



**DEPARTMENT OF
AGRICULTURE,
CONSERVATION,
ENVIRONMENT AND
LAND AFFAIRS (DACEL)**

Diamond Corner Building
68 Eloff and Market Streets
P O Box 8769
JOHANNESBURG
2000

Tel: 011 355 1900

Fax: 011 355 1000

Email: dacel@gpg.gov.za

<http://www.dacel.gpg.gov.za>

**MANUAL IN TERMS OF SECTION
14 OF THE PROMOTION OF
ACCESS TO INFORMATION ACT
(ACT 2 OF 2000)**

August 2003

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¹ For ease of use the relevant sections of the Promotion of Access to Information Act (Act 2 of 2000) are quoted in square brackets in this manual.

1. INTRODUCTION

This is a manual on the functions of the Gauteng Department of Agriculture, Conservation, Environment and Land Affairs (DACEL) in terms of Section 14 of the Promotion of Access to Information Act (Act 2 of 2000) (PAIA), and an index of information and records held by DACEL.

The PAIA gives effect to the constitutional right of access to any information² held by the state, or by any other person, where such information is required to exercise or protect any right. The PAIA requires public and private bodies to compile manuals that provide information on both the types and categories of records they hold. DACEL is a public body under paragraph (a) of the definition of "public body" in Part 1³ of the PAIA.

This is a public document.

2. PARTICULARS IN TERMS OF SECTION 14 OF THE PAIA

2.1 Functions and structure of the Department [Section 14(1)(a)]

2.1.1 Functions of the Department

The overall mission of DACEL is to contribute towards economic and social development through public and private partnerships, by enhancing the quality of life and sustainable utilisation of agricultural and natural resources. The functional responsibilities of DACEL are diverse in scope and are primarily focused on natural resource management and sustainable development. The major strategic priorities of DACEL are reflected in the programmes that the Department runs, namely:

- Agriculture
- Veterinary services
- Natural resource management
- Conservation
- Environmental planning and impact assessment
- Waste management and pollution control
- Compliance and Enforcement
- The Cradle of Humankind World Heritage Site (Blue IQ Project)
- Dinokeng tourism development project (Blue IQ Project)
- Public support and awareness of the critical importance of sustainable development

These responsibilities of DACEL are carried out within the context of rectifying the inequities of the past and maximising job creation and income generation opportunities to contribute to economic growth.

² REPUBLIC OF SOUTH AFRICA, 1996. **The Constitution of the Republic of South Africa. Act 108 of 1996**, (pocket size version), page 15

³ REPUBLIC OF SOUTH AFRICA, 2000. **Promotion of Access to Information Act, Act 2 of 2000. Government Gazette, Number 20852, Volume 16.** Cape Town, 3 February 2000, page 6.

DACEL derives its mandate from Section 24 and Section 27 of the Constitution⁴, which forms part of the Bill of Rights. Section 24 deals with the environment and Section 27 with health care, food, water and social security.

Schedules 4 and 5 of the Constitution⁵ also have relevance to the mandate of DACEL. These stipulate the following competencies for DACEL:

Schedule 4 defines the concurrent national and provincial legislative competence	
PART A	PART B (these are local government matters to the extent set out in section 155 (6) and 155 (7) of the Constitution)
<ul style="list-style-type: none"> • Agriculture • Animal control and diseases • Environment • Nature conservation, excluding national parks, national botanical gardens and marine resources • Pollution control • Soil conservation 	<ul style="list-style-type: none"> • Air pollution • Water and sanitation services limited to potable water supply systems and domestic waste-water disposal systems
Schedule 5 defines functional areas of exclusive provincial legislative competence	
PART A	PART B (these are local government matters to the extent set out in section 155 (6) and 155 (7) of the Constitution)
<ul style="list-style-type: none"> • Abattoirs • Veterinary services, excluding regulation of the profession 	<ul style="list-style-type: none"> • Control of public nuisances • Fencing and fences • Markets • Municipal abattoirs • Municipal parks and recreation • Noise pollution • Pounds • Refuse removal, refuse dumps and solid waste disposal

2.1.2 Organisational structure of the Department

DACEL's structure consists of three core branches, three transversal components and two support services branches. The core branches, with their respective responsibilities, are:

- ***Veterinary Services, Agriculture and Natural Resource Management (VAN)***
 - o Agriculture
 - Household food security
 - Farmer settlement and established agriculture
 - Specialised support services

⁴ REPUBLIC OF SOUTH AFRICA, 1996. **The Constitution of the Republic of South Africa. Act 108 of 1996**, (pocket size version), pages 11 and 13

