



**Council for Geoscience**

**COUNCIL FOR GEOSCIENCE (CGS)**

**PROMOTION OF ACCESS TO INFORMATION MANUAL**

**2023**

**The Council for Geoscience (CGS) Manual compiled in terms of section 14 of  
the Promotion of Access to Information Act, 2000  
(PAIA)**

## Table of Contents

1.	DEFINITIONS .....	4
2.	INTRODUCTION .....	7
3.	MANDATE AND CORE VALUES OF THE COUNCIL FOR GEOSCIENCE.....	8
3.1	MANDATE.....	8
3.2	Core values of the Council for Geoscience .....	9
4.	STRUCTURE OF THE COUNCIL FOR GEOSCIENCE.....	9
5.	ADMINISTRATION OF THE ACT.....	10
6.	CONTACT DETAILS .....	11
6.1	INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER.....	11
7.	REQUEST FOR INFORMATION .....	11
8.	REQUEST BY PEOPLE WITH DISABILITIES .....	13
9.	FEES PAYABLE .....	13
10.	METHOD OF PAYMENT .....	14
11.	GROUNDS FOR REFUSAL OR DEFERRAL OF ACCESS TO RECORDS.....	14
12.	APPEALS.....	16
13.	CATEGORIES OR RECORDS HELD BY THE CGS .....	16
13.1	Scientific Operations .....	16
13.2	Services rendered by the CGS.....	17
13.2.1	Geophysics.....	17
13.2.2	Seismology .....	17
13.2.3	Geochemistry.....	17
13.2.4	Minerals Development .....	17
13.2.5	Engineering Geosciences .....	18
13.2.6	Water Geoscience .....	18

13.2.7	Environmental Geoscience .....	18
13.2.8	Marine Geoscience.....	18
<b>14.</b>	<b>THE CATEGORIES OF RECORDS LISTED BELOW ARE AUTOMATICALLY AVAILABLE FROM THE CGS WITHOUT THE REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE PAIA: .....</b>	<b>19</b>
<b>15.</b>	<b>HOW TO GAIN ACCESS TO CGS SERVICES.....</b>	<b>19</b>
<b>16.</b>	<b>THE REMEDIES AVAILABLE IN RESPECT OF FAILURE TO COMPLY WITH THE PROVISIONS OF THIS ACT .....</b>	<b>20</b>
<b>17.</b>	<b>SECTION 10 GUIDE ON HOW TO USE THE ACT .....</b>	<b>20</b>
	<b>ANNEXURE 1.....</b>	<b>21</b>
	<b>FORM A: REQUEST FOR ACCESS TO RECORD OF A PUBLIC BODY .....</b>	<b>21</b>
	<b>ANNEXURE 2.....</b>	<b>26</b>
	<b>FEEES IN RESPECT OF PUBLIC BODIES IN TERMS OF GOVERNMENT NOTICE NO.R.187 IN GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002.....</b>	<b>26</b>
	<b>ANNEXURE 3.....</b>	<b>28</b>
	<b>FORM B: NOTICE OF INTERNAL APPEAL .....</b>	<b>28</b>

## 1. DEFINITIONS

In this guide unless the context requires otherwise –

“**Access fee**” means a fee prescribed for the purposes of reproduction, for search and preparation, and for time reasonably required in excess of the hours prescribed to search for and to prepare the record for disclosure;

“**Court**” means –

- (a) the Constitutional Court acting in terms of section 167 (6) (a) of the Constitution of the Republic of South Africa, 1996; or
- (b) (i) a High Court or another court of similar status; or  
(ii) a Magistrate’s Court, either generally or in respect of a specified class of decisions in terms of PAIA, designated by the Minister; by notice in the Gazette and presided over by a magistrate or an additional magistrate designated in terms of section 91A of PAIA, within whose area of jurisdiction –

“**CGS**” means the Council for Geoscience

“**Information Officer**”, in relation to the CGS, means the Chief Executive Officer;

“**Deputy Information Officer**” means the official duly authorised by the Information Officer to ensure that the requirements of PAIA are administered in a fair, objective and unbiased manner;

“**Official**” in relation to a public body or private body means –

- (a) any person in the employ (permanently or temporary and full time or part-time) of the public or private body, as the case may be, including the head of the body, in his or her capacity as such; or
- (b) a member of the public or private body, in his or her capacity as such;

“**PAIA**” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)

“**Person**” means a natural or a juristic person;

