

**DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 756 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 –

**NORTH WEST PROVINCIAL DEPARTMENT OF SOCIAL
DEVELOPMENT**

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))
FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i):	
<p>1. Strategic Leadership and Performance Management</p> <ul style="list-style-type: none"> • Departmental Strategic Plans • Annual Performance Plans • Service Delivery Improvement Plans • Quarterly Reports • Annual Reports • Approved Organisational Structure • Public Service Commission Report • Auditor General's Report • Budget Speech 	<p>These records are available for inspection at the Office of the Deputy Information Officer as follows:</p> <p style="text-align: center;">Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho</p> <p>Documents can also be accessed from www.nwpg.gov.za/dsdwcdp</p> <p style="text-align: center;">Tel: 018 388 2427 Fax: 018 384 5967 E-mail: gmmila@nwpg.gov.za</p> <p>Records are available for inspection between 08h00 and 16h00</p>

2. Human Capital Management

- Human Capital Management Policies
- Departmental Human Resource Plans
- Job grading and evaluation reports
- Job descriptions
- Staff establishment
- Employment equity Plan
- Organisational Development Programmes reports
- Labour Relations reports
- Employee Health and Wellness policies and reports
- Bursary policy
- Database of bursary holders
- Performance Management and Development System Policy
- Occupational Health and Safety Policy
- Forms (employment and leave of absence)
- Information on learnership and internship programmes

3. Communications

- Communication Policies
- Editorial & publication services

- Branding Manuals
- Media Statements

4. Financial Management

- Budget Book
- Expenditure Reports
- Banking arrangement (Account details)
- Internal audit policies and guidelines
- Risk management Policy
- Demand and acquisition Policy
- Tender administration Guidelines
- Tender documents
- Logistic management Policy
- Asset management policy
- Litigation matters
- Appeals Reports
- Legal opinions and interpretations/
Advisory Services
- Service Level Agreements
- Contracts and Memoranda of
Understanding

FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
<ul style="list-style-type: none"> • Tender documents 	<p>These records may be obtained on request in writing addressed to the Office of the Deputy Information Officer as follows:</p> <p style="text-align: center;">Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho</p> <p style="text-align: center;">Tel: 018 388 2427 Fax: 018 384 5967 E-mail: gmmila@nwpg.gov.za</p> <p style="text-align: center;">Records are available for purchasing between 08h00 and 16h00</p>
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
<p>1. Strategic Leadership and Performance Management</p> <ul style="list-style-type: none"> • Departmental Strategic Plans • Annual Performance Plans • Service Delivery Improvement Plans • Quarterly Reports • Annual Reports • Approved Organisational Structure • Public Service Commission Report • Auditor General's Report 	<p>These records are available for copying at the Office of the Deputy Information Officer as follows:</p> <p style="text-align: center;">Department of Social Development Information, Records and Knowledge Management Unit Provident House Building University Drive Mmabatho</p> <p style="text-align: center;">Documents can also be accessed from www.nwpg.gov.za/dsdwcdp</p> <p style="text-align: center;">Tel: 018 388 2427 Fax: 018 384 5967 E-mail: gmmila@nwpg.gov.za</p> <p style="text-align: center;">Records are available for copying between 08h00 and 16h00</p>

- Budget Speech

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- Asset management policy

5. Legal Services

- Litigation matters
- Appeals Reports
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Advisory Services
- Service Level Agreements
- Contracts and Memoranda of
Understanding

AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)

3. Strategic Leadership and Performance Management

- Departmental Strategic Plans
- Annual Performance Plans
- Service Delivery Improvement Plans
- Quarterly Reports
- Annual Reports
- Approved Organisational Structure
- Public Service Commission Report
- Auditor General's Report
- Budget Speech

4. Human Capital Management

- Human Capital Management Policies
- Departmental Human Resource Plans
- Job grading and evaluation reports
- Job descriptions
- Staff establishment

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Management Unit
Provident House Building
University Drive
Mmabatho

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Tel: 018 388 2427
Fax: 018 384 5967
E-mail: gmmila@nwpg.gov.za

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- **Employment equity Plan**
- **Organisational Development Programmes reports**
- **Labour Relations reports**
- **Employee Health and Wellness policies and reports**
- **Bursary policy**
- **Database of bursary holders**
- **Performance Management and Development System Policy**
- **Occupational Health and Safety Policy**
- **Forms (employment and leave of absence)**
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