

WEBBER WENTZEL  
BOWENS  
10 PRINCE ROAD  
DUTYBOULEVARD  
JOHANNESBURG 2198



# Government Gazette Staatskoerant

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## MANUAL

*IN ACCORDANCE WITH*

**THE PROMOTION OF ACCESS TO  
INFORMATION ACT (NO. 2 OF 2000)**



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

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**MANUAL IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, 2000****SOUTH AFRICAN VETERINARY COUNCIL****1. STRUCTURE AND FUNCTIONS**

The South African Veterinary Council (SAVC) is a statutory, regulatory body established in terms of the Veterinary and Para-Veterinary Professions Act, no 19 of 1982.

The South African Veterinary Council comprises of an Administration who gives support to the Council and the following Committees: Executive Committee, Education Committee, Investigation Committee, Pre-Advice Screening Committee on Inspections, and a Committee on Veterinary Specialisation.

The objects of the Veterinary Council, as set out in section 3 of the Veterinary and Para-Veterinary Professions Act, 1982, are:

- (a) To regulate the practising of the veterinary and para-veterinary professions and the registration of persons practising such professions;
- (b) To determine the minimum standards of tuition and training required for degrees, diplomas and certificates entitling the holders thereof to be registered, to practise the veterinary and para-veterinary professions;
- (c) To exercise effective control over the professional conduct of persons practising the veterinary and para-veterinary professions;
- (d) To determine the standards of professional conduct of persons practising the veterinary and para-veterinary professions;
- (e) To encourage and promote efficiency in and responsibility with regard to the practice of the veterinary and para-veterinary professions;
- (f) To protect the interest of the veterinary and para-veterinary professions and to deal with any matter relating to such interests;
- (g) To maintain and enhance the prestige, status and dignity of the veterinary and para-veterinary professions;
- (h) To advise the Minister in relation to any matter affecting a veterinary or a para-veterinary profession.

**2. CONTACT PARTICULARS**

First Floor Hamilton Forum  
140 Hamilton Street  
Arcadia  
0007

P O Box 40510  
Arcadia  
0007

Tel (012) 324 2392  
E-mail: [savc@intekom.co.za](mailto:savc@intekom.co.za)

Fax(012) 324 2394  
Website: [www.savc.co.za](http://www.savc.co.za)

Information officer: Mrs H Kruger

**3. GUIDE IN TERMS OF SECTION 10 OF THE ACT**

Any person who wishes to exercise any right contemplated in the Promotion of Access to Information Act, 2000, may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, telephone (011) 484 8300 or fax (011) 484 7149.

**4. FACILITATING OF A REQUEST FOR ACCESS TO INFORMATION, SUBJECTS  
ON WHICH THE SAVC HOLDS RECORDS AND THE CATEGORIES OF  
RECORDS HELD**

Information, which is not readily available as indicated in paragraph 5 of this manual, may be requested in accordance with the procedure prescribed in terms of the Promotion of Access to Information Act.

Copies of the prescribed forms to be completed for submitting a request are available from the SAVC.

**Information held:**

**4.1 Professional Affairs**

|    | <b>Subjects</b>                                                                                                        | <b>Categories of Information</b>                                                                                                                                                                                                                                                                                        |
|----|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Annual reports                                                                                                         | Council and executive committee activities<br>Other Committees' activities<br>Communication<br>Registration matters<br>Financial statements                                                                                                                                                                             |
| 2. | Authorisations in terms of section 23(1)(c) of the Veterinary and Para-Veterinary Professions Act                      | Personal particulars (identity number, surname and full forenames)<br>Contact details (permanent postal address & telephone number)<br>Professional particulars (degrees, diplomas and certificates held, date of authorisation, authorisation number and penalties imposed by the SAVC)<br>Conditions of authorisation |
| 3. | Committee members and Committee meetings                                                                               | Particulars of committee members<br>Decisions taken and recommendations made to Council<br>Minutes of meetings                                                                                                                                                                                                          |
| 4. | Council and Council meetings                                                                                           | Particulars of Councillors<br>Register of Decisions<br>Rulings issued<br>Minutes of meetings                                                                                                                                                                                                                            |
| 5. | Examinations                                                                                                           | Particulars of registered candidates<br>Marks obtained<br>Particulars of examination panels<br>Past examination papers                                                                                                                                                                                                  |
| 6. | Monitoring                                                                                                             | Details of qualifications and courses monitored<br>Particulars of Monitors<br>Monitor reports<br>Responses to monitor reports                                                                                                                                                                                           |
| 7. | Students of veterinary or para-veterinary professions                                                                  | Personal details (identity number, surname and full forenames)<br>Contact details (Postal address)<br>Professional particulars (degree, diploma or certificate enrolled for, year of study and penalties imposed by the SAVC)                                                                                           |
| 8. | Veterinary consulting rooms, clinics and hospitals                                                                     | Contact details (physical and postal address & telephone number)<br>Principal/ Member of Close Corporation<br>Professional particulars (date of registration, registration number, inspection reports)                                                                                                                  |
| 9. | Veterinary Specialists, Veterinarians, Veterinary Nurses, Veterinary Technologists and Laboratory Animal Technologists | Personal particulars (identity number, surname and full forenames)<br>Contact details (permanent postal address & telephone number)<br>Professional particulars (degrees, diplomas and certificates held, date of registration, registration number and penalties imposed by the SAVC)                                  |

