

MANUAL

of the

LIMPOPO DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT & TOURISM

**in terms of section 14 of the Promotion of Access to Information Act, 2000 (Act
No. 2 of 2000)**

Version 4 (2015)

TABLE OF CONTENTS

1. Introduction.
2. Scope of manual.
3. Structure of the Department
4. Functions of Department of Economic Development, Environment and
Tourism

5. Contact details of Deputy Information Officer
6. Guide of South African Human Rights Commission on how to use the Act.
7. Records
Description of subjects on which Limpopo Department of Economic Development, Environment and Tourism holds records and categories of records held on each subject.
- 7.2 Records automatically available.
- 7.3 Request procedure.
8. Services available to public.
9. Arrangement allowing involvement in the formulation of policy and performance of functions.
10. Remedies available in respect of acts or failures to act.
11. Fees as prescribed under part 11 of notice 187 in the Government Gazette 15 February 2002.
12. Forms prescribed for access to records.

1. INTRODUCTION.

The Limpopo Department of Economic Development, Environment and Tourism (LEDET) was established in December 2004 as a result of its separation from the former Department of Finance and Economic Development by an Executive Council decision.

The promotion of Access to Information Act was promulgated in March 2001. The Act was put in place to actively promote a society in which the people of South Africa have meaningful access to information which enables them to fully exercise and

protect their rights. The promulgation of the Act was also designed to foster a culture of transparency and accountability in public bodies.

2. SCOPE OF MANUAL.

This manual has been prepared in accordance with section 14 of the Promotion of Access to Information Act, 2000 (Act no. 2 of 2000)

This manual has been prepared in respect of the Department's Head-Office as well as its District Offices. Parastatals attached to the Department are excluded.

A copy of this manual is available free of charge for inspection by the general public upon request, during office hours at our offices. The manual is also published on our Limpopo Government Website (www.limpopo.gov.za).

3. STRUCTURE OF THE DEPARTMENT

The Limpopo Department of Economic Development, Environment and Tourism operates from its Head –Office in the Provincial capital city of Polokwane as well as the District offices listed below. All District Managers report to their respective District Co-ordinators.

