

No. 501

19 July 2013

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

I, Jeffrey Thamsanqa Radebe, Minister of Justice and Constitutional Development, 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 –

SOUTH AFRICAN SOCIAL SECURITY OF SOUTH AFRICA (SASSA)

As set out in the Schedule

**JEFFREY THAMSANQA RADEBE, MP****MINISTER FOR JUSTICE AND CONSTITUTIONAL DEVELOPMENT**



REPUBLIC OF SOUTH AFRICA
 SOUTH AFRICAN SOCIAL SECURITY OF SOUTH AFRICA (SASSA)
 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(b))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
Vision, Mission and Values of SASSA	<p>The records are automatically available within our internet web page (www.sassa.gov.za)</p> <p>Or</p> <p>The records may be inspected at the Agency on request, address to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Private Bag X55662 Arcadia. Pretoria 0083</p>
SASSA Mandate and Objectives	
SASSA Executive Management	
You and your grants brochure	
You and your SASSA payment card	
Re-registration documents	
Social Relief of Distress Brochure	
ICROP Brochures	
Registration forms for Doctors	
SASSA offices, addresses and contacts	
SASSA Vacancies	
SASSA PAIA Manuals	
Annual Reports	
Statistical Reports	
Tender Documents	
- Invitations of Bids	
- Tender Queries	
- Tender Awards	
Strategic Plan	
Annual performance plan	
Media releases	

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(b))
Employment Equity Reports	The records may be inspected at the Agency on request, address requests to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
Framework for Strategic Planning and Reporting for SASSA	
Internal Code of Ethics	
Internal Audit Charter	
Media statements, press releases and statements	
Reports to the National Assembly	
Speeches of the Minister	
Correspondence received from and addressed to media	
Internal and external newsletters	
Performance Management Policy	
Disciplinary Codes and procedures	
SASSA Structure	
Training and development – bursary schemes, short courses, workshops, seminars and conference	
Employee Assistance Programme – Bereavement, Wellness Management and HIV/Aids Programs	
Financial Procedure Manuals	
Accounts Administration Policy	
Asset Management Policy	
Human Resource Policies	
Preferential Procurement Policy	
Transport Policy	
ICT Policy	
Records Management Policy	
Annual Financial Statements	
Revenue and Cash Management Policy	
Payroll Policy	
Accounting Policies	
Materiality and Significance Framework	
Debt Management and Collection Policy	
Financial Delegations	
Annual Financial Statements	
Facilities Management Policy	
Building Infrastructure Management Strategy	

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Fixed Asset Strategy	The records may be inspected at the Agency on request, address requests to the Office of the Deputy Information Officer, SASSA House, Prodinsa Building, Cnr Steve Biko & Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083
National Framework for the Management of Shared Office Accommodation	
File Plan Compilation and Alterations	
Records Retention Schedule	
Transfer of Records to Archives Repository/Offsite Storage/ Other Offices	
Disposal Authorities	
Records Inspections/Records Audits	
Record Disaster Plan	
Registry Procedures	
Bulk Photocopy Procedure Manual	
Record Clean-Up Operations Guidelines	
SASSA Records Disposal Guidelines	
Procedure for Disposal of SASSA Records	
Mail Policy	
Cleaning Services Policy	
Catering Services Policy	
Kitchen Equipment Policy	
Photocopying Services Reports and Statistics	
Travel Management Policy	
General Support Services (GSS) Operational Plan	
General Support Services (GSS) Progress Reports	
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
None	

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AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(1)(iii)	
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Internal Audit Charter	
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