**“Personal requester”** means a requester seeking access to a record containing personal information about the requester;

**“Personal Information”** Means information about an identifiable individual, including but not limited to –

- (a) Information relating to race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health wellbeing, disability, religion, conscience, belief, culture, language and birth of the individual;
- (b) information relating to the education or the medical, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved
- (c) the address, fingerprints or blood type of the individual
- (d) the views or opinions of another individual about the individual

**“Public body”** means –

- (a) any department of state or administration in the national or provincial sphere of government or any municipality in the local sphere; or
- (b) any other functionary or institution when –
  - (i) exercising a power or performing a duty in terms of the Constitution or a provincial constitution; or
  - (ii) exercising a public power or performing a public function in terms of any other legislation;

**“Record”** means any recorded information –

- (a) regardless of the form or medium;
- (b) in the possession or under the control of that public or private body respectively; and
- (c) whether or not it was created by that public or private body, respectively;

**“Regulations”** in terms of the Promotion of Access to Information Act” means regulations regarding the promotion of access to information published in the Government Notice no. 187 of 15 February 2002 (Government Gazette No. 23119),

**“Requester”** means –

- (i) any person (other than a public body contemplated in paragraph (a) or (b) (i) of the definition of “public body”, or an official thereof) making a request for access to a record of that public body; or
- (ii) a person acting on behalf of the person referred to in subparagraph (i);

**“Third party”** means any person (including, but not limited, to the government of a foreign state, an international organisation or an organ of that government or organisation) other than:

- (i) the requester concerned; and
- (ii) a public body.

**“Internal appeal”** means an internal appeal to the relevant authority in terms of section 74 of the Act

## **2. INTRODUCTION**

- 2.1 The promotion of access to information act (No.2 of 2000), was enacted to give effect to the right of access to information contained in section 32 of the Constitution of the Republic of South Africa, 1996 (Act no 108 of 1996). It was promulgated in order to foster a culture of transparency and accountability in Public bodies and Private bodies.
- 2.2 The proclamation of the Geoscience Act (Act 100 of 1993) and its Amendment (Act no. 16 of 2010) states that geoscience data and information records the CGS published in the form of maps, documents and databases, is to be made available to stakeholders. This manual informs a requester on how to obtain access to records held by the Council for Geoscience (CGS).
- 2.3 Section 14 of PAIA act of 2000, requires both public and private bodies to compile manuals that provide information on both the types and categories of records held by such public and private bodies. The CGS is a public body under paragraph (b) (ii) of the definition of “public body” in section 1 of the Act.
- 2.4 This document serves as the CGS manual with regards to information or records in relation to which the CGS is a public body. It provides reference to the records held and the process that needs to be followed to request access to such records as required by section 14 of PAIA.
- 2.5 This manual does not replace the act but must be read in conjunction with the act. Sections 34 to 46 of the PAIA act stipulates the grounds for refusing access to information. In considering whether to provide access to information, the CGS must consider grounds for refusing access to information set out in the PAIA.

Section 9 of PAIA also recognises that such right to access to information is subject to certain justifiable limitations including, but not limited to:

- The reasonable protection of privacy
- Commercial confidentiality
- Effective, efficient and good governance

It should further be noted that this manual provides guidance on how requests for personal information should be addressed.

This manual also prescribes the following:

- The grounds upon which such requests could be refused; and
- The remedies available to the requester upon the refusal/failure to obtain the requested information.

2.6 Should you have any difficulty in using this manual, please contact the deputy information officer described in paragraph 5.1.

2.7 Cognisance of the following applicable legislation should be taken into consideration when executing this manual:

- Constitution of the Republic of South Africa, Act 108 of 1996
- Basic Conditions of Employment Act 75 of 1997
- Geoscience Act 100 of 1993
- Geoscience Amendment Act 16 of 2010
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995
- Promotion of Access to Information Act 2 of 2000
- Protection of Personal Information Act 4 of 2013
- Public Finance Management Act 1 of 1999

### **3. MANDATE AND CORE VALUES OF THE COUNCIL FOR GEOSCIENCE**

#### **3.1 MANDATE**

The Geoscience Act (Act 100 of 1993 as amended in 2010) mandates the CGS, which is a 3A Public Entity in terms of the Public Finance Management Act of 1999, to release geoscience data and information records the CGS published by the CGS. This may be in the form of maps, documents, and databases, and it should be done in line with organizational policies.

