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## MANUAL

*IN ACCORDANCE WITH*

### PROMOTION OF ACCESS TO INFORMATION, 2000:

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**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT**

**MANUAL ON THE PROMOTION OF  
ACCESS TO INFORMATION  
FOR LIMPOPO DEPARTMENT OF  
AGRICULTURE AND RURAL  
DEVELOPMENT**

**In terms of Section 14 of the Promotion of Access  
to Information Act, 2000 (Act No. 2 of 2000)**

**VERSION 6: 2016**

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**SECTION 1****INTRODUCTION**

The Promotion of Access to Information Act, 2000 prescribes that a public body must provide details of records held by such public body so that any request for information may be accommodated.

The details of the records kept by a public body are contained in a book, which is called a manual. The manual therefore relates to the records kept by the public body. The records kept pertain to the business/ functions of each and every business unit to distinguish between the business/ functions of each unit, the records for each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records (files), the manual also contains information on the addresses of the head of the public body, its core functions as well as list of all records kept by the public body.

**SECTION 2****DEFINITIONS****THE FOLLOWING WORDS AND ABBREVIATIONS WILL BEAR THE FOLLOWING MEANING IN THIS MANUAL:**

‘Chief Directorates’	Means a Chief Director responsible for various Directorates put together in accordance within the structural arrangements in LDARD
‘Deputy Information Officer’	Means the Head of Department of the LDARD
‘HOD’	Means Head of Department in the Limpopo Department of Agriculture & Rural Development
‘Information Officer’	Means the Director General for Limpopo Provincial Government
‘LDARD’	Means the Limpopo Department of Agriculture & Rural Development
MEC	Means a Member of Executive Council responsible for the Limpopo Provincial Department of Agriculture
‘The Act’	Means the Promotion of Access to Information Act, no. 2 of 2000, together with regulations published in terms thereof
‘The Manual’	Means manual developed in terms of Section 14 of the Act together with all annexures thereto, available at the offices of LDARD
‘Records’	The records as defined in terms of Section 1 of the Act
‘SAHRC’	Means the South African Human Rights Commission
‘WARD’	Means Women in Agricultural Rural Development
‘YARD’	Means Youth in Agricultural Rural Development

## SECTION 3

**THE SECTION 10 GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION  
ON HOW TO USE THE ACT**

The Section 10 guide is available from all Departmental offices and also available from the South African Human Rights Commission. Please direct your queries to:

**Postal Address: The South African Human Rights Commission  
PAIA Unit  
The Research and Documentation Department  
Private Bag 2700  
Houghton  
2041**

**Physical Address: PAIA Unit  
The Research and Documentation Department  
Brammpark Forum 3  
33 Hoofd Street  
Braamfontein  
Tel: 011 877 3600**

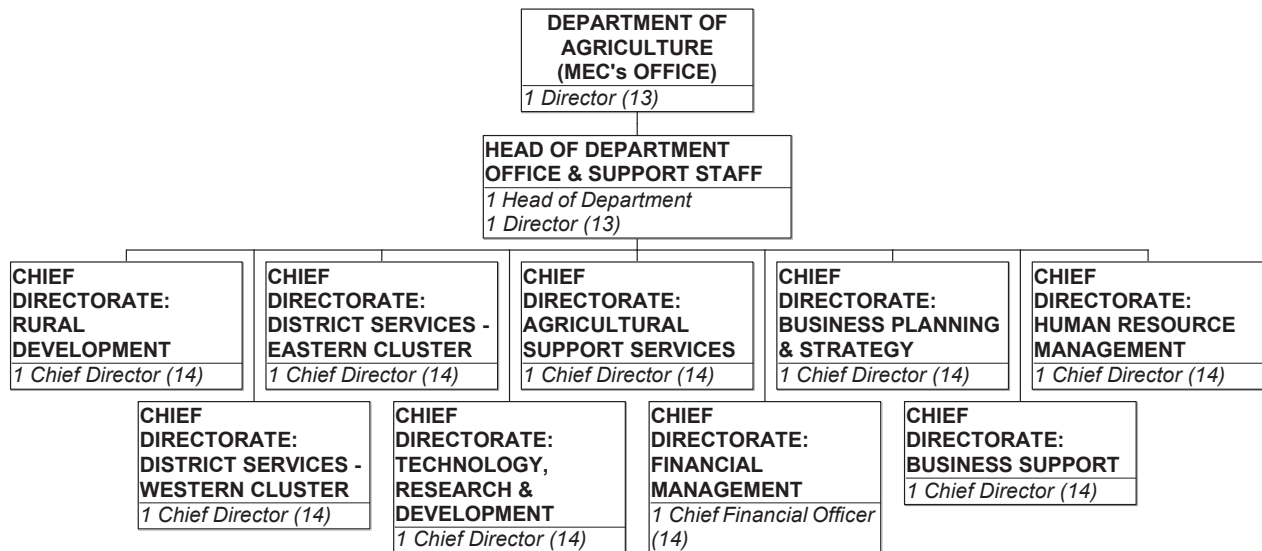
**Website : [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail : [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)**



