



WATER RESEARCH COMMISSION (WRC)

MANUAL

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

REVISED AUGUST 2004

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CHAPTER 1

FUNCTIONS AND STRUCTURE OF THE WATER RESEARCH COMMISSION (WRC)

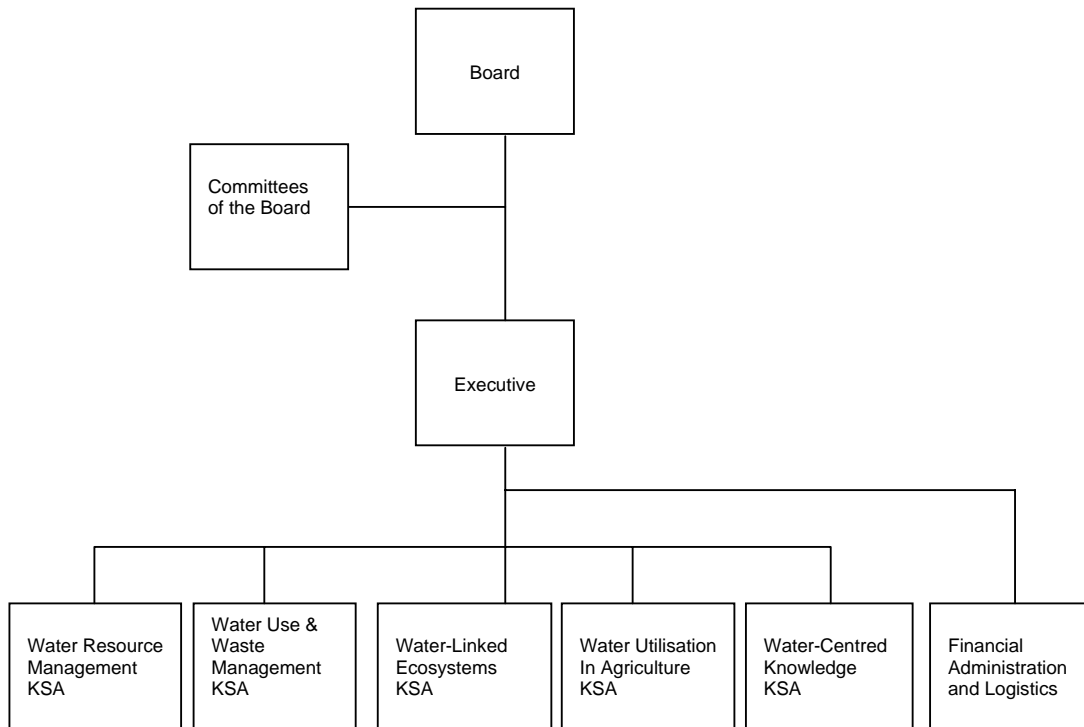
1.1 FUNCTIONS

- 1.1.1 The 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.
- 1.1.2 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.
- 1.1.3 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.

1.2 STRUCTURE

The WRC is headed by a Chief Executive Officer and an Executive team of 7 (seven) members, consisting of a Deputy Chief Executive Officer, 5 (five) Directors of Key Strategic Areas (KSAs) and a Chief Financial Officer & Director Administration heading the financial and administration group. There are 47 staff members stationed at its only quarters in Pretoria.

1.3 SCHEMATIC DIAGRAM



CHAPTER 2

CONTACT DETAILS OF INFORMATION OFFICER/S

2.1 CONTACT DETAILS

2.1.1 **Information officer**

Dr R Kfir – CEO e-mail: rivkak@wrc.org.za

2.1.2 **Deputy Information officers**

Dr IM Msibi e-mail: innocentm@wrc.org.za

Mr R Sutton e-mail: regs@wrc.org.za

2.1.3 **Physical address**

Marumati Building
491, 18th Avenue
Rietfontein
Pretoria

2.1.4 **Postal Address**

Private Bag X03
Gezina
0031

2.1.5 **Telephone no** 012 330 0340

2.1.6 **Fax no** 012 331 2565

2.1.7 **Website** www.wrc.org.za

CHAPTER 3**GUIDE OF SOUTH AFRICAN HUMAN RIGHTS COMMISSION**

The South African Human Rights Commission has at the date of printing hereof not yet compiled the guide contemplated in Section 10 of the Act. This guide will contain such information as may reasonably be required by a person who wishes to exercise any right contemplated in the Act. Any enquiries regarding this guide should be directed to:

The Research and Documentation Department
South African Human Rights Commission
PAIA Unit
Private Bag 2700
HOUGHTON
2041

Tel No: 011 484 8300

Fax No: 011 484 1360

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

E-mail: paia@sahrc.org.za

CHAPTER 4

ACCESS TO RECORDS

4.1 AUTOMATIC DISCLOSURE

Information on the following subjects is available without formal request on the WRC website and publications

4.1.1 Annual and associated reports

4.1.2 General information pertaining to the WRC

4.1.3 WRC publications

- Research reports
- Water SA
- The Water Wheel
- Amanzi

4.2 INFORMATION TO BE FORMALLY REQUESTED

4.2.1 The WRC holds information pertaining to the following subjects which must be formally requested in terms of clause 4.3 below:

4.2.1.1 Legislation and legal matters

- Matters pertaining to legislation

4.2.1.2 Organisation and control

- Board management and meetings
- External and internal committees
- Strategic planning
- Delegation of authority and declaration of interest

4.2.1.3 Human Resources

- Organizational structure
- Recruitment and appointments
- Job descriptions and evaluations
- Employee well-being and labour relations
- Conditions of employment
- Organizational development and training

4.2.1.4 Finance

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

4.2.1.5 Risk management

- Risk compliance
- Insurance

4.2.1.6 Services and administration

- Information services
- Administrative matters
- Membership of professional bodies

4.2.1.7 Communication and public relations

- Publicity and information
- Exhibitions and shows

4.2.1.8 Community-based projects

- Capacity building

4.2.2 The aforesaid information is contained in the following format:

4.2.2.1 Reports submitted to governing committees and the Board

4.2.2.2 Minutes of meetings of governing committees and the Board

4.2.2.3 Minutes of Executive meetings and other internal committees

4.2.2.4 Correspondence (incoming and outgoing)

4.2.2.5 Internal memoranda

4.2.2.6 Invoices, statements and requisitions

4.2.2.7 Reports and statistics

4.3 REQUEST PROCEDURE

4.3.1 Access to information listed above shall be requested by:

4.3.1.1 Completing the prescribed Form A (“request form”); and

4.3.1.2 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.

- 4.3.2 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.
- 4.3.3 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.
- 4.3.4 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.
- 4.3.5 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.
- 4.3.6 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 requester with such completed form.
- 4.3.7 The requester must clearly indicate on the request form
 - 4.3.7.1 if they wish to be informed of the success of their request telephonically or in any other manner, and
 - 4.3.7.2 the capacity in which the request is made in the event the information is requested on behalf of somebody else.

4.4 REFUSAL OF ACCESS TO RECORDS

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:

- 4.4.1 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;
- 4.4.2 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.

4.4.3 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) the 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.

4.5 APPEAL AGAINST REFUSAL OF ACCESS TO INFORMATION

4.5.1 If, after complying with the procedural requirements mentioned in 4.3 above,

4.5.1.1 The Deputy Information Officer refuses to grant access to information; and

4.5.1.2 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.

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

CHAPTER 5

SERVICES AVAILABLE

No service is available to members of the public.

CHAPTER 6**ARRANGEMENTS ALLOWING FOR PUBLIC PARTICIPATION IN THE
FORMULATION OF POLICY AND EXERCISING OF POWERS OF
THE WRC**

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

CHAPTER 7

MISCELLANEOUS

7.1 This manual will be:

7.1.1 updated annually

7.1.2 available at the following places:

7.1.2.1 The South African Human Rights Commission;

7.1.2.2 The WRC's office;

7.1.2.3 The WRC's website

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 –	
(i) stiffy disc	5,00
(ii) compact disc	40,00
(d) (i) For a transcription of visual images, for an a4-size 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	17,00
3. The request fee is 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	
	(i) stiffy disc	5,00
	(ii) compact disc	40,00
(d)	(i) For a transcription of visual images, for an A4-size 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	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 a 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 annexure hereto

**ANNEXURE 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 2000))

[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 the record:

E. Fees:

- (a) A request for access to a record, other than a record contain personal information bout yourself, will be processed only after a **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 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
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2. If the record consists of visual images :

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

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

	Listen to the soundtrack (audio cassette)		Transcription of soundtrack* (written or printed document)
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4. If the record is held on computer or in an electronic or machine-readable form :

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

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

A postal fee is payable

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:

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?

Signed at _____ this _____ day of _____ 20_____

SIGNATURE OF REQUESTER/PERSON
ON WHOSE BEHALF REQUEST IS MADE