

**PAIA Manual for the ECPTA in terms of section 14 of the Promotion of Access to Information Act 2000 (Act No.2 of 2000)**

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<b>Applicability</b>	ECPTA Operations
<b>Contact person</b>	Xoliswa Mapoma
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<b>Date last amended</b>	2 <sup>nd</sup> Version
<b>Related policies</b>	Document Storage & Control
<b>Legal framework</b>	The Eastern Cape Parks and Tourism Agency Act 2 of 2010 (Eastern Cape) The Public Finance Management Act 1 of 1999 Access to Information Act 2 of 2000 Promotion of Just Administrative Action Act 3 of 2000

This manual has been prepared in terms of Section 14 of the Promotion of Access to Information Act 2000 (Act 2 of 2000) for the Eastern Cape Parks and Tourism Agency.

**THE EASTERN CAPE PARKS AND TOURISM AGENCY**

**1. Functions and Structure Section 14 (1) (a)**

**1.1 Functions**

The Eastern Cape Parks and Tourism Agency is listed in Schedule 3C of the Public Finance Management Act (PFMA), reporting to the Department of Economic Development, Environmental Affairs and Tourism (DEDEAT). The mandate of the Eastern Cape Parks and Tourism Agency is rooted in the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996), Chapter 2 Bill of Rights (ss24). The Eastern



Cape Parks and Tourism Agency is governed by the Eastern Cape Parks and Tourism Agency Act 2 of 2010 which sets out the legislative framework within which the ECPTA will operate and in terms of which the ECPTA will carry out its mandate.

The Eastern Cape Parks and Tourism Agency has been established as a Schedule 3C Public entity in terms of the Eastern Cape Parks and Tourism Agency Act 2 of 2010(Act). This Act sets out the legislative framework within which the ECPTA will operate and in terms of which the ECPTA will carry out its mandate of Biodiversity Conservation and Protected Area Management.

## **1.2 Vision Mission and Strategic Goals**

### **1.2.1 Vision**

Responsible tourism and conservation underpin sustainable development of the Eastern Cape.

### **1.2.2 Mission**

The ECPTA will become the premier conservation and tourism agency by actively pursuing low-carbon economic growth through innovation and collaboration in these sectors

### **1.2.3 Strategic goal**

To leverage resources for tourism and conservation priorities

### **1.2.4 Structure**

Eastern Cape Parks and Tourism Agency is governed by a Board of Directors appointed by the Member of the Executive Council for the Economic Development, Environmental Affairs and Tourism

The Eastern Cape Parks and Tourism Agency Board is made up of 7(seven) members including the Chairperson. All members have been appointed for a , year term in accordance with the provisions of the Eastern Cape Parks and Tourism Agency Act 2 of 2010.



### **1.2.5 Board of Directors**

The Board of Directors is the highest decision – making body of the Eastern Cape Parks and Tourism Agency.

### **1.2.6 Executive Management**

The Board performs its functions through the various departments headed by the Chief Executive Officer ; who oversees the running of the organization with an executive management team who manages the day to day operations of organization.

## **Contact Details Section**

### **2. Contact Details Section**

Information Officer:  
Ms X Mapoma  
Tel: (043) 705 4400  
Fax No: (086) 513 4646

### **Section 14 (1) (b)**

Deputy Information Officer  
Mr M Fadashe  
Tel: (043) 705 4400  
Fax No: 086) 513 4646

## **General Information**



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East London  
5201 PO Box 11235

East London

5213

Southernwood

Website: [www.visiteasterncape.co.za](http://www.visiteasterncape.co.za)

### 3. **Guide on how to use Act Section 14 (1) (c)**

The section 10 guide on how to use the Promotion of Access to Information Act is published by the South African Human Rights Commission.