## SECTION 4

## PROPOSED ORGANOGAM, FUNCTIONS AND STRUCTURE

## 4.1 Organogram



## 4.2 FUNCTIONS OF LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT (LDARD)

### 4.2.1 Head of Department

Head of Department implements the vision and mission of the Department. Mitigating enterprise wide risks in the department. The functions envisaged include the management of compliance and risk,

### 4.2.2 Chief Directorate: Rural Development

The purpose of the Chief Directorate is to coordinate rural development within the department of Agriculture and in other sister departments in the province. Its functions include to coordinate the implementation of rural development strategy, coordinate and support rural development projects and coordinate and facilitate farmer settlement in the province.

### 4.2.3 Chief Directorates: District Services

The proposed organisational structure provides for two chief directorates responsible for the Western Cluster in charge of Capricorn, Sekhukhune and Waterberg districts, and the Eastern Cluster responsible for Mopani and Vhembe districts. The Directorate: Extension Services is also attached to the Eastern cluster but responsible to coordinate extension services in all the five districts. Their responsibilities are to coordinate and manage the implementation of agricultural development programs in the districts and integrate agricultural programs in the local economic development of municipalities.

### 4.2.4 Chief Directorate: Technology, Research & Development

The purpose of the Chief directorate is to manage research and infrastructure services. It provides both animal and crop sciences' research in the province, render a comprehensive research information and support, and coordinate and provide agricultural training to farmers at the two agricultural training institutes.

#### 4.2.5 Chief Directorate: Agricultural Support Services

The purpose of the Chief Directorate is to coordinate agricultural support services such as Natural Resource Management, Agricultural Economics, Veterinary Services and Agricultural Engineering & Infrastructure. Natural Resource management include the provision of land care and land use planning, soil conservation and extended public works program. Agricultural economic support services include the provision of statistical production economics services for planning purposes, agricultural marketing, agro-processing and value addition, partnerships and development funding mobilization and establishment of cooperatives and rural enterprises support and development. Veterinary services focusses on the provision of animal health and support services, laboratory services and veterinary public health services in the province. Engineering services focusses on providing agricultural infrastructure in the province.

#### 4.2.6 Chief Directorate: Financial Management

The Chief Directorate focuses on financial and management accounting services, bids management and logistics services (supply chain management). This Chief Directorate renders services which are in line with the maintenance of an effective, efficient and transparent financial system and internal controls. It also maintains an appropriate procurement system which is fair, equitable, transparent, economical and cost effective.

#### 4.2.7 Chief Directorate: Strategic Management

It focuses on strategic planning, policy development coordination, monitoring, evaluation and service delivery improvement.

#### 4.2.8 Chief Directorate: Corporate Support

The Chief Directorate focusses on corporate governance, communication and stakeholder management, and ensuring that information communications and technology are rendered effectively. The unit will also focus on management of security and integrity services, and the management and implementation of departmental security strategies and

programmes. The legal administrative advice and actions will be carried out in this unit to ensure compliance.

