



**PROMOTION OF ACCESS TO INFORMATION ACT,
ACT 2 OF 2000**

**OPTRON GEOMATICS (PTY) LTD
SECTION 51 MANUAL**

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1. INTRODUCTION

This Manual is made available in terms of Section 51 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). The Act gives effect to the provisions of Section 32 of the Constitution, which provides for the right of access to information held by the State and to information held by another person that is required for the exercise and / or protection of any right.

OPTRON GEOMATICS (Pty) Ltd is a leading supplier of advanced positioning solutions, which assists in maximizing the user's productivity and over-all profitability. Optron has been supplying and supporting positioning solutions to customers throughout Africa for over 20 years and has been owned by Trimble since 2007. The main segments of operation are: Trimble Survey; Spatial Imaging; Infrastructure; Geo-Spatial; MGIS and Deformation Monitoring. For detailed information as well as a copy of this Manual, see Optron Geomatics's web page: www.optron.com.

2. CONTACT DETAILS [Section 51(1)(a)]

The CEO has duly authorised Mr. S P Malan to deal with all matters in connection with requests for information in terms of the PAIA.

HEAD OFFICE – CENTURION

Physical Address	Lakefield Office Park Building C 272 West Avenue Centurion 0157
Co-ordinates	(WGS 84) Lat 26 02 02 S Long 28 02 15 E
Postal Address	PO Box 7911 Centurion 0046
Tel No.	+27 (0)12 683 4500
Fax No.	+27 (0)12 663 0158
E-mail	fmalan@optron.com

3. THE SECTION 10 GUIDE ON HOW TO USE THE ACT [Section 51 (1) (b)]

The guide will be available from the South African Human Rights Commission. Please direct any queries to:

The South African Human Rights Commission:

PAIA Unit	
The Research & Documentation Department	
Postal address:	Private Bag 2700 Houghton 2041
Tel No:	+27(0) 11 484 8300
Fax No:	+27(0) 11 484 0582
Website:	http://www.sahrc.org.za
E-mail:	PAIA@sahrc.org.za

4. CATEGORIES OF RECORDS OF OPTRON GEOMATICS (PTY) LTD WHICH ARE AVAILABLE WITHOUT A PERSON HAVING TO REQUEST ACCESS IN TERMS OF SECTION 52(2) OF THE ACT.

No notice of such records has been made to the Minister.

5. RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION [Section 51(1)(d)]

• Companies Act No 61 of 1973	• Pension Funds Act 24 of 1956
• Regional Services Councils Act No. 109 of 1985	• Labour Relations Amendment Act of 2002
• Income Tax Act No. 95 of 1967	• Basic Conditions of Employment Act No. 75 of 1997
• Employment Equity Act No. 55 of 1998	• Skills Development Levy Act No. 9 of 1999
• Occupational Health and Safety Act No. 85 of 1993	• Unemployment Insurance Act No. 63 of 2001
• Customs and Excise Act No. 91 of 1964	• Compensation for Occupational Injuries and Diseases Act No. 130 of, 1993
• Value Added Tax Act No. 89 of 1991	• Electronic Communications & Transactions Act No. 25 of 2002
• Promotion of Access to Information Act No. 2 of 2002	• Skills Development Act No. 97 of 1998
• Unemployment Contributions Act No. 4 of 2002	• Unemployment Insurance Act No. 63 of 2001

6. HOW TO REQUEST A RECORD. A DESCRIPTION OF THE SUBJECTS OF THE RECORDS HELD BY OPTRON GEOMATICS (PTY) LTD AND THE CATEGORIES IN WHICH THESE SUBJECTS ARE CLASSED [Section 51(1)(e)]

6.1 How to request a record [See pro forma request form in Section 10]

- Section 53 prescribes that the requester must use the prescribed form to make the request for access to a record to be made to the CEO, or his duly authorized deputy. This request must be made to the address, fax number or electronic mail address of the body concerned.
- The requester must provide sufficient detail on the request form to enable the CEO, or his duly authorized deputy to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if he or she wishes to be informed in any other manner and state the necessary particulars to be so informed.
- The requester must identify the right that he or she is seeking to exercise or protect and provide an explanation of why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of a person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the CEO, or his duly authorized deputy.
- The head of the private body must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.

