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| **GEO-INFORMATION SOCIETY OF SOUTH AFRICA** |

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| **Manual** |

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| **in terms of section 51** |

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| **of the** |

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| **Promotion of Access to Information Act, 2000** |
| **(Act No. 2 of 2000 as amended)** |

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| ***“services and records available at GISSA”*** |

***2nd issue, April 2013***

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**ANNEXURES**

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**Acronyms**

GISSA : Geo-information Society of South Africa.

PAIA : Promotion of Access to Information Act, 2000 (Act No. 2 of

2000).

IO : Information Officer (Chairman of GISSA).

DIO : Deputy Information Officer (designated in terms of section 17 of PAIA).

SAHRC : South African Human Rights Commission.

**Definitions**

Access Fee : fee payable by a requester for search, preparation and reproduction of the

records requested,

Internal Appeal : an appeal against the decision to refuse access to information,

[submitted to the IO & referred to the Relevant Authority],

Personal Requester : means a person requesting access to a record which contains personal

information about himself or herself,

Personal information : information about an individual, including but not limited to birth, marital

status, age, health, well-being, social origin, employment, identifying

number, address, name, fingerprints, confidential correspondence, and financial transactions,

Record : means any recorded information, in any form or medium in possession of

the Society, and whether or not it was created by the Society,

Relevant Authority : means the Minister of Home Affairs, or the person designated, in writing,

by the Minister, dealing with Internal Appeals,

Request Fee : a non-refundable fee payable by a requester when submitting a request for

access [Personal Requester excluded from paying request fee],

Requester : means any person requesting access to a record held by the Society

[\*excludes other public bodies],

Request for access : means a request for access to a record or records held by the Society

made in accordance with PAIA, and

Third Party : means any person, other than the requester and GISSA.

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| PURPOSE OF THIS MANUAL |

This manual provides information to members of the public wishing to access records held by the Geo-information Society of South Africa, which information includes the contact details of IO and DIOs, the organisational structure of GISSA, services rendered by GISSA and how to access such services, as well as mandates/legislation informing the functions of GISSA.

The manual provides a description of records available in the Society, and the manner and procedure for requesting access to such records, and how such request for access should be dealt with by the Society, including the period within which the Society should reply to the request.

The manual also contains the list of grounds upon which the Society may rely in refusing access to a record held by the Society, as set out in PAIA, as well as the remedies available to a Requester upon refusal of his or her request.

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| GUIDE ON HOW TO USE PAIA |

The SAHRC has, in terms section 10 of PAIA, compiled a guide providing information to members of the public, and particularly persons who wish to exercise their right of access to information, on how to use PAIA, and the guide is available in English at the official address of the Society as well as on the GISSA website.

The guide is available from the SAHRC through the following contact details:

*The South African Human Rights Commission*

*PAIA Unit*

*Research and documentation Department*

*Physical address:* ***Head Office***

*Braampark Forum 3*

*33 Hoofd Street*

*Braamfontein, Johannesburg*

*Tel: 011 877 3600*

*Fax: 011 403 0668*

*e-mail:* [*info@sahrc.org.za*](mailto:info@sahrc.org.za)

WEBSITE: [www.sahrc.org.za](http://www.sahrc.org.za/)

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| INFORMATION OFFICER AND DEPUTY INFORMATION OFFICERS (CONTACT DETAILS) |

**Information Officer: Current Chairperson of GISSA (Mrs Janusha Singh)**

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| --- | --- | --- |
| **Physical address** | **Postal address** | **Tel – Fax – E-mail**  (\*PAIA requests/information) |
| ***GISSA***  *6 Lincoln Road*  *Meerhof*  *Hartbeespoort*  *0216* | *GISSA*  *PO Box 650*  *Hartbeespoort*  *0216* | *Tel: (012) 2591734*  *E-mail:* [*g*issa*@gissa.org.*za](mailto:gissa@gissa.org.za)  *Website:* [www.gissa.org.za](http://www.gissa.org.za) |

**Deputy Information Officers**

|  |  |  |
| --- | --- | --- |
| **Designation** | **Name** | **Contact details**  (\*PAIA requests) |
| **Secretary** | Dr Hermanus J Brynard | [*gissa@gissa.org.za*](mailto:gissa@gissa.org.za) |

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| ORGANISATIONAL STRUCTURE OF THE SOCIETY |

**The structure of the Society comprises:**

**Directors**

As required by the Companies Act.

