



# Government Gazette Staatskoerant

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**MANUALS**

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**IMPORTANT NOTICE:**

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**No FUTURE QUERIES WILL BE HANDLED IN CONNECTION WITH THE ABOVE.**

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# Closing times for **ORDINARY BI-WEEKLY** **2018** **MANUALS GAZETTE**

The closing time is **15:00** sharp on the following days:

- **04 January**, Thursday for the issue of Thursday **11 January 2018**
- **18 January**, Thursday for the issue of Thursday **25 January 2018**
- **01 February**, Thursday for the issue of Thursday **08 February 2018**
- **15 February**, Thursday for the issue of Thursday **22 February 2018**
- **01 March**, Thursday for the issue of Thursday **08 March 2018**
- **22 March**, Thursday for the issue of Thursday **29 March 2018**
- **05 April**, Thursday for the issue of Thursday **12 April 2018**
- **19 April**, Thursday for the issue of Thursday **26 April 2018**
- **03 May**, Thursday for the issue of Thursday **10 May 2018**
- **24 May**, Thursday for the issue of Thursday **31 May 2018**
- **07 June**, Thursday for the issue of Thursday **14 June 2018**
- **21 June**, Thursday for the issue of Thursday **28 June 2018**
- **05 July**, Thursday for the issue of Thursday **12 July 2018**
- **19 July**, Thursday for the issue of Thursday **26 July 2018**
- **01 August**, Wednesday for the issue of Wednesday **08 August 2018**
- **23 August**, Thursday for the issue of Thursday **30 August 2018**
- **06 September**, Thursday for the issue of Thursday **13 September 2018**
- **19 September**, Wednesday for the issue of Thursday **27 September 2018**
- **04 October**, Thursday for the issue of Thursday **11 October 2018**
- **18 October**, Thursday for the issue of Thursday **25 October 2018**
- **08 November**, Thursday for the issue of Thursday **15 November 2018**
- **22 November**, Thursday for the issue of Thursday **29 November 2018**
- **06 December**, Thursday for the issue of Thursday **13 December 2018**
- **18 December**, Tuesday for the issue of Thursday **27 December 2018**

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe* Forms. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

### CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website [www.gpwonline.co.za](http://www.gpwonline.co.za)

All re-submissions will be subject to the standard cut-off times.

**All notices received after the closing time will be rejected.**

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
National Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Regulation Gazette	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Petrol Price Gazette	Monthly	Tuesday before 1st Wednesday of the month	One day before publication	1 working day prior to publication
Road Carrier Permits	Weekly	Friday	Thursday 15h00 for next Friday	3 working days prior to publication
Unclaimed Monies (Justice, Labour or Lawyers)	January / September 2 per year	Last Friday	One week before publication	3 working days prior to publication
Parliament (Acts, White Paper, Green Paper)	As required	Any day of the week	None	3 working days prior to publication
Manuals	Bi- Monthly	2nd and last Thursday of the month	One week before publication	3 working days prior to publication
State of Budget (National Treasury)	Monthly	30th or last Friday of the month	One week before publication	3 working days prior to publication
<i>Extraordinary Gazettes</i>	As required	Any day of the week	<i>Before 10h00 on publication date</i>	<i>Before 10h00 on publication date</i>
Legal Gazettes A, B and C	Weekly	Friday	One week before publication	Tuesday, 15h00 - 3 working days prior to publication
Tender Bulletin	Weekly	Friday	Friday 15h00 for next Friday	Tuesday, 15h00 - 3 working days prior to publication
Gauteng	Weekly	Wednesday	Two weeks before publication	3 days <b>after</b> submission deadline
Eastern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
Northern Cape	Weekly	Monday	One week before publication	3 working days prior to publication
North West	Weekly	Tuesday	One week before publication	3 working days prior to publication
KwaZulu-Natal	Weekly	Thursday	One week before publication	3 working days prior to publication
Limpopo	Weekly	Friday	One week before publication	3 working days prior to publication
Mpumalanga	Weekly	Friday	One week before publication	3 working days prior to publication

