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DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND TOURISM

DEPARTEMENT VAN OMGEWINGSAKE EN TOERISME

Dear Responsible Tourism Stakeholder,

GUIDELINES FOR RESPONSIBLE TOURISM DEVELOPMENT

The responsible tourism guidelines were designed during 2001 to provide national guidance and indicators to enable the tourism sector to demonstrate progress towards the principles of responsible tourism embodied in the 1996 White Paper on the "Development and Promotion of Tourism in South Africa." The initiative of this department to draft responsible tourism development guidelines with technical assistance from the British Department for International Development has capitalised on the wealth of South African expertise in tourism development through consultation with a wide range of tourism stakeholders, to draft economic, social and environmental guidelines.

Responsible tourism is about enabling local communities to enjoy a better quality of life, through increased socio-economic benefits and an improved environment. It is also about providing better holiday experiences for guests and good business opportunities for tourism enterprises.

Around the world, tourism destinations are facing increasing pressures on their natural, cultural and socio-economic environments. Uncontrolled tourism growth, often based on short-term priorities, invariably results in unacceptable impacts that harm society and the environment. This is not acceptable in South Africa. In 1996 the White Paper on Development & Promotion of Tourism in South Africa was produced with the following **vision**:

"...to develop the tourism sector as a national priority in a sustainable and acceptable manner, so that it will contribute significantly to the improvement of the quality of life of every South Africa. As a lead sector within the national economic strategy, a globally competitive tourism sector will be a major force in the reconstruction and development efforts of the government."

Responsible Tourism is the key guiding principle for tourism development in South Africa. As was agreed in the 1996 White Paper, "*Responsible tourism is not a luxury for South Africa. It is an absolute necessity if South Africa is to emerge as a successful international competitor*". The White Paper committed us to pursuing a policy of **Responsible Tourism**. Government, the private sector and communities are working together to practice tourism responsibly. The Responsible Tourism Guidelines identify specific ways in which these commitments

can be realised. Each enterprise and association is expected to develop its own agenda for action - prioritising those issues where the particular business or group of businesses can make a significant impact by improving its product, the destination, or the livelihoods and quality of life of local people.

We recognise that a profitable tourism industry is essential to the sustainability of the sector and to the private sector's ability to spread benefits. Everyone in the industry can do something more to make their product more responsible, and we want to maintain our position as leaders in this area. International trends in the market have moved further towards our responsible tourism agenda since 1996 when the policy was adopted. Our decision to adopt a responsible tourism approach was farsighted five years ago, and today it offers competitive advantage and a fresh approach.

Government and the private sector are committed to work in partnership with the people of South Africa to develop and market tourism experiences that demonstrate our social, economic, environmental, technical, institutional and financial responsibility. We are working together to develop domestic and international tourism, which contributes equitably to the economic and social development of all South Africans, which offers domestic and international visitors a quality experience, and which is environmentally sustainable. These generic national guidelines provide a framework within which responsible tourism is defined in South Africa and within which benchmark standards can be set for accommodation, transport, cultural and natural heritage and for operators and marketing associations. This approach is necessary to ensure that the tourism sector in South Africa keeps pace

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with international and national trends towards responsible business practice - a trend that is increasingly evident in our international originating markets and within our domestic market.

Who should use these guidelines?

It is for marketing, trade and professional associations and geographically based groups (e.g. the Wild Coast) to use the guidelines as a basis to develop Codes of Conduct and Codes of Best Practise, and to achieve Responsible Tourism. The Codes will form commitments for association members, which the associations will themselves monitor, and report annually on progress. Provincial Authorities, Metropolitan Councils, banks (like the Development Bank of Southern Africa) and conservation authorities may also choose to develop codes.

Associations and enterprises will establish different strategies for achieving responsibility and develop priorities that enable them to maximise their commercial advantage from responsible business practise. The national generic guidelines offer a very substantial range of choices to entrepreneurs about how to make their businesses more responsible.

- We do not expect anyone to use all of the guidelines. We advise that enterprises select those that are most appropriate to their business, destination or sector. Companies may also wish to commit to additional objectives that are appropriate to their sector or enterprise.
- Positively look for commercial advantage in selecting economic, social and environment initiatives that demonstrate commitment within the specific markets operated in.
- Use the monitoring and verification mechanisms outlined in the Responsible Tourism Manual to report

successes and to showcase these to local communities and to clients, both in South Africa and abroad.

