



**Water Institute of
Southern Africa**

ACCESS TO INFORMATION MANUAL

Prepared in terms of

Section 51 of

The Promotion of Access to Information Act

2/2000

(the "ACT")

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1. INTRODUCTION

The Water Institute of Southern Africa NPC (WISA) was formed in 1987 when the Southern African branch of the Institute of Water Pollution Control originally founded in 1937, was disbanded. At the beginning of 2000, WISA was incorporated as a Non Profit Company (Section 21) under the Companies Act of 2008. This means that WISA NPC shall use its funds and assets solely to further its stated aims and objectives and no funds or assets shall be distributed to any other person or body. WISA has also been recognised as a Professional Body by SAQA in 2013.

The objectives of the Institute are the promotion and application of scientific and engineering knowledge and management skills in planning, design, construction, operation, maintenance, investigation, research and education in connection with the natural and controlled water cycle. This includes, but is not limited to, the application of scientific, engineering and management skills to all or any hydrology, water resources, river management and flood alleviation, recreation, water supply and distribution, sewerage, sewage and industrial waste treatment, disposal and water pollution control. The activities of the Institute shall be directed to the furtherance of such activities.

The mandate of the Institute shall inter alia be to:

- Encourage communication and a better understanding among scientists, engineers, managers, administrators and communities engaged in the search for and implementation of solutions for water-related projects.
- Encourage and facilitate the exchange of information relating to research and technology for:
 - engineering design, construction, operation, control and management of all water and waste treatment systems (including mining and industrial applications)
 - water quality management in the aquatic environment
 - Social, educational and managerial development.
- Liaise with governmental (central, provincial and local), regional water authorities, industry, NGOs and any other appropriate bodies on all matters relating to the water environment.
- Promote participation and research for the benefit of communities, industry and the environment.
- Arrange forums and establish a database to facilitate the sharing of information.
- Establish and manage a fund to support individual development and capacity building.

2. COMPANY CONTACT DETAILS

Directors: Dr V Naidoo - Chairperson
 Mr A Wurster- Vice Chairperson
 Dr J Burgess - Immediate Past Chairperson
 Mr G Walters- Treasurer /Chair of Finance
 Ms N Hancke - YWP President
 Prof D Taylor
 Mr P Shilowa
 Mr C Swartz

CEO: Dr. LM Goldman

Postal Address: P.O. Box 6011, Halfway House, 1685

Street Address: 546 16th Road, First floor, Building 5, Constantia Park, Midrand, 1685

Telephone Number: 086 111 9472

Fax Number: 011 315 1258

Email: ceo@wisa.org.za

3. THE ACT

3.1 The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

3.2 Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

3.3 Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC. The contact details of the Commission are:

Postal Address: Private Bag 2700, Houghton, 2041
Telephone Number: +27-11-877 3600
Fax Number: +27-11-403 0625
Website: www.sahrc.org.za

4. APPLICABLE LEGISLATION

No	Ref	Act
1	No 61 of 1973	Companies Act
2	No 98 of 1978	Copyright Act
3	No 55 of 1998	Employment Equity Act
4	No 95 of 1967	Income Tax Act
5	No 66 of 1995	Labour Relations Act
6	No 89 of 1991	Value Added Tax Act
7	No 75 of 1997	Basic Conditions of Employment Act
8	No 69 of 1984	Close Corporations Act
9	No 25 of 2002	Electronic Communications and Transactions Act
10	No 2 of 2000	Promotion of Access of Information Act
11	No 30 of 1996	Unemployment Insurance Act

5. Schedule of Records

List of all operational documents that are held by WISA

- Accounting records
- Information Technology
- Intellectual Property
- Personal Records
- Marketing
- Statutory Company records
- Membership Databases
- Internal Phone lists
- Policies
- Procedures
- Directives
- Minutes of Meetings
- Administrative information

6. FORM OF REQUEST

To facilitate the processing of your request, kindly:

6.1 Send an email to paia@wisa.org.za

6.2 Address your request to the Head of the Company (CEO).

6.3 Provide sufficient details to enable the COMPANY to identify:

- (a) The record(s) requested;
- (b) The requester (and if an agent is lodging the request, proof of capacity);
- (c) The form of access required;
- (d) (i) The postal address or fax number of the requester in the Republic;
(ii) If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- (e) The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

7. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 7.1** A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 7.2** If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 7.3** A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 7.4** Records may be withheld until the fees have been paid.

8. SAHRC INFORMATION

Any queries with regards to this manual should be directed to:

The South African Human Rights Commission; PAIA unit

Private Bag 2700

Houghton

2041

Phone: 011 484 8300

Fax: 011 484 0582

Email: PAIA@sahrc.org.za

Website: www.sahrc.org.za

This manual is compiled on behalf of the Water Institute of Southern Africa (WISA) by:

Jaco Seaman

Marketing & Events Manager

Signature:

Date: _____

