



**Western Cape
Government**
Environmental Affairs and
Development Planning



Annual Report
2012/13

Table of Contents

Part A: General Information	5
1. Department's General Information	7
2. List of Abbreviations / Acronyms	8
3. Strategic Overview	10
3.1 Vision	10
3.2 Mission	10
3.3 Values	10
3.4 Strategic Outcome Orientated Goals	10
4. Legislative Mandates and Other Mandates	10
4.1 Legislative Mandates	10
4.2 Constitutional Mandates	11
5. Organisational Structure	13
6. Entities Reporting to the Minister	14
7. Foreword by Minister of the Department	15
8. Accounting Officer's Overview	16
 Part B: Performance Information	 17
1. Accounting Officer's Statement of Responsibility for Performance Information	19
2. Auditor-General's Report: Predetermined Objectives	19
3. Overview of Departmental Performance	19
3.1 Service Delivery Environment	19
3.2 Service Delivery Improvement Plan	21
3.3 Organisational Environment	25
3.4 Key Policy Developments and Legislative Changes	25
4. Strategic Outcome Oriented Goals	26
5. Performance Information by Programme	28
5.1 Programme 1: Administration	29
5.2 Programme 2: Environmental Policy, Planning and Coordination	30
5.3 Programme 3: Compliance and Enforcement	39
5.4 Programme 4: Environmental Quality Management	42
5.5 Programme 5: Biodiversity Management	50
5.6 Programme 6: Environmental Empowerment Services	53
6. Summary of Financial Information	57
6.1 Departmental Receipts	57
6.2 Programme Expenditure	57
6.3 Transfer Payments, Excluding Public Entities	58
6.4 Public Entities	60
6.5 Conditional Grants and Earmarked Funds Paid	60
6.6 Conditional Grants and Earmarked Funds Received	60
6.7 Donor Funds	60
6.8 Capital Investment, Maintenance and Asset Management Plan	60
7. Internal Control Unit	61

Table of Contents

Part C: Governance	63
1. Introduction	65
2. Risk Management	65
3. Fraud and Corruption	65
4. Minimising Conflict of Interest	67
5. Public Service Code of Conduct	67
6. Health Safety and Environmental Issues	67
7. Internal Control Unit	68
8. Audit Committee Report	69
 Part D: Human Resource Management	 71
1. Legislature that Govern HR Management	73
2. Introduction	74
3. Human Resource Oversight Statistics	76
3.1 Personnel Related Expenditure	76
3.2 Employment and Vacancies	79
3.3 Job Evaluation	81
3.4 Employment Changes	83
3.5 Employment Equity	86
3.6 Signing of Performance Agreements by SMS Members	91
3.7 Filling of SMS Posts	91
3.8 Employee Performance	93
3.9 Foreign Workers	96
3.10 Leave Utilisation	97
3.11 HIV/Aids and Health Promotion Programmes	99
3.12 Labour Relations	102
3.13 Skills Development	104
3.14 Injury on Duty	106
3.15 Utilisation of Consultants	106
 Part E: Financial Information	 111
1. Report of the Accounting Officer	114
2. Accounting Officer's Statement of Responsibility	121
3. Report of the Auditor-General	122
4. Annual Financial Statements	126



General Information

P a r t A

General Information

1. Department's General Information

Disclaimer

The English version of this Annual Report is regarded as the official text. The Department cannot be held liable for any misinterpretations that may have occurred during the translation process.

Vrywaring

Die Engelse gedeelte van hierdie Jaarverslag word geag die amptelike teks te wees. Die Departement aanvaar geen verantwoordelikheid vir moontlike wanvoorstellings as gevolg van die vertalingsproses nie.

Inkcazo

Inguqulelo yesiNgesi yale Ngxelo yoNyaka ittathwa njengeyona isebeanza ngokusesikweni. Isebe alinakubekwa tyala, ngazo nazihpi na iziphoso ezengathi zibe khona ngxesha linguqulelo yezinye iilwimi.

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2. List of Abbreviations / Acronyms

Abbreviations / Acronyms	Description
AEL	Air Emission Licence
AGSA	Auditor-General of South Africa
AO	Accounting Officer
APRM	African Peer Review Mechanism
AQM	Air Quality Management
AQOF	Air Quality Officer's Forum
BESP	Built Environment Spatial Programme
CCRS&AP	Climate Change Response Strategy & Action Plan
Ce-I	Centre of e-Innovation
CGRO	Corporate Governance Review and Outlook
CIPC	Companies and Intellectual Properties Commission
CoE	Compensation of Employees
CN	CapeNature
CPZ	Coastal Protection Zone
DEADP	Department of Environmental Affairs and Development Planning
D:ERM	Directorate: Enterprise Risk Management
DFU	Development Facilitation Unit
EIA	Environmental Impact Assessment
EIM	Environmental Impact Management
EIP	Environmental Implementation Plan
EMF	Environmental Management Framework
EMI	Environmental Management Inspectors
EPWP	Expanded Public Works Programme
ERM	Enterprise Risk Management
ERMCOM	Enterprise Risk Management Committee
FIU	Forensic Investigating Unit
GIS	Geographic Information Services
GMC	Greenest Municipality Competition
GPP	Green Procurement Policy
GPS	Growth Potential Study of Towns
GPG	Green Procurement Guideline
HCWM	Health Care Waste Management
HOD	Head of Department
ICM	Integrated Coastal Management
IDP	Integrated Development Plan
IPWIS	Integrated Pollutant Waste Information System
IWMP	Integrated Waste Management Plan
LUPA	Land Use Planning Act
LUPO	Land Use Planning Ordinance
MIG	Municipal Infrastructure Grant
MDG	Millennium Development Goals
M&E	Monitoring and Evaluation
NACH	National Anti-Corruption Hotline
NCER	National Compliance and Enforcement Report
NEMA	National Environmental Management Act
NO10	National Outcome Ten
PERSAL	Performance Management Information System
PFMA	Public Finance Management Act