How to use the guidelines

1. Enterprises are expected to adopt responsible tourism policies and to demonstrate their development of responsible tourism products and services in the international and domestic marketplaces.
2. Trade associations and groups of enterprises sharing destinations or particular habitats are expected to develop Codes of Conduct or Codes of Practise and to "police" members as they do now for quality. Responsible tourism is an important dimension of quality.
3. Compliance with all relevant national legislation and regulations and the principle that the "polluter pays" is assumed. Responsibility, and the market advantage that goes with it, is about doing more than the minimum.
4. In each of the "triple bottom line" categories of Rio - economic, social and environmental - we have produced national generic guidelines suggesting initiatives that the tourism should take.

Further information

To see examples of how UK tour operators are marketing responsible tourism products go to www.responsibletravel.com
For information on market trends and tour operator initiatives go to www.theinternationalcentreforresponsibletourism.org

The Guidelines

The three inter-related sets of guiding principles, objectives and indicators that constitute the guidelines, are organised around the "triple bottom line" of social, economic and environmental

responsibility. The selection of specific objectives, indicators and targets from this "menu of opportunities" will be determined by tourism associations and enterprises themselves, within the context of sub-sector guidelines which will fit within this national framework.

Sub-sector and enterprise guidelines need not be more than two sides of A4, and they should contain roughly equal proportions of economic, social and environmental objectives and targets. Targets should be realistic (requiring achievable significant change) and fit within the national framework to enable this department to report annually on progress towards achieving the national targets.

Market Credibility

However, the credibility of this national strategy will require transparency, the clear communication of particular responsible tourism objectives, and verifiable evidence of success in achieving targets. Responsible marketing is fundamental to the approach. One of the purposes of the guidelines is to avoid unsubstantiated claims of responsibility, of the sort that undermined the concept of ecotourism in the originating markets. They also aim to ensure a transparent framework within which trade buyers and tourists can judge the competing claims of enterprises and associations in the market place. As the operators in the originating markets adopt strong responsible tourism strategies they will need to be able to rely on the credibility of claims made in the destinations by enterprises, communities and government. Enterprises and associations must avoid raising expectations that cannot be realised.

Individual enterprises will need to develop their own policies and make commitments within this national

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and sub-sectoral framework and report on progress. This is a market led initiative, and enterprises will want to seek to maximise their advantage through non-price competition, creating enterprise level policies which fulfil the requirements of any association of which the enterprise is a member and to develop Unique Selling Propositions (USP) to attract tourists and tour operators.

The guidelines contain an enabling framework within which people engaged in the travel and tourism industry can make a difference. Entrepreneurs in the industry can grow their businesses, while providing social and economic benefits to local communities and respecting the environment, creating better places for locals and tourists alike.

- Choose your criteria from the menu
- Identify standards and targets appropriate to your business (e.g. "local" can only be defined by those involved)
- Report progress in a transparent way which can be verified by the trade association
- Use responsible tourism as part of your marketing strategy

A great deal of enthusiasm has been generated by the consultation process that has led to the production of the guidelines - we hope that you will join with us in making South Africa the world's No 1 Responsible Tourism Destination.

Responsible tourism greetings

Dr D J Kotzé
PROJECT LEADER
DATE: 20 March 2002

National Responsible Tourism Guidelines for South Africa

13 May 2002

1.0 Guiding Principles for Economic Responsibility

Tourism still plays a relatively small role in the South African economy and it has a long way to go if it is to fulfil its potential to significantly contribute to national income. Traditionally the main focus of governments has been on the growth in international arrivals and total foreign exchange earnings, and is now than on fostering entrepreneurial opportunities for the historically disadvantaged, poverty relief, employment and local economic development. Both domestic and international tourism can create employment; it is a relatively labour intensive industry and it employs a multiplicity of skills from accountants and hairdressers to tour guides and trackers. Tourism can provide very good skills development opportunities for local communities.

