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M A N U A L

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**

IMPORTANT NOTICE

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PUBLIC SERVICE COMMISSION

SECTION 15 NOTICE OF THE PUBLIC SERVICE COMMISSION AND THE OFFICE OF THE PUBLIC SERVICE COMMISSION AMENDMENT TO THE PUBLIC SERVICE COMMISSION ACT 2008 (ACT NO. 2 OF 2008)

FINANCIAL PERIOD 2011/2012

AUGUST 2011



Public Service Commission

SECTION 15 NOTICE OF THE PUBLIC SERVICE COMMISSION AND THE OFFICE OF THE PUBLIC SERVICE COMMISSION In terms of the Promotion of Access to Information Act, 2000

FINANCIAL PERIOD: 2011/2012

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Public Service Commission

1. INTRODUCTION

Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), 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 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 this Act, including such categories available-*

(i) for inspection in terms of legislation other than this Act;

(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".*

The Public Service Commission (PSC) / Office of the Public Service Commission (OPSC's) updated Section 15 Notices is in compliance with the provision of Section 15 (2) of the Promotion of Access to Information Act, 2000 which gives access to records that are automatically available.

2. RECORDS THAT ARE AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000: THE PUBLIC SERVICE COMMISSION (PSC) AND OFFICE OF THE PUBLIC SERVICE COMMISSION (OPSC)

2.1 All the reports that are published and tabled in Parliament and Provincial Legislatures become automatically available on the PSC website (www.psc.gov.za). Below is a list of Reports produced by the PSC:

2011

- A Meta-Evaluation of a Review of Land Redistribution for Agricultural Development (LRAD) Project Performance (2001- 2006)
- The Trend Analysis on Complaints Lodged with the Public Service Commission: 2005/2006 - 2009/2010 Financial Years
- Profiling and Analysis of the most Common Manifestations of Corruption and its related Risks in the Public Service

Public Service Commission

- Seventh Consolidated Public Service Monitoring and Evaluation Report Evaluation: Cycle 2009/2010
- Medium Term Strategic Plan

2010

- State of the Public Service Report 2010
- Evaluation of the Impact of the Policy and Procedures on Incapacity Leave and Ill-Health Retirement (PILR) on Sick Leave Trends in the Public Service
- Consolidated Public Service Monitoring Evaluation Report on the Department of Housing (Human Settlements) Evaluation Cycle 2009/2010
- Consolidated Report on Inspections of Primary Health Care Delivery Sites: Department of Health
- Overview of the Implementation of the Financial Disclosure Framework: Financial Year 2008/2009
- Public Service Commission Annual Report 2009/2010
- Consolidated Public Service Monitoring Evaluation Report for the North West Province 2009/2010 Evaluation Cycle
- An Assessment of the State of Professional Ethics in the Western Cape Provincial Government
- Key Drivers of Citizen Satisfaction with Public Service Delivery: Pilot Report 2009/2010
- Report on the Assessment of the Effectiveness of Thusong Service Centres in Integrated Service Delivery
- Report on the Implementation of the Performance Management and Development System for Senior Managers in the Limpopo Province
- Template for Developing Guidelines on Public Participation

2009

- National Anti-Corruption Forum: Report on the Implementation of Resolutions made by Parliament and its Committees on Corruption
- Report on the Effectiveness of Public Service Leadership in the Promotion of Intergovernmental Relations
- Assessment of the State of Human Resource Management in the Public Service
- Fact Sheet: Grievance Resolution for the 2008/2009 Financial Year
- An Evaluation of Integration and Coordination in the Integrated Sustainable Rural Development Programme
- Report on the Assessment of the Public Sector Education and Training Authority's Contribution Towards the Development of Skills and Career Progression Prospects in the Public Service

Public Service Commission

- Consolidated Report on Inspections of Service Delivery Sites: South African Police Service
- Evaluation of Supply Chain Management Practices Within the R200 000 Threshold
- Medium Term Strategic Plan 2009/2010 – 2011/2012
- An Assessment of the Impact of the Work of the Public Service Commission on Public Policy and Practice in South Africa
- Report on the Assessment of the Quality of Support provided by the Department of Health to Emergency Medical Service Practitioners
- Overview of the Implementation of the Financial Disclosure Framework: Financial Year 2007/2008
- A Meta-Evaluation of the Mid-Term Review of the Expanded Public Works Programme
- Report on the Evaluation of the Implementation of the Batho Pele Principle of Courtesy
- Report on Financial Misconduct for the 2007/2008 Financial Year
- An Assessment of the State of Professional Ethics in the Limpopo Provincial Government
- Report on the Evaluation of the Implementation of the Batho Pele Principle of Information
- State of the Public Service Report 2009

2008

- Measuring of the Effectiveness of the National Anti-corruption Hotline: Second Biennial Report
- Management of Job Applicants with a Criminal Record in the Public Service
- Report on the Evaluation of Service Delivery at the Department of Home Affairs: Visa Applications and Port Control
- Report on the Analysis of Performance Agreements as an Effective Performance Management Tool
- Report on the Assessment of Public Participation Practices in the Public Service
- Report on the Implementation of the Performance Management and Development System for Senior Managers in the Northern Cape - November
- Report on Grievance Trends in the Public Service for the periods 1 April 2006 to 31 March 2007 and 1 April 2007 to 31 March 2008
- Founding Document on Organisational Performance Assessment in the Public Service

