



Western Cape  
Government

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Western Cape Department of Agriculture

**WESTERN CAPE PRESTIGE  
AGRI AWARDS  
IN PARTNERSHIP WITH  
SHOPRITE**

Official Manual 2024

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## Introduction

Western Cape Prestige Agri Awards (WCPAA), also referred to as “the competition” was initiated in order to acknowledge the valuable and important contribution that agri workers make to the sustainability and growth of the agricultural sector in the Western Cape.

By presenting the WCPAA the Western Cape Department of Agriculture (WCDoA) wants to broaden the agri workers' scope and understanding of the agricultural sector and expose them to new life experiences. It further serves as a means to motivate agri workers to improve their knowledge and skill-base in order to unlock opportunities and personal growth for future career path development.

## Background

The WCPAA was initiated in 2002 in the Hex Valley, by the Hex Valley Table Grape Association. In 2005, the WCDoA became a sponsor of the competition. The competition grew from 36 entries in the Hex Valley in 2002 to the participation of 16 regions with a total participation of 15 113 agri workers to date. Shoprite started to support the competition financially in 2012 and Shoprite continues to be the main sponsor of the competition.

## Categories

The competition consist of the following categories:

1. General Worker
2. Driver
3. Administrative Personnel
4. Animal Production
5. Technical Operator
6. Irrigation Specialist
7. Social Development
8. Agri-processing
9. Foreman/-woman
10. Junior Management
11. Middle Management

**Take note:** A winner, runner-up and second runner-up are selected in each category. (See the description of each category on **pages 9-11**).

## Who can be nominated and by whom?

All agri workers may participate. An agri worker is any person who forms part of and makes a contribution to farming, irrespective of race, age, disability, culture, gender or religion. The employer, management/ farm committee or fellow workers can nominate individuals for the competition. Employees of farming business/ enterprises, working in a business involved in secondary agriculture like a silo, etc. are allowed to be entered in the existing categories, with due cognisance of the requirements as stipulated.

Exception from participation include government or semi-government employees who may not participate in the competition, for example agri workers working on state-owned farms and receive a salary from government or State Owned Enterprise.

Furthermore, non-South African citizens who want to enter, must be in possession of the correct legal and valid documentation for working and residing in South Africa.

The information sheet is attached as **Annexure A**, which can be provided to employers, management, farm and or workers' committees or as well as organisations to inform on the competition and to assist with the recruitment of participants.

## Entries

Each entry must be accompanied by a full job description of the agri worker. A category forms part of the competition if there is at least 3 entries in a category. A farm can only enter 1 participant per category, unless it is in a category with sub-categories, where more than one participant from a farm can be entered under the different sub-categories. Agri workers, who were entered the previous year, may be entered again, under the following conditions:

- A first place winner in a category at regional level may not participate again the following year in the same category, but may participate in a higher category (if applicable – if part of job description). *E.g. a person that won the junior management category in 2023 must enter in middle management in 2024.*

The hierarchy of the categories is attached as **Annexure B**.

- A **regional winner** may only participate **after one (1) year**, if he/ she did not win at provincial level.
- A **provincial winner** in any category, may only participate **after two (2) years**.
- The overall Provincial winners (i.e. members of the Prestige Agri Worker Forum) may never participate again.

## Motivation for nomination

A short and thorough motivation for the nomination should be written on the attached form. Please refer to **Annexure C**. Upon receipt of the entries, each farm will receive a code. This is to prevent the adjudicators from identifying the farms when they consider the merit of the entries. Candidates should preferably not display the name or logo of the farm on their clothing to ensure impartiality.

It is recommended that a copy of the ID document of the participant is attached to the nomination form. The nomination form must be signed by both the nominee as well as the person entering the worker, which will ensure that workers are aware in advance of their entry and can prepare. If the entry is for a non-South African Citizen, copies of the relevant legal (valid) documentation should accompany the nomination form.

## Adjudication

For the adjudication, a panel of adjudicators should be compiled, comprising experts on various subjects in the agriculture sector. The same team of adjudicators should be adjudicating a category to ensure uniformity and fairness. The suggested ratio participants to adjudicators are:

- 0 - 30 participants: 3 – 4 adjudicators;
- 30+ participants: 4 – 5 adjudicators.

Ensure that the cultural and gender composition of the panel is acceptable. Adjudicators must ascertain the specific fields of speciality of the participants. It is essential that the adjudicator panel has a strong chairperson to ensure that no influencing or discussion of participants occurs, except in the case of a tie. If a conflict of interest occurs, the particular adjudicator must recuse themselves from the interview and he/she is not allowed to allocate scores to the specific participant. An average score per adjudicator will be calculated and allocated to the participant.

