

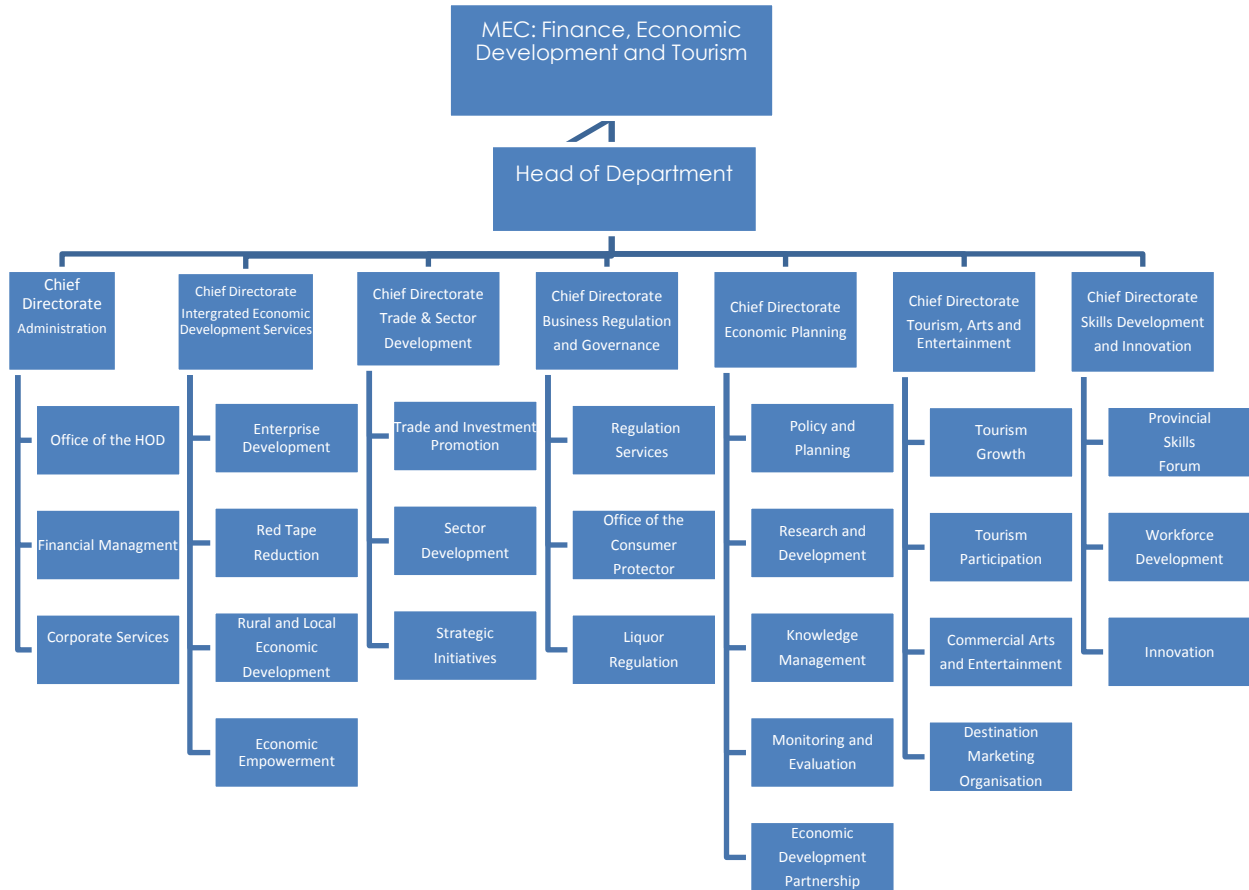
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

The policy mandate determining the Department's programmes and projects is Provincial Strategic Objective 1: Increasing opportunities for growth and jobs. The Department focuses on the following core areas:

- Development of an economic strategic plan and accompanying policies to support the achievement of economic growth and job opportunities;
- An enabling business environment that reduces hurdles to business growth, increasing economic investment and subsequently contributes to job creation;
- Government support that is demand-led and private sector driven;
- Infrastructure-led economic growth that enhances the competitiveness of the region; and
- Provision of projects which facilitates have the required skill set matched with the work opportunities that bring about shared economic growth.
- Strategic Objective 1 is operationalised through the provincial transversal management system via five working groups, namely Red Tape Working Group, Infrastructure and Asset Development Working Group, Skills Development Working Group, EPWP Working Group and the Green Economy Working Group.

