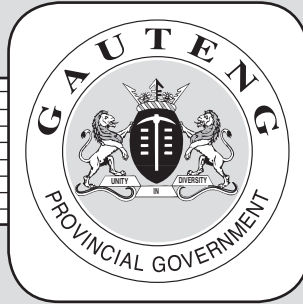


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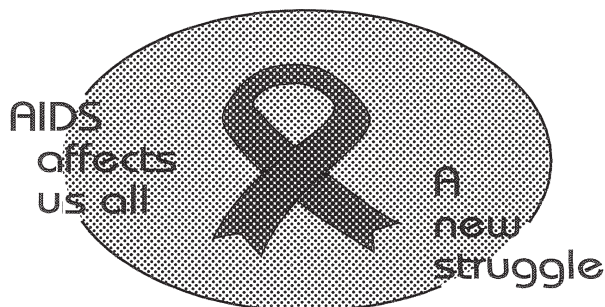
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Vol. 21

PRETORIA, 27 JULY
JULIE 2015

No. 326

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DEPARTMENT OF HEALTH

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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.

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National, Provincial, Road Carrier Permits and Tender notices will pay the price as published in the Government Gazettes.

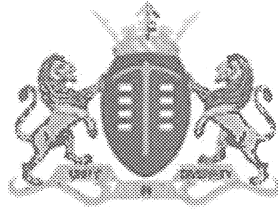
For any information, please contact the eGazette Contact Centre on 012-748 6200 or email info.egazette@gpw.gov.za

Table of Contents

<i>No.</i>		<i>Gazette No.</i>	<i>Page No.</i>
GENERAL NOTICES • ALGEMENE KENNISGEWINGS			
2397	Gauteng Department Of Agriculture And Rural Development: Gauteng PAIA Manual	326	4

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

NOTICE 2397 OF 2015



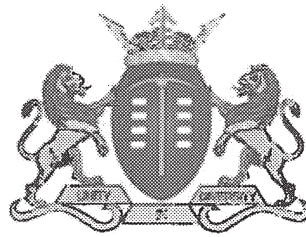
GAUTENG PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

GAUTENG DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

**MANUAL FOR PROMOTION OF ACCESS TO INFORMATION
(PAIA)**

Prepared in terms of Section 14 of the Promotion of Access to Information Act (PAIA)

(Act No 2 of 2000)



GAUTENG PROVINCE
AGRICULTURE AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

VISION

Economically transformed agricultural sector and sustainable environmental management for healthy, food secure, developed rural and urban communities in Gauteng

MISSION

We will radically modernise and transform agriculture, environment and rural development by:

- promoting environmental protection and management,
- expanding access to agricultural opportunities and maximise food security,
- upscaling rural development,
- promoting the One Health system, and
- supporting sustainable livelihoods.

For more information contact:

The Gauteng Department of Agriculture and Rural Development (GDARD)

Tel: 011 240 2500 Fax: 086 420 1000 E-mail: gdard@gpg.gov.za

Website: www.gdard.gpg.gov.za

Layout & Design by P Molefe GDARD Communications

CONTENTS		
	PAGE	PAGE NUMBER
1.	Introduction	3
2.	FUNCTIONS AND STRUCTURE OF THE DEPARTMENT [SECTION 14(1)(A)]	4
	2.1 Functions Of The Department	4
	2.2 Organisational structure	4
	Core Branches	5
	Transversal Branches	5
	Support Services Branches:	6
	Organogram for core branches	7, 8
	Organogram for support branches	9
3.	Contact details for the Information Officer, Deputy Information Officer and the PAIA Unit.	10
4.	Section 10 guide on how to use the PAIA	10
5.	Requests for access to information [section 14(1)(d)]	11
6.	Records automatically available [section 14(1)(e)]	17
7.	Services available to the public and how to gain access to them [section 14 (f)]	17
8.	Public involvement in formulation of policy, exercise of powers or performance of duties [section 14(1)(g)]	18
9.	9. Remedies available in the event of non- compliance with the paia [section 14(1)(h)]	19
10.	Availability of the manual	20
11.	Prescribed fees	21
ANNEXURE A		
	FORM A Request for access to record of public body	23
ANNEXURE B		
	FORM B Notice of internal appeal	29

1. INTRODUCTION

The Promotion of Access to Information Act, 2000 (PAIA) gives effect to section 32 of the Constitution of the Republic of South Africa, 1996. In terms of section 32 of the Constitution, everyone has the right of access to any information held by the State.

The Gauteng Department of Agriculture and Rural Development (GDARD) as an organ of state and a public body (as defined in section 1 of the PAIA) has made this Manual in terms of Section 14 of the PAIA.

This Manual is a public document which contains, amongst other things, information relating to the functions of GDARD, how to obtain information from GDARD and an index of information and records held by GDARD.



2. FUNCTIONS AND STRUCTURE OF THE DEPARTMENT [SECTION 14(1)(A)]

2.1 Functions of the department

GDARD derives its mandate from Section 24 and Section 27 of the Constitution. Section 24 provides for the right to an environment and Section 27 provides for the right of access to health care, food, water and social security.

