



Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA
REPUBLIEK VAN SUID AFRIKA

Vol. 627

14 September
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No. 41116

MANUALS

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No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.

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Closing times for **ORDINARY BI-WEEKLY** **2017** *MANUALS GAZETTE*

*The closing time is **15:00** sharp on the following days:*

- **04 May**, Thursday for the issue of Thursday **11 May 2017**
- **18 May**, Thursday for the issue of Thursday **25 May 2017**
- **01 June**, Thursday for the issue of Thursday **08 June 2017**
- **22 June**, Thursday for the issue of Thursday **29 June 2017**
- **06 July**, Thursday for the issue of Thursday **13 July 2017**
- **20 July**, Thursday for the issue of Thursday **27 July 2017**
- **02 August**, Wednesday for the issue of Thursday **10 August 2017**
- **24 August**, Thursday for the issue of Thursday **31 August 2017**
- **07 September**, Thursday for the issue of Thursday **14 September 2017**
- **20 September**, Wednesday for the issue of Thursday **28 September 2017**
- **05 October**, Thursday for the issue of Thursday **12 October 2017**
- **19 October**, Thursday for the issue of Thursday **26 October 2017**
- **02 November**, Thursday for the issue of Thursday **09 November 2017**
- **23 November**, Thursday for the issue of Thursday **30 November 2017**
- **07 December**, Thursday for the issue of Thursday **14 December 2017**
- **19 December**, Tuesday for the issue of Thursday **28 December 2017**

GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website www.gpwonline.co.za

All re-submissions will be subject to the standard cut-off times.

All notices received after the closing time will be rejected.

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00, to be published the following Friday	Tuesday, 15h00 - 3 days prior to publication
Petrol Price Gazette	As required	First Wednesday of the month	One week before publication	3 days prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00, to be published the following Friday	3 days prior to publication
Unclaimed Monies (justice, labour or lawyers)	January / As required 2 per year	Any	15 January / As required	3 days prior to publication
Parliament (acts, white paper, green paper)	As required	Any		3 days prior to publication
Manuals	As required	Any	None	None
State of Budget (National Treasury)	Monthly	Any	7 days prior to publication	3 days prior to publication
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days after submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 days prior to publication
North West	Weekly	Tuesday	One week before publication	3 days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 days prior to publication
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 days after submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 days after submission deadline
Mpumalanga Liquor License Gazette	2 per month	Second & Fourth Friday	One week before	3 days prior to publication

GOVERNMENT PRINTING WORKS - BUSINESS RULES**EXTRAORDINARY GAZETTES**

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website www.gpwonline.co.za.
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to submit.egazette@gpw.gov.za. The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
 - 8.1. Each of the following documents must be attached to the email as a separate attachment:
 - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
 - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
 - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
 - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice .
(Please see *Quotation* section below for further details)
 - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
 - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (Please see the *Copy Section* below, for the specifications).
 - 8.1.5. Any additional notice information if applicable.
9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**QUOTATIONS**

13. Quotations are valid until the next tariff change.
 - 13.1. **Take note:** GPW's annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the eGazette Contact Centre for a quotation.
 - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
 - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
 - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
 - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
 - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
 - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
 - 19.1. This means that the quotation number can only be used once to make a payment.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03

- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

CANCELLATIONS

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

AMENDMENTS TO NOTICES

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

REJECTIONS

24. All notices not meeting the submission rules 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). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

GOVERNMENT PRINTING WORKS - BUSINESS RULES**APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY

27. The Government Printer will assume no liability in respect of—
 - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
 - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
 - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

LIABILITY OF ADVERTISER

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

CUSTOMER INQUIRIES

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

GPW has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

GOVERNMENT PRINTING WORKS - BUSINESS RULES

PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: info.egazette@gpw.gov.za before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website www.gpwonline.co.za free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*.

GOVERNMENT PRINTING WORKS CONTACT INFORMATION

Physical Address:

Government Printing Works

149 Bosman Street

Pretoria

Postal Address:

Private Bag X85

Pretoria

0001

GPW Banking Details:

Bank: ABSA Bosman Street

Account No.: 405 7114 016

Branch Code: 632-005

For Gazette and Notice submissions: Gazette Submissions:

For queries and quotations, contact: Gazette Contact Centre:

E-mail: submit.egazette@gpw.gov.za

E-mail: info.egazette@gpw.gov.za

Tel: 012-748 6200

Contact person for subscribers: Mrs M. Toka:

E-mail: subscriptions@gpw.gov.za

Tel: 012-748-6066 / 6060 / 6058

Fax: 012-323-9574

DEPARTMENT OF AGRICULTURE

MANUAL

IN ACCORDANCE WITH

**PROMOTION OF ACCESS TO INFORMATION ACT (2/2002)
(PAIA)**

**KWAZULU-NATAL DEPARTMENT OF AGRICULTURE &
RURAL DEVELOPMENT**



agriculture
& rural development

Department:
agriculture
& rural development
PROVINCE OF KWAZULU-NATAL

PROMOTION OF ACCESS TO INFORMATION MANUAL

KWAZULU-NATAL

DEPARTMENT OF AGRICULTURE & RURAL DEVELOPMENT

Compiled in compliance with the Promotion of
Access to Information Act (Act No. 2 of 2002) (PAIA)

EDITION: 2017/2018

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SECTION ONE

1. INTRODUCTION

1.1 PURPOSE OF THE MANUAL IN TERMS OF PAIA:

Section 32(1)(a) of the Constitution provides that everyone has the right of access to “*any information held by the state*” and section 32(2) of the Constitution creates an obligation on the State to enact national legislation to give effect to this right.

In compliance with section 32(2) of the Constitution the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (to be referred hereinafter as “the Act”) was enacted in order to give effect to the constitutional right of access to information.

Section 14 of the Act makes it imperative on each and every governmental entity to prepare a manual that would give guidance to the members of the public on how they can access records held by it.

This manual has been prepared in compliance with the provisions of section 14 of the Act in order to give guidance to the members of the public on how they can obtain access to any information that is held by the Department of Agriculture and Rural Development (to be referred to hereinafter as “the Department”) so as to ensure that the Department conducts its business in a transparent manner and to enable the public to scrutinise the decisions taken by the Department.

Information is also very empowering for ordinary citizens. They need to know what services the Department offers and how they can be accessed. This is the only way that democracy can be strengthened and nurtured.

1.2 MANDATE OF THE DEPARTMENT:**Vision**

A united, sustainable and vibrant agricultural sector with thriving rural communities in balance with nature.

Mission

To promote, through partnerships, sound agricultural practices that stimulate economic growth, food security and advancement of rural communities in KwaZulu-Natal.

1.3 STRATEGIC GOALS AND OBJECTIVES:

The Department has identified four goals to execute the strategy and deliver on its mandate. These are detailed below.

STRATEGIC OUTCOME ORIENTED GOAL	GOAL STATEMENT
1. Corporate governance and an integrated service delivery.	Provision of sound and transparent corporate and financial management systems.
2. Unleashing the agricultural potential of the province.	Maximising agricultural development and output in the province.
3. Sustainable natural environmental management.	Promotion of environmentally sustainable agricultural development.
4. Promote sustainable rural livelihoods.	Improve access to services in rural areas through co-ordination.

1.4 STRATEGIC PROGRAMMES:

The Department has identified three core programmes on which it will focus on. These programmes are in line with the prevailing issues with in the Province and the policy direction of government. The programmes are namely:

- Administration
- Agriculture
- Rural Development

1.4.1 PROGRAMME AND SUBPROGRAMMES PLAN:

Programme Number	Name of Programme	Purpose of Programme	Services rendered (sub-programmes)
1	Administration	Programme 1 provides support to the line function components of the department in achieving their goals. The focus for programme 1 is the provision of finance, corporation and strategic support services to the department. These include, but not limited to Financial Management, Human Resource Management, Policy Formulation, Monitoring and Evaluation, Information Management and Information Communication Technology (ICT), Legal Services, Management Advisory Services, Data and Knowledge Management, Labour Relations as well as Security and Occupational Health and Safety.	1.1 Office of the MEC and HOD 1.2 Senior Management 1.3 Corporate Services 1.4 Financial Management 1.5 Communication Services
2	Agriculture Development Services	To engage, empower and transform our communities to participate in sustainable agricultural and environmental practices in order to realize economic development and food security in the Province	2.1 Sustainable Resource Management 2.2 Farmer support and Development 2.3 Veterinary Services 2.4 agricultural Economics 2.5 Research and Technology Development 2.6 Structured Agricultural Training

3	Rural Development	To ensure coordination of vibrant, equitable government services to rural communities in KwaZulu-Natal.	3.1 Rural coordination 3.2 Social facilitation
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1.5 STRUCTURE OF THE DEPARTMENT TO VIEW STRUCTURE -REFER TO ANNEXURE 1

1.6 SOUTH AFRICAN HUMAN RIGHTS COMMISSION ("SAHRC") GUIDE ON THE ACT:

This guide to the Act and the rights of requesters is available from the SAHRC or from their website: www.sahrc.org.za.

Should you have any queries in this regard, please contact the SAHRC directly at: The South Human Rights Commission: PAIA Unit; The Research and Documentation Department; Postal Address: Private Bag X 2700, Houghton, 2041; Telephone: +27 11 484-8300; Fax: +27 11 484-0582; Website: www.sahrc.org.za; E-mail: paia@sahrc.org.za

1.7 OVERVIEW OF RECORDS HELD BY THE DEPARTMENT:

The Department of Agriculture and Rural Development is using two uniform paper-based filing systems, namely General Filing System and Personnel Filing System. These systems are through out the Department.

Records which were used before 1994 by the former Department of Agriculture and Forestry (KwaZulu) and Agriculture (RSA) have been terminated and the disposal authority number 31-B3NA has been issued by the Provincial Archives.

This Department is slowly phasing in the Electronic Records system. The records in the Department are classified as follows:-

1.7.1 GENERAL FILING SYSTEM:**(i) Legislation and Procedures**

- Policy
- Routine and Enquiries
- Promulgation of Acts and Regulations
- Interpretations and Legal Opinions
- Authorisation.

(ii) Organisation and Control

- Functions
- Delegation of Authority
- Establishment of New Sections and Offices
- Office Procedures and Instructions
- Management Advisory Services (Efficiency Research)
- Research, Reports and Implementation
- Records Management
- Disposal of Records
- Security Measures.

(iii) Financial Matters

- Estimates
- Accounting Responsibility
- Expenditure
- Revenue
- Authorities
- KZN Tender Board Exemptions
- Logis System
- Financial forecasts
- Budget planning – capital expenditure
- Budget planning – operating expenditure
- Movable asset management (inventory control)
- Reconciliations
- Journal vouchers
- Receipts
- Financial statements
- Setting of tariffs

- Financial reports
- Debtors accounts
- Sundry debtors
- Customer queries
- Creditors payments
- Creditors statements
- Payrolls and amendments
- Administration of payroll deductions
- Procurement (of goods and services)
- Contract administration
- Servitude administration
- Micro-business
- Inventory control
- Property administration
- Corporate insurances
- Individual insurance claims
- Communication and stationery services
- Office, building and garden services
- Fleet management services
- Legal records (agreements, contracts)
- Legal risk management
- Strategic planning
- Annual reports
- Annual Performance Plan
- Reports on Performance Information

(iv) Accommodation

- Acquisition of Sites and Erection of Buildings
- Office Accommodation
- Alterations and Repairs of Buildings
- Buildings and Grounds.

(v) Stores, Equipment and Services

- Acquisitions of stationery, furniture, labour saving devices, etc.
- Inspections and Reports
- Board of Survey
- Services
- Printing

(vi) Transport, Journeys and Major Plants

- Application and provision of motor vehicles
- Accidents
- Subsidised vehicles
- Major plants
- Maintenance
- Travelling bookings.

(vii) Publications and Publicity

- Media
- Speeches
- Communications
- Press Releases.

(vii) Composition and Meetings of Bodies, Committees, Conferences and other Gatherings

- Minutes and Reports.

(viii) Reports and Statistical Returns

- Reports and Returns
- Progress Reports and Strategic Planning.

(x) Internal Control

- Corporate policies and procedures
- Internal audit charter
- Audit procedure manual
- Audit programmes
- Audit investigations

1.7.2 PERSONNEL FILING SYSTEM:

List of Main Series

- Legislation and Procedures
- Post Establishment and Control

- Conditions of Services
- Human Resources Planning and Provisioning
- Training and Skills Development
- Performance Evaluation
- Labour Relations
- Special Programmes
- Finance
- Supply Chain and Accommodation
- Composition of meetings and other gatherings
- Reports, returns and statistics

SECTION TWO

2. CONTACT INFORMATION (Section 14 (1)(b))

2.1	Information Officer:	Mr Mduduzi Jerry Mfusi– Acting Head of Department
2.1.1	Physical Address	Department of Agriculture and Rural Development Cedara
	Postal Address	Private Bag X9059 PIETERMARITZBURG 3200
	E-mail	HODPA.HODPA@kzndard.gov.za
	Tel. No.	(033) 355 9108
	Fax No.	(033) 355 9293

- 2.2 Deputy Information Officer: Mrs Grace Mavundla
- 2.2.1 Physical Address Department of Agriculture and Rural Development
Cedara
- Postal Address Private Bag X9059
PIETERMARITZBURG
3200
- E-mail Grace.Mavundla@kzndard.gov.za
- Tel. No. (033) 343 8116
- Fax No. (033) 355 9582
- 2.3 Deputy Information Officer: Ms Nishee Seegobin- Senior Director: Legal
Services
- 2.3.1 Physical Address Department of Agriculture and Rural Development
Cedara
- Postal Address Private Bag X9059
PIETERMARITZBURG
3200
- Tel. No. (033) 355 9118
- Fax No. (033) 355 9370
- E-mail Nishi.Seegobin@kzndard.gov.za
- 2.4 Deputy Information Officer: Mr Rizaan Cassim (Senior Legal Administration
Officer)
- 2.4.1 Physical Address Department of Agriculture and Rural Development
Cedara
- Postal Address Private Bag X9059
PIETERMARITZBURG
3200
- Tel. No. (033) 343 8005
- Fax No. (033) 355 9370
- E – mail Rezaan.Cassim@kzndard.gov.za
- 2.5 Deputy Information Officer: Ms Nonhlanhla Mthethwa - Legal Services
- 2.5.1 Physical Address Department of Agriculture and Rural Development
Cedara
- Postal Address Private Bag X9059
PIETERMARITZBURG
3200
- Tel. No. (033) 355 9402
- Fax No. (033) 355 9370

	E – mail	Nonhlanhla.Mthethwa@kzndard.gov.za
2.6	Deputy Information Officer:	Mr Raymond Z Ngema - Legal Services
2.6.1	Physical Address	Department of Agriculture and Rural Development Cedara
	Postal Address	Private Bag X9059 PIETERMARITZBURG 3200
	Tel. No.	(033) 355 9187
	Fax No.	(033) 355 9370
	E – mail	Zakhele.Ngema@kzndard.gov.za
2.7	Deputy Information Officer:	Mr Emmanuel V Mabunda - Legal Services
2.7.1	Physical Address	Department of Agriculture and Rural Development Cedara
	Postal Address	Private Bag X9059 PIETERMARITZBURG 3200
	Tel. No.	(033) 343 8131
	Fax No.	(033) 355 9370
	E – mail	Vusi.Mabunda@kzndard.gov.za

SECTION THREE

3. ACCESS TO RECORDS HELD BY DEPARTMENT OF AGRICULTURE (Section 14 (1)(d))

3.1 Automatic Disclosure of records

Section 15 of the PAIA prescribes that the Department must by way of a notice in the Government Gazette publish the schedule (list) of records that are automatically available in the Department without the requester having to request access thereto in terms of the Act. The requestor is not required to fill out the prescribed Form A that is utilised to request information. There is also no requestor fees payable for these records. Fees will only be payable if copies of the record are to be made, irrespective of the format (hard copy, compact disc, stiffy or cassette recording, etc).

The following table contains the list of such records:

RECORDS AUTOMATICALLY AVAILABLE	MANNER OF ACCESS
<ul style="list-style-type: none"> • Strategic Plan and Annual Performance Plans • Departmental Mission, Vision and Strategic Objectives • Values of the Department • Legislative Mandate of the Department • Service Commitment Charter (SCC) • Service Delivery Improvement Plan (SDIP) • Quarterly Expenditure Reports • Policies regarding Internal Practices • Budget Vote of the MEC and other Speeches • Departmental Publications • Annual Reports • GIS mapping • Mid term reviews • Legislation • Delegations • Circulars • KZN Librarian newsletters • Internal Newsletters • Media Releases (Umvelo, daily media monitoring) 	<ul style="list-style-type: none"> • Available on www.kzndard.gov.za
<ul style="list-style-type: none"> • Brochures (Ulwandle) 	<ul style="list-style-type: none"> • Free access via any of the regional offices of the Department.
Archivalia	<ul style="list-style-type: none"> • Free access via any of the Archives Repositories

3.2 ACCESS TO OTHER RECORDS:

3.2.1 Submission of Request for Access to Information / Record Request Procedures

3.2.1.1 A request for access to a record held by the Department must meet the following requirements:

- (a) it must be submitted in a prescribed form (which is attached to this manual as **(Form A in Appendix 2)**;

- (b) it must be submitted to the Information Officer of the Department or the Deputy Information Officer at his or her contact details stipulated in subparagraph 2.1 of this manual;
- (c) it must provide sufficient particulars to enable the official of the Department to identify the record or records requested and the identity of the requester;
- (d) it must state whether the record concerned is preferred in a particular language;
- (e) it must specify a postal address or fax number of the requester;
- (f) if in addition to a written reply, the requester wishes to be informed of the decision on the request in any other manner, it must state that manner and the necessary particulars to be so informed and;
- (g) if the request is made on behalf of a person, proof of the capacity in which the requester is making the request, must be provided to the reasonable satisfaction of the Information Officer.