**National Council**

Responsible for coordination of National activities, the carrying out of strategic matters, and guidance to Regions for fulfilling the Society's Aims and Objectives

**The National Council comprises:**

**Chairperson appointed in terms of clause 7 of the GISSA Constitution**

**Deputy Chairperson**

**National Secretary**

**Representative to the South African Geomatics Council**

**Elder**

**Portfolio managers**

**Representatives from the 8 regions (provinces)**

**Regional Committees**

Responsible for the carrying out of National goals and activities at the Regional level, and also for carrying out local and Regional activities as decided by the Region.

**Regional Bodies comprising:**

Chair

Vice Chair

Treasurer

Secretary (Volunteer/elected position, no stipend).

Committee Elder (preferable, not compulsory, possibly per Branch.)

At least 1 person responsible for any or all National projects.

At least 1 person responsible for any or all Regional projects.

Persons responsible for portfolios deemed necessary by the Regional Committee

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| SERVICES RENDERED BY THE SOCIETY |

The Society renders various services to its members and the Geo-information community, and the services are divided into the following *two* categories:

**MEMBER SERVICES**:

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| **Service** | **Rendered to** | **Apply at** |
| Regional events | All paid-up members | Various locations of the region’s discretion |
| Advertising of employment opportunities and job adverts | All members and companies | [GISSA website](http://gissa.org.za/) |
| News items of interest to the Society members | Members and the public | [GISSA website](http://gissa.org.za/) |
| Biennial conference | Members | Various locations of the Society’s discretion |

**GEO-INFORMATION COMMUNITY**:

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| **Service** | **Rendered to** | **Apply at** |
| Employment opportunities/vacancies | Companies operating in the field of GISc | [GISSA website](http://www.gissa.org.za/) |
| Member CV |
| Vendors and consultants |
| Conferences and advertising opportunities | Companies | [GISSA website](http://www.gissa.org.za/) |
| Educational sites | Members and the public |
| Representation on various committees pertaining to GISc | GISc community |

**MANDATES/LEGISLATION INFORMING FUNCTIONS OF THE SOCIETY**

* Geomatics Act No 19 of 2013
* GISSA Constitution as amended 30 September 2021

**OTHER MANDATES/LEGISLATION IMPACTING ON GISSA**

* Constitution of the Republic of South Africa, 1996.
* Geomatics Profession Act - Act 19 of 2013
* Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
* Protection of Information Act, 1982 (Act No. 84 of 1982).
* POPIA\_Act\_Act\_4\_of\_2013
* POPIA\_Regulations\_-\_Dec\_2018

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| SUBJECTS ON WHICH GISSA HOLDS RECORDS |

**RECORDS HELD AT NATIONAL OFFICE**

|  |  |  |
| --- | --- | --- |
| **Subject of records** | **Categories/description of records** | **Status & Access** |
| Member personal information | List of members grouped according to geographic location and other criteria  Personal attributes | *Confidential*  *Request in terms of PAIA* |

**RECORDS HELD AT NATIONAL OFFICE: FINANCES**

|  |  |  |
| --- | --- | --- |
| **Subject of records** | **Categories/description of records** | **Status & Access** |
| Financial records and statements | Revenue, budget, and expenditure records.  Records of purchases and vouchers.  Quotes for services and purchases  Audited annual financial statements.  Bank statements for all regions  Invoices to members  Proof of payment from members and companies | Confidential  Request in terms of PAIA*.* |
| Procurement records | Contracts | Confidential  Request in terms of PAIA |

**RECORDS HELD AT BRANCH: INFORMATION SERVICES**

|  |  |  |
| --- | --- | --- |
| **Subject of records** | **Categories/description of records** | **Status & Access** |
| IS Infrastructure | Records relating to networks run by IS.  Records held at data centre (CRM). | Non-confidential  Request in terms of PAIA*.* |

**Audit Services**

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| **Subject of records** | **Categories/description of records** | **Status & Access** |
| Audit reports | Reports on financial performance of the Society | Request in terms of PAIA*.* |