Abbreviations / Acronyms	Description
PID	Project Initiation Document
PSCBC	Public Service Coordinating Bargaining Council
PSDF	Provincial Spatial Development Framework
PS07	Provincial Strategic Objective Seven
PSP	Provincial Spatial Plan
PTMS	Provincial Transversal Management System
SAIGA	Southern African Institute of Government Auditors
SAAQIS	South African Ambient Air Quality Standards
SAPIA	South African Petroleum Industry Association
SCM	Supply Chain Management
SDF	Spatial Development Framework
SEMA	Specific Environmental Management Act
SOER	State of Environment Report
SPLUMB	Spatial Planning and Land Use Management Bill
WAME	Waste Management in Education
WCCCAIF	Western Cape Climate Change Adaptation Implementation Framework
WCG	Western Cape Government
WCSWMP	Western Cape Sustainable Water Management Plan
WIE	Women in Environment
WMP	Waste Management Plan
WSDP	Water Services Development Plan

3. Strategic Overview






3.1 Vision

An environment conducive to sustainable life.

3.2 Mission

To promote environmental integrity that supports human wellbeing and economic efficiency towards sustainable life in the Western Cape.

3.3 Values

-  **Competence** (the ability and capacity to do the job one is appointed to do)
We are able to do the task we are appointed to do and always strive for excellence.
-  **Accountability** (to be held responsible)
We all deliver on our outcomes and meet our targets by rendering quality service that is within the budget and on schedule.
-  **Integrity** (to be honest and do the right thing)
We are reliable and trustworthy.
-  **Responsiveness** (to serve the needs of our citizens and people) We respond with action timeously, always asking ourselves whether we have made the appropriate response, where we could be potentially wrong and how we could do it better.
-  **Caring** (to care for those we serve and work with)
We seek to value all employees.

3.4 Strategic Outcome Orientated Goals

During the drafting of the 2012/13 Annual Performance Plan, the Department reviewed and confirmed its strategic goals as identified in the Five-Year Strategic and Performance Plan 2010-2015.

Strategic Goals

1. To embed sustainability in the growth and development that mitigates and adapts to Climate Change in the Western Cape.
2. To provide leadership and innovation in environmental management and integrated development planning.
3. To enhance the quality of life of all people through facilitating sustainable living.
4. To contribute to economic growth as well as participation in, and access to the environmental economy.

4. Legislative Mandates and Other Mandates

4.1 Legislative Mandates

The specific constitutional and other legislative mandates are set out, as per the relevant act(s) that governs the Department and its operations. Also included are the government policy frameworks that govern the Department.

4.2 Constitutional Mandates

Section 24 of the Constitution provides that everyone has the right to an environment that is not harmful to their health or well-being; and to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that:

- Prevent pollution and ecological degradation;
- Promote conservation; and
- Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

The mandate of the Department to conduct provincial planning emanates from the Constitution.

The provincial powers of “supervision”, “monitoring” and “support” of local government is derived from section 41, 139 and 154 of the Constitution. The provincial government also has a more direct responsibility and mandate in planning which falls within the ambit of “Regional planning and development” (Schedule 4) and “Provincial planning”(Schedule 5).

The Western Cape Government has prepared a draft Western Cape Land Use Planning Bill, which will establish a system for provincial spatial planning and development management in the Province.

In terms of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) Part A of Schedule 4, Environment and Pollution Control is classified as a concurrent National and Provincial Government competence. Both national and provincial government have the mandate to make laws on all the items mentioned in Schedule 4 of the Act.

Since the drafting of the Constitution, South Africa has undergone a major transformation with regards to environmental management. The policy on Integrated Pollution and Waste Management introduced a major paradigm shift in managing pollution and waste. This policy, together with the National Environmental Management Act (NEMA), the NEM: Air Quality Act and NEM: Waste Act emphasise pollution prevention, waste minimisation, cross-media integration, institutional integration and cooperative governance in pollution and waste management.

The Western Cape Government Environmental Affairs and Development Planning and CapeNature are responsible for the administering of provincial competencies in terms of the NEMA, notwithstanding due consideration to other legislative frameworks as listed below.

This policy, together with the National Environmental Management Act (NEMA), the NEM: Air Quality Act and NEM: Waste Act emphasise pollution prevention, waste minimisation, cross-media integration, institutional integration and cooperative governance in pollution and waste management.

