



# **WATER RESEARCH COMMISSION (WRC)**

## **MANUAL**

IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO  
INFORMATION ACT, NO.2 OF 2000

Revised September 2022

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## **FUNCTIONS AND STRUCTURE OF THE WATER RESEARCH COMMISSION (WRC)**

### **1. INTRODUCTION**

The promotion of access to information Act, 2000 (Act No. 2 of 2000) prescribes that a public body must provide details of records held by it so that any request for information may be accommodated.

The details of records kept by a public body are contained in book commonly known as a manual. The manual therefore relates to the records kept by the public body. The records kept pertain to the business / functions of each and every unit. To distinguish between the functions / business of each unit, the records of each unit are numbered differently. Each record also carries a disposal instruction.

Apart from records, also called files, the manual also contains information on the addresses of the information Officer/s of the public body and also the name of each unit in the public body, its core function and a list of all records kept by the public body. On 9 March 2001, the promotion of Access to Information Act, No. 2 of 2000 ("the Act") became operative, giving effect to the section 32(2) Constitutional right of access to information.

One of the main requirements specified in Act, is the compilation of an Information Manual that provides information on both the types and categories of records held by a public body.

The Water Research Commission (WRC) is committed to the observance of and compliance with the directives of the Constitution and national legislation like the Promotion of Access to Information Act (PAIA). It promotes the key principles of good governance, transparency and accountability.

In the pursuit of its objectives the WRC encourages the sharing of information with requesters and members of the public as optimally as is possible. Informed public scrutiny can only strengthen the democratic ideals the WRC advances.

### **2. FUNCTIONS**

2.1 WRC functions as a hub for water-centred knowledge. It is a networking organisation linking the nation and working through partnerships. Being an innovative organisation, it is continuously providing novel (and practical) ways of packaging and transferring knowledge into technology-based products for the water sector and the community at large, both locally and globally.

2.2 The WRC co-ordinates, funds and administrates water research in South Africa. It does not undertake in-house research but funds research under contract with other agencies.

2.3 In view of the broad scope of water research, a large number of bodies are involved in research contracts. They are drawn from the following categories: universities, Technikons, statutory research agencies, government departments, local authorities, NGOs, water boards, consultants and the industry.

### **3. OBJECTIVES OF THE WRC**

The table illustrates the WRC's objectives and goals

Strategic Outcome -	
Strategic Outcome-	Inform policy and decision-making

<b>Oriented Goal 1</b>	The WRC will inform policy and decision making by commissioning research projects that generate appropriate evidence-based knowledge that will guide decision making, influencing the development of policy, practice or service provision, shaping
	legislation and altering behaviour. In the 2022/23 financial year, with the information generated from its research the WRC plans to produce policy briefing notes and science briefs to distribute to government departments, that provide decision makers with research-based knowledge. This allows for the deeper understanding of policy issues and the reframing of debates with the use of appropriate knowledge.
<b>Strategic Outcome-Oriented Goal 2</b>	<p><b>Develop new products and services for economic development</b></p> <p>With the knowledge generated from the research projects, the WRC is able to capitalise on projects that produce new intellectual property or have the ability to introduce innovations that create new or improved technologies, products and services that can be used in the real economy. The project on water use of marula (<i>Sclerocarya birrea</i>) tree crops in various agro-ecological regions and post-harvest utilization of its fruit and by-products will on conclusion produce, apart from its guidelines, various products derived from marula fruit e.g. carbonated soft drinks, and stock feed derived from stored marula wastes (e.g. peels), all of which will contribute to economic development.</p>
<b>Strategic Outcome-Oriented Goal 3</b>	<p><b>Enhance human capital development (HCD) in the water and science sectors</b></p> <p>Each project that is selected and funded by the WRC is required to have high levels of student participation. The WRC each year strives to increase the number of postdocs, PhDs and Masters students working on its projects, which further increases capacity development in the sector. The WRC also focuses on providing support to historically disadvantaged institutions through mentorship. Emphasis is also placed on building capacity in the science community, both in South Africa as well as the rest of Africa, by encouraging Black project leaders to manage WRC projects. In the 2022/23 financial year the WRC plans to have in its project portfolio more than 300 students and 100 projects being led by Black female and Black male project leaders.</p>
<b>Strategic Outcome-Oriented Goal 4</b>	<p><b>Empower communities</b></p> <p>The WRC each year strives to increase the number of projects that include communities that are not only the end users of research but are active participants in the research. The aim is to have a direct positive impact on the livelihood of the communities in which the research project is conducted by transferring knowledge that builds capacity that would assist with post-project sustainability. In the 2022/23 financial year the WRC will be initiating 34 community-based projects. An example of a community-based project that will be initiated is 'Assessment of barriers for improved uptake of irrigation water efficient technologies by small-scale farmers in two selected provinces'. This research will be conducted over a 3-year period in two small-scale irrigation schemes to be selected in two provinces, namely, Eastern Cape and Mpumalanga. The research will target small-scale irrigators, extension agents, leading farmers and other key stakeholders that play an active role in the uptake and implementation of irrigation technologies that have the potential to improve productivity and profitability of crop production and water use.</p> <p>The following outputs and impacts are expected: greater understanding of the dynamics, complexity and multifaceted environment of small-scale irrigation scheme operation; identification of 'agents of change' and their role in the uptake and implementation of irrigation-efficiency technologies; identification of barriers and opportunities for the adoption of efficient irrigation technologies to improve productivity and profitability at scheme and farm level; possible lessons learned on how these barriers can be addressed and how to incorporate these in future policy making.</p>
<b>Strategic Outcome-Oriented Goal 5</b>	<p><b>Promote transformation and redress</b></p> <p>Each year the WRC actively strives to increase the number of female and youth project leaders on its funded projects and, with the knowledge generated from the research, aims to promote socioeconomic development by providing solutions that reduce poverty and inequality in communities. In the 2022/23 financial year the WRC plans to have in its portfolio 80 female project leaders with 31 new projects being led by females. The WRC emphasis on food security will have several projects being</p>