⁵ REPUBLIC OF SOUTH AFRICA, 1996. **The Constitution of the Republic of South Africa. Act 108 of 1996** (pocket size version), pages 143 — 145, 146 — 147

- o Veterinary Services
 - Animal health
 - Veterinary public health
 - Epidemiological and diagnostic laboratory services
 - Export / Import Management
- o Natural Resource Management
- ***Sustainable Use of the Environment (SUE)***
 - o Conservation
 - Resource protection
 - Resource management
 - Scientific and technical services
 - o Integrated waste management and pollution abatement
 - General Waste Management
 - Industrial impact management
 - Mining and cleaner technology
 - o Environmental impact assessment and planning
 - Sustainable development planning
 - Legislation and policy
 - Spatial planning
- ***Protected Areas Management (PAM)***
 - o Cradle of Humankind World Heritage Site (a Blue IQ project)
 - o Dinokeng project (a Blue IQ project)

The transversal components provide strategic and management support to the core branches and coordinate crosscutting projects to maximize the synergy potential in DACEL. These are:

- ***Legal, Enforcement and Compliance Transversal (LECT)***
 - o Legal Services
 - o Compliance and Enforcement
- ***Communication and Awareness Transversal (CAT)***
 - o Communications – External communications, internal communications and production
 - o Awareness – Education and awareness of the areas of responsibility of the department
 - o Education Development – collaboration with the Gauteng Institute for Education Development in the development of educational material
- ***Management Information Systems and Information Technology Transversal (MIS)***
 - o Information Technology (IT) support
 - o Strategic information management
 - o Monitoring and evaluation services

The two support services branches are:

- ***Financial and Commercial Services***
 - o Financial support services
 - o Commercial activities of DACEL

- **Support Services**
 - o Human resource management
 - o Human resource development
 - o Facilities management

The departmental structure, as described above, is depicted in the following two figures. Figure 1 on page 4 shows the three core branches and their different directorates. The Nature Conservation Directorate is also responsible for managing the following nature reserves: Roodeplaat, Suikerbosrand, Leeuwfontein, A be Bailey, Marievale

