenkonzo zenkxaso-mali kwezolimo

- Ukukhuthaza iinjongo eziphambili ze-RDP kunye nolawulo lomhlaba wezolimo karhulumente.

ICANDELO LOMLAWULI WEENKONZO ZONYANGO LWEMFUYO

- Unikezelo lweenkonzo zemfuyo ekunciphiseni kwakunye nasekongameleni uthintelo-ngozi kwimpilo yezilwanyana kwakunye nokwandiswa kolawulo lococeko kumaziko enyama nawobisi
- Unikezelo lweenkonzo zonyango lwemfuyo ngokusetyenziswa kophando nemilingo yobunzululwazi.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA LOLWAZI

ICANDELO 14(1)(b)

Gqr. P.C. van Rooyen
 Administrative Building/Private Bag X1
 ELSENBURG
 7607
 Inombolo yefowuni: (021) 808-5004/5
 Inombolo yefaksi: (021) 808-5000
 E-meyile: Pietvr@elsenburg.com

4. ISIKHOKELO SENDLELA YOKUSEBENZISA UMTHETHO ICANDELO 14(1)(c) SEKOMISHONI YAMALUNGELO OLUNTU LOMZANTSI AFRIKA

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission
 PAIA Unit

The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300

Ifaksi: 011 – 484 1360

IWebsite: www.sahra.org.za

E-meyile: PAIA@sahra.org.za

5. IINGXELO**ICANDELO 14(1)(d)****5.1 INKCAZELO YEZINTO EZIGCINWE LISEBE**

- Uwiso-mthetho
- Ulungiselelo, iMpatho kunye noLawulo
- Ezabasebenzi
- Ezemali
- Izakhiwo, izibonelelo kunye neMihlaba neZakhiwo zikaRhulumente
- Ezothutho
- Izinto zikarhulumente neeNkonzo
- Ithala leencwadi
- Ulawulo lweengxelo
- Izikhumbuzo kunye neMicimbi yeNkcubeko
- IiNtsuku zamaFama, uKhenketho, iMiboniso, uTyelelo kwiMimandla
- Iincwadi ezipapashiweyo, ukwaziswa kolwazi kuluntu lonke jikelele, iiNtetha, iziFundo kunye neGalelo kwimisebenzi yamanye amaSebe namaZiko
- Iikomiti, iiNkomfa, iiNgqungquthela, iintlanganiso zokuxoxa ngezinto ezithile, iiNtlanganiso jikelele kunye neminye imibutho yezolimo
- Impilo yezilwanyana
- Ucoceko lwenyama

**INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE
NGAPHANDLE KWENTLAWULO PHANTSI KWECANDELO**

15(1)(a)(iii)

(a) lincwadana ezinxulumene nezifundo zolimo	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiSebe lezoLimo Branch, Private Bag X1, Muldersvlei Road, Elsenburg
(b) Lonke ulwazi lufumaneka kwisikhundla sonxibelelwano ngekhompyutha (website)	Olu lwazi lulandelayo lufumaneka kwesi sikhundla sonxibelelwano ngekhompyutha: <u>(www.elsenburg.com):</u> <ul style="list-style-type: none"> - Malunga neSebe - Amajelo eendaba - IRadiyo Elsenburg - Ikhalela eneziganeko - linkonzo - UPuhliso loPhando - Amaziko oPhuhliso kwezoLimo - Amaphepha olwazi - IKholeji yase-Elsenburg

5.3 INDLELA YOKUCELA

- Umntu owenza isicelo kufuneka asebenzise iFomu A neyenzelwe ukusetyenziswa kwimimiselo epapashwe ngokwemiqathango yomthetho oyiAccess to Information Act (Government Notice R233 of March 2001).
- Umrhumo wesicelo ngama-R35,00 kwaye ahlawulwa ngaphambi kokuba kusetyenzwe ngezicelo.

- Kukho imimiselo eyenziweyo kule fomu ikhankanywe ngasentla ukuze lowo wenza isicelo abonise ukuba ingaba uyayifuna na ikopi yengxelo okanye ufuna ukuyijonga nje.
- Le fomu ikwachazela ocelayo ukuba abonise ukuba luluphi na ulwimi afuna ingxelo le ikhutshwe ngayo, nakuba kungekho zimbophelelo kweli sebe zokuba iguqulwe.
- Ocelayo angabonisa kwakhona ukuba ufuna ibe kweyiphi na imo ingxelo leyo (ok.kkt. ibe sephepheni, ibe sekhompyutheni, njl,njl). Kuya kuqhutywa ngale ndlela ngaphandle kokuba ukwenza oku kuye kwaphazamisana neSebe eli ekuqhubeni imisebenzi yalo okanye ngezizathu ezithile akuyi kubakho mvume yokufikelela kule ngxelo iya kukhutshwa kwifomu.
- Umrhumo wesicelo kufuneka umntu ocelayo umzekelo xa efuna iikopi zengxelo ecelwayo. Kwezinye iimeko, umntu ocelayo kufuneka akhuphe idiphozithi. Lowo ucelayo angafaka isibheno sangaphakathi malunga nokuhlawula le mirhumo. Umrhumo ohlawulwa ngokuphathelele kwisibheno sangaphakathi yiR50,00. Xa ngaba umntu ocelayo efake isibheno sangaphakathi, kufuneka kuzaliswe uFomu C (ekhutshwa kwiSaziso soRhulumente esinguR233 somhla we 9 kuMatshi 2001).
- Xa kuthe inkqubo elandelwayo yokubhena yangaphakathi yarhoxiswa waza umntu ocelayo wabe akakoneliseki ziziphumo, kungadityanwa nenkundla ukuze ibe yiyo ekhupha umyalelo ofanelekileyo.
- Ukufikelela kwezi ngxelo kuya kuqhutywa de imirhumo efunekayo ibe ihlawulwe.