**4.2 Professional Conduct**

|    | Subject                                                       | Categories of Information                                                                                                                                                                                                              |
|----|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Complaints against registered members and authorised persons. | Personal information of complainant<br>Affidavits by complainants/witnesses<br>Registered member's/Authorised person's written response<br>Records of proceedings of Inquiry Body<br>Particulars of previous convictions and penalties |

**4.3 Communication**

|    | Subjects    | Categories of information                                                                                                                                                                                                                                                                     |
|----|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Newsletters | SAVC Newsletter<br>Continuing Professional Development inserts                                                                                                                                                                                                                                |
| 2. | Website     | Veterinary and Para-Veterinary Professions Act, 1982, Regulations and Rules<br>Council rulings and policies<br>Code of Conduct and Practice for Veterinarians<br>Monitoring policy<br>Subjects to be monitored<br>Registration Forms<br>Council members, Committee members and Administration |

**4.4 Finance & Human Resources**

|    | Subjects                | Categories of Information                                                                                                                                                                 |
|----|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Finances of the SAVC    | Past and current budgets<br>Audited financial statements<br>Financial records<br>Banking account particulars<br>Investment particulars<br>Insurance policies<br>Agreements with suppliers |
| 2. | Human Resources (Staff) | Personal particulars of individual staff members<br>Salaries and benefits payable                                                                                                         |

**5. CATEGORIES OF RECORDS: VOLUNTARY AND AUTOMATIC DISCLOSURE IN TERMS OF SECTION 15 OF THE ACT:**

The following categories of information are automatically available from the SAVC without a person having to request access in terms of the Act:

**5.1 For inspection in terms of the Veterinary and Para-Veterinary Professions Act, 1982**

|    | Information       | Costs          |
|----|-------------------|----------------|
| 1. | Financial records | Free of charge |
| 2. | Annual reports    | Free of charge |

**Manner of access**

By appointment.

**5.2 For purchase or copying from the SAVC**

|    | Information                                                                                                                     |
|----|---------------------------------------------------------------------------------------------------------------------------------|
| 1. | Lists of Veterinary Specialists, Veterinarians, Veterinary Nurses, Veterinary Technologists and Laboratory Animal Technologists |
| 2. | List of veterinary consulting rooms, clinics and hospitals                                                                      |
| 3. | Previous examination papers                                                                                                     |

|    |                              |
|----|------------------------------|
| 4. | Newsletters                  |
| 5. | Audited financial statements |
| 6. | Annual reports               |

#### **Manner of access**

By telephonic or written request.

#### **6. DESCRIPTION OF SERVICES AVAILABLE TO MEMBERS OF THE PUBLIC AND HOW TO GAIN ACCESS THERETO:**

The following services are available to the public from the SAVC:

##### **6.1 Professional Affairs**

Assistance to members of the public relating to enquiries of a general nature, with regard to the conduct of any registered member or authorised person, the Veterinary and Para-Veterinary Professions Act, regulations and rules in terms of the Act and Council policies.

#### **Manner of access**

Enquiries to be addressed in writing or telephonically or by way of appointment.

##### **6.2 Professional Conduct**

Investigation and prosecution of complaints of alleged unprofessional, improper or disgraceful conduct by registered members or authorised persons.

#### **Manner of access**

Complaints are to be submitted to the SAVC in writing and by affidavit and accompanied by the relevant documents, vouchers, letters and receipts. A standard complaint form is available from the administration.

##### **6.3 Professional Fees**

The account of a veterinarian may, on request, be submitted to the SAVC to determine the reasonableness of the professional fee charged for the rendered services.

#### **Manner of access**

Written request accompanied by the account.

#### **7. PARTICIPATION TO FORMULATE POLICY /EXERCISE POWERS**

The Council determines policy and exercises the powers afforded to it by the Veterinary and Para-Veterinary Professions Act, 1982 and is assisted by various committees.