The White Paper concluded in 1996 that tourism development in South Africa had largely been a missed opportunity; and that the focus on a narrow market has reduced the potential of the industry to spawn entrepreneurship and to create new services, like local entertainment and handicrafts, and to drive local economic development. In fact formal tourism sector provides major opportunities for the informal sector. Tourists travel to the 'factory' to consume the product; they travel to the destination to enjoy their holiday. Tourism is a "final good", all the final touches have to be provided in South Africa and so the value

is captured here. The value of a taxi ride from the airport, wildlife viewing and restaurant meals all accrue to the local economy - the challenge is to maximise it by reducing leakages and developing the multiplier effect. Tourist enterprises attract domestic and international tourists and create opportunities for small entrepreneurs and economic linkages, for example agriculture, hunting, handicraft production, and a wide range of service industries which tourists are likely to consume in the destination.

South Africa is now beginning to work on maximising the local economic benefits which tourism can bring to an area, there is much to be gained from creating a more diversified tourism product and marketing a wider range of experiences, activities and services to tourists. Established enterprises can gain by encouraging and assisting the development of complementary product - the larger and more diversified the local tourism base, the more successful enterprises in the area will be. The White Paper identified a wide range of opportunities for historically disadvantaged groups ranging from small guesthouses, shebeens and restaurants with local cuisine, through community tour guiding, music, dance and story-telling, arts and crafts, traditional hunting and medicine to laundry, gardening and speciality agriculture. Tourism provides particular opportunities for local economic development in rural areas where it can provide people with an alternative to moving to urban areas. Tourism must be market related. If community-based and other tourism development processes are not planned, implemented and managed according to market demands then far too many South Africans, especially the poor, are facing not merely "missed" opportunities, but the hard realities of failed or under-performing products to which

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tourists simply do not come. The African cultural tourism experience needs to be woven into the fabric of the mainstream South African tourism product.

Domestic tourism plays an important part in the South African tourism sector and it is expected to continue to grow, as historically disadvantaged people become tourists and travellers themselves. Whether the tourists are domestic or international, their expenditure in local communities contributes to the economic development of the area. The greater the proportion of total tourism spending that stays in the local area, the stronger and more diverse the local economic base. The multiplier effect is greatest where the local linkages are strongest - the imperative is clear, source the inputs for all tourism enterprises as locally as possible in order to maximise local economic benefit and to assist in diversifying the local economy. Reducing economic leakages from the local area and increasing linkages will bring significant local economic development and assist in local economic diversification. Similarly the development of complementary product will strengthen the local economy and local enterprises, groups of established enterprises working together can make a significant difference. Strong economic linkages at the local level were identified in the White Paper as a critical success factor in the local economy.

There is an increasing aspiration for Fair Trade in Tourism in several of the international originating markets; part of a trend towards increasing demand for equitably traded products. Increasing numbers of consumers are purchasing products that demonstrably benefit local communities more fairly than competitor products. The IUCN South Africa Fair Trade in Tourism marketing initiative has identified a set of principles that embody a strong commitment to

responsible tourism. It is a good example of a responsible tourism marketing association with a vision of just, participatory and ethical tourism that provides meaningful benefits to hosts and visitors alike. The principles of Fair Trade should be part of the culture of responsible tourism.

1.1 Economic Objectives and Indicators

1.1.1 Assess economic impacts as a pre-requisite to developing tourism

- a. Extend the season of enterprises by developing new products to create better employment conditions and to provide a stronger base for local economic development. Monitor occupancies or seasonality of employment over the year to show progress in extending the season.
- b. The historically disadvantaged are a significant emerging domestic tourism market. Identify and encourage commercial responses to this opportunity.
- c. Recognise that our cultural heritage should not only be assessed in economic terms, and that tourism can create revenue from cultural heritage, traditional ways of life and wildlife and habitats.
- d. Encourage business relationships between foreign entrepreneurs and local and emerging entrepreneurs.
- e. Always consider the opportunity costs of tourism for local communities and their livelihoods, and be prepared to accept that there may be more appropriate economic opportunities for the area. Maintain and encourage economic diversity, avoid over-dependency on tourism.

- f. Plan initiatives and investment to contribute to the broader local economic development strategy (for example, Integrated Development Plans (IDP's) for the area).
- g. Planning authorities need to consider how they can intervene to avoid tourism developments where they may cause adverse effects such as local land price inflation, loss of access to resources or undermining sustainable livelihoods.
- h. Exercise a preference for business and land tenure arrangements that directly benefit local communities and/or conservation.
- i. Conduct market and financial feasibility assessments before raising expectations and exposing the community or local entrepreneurs to risk.