- The fee for private bodies is R50. The requester may lodge an internal appeal or an application to the court against the tender or payment of the request fee.
- If the request is granted then a further access fee must be paid for the reproduction and the search and preparation, and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.
- The CEO or his duly authorized deputy will then make a decision on the request and notify the requester in the required form.

6.2 Categories of records held by Optron Geomatics (Pty) Ltd

6.2.1 Web page

The web page, www.optron.com is accessible to anyone who has access to the Internet. Optron Geomatics (Pty Ltd's website has the following categories: Home; About Us; Applications; Products; Support; Training.

6.2.2 Other records

- **Operational information:** This information can be defined as information needed in the day-to-day running of the organization and is generally of little to no use to persons outside the organization (examples of such information are: requisitions, internal telephone lists, address lists, company policies, directives, contracts, employee records and general "house-keeping" information).
- Correspondence files
- Audit files
- Tax files
- Human resources files
- Financial/ accounting records.

7. OTHER INFORMATION AS MAY BE PRESCRIBED [Section 51(1)(f)]

Not applicable.

8. AVAILABILITY OF THE MANUAL [Section 51(3)]

This Manual is available from the South African Human Rights Commission (see details above), OPTRON GEOMATICS (PTY) LTD (see details above), and in electronic format at www.optron.com.

9. FEES IN RESPECT OF PRIVATE BODIES

9.1	The fee for a copy of the manual as contemplated in regulation 9(2)(c) is for every photocopy of an A4-size page or part thereof.		R1.10	
9.2	The fees for reproduction referred to in regulation 11(1)	[a] For every photocopy of an A4-size page or part thereof	R1.10	
		[b] For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75	
		[c] For every photocopy of an A4-size page or part thereof	(i) Stiffy disc	R7.50
			(ii) Compact disc	R70.00
		(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
			(ii) For a copy of visual images	R60.00
		(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
For a copy of an audio record	R30.00			
9.3	The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2)		R50.00	
9.4	The access fees payable by a requester referred to in regulation 11(3)	(1)(a) For every photocopy of an A4-size page or part thereof	R1.10	
		(1)(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	R0.75	
		(1)(c) For a copy in a computer-readable form on	(i) Stiffy disc	R7.50
			(ii) Compact disc	R70.00
		(1)(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40.00
			(ii) For a copy of visual images	R60.00
		(1)(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20.00
			(ii) For a copy of an audio record	R30.00
		(1)(f) To search for and prepare the record for disclosure, for each hour or part of an hour reasonably required for such search and preparation	R30.00	
		(2)	For purposes of section 54(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.			

10. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY

[Section 53(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)] [Regulation 10]

A. Particulars of private body

The Chief Executive Officer: Optron Geomatics (Pty) Ltd

B. Particulars of person requesting access to the record

- (a) The particulars of the person who requests access to the record must be given below.
- (b) The address and/or fax number in the Republic to which the information is to be sent 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:
Fax number:
Telephone 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 the additional folios.**

1. Description of 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 a **request fee** has been paid.
- (b) You will be notified of the amount required to be paid as the request fee.
- (c) The **fee payable for access** to a record depends on the form in which 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 for exemption.

Reason for exemption from payment of fees:

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F. Form of access to 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:		
NOTES:			
(a) Compliance with your request in the specified form may depend 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.			
Mark the appropriate box with an X			
1. If the record is in written or printed form:			
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	Inspection of record
2. If record consists of visual images (This includes photographs, slides, video recordings, computer-generated images, sketches, etc.):			
<input type="checkbox"/>	View the images	<input type="checkbox"/>	Copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound:			
<input type="checkbox"/>	Listen to the soundtrack (audio cassette)	<input type="checkbox"/>	Transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine - readable form:			
<input type="checkbox"/>	Printed copy of record*	<input type="checkbox"/>	Printed copy of information derived from the record*
<input type="checkbox"/>		<input type="checkbox"/>	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 or transcription to be posted to you? Postage is payable.	YES	NO
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G. Particulars of the requester's 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 the additional folios.

1. Indicate which right is to be exercised or protected:

 2. Explain why the record requested is required for the exercise 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 in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

Signed at this day of 20.....

SIGNATURE OF REQUESTER

PERSON/ BODY ON WHO'S BEHALF REQUEST IS MADE

THIS IS AN ELECTRONICALLY CONTROLLED DOCUMENT