The data and information in line with the CGS mandate, includes but not limited to the following:

- The systematic onshore and offshore geoscientific mapping of South Africa.
- To undertake Geoscientific research and related technological development.
- The collection and curation of all geoscience data and act as a national geoscience repository.
- The compilation and development of comprehensive and integrated geoscience knowledge and information, such as geology, geophysics, geochemistry, engineering geology, economic geology, geochronology, palaeontology, geohydrological aquifer systems, geotechnical investigations, marine geology, geomagnetism, seismology, geohazards, environmental geology and other related disciplines.
- To promote the search for, and the exploitation of any minerals in the Republic.



- To study the distribution and nature of mineral resources and geoenvironmental aspects of past, current and future mineral exploitation.
- To study the use of the surface and the subsurface of the land and the seabed, and from a geoscientific viewpoint advise government institutions and the general public on the judicious and safe use thereof with a view to facilitate sustainable development.
- To develop and maintain the national geoscientific library, the national geoscientific information centre, the national borehole core depository, the national geophysical and geochemical test sites, the national geoscience museum, the national seismological network and the national geoscience analytical facility.
- To conduct investigations and render prescribed specialised services to public and private institutions.

### 3.2 Core values of the Council for Geoscience

The core values of the CGS are:

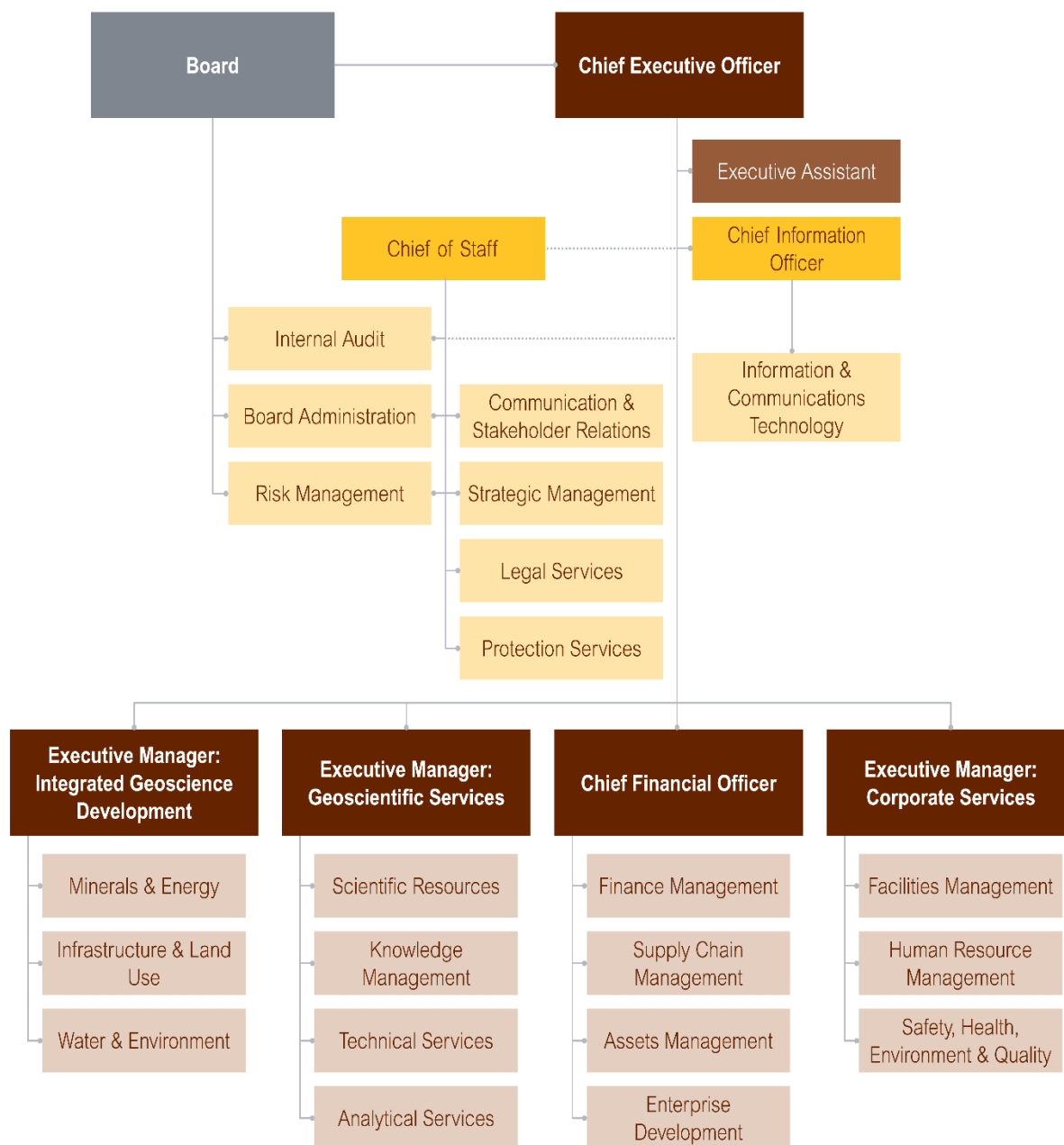
- **Innovation** – Generating and implementing novel ideas and products that create value.
- **Diversity** – Embracing an inclusive culture that upholds transformation and recognises contributions from all stakeholders.
- **Excellence** – Striving to excel in every aspect of its business.
- **Accountability** – Fostering reliability and commitment, taking responsibility and ownership.
- **Learning** – Advancing learning through knowledge creation.
- **Safety, health, and environment** – Prioritising the health and safety of all employees and stakeholders in accordance with environmental stewardship.
- **Transparency** – Providing services impartially, fairly, equitably and transparently.

