

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

NO. 875

25 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

**TSHILOLO 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)) |
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| FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) : | |
| <ul style="list-style-type: none"> • Departmental Strategic plans. • Departmental Annual Performance plan. • Service Delivery Improvement plan. • Annual reports. • Employment Equity reports. • Published research reports. • Approved organizational structures. • Departmental File plans. • Budgets. • Departmental Acts, Regulations, Policies and Procedure manuals. • Citizens' report. • Promotion of Access to Information manual. • Service standards. • Statement of commitment. • Departmental Events Calendar | <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> <p style="text-align: center;">HEAD OFFICE</p> <p>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> |

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| <p>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i) :</p> <ul style="list-style-type: none"> • Copies of Speeches by the MEC. • Circulars of advertised posts and services. • Departmental forms. • Staff Contact Details Directory. • Journals and magazines • News Letters. • Promotional material. • Departmental Media statements. • Applicable Biodiversity fee structure for permits, registers, microchips and services. • Service delivery charter. • Batho-pele principles pamphlets. | |
| <p>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii) :</p> | |
| <ul style="list-style-type: none"> • Tender documents. | <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>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii) :</p> | |
| <ul style="list-style-type: none"> • Departmental Strategic plans. • Departmental Annual Performance plan. • Service Delivery Improvement plan. • Annual reports. • Employment Equity reports. • Published research reports. • Approved organizational structures. | <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 : Ramadishamf@ledet.gov.za or visit our website www.limpopo.gov.za</p> |

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| <ul style="list-style-type: none"> • Departmental File plans. • Budgets. • Departmental Acts, Regulations, Policies and Procedure manuals. • Citizens' report. • Promotion of Access to Information manual. • Service standards. • Statement of commitment. • Departmental Events Calendar. • Copies of Speeches by the MEC. • Circulars of advertised posts and services. • Departmental forms. • Staff Contact Details Directory. • Journals and magazines • News Letters. • Promotional material. • Departmental Media statements. • Applicable Biodiversity fee structure for permits, registers, microchips and services. • Service delivery charter. • Batho-pele principles pamphlets. | |
| AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii) : | |
| <ul style="list-style-type: none"> • Journals and magazines • News Letters. • Promotional material. | <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> |