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

Government Gazette Type	Publication Frequency	Publication Date	Submission Deadline	Cancellations Deadline
Gauteng Liquor License Gazette	Monthly	Wednesday before the First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Northern Cape Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
National Liquor License Gazette	Monthly	First Friday of the month	Two weeks before publication	3 working days <b>after</b> submission deadline
Mpumalanga Liquor License Gazette	Bi-Monthly	Second & Fourth Friday	One week before publication	3 working days prior to publication

### EXTRAORDINARY GAZETTES

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

### NOTICE SUBMISSION PROCESS

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za).
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
  - 8.1. Each of the following documents must be attached to the email as a separate attachment:
    - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
      - 8.1.1.1. For National *Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
      - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
    - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice. (*Please see Quotation section below for further details*)
    - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
    - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (*Please see the Copy Section below, for the specifications*).
    - 8.1.5. Any additional notice information if applicable.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by “walk-in” customers on electronic media can only be submitted in *Adobe* electronic form format. All “walk-in” customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

### QUOTATIONS

13. Quotations are valid until the next tariff change.
  - 13.1. **Take note:** **GPW**'s annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the *eGazette* Contact Centre for a quotation.
  - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
  - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
  - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
  - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
    - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
  - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
  - 19.1. This means that **the quotation number can only be used once to make a payment.**

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03
- 20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.
- The content document should contain only one notice. (You may include the different translations of the same notice in the same document).
- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:
- Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;
- Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

**CANCELLATIONS**

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

**AMENDMENTS TO NOTICES**

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

**REJECTIONS**

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

**GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY**

27. The Government Printer will assume no liability in respect of—
  - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
  - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

**LIABILITY OF ADVERTISER**

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

**CUSTOMER INQUIRIES**

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

**GPW** has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre **ONLY**.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.



## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

### PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za) free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette*(s)

## GOVERNMENT PRINTING WORKS CONTACT INFORMATION

**Physical Address:**
**Government Printing Works**

149 Bosman Street

Pretoria

**Postal Address:**

Private Bag X85

Pretoria

0001

**GPW Banking Details:**
**Bank:** ABSA Bosman Street

**Account No.:** 405 7114 016

**Branch Code:** 632-005

**For Gazette and Notice submissions:** Gazette Submissions:

**For queries and quotations, contact:** Gazette Contact Centre:

**E-mail:** [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za)
**E-mail:** [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)
**Tel:** 012-748 6200

**Contact person for subscribers:** Mrs M. Toka:

**E-mail:** [subscriptions@gpw.gov.za](mailto:subscriptions@gpw.gov.za)
**Tel:** 012-748-6066 / 6060 / 6058

**Fax:** 012-323-9574

# **ECONOMIC DEVELOPMENT DEPARTMENT**

# **MANUAL**

*IN ACCORDANCE WITH*

**PROMOTION OF ACCESS TO INFORMATION ACT (2/2000)**

**LIMPOPO DEPARTMENT OF ECONOMIC DEVELOPMENT,  
ENVIRONMENT & TOURISM**

**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 6 (2018)**

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## **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](http://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