## 4. STRUCTURE OF THE COUNCIL FOR GEOSCIENCE

The organogram of the CGS describes the reporting structure of the organisation. The structure was developed to support the efficient, effective and robust functioning of the organisation and to streamline the composition of its Board of Directors and executive management.

The executive management team of the CGS is headed by the Chief Executive Officer (Information Officer) who reports to the accounting authority (the CGS Board).

The diagram below demonstrate the structure of the Council for Geoscience



## 5. ADMINISTRATION OF THE ACT

In terms of PAIA, The Chief Executive Officer (CEO) is the Information Officer, and has delegated his responsibilities to the Deputy Information Officer referred below to ensure the effective administration of PAIA within the CGS.

## 6. CONTACT DETAILS

### 6.1 INFORMATION OFFICER AND DEPUTY INFORMATION OFFICER

Below are the contact details for the Chief Executive Officer of the Council for Geoscience, who is the appointed Information Officer

<b>INFORMATION OFFICER</b>	
Full names	Mr Mosa Mabuza Chief Executive Officer
Email Address	<a href="mailto:info@geoscience.org.za">info@geoscience.org.za</a>
Telephone number	012 841 1020
Postal Address	Private Bag X112 Pretoria 0001
Physical Address	280 Pretoria road Silverton Pretoria 0184

6.2 In Accordance with the provisions of the act. The information officer has duly authorized the following person as Deputy Information Officer. When making a request, please direct it to the following Public Information Officer.

<b>DEPUTY INFORMATION OFFICER</b>	
Full names	Karabo Mphuthi Public Information Officer
Email Address	<a href="mailto:info@geoscience.org.za">info@geoscience.org.za</a> <a href="mailto:data@geoscience.org.za">data@geoscience.org.za</a>
Telephone number	012 841 1025
Postal Address	Private Bag x112, Pretoria, 0184
Physical Address	280 Pretoria road Silverton Pretoria

## 7. REQUEST FOR INFORMATION

7.1 The requester must contact the Deputy Information Officer on [info@geoscience.org.za](mailto:info@geoscience.org.za) to make a request for access to a record.

- 7.2 The requester must print the formal request form A, attached hereto as Annexure 1 also available on the CGS webpage, [www.geoscience.org.za](http://www.geoscience.org.za) or at the CGS's office at the address mentioned in paragraph 5
- 7.3 The requester must provide sufficient information on the request form to enable the Deputy Information Officer to identify the records that are being requested.
- 7.4 The CGS will acknowledge receipt of a request in writing, within fourteen (14) days of receipt thereof, and will advise within thirty (30) days as to whether the information requested is available or accessible and how and where the requester may collect it.
- 7.6 Should the requester not receive an acknowledgement of receipt in writing within fourteen (14) days, the requester should kindly contact the Deputy Information Officer to ensure that the request has been received.
- 7.7 The requestor should also indicate if he or she wishes to be informed of the decision about the request in any other manner and state the preferred way of communication and provide the necessary particulars.
- 7.8 If the request is made on behalf of another person, the proxy requestor must provide a reason and submit proof of the capacity in which he is making the request and provide the CGS with the written consent from the primary requester. This should be done to the reasonable satisfaction of the Deputy Information Officer.
- 7.9 If the requested information is available and accessible. The Deputy Information Officer shall notify the requestor (other than a personal requestor) by email, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- 7.10 The Deputy Information officer shall by email, inform third parties within 21 days after the request has been received. The CGS will consider sharing the access to the record, then furnish the name of the requestor to the third party and state to the requester that the third party may within 21 days deny the request or give written consent
- 7.11 A requestor whose request for access to a record has been granted must pay access fee to cover the reproduction, searching and preparation of the copies or transactions of the content of the record requested as well as for the time required to search for and prepare the record for disclosure.
- 7.12 On receipt of the prescribed fee, the CGS will provide the record to the requester in the format that he/she has requested on the request form, or in the format that the record exists in, if the requested format is not available.
- 7.13 Should the record requested contain information that cannot be shared, the CGS will only share information in the record that can be shared
- 7.14 The CGS upon the request for a record that has been made or transferred, may extend the request to 30 days, if it takes longer to provide the information because of the volume or the difficulty to obtain it.