## Question posed to participants

Questions can be compiled on subjects within an agricultural context, such as health (AIDS, FAS, TB, etc.), communication, transformation, future goals and vision, food safety, labour law, training (literacy), productivity, rural safety, impact of COVID-19, war in Ukraine, price increases, etc. The questions should be revised annually to prevent participants who are entered in the same category for more than one year, to have an advantage. A separate set of questions must be compiled for each category/ sub-category. Questions can be submitted to the WCDoA at least two weeks prior to the regional, to be checked and to be referred to technical experts.

Questions should preferably be set by one person to ensure confidentiality. He/she may enlist the help of experts to compile the questions. Questions are only revealed to adjudicators at the onset of the interviews. The correct answers to technical questions are made known to them at that stage. In the case of theoretical questions, the lead adjudicator/ chairperson is expected to give objective guidance in this regard. These questions can be discussed at the onset of the interviews. The questions and answers should be available in Afrikaans, English and isiXhosa, to ensure that the interpreter does not unknowingly benefit a participant by elaborately explaining a question.

Questions on the above mentioned topics are asked at varying levels of complexity, i.e. the same questions become progressively more difficult depending of the category. However, the way in which the questions are worded MUST be the same for each participant in the same category. Further explanations of the questions are not allowed at all for Middle Management.

## Interviews

Participants should be timeously informed that they have been entered in the competition and should be informed about the date and time of the interview. It is recommended that producers avail time to participants to freshen up (e.g. change clothes) before going to the interview, if possible. Participants should be calmed down and put at ease before the interview starts. Start the interview with an ice-breaker: "tell us about yourself; tell us about your daily tasks".

It is highly recommended that participants' cell phones be switched off during the interview, to prevent any disturbances as well as to prevent the recording of the interview. The cell phone can be handed to the lead adjudicator/ chairperson or the regional coordinator for the duration of the interview.

In the case where a participant does not attend the interview, the regional coordinator should contact him/ her to establish the reason. If it is a valid reason, the coordinator should inform the adjudication panel to make a decision on how they want to deal with the matter.

Scores may under no circumstances be awarded for participants' nomination forms. This may place participants whose producers/managers put a lot of effort in the completion of forms at an unfair advantage. The duration of the interviews should be approximately around 15 minutes per person; those for Middle Management can be longer.

**Take note:** An interpreter is essential during the interviews should entries be received in any of the 3 official languages and where translation is required.

## Processing of scores

Scores are processed and controlled at the end of the interviews. Winners are identified based on the highest scores. Should there be a tie, it is recommended that the score for personal impression should be utilised to make a decision. If the score for personal impression is the same, a second interview (with new questions) should be held with the participants involved in the tie and one new adjudicator should be included in order to reach a decision. An example of an adjudication form with score allocations per participant is attached as **Annexure D**. It is crucial that the scores are recorded, filed and kept, especially for auditing purposes.

At provincial level a similar adjudication processes will be conducted if there is a tie, with a new adjudicator to be included on the second interview.

**Take note:** The decision of the panel is final.

## Acknowledgement (Trophies/Prize Money)

At regional level the prizes are as follows:

|   | Certificate | Trophy | Prize Money | Shoprite Voucher |
|---|-------------|--------|-------------|------------------|
| <b>All participants</b>   | Laminated   | –      | –           | –                |
| <b>2<sup>nd</sup> Runner-up</b><br>(3 <sup>rd</sup> per category) | Clip frame  | –      | R1,200-00   | R500-00          |
| <b>Runner-up</b><br>(2 <sup>nd</sup> per category)                | Clip frame  | –      | R1,500-00   | R650-00          |
| <b>Category Winner</b>  | Clip frame  | √      | R2,200-00   | R800-00          |
| <b>Best Potential</b>   | Clip frame  | √      | R 1,000-00  | R500-00          |
| <b>Best Performing Farm</b>                                       | Clip frame  | √      | –           | –                |
| <b>Agri Worker of the Year</b><br>(Overall regional Winner)       | Clip frame  | √      | R2,500-00   | R1,000-00        |

The WCDoA Official in the region will be responsible to ensure all required information/documentation are at Elsenburg, to ensure the timeous delivery of certificates and prizes. In all of the regions, a CDO (Community Development Officer) and Deputy Director (DD) are available to assist and support and should be the first port of call for the regional coordinators. Attached as **Annexure E** is a list of the WCDoA officials with their contact details and the regions they are responsible for.

To have the certificates printed and the trophies made, please use and ensure that the attached form (**Annexure I**) is completed and submitted at least three to four (3-4) weeks prior to the regional function, to the WCDoA Official, who will check for accuracy and ensure a smooth flow/ processing. Please ensure that the participants' names are **spelt correctly** to prevent any embarrassment; therefore the recommendation that ID copies accompany the nomination forms. Indicate the language preference of the certificates/trophies as well as the gender of participants in the foreman/-women category. The WCDoA Official for the region will provide the correct documentation to Meghan Cupido for the certificates and prizes to be available prior to the function.