3.2.1.2 Notwithstanding subsection 3.2.1.1 of this manual, the Information Officer of the Department shall endeavour, in any means possible, to assist a requester to ensure that the requester's request conforms with the requirements mentioned in section 3.2.1.1 above by –

- (a) reducing oral requests into writing on behalf of those requesters who, as a result of illiteracy or disability, are unable to reduce their request in writing into the prescribed formats;
- (b) providing the requester with information that will enable the requester to make a proper request;
- (c) assisting the requester to file his request with the relevant public body if it is apparent to the Information Officer that the request received should have been submitted to another public body; and
- (d) transferring the request to the relevant public body if it is apparent to the Information Officer that the request received should have been submitted to another public body or to any of the Department's public entities.

3.2.2 Validation and acknowledgment

Once the Information Officer has satisfied herself or himself that the request meets the requirements mentioned in 3.2.1.1 above, he or she shall within reasonable time, by notice to the requester acknowledge receipt of the application and indicate that the requester will be required to pay the following prescribed fees, namely –

- (a) a request fee of **R35,00** (a standard fee applicable to all requests for access to information, it can however be waived if the information requested relates to the requester's own personal information); and

- (b) an access fee (a fee comprising of reproduction and administrative costs. The amount payable as access fee shall vary from one request to the other depending on the volume of the information requested and time spent in preparing such information. Please see **Appendix 1** for the list of prescribed fees).

3.2.3. Processing of Requests

Subsequent to the notice mentioned in 3.2.2 above, the Information Officer shall finalise the processing of a request as soon as reasonably possible but not later than **30 days** of receipt of the said request. The Information Officer may, depending on the circumstances of each application –

- (a) transfer the request to another public body;
- (b) defer access to a record;
- (c) extend the time period of dealing with the request;
- (d) call for representations from third parties;
- (e) grant access to the information; or
- (f) refuse access to the information.

3.2.3.1 Transfer of Request to another Public Body

- (a) A request for access to information submitted to the Information Officer may be transferred to another public body if one or more of the following prevails:
 - (i) if the information or record requested is not under in the possession or control of the Department but is in possession of another government department or government entity;
 - (ii) if the information requested is more closely connected with the functions of another government department than to the functions of the Department; or
 - (iii) if the information requested contains commercial information (to which access is prohibited in terms of section 42 of the Act) in which any other government department has a greater interest.
- (b) If the requested information falls within the ambit of sub- paragraph (a) above, the Information Officer shall –
 - (i) transfer the request to the relevant government department, as soon as reasonably possible but not later than **14 days** after the request is received; and

- (ii) forward the requested information or record to the transferee department, if the Information Officer has possession of such a document and if he or she considers it helpful to do so.
- (c) Upon transfer of the request, the Information Officer of the Department shall immediately notify the requester of –
 - (i) the transfer, including the identity and contact details of the transferee Information Officer to whom the request has been transferred to;
 - (ii) the reasons for the transfer; and
 - (iii) the period within which the request must be dealt with.

3.2.3.2 Deferral of Access to a Record

- (a) If the Information Officer decides to grant access to a record that –
 - (i) will be published within **90 days** of receipt of a request;
 - (ii) is required by law to be so published but is yet to be published; or
 - (iii) has been prepared for submission to legislature or a particular person but is yet to be submitted, he or she may defer giving access to the said record for a reasonable period.
- (b) If access to a record has been deferred, the Information Officer shall give a notice to the requester concerned advising the requester:
 - (i) that the requester may within **30 days** of receipt of the said notice, make a representation to the Information Officer why the information is required before the pending submission or publication; and
 - (ii) of the likely period for which access is deferred.
- (c) The Information Officer may grant access to a deferred record if, upon consideration of the representations made by the requester, he or she is satisfied that the requester will suffer substantial prejudice if access to a record is deferred.

3.2.3.3 Extension of a period to deal with a request

- (a) The Information Officer may extend the prescribed period of **30 days** for dealing with a request to a further period not more than **30 days** if the following circumstances exist –
 - (i) if the request is for a large number of records or requires a search through a large number of records and compliance with the original period would unreasonably interfere with the activities of the Department
 - (ii) if the request requires a search for records in, or collection thereof from, an office of the Department not situated in the same town or city as the office of the Information Officer that cannot reasonably be completed within the original period;
 - (iii) if consultation among divisions of the Department or with another Government Department or Government Entity is necessary to decide upon the request that cannot reasonably be completed within the original period;
 - (iv) if more than one of the above-mentioned contemplated circumstances exist making compliance with the original period not reasonably possible; or
 - (v) the requester consents to the extension.
- (b) If any of the circumstances contemplated in sub-paragraph (a) above exist; hence the need to extend the original **30 days** period, the Information Officer shall as soon as reasonably possible but within **30 days** of receipt of the request, issue a notice to the requester advising him or her –
 - (i) of the period of extension;
 - (ii) of adequate reasons for extension; and
- (iii) that the requester may lodge an internal appeal or an application with a court, as the case may be, against the extension and the procedure for lodging the internal appeal or the application.

3.2.3.4 Calling of Representations from Third Parties

The Information Officer considering a request for access to a record that might be a record concerning –

- (a) privacy of third parties;

- (b) certain records of South African Revenue Service;
- (c) commercial information of third parties;
- (d) confidential information of third parties; or
- (e) research information of third parties or of a public body, shall inform the third party to whom the information relates and shall call upon the third party to make written representations to the Information Officer on either of the following:
 - (i) why the request should be refused; or
 - (ii) give written consent for the disclosure of the record to the requester concerned.

3.3. GRANTING OR REFUSAL OF REQUESTS:

3.3.1 If access to information has been granted the requester will be notified –

- (a) that the request has been granted;
- (b) of any outstanding access fee to be paid;
- (c) of the form in which access will be given; and
- (d) that he or she lodge an internal appeal against the access fee to be paid or the form of access granted and the procedure and period for lodging such an appeal.

3.3.2 A request for access to information held by the Department may be denied if the requested information falls within the category of information that cannot be disclosed in terms of section 34(1), 35(1), 36(1), 37(1), 38(a), 39(1), 40, 41(1), 41(2) and 45 of the Act. If the request for access to information has been denied, the Information Office shall notify the requester that –

- (a) the request has been refused and the reasons for the refusal; and
- (b) the requester may lodge an internal appeal in terms of the appeal procedure mentioned in paragraph 7 of this manual or may approach court for an appropriate relief.

3.3.3 If the Information Officer has not responded to the requester's request within **30 days** of receipt of the said request, it must be deemed that the request has been refused.

- 3.3.4 If all reasonable steps have been taken to find a record requested and there are reasonable grounds for believing that the record is in possession of the Department but cannot be found or does not exist, the Information Officer shall by way of an affidavit notify the requester that it is not possible to give access to the said record. For the purposes of the Act, this notice will be regarded as a decision to refuse access. If the record is subsequently found, the requester concerned will be given access to it unless access thereto is refused in terms of the Act.

3.4 PRESCRIBED FEES:

3.4.1 Fees payable for a request and notification of decision on access:

- A Requester who seeks access to a record containing personal information about the Requester is not required to pay the request fee. The fees payable by every Requester is listed in section 6 of this Manual.
- The **Information Officer** must notify the Requester of the fee and deposit (if any) before further processing the request.
- The Requester may lodge an internal appeal, to the MEC where appropriate, or an application to the court against the tender or payment of a fee.
- After the **Information Officer** has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- If the request is granted then a further **access** fee must be paid for the reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the records for disclosure.
- **Access** to a record will be withheld until all the applicable fees have been paid.

SECTION FIVE

5. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURES TO ACT

- 5.1.1 If an Information Officer refuses a request for a record, then the Requester can lodge an internal appeal against that decision (s74 (1)(a)). He or she may not go to court before following this route. After exhausting the internal appeal remedy an application may be lodged with a court (section 78 – 82).

- 5.1.2 A person may apply for an interdict (A remedy through which a person can ask the court to compel a person to take or not to take a particular action).
- 5.1.3 Constitutional Damages (Where a person's right is unjustifiably infringed he or she can claim constitutional damages).
- 5.1.4 Lodge a complaint to Public Protector
- 5.1.5 Institute proceedings in a court or a tribunal for the judicial review of the administrative action in terms of Section 6 of the Promotion of Administrative Justice Act (Act 3 of 2000)

5.1 INTERNAL APPEALS:

5.1.1 A requester may lodge an internal appeal to the MEC against a decision of the Information Officer —

- (a) to refuse a request for access to information held by the Department; with regard to the payment of the request fee and access fee; or
- (c) with regard to the extension of time period described in subsection 3.2.3.3 **above**, or
- (d) with regard to the form of access if granted in a different form than requested.

5.1.2 A third party may also lodge an internal appeal against the decision of the Information Officer against his or her decision to grant a request for access.

5.1.3 An internal appeal must comply with the following requirements:

- (a) It must be lodged in the prescribed form (**see Form B Appendix 3**).
- (b) It must be lodged within **60 days**.
- (c) If notice to a third party is required, within **30 days** after notice is given to the appellant of the decision appealed against, or if the notice to the third party is not required, after the decision was taken.
- (d) It must be delivered to the Information Officer as per the contact details set out in sub-paragraph 3 of this manual.

- (e) It must identify the subject of the appeal and state the reasons for the internal appeal and any other information known to the appellant.
 - (f) If, in addition to a written reply, the appellant wishes to be informed of the decision on the internal appeal in any other manner, it must state such manner and provide the necessary particulars to be so informed.
 - (g) If applicable, it must be accompanied by the prescribed appeal fee.
 - (h) It must specify a postal address or fax number (if available).
- 5.1.4 If an appeal is lodged after the expiry of the period referred to in sub-paragraph 5.1.3 above, the MEC must, on good cause shown, allow the late lodging of the appeal. If the MEC disallows the late lodging of the appeal, he or she shall give notice of that decision to the person who lodged the appeal.
- 5.1.5 A requester lodging the appeal against the refusal of his or her request for access must pay the prescribed appeal fee (if any). If the prescribed fee is payable in respect of an internal appeal, the decision on the appeal may be deferred until the fee is paid.
- 5.1.6 As soon as reasonably possible, within **10 working days** of receipt of an internal appeal, the Information Officer must submit the following information to the MEC —
- (a) the internal appeal together with his or her reasons for the decision concerned; and
 - (b) if the appeal is against the refusal or granting of a request for access, the name, postal address, phone and fax number and electronic mail address, whichever is available, of any third party that must be notified of the request.
- 5.1.7 If the MEC is considering an internal appeal against a refusal of a request for access to a record containing any of the following information —
- (a) privacy of third parties;
 - (b) certain records of South African Revenue Service;
 - (c) commercial information of third parties;
 - (d) confidential information of third parties;
 - (e) research
- information of third parties or of a public body,

the MEC must, by way of a notice, as soon as possible but within **30 days** after the receipt of the appeal, inform the third party to whom the record relates.

- 5.1.8 A third party that is informed of an internal appeal may within **21 days** after having been informed of the internal appeal, make written representations to the MEC as to why the request for access should not be granted.
- 5.1.9 If the MEC is considering an appeal against the granting of a request for access, the MEC must as soon as reasonably possibly but within **30 days** after the receipt of the appeal, notify the requester of the appeal and state in the notice that –
- (a) the third party may within **21 days** after notice is given make written representations to the MEC as to why that request should not be granted; and
 - (b) the requester may within **21 days** after the notice is given, make written representations to the MEC as to why the request for access should be granted.
- 5.1.10 The MEC shall make his decision on the appeal as soon as reasonably possible, however within **30 days** of receipt of the appeal.
- 5.1.11 When deciding the internal appeal, the MEC may confirm the decision appealed against or may substitute the said decision.
- 5.1.12 The MEC, shall immediately after the decision on appeal, give notice to the appellant, third parties and to the requester if the appeal was lodged against granting of access. The said notice shall contain sufficient reasons for the decision including the provisions of the Act relied upon. The notice shall further advise the appellant, third party or a requester –
- (a) that they may lodge an application with a court against the decision on internal appeal;
 - (b) of the time period within which such an application may be lodged; and
 - (c) of the procedure for lodging the said application.
- 5.1.13 If the MEC does not give any notice of his decision on the appeal within **30 days** of the receipt of the appeal, it must be deemed that the internal appeal was dismissed.

5.2 APPLICATION TO COURT:

- 5.2.1 A requester or third party may only apply to Court for an appropriate relief after he or she has exhausted the internal appeal procedure.

5.2.2 A requester or a third party who has been unsuccessfully in the internal appeal must within **30 days** of the decision of the MEC approach the appropriate court with jurisdiction for an appropriate relief. This application must follow the procedure stipulated in section 79 of the Act and /or any rules developed in terms thereof.

5.2.3 The court hearing an application may grant an order that is just and equitable including orders —

- (a) confirming, amending, or setting aside the decision of the Information Officer or the MEC;
- (b) requiring from the Information Officer or the MEC to take such action or refrain from taking such action as the court considers necessary within a period mentioned in the order;
- (c) granting an interdict or specific relief, a declaratory order or compensation; or
- (d) for costs.

5.3 LODGEMENT OF COMPLAINTS WITH THE PUBLIC PROTECTOR:

Section 6 of the Public Protector Act 23 of 1994 as amended by section 91 of the Act enables the Public Protector on his or her own initiative or on receipt of a complaint relating to the operation or administration of the Act, or in his or her sole discretion to resolve any dispute by —

- (a) mediation, conciliation or negotiation;
- (b) advising, where necessary, any complainant regarding appropriate remedies; or
- (c) any other means that may be expedient in the circumstances.

5.4 DECLARING A DISPUTE UNDER THE LABOUR RELATIONS ACT:

5.4.1 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 the Labour Relations Act, 1995);

5.4.2 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)9a)), or the Employment Equity Act, 1998 (Act No. 55 of 1998 – section 34(e)).

5.5 LODGEMENT OF COMPLAINTS WITH THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION (SAHRC):

A person may lodge a complaint with the SAHRC concerning an official act or omission that is suspected to constitute a violation or threat to any fundamental right (Human Rights Commission Act, 1994 (Act No. 54 of 1994)).

5.6 OTHER REMEDIES:

- 5.6.1 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);
- 5.6.2 A person may make 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);
- 5.6.3 A person may request reasons for an administrative action in terms of the Promotion of Administrative Justice Act, 2000 (section 5);
- 5.6.4 A person may request access to records of government departments or other public body in terms of the Promotion of Access to Information Act, 2000 (section 11).

SECTION 6**PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND EXERCISE OF POWER OR PERFORMANCE OF THE DEPARTMENT**

The members of public can influence the formulation of policy or legislation and the exercising of powers or performance of duties by the Department in that —

- (a) Before any bill is submitted to the Legislature for final debate and approval, hearings and workshops are conducted, where the public is given an opportunity to make representation on such bills;
- (b) Draft Bills are also published in the Government Gazette for public comment before they are introduced in Parliament;
- (c) Members of the public are also afforded an opportunity to make representations on the policies that impact on the public as well as the Department's service delivery and quality thereof through various forums such as workshops and Provincial Izimbizos.

APPENDIX 1**FEES IN RESPECT OF PUBLIC BODIES****Part ii of Government Gazette Notice 187 of 15 February 2002**

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:

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

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

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

	R
(1)(a) For every photocopy of an A4-size page or part thereof	0,60

- | | | |
|-----|--|-------|
| (b) | For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form | 0,40 |
| (c) | For a copy in a computer-readable form on – | |
| | (i) stiffy disc | 5,00 |
| | (ii) compact disc | 40,00 |
| (d) | (i) For a transcription of visual images, for an A4-size page of part thereof | 22,00 |
| | (ii) For a copy of visual images | 60,00 |
| (e) | (i) For a transcription of an audio record, for an A4-size page or part thereof | 12,00 |
| | (ii) For a copy of an audio record | 17,00 |
| (f) | To reach for and prepare the record for disclosure, R15, 00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. | |
| (2) | For purposes of section 22(2) of the Act, the following applies: | |
| | (a) Six hours as the hours to be exceeded before a deposit is payable; and | |
| | (b) One third of the access fee is payable as a deposit by the requester. | |
| (3) | The actual postage is payable by the requester when a copy of a record must be posted to a requester. | |

APPENDIX 2**FORM A****PRESCRIBED FORMS FOR ACCESS TO INFORMATION****REQUEST FOR AN ACCESS TO RECORD OF PUBLIC BODY**

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

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 (if any): R.....

Access fee: R.....