PROGRAMME 1: ADMINISTRATION

Purpose: To provide strong, innovative leadership, and to deliver clean, efficient, cost effective, transparent and responsive corporate services to the Department.

Sub-programme 1: Office of the Head of Department

- To manage and direct the departmental transversal administrative programmes that provides leadership to the Department.
- To effectively maintain an oversight function of the whole department's mandate and function.

Sub-programme 2: Financial Management

- To provide an effective financial management function.
- To ensure implementation of the PFMA and other related financial regulations and policies.
- To provide planning and budgeting support to the Department.
- To make limited provision for maintenance and accommodation needs.

Sub-programme 3: Corporate Services

- To provide a strategic support function to the Department.

PROGRAMME 2: INTEGRATED ECONOMIC DEVELOPMENT SERVICES

Purpose: To promote and support an enabling business environment for the creation of opportunities for growth and jobs.

Sub-programme 2.1: Enterprise Development

- To support and promote development of business enterprises.

Sub-programme 2.2: Regional and Local Economic Development

- To promote economic growth and development of regional and local economies in partnership with key stakeholders by aligning LED initiatives with Government.

Sub-programme 2.3: Economic Empowerment

- To facilitate the process of empowerment and creation of an enabling business environment for PDIs.

Sub-programme 2.4: Red Tape Reduction

- To reduce the blockages and limitations brought about by identified regulatory requirements flowing from regulations, legislation and interpretive policies.

PROGRAMME 3: TRADE AND SECTOR DEVELOPMENT

Purpose: To stimulate economic growth through industry development, trade and investment promotion.

Sub-programme 3.1: Trade and Investment Promotion

- To facilitate trade, export promotion and attract investment.

Sub-programme 3.2: Sector Development

- To implement strategies for the positioning of the industrial sector as a key contributor to economic growth and development.

Sub-programme 3.3: Strategic Initiatives

- To facilitate the implementation of strategic programmes that will stimulate the competitiveness of priority sectors.

Sub-programme 3.4: Management Trade and Sector Development

- To conduct the overall management and administrative support to the Programme.

PROGRAMME 4: BUSINESS REGULATION AND GOVERNANCE

Purpose: To ensure an equitable, socially responsible business environment in the Western Cape – through general interventions within the trading environment and through specific interventions mandated by the Constitution and national and provincial legislation and policies.

Sub-programme 4.1: Regulation Services

- To contribute towards an effective provincial trading environment facilitated through the effective finalisation of business licence appeals within the prescribed period.

Sub-programme 4.2: Consumer Protection

- To develop, implement and promote measures that ensure the rights and interests of all consumers.

Sub-programme 4.3: Liquor Regulation

- To provide oversight over the work of the Liquor Authority.

PROGRAMME 5: ECONOMIC PLANNING

The purpose is to provide strategic support to the department in undertaking province-wide cross-cutting economic planning processes to give effect to Strategic Objective 1 i.e. "Creating opportunities for growth and jobs". Strategic Objective 1 requires the long-term perspective, to inform shorter term plans, resource allocation, trade-offs and the sequencing of policies.

Sub-programme 5.1: Policy and Planning

- To develop provincial economic policies and strategies.

Sub-programme: 5.2 Research and Development

- To conduct economic research.

Sub-programme 5.3: Knowledge Management

- To contribute to the creation of a knowledge economy.

Sub-programme 5.4: Monitoring and Evaluation

- To determine the effectiveness and impact of provincial policy objectives and strategies.

Sub-programme 5.5: Western Cape Economic Development Partnership

- To provide resources to the Western Cape Economic Development Partnership (WCEDP) to enable it to deliver on its mandate of economic development collaboration through effective economic partnership of regional economic players.

PROGRAMME 6: TOURISM, ARTS AND ENTERTAINMENT

Purpose: To facilitate opportunities for the growth and increased inclusivity of the tourism, arts and entertainment sectors.

Sub-programme 6.1: Tourism Planning

- To develop and coordinate the programme strategic agenda.

Sub-programme 6.2: Tourism Growth and Development

- To facilitate Growth of the tourism industry.
- To enhance to the quality of the visitor experience to the destination through the provision of quality tourism support services.