#### **8. DESCRIPTION OF REMEDIES AVAILABLE IN RESPECT OF AN ACT OR FAILURE TO ACT BY THE SAVC**

If a request for information in terms of the Act has been refused by the SAVC, the requester may, within 60 day and in the prescribed form and against payment of the prescribed appeal fee, lodge an internal appeal against the decision of the information officer in accordance with the provisions of Section 75 of the Act. If an internal appeal is lodged after expiry of the prescribed period, the SAVC, will on good cause shown, allow such late lodging.

**HANDLEIDING IN TERME VAN ARTIKEL 14 VAN DIE WET OP BEVORDERING VAN  
TOEGANG TOT INLIGTING, 2000****SUID AFRIKAANSE VETERINÊRE RAAD****1. STRUKTUUR EN FUNKSIE**

Die Suid-Afrikaanse Veterinêre Raad (SAVR) is 'n statutêre regulerende liggaam daargestel in terme van die Wet op Veterinêre en Para-Veterinêre Beroepe, no.19 van 1982.

Die Suid-Afrikaanse Veterinêre Raad bestaan uit 'n Administrasie wat ondersteuning bied aan die Raad en die volgende Komitees: Uitvoerende Komitee, Opleidingskomitee, Ondersekkomitee, Voor Advies Siftingskomitee Komitee ten aansien van Inspeksies en 'n Komitee ten aansien van Veterinêre Spesialisasie.

Die doelstellings van die Raad, soos uiteengesit in artikel 3 van die Wet op Veterinêre en Para-Veterinêre Beroepe, no 19 van 1982 is:

- (a) Om die beoefening van die veterinêre en para-veterinêre beroepe en die registrasie van persone wat sodanige beroepe beoefen, te reël;
- (b) Om die minimum standaarde van onderrig en opleiding te bepaal wat veries word vir grade, diplomas en sertifikate wat aan die houer daarvan die reg gee om geregistreer te word om die veterinêre en para-veterinêre beroepe te beoefen;
- (c) Om doeltreffende beheer uit te oefen oor die professionele gedrag van persone wat die veterinêre en para-veterinêre beroepe beoefen te bepaal;
- (d) Om die standaarde van professionele gedrag vir persone wat die veterinêre en para-veterinêre beroepe beoefen, te bepaal
- (e) Om doeltreffendheid in en verantwoordelikheid met betrekking tot die beoefening van die veterinêre en para-veterinêre beroepe aan te moedig en te bevorder;
- (f) Om die belange van die veterinêre en para-veterinêre beroepe te beskerm en om met enige aangeleentheid wat op sodanige belange betrekking het, te handel;
- (g) Om die prestige, status en waardigheid van die veterinêre en para- veterinêre beroepe en die integriteit van persone wat sodanige beroepe beoefen, te handhaaf en te verhoog;
- (h) Om die Minister van advies te dien met betrekking tot enige aangeleentheid wat 'n veterinêre of 'n para-veterinêre beroep raak

**2. KONTAKBESONDERHEDE**

Eerste Vloer Hamilton Forum  
Hamiltonstraat 140  
Arcadia  
0007

Posbus 40510  
Arcadia

0007

Tel (012) 324 2392  
E-pos: [savc@intekom.co.za](mailto:savc@intekom.co.za)

Faks(012) 324 2394  
Webblad: [www.savc.co.za](http://www.savc.co.za)

Inligtingsbeampte:

Mev H Kruger

**3. GIDS IN TERME VAN ARTIKEL 10 VAN DIE WET**

Enige persoon wat 'n reg wil uitoefen soos beoog in die Wet op die Bevordering van Toegang tot inligting, 2000 kan 'n afskrif van die inligtingsgids, uitgereik deur die Menseregtekommissie in al die amptelike tale, van die Menseregtekommissie bekom by tel: (011) 484 8300, faks:(011) 484 7149

**4. FASILITERING VAN 'N VERSOEK OM TOEGANG TOT INLIGTING EN  
ONDERWERPE TEN OPSIGTE WAARVAN DIE SAVR INLIGTING HOU, SOWEL  
AS DIE KATEGORIEË VAN INLIGTING GEHOU**

Inligting wat nie redelikerwys beskikbaar is soos aangedui in paragraaf 5 van hierdie handleiding nie, kan versoek word in ooreenstemming met die prosedure wat in terme van die Wet op die Bevordering van Toegang tot Inligting voorgeskryf word.