Merit awards can be presented to participants outside of the categories, for example for a long service award. WCDoA can assist with providing certificates for additional merit awards. Each region will make its own decisions in regards to merit awards and will also be responsible for the cost of these trophies. Should a region wish to add an extra category, or present any other form of acknowledgement at the regional competition, final approval/permission must be obtained from the WCDoA.

## Regional Award Ceremony

The announcement of the winners is made at an exceptionally elegant function, providing the participants with a memorable experience. The agri workers should be the focus of the function and it should not be hosted in conjunction with any other event/ function. Include agri workers, especially previous winners in the program for example as the master of ceremonies, guest speaker, handing over of prizes, etc. Recognition can also be given to agri workers who attended training or who have reached milestones such as long service. Requests can be made to WCDoA for assistance with certificates for the special awards.

Other sponsors are allowed and may advertise by means of their own banners and assisting with the handover of prizes. Only sponsors who are not in competition with the main sponsors are allowed. These additional sponsors should however not overshadow the main sponsor (WCDoA). Any uncertainty regarding this matter should be discussed with the Farm Worker Development office. Other regional coordinators can be invited to attend the function for exposure and to share ideas, at their own cost.

The WCDoA will contribute the following amounts for the hosting of the regional function:

| <b>Number of participants</b> | <b>Amount</b>     | <b>Administration Fee</b> | <b>Total</b>      |
|-------------------------------|-------------------|---------------------------|-------------------|
| <b>0 - 30</b>                 | <b>R27 000,00</b> | <b>R5 000,00</b>          | <b>R32 000,00</b> |
| <b>31 - 70</b>                | <b>R32 000,00</b> | <b>R5 000,00</b>          | <b>R37 000,00</b> |
| <b>70 - 99</b>                | <b>R37 000,00</b> | <b>R5 000,00</b>          | <b>R42 000,00</b> |



|      |            |           |            |
|------|------------|-----------|------------|
| 100+ | R40 000,00 | R5 000,00 | R45 000,00 |
|------|------------|-----------|------------|

Your function should be arranged within the scope of these funds, otherwise any excess will be for your account. Also all required documentation should be submitted in advance to ensure the timeous flow of the funds, i.e. participant list, guest list and programme of the event.

## Awarding Prizes

Prizes are awarded from third to first place. If a category does not have the minimum number of 3 entrants; participants should be informed that winners will not be announced in that category. At the end of the ceremony, as the highlight of the event, the winners in each category could make an impromptu speech. Producers/management can also be called to the stage to congratulate the winners.

## Media

Invite the media to the function to ensure as much press coverage as possible. The positive aspects of the competition mean a great deal to agriculture in the Western Cape. After their competition, each region is responsible for providing the WCDoA with photographs and copies of all media coverage (cuttings from newspapers).

## Provincial Competition

Participants at the provincial competition include:

- All the regional category winners (1<sup>st</sup> place per category);
- All region's best potential nominations; and
- All regional Agri Worker of the Year winners.

**Take note:** That some of the participants will have to participate in 2 interviews at the Provincial Adjudication, i.e. as winner in their category and in the Best Potential or Regional winner category. Please inform the participants accordingly.

The regional award ceremonies will build up to reaching the climax of presenting the Provincial Award Ceremony. During this event all participants at provincial level will be invited to the gala event to be hosted in November 2024. Owing to the fact that the focus will be more towards giving recognition to the agri workers on regional level, it is foreseen that the provincial gala award ceremony will be hosted on a much smaller scale with a limited number of guests invited to the gala event.

In addition if budget is available, the WCDoA will provide a link to producers, external stakeholders, family members and agri worker communities to livestream the function in the comfort of their own homes or selected facilities. WCDoA will further ensure that the due recognition and prizes be received by all participants in the provincial leg of the competition and the provincial winners per category. The prizes include:

|   | <b>Certificate</b>                         | <b>Trophy</b> | <b>Prize Money</b> | <b>Shoprite Voucher</b> |
|---|--|---------------|--------------------|-------------------------|
| <b>Category Winners</b>                                     | Mounted in an A3 glass with a wooden frame | Crystal       | <b>R5 000,00</b>   | <b>Gift Voucher</b>     |
| <b>Best Potential</b>                                       | Mounted in an A3 glass with a wooden frame | Crystal       | <b>R15 000,00</b>  | <b>Gift Voucher</b>     |
| <b>Best performing region (Danie Niemand Trophy)</b>        | -  | Crystal       | -                  | -                       |
| <b>Western Cape Prestige Agri Worker of the Year Winner</b> | Mounted in an A3 glass with a wooden frame | Crystal       | <b>R25 000,00</b>  | <b>Gift Voucher</b>     |

The overall Agri Worker of the Year winner also becomes a member of the Minister of Agriculture's Prestige Agri Worker Forum. This forum meets with the Minister on a regular basis to discuss agri worker related issues.

