



everything
about everywhere.

SECTION 51 MANUAL FOR AFRIGIS (PTY) LTD

MANUAL IN TERMS OF THE PROMOTION OF ACCESS TO
INFORMATION ACT, ACT 2 OF 2000

NOVEMBER 2011

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1 Introduction to AfriGIS (Pty) Ltd

AfriGIS is one of the leading providers of Geographical Information System (GIS) Solutions and consulting services in Southern Africa. We are also a leading black empowered enterprises (33.77% black owned) and proud to be supporting the Proudly South African initiative.

AfriGIS provides a range of GIS services and products from spatial data capturing, maintenance and management, to spatial analysis such as catchment area analysis, proximity and location analysis, as well as routing to dissemination of the data or analysis over the internet, desktop, handheld or mobile telephone devices.

Established in 1997, the AfriGIS team is based in Pretoria and Cape Town and consists of 71 permanent and 31 contract personnel.

1.1 PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

2 Contact details and authorised officer

| | |
|----------------------------|---|
| NAME OF COMPANY | AfriGIS (Pty) Ltd |
| REGISTRATION NUMBER | 1997/06716/07 |
| POSTAL ADDRESS | PO Box 14134, Hatfield, Pretoria.0028 |
| STREET ADDRESS | Rigel Park Block A, 446 Rigel Avenue South, Erasmusrand, 0181, Pretoria, South Africa |
| PHONE NUMBER | +27 87 310 6400 |
| FAX NUMBER | +27 87 310 6448 |
| AUTHORISED OFFICER | Brian Civin |
| E-MAIL ADDRESS | brian@afrigis.co.za |

3 The section 10 Guide on how to use the Act

The Guide will be available from the South African Human Rights Commission by not later than December 2011. Please direct any queries to:

The South African Human Rights Commission

PA/A Unit

The Research and Documentation Department

Postal Address: Private Bag 2700

Houghton
2041
Telephone: +27 11 484 8300
Fax: +27 11 484 7146
Website: www.sahrc.org.za
Email: PA/Asahrc.org.za

4 Records Available in terms of any other legislation of any other legislation

- ❖ Basic conditions of Employment Act No 75 of 1997
- ❖ Companies Act No 61 of 1973
- ❖ Compensation for Occupational injuries and Health Diseases Act No 130 of 1993
- ❖ Employment Equity Act No 55 of 1998
- ❖ Occupational Health and safety Act No 85 of 1993
- ❖ Skills Development Levis Act No 97 of 1999
- ❖ Skills Development Act No 97 of 1998
- ❖ Unemployment Contributions Act no 4 of 2002

5 Access to the records held by the private body

5.1 Categories of records which are available without request to access in terms of this Act in terms of section 52(2)

- ❖ AfriGIS Company Profile (Appendix A)

5.2 Classification of records that may be requested

- ❖ Administration
 - Company registration
 - Minutes of managerial meetings
 - Statutory Records
 - Insurance Records
 - Capital Expenditure Records

- ❖ Human resources
 - Staff recruitment policy
 - Employment contract
 - Remuneration record

- Employment Equity Plan
- Human resources
- Human resources
- ❖ Operations
 - Name of specific types of work done by AfriGIS and records related to it
 - Client registry
- ❖ Finances
 - Financial statement
 - Annual financial statements
 - Asserts inventory
 - VAT Records
 - PAYE Records

5.3 Request Procedure

- ❖ The requested must use the prescribed form (Form C) to make the request for access to a record. This must be made to the authorised officer as set out in paragraph 2.1. This request must be made to the address, Fax number or electronic mail address as set out in paragraph 2.1 of this document.
- ❖ The requested must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requested. The requester should also indicate which form of access is required. The requester should also indicate if the manner to be used to inform the requester and state the necessary particulars to be so informed.
- ❖ The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise of that right.
- ❖ If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body.

5.4 Fees

- ❖ A requester who seeks access to a record containing personal information about that requester is not required to pay the requested fee. Every other requester who is not a personal requester must pay the required request fee:
 - 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 that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
 - After the head of the private body has made a decision on the request, the requester must be notified in the required form.

- If the request is granted then a further access fee must be paid for the search, reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure

6 Other information as may be prescribed

The Minister of Justice and Constitutional Development has not made any regulations in this regard

7 Availability of the manual

The manual will be available at the following offices:

- ❖ The South African Human Rights Commission
- ❖ The Government printers to be printed in the Gazette
- ❖ AfriGIS (Pty) Ltd (during office hours)
- ❖ www.afrigis.co.za

Appendix A: Company Profile

Overview

AfriGIS is one of the leading providers of Geographical Information System (GIS) Solutions and consulting services in Southern Africa. We are also a leading black empowered enterprises (33.77% black owned) and proud to be supporting the Proudly South African initiative.