**Inligting gehou:**

**4.1 Professionele sake**

|    | Onderwerpe                                                                                           | Kategorieë                                                                                                                                                                                                                                                                                                                                               |
|----|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Jaarverslae                                                                                          | Raad en uitvoerende komitee aktiwiteite<br>Ander komitees se aktiwiteite<br>Kommunikasie<br>Registrasie aangeleenthede<br>Finansiële state                                                                                                                                                                                                               |
| 2. | Bemagtigings in terme van artikel 23(1)(c) van die Wet op Veterinêre en Para-Veterinêre Beroepe      | Beleid ten aansien van bemagtigings<br>Persoonlike besonderhede (identiteitsnommer, van en volle voorname)<br>Kontak besonderhede (permanente posadres en telefoonnommer)<br>Professionele besonderhede (grade, diplomas en sertifikate gehou, datum van bemagtiging, bemagtigingsnommer en strawwe opgelê deur die SAVR)<br>Voorwaardes van bemagtiging |
| 3. | Komitee lede en Komitee vergaderings                                                                 | Besonderhede van komitee lede<br>Besluite geneem en aanbevelings gemaak aan die Raad<br>Notules van vergaderings                                                                                                                                                                                                                                         |
| 4. | Raad en Raadsvergadering                                                                             | Besonderhede van raadslede<br>Register van Besluite<br>Notules van vergaderings                                                                                                                                                                                                                                                                          |
| 5. | Eksamens                                                                                             | Besonderhede van geregistreerde kandidate<br>Punte behaal<br>Besonderhed van eksamen panele<br>Eksamen vraestelle                                                                                                                                                                                                                                        |
| 6. | Monitering                                                                                           | Besonderhede van kwalifikasies en kursusse gemonitor<br>Besonderhede van moniteurs<br>Monitorverslae<br>Reaksie op monitorverslae                                                                                                                                                                                                                        |
| 7. | Studente van veterinêre of para-veterinêre beroepe                                                   | Persoonlike besonderhede (identiteitsnommer, van en volle voorname)<br>Kontakbesonderhede (posadres)<br>Professionele besonderhede (ingeskrewe graad, diploma of sertifikaat, studiejaar en strawwe opgelê deur Raad)                                                                                                                                    |
| 8. | Veterinêre spreekkamers, klinieke en hospitale                                                       | Kontakbesonderhede (fisiese en posadres en telefoonnommer)<br>Prinsipaal/ Lede van Beslote Korporasies<br>Professionele besonderhede (Datum van registrasie, registrasie nommer, Inspeksieverslae)                                                                                                                                                       |
| 9. | Veterinêre Spesialiste, Veeartse, Veterinêre Verpleegsters, Veterinêre Tegnoloë en Proefdiertegnoloë | Persoonlike besonderhede (identiteitsnommer, van en voorname)<br>Kontakbesonderhede (permanente posadres & telefoonnommer)<br>Professionele besonderhede (grade, diplomas en sertifikate gehou, datum van registrasie,                                                                                                                                   |

|  |  |                                                    |
|--|--|----------------------------------------------------|
|  |  | registrasie nommer en strawwe opgelê deur die SAVR |
|--|--|----------------------------------------------------|

#### 4.2 Professionele gedrag

|    | Onderwerp                                              | Kategorieë inligting                                                                                                                                                                                                                              |
|----|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Klagtes teen geregistreerde lede en bemagtigde persone | Personlike besonderhede van klaer<br>Eedsverklarings van klaers/getuies<br>Geregistreeerde lid/bemagtigde persoon se skriftelike antwoord<br>Rekords van verrigtinge van Ondersoekliggaam<br>Besonderhede van vorige skuldigbevindinge en strawwe |

#### 4.3 Kommunikasie

|    | Onderwerpe  | Kategorieë inligting                                                                                                                                                                                                                              |
|----|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Newsletters | SAVC Nuusbrieff<br>Voorgesette Professionele Ontwikkeling<br>Insetsels                                                                                                                                                                            |
| 2. | Webwerf     | Wet op Veterinêre en Para-Veterinêre Beroepe, 1982, Regulasies en Reëls<br>Raads beslissings en beleid<br>Gedragskode vir veeartse<br>Moniteringsbeleid<br>Vakke gemonitor te word<br>Registrasievorms<br>Raadslede, Komiteelede en Administrasie |

#### 4.4 Finansies en Menslike Hulpbronne

|    | Onderwerpe                      | Kategorieë inligting                                                                                                                                                                               |
|----|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Finansies van die SAVR          | Vorige en huidige begrotings<br>Geouditeerde finansiële state<br>Finansiële rekords<br>Bankrekening besonderhede<br>Beleggings besonderhede<br>Versekeringspolisse<br>Ooreenkomste met verskaffers |
| 2. | Menslike Hulpbronne (Personeel) | Persoonlike besonderhede van individuele personeellede<br>Salarisse en voordele betaal                                                                                                             |

#### 5. KATEGORIEë VAN REKORDS: VRYWILLIGE EN OUTOMATIESE BEKENDMAKING IN TERME VAN ARTIKEL 15 VAN DIE WET

Die volgende kategorieë inligting is outomaties beskikbaar van die SAVR, sonder dat 'n persoon toegang daartoe hoef te versoek in terme van die Wet:

##### 5.1 Vir inspeksie in terme van die Wet op Veterinêre en Para-Veterinêre Beroepe, 1982

|    | Inligting          | Koste  |
|----|--------------------|--------|
| 1. | Finansiële rekords | Gratis |
| 2. | Jaarverslae        | Gratis |

#### Wyse van toegang

Met afspraak.

