

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 608

18 SEPTEMBER 2015

**PROMOTION OF ACCESS TO INFORMATION ACT, 2000****DESCRIPTION SUBMITTED IN TERMS OF SECTION 15(1)**

I, Tshililo Michael Masutha, Minister of Justice and Correctional Services, hereby publish under section 15(2) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), the descriptions submitted to me in terms of section 15(1) of the said Act by the –

**LIMPOPO PROVINCIAL GOVERNMENT: DEPARTMENT OF ECONOMIC  
DEVELOPMENT, ENVIRONMENT AND TOURISM**

As set out in the Schedule

**TSHILILO MICHAEL MASUTHA, MP****MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**

**"FORM D"****AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**

(Section 15 of the Promotion of Access to Information Act, 2000

(Act 2 of 2000))

[Regulation 5A]

DESCRIPTION OF CATEGORY OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1)(a) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS (e.g. website) (SECTION 15(1)(b))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) :</b>	
<ul style="list-style-type: none"> <li>• Departmental Strategic plans.</li> <li>• Departmental Annual Performance plan.</li> <li>• Service Delivery Improvement plan.</li> <li>• Annual reports.</li> <li>• Employment Equity reports.</li> <li>• Published research reports.</li> <li>• Approved organizational structures.</li> <li>• Departmental File plans.</li> <li>• Budgets.</li> <li>• Departmental Acts, Regulations, Policies and Procedure manuals.</li> <li>• Citizens' report.</li> <li>• Promotion of Access to Information manual.</li> <li>• Service standards.</li> <li>• Statement of commitment.</li> <li>• Departmental Events Calendar</li> </ul>	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700</p> <p>Tel. No. : 015 293 8592  Fax no. : 086 218 3054  E-mail address :  Ramadishamf@ledet.gov.za  or visit our website  www.limpopo.gov.za</p>
<b>HEAD OFFICE</b> 20 Hans Van Rensburg Street / 19 Biccard Street, Polokwane, 0700, Private Bag X 9484, Polokwane, 0700 (Switchboard) Tel: +2715 293 8300 Website: www.ledet.gov.za	

<p><b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) :</b></p> <ul style="list-style-type: none"> <li>• Copies of Speeches by the MEC.</li> <li>• Circulars of advertised posts and services.</li> <li>• Departmental forms.</li> <li>• Staff Contact Details Directory.</li> <li>• Journals and magazines</li> <li>• News Letters.</li> <li>• Promotional material.</li> <li>• Departmental Media statements.</li> <li>• Applicable Biodiversity fee structure for permits, registers, microchips and services.</li> <li>• Service delivery charter.</li> <li>• Batho-pele principles pamphlets.</li> </ul>	
<p><b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii) :</b></p>	
<ul style="list-style-type: none"> <li>• Tender documents.</li> </ul>	<p>Records can be purchased at the Cashier's office, Office no. G2, Ground floor -Gani House. Department of Economic Development, Environment and Tourism- 90 Bok street Polokwane.</p>
<p><b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii) :</b></p>	
<ul style="list-style-type: none"> <li>• Departmental Strategic plans.</li> <li>• Departmental Annual Performance plan.</li> <li>• Service Delivery Improvement plan.</li> <li>• Annual reports.</li> <li>• Employment Equity reports.</li> <li>• Published research reports.</li> <li>• Approved organizational structures.</li> </ul>	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700          Tel. No. : 015 293 8592          Fax no. : 086 218 3054          E-mail address : <a href="mailto:Ramadishamf@ledet.gov.za">Ramadishamf@ledet.gov.za</a>          or visit our website <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p>

<ul style="list-style-type: none"> <li>• Departmental File plans.</li> <li>• Budgets.</li> <li>• Departmental Acts, Regulations, Policies and Procedure manuals.</li> <li>• Citizens' report.</li> <li>• Promotion of Access to Information manual.</li> <li>• Service standards.</li> <li>• Statement of commitment.</li> <li>• Departmental Events Calendar.</li> <li>• Copies of Speeches by the MEC.</li> <li>• Circulars of advertised posts and services.</li> <li>• Departmental forms.</li> <li>• Staff Contact Details Directory.</li> <li>• Journals and magazines</li> <li>• News Letters.</li> <li>• Promotional material.</li> <li>• Departmental Media statements.</li> <li>• Applicable Biodiversity fee structure for permits, registers, microchips and services.</li> <li>• Service delivery charter.</li> <li>• Batho-pele principles pamphlets.</li> </ul>	
<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii) :</b>	
<ul style="list-style-type: none"> <li>• Journals and magazines</li> <li>• News Letters.</li> <li>• Promotional material.</li> </ul>	<p>The records may be inspected at the Department on request, addressed to the Office of the Deputy Information Officer, Department of Economic Development, Environment and Tourism, P/Bag X 9484 Polokwane 0700</p> <p>Tel. No. : 015 293 8592  Fax no. : 086 218 3054  E-mail address :  Ramadishamf@ledet.gov.za  or visit our website  <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p>