- Ingcaciso ingacelwa egameni lomnye umntu, kodwa eyona nto ifunelwa yona ingcaciso leyo kufuneka ixelwe.
- Ukuba umntu ocelayo akakwazi, ukufunda okanye ukubhala, okanye akakwazi ukuzalisa ifomu ngenxa yokukhubazeka, isicelo eso singenziwa nangomlomo. Igosa lengcaciso, okanye umntu ungummeli, kufuneka ibe nguye ozalisa ifomu.

6. IINKONZO EZIFUMANEKA KULUNTU JIKELELE ICANDELO 14(1)(f)

ISebe lezoLimo linabaxhasi bangaphakathi kunye nabangaphandle.

Abaxhasi bangaphakathi bombutho baquka iCandelo kunye neSebe lezoLimo, abalawuli abaphezulu bombutho, amacandelo abalawuli angamanye kunye namacandelo angaphantsi ngaphakathi kumbutho (umz. Abaphandi, amagosa olwandiso kunye nabasebenzi bezoqeqesho).

Abaxhasi bangaphandle baquka amafama (abavelisi bezolimo kunye nemibutho yabo), uluntu jikelele emaphandleni, abathengi bemveliso yezolimo, amasebe angamanye karhulumente kazwelonke nowephondo, abenzi bale mveliso ukuba ingonakali (processors), abarhwebi nabanikezeli bezolimo, amaziko ezemali, amahlakani aphehaya kweelwandle, imibutho engekho phantsi korhulumente, amaziko oqeqesho oluphezulu, abanye abalimi, abacwangcisi beedolophu, abacebisi, abasebenzi basezifama, abalimi basezidolophini, abanyangi bemfuyo abasekhusini, imibutho yolondolozo lwendalo, amaziko ophando, iibhodi ezimiswe ngokusemthethweni, abafundi kunye noomasipala.

Umbutho unikezela iinkonzo xa zithe zacelwa ngabathengi bazo okanye ngendlela yokushishina ngezi nkonzo ngexesha

lokuqhagamshelana nomntu ngamnye, iimini zamafama, amaxesha olwandiso kwakunye nangendlela ye-intanethi (Internet). Ugwadlo-qhinga kwezoshishino ngokunxulumene nokumiswa kwakunye nonikezelo lweenkonzo kufuneka lisasazwe ngokwaneleyo ekufezekiseni iimfuno zabathengi kananjalo ngokunxulumene nokubakho kwemali nabasebenzi. Njengoko kukho unxulumano ngeendlela ezahlukeneyo malunga neenkonzo phakathi komniki-nkonzo kunye nomthengi, kukho umxhasi oxhomekeke kumniki-nkonzo ngeengcebiso, umxhasi ukhetha ukuqhagamshelana ngokothetha-thethwano oluthe ngqo nalo mbutho.

**7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA
KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA
KWEMISEBENZI
ICANDELO 14(1)(g)**

- Eli Sebe lijonge ukwenza imiboniso eyahlukeneyo eye yatyelelwa ngabaxhasi/abaxhamli. Abantu ekujoliswe kubo bafumaneka kwezi ndawo zemiboniso enxulemene namakhando omsebenzi, kwimiboniso yohlobo lwe-expos, iintsuku zokuboniswa kwamasimi amafama, iinkongolo zemimandla, njl,njl.
- Eli Sebe lithatha inxaxheba kwiiforam ezinxulumene zoshishino nezolimo.
- Eli Sebe liceba ukubandakanya amafama eendawo ezazisakungananwa ngexesha elingaphambili ngo-2003 ngokuthi kuxhaswe ukusekwa kwemibutho yezithili.
- Inkqubo eza kuba ngophando lwesebe iya kulandela, nkqubo leyo eya kuthi ivumele ukusebenzisana kunye nabantu kungenjalo amaqela asekelezwe kumgaqo-siseko. Kwiimeko apho izikhokelo zomgaqo-nkqubo zingekhoyo, imicimbi yokwaziswa ngendlela yokusekwa komgaqo-nkqubo.

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO
ICANDELO 14(1)(h)**

Uwiso-mthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheni. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumaneke umyalelo ofanelekileyo.

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