

No. 298

17 April 2014

**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 AGENCY (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 AGENCY (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))
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(i):</b>	
Vision, Mission and Values of SASSA	<p>The records are automatically available within our internet web page (<a href="http://www.sassa.gov.za">www.sassa.gov.za</a>)</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, Prodinza Building, Cnr Steve Biko &amp; Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083</p>
SASSA Mandate, objective and Strategy	
SASSA Executive Management	
Register form for Doctors	
Invitation for medical doctor to register	
Social Relief of distress Brochure paths	
ICROP Brochure paths	
The Social and Economic Impact of South Africa System	
Reports on incentive structures on Social Assistance grants in S.A	
Linking Social Grants beneficiary to poverty alleviation	
SASSA offices address and contacts	
SASSA Vacancies	
SASSA PAIA Manuals	
Annual Reports	
Statistical Reports	
Tender Documents	
- Invitations to Bids	
- Tender Queries	
- Tender Awards	
Strategic Plan	
Annual performance plan	

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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))
<p>Employment Equity Reports</p> <p>Framework for Strategic Planning and Reporting for SASSA</p> <p>Internal Code of Ethics</p> <p>Internal Audit Charter</p> <p>Media, press conference, press releases and statement</p> <p>Reports to the National Assembly</p> <p>Speeches of the Minister</p> <p>Correspondence received from and addressed to media</p> <p>Internal and external newsletters</p> <p>Performance Management Policy</p> <p>Disciplinary Codes and procedures</p> <p>SASSA Structure</p> <p>Training and development – bursary schemes, short courses, workshops, seminars and conference</p> <p>Employee Assistance Programme – Bereavement, Wellness Management and HIV/Aids Programs</p> <p>Financial Procedure Manuals</p> <p>Accounts Administration Policy</p> <p>Asset Management Policy</p> <p>Human Resource Policies</p> <p>Preferential Procurement Policy</p> <p>Transport Policy</p> <p>ICT Policy</p> <p>Records Management Policy</p> <p>Annual Financial Statements</p> <p>Revenue and Cash Management Policy</p> <p>Payroll Policy</p> <p>Accounting Policies</p> <p>Materiality and Significance Framework</p> <p>Debt Management and Collection Policy</p> <p>Financial Delegations</p> <p>Annual Financial Statements</p> <p>Facilities Management Policy</p> <p>Building Infrastructure Management Strategy</p>	<p><b>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 &amp; Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083</b></p>

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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))
Fixed Asset Strategy	
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	
<b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(i):</b>	
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Linking Social Grants beneficiary to poverty alleviation	
SASSA offices address and contacts	

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SASSA Vacancies	
SASSA PAIA Manuals	
Annual Reports	
Statistical Reports	
Tender Documents	
- Invitations to Bids	
- Tender Queries	
- Tender Awards	
Strategic Plan	
Annual performance plan	
Employment Equity Reports	
Framework for Strategic Planning and Reporting for SASSA	<b>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 &amp; Pretorius Street. Pretoria. Private Bag X55662 Arcadia. Pretoria 0083</b>
Internal Code of Ethics	
Internal Audit Charter	
Media, press conference, press releases and statement	
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	

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))
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	
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Fixed Asset Strategy	
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<b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(1)(iii)</b>	
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