SIGNATURE OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. PARTICULAR OF PUBLIC BODY:

NAME OF PUBLIC BODY	
Designated Information Officer	
Designated Deputy Information Officers (if any)	
E-mail address of information Officer/ Deputy Information Officer	
Postal address	
Street address	
Phone number	
Fax number	

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD:

- (a) The particulars of the person who requests access to the record must be recorded below.
- (b) Furnish an address and/or fax number in the Republic to which information must be sent.
- (c) Proof of the capacity in which the requests 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:

This part 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 RECORDS:

- (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:
4. Any further particular of record:

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 searching for and preparing a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

F. FORMS OF ACCESS TO RECORD:

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

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

Mark the appropriate box with an "X".

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*
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3. If record consists of records 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* (magnetic or optical disc)
--	-------------------------	--	--	--	---

*If you requested a copy or transcription of a record (above), do you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?

G. NOTICE OF DECISION REGARDING REQUEST FOR ACCESS:

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

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

Signed at _____

This _____ day of _____ 20_____

“SIGNATURE OF REQUESTER / PERSON ON BEHALF OF WHOM THE REQUEST IS MADE”

APPENDIX 3**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 APPEAL:

- (a) The particulars of the person who lodge the internal appeal must be recorded below.
(b) Proof of the capacity in which the request is made, if applicable, must be attached.
(c) If the Appellant is a third party 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 request is made, when made on behalf of another person:

.....

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.
	Decision regarding fees 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 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 _____

Particulars of Manner: _____

Signed at _____ this _____ day of _____ 20 _____

SIGNATURE OF APPELLANT

FOR DEPARTMENTAL USE:**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received by..... Rank....., on this.....of
.....20.....

At.....

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_____

DATE_____

**DATE RECEIVED BY INFORMATION OFFICER / DEPUTY INFORMATION OFFICER FROM THE
RELEVANT AUTHORITYON:**

DEPARTMENTAL MACRO STRUCTURE AS APPROVED BY MEC 23 JULY 2015



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015

MEC: DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

HEAD OF DEPARTMENT

PURPOSE: TO LEAD AND MANAGE THE DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

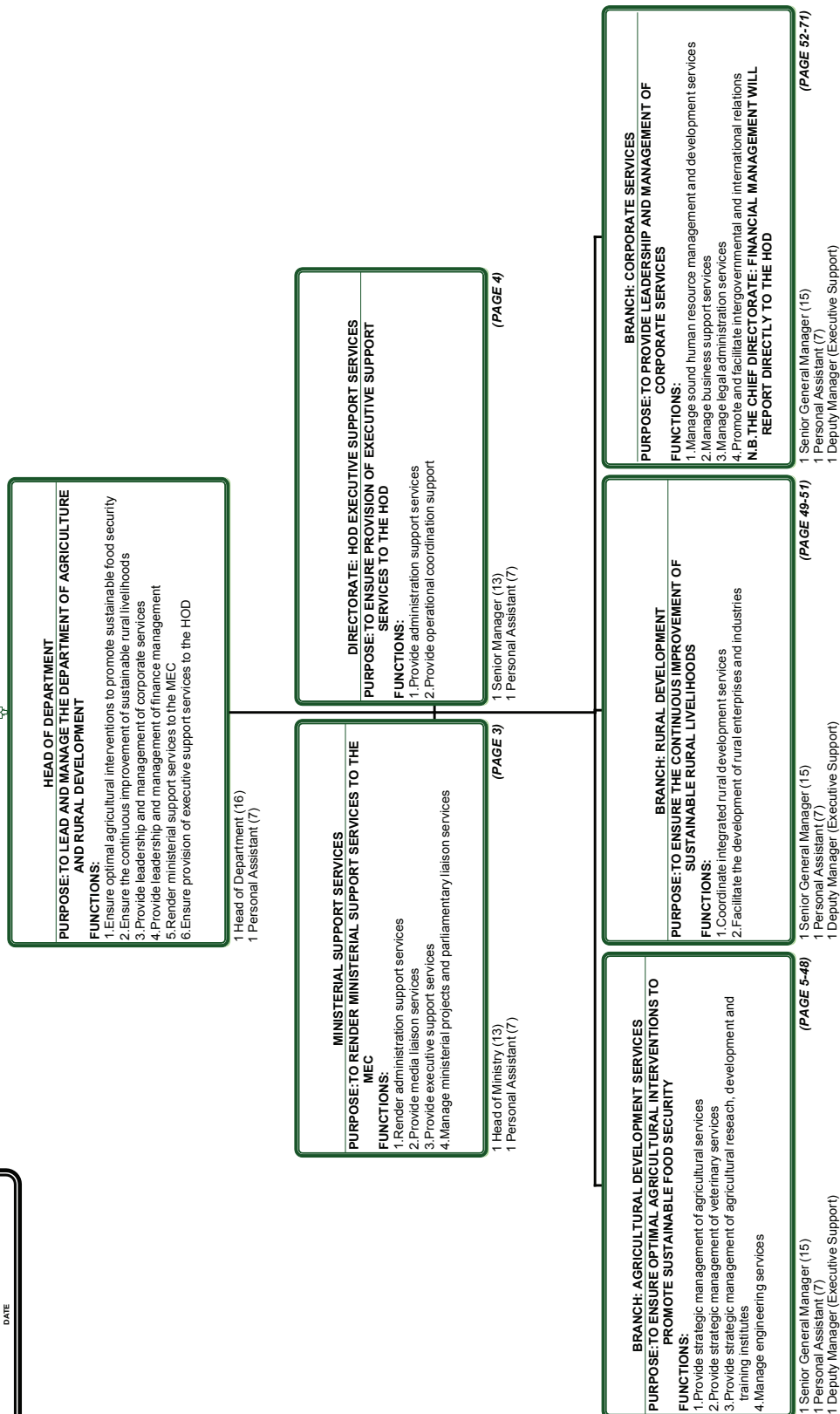
FUNCTIONS:

1. Ensure optimal agricultural interventions to promote sustainable food security
2. Ensure the continuous improvement of sustainable rural livelihoods
3. Provide leadership and management of corporate services
4. Provide leadership and management of finance management
5. Render ministerial support services to the MEC
6. Ensure provision of executive support services to the HOD

- 1 Head of Department (16)
1 Personal Assistant (7)

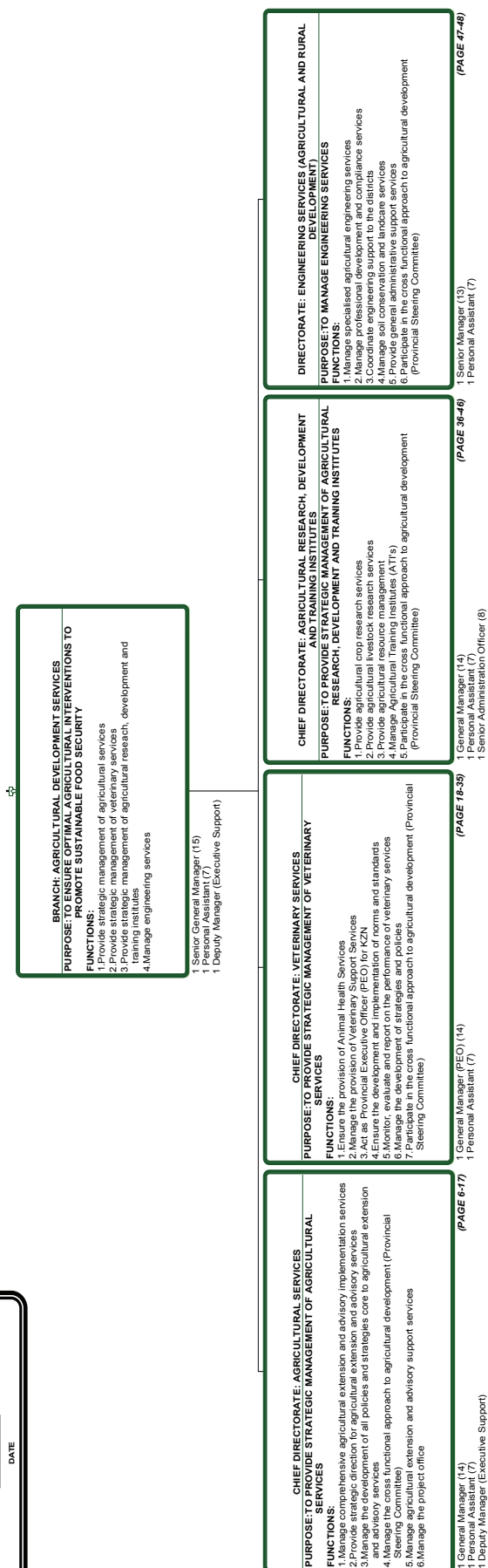


DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



Designed and maintained by the Directorate: Management Advisory Services

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



MEC: AGRICULTURE & RURAL DEVELOPMENT

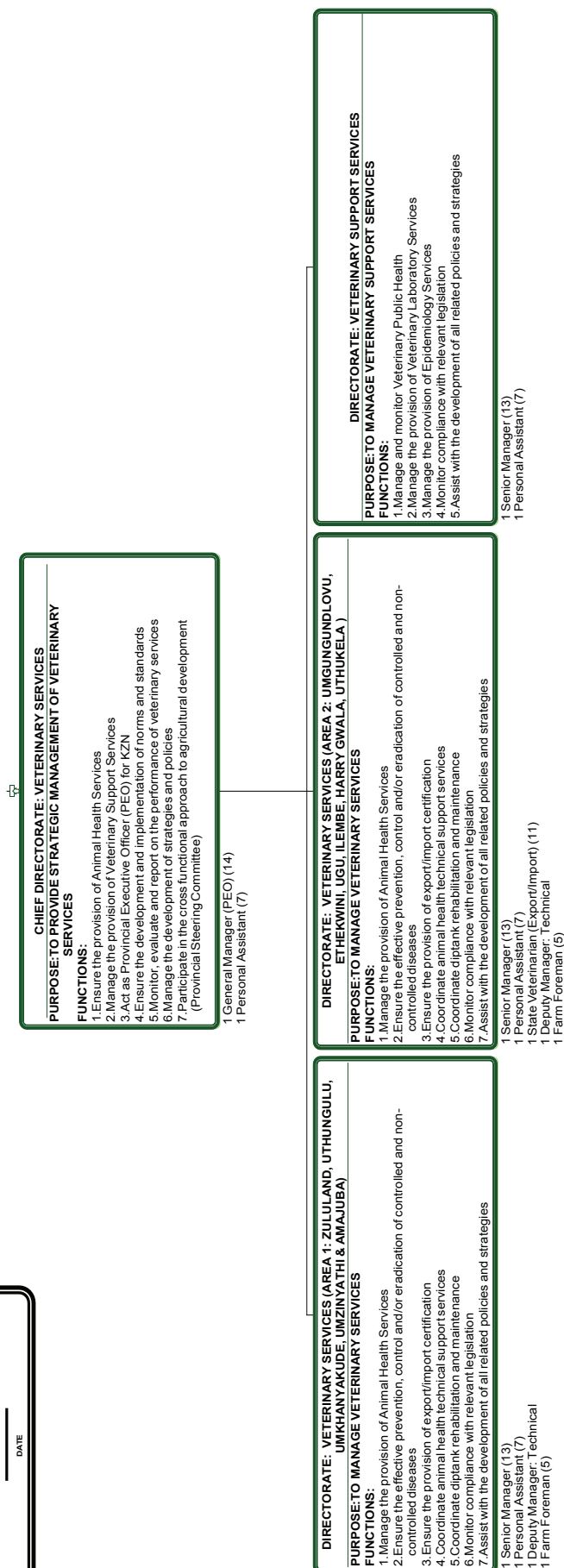
DATE _____

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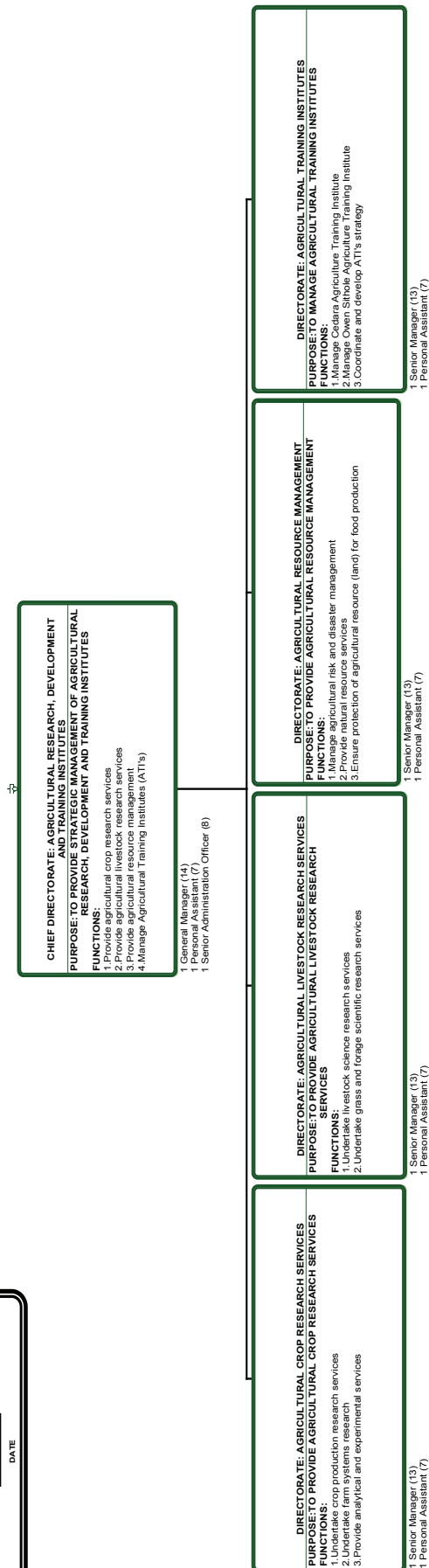
Designed and maintained by the Directorate: Management Advisory Services



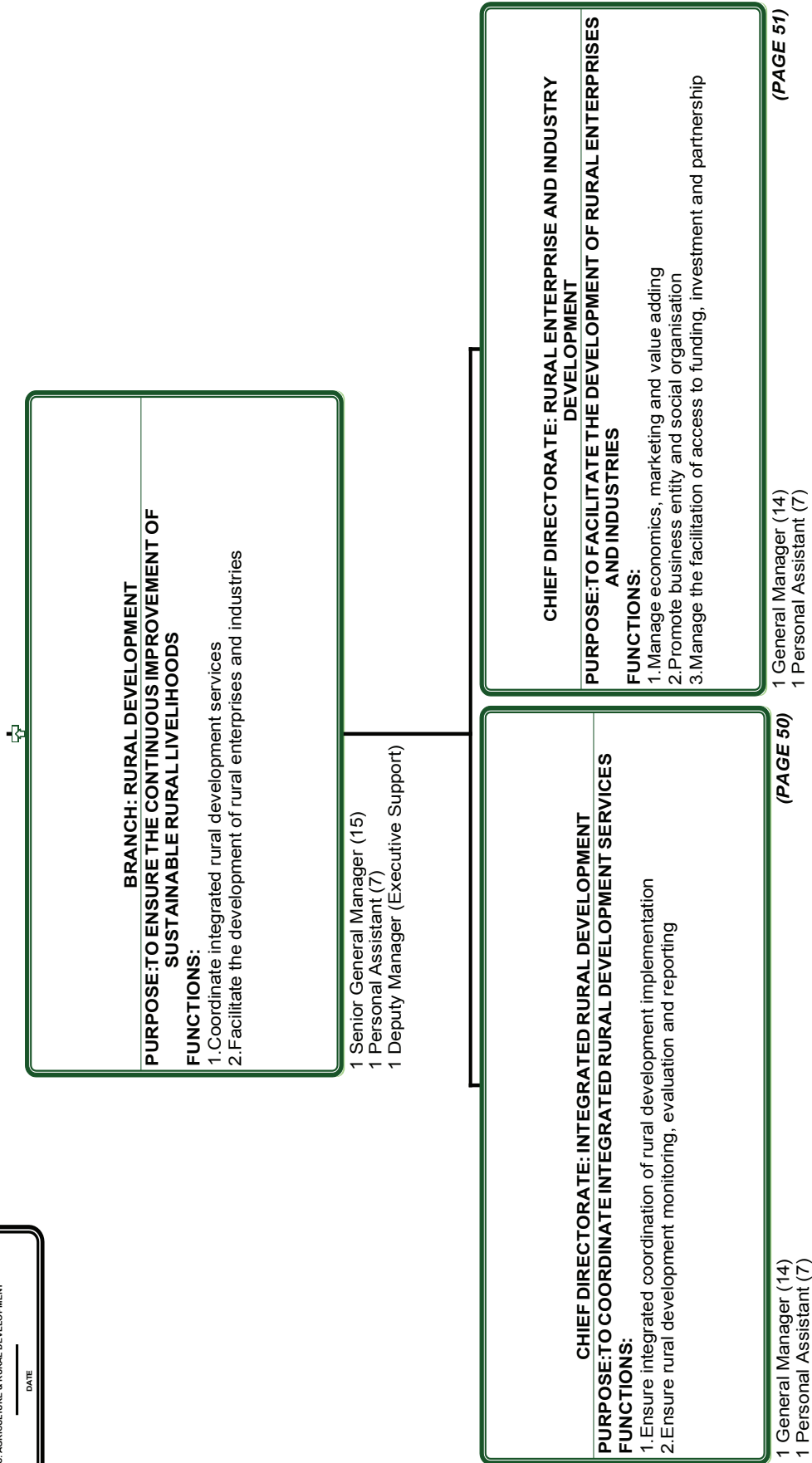
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