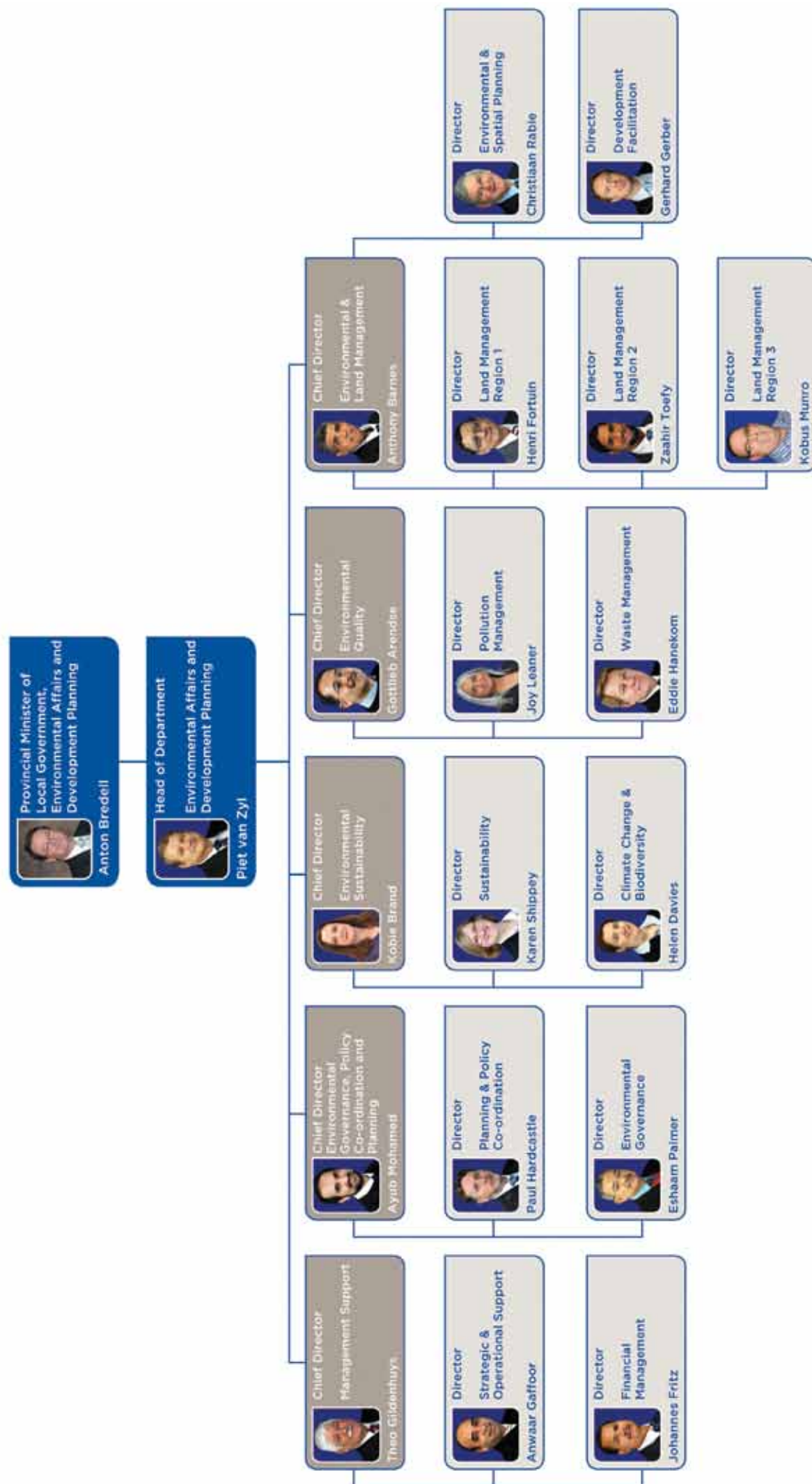
The Western Cape Government Environmental Affairs and Development Planning and CapeNature are responsible for the administering of provincial competencies in terms of the NEMA, notwithstanding due consideration to other legislative frameworks as listed below.

- Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965)
- Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
- Constitution of the Western Cape, 1998
- Criminal Procedure Act, 1977 (Act No. 51 of 1977)
- Environment Conservation Act, 1989 (Act No. 73 of 1989)
- Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985)
- Less Formal Township Establishment Act, 1991 (Act No. 113 of 1991)
- National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004)
- National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004)
- National Environmental Management: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008)

Continue on next page.

- National Environmental Management: Protected Areas Act, 2003 (Act No. 57 of 2003)
- National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008)
- National Heritage Resources Act, 1999 (Act No. 25 of 1999)
- National Water Act, 1998 (Act No. 36 of 1998)
- Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
- Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000)
- Public Finance Management Act, 1999 (Act No. 1 of 1999)
- Public Service Act, 1994 (Proclamation No. 103 of 1994)
- Removal of Restrictions Act, 1967 (Act No. 84 of 1967)
- Western Cape Biosphere Reserves Act, 2011 (Act No. 6 of 2011)
- Western Cape Nature Conservation Board Act, 1998 (Act No. 15 of 1998)
- Western Cape Health Care Waste Management Act, 2007 (Act No. 7 of 2007)

5. Organisational Structure



6. Entities Reporting to the Minister

The following entities report to the Provincial Minister of Local Government, Environmental Affairs and Development Planning:

Name of Entity	Legislative Mandate	Financial Relationship	Nature of Operations
Western Cape Nature Conservation Board (Trading as CapeNature)	Western Cape Nature Conservation Board Act, 1998 (Act No. 15 of 1998)	The Department of Environmental Affairs and Development Planning transferred R208,466 million to CapeNature in the reporting period.	CapeNature fulfils the biodiversity management and nature conservation responsibilities for the Province.

Environmental Commissioner

Although the Commissioner for the Environment was listed as a schedule 3, Part C (PFMA) public entity, it was decided not to pursue the establishment of the Environmental Commissioner. Provincial Cabinet granted in-principle approval for the amendment of the Western Cape Constitution to align it with the National Constitution and amend the provisions relating to the Commissioner for the Environment to allow the Premier to appoint a Commissioner, if it is considered desirable to do so. The Department of the Premier is currently considering comments received on the draft Bill.

