

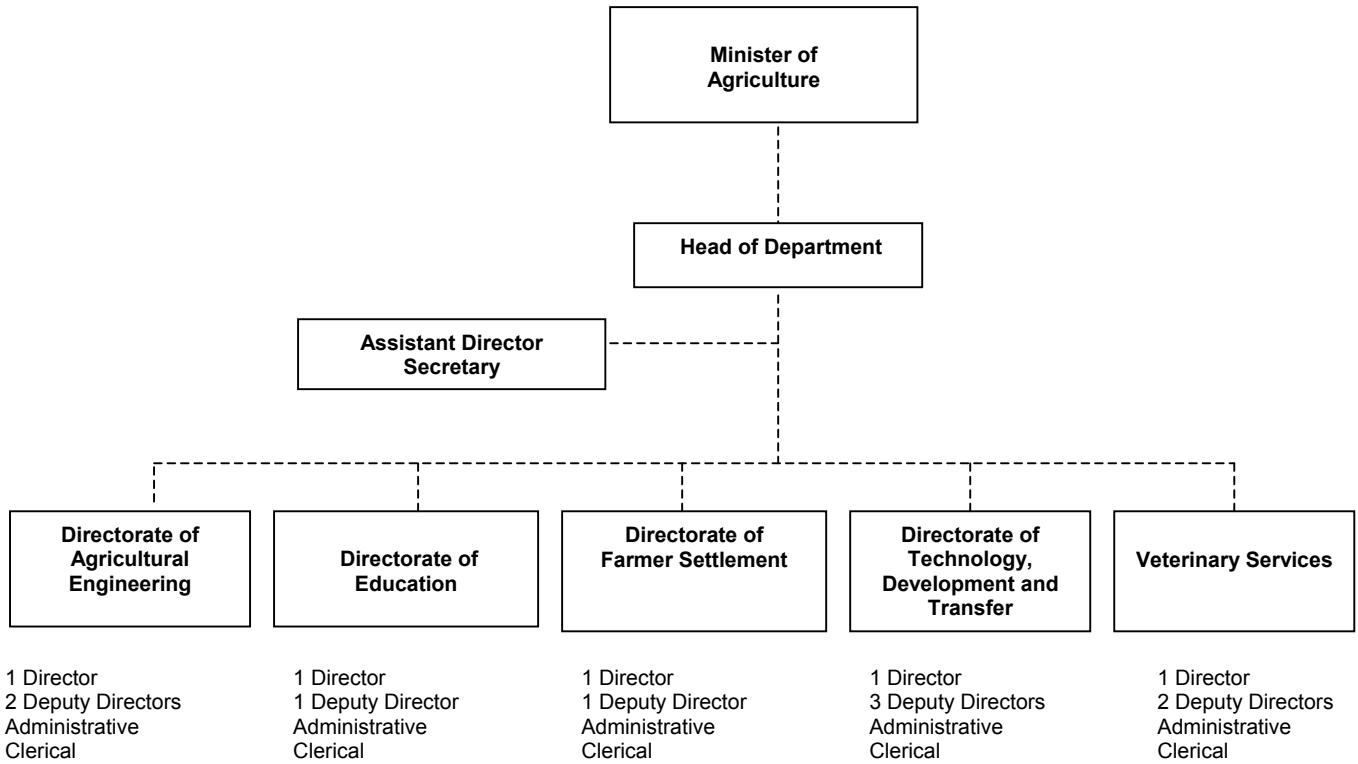
DEPARTMENT OF AGRICULTURE
WESTERN CAPE PROVINCIAL ADMINISTRATION

TABLE OF CONTENTS

- 1. Structure of the Department**
- 2. Functions of the Department**
- 3. Contact details of deputy information officer**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

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

DIRECTORATE OF AGRICULTURAL ENGINEERING

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

DIRECTORATE OF EDUCATION

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

DIRECTORATE OF FARMER SETTLEMENT

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

DIRECTORATE OF TECHNOLOGY, DEVELOPMENT AND TRANSFER

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

DIRECTORATE OF VETERINARY SERVICES

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

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

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

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

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

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

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300

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

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

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

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15 (1) (a) (ii)	
<p>(a) Annual Reports</p> <p>(b) Financial Statements</p> <p>(c) Budget Reports</p> <p>(d) Machinery and land usage cost comparisons</p> <p>(e) Agricultural Journals</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg.</p>
DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
<p>(a) Brochures on agriculture-related subjects</p> <p>(b) All information on the website</p>	<p>Copies of these records are available free of charge from the Agriculture Branch, Private Bag X1, Muldersvlei Road, Elsenburg</p> <p>The following information is available on the website</p>

	<p>(www.elsenburg.com):</p> <ul style="list-style-type: none"> – About the Department – Media – Radio Elsenburg – Events Calendar – Services – Research Development – Agricultural Development Centres – Information Sheets – Elsenburg College
--	---

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.

- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

The Department of Agriculture has both internal and external clients.

The internal clients of the organisation consist of the Ministry and Department of Agriculture, the organisation's top management, other directorates and subdirectorates within the organisation (e.g. researchers, extension officers and training staff).

The external clients consist of farmers (agricultural producers and their organisations), rural communities, consumers of agricultural products, other national and provincial government departments, processors, dealers and suppliers of agricultural supplies, financial institutions, overseas trade-partners, non-governmental organisations, tertiary training institutions, other agriculturists, city planners, consultants, farm workers, urban-agriculturists, private veterinarians, nature conservation organisations, research trusts, statutory boards, students and municipalities.

The organisation renders services on request of clients or through marketing of services during personal contact, farmers days, extension sessions, as well as by means of information technology (the Internet). Marketing strategies with regards to the establishment and rendering of services must be optimally distributed to suit the needs of consumers but also according to the availability of finances and human resources. As there exists a different relationship with regard to services between supplier and consumer, with the client relying on the supplier for advice, the client prefers more direct contact and negotiation with this organisation.

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

- The Department attends several exhibitions visited by a range of clients. Different target audiences are found at career exhibitions, expos, farmers' and field days, regional congresses, etc.
- The Department participates in industry- and agriculturally related forums.
- The Department plans to engage previously disadvantaged farmers in 2003 by supporting the establishment of district level associations.

- A system for ministerial enquiries is followed, which allows for interaction with individuals or groups based on policy. In cases where policy guidelines are non-existent, the issues get fed into policy formulation.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.