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Pretoria

25

February

2005

**No. 27303**



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

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## GOVERNMENT NOTICE

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### DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

No. R. 157

25 February 2005

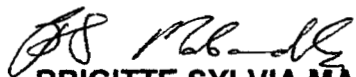
#### PROMOTION OF ACCESS TO INFORMATION ACT, 2000

#### DESCRIPTION SUBMITTED IN TERMS OF SECTION 15 (1)

I, Brigitte Sylvia Mabandla, Minister for Justice and Constitutional Development, hereby publish under section 15 (2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the description submitted to me in terms of section 15 (1) of the said Act by the -

Department of Land Affairs

As set out in schedule



**BRIGITTE SYLVIA MABANDLA, MP**

**MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**

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| Labour Relations Act  | Free from the departmental <b>website</b> at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| National Archives Act   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| Promotion of Access to Information Act 2 of 2000  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| Public Finance Management Act 1 of 1999   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| Skills Development Act 97 of 1998   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| <b>PUBLICATIONS</b> ( <i>Subject to availability</i> )                                  |   |
| Mapping South Africa (brochure)   | On request from the Chief Directorate of Surveys and Mapping - e-mail: <a href="mailto:sales@slj.wcape.gov.za">sales@slj.wcape.gov.za</a>                     |
| TrigNet (brochure)  | On request from the Chief Directorate of Surveys and Mapping - e-mail: <a href="mailto:sales@slj.wcape.gov.za">sales@slj.wcape.gov.za</a>                     |
| Aerial Photography and 1:10 000 Orthophoto Mapping - Index (annual)                     | On request from the Chief Directorate of Surveys and Mapping - e-mail: <a href="mailto:sales@slj.wcape.gov.za">sales@slj.wcape.gov.za</a>                     |
| Maps of South Africa - Index (annual)   | On request from the Chief Directorate of Surveys and Mapping - e-mail: <a href="mailto:sales@slj.wcape.gov.za">sales@slj.wcape.gov.za</a>                     |
| Hartebeesthoek 94 The New South African Datum - WGS84 (brochure)                        | On request from the Chief Directorate of Surveys and Mapping - e-mail: <a href="mailto:sales@slj.wcape.gov.za">sales@slj.wcape.gov.za</a>                     |
| Land Chat (an internal publication for the Northern Cape Provincial Land Reform Office) | Available on request by post at Private Bag X5007, Kimberley, 8300 or personally at <b>6th New Public Building</b> , Cnr Stead and Knight Streets, Kimberley. |
| <b>NEWS</b>   |   |
| Press releases  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| Speeches (Ministerial and Director-General)   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| Strategic Plans   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |
| Parliamentary questions and responses   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>   |

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| LRAD manual for implementers   | Chief Directorate: Land Reform Systems & Support Services, Private <b>Bag X833</b> , Pretoria, 0001      |
| Thematical maps (tribal areas, borders of public state land, such as the Kruger National Park) | Directorate: Public Land Support Services, Private <b>Bag X833</b> , Pretoria, 0007                      |
| General information on land that is not available from the Deeds offices.                      | Directorate: Public Land Support Services, Private <b>Bag X833</b> , Pretoria, 0001                      |
| <b>OTHER ACTS ADMINISTERED BY THE DEPARTMENT OF LAND AFFAIRS</b>                               |  |
| Communal Property Associations Act 28 of 1996  | Free <i>from</i> the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a> |
| Deeds Registries Act 47 of 1937  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Distribution and Transfer of Certain State Land Act 119 of 1993                                | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Extension of Security of Tenure Act 62 of 1997   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Expropriation of Mineral Rights (Townships) Act 96 of 1969                                     | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| interim Protection of Informal Land Rights Act 31 of 1996                                      | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Kimberley Leasehold Conversion to Freehold Act 40 of 1961                                      | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| KwaZulu-Natal Ingonyama Trust Act 3 of 1994  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Land Reform (Labour Tenants) Act 3 of 1996   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Land Administration Act 2 of 1995  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Land Survey Act 8 of 1997  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Land Titles Adjustment Act 111 of 1993   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Professional and Technical Surveyors' Act 40 of 1984   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Provision of Land and Assistance Act 126 of 1993   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Restitution of Land Rights Act 22 of 1994  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Sectional Titles Act 95 of 1986  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| State Land Disposal Act 48 of 1961   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Town and Regional Planners Act 19 of 1984  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Transformation of Certain Rural Areas Act 94 of 1998   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| Upgrading of Land Tenure Rights Act 112 of 1991  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |
| <b>OTHER ACTS AVAILABLE FROM THE DLA WEBSITE</b>   |  |
| Employment Equity Act 55 of 1998   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>        |