## Administration

WCDoA transfers the prize money directly to the regional coordinating organisations via its BAS system. Annually all regions need to complete a bank form which needs to be stamped by the bank. The original forms must be submitted to the CDO responsible for that region, who will ensure compliance prior to forwarding it to Meghan Cupido. See the attached list of WCDoA Officials (**Annexure E**). Please note that the distribution and receipt of all prize money must be evidenced by means of a payment notification (EFT) and/or the acknowledgement of receipt register (**Annexure F**).

Function money is paid directly to regional coordinating organisation. The required bank and supplier registration forms must be completed and the originals submitted to the WCDoA Official responsible for that region, who will ensure compliance prior to forwarding it to Meghan Cupido.

Every regional coordinator is requested to please complete the attached feedback report **(Annexure G)** after the regional prestige agri awards and submit it to the responsible WCDoA Official for the region. The objective of the report is to provide valuable feedback in order to improve the competition annually. Similarly a report after the provincial competition are submitted via the CDO **(Annexure H)**.

**Take note:** Regions must ensure that all documentation related to the competition is updated and filed, especially as the auditors could ask for it. It is recommended that the WCDoA Official for the regions keep a copy of the documentation and if required the Farm Worker Development can be requested to file/ archive the documentation.

## Description/definition of categories

|     | Category                        | Description/definition  |
|-----|---------------------------------|---|
| 7.1 | <b>General Worker</b>           | Someone who can perform all tasks at grassroots level.  |
| 7.2 | <b>Administrative Personnel</b> | This could include someone who <ul style="list-style-type: none"> <li>• mans an office full-time;</li> <li>• does office administration;</li> <li>• operates a loading bridge;</li> <li>• operates a stock room; or</li> <li>• performs administrative work in a pack house.</li> </ul> |
| 7.3 | <b>Technical Operator</b>       | This person is a specialist with a technical function; include: <ul style="list-style-type: none"> <li>• a pest control officer;</li> <li>• an orchard monitor;</li> <li>• a cellar worker;</li> <li>• a mechanic;</li> </ul> Confirm any other additional sub-categories with WCDoA    |
| 7.4 | <b>Irrigation Operator</b>      | This is a person who is responsible for all irrigation activities, whether manually or by computer/electronically.  |
| 7.5 | <b>Driver</b>                   | This person employed as a driver on the farm, like: <ul style="list-style-type: none"> <li>• tractor driver (with the different implements)</li> <li>• a forklift driver;</li> <li>• a truck driver</li> </ul> Not only for the transport of people, could be additional                |
| 7.6 | <b>Animal Production</b>        | This person is responsible for the care of animals (small and large stock).   |
| 7.7 | <b>Social Development</b>       | This is a person who is involved in the social development of agri workers and their families.<br>This could include <ul style="list-style-type: none"> <li>• a crèche worker;</li> <li>• a health worker;</li> </ul>   |

|             |                          |  |
|-------------|--------------------------|--|
|             |                          | <ul style="list-style-type: none"> <li>• an after-care facilitator;</li> <li>• a community worker;</li> <li>• a house (domestic) worker / nannies.</li> </ul>  |
| <b>7.8</b>  | <b>*Agri-processing</b>  | <p>This is a person who is:</p> <ul style="list-style-type: none"> <li>• involved in the processing of a primary product (e.g. peaches) into a secondary product (e.g. canned peaches; jam, etc.)</li> </ul> <p>Take note: the product must be produced on the farm with the main ingredient being an agricultural product.</p>  |
| <b>7.9</b>  | <b>Foreman/-woman</b>    | <p>The person performs the following functions:</p> <ul style="list-style-type: none"> <li>• Supervises a team of workers and ensures that duties are accurately implemented.</li> <li>• Daily planning for workers under his/her supervision and can also help with weekly/monthly planning.</li> <li>• Ensure daily activities are performed, targets met and completes daily timesheets of workers and report to managers on this.</li> <li>• Receives instructions from management and is not solely responsible for decision-making.</li> <li>• Refers disciplinary problems and logistical obstacles to management when necessary. (Is therefore not solely responsible for problem resolution; can however function independently to a point).</li> <li>• Serves on farm committees (e.g. health committee).</li> </ul>   |
| <b>7.10</b> | <b>Junior Management</b> | <p>This is a person that (list not exhaustive):</p> <ul style="list-style-type: none"> <li>• can function on a more advanced and independent level than a foreman/ woman, supervisor or leader of a team; has more responsibilities in terms of management of the workforce (i.e. ensuring effective implementation, administration and compliance by teams).</li> <li>• For example responsible for the management of all production processes, i.e. all processes related to the planting, irrigation, pest control, quality management, harvest and new plantings</li> <li>• Is the manager of larger section like the different teams reporting to the person as manager on various aspects like operations, production, maintenance, HR and other related matters, for addressing and or if required furtherance to middle management.</li> <li>• Involved in planning, organising, implementing and monitoring of work processes/ operations that adheres to the required policies, processes and prescripts and ensures accurate record keeping and documentation.</li> </ul> |