1.1.2 Maximising local economic benefits - increasing linkages and reducing leakages

- a. Encourage all establishments to upgrade their standards of service, particularly small, medium and micro-enterprises and emerging entrepreneurs, and to maximise their revenue earning potential by adding value.
- b. Encourage the informal sector to become part of the formal sector.
- c. Buy locally-made goods and use locally-provided services from locally-owned businesses wherever quality, quantity, and consistency permits. Monitor the proportion of goods and services the enterprise sourced from businesses with 50 km and set 20% target for improvement over three years.
- d. Help local communities or emergent entrepreneurs to develop their product so

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that it can be more easily used by others and marketed to tourists.

- e. Co-operate with other formal sector businesses to maximise benefits for local community enterprises - for example, a community laundry or tailoring business may only be viable if a group of enterprises commit to source supplies there. Showcase the initiative and be explicit about whether community projects are funded by tourism revenue to the enterprise, donations from tourists or tour operators, or funds from donor aid agencies.
- f. Give customers the opportunity to purchase locally produced crafts and curios, set targets to increase the proportion of sales of goods sourced within 20 km of the enterprise. Assist local craft workers to develop new products to meet market demand as evidenced in the enterprise.

1.1.3 Ensure communities are involved in and benefit from tourism

- a. Government and established businesses need to redress previous imbalances, and to enable the historically disadvantaged to engage in the tourism sector. For example they should source 15% of services and 15% of products, increasing by 5% per year, for 3 years, from historically disadvantaged groups, and/or individuals, and report on purchasing activities.
- b. Work closely with local communities, small, medium and micro-enterprises and emerging entrepreneurs to develop new products that provide complementary products for formal sector tourism enterprises.

- c. Develop partnerships and joint ventures in which communities have a significant stake, and with appropriate capacity building, a substantial role in management. Communal land ownership can provide equity in enterprises.
- d. Identify projects that the enterprise can support that will benefit the poor. Identify at least one project.
- e. Assist the development of local communities and emergent entrepreneurs with visitor feedback on their products.
- f. Consider guaranteeing loans for promising projects in communities or with emerging entrepreneurs, and providing marketing, training and managerial support.
- g. Foster the development of community-based tourism products by providing marketing and mentoring support.
- h. Encourage visitors to spend more money in the local economy, and to visit local bars and restaurants and participate in tours to local areas, bringing business to local communities. Where appropriate treat this as part of the business of the enterprise and charge a booking fee or commission, or sell craft and local food products through the mainstream enterprise.
- i. Encourage tour operators be more innovative in their itineraries, by for example including shebeens, local museums, arts and craft shops and local ethnic restaurants in their tour itineraries, and by doing so encourage visitor spend.
- j. Consider using local entrepreneurs (particularly emerging and historically disadvantaged entrepreneurs), experienced consultants and non-governmental

organisations in developing community initiatives.

- k. Be transparent when reporting community benefits distinguish between
 - Benefits to employees
 - Benefits to emerging or community based entrepreneurs
 - Community benefits, for example leasehold payments, that go to community projects (grinding mills or school books) or are distributed as household income in the local area.

Consider establishing targets to monitor progress in achieving objectives.

1.1.4 Marketing & Product Development

- a. Lack of market access is a major constraint on the growth of new enterprises. Enterprises should provide information about local services and attractions provided in local communities, and encourage their clients (individuals and operators) to use them.
- b. Consider co-operative advertising, marketing and the promotion of new and emerging products and attractions.
- c. Ensure that the visual way in which the product is presented includes local cultural elements and emphasises the richness of the local complementary product.
- d. Consider developing and marketing fairly traded tourism products.
- e. Foster the development of access opportunities for all visitors and potential visitors, regardless of physical, or mental conditions of the visitor. Public authorities

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and enterprises need to understand and embrace financial incentives that enhanced accessibility will create, and the positive image such 'access to all' will provide.

