



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 (Act No. 2 of 2000)

FINANCIAL PERIOD: 2020 /2021

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1. INTRODUCTION

Section 15 of the Promotion of Access to information Act, 2000 stipulates that “the Information Officer of a public body, referred to in paragraph (a) or (b)(i) of the definition of 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.

- (b) How to obtain access to such records

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

2. CONSTITUTIONAL MANDATE OF THE PUBLIC SERVICE COMMISSION

The PSC is an independent institution established in terms of Chapter 10 of the Constitution. It derives its mandate from sections 195 and 196 of the Constitution, 1996, which sets out the values and principles governing public administration which should be promoted by the PSC, as well as the powers and functions of the PSC. The PSC is required by the Constitution to exercise its powers and to perform its functions without fear, favour or prejudice. The Constitution links the PSC's independence firmly with its impartiality and no organ of state may interfere with the functioning of the PSC.

The PSC is vested with custodial oversight responsibilities for the Public Service and monitors, evaluates and investigates public administration practices. It also has the power to give directions aimed at ensuring that personnel procedures relating to recruitment, transfers, promotions and dismissals comply with the values and principles in Section 195 of the Constitution. The PSC is accountable to the National Assembly and must annually report to the National Assembly on its activities and performance, and to provincial legislatures on its activities in a province.

2.1. Functions and powers of the PSC

In terms of Section 196 (4) of the Constitution, 1996, the functions and powers of the PSC are:

- a. to promote the values and principles set out in Section 195, throughout the Public Service;
- b. to investigate, monitor and evaluate the organisation and administration, and the personnel practices of the Public Service;
- c. to propose measures to ensure effective and efficient performance within the Public Service;
- d. to give directions aimed at ensuring that personnel procedures relating to recruitment, transfers, promotions and dismissals comply with the values and principles set out in section 195;
- e. to report in respect of its activities and the performance of its functions, including any findings it may make and directions and advice it may give, and to provide an evaluation of the extent to which the values and principles set out in section 195 are complied with;
- f. either of its own accord, or on receipt of any complaint-
 - i. to investigate and evaluate the application of personnel and public administration practices and to report to the relevant executive authority and legislature;
 - ii. to investigate grievances of employees in the Public Service concerning official acts or omissions and to recommend appropriate remedies;
 - iii. to monitor and investigate adherence to applicable procedures in the Public Service; and
 - iv. to advise national and provincial organs of state regarding personnel practices in the Public Service, including those relating to the recruitment, appointment, transfer, discharge and other aspects of the careers of employees in the Public Service; and
- g. to exercise or perform the additional powers or functions prescribed by an Act of Parliament.

2.2. Key Performance Areas

The work of the PSC is structured around the following six key performance areas:

- Labour relations improvement
- Leadership and human resource reviews
- Governance monitoring
- Service delivery and compliance evaluation
- Public administration investigations
- Professional ethics.

3. STRUCTURE OF THE PSC

3.1. Members of the PSC

The President designates one Commissioner as Chairperson and another as Deputy Chairperson of the PSC. The following are members of the PSC:

- Adv RK Sizani (Chairperson)
- Mr BM Mthembu (Deputy-Chairperson)
- Ms PC Nzimande (Commissioner, Head Office)
- Dr B Luthuli (Commissioner, Head Office)
- Ms LV Sizani (Commissioner, Eastern Cape)
- Mr H Boshoff (Commissioner, Free State)
- Mr Goosen (Commissioner, Western Cape).
- Mr MH Seloane (Commissioner, Gauteng)
- Ms MA Marais-Martin (Commissioner, Northern Cape) (Term ends on 10 April 2020)
- Dr MS Leballo (Commissioner, North West)
- Mr TG Mashamba (Commissioner, Limpopo)
- Vacant (National Office)
- Vacant (Commissioner, KwaZulu-Natal)
- Vacant (Commissioner, Mpumalanga)

3.2. Organisational Structure

The organizational structure of the PSC /OPSC is designed according to its key performance areas and its activities are organized in the following programmes:

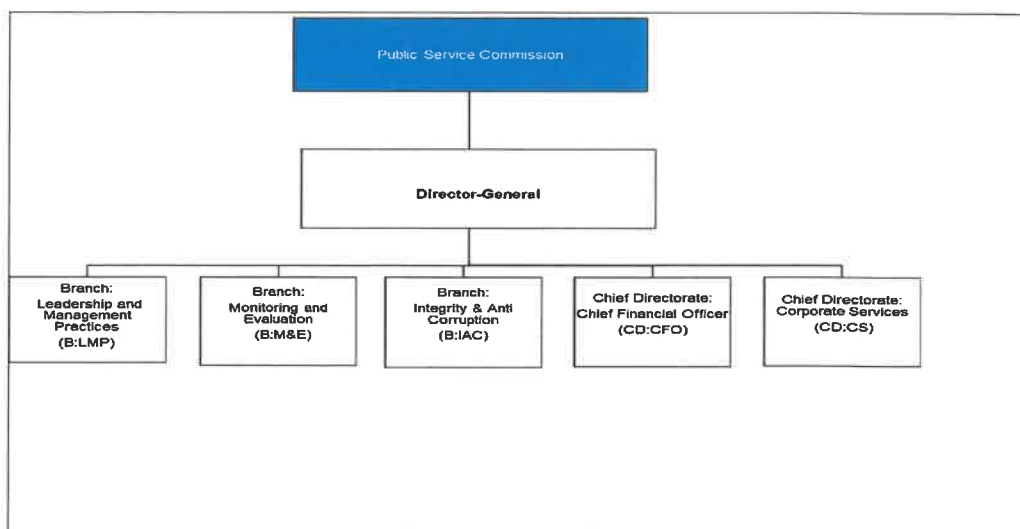


Figure 1 OPSC organizational structure

The Constitution stipulates that there is a single PSC for the Republic, consisting of 14 Commissioners. Five of which are appointed by the President on the recommendation of the National Assembly for the National Office. One member is appointed from each of the nine provinces, upon the nomination by the Premier of the province on the recommendation of a committee of the Provincial Legislature.

A Commissioner is appointed for a term of five years, which is renewable for one additional term. The PSC is headed by a Chairperson, who also serves as the Executive Authority. The Chairperson is appointed by the President from the nominated Commissioners. The President also appoint and designate a deputy Chairperson of the PSC.

The PSC is accountable to the National Assembly and must annually report to the National Assembly on its activities and performance, and to provincial legislatures on its activities in a province.

The PSC is supported by the OPSC, with its National Office in Pretoria and provincial offices in each province. The OPSC is headed by a Director-General, who also serves as the Accounting Officer.

The staff members of the OPSC are appointed in terms of the Public Service Act of 1994.

The OPSC is Program structure is as follows:

Programme 1: Administration

The programme provides overall management of the PSC and centralised support services.

The programme is divided into the following three sub-programmes:

- Public Service Commission
- Office of the Director-General (includes: Chief Operations Officer, Litigation and Legal Services, PSC Support and Planning, Monitoring and Reporting)
- People Management Practices
- Chief Financial Officer

Programme 2: Leadership and Management Practices

The programme promotes sound Public Service leadership, human resource management, labour relations and labour practices.

The programme is divided into the following two sub-programmes:

- Labour Relations Improvement
- Leadership and Human Resource Reviews

Programme 3: Monitoring and Evaluation

The programme is responsible for establishing a high standard of service delivery, monitoring and good governance in the Public Service.

The programme is divided into the following two sub-programmes:

- Governance Monitoring
- Service Delivery and Compliance Evaluations

Programme 4: Integrity and Anti-Corruption

The programme is responsible for undertaking public administration investigations, promoting a high standard of professional ethical conduct amongst public servants and contributing to the prevention and combating of corruption.

The programme is divided into the following two sub-programmes:

- Public Administration Investigations
- Professional Ethics

4. CONTACT DETAILS OF THE INFORMATION OFFICER AND DEPUTIES

In terms of the Promotion of Access to Information Act, the Director-General of the OPSC, Dr Dovahani Mamphiswana is the Information Officer. His contact details are as follows:

Tel: (012) 352 1025

Fax: (012) 325 8322

E-mail: DovahaniM@opsc.gov.za

The Deputy Information Officers are:

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Acting Chief Director: People Management Practices

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Director: Litigation and Legal Services

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Director: Communication and Information Services

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Deputy Director-General: Monitoring and Evaluation
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Pretoria
0001

Physical Address (Head Office):

Public Service Commission House
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536 Francis Baard
Arcadia
PRETORIA
0001

Tel: (012) 352 1000
Fax: (012) 325 8344
Website: www.psc.gov.za

5. GUIDE OF THE SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT

The guide on how to use the Promotion of Access to Information Act, 2000 is available from the South African Human Rights Commission. Enquiries can be directed to:

South African Human Rights Commission
Promotion of Access to Information (PAIA) Unit
The Research and Documentation Department
Private Bag x2700
Houghton
2041

Tel: (011) 877 3600
Fax: (011) 403 0682
E-mail: PAIA@sahrc.org.za
Website: www.sahrc.org.za

6. ACCESS TO RECORDS

6.1. Description of the subjects/categories on which the PSC holds records

The following are the selected subjects/categories on which the PSC holds records:

- Annual Reports
- Annual Reports to Citizens
- Asset registers
- Audits and investigations into public administration practices
- Budgets
- Contracts with suppliers
- External newsletters and magazines
- Factsheets
- Financial disclosures of members of the Senior Management Service
- Financial statements
- Grievance reports
- Guidelines and protocol documents
- Information relating to training of staff
- Internal newsletters
- Medium Term Expenditure Framework
- Memoranda of Understanding
- Minutes of meetings
- National Anti-Corruption Hotline case reports
- Papers presented
- Personnel files
- Policies
- Posters
- Presentations
- PSC published reports
- Records of workshops and conferences
- Service Charter
- Service Delivery Improvement Plan
- Tender documents received from the suppliers, after the tender has been awarded
- Annual Performance Plan

6.2. Voluntary disclosure and records automatically available

The PSC's Section 15 Notice gives access to PSC record as stated in this Notice and the PSC manual on access to information Act 2020 /21.

6.3. Automatically available information

The following records are automatically available in terms of section 15 of the Access to information Act, 2000:

- 6.3.1. Promotion to Access to information manual
- 6.3.2. Circulars
- 6.3.3. Annual Reports
- 6.3.4. Information available from the PSC website: www.opsc.gov.za : Public Notices, Guidance Notes, advices and public communication information such as In-the News, The Pulse News Letter, Mafhungo media statement of the Director-General, media releases or statement by the PSC
- 6.3.5. General information pertaining to the PSC: Organisational Structure, Organisational profile, Contact information of the PSC
- 6.3.6. Legislation, Acts, Regulations, Discussion papers and announcement notices

6.4. Records and Information that should be formally requested in terms of PAIA

The following broad categories of information should be formally requested by using the request procedure:

6.5. Legislation and Policy Framework Records

- 6.5.1 Research Papers
- 6.5.2 Documents distributed for purposes of meetings with international and national bodies
- 6.5.3 Legal opinions
- 6.5.4 Legislation
- 6.5.5 Guidelines and Rules
- 6.5.6 Forms
- 6.5.7 Governance Policies
- 6.5.8 Regulations

6.6. Corporate governance records

- 6.6.1 Organisational and business plans
- 6.6.2 Occupational Health and Safety procedure and evacuation procedures
- 6.6.3 Loss control register
- 6.6.4 Annual report
- 6.6.5 Vision and Mission
- 6.6.6 Mandate and Functions of the PSC
- 6.6.7 Key performance areas.
- 6.6.8 OPSC contact details
- 6.6.9 Vacancies within the OPSC
- 6.6.10 Round table discussions and conferences hosted by the PSC / OPSC
- 6.6.11 Documents relating to benchmark study or comparative analysis report produced by the PSC on the state of service delivery in the public service and public administration.
- 6.6.12 Monitoring and Evaluation report and guidelines produced by the PSC for public utilisation
- 6.6.13 Compliance profiles.
- 6.6.14 Public Query Information.

6.7. MOUs with the Public Service Commission

- 6.7.1. Memorandum of Understanding between the Tshwane University of Technology and the Public Service Commission.
- 6.7.2. Memorandum of Understanding between the University of Pretoria and the Public Service Commission.
- 6.7.3. Memorandum of Understanding between PSETA and the Public Service Commission
- 6.7.4. Memorandum of Understanding between the University of Johannesburg and the Public Service Commission
- 6.7.5. Memorandum of Understanding between the Financial Intelligence Centre and the Public Service Commission
- 6.7.6. Memorandum of Understanding between the South African Council For Administrators and the Public Service Commission
- 6.7.7. Memorandum of Understanding between the public affairs research institute and the Public Service Commission.
- 6.7.8. Memorandum of Understanding between the University of South Africa and the Public Service Commission.
- 6.7.9. Memorandum of Understanding between the Public Service Commission and the Safety and Security Sectoral Bargaining Council.
- 6.7.10. Memorandum of Understanding between the Public Service Commission and the SOL Plaatje University.