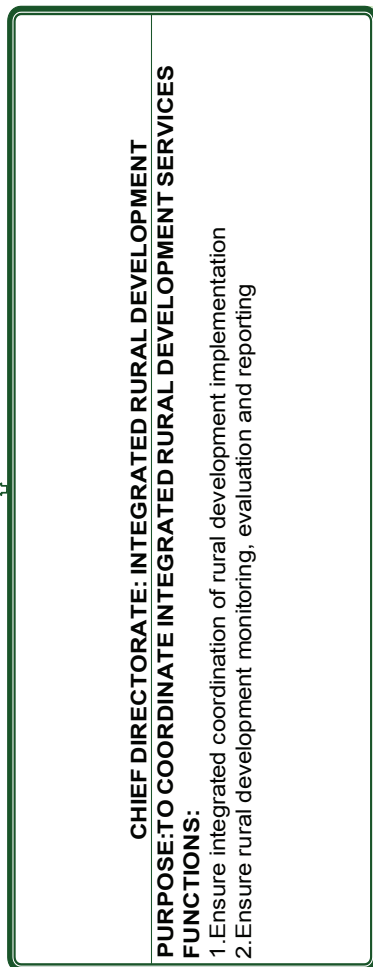
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



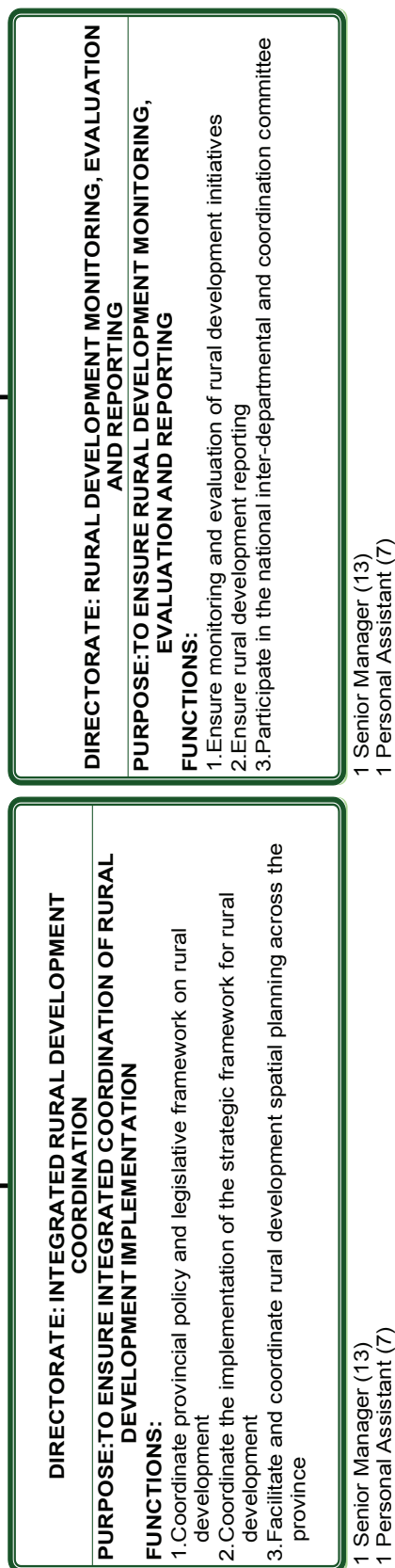
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



1 General Manager (14)
1 Personal Assistant (7)



1 Senior Manager (13)
1 Personal Assistant (7)

1 Senior Manager (13)
1 Personal Assistant (7)

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



CHIEF DIRECTORATE: RURAL ENTERPRISE AND INDUSTRY DEVELOPMENT

PURPOSE: TO FACILITATE THE DEVELOPMENT OF RURAL ENTERPRISES AND INDUSTRIES

FUNCTIONS:

1. Manage economics, marketing and value adding
2. Promote business entity and social organisation
3. Manage the facilitation of access to funding, investment and partnership

1 General Manager (14)
1 Personal Assistant (7)

DIRECTORATE: ECONOMICS, MARKETING AND VALUE ADDING (AGRIC & RD)

PURPOSE: TO MANAGE ECONOMICS, MARKETING AND VALUE ADDING

FUNCTIONS:

1. Provide economic services for agribusiness development
2. Ensure market access for agricultural producers and other value chain stakeholders
3. Promote enterprise development and value adding for economic development
4. Empower district economist with professional support to agricultural economics

1 Senior Manager (13)
1 Personal Assistant (7)

DIRECTORATE: BUSINESS ENTITY AND SOCIAL ORGANISATION

PURPOSE: TO PROMOTE BUSINESS ENTITY AND SOCIAL ORGANISATION

FUNCTIONS:

1. Manage business entity support (including coops)
2. Promote processing / manufacturing and markets for rural development
3. Facilitate / support participatory community development

1 Senior Manager (13)
1 Personal Assistant (7)

DIRECTORATE: FUNDING, INVESTMENT AND PARTNERSHIP

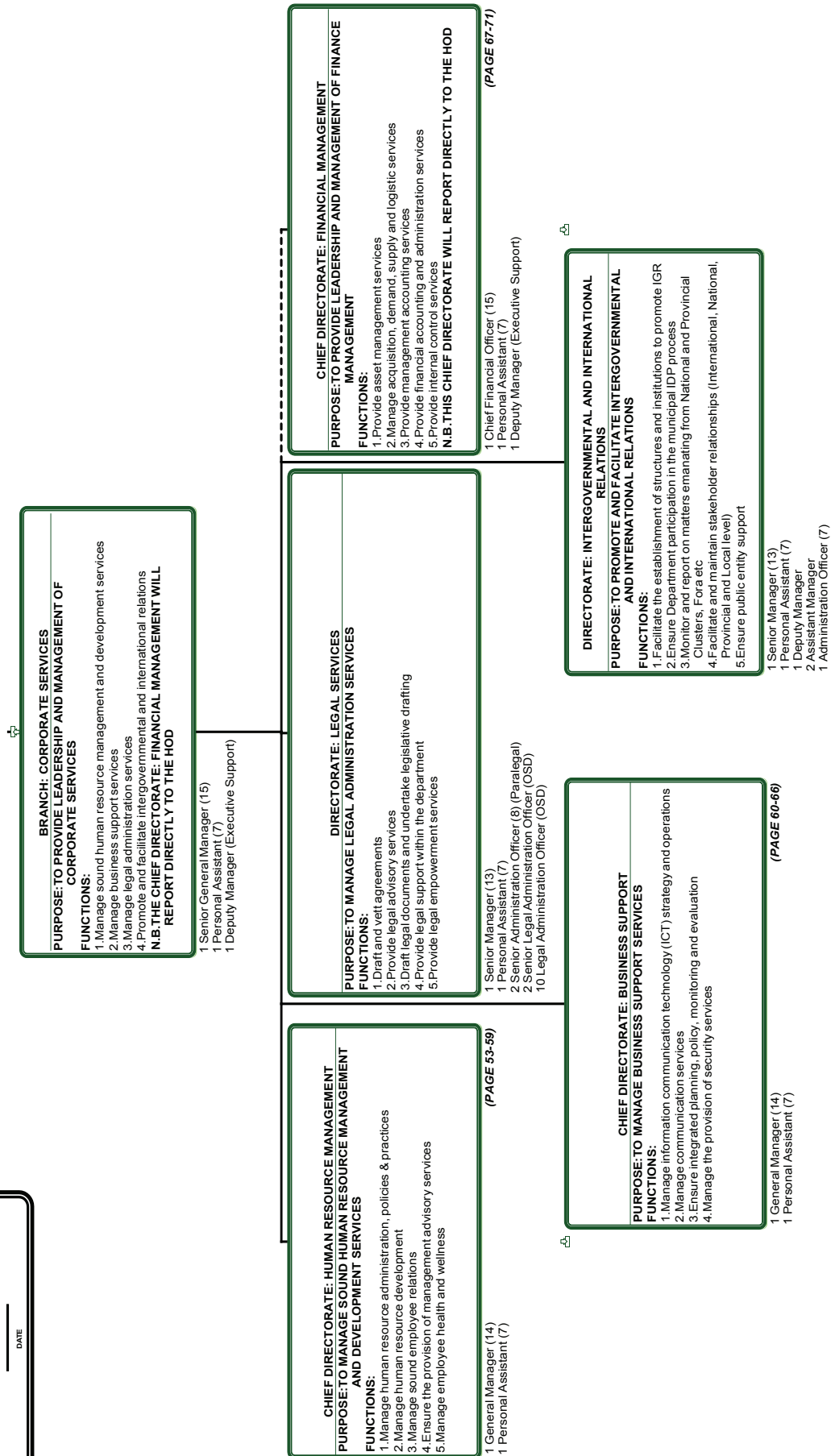
PURPOSE: TO MANAGE THE FACILITATION OF ACCESS TO FUNDING, INVESTMENT AND PARTNERSHIP

FUNCTIONS:

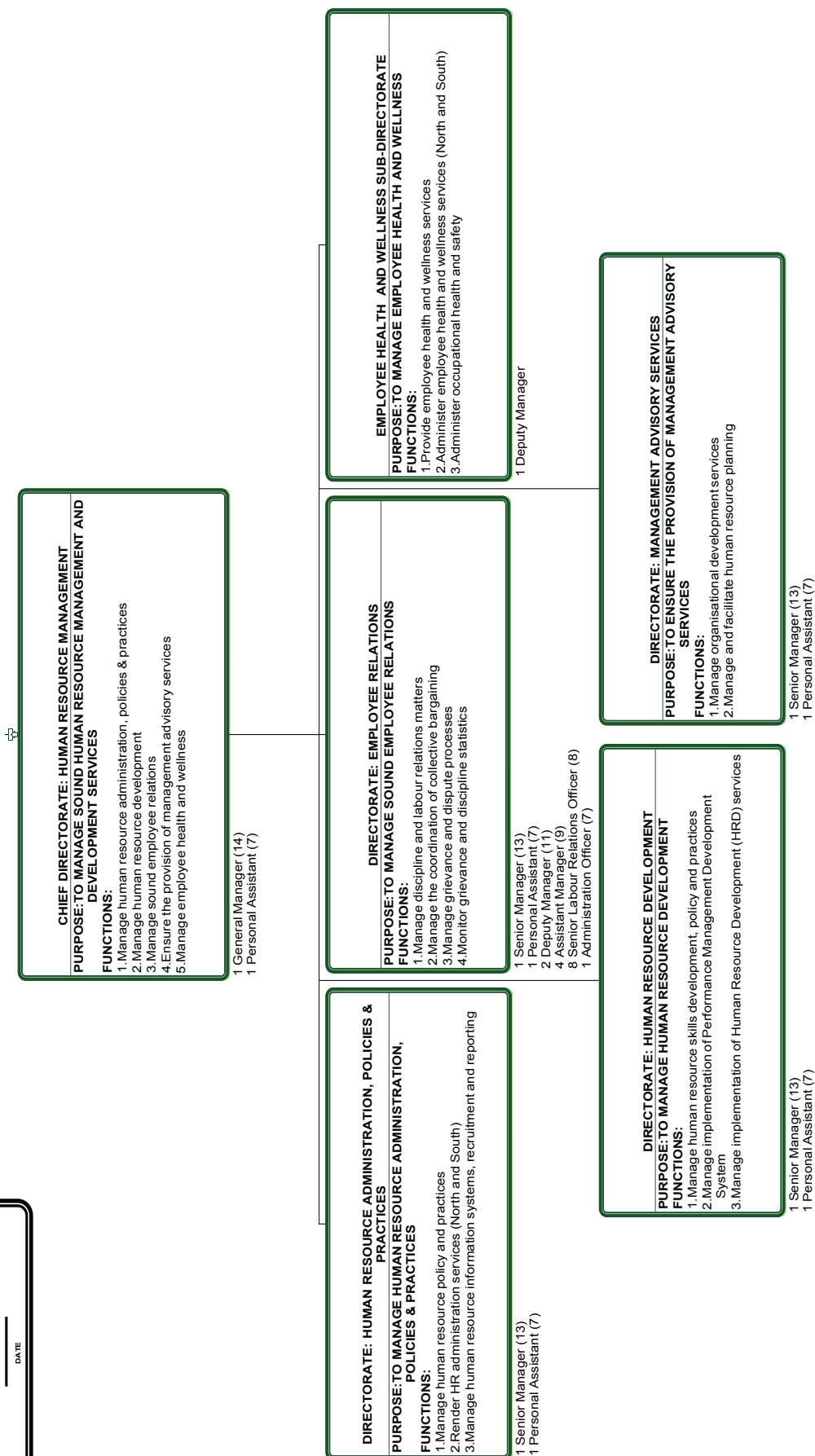
1. Provide funding facilitation services
2. Promote investment and partnership

1 Senior Manager (13)
1 Personal Assistant (7)

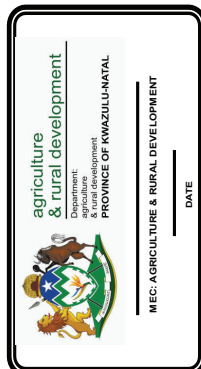
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



CHIEF DIRECTORATE: BUSINESS SUPPORT PURPOSE: TO MANAGE BUSINESS SUPPORT SERVICES FUNCTIONS: <ol style="list-style-type: none"> 1. Manage information communication technology (ICT) strategy and operations 2. Manage communication services 3. Ensure integrated planning, policy, monitoring and evaluation 4. Manage the provision of security services 5. Manage minor works, auxiliary and records management
--

1 General Manager (14)
1 Personal Assistant (7)

DIRECTORATE: INFORMATION COMMUNICATION TECHNOLOGY (ICT) PURPOSE: TO MANAGE INFORMATION COMMUNICATION TECHNOLOGY STRATEGY AND OPERATIONS FUNCTIONS: <ol style="list-style-type: none"> 1. Develop and implement an ICT governance model and a IMST architecture for the Department 2. Manage Information Communication Technology operations 3. Develop and manage information databases and systems

1 Senior Manager (GTO) (13)
1 Personal Assistant (7)

DIRECTORATE: INTEGRATED PLANNING, POLICY, MONITORING AND EVALUATION PURPOSE: TO ENSURE INTEGRATED PLANNING, POLICY, MONITORING AND EVALUATION FUNCTIONS: <ol style="list-style-type: none"> 1. Facilitate strategic planning, performance monitoring and reporting 2. Facilitate policy analysis and programme evaluation 3. Ensure the implementation of Batho Pele Programmes

1 Senior Manager (13)
1 Personal Assistant (7)

DIRECTORATE: COMMUNICATION SERVICES PURPOSE: TO MANAGE COMMUNICATION SERVICES FUNCTIONS: <ol style="list-style-type: none"> 1. Manage internal communication services 2. Manage external communication services 3. Manage public interface engagements 4. Ensure coordination of administration services

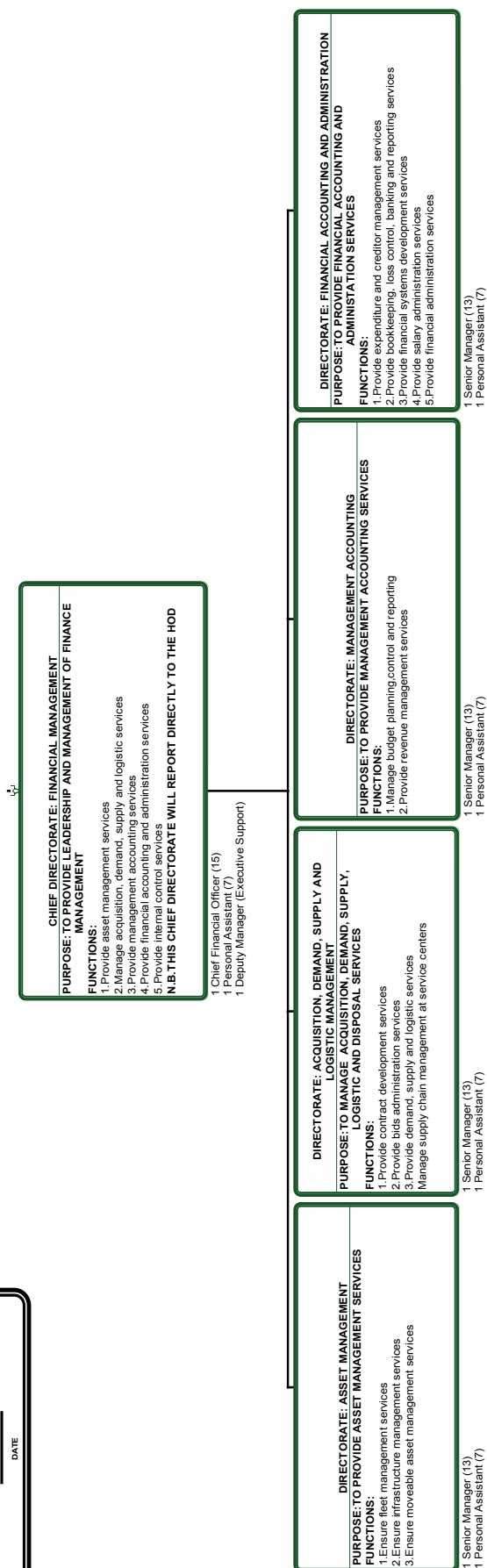
1 Senior Manager (13)
1 Personal Assistant (7)
1 General Administration Clerk Production (5)

DIRECTORATE: SECURITY SERVICES PURPOSE: TO MANAGE THE PROVISION OF SECURITY SERVICES FUNCTIONS: <ol style="list-style-type: none"> 1. Manage the development of security frameworks 2. Ensure the provision of vetting administration services 3. Manage security risk assessments (i.e. security events planning and access control) 4. Manage and monitor the implementation of security measures
--

1 Senior Manager (13)
1 Personal Assistant (7)
1 Deputy Manager
2 Assistant Manager
4 Security Administration Officer

Designed and maintained by the Directorate: Management Advisory Services

DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT ORGANISATION AND POST ESTABLISHMENT STRUCTURE JULY 2015



DEPARTMENT OF TOURISM

MANUAL

IN ACCORDANCE WITH

PROMOTION OF ACCESS TO INFORMATION ACT (2/2000) MANUAL FOR THE DEPARTMENT OF TOURISM



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**MANUAL
FOR
THE DEPARTMENT OF TOURISM**
*In terms of section 14 of
the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000)*

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1. AIM OF THE MANUAL

Section 32 (1) of the Constitution of the Republic of South Africa, 1996 provides that everyone has the right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any right. The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (herein after referred to as "PAIA"). PAIA however recognises however that the right of access to information is subject to certain justifiable limitations.