- 7.15 If a request for access to a record has been refused, delayed or granted subject to unreasonable fees or in an unacceptable form by a paragraph (b) public body, section 78(2) of the act empowers the requester to apply to court of law for appropriate relief within 30 days of the decision.
- 7.16 If the court of the law orders CGS to grant the requester access to the requested records, the requestor must pay the access fee before access to such records can be granted.

## **8. REQUEST BY PEOPLE WITH DISABILITIES**

- 8.1 If a requester is unable to read or write, or if he or she has a disability that prevents him or her from completing the prescribed form, then he or she can make a verbal request. The Deputy Information Officer will then complete the form on behalf of the requester and give a copy of the completed form to the requester (Section 18(3)).
- 8.2 The Information Officer will assist a requester to comply with the abovementioned requirements to request access to information, including referring a requester to another public body, if it is apparent that the request for information should have been made, to such other body (Section 19).

## **9. FEES PAYABLE**

The following fees have been prescribed in the act and must be paid by a requester before the CGS contact persons can make any records available to the requestor.

The request fee payable by every requester, other than a personal requester, referred to in regulation 7(2) of the act is R35, 00.

There are two types of fees payable in terms of the act (section 22) namely:

The request fee and the access fee(s). It may be necessary to pay fees for access to records in terms of PAIA. These fees are for the following:

**9.1 Request fee** – A requester, who seeks access to a record containing personal information about the requester, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the prescribed request fee.

**9.2 Access fee** – If the request is granted, then an access fee must be paid for the reproduction of records and for time in excess of one hour to search and prepare the records for disclosure. Where the time to prepare the records for disclosure is likely to exceed six hours, a deposit of one third of the anticipated access fee may be required as a deposit.

- The Deputy Information Officer must notify the requester by relevant means, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- The request fee payable to public bodies is R35.
- After the Deputy Information Officer has made a decision on the request, the requester must be notified of such decision in the manner requested by the requester.
- If the request is granted, an access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- If a fee has been paid in respect of a request for access which is refused, the Deputy Information officer of the CGS will repay the fees to the requester.

## **10. METHOD OF PAYMENT**

Payment details can be obtained below (no credit card payments are accepted). Proof of payment must be supplied.

- The access fee must be paid prior to access being given to the requested record. If the request for access is successful an access fee may be required for the search, reproduction and/or preparation of the record(s) and will be calculated based on the Prescribed Fees as set out in annexure 2.

### **10.1 The CGS will accept payment by means of the following methods**

- Direct deposits
- Electronic fund transfers
- Non-transferable cheques for which a clearing period of 10 days must be allowed

### **10.2 BANKING DETAILS**

Bank: **Nedbank Limited**

Account name: **Council for Geoscience**

Account number: **1644294486**

Branch code: **198765**

## **11. GROUNDS FOR REFUSAL OR DEFERRAL OF ACCESS TO RECORDS**

- 11.1 The Deputy Information Officer shall, subject to other provisions of the act, refuse a request for information or record if that information or record relates to:

- Mandatory protection of the privacy of a third party who is a natural person, which involves the unreasonable disclosure of personal information of that natural person;
- Mandatory protection of the commercial information of a third party if the record contains:
  - Financial, commercial, scientific or technical information the disclosure could likely cause harm to the financial or commercial interests of that third party.
  - Information supplied in confidence by a third party to CGS, if the disclosure could put that third party at a disadvantage in contractual or other negotiations or even prejudice that third party in commercial negotiations.
  - Mandatory protection of confidential information of third parties if it is protected in terms of any agreement.
  - Mandatory protection of the safety of individuals and the protection of property.