**CIPC**

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| **Subject of records** | **Categories/description of records** | **Status & Access** |
| Registration documents | Records of all registration documents | Request in terms of PAIA |
| Annual returns | Records of annual returns |

**Statutory compliance**

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| **Subject of records** | **Categories/description of records** | **Status & Access** |
| BEE certificate | BEE compliance certificate | Request in terms of PAIA |

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| INFORMATION AVAILABLE ON GISSA WEBSITE |

Information on GISSA website: *www.gissa.org.za*

* Mission and Aim statements
* Banking information
* News and Events
* Company vacancies
* Regional/national activities
* Constitution
* Preface to Ethics
* Code of Ethics
* Conferences
* National Council
* Vendors & Consultants
* Benefits of GISSA membership
* GISSA Fees and Banking Detail
* General information
* Marketing & Communication
* Government
* Portfolios
* South African Journal of Geomatics
* GISSA Survey
* Employment opportunities
* Member CVs placed upon request
* Educational sites
* Interest Groups
* Information pertaining to SAGC professional registration.

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| SUBMITING A REQUEST FOR ACCESS TO INFORMATION |

1. **COMPLETING THE PRESCRIBED REQUEST FORM**

* Obtain the prescribed **Request Form** contained in Annexure **B** to this Manual. Request form also available on GISSA’s website [www.gisssa.org.za](http://www.gisssa.org.za), or from the national secretary at [gissa@gissa.org.za](mailto:gissa@gissa.org.za).
* Complete the prescribed request form, in full, and clearly indicate the record or records requested.
* Sign the request form in the space provided.

1. **SUBMITTING THE COMPLETED THE REQUEST FORM**

* Submit the signed **Request Form** to the **Information Officer**, through the **contact details or address set out in paragraph 3 of this manual**.
* Confirm receipt of request through the contact number provided in paragraph 3 of this manual.

1. **PAYMENT OF REQUEST FEE**

* The Requester may be requested to pay the prescribed Request Fee, if applicable, after lodging of request, and the said **fee is indicated in Annexure A to this Manual**.
* A Requester seeking access to a record or records that contain information relating to him/herself shall not be required to pay the Request Fee.
* PAIA also provides for the exemption from payment of the Request Fee, and/or the Access Fee for the categories of persons set out in the table in Annexure **A** hereto.

1. **ASSISTANCE TO THE REQUESTER BY GISSA**

* The IO, DIO or any person designated by the IO to receive requests for access to information on behalf of the Society shall, upon request, assist any person, wishing to lodge a Request, to comply with the prescribed requirements in terms of PAIA for lodging such request.
* For any enquiry regarding the lodging of a request for access to information with the Society, a prospective requester may submit his or her enquiry, in writing by fax to 086 212 5666 or e-mail to [*paia@GISSA.gov.za*](mailto:paia@dha.gov.za), or visit any nearest GISSA office for assistance.

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| CONSIDERATION OF REQUEST FOR ACCESS BY GISSA |

1. **RIGHT OF ACCESS TO RECORDS HELD BY GISSA**

In terms of section 11 of PAIA, any person requesting access to a record held by The Society must be given access to that record, if he or she has submitted a request for access to such record in terms of PAIA, and if his or her request complies with all the procedural requirements set out in PAIA, and also if access to such record should not be refused in terms of the grounds for refusal provided in PAIA.

1. **CONSIDERATION OF REQUEST & DECISION BY THE IO/DIO**

IO/DIO or any person designated by the IO must, as soon as reasonably possible after the Request is received, consider the request and make a decision thereon, whether or not to grant access, and such decision must be made in view of the relevant provisions of PAIA, and other relevant considerations.

1. **NOTICE OF DECISION TO THE REQUESTER**

* Decision on whether or not to grant access to a record held by the Society must be communicated to the Requester **within 30 days** of receipt of request.
* **If request is granted**, the notice to the requester must indicate the form in which access will be granted, as well as the access fee payable, if any.
* **If request is refused**, the notice to the requester must state the **reasons for refusal**, and also advise the requester of his or her **right to lodge and internal appeal** against such refusal and to **indicate the process for lodging such appeal**.