The details of records kept by a public body are contained in a book commonly known as 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 unit. To distinguish between the functions / business of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the Head of the Department as well as the Information Officer/s of the public body and also the name of each unit in the public body, its core function and a list of all records kept by the public body.

2. SECTION 10 GUIDE OF ALL MANUALS IN THE REPUBLIC OF SOUTH AFRICA

The South African Human Rights Commission (SAHRC) has in terms of section 10 of PAIA, compiled a guide on the use of PAIA. This guide is available at the offices of the SAHRC.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission

The Research and Documentation Department

Private Bag X2700

HOUGHTON

2014

Telephone

+27 11 877 3600

Website

www.sahrc.org.za

e-mail

PAIA@sahrc.org.za

3. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTY/IES FOR THE DEPARTMENT OF TOURISM

INFORMATION OFFICER

Director-General: Department of Tourism: Mr Victor Tharage
Private Bag X424
Pretoria
0001

Telephone: +27 444 6721/6379
Fax: +27 444 7040
Email: vtharage@tourism.gov.za
Facsimile: +27 444 7101

Description of functions:

To provide strategic leadership and direction to the department.
To build the department into an organisation capable of delivering on the priorities and policies set by the Minister and Cabinet.
To ensure that the strategic objectives and outputs set for the department are achieved.
To build a competent, committed and performing team within the department.

DEPUTY INFORMATION OFFICER: Ms Mmaditlonki Setwaba

Chief Director: Legal Services: Department of Tourism
Facsimile: +27 444-7101
E-mail: msetwaba@tourism.gov.za

Description of functions:

To facilitate the implementation and coordination of PAIA in the Department of Tourism and to provide training on PAIA.

4. BRANCHES IN THE NATIONAL DEPARTMENT OF TOURISM

1. Corporate Management	To provide strategic leadership, management and support services to management.
2. Tourism Research, Policy and International Relations	To plan for and monitor the tourism sector performance with enabling stakeholder relations and policy environment.
3. Destination Development	To facilitate and co-ordinate destination development through destination planning, tourism product, experience and infrastructure development, investment promotion and the provision of tourism programmes including incentives and working for tourism that support host communities to deliver quality experiences for visitors and enhance residents wellbeing.
4. Tourism Sector Support Services	To enhance transformation of the sector and tourism services through people development,

	enterprise support and service excellence in order to ensure South Africa is a competitive tourism destination.
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5. RECORDS IN THE POSSESSION OF THE DEPARTMENT, WHICH ARE AUTOMATICALLY AVAILABLE

This chapter deals with the provisions of section 14(1) (d) of the Promotion of Access to Information Act, which prescribes that a body must provide details of records in its possession in order to give effect to requests for access to information.

The Department's categorises the records and information (relevant to the functions and services of the Department) into the following broad categories:

- 5.1 Policies, strategies, delegations, government notices and legislation
- 5.2 Press statements and speeches
- 5.3 Departmental personnel records
- 5.4 Departmental financial records
- 5.5 Agendas and minutes of departmental meetings
- 5.6 General administration information
- 5.7 Departmental reports
- 5.8 Internal circulars, internal memoranda, letters, cabinet memoranda
- 5.9 Contracts, international agreements
- 5.10 Branch specific information as described in paragraph 4
 - 5.10.1 Business plans
 - 5.10.2 Strategy documents
 - 5.10.3 Programme specific information
 - 5.10.4 Research documents

Included in this manual is the subject of files. Files are the tool used to preserve records in the Department. Each file has a number and a brief description of the records kept in the file as well as the subject of the file. Each file has its own number, the opening and closing dates and the disposal instruction of that file. The disposal instruction is important because it determines what must happen with the file after a specific period of time has lapsed, e.g. A10 would mean that the file must be sent to NASA (National Archives of South Africa) ten years after the closing date on the file cover. The Tourism Ministry has its own record keeping system, similar to that of the Department.

6. ACCESS TO RECORDS IN TERMS OF SECTION 14(1) (e)

The Department must, in terms of section 15(1), submit to the Minister of Justice and Correctional Services a list of records that are automatically available to access without a request to publish in the Government Gazette.

The Department has submitted to the Minister of Justice and Correctional Services a list of information that is automatically available to publish in the gazette. This information is also available on the website of the Department: <http://www.tourism.gov.za>.

7. DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:
(Section 15 of the Promotion of Access to Information Act 2000 (Act no. 2 of 2000))
[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website)(SECTION 15(1)(a))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
<p>(a) All information on the website The following information is available on the website (www.tourism.gov.za):</p> <ul style="list-style-type: none"> - About the Department; - Media; <ul style="list-style-type: none"> • Media Alerts; • Media Statements; • Speeches; and • Media Invites. - Events Calendar; - Functions (Services); - Reports; <ul style="list-style-type: none"> • Quarterly Performance Reports; • Budget Reports etc. - Provincial Consumer Affairs Contact Details; 	From the website of the Department.

<ul style="list-style-type: none"> - National Tourism Sector Strategy (NTSS); - FAQs; - PAIA; - Department of Tourism Medium Term Strategic Plan; - National Heritage and Cultural Tourism Strategy; - Domestic Tourism Growth Strategy; - National Rural Tourism Strategy; - National Tourism Service Excellence; - Tourism Act, 2014; - Tourism Incentive Programme; - Knowledge Portal; - Service Standards; - Financial Statements - Manuals and Directives - Tourism Guidelines: <ul style="list-style-type: none"> • Grading support; • Market access; and • Service Charter. - Policy and Knowledge Services; - SDIP for NDT. - General News; - Departmental Policy with quarterly updates; - Brochures; <ul style="list-style-type: none"> • Tourism BBBEE Code; • BEE related documents. - Publications; <ul style="list-style-type: none"> • Annual Report; • Strategic Plan; • Annual Performance Plan; • Careers; • Tenders. - Newsletters; <ul style="list-style-type: none"> • Bojanala Stakeholder Magazine; • Quarterly Policy Watch. 	
AUTOMATICALLY AVAILABLE FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) The list of records above.	<p>The records may be obtained on request in writing and on payment of a prescribed amount, addressed to:</p> <p>The Information Officer The Department of Tourism Private Bag X 424 PRETORIA</p>

		0001
AUTOMATICALLY AVAILABLE FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)		
(a) The list of records above.		The records may be obtained on request in writing on payment of a fee prescribed in item 2 of Part II of Annexure A of the regulations relating to the Promotion of Access to Information Act, addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001
AUTOMATICALLY AVAILABLE FOR FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)		
(a) The list of records above.		The records may be obtained on request in writing addressed to: The Information Officer The Department of Tourism Private Bag X 424 PRETORIA 0001

8. MANNER OF ACCESS TO AUTOMATICALLY AVAILABLE RECORDS

Section 15 of the Promotion of Access to Information Act, 2000 prescribes that the Department must publish in the Government Gazette a schedule (list) of records that are automatically available in the Department. Requests for these records are not by filling out the prescribed Form A that is utilized to request information, there is also no requestor fee payable for these records. The fees payable are only where copies of the record are to be made, depending on whether the record is in hard copy format, compact disc, stiffy drive, cassette recording, etc.

In the case of such records already placed with the National Archives of South Africa, the records will be made available in compliance with the following laws applicable to the perusal of such records:

- The Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- The Protection of Information Act, 1982 (Act No. 84 of 1982)

- The National Archives and Records of South Africa Act, 1996 (Act No. 43 of 1996)

9. REQUEST PROCEDURE

9.1 Requests for access to information

Everyone has the right to request access to recorded information held by the Department, subject to the request being made on the prescribed form and that the prescribed fees are paid. Access is also subject to the grounds of exclusion found in Chapter 4 of PAIA. The request may be made by anyone who act in their own interests or act on behalf of someone who cannot do so themselves.

9.1.1 Form for Completion

A requester must complete the prescribed form which-

- (a) can be found in the Regulations to PAIA;
- (b) is on the website of the SAHR at www.sahrc.org.za;
- (c) is attached to this document as an **Annexure A**; or
- (d) is obtainable from the Department's information centre located at the reception area of the Department's premises.

9.1.2 Process

- (a) The request for information must be submitted to:

Director-General
Private Bag X 424
PRETORIA
0001

Attention: Ms M Mathebula
TEL: +27 12 444 6732
Fax: +27 12 444 7040
Email: vtarage@tourism.gov.za

- (b) A requester must indicate if he or she would like to obtain a copy of the record or would like to inspect the record at the offices of the public body. Alternatively, if the record is not a paper copy document, it can then be viewed in the requested form, where possible.
- (b) If a requester asks for access in a particular form, then he or she will get access in the manner that has been asked for. This principle applies, unless doing so would interfere unreasonably with the running of the Department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons, access cannot be given in the required form, but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it.

- (c) If, in addition to a written reply to their request for the record, the requester wants to be informed about the decision in any other way, for example, telephonically, this must be indicated.
- (d) If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated.

9.2 Request on behalf of another person

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

9.3 Request by people with disabilities

- (a) If a requester is unable to read or write, or if he or she has a disability that prevents him or her from completing the prescribed form, then he or she can make a verbal request. The Deputy Information Officer (or his or her delegate) will then complete the form on behalf of the requester and give a copy of the completed form to the requester.
- (b) The Deputy Information Officer (or his or her delegate) will assist a requester to comply with the abovementioned requirements to request access to information, including referring a requester, if it is apparent that the request for information should have been made to another public body, to such other body.

9.4 Transfer of requests

- (a) 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.
- (b) In such instances the Deputy Information Officer (or his or her delegate) would have to transfer the request to the other public body as soon as is reasonably possible, but no later than fourteen (14) days within receipt of the request. 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.

- (c) If a request for access to a record has been transferred, it has to be computed from the date it was first received. All the relevant time periods that apply to a request for information have to be adhered to.

9.5 Notification of transfer

- (a) When a request for access has been transferred, the Deputy Information Officer making the transfer will immediately notify the requester of:
 - (i) the transfer;
 - (ii) the reasons for the transfer; and
 - (iii) the period within which the request must be dealt with.
- (b) The Deputy Information Officer will reasonably ensure that the record is preserved until a decision is taken about access to the information. Time frames for an appeal will be included.

10. PAYMENT OF FEES IN TERMS OF THE ACT

- (a) Personal requestor

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

- (b) Requestor

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

10.1 Payment method

All payments shall be made in the form of cash payable at the Department's finance directorate at Tourism House, 17 Trevenna Street, Sunnyside, Pretoria, during office hours or by deposit into the bank account of the Department.

The banking details for the Department are as follows:

Account holder : Department of Tourism
Name of Bank : ABSA

Type of Account: Deposit Acc. (Current)
Account Number: 40 7532 7895
Branch Code : 632005

IMPORTANT: No request may be processed unless the request fee, where applicable, has been paid in terms of Section 22(1) of the Act.

11. REMEDIES AVAILABLE IF THE PROVISIONS OF THE ACT ARE NOT COMPLIED WITH

11.1 Internal Appeal

The internal appeal authority for purposes of PAIA is the Minister of Tourism. After exhausting the internal appeal remedy an application may be lodged with a court in accordance with section 78 to 82 of the Act.

11.2 Form

- (a) A requester may lodge an internal appeal against a decision of the Deputy Information Officer to refuse a request, or against the request and access fees, or against an extension of the period to deal with the request, on the prescribed form that has been printed in the Regulations issued in terms of the PAIA, or a form that substantially corresponds with this form. A copy of this form is attached to this manual as Annexure B. Copies of this form are also available from the Department's offices or from the Deputy Information Officer's referred to in this manual. The form is also available on the website of the Department.
- (b) An Appellant must provide reasons for the internal appeal, how he or she wishes to be informed of the decision about the appeal and must pay the prescribed appeal fee (if any).
- (c) After receiving an appeal, the Information Officer must within ten (10) working days submit to the Minister, the internal appeal, the reasons for decision, and details of any third party involved, if any.
- (d) The appeal must be lodged within sixty (60) days or if notice to a third party is required by s 49(1)(b) of PAIA, within thirty (30) days after notice has been given to the Appellant of the decision appealed against, or if notice to the Appellant is not required, after the

decision was taken. The appeal must be made to the address, fax number or electronic mail address of the Deputy Information Officer.

- (e) The Minister will allow late lodging of an appeal only if the Appellant's motivation is credible. In the case where an Appellant lodged an appeal outside the required period, the appellant will be informed if his or her late appeal was allowed or disallowed.

11.3 Appeal fee

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.

12. UPDATING THE MANUAL

This manual shall be updated at least once (1) every year. The Department's manual in terms of section 14 of the Promotion of Access to Information Act, 2000 is published in three (3) official languages.

13. AVAILABILITY OF THE MANUAL

- 13.1. The manual is available for inspection at the offices of the Department of Tourism free of charge;
- 13.2. Copies may be obtained by request at the prescribed fees from the Department of Tourism;
- 13.3. Can also be accessed on the Department of Tourism website (<http://www.tourism.gov.za>); and
- 13.4. From the South African Human Rights Commission in accordance with paragraph 4(1) of the Regulations promulgated in terms of PAIA.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**IMANUWALI
YOMNYANGO WEZOKUVAKASHA**

Ngokwemigomo yesigaba se-14 se-*Promotion of Access to
Information Act, 2000 (Act No. 2 of 2000)*

OKUQUKETHWE

Izihloko	Inombolo yamakhasi
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1. INHLOSO YEMANUWALI

Isigaba sama-32(1) soMthethosisekelo weRiphabhulikhi yeNingizimu Afrika, wezi-1996 sihlizeka ngokuthi wonke umuntu unelungelo lokufinyelela eminingwaneni egcinwe umbuso noma inoma iyiphi iminingwane egcinwe omunye umuntu edingekayo ukuvikela noma iliphi ilungelo. I-*Promotion of Access to Information Act*, 2000 (Act No. 2 of 2000) (lapha yaziwa "nge-PAIA"). Kodwa I-PAIA ibona ukuthi ilungelo lokufinyelela eminingwaneni kuyinto encike emikhawulweni ethile enezizathu ezithile.

Iminingwane yamarekhodi egcinwe emagatsheni omphakathi iqukethwe ibhuku elaziwa ngokuthi imanuwali. Ngalokho imanuwali ilanda ngamarekhodi agcinwe emnyangweni womphakathi. Amarekhodi agciniwe aphaathelene nebhizinisi / nemisebenzi yalelo nalelo gatsha. Ukuhlukanisa ibhizinisi / imisebenzi yegatsha ngayinye, amarekhodi egatsha negatsha anomboliwe ngokwehlukana. Irekhodi ngalinye linemiyalelo yokuthi lingakhishwa kanjani.

Ngaphandle kwamarekhodi, kunamafayela, imanuwali iphinde iqukethe iminingwane yamakheli eziNhloko zeMinyango kanye neziNhloko zamaHhovisi eMininingwane yeGatsha lomphakathi kanye negama leGatsha ngalinye egatsheni womphakathi, imisebenzi yalo emiqoka kanye nohla lwamarekhodi agcinwe igatsha lomphakathi.

2. ISIGABA SE-10 SIWUMHLAHLANDLELA WAMAMANUWALI ERIPHABHULIKHI YENINGIZIMU AFRIKA

IKhomishana yamaLungelo eSintu eNingizimu Afrika (SAHRC) ngokwemibandela yesigaba se-10 se-PAIA, ihlanganise umhlahlandlela wokusebenzisa i-PAIA. Lo mhlahlandlela uyatholakala emahhovisi e-SAHRC.

The PAIA Unit (Promotion of Access to Information) at the South African Human Rights Commission

The Research and Documentation Department

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HOUGHTON

2014

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3. IMININGWANE YOKUXHUMANA YENHLOKO YEHHOVISI LEMININGWANE/AMASEKELA ENHLOKO YEHHOVISI LEMININGWANE.