11.2 The Deputy Information Officer may refuse a request for information or record if that information or record relates to Commercial activities of the CGS which may include-

- Trade secrets of the CGS
- Financial, commercial, scientific or technical information the disclosure could likely cause harm to the financial and commercial interests of the CGS.
- Information which, if disclosed could put the CGS into disrepute.
- A programme that is owned by the CGS and which is protected by copyright.
- Information about research being or to be carried out by or on behalf of the CGS, the disclosure of which would likely expose the CGS or the person that is or will be carrying out the research on behalf of CGS or the subject matter of the research to serious advantage.
- An opinion, advice, report or recommendation obtained or prepared, or an account of a consultation discussion or deliberation that has occurred, including but not limited to minutes of a meeting, for the purpose of assisting to formulate a policy to take decision in the exercise of a power or performance of a duty conferred or imposed by the law.

11.3 If access to a record is deferred, the Deputy Information officer must notify the requester within 30 days. The requester must provide reasons of why the information should be released prior to the proposed date.

## **12. APPEALS**

- Should a requester not be satisfied with the decision of the Deputy Information Officer or the deemed refusal of a request, the requester is entitled to lodge an internal appeal in respect of that decision or deemed refusal.
- The internal appeal must be noted in writing using the form annexed marked "**Annexure 3**" hereto (Form B), which may also be accessed on the CGS website.
- The requester must set out the grounds for the appeal in respect of each record sought. The internal appeal must generally be lodged within sixty (60) days of the receipt of the Deputy Information Officer's decision, or the date of the deemed refusal.
- The appeal must be lodged in person or by e-mail or post with the Deputy Information Officer, whose particulars are detailed in paragraph 6.1 above. The Deputy Information Officer will then forward the requestor's appeal, together with reasons for her decision to the relevant CGS's authority for a decision.
- If the requester has not received an acknowledgement of receipt of the appeal within fourteen (14) days, the requester should contact the Deputy Information Officer to ensure that the appeal has been received by the CGS.
- Should the requester not be satisfied with the decision of the relevant CGS authority, the requester may apply to the court for relief.

## **13. CATEGORIES OR RECORDS HELD BY THE CGS**

The CGS holds the following records:

### **13.1 Scientific Operations**

- Minerals & Energy
- Infrastructure & Land use
- Water and Environment
- Scientific Resources
- Knowledge Management
- Technical Services
- Analytical Services



## **13.2 Services rendered by the CGS**

### **13.2.1 Geophysics**

- Airborne surveys (high density)
- Modelling and interpretation
- Ground surveys (all techniques)
- Determination of physical properties
- Palaeomagnetic measurements
- Reconstruction of old data
- Groundwater exploration (borehole siting)
- Groundwater pollution plume mapping

### **13.2.2 Seismology**

- Seismic-hazard assessment
- Seismic-risk assessment
- Seismological research into safety at mines
- Operation of the South African National Seismograph Network (SANSN)
- Participation in the Comprehensive Nuclear Test-Ban Treaty

### **13.2.3 Geochemistry**

- Regional geochemical mapping on a sampling-density grid of one soil (or stream-sediment) sample per km<sup>2</sup>. Samples are analysed on a Simultaneous X-ray Fluorescence Spectrometer (SXRF) for As, Ba, Co, Cr, Cu, Fe<sub>2</sub>O<sub>3</sub> %, MnO %, Nb, Ni, Pb, Rb, Sb, Sc, Sn, Sr, TiO<sub>2</sub> %, Th, U, V, W, Y, Zn and Zr.
- Regional geochemical trends are mapped.
- Small- to medium-sized outcropping ore bodies are identified.