7. Foreword by Minister of the Department

The Western Cape Government fosters an open opportunity society for all. Our vision is to build a Province within which every citizen can access the socio-economic opportunities needed to improve their lives. Working better together with communities, other spheres of government and key stakeholders through co responsibility allowed my Department to turn a series of challenges into opportunities of delivery during the financial period in review.

I believe that we continued to transition to a space of environmental justice as our teams responded to all reports of environmental contraventions to ensure that our citizens benefit from a clean, healthy, aesthetic and sustainable environment, regardless of their status in society. Significant deliverables documented in this report will ensure that we improve our ability to manage and promote sustainable economic growth within the context of our rich sensitive natural environment.

My Department gazetted the draft Land Use Planning Bill, 2013 which will promote quality spatial planning and improve land use decision making for our provincial and local spheres of government. This Bill affirms our vision to govern an effective and efficient regional government as once enacted, will reduce “red tape” processes as land use planning applications will be reduced from five to one.

Law reform was central to our deliverables and so was the need to prioritize our most precious resource. My Department completed a Berg River Improvement Plan which was endorsed by Cabinet for implementation. This Plan is part of our Western Cape Sustainable Water Management Plan and will ensure that we address issues of water quality and river rehabilitation in the Berg River.

The socio-economic growth and stability of our Province requires us to examine both immediate and long term solutions such as improved law reform and critical interventions to save our natural and scarce resources in the interest of future generations.



A stylized, handwritten signature in black ink, appearing to read 'Anton Bredell'.

Anton Bredell
Provincial Minister

8. Accounting Officer's Foreword

It is a strategic priority of the Western Cape Government to advance the socio-economic growth potential of our Province to address amongst others, issues such as poverty alleviation and job creation. It must also be understood that with the vision to grow an economy, comes the corresponding duty to execute sustainable implementation plans and programmes to make this vision a long term solution.

The original annual appropriation for the 2012/13 financial year was R 379,273 million. This amount was decreased during the adjustment period and the final appropriation being R 377,209 million. The total expenditure for the period under review was R 376,880 million, or 99.91 per cent was spent of the appropriated budget.

The Department rationalized its structure to ensure greater organizational integration of the environmental and planning functions, as a means to address the service delivery imperatives of the environmental and planning management mandate in the Western Cape. The Department continued to render quality services in terms of its functional and legal mandates, while continuing its oversight responsibility over its delivery agent CapeNature.

While the Provincial Minister referenced two significant achievements for the Department during the period in review, other deliverables as noted in this Annual Report affirmed our commitment to ensuring that we continue to support our municipalities and their communities to maintain their right to a clean and healthy natural environment.

The Health Care Waste Management Legislation was promulgated and was published on 15 March 2013. The benefit of this will improve the management of health care risk waste in the Province and empower municipalities to control the handling of this waste type. The intention to improve the lives of communities required our Department to improve on the ground service presence. Eleven locations within the Province are now monitored and reported on in terms of ambient air quality.

The ability of the Department to work with all key stakeholders is evident in this report. This serves as an account to you of our commitment on how we delivered on the environmental and planning management mandate in the Western Cape. Every financial period presents new challenges to our team, but these I believe also present the most significant opportunities to implement working solutions to promote and grow our socio-economic context.



A stylized, handwritten signature in black ink, appearing to read 'Piet van Zyl'.

Piet van Zyl
Head of Department



Performance Information

P a r t B

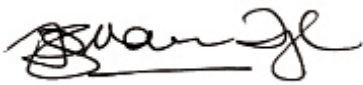
Performance Information

1. Accounting Officer's Statement of Responsibility for Performance Information

Statement of Responsibility for Performance Information for the year ended 31 March 2013

The Accounting Officer is responsible for the preparation of the Department's performance information.

The Accounting Officer is responsible for establishing, and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of performance information. In my opinion, the performance information fairly reflects the performance information of the Department for the financial year ended 31 March 2013.



Piet van Zyl
Accounting Officer
31 May 2013

2. Auditor-General Report: Predetermined Objectives

The AGSA report on predetermined objectives of the Department is referred to in the Auditor General's report published as Part E (Annual Financial Statements) of the Annual Report.

3. Overview of Departmental Performance

3.1 Service Delivery Environment

The Department contributed progress since 2006 towards the African Peer Review Mechanism (APRM) Country Report focussing on environmental sustainability for all people in the Western Cape, 5-year strategic goals and objectives, and provincial strategic objectives as well as taking into consideration the Millennium Development Goals (MDGs) and implementation of the national Programme of Action (National Outcomes) priorities. Specifically 4 thematically objective areas were responded to, namely: democracy and political governance; economic governance and management; corporate governance; and socio-economic development. The challenge is to build the future on accelerated development and shared growth through reduced unemployment, higher living standards, less poverty and deprivation and a reinstitution of wealth and income in favour of the poor by providing opportunities for job creation.

A two year report on the implementation of the New Growth Path was conducted outlining the impact on each departmental programme, project and policy with the focus on an estimated financial impact that could have an effect on employment creation, equality, investment and growth in the Western Cape. The Department contributes towards opportunities on job creation, equality, investment and growth.

Improved management practices are the key to improving government performance and service delivery. Government has committed itself to improving the Public Service in order to achieve the Priority Outcomes it has set for 2009-2014. These Priority Outcomes are underpinned by Outcome 12: "An Efficient, Effective and Development Orientated Public Service".

The Department continued reporting on the actual performance for the National Outcome 10 (NO10) in terms of the Delivery Agreement. The agreement included targets for example Green Economy, which require different provincial departments to contribute towards reporting on the actual performance.