|      |  |   |
|------|--|---|
| 7.11 | <b>Middle Management</b>                               | <p>This person reports to the farm owner or senior manager of the farm/ farming business, can function independently and is responsible for the following duties (list not exhaustive):</p> <ul style="list-style-type: none"> <li>• Ensure effective and efficient planning, organising, implementation, monitoring and evaluating various aspects of the farming/ business i.e. performance, production-/ pack shed management/ personnel management (HR/ HRD (training) quality management, etc. The management of junior managers with their respective teams.</li> <li>• Involved with budgeting, ensuring quality control, checking of accuracy of work from the various sections to report on production figures, administrative of nature like stock requirements, etc.</li> <li>• To compile comprehensive reporting on the total activities in the unit (like a production report) and make recommendations for future activities.</li> <li>• Ensures legislative and regulatory policies, prescripts and procedures are in place, effectively implemented, complied and adhered to, like OHS and audit requirements, like industry and global accreditations.</li> </ul> |
| 7.12 | <b>Best Potential</b>                                  | <p>Every region nominates one person for this category in order to compete during the Provincial adjudication.</p> <p>This is a person:</p> <ul style="list-style-type: none"> <li>• who has the potential to possibly become a Provincial Winner in the future, with the necessary development.</li> <li>• excluding participants in junior and middle management.</li> <li>• it can be a winner or a non-winner.</li> <li>• Positive about agriculture</li> </ul>   |
| 7.13 | <b>Best performing farm and Best Performing Region</b> | <p>Every region must provide recognition to the farm:</p> <ul style="list-style-type: none"> <li>• with the most winners (1st, 2nd and 3rd places) in the competition.</li> <li>• At Provincial level the award for the Best Performing Region (the Danie Niemand Award) will be awarded to the region with the most growth in the number of participants, i.e. increase in actual numbers.</li> </ul>  |

\*The accepted definition of **Agri-processing** is:

All post-harvest activities applied to products that originate from primary agriculture which involve the transformation, preservation and preparation of products for intermediary and final consumption to make them usable as food, feed, fibre or industrial raw material. This include waste and waste products.

# Annexure A

## INFO SHEET: 2024 WESTERN CAPE PRESTIGE AGRI AWARDS

The Management of ..... hereby invites all the producers in this region to participate in the Western Cape Prestige Agri Awards. The proven success of the competition in the Western Cape Province has motivated us to also offer agri workers in our region a competition and award ceremony to say thank you.

### NOMINATIONS

Producers, farm management, fellow agri workers or farm committees can nominate participants.

**Note:** Who qualifies for nomination?

Any person that works on a farm and contributes to the farming activities.

### CATEGORIES:

1. **General Worker**
2. **Driver**
3. **Administrative Personnel**
4. **Animal Production**
5. **Technical Operator**
6. **Irrigation Specialist**
7. **Social Development**
8. **Agri-processing**
9. **Foreman/-woman**
10. **Junior Management**
11. **Middle Management**


### Take Note:

Persons, who were entered the previous year, may enter again. However, winners may only be entered in a **higher category the following year.**

Management reserves the right to **withdraw a category** in the event of there not being enough entries in that specific category. A category will only warrant inclusion in the competition if a minimum of **three (3)** entries is received for that category. **Please note, only one person per category per farm can be entered.** Except in categories with sub-categories, where a farm may enter **one (1) worker per sub-category.** If needed farms should follow an internal adjudication process should more than one suitable person be available.

# Annexure B

## CATEGORIES



|   |                          |                    |                   |
|---|--------------------------|--------------------|-------------------|
| 7 | Middle Management        |                    |                   |
| 6 | Junior Management        |                    |                   |
| 5 | Foreman/-woman           |                    |                   |
| 4 | Administrative personnel |                    |                   |
| 3 | Social Development       | Technical Operator | Agri-processing   |
| 2 | Irrigation Specialist    | Driver             | Animal Production |
| 1 | General Worker           |                    |                   |

# Annexure C

## WESTERN CAPE PRESTIGE AGRI AWARDS 2024 - NOMINATION FORM

Must reach office at fax number..... or e-mail.....  
before .....*(the date should be at least 3 – 4 weeks before the adjudication)*

Category: \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_ Number of years' service on farm: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Entry fee (if required by region): \_\_\_\_\_

Motivation for nomination (Why is this person being nominated?)