### **13.2.4 Minerals Development**

- Mapping and sampling of ore deposits
- Mineralogical and physical characterisation
- Mineral-commodity reports and maps for specific purposes
- Assistance to small-scale miners
- Industrial minerals
- Maintenance of the COREDATA and COAL databases
- Maintenance of the SAMINDABA mineral-deposits database

### **13.2.5 Engineering Geosciences**

- Engineering-geological and geotechnical expertise
- Engineering-geological site investigations aimed at dams and dam safety, tunnels, pump stations and reservoirs
- Construction-material investigations
- Slope-stability investigations
- Structure or Urban Development plans
- Engineering-geological Database (ENGEODE)
- Regional engineering-geological mapping
- Research focusing on understanding the dolomitic environment and its stability

### **13.2.6 Water Geoscience**

- Planning and assessment of rural water-supply systems
- Groundwater resource assessments (quantification, flow determination and water quality studies)
- Groundwater sustainability studies for both resources and water supply schemes
- Management of groundwater resources, including exploration
- Groundwater- and contaminant-transport modelling
- Management of groundwater contamination (e.g. impact of mining, as well as of waste and sanitation facilities)
- Hydrogeological mapping
- Environmental Management Programme Reports (EMPRs)
- Specialist environmental drilling services (direct push methods, as well as gas and water sampling)

### **13.2.7 Environmental Geoscience**

- Environmental investigations
- Environmental Impact Assessments
- Mine Environmental Management Plans
- Pollution investigations
- Risk assessments
- Laboratory Services
- Batch and Kinetic leach testing

### **13.2.8 Marine Geoscience**

- Marine geophysical surveying
- Near-shore and continental-shelf mapping

- Resource surveys of heavy minerals, marine placer diamonds, potash and phosphate
- Environmental Impact Assessments (EIAs)
- Wreck surveys
- Marine engineering-site surveys
- Coastal- and estuarine-sediment dynamics
- Scientific diving surveys

**14. THE CATEGORIES OF RECORDS LISTED BELOW ARE AUTOMATICALLY AVAILABLE FROM THE CGS WITHOUT THE REQUESTER HAVING TO REQUEST ACCESS IN TERMS OF THE PAIA:**

- Information uploaded in the CGS website
- Information booklets
- Pamphlets
- Marketing Posters
- Newsletters
- Other marketing and communications materials relating to the functions and services of the CGS.
- Media releases
- Strategic plans
- Annual reports
- Banking details and bank accounts (Finance and treasury)
- Information about Tenders

**15. HOW TO GAIN ACCESS TO CGS SERVICES**

CGS services are accessed through a formal application form. Further details on how to access CGS services may be found on the CGS website i.e. [www.geoscience.org.za](http://www.geoscience.org.za) and our data portal is [maps.geoscience.org.za](http://maps.geoscience.org.za) the requester may send an email to [info@geoscience.org.za/](mailto:info@geoscience.org.za) [data@geoscience.org.za](mailto:data@geoscience.org.za).

**16. THE REMEDIES AVAILABLE IN RESPECT OF FAILURE TO COMPLY WITH THE PROVISIONS OF THIS ACT**

Any requester dissatisfied with any decision in respect of a request for access to a record of the CGS can approach the High court or another Court of similar status to seek relief.

**17. SECTION 10 GUIDE ON HOW TO USE THE ACT**

Please direct any queries to relating to the guide on how to use the act to:

<b>THE INFORMATION REGULATOR (SOUTH AFRICA)</b>	
<b>Postal Address</b> P.O Box 31533 Braamfontein Johannesburg 2017	<b>Physical Address:</b> JD House 27 Stiemens Street Braamfontein Johannesburg
<b>Website:</b> <a href="https://www.inforegulator.org.za">https://www.inforegulator.org.za</a>	
<b>Emails</b> <a href="mailto:PAIAComplaints@inforegulator.org.za">PAIAComplaints@inforegulator.org.za</a> <a href="mailto:POPIAComplaints@inforegulator.org.za">POPIAComplaints@inforegulator.org.za</a> <a href="mailto:enquiries@inforegulator.org.za">enquiries@inforegulator.org.za</a>	

**ANNEXURE 1**



**Council for Geoscience**

**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))

**A. Particulars of public body**

Attention \_\_\_\_\_

**The Information Officer/Deputy Information Officer**

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

- a) *The particulars of the person who requests access to the record must be given below*
- b) *Furnish an address and/or fax number in the Republic to which the information is to be sent, or must be given*
- 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: \_\_\_\_\_

Email 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**

Provide full particulars of the record to which access is requested, including the reference number if it is known, to enable the record to be located

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

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

3. Any further particulars of the record: \_\_\_\_\_

**E. Fees**

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

Reason for the exemption from payment of fees:

**F. Form of access to record**

*If you are prevented by 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 the 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
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**3. If 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)
--	-------------------------------------------	--	-----------------------------------------------------------

**4. If 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 of the transcription to be posted to you?  <b>A postal fee is applicable</b>	<b>YES</b>	<b>NO</b>

*Note that if the record is not available in the language of your choice, access may be granted in the language in which the record is available*

In which language do you prefer the record?	