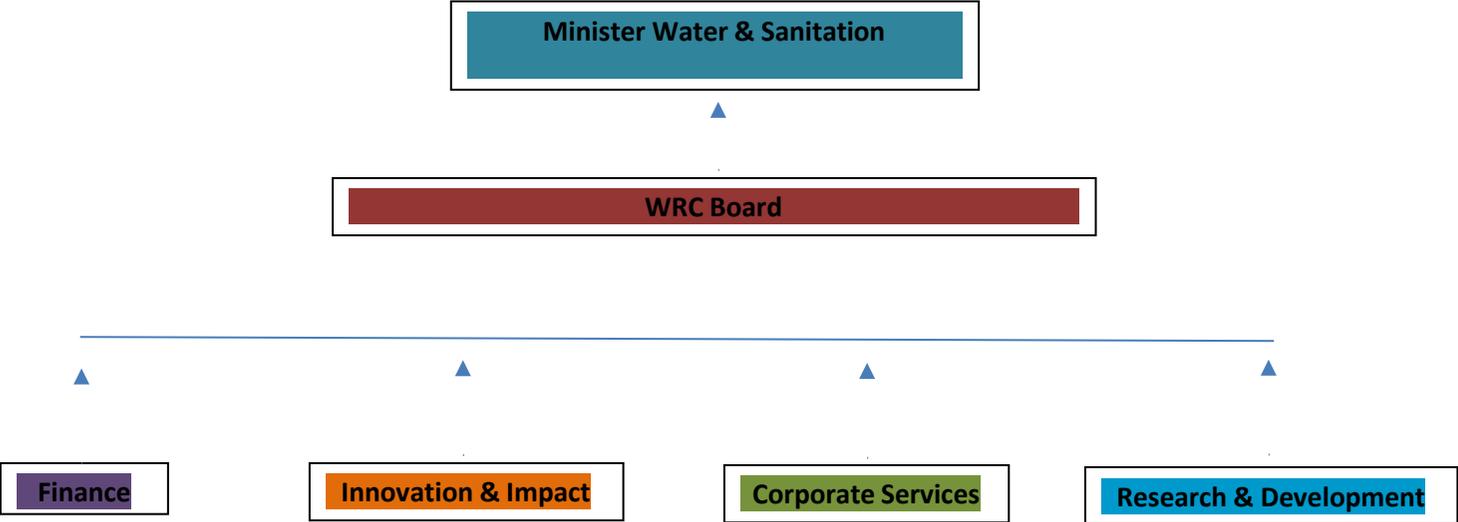
<b>Strategic Outcome-Oriented Goal 6</b>	undertaken that aim to increase food security in communities. An example of a research project to be undertaken by the WRC promoting transformation and redress is 'Developing the models for school-based food gardens'.
	<b>Drive sustainable development solutions</b>
	The WRC prioritises those projects that provide solutions for sustainable development. These projects must produce knowledge that contributes to providing sustainable solutions in the areas of environment, economy, and community. An example of how the WRC's research contributes to this is the research project that will be initiated in 2022/23 that determines peat loss and develops management and rehabilitation protocols for peatlands in South Africa. In South Africa, peatlands are groundwater-fed systems. The national, provincial and municipal authorities must be made aware of the importance of these systems and the critical balance between development and the availability of water for the country's long-term sustainability objectives. National peatland management guidelines, including rehabilitation and peat fire protocols, will be developed and will support South Africa's obligations to various multilateral environmental agreements – amongst others, Ramsar and UNEP.

