

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:

Professor Vivienne Lawack – University of the Western Cape (UWC)
Professor Nico Koopman – Stellenbosch University (SU)
Professor Loretta Feris – University of Cape Town (UCT)
Professor Anthony Staak – CPUT
Professor Martin Oosthuizen – CHEC
Professor Pamela Dube – UWC
Professor Eugene Cloete – SU
Professor Lis Lange – UCT
Professor Louis Fourie - Cape Peninsula University of Technology

Executive Director: Prof Martin Oosthuizen

Auditors: Nexia SAB&T, P.O. Box 12544, N1 City, Goodwood, 7463

Registered office: The Vineyards Office Estate 99 Jip de Jager Drive, Bellville

2. Contact details

Information Officer:

Prof Martin Oosthuizen
Executive Director

· *Physical Address:* The Vineyards Office Estate
99 Jip de Jager Drive
Bellville

- Telephone number: (021) 035 1990
- Email address: Eileen@chec.ac.za
- Web address: www.chec.ac.za

3. The section 10 Guide on how to use the Act

The Guide is available from the South African Human Rights Commission. 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
E-mail: 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

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.

LIST OF OFFICE BEARERS - JUNE 2018

Name	Office bearer title	Work address	Postal address	Telephone	ID Number
Martin Oosthuizen	Director	The Vineyards Office Estate 99 Jip de Jager Drive, Bellville	None	021-035 1990 082 6125315	5310225066081
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Anthony Staak	Director	CPUT	P O Box 652 Cape Town 8000	021-4603356 082 200 6814	5606055102080
Nico Koopman	Director	Stellenbosch University Victoria St. Stellenbosch	P/Bag X1 Stellenbosch 7602	021-8083710 0823304785	6106175065084
Loretta Feris	Director	University of Cape town	P/Bag Rondebosch	021-6502175 0843683886	6804060086088
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Prof Louis Fourie	Alternate Director	CPUT Keisersgracht District 6 Cape Town	P O Box 652 Cape Town 8000	021 460 3800 0828015500	5609185034082