**G. 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 the request*

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

---

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

\_\_\_\_\_  
**SIGNATURE OF REQUESTER / PERSON ON  
 WHOSE BEHALF REQUEST IS MADE**



**FOR CGS USE**

Reference Number: \_\_\_\_\_

Request received by \_\_\_\_\_

(name and surname of information officer/ deputy Information officer) on the  
\_\_\_\_\_ (date) at \_\_\_\_\_ (place).

Request fee (if any): R \_\_\_\_\_

Deposit fee (if any) R \_\_\_\_\_

Access fee R \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE DEPUTY INFORMATION OFFICER**

## ANNEXURE 2



**Council for Geoscience**

### **FEES IN RESPECT OF PUBLIC BODIES IN TERMS OF GOVERNMENT NOTICE NO.R.187 IN GOVERNMENT GAZETTE 23119 OF 15 FEBRUARY 2002**

1. The fee for a copy of the manual as contemplated in regulation 6(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:

For every photocopy of an A4-size page or part thereof	R0,60
For every photocopy of an A4-size page or part thereof	R0,40
For a copy in a computer-readable form on - (i) stiffy disc (ii) compact disc	R5,00 R40,00
For a transcription of visual images, for an A4-size page or part thereof	R22,00
For a copy of visual images	R60,00
For a transcription of an audio record, for an A4-size page or part thereof	R12,00
For a copy of an audio record	R17,00

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:

For every photocopy of an A4-size page or part thereof	R0,60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable	R0,40
(i) stiffy disc (ii) compact disc	R5,00 R40,00
For a transcription of visual images, for an A4-size page or part thereof	R22,00

For a copy of visual images	R60,00
For a transcription of an audio record, for an A4-size page or part thereof	R12,00
For a copy of an audio record	R17,00
To search and prepare the record for disclosure, for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	R15,00

<p>For purposes of section 22(2) of the Act, the following applies:</p> <p>(a) Six hours as the hours to be exceeded before a deposit is payable; and</p> <p>(b) one third of the access fee is payable as a deposit by the requester.</p>
<p>The actual postage is payable when a copy of a record must be posted to a requester</p>

**ANNEXURE 3**



**Council for Geoscience**

**FORM B: NOTICE OF INTERNAL APPEAL**

(Section 75 of the Promotion of Access to Information Act, 2000 (PAIA no 02 of 2000))

*The name and postal address, fax number or email address of the information officer or deputy information officer*

**A. Particulars of Council for Geoscience**

Attention: \_\_\_\_\_

**The Information Officer/Deputy Information Officer:**

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

**B. Particulars of the requester/third party who lodges the internal appeal**

- (a) *The particulars of the person who requests access to the record must be given below.*
- (b) *Furnish an address and/or fax number in the Republic to which information must be sent*
- (c) *Proof of capacity in which the request is made, if applicable, must be attached*
- (c) *If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below*

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

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

Postal Address: \_\_\_\_\_

\_\_\_\_\_

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

Email address: \_\_\_\_\_

Capacity in which an internal appeal on behalf of another person is lodged: \_\_\_\_\_

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

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

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

Identity number/company number: \_\_\_\_\_

**D. The decision against which the internal is lodged**

Mark the decision against which the internal appeal is lodged with an x in the appropriate box:	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of PAIA
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of PAIA
	Decision in terms of section 29(3) of PAIA to refuse access in the form requested by the requester
	Decision to grant request for access

**E. Grounds for appeal**

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

State the grounds on which the internal appeal is based: \_\_\_\_\_

\_\_\_\_\_

State any other information that may be relevant in considering the appeal: \_\_\_\_\_

\_\_\_\_\_

**F. Notice of decision on appeal**

*You will be notified in writing of the decision on your internal appeal. If you wish to be informed 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?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
**SIGNATURE OF APPELLANT**



**FOR CGS USE:**

**OFFICIAL RECORD OF INTERNAL APPEAL:**

Appeal received on \_\_\_\_\_ date by \_\_\_\_\_

\_\_\_\_\_  
Name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's /deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on \_\_\_\_\_(date) to the relevant authority

**OUTCOME OF APPEAL:**

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER  
CONFIRMED

NEW DECISION: \_\_\_\_\_

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

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**INFORMATION OFFICER**

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER  
FROM THE RELEVANT AUTHORITY ON (date) \_\_\_\_\_