



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### CATEGORIES OF RECORDS OF THE NATIONAL DEPARTMENT OF WATER AND SANITATION WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS.

Category	Document Type	Available on Website	Available upon request
<ul style="list-style-type: none"> <li>• Tender documents</li> <li>• Maps</li> <li>• CDs</li> <li>• Aerial Photography</li> <li>• Orthophotos</li> </ul>		x	Records can be purchased at G17 Zwamadaka Building, 191 Francis Baard Street (Formerly Known as Schoeman Street), Pretoria.
<b>STRATEGIC DOCUMENTS</b> (Plans, policies, report and other documents)	<ul style="list-style-type: none"> <li>• Departmental Strategic plans.</li> <li>• Departmental Annual Performance Plan.</li> <li>• Service Delivery Improvement Plan.</li> <li>• Service Delivery Charter</li> <li>• Annual Report.</li> <li>• Audited Financial Statements</li> <li>• Employment Equity Reports.</li> <li>• Published research report.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Approved organizational structure.</li> <li>• Departmental File plans.</li> <li>• Budgets.</li> <li>• Departmental Acts, Regulations, policies and procedure Manuals.</li> <li>• Citizens report.</li> <li>• Promotion of Access to Information Manual.</li> <li>• Service Standards.</li> <li>• Statement of commitment.</li> <li>• Departmental Events Calendar.</li> <li>• Minister's Budget Speech</li> <li>• Departmental Circulars</li> <li>• Staff Contact details Directory</li> <li>• Journals and Magazines</li> <li>• Newsletters</li> <li>• Water Use License</li> <li>• Water Use License Applications</li> <li>• Applicants' audit and compliance reports</li> <li>• Copies of delegated powers</li> <li>• Promotional materials</li> <li>• Batho-pele principles pamphlets</li> <li>• Departmental forms</li> </ul> <p>Circulars of advertised posts and services</p>		
--	---	--	--

INFORMATION MANAGEMENT SERVICES	Promotion of access to information manual.	x	
FINANCES	<ul style="list-style-type: none"> <li>• Budget</li> <li>• Annual report</li> <li>• Audited Financial statement</li> </ul>	x	
INFORMATION MANAGEMENT SERVICES	<ul style="list-style-type: none"> <li>• Promotion of access to manual</li> <li>• Protection Of Personal Information (POPI)</li> <li>• PAIA &amp; POPIA forms</li> <li>• Section 15 list</li> </ul>	x	
COMMUNICATIONS	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Journals and magazines</li> <li>• Events campaigns, launches and publishing programmes including speeches of the Minister and the Deputy Minister</li> </ul>		

LEGISLATION/REGULATION	<ul style="list-style-type: none"><li>• Departmental Acts, Regulations.</li></ul>		
------------------------	---	--	--