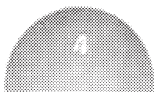
The functional responsibilities of GDARD are primarily focused on natural resource management, sustainable development and rural development.

GDARD has a head office that is situated in Johannesburg Central and two regional offices situated in Germiston and Randfontein. These regional offices serve the Veterinary Services, Household Food Security and Farmer Settlement Programmes of GDARD.

GDARD also manages five nature reserves - Roodeplaat, Suikerbosrand, Leeuwfontein, Abe Bailey and Marievale.

2.2 Organisational structure

GDARD's structure consists of five core branches, five transversal branches and two support services branches. These structures are also depicted in figures 1 – 3 below.



GDARD - Promotion of Access to Information

Core Branches:

1. Agriculture
 - Farmer Support and Development
 - Technology Development and Support
 - Agricultural Economics and Marketing
2. Veterinary Services & Sustainable Resource Management
 - Animal Production, Advisory & Support Services
 - Epidemiology, Laboratory & Quality Management
 - Veterinary Public Health & Export Facilitation
 - Sustainable Resource Management
3. Sustainable Use of the Environment (SUE)
 - Biodiversity Management
 - Waste Management
 - Air Quality
 - Environmental Policy, Planning & Coordination
 - Environmental Quality Management
4. Rural Development (RD)
 - Broad Based Black Economic Empowerment

Transversal Branches:

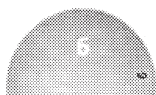
1. Compliance and Enforcement
 - Strategic Compliance and Enforcement
 - Compliance Monitoring
 - Enforcement
2. Legal Services
 - Litigation Management
 - Corporate Legal Services
3. Communication
 - Stakeholder Engagement
 - Publications and Campaigns
 - Corporate Communications
4. Knowledge Management
 - Information System and Information Technology

5. Transformation
- Social Development

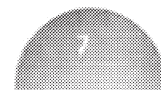
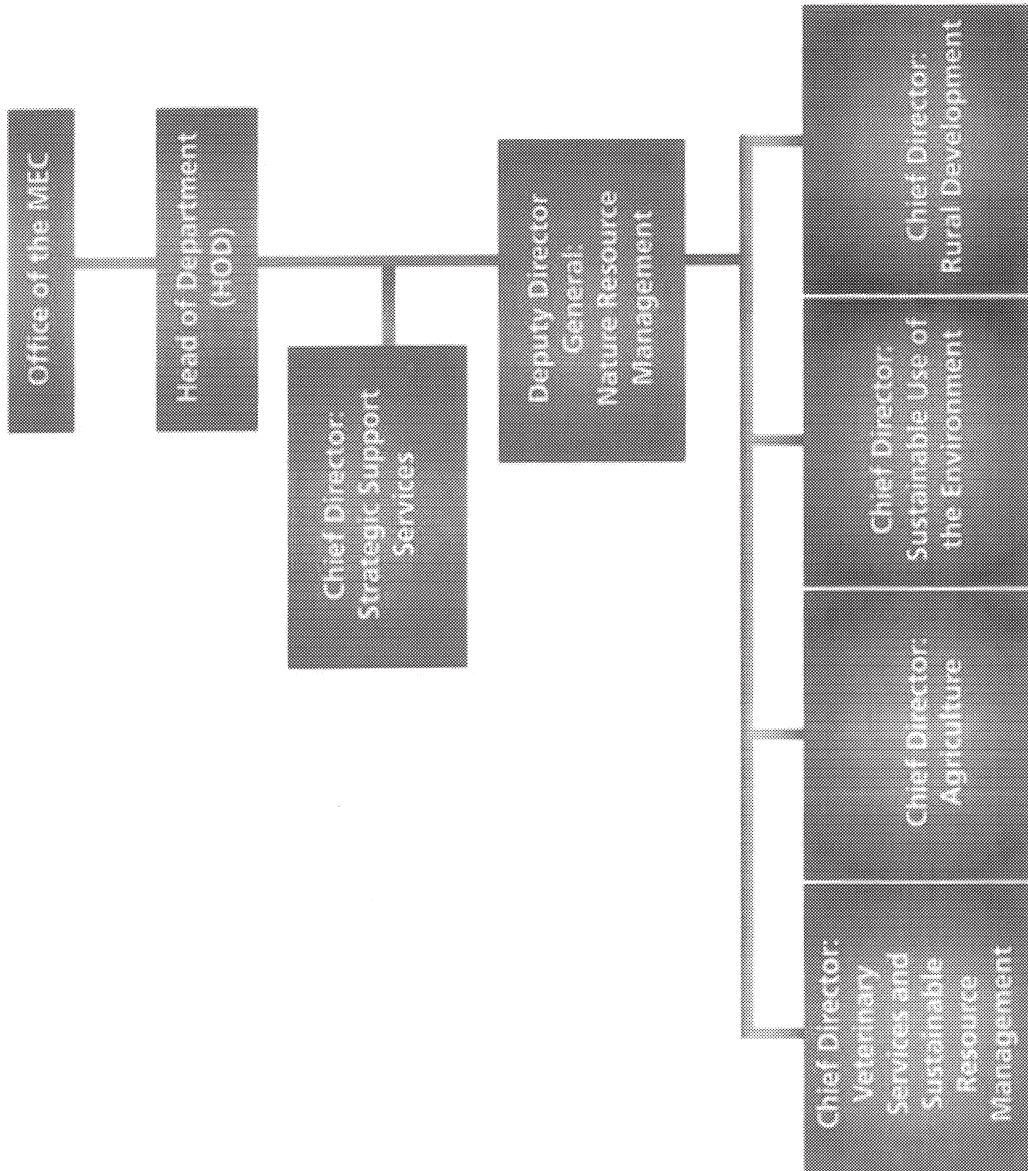
Support Services Branches:

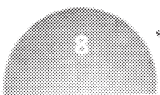
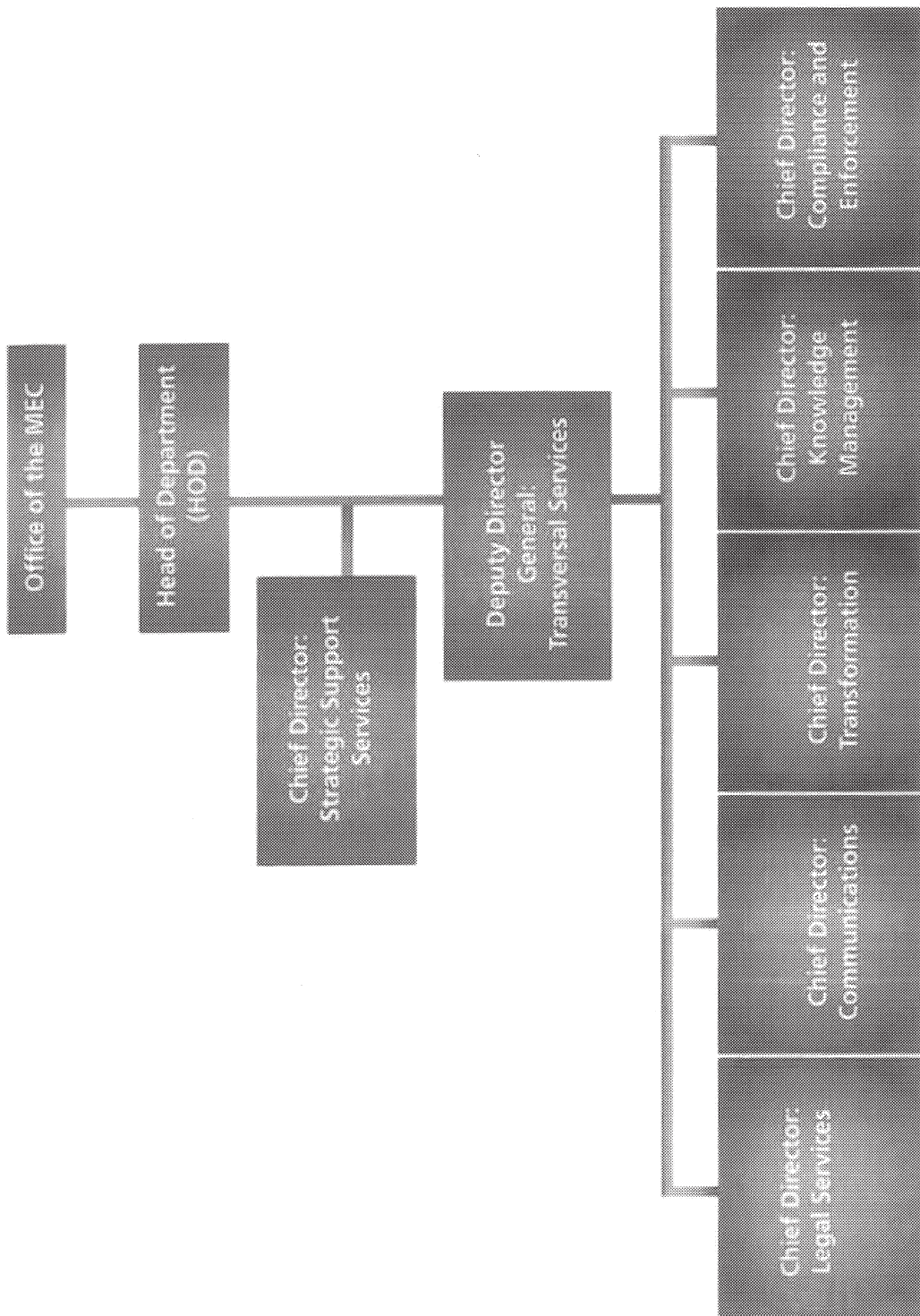
1. Financial Management
 - Supply Chain Management
 - Financial Management
2. Human Resource Management
 - Human Resource Development
 - Facilities management
3. Strategic Planning and Governance
 - Monitoring and Evaluation
 - Safety and Security
 - Policy Research
 - Project Management

