



FORM D

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))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
The list of records are detailed in Section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or the Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X9059, PIETERMARITZBURG, 3200, (fax number 033 3559293) and on payment of the amount as per Appendix 1 of the PAIA Manual.
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>	
The list of records are detailed in Section 3 of the PAIA Manual.	The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X9059, PIETERMARITZBURG, 3200. (fax number 033 3559293) and on payment of the amount as per Appendix 1 of the PAIA Manual.
<b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>	
(a) Delegations	The records may be inspected on request in writing addressed to the Information
(b) Records relating to administrative	



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<p>decisions reached by the Department.</p>	<p>Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix 1 of the PAIA Manual.</p>
<p><b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b></p>	
<p>The list of records are detailed in Section 3 of the PAIA Manual, amongst others but not limited to:</p> <ul style="list-style-type: none"> <li>- Strategic Plan and Annual Performance Plans</li> <li>- Departmental Mission, Vision and Strategic Objectives</li> <li>- Values of the Department</li> <li>- Legislative Mandate of the Department</li> <li>- Service Commitment Charter (SCC).</li> <li>- Service Delivery Improvement Plan (SDIP)</li> <li>- Quarterly Expenditure Reports</li> <li>- Policies regarding Internal Practices</li> <li>- Budget Vote of the MEC and other Speeches</li> <li>- Departmental Publications</li> <li>- Annual Reports</li> <li>- GIS mapping</li> <li>- Mid-term reviews</li> </ul> <p>Legislation.</p> <ul style="list-style-type: none"> <li>- Delegations <ul style="list-style-type: none"> <li>- Circulars</li> <li>- KZN Librarian newsletters</li> <li>- Internal Newsletters</li> <li>- Media Releases (Umvelo, daily media monitoring)</li> </ul> </li> </ul> <p>Brochures (Ulwandle)</p>	<p>The records may be inspected on request in writing addressed to the Information Officer and or Deputy Information Officers, Department of Agriculture and Rural Development, Private Bag X 9059, PIETERMARITZBURG, 3200, (fax number 033 355 9293) and on payment of the amount as per Appendix 1 of the PAIA Manual.</p>