INHLOKO YEHHOVISI LEMININGWANE

UMqondisi-Jikelele: uMnyango wezokuVakasha: Mnu. Victor Tharage
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 Pretoria
 0001

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 Isikhahlamezi: +27 444 7040
 Umbikombani: vtarage@tourism.gov.za
Isikhahlamezi semeyili: +27 444 7101

Ukuchazwa kwemisebenzi:

Ukuhlinzeka ngobuholi obunamasu kanye nendlela emnyangweni
 Ukwakha umnyango ukuthi ube inhlango ekwaziyo ukuhlinzeka ngezinto ezibalulekile kanye
 nenqubomgomo okubekwe uNgqongqoshe kanye neKhabhinethi.
 Ukuqinisekisa ukuthi izinjongo kanye nemiphumele ebekelwe umnyango ukuthi iyizuze.
 Ukwakha ithimba elinekhono, elizibophezele nelisebenza kahle ngaphakathi emnyangweni.

INHLOKO YEHHOVISI LEMININGWANE: Nks Mmaditlonki Setwaba

UMqondisi oMkhulu: eZoMthetho: uMnyango wezokuVakasha
 Isikhahlamezi semeyili: +27 444-7101
 Umbikombani: msetwaba@tourism.gov.za

Ukuchazwa kwemisebenzi:

Ukusiza ukuqalisa kanye nokudidiyelwa kwe-PAIA uMnyango wezokuVakasha nokuhlinzeka
 ngokuqeqesha nge-PAIA ngaphakathi eMnyangweni.

4. AMAGATSHA EMNYANGWENI WEZOKUVAKASHA KUZWELONKE

1. Ukuphathwa Kwenkampani	Ukuhlinzeka ngamasu obuholi, ukuphatha kanye nezinsiza ezeseke ubuholi.
2. Ucwangingo Lwezokuvakasha, Inqubomgomo kanye Nokusebenzisana Kwamazwe	Ukuhlela kanye nokuhlola ukusebenza komkhakha wezokuvakasha nokuvumela ukusebenzisana kwababambe iqhaza kanye nendawo yenqubomgomo.
3. Ukuthuthukiswa Kwendawo Yokuvakasha	Ukwenza lula kanye nokuxhumanisa ukuthuthukiswa kwendawo yokuvakasha, umkhiqizo wezokuvakasha, ukuthuthukiswa kwendawo yezokuvakasha kanye nesakhiwo,

	<p>ukukhuthaza ukutshalwa kwemali kanye nomhlinzeko wezinhlelo zezokuvakasha okuhlanganisa izikhuthazo kanye nokusebenzela ezokuvakasha ezeseke imiphakathi eba nezivakashi ukuthi zamukele kahle izivakashi futhi zenze ngcono izindawo zokuhlala.</p>
4. Izinsiza Ezeseke Umkhakha Wezokuvakasha	<p>Ukwenza ngcono ukushintshwa komkhakha kanye nezinsiza zezokuvakasha ngokuthuthukiswa kwabantu, ukweseka ibhizinisi kanye nomsebenzi oseqopheleni eliphezulu ukuze kuqinisekiseke ukuthi iNingizimu Afrika iyindawo yezokuvasha eseqopheleni eliphezulu.</p>

5. AMAREKHODI AGCINWE UMNYANGO, ATHOLAKALAYO

Lesi sahluko sibhekana nemibandela yesigaba se-14(1) (d) ye-*Promotion of Access to Information Act*, enquma ukuthi igatsha kumele lihlinzeke ngemininingwane yamarekhodi eliwagcinile ukuze kuthathwe izinqumo ngezicelo zokuthola imininingwane ezifakiwe.

Uminyango wahlukanisa amarekhodi nemininingwane (aqondene nemisebenzi yoMnyango) kulezi zinhlobo ezilandelayo:

- 5.1 Inqubomgomo, amasu, ukuthuma, izaziso zikahulumeni kanye nokushaywa kwemithetho
- 5.2 Izitatimende kwabezindaba kanye nezinkulumo
- 5.3 Amarekhodi ezisebenzi zoMnyango
- 5.4 Amarekhodi ezimali zoMnyango
- 5.5 Ama-ajenda kanye namaminithi emihlangano yomnyango
- 5.6 Ukuphathwa kwemininingwane okwejwayelekile
- 5.7 Imibiko yomnyango
- 5.8 Izaziso zangaphakathi, imemorandamu, izincwadi, imemorandamu yekhabhinethi
- 5.9 Izinkontileka, izivumelwano zomhlaba
- 5.10 Imininingwane emaqondana negatsha njengokuba kunqunyiwe esigabeni sesi-4
 - 5.10.1 Izinhlelo zokuhweba
 - 5.10.2 Imiqulu yamaqhinga
 - 5.10.3 Imininingwane yezinhlelo ezithile
 - 5.10.4 Imiqulu yocwango

Le manuwali iqukethe isihloko samafayela. Amafayela ayithuluzi elisetshenziswa ukugcina amarekhodi eMnyangweni. Ifayela ngalinye linenombolo kanye nencazelo emfushane yamarekhodi agcinwe efayeleni kanye nesihloko sefayela. Ifayela ngayinye inenombolo yayo, izinsuku zokuvula nezokuvala kanye nemiyalelo yokukhishwa kwaleyo fayela. Imiyalelo yokukhishwa kwefayela ibalulekile ngoba inquma ukuthi kumele kwenzekeni ngefayela emva kwesikhathi esithile, isib. U-A10 angasho ukuthi ifayela kumele lithunyelwe e-NASA (Umgcinimlando kaZwelonke eNingizimu Afrika) emva kweminyaka eyishumi emuva kosuku lokuvalwa kwefayela. IHhovisi likaNgqongqoshe lunohlelo lwalo lokugcina amarekhodi, olufana noloMnyango.

6. UKUFINYELELA KUMAREKHODI NGOKWEMINDELA YE-14(1) (e)

UMnyango kumele, ngokwemibandela ye-15(1), uhambise kuNgqongqoshe wezobuLungiswa kanye nokuHlunyelelwa kweziMilo uhla lwamarekhodi atholakalayo ngaphandle kokufaka isicelo ukuze ashicilelwe kusoMqulu kaHulumeni.

UMnyango uhambise uhla lwemininingwane etholakayo kuNgqongqoshe wezoBulungiswa kanye nokuHlunyelelwa kweziMilo ukuze ishicilelwe kusomqulu. Le mininingwane luyatholakala futhi kuwebhusayithi yoMnyango: <http://www.tourism.gov.za>.

7. UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO UKUZE AHLOLWE NGOKWEMIBANDELA YESIGABA SE-15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000

AMAREKHODI ATHOLAKAYO KANYE NOKUTHOLAKALA KWAMAREKHODI ANJALO
(Isigaba se-15 se *Promotion of Access to Information Act* 2000 (*Act no. 2 of 2000*))
(IsiMiso soMthetho 5A)

UKUCHAZWA KWEZINHLOBO ZAMAREKHODI ATHOLAKALAYO NGOKWEMIBANDELA YESIGABA SE- 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	INDLELA YOKUFINYELELA KUMARIKHODI (isib. lwebhusayithi) (ISIGABA SE- 15(1)(a))
UKUZE KUHLOLWE NGOKWEMIBANDELA YESIGABA YE-15(1)(a)(i):	
(a) Yonke imininingwane ekuwebhusayithi imininingwane elandelayo iyatholakala kuwebhusayithi (www.tourism.gov.za): <ul style="list-style-type: none"> - Mayelana noMnyango - Abezindaba <ul style="list-style-type: none"> • Isexwayiso sezokusakaza 	Kukuwebhusayithi yoMnyango.

- Izitatimende kwabezindaba
- Izinkulumo
- Izimemo zabezindaba
- Ikhalela lemiCimbi
- Imisebenzi
- Imibiko;
 - Imibiko wokubhekwa kokusebenza njalo ngekota yonyaka
 - ImiBiko yesabeloMali
- Imininingwane yokuxhumana yabeziNdaba zabaThengi esiFundazweni;
- Amasu oMkhakha wezokuVakasha kuZwelonke (NTSS);
- Ama-FAQ
- I-PAIA
- Uhlelo lwaMasu esiKhathi esiPhakathi loMnyango wezokuVakasha;
- AmaGugu kaZwelonke kanye naMasu ezokuVakasha zamaSiko
- AMasu okuKhulisa ezokuVakasha;
- AMasu ezokuVakasha zaseMakhaya kuZwelonke
- Izinga loMsebenzi wezokuVakasha kuZwelonke;
- UMthetho wezokuVakasha, wezi-2015;
- Uhlelo lokuKhuthaza ezokuVakasha;
- Ingosi yoLwazi
- Izinga lokuSebenza
- Izitatimende zeMali
- AmaManuwali kanye nemiyalelo
- Imihlahlandlela yezokuVakasha
 - Ukwesekwa kokuKhuphuka
 - Ukutholakala kweziMakethe; kanye
 - Isevisi shatha
- Inqubomgomo kanye neMisebenzi yoLwazi;
- I-SDIP ye-NDT
- Izindaba eziwayelekile
- Inqubomgomo yomnyango kanye nokubuyekwezwa njalo ngekota yonyaka
- Izincwajana
 - Ikhodi yezokuVakasha ye-BBBEE
 - Imiqulu emaqondana ne-BEE
- Izishicilelo;
 - Umbiko woNyaka;
 - Amasu eziNhlelo
 - Uhlelo lokuSebenza loNyaka
 - Imisebenzi
 - Amathenda
- Izincwadi zezindaba

<ul style="list-style-type: none"> • Iphephabhuku Lababambe Iqhaza eBojanala • Ukubhekwa Kwenqubomgomo Kwanjalo Ngekota Yonyaka 	
AMAREKHODI ATHOLAKAYO UKUTHI ENGATHENGWA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)	
(a) Uhla lwamarekhodi angenhla	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> Private Bag X 424 PRETORIA 0001
AMAREKHODI ATHOLAKALAYO UKUZE AKHOSHWE NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(ii)	
(a) Uhla lwamarekhodi angenhla.	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe ohlamvini lwesi-2 lweNgxenye yesi-2 lesiThasiselo A sezimiso zomthetho ezihambisana ne- <i>Access to Information Act</i> , zithunyelwe ku: <i>The Information Officer</i> <i>The Department of Tourism</i> Private Bag X 424 PRETORIA 0001
AMAREKHODI ATHOLAKALA MAHHALA NGOKWEMIBANDELA YESIGABA SE-15(1)(a)(iii)	
(a) Uhla lwamarekhodi angenhla.	Amarekhodi engatholakala ngokufaka isicelo ngokubhala nangokukhokha imali enqunyiwe, uyithumele ku: <i>The Information Officer</i> <i>The Department of Tourism</i> Private Bag X 424 PRETORIA 0001

8. INDLELA YOKUFINYELELA KUMAREKHODI ATHOLAKAYO

Isigaba se-15 se-*Promotion of Access to Information Act*, 2000 sinquma ukuthi uMnyango kumele ushicilele kuSomqulu kaHulumeni isheduli (uhla) lwamarekhodi atholakayo eMnyangweni. Izicelo zala marekhodi azidingi ukuthi kugcwaliswe iFomu A elinqunyiwe elisetshenziswa ukucela ulwazi, futhi ayikho imali yokufaka isicelo sala marekhodi ekhokwayo. Izimali zikhokhwa kuphela uma kunamakhophi okudingeka ukuthi enziwe, kuncike ekutheni irekhodi lisephepheni elibhaliwe, i-CD, isigcinalwazi sekhompuyutha, ikhasethe eliqoshiwe, njll.

Odabeni lwamarekhodi anjalo asebekwe kuSigcinamagugu sikaZwelonke eNingizimu Afrika, amarekhodi azokwenziwa ukuthi abe khona ngokulandela imithetho elandelayo efanele ukufundisisa amarekhodi anjalo:

- *The Promotion of Access to Information Act*, 2000 (Act No. 2 of 2000)
- *The Protection of Information Act*, 1982 (Act No. 84 of 1982)
- *The National Archives and Records of South Africa Act*, 1996 (Act No. 43 of 1996)

9. INQUBO YOKUFAKA ISICELO

9.1 Izicelo zokufinyelela olwazini

Wonke umuntu unelungelo lokucela ukufinyelela olwazini olurekhodiwe olugcinwe uMnyango, kuncike ekutheni isicelo esifakiwe efomini elinqunyiwe kanye nezimali ezinqunyiwe zikhokhiwe. Ukufinyelela olwazini kuncike ezizathwini zokukhipha okutholakala esahlukweni sesi-4 se-PAIA. Isicelo singenziwa inoma ubani ozimele yena noma omele omunye ongakwazi ukuzimela yena.

9.1.1 Ukugcwaliswa Kwefomu

Umfaki wesicelo kumele egcwalise ifomu elinqunyiwe eli-

- ngatholaka Ezimisweni zoMthetho ku-PAIA;
- khona kuwebhusayithi ye-SAHR ku-www.sahrc.org.za;
- nanyathiselwe kulo mquku **njengesithasiselo**; noma
- tholakala esikhungweni seminingwane eMnyangweni esehhovisi elamukela izivakashi ezakhiweni zoMnyango.

9.1.2 Uhlelo

- Isicelo solwazi kumele sithunyelwe ku:-

Director-General
Private Bag X 424
PRETORIA

0001

Ziqondiswe: kuNks M Mathebula
UCINGO: +27 12 444 6732
Isikhahlamezi: +27 12 444 7040
Umbikombani: vttharage@tourism.gov.za

- (b) Umfaki wesicelo kumele eveze ukuthi engathanda yini ukuthi ethole ikhophi yerekhodi noma engathanda ukuhlola irekhodi emahhovisi omnyango womphakathi. Kungenjalo, uma irekhodi lingeyona ikhophi eyiphepha, lingabukwa efomini eliceliwe, uma kwenzeka.
- (c) Uma umfaki wesicelo ecela ukufinyelela efomini elithile, uzokwazi ukulithola ngendlela abekade ecele ngayo. Umgomo uyasebenza, ngaphandle uma ukwenze njalo kuzothikameza ukusebenza koMnyango, noma kuzokona irekhodi, noma ukwaphula ilungelo lomqambi werekhodi okungelona elombuso. Uma kungeke kukwazi ukuthi kunikezelwe ngerekhodi ngendlela elicelwe ngayo, ngenxa yezizathu ezibonakalayo, kodwa ngenye indlela, imali ezokhokhwa izobalwa ngendlela umfaki wesicelo acele ngayo kuqala.
- (d) Ngaphezu kwalokho, uma empendulweni ebhaliwe esicelweni sabo serekhodi, umfaki wesicelo ufuna ukwaziswa ngesinqumo nganoma ngayiphi indlela, isibonelo, ngocingo, lokhu kumele kuvezwe.
- (e) Uma umfaki wesicelo ecela ulwazi ecelela omunye umuntu, indlela isicelo esifakwe ngayo kumele ivezwe.

9.2 Ukufaka isicelo ucelela omunye umuntu

Uma isicelo senziwe kumelwe omunye umuntu, umfaki wesicelo kumele ehambise ubufakazi bokuthi uyakwazi ukwenza lokho, lapho uma enza isicelo ligculiseke ngokufanele iPhini leNhloko yeHhovisi leMininingwane.

9.3 Ukufaka isicelo kwabantu abaphila ngokukhubazeka

- (a) Uma umfaki wesicelo engakwazi ukufunda noma ukubhala, noma ephila ngokukhubazeka ukumvimbela ukuthi agcwalise ifomu elinqunyiwe, angakwazi ukwenza isicelo ngomlomo. ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) bazomgcwalisela ifomu umfaki wesicelo bese bemnika ikhophi egcwalisiwe.
- (b) ISekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) lizosiza umfaki wesicelo ukuthi alandele izimfuneko ezibalulwe ngenhla ukufinyelela eminingwaneni, okufaka phakathi ukubhekisa kumfaki wesicelo, uma kubonakala ukuthi isicelo seminingwane bekufanele senziwe kwelinye igatsha lomphakathi, kumele senziwe kulelo gatsha.

9.4 Ukudluliswa kwezicelo

- (a) Izicelo zamarekhodi zingadluliswa ukuthi ziye kwelinye igatsha lomphakathi ezimweni ezilandelayo:
- (i) Uma irekhodi ligcinwe kwelinye igatsha lomphakathi;
 - (ii) Udaba lwerikhodi luhambisana kakhulu nemisebenzi eyenziwa kwelinye igatsha lomphakathi;
 - (iii) Irekhodi yenziwa elinye igatsha lomphakathi, noma isicelo saqala semukelwa kwelinye igatsha lomphakathi; noma
 - (iv) Irekhodi liqukethe imininingwane yentengiso ehambisana nezomnotho kanye nezenhlalakahle yezezimali yeRiphabhulikhi, kanye nemisebenzi yokuthengisa yamagatsha emiphakathi.
- (b) Odabeni olunje iSekela leNhloko yeHhovisi leMininingwane (noma izithunywa zakhe) kumele lidlulise isicelo siye kwelinye igatsha lomphakathi ngokushesha emuva kokuthi etholile ukuthi kunezizathu ezizwakalayo ezenza ukuthi kwenzeke lokho, kodwa kungabi semuva kwezinsuku eziyishumi nane (14) ethole isicelo. Uma igatsha likahulumeni noma iNhloko yeHhovisi leMininingwane okwenziwe kuye isicelo kunguyena ogcine irekhodi futhi wabona kungaba usizo ukwenze njalo ukuze kuzokwazi ukuthi iNhloko yeHhovisi leMininingwane yelinye igatsha lomphakathi ibhekana nesicelo, irekhodi noma ikhophi yerikhodi izothunyelwa kuleyo Nhloko yeHhovisi leMininingwane.
- (c) Uma isicelo sokuthola irekhodi sesidlulisiwe, kumele ifakwe kukhompuyutha kusukela osukwini lokuqala esafakwa ngalo. Yonke imininingwane yesikhathi esifanele endabeni yesicelo semininingwane nayo ifakiwe.