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- Fact Sheet: Monitoring Compliance with the Requirements of the Financial Disclosure Framework for the 2007/2008 Financial Year
- Consolidated Report on Inspections of Service Delivery Sites: Departments of Education
- Audit of Selection Processes
- PSC Annual Report 2007/2008
- A Report on Strategic Issues Emanating from the Evaluation of Heads of Department
- The Turnover Rate of Heads of Department and its Implications for the Public Service
- Monitoring Fact Sheet on Complaints Lodged with the Public Service Commission during the 2007/2008 Financial Year
- Evaluation of the Consistency of Sanctions Imposed for Misconduct in the Public Service
- Fifth Consolidated Public Service Monitoring and Evaluation System Report - Research Cycle 2007/2008
- Report on the Evaluation of the National School Nutrition Programme (NSNP)
- Assessment on Disability Equity in the Public Service
- Citizen Satisfaction Survey: Provincial Agricultural Services
- Guidelines for the Evaluation of Heads of Department
- State of the Public Service Report 2008
- Report on the Management of Gifts in the Public Service
- Report on the Implementation of the Performance Management System for Senior Managers in the North West Province
- The Payment of Performance Incentives to Heads of Department without Annual Performance Evaluations Conducted
- Report on the Evaluation of the Training Needs of Senior Managers in the Public Service
- Report on the Implementation of the *Batho Pele* Principle of Openness and Transparency in the Public Service
- Basic Concepts in Monitoring and Evaluation
- National Anti-Corruption Forum Annual Report 2006/2007
- Medium Term Strategic Plan 2008/2009 – 2010/2011
- Forging a Formidable Legacy to Anchor our Democracy: The Public Service Commission 1199
- Overview on Financial Misconduct for the 2006/2007 Financial Year

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2007

- Conceptual Framework for Meta-evaluation – December
- Toolkit for the Management of Poor Performance in the Public Service – December
- Fourth Consolidated Public Service Monitoring and Evaluation report – Research Cycle 2006 /2007
- Protocol for Summoning of Witnesses
- An Assessment of Professional Ethics in the KwaZulu-Natal Provincial Administration
- Oversight Report on the Verification of Qualifications in the Public Service
- Report on the Indebtedness of Public Servants
- Report on the Implementation of Fraud Prevention Plans in the Public Sector
- Report on the Evaluation of Government's Poverty Reduction Programme
- Report on the Audit on Vacancy Rates in National and Provincial Departments
- Report on the Proceedings of the International Human Resource Management Conference (2007)
- Report on the Evaluation of the Batho Principle of Value for Money in the Public Service
- Report on the Evaluation of the Implementation of the Batho Principle of Consultation
- Trend Analysis Of Complaints Lodged with the Public Service Commission during the 2006/2007 Financial Year
- Report on Grievance Trends in the Public Service
- Implementation of the Promotion of Access to Information Act, (Act 2 of 2000) in the Public Service
- Citizen Satisfaction Survey 2006/2007: Department of Home Affairs, Department of Trade and Industry, Transport Services by Provincial Departments
- Protocol on Announced and Unannounced Visits
- Consolidated Report on Inspections of Public Service Delivery Sites
- Report on the Management of Poor Performance in the Public Service
- Report on the Investigation into the Management of Public Servants in Terms of Prevailing Provisions who are elected as Municipal Councillors in the Limpopo and Western Cape Provinces
- 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

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- 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 (2007)
- 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 (NACH)
- 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-February
- 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
- Overview of Financial Misconduct for the 2004/2005 Financial Years
- Report on a Guideline on School District Management
- A Guideline on School District Management
- Report on Managing Conflicts of Interest in the Public Service
- Report on the Evaluation of the Policy Framework on Managing HIV and AIDS in the Public service
- State of the Public Service Report 2006
- Consolidated Report on the KwaZulu-Natal and Free State Procurement and Distribution of Learner and Teacher Support Material

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- An Audit of Affirmative Action in the Public Service
- 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

2005

- The Evaluation of Service Standards in the Public Service
- Citizens' Forums: Case Studies from the Eastern Cape and Mpumalanga
- 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

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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 HODs
- 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

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- 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

Public Service Commission

2.2 Information about the PSC

- Vision and Mission
- Functions
- Structure
- Mandate
- Key Performance Areas

OPSC contact details

Legislation

Guidelines and Rules

Forms

Press releases

Speeches

Document pertaining to Access to Information (i.e Manual and Section 15 Notice)

Vacancies within the OPSC

Conferences hosted

3. HOW TO OBTAIN ACCESS TO THE RECORDS

Information can be accessed from the PSC website www.psc.gov.za

Through the post, from:

Directorate: Communication and Information Services

Attention: Mr Ben De Villiers

Private Bag X121

PRETORIA

0001

Through email: Bend@opsc.gov.za, Telephone: (012) 352 1059, Fax: (012) 325 8344

Documents can also be obtained from Mr Ben De Villiers at Room G07, Commission House, Corner Hamilton and Ziervogel Streets, Arcadia, Pretoria.

** It should be noted that department-specific reports that were compiled by the PSC are available from respective departments and not the PSC/OPSC.*

Public Service Commission

4. UPDATING/PUBLICATION OF THIS NOTICE

The PSC/OPSC 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 PSC/OPSC.

5. FEES PAYABLE

The only fee payable (if any) for access to a record included in a notice in terms of '4' above, is a prescribed fee for reproduction.

6. DELETING PART OF THE REQUESTED RECORDS

The Information Officer may delete any part of a record contemplated in (1)(a) (subsection (1)(a) of Section 15 of the Act) above, which on a request for access, may or must be refused in terms of Chapter 4 of this Part.

In terms of Section (15), subsection (5), of the Act, "Section 11 and any other provision in this Act related to that section do not apply to any category of records included in a notice in terms of subsection (2)". Section 11 deals with the "Right of access to records of public bodies".