The Provincial Strategic Plan's focus was taken into consideration by the Department in an attempt to resolve and/or improve, amongst others, economic growth, job creation and the environment, through projects relating to climate change, water quality, land-use planning, air quality, pollution and waste management, as well as biodiversity. All these are being realised through the implementation of the Provincial Strategic Objective 7, of which the Department is the custodian.

This past financial year 2012/13 was marked with the increased need to review the approach adopted in implementing projects contributing towards the Western Cape Government's aim of promoting the sustainable development of the environment.

The need to review the Provincial Strategic Objective 7 (PSO7) outcomes, indicators and targets was initiated in order to identify areas to create an environment for all stakeholders to contribute towards the identified PSO7 focus areas. The PSO7 aims to mainstream sustainability by integrating resource use efficiency throughout all government activities and, within all spheres of government.

Ultimately, this means that our Department has the responsibility to influence where possible other key role-players to assist the Department to achieve its purpose as PSO7 is managed in terms of the Provincial Transversal Management System (PTMS).

The following key policy priorities were identified:

Each year the Department endeavours to deliver tangible services of quality by fostering mutually beneficial relationships with all stakeholders. By strategically allocating resources and identifying four key policy priorities as part of the PSO7 plan of action, this Department aims to ensure sustainability and the efficient use of resources in the Western Cape.

Figure 3

<p>Energy</p> <p>To ensure sustainable energy systems and move towards a low carbon economy in the Western Cape. Key focus areas include:</p> <ul style="list-style-type: none"> • institutional frameworks; • energy use efficiency & demand side management; • renewable energy; • energy access; and • fossil fuel and nuclear energy sources 	<p>Land-use Planning</p> <p>To facilitate sustainable development through landuse planning that meets the current and future needs of the people of the Western Cape through:</p> <ul style="list-style-type: none"> • a policy and regulatory framework for efficient and effective land use and coastal planning; and • facilitating improved municipal spatial planning.
<p>Climate Change Adaptation</p> <p>To reduce vulnerability and increase coping capacity to climate change risk within the communities, economy and ecosystems of the Western Cape. This is achieved primarily through:</p> <ul style="list-style-type: none"> • climate risk reduction as a means towards achieving sustainable development; • increased efficiency of climate sensitive resource-use; and • increased adaptiveness and coping capacity of communities, ecosystems, and economy. 	<p>Sustainable Resource Management</p> <p>To implement programmes and projects towards managing our natural resources sustainably, without compromising ecosystem integrity. Key focus areas include:</p> <ul style="list-style-type: none"> • water conservation/ water demand management. • integrated catchment management (water supply and quality); • integrated waste management; and • air quality management.

Capacity building, awareness events, public participation and a competition on all focus areas in line with the strategic objectives were conducted with the public.

The Department facilitated capacity building workshops on waste industry planning, environmental and planning strategy workshops, biodiversity capacity building workshops.

Integrated coastal management events were held with coastal district municipal decision makers and organs of state to capacitate them on their respective legislative mandate and encourage them to apply good governance and coastal management practices.

Waste Management in Education (WAME) training workshops were conducted, awareness sessions on 2Wise2Waste and an exhibition was held. Internal and external skills interventions were conducted by the law enforcement. Workshops were conducted to facilitate the implementation of the Health Care Waste Management (HCWM) legislation.

EPWP capacity building workshops, people in communities were capacitated on sustainable living (environmental education to rural schools, World Environment Day: Collaboration on Green Economy, women capacitated), municipalities were evaluated in the Greenest Municipality Competition.

Resource communication products on climate change and sustainability were developed and distributed amongst communities. Interventions to raise awareness on water resource management were facilitated through the 2Precious2Pollute Programme.

3.2 Service Delivery Improvement Plan

In accordance with the Public Service Regulations, Chapter 1, Part III C, the following tables reflect the components of the SDI plan as well as progress made in the implementation of the plans.

Main Services Provided and Standards

Main Services	Actual Customers	Potential Customers	Standard of Service	Actual Achievement Against Standards
The roll-out of the 2 nd Generation National Environmental Management Act (NEMA), Environmental Impact Assessment (EIA) Regulations – Capacity Building	Developers, Consultants, Municipalities, other government departments and the public involved in development and environmental applications.	None	<ul style="list-style-type: none"> a. 6 Combined (IEM and DFU) Workshops on interpretation, administrative and application-related matters and respond to requests for training. b. 6 Post-workshop assessment sessions with service providers and assessment evaluation surveys. c. Review of guidelines to support interpretation and administration of the NEMA EIA Regulations and the publication thereof. 	<ul style="list-style-type: none"> a. A number of EIA capacity building workshops were held during 2013/14. There was also a particular focus on building the capacity of Councillors with the following Councillor Training Workshops presented on EIA, sustainability, spatial planning, waste management, and air quality. b. Service Providers were not appointed, however evaluation surveys were conducted for all of the above mentioned workshops and assessment reports were completed. c. EIA guidelines were reviewed and the final guidelines were published during March 2013.
Facilitate implementation of the Western Cape Climate Change Response Strategy and Action Plan	Citizens of the Western Cape Municipal Officials Municipal Councillors MECs and MPs of the Western Cape	None	<ul style="list-style-type: none"> a. Implement the Sustainable Energy Regulations in terms of the Sustainable Energy Act. b. Convene the Provincial Climate Change Committee (PCCC)-quarterly meetings. c. Undertake the annual monitoring of Climate Change response. d. Annual Renewable Energy Seminar held. 	<ul style="list-style-type: none"> a. A request has been made to Provincial Cabinet to suspend the drafting of the Sustainable Energy Bill due to national legislation having superseded the process. b. The PCCC was replaced by the Climate Change Working Group under PSO7 which has subsequently been split into two separate working groups: the Energy Working Group and the Climate Change Adaptation Working Group. These workgroups currently meet quarterly. c. Annual monitoring of Climate Change response for 2012/13 was not done. In lieu of the fact that the current strategy has been revised in 2012/13, the monitoring and evaluation will also require revision. d. The Department has decided not to host further Renewable Energy Seminars due to this now forming part of the GreenCape function. The Climate Change Unit will continue to support the initiatives undertaken by GreenCape.