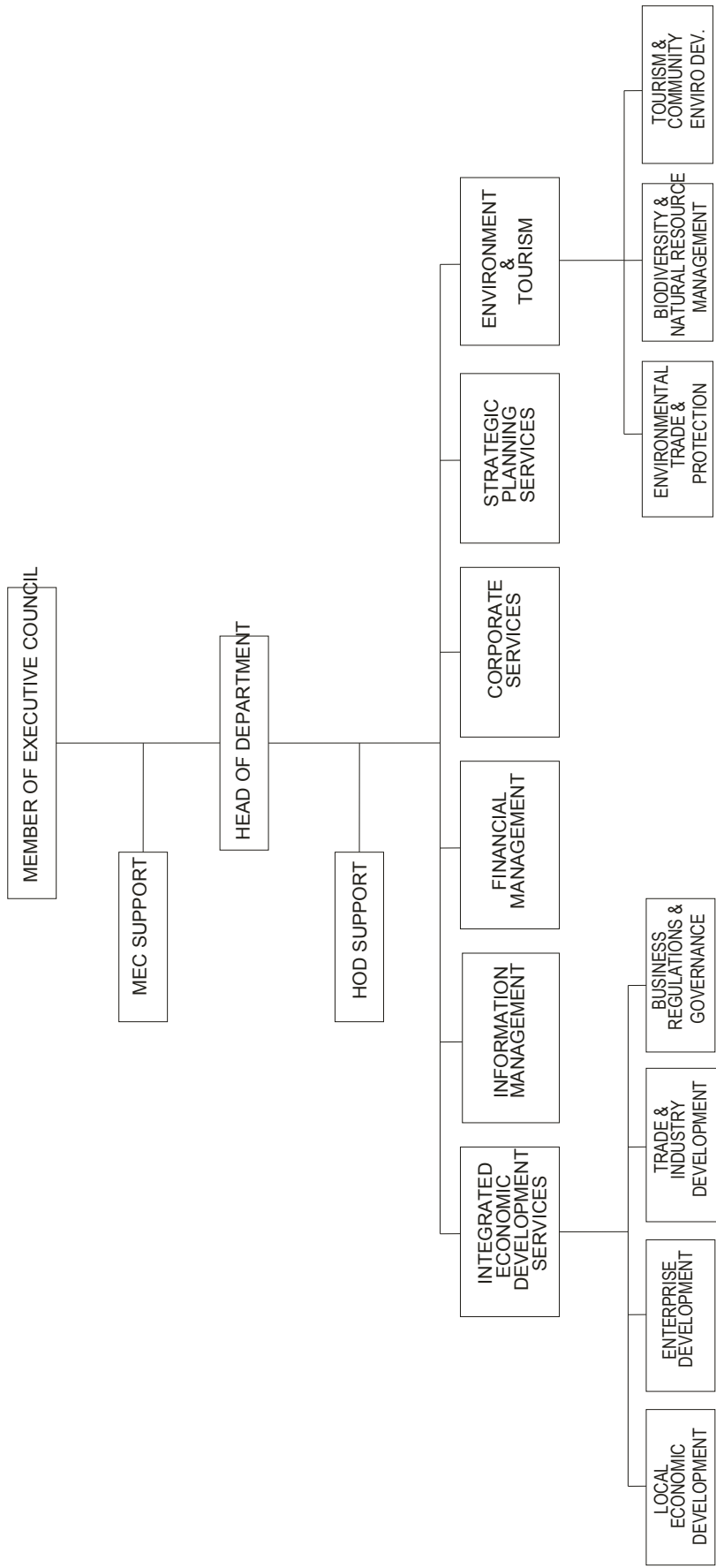
0510

Tel (014) 717 5305/3

Fax (014) 717 5200

## ORGANISATION STRUCTURE





#### **4. VISION, MISSION, FUNCTIONS AND SERVICES OF DEPARTMENT**

##### **4.1. VISION-**

A major contributor to innovations and solutions for sustainable economic growth.

##### **4.2. MISSION**

To stimulate and maintain an enabling environment conducive to sustainable economic growth, environmental justice and an improved quality of life for all.

##### **4.3. FUNCTIONS**

The following are the core functions of the Department:

- Job creation through a sustainable environment.
- Ensuring a healthy and fair trade
- Positioning Limpopo as the preferred eco-tourism destination
- Sustainable environmental ,management
- Increase in productive investment
- 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](mailto: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](mailto:Ramadishamf@ledet.gov.za) or  
[Paia@ledet.gov.za](mailto:Paia@ledet.gov.za)  
Fax No. : 086 218 3054

**GENERAL INFORMATION**

Postal Address :  
Private Bag X9484  
POLOKWANE  
0700

Street Addresses :  
20 Hans van Rensberg 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](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto: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"> <li>• Small, Medium and Micro Enterprises (SMME's), Industry, Co-operatives, Agro-processing and Economic planning Acts, policies as well as promotional brochures.</li> <li>• Socio-economic statistics reports.</li> <li>• Provincial Accounts statements e.g. on the Gross Domestic Product.(GDP).</li> <li>• Provincial Economic development plans.</li> <li>• Industrial development park/zone studies reports.</li> <li>• Industrial development strategy reports.</li> <li>• Reports from Trade and Investment Limpopo, Limpopo Business Support Agency</li> </ul>

