

SANParks Honorary Rangers

PAIA Manual



Act 2 of 2000, The Promotion of Access to Information

Prepared in accordance with Section 51 of the Promotion of Access to Information Act No. 2 of 2000

Effective Date: 30th June 2021

Organisation Overview

SANParks Honorary Rangers is a non-profit organization operating throughout South Africa in support of South African National Parks. We are the official SANParks volunteer organisation. Mandated by a memorandum of understanding with SANParks, we are a registered public benefit and non-profit organisation.

1. Part I: Particulars of the Private Body -

(Information required under section 51(1)(a) of the Act)

- a. Name of the Body:
SANParks Honorary Rangers
- b. Head of the Body:
Paul Colditz
- c. Postal Address:
P.O. Box 787,
Pretoria,
0001
- c. Street Address:
643 Leyds Street,
Muckleneuk,
Pretoria
0002
- d. Telephone Number:
+27 12 426 5000
- e. Web address:
www.sanparksvolunteers.org
- f. Contact Details of Information Officer:
 - i. e-mail: connect@honoraryrangers.org
 - ii. Phone: +27 12 426 5000

2. Part II - Description and Access to the Guide –

(Information required under section 51(1)(b) of the Act):

- a. Section 51(1)(b) of the Act refers to the guide as described in section 10, if available, and how to access it.
- b. A guide on how to use the Act is to be compiled by the Human Rights Commission in terms of Section 10 of the Act. Any queries should be directed to:
The South African Human Rights Commission
PAIA Unit, Research and Documentation
Private Bag 2700, Houghton, 2041
Tel: 011 484-8300 Fax: 011 484-0582
- c. The regulations regarding the Promotion of Access to Information published under Government Notice No. R187 of 15 February 2002 set forth how the Human Right Commission should make the guide available.

3. Part III - Voluntary Disclosure and Automatic Availability of Certain Records

(Copy of notice, if any, required under section 51(1)(c) of the Act):

Records that are available without formal request: The only documentation available in this category would be product and publicity material. This material, plus various other categories of information relating to the company, is available on the SANParks Honorary Rangers website – www.sanparksvolunteers.org

Records available in terms of any other legislation (Section 51(1) (d))

SANParks Honorary Rangers keeps certain information and records as a matter of a standard practice, and in accordance with legislation relevant to the industry in which it operates. This includes but is not limited to:

The Basic Conditions of Employment (No. 75 of 1997)
The Companies Act (No 61 of 1973)
The Income Tax Act (No 95 of 1967)
Occupational Health and Safety Act (No 85 of 1993)
Unemployment Insurance Act (No 63 of 2001)
Unemployment Contributions Act (No 4 of 2002)
Value Added Tax Act (No 89 of 1991)
The Labour Relations Act (No 66 of 1995)
The Consumer Protection Act (No. 68 of 2008)
The Lotteries Act (No. 57 of 1997)
Copyright Act (No. 98 of 1978 as amended)
Electronic Communications and Transactions (No. 25 of 2002)

4. Part IV - Records available in accordance with any other legislation –

(Information required under section 51(1)(d) of the Act):

Access to the records held by this private body. Section 51 (1) (c) and (e)

Records that can be formally requested:

Records in accordance with the Companies Act

- Certificate of incorporation.
- Memorandum and articles of association.
- Certificate to commence business.
- Register of directors.

Records in accordance with other legislation:

- Employee contributions to UIF
- Disciplinary code
- Tax returns of employees

Other:

- Records in terms of intellectual property, Patents, Trademarks, Tax and VAT records.
- General information as is required for the day-to-day running of SANParks Honorary Rangers

5. Part V - Access to Information

(Information required under section 51(1)(e) of the Act):

5.1 Methods of Access to Manual

- Human Rights Commission – a copy will be made available to the Commission.
- The SANParks Honorary Rangers Webpage is accessible to anyone who has access to the Internet.

5.2 Description of Records

The SANParks Honorary Rangers Website consists of the following categories:

- Organisation Background
- Product Information
- Product Images

- Services Offered

Other Record Categories –

- I. Commercial and Legal
 - Contracts and Agreements
 - Company Confidential – Historical significance

- Meeting Minutes
 - Property Leases and Agreements
 - Trademark
 - Resolutions – Members
 - Correspondence
- II. Financial
- Financial Year-end Results
 - Financial Analysis and Reports
 - Tax and Levies
- III. Human Resources
- Employees Personnel Information
 - Employees History (skills and experience)
 - Educational Background
 - Salaries and Wages
 - Contracts and Agreements
- IV. Marketing
- Advertising
 - Contracts with Suppliers
 - Product Ranges and Pricing

The request procedure:

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 designated person, at the contact address given above. [s.53 (1)]
- The requester must provide sufficient detail on the request form to enable the designated person to identify the record, and the requester. The requester should also indicate which form of access is required. The requester should also if any other manner is to be used to inform the requester and state the necessary particulars to be so informed. [s.52(2)(a), (b), (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 designated person of this private body. [s.53(2)(f)]

The prescribed forms are available at www.sahrc.org.za

Fees:

A requester who seeks access to a record containing personal information about the requester (i.e.: himself / herself) is not required to pay the request fee.

Every other requester who is not a personal requester must pay the required fee.

The fees payable are as prescribed in the Act.

- The designated person of this body will advise the requester by notice requiring the requester to pay the prescribed fee before processing the request. [s54(1)]
- The fee that a requester must pay to a private body is R50.00. The requester may lodge an application to the court against the tender or payment of the request fee. [s.54(3)(b)]
- After the designated person has decided on the request, the requester will be notified in the prescribed form.
- If the request is granted, then a further access fee must be paid for the search, reproduction, preparation, and for any time that as exceeded the prescribed hours to search and prepare the record of disclosure. [s.54(6)]
- Other information as may be prescribed [(Section 51(1) (f)]

The Minister of Justice and Constitutional Development has not made any regulations in this regard and is therefore not applicable to this private body.

Availability of this manual

This manual is available for inspection upon request at our premises stated above during normal office hours. Copies may also be requested from the South African Human Rights Commission. The Manual is also available on SANParks Honorary Rangers' web site – www.sanparksvolunteers.org