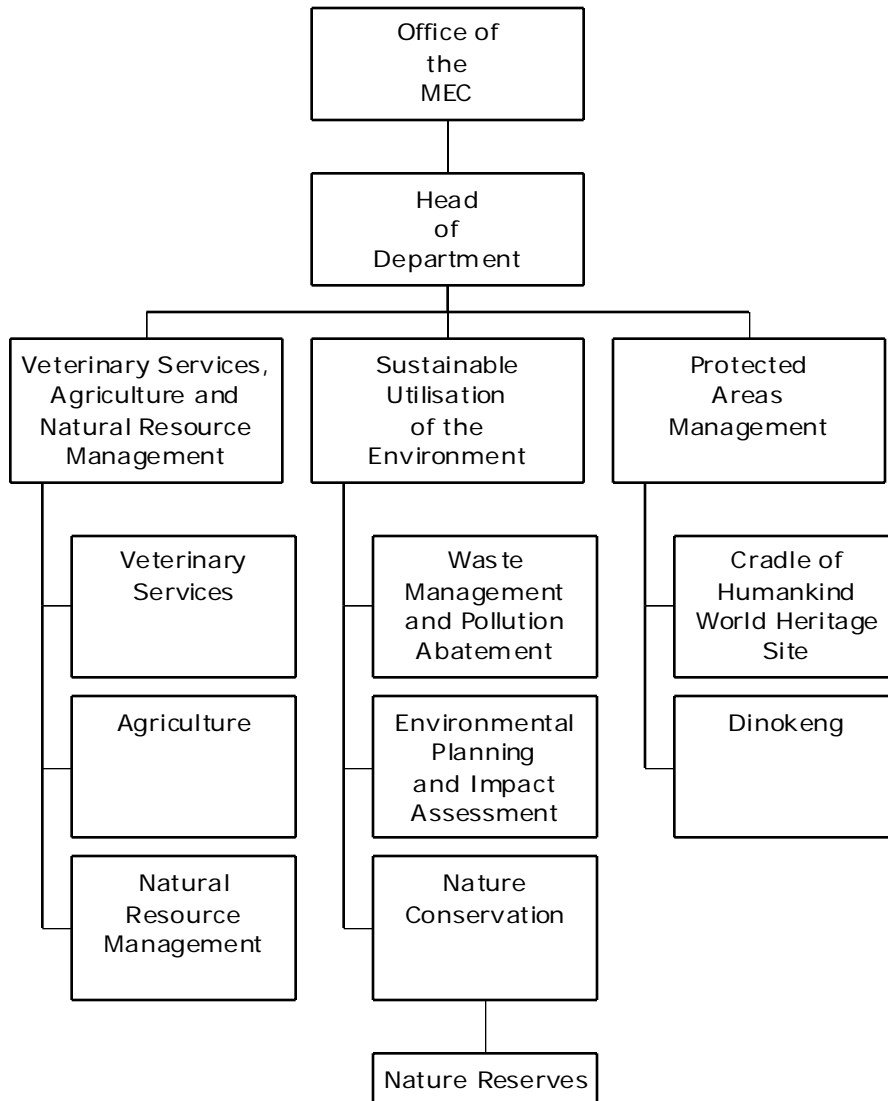


Figure1: Organogram for core branches

Figure 2 on page 5 shows the support and transversal services. The Facilities Management Directorate is, among others, responsible for the administrative management of two regional offices in Germiston and Randfontein. These regional

offices serve the Veterinary Services, Household Food Security and Farmer Settlement Programmes of DACEL.