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| Framework Dataset Viewer   | Available from the National Spatial Information Framework website at:<br><a href="http://www.nsif.org.za">http://www.nsif.org.za</a>                                       |
| <b>CHIEF DIRECTORATE: CADASTRAL SURVEYS</b>  |  |
| Regulations Promulgated in terms of Section 10 of the Land Survey Act 8 of 1997  | Free from the Chief Surveyor General website at <a href="http://csg.dla.gov.za/legal/htm">http://csg.dla.gov.za/legal/htm</a>  |
| Manual of procedures in respect of surveys submitted in accordance with the Land Survey Act, no. 8 of 1997.                            | Free from the Chief Surveyor-General website at <a href="http://www.csa.dla.gov.za">http://www.csa.dla.gov.za</a>  |
| <b>CHIEF DIRECTORATE: SURVEYS AND MAPPING</b>  |  |
| Products of the national control survey system in digital format   | On request from the Chief Director: Surveys and Mapping at <a href="mailto:sales@slm.wcape.gov.za">sales@slm.wcape.gov.za</a> , Information also available on the website. |
| <b>CHIEF DIRECTORATE: LAND REFORM SYSTEMS AND SUPPORT SERVICES</b>   |  |
| Commonage manual   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Communal Land Rights Bill (CLRB)   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Exemption from the Payment of Donations Tax where immovable property is donated to beneficiaries in terms of the Land Reform Programme | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Flexible Application of the Balance of the SLAG to accommodate a Broader Range of Agricultural Inputs                                  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Grants and Services of the Land Reform Programme   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Guideline for the Design of Project Business Plans   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Guideline for the Design of Project Identification Reports   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Memo on the objects of the CLRB, 2003  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Municipal Commonage Policy and Procedures  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Policy and Procedural Guidelines for the Application and Payment of Surveying  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Policy and Procedures for Expropriation of Land in terms of Act 126 and ESTA   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Private Sector Initiatives in Land Reform  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Procedural Guidelines related to the Registration of Beneficiaries on the Critical Project Database                                    | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Procedures for Farm Worker Equity Schemes  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |
| Valuation Handbook   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>  |

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| Venues and Conference Facilities   | On request from the Travel Management Sub-directorate, Private Bag X833, Pretoria, 0001 or 184 Jacob Maré Street, Pretoria.       |
| Debt Management Policy   | On request from the Accounting Sub-directorate, Private Bag X833, Pretoria, 0001 or 184 Jacob Maré Street, Pretoria               |
| <b>CHIEF DIRECTORATE: INFORMATION TECHNOLOGY</b>   |   |
| Policy on the use of electronic mail   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>                                 |
| Policy on the use of the internet  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>                                 |
| Policy on the use of personal computer equipment   | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>                                 |
| <b>CHIEF DIRECTORATE: SPATIAL PLANNING AND INFORMATION</b>   |   |
| Project Register   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| NSIF Review (quarterly publication)  | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| South African Standards documents (Feature Cataloguing Methodology standard; Feature Instant Identification Standard; Land cover Classification Standards) | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| NSIF Forum reports (Committee for Spatial Information Reports)   | Available from the National Spatial information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Spatial Entity Classification Standard (SpeCS)   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Developing Spatial Data Infrastructure: SDI Cookbook version 1.0   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Metadata capturing tool  | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Metadata Implementation Guidelines   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| NSIF Brochure  | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Pricing Policy   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Custodianship policy (draft that will be finalised before the end of 2004)   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |
| Spatial Data Discovery Facility (metadata catalogue)   | Available from the National Spatial Information Framework website at: <a href="http://www.nsif.org.za">http://www.nsif.org.za</a> |

