

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT  
NOTICE 535 OF 2017

**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 –

**PUBLIC SERVICE COMMISSION**

As set out in the Schedule



**TSHILOLO MICHAEL MASUTHA, MP (ADV)**

**MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES**



## REPUBLIC OF SOUTH AFRICA

## FORM D

**AUTOMATICALLY AVAILABLE RECORDS AND ACCESS TO SUCH RECORDS:**  
 (Section 15 of the Promotion of Access to Information Act 2000 (Act no. 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)(a))
<b>FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):</b>	
<p><b>2016:</b></p> <ul style="list-style-type: none"> <li>• Consolidated Report on Service Delivery Inspections Conducted in the Department of Correctional Services</li> <li>• Fact Sheet on Grievance Resolution for the 2015/16 Financial Year</li> <li>• Assessment of the Management of Service Terminations and Pension Pay-Outs in the Public Service</li> <li>• Building a Capable, Career-Oriented and Professional Public Service to Underpin a Capable and Developmental State In South Africa</li> <li>• Consolidated Report: Service delivery inspections conducted at selected schools availability of Learning and Teaching Support Material</li> <li>• Assessment on the Effectiveness and Efficiency of the Office of the State Attorney</li> </ul>	<p>All PSC reports that are published and tabled in Parliament and the Provincial Legislatures become automatically available on the PSC website (<a href="http://www.psc.gov.za">www.psc.gov.za</a>).</p>

- Assessment on the Effectiveness and Efficiency of the Office of the Chief State Law Adviser
- Factsheet on Irregular Appointments in the Public Service
- Assessment of the Handling of Disciplinary Cases in the Public Service
- PSC Annual Report 2015/2016

**2015:**

- Consolidated Health and District Report
- Consolidated Report on Public Hearings on Compliance with Government's 30 Day Payment Period to Service Providers
- Report on the Roundtable Discussion on the Improper Management of the Performance Management and Development System which leads to Grievances in the Public Service
- PSC Annual Report 2014/2015.

**2014:**

- Citizens Talk II: A Summary Report on a Citizen Satisfaction Survey
- Report on the Roundtable Discussions on the State of Human Resource, Grievance and Discipline Management in the Public Service
- Report on the Assessment of the Effectiveness of the Batho Pele Policy in Public Service Delivery
- Report of the Roundtable Discussion on the Implementation of PILIR in the Public Service
- Fact Sheet on the financial disclosure framework

for the 2011/2012 financial year

**2013:**

- Fact Sheet on Finalised Cases of Financial Misconduct for the 2011/2012 Financial Year
- A Comparative Study between South Africa and Selected Countries on the Management of Conflicts of Interest Through Financial Disclosures
- PSC Annual Report 2012/2013.

**2012:**

- Report on the Evaluation of Grievances to Identify Good Practices
- Report on Financial Misconduct for the 2009/2010 Financial Year
- Assessment of the Human Resource Development Practices in the Public Service
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- Strategic Plan of the PSC for 2012/2013 – 2016/17
- PSC Annual Performance Plan for 2012/2013
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- Measuring the Effectiveness of the National Anti-Corruption Hotline: Third Biennial Report.

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- Medium Term Strategic Plan.

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- Consolidated Report on Inspections of Primary Health Care Delivery Sites: Department of Health
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- PSC Annual Report 2009/2010
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- An Assessment of the State of Professional Ethics in the Western Cape Provincial Government
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the Integrated Sustainable Rural Development Programme

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- State of the Public Service Report 2009.

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- Report on the Implementation of Fraud Prevention Plans in the Public Sector
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- National Anti-Corruption Forum Annual Report 2005/2006
- State of the Public Service Report 2007
- Report on the Audit of Reporting Requirements and Departmental Monitoring and Evaluating

**Systems within National and Provincial Government**

- Report on Senior Management Compliance with Performance Agreements in the Eastern Cape Provincial Administration
- Report on the Management of Conflicts of Interest through Financial Disclosures
- An Assessment of Professional Ethics in the Free State Third Consolidated Public Service Monitoring and Evaluation Report
- Report on an Audit of Government's Poverty Reduction Programmes and Projects
- Report on Financial Misconduct for the 2005/2006 Financial Year
- Measuring the Effectiveness of the National Anti-Corruption Hotline
- Guide on Performance Management for Social Development Departments
- PSC Annual Report 2006/2007
- Content Report on First Biennial Labour Relations conference for the Public Service
- Report on Role Clarification and Relationships at the Executive Interface
- Report on the Audit into the Granting of Performance Rewards in the Departments of Education at both the National and Provincial Levels
- Content Report on First Biennial Labour Relations Conference for the Public Service.