Figure 1: ORGANOGRAM FOR CORE BRANCHES



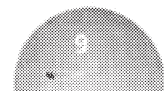
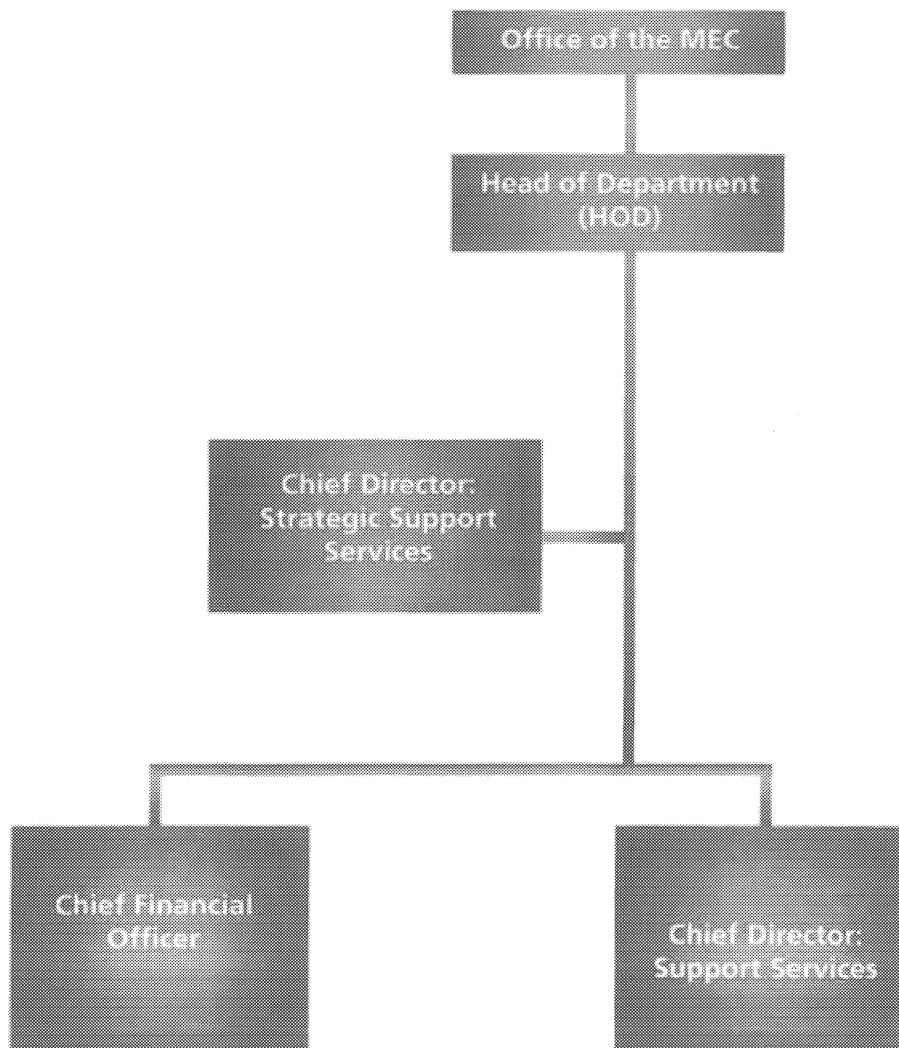
GDARD - Promotion of Access to Information





GDARD • Promotion of Access to Information

Figure 3: ORGANOGRAM FOR SUPPORT SERVICES BRANCHES



3 CONTACT DETAILS [SECTION 14(1)(B)]

Below are the contact details for the Information Officer, Deputy Information Officer and the PAIA Unit.

Information Officer: Ms T Mbassa
Head: Agriculture and Rural Development
Email: thandeka.mbassa@gauteng.gov.za

Deputy Information Officer: Ms Abimbola Olowa
Chief Director: Legal Services
Email: abimbola.olowa@gauteng.gov.za

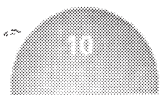
Physical address	Postal address
Diamond Building	PO Box 8769
11 Diagonal Street	Johannesburg
Johannesburg	2000
General Enquiries	
Telephone number: 011 240 2500	Fax number: 011 240 2700
PAIA Email: _paia@gpg.gov.za	Website: www.gdard.gpg.gov.za/paia

4 SECTION 10 GUIDE ON HOW TO USE THE PAIA [SECTION 14(1)(C)]

The South African Human Rights Commission (SAHRC) has compiled a Guide in terms of section 10 of the PAIA on how to use PAIA to obtain information. It is available in all eleven official languages. The Guide can be copied or inspected at GDARD head office or the PAIA Unit of the SAHRC.

The contact detail of the SAHRC PAIA Unit is as follows:

Physical address	Postal address
Braampark Forum 3	Private Bag X2700
33 Hoofd Street	Houghton
Braamfontein	2041
Telephone number: 011 877 3600	Fax number: 011 403 0625
Website: http://www.sahrc.org.za	Electronic mail: info@sahrc.org.za



5 REQUESTS FOR ACCESS TO INFORMATION [SECTION 14(1)(D)]

5.1 Procedures for requesting information or records

Request form

- a. A requester must complete the PAIA Request to Access Information form (PAIA Request form) or a form that substantially correspond with this form, to make a request for access to information or a record. A copy of this form is annexed as Annexure A.
- b. The PAIA request form is available at the security desk at GDARD's main office, or can be requested from the Deputy Information Officer/PAIA Unit or on GDARD's website (www.gdard.gpg.gov.za).