1.1.5 Equitable Business

- a. Enterprises should pay fair prices for local services purchased or packaged as part of mainstream itineraries. Beware of abusing market power and imposing unfair commissions or pushing down prices inequitably
- b. Develop transparent systems of sharing the benefits of tourism through equitable contracts. (e.g. This can be applied through tendering processes.)
- c. When entering into agreements with local communities or emerging entrepreneurs ensure that the risk is equitably shared.
- d. Recruit and employ staff in an equitable and transparent manner and maximise the proportion of staff employed from the local community. Set targets for increasing the proportion of staff and/or of the enterprise wage bill going to communities within 20 km of the enterprise.
- e. Develop a community labour agreement with targets for employment and for progression. Recognise that the enterprise can play a significant role in increasing the skills and capacity of the local community and that the enterprise benefits from that.
- f. Go beyond the bare minimum wage rate and invest in local staff - quality is dependent upon well-motivated staff.

2.0 Guiding Principles for Social Responsibility

Batho Pele: Putting People First - One and all should get their fair share

Tourism and the travel industry "is essentially the renting out for short-term lets, of other people's environments, whether that is a coastline, a city, a mountain range or a rainforest." Tourism is dependent upon the social, cultural and natural environment within which it occurs, and its success is dependent upon the environment that it operates within. Good relationships with neighbours and with the historically disadvantaged make good business sense. These relationships need to be based on trust, empowerment, co-operation and partnerships. Too few of the benefits from tourism currently accrue to local communities whose environment is visited.

As was pointed out in the White Paper, the majority of South Africans have never been meaningfully exposed to the tourism sector. In the new South Africa, the government's objective is to ensure that all citizens have equal access to tourism services as consumers and providers. Enterprises and communities need to identify ways in which they can provide a range of tourism experiences sufficiently wide to be accessible to the average South African. Programmes are being established to allow South Africans, and particularly front-line tourism employees, to become "tourists at home". To this end, the notion of *Batho Pele* is a guiding principle.

The opportunity costs of the creation of national parks and subsequent reduced access to natural and cultural resources was often borne by local disadvantaged communities in the past. Such communities did not perceive or receive any

significant direct benefits from the change in land use from conservation and tourism. Communities must be empowered to take part in the management of areas so that they can have a say in the distribution of the benefits and the sustainable use of their environment. Efforts are not being made to enable local communities to experience wildlife in the parks.

One of the key challenges for business, local government and educators is to develop knowledge amongst the historically disadvantaged regarding what tourism is, and how it can benefit local communities. In the 1996 White Paper the involvement of local communities and historically disadvantaged groups was identified as a critical success factor. Communities need to be involved in the planning, decision-making and the development of tourism; and in all operational aspects of the industry as tourists, employees and entrepreneurs. Social exclusion has contributed to the historically narrow, myopic focus of the industry in South Africa. Responsible tourism is about enabling and encouraging historically disadvantaged local communities to access lucrative tourism markets. This is to overcome the problem of visitors being kept within the hotels and resorts and only venturing out to 'sanitised' places of interest. For example local shebeens and craft vendors rarely see a tourist.

One of the key challenges for the formal sector is to develop ways of engaging with community entrepreneurs and community groups to develop new products and diversify the industry. The success of township tours is one example of the product development opportunities that exist in the new South Africa. Much more effort needs to be made to improve the linkages between the formal and informal sectors of the tourism sector. The exclusion of the

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historically disadvantaged has contributed towards poverty and crime - the 'township tours' demonstrate that where local guides act as hosts, and where there are clear benefits both to communities and to historically disadvantaged entrepreneurs, tourists can have a good experience and be assured of their safety. In 1995, involving local communities in tourism, creating employment and training and awareness programmes were identified as solutions to the problem of security for tourists. There is much still to be done and this is a core challenge for responsible tourism. National priorities for action are described within 2.1: Social objectives and indicators.

The meaningful involvement of historically disadvantaged communities as employees and as entrepreneurs in South Africa is a priority. This requires both market access and capacity building. Training at all levels is essential to the development of a more inclusive industry, able to demonstrate its social responsibility and to develop new products which meet the cultural and "meet the people" interests of tourists. The development and delivery of new quality products for the changing market place is of central importance to enable the historically disadvantaged to become part of mainstream tourism. It is also required for social justice and the avoidance of exploitation of local cultures and community groups. The value of the culture of historically disadvantaged people needs to be recognised and new tourism products developed. Their awareness of the opportunities in tourism needs to be a key element in training and education, and it is important that these opportunities are presented in a realistic commercial framework.