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|   | Pretoria, 0001. <i>Subject to availability.</i>   |
| Land Info (now has been replaced by Land News- however there are back issues still in stock)  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| Land News (regular external publication issued monthly)   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| National Spatial Information Framework. (Booklet for the NSIF. English only)  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| Pamphlet- Know your land rights: Extension of Security of Tenure Act (ESTA) protects occupiers and owner;   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| The Chief Surveyor-General Information Booklet. (English only)  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| The Departmental Language Policy  | Free from the departmental website at <a href="http://land.pwv.gov.za">http://land.pwv.gov.za</a>                           |
| The South African Cadastral Survey System. (Pamphlet for the Chief Surveyor-General. English only)  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| The White Paper on Land Policy  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| Training Update (annual publication of the Sub directorate: Training and Capacity Building)   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| Using a Communal Property Association (COMMUNAL PROPERTY ASSOCIATION) to manage land as a community. (Available in all official languages)                    | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| What the Extension of Security of Tenure Act (ESTA) means for occupiers and owners. (Booklet available in English, Afrikaans, isiXhosa, isiZulu and Setswana) | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| Women too have land rights - poster promoting gender sensitivity. (English)   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| LRAD Booklet (all official languages)   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| LRAD Guide (only English)   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| LRAD Frequently Asked Questions (FAQ) booklet (only English)  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i>       |
| <b>CHIEF DIRECTORATE: FINANCIAL MANAGEMENT</b>  |   |
| Travel Policy   | On request from the Travel Management Sub-directorate, Private Bag X833, Pretoria, 0001 or 184 Jacob Maré Street, Pretoria. |

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| Beneficiary <i>Community</i> Participation  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Business Plan Report Study  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| DES Process Map   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Diagnostic Evaluation Studies (DES)   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| DLA Service Offering: Financial Management 2001   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| General Report of Culture Audit Findings - Western Cape PDLA  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Guidelines for Setting up of Panels (Service Providers)   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Guiding Document For Writing Terms Of Reference   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Impact of Share Equity Schemes  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Labour tenants Status-quo Report  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Land Reform Statistical report  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Mier and Khomani San Research Report  | Free from the M&E Directorate website at <a href="http://www.me.dia.gov.za">http://www.me.dia.gov.za</a>              |
| Monitoring and Evaluation Directorate Newsletters   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Provincial Program Reports  | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Quality of Life Reports   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| Reform Challenges Research Report   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>              |
| <b>CHIEF DIRECTORATE: COMMUNICATION</b>   |   |
| A Guide to the implementation of the Extension of Security of Tenure Act (ESTA). (Available in English and Afrikaans) | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i> |
| Annual Reports  | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i> |
| Bala Farms annual report 2002/ 2003   | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i> |
| Deeds Registration Law newsletter, (published by the Office of the Chief Registrar of Deeds)                          | On request from the Chief Director: Communications, Private Bag X833, Pretoria, 0001. <i>Subject to availability.</i> |
| Ingonyama Trust Board annual report 2003/ 2004  | On request from the Chief Director: Communications, Private Bag X833,   |