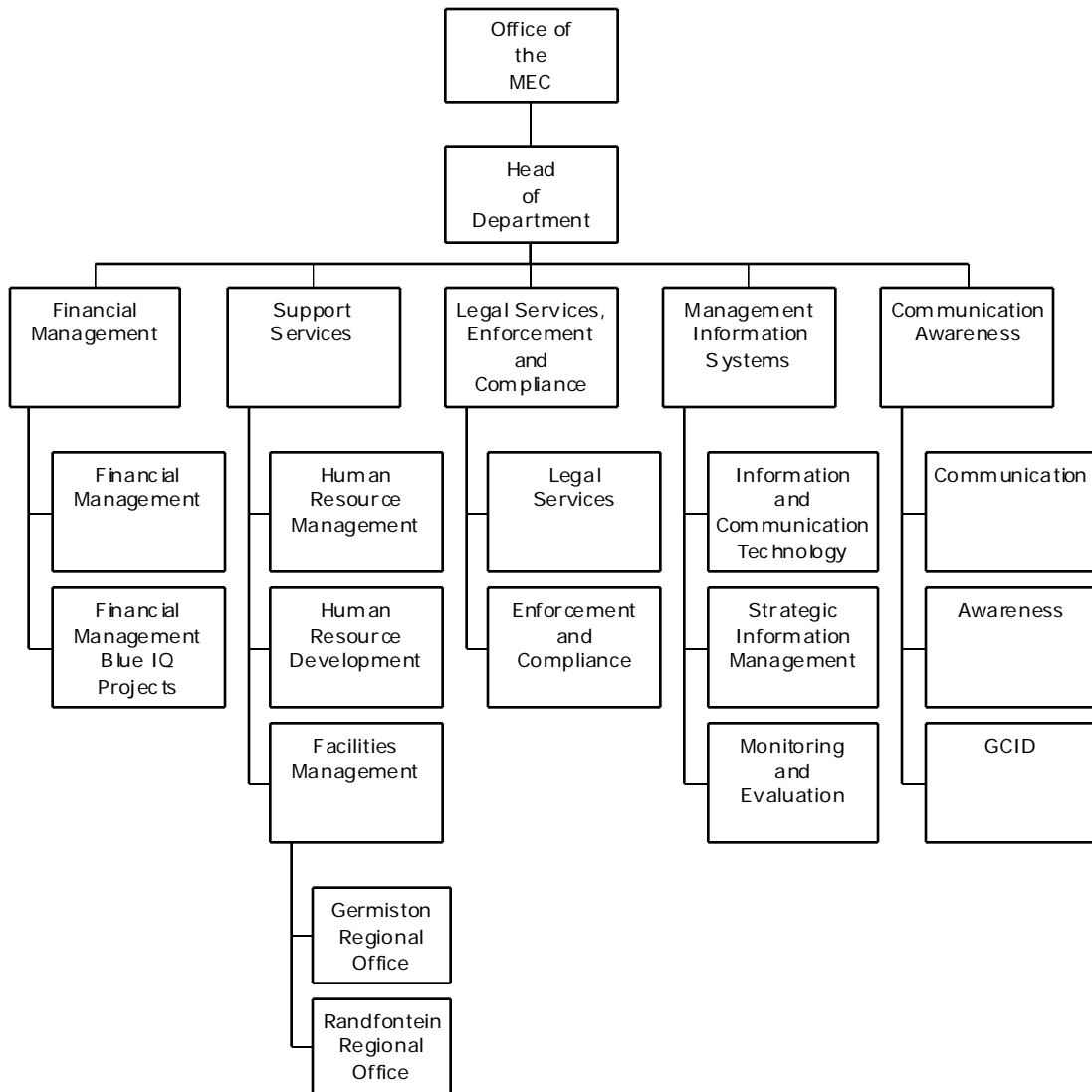


Figure 2: Organogram for support services and transversal functions

2.2 Contact details [Section 14(1)(b)]

In terms of the PAIA, the Head of the Department is the Chief Information Officer for DACEL. She has duly authorised the person below as Deputy Information Officer to ensure that the requirements of the PAIA are administered in a fair, objective and unbiased manner:

Chief Information Officer:*Dr P E Hanekom (Head of the Department)***Deputy Information Officer:***Mr Bryan McCourt (Director for Management Information Systems)*

The contact details of DACEL are as follows:

Physical address:	Diamond Corner Building 68 Eloff and Market Streets JOHANNESBURG
Postal address:	P O Box 8769 JOHANNESBURG 2000
Telephone number:	+27 11 355 1900
Fax number:	+27 11 355 1000
Websites:	http://www.dacel.gpg.gov.za http://cradleofhumankind.co.za
Electronic mail for PAIA requests:	Dacel_PAIA@gpg.gov.za
General information requests:	Dacel@gpg.gov.za

2.3 Section 10 guide on how to use the PAIA [Section 14(1)(c)]

The South African Human Rights Commission (HRC) will, in terms of section 10 of the PAIA, compile a guide on the use of the PAIA. This guide will be made available in each official language during the course of 2003 at the following venues.

- The national government department responsible for Government communications and information services.
- All places of legal deposit (i.e. state libraries).
- Every tertiary institution.

The guide will be made available on the website of the HRC.

It will also be available for public inspection during office hours at the offices of the HRC at the following address:

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

Physical address: 29 Princess of Wales Terrace
 Parktown
 JOHANNESBURG

Postal address: Private Bag X2700
 HOUGHTON
 2041

Telephone number: +27 11 484 8300
 Fax number: +27 11 484 1360

Website: <http://www.sahrc.org.za>

Electronic mail: PAIA@sahrc.org.za

2.4 Requests for access to information [Section 14(1)(d)]

2.4.1 Procedures for requesting information or records

Request form

1. A requester must use the form that has been printed in the Regulations issued in terms of the PAIA⁶, or a form that substantially correspond with this form, to make a request for access to information or a record. A copy of this form is attached to this document as Annexure A (page 17). Copies of this form are also available from the security desk at DACEL's office, or the Deputy Information Officer (address as in paragraph 2.2 on page 6 of this document). The form will also be available on DACEL's website.
2. The request must be made to the Deputy Information Officer whose contact details are set out on paragraph 2.2 (on page 5) of this document. The request must be made to the address, fax number or electronic mail address of the Deputy Information Officer.
3. A requester must provide sufficient details on the request form to enable the Deputy Information Officer to identify him / her, the information or record requested, and the format in which the information is required.

Format of requested record

4. A requester must indicate whether he / she requires a copy of a record, or only wants to view a record at DACEL's offices. Alternatively, if a record is not a document, it can be viewed or listened to in the available form.
5. A requester must state in which language he / she prefers a record. A requester will receive the information in the manner he / she has asked for it. However, making available the information will depend on whether the request will not unreasonably interfere with the daily running of business of DACEL, or damage a

⁶ REPUBLIC OF SOUTH AFRICA. 2002. **Regulations regarding the Promotion of Access to Information. Government Notice number R.187.** Department of Justice and Constitutional Development. 15 February 2002.

record, or infringe a copyright not owned by DA CEL. If, for practical reasons, access cannot be given in the required form but in an alternate manner, then the fee (see point 10 below) will be calculated according to the way that the requester has opted for. If a record has to be translated it will be to the cost of the requester.

6. If, in addition to a written reply to their request for a record, the requester wants to be informed about the decision in any other way (e.g. telephone call) this must be indicated, with sufficient details for the Deputy Information Officer to do so.
7. If a request for information is required urgently, the requester should indicate this on the application form and provide reasons for the urgency, i.e. court case. The Department will expedite the request where practical.

Request on behalf of another person

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

Request by people with disabilities

9. If a requester is unable to read or write, or if he / she has a disability that prevents him / her from completing the prescribed form, then he / she can make the request orally. The Deputy Information Officer (or his / her delegate) will then complete the form on behalf of the requester and give a copy of the completed form to the requester.
10. The Deputy Information Officer (or his 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.

