

**THE DEPARTMENT OF PUBLIC SERVICE AND
ADMINISTRATION**

SECTION 15 NOTICE

**IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, 200 (ACT 2 OF 2000)**

1. INTRODUCTION

Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)(PAIA), stipulates that “the Information Officer of a public body, referred to in paragraph (a) or (b) (i) of the definition of a “public body” in section 1, must, on a periodic basis not less frequently than once each year, submit to the Minister of Justice and Correctional Services a description of-

- (a) the categories of records of the public body that are automatically available without a person having to request access in terms of the PAIA, including such categories available-
 - (i) for inspection in terms of legislation other than PAIA;
 - (ii) for purchase or copying from the body; and
 - (iii) from the body free of charge; and
- (b) how to obtain access to such records”.

In terms of section 15(1) of PAIA, DPSA has the following records that are automatically available for copying and inspection without the person having to request access in terms of the PAIA

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF PAIA

2.1 Acts, policies and regulations

- Public Service Act of 1994
- Public Service Regulations 2001
- Promotion of Access to Information Act 2000
- National Minimum Information Requirements
- Oversight Report
- Public Administration Management Act

2.2 Forms (Employment & Leave of Absence)

2.3 Contact directory

2.4 Published marketing material, including departmental marketing brochures

2.5 Published newsletters & Speeches by Minister

2.6 Published posters and pamphlets

2.7 Annual performance plans

2.8 Budget speeches

2.9 Vacancy circulars

2.10 Annual Reports (2004 – 2014)

2.11 CORE - Code of Remuneration (Information relating to CORE's)

2.12 Human Resource circulars & related documents

- Conditions of Service
- Delegations
- Employment Practice
- Employment equity
- Job Evaluation
- General Public Service Sector Bargaining Council (GPSSBC)
- Human resource management and development
- Human Resource Development
- Human Resource Planning
- Macro organisation of the state
- Negotiations & Labour Relations
- Remuneration
- Public Service Co-ordinating Bargaining Council resolutions (PSCBC)
- Senior Management Service
- Financial Manual

2.13 Guide on Hourly Fee Rates for Consultants (2004 – 2014)

2.14 Machinery of Government

2.15 Manual for Learning Sessions & Networks

2.16 Toolkit to Audit Accrued Leave Prior to 1 July 2001

2.17 Best Practice Model for Keeping and Managing Paper-based Employee Records

2.18 Service Delivery Review - A learning journal for public service managers

2.19 Anti-Corruption Initiatives Reports (Policies, Strategies, Publications

2.20 e-Government

- 2.22 Public Service Corporate Governance of ICT (PSICTM) (Policy)**
- 2.23 Employee health & wellness (Policy & Guide)**
- 2.24. Employment practice documents (circulars)**
- 2.25. General Public Service Sector Bargaining Council (Resolutions 1999 - 2014)**
- 2.26 Human Resource Development Documents (Policies & Guides)**
- 2.27 Human Resource Planning (Policies)**
- 2.28 Integrity and Ethics Management Documents**
- 2.29 International Cooperation Programme**
- 2.30 Job evaluation related documents (Policy & guide)**
- 2.31 Monitoring and evaluation**
- 2.32 Negotiations & Labour Relations Related Documents (Policy framework & guides)**
- 2.33. National Marco Organisation of the State (NMOS) Programme**
- 2.34 Public Service Co-ordinating Bargaining Council resolutions (Resolutions 1998 – 2015)**
- 2.35 Remuneration policy documents**
- 2.36 Service Delivery and Organisational Transformation (SDOT)**
- 2.37. Senior Management Service**

3. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from the DPSA website (www.dpsa.gov.za).

4. UPDATING/PUBLICATION OF THIS NOTICE AND FEES PAYABLE

The DPSA Section 15 Notice will be updated on an annual basis. The Notice will be published in the Government Gazette at least once a year and its publication shall be at the cost of the DPSA.

The only fee payable, if any, for access to a record included in a notice in terms of the above, is a prescribed fee for reproduction.