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| Development (LRAD) Policy  | Reform Systems and Support Services at Private Bag X833, Pretoria, 0001.  |
| Transfer of Funds for Legal Entities   | On request from the Chief Director: Land Reform Systems and Support Services at Private Bag X833, Pretoria, 0001.   |
| <b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000</b>                      | <b>MANNER OF ACCESS TO RECORDS</b>  |
| DESCRIPTION OF CATEGORIES OF RECORDS AVAILABLE FOR <i>PURCHASE</i> FROM THE BODY IN TERMS OF SECTION 15(1)(a)(ii)  |   |
| <b>CHIEF DIRECTORATE: CADASTRAL SURVEYS</b>  |   |
| Digital data   | For purchase at offices of the Surveyors-General in Pretoria, Cape Town, Bloemfontein and Pietermaritzburg  |
| Scanned Images   | May be requested from the following email: <a href="mailto:sgdata@012lg.pwv.gov.za">sgdata@012lg.pwv.gov.za</a>   |
| Spatial Data for Gauteng, Limpopo, Mpumalanga and the North West   | May be requested from the following email: <a href="mailto:sgspat@012lg.pwv.gov.za">sgspat@012lg.pwv.gov.za</a>   |
| <b>CHIEF DIRECTORATE: SURVEYS AND MAPPING</b>  |   |
| Maps of the national map series and other maps (topographical, aeronautical, topo-cadastral, orthophoto, topo-admin, wall maps, magisterial, regional and provincial maps) | For purchase from the Chief-Director: Surveys and Mapping in Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town or at Private Bag X10, Mowbray, Cape Town, 7705 or by email <a href="mailto:sales@slu.wcape.gov.za">sales@slu.wcape.gov.za</a> . Also from the offices of the Surveyor - General and the district offices of the Department of Land Affairs. |
| Aeronautical Charts (ICAO)   | The fees charged exclude costs of transfer media, preparing data, postage and packaging   |
| Digital topographical information (standard product)   |   |
| Digital spatial information to user format (non-standard product)  |   |
| Mosaic of aerial photography   |   |
| Town names and their location  |   |
| Charts (PWV Region and ICAO World Aeronautical charts)   |   |
| <b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000</b>                      | <b>MANNER OF ACCESS TO RECORDS</b>  |
| DESCRIPTION OF CATEGORIES OF RECORDS AVAILABLE <i>FREE OF CHARGE</i> FROM THE BODY IN TERMS OF SECTION 15(1)(a)(iii)   |   |
| <b>CHIEF DIRECTORATE: OFFICE OF THE DIRECTOR GENERAL</b>   |   |
| A Guide to Monitoring and Evaluation in the Department of Land Affairs   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>  |
| An Assessment Framework For Communal Property Associations   | Free from the M&E Directorate website at <a href="http://www.me.dla.gov.za">http://www.me.dla.gov.za</a>  |

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| Development Facilitation Act 67 of 1995   | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| White Paper on Spatial Planning and Land Use Management   | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| Planning Profession Act 36 of 2002  | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| Spatial Data Infrastructure Act 54 of 2003  | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| Environmental Policy and Guidelines for Land Reform   | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| National Planning Systems Audit   | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| Land Use Management Bill  | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001               |
| <b>CHIEF DIRECTORATE: SURVEYS AND MAPPING</b>   |  |
| Service Delivery Improvement Plan   | On request from the Chief Director: Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| <b>CHIEF DIRECTORATE: CADASTRAL SURVEYS</b>   |  |
| Manual of procedures in respect of surveys submitted in accordance with the Land Survey Act 8 of 1997                                   | On request from the Surveyors-General in Pretoria, Cape Town, Bloemfontein and Pietermaritzburg.                       |
| Manual for the Preparation of Draft Sectional Plans   | On request from the Surveyors-General in Pretoria, Cape Town, Bloemfontein and Pietermaritzburg.                       |
| <b>CHIEF DIRECTORATE: LAND REFORM IMPLEMENTATION MANAGEMENT AND CO-ORDINATION</b>   |  |
| Western Cape Land Reform Implementation Strategy 2003- 2015   | On request from the Western Cape Provincial Land Reform Office at Private Bag X9159, Cape Town, 8000                   |
| <b>CHIEF DIRECTORATE: LAND REFORM SYSTEMS AND SUPPORT SERVICES</b>  |  |
| Accessing the balance of the Settlement/ Land Acquisition Grant for the purchase of Capital Goods via the payment advice 1084           | On request from the Chief Director: Land Reform Systems and Support Services at Private Bag X833, Pretoria, 0001.      |
| Accessing or repaying the settlement and land acquisition grant when beneficiaries join and leave legal entities after land acquisition | On request from the Chief Director: Land Reform Systems and Support Services at Private Bag X833, Pretoria, 0001.      |
| Payment and interest accrued from the procurement of Bridging Finance by land reform beneficiaries                                      | On request from the Chief Director: Land Reform Systems and Support Services at Private Bag X833, Pretoria, 0001.      |
| Land Redistribution for Agricultural  | On request from the Chief Director: Land   |