Sub-programme 6.3: Tourism Sector Transformation

- To develop the workforce to ensure that the industry has the right skills available at all times.
- To intensify breadth and depth of the participatory interventions in tourism enterprise development.
- To ensure a Regulated and Fair Business Environment within the tourism industry.

Sub-programme 6.4: Destination Marketing Organisation

- To provide resources to the Destination Marketing Organisation to enable it to deliver tourism promotion.

Sub-programme 6.5: Commercial Arts and Entertainment

- To assist creative entrepreneurs to protect and benefit fully from their intellectual property.
- To promote and nurture the commercialisation and globalisation of product offering as part of the Cape offering to the tourism industry.

PROGRAMME 7: SKILLS DEVELOPMENT AND INNOVATION

To facilitate the provisioning of Human Capital skills and Innovation and technology in order to deliver on the economic Human Resources Development needs of the Western Cape. This will largely focus on reducing the gap between skills supplied and demanded.

Sub-programme 7.1: Provincial Skills Co-ordination

- To develop a provincial mechanism for management of skills information and data.
- To promote partnerships and collaboration for increased access to occupationally directed programmes.

Sub-programme 7.2: Workforce Development

- To facilitate/support unemployed youth to access jobs.
- To bridge the gap between supply and demand across all sectors by creating a pool of skilled workers in identified, artisanal, technical and professional fields that are essential to the development and growth of our economy.

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Mr S Fourie

Head of Department of Economic Development and Tourism

Contact details:

Telephone: 021 483 5065

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Cape Town
8000

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Waldorf Building
St Georges Mall
Cape Town
8000

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton

	JOHANNESBURG
Website	www.sahrc.org.za

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation and Control
- Financial Administration
- Human Resource Management
- Accommodation and Domestic Services
- Procurement of Goods and Services
- Transport and Official Visits
- Reports, Publications, Publicity and Information
- Committees, Meetings, Forums and other Gatherings
- Business Promotion
- Tourism
- Knowledge Economy and E-Government

5.2 RECORDS AUTOMATICALLY AVAILABLE SECTION 14(1)(d)

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
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DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)

<p><u>Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u></p> <p>(a) Reports, e.g. economic reports for the Western Cape</p>	<p>These records are available for inspection at the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George’s Mall, Cape Town – between 08:00 and 15:45</p>
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DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)

<p><u>Integrated Economic Development Services, Trade and Sector Development, Business Regulation and Governance, Economic Planning, Tourism, Commercial Arts and Entertainment</u></p> <p>(a) Annual Reports (b) Financial Statements (c) Budget Report (d) Reports, e.g. economic reports for the Western Cape</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George’s Mall, Cape Town – between 08:00 and 15:45</p>
<p><u>Corporate Affairs</u></p> <p>(a) Annual reports including the report of the Auditor-General, and annual audited</p>	<p>Copies of these records may be obtained on payment of the</p>

<p><u>Services, Trade and Sector Development,</u> <u>Business Regulation and Governance,</u> <u>Economic Planning, Tourism, Commercial</u> <u>Arts and Entertainment</u></p> <p>(a) Brochures: Small Business Development Tourism</p> <p>(b) White Papers</p> <p>(c) Green Papers</p> <p><u>Economic Planning</u></p> <p>(a) Departmental Strategic Plan</p> <p>(b) Annual Performance Plan: Overview of year Projections for following year</p>	<p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George’s Mall, Cape Town – between 08:00 and 15:45</p> <p>Copies of these records are available free of charge from the Sub-Directorate: Strategic Co-ordination, 11th Floor, Waldorf Building, St George’s Mall, Cape Town – between 08:00 and 15:45</p>
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5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the

Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.

- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

- Rendering consumer complaints services
- Issuing liquor licences through the Liquor Board
- Presenting tourism entrepreneurship programmes to facilitate promotion of new tourism products, and enhance productivity and skills development
- Facilitating community participation in tourism through project funding and poverty relief funding
- Registering all tourism businesses to promote quality assurance
- Maintaining and sustaining a tourism help-line to deal with tourism-related matters.

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

None

8. REMEDIES AVAILABLE IN RESEPECT OF ACTS OR FAILURES TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.