CAPRICORN DISTRICT

Private Bag X9555

POLOKWANE

0700

Tel (015) 297 3839

Fax (015) 297 8962

SEKHUKHUNE DISTRICT

Private Bag X31

LEBOWAKGOMO

0739

Tel (015) 633 5169

Fax (015) 633 5153

VHEMBE DISTRICT

Private Bag X5088

THOHOYANDOU

0950

Tel (015) 962 4722/3/4

Fax (015) 962 4829/1242

MOPANI DISTRICT

Private Bag X9681

GIYANI

0826

Tel (015) 812 0365

Fax (015) 812 0604/2448

WATERBERG DISTRICT

Private Bag X1041

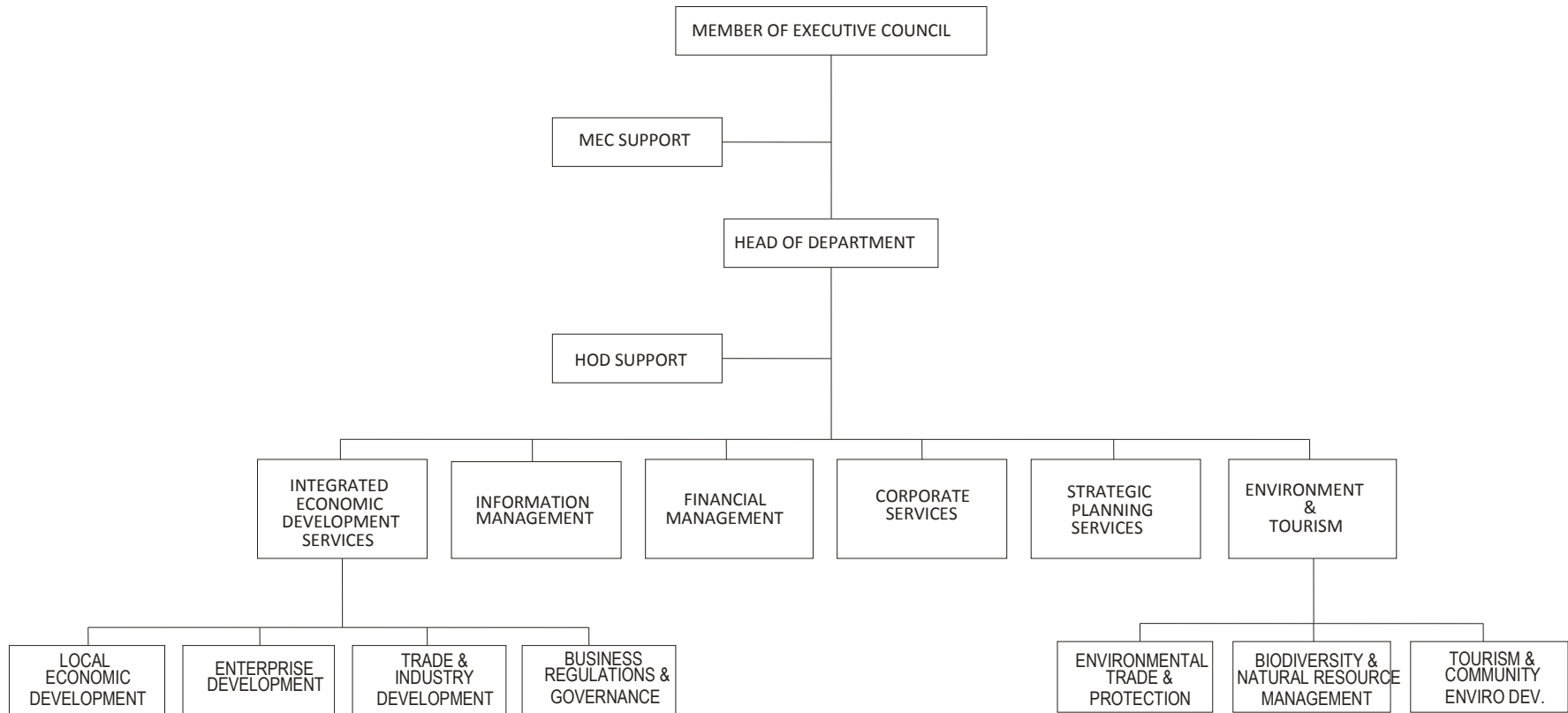
MODIMOLLE

0510

Tel (014) 717 5305/3

Fax (014) 717 5200

ORGANISATION STRUCTURE



4. VISION, MISSION, FUNCTIONS AND SERVICES OF DEPARTMENT

4.1. VISION-

A competitive economy within a sustainable environment.

4.2. MISSION

To create and facilitate the development of a competitive economy, sustainable environment and tourism growth.

4.3. FUNCTIONS

The following are the core functions of the Department:

- Job creation through a sustainable environment.
- Ensuring a healthy and fair trade
- Position Limpopo as a preferred tourism and investment destination within SADC and the World.
- Ensure sustainable development through targeted interventions on environmental management, development of natural resources, creation of green jobs and proactive responses to climate change; Increase in productive investment.
- Transform Limpopo into a world class knowledge society that uses ICT an enabler of socio-economic development and transformation as well as ICT as a production sector.
- Thriving enterprises in all sectors.

4.4. SERVICES

The Department offers the following services to the general public:-

- Provision of bursaries according to skills development needs for the Department
- Provision of learnerships /internships on courses relevant to the Department
- Integrated Economic Development ;
 - Business enterprises are developed and supported.
 - Co-operatives development and support.
 - Small, Medium, and Micro Enterprises (SMME) development support.
- Trade and Sector Development
Facilitation of trade, export promotion and attracting investment through the provision of services in the following areas ; Business

registrations/regulation, Liquor licences, Consumer protection as well as Consumer awareness and Advice.

- Environment and Tourism
 - Issuing of environmental authorisations to applicants/developers.
 - Issuing of wildlife permits for e.g. hunting.
 - Community Environmental education through the Green Municipality Programme and the Schools State of Environment competition.
 - Planning, promotion and management of tourism activities in the Province.
 - Manage air quality and waste management.

- Information Management
 - Promotion of access to Departmental records/information (PAIA)

CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER/S

The Head of Department of the Limpopo Department of Economic Development, Environment and Tourism is the Deputy Information Officer.

DEPUTY INFORMATION OFFICER

Name : Mr. N.S. Kgopong
Telephone No. : 015 293 8545
E-mail : Kgopongns@ledet.gov.za
Fax No. : 086 538 7254
Contact Person : Ms M.F.Ramadisha
Telephone No. : 015 293 8592
Email : Ramadishamf@ledet.gov.za or
Paia@ledet.gov.za
Fax No. : 086 218 3054

GENERAL INFORMATION

Postal Address :
Private Bag X9484
POLOKWANE
0700

Street Addresses :
20 Hans van Rensburg St./19 Biccard St.
POLOKWANE

Telephone Numbers (Switch Board)
(015) 293-8300
Fax Number
(015) 291 4107

6. GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

The guide on how to use the Promotion of Access to Information Act, 2000, is available from the South African Human Rights Commission at the following address:

Copies are also available from our Department.