Consultation Arrangements with Customers

Type of Arrangement	Actual Customers	Potential Customers	Actual achievements
<p>The roll-out of the 2nd Generation National Environmental Management Act (NEMA), Environmental Impact Assessment (EIA) Regulations – Capacity Building</p> <p>a. Guidelines</p> <p>b. Circulars</p> <p>c. Forum & Individual meetings</p> <p>d. Correspondence</p> <p>e. Implementation workshops</p> <p>f. Evaluation Questionnaire</p>	Municipalities	None	<p>a. The following updated guidelines were released:</p> <ul style="list-style-type: none"> • Guideline on Transitional Arrangements (March 2013). • Guideline on Appeals (March 2013). • Guideline on Alternatives (March 2013). • Guideline on Public Participation (March 2013). • Guideline on Exemption Applications (March 2013). • Guideline on Need and Desirability (March 2013). • Guideline on Generic Terms of Reference for EAPs and Project Schedules (March 2013). <p>b. DEADP NEMA Circular 1 was released in 2013.</p> <p>c. Quarterly national EIA Implementation Forum workshops and individual meetings held.</p> <p>d. Correspondence by electronic mail with stakeholders took place throughout the reporting period.</p> <p>e. Implementation Workshops:</p> <ul style="list-style-type: none"> • 8 June: Councillor Training in Mossel Bay. • 13 June: Councillor Training in Beaufort. • 5 July: Councillor Training in Stellenbosch. • 10 July: Councillor Training in Langeberg. • 4 Sept: Councillor Training in George and Kannaland. • 11 Sept: Councillor Training in Bredasdorp. • 9 Oct: Councillor Training in Worcester. • 26 Oct: Councillor Training in Malmesbury. • 29 Oct: Councillor Training in Paarl. • 16 Nov: Councillor Training in Vredendal. <p>f. Evaluation Questionnaires:</p> <ul style="list-style-type: none"> • Evaluation questionnaires were completed for all the capacity building workshops and assessment reports were completed.
<p>Facilitate implementation of the Western Cape Climate Change Response Strategy and Action Plan</p> <p>a. Public workshops</p> <p>b. Municipal workshops</p> <p>c. Newspaper articles</p> <p>d. Correspondence</p> <p>e. Meetings with relevant provincial departments, municipalities and relevant stakeholders</p> <p>f. PCCC meetings Annual Renewable Energy Seminar</p>	Municipalities Citizens	None	<p>a. The Department has embarked on a rollout of an energy efficient cooking aid (6646 wonder bags purchased of which 1646 distributed to beneficiaries. 5000 wonder bags will be distributed in 2013/14 financial year) to low income households across the Province. Training workshops was held for distributors. Each recipient will also learn more about climate change.</p> <p>b. The Department is currently undertaking a Municipal Support Programme for the development of Sustainable Energy and Climate Change Adaptation plans. The plan development process includes a series of workshops with a range of stakeholders represented.</p> <p>c. Media coverage on the festival through brochures, banners, gazebo's, t-shirts and blow-up balls. Newspaper articles not utilised. Climate Awareness was done at the Jazz on the Rocks event.</p> <p>d. Climate Change communication and awareness material has been developed and will be distributed for Municipal and Departmental use.</p> <p>e. The Energy Working Group and the Climate Change Adaptation Working Group under PSO7 has met quarterly. These groups include representation from national and provincial departments, private sector and NGOs.</p> <p>f. PCCC Meetings was replaced by Energy and Climate Change Adaptation workgroups.</p> <p>g. No Annual Renewable Energy Seminar held.</p>

Service Delivery Access Strategy

Access Strategy	Actual Achievements
<p>The roll-out of the 2nd Generation National Environmental Management Act (NEMA), Environmental Impact Assessment (EIA) Regulations – Capacity Building</p> <p>a. 1 Dorp Street, Cape Town b. York Street, George</p>	<p>a. 1 Dorp Street, Cape Town b. York Street, George</p>
<p>Facilitate implementation of the Western Cape Climate Change Response Strategy and Action Plan Leeusig Building via 1 Dorp Street, Cape Town</p>	<p>Leeusig Building via 1 Dorp Street, Cape Town</p>