**5.3 Vir aankoop of afskrifte van die SAVR**

|    | <b>Inligting</b>                                                                                              |
|----|---------------------------------------------------------------------------------------------------------------|
| 1. | Lys van Veterinêre Spesialiste, Veeartse, Veterinêre Verpleegsters, Veterinêre Tegnoloë en Proefdier tegnoloë |
| 2. | Lys van veterinêre spreekkamers, klinieke en hospitale                                                        |
| 3. | Vorige eksamen vraestelle                                                                                     |
| 4. | Nuusbriewe                                                                                                    |
| 5. | Geouditeerde finansiële state                                                                                 |
| 6. | Jaarverslae                                                                                                   |

**Wyse van toegang**

Telefoniese of skriftelike versoek.

**6. BESKRYWING VAN DIENSTE BESKIKBAAR AAN LEDE VAN DIE PUBLIEK EN HOE OM DIT TE BEKOM**

Die SAVR lewer die volgende dienste aan die publiek.

**6.1 Professionele Sake**

Bystand aan lede van die publiek met betrekking tot algemene navrae en met betrekking tot die gedrag van enige geregistreerde of bemagtigde persoon, die Wet op Veterinêre en Para-Veterinêre Beroepe, regulasies en reëls in term van die Wet en Raadsbeleid.

**Wyse van toegang**

Skriftelike of telefoniese navraag of by wyse van 'n afspraak.

**6.2 Professionele Gedrag**

Ondersoek en vervolging van klagtes van beweerde onprofessionele, onbehoorlike of skandelijke gedrag deur geregistreerde lede of bemagtigde persone.

**Wyse van toegang**

Klagtes moet skriftelik by wyse van 'n eedsverklaring en vergesel van die relevante dokumente, briewe en kwitansies aan die SAVR gerig word. 'n Standaard klagvorm is beskikbaar van die administrasie.

**6.3 Professionele gelde**

Die rekeningstaat van 'n veearts kan op versoek aan die SAVR voorgelê word om die redelikheid van die professionele gelde vir die gelewerde dienste te bepaal.

**Wyse van toegang**

Skriftelike versoek vergesel van die rekeningstaat.

**7. DEELNAME AAN DIE FORMULERING VAN BELED'UITVOERING VAN MAGTE**

Die Raad bepaal beleid en voer die magte uit soos verleen in terme van die Wet op Veterinêre en Para-Veterinêre Beroepe, 1982 en word bygestaan deur verskeie komitees.

**8. BESKRYWING VAN BESKIKBARE REMEDIES IN DIE GEVAL VAN 'N HANDELING OF NALATE DEUR DIE SAVR**

Indien 'n versoek om inligting in terme van die Wet deru die SAVR afgewys word, kan die versoeker binne 60 dae en in die voorgeskrewe vorm en teen die betaling van die voorgeskrewe appelfoos, 'n interne appél teen die besluit van die inligtingsbeampte aanteken in ooreenstemming met die bepalings van Artikel 75 van die Wet. Indien 'n interne appél aangeteken word na die verstryking van die voorgeskrewe periode, sal die SAVR, indien goeie rede aangevoer word, sodanige laat indiening toelaat. 2005-07-27

INCWAJANA NGOKWESIGA 14 YOKUQUBEZA UKUTHOLA UMTHETHO WOLWAZI, KA-2000

**UMKHANDLU WASENINGIZUMU AFRIKA OPHATHELENE NOKWEZOKWELAPHA  
IZILWANE**

**1. UKUMA KAWO KANYE NEMSEBENZI**

Umkhandlu waseNingizumu Afrika wezokwelapha izilwane (SAVC) iwona ongumthetho, ongumzimba olawulayo owasungulwa ngokweZokulapha kanye noMthetho wePara-Veterinary Professions, unombolo 19 ka 1982

Umkhandlu wozokwelapha izilwane waseNingizumu Afrika unoMphathiswa okuyena onikeza usizo esigungwini nakulamakomidi alandelayo: Ikomodi elikhulu, Ikomidi lezemfundo, Ikomidi eliphenyayo, Ikomidi elinikeza izeluleko ekuhlolweni, kanye Nekomidi locwepheshe kwezokwelapha.