**2006:**

- Trend Analysis on Complaints Lodged with the PSC during 2004/2005 and 2005/2006 Financial Years
- Compliance with the Promotion of Administrative Justice Act, 2000 (Act No.3 of 2000)
- National Anti-Corruption Hotline Toolkit
- Gender Mainstreaming Initiatives in the Public Service

- Citizen Satisfaction Survey: Economic and Infrastructure Services Sector
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- A Guideline on School District Management
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- Report on the Evaluation of the Policy Framework on Managing HIV and AIDS in the Public service
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- The Verification of Qualifications of Middle Managers on Levels 11 and 12 in the Public Service
- Report on Measuring the Efficacy of the Code of Conduct for Public Servants
- Guide on Performance Management for Social Development Departments
- Guideline on the Management of Suspensions
- PSC Annual Report 2005/2006.

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- The Review of Sector Policing and the SAPS' Role in Community Crime Prevention Initiatives
- Citizen Satisfaction Survey: Overview Report of the Criminal Justice Sector
- Assessing the Role of Labour Relations Officers in the Public Service

- The Evaluation of Heads of Department for the 2001/2002 Financial Year
- Report on the Management of State Housing
- State of the Public Service Report 2005
- Guidelines: Verification of Qualifications in the Public Service
- Report on Financial Misconduct 2002/2003 and 2003/2004 Financial Years
- PSC Annual Report 2004/2005.

**2004:**

- Report on the State of Performance Management Systems in the South African Public Service
- Procedure for Conducting Public Administration Investigations
- Implementing Financial Disclosure Requirements – A Comparative Desk Study on Best Practices concerning the Implementation of Financial Disclosure Frameworks
- Report on the Management of the Subsidized Motor Transport Scheme
- Investigation into the Re-Employment of Persons due to Ill-Health
- Remunerative Work Outside the Public Service
- The Abilities of Departments to deal with Devolved Authority regarding Remuneration and Conditions of Service
- State of the Public Service Report 2004
- PSC Annual Report 2003/2004.

**2003:**

- Audit of Anti-Corruption Capabilities of Departments
- Report on Establishment of a Whistle blowing Infrastructure for the Public Service
- Investigation into the Management of Discipline in the Public Service
- The Causes and Effects of Mobility amongst

**Senior Management Service and Professional Staff in the Public Service**

- The Dispute Resolution Mechanisms in the Public Service
- Best Practices on Risk Management Frameworks for the Public Service
- PSC Annual Report 2002/2003
- A Toolkit on Recruitment and Selection
- Report on the Evaluation of the National Housing Subsidy Scheme
- Report on the Evaluation of the Service Delivery Innovation of the Creation of Agencies at the Department of Transport
- Report on the Evaluation of the Department of Transport and its Agencies
- Report on Financial Misconduct
- Report on the Evaluation of Land Administration in the Eastern Cape
- Citizen Satisfaction Survey: Overview Report 2001/2002.

**2002:**

- The Review of Departments' Annual Reports as an Accountability Mechanism
- Monitoring and Evaluation System Pilot Study in the Northern Cape
- Monitoring and Evaluation of the Provincial Multi-Purpose Community Centres: MPCCs
- State of the Public Service Report 2002
- Framework for the Evaluation of Heads of Department
- Explanatory Manual on the Code of Conduct
- Effective Management of National Hotlines
- Integrated Risk Management
- Report on Black Listing
- Evaluation of Fleet Management in the Eastern Cape
- Report on the Management of Senior Managers' Performance Agreement



- Report on Disability Equity in the South African Public Service
- Report on the Sick Leave Trends in the Public Service
- PSC Annual Report
- Guidelines on the Management of Suspensions
- Survey on the Handling of Appeals
- Report on Risk Management: A Provincial Perspective
- Report on the Effective Management of Hotlines.