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| <del>1999.</del>  |  |
| <del>Review of Land Reform Support Programme. 1999</del>                | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001             |
| <del>Review of the Land Reform Support Programme. 1999</del>            | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001             |
| <del>Support Services Decentralisation Project. 1999</del>              | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001             |
| <del>The South African Women's Charter for Effective Equity</del>       | On request from the Gender Unit at Private Bag X833, Pretoria, 0001                                      |
| <b>CHIEF DIRECTORATE: HUMAN CAPITAL AND ORGANISATIONAL DEVELOPMENT</b>  |  |
| <del>Job Evaluation Policies</del>                                      | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <del>Human Resource Development and Bursary Policy</del>                | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <del>Human Resource Management Policies</del>                           | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <del>White Paper on the Transformation of Public Service</del>          | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <del>White Paper on Affirmative Action in the Public Service</del>      | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <del>White Paper on Service Delivery (Batho Pele)</del>                 | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <del>White Paper on the Integrated National Disabilities Strategy</del> | On request from the Chief Director: Corporate Services, Private Bag X833, Pretoria, 0001                 |
| <b>CHIEF DIRECTORATE: FINANCIAL MANAGEMENT</b>                          |  |
| <del>Financial instructions and Regulations</del>                       | On request from the Chief Director: Financial Management at Private Bag X833, Pretoria, 0001.            |
| <b>CHIEF DIRECTORATE: COMMUNICATIONS</b>                                |  |
| <del>Media Relations Policy</del>                                       | On request from the Chief Director: Communications at Private Bag X833, Pretoria, 0001                   |
| <b>CHIEF DIRECTORATE: SPATIAL PLANNING AND INFORMATION</b>              |  |
| <del>Physical Planning Act 125 of 1991</del>                            | On request from the Chief Director: Spatial Planning and information at Private Bag X833, Pretoria, 0001 |
| <del>Removal of Restrictions Act, 1967</del>                            | On request from the Chief Director: Spatial Planning and Information at Private Bag X833, Pretoria, 0001 |

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| San Communities, Northern Cape. 2001   | and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b>  |
| Evaluation of the operations of the National Land Reform Mediation Panel. 1998.  | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Evaluation of the Partnership between the DLA and the working for water programme of the Department of Water Affairs and Forestry. 1999  | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Framework for Gender Empowerment and Women's Equality  | On request from the Gender Unit at Private Bag <b>X833</b> , Pretoria, <b>0001</b>                          |
| Impact Assessment of the Training and Technical Assistance Fund. 1997  | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Investigation of Commonages in Namaqualand. 2000   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Labour Tenant Report for KwaZulu Natal and Mpumalanga. 1997  | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Land Redistribution through the Land Acquisition Grant in the Gillimberg Project. 1999   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Land Reform Barometer Reports. 1996/ 1997  | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Land Reform Training Impact Assessment. 2000   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| M&E Decentralisation Programme. 1998   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| M&E Report on the Mayibuye Programme. 1997   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| No way back to before: Riemvemaak Evaluation. 1999   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Overview and trends on participation of beneficiaries in the Land Reform Programme. 1999   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Paper on poverty indicators. 1999  | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Reports and Evaluations of the Land Reform Pilot Programmes and Pilot Districts.   | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |
| Reports on the Assessment of the Environmental Status of the following areas:<br>Clarens, Weltevrede, Harrismith, Phumlani, Mswati Communal Property Association, Hlanganani, Blyde River, Solane, Lornshiyo, Msogwaba, Cairn. | On request from the Director: Monitoring and Evaluation, at Private Bag <b>X833</b> , Pretoria, <b>0001</b> |