- 6.7.11. MoU Between PSC and HSRC signed on 07 July 2017
- 6.7.12. MoU Between PSC and Military OMBUD Signed on 20 April 2017
- 6.7.13. MoU between PSC and UNISA Signed on 19 August 2015
- 6.7.14. Memorandum of Understanding between the PSC and APAC
- 6.7.15. Memorandum of Understanding between the PSC and Financial and Fiscal Commission.
- 6.7.16. Memorandum of Understanding between the OPSC and SAMEA
- 6.7.17. Memorandum of Understanding between the OPSC and the Auditor-General
- 6.7.18. Memorandum of Understanding between the Public Protector and the PSC.

6.8. Communication Policies

- 6.8.1. Gifts Policy
- 6.8.2. Promotional material policy
- 6.8.3. Official external communication records such as media releases
- 6.8.4. Website content
- 6.8.5. Corporate identity
- 6.8.6. Service delivery improvement plan
- 6.8.7. Press / media releases
- 6.8.8. Public speeches
- 6.8.9. Newsletters

6.9. Financial Policies

- 6.9.1 Accounting Instruction 5 of 2014: Cost Containment Measures Amendments Relating to Catering and Events
- 6.9.2 Asset Management Strategic Plan
- 6.9.3 Asset Management Policy
- 6.9.4 BAS User Account Manual
- 6.9.5 Entertainment Policy
- 6.9.6 Financial Accounting Manual
- 6.9.7 Financial reporting
- 6.9.8 Asset management
- 6.9.9 Management of Debt Policy
- 6.9.10 Petty Cash Policy
- 6.9.11 Policy on the Management of Losses and Claims
- 6.9.12 Postal Policy
- 6.9.13 Processes For Reporting on Performance Information
- 6.9.14 Financial Delegation for PFMA issued in terms of Section 44 of the PFMA

6.10. Ethics Management & Risk Management

- 6.10.1 Ethics Management and Fraud Prevention Plan for Office of the Public Service Commission
- 6.10.2 OPSC Financial Disclosure Guide
- 6.10.3 Risk Management Framework
- 6.10.4 Risk Management Policy
- 6.10.5 Code of Conduct for the Public Service

6.11. Human Resource Policies

- 6.11.1 Terms of Reference of the Employment Equity Consultative Forum
- 6.11.2 Orientation Manual Approved
- 6.11.3 Annual Training Report (ATR 2010/11) and Workplace Skills Plan (WSP 2011/12)
- 6.11.4 Bursary undertaking for Part Time Study
- 6.11.5 Collective Agreement on Special Leave
- 6.11.6 Contingency Plan
- 6.11.7 Directive on Other Remunerative Work Outside the Employee's Employment in the Relevant Department
- 6.11.8 Designation as Signatory for Correspondence regarding Conditions of Service and Employee Benefits on behalf of the Director-General of the OPSC
- 6.11.9 Delegation of Powers and Duties by the Executive Authority of the PSC to Employees in the OPSC
- 6.11.10 Disability Policy
- 6.11.11 Driver's Licence Policy
- 6.11.12 Employee Assistance Programme
- 6.11.13 Employment Equity Implementation Strategy
- 6.11.14 Employment Equity Policy
- 6.11.15 Employment Equity Plan 2019 /2020
- 6.11.16 Employment Equity Report 2019/2020
- 6.11.17 PMDS Policy (Senior Management Services) – 2019
- 6.11.18 EPMIS Policy - 2019 [PDF]
- 6.11.19 Grievance Resolution Policy
- 6.11.20 HIV and AIDS policy and Implementation Plan
- 6.11.21 Human Resource Development Policy
- 6.11.22 Human Resource Plan
- 6.11.23 Internship Policy
- 6.11.24 Job Evaluation Policy - 2019
- 6.11.25 Learnership Policy 2019
- 6.11.26 Leave Policy
- 6.11.27 Mentorship Policy - 2019