**2001:**

- Guidelines to Follow when Considering the Merits of an Appeal Case of Misconduct
- Ethics Survey – 2001: Ethics in Practice
- PSC Annual Report 2001/2002
- State of the Public Service Report 2001
- Verification of Qualifications of Senior Managers in the Public Service
- Report on the Management of Suspensions
- A Review of South Africa's National Anti-Corruption Agencies.

**2000:**

- PSC Annual Report
- Evaluation of the Department of Home Affairs
- Case Study on the South African Post Office: Improving Customer Service
- Dismissals as a Result of Misconduct
- Evaluation of Department's Annual Reports as an Accountability Mechanism
- Policy on Annual Reporting
- Career Management in the Public Service
- Management of Probationary Appointments within the Public Service Departments at National

<p>Level</p> <ul style="list-style-type: none"> <li>• The State of Representativeness in the Public Service</li> <li>• Home Affairs <i>Batho Pele</i> and Management Audit Investigations</li> <li>• Investigation into Land Administration, Geographic Information System Fleet Management in the Eastern Cape</li> <li>• Survey of Compliance with <i>Batho Pele</i> Policy</li> <li>• Half Yearly Report to Parliament</li> <li>• PSC Annual Report 2000/2001.</li> </ul> <p>1999:</p> <ul style="list-style-type: none"> <li>• Evaluation of the Department of Home Affairs</li> <li>• Report on the Management of Leave in the Public Service</li> <li>• Report on the Management of Remunerated Overtime in the Public Service</li> <li>• Evaluation of Annual Reports as an Accountability Mechanism</li> <li>• Report on the Investigation into Dismissals as a Result of Misconduct</li> <li>• PSC Annual Report 1998/1999.</li> </ul> <p>2.2 Information about the PSC:</p> <ul style="list-style-type: none"> <li>• Vision and Mission</li> <li>• Functions</li> <li>• Structure</li> <li>• Mandate</li> <li>• Key Performance Areas</li> <li>• Contact details</li> <li>• Legislation</li> <li>• Guidelines and Rules</li> <li>• Forms</li> <li>• Press releases</li> </ul>	
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| <ul style="list-style-type: none"><li>• Speeches</li><li>• Document pertaining to Access to Information (i.e Manual and Section 15 Notice)</li><li>• Vacancies</li><li>• Conferences hosted.</li></ul> |  |
| <b>FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):</b>  |  |
|  |  |
| <b>FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)</b>  |  |
|  |  |
| <b>AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)</b>  |  |

<p><b>2013:</b></p> <ul style="list-style-type: none"> <li>• Fact Sheet on Finalised Cases of Financial Misconduct for the 2011/2012 Financial Year</li> <li>• A Comparative Study between South Africa and Selected Countries on the Management of Conflicts of Interest Through Financial Disclosures</li> <li>• PSC Annual Report 2012/2013.</li> </ul> <p><b>2012:</b></p> <ul style="list-style-type: none"> <li>• Report on the Evaluation of Grievances to Identify Good Practices</li> <li>• Report on Financial Misconduct for the 2009/2010 Financial Year</li> <li>• Assessment of the Human Resource Development Practices in the Public Service</li> <li>• Report on the Implementation of the Performance Management and Development System for Senior Managers in the Western Cape Province</li> <li>• Strategic Plan of the PSC for 2012/2013 – 2016/17</li> <li>• PSC Annual Performance Plan for 2012/2013</li> <li>• Citizens Talk: A Citizen Satisfaction Survey Report</li> <li>• Consolidated Monitoring and Evaluation Report on the Offices of the Premier: Evaluation Cycle 2010/2011</li> <li>• Report on the Evaluation of the Role of Agencification in Public Service Delivery</li> <li>• An Assessment of the State of Professional Ethics in the North West Provincial Government</li> <li>• Measuring the Effectiveness of the National Anti-</li> </ul>	<p>All PSC reports that are published and tabled in Parliament and the Provincial Legislatures become automatically available on the PSC website (<a href="http://www.psc.gov.za">www.psc.gov.za</a>).</p>
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**Corruption Hotline: Third Biennial Report.****2011:**

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**Evaluation Report on the Department of Housing (Human Settlements) Evaluation Cycle 2009/2010**

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- Report on the State of Performance Management Systems in the South African Public Service
- Procedure for Conducting Public Administration Investigations
- Implementing Financial Disclosure Requirements – A Comparative Desk Study on Best Practices concerning the Implementation of Financial Disclosure Frameworks
- Report on the Management of the Subsidized Motor Transport Scheme
- Investigation into the Re-Employment of Persons due to Ill-Health
- Remunerative Work Outside the Public Service
- The Abilities of Departments to deal with Devolved Authority regarding Remuneration and Conditions of Service
- State of the Public Service Report 2004
- PSC Annual Report 2003/2004.