#### 4.2.9 Chief Directorate: Human Resource Management (HRM)

The Chief Directorate focuses on support for the core functions and includes areas such as human resource services, human resource development, labour relations, employee health and wellness, and records management. The chief directorate will ensure that there is proper utilisation of human resources.

### 4.3 STRUCTURE OF THE LDARD

The structure of the Department is set out in section 4.1 of the organogram. Looking at the organogram it can be seen that the MEC for Limpopo Department of Agriculture & Rural Development is the Executive Authority with the HOD as the Head of administration as well as the Accounting Officer.

### 4.4 CONTACT DETAILS OF INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS

The Director-General in the Office of the Premier (Limpopo) is the Information Officer in terms of the Promotion of Access to Information Act.

Postal address : Private Bag X9483  
**POLOKWANE**  
0700

Physical Address : 40 Hans Van Rensburg Street  
**POLOKWANE**  
0700

Telephone : 015-287 6017

Fax : 015-291 4462

Email address : [mampanat@premier.limpopo.gov.za](mailto:mampanat@premier.limpopo.gov.za)

**DEPUTY INFORMATION OFFICER**

Deputy information officers have been designated in terms of Section 17(3) of the Act for LDARD and the contact details are as follows:

Physical Address : 67-69 Biccard Street

**POLOKWANE**

0699

Postal Address : Limpopo Department of Agriculture and Rural Development

Private Bag X9487

**POLOKWANE**

0700

Tel : 015 294 3000

Fax no. : 015 294 4504

Departmental website : [www.lda.gov.za](http://www.lda.gov.za)

Head of Department: Maisela RJ

67- 69 Biccard Street

Limpopo Department of Agriculture and Rural Development

Private bag X9487

**POLOKWANE**

0700

Tel no. : 015 294 3613

Fax : 015 294 4512

E mail address : [Maiselarij@agric.limpopo.gov.za](mailto:Maiselarij@agric.limpopo.gov.za)

The Director Records Management: Mashamba MA

67-69 Biccard Street

Limpopo Department of Agriculture and Rural Development

Private bag X9487

**POLOKWANE**

0700

Tel no. : 015 294 3306

Fax : 015 294 4512

E mail address : [MashambaM@agric.limpopo.gov.za](mailto:MashambaM@agric.limpopo.gov.za)

Requests for information can also be forwarded at the following e-mail address:

[PAIA@agric.limpopo.gov.za](mailto:PAIA@agric.limpopo.gov.za)

**DISTRICT DEPUTY INFORMATION OFFICERS**

**MOPANI DISTRICT**

Director: Mr. Malepfane AH  
Department of Agriculture & Rural Development  
Government buildings main road

**GIYANI**

0826

Private bag X 577

**GIYANI**

0826

Tel : 015812 3210/ 015812 3257

E mail : [malepfaneh@agric.limpopo.gov.za](mailto:malepfaneh@agric.limpopo.gov.za)

**Vhembe District**

Director: Raphunga FE  
Department of Agriculture & Rural Development  
Makwarela government offices

**SIBASA**

0970

Private bag X 2247

**SIBASA**

0970

Tel : 015 963 2004/ 015 963 2005/ 015 963 2006/ 015 963 2017/ 015 963 2018/ 015  
963 2019

E mail : [netshirembefe@gmail.com](mailto:netshirembefe@gmail.com)

**Capricorn District**

Director: Kekana EM

Department of Agriculture & Rural Development

Public Works Complex

**LEBOWAKGOMO**

0745

Private bag X 28

**CHUENESPOORT**

0745

Tel : 015 632 9080

E mail : [kekanaem@agric.limpopo.gov.za](mailto:kekanaem@agric.limpopo.gov.za)

**Sekhukhune District**

Director: Mathebula CJ

Department of Agriculture & Rural Development

Public Works Complex

**LEBOWAKGOMO**

0737

Private bag X 01

**CHUENESPOORT**

0745

Tel : 015 632 4145/ 6/7/8

E mail : [mathebulacj@agric.limpopo.gov.za](mailto:mathebulacj@agric.limpopo.gov.za)