2.1 Social Objectives and Indicators

2.1.1 Involve the local community in planning and decision-making

- a. Understand the historical, political and cultural context of local and host communities, and historical relationships with tourism development and protected areas.
- b. Creating opportunities and eliminating barriers to access mainstream tourism markets for local communities, historically disadvantaged people and individuals.
- c. Understand the local, safety and security, infrastructural, resource, educational, poverty, disability and health constraints (e.g. HIV/AIDS), when designing, operating and marketing tourism.
- d. Encourage proactive participation and involvement by all stakeholders - including the private sector, government at all levels, labour, local communities (their leaders and structures) - at all stages of the tourism life cycle.
- e. Encourage formal and informal sector enterprises to develop effective structures, or join existing bodies, for marketing and tourism development. Create the environment to do so by providing resources, technical and management capacity.
- f. Encourage successful entrepreneurs, particularly those from the emerging tourism fraternity, to mentor others.
- g. Planning authorities should work to include stakeholders as part of a decision-making process at the destination level, to determine what constitutes sustainable levels

of tourism in the social, natural, and economic context.

- h. Programmes of education within school curriculums, and public awareness within communities, are needed regarding the potential positive and negative aspects of tourism.
- i. Post employment education and training programmes within the framework of the Skills Development Act and South African Qualifications Authority (SAQA) are required to educate employees regarding the potential pros and cons of tourism, and comparative costs and benefits of alternative enterprises in order to aid decision making.
- j. Involve the local communities in growing the local tourism business by using existing facilities and by developing new activities and attractions. Individual enterprises and groups of enterprises need to develop complementary products. (Report number of new activities/ attractions; number of visitors).
- k. Empower communities to market their cultural traditions and products as assets and enhance their economic opportunities.
- l. Interpretation material and visitor information centres should be developed in consultation with local communities.
- m. Integrate community development goals as identified in the Integrated Development Plan (and similar processes) into the enterprise's social and sustainability mission and objectives.

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2.1.2 Assess social impacts as a prerequisite to developing tourism

- a. Identify and monitor potential adverse social impacts of tourism and minimise them in the short and the long-term, and ensure that communities actively participate in the monitoring.
- b. Larger enterprises should appoint a member of staff to take responsibility for developing better local relationships and partnerships. Implement social audits of tourism projects. These can be conducted in an inexpensive, rapid and participatory way.
- c. Consider schemes to encourage local co-operation and civic pride like an "adopt a school" initiative or 'adopt a street', or other local area near the enterprise. Work with local government and the local community to identify priority sites, and make them safe and attractive for tourists.
- d. Enterprises should develop strategies to promote equality in terms of gender, ethnicity, age, and disability, and report progress on implementation.

2.1.3 Maintain and encourage social and cultural diversity

- a. Develop tourism with dignity, respect and nurture local cultures (including religion), so that they enrich the tourism experience and build pride and confidence among local communities.
- b. Use tourism as a catalyst for human development, focussing on gender equality, career development and the implementation

- of national labour standards. (Report on gender equality and career development)
- c. Tourism development should not compromise respect for social and cultural and religious rights, or the essential human rights of people to food, a safe and clean environment, work, health, and education.
 - d. Support the development of sustainable local handicraft enterprise by assisting with improvement of design, marketing, production and packaging skills for craft workers in relation to market demand. Consider specifically what can be done to enhance the skills and earnings of women, particularly in rural areas.
 - e. Support visits by local school children to tourism sites that promote and display their heritage.
 - f. Consider what contributions the enterprise can make to scholarships, local youth sports teams and other community causes. Monitor and report increasing contributions with respect to the number of projects and level of investment.
 - g. Showcase local cultural artefacts in your enterprise and encourage the development and sale of traditional cultural products, crafts and folklore. Aim for 25% items for sale at enterprise from within 50 km, with tours offered to local markets, and try to increase these by 25% over 3 years. Provide customer feedback in order to raise standards.
 - h. Be wary of the dangers of commodification, and encourage craft and other cultural workers to maintain the authenticity and cultural values of their products. Encourage

craft workers to explain the cultural values and history of their crafts.