Format of requested record

- c. A requester must indicate whether he/she requires a copy of a record, or only wants to view a record at GDARD's offices. Alternatively, if a record is not a document, it can be viewed or listened to in the available form.
- d. A requester must state in which language he / she prefers a record. A requester will receive the information in the manner he / she has asked for it. However, making available the information will depend on whether the request will not unreasonably interfere with the daily running of business of GDARD, or damage a record, or infringe a copyright not owned by GDARD. If, for practical reasons, access cannot be given in the required form but in an alternate manner, then the fee (see section 11 below) will be calculated according to the way that the requester has opted for. If a record has to be translated it will be to the cost of the requester.
- e. If, in addition to a written reply to their request for a record, the requester wants to be informed about the decision in any other way (e.g. Telephone call) this must be indicated, with sufficient details for the Deputy Information Officer to do so.
- f. If a request for information is required urgently, the requester should indicate this on the application form and provide reasons for the urgency, i.e. Court case. The Department will expedite the request where practicable.



Request on behalf of another person

- g. If the request is made on behalf of another person, a requester must submit proof of the capacity in which he / she is making the request, to the reasonable satisfaction of the Deputy Information Officer.

Request by people with disabilities

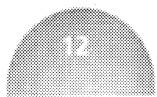
- h. If a requester is unable to read or write, or has a disability that prevents him/ her from completing the PAIA request form, then the request can be made orally. The form will then be completed on behalf of the requester and a copy of the completed form given to the requester.

Transfer of requests

- i. Requests for records may be transferred to another public body in the following circumstances:
- i) When the record is in the possession of another public body;
 - ii). The subject matter of the record is more closely associated with the functions of another public body;
 - iii). The record was created for another public body, or was received first by another public body; or
 - iv). The record contains commercial information relating to economic interests and the financial welfare of the Republic, and commercial activities of public bodies.
- j. If the public body or the Information officer to whom the request is made is in possession of the record and considers it helpful to do so to enable the Information officer of the other public body to deal with the request, the record or a copy of the record will be sent to that Information officer.
- k. If a request for access to a record has been transferred, it has to be computed from the date it was received first. All the relevant time periods that apply to a request for information have to be adhered to.

Notification of transfer

- l. When a request for access has been transferred the requester would be notified of the transfer; the reason for the transfer and the period within



which the request will be dealt with.

Payment of fees

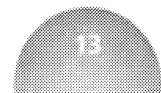
- m. A requester who seeks access to a record containing personal information about himself/herself is not required to pay the request fee. Every other requester who is not a personal requester must pay the required request fee.
- n. A requester has to pay two types of fees in terms of the PAIA, namely the request fee and the access fee. The fees are prescribed in the PAIA Regulations, 2002 and are listed in paragraph 11 of this manual.
- o. If the search and preparation of the record would require more than six hours, a deposit of not more than one third of the access fee is payable. The requester can appeal the decision to request him/her to pay a deposit.
- p. If a request for access to a record is refused and a deposit fee has been paid, the deposit fee will be repaid.

Unavailable records

- q. If all reasonable steps have been taken and a record cannot be found, the requester will be notified of this by way of an affidavit or affirmation.

Decision regarding access and informing third parties

- r. After a decision has been made on the request, the requester will be informed of the decision within 30 days after receipt of the request in the way that the requester wanted to be notified in.
- s. The Information Officer/Deputy Information Officer may extend that period by a further period not exceeding 30 days if he/she needs to search through large amounts of documentation, to search in other offices, to consult, to give a third party the chance to make representations where the record requested is with regard to the record of that third party. The requester has to give written permission to this extension or may lodge an internal appeal.
- t. If the requester is not given a decision within 30 days of the original request, it would be regarded as a refusal of the request.



Deferring a request

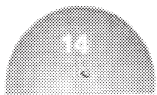
- u. A request for information may be deferred for a reasonable time if records still have to be published, or printed and translated, or required by law to be published at a certain time. The department will make available on its website a list of records that are published regularly. A requester may make a representation within 30 days of such a notice of why the record is required before the publication.

Access to records

- v. A requester must be given access to a record of a public body if the requester complies with the following:
 - a. All the procedural requirements in the PAIA relating to the request for access to that record, including finalisation of appeals.
 - b. Access to that record is not refused on any ground of refusal mentioned in the PAIA. The grounds for refusal are mentioned in paragraph 2.4.2 below.
- w. A requester with a disability that prevents him/her from reading, viewing or listening to a requested record, will be given access to the record in a form that accommodates his/her disability where possible.
- x. If access to a record is refused the Deputy Information Officer will notify the requester of the reasons and the requester's right to an appeal against the decision. Parts of records can be granted and parts refused for reasons as stated in the PAIA.