#### 4. STRUCTURE

The following structure defines the internal governance framework:

- The Minister of Water and Sanitation is the Executive Authority of the WRC.
- The Department of Water and Sanitation is the shareholder representative.
- The WRC Board is the Accounting Authority of the WRC.
- The Chief Executive Officer (CEO) is the Accounting Officer and an ex-officio member of the WRC Board.
- The Group Executives (GEs), the Chief Financial Officer and the Executive Manager for Corporate Services report directly to the CEO.

4.1 SCHEMATIC DIAGRAM



## CONTACT DETAILS OF INFORMATION OFFICERS/S

### 5. CONTACT DETAILS

#### 5.1 Information Officer

Dr Jennifer Molwantwa

e-mail: [jenniferm@wrc.org.za](mailto:jenniferm@wrc.org.za)

#### 5.2 Deputy Information Officers

Ms Reshmili Lutchman

e-mail: [reshmili@wrc.org.za](mailto:reshmili@wrc.org.za)

Ms Stephanie Stanley

e-mail: [stephanies@wrc.org.za](mailto:stephanies@wrc.org.za)

#### 5.3 Physical address

2<sup>nd</sup> Floor Bloukrans Building  
Daventry Road, Lynnwood Bridge Office Park  
Lynnwood Manor  
Pretoria  
0001

#### 5.4 Postal Address

Private Bag X03  
Gezina  
0031

#### 5.5 Telephone number

012 761 9300

#### 5.6 Website

[www.wrc.org.za](http://www.wrc.org.za)

## **6 GUIDE OF SOUTH AFRICA HUMAN RIGHTS COMMISSION**

6.1 The South African Human Rights Commission has at the date of printing hereof compiled the guide contemplated in Section 10 of the Act called the PAIA Section 10 guide 2014. This guide contains information as it may reasonably be required by a person who wishes to exercise any right contemplated in the Act and any person may refer to this guide on the WRC website. Any enquiries regarding this guide should be directed to:

**The Research and Documentation Department South African Human Rights Commission  
PAIA Unit  
Private Bag X2700 HOUGHTON  
2041**

OR

**The Research and Documentation Department South African Human Rights Commission  
Braampark Forum 3  
33 Hoofd Street Braamfontein**

Telephone number: 011 877 3600

Fax number: 011 484 1360

Website: <http://www.sahrc.org.za>

E-mail: [paia@sahrc.org.za](mailto:paia@sahrc.org.za)

## **7 ACCESS TO RECORDS**

### **7.1 CATEGORIES OF RECORDS**

- 7.1.1 Records held by the WRC are generated through each of its projects, through the core operations processes and through the Governing Board.
- 7.1.2 Each project of the WRC generates substantive records which relate specifically to the outputs and outcomes of the project and operational records in the course of organizational operations.
- 7.1.3 Certain records are acquired in the course of work of the WRC and in certain instances records are received from Department of Water and Sanitation, local and international Stakeholders, government bodies and institutions.
- 7.1.4 The WRC reserves the right to transfer requests for records to relevant bodies where these bodies were the primary holders or generators of the information requested, or where the WRC no longer has possession of such record and to create new categories of records where this is necessary. This manual will be updated to reflect changes in categories of records accordingly.