We follow a product agnostic approach to GIS software as we provide spatial solutions, services and consulting on any of the leading GIS products in South Africa

Most of our clients are successful corporate companies, for example the financial and telecommunications sectors, parastatal or government institutions, departments and municipalities.

Our work is quite diversified as it varies from requests for single map production to developing sophisticated software, to consulting on the strategic importance of integrating spatial information and technology into the organisation.

AfriGIS provides a range of GIS services and products from spatial data capturing, maintenance and management, to spatial analysis such as catchment area analysis, proximity and location analysis, as well as routing to dissemination of the data or analysis over the internet, desktop, handheld or mobile telephone devices

Examples of spatial solutions we have developed includes route navigation, tracking, demographic profiling, proximity and gravity analysis, location based services, and demand forecasting.

We are meticulous in our approach to provide quality services and products to our clients. Our development methodology provides a sequence of phases with sign-off in between, ensuring proper specification of work, to be executed during each phase.

Established in 1997, the AfriGIS team is based in Pretoria and Cape Town and consists of around 71 permanent and 31 contract personnel.

Services

AfriGIS provides the following comprehensive GIS solutions and services:

Data sourcing

- >> AfriGIS datasets (NAD, Street Centre Lines, point data, etc) – Data Catalogue is available.
- >> Data capturing and fieldwork specification, strategy and management
- >> Data brokerage and sourcing

Data services

- >> Data scrubbing, cleaning and manipulation
- >> Data management and conversion
- >> Data maintenance and updating
- >> Geocoding services (Bulk and over the Internet)
- >> Data processing and quality assurance

Analyses and Storage

- >> Database design and implementation (Oracle, SQL, etc)
- >> Database administration and management
- >> Alphanumerical and spatial analysis (overlay, display and query)

- >> Product independent (MapInfo, ESRI, Calliper, Integraph, AutoDesk)
- Solutions* (Software development around GIS technology to create solutions)
- >> GIS strategy and consulting
- >> Bulk map production
- >> Address matching and Geo-coding
- >> Management Information Systems
- >> Project management portal
- >> Demand Forecasting
- >> Data capturing applications
- >> Routing and logistics
- >> Demographic/customer analysis

At AfriGIS we believe that the key to success is to comprehend, communicate and merge client expectations, our technologies and people in an innovative and passionate way, resulting in sustained relationships. These relationships are built on supplying reliable and accurate information and development quick, effective, dynamics solution of high quality. While we recognise the diversity in our organisational and extraordinary individual talents, our shared value set guides us in all that we do:

- >> Respect for our employees, customers, shareholders, partners and communities;
- >> Integrity that embraces honesty and ethical behaviour, setting an example to others;
- >> Passion and commitment to become the best at what we do.

Structure

AfriGIS consists of three operational units:

The **Development** unit applies expertise in object-oriented, software for the spatial solutions of our clients. We adhere to international coding standards and software is constructed by re-using of existing components from the AfriGIS component library. Supporting software consists of add-on development for major industry standard GIS products.

The **Information** unit deals with all aspects of electronic data processing, from GPS (global positioning system) field work and

data capturing by qualified cartographers, to the cleaning, conversion and warehousing of data, spatial relational database setup and implementation, meta database design and implementation, data brokerage and map production.

The **Solutions** unit boasts dedicated professionals in project management, business and system analysis, infrastructure maintenance and transport engineering, marketing and GIS

analysis. The division offers clients a complete enterprise solution, from a feasibility study and project management, to final implementation based on proven project management methodology.

Why AfriGIS

AfriGIS believes that the key to the successful implementation of technology lies in having an agile, competent team which is able to adapt in an ever-changing business environment. Over the last decade, AfriGIS has developed a hugely experienced and knowledgeable team that is passionate about understanding clients' needs and developing the technology that effectively meets these needs on an ongoing basis.

Contact information

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| Registration name: | AfriGIS (Pty) Ltd |
| Trading Name: | AfriGIS (Pty) Ltd |
| Postal Address AfriGIS P. O.Box 14134 Hatfield 0028 | Physical Address Rigel Park A, 446 Rigel Avenue Erasmusrand, 0181 Pretoria South Africa |
| Tel: +27 87 310 6400 Fax: +27 87 310 6448 | gisinfo@afrigis.co.za www.afrigis.co.za |
| Contact Person: | Brian Civin (082 451 0455) |
| Business Registration number: | 1997/06716/07 |
| Registration Date: | 7 May 1997 |
| Income Tax Number: | 9124098642 |
| VAT Registration Number: | 4920166123 |