Grounds for refusal of access to information [Part 1, Chapter 4]

1. The Department supports the spirit of the PAIA in providing public access to records, but there are instances where access to records must or can be refused in terms of the act. These are listed below.
2. The Information Officer must (mandatory) refuse access to records to ensure the:
 - a. Protection of privacy of third party who is a natural person, including a deceased person, unless the individual has consented, or the information is already publicly available, or the requester is a next of kin



- b. Protection of records of the SA Revenue Service
 - c. Protection of financial, commercial, scientific or technical information of a third party, unless the individual has consented, or the information is already publicly available, or withholding of the information poses a serious environmental risk
 - d. Protection of confidential information of third parties unless the individual has consented or the information is already publicly available
 - e. Protection of safety of individuals
 - f. Protection of police dockets in bail proceedings and protection of law enforcement and legal proceedings
 - g. Protection of records privileged in legal proceedings unless the person involved has waived the privilege
 - h. Protection of research information of a third party and a public body
3. The Information Officer may (discretionary) refuse access to records where, or for:
- a. Information that is supplied by a third party in confidence
 - b. Protection of security of a building, structure or system, or a means of transport, or security methods or plans
 - c. Protection of defence, security and international relations of the Republic
 - d. Protection of information affecting economic interests and financial welfare of the Republic and commercial activities of public bodies
 - e. Protection of research information of a public body
 - f. Protection of information about the operation of public bodies
 - g. Requests that are manifestly frivolous or vexatious or a substantial and unreasonable diversion of the resources of the public body



Informing a third party

4. The Information Officer considering a request for access to a record that might be a record mentioned above, must take all reasonable steps to inform a third party to whom or which the record relates, of a request. This has to be done within 21 days after the request is received or transferred. The Deputy Information Officer has to inform the person of the nature of the request that he / she is dealing with, and the name of the person making the request. The Information Officer is also compelled to describe to this person why this information might have to be disclosed anyway, in terms of Section 46 of the PAIA.
5. The third party has to make an oral or written representation to the information officer, detailing reasons why the request should be refused. Alternatively, the third party may simply grant written consent to the disclosure of the record to the requester.
6. The Deputy Information Officer will decide to grant or refuse access to the requester not later than 30 days after he / she informed a third party of the request. He / she will also notify the third party of his / her decision, and inform him / her of his / her right to appeal.

5.2 Subjects and categories of records that may be requested from GDARD [Section 14(1)(d)]

GDARD categorises the records and information (relevant to the functions and services of GDARD) into the following broad categories. The department is in the process of reviewing and revising its record management system and these categories may change during the course of this year:

- i) Policies and legislation
- ii) Press statements and speeches
- iii) Human Resources documentation
- iv) Financial documentation
- v) General administration information
- vi) Branch specific information include:
- vii) Business plans
- viii) Strategy documents
- ix) Programme specific information
- x) Permits and authorisations
- xi) Guideline Manuals



6. RECORDS AUTOMATICALLY AVAILABLE [SECTION 14(1)(E)]

GDARD will make the following information automatically available at its offices. The costs of access to the records will be according to the schedule provided in paragraph 3 unless otherwise indicated.

- Departmental Annual Report
- Brochures (free of charge)
- Land Care
- Is your hunt legal?
- Permits office: Issuing of permits
- Grow your own plants and save our heritage. Hypoxis (African potato)
- Journal: Agriteng (distributed by the Agriculture Directorate, free of charge)
- Agriculture market tendencies
- Grains
- Livestock
- General information relating to the mandate and functions of the Department.

Some of the above information is also available on GDARD's Website: www.gdard.gpg.gov.za

Requestors are advised to establish the availability of information before visiting GDARD to access the above.

7. SERVICES AVAILABLE TO THE PUBLIC AND HOW TO GAIN ACCESS TO THEM [SECTION 14 (F)]

The strategic objectives of core function components of GDARD are outlined below.

For general information on the services the Department offers in relation to these objectives, please contact the Department at gdard@gpg.gov.za or Tel. 011-240-2500, fax 011-240-2700.

- Agriculture: To optimise the contribution of sustainable agriculture towards the equitable development of all communities.
- Veterinary Services: To promote animal production, and animal and public health, by facilitating the availability and affordability of safe and healthy food and high quality animal products.
- Sustainable Resource Management: To provide a support service and



professional expertise on best practices in managing and conserving natural resources and land, to private and public land owners, across a variety of land uses (conservation based, and agriculture based);

- Rural Development: to coordinate the creation of vibrant, sustainable and equitable rural (and semi urban) communities and food security for all.
- Conservation: To promote the sustainable utilisation and conservation of biological diversity and natural processes for the development of all communities.
- Environmental Planning and Impact Assessment: To facilitate sustainable development in Gauteng by ensuring sustainable land uses (including infrastructure development) and land use patterns
- Waste Management: To contribute to sustainable development and quality of life by promoting a safe and healthy living environment
- Air Quality: To ensure that there is a reduction in energy consumption and to promote energy efficiency through technological and behavioural interventions

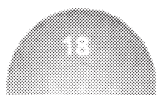
8. PUBLIC INVOLVEMENT IN FORMULATION OF POLICY, EXERCISE OF POWERS OR PERFORMANCE OF DUTIES [SECTION 14(1)(G)]