### **7.2 AUTOMATIC DISCLOSURE**

- 7.2.1 The access to information legislation provides for records which are automatically available from the IUCMA. Such automatically available records usually do not have information which can reasonably be said to be of a sensitive nature. Most records which fall into this category of information are available without formal request on the WRC website and publications.
- 7.2.2 Annual and associated reports;
- 7.2.3 General information pertaining to the WRC; and
- 7.2.4 WRC publications such as:-
  - 7.2.4.1 Research reports
  - 7.2.4.2 Water SA
  - 7.2.4.3 The Water Wheel
  - 7.2.4.4 Win SA

### **7.3 INFORMATION TO BE FORMALLY REQUESTED**

The WRC holds information pertaining to the following subjects which must be formally requested in terms of clause 7.3 below:

- 7.3.1 Legislation and legal matters:**  
Matters pertaining to legislation
- 7.3.2 Organisation and control:**  
Board management and meetings;  
External and internal committees;  
Strategic planning; and  
Delegation of authority and declaration of interest
- 7.3.3 Human Resources:**  
Organisational structure;  
Recruitment and appointments;  
Job descriptions and evaluations;  
Employee well-being and labour relations;  
Conditions of employment; and  
Organisational development and training.

**7.3.4 Finance:**

Budget and accounts;  
Funds and investments;  
Stock;  
Audit matters;  
Statistics, reports and returns; and  
Tax

**7.3.5 Risk management:**

Risk compliance; and  
Insurance

**7.3.6 Services and administration:**

Information services;  
Administrative matters; and  
Membership of professional bodies

**7.3.7 Communication and public relations:**

Publicity and information; and  
Exhibitions and shows

**7.3.8 Community-based projects:**

Capacity building

**7.4** The aforesaid information is contained in the following format:

- 7.4.1 Reports submitted to governing committees and the Board;
- 7.4.2 Minutes of meetings of governing committees and the Board;
- 7.4.3 Minutes of Executive meetings and other internal committees;
- 7.4.4 Correspondence (incoming and outgoing);
- 7.4.5 Internal memoranda;
- 7.4.6 Invoices, statements and requisitions; and
- 7.4.7 Reports and statistics

**7.5 REQUEST PROCEDURE**

**7.5.1 TELEPHONIC REQUESTS**

Telephonic requests are permitted to the WRC. Such requests may be directed to the information officer or relevant deputy information officer on the contact information stated in this manual. Requesters may be directed to lodge formal requests where this is established from the nature of the verbal request.

**7.5.2 VOLUNTARY ACCESS**

Information that is automatically available can be obtained from the website of the WRC, or through its publications. In certain instances, a reproduction fee may be imposed. Transcription and copying of records in other media attract reproduction fees. The manner of access to these documents is not limited to inspection and perusal.

**7.5.3 FORMAL REQUEST & FEES**

**Access to information shall be requested by:**

- 7.5.3.1 Completing the prescribed Form A (“request form”); and
- 7.5.3.2 Payment of the prescribed fee as stated in Schedule 1 of this manual. A person who seeks access to a record containing personal information about him/herself is not required to pay the request fee.
- 7.5.4 After the Information Officer has made a decision on the request, the requester must be notified of such a decision in such a manner which the requester wanted to be notified in.  
The requester must indicate if the request is for a copy of the record or if the requester wants to inspect the records at the offices of the WRC.
- 7.5.5 Access to the aforesaid information will only be granted to the requester in a manner requested, unless such manner would unreasonably interfere with the running and operation of the WRC or damage its records or infringe its copyright.
- 7.5.6 If, for practical reasons, access cannot be given in the requested manner but in an alternative manner, then the access fee will be calculated according to the manner that the requester had requested.
- 7.5.7 If the requester is unable to read or write, or has a disability, then they can make the request for the record orally, in which event the Information Officer will complete the form on behalf of such a requester with such completed form. The requester must clearly indicate on the request form
  - 7.5.7.1 if they wish to be informed of the success of their request telephonically or in any other manner, and
  - 7.5.7.2 the capacity in which the request is made in the event the information is requested on behalf of somebody else.

**7.6 REFUSAL OF ACCESS TO RECORDS**

- 7.6.1 The promotion of Access to Information Act, No. 2 of 2000, determines grounds on which access to records may be refused. Accordingly, the main grounds for the WRC to refuse a request for information relates, amongst others, to:
  - 7.6.2 Mandatory protection of the privacy of a third party who is a natural person, which would involve the unreasonable disclosure of personal information of that natural person;
  - 7.6.3 Mandatory protection of the commercial information of a third party, if the record contains:
    - (a) trade secrets of a third party;
    - (b) financial, commercial, scientific or technical information, other than trade secrets, of a third party, the disclosure of which would be likely to cause harm to the commercial or financial interests of that third party; or
    - (c) information supplied in confidence by a third party, the disclosure of which could reasonably be expected
      - (i) to put that third party at a disadvantage in contractual or other negotiations; or
      - (ii) to prejudice that third party in commercial competition.