Service Information Tool

Types of Information Tool	Actual Achievements
<p>The roll-out of the 2nd Generation National Environmental Management Act (NEMA), Environmental Impact Assessment (EIA) Regulations – Capacity Building</p> <p>a. Interactive workshops b. Forum and Individual meetings c. Implementation workshops d. Correspondence e. Information letters f. Evaluation Questionnaire g. Annual Report h. Website i. Circulars j. Newspaper advertisements</p>	<p>a. 10 external workshops were held focusing on building the capacity of councillors.</p> <p>b. Quarterly national EIA Implementation Forum workshops and individual meetings held.</p> <p>c. 10 external workshops were held focusing on building the capacity of councillors.</p> <p>d. Correspondence by electronic mail with stakeholders took place throughout the reporting period.</p> <p>e. 7 guidelines were released during the reporting period.</p> <p>f. Evaluation questionnaires were completed for all the capacity building workshops and assessment reports were completed.</p> <p>g. Annual report utilised</p> <p>h. Departmental Website Utilised</p> <p>i. DEADP NEMA Circular 1 was released in 2013.</p> <p>j. Newspaper advertisements not utilised.</p>
<p>Facilitate implementation of the Western Cape Climate Change Response Strategy and Action Plan</p> <p>a. Departmental Website b. Annual Report c. Public workshops d. Municipal workshops e. Newspaper articles f. Correspondence g. Meetings with relevant provincial departments, municipalities and relevant stakeholders h. Pamphlets i. Technical reports</p>	<p>The following mechanisms were utilised:</p> <p>a. Departmental Website information available to public.</p> <p>b. Annual Report published as required.</p> <p>c. Interaction with municipalities through the IDP reviews process, as well as Municipal engagements for data collection and information dissemination – CO₂ emissions database.</p> <p>d. Municipal workshops have been held for the 7 Municipalities currently participating in the Support Programme as part of the sustainable energy and adaptation plan development.</p> <p>e. Communication and awareness material developed during 2012/13 will be distributed for use by Municipalities.</p> <p>f. Email correspondence used across period. All relevant stakeholders attend the Climate Change and Adaptation and Energy workgroups.</p> <p>g. Climate change awareness materials distributed to municipalities.</p> <p>h. Technical reports released such as CO₂ emission database report.</p>

Complaints Mechanism

Complaints Mechanism	Actual Achievements
<p>The roll-out of the 2nd Generation National Environmental Management Act (NEMA), Environmental Impact Assessment (EIA) Regulations – Capacity Building</p> <p>a. Evaluation Questionnaire</p> <p>b. Direct contact with Supervisor/Manager</p> <p>Forum and Individual meetings.</p>	<p>a. Evaluation Questionnaires were completed for the capacity building workshops.</p> <p>b. Supervisors/Managers responsible for day-to-day direct contact.</p> <p>Forums and individual meetings held.</p>
<p>Facilitate implementation of the Western Cape Climate Change Response Strategy and Action Plan</p> <p>a. Direct contact with relevant Chief Director and Director</p> <p>b. Public workshops</p> <p>c. Municipal workshops</p> <p>PCCC meetings</p>	<p>a. Direct contact with relevant Chief Director and Director.</p> <p>b. Municipal Support Programme Workshops.</p> <p>c. Quarterly PSO7 Work Group meetings</p> <p>PCCC meetings have been replaced by PSO7 workgroup (Energy and Climate Change Adaptation)</p>

3.3 Organisational Environment

Since the implementation of the new organisational structure which commenced during the 2010/11 financial year, a number of organisational investigations were conducted and approved during the 2012/13 financial year. These include the Directorate: Development Facilitation, Supply Chain Management and Coastal Management. The Department, due to financial constraints, is not able to fund all the additional approved posts, which arose from the increase in the number of posts. The establishment consists of 509 posts, of which 319 posts are filled. 92 posts remain unfunded. 98 vacant posts need to be filled over the MTEF period. Even though the existing office accommodation is being modernised to utilise space optimally, additional space is required to accommodate the approved organisational establishment.

The Department participated in the second cycle of reporting on the electronic Management Performance Assessment Tool (MPAT). An important step therefore in the MPAT process is for senior management to conduct a self-assessment against a range of management standards. The report was evaluated by the national Department of Performance Monitoring and Evaluation and results communicated to the Department. The Department compiled an MPAT improvement plan to ensure all management practices are on standard as prescribed by the MPAT guidelines.

3.4 Key Policy Developments and Legislative Changes

• Land-use Planning Legislation

As part of the planning law reform process, a memorandum for discussion was circulated by the Department during 2012 and a total of 56 comments were submitted by municipalities and other institutions. The Department considered all comments and a draft bill was finalised at the end of 2012. The publication of the Draft Western Cape Land Use Planning Bill was approved by Cabinet on 28 November 2012 and was advertised in the Provincial Gazette Extraordinary No 7080/2013 for comment on 18 January 2013. As part of cooperative governance and public participation, various meetings and workshops were held throughout the Province during the last quarter of the financial year. Various aspects have an influence on the drafting process, including recent court judgements and the development of the National Spatial Planning and Land Use Management Bill, 2012.

A total of 62 comments were received by the closing date of 8 March 2013 and the Department will evaluate those in the first quarter of the next financial year in preparation of a final draft to be introduced to Provincial Parliament.

• **Western Cape Biosphere Reserves Act, 2011 and Regulations**

The Western Cape Biosphere Reserves Act, 2011 has been submitted to the Premier for the enactment of the Act by the end of March 2013. The Biosphere Reserve Regulations have also been finalised as well as translated in both Afrikaans and isiXhosa and will be submitted to the Minister for approval, following the enactment of the Act. Readiness Programme to facilitate the transition period as the Draft Bill is to be enacted by the end of March 2014.

• **Health Care Waste Management Legislation**

The Health Care Waste Management Legislation commenced on 15 March 2013. The publication of this legislation is a major achievement towards improving the management of health care waste in the Province and will empower municipalities to control the handling of this waste type.

• **Green Procurement Guideline (GPG)**

The Draft White Paper on Green Procurement was presented to Top Management where it was resolved to adopt it as a Green Procurement Guideline instead of a policy. The guideline was finalised in March 2013.