1. **NOTICE TO THIRD PARTY**

If the IO/DIO receives a request for access to a record that contains Personal Information of a Third Party; trade secrets or information supplied in confidence by a Third Party, the IO/DIO must take all reasonable steps to inform the Third Party about the request in order to afford that Third Party an opportunity to make representations regarding the said request.

1. **EXTENSION OF PERIOD TO DEAL WITH A REQUEST**

IO/DIO or a person designated by the IO dealing with a request for access may extend the 30 days period for dealing with such request once for a period of not more than 30 days **if the process involved in the search and preparation of the record may reasonably be expected to take longer than the prescribed 30 days period**; and IO/DIO or such person designated by the IO must **notify the Requester of the said extension** (with adequate reasons).

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| GROUNDS FOR REFUSAL& DISCLOSURE IN THE PUBLIC INTEREST |

1. **GROUNDS FOR REFUSAL**

* Mandatory protection of privacy of Third Party who is a natural person, including a deceased individual.
* Mandatory protection of certain records of South African Revenue Service.
* Mandatory protection of commercial information of Third Party.
* Mandatory protection of certain confidential information and protection of certain confidential information of Third Party.
* Mandatory protection of safety of individuals, and protection of property.
* Mandatory protection of police dockets in bail proceedings, and protection of law enforcement and legal proceedings.
* Mandatory protection of records privileged from production in legal proceedings;
* Defence, security and international relations of the Republic.
* Economic interests and financial welfare of the Republic and commercial activities of the Society.
* Mandatory protection of research information of Third Party, and protection of research information of the Society.
* Operations of the Society.
* Manifestly frivolous or vexatious requests, or substantial and unreasonable diversion of resources of the Society.

1. **MANDATORY DISCLOSURE IN PUBLIC INTEREST**

A request for access to a record that could otherwise be refused in terms of the grounds for refusal in terms of PAIA may, however, be granted in circumstances where the disclosure of the record is in the ***public interest***; and if such public interest clearly outweighs the harm contemplated in the ground for refusal.

1. **DEEMED REFUSAL OF A REQUEST**

If the IO/DIO **fails to take a decision and reply to the** **Requester** **within the prescribed 30 days period**, the IO/DIO will be deemed to have refused such Request, and the Requester may lodge an Internal Appeal against such refusal.

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| REMEDIES IF REQUEST FOR ACCESS IS REFUSED |

1. **INTERNAL APPEAL**

A Requester who has been aggrieved on his or her request for access to information may lodge an Internal Appeal with the Relevant Authority against the said decision.

1. **Lodging Internal Appeal**

* Must be lodged **within 60 days** after the Requester is informed of the decision taken on his or her request.
* Obtain the prescribed **Internal Appeal Form** contained in **Annexure “C”** to this Manual. Internal Appeal form also available on GISSA’s website, ([www.gissa.org.za](http://www.gissa.org.za/)) or from any office of GISSA, upon request.
* Complete the prescribed Internal Appeal form, in full, and indicate the decision against which the Internal Appeal is lodged.
* Sign the internal appeal form in the space provided.
* Submit Internal Appeal to the IO/DIO through the contact details or address set out in paragraph 3 of this manual.

1. **IO/DIO to refer Internal Appeal to Relevant Authority**

* The IO/DIO must, within 10 days of receipt of the Internal Appeal, refer the Internal Appeal, together with reasons for the decision on the request, to the Relevant Authority.
* The Relevant Authority must consider and decide on the Internal Appeal **within 30 days** after the notice of Internal Appeal is referred to his or her office.
* The decision of the Relevant Authority must either confirm or set aside the decision of the IO/DIO, and substitute his or her decision on the Request.

1. **APPLICATION TO COURT**

A Requester who has been unsuccessful in an internal appeal may, **within 60 days** of receipt of notice of the decision on his or her Internal Appeal, apply to the High Court for appropriate relief.

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| AVAILABILITY OF MANUAL |

1. This Manual shall be made available, where applicable, in each of the three official languages in which the manual is compiled or translated―
2. on the website of the Society;
3. upon request from the national secretary at [gissa@gissa.org.za](mailto:gissa@gissa.org.za).
4. This Manual may be published in the Government *Gazette.*

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| UPDATING OF MANUAL |

This Manual shall be reviewed at least annually by the Society and, where necessary, the Manual will be updated and published as contemplated in PAIA.

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