**Waterberg District**

Director: Mahlangu SI

C/n Thabo Mbeki and Limpopo Street

NTK Building

**MODIMOLLE**

0510

Private bag X 1048

**MODIMOLLE**

050

Tel : 014 717 4949 / 014 717 2523

E mail : [mahlangus@agric.limpopo.gov.za](mailto:mahlangus@agric.limpopo.gov.za)

**SECTION 5**

**5. RECORDS**

**5.1 RECORDS AUTOMATICALLY AVAILABLE**

- Departmental strategic plans
- Departmental Annual Performance Plan
- Service delivery improvement
- Employment Equity Reports
- Approved Organizational file plans
- Audited financial statements
- Departmental policies and Information Manual
- Citizen's report
- Promotion of Access to information Manual
- Service standards
- Service delivery charter
- Statements of commitment
- Departmental events calendar
- MEC budget speech
- Department circulars
- Public service form
- Staff contact details directory
- Journals and magazines
- Tender documents
- News letters
- Promotional materials
- Engineering reports



- Mapping of Agricultural commodity production in Limpopo
- Disease control protocols
- Departmental tariffs schedules

#### **Documents relating to standards and norms**

- Norms and standards for agricultural services
- Protocols and guidelines for specific areas of agricultural matters

### **5.2 RECORDS THAT MAY BE REQUESTED**

#### **Employee records of individuals**

- Personnel records of employees
- Files of applicants for vacant positions
- Records of interviews for vacancies
- Records of procedures relating to grievances and discipline

#### **Policy documents**

- Internal policies of the Department
- National policies either for the public sector or in some cases for the agricultural sector as a whole is related to any functional areas outlined above
- Planning documents
- Plans for specific initiatives in any of the functional areas of the Department
- Some planning documents relating to provinces or individual agricultural institutions

#### **Minutes of meetings**

- For the policy making and coordinating structures outlined earlier
- For working meetings held in various sections

#### **Proceedings of workshops and seminars**

- Relating to any of the functional areas of the Department

**Draft legislation**

- This could relate to any area of agriculture and agricultural services, including regulations of professional matters and veterinary public health services

**Financial documents**

- Financial planning documents
- Statements of accounts
- Records of income and expenditure
- Current accounts

**Procurement records**

- Tender documents (Specifications, proposals and adjudication)
- Records of transactions

**Administrative documents**

- Completed official forms for job applications, financial transactions, evaluation

**NB: The above list may not be exhaustive.**

**5.3 REQUEST PROCEDURES****5.3.1 GRANTING OR REFUSAL OF REQUEST**

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

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

**5.3.2 APPLICATION PROCESS****Step 1: The request**

When a person wishes to access information held by LDARD, such a person must make a request for access to the relevant information in the prescribed form (i.e.

Form A printed in the Government Gazette - Government Notice R187 of 15 February 2002. This form is available on the government website or may be obtained upon request from the deputy information officers using contact details indicated in section 4

The completed request form may be submitted in any one of the following ways:

- By hand to: The Deputy Information Officer  
Department of Agriculture & Rural Development  
67- 69 Biccard Street  
Polokwane  
0700
- By Post - refer to section 4
- By Facsimile - refer to section 4

#### **INSTITUTIONAL ARRANGEMENTS FOR PROCESSING PAIA REQUEST**

Request of information received from Agricultural Municipal Deputy Director should be directed to the Director in the District (Deputy Information Officer) who will then forward such information to Head Office Deputy Information Officer (Record Management Sub-Branch) for processing. The request must be forwarded to the Deputy Information Officer (Head Office) within 72 hrs upon receipt. The request should follow the flow chart as indicated in Annexure C.

#### **Step 2: Validation and acknowledgement**

The Deputy Information Officer receives and validates the request to ensure that the required information is available within LDARD. The request is then accepted, rejected or transferred to the relevant organization /Department of the required information. An acknowledgement is then forwarded to the requester to confirm the status of the request.

**Step 3: Information processing**

If the request is accepted, LDARD will gather and prepare the information and calculate the relevant cost involved. The cost is calculated in terms of paragraph 5.2.