Transfer of requests

11. Requests for records may be transferred to another public body in the following circumstances:
 - a. When the record is in the possession of another public body;
 - b. The subject matter of the record is more closely associated with the functions of another public body;
 - c. The record was created for another public body, or was received first by another public body; or
 - d. The record contains commercial information relating to economic interests and the financial welfare of the Republic, and commercial activities of public bodies.
12. In such instances the Deputy Information Officer (or his / her delegate) would have to transfer the request to the other public body/s as soon as is reasonably possible, but no later than **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.

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

Notification of transfer

14. When a request for access has been transferred the Deputy Information Officer making the transfer will immediately notify the requester of:
- a. the transfer;
 - b. the reasons for the transfer; and
 - c. the period within which the request must be dealt with.
15. The Deputy Information Officer will reasonably ensure that the record/s are preserved until a decision is taken about access to the information. Time for appeal will be included.

Payment of fees

16. The Deputy Information Officer will notify the requester (other than a personal requester) to pay a prescribed fee before further processing the request. A requester has to pay two types of fees in terms of the PAIA, namely the request fee and the access fee. A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester who is not a personal requester must pay the required request fee. The fees are prescribed in the Regulations issued in terms of the PAIA⁷ and are listed in paragraph 3 on page 15 of this manual.
17. If the search and preparation of the record would require more than six hours, a deposit of not more than one third of the access fee is payable. The Deputy Information Officer will notify the requester in this regard. He / she will also inform the requester of his / her right and the procedure and time frame to appeal against this payment. If a request for access to a record is refused and a deposit fee has been paid, the deposit fee will be repaid.

Unavailable records

18. If all reasonable steps have been taken and a record cannot be found, the Deputy Information Officer will notify the requester of this by way of an affidavit or affirmation, where a full account of steps taken to retrieve the record will be stated.

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

Decision regarding access and informing third parties

19. The Deputy Information Officer will inform the requester of his / her decision to grant or refuse access to the required information within **30 days** after receipt of the request in the way that the requester wanted to be notified in.

⁷ REPUBLIC OF SOUTH AFRICA, 2002. **Regulations regarding the Promotion of Access to Information. Government Notice, number R187.** Pretoria: Department of Justice and Constitutional Development. 15 February 2002, pages 5 – 7.

20. The Deputy Information Officer may extend that period by a further period not exceeding 30 days. This is to give the Deputy Information Officer a chance to search through large amounts of documentation, to search in other offices, to consult, to give a third party the chance to make representations to the Deputy Information Officer where the record requested is with regard to the record of that third party. The requester has to give written permission to this extension or may lodge an internal appeal.
21. If the Deputy Information Officer fails to reply within 30 days of the original request, it would be regarded as a refusal of the request.

Deferring a request

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

Access fee

23. If the request is granted then a further access fee must be paid for the search, preparation of the copies or transcriptions of the content of the record, reproduction and for any time that was reasonably required in excess of the prescribed hours to search and prepare the record for disclosure (see list of fees and hours on page 15). A record will be withheld until the required fee/s have been paid. A requester can lodge an internal appeal against payment of the access fee, or bring an application to court for appropriate relief after the internal appeal procedure has been exhausted.

Access to records

24. The Department will make the record available as soon as is possible — generally within 30 days. If a request for information is required urgently, the requester should indicate this on the application form and provide reasons for the urgency. The Department will expedite the request where practical.
25. A requester with a disability that prevents him / her from reading, viewing or listening to a requested record, will be given access to the record in a form that accommodates his / her disability where possible.
26. If access to a record is refused the Deputy Information Officer will notify the requester of the reasons and the requester's right to an appeal against the decision. Parts of records can be granted and parts refused for reasons as stated in the PAIA.
27. A requester must be given access to a record of a public body if the requester complies with the following:
 - a. All the procedural requirements in the PAIA relating to the request for access to that record, including finalisation of appeals.
 - b. Access to that record is not refused on any ground of refusal mentioned in the PAIA. The grounds for refusal are mentioned in paragraph 2.4.2 below.