**Please attach a separate job description and an ID copy:**

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Nominee: \_\_\_\_\_

Signature of Nominee: \_\_\_\_\_

Nominated by: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_



# Annexure D

## EXAMPLE: ADJUDICATION FORM

On no account may adjudicators know from whose farm the entry has come. Participants should also not display the logo or name of the farm on hats, shirts, etc. The interviews last approximately 10 to 15 minute per person. Participants can be called back if two or more of them achieve the same marks and it impacts the winners.

Administrative Personnel – 5 May at 16:00

| NAME & SURNAME      | Q 1 | Q 2 | Q 3 | Q 4 | Q 5 | Q 6 | Q 7 | *PERSONAL IMPRESSIONS | TOTAL |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----------------------|-------|
| Jacinda Isaacs      |     |     |     |     |     |     |     |                       |       |
| Katrina Arendse     |     |     |     |     |     |     |     |                       |       |
| Cathleen Beerwinkel |     |     |     |     |     |     |     |                       |       |
| Doreen van Wyk      |     |     |     |     |     |     |     |                       |       |
| Sophie Smit         |     |     |     |     |     |     |     |                       |       |
| Jacinda Isaacs      |     |     |     |     |     |     |     |                       |       |
| Katrina Arendse     |     |     |     |     |     |     |     |                       |       |

\*\*Personal Impression – how the person conduct him-/ herself during the interview, the confidence they display, logic answering of questions, passion and enthusiasm, knowledge of various aspects including work, etc. \*\*