7.6.4 Mandatory protection of the intellectual property of a third party, if the record contains information about research being or to be carried out by or on behalf of a third party, the disclosure of which would be likely to expose:

- (a) a third party
- (b) the subject matter of research; or
- (c) a person that is or will be carrying out the research on behalf of a third party to serious disadvantage.

## **7.7 PAYMENT METHOD**

7.7.1 All payments can be made to the WRC Bank Account by means of a deposit or electronic funds transfer into its bank account:

**Account Name: WATER RESEARCH COMMISSION**

**Bank: STANDARD BANK**

**Branch: GEZINA**

**Account Number: 013143352**

**Branch Code: 014845**

**Account Type: BUSINESS CURRENT ACCOUNT**

7.7.2 Proof of payment must be submitted to the WRC with the submission of the request for access to records and before provision of access to the records per the request. Requests for voluminous non personal records will not be accepted without payment.

## **7.8 APPEAL AGAINST REFUSAL OF ACCESS TO INFORMATION**

7.8.1 If, after complying with the procedural requirements mentioned in 7.5.3 above,

- a) the Deputy Information Officer refuses to grant access to information; and
- b) such refusal is not based on any ground of refusal in the Act

the requester may appeal against the decision of such Deputy Information Officer to the Information Officer.

7.6.3 The requester may lodge a Court application for further relief if not satisfied with the appeal decision of the Information Officer.

## **7.9 REMEDIES AVAILIABLE IF PROVISION OF THE ACT ARE NOT COMPLIED WITH**

7.9.1 The aggrieved party has the right to approach the courts for relief where they are dissatisfied with the imposition of fees; the time frames within which they received a response from the WRC or with a decision to refuse access in part or fully.

7.9.2 The aggrieved party can at present only reach the High Courts of South Africa for resolution of their grievances. They will shortly be able to take these matters to the Magistrates Courts in their regions.

## **8 SERVICES AVAILIABLE**

8.1 Members of the public can download various electronic reports from the WRC website.

## **9 ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION IN THE FORMULATION OF POLICY AND EXERCISING POWERS OF THE WRC**

9.1 The WRC's terms of reference is defined by the Water Research Act, No 34 of 1971, and publicinvolvement in the formulation of policy and exercise of power is not required.

## **10 UPDATING OF MANUAL**

10.1 This manual will be updated whenever amendments to current information need to be reflected or annually.

## **11 AVALIABILITY OF THE MANUAL**

11.1 The manual is available in English and will be available in places of legal deposit, at the IUCMA itself and on the website of the WRC at: [www.wrc.org.za](http://www.wrc.org.za).

## **12. REQUEST TO THE MINISTER FOR COMPLIATION OF ONE MANUAL**

12.1 This manual is compiled solely for the IUCMA and no requests for combined manuals with other constitutional or public bodies have been submitted to the Minister.

## **13. EXEMPTION FROM THE MINISTER FROM ANY PROVISION OF THIS SECTION FOR A DETERMINED PERIOD**

13.1 The WRC is not exempted from any provision of this section.

## **14.MISSING RECORDS**

14.1 Requestors have the right to receive a response on affidavit for records which cannot reasonably be located, but to which a requestor would have had access had the record been available.

## **15. DISPOSAL OF RECORDS**

15.1 The Commission reserves the right to lawfully dispose of certain records in terms of authorities obtained from the South African National Archives and Records Service.

15.2 Requesters will be advised whether a particular record has been disposed of where this is relevant to the records requested.



**DR JENNIFER MOLWANTWA**  
**CHIEF EXECUTIVE OFFICER**  
**WATER RESEARCH COMMISSION**

**DATE:** Mar 31, 2023

## SCHEDULE 1

### PRESCRIBED FEES SCALES

#### PART II OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002: FEES IN RESPECT OF PUBLIC BODIES

- 1 The fees for a copy of the manual as contemplated in regulation 5(c) is R0.60 for every photocopy of an A4-size page or part thereof.
  
- 2 The fees for reproduction referred to in regulation 7(1) are as follows:

	R
(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c) For a copy in a computer-readable form on compact disc (CD)	40.00
(d) (i) For a transcription of visual images, for an A4-sized page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
(ii) For a copy of an audio record (CD)	17.00
  
- 3 The request fee payable by every requester, other than a personal requester, referred to in regulation 7.2, is R35.00.