		<p>(LIBSA), Limpopo Economic Development Enterprise (LIMDEV) and Small Enterprise Development Agency.</p> <ul style="list-style-type: none"> <li>• Applications for liquor licences</li> <li>• Minutes of Liquor Board meetings.</li> <li>• Trade inspection reports.</li> <li>• Consumer complaints records i.r.o. Consumer Protection Act.</li> </ul>
Environment and Tourism.	Ensure the promotion and management of Environmental and Tourism activities in the Province.	<ul style="list-style-type: none"> <li>• Environmental authorisations issued in terms of the Environmental Impact Assessment Regulations.</li> <li>• Permits issued in terms of the Biodiversity Act.</li> <li>• Licences issued in terms of the Waste Act.</li> <li>• Atmospheric Emission Licences issued in terms of the National Environmental Management Air Quality Act.</li> <li>• Municipal Integrated waste management plans.</li> <li>• Waste disposal sites records.</li> </ul>

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

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

## 7.2 RECORDS AUTOMATICALLY AVAILABLE [ section 14 (1) e ]

The following records are available without a person having to request access in terms of the procedures in the Promotion of Access to Information Act:-

**AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)****OR****COPYING IN TERMS OF SECTION 15(1)(a)(ii)**

<ul style="list-style-type: none"> <li>• Environmental authorisations issued in terms of the Environmental Impact Assessment Regulations.</li> <li>• Permits issued in terms of the Biodiversity Act.</li> <li>• Licences issued in terms of the Waste Act.</li> <li>• Atmospheric Emission Licences issued in terms of the National Environmental Management Air Quality Act.</li> <li>• Municipal Integrated waste management plans.</li> <li>• Waste disposal sites records.</li> <li>• Environmental Management Programme reports for mining and prospecting.</li> <li>• 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)</li> <li>• The number of Biodiversity permit applications for non-CITES species received and the number of Biodiversity permits issued.</li> <li>• Records for protected areas, proclamation of protected areas and game control in protected areas.</li> <li>• Records for tourist sites and African Ivory Route camps.</li> </ul>	<p>The records may be inspected/copied 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 :</p> <p style="text-align: center;"><a href="mailto:Ramadishamf@ledet.gov.za">Ramadishamf@ledet.gov.za</a> or <a href="mailto:paia@ledet.gov.za">paia@ledet.gov.za</a></p> <p>or visit our website <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p>
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<p><b>NB.</b> Certain sub-categories of records may not be accessible in their entirety on grounds stated in Chapter 4 of PAIA.</p> <p>The Department shall delete any part of a Record listed above which must be refused In terms of section 15(4) of Chapter 4 of PAIA.</p>	
<p><b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii) :</b></p>	
<p>Tender documents.</p>	<p>Records can be purchased at the Cashier's office, 90 Bok Street, Office No.G2,Ground floor (Gani House)- Polokwane. Department of Economic Development, Environment and Tourism.</p>
<p><b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii) :</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> <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> </ul>	<p>The records may be requested from the Department through 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</p> <p>Fax no. : 086 218 3054</p> <p>E-mail address :</p> <p style="text-align: center;"><a href="mailto:Ramadishamf@ledet.gov.za">Ramadishamf@ledet.gov.za</a> or <a href="mailto:paia@ledet.gov.za">paia@ledet.gov.za</a></p> <p>or visit our website <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a></p>

<ul style="list-style-type: none"> <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, micro-chips and services.</li> <li>• Service Delivery charter.</li> <li>• Batho-pele principles pamphlets.</li> <li>• Tourist sites and African Ivory Route camps.</li> </ul>	
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The records on the Departmental website , [www.ledet.gov.za](http://www.ledet.gov.za), are available for viewing or downloading without a person having to make such a request in terms of the said Act.