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

1. The Department supports the spirit of the PAIA in providing public access to records, but there are instances where access to records must or can be refused in terms of the act. These are listed below.
2. The Deputy Information Officer must (mandatory) refuse access to records to ensure the:
 - a. Protection of privacy of third party who is a natural person, including a deceased person, unless the individual has consented, or the information is already publicly available, or the requester is a next of kin
 - b. Protection of records of the SA Revenue Service
 - c. Protection of financial, commercial, scientific or technical information of a third party, unless the individual has consented, or the information is already publicly available, or withholding of the information poses a serious environmental risk
 - d. Protection of confidential information of third parties unless the individual has consented or the information is already publicly available
 - e. Protection of safety of individuals
 - f. Protection of police dockets in bail proceedings and protection of law enforcement and legal proceedings
 - g. Protection of records privileged in legal proceedings unless the person involved has waived the privilege
 - h. Protection of research information of a third party and a public body
3. The Deputy Information Officer may (discretionary) refuse access to records where, or for:
 - a. Information that is supplied by a third party in confidence
 - b. Protection of security of a building, structure or system, or a means of transport, or security methods or plans
 - c. Protection of defence, security and international relations of the Republic
 - d. Protection of information affecting economic interests and financial welfare of the Republic and commercial activities of public bodies
 - e. Protection of research information of a public body
 - f. Protection of information about the operation of public bodies
 - g. Requests that are manifestly frivolous or vexatious or a substantial and unreasonable diversion of the resources of the public body

Informing a third party

4. The Deputy Information Officer considering a request for access to a record that might be a record mentioned above, must take all reasonable steps to inform a third party to whom or which the record relates, of a request. This has to be done within **21 days** after the request is received or transferred. The Deputy Information Officer has to inform the person of the nature of the request that he / she is dealing with, and the name of the person making the request. The Deputy Information Officer is also compelled to describe to this person why this information might have to be disclosed anyway, in terms of Section 46 of the PAIA.
5. The third party has to make an oral or written representation to the information officer, detailing reasons why the request should be refused. Alternatively, the

third party may simply grant written consent to the disclosure of the record to the requester.

6. The Deputy Information Officer will decide to grant or refuse access to the requester ***not later than 30 days*** after he / she informed a third party of the request. He / she will also notify the third party of his / her decision, and inform him / her of his / her right to appeal.

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

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

- 2.5.1 Policies and legislation
- 2.5.2 Press statements and speeches
- 2.5.3 Human Resources documentation
- 2.5.4 Financial documentation
- 2.5.5 General administration information
 - 2.5.6 Branch specific information as described in paragraph 2.1.2 including:
 - 2.5.6.1 Business plans
 - 2.5.6.2 Strategy documents
 - 2.5.6.3 Programme specific information
 - 2.5.6.4 Permits and authorisations
 - 2.5.6.5 Research

2.6 Records automatically available [Section 14(1)(e)]

DACEL will make the following information available at its offices.

The costs of access to the records will be according to the schedule provided in paragraph 3 unless otherwise indicated.

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

Some of the above will also be published on DACEL's website.

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

2.7 Services available to the public and how to gain access to them [Section 14(f)]

The strategic objectives of core function components of DACEL are outlined below. The department operates or is planning various programmes to give effect to these objectives. For general information on the services the department offers in respect of these, please contact the department at dacel@gpg.gov.za or tel. 011-355-1900, fax 011-355-10005.

- **Agriculture.** To optimise the contribution of sustainable agriculture towards the equitable development of all communities.
- **Veterinary Services.** To promote animal production, and animal and public health, by facilitating the availability and affordability of safe and healthy food and high quality animal products.
- **Natural Resource Management.** To provide a support service and professional expertise on best practices in managing and conserving natural resources and land, to private and public land owners, across a variety of land uses (conservation based, and agriculture based);
- **Conservation.** To promote the sustainable utilisation and conservation of biological diversity and natural processes for the development of all communities.
- **Environmental Planning and Impact Assessment.** To facilitate sustainable development in Gauteng by ensuring sustainable land uses (including infrastructure development) and land use patterns
- **Integrated Waste Management and Pollution Abatement.** To contribute to sustainable development and quality of life by promoting a safe and healthy living environment
- **World Heritage Site.** To manage and facilitate the development of the Cradle of Humankind World Heritage Site known as the Fossil Hominid sites of Sterkfontein, Swartkrans, Kromdraai and Environs, in the Gauteng and North West Province, in order to preserve cultural and natural resources and generate appropriate economic growth.

2.8 Arrangements allowing for public involvement in formulation of policy, exercise of powers or performance of duties [Section 14(1)(g)]

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

- Public workshops;
- Publication of draft policy and legislation for public comments in the Government Gazette and Newspapers;
- Stakeholders Forums workshops;
- Discussions / workshops with government departments;

- Oversight of public participation process during completion of EIA's prepared by developers and submitted to the department;
- Administrative Appeal Process in terms of relevant legislation e.g. National Environmental Management Act and the Promotion of Administrative Justice Act

2.9 Remedies available in the event of non-compliance with the PAIA [Section 14(1)(h)]

Internal appeal

1. 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 an extended period to deal with the request.

