



HEALTH SYSTEMS TRUST MANUAL

Required by Section 51 of the Promotion of Access to Information Act, 2000 in respect of Health Systems Trust, carrying on business in the Republic of South Africa.

A. OUR CORE BUSINESS

The Health Systems Trust is a dynamic independent non-government organisation established in 1992 to support the transformation of the South African health system. HST supports the current and future development of a comprehensive health care system through strategies designed to promote equity and efficiency in health and health care delivery.

B. PARTICULARS IN TERMS OF THE SECTION 51 MANUAL

1. Contact Details

Name of Organisation: Health Systems Trust
E-Mail Address: hst@hst.org.za
Website: <http://www.hst.org.za>
Head of Organisation: Dr. Lilian Dudley

	HEAD OFFICE: DURBAN	CAPE TOWN	JOHANNESBURG
Street Address:	401 Maritime House, Salmon Grove, Victoria Embankment, Durban, 4001	Riverside Centre, 1 st floor, Cnr. Belmont and Main Road, Rondebosch, 7700	Devonshire House, 11 th Floor, 49 Jorrissen Street, Braamfontein, 2017
Postal Address	P.O. Box 808, Durban, 4000	Same as Above	P.O Box 31059, Braamfontein, 2017
Telephone Number:	031 - 307 2954	021 - 689 3325	011 - 403 2415
Fax Number:	031 - 304 0775	021 - 689 2239	011 - 403 2447

2. The Section 10 Guide:

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
E-Mail: PAIA@sahrc.org.za

3. Records available in terms of any other legislation

- Income Tax Act 58 of 1962: Section 75
- Unemployment Insurance Act
- Unemployment Contributions Act 4 of 2002
- Value Added Tax 89 of 1991
- Occupational health and Safety Act 85 of 1993 and Occupational Health and Safety Regulations
- Labour Relations Act 66 of 1995: Section 89
- Basic Conditions of Employment Act 75 of 1997: Sections 29(4), 30 and 31
- Employment Equity Act 55 of 1998: Section 26
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999: Section 13
- Companies Act 61 of 1973
- Arbitration Act 42 of 1965
- Finance Act 35 of 2000
- South African Reserve Bank Act 90 of 1989
- Intellectual Property Laws Amendments Act No. 38 of 1997

4. Access to records held by Health Systems Trust

4.1 The Health Systems Trust has the following records which are freely available without request on the website (www.hst.org.za):

- Press Releases
- Publications
- Brochures
- Programme information
- Annual Report
- Health Calendar

4.2 Records that may be requested:

Administration

- Minutes of Management Meetings
- Minutes of Board Meetings
- Lease Agreements and Title Deeds
- Grant Agreements
- Deed of Trust
- Vehicle Licenses
- Reports to Funders
- Preferred list of Suppliers
- Administration policies and procedures
- Registrations with SARS
- Address Lists and Internal telephone lists
- Insurance Policies
- Contracts Database

Human Resources

- Employment Contracts and Personnel records
- Human Resource Policies and Procedure
- Staff Database
- Payroll records
- Salary Packages
- Employment Equity Plans and Reports
- Training Records

Finance

- Audited Statements
- Financial reports
- Audit Reports
- Assets Inventory
- Debtors and Creditors information
- Banking information and mandates
- Income tax records

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- Information Technology Systems
- User Manuals
- Licenced Software
- E-mail lists

4.3 Procedure for requesting a Record not automatically available

- 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 Health Systems Trust.
- The requester must provide sufficient detail on the request form to enable the Head of the Health Systems Trust to identify the record and the requester. 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.

- 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
- 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 Health Systems Trust.

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 HST 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 the HST is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- The fee to obtain a copy of this manual is R1.10 for every photocopy of an A4 size page.
- After the head of the HST 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.

5. Other Information as may be prescribed

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

6. Availability of the Manual

This manual is available:

- On the Health Systems Trust website
- from the SAHRC; and
- in the *Government Gazette*