### 7.3 REQUEST PROCEDURE

#### **Granting or refusal of request:**

A requester must be given access to a record of a public body if the requester complies with the following:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any ground of refusal mentioned in the Act.

**How do I request access to a record?**

- A requester must use the form (Form A) that was printed in the Government Gazette (Government Notice R187 of 15 February 2002).
- The requester must also indicate if the requester wants a copy of the record or if the requester wants to come in and look at the record at the offices of the public body. Alternatively if the record is not a paper document it can then be viewed in the requested form, where possible.
- If a person asks for access in a particular form (e.g.: a paper copy, electronic copy, etc) then the requester should get access in that form. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in another form, then the fee must be calculated according to the way that the requester first asked for it.
- If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated.
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made must be indicated.
- If a requester is unable to read or write, or has a disability, then the request can be made orally. The Deputy Information Officer must then fill in the form on behalf of such a requester and give them a copy of the completed form.

**Fees payable for a request and notification of decision on access :**

- A requester who seeks access to a record containing personal information about that requester is not required to pay the request fee. Every other requester must pay the request fee of R35.
- The Deputy Information Officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed request fee (if any) and deposit (if any) before further processing the request.
- The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of a fee.
- After the Deputy Information Officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.

- If the request is granted then a further access fee must be paid for the reproduction and for search and preparation for any time required in excess of stipulated hours to search and prepare the record for disclosure.
- Access to a record will be withheld until all the applicable fees have been paid.

## **8. ARRANGEMENT ALLOWING INVOLVEMENT IN FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS**

### **Policy and Legislation:**

Whenever the Limpopo Department of Economic Development, Environment and Tourism embarks on projects it undertakes consultation with all stakeholders through the following structures:

- Workshops and conferences

Inputs and comments are invited from stakeholders in these forums.

- Departmental Boards

Through the nomination of Boards members, the public also participate in influencing the departmental policies.

- Submissions and Reports

Comments made on reports such as the Citizen's Report also play a crucial role in policy –making.

- Volunteers and Internship programmes

The Recruitment policy in place ensures the recruitment of the public for applicable posts.

- Consultants and contract workers

This relates to the Recruitment policy of the said workers.

## **9. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURES TO ACT**

The following procedures exist for persons to report or remedy alleged irregular, improper or unlawful official acts or omissions by the Limpopo Department of Economic Development, Environment and Tourism or any of its employees:



**Procedures for reporting or remedying :**

(i) Remedies in respect of acts or failures to act in terms of the Promotion of Access to Information Act: The internal appeal authority for purposes of this Act is the Member of Executive Council (MEC) of the department.

**10. FEES AS PRESCRIBED UNDER PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE 15 FEBRUARY 2002**

N.B. The forms and fee structure prescribed by the Act are also available at the website of the Department of Justice and Constitutional Development ([www.doj.gov.za](http://www.doj.gov.za)) under the regulations section.

1. The fee for a copy of the manual as contemplated in regulation 5(c) is R0,60 for every photocopy of an A4-size page or part thereof.
2. The fees for reproduction referred to in regulation 7(1) are as follows:
 

(a). For every photocopy of an A4-size page or part thereof	R0,60
(b). For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0,40
(c). For a copy in a computer-readable form on -	
(i) stiffy disc	R5,00
(ii) compact disc	R40,00
(d). (i) For a transcription of visual images, for an A4-size page or part thereof	R22,00
(ii) For a copy of visual images	R60,00
(e). (i) For a transcription of an audio record, for an A4-size page or part thereof	R12,00
(ii) For a copy of an audio record	R17,00
3. The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) is R35,00.
4. The access fees payable by a requester referred to in regulation 7(3) are as follows:

## 4.1

- |  |        |
|--|--------|
| (a) For every photocopy of an A4-size page or part thereof   | R0,60  |
| (b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form   | R0,40  |
| (c) For a copy in a computer-readable form on -  |        |
| (i) stiffy disc  | R5,00  |
| (ii) compact disc  | R40,00 |
| (d)  |        |
| (i) For a transcription of visual images, for an A4-size page or part thereof  | R22,00 |
| (ii) For a copy of visual images   | R60,00 |
| (e)  |        |
| (i) For a transcription of an audio record, for an A4-size page or part thereof  | R12,00 |
| (ii) For a copy of an audio record   | R17,00 |
| (f) To search for and prepare the record for disclosure, R15,00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. |        |

## 4.2 For purposes of section 22(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

## 4.3 The actual postage is payable when a copy of a record must be posted to a Requester.

**11. FORMS PRESCRIBED FOR ACCESS TO RECORDS**

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON THE  
15 FEBRUARY 2002**

**FORM A**

**REQUEST FOR ACCESS TO RECORD**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

REQUEST FOR ACCESS TO RECORDS	
<b>FOR DEPARTMENTAL USE</b>	Reference
number:.....	
Request received by: -	
Name:.....	
Rank:.....	
Date:.....	
Place:.....	
Request fee (if any): R .....	
Deposit (if any): R .....	
Access fee: R .....	
.....	
<b>SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER</b>	

## A. Particulars of public body

DEPUTY INFORMATION OFFICER	ADDRESS
CONTACT PERSON	ADDRESS
Ms M.F.Ramadisha	Private Bag X9484 POLOKWANE 0700 TEL.: NO.: +27 15-293 8592 FAX. : NO.: +27 86 218 3054 E-Mail: <a href="mailto:Ramadishamf@ledet.gov.za">Ramadishamf@ledet.gov.za</a>
General information:	Street Addresses: - 20 Hans van Rensberg Street / 19 Biccard Street POLOKWANE 0700 Website: <a href="http://www.limpopo.gov.za">www.limpopo.gov.za</a>  Postal Address: - Private Bag X9484 POLOKWANE 0700  Telephone: +27 15 293 8300 Fax: +27 86 218 3054

B. Particulars of person requesting access to the record

<b>REQUEST FOR ACCESS TO RECORDS FORM</b>																			
SURNAME:																			
FULL NAMES:																			
IDENTITY NUMBER:																			
POSTAL ADDRESS:.....																			
.....																			
.....																			
.....																			

C. Particulars of person on whose behalf request is made

<p>This section must be completed only if a request for information is made on behalf of another person.</p> <p>FULL NAMES:</p> <tr> <td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td> </tr> <p>IDENTITY NUMBER</p> <tr> <td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td><td style="width: 20px; height: 25px;"></td> </tr>																																																											

D. Particulars of record

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.**

DESCRIPTION ..... OF  
RECORDS:.....

.....  
.....

REFERENCE NUMBER:.....(If available)

ANY FURTHER PARTICULARS OF RECORD.....

.....

E. Fees

(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.

(b) You will be notified of the amount required to be paid as the request fee.

(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.

(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

.....  
 .....  
 .....  
 .....

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:
-------------	-----------------------------------

<p>Mark the appropriate box with an "X".</p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>
--

1. If the record is in written or printed form -	
<input type="checkbox"/> copy of record*	<input type="checkbox"/> inspection of record

<p>2. If record consists of visual images -  (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</p>					
	view the images		copy of the images*		transcription of the images*

<p>3. If record consists of recorded words or information which can be reproduced in sound -</p>					
	listen to the soundtrack (audio cassette)		transcription of soundtrack*  (written or printed document)		

<p>4. If record is held on computer or in an electronic or machine-readable form -</p>					
	printed copy of record*		printed copy of information derived from the record*		copy in computer readable form*  (stiffy or compact disc)

<p>*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you?</p>	YES	NO
--	-----	----



A postal/postage fee is payable.		
----------------------------------	--	--

Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.

In which language would you prefer the record?  
 :.....

G. Notice of decision regarding request for access.

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

.....  
 .....  
 .....

Signed at this .....(day) of .....(month) 20.....

**SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE.**





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Publications: Tel: (012) 748 6053, 748 6061, 748 6065