**Step 4: Final Notification**

The requester will be informed of the completion of the request as well as the outstanding fees payable to the Department.

**Step 5: Payment and Delivery**

Once the payment as stipulated in Step 4 has been received (including the payment process in step 1), the information is released to the requester.

**5.3.3 GENERAL INFORMATION**

The form must be completed in detail to at least enable the Deputy Information Officer to identify the record or records requested, the identity of the requester, which form of access is required. If the requester is granted information, such information will be directed to the contact details of the requester. LDARD will process the request within 30 working days. LDARD will notify the requester in writing should an extension be sought.

If a request is made on behalf of another person, then the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Deputy Information Officer. If an individual is unable to complete the prescribed form because of illiteracy or disability, such a person may make the request orally. The requester must pay the prescribed fee, before any processing can take place.

**FEES**

Before any request is processed, the requester is expected to pay an amount of	R35.00
(a) For every photocopy of an A4-size page or part thereof	R 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	R 0.40
(c) For a copy in a computer-readable form on	
(i) Stiffy disc	R 5,00
(ii) Compact disc	R40,00
(d) (i) For a transcription of visuals images, for an A4-size page or part thereof	R22,00
(ii) For a copy of visual images	R60,00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00

The Act provides for two types of fees:

- A request fee, which is a standard fee and
- An access fee, which must be calculated by taking into account reproduction costs, search and preparation time as well as postal costs

When the request is received by the Deputy Information Officer, such officer shall by notice require the requester, other than the personal requester, to pay the prescribed fee (if any), before further processing of the request.

If a search for the record has been made and the preparation of the record for disclosure, including arrangements to make it available in the requested form, requires more than the hours prescribed in the regulations for the purpose, the Deputy Information Officer shall notify the requester to pay as a deposit the prescribed portion of the access fee, which would be payable if the request is granted. The Deputy Information Officer shall withhold a record until the requester has paid the relevant fees as indicated above.

A requester whose request for access to a record has been granted, must pay an access fee for reproduction and for search and preparation, and for any time reasonable required in excess of the prescribed hours to search for and prepare the record for disclosure, including making arrangement to make it available in the requested form. If a deposit has been paid in respect of a request for access, which is refused, then the Deputy Information Officer concerned must repay the deposit to the requester.

## PAYMENT METHODS

- Cash payment  
Fees can be payable directly to any Departmental cash point located in all Shared services and Agricultural Municipalities or
- Deposit in  
Standard Bank  
Account no. : 301683409  
Account holder : Department of Agriculture & Rural Development  
Branch code : 057448

Clients need to request for a reference number from the Departmental Revenue services at 015 294 3374(Cashier) before any deposit can be made. Proof of payment should be forwarded to the Deputy Information Officer before any request could be processed.

## 5.4 REDRESS FOR FAILURE TO ACT

In general, failures by officials to act in terms of their responsibilities may be reported to the relevant Deputy Information Officer.

In respect of the Promotion of Access to Information Act, a failure to respond to request to the record within 30 working days can be regarded as equivalent to refusal to grant access to the document. In this instance, the requester would be able to lodge an appeal in writing with the MEC for Agriculture and Rural Development. A special form is available for such an appeal.

The contact details for the MEC are as follows:

Postal address:

Private Bag X9487

POLOKWANE

0700

Tel : 015 294 3243

Fax: 015 294 4545

## COMMITTEES ON PAIA MANAGEMENT

**✓ PAIA EXECUTIVE COMMITTEE**

## Executive Committee Members

- Director Records Management – Chairperson
- Deputy Director Provisioning (HRS)
- Director: Risk Management
- Control Meat Inspector
- Director/ Deputy Director/HRM/ Technical Mopani, Capricorn, Vhembe, Waterberg and Sekhukhune Districts
- Director/ Deputy Director Sustainable Resource Management
- Senior Legal Admin officer

The roles of the Committee are as follows:

- Develop the constitution to guide the mandate properly
- Recommends policies and other PAIA Matters
- Give directives on request before the information is released by the Deputy Information Officer
- Responsible for the governance of PAIA
- Arrange budget for PAIA
- Report back to the Deputy Information Officer

**✓ INTERNAL APPEALS COMMITTEE**

The committee comprises of the following members:

- Chief Director Technical Production Services (Chairperson)
- Director Supply Chain Management
- Chief Director Farmer Settlement and Agricultural Development
- Chief Director HRM
- Director Labour and Legal Services

The above committee members are appointed by the office of the MEC to handle the appeals lodged.