- i. Give enterprises a local flavour by serving local dishes and source soft furnishings, arts and crafts locally. Monitor the proportion of local dishes on menu; and the proportion of furnishings & crafts locally made, and aim to increase these proportions by 25% over 3 years. Visitors expect to find at least one local dish their menus.
- j. Identify cultural heritage resources in the local area and where there is sufficient demand from tourists and work with the local community to develop them as sustainable tourism attractions. Consider mission settlements, sites of slave occupation, festivals, struggle-related monuments and places, rock art sites, cultural monuments, food, drink, arts and crafts, music, dance and storytelling.
- k. Encourage tourists to show respect by learning a few words of the local language, (and to use them when talking to local people!) and to learn about the host culture and traditions.
- l. Share enterprise level knowledge regarding informal sector tourism skills and products. Draw the attention of ground handlers, the media and tour operators to complementary product opportunities in the local community.

2.1.4 Be sensitive to the host culture

- a. Respect, invest in and develop local cultures and protect them from over-commercialisation and over-exploitation.

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- Encourage workers and staff to observe their religious and cultural practises.
- b. Respect indigenous intellectual property, especially when setting up contractual arrangements for the use of indigenous knowledge.
 - c. Use local guides, and encourage them to continually improve their quality, to ensure that the community speaks for itself and to increase the revenues going into the local community (by higher fees for quality tours). Monitor and report this economic contribution to the community and set targets to increase it annually.
 - d. Develop a local social contract for interactions and behaviour between the local community and tourists (including responsible bargaining), developed with the participation and contributions from the community, and display it prominently for visitors and publicly within the community.
 - e. Create opportunities for visitors to interact with locals in an unstructured, spontaneous manner (e.g. through sporting activities, visits to local schools, shebeens, taverns, restaurants in townships).
 - f. In accordance with the Batho Pele principle, provide visitors with inclusive, honest and reliable information about history and contemporary life in South Africa, local tourism attractions and facilities.
 - g. Promote a sound, proud, service ethic among all participants in the tourism sector.
 - h. Promote and ensure the respect and dignity of people in the development, marketing and promotion of tourism.

- i. Ensure that tourism does not undermine the resource rights, traditional knowledge and skills of local communities.
- j. Negative social and cultural impacts associated with tourism, such as increased crime, drug and alcohol abuse, prostitution, and crime should be monitored and be proactively addressed in cooperation with the community.
- k. Educate tourists regarding local culture and where necessary make them aware of how they should behave to respect it.
- l. The exploitation of human beings in any form, particularly sexual and when applied to women and children, should be energetically combated with the co-operation of all concerned.

3.0 Guiding Principles for Environmental Responsibility

Responsible tourism implies a proactive approach by the tourism sector to the environment through the promotion of balanced and sustainable tourism. This is particularly important where the focus of the tourism sector and of the activities of tourists is the natural environment, as is the case with wildlife viewing, hunting and marine tourism. There are particular challenges in making nature-based tourism sustainable. Responsible tourism development has to be underpinned by sustainable environmental practices. In the environmental sphere only conservative decisions based on the precautionary principle can be considered responsible. Cultural heritage is also part of the environment, and the responsibility of the tourism sector towards the cultural environment was considered in the social responsibility guidelines.

Central to environmental responsibility is thinking about the life cycle impact of an enterprise or product, and so these guidelines apply to the stages of design, planning, construction, operation and decommissioning. The process of managing the business should be fully integrated with environmental management, throughout the project life-cycle (from conceptualisation to decommissioning). In constructing concessions and leasehold developments it is particularly important to ensure that during decommissioning it will be possible to remove all structures and restore the area. Larger businesses should be using Environmental Management Systems to exercise environmental responsibility; for businesses above a defined size in each sector it would be irresponsible to operate without one.

All tourism enterprises can make a contribution to environmental sustainability by exercising care in purchasing decisions - by seeking out and supporting responsible producers of the products that are required to run the enterprise, and by making clients aware of the responsible purchasing policy.

The practical guidelines and indicators that follow are organised around the key environmental elements of responsible tourism identified in the 1996 White Paper.