GDARD has the following arrangements and/or provides the following processes for consultation, making representations or otherwise participating or influence the formulation of policy or the exercise of the mandate of the Department:

- Public workshops;
- Publication of draft policy and legislation for public comments in the

Government Gazette and Newspapers;

- Stakeholders Forums workshops;
- Discussions / workshops with government departments;
- Oversight of public participation process during completion of EIAs prepared by developers and submitted to the department; and
- Administrative Appeal Process in terms of relevant legislation e.g. National Environmental Management Act and the Promotion of Administrative Justice Act



9. REMEDIES AVAILABLE IN THE EVENT OF NON- COMPLIANCE WITH THE PAIA [SECTION 14(1)(H)]

Internal appeal

- a) A requester may lodge an internal appeal with the Member of the Executive Council (MEC) against a decision by the Deputy Information Officer/Information Officer to refuse a request, or against the request and access fees, or an extended period to deal with the request.

Notice of internal Appeal Form

- b) The appeal must be lodged on the prescribed PAIA Appeal form. A copy of this form is annexed as Annexure B to the Manual. Copies of this form are also available from GDARD's office, or the Deputy Information Officer or the GDARD website – www.gdard.gpg.gov.za
- c) The appeal must be made within 60 days, or within 30 days after notice has been given to a third party about a decision to the Deputy Information Officer. The appeal must be delivered or sent to the address, fax number or electronic mail address of the Deputy Information Officer.
- d) An appellant must ensure that the appeal form is correctly completed.
- e) The relevant authority will allow the late lodging of an appeal only if the appellant's motivation is credible. An appellant will be informed if his/her late appeal was disallowed

Appeal fee

- f) An appellant has to pay the prescribed appeal fee (if any). A decision on the internal appeal may be deferred until the appeal fee is paid.

Notice to and representations by other interested person

- g) Where an appeal is in respect of a refusal of request for access to a record of a third party that relates to his/her privacy; commercial interests and other confidential information; and record of SARS, the third party will be informed about the appeal within 30 days after receipt of the appeal.

- h) The MEC must when informing the third party of the appeal state whether the MEC is of the opinion that the information should be revealed in public interest.
- i) The third party then has 21 days to make a written representation why the request for information should not be granted, or give written consent for the disclosure of the record to the requester.
- j) Where an appeal is against the granting of a request for access, the MEC will notify the requester of such an appeal within 30 days after receipt of the internal appeal. The third party has 21 days to make a written representation why the access to the record should be granted.

Notice of decision

- k) The MEC may confirm the original decision, or make another decision. This will be done within 30 days after receipt of the internal appeal, or within 5 working days after receiving written representation regarding the appeal. Notice will be given to the appellant, every third party involved and the requester, stating the reason/s for the decision.

Application to court

- l. If a person who has appealed is not satisfied with the decision of the MEC he/she may lodge an application to the High Court against the decision of the MEC within 60 days or 30 days (if notice has to be given to a third party).
- m. If the MEC fails to decide on an appeal within the time period, the MEC will be regarded as having dismissed the internal appeal.
- n. A requester or third party can ONLY apply to a High Court (or court of similar status) for appropriate relief after the requester or third party has exhausted the internal appeal procedure.

10. AVAILABILITY OF THE MANUAL

This manual is available in 4 languages. It can be obtained at the GDARD main offices and Regional Offices and also downloaded from the GDARD website (www.gdard.gpg.gov.za). Copies of the manual are also available at the SAHRC's office. The prescribed fees will apply when photocopies have to be made for requesters.

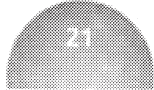


11. PRESCRIBED FEES

The following fees have been prescribed in the PAIA Regulations, 2002 and must be paid by a requester before GDARD can make any records requested available to the requester. Fees are paid to the Finance Directorate on the 10th Floor, Diamond Corner

Building during normal office hours, 8h00 – 16h00, Monday to Friday.

Fee for a copy of the manual as contemplated in Regulation 5© for every photocopy of an A4-size page or part thereof		R0-60
Fees for reproduction referred to in Regulation 7(1) are as follows:		
1.	For every photocopy of an A4-size page or part thereof	R0-60
2.	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0-40
3.	(i) For copy in a computer-readable on stifty disk Compact disk	R5-00
	(ii) For a transcription of visual images	R40-00
4.	(i) For a transcription of visual images For an A4-size page or part thereof	R 22-00
	(ii) For a copy of visual images	R 60-00
(a)	For a transcription of an audio record	
	(i) For an A4-size page or part thereof	R12-00
	(ii) For a copy of an audio record	R17-00
Request fee payable by a requester, other than a personal requester, referred to in Regulation 7(2)		R35-00
The access fees payable by a requester referred to in regulation 7(3) are as follows		
1(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 form	R0-40



(c)	©For copy in a computer-readable on (i) stiffy disk	R5-00
	(ii) compact disk	R40-00
(d)	For a transcription of visual images (i) for an A4-size page or part thereof	R22-00
	(ii) for a copy of visual images	R60-00
(e)	For a transcription of an audio record (i) for an A4-size page or part thereof	R12-00
	(ii) for a copy of an audio record	R17-00
(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	

For noting:

The Department experienced a fire in July 2003 and certain records have been destroyed. The extent of the damage has not been determined at the time of writing this manual. This may impact on the Department's ability to provide some documents.