- 6.11.28 Memorandum of Hours of Attendance and Working Arrangements
- 6.11.29 PERSAL User Account Manual - 2019
- 6.11.30 Policy on Bereavement
- 6.11.31 Policy on Health and Productivity Management
- 6.11.32 Policy on HIV & AIDS in the Workplace
- 6.11.33 Policy on Internal and External Transfer
- 6.11.34 Policy on Management of Substance Abuse(Alcohol and Drugs) in the Workplace
- 6.11.35 Policy on Gender
- 6.11.36 Policy on Recruitment and Selection
- 6.11.37 Policy on Special Awards and Recognition for Employees of the OPSC
- 6.11.38 Remunerated Overtime Policy
- 6.11.39 Resettlement Expenditure Policy
- 6.11.40 Retention Policy
- 6.11.41 Security Administration Policy
- 6.11.42 Service Delivery Charter
- 6.11.43 Sexual Harassment Policy
- 6.11.44 Smoking Policy
- 6.11.45 SOP on HRMD Records Management
- 6.11.46 SOP on Injury on Duty
- 6.11.47 SOP on Leave
- 6.11.48 SOP on Temporary Incapacity Leave
- 6.11.49 Termination of Service Policy
- 6.11.50 Wellness Management Policy
- 6.11.51 Workplace Skills Plan and Annual Report Template

6.12. Information Technology (IT) Policies

- 6.12.1 Disaster Recovery Plan
- 6.12.2 Information Technology Procedure Manuals
- 6.12.3 Information Technology Governance Charter
- 6.12.4 Information Security Policy
- 6.12.5 System event and performance log
- 6.12.6 Monthly operational IT report
- 6.12.7 ICT Policies and procedural manual
- 6.12.8 Network Maintenance
- 6.12.9 System development and lifecycle documents

6.13. Supply Chain Management & Security Policies

- 6.13.1 Cell phone and 3G Data Card Policy
- 6.13.2 Contract and tender administration

- 6.13.3 Code of Conduct for Supply Chain Management Practitioners and other Role Players - 2008
- 6.13.4 LOGIS Manual
- 6.13.5 Parking Policy
- 6.13.6 Postal Policy
- 6.13.7 Procedure for Sourcing Quotations
- 6.13.8 Records Management Policy
- 6.13.9 Security Instruction Circular No.1 of 2017
- 6.13.10 Security Policy - 2015
- 6.13.11 Supply Chain Management Policy
- 6.13.12 Supply Chain Management Instruction No 1 of 2017
- 6.13.13 Telephone Policy
- 6.13.14 The Inventory Management Manual
- 6.13.15 Transport Policy
- 6.13.16 Travel Policy
- 6.13.17 Basic SCM tender document advertised and other matters relating to the PSC.
- 6.13.18 PSC.
- 6.13.19 Uniform Policy - 2019

NB. The PSC also drafts rules or guidelines that are aimed at improving governance and/or service delivery within the Public Service. At times existing rules and guidelines/policies are reviewed to fit in with the operational/structural changes within the Public Service.

7. AVAILABILITY OF THE PSC NOTICE ISSUED IN TERMS OF SECTION 15 OF THE PAIA.

This notice is available in the following manner:

- Submitted to the South African Human Rights Commission
- Obtainable at all PSC offices
- Posted onto the PSC website, www.psc.gov.za
- Published in the Government Gazette.
- Through post :
Office of the Director – General Public Service Commission
536 Francis Baard Street,
Arcadia, Pretoria
0001
- Through Email: ConnieG@opsc.gov.za. Tel: 012 352 1025/ShukratM@opsc.gov.za

Please note that departments or public administration reports that were compiled by the PSC / OPSC that were compiled by the PSC are available from the respective department or organisation and the PSC /OPSC.

8. FEES PAYABLE

The fees payable are in terms of PSC Access to Information Act Manual 2020 /21.

9. DELETING PART OF THE REQUESTED RECORDS

The Information Officer or Deputy Information Office of the PSC may delete any part of a record contemplated in Section 15(1) (a) of the PAIA for which a request for access has been made.

A request for access to information may also be refused in line with the grounds stipulated in the PAIA.

10. UPDATING OF SECTION 15 PAIA NOTICE OF THE PSC

The PSC will, if necessary, update and publish its manual referred to in subsection (1) of Section 14, at intervals of not more than a year.

11. PAIA GLOSSARY

HRCA	Human Rights Commission Act No. 54 of 1994
MOU	Memorandum of Understanding
OPSC	Office of the Public Service Commission
PAIA	Promotion of Access to Information Act No. 2 of 2000
PFMA	Public Finance Management Act
PSC	Public Service Commission
SAHRC	South African Human Rights Commission

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