Izinhloso zaloMkhandlu wezokwelapha izilwane, njengoba zibekiwe esigabeni 3 wezokwelapha kanye neMthethweni i-Para Veterinary Professions, 1982, ziwu:

- (a) Ukulawula kokusebenza kodokotela bezilwane kokwezokwelapha kanye nobungcweti bezokwelapha ipara kanye nokubhalisa kwabantu abenza lomsebenzi;
- (b) Ukunquma izinga elifanele lokufundiswa kanye nokuqeqeshelwa okudingekayo kumadigiri, amadiploma kanye nezitifiketi ezivumela abanazo ukuthi babhaliswe, ukwelapha izilwane nokwenza umsebenzi wobungcweti kwezokwelapha ipara;
- (c) Ukusebenzisa igunya eliphelele ngaphezu kwalabantu abenza lomsebenzi wokwelapha izilwane kanye nobungcweti kwipara;
- (d) Ukubhekela izinga lokuziphatha kubantu abenza lomsebenzi kanye nobungcweti kuwona;
- (e) Ukugqogqezela nokukhuphula ikhono kanye nokuzinikela nokuzibophezela mayelana nokwenza lomsebenzi wokulapha izilwane kanye nobungcweti kwipara;
- (f) Ukuvikela odokotela bezilwane kanye nobungcweti bezokwelapha ipara iphinde idile nanoma yiluphi udaba oluphathelele nalokhu;
- (g) Ukugcina kanye nokwengeza okuhle, izinga kanye nesithunzi sodokotela abelapha izilwane kanye nobungcweti ekulapheni ipara;
- (h) Ukweluleka uNgqongqoshe kunoma yiluphi udaba oluphathelele nodokotela bezilwane kanye nobungcweti kwezokwelapha ipara.

**2. IMININGWANE YOKUXUMANA**

First Floor Hamilton Forum  
140 Hamilton Street  
Arcadia  
0007

P O Box 40510  
Arcadia

0007

Ucingo (012) 3242392  
E-mail: [savc@intekom.co.za](mailto:savc@intekom.co.za)

Ifekisti (012) 324 2394  
Website: [www.savc.co.za](http://www.savc.co.za)

Umkhiphi lwazi: Nkz. H Kruger

**3. UKULAWULWA NGOKOMTHETHO WESIGABA 10 SOMTHETHO**

Wonke umuntu ofisa ukusebenzisa noma yiluphi ilungelo elikhona eMthethweni Wokugqogqezela ukuthola ulwazi, 2000, angathola isifanekiso sombiko esikhishwa iKhomishana yaMalungelo eSintu kuzo zonke izilimu ezisemthethweni, ezisuka kwi-Khomishana yaMalungelo eSintu, ucingo (011) 484 8300 noma ifeksi (011) 484 7149.

**4. UKUNGAMELA KWESICELO EKUBHOKENI KOLWAZI OKUMAYELANA NOLWAZI OLUGCINIWE LWE- SAVC KANYE NEZIGABA ZAMAREKHODI AKHONA**

Ulwazi, olungakalungi ukuthi lubekhona njengoba kukhonjisiwe esiqeshini 5 walencwajana, lungacelwa njengokusho kwendlela ecaziwe eMthethweni wokugquzela ukuthola ulwazi.

Isifanekiso samaphepha agcwaliswayo ungawagcwalisa ngokufaka iscelo ayatholakala kwi-SAVC.