The role of the committee

- Once the internal appeal is lodged with the office of the Executing Authority, the internal appeals committee assess and advise the MEC appropriately.

## SECTION 6

### 6 SERVICES AVAILABLE TO THE PUBLIC

The services available to members of the public from LDARD are listed below:

- Agricultural education training sponsorships
- Farmer selection and farmer settlement
- Research, technology development and transfer
- Agricultural commodity market access facilitation
- Value adding and processing facilities
- Agricultural risk management
- Natural resource conservation and management
- Agricultural infrastructure and engineering services
- Advisory agricultural support services
- Veterinary services

## SECTION 7

### 7. ARRANGEMENT ALLOWING INVOLVEMENT IN FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

At the Limpopo Department of Agriculture and Rural Development, such arrangements for public involvement would include:

Agricultural Committees

- YARD
- WARD

Internship programme - there is a recruitment policy in place for the recruitment of the public for such posts. The Department of Agriculture and Rural Development is an integral part of the South African Public Service established in terms of section 197 of the Constitution of 1996 of the republic of South Africa and read with section 7 (1) and 7 (2) of the Public Services Act of 1994. The Department derives its core mandate from the



provisions of schedules 4 and 5 of the Constitution of the Republic of South Africa and in accordance with section 104 (1) b of the Constitution.

As a concurrent national and provincial legislative competency listed in schedule 4 of the Constitution, the Department of Agriculture and Rural Development, as part of the system of concurrent governance, derives its administrative mandate from both National Parliament and Provincial Legislature. The Department of Agriculture and Rural Development's mandate is currently vested mainly in the following core and related statutes:

Core statutes:

- Veterinary Acts
- Plant and Crop related Legislation
- Land and Land Reform Legislation
- Land Care Related Legislation
- Resource Conservation Act
- National Environment Management Act
- Meat Safety Act
- National White Paper on Agriculture
- Animal Diseases Act

Related Statutes:

- Administrative legislation
- Recruitment policies
- Conditions of Services
- Public Service Act and Regulations
- Public Finance management Act and Treasury Regulations
- Supply Chain Management Framework
- Preferential Procurement policy framework Act
- Black Economic Empowerment Act
- Promotion of Access to Information Act
- SITA Act
- Electronic Communications and Transaction Act
- Promotion of Administrative Justice Act

**SECTION 8****8. REMEDIES WHERE REQUESTS FOR ACCESS TO INFORMATION ARE REFUSED**

The following procedures exist for persons to report or remedy alleged irregular, improper or unlawful acts or omissions by the LDARD or any of its employees:

**(a) Procedures for reporting or remedying:**

- (i) Remedies in respect of acts or failures to act in terms of the Promotion of Access to Information Act: The internal appeal authority for purposes of this Act is the MEC for the Department of Agriculture and Rural Development (Sections 74 – 77). After exhausting the internal appeal remedy an application may be lodged with a court (sections 78 – 82).
- (ii) A public service employee may lodge a grievance or complaint for investigation by the Public Service Commission concerning an official act or omission (section 35 of the Public Service Act, 1994).
- (iii) A person may use labour remedies regarding official acts or omissions of a labour nature, namely disputes of rights (the Public Service Act, 1994, and Labour Relations Act, 1995); A person may lodge a complaint with a labour inspector concerning any alleged contravention of the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997 - section 78(1)(a), or the Employment Equity Act, 1998 (Act No. 55 of 1998 - section 34(e)).
- (iv) A person may lodge a complaint with the Public Protector concerning a suspected unlawful or improper official act or omission (the Constitution and the Public Protector Act, 1994 (Act No. 23 of 1994)).
- (v) A person may lodge a complaint with the South African Human Rights Commission concerning an official act or omission that is suspected to constitute a violation of or threat to any fundamental right (Human Rights Commission Act, 1994 (Act No. 54 of 1994)).
- (vi) In order to be protected from reprisals because of a disclosure regarding unlawful or irregular conduct by an employer or a fellow employee, the person in question may follow the disclosure procedures in the Protected Disclosures Act, 2000 (Act No. 26 of 2000).