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|   | Building, Rhodes Avenue, Mowbray, Cape Town.   |
| <b>CHIEF DIRECTORATE: CADASTRAL SURVEYS</b>   |  |
| Diagrams  | On request from the various Surveyors-General offices and after payment of the fees as prescribed by the Land Survey Act of 1997 |
| General plans   | On request from the various Surveyors-General offices and after payment of the fees as prescribed by the Land Survey Act of 1997 |
| <b>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000</b> | <b>MANNER OF ACCESS TO RECORDS</b>   |
| <b>DESCRIPTION OF CATEGORIES OF RECORDS AVAILABLE FOR COPYING FROM THE BODY IN TERMS OF SECTION 15(1)(a)(ii)</b>                                      |  |
| A fee as determined by the Department of Land from time to time will be charged for copies.   |  |
| <b>CHIEF DIRECTORATE: OFFICE OF THE DIRECTOR GENERAL</b>  |  |
| Assessment Framework for Communal Property Association. 2001  | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Assessment of the Participation of beneficiaries in the Land Redistribution Programme. 1999   | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Audit of the status and future of CPD. 2000   | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Community Compliance to Business Plan. 1999   | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Diagnostic Evaluation Study of the Gallawater- A Trust- Queenstown District 1996  | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Diagnostic Evaluation Study - Free State and KwaZulu Natal. 1996  | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Evaluation of Farm Worker Equity Schemes. 1997  | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Evaluation of the application of Land Acquisition Grant and Settlement Grant to support Land Redistribution. 1999                                     | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Evaluation of the Application of the Land Acquisition Grant in the Northern Province.   | On request from the Director: Monitoring and Evaluation, at Private Bag X833, Pretoria, 0001                                     |
| Evaluation of the Mier and Khomani  | On request from the Director: Monitoring   |



**DEPARTMENT: LAND AFFAIRS  
REPUBLIC OF SOUTH AFRICA**

Office of the Director-General, Private Bag X833, Pretoria, 0001, Tel: (012) 312 8191,  
Fax: (012) 323 6072, 184 Jacob Maré Street, Pretoria, 0001

| DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000 | MANNER OF ACCESS TO RECORDS  |
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| DESCRIPTION OF CATEGORIES OF RECORDS AVAILABLE FOR <i>INSPECTION</i> IN TERMS OF SECTION 15(1)(a)(i)   |  |
| <b>CHIEF DIRECTORATE: DEEDS REGISTRATION</b>   |  |
| Public Register of deeds and documents   | On request from the Registrar of Deeds concerned, and after payment of the fees prescribed by the Deeds Registries Act   |
| <b>CHIEF DIRECTORATE: SURVEYS AND MAPPING</b>  |  |
| Map archive  | On request from the Chief Director of Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| List of Service Providers  | On request from the Chief Director of Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| List of Account Holders  | On request from the Chief Director of Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| Technical instructions (various)   | On request from the Chief Director of Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| Aerial photographs and flight plans  | On request from the Chief Director of Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| Scale of fees  | On request from the Chief Director of Surveys and Mapping, at Van der Sterr Building, Rhodes Avenue, Mowbray, Cape Town. |
| Pricing policy for Spatial Information   | On request from the Chief Director of Surveys and Mapping, at Van der Sterr  |