Form

2. The appeal must be lodged on the prescribed form that has been printed in the Regulations issued in terms of the PAIA, or a form that substantially correspond with this form. A copy of this form is attached to this document as Annexure B (page 21). Copies of this form are also available from DACEL's office, or the Deputy Information Officer (address as in paragraph 2.2 on page 5) of this document). The form will also be available on DACEL's website.
3. The appeal must be made within **60 days**, or within **30 days** after notice has been given to a third party about a decision to the Deputy Information Officer whose contact details are set out in paragraph 2.2 (on page 5 of this document). The appeal must be made to the address, fax number or electronic mail address of the Deputy Information Officer.
4. An appellant must provide sufficient details on the appeal form in terms of the reasons for the internal appeal, how he / she wishes to be informed of the decision about the appeal, and pay the prescribed appeal fee (if any).
5. The relevant authority will allow late lodging of an appeal only if the appellant's motivation is credible. An appellant will be informed if his / her late appeal was disallowed.

Appeal fee

6. 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.
7. After receiving an appeal, the Deputy Information Officer must within **10 working days** submit to the Chief Information Officer the internal appeal, his reasons for his decision, and details of a third party involved, if any.

Third party

8. If DACEL is considering an internal appeal against refusal of request for access to a record of a third party that relates to his / her privacy; commercial interests and other confidential information; and record of SARS, DACEL must inform the third party about the appeal within **30 days** after receipt of the appeal, and by the fastest means reasonably possible. DACEL will furnish the third party with a description of the contents of the appeal, details of the appellant, and state whether DACEL is of the opinion that the information should be revealed in public.

interest. The third party then has **21 days** to make a written representation why the request for information should not be granted, or give written consent for the disclosure of the record to the requester.

9. DACEL may also consider lodging an internal appeal against granting access to information. DACEL will then have to notify the requester of such an appeal within **30 days** after receipt of the internal appeal. The third party has **21 days** to make a written representation why the access to the record should be granted.

Notice of decision

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

Application to court

11. The appellant, third party or requester will also be informed that he / she may lodge an application to court against the decision on an internal appeal within **60 days** or **30 days** (if notice has to be given to a third party). Prescribed time frames will apply if DACEL decides to grant access to a record where a third party still has the right to make a representation against this decision before access will be given to the record.
12. If DACEL fails to comply with the above procedures and time frames on an internal appeal, DACEL will be regarded as having dismissed the internal appeal.
13. A requester or third party may ONLY apply to a High Court (or court of similar status) for appropriate relief after the requester or third party has exhausted the internal appeal procedure, within **30 days** after a decision on an internal appeal. No record may be withheld from the court. The court proceedings are civil, and the court may confirm, amend or set aside the decision on internal appeal, or grant an interdict.

2.10 Availability of the manual [Section 14(3)]

This manual has been made available to the Human Rights Commission on 31 August 2003, in accordance with paragraph 4(1) of the Regulations promulgated in terms of the PAIA, and will be published on DACEL's website (<http://www.dacel.qpg.gov.za>). Copies of the manual will also be available at DACEL's offices for perusal. The prescribed fees apply when copies have to be made for requesters.

3. Prescribed Fees in respect of Public Bodies

The following fees have been prescribed in the Regulations promulgated in terms of the PAIA and must be paid by a requester before DACEL can make any records requested available to the requester.

Fees are paid to the Finance Directorate on the 10th Floor, Diamond Corner Building during normal office hours, 8h00 – 16h00, Monday to Friday.