# Annexure E

## WCDOA CONTACT LIST DETAILS (OFFICIALS) RESPONSIBLE REGIONS:

| Region                     | WCDoA Official:   | Tel:         | Cell:        | Email:   |
|----------------------------|-------------------|--------------|--------------|--|
| <b>Berg River</b>          | Melvin Genuka     | 021 808 7655 | 072 337 9701 | <a href="mailto:Melvin.Genuka@westerncape.gov.za">Melvin.Genuka@westerncape.gov.za</a>       |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
| <b>Breede Valley</b>       | Franco Williams   | 021 808 7656 | 081 505 7549 | <a href="mailto:Franco.Williams@westerncape.gov.za">Franco.Williams@westerncape.gov.za</a>   |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
| <b>Central Karoo</b>       | Deona Strydom     | 023 414 9208 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
|                            | Byron Jacobs      | 021 808 5421 | 078 096 2504 | <a href="mailto:Byron.Jacobs@westerncape.gov.za">Byron.Jacobs@westerncape.gov.za</a>         |
| <b>Hessequa/ Kannaland</b> | Evon Mayekiso     | 044 803 3753 | 074 613 5892 | <a href="mailto:Evon.Mayekiso@westerncape.gov.za">Evon.Mayekiso@westerncape.gov.za</a>       |
|                            | Byron Jacobs      | 021 808 5421 | 078 096 2504 | <a href="mailto:Byron.Jacobs@westerncape.gov.za">Byron.Jacobs@westerncape.gov.za</a>         |
| <b>EGV&amp;V</b>           | Jacqueline Cupido | 028 425 2681 | 082 902 7326 | <a href="mailto:Jacky.Cupido@westerncape.gov.za">Jacky.Cupido@westerncape.gov.za</a>         |
|                            | Juan de Lora      | 021 808 5383 | 081 714 7099 | <a href="mailto:Juan.deLora@westerncape.gov.za">Juan.deLora@westerncape.gov.za</a>           |
| <b>Franschhoek</b>         | Melvin Genuka     | 021 808 7655 | 072 337 9701 | <a href="mailto:Melvin.Genuka@westerncape.gov.za">Melvin.Genuka@westerncape.gov.za</a>       |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
| <b>Garden Route</b>        | Evon Mayekiso     | 044 803 3753 | 074 613 5892 | <a href="mailto:Evon.Mayekiso@westerncape.gov.za">Evon.Mayekiso@westerncape.gov.za</a>       |
|                            | Byron Jacobs      | 021 808 5421 | 078 096 2504 | <a href="mailto:Byron.Jacobs@westerncape.gov.za">Byron.Jacobs@westerncape.gov.za</a>         |
| <b>Hex Valley</b>          | Franco Williams   | 021 808 7656 | 081 505 7549 | <a href="mailto:Franco.Williams@westerncape.gov.za">Franco.Williams@westerncape.gov.za</a>   |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
| <b>Klein Karoo</b>         | Evon Mayekiso     | 044 803 3753 | 074 613 5892 | <a href="mailto:Evon.Mayekiso@westerncape.gov.za">Evon.Mayekiso@westerncape.gov.za</a>       |
|                            | Byron Jacobs      | 021 808 5421 | 078 096 2504 | <a href="mailto:Byron.Jacobs@westerncape.gov.za">Byron.Jacobs@westerncape.gov.za</a>         |
| <b>Langeberg</b>           | Franco Williams   | 021 808 7656 | 081 505 7549 | <a href="mailto:Franco.Williams@westerncape.gov.za">Franco.Williams@westerncape.gov.za</a>   |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
| <b>Overberg</b>            | Jacqueline Cupido | 028 425 4809 | 082 902 7326 | <a href="mailto:Jacky.Cupido@westerncape.gov.za">Jacky.Cupido@westerncape.gov.za</a>         |
|                            | Juan de Lora      | 021 808 5383 | 081 714 7099 | <a href="mailto:Juan.deLora@westerncape.gov.za">Juan.deLora@westerncape.gov.za</a>           |
| <b>Olifantsriver</b>       | Ilse Boks         | 027 201 3541 | 078 829 3087 | <a href="mailto:Ilse.Boks@westerncape.gov.za">Ilse.Boks@westerncape.gov.za</a>               |
|                            | Rasheeq Williams  | 021 808 5410 | 073 275 2578 | <a href="mailto:Rasheeq.Williams@westerncape.gov.za">Rasheeq.Williams@westerncape.gov.za</a> |
| <b>Piket-Bo-Berg</b>       | Ilse Boks         | 027 201 3541 | 078 829 3087 | <a href="mailto:Ilse.Boks@westerncape.gov.za">Ilse.Boks@westerncape.gov.za</a>               |
|                            | Rasheeq Williams  | 021 808 5410 | 073 275 2578 | <a href="mailto:Rasheeq.Williams@westerncape.gov.za">Rasheeq.Williams@westerncape.gov.za</a> |
| <b>Stellenbosch</b>        | Melvin Genuka     | 021 808 7655 | 072 337 9701 | <a href="mailto:Melvin.Genuka@westerncape.gov.za">Melvin.Genuka@westerncape.gov.za</a>       |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |
| <b>Swartland</b>           | Ilse Boks         | 027 201 3541 | 078 829 3087 | <a href="mailto:Ilse.Boks@westerncape.gov.za">Ilse.Boks@westerncape.gov.za</a>               |
|                            | Rasheeq Williams  | 021 808 5410 | 073 275 2578 | <a href="mailto:Rasheeq.Williams@westerncape.gov.za">Rasheeq.Williams@westerncape.gov.za</a> |
| <b>Witzenberg</b>          | Franco Williams   | 021 808 7656 | 081 505 7549 | <a href="mailto:Franco.Williams@westerncape.gov.za">Franco.Williams@westerncape.gov.za</a>   |
|                            | Deona Strydom     | 021 808 5086 | 072 580 0950 | <a href="mailto:Deona.Strydom@westerncape.gov.za">Deona.Strydom@westerncape.gov.za</a>       |

# Annexure F

## ACKNOWLEDGEMENT OF RECEIPT: PRIZE MONEY

REGION: .....

| Name and Surname of Winner | Contact Number | Prize Money |        | Shoprite Voucher |        | Date Received | Signature |
|----------------------------|----------------|-------------|--------|------------------|--------|---------------|-----------|
|                            |                | √           | Amount | √                | Amount |               |           |
|                            |                |             |        |                  |        |               |           |
|                            |                |             |        |                  |        |               |           |
|                            |                |             |        |                  |        |               |           |
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|                            |                |             |        |                  |        |               |           |
|                            |                |             |        |                  |        |               |           |
|                            |                |             |        |                  |        |               |           |