3.1 Environmental Objectives and Indicators

3.1.1 Assess environmental impacts as a prerequisite to developing tourism

- a. Plan new developments only in areas where the use of water and other natural resources for tourism will not conflict with local community needs, now or in the foreseeable

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future. Integrate environmental management into the project planning cycle.

- b. Follow best practise guidelines on the design, planning and construction of buildings and associated infrastructure to minimise environmental impacts and to reduce energy requirements for lighting, cooling and heating.
- c. Use local materials (where sustainable) and local architectural styles on a scale that does not create a negative aesthetic impact.
- d. Avoid damaging the environmental quality of the enterprise's neighbourhood by noise or light pollution.
- e. Design buildings with natural ventilation and actively plan to reduce resource use during the construction and operational phases. Tell visitors what has been done to make the enterprise more environmentally friendly. Quantify the resources "saved".
- f. Plan new developments to have the lowest possible ecological impact, particularly in environmentally sensitive areas such as the coastal zone, indigenous forests, wildlife habitats and wetlands. Minimise the transformation of the environment around the enterprise.
- g. When developing plans for a new enterprise include elements which contribute to the maintenance of biodiversity by planting local indigenous and non-invasive species which provide habitats for birds, bees, and butterflies.

3.1.2 Use local resources sustainably, avoid waste and over-consumption

- a. Meter the quantity of water consumed and manage consumption and leakage so as to reduce water consumption by 5% per annum for 3 years, and report water consumption and performance in monitoring .
- b. Measure electricity consumption and introduce energy saving measures to achieve 5% reduction in use per annum over three years. This can be done by for example dimming lights, using low energy appliances and light bulbs and enhancing the use of natural ventilation
- c. Monitor the use of diesel, paraffin and petrol and set targets to reduce consumption and switch to less polluting fuels.
- d. Set targets to increase the proportion of energy used from renewable resources - for example solar, wind, hydroelectric (increase by 10% over 3 years). Sustainable use of wood, from indigenous and plantation forests is complex, and great care needs to be taken.
- e. Install and showcase appropriate technology to reduce consumption of natural resources, production of waste and incidences of pollution.
- f. Monitor the sewage system and demonstrate how pure the outflow back into the environment is. If the enterprise has one, make the reed bed a valuable habitat feature.
- g. Set percentage targets and time scales for the reduction of waste produced, levels of recycling and reuse of waste from the enterprise. Set appropriate targets for reduction and/or recycling of waste produced

per year for paper (5%), plastics (5%), metal (5%) and glass (5%). Report on progress towards 15% targets over 3 years.

- h. Work with suppliers to minimise the amount of packaging purchased with supplies, and therefore reduce the amount of waste that needs to be disposed of. It may be appropriate for trade associations to conduct these discussions on behalf of members.
- i. Reduce "food miles" by using locally produced food.
- j. Enterprises should assist conservation by investing in sustainable trails, hides and interpretation. Tell visitors what the enterprise is doing, and claim credit for activities.
- k. Encourage the use of environmentally friendly transport.

3.1.3 Maintain and encourage natural diversity

- a. Encourage visitor behaviour that respects natural heritage and has a low impact upon it.
- b. Discourage the purchase of products that exploit wildlife unsustainably or contribute to the destruction of species or habitats (e.g. some handicrafts; bush meat)
- c. Look for ways in which the enterprise and its guests can assist with the conservation of natural heritage, for example through removing litter.
- d. Invest a percentage of profits or turnover in species conservation or habitat restoration and management. Report the investment, and try to increase this by 5% per year.
- e. Avoid pollution by using environmentally friendly chemicals, and by using biodegradable soaps and detergents - tell

Appendix 1

visitors and staff why the enterprise is doing this and how it benefits the environment.

- f. Work with conservation authorities to ensure that visitors to natural heritage areas are aware of the impacts that they may have on the ecology of the area and how they should behave in order to minimise those impacts.
- g. Ensure that relevant members of staff are familiar with the issues and ways of avoiding environmental impacts - they should abide by the advice and communicate it to guests, and use the services of companies that abide by local environmental Best Practise.
- h. Do not market tourism resources to encourage tourists into ecologically sensitive areas which are vulnerable to irresponsible tourism practices, particular sports or recreational uses - discourage these activities (e.g. irresponsible 4x4 use, hunting, diving or sandboarding).