9.5 Isaziso sokuyiswa kwenye indawo

- (a) Uma isicelo sokufinyelela olwazini sesidlulisiwe, iSekela leNhloko yeHhovisi leMininingwane elenza lokhu kudlulisa lizokwazisa umfaki wesicelo ngokushesha mayelana:
- (i) ngokudlulisa isicelo sakhe;
 - (ii) izizathu zokudlulisa isicelo sakhe; kanye
 - (iii) nesikhathi okumele isicelo sisithathe ukuthi kubhekwane naso.
- (b) ISekela leNhloko yeHhovisi leMininingwane lizoqinisekisa ukuthi irekhodi ligciniwe kuze kuthathwe isinqumo mayelana nokufinyelela olwazini. Izikhathi zezikhalazo nazo zizofakwa.

10. UKUKHOKHWA KWEZIMALI NGOKWEMIBANDELA YOMTHETHO

- (a) Umfaki wesicelo ngaye

Noma ubani ofuna imininingwane ngaye ubizwa ngomfaki wesicelo ngaye futhi yena akakhokhiswa imali yomfaki wesicelo.

(b) Umfaki wesicelo

Imali yokufaka isicelo eyimali angangama-R35-00 njengokuba inqunywe iziMiso zoMthetho ku-PAIA. Ngaphezu kwalokho, uma amakhophi noma akubhaliwe kuceliwe, kuzobizwa ngokohlelo lwemali enqunywe iziMiso zoMthetho kanye neNhloko yeHhovisi leMininingwane neSekela leNhloko yeHhovisi leMininingwane bengabiza imali ethile ngokuchitha isikhathi sabo besebenza esicelweni.

10.1 Indlela yokukhokha

Yonke imali ekhokhwayo kumele ibe ukheshi, ikhokhwe eziphathimandleni zezimali eMnyangweni *e-Tourism House, 17 Trevenna Street, Sunnyside, Pretoria*, ngezikhathi zokusebenza noma ifakwe ku-akhawunti yebhange loMnyango.

Imininingwane yebhange loMnyango ithi

Umnini we-akhawunti:	Department of Tourism
Igama lebhange:	ABSA
Uhlobo lwe-akhawunti:	Deposit Acc. (Current)
Inombolo ye-akhawunti:	40 7532 7895
Ikhodi yegatsha:	632005

OKUBALULEKILE: Asikho isicelo okuzosetshenzwa ngaso ngaphandle kokuthi kukhokhwe imali yokufaka isicelo, uma kufanele, ngokwemibandela yesiGaba sama-22(1) soMthetho.

11. IZIXAZULULO EZIKHONA UMA IMIBANDELA YOMTHETHO INGALANDELWANGA

11.1 Isikhalazo Sangaphakathi

IGatsha lokuBuyekezwa kweziCelo zangaPhakathi ngokwe-PAIA uNgqongqoshe wezokuVakasha. Emva kokusebenzisa onke amathuba okuthi kubuyezwe isicelo sakhe isicelo singafakwa enkantolo ngokuhambisana nesigaba sama-78 kuya kuma-82 soMthetho.

11.2 Ifomu

- (a) Umfaki wesicelo engafaka isikhalazo sangaphakathi ngokungahambisani nesinqumo seSekela leNhloko yeHhovisi leMininingwane sokunqabela isicelo sakhe, noma ngokungahambisani nesicelo kanye nemali yokufinyelela olwazini, noma ngokungahambisani nokululwa kwesikhathi sokusebenza ngesicelo, efomini elinqunyiwe eliphrintwe Ezimisweni zoMthetho lakhishwa ngokwemibandela ye-PAIA,

noma ifomu elihambisana naleli fomu. Ikhophi yaleli fomu inanyatheliswe kule manuwali njengesithasiselo B. Amakhophi aleli fomu nawo ayatholakala emahhovisi oMnyango noma kuSekela leNhloko yeHhovisi leMininingwane njengokuba kushiwo kulemanuwali. Ifomu likhona nakuwebhusayithi yoMnyango.

- (b) UMkhalazi kumele enikezele ngezizathu zokufaka isikhalazo sangaphakathi, ukuthi ufisa ukuthi etshelwe kanjani ngesinqumo sesikhalazo futhi kumele ekhokhe imali enqunyiwe yesikhalazo (uma ikhona)
- (c) Uma isikhalazo sesitholiwe, iNhloko yeHhovisi leMininingwane kumele isihambise kuNgqongqoshe ezinsukwini eziyishumi (10), isikhalazo sangaphakathi, izizathu zesinqumo, kanye neminingwane yowesithathu obandakanyekayo, uma ekhona.
- (d) Isikhalazo kumele sifakwe phakathi kwezinsuku engamashumi ayisithupha (60) noma isaziso kowesithathu njengokuba sidingwa yisigaba sama-49(1)(b) se-PAIA, phakathi kwezinsuku ezingamashumi amathathu (30) emva kokufakwa kwesaziso uMkhalazi ngokungahambisani nesinqumo sesikhalazo sakhe, noma uma isaziso kuMkhalazi uma singadingakali, emva kokuthi kuthathwe isinqumo. Isikhalazo kumele senziwe ekheleni, enombolweni yefeksi noma imeyili yohlelohumano yeSekela leNhloko yeHhovisi leMininingwane.
- (e) UNgqongqoshe uzovumela ukufakwa kwesikhalazo kuphela uma izizathu zoMkhalazi zizwakala. Odabeni lapho uMkhalazi efaka isikhalazo sesidlulile isikhathi esifanele, umfaki wesikhalazo uzokwaziswa ukuthi isikhalazo sakhe esedlulelwe yisikhathi sivunyelwe noma asivunyelwanga.

11.3 Imali yokufaka isikhalazo

UMkhalazi kumele ekhokhe imali enqunyiwe yokufaka isikhalazo (uma ikhona). Isinqumo ngesikhalazo sangaphakathi singahlehliswa kuze kuba iyakhokhwa imali yokufaka isikhalazo.

12. UKUBUYEKEZA KWEMANUWALI

Le manuwali kufanele ibuyezwe okungenani kanye njalo ngonyaka. Imanuwali yoMnyango ngokwemigomo yesigaba se-14 se-*Promotion of Access to Information Act*, 2000 ishicilelwa ngezilimi ezintathu (3) ezisemthethweni.

13. UKUTHOLAKALA KWEMANUWALI

- 13.1. Imanuwali iyatholakala ukuze ihlolwe emahhovisi oMnyango wezokuVakasha mahhala;
- 13.2. Amakhophi engatholakala ngesicelo ngemali enqunyiwe eMnyangweni wezokuVakasha;
- 13.3. Ingatholakala futhi kuwebhusayithi yoMnyango wezokuVakasha (<http://www.tourism.gov.za>); kanye
- 13.4. NakuKhomishana yamaLungelo eSintu eNingizimu Afrika ngokuhambisana nesiqephu sesi-4(1) seziMiso zoMthetho ezamenyezelwa ngokwemibandela ye-PAIA.



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

**TLHAHLO
YA
KGORO YA BOETI**
*go ya ka karolo 14 ya
Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000
(Molao 2 wa 2000)*

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1. MAIKEMIŠETŠO A TLHAHLO

Karolo 32 (1) ya Molaotheo wa Rephabliki ya Afrika Borwa wa 1996 e phethagaletša gore mang le mang o na le tokelo ya phihlelelo ya tshedimošo efe goba efe yeo e swerwego ke mmušo mme le tshedimošo efe goba efe yeo e swerwego ke motho yo mongwe yeo e hlokegago bakeng sa tiragatšo goba tšhireletšo ya tokelo efe goba efe. Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 (Molao 2 wa 2000) (ka fa go latelago o bitšwa "PAIA"). Efela, PAIA e lemoga gore tokelo ya phihlelelo ya tshedimošo e sepelelana le mellwane ye itšego ye kwagalago.

Dintlha tša direkhoto tšeo di swerwego ke mokgatlo wa mmušo di ka gare ga puku yeo gantšhi e bitšwago tlhahlo. Ka fao, tlhahlo e sepelelana le direkhoto tšeo di swerwego ke mokgatlo wa mmušo. Direkhoto tšeo di swerwego ke tša malebana le mošomo wa yuniti ye nngwe le ye nngwe. Go farologanya magareng ga mešomo ya yuniti ye nngwe le ye nngwe, direkhoto tša yuniti ye nngwe le ye nngwe di na le dinomoro tše farologanego. Rekhoto ye nngwe le ye nngwe gape e na le taetšo tša phethagatšo.

Ntle le direkhoto, tšeo gape di bitšwago difaele, tlhahlo gape e na le tshedimošo ka ga diaterese tša Hlogo ya Kgoro gammogo le Mohlankedi/Bahlankedi ba Tshedimošo ba mokgatlo wa mmušo gape le leina la yuniti ye nngwe le ye nngwe mokgatlong wa mmušo, mešomo ya yona ya motheo mme le lenaneo la direkhoto ka moka tšeo di swerwego ke mokgatlo wa mmušo.

2. TŠHUPETŠO YA KAROLO 10 YA DITLHAHLO KA MOKA MO REPHABLIKI YA AFRIKA BORWA

Khomišene ya Ditokelo tša Batho ya Afrika Borwa (SAHRC) e dirile tšhupetšo ya tirišo ya PAIA go ya ka karolo 10 ya PAIA. Tšhupetšo ye e hwetšagala dikantorong tša SAHRC.

Yuniti ya PAIA (Kgodišo ya Phihlelelo ya Tshedimošo) Khomišeneng ya Ditokelo tša Batho ya Afrika Borwa

The Research and Documentation Department
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HOUGHTON
2014

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3. DINTLHA TŠA BOIKGOKAGANYO TŠA MOHLANKEDI WA TSHEDIMOŠO LE MOTLATŠA/BATLATŠA BAKENG SA KGORO YA BOETI

MOHLANKEDI WA TSHEDIMOŠO

Molaodi-Kakaretšo: Kgoro ya Boeti: Mrn Victor Tharage
Private Bag X424
Pretoria
0001

Mogala: +27 444 6721/6379
Fekese: +27 444 7040
Emeile: vtharage@tourism.gov.za
Emeile ya fekese: +27 444 7101

Hlalošo ya mešomo:

Go phethagaletša boetapele bja maano le taelo kgorong.
Go aga kgoro go ba mokgatlo woo o kgonago go phethagaletša dilo tše bohlokwa le dipholisi tseo di dirilwego ke Tona le Kabinete.
Go netefatša gore maikemišetšo a maano le ditšweletšo tseo di phethagaleditšwego bakeng sa kgwebo di a fihlelelwa.
Go aga dihlopha tša bokgoni, maikemišetšo le tiragatšo mo gare ga kgoro.

MOTLATŠA MOHLANKEDI WA TSHEDIMOŠO: Moh Mmaditonki Setwaba

Molaodi Mogolo: Ditirelo tša Molao: Kgoro ya Boeti
Fekese ya emeile: +27 444-7101
Emeile: msetwaba@tourism.gov.za

Hlalošo ya mešomo:

Go nolofatša tsenytirišong le thulaganyo ya PAIA ka Kgoro ya Boeti mme le go phethagaletša katišo ya PAIA gare ga Kgoro.

4. MAKALA A KGORO YA BOETI YA BOSETŠHABA

1. Taolo ya koporasi	Go phethagaletša pušo ya maano, ditirelo tša taolo le thekgo ya tshepetšo.
2. Nyakišišo ya tša Boeti, Pholisi le Ditswalano tša Boditšhabatšhaba	Go phethagaletša le go lekola tiragatšo ya lekala la tša boeti le ditswalano tša go kgontšha bakgathatema le tikologo ya pholisi.

3. Tlhabollo ya Boyo	Go nolofatša le go rulaganya tlhabollo ya boyo ka thulaganyo ya boyo, tšweletšo ya tša boeti, tlhabollo ya boitemogelo le mananeokgoparara, kgodišo ya peeletšo le phethagaletšo ya mananeo a tša boeti go akaretšwa dihlohleletši mme le go šomela tša boeti tšeo di thekgago ditikologo tšeo di amogelago baeti bakeng sa go phethagaletša boitemogelo bja boleng go baeti ebile le go kaonafatša boitekanelo bja badudi.
4. Taolo ya Boeti bja Segae	Go kaonafatša phetolo ya lekala le ditirelo tša boeti ka tlhabollo ya batho, thekgo ya dikgwebo le ditirelo tša maemo a godimo bakeng sa go netefatša gore Afrika Borwa ke lefelo la phadišano go tša boeti.

5. DIREKHOTO TŠEO DI LEGO DIATLENG TŠA KGORO, TŠEO DI HWETŠAGALAGO

Kgaolo ye e šomana le diphethagaletšo tša karolo 14(1) (d) ya Molao wa Kgodišo ya Phihlelelo Ya Tshedimošo, woo o phethagaletšago gore mokgatlo o swanetše go phethagaletša dintlha tša direkhoto tšeo o di swerego bakeng sa go phethagaletša dikgopelo tša phihlelelo ya tshedimošo.

Kgoro e beakanya direkhoto le tshedimošo (ye malebana le mešomo le ditirelo tša Kgoro) ka magoro a latelago:

- 5.1 Dipholisi, maano, dithomelo, ditsebišo tša mmušo le tlhakamolao
- 5.2 Ditatamente tša diphatlalatši le dipolelo
- 5.3 Direkhoto tša Kgoro tša bašomi
- 5.4 Dikhoto tša kgoro tša matlotlo
- 5.5 Mananeo le metsotso ya dikopano tša kgoro
- 5.6 Tshedimošo ya tshepetšo kakaretšo
- 5.7 Dipego tša kgoro
- 5.8 Disekhula tša ka gare, dimemorantamo tša ka gare, mangwalo, dimemorantamo tša kabinete
- 5.9 Ditumellano le ditumellano tša boditšhabatšhaba
- 5.10 Tshedimošo ya lekala le rilego bjalo ka ge go hlalošitšwe go tema 4
 - 5.10.1 Maano a kgwebo
 - 5.10.2 Ditokomane tša maano

5.10.3 Tshedimošo ya mananeo a rilego

5.10.4 Ditokomane tša dinyakišišo

Seo se akareditšwego ditlhahlong tša yona ke hlogo ya difaele. Difaele ke mokgwa wa go lota direkhoto gare ga Kgoro. Faele ye nngwe le ye nngwe e na le nomoro le hlalošo ye kopana ya direkhoto tšeo di swerwego ka gare ga faele gammogo le hlogo ya faele. Faele ye nngwe le ye nngwe e na le nomoro ya yona, matšatšikgwedi a thomo le tswalelo le taelo ya phethagaletšo ya faele yeo. Taelo ya phethagaletšo ya faele e bohlokwa ka lebaka la gore e laola gore go swanetše go diragala eng ka faele morago ga nako ye rilego, mohlala, A10 e bolela gore faele e swanetše go romelwa go NASA (Lefelo polokelo la Bosetšhaba la Afrika Borwa) mengwaga ye lesome morago ga letšatšikgwedi la tswalelo ya khabara ya faele. Pušo ya Boeti e na le tsela ya yona ya go lota direkhoto, yeo e swanago le ya Kgoro.

6. PHIHLELELO YA DIREKHOTO GO YA KA KAROLO 14(1) (e)

Kgoro e swanetše, go ya ka karolo 15(1), go romela go Tona ya Toka le Ditirelo tša Tshokollo Lenaneo la direkhoto tšeo di hwetšagalago ntle ke kgopelo ya go gatiša Kuranteng ya Mmušo.

Kgoro e rometše go Tona wa Toka le Ditirelo tša Tshokollo lenaneo la tshedimošo yeo e hwetšagalago go gatiša kuranteng ya Mmušo. Tshedimošo ye gape e hwetšagala wepesaeteng ya Kgoro: <http://www.tourism.gov.za>.

7. HLALOŠO YA MAGORO A DIREKHOTO TŠEO DI HWETŠAGALAGO BAKENG SA PHETLEKO GO YA KA KAROLO 15(1) YA MOLAO WA KGODIŠO YA PHIHLELELO YA TSHEDIMOŠO WA 2000

DIREKHOTO TŠEO DI HWETŠAGALAGO LE PHIHLELELO YA DIREKHOTO TŠEO:
(Karolo 15 ya Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 (Molao 2 wa 2000))
[Molawana 5A]

HLALOŠO YA LEGORO LA DIREKHOTO TŠEO DI HWETŠAGALAGO GO YA KA KAROLO 15(1)(a) YA MOLAO WA KGODIŠO YA PHIHLELELO YA TSHEDIMOŠO WA 2000	MOKGWA WA PHIHLELELO YA DIREKHOTO (mohlala. wepesaete)(KAROLO 15(1)(a))
BAKENG SA HLAHLOBO GO YA KA KAROLO 15(1)(a)(i):	
(a) Tshedimošo ka moka wepesaeteng Tshedimošo yeo e latelago e hwetšagala mo wepesaeteng (www.tourism.gov.za): - Ka ga Kgoro; - Kgašo;	Gotšwa wepesaeteng ya Kgoro.