South African Human Rights Commission:
Promotion of Access to Information Act (PAIA) Unit
The Research and Documentation Department
Postal address: Private Bag X 2700
Houghton
2041

Telephone: 011-484 8300

Fax: 011 484 1360

Website: www.sahrc.org.za

E-mail: PAIA@sahrc.org.za

7. RECORDS

7.1 DESCRIPTION OF SUBJECTS ON WHICH LIMPOPO DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM HOLDS RECORDS AND CATEGORIES OF RECORDS HELD ON EACH SUBJECT.

For purposes of facilitating a request in terms of the Act, the subjects on which the Limpopo Economic Development, Environment and Tourism department holds records and the categories of records held on each subject are as follows: (section 14 (1) d

SUBJECT	CATEGORY	SUB-CATEGORY
Economic development.	Promotion of economic growth in the Province.	<ul style="list-style-type: none">• Small, Medium and Micro Enterprises (SMME's), Industry, Co-operatives, Agro-processing and Economic planning Acts, policies as well as promotional brochures.• Socio-economic statistics reports.

		<ul style="list-style-type: none"> • Provincial Accounts statements e.g. on the Gross Domestic Product.(GDP). • Provincial Economic development plans. • Industrial development park/zone studies reports. • Industrial development strategy reports. • Reports from Trade and Investment Limpopo, Limpopo Business Support Agency (LIBSA), Limpopo Economic Development Enterprise (LIMDEV) and Small Enterprise Development Agency. • Applications for liquor licences • Minutes of Liquor Board meetings. • Trade inspection reports. • Consumer complaints records i.r.o. Consumer Protection Act.
Environment and Tourism.	Ensure the promotion and management of Environmental and Tourism activities in the Province.	<ul style="list-style-type: none"> • Municipal Integrated waste management plans. • Waste disposal sites records.

		<ul style="list-style-type: none"> • Diesel/petrol and asbestos spillages records. • Environmental Management Programme reports for mining and prospecting. • Amnesty applications in terms of section 24 of National Environmental Management Act.(NEMA) • Applications for road constructions. • Complaints register i.r.o. Environmental Legislation compliance. • Animal confiscation records. • The number of CITES permit applications received and CITES permits issued in terms of the Convention on International Trade in Endangered wild fauna and flora Species.(CITES) • The number of Biodiversity permit applications for non-CITES species received and the number of Biodiversity permits issued. • The number of CITES
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		<p>quotas allocated to our Province per year.</p> <ul style="list-style-type: none"> • The number of sport hunted trophies marked, tagged or micro-chipped subject to the CITES regulations. • Scientific reports. • Records on registered Professional Hunting School Directors, Hunting Outfitters and Professional Hunters. • Professional Hunting data on sport hunted species per year. • Statistics on damage-causing wild animals control. • Records for protected areas, proclamation of protected areas and game control in protected areas. • Records for tourist sites and African Ivory Route camps. • Register for registered Tourist Guides. • Tourism Growth Strategy • Records on Extended Public Works Programme (EPWP) projects. • Records on Biosphere
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		Reserves.
Strategic planning and co-ordination.	Management of Strategic planning.	<ul style="list-style-type: none"> • Departmental Strategic plan. • Annual Performance plan. • Monitoring and Evaluation reports. • Departmental Annual Report.
Corporate Services.	Provision of Corporate Services.	<ul style="list-style-type: none"> • Applications for employment. • Organisational structure. • Human Resource Strategic Plan and personnel files. • Service delivery improvement reports. • Employee Assistance Programme (EAP) records. • HIV- AIDS reports. • District performance reports • Leave plans and records. • Skills development plan. • Labour saving devices and telecommunication records. • Law journals and Labour Relations Act. • Security and Minimum Information Security Standards (MISS) inspection reports

Financial Administration.	Rendering of Financial and Risk management services.	<ul style="list-style-type: none"> • Budget reports and Medium Term Expenditure Framework (MTEF) submissions. • Revenue, Bank, Cash and payment of accounts statements. • Supply Chain Management /procurement orders and requisitions for goods /services. • Asset register.
Information Management.	Information Management Services.	<ul style="list-style-type: none"> • Annual reports to South African Human Rights Commission (SAHRC) and quarterly reports to Office of the Premier i.r.o. PAIA. • Records for Information technology equipment and users. • File plans. • Information Technology and Records policies. • Events Calendar. • Media briefings. • Speeches. • Newsletters.