#### **South African Human Rights Commission**

##### **PAIA Unit**

The Research and Documentation Department

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### 4. **Access to the records held by Eastern Cape Parks and Tourism Agency**

#### **4.1 Records requiring a formal Request – Section 14 (1) (d)**

Description of the subjects of records held by ECPTA

- Records required in terms of the ECPTA Act
- Records in terms of other legislation applicable to the ECPTA
- Services offered by ECPTA
- Clients of ECPTA
- Research conducted
- Annual Reports
- Operational reports
- Records of Meetings
- Policies



- Employment records and other related records
- Asset register
- Financial records
- Strategic and management plans
- Records of workshops and conferences attended
- Papers presented
- Archive material

Description of the categories of records held by ECPTA

- Confidential
- Personal
- Commercial
- Financial
- Statutory
- Legal
- Historical

#### 4.2 Automatic disclosures [Section 14 (1) (e)]

Records of the ECPTA available without having to make a formal request for access in terms of the Act:

Record	Location
Annual Reports	Head Office
General Information	Head Office
Brochures of Reserves	Head Office
Corporate Brand	Head Office

#### 4.3 Requesting Information

Any person requesting information must be given access to a record of a public body if the request complies with following:

- All the procedural requirements of the Promotion of Access to Information Act relating to the request for access to any particular record and
- Access to that record is not refused on any ground of refusal mentioned in the Act.



Nature of the request:

- A requester must use the form that has been printed in the Government Gazette (Government Notice R187-15 F)
- The requester must also indicate if the request is for a copy of the record or if the requester wants to come in and look at the record at the offices of the public body. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29 (2)].
- If a person asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the public body concerned, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternate matter, then the fee must be calculated according to the way that the requester first asked for it [s29 (3) and (4)].
- If, in addition to a written reply to their request for the record, the requester want to be told about the decision in any other way, e.g. telephone, this must be indicated [s 18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)(f)].
- If a requester is unable to read or write, or has a disability, then they can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give them a copy [2 18(3)].

There are two types of fees required to be paid in terms of the act, being the request fee and the access fee s22:

A requester who seeks access to a record containing personal information about the 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 information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee.



- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an applicant to the court against the tender or payment of the request fee.

After the information officer has made a decision on the request is granted then a further access fee must be paid for the search, preparation reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## **5 Services available [Section 14 (1) (f)]**

### Nature of Services

ECPTA provides accommodation and day visit services in Provincial Parks to members of the public.

### Accessing these services

These services may be accessed through the reservations department of the ECPTA who can be contacted to gain access to the services of ECPTA use can be made of the central reservation service at: Tel: (043) 705 4400

Day visits can generally be arranged at the entrance gates to the Nature Reserves. In peak and other times, limitations are placed on the number of day visitors allowed into the Nature Reserves and prospective visitors are urged to make prior reservations to avoid disappointment. Further details can also be found on the ECPTA website

## **6 Arrangements allowing for public involvement in the formulation of policy and the exercise of power [Section 14(1) (g)]**

Public involvement in the Exercise of ECPTA powers

Public Participation in the proclamation of Provincial Parks

Public participation in terms of environmental laws the public may participate in all environmental impact assessment processes ECPTA is required to undertake by law.

## **7 The remedies available if the provisions of this Act are not complied with [Section 14(1) (i)]**



The requester of information may appeal against a decision of the Information officer who refuses to grant access to records in writing, within 14 days of receipt of the Information Officers decision and set out in clear and concise terms the basis of the appeal.

In the event of the appeal not being successful the requester shall be entitled to approach the courts for the appropriate relief.

## **8 Other information as prescribed in terms of the Act [Section 14(1)(i)]**

There is currently no other prescribed information. The ECPTA will if necessary, update and publish its manual referred to in subsection (1) of section 14, at intervals of not more than a year.

## **9 Availability of the manual [Section 14 (3)]**

Regulation 187 of 15 February 2002 prescribes in section 4 (1) that the manual of a public body must be made available in the following manner:

A copy of the manual in each of the three official languages used will be available at every place of legal deposit as defined in section 6 of the Legal Deposits act, 1997, the ECPTA Head Office and at the office of the Head of each ECPTA.

The manual is to be published in three of the official languages in the Gazette.

The manual will be made available on the ECPTA website.

## **10 Exemption by the Minister from any provision of this section for a determined period [Section 14 (5)]**






For security, administrative or financial reasons, the Minister may, on request or of his or her own accord by notice in the Gazette, exempt any public body or category of public bodies from any provision of this section for such period as the Minister thinks fit. No such exemption applies to ECPTA.

  
\_\_\_\_\_  
Mr V. Dayimani  
Chief Executive Officer

Date: 11/29/19

  
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Ms. N. Mona  
Chairperson of the Board

Date: 14/02/2020