**2003:**

- Audit of Anti-Corruption Capabilities of Departments
- Report on Establishment of a Whistle blowing Infrastructure for the Public Service
- Investigation into the Management of Discipline in the Public Service
- The Causes and Effects of Mobility amongst

**Senior Management Service and Professional Staff in the Public Service**

- The Dispute Resolution Mechanisms in the Public Service
- Best Practices on Risk Management Frameworks for the Public Service
- PSC Annual Report 2002/2003
- A Toolkit on Recruitment and Selection
- Report on the Evaluation of the National Housing Subsidy Scheme
- Report on the Evaluation of the Service Delivery Innovation of the Creation of Agencies at the Department of Transport
- Report on the Evaluation of the Department of Transport and its Agencies
- Report on Financial Misconduct
- Report on the Evaluation of Land Administration in the Eastern Cape
- Citizen Satisfaction Survey: Overview Report 2001/2002.

**2002:**

- The Review of Departments' Annual Reports as an Accountability Mechanism
- Monitoring and Evaluation System Pilot Study in the Northern Cape
- Monitoring and Evaluation of the Provincial Multi-Purpose Community Centres: MPCCs
- State of the Public Service Report 2002
- Framework for the Evaluation of Heads of Department
- Explanatory Manual on the Code of Conduct
- Effective Management of National Hotlines
- Integrated Risk Management
- Report on Black Listing
- Evaluation of Fleet Management in the Eastern Cape
- Report on the Management of Senior Managers' Performance Agreement

- Report on Disability Equity in the South African Public Service
- Report on the Sick Leave Trends in the Public Service
- PSC Annual Report
- Guidelines on the Management of Suspensions
- Survey on the Handling of Appeals
- Report on Risk Management: A Provincial Perspective
- Report on the Effective Management of Hotlines.

**2001:**

- Guidelines to Follow when Considering the Merits of an Appeal Case of Misconduct
- Ethics Survey – 2001: Ethics in Practice
- PSC Annual Report 2001/2002
- State of the Public Service Report 2001
- Verification of Qualifications of Senior Managers in the Public Service
- Report on the Management of Suspensions
- A Review of South Africa's National Anti-Corruption Agencies.

**2000:**

- PSC Annual Report
- Evaluation of the Department of Home Affairs
- Case Study on the South African Post Office: Improving Customer Service
- Dismissals as a Result of Misconduct
- Evaluation of Department's Annual Reports as an Accountability Mechanism
- Policy on Annual Reporting
- Career Management in the Public Service
- Management of Probationary Appointments

within the Public Service Departments at National Level

- The State of Representativeness in the Public Service
- Home Affairs *Batho Pele* and Management Audit Investigations
- Investigation into Land Administration, Geographic Information System Fleet Management in the Eastern Cape
- Survey of Compliance with *Batho Pele* Policy
- Half Yearly Report to Parliament
- PSC Annual Report 2000/2001.

**1999:**

- Evaluation of the Department of Home Affairs
- Report on the Management of Leave in the Public Service
- Report on the Management of Remunerated Overtime in the Public Service
- Evaluation of Annual Reports as an Accountability Mechanism
- Report on the Investigation into Dismissals as a Result of Misconduct
- PSC Annual Report 1998/1999.

**2.3 Information about the PSC:**

- Vision and Mission
- Functions
- Structure
- Mandate
- Key Performance Areas
- Contact details
- Legislation
- Guidelines and Rules
- Forms

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| <ul style="list-style-type: none"><li>• Press releases</li><li>• Speeches</li><li>• Document pertaining to Access to Information (i.e Manual and Section 15 Notice)</li><li>• Vacancies</li><li>• Conferences hosted.</li></ul> |  |
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