4 The access fees payable by a requester referred to in regulation 7(3) are as follows:

	R
1(a) For every photocopy of an A4-size page or part thereof	0.60
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0.40
(c) For a copy in a computer-readable form on compact disc (CD)	40.00
(d) (i) For a transcription of visual images, for an A4-sized page or part thereof	22.00
(ii) For a copy of visual images	60.00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	12.00
(ii) For a copy of an audio record (CD)	17.00
(f) To search for and prepare the record for disclosure, R15.00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	
2 For purposes of section 22(2) of the Act, the following applies:	
(a) Six hours as the hours to be exceeded before a deposit is payable;	
and	
(b) One third of the access fee is payable as a deposit by the requester.	
3 The actual postage is payable when a copy of a record must be posted to the requester.	

Note in terms of Regulation 8, Value Added Tax (VAT) must be added to all fees prescribed in terms of the Regulations.

## **SCHEDULE 2**

### **PRESCRIBED FORM FOR ACCESS TO RECORDS**

The prescribed form for access to a record is published in

**ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002**

A copy of the form is annexed hereto.

**ANNXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE ON 15 FEBRUARY 2002**

**FORM A**

**REQUEST FOR ACCESS TO RECORD OF A PUBLIC BODY**

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2002)

**[REGULATION 2]**

**FOR OFFICIAL USE**

Reference number: \_\_\_\_\_

Request received by (state rank, name and surname of information officer/deputy information officer) on \_\_\_\_\_ (date) at \_\_\_\_\_ (place).

Request fee (if any): R.....

Deposit (if any): R.....

Access fee: R.....

\_\_\_\_\_  
**SIGNATURE OF INFORMATION OFFICER/  
DEPUTY INFORMATION OFFICER**

**A. Particulars of public body**

The Information Officer/Deputy Information Officer: \_\_\_\_\_

**B. Particulars of person requesting access to the record**

- (a) The particulars of the person who requests access to the record must be recorded below.  
(b) Furnish an address and/or fax number in the Republic to which information must be sent.  
(c) Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity in which request is made, when made on behalf of another person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

This section must be completed only if a request for information is made on behalf of another person

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record:**

- (a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- (b) If the provided space is inadequate please continue on a separate folio and attach it to this form.

**The requester must sign all additional folios.**

1 Description of the Record or relevant part of the record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 Reference number, if available: \_\_\_\_\_

3 Any further particulars of record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Fees:**

- (a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after the request fee has been paid.
- (b) You will be notified of the amount of the request fee.
- (c) The fee payable for access to a record depends on the form in which the access is required and the reasonable time required to search for and prepare a record.
- (d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption of payment of the fee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F. Form of Access to the Record:**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which the record is required:

Mark the appropriate box with an "X"

**NOTES:**

- (a) Your indication as to the required form of access depends on the form in which the record is available.
- (b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- (c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.

**1. If the record is in written or printed form:**

	Copy of record*		Inspection of record
--	-----------------	--	----------------------

**2. If the record consists of visual images:**

(This includes photographs, slides, video recordings, computer-generated images, sketches, etc)

	View the images		Copy of the images*		Transcription of the images*
--	-----------------	--	---------------------	--	------------------------------

**3. If the record consists of recorded words or information which can be reproduced in sound:**

	Listen to the soundtrack (compact disc)		Transcription of the soundtrack* (written or printed document)
--	--	--	---

**4. If the record is held on computer or in an electronic or machine-readable form:**

	Printed copy of the record		Printed copy of information derived from the record*		Copy in computer readable form* (compact disc)
--	-------------------------------	--	--	--	--

\* If you requested a copy or transcription of a record (above) do you wish the copy to be posted to you?

<b>A postal fee is payable</b>	YES	NO
--------------------------------	-----	----

**G. Particulars of right to be exercised or protected:**

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all additional folios.

Indicate which right is to be exercised or protected:

---

---

---

- 1 Explain why the requested record is required for the exercising or protection of the aforementioned right:

---

---

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**H. Notice of decision regarding request for access:**

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20

\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF REQUESTER/PERSON ON WHOSE**

**BEHALF**

# WATER RESEARCH COMMISSION-PAIA manual

Final Audit Report

2023-03-31

Created:	2023-03-31
By:	Stephanie Stanley (stephanies@wrc.org.za)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUA471YnRaJxXHjzt2VGa9DwjCqIJTvhE

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