

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT
NOTICE 495 OF 2018

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 –

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

As set out in the Schedule





TSHILILO MICHAEL MASUTHA, MP (ADV)
MINISTER FOR JUSTICE AND CORRECTIONAL SERVICES

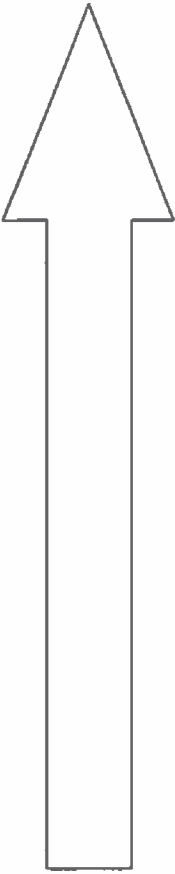
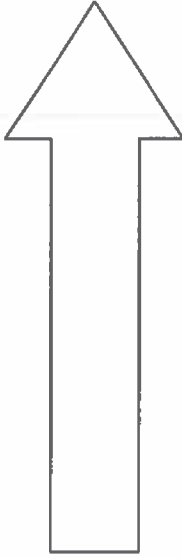


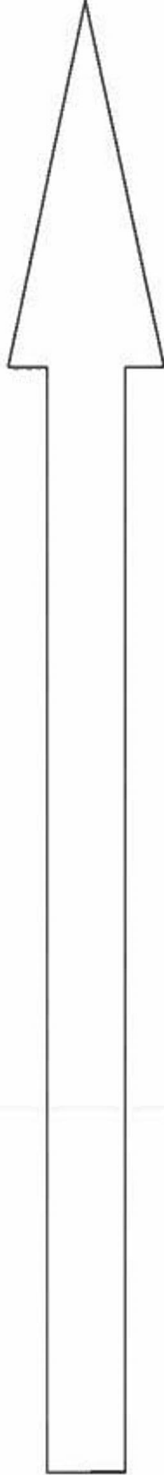
REPUBLIC OF SOUTH AFRICA

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):	
All the records indicated under the free of charge column hereunder (section 15(1)(a)(iii) is available for inspection on the web sites. 	http://www.dpsa.gov.za/documents.php and DPSA to Government Communications web page: http://dpsa.gov.za/accc.asp (Programmes > Circulars and related)
FOR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii):	
NOT APPLICABLE	NOT APPLICABLE
FOR COPYING IN TERMS OF SECTION 15(1)(a)(ii)	
All the records indicated under the free of charge column hereunder (section 15(1)(a)(iii) is available for copying on the web sites. 	http://www.dpsa.gov.za/documents.php and DPSA to Government Communications web page: http://dpsa.gov.za/accc.asp (Programmes > Circulars and related)
AVAILABLE FREE OF CHARGE IN TERMS OF SECTION 15(1)(a)(iii)	
Acts, policies and regulations <ul style="list-style-type: none"> • Public Service Act of 1994 • Public Service Regulations, 2016 	http://www.dpsa.gov.za/documents.php

<ul style="list-style-type: none"> • Promotion of Access to Information Act 2000 • National Minimum Information Requirements • Oversight Report • Public Administration Management Act 2014 • Draft public administration management regulations • Manual on Promotion of Access to Information Act • Promotion of Administrative Justice Act, 2000 <p>Performance plans</p> <p>African Peer Review Mechanism</p> <p>Annual report 2009 – 2013 editions</p> <p>Technical indicator descriptions</p> <p>Strategic plan 2010 – 2015 editions</p> <p>Budget vote 2011-2012</p> <p>Reports</p> <p>Publications and guides</p> <p>Service Delivery Review</p> <p>Ntrisano - Working together</p> <p>Vacancy Circular</p> <p>Contact Directory</p>	
<p>Forms (Employment & Leave of Absence)</p> <p>Published marketing material, including departmental marketing brochures</p> <p>Published newsletters & Speeches by Minister</p> <p>Published posters & pamphlets</p> <p>Annual performance plans</p> <p>Budget speeches</p> <p>CORE – Code of Remuneration (Information relating to CORE's)</p> <p>Human Resources circulars & related documents</p> <p>Guide on Hourly Fee Rates for Consultants (2004 =-2014)</p> <p>Machinery of Government</p> <p>Manual for Learning Sessions & Networks</p>	<p>DPSA to Government Communications web page: http://dpsa.gov.za/accc.asp (Programmes > Circulars and related)</p> 

<p>Toolkit to Audit Accrued Leave Prior to 1 July 2001</p> <p>Best Practice Model for keeping and managing paper-based employee records</p> <p>Service Delivery Review – A learning journal for public service managers</p> <p>Anti-Corruption Initiatives Reports (Policies, strategies & publications)</p> <p>e-Government</p> <p>Conditions of Service Documents</p> <p>Public Service Corporate Governance of ICT (PSICTM)</p> <p>Employee Health & Wellness (Policy & Guide)</p> <p>Employment practice documents (Circulars)</p> <p>General Public Service Sector Bargaining Council(Resolutions 1999 – 2014)</p> <p>Human Resource Development Documents (Policy & Guides)</p> <p>Human Resource Planning (Policies)</p> <p>Integrity and Ethics Management Documents</p> <p>International Cooperation Programme</p> <p>Job evaluation related documents (Policy & Guide)</p> <p>Monitoring and evaluation</p> <p>Negotiations & Labour Relations Related Documents (Policy framework & Guides)</p> <p>National Marco Organisation of the State (NMOS) Programme</p> <p>Public Service Co-ordinating Bargaining Council resolutions (Resolution 1998 – 2015)</p> <p>Remuneration policy documents</p> <p>Service Delivery and Organisational Transformation (SDOT)</p> <p>Senior Management Service</p>	
--	--