**Ulwazi oluhukethwe:**

**4.1 Izindaba eziphathelene nomsebenzi**

|   | <b>Indikimba</b>                                                                                                                                     | <b>Isigaba solwazi</b>                                                                                                                                                                                                                                                                                                      |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Imibiko yonyaka                                                                                                                                      | Imisebenzi yomkhandlu kanye nekomidi lesigungu<br>Imisebenzi yamanye amakomidi<br>Ezokuxumana<br>Izindaba eziphathelene nokubhalisa<br>Isitetimende sezimali                                                                                                                                                                |
| 2 | Isigunyazo ngokwesigaba 23(1)(c) Wokwelapha izilwane kanye NoMthetho iPara Veterinary Professions                                                    | Imininingwane yomuntu (izinombolo zepasi, isibongo, kanye namagama aphelele okuqala<br>Imininingwane yokuxumana (idilesi & inamba yocingo)<br>Imininingwane yokufunda (idigiri, idiploma kanye nesitifiketi onaso, usuku owagunyazwa ngalo, inombolo yesigunyazo kanye nenhlawulo ebekwe i-SAVC)<br>Imibandela yokugunyazwa |
| 3 | Amalunga ekomidi kanye nemihlangano yekomidi                                                                                                         | Imininingwane yamalunga ekomidi<br>Izinqumo ezithathiwe kanye nezincomo kuMkhandlu<br>Amaminithi omhlangano                                                                                                                                                                                                                 |
| 4 | Umkhandlu kanye nemihlangano yoMkhandlu                                                                                                              | Imininingwane yamakhansela<br>Iregista yeZinqumo<br>Ukukhishwa kwezinqumo<br>Amaminithi emihlangano                                                                                                                                                                                                                         |
| 5 | Izivivinyo                                                                                                                                           | Imininingwane yabafundi ababhalisile<br>Amamaki atholiwe<br>Imininingwane yabaphathelene nokuhlolwa<br>Amaphepha akudala okuvivinywa                                                                                                                                                                                        |
| 6 | Ukuqashelwa                                                                                                                                          | Imininingwane ngezimpawuleko kanye nezifundo eziqashelweyo<br>Imininingwane yezingqapheli<br>Imibiko yengqapheli<br>Iziphendulo zokuqapha imibiko                                                                                                                                                                           |
| 7 | Abafundi bokwelapha izilwane noma ongcweti kwezokwelapha ipara                                                                                       | Imininingwane yomuntu (inombolo yepasi, isibongo, namagama aphelele okuqala<br>Imininingwane yokuxumana (ikheli lakho)<br>Imininingwane yokufunda (idigiri, idiploma noma isitifiketi owawusibhalisile ngonyaka owafunda ngawo kanye nenhlawulo ebekiwe i-SAVC)                                                             |
| 8 | Izindlu zodokotela, imitholampilo kanye nezibhedlela                                                                                                 | Imininingwane yokuxumana (indawo lapho uhlala khona kanye nekheli & inombolo yocingo<br>Inhloko / iLunga le-Close Corporation<br>Imininingwane yemfundo (usuku lokubhalisa, inombolo obhalise ngayo, ukuhlolwa kwemibiko)                                                                                                   |
| 9 | Ocwepheshe ekulashweni kwezilwane, Odokotela abahlinza izilwane, Abahlengikazi bezilwane, Ososayensi ngezilwane, kanye neLebhu yoSosayensi bezilwane | Imininingwane yomuntu (inombolo yepasi, isibongo, kanye namagama aphelele okuqala)<br>Imininingwane yokuxumana (ikheli & inamba yocingo)<br>Imininingwane yemfundo (idigiri, idiploma kanye nesitifiketi onaso, usuku owabhalisa ngalo, inombolo obhalise ngayo kanye nenhlawulo)                                           |

|  |                |
|--|----------------|
|  | ebekwe i-SAVC) |
|--|----------------|

#### 4.2 Ukuziphatha okufanele emsebenzini

|   | Indikimba                                                 | Isigaba solwazi                                                                                                                                                                                                                                              |
|---|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Izikhalo ngamalunga abhalisile kanye nabantu abagunyaziwe | Imininingwane yesikhalazo somuntu<br>Isitetimende esifungelwayo ngabakhalazayo / ofakazi<br>Amalunga abhalisayo / Impendulo ebhaliwe ngomuntu ogunyaziwe<br>Amarekhodi okuqubeka kweSigungu esiphenyayo<br>Imininingwane uma walahlwa icala kanye nenhlawulo |

#### 4.3 Ezokuxumana

|   | Indikimba    | Isigaba solwazi                                                                                                                                                                                                                                                                                                                  |
|---|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Iphephandaba | Iphephandaba i-SAVC<br>Ukuqubeka okusezingeni eliphezulu lokuthuthuka                                                                                                                                                                                                                                                            |
| 2 | I-Website    | Ukulashwa kwezilwane kanye noMthetho iPara-Veterinary Professions, 1982, Izimiso kanye neMthetho<br>Ukubuswa koMkhandlu kanye namapholisi<br>Indlela yokuziphatha kanye nokusebenza koDokotela<br>Umthetho wokuqapha<br>Izikhonzi ezizoqashelwa<br>Amafomu okubhalisa<br>Amalunga oMkhandlu, amalunga ekomidi kanye nabaPhetheyo |

#### 4.4 Imali & Nomnyango wezokuqasha

|   | Indikimba                         | Isigaba solwazi                                                                                                                                                                                                              |
|---|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Izimali zase-SAVC                 | Ibhajethi endala neyamanje<br>Ukucwaninga amabhuku ezimali<br>Amarekhodi ezimali<br>Imininingwane ye-akhawunti yasebhange<br>Imininingwane ngokufaka kwezimali<br>Amapholisi omshwarensi<br>Izivumelwano nabathumela impahla |
| 2 | Umnyango wezokuqasha (abasebenzi) | Imininingwane yomuntu ngomuntu yamalunga abasebenzi<br>Amaholo kanye nenzuzo ekhokhwayo                                                                                                                                      |