- Ditsebišo tša Kgašo;
- Ditatamente tša Kgašo;
- Dipolelo; le
- Ditaletšo tša Kgašo.
- Tšhupamabaka ya Ditiragalo;
- Mešomo (Ditirelo);
- Dipego;
 - Dipego tša Phethagatšo tša Kotara;
 - Dipego tša Sekhwama bjalobjalo.
- Dintlha tša Boikgokaganyo tša Bareki ba Profense;
- Leano la Lekala la Bosetšhaba la Boeti (NTSS);
- Di-FAQ;
- PAIA;
- Leano la Nakogare la Kgoro ya Boeti;
- Bohwa bja Bosetšhaba le Leano la Boeti bja Setšo;
- Leano la Kgodiso ya Boeti bja Segae;
- Leano la Boeti bja Metse magae la Bosetšhaba;
- Tirelo ye Botse ka go fetiša ya Boeti bja Bosetšhaba;
- Molao wa Boeti, 2014;
- Lenaneo la Hlohleletšo la Boeti;
- Lefelo la Tsebo;
- Maemo a tirelo;
- Ditatamente tša Matlotlo
- Ditlhahlo le Ditaalo
- Ditshupetšo tša Boeti:
 - Thekgo ya thulaganyo ka makala;
 - Phihlelelo ya Kgwebo; le
 - Tšhathara ya Tirelo.
- Ditirelo tša Pholisi le Tsebo;
- SDIP ya NDT.
- Ditaba kakaretšo;
- Pholisi ya kgoro le ditsebišo tša kotara;
- Dipukwana;
 - Khouto ya Boeti ya BBBEE;
 - Ditokomane tše malebana le BEE.
- Dikgatišo;
 - Pego ya Ngwaga;
 - Leano;
 - Leano la Tiragatšo la ngwaga;
 - Mešomo;
 - Dithentara.
- Dipukwana;
 - Kgatišobaka ya Bakgathatema ya *Bojanala*;
 - Tebelelo ya pholisi ka kotara.

TŠEO DI HWETŠAGALAGO BAKENG SA THEKO GO YA KA KAROLO 15(1)(a)(ii):	
(a) Lenaneo la direkhoto ka godimo.	Direkhoto di ka hwetšagala ka kgopelo ka mokgwa wa lengwalo le ka tefelo ya seroto seo se beilwego, ka thomelo go: Mohlankedi wa Tshedimošo The Department of Tourism Private Bag X 424 PRETORIA 0001
TŠEO DI HWETŠAGALAGO BAKENG SA GO DIRA DIKHOPHI GO YA KA KAROLO 15(1)(a)(ii)	
(a) Lenaneo la direkhoto tše ka godimo.	Direkhoto di ka hwetšagala ka kgopelo ka mokgwa wa lengwalo le ka tefelo ya seroto seo se beilwego go ya ka ntlha 2 ya Karolo II ya Selomaganyo A sa melawana ye malebana le Molao wa Kgodišo ya Phihlelelo ya Tshedimošo, ka thomelo go Mohlankedi wa Tshedimošo The Department of Tourism Private Bag X 424 PRETORIA 0001
TŠEO DI HWETŠAGALAGO NTLE LE TEFELO GO YA KA 15(1)(a)(iii)	
(a) Lenaneo la direkhoto tše ka godimo.	Direkhoto di ka hwetšagala ka kgopelo ka mokgwa wa lengwalo, ka thomelo go: Mohlankedi wa Tshedimošo The Department of Tourism Private Bag X 424 PRETORIA 0001

8. MOKGWA WA PHIHLELELO YA DIREKHOTO TŠEO DI HWETŠAGALAGO

Karolo 15 ya Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 e laela gore Kgoro e swanetše go gatiša Kuranteng ya Mmušo šetule (lenaneo) la direkhoto tšeo di hwetšagalago Kgorong. Kgopelo ya direkhoto tše ga se ka go tlatša foromo A yeo e beilwego yeo e dirišetšwago go kgopela tshedimošo, gape ga go tefišo ya mokgopedi ya direkhoto tše. Tefišo ke ya fela ge go dirwa dikhophi tša direkhoto, go ya ka gore naa rekhoto ke ya lephephe, tisiki ya khompheke, setifi, rekhoto ya khasete, bjalobjalo.

Ge direkhoto tšeo di lotilwego Lefelong la polokelo la Bosetšhaba la Afrika Borwa, direkhoto di tla hwetšagala ka kobamelo ya melao ye latelago ya tshekaseko ya direkhoto tšeo:

- Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 (Molao 2 wa 2000)
- Molao wa Tšhireletšo ya Tshedimošo wa 1982 (Molao 84 wa 1982)
- Molao wa Bosetšhaba wa Lefelo polokelo le Direkhoto wa Afrika Borwa wa 1996 (Molao 43 wa 1996)

9. TSHEPETŠO YA KGOPELO

9.1 Dikgopelo tša phihlelelo ya tshedimošo

Mang le mang o na le tokelo ya go kgopela phihlelelo ya tshedimošo ya direkhoto tšeo di swerwego ke Kgoro, ge kgopelo e dirwa foromong yeo e beilwego mme ditefišo di lefetšwe. Phihlelelo gape e laolwa ke mabakakgethollo ao a hwetšwago go Kgaolo 4 ya PAIA. Kgopelo e ka dirwa ke mang le mang ka boyena goba motho yo a dirago bakeng sa yo mongwe yoo a palelwago go itirela.

9.1.1 Foromo ya go Tlatšwa

Mokgopedi o swanetše go tlatša foromo yeo e beilwego yeo e-

- (a) ka hwetšwago Melawaneng ya PAIA;
- (b) lego wepesaeteng ya SAHR go www.sahrc.org.za;
- (c) lomagantšwego tokomaneng ye bjalo ka **Selomaganyo A**; goba
- (d) hwetšagalago gotšwa go senthara ya tshedimošo ya Kgoro yeo e lego lefelong la Kamogelo la Kgoro.

9.1.2 Tshepetšo

- (a) Kgopelo ya tshedimošo e swanetše go romelwa go:

Molaodi-Kakaretšo
Private Bag X 424
PRETORIA
0001

E lebišwe go: Moh M Mathebula
Mogala: +27 12 444 6732
Fekese: +27 12 444 7040
Emeile: vtharage@tourism.gov.za

- (b) Mokgopedi o swanetše go laetša gore naa a ka rata go hwetša khophi ya rekhoto goba a ka rata go lebelela rekhoto kantorong tša mokgatlo wa mmušo. Goba ge rekhoto e se ya khophi ya tokomane ya lephephe, e ka lebelelwa ka sebopego seo se kgopetšwego moo go kgonegago.
- (c) Ge mokgopedi a kgopela phihlelelo ya sebopego se se rilego, o tla hwetša thušo ka moo a kgopetšego. Se se tla diragatšwa ntle le ge tiragatšo e tla thibela tshepetšobotse ya Kgoro, goba ge e tla hlola tshenyo ya rekhoto, goba e tla gataka tokelo ya ngwalollo yeo e sego ya mmušo. Ge go pala, ka mo go kwagalago, gore phihlelelo e diragatšwe ka mokgwa woo o kgopetšwego, efela e ka diragatšwa ka mokgwa wo farologanego, tefelo e tla balwa go ya ka moo mokgopedi a kgopetšego mathomong.
- (d) Ge mokgopedi, godimo ga phetolo ka mokgwa wa lengwalo ya kgopelo ya gagwe a nyaka go tsebišwa ka sepheto ka mokgwa ofe goba ofe, mohlala, ka mogala, seo se swanetše go laetšwa.
- (e) Ge mokgopedi a kgopelelela motho yo mongwe tshedimošo, o swanetše go laetša gore o dira kgopela seemong sefe.

9.2 Kgopelo bakeng sa motho yo mongwe

Ge kgopelo e dirwa bakeng sa motho yo mongwe, mokgopedi o swanetše go romela bohlatse bja gore o dira kgopelo seemong sefe, ka moo Motlatša Mohlankedi wa Tshedimošo a tla kgotsofalago ka gona.

9.3 Kgopelo ya batho bao ba golofetšego

- (a) Ge mokgopedi a palelwa ke go bala goba go ngwala, goba ge a na le bogolofadi bjoo bo mo paledišago go tlatša foromo yeo e beilwego, a ka dira kgopelo ka molomo. Motlatša Mohlankedi wa Tshedimošo (goba morongwa wa gagwe) o tla tlatša foromo bakeng sa mokgopedi mme a neele mokgopedi khophi ya foromo yeo e tladitšwego.
- (b) Motlatša Mohlankedi wa Tshedimošo (goba morongwa wa gagwe) o tla thuša mokgopedi go obamela dinyakwa tše hlalošitšwego ka godimo go kgopela phihlelelo ya tshedimošo, go akaretšwa tšhupetšo ya mokgopedi, ge go bonala gore kgopelo ya tshedimošo e be e swanetše go dirwa mokgatlong wo mongwe wa mmušo.

9.4 Phetišetšo ya dikgopelo

- (a) Dikgopelo tša direkgoto di ka romelwa mokgatlong wo mongwe wa mmušo mabakeng a latelago:
 - (i) Ge rekhoto e le diatleng tša mokgatlo wo mongwe wa mmušo;
 - (ii) Hlogo ya morero wa rekhoto ke ye malebana le mešomo ya mokgatlo wo mongwe wa mmušo;
 - (iii) Rekhoto e diretšwe mokgatlo wo mongwe wa mmušo, goba e thomile go hwetšwa ke mokgatlo wo mongwe; goba
 - (iv) Rekhoto e na le tshedimošo ya kgwebo ye malebana le dikgahlegelo tša ekonomi le boitekanelo ba ditshelete ba Rephabliki gape le mahlaha a kgwebo a mekgatlo ya mmušo.
- (b) Maamong a, Motlatša Mohlankedi wa Tshedimošo (goba morongwa wa gagwe) o tla swanela ke go fetišetša kgopelo mokgatlong wa mmušo ka bonako bo kwagalago, efela e seng morago ga matsatši a lesomenne (14) a khwetšo ya kgopelo. Ge mokgatlo wa mmušo goba Mohlankedi wa Tshedimošo yoo kgopelo e dirwago go yena a swere rekhoto mme a bona go ka thuša bakeng sa go kgontšha Mohlankedi wa Tshedimošo wa mokgatlo wo mongwe wa mmušo go šomana le kgopelo, rekhoto goba khophi ya rekhoto e tla romelwa go mohlankedi yoo wa tshedimošo.
- (c) Ge kgopelo ya phihlelelo ya rekhoto e fetišitswe, e swanetše go tsenywa khomphuthareng ka letšatšikgwedi la mathomo leo e hweditšwego ka lona. Dinako ka moka tšeo di beilwego kgopelong ya tshedimošo di swanetše go obamelwa.

9.5 Tsebišo ya phetišetšo

- (a) Ge kgopelo ya phihlelelo e fetišeditšwe, Motlatša Mohlankedi wa Tshedimošo yoo a dirago phetišetšo o tla tsebiša Mongwadiši semeetseng ka ga:
 - (i) phetišetšo;
 - (ii) mabaka a phetišetšo; le
 - (iii) nako yeo kgopelo e swanetšego go phethagaletšwa ka yona.
- (b) Motlatša Mohlankedi wa Tshedimošo o tla netefatša ka moo go kgonagalago gore rekhoto e bolokwe go fihlela sepheto se dirwa ka phihlelelo ya tshedimošo. Dinako tša boipelaetšo di tla akaretšwa.

10. TEFO YA DITEFIŠO GO YA KA MOLAO

- (a) Mokgopedi ka boyena

Mang le mang yo a nyakago tshedimošo ye malebana le yena o bitšwa mokgopedi ka boyena mme o kgethollwa tefelong ya mokgopedi.

- (b) Mokgopedi

Tefelo ya kgopelo yeo e lefelwago ke R35-00 bjalo ka ge go beilwe ka Melawana ya PAIA. Godimo ga fao, ge dikhophi dife goba dife goba dingwalwa di kgopelwa, tšeo di tla lefišwa go ya ka seemo sa tefedišo bjalo ka ge go beilwe ka Melawana mme Mohlankedi wa Tshedimošo goba Motlatša Mohlankedi wa Tshedimošo a ka lefiša bakeng sa nako yeo e šomišitšwego go phethagaletša kgopelo.

10.1 Mokgwa wa tefelo

Ditefelo ka moka di tla dirwa ka mokgwa wa kheše yeo e ka lefelwago lekaleng la Kgoro la matlotlo go la *Tourism House*, 17 Trevenna Street, Sunnyside, Pretoria, ka nako ya mošomo goba ka tipositi gare ga akhaonto ya panka ya Kgoro.

Dintlha tša panka tša Kgoro di ka mo go latelago:

Mong wa akhaonto: Department of Tourism

Leina la Panka: ABSA

Mohuta wa akhaonto: Deposit Acc. (Current)

Nomoro ya akhaonto: 40 7532 7895

Khouto ya Lekala: 632005

BOHLOKWA: Ga go kgopelo yeo e tšilego go phethagaletšwa ntle le ge tefelo ya kgopelo, moo go hlokegago, e dirilwe go ya ka Karolo 22(1) ya Molao.

11. DITHAROLLO TŠEO DI HWETŠAGALAGO GE DITAELO TŠA MOLAO DI SA OBAMELWA

11.1 Boipelaetšo ba ka gare

Bolaodi ba boipelaetšo ba ka gare bakeng sa meholo ya PAIA ke Tona ya Boeti. Morago ga go šomiša tharollo ya boipelaetšo ba ka gare kgopelo e ka dirwa go kgorotsheko go ya ka karolo 78 go fihlela go 82 ya Molao.

11.2 Foromo

- (a) Mokgopedi a ka dira boipelaetšo ba ka gare kgahlanong le sepheto sa Motlatša Mohlankedi wa Tshedimošo sa go ganetša kgopelo, goba kgahlanong le kgopelo le tefelo ya phihlelelo goba kgahlanong le koketšo ya nako ya phethagaletšo ya kgopelo, foromong yeo e beilwego yeo e gatišitšwego Melawaneng yeo e neilwego go ya ka PAIA, goba foromong yeo e sepelelanago kudu le foromo. Khophi ya foromo e lomagantšwe Tlhahlong ye bjalo ka selomaganyo B. Dikhophi tša foromo ye gape di hwetšagala dikantorong tša Kgoro goba gotšwa go Batlatša bahlankedi ba Tshedimošo bao ba hlalošitšwego Tlhahlong ye. Foromo gape e hwetšagala wepesaeteng ya Kgoro.

- (b) Moipelaetši o swanetše go phethagaletša mabaka a boipelaetšo ba ka gare, ka moo a ka ratago go tsebišwa ka ga sepheto sa boipelaetšo mme o swanetše go lefela tefelo yeo e beilwego ya boipelaetšo (ge e le gona).
- (c) Morago ga go hwetša boipelaetšo, Mohlankedi wa Tshedimošo o swanetše go romela go Tona, mo matšatšing a lesome (10), boipelaetšo ba ka gare, mabaka a sepheto, le dintlha tša moamegi yo mongwe, ge di le gona.
- (d) Boipelaetšo bo swanetše go diragatšwa mo matšatšing a masometshela (60) goba ge tsebišo go moamegi e hlokega ka karolo 49(1)(b) ya PAIA, mo matšatšing a masometharo (30) morago ga gore tsebišo e newe Moipelaetši wa sephetho se hlotšego boipelaetšo, goba ge tsebišo go Moipelaetši e sa hlokege, morago ga go dira sepheto. Boipelaetšo bo swanetše go dirwa go aterese, nomoro ya fekese goba aterese ya emeile ya Motlatša Mohlankedi wa Tshedimošo.
- (e) Tona o tla dumelela tiragatšo ya boipelaetšo ya morago ga nako ge lebaka la Moipelaetši e leo le tshepagalago. Ge Moipelaetši a dirile boipelaetšo morago ga nako ye beilwego, moipelaetši o tla tsebišwa gore naa boipelaetšo ba gagwe ba morago ga nako bo dumeletšwe goba aowa.

11.3 Tefelo ya boipelaetšo

Moipelaetši o swanetše go dira tefelo ye beilwego ya boipelaetšo (ge e le gona). Sepheto sa boipelaetšo ba ka gare se ka emišwa go fihlela tefelo ya boipelaetšo e lefelwa.

12. TOKIŠO YA TLHAHLO

Tlhahlo ye e tla lokišwa ga tee (1) ngwageng wo mongwe le wo mongwe. Tlhahlo ya Kgoro go ya ka karolo 14 ya Molao wa Kgodišo ya Phihlelelo ya Tshedimošo wa 2000 e gatišwa ka maleme a mararo a semmušo.

13. KHWETŠAGALO YA TLHAHLO

- 13.1. Tlhahlo e hwetšagala bakeng sa tshekaseko dikantorong tša Kgoro ya Boeti ntle le tefelo;
- 13.2. Dikhophi di ka hwetšwa ka kgopelo le tefišo ye beilwego gotšwa go Kgoro ya Boeti;
- 13.3. Di ka hwetšwa wepesaeteng ya Kgoro ya Boeti (<http://www.tourism.gov.za>); le
- 13.4. Gotšwa go Khomišene ya Ditokelo tša Batho ya Afrika Borwa le tema 4(1) ya Melawana yeo e goeletšwago go ya ka PAIA.

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),

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

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

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