# Annexure G

## FEEDBACK REPORT: 2024 WESTERN CAPE PRESTIGE AGRI AWARDS | REGIONAL AWARDS

| REGIONAL INFORMATION  |   |                          |       |      |        |
|-----------------------|---|--------------------------|-------|------|--------|
| 1.1                   | Name of region:   |                          |       |      |        |
| 1.2                   | Regional Coordinator  |                          |       |      |        |
| 1.3                   | Contact details of regional coordinator   | Cell:                    |       |      |        |
|                       |   | Tel:                     |       |      |        |
|                       |   | E-mail:                  |       |      |        |
| ENTRIES               |   |                          |       |      |        |
| 2.1                   | Total number of participants:   |                          |       |      |        |
| 2.2                   | Gender composition of participants per category   | CATEGORY                 | TOTAL | MALE | FEMALE |
|                       |   | General Worker           |       |      |        |
|                       |   | Driver                   |       |      |        |
|                       |   | Administrative Personnel |       |      |        |
|                       |   | Animal Production        |       |      |        |
|                       |   | Technical Operator       |       |      |        |
|                       |   | Irrigation Specialist    |       |      |        |
|                       |   | Social Development       |       |      |        |
|                       |   | Agri-processing          |       |      |        |
|                       |   | Foreman/-woman           |       |      |        |
|                       |   | Junior Management        |       |      |        |
|                       |   | Middle Management        |       |      |        |
| <b>TOTAL:</b>         |   |                          |       |      |        |
| 2.3                   | Number of participating farms:  |                          |       |      |        |
| 2.4                   | Names of participating farms:   |                          |       |      |        |
| 2.5                   | Did the number of participants increase or decrease this year? To what can it be attributed? What would you do differently next year? |                          |       |      |        |
|                       |   |                          |       |      |        |
| REGIONAL ADJUDICATION |   |                          |       |      |        |
| 3.1                   | Date (s)  |                          |       |      |        |
| 3.2                   | Composition of the panel:   |                          |       |      |        |
|                       |   |                          |       |      |        |

|   |  |  |
|---|--|--|
| 3.3   | <b>Describe briefly what the successes were?</b>   |  |
| 3.4   | <b>What challenges were experienced?</b>   |  |
| 3.5   | <b>What suggestions do you have to improve the regional adjudication?</b>  |  |
| 3.6   | <b>What was the general feedback from the adjudicators regarding the participants (standard)?</b>  |  |
| <b>REGIONAL AWARD CEREMONY</b>                |  |  |
| 4.1   | <b>Date:</b>   |  |
| 4.2   | <b>Venue:</b>  |  |
| 4.3   | <b>Number of guests:</b>   |  |
| 4.4   | <b>Describe briefly what the successes were?</b>   |  |
| 4.5   | <b>What challenges were experienced?</b>   |  |
| 4.6   | <b>What would you change or do differently next year?</b>  |  |
| <b>MANUAL</b>                                 |  |  |
| 5.1   | <b>What do you think should change (e.g. categories, requirements)?</b>  |  |
| <b>SUPPORT FROM DEPARTMENT OF AGRICULTURE</b> |  |  |
| 6.1   | <b>Provide feedback regarding the support (e.g. administrative, regional adjudication) received from the Dept. of Agriculture. Provide specific details.</b> |  |
| 6.2   | <b>Do you have any suggestions on how we can improve our support to you?</b>   |  |

| <b>FUNDING</b>                   |  |
|----------------------------------|--|
| 7.1                              | <b>Describe the impact that the financial contribution received from the Dept. of Agriculture has on the regional competition. You may refer to specific expenses or activities.</b> |
|                                  |  |
| 7.2                              | <b>Please indicate any additional sponsors received.</b>   |
|                                  |  |
| <b>GENERAL COMMENTS/FEEDBACK</b> |  |
|                                  |  |

Report prepared by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Comments by WCDa Official:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report received and reviewed by:  
WCDa Official: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# Annexure H

## FEEDBACK REPORT: 2024 WESTERN CAPE PRESTIGE AGRI AWARDS | PROVINCIAL AWARDS

| 1. REGIONAL INFORMATION               |  |         |  |
|---------------------------------------|--|---------|--|
| 1.1                                   | Name of region:  |         |  |
| 1.2                                   | Regional Coordinator   |         |  |
| 1.3                                   | Contact details of regional coordinator  | Cell:   |  |
|                                       |  | Tel:    |  |
|                                       |  | E-mail: |  |
| 2. ENTRIES FOR PROVINCIAL COMPETITION |  |         |  |
| 2.1                                   | Total number of participants for region:   |         |  |
| 3. PROVINCIAL ADJUDICATION            |  |         |  |
| 3.1                                   | According to the participants, what was their positive experience at the adjudication? |         |  |
|                                       |  |         |  |
| 3.2                                   | What challenges were experienced?  |         |  |
|                                       |  |         |  |
| 3.3                                   | What suggestions do you have to improve the provincial adjudication?                   |         |  |
|                                       |  |         |  |
| 4. PROVINCIAL AWARD CEREMONY          |  |         |  |
| 4.1                                   | Number of regional guests, inclusive of participants:                                  |         |  |
| 4.2                                   | Describe briefly what the highlights were?   |         |  |
|                                       |  |         |  |

|                                     |  |
|-------------------------------------|--|
| 4.3                                 | <b>What challenges were experienced?</b>                                     |
|                                     |  |
| 4.5                                 | <b>What suggestions do you have to improve the provincial gala ceremony?</b> |
|                                     |  |
| <b>5. GENERAL COMMENTS/FEEDBACK</b> |  |
|                                     |  |

Report prepared by: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Comments by WCDa Official:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report received and reviewed by:

WCDa Official: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