GDARD - Promotion of Access to Information

ANNEXURE A

Gauteng Department of Agriculture, and Rural Development (GDARD)

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 6])

FOR DEPARTMENTAL USE	
Reference number	
Request received by _____ (state rank, name and surname of Information Officer / Deputy Information Officer) on _____ (date) at _____ (place).	
Request fee (if any):	R _____
Deposit fee (if any):	R _____
Access fee:	R _____
SIGNATURE OF PAIA ADMINISTRATOR	
A. Particulars of public body	
The Information Officer / Deputy Information Officer Gauteng Department of Agriculture and Rural Development P O Box 8769 JOHANNESBURG 2000	

GDARD - Promotion of Access to Information



B. Particulars of person requesting access to the record	
(a)	The particulars of the person who requests access to the record must be given below
(b)	The address and / or fax number in the Republic to which the information is to be sent must be given
(c)	Proof of capacity in which the request is made, if applicable, must be attached
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: _____	

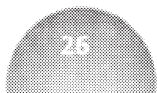
C. Particulars of person on whose behalf request is made	
<i>This section must be completed only if a request for information is made on behalf of another person</i>	
Full names and surname: _____	
Identity number: _____	



<p>D. Particulars of record</p> <p>(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.</p> <p>(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.</p>	
<p>1. Description of record or relevant part of the record:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
<p>2. Reference number, if available</p>	
<p>3. Any further particulars of record:</p>	
<p>4. How urgent is the record required? Please state reasons for urgency.</p>	
<p>E. Fees</p> <p>(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 of R35-00 has been paid</p> <p>(b) You will be notified of the amount required to be paid as the request fee</p> <p>(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</p> <p>(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption</p>	



<p><i>Reason for exemption from payment of fees:</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
<p>F. Form of access to record</p> <p>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 below, state your disability and indicate in which form the record is required</p>	
<p>Disability:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<p>Form in which record is required:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
<p>Mark the appropriate box with an X.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available</p> <p>(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</p> <p>(c) ©The fee payable for access to the record, if any, will be determined partly by the form in which access is requested</p>	



GDARD - Promotion of Access to Information

1. If the record is in written or printed form:

Copy of record*		Inspection of record			
-----------------	--	----------------------	--	--	--

2. If the record consists of visual images (this includes photographs, slides, video recordings, computer generated images, sketches, etc)

View the images		Copy of the images*		Transcription of the images*	
-----------------	--	---------------------	--	------------------------------	--

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

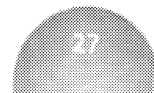
Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (Written or printed document)	
---	--	--	--

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 disk)
-------------------------	--	--	--	--

*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable	YES	NO
	<i>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</i>	

In which language would you prefer the record?



G. Notice of decision regarding request for access

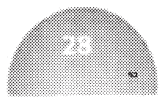
You will be notified in writing whether your request has been approved / denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

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



ANNEXURE B

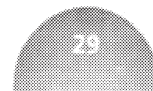
Gauteng Department of Agriculture, and Rural Development (GDARD)

FORM B

NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation 8])

State your reference number:	
A. Particulars of public body	
The Information Officer / Deputy Information Officer Gauteng Department of Agriculture and Rural Development P O Box 8769 JOHANNESBURG 2000	
B. Particulars of person requesting access to the record	
(a)	The particulars of the person who lodges the internal appeal must be given below
(b)	Proof of the capacity in which the appeal is lodged, if applicable, must be attached
(c)	©If the appellant is a third person and not the person who originally requested
C. Particulars of person on whose behalf request is made	
This section must be completed ONLY if a third party (other than the requester) lodges 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 prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the 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 requested by the requester
	Decision to grant request for access

E. Grounds of 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 on which the internal appeal is based:

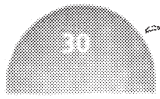
State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

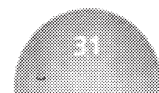
You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner: _____

Particulars of manner: _____



Signed at _____ (place) 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's / deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer / deputy information officer on _____ (date) to the relevant authority.
OUTCOME OF APPEAL: Decision of Information Officer / Deputy Information Officer confirmed / New decision substituted
NEW DECISION: _____
RELEVANT AUTHORITY RECEIVED BY THE INFORMATION OFFICER / DEPUTY INFORMATION OFFICER ON _____ (date)



**The Gauteng Department of Agriculture
and Rural Development (GDARD)**

11 Diagonal Street, Newtown, Johannesburg

PO Box 8769, Johannesburg 2000

Tel: 011 240 2500

Fax: 086 420 1000

Email: gdard@gpg.gov.za

Website: www.gdard.gpg.gov.za

For more information regarding the PAIA

GDARD PAIA Administrators

011 240 3358

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.



eGazette



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