- (vii) The use of other legal remedies such as the institution of proceedings for the judicial review of an administrative action in terms of the Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).

(b) **Other supportive remedies:**

- (i) A person may request reasons for an administrative action in terms of the Promotion of Administrative Justice Act, 2000 (Section 5).
- (ii) A person may request access to records of a government department or other public body in terms of the Promotion of Access to Information Act, 2000 (Section 11)

(c) **Duty to report:**

- (i) A public service employee, in the course of his or her official duties, is obliged in terms of the Code of Conduct for public service employees to report to the appropriate authorities, fraud, corruption, nepotism, mal-administration and any other act which constitutes an offence or which is prejudicial to the public interest. An employee, who fails to comply with this, is guilty of misconduct. (Regulation B.3 and C.4.103 of Chapter 2 of the Public Service Regulations and Documents relating to standards and norms)
- Norms and standards for agricultural services
  - Protocols and guidelines for specific areas of Agricultural matters
- (ii) The responsibility of every employer and employee to disclose criminal and any other irregular conduct in the workplace also underpins the Protected Disclosures Act, 2000 (Preamble).

**Amendment of the manual**

This manual will be amended when a need arises.

## 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  
name and surname of information officer/deputy information officer on

(date) at (place)

Request fee (if any): R.....

Deposit (if any): R .....

Access fee: R.....

.....Signature of information officer/deputy Information Officer

**A Particulars of public body**

The Information Officer/Deputy Information Officer:

**B Particulars of person requesting access to the record**

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

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 for exemption.*

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 below, state your disability and indicate in which form the record is required.*

<u>Disability:</u>	Form in which record is required:
Mark the appropriate box with an X.	
NOTES:	
(a) Compliance with your request for access in the specified form may depend 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:				
	copy of record*		inspection of record	
2. If 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 disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? <b>Postage is payable.</b>				YES  NO
Note that <i>if</i> the record is not available in the language you prefer, access may <i>be granted</i> in the language in <i>which</i> the record is available.				
In which language would you prefer the record?				

**G. Notice of decision regarding request for access**

You will be notified 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 1 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 8]

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 lodge the internal appeal must be given 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 given 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) 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
--	-------------------------------

	<i>Decision</i> 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
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by
	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 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.....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:

.....DATE

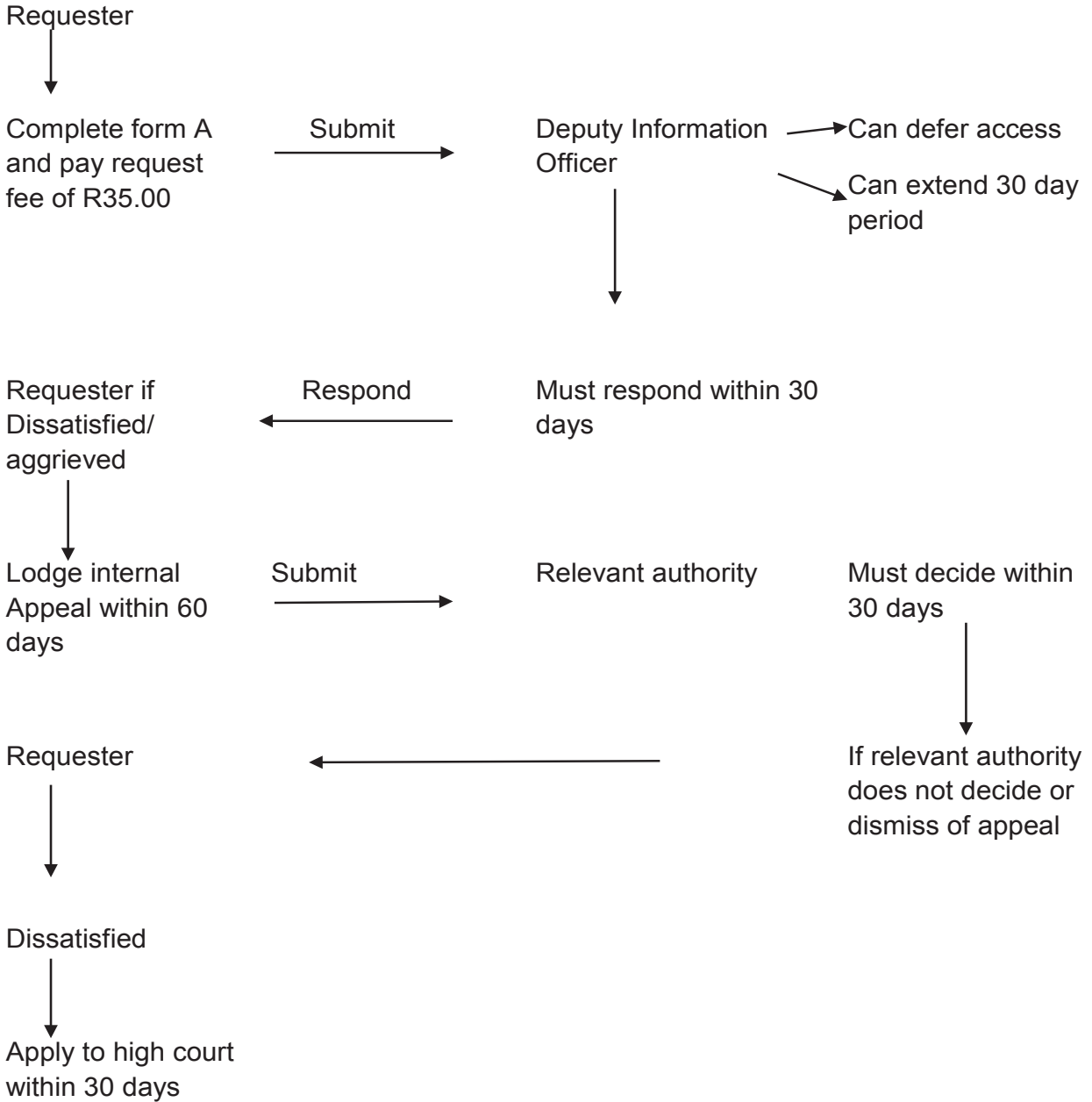
RELEVANT AUTHORITY

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE RELEVANT AUTHORITY ON (date):



# ANNEXURE C

## FLOW CHART OF PAIA REQUEST WHERE THE DEPARTMENT HAS RELEVANT AUTHORITY



MANUAL ON THE PROMOTION OF ACCESS TO INFORMATION FOR LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

SIGNED AT POLOKWANE ON THIS .....DAY OF ..... 2015

\_\_\_\_\_  
**Ms MAISELA RAMATSIMELE JACQUELINE**  
**HEAD OF DEPARTMENT**

SIGNED AT POLOKWANE ON THIS. .... DAY OF..... 2015

\_\_\_\_\_  
**Ms MATSHOGE BERTHA AMANDA JOYCE**  
**MEMBER OF EXECUTIVE COUNCIL FOR AGRICULTURE**  
**AND RURAL DEVELOPMENT**

# **WARNING!!!**

## **To all suppliers and potential suppliers of goods to the Government Printing Works**

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

Government Printing Works condemns such illegal activities and encourages service providers to confirm the legitimacy of purchase orders with GPW SCM, prior to processing and delivery of goods.

To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 ([Renny.Chetty@gpw.gov.za](mailto:Renny.Chetty@gpw.gov.za)),

Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

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Publications: Tel: (012) 748 6053, 748 6061, 748 6065