Fee for a copy of the manual as contemplated in Regulation 5 (c) for every photocopy of an A 4-size page or part thereof	R0 - 60
Fees for reproduction referred to in Regulation 7 (1) are as follows:	
(a) For every photocopy of an A4 -size page or part thereof	R0 - 60
(b) For every printed copy of an A 4-size page or part thereof held on a computer or in electronic or machine-readable form	R0 - 40
(c) For copy in a computer-readable on	
(i) stifty disk	R5 - 00
(ii) compact disk	R40 - 00
(d) For a transcription of visual images	
(i) For an A 4-size page or part thereof	R22 - 00
(ii) For a copy of visual images	R60 - 00
(e) For a transcription of an audio record	
(i) For an A 4-size page or part thereof	R12 - 00
(ii) For a copy of an audio record	R17 - 00
Request fee payable by a requester, other than a personal requester, referred to in Regulation 7(2)	R35 - 00
The access fees payable by a requester referred to in regulation 7 (3) are as follows	
1 (a) For every photocopy of an A 4-size page or part thereof	R0 - 60
(b) For every printed copy of an A 4-size page or part thereof held on a computer or in electronic or machine readable form	R0 - 40
(c) For copy in a computer-readable on	
(i) stifty disk	R5 - 00
(ii) compact disk	R40 - 00
(d) For a transcription of visual images	
(i) for an A 4-size page or part thereof	R22 - 00
(ii) for a copy of visual images	R60 - 00
(e) For a transcription of an audio record	
(i) for an A 4-size page or part thereof	R12 - 00
(ii) for a copy of an audio record	R17 - 00
(f) To search for and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation	R15 - 00 for each hour
2. For purposes of Section 22 (2) of the PAIA, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable	
(b) One third of the access fee is payable as a deposit by the requester	
3. The actual postage is payable when a copy of a record must be posted to a requester	

ANNEXURE A

**GAUTENG DEPARTMENT OF AGRICULTURE, CONSERVATION,
ENVIRONMENT AND LAND AFFAIRS (DACEL)**

FORM A

REQUEST FOR ACCESS TO RECORD OF PUBLIC BODY

(Section 18 (1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) [Regulation 6])

FOR DEPARTMENTAL USE

Reference number: _____

Request received by _____ (state rank, name and surname of information officer / deputy information officer) on _____ (date) at _____ (place).

Request fee (if any): R_____

Deposit fee (if any): R_____

Access fee: R_____

SIGNATURE OF INFORMATION OFFICER / DEPUTY INFORMATION OFFICER

A. Particulars of public body

*The Information Officer / Deputy Information Officer
Gauteng Department of Agriculture, Conservation, Environment and Land Affairs
P O Box 8769
JOHANNESBURG
2000*

B. Particulars of person requesting access to the record

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

Full names and surname: _____

Identity number: _____

Postal address: _____

Fax number: _____

Telephone number: _____

e-mail address: _____

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

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____

Identity number: _____

D. Particulars of record

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

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

2. Reference number, if available: _____

4. Any further particulars of record:

5. How urgent is the record required? Please state reasons for urgency.

E. Fees

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee of R35-00** has been paid
(b) You will be notified of the amount required to be paid as the request fee
(c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record
(d) If you qualify for exemption of the payment of any fee, please state the reason for exemption*

Reason for exemption from payment of fees:

F. Form of access to record

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

Disability: _____	Form in which record is required: _____		
<p>Mark the appropriate box with an <input checked="" type="checkbox"/>.</p> <p>NOTES:</p> <p>(a) Compliance with your request for access in the specified form may depend on the form in which the record is available</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested</p>			
1. If the record is in written or printed form:			
	Copy of record*		Inspection of record
2. If the record consists of visual images (this includes photographs, slides, video recordings, computer generated images, sketches, etc)			
	View the images		Copy of the images*
			Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound			
	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (Written or printed document)
4. If record is held on computer or in an electronic or machine-readable form			
	Printed copy of record*		Printed copy of information derived from the record*
			Copy in computer readable form* (stiffy or compact disk)
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable			YES
Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available			NO
In which language would you prefer the record? _____			

G. Notice of decision regarding request for access

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

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

Signed at _____ this _____ day of _____ 2003.

SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE

ANNEXURE B

**GAUTENG DEPARTMENT OF AGRICULTURE, CONSERVATION,
ENVIRONMENT AND LAND AFFAIRS (DACEL)**

FORM B

NOTICE OF INTERNAL APPEAL

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

STATE YOUR REFERENCE NUMBER:

A. Particulars of public body

*The Information Officer / Deputy Information Officer
Gauteng Department of Agriculture, Conservation, Environment and Land Affairs
P O Box 8769
JOHANNESBURG
2000*

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

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

Full names and surname: _____
 Identity number: _____
 Postal address: _____

 Fax number: _____
 Telephone number: _____
 e-mail address: _____
 Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of person on whose behalf request is made

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

Full names and surname: _____
 Identity number: _____

D. The decision against which the internal appeal is lodged

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

<input type="checkbox"/>	Refusal of request for access
<input type="checkbox"/>	Decision regarding fees prescribed in terms of section 22 of the Act
<input type="checkbox"/>	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
<input type="checkbox"/>	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
<input type="checkbox"/>	Decision to grant request for access