#### 5. IZIGABA ZAMAREKHODI: UKUZINIKELA NOKUZIVULEKELA NGOKOMTHETHO ESIGEBENI 15:

Lezigaba ezilandelayo zizenzekela zona zitholakale kwi-SAVC ngaphandle kokuthi umuntu afake isicelo sokuzithola ngokoMthetho:

##### 5.1 Ngokoncwangingo lokwezokwelapha izilwane kanye noMthetho we-Para Veterinary Professions, 1982

|    | Ulwazi             | Izindleko |
|----|--------------------|-----------|
| 1. | Amarekhodi ezimali | Mahala    |
| 2. | Imibiko yonyaka    | Mahala    |

**Indlela yokuwuthola**

Ngokunquma usuku.

**5.2 Ngokuwuthenga noma ngekhophi esuka kwi-SAVC**

|    | <b>Ulwazi</b>                                                                                                                                |
|----|----------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Uhla locwepheshe ekulapheni izilwane, Odokotela bezilwane, Abahlengikazi bezilwane, Ososayensi bezilwane kanye neLebhu yoSosayensi bezilwane |
| 2. | Uhla lwamagumbi lodokotela bezilwane, imitholampilo kanye nezibhedlela                                                                       |
| 3. | Amaphepha adlule okuvivinywa                                                                                                                 |
| 4. | Iphephandaba                                                                                                                                 |
| 5. | Amabhuku ezimali asecwangingiwe                                                                                                              |
| 6. | Imibiko yonyaka                                                                                                                              |

**Indlela yokuwuthola**

Ngokushaya ucingo noma ngesicelo esibhalwe phansi

**6. UKUCAZWA KWEMISEBENZI EVELE KUMALUNGO OMPHAKATHI NOKUTHI ANGAZUZA KANJANI EKUNGENELENI KWAUO:**

Lezinkozo noma imisebenzi elandelayo inikeziwe emphakathini isuka kwi-SAVC

**6.1 Izindaba eziphathelele nomsebenzi**

Usizo kumalunga omphakathi maqondana nemibuzo ejwayelekile, mayelana nokuziphatha kwanoma yiliphi ilunga elibhalisile noma umuntu onikezwe imvume, abakwezokwelapha izilwane kanye naboMthetho wePara-Veterinary Professions, izimiso kanye nokubusa ngokoMthetho kanye namapholisi oMkhandlu.

**Indlela yokukuthola**

Imibuzo kumele ifakwe ngokubhala noma ngokushaya ucingo noma ngendlela yokuzinqumela usuku.

**6.2 Indlela yokuziphatha emsebenzini**

Uphenyo kanye nokushushiswa kwamacala abathintekayo ngokungaziphathi kahle, ngokungafanele noma ukuziphatha okuhlazisayo kumalunga abebhalisile noma abantu abanikwe isigunyazo.

**Indlela yokukuthola**

Kumele uhambise izikhalazo kwi-SAVC ngokubhala noma ngesitetamente esifungelwe, sihambisane kanye nezincwadi eziphathelele nalokho, nezincwadi zokufakaza, izincwadi kanye namarisidi. Ifomu lezikhalazo liyatholakala kwabapheitheyo.

**6.3 Imali yomsebenzi**

Ufaka isicelo se-akhawunti kadokotela wezilwane, sithunyelwe kwi-SAVC ukuze kutholwe imali ekahle ongayikhokho ngomsebenzi owenziwe.

**Indlela yokuyithola**

Ufaka isicelo ngokubhala sihambisane ne-akhawunti.

**7. UKUBA NEQHAZA EKWAKHIWENI KOMGOMO / NOMA UKUSETSHENZISWA KWAMANDLA**

Umkhandlu unquma impatho uphinde usebezise amandla onikezwe wona abakwezokwelapha izilwane kanye noMthetho wePara-Veterinary Professions, 1982 uphinde usizwe futhi amakomidi ahlukeneyo.

8. **UKUCAZWA KWEZIXAZULULO EZIKHONA MAYELANA NOMTHETHO NOMA UKWEHLULEKA KOMTHETHO WE-SAVC**

Uma isicelo sokuthola ulwazi ngoMthetho siqatshiwe i-SAVC, umfaki sicelo engakwazi ukuthi ngaphansi kwezinsuku ezingu 60 efomini elicaziwe angamelana nokukhokha imali yokufaka isicelo, bese efaka isicelo sangaphakathi esimelana nesinqumo somkhiphi lwazi njengokusho kokuhlinzekelwa esigabeni sika 75 soMthetho. Uma isikhalazo sangaphakathi sesifakiwe, i-SAVC, iyobe isikhombisa ukubambisana okuhle, ivumele ukufakwa kwecala emva kwesikhathi.

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