

## **SECTION 51 MANUAL FOR CAPE HIGHER EDUCATION CONSORTIUM (CHEC)**

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## **1. Introduction to Cape Higher Education Consortium (CHEC)**

The main purpose of the Company is to facilitate regional co-operation between participating Public Higher Education Institutions in the Western Cape; and to promote a spirit of partnership and shared values, with a view to achieving operational efficiencies and a rationalisation of resources, including the establishment of integrated systems and planning; the development of a common infrastructure, including shared facilities and equipment; and the co-ordination of administrative processes and academic programmes

Registration Number: 2003/003131/08

### **Board of directors:**

Anthony Peter Staak – Cape Peninsula University of Technology (CPUT)  
Martin John Hall – University of Cape Town  
Walter Theophilus Claassen – University of Stellenbosch  
Stanley Ridge – University of the Western Cape (UWC)  
Martin Elgar West - UCT  
Hayman Russel Botman – University of Stellenbosch  
Ingrid Merle Miller - UWC  
Mandla Absalom Tshabalala - CPUT  
Lineo Vuyisa Tanga – Peninsula Technikon

Executive Director: Dr James Vincent Leatt

Auditors: KPMG Inc.

Registered Postal Address: Private Bag X8, Rondebosch. 7700

Registered office: 46 Rouwkoop Road, Rondebosch. 7701

## **2. Contact details**

### **Information Officer:**

Dr James Leatt  
Executive Director

· *Postal Address:*  
Private Bag X8  
Rondebosch  
7700

· *Physical Address:*  
46 Rouwkoop Road

Rondebosch  
7701

- *Telephone number:* (021) 659 7100
- *Fax number:* (021) 659 7117
- *Email address:* [ceo@chec.ac.za](mailto:ceo@chec.ac.za)
- *Web address:* [www.chec.ac.za](http://www.chec.ac.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 August 2003. Please direct any queries to:

**The South African Human Rights Commission:**

**PAIA Unit**

**The Research and Documentation Department**

Postal address: Private Bag 2700  
Houghton  
2041

Telephone: +27 11 484-8300  
Fax: +27 11 484-0582  
Website: [www.sahrc.org.za](http://www.sahrc.org.za)  
E-mail: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

### **4. Records held by Cape Higher Education Consortium (CHEC)**

**Records that may be requested in terms of this Act:**

**Records held in terms of the following:**

Registrations:

Certificate of Incorporation and Memorandum and  
Articles of Association  
Value Added Taxation  
Income Taxation exemption

*Administered by UCT and records held there:*

Employees Taxation  
Unemployment Insurance Fund  
Compensation for Occupational Injuries and Health Diseases  
Regional Service Council Levies – Cape Metropolitan Council  
Skills Development Levies

**Records held at the registered office:**

Founding documents  
Annual financial statements  
Minutes of Board Meetings

**Records held at the physical address:**

Finance records

Annual Financial Statements  
Financial reports and printouts (trial balances, ledgers etc.)  
Budgets  
Fixed Asset register  
Invoices for services  
Petty cash records  
Supporting vouchers  
Bank statements  
VAT records

Human Resources records

Confidential Personnel files (including employment contracts, job descriptions etc.)  
Payroll records  
Staff Policy Manual

*Administered by UCT and records held there:*

Employees tax records  
Skills development records  
Unemployment insurance records  
Compensation for Injuries and Diseases

Administration records

Supplier contracts  
Guarantees, warranties & user manuals  
Stationery requirements  
List of software in use  
Correspondence  
Minutes of Board meetings

**5. The request procedures**

Form of request:

- The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or electronic mail address of the body concerned [s 53(1)].
- The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [s 53(2)(a) and (b) and (c)].
- 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 or protection of that right [s 53(2)(d)].
- 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 [s 53(2)(f)].

Fees:

A requester who seeks access to a record containing personal information about that requester is not required to pay the request 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 [s 54(1)].
- 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 [s 54(3)(b)].
- 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 [s 54(6)].

**6. Availability of the manual**

This manual is available for inspection at the offices of Cape Higher Education Consortium free of charge; and copies are available with the South African Human Rights Commission.