• **Provincial Noise Control Regulations**

The Department revised the existing Noise Control Regulations (P.N. 627/1998) for the Province. The revised Regulations were approved and will be published during the 2013/14 financial year.

• **National Waste Information Regulations (2012)**

The regulations were published in August 2012 and came into effect on 1 January 2013. These regulations require the waste holders in the Western Cape to register and report to the Integrated Pollutant and Waste Information System (IPWIS). The regulations also necessitated the alignment of IPWIS with the national South African Waste Information System (SAWIS) which resulted in the enhancement of IPWIS to accommodate the requirements of the SAWIS. All registration and reporting transactions must be verified. This resulted in an increase in the workload of the staff in the Waste Information Section.

4. Strategic Outcome Oriented Goals

The following achievements contributed towards the Department achieving NO10 service delivery agreement deliverables:

Sustainability

The Department hosted the Western Cape Greenest Municipality Competition on 21 November 2012.

A first version of the guideline document for sustainable low cost human settlements was finalised.

A report on integration of Sustainability themes into the curriculum of the Provincial Training Academy issued.

The Department worked closely with the Department of the Premier to support the development of the Green Economy Strategic Framework. The Department has been closely engaged with the 110% Green programme.

Climate Change

Municipal support programme: support provided to four municipalities in developing climate change adaptation plans. Western Cape Climate Change Adaptation Implementation Framework (WCCCAIF) to be developed by June 2014.

Municipal support programme: support provided to four municipalities in developing sustainable energy plans. Energy consumption and CO₂ emissions database (2009 baseline) for the Western Cape was developed.

A Strategic Environmental Assessment for the placement of wind farms in the Western Cape was concluded.

Procured 6 646 energy efficient cooking aids of which 1 646 were distributed to indigent households across the Province. The remaining 5 000 will be distributed in the 2013/14 financial year.

Air Quality Management

The Department has updated its Greenhouse Gas Inventory and monitors ambient air quality in nine locations in the Province. All data from the nine ambient air quality monitoring are reported to SAAQIS. The monitoring results indicate that ambient air quality complied with the South African Ambient Air Quality Standards, although a few incidents of localised poor air quality were observed. An additional two monitoring stations were commissioned at Hout Bay and Hermanus, thereby expanding the Provincial Ambient Air Quality Monitoring Network to 11 continuous ambient air quality monitoring stations.

Municipal air quality management has been constrained by financial and human resource limitations. The Department has held engagements with municipalities (e.g. councillor workshops, IDP review workshops etc.) to ensure their commitment towards developing Air Quality Management Plans and designating Air Quality Officers in 2013/14, where required. To date the Western Cape Province has 10 approved and 12 draft Air Quality Management Plans, while 24 out of 31 Air Quality Officers have been designated.

Pollution Management

The PSO7 Work Group on Sustainable Resource Management monitors progress on the Outcome “Improved water quality of water resources” as it relates to the Department’s work on water resource protection in NO10. Progress against indicators linked to this Outcome is tracked at quarterly meetings of the Work Group and quarterly Steering Committee meetings of the Western Cape Sustainable Water Management Plan. In addition, the Department has provided input into the water related planning and budgeting of municipalities during the IDP process, and attended the Regional Bulk Infrastructure Grant meetings chaired by Department of Water Affairs to keep track of priority water and sanitation-related priority projects and input into decision making. Water and sanitation services for the Greenest Municipality competition were assessed and reported on, while awareness-raising on environmental issues was assessed via a survey to assess the public’s attitude and behaviour towards water conservation and waste use efficiency. This is the second year this survey has been undertaken and provides comparative data from year to year. The Department also presented information to the public on the water resource management and environmental programmes, in a Water Week event hosted by the Department of Water Affairs.

A Berg River Improvement Plan was approved by Cabinet to improve water quality in the Berg River through implementing river and riparian zone rehabilitation in the catchment. Phase 1 includes initiating a riparian zone rehabilitation project to restore a section of the riparian zone of the Berg River and was completed in 2012/13. It will demonstrate the benefit of re-establishing a buffer zone to improve water quality by absorption of run-off and reduction of erosion. In addition, a section of the Breede River was also identified for riparian zone rehabilitation. In this regard, riparian zone vegetation was propagated for planting in identified sections of both the Berg and Breede River during winter 2013. The project created 5 full-time jobs for 6 months, in terms of the Expanded Public Works Programme (EPWP) criteria.

In terms of challenges encountered towards meeting the Sub-output 1.2 “Water resource protection”, information on water and sanitation planning and budgeting during the IDP process proved difficult to obtain, while information in WSDPs and IDPs did not always correspond. Further, in terms of the riparian zone rehabilitation project, the propagation of riparian vegetation proved problematic in terms of water supply and diseases resulting in plant loss.

Waste Management

The progress with regards to the National Outcome 10, Sub-output 3.3 “Less waste that is better managed” is as follows:

• 80% of currently unlicensed landfill sites to be licensed by 2015

There are 156 waste disposal facilities in the Province and at the beginning of the 2012/13 financial year 37% (58) of these waste disposal facilities were licensed. A waste management licensing plan was developed through a consultative process in the 2011/12 financial year and implemented in the 2012/13 financial year.

The number of licensed waste disposal facilities increased to 45% (70) through active engagement, consultation and assistance provided to municipalities, the owners of the unlicensed waste disposal facilities. During the 2012/13 financial year the Department received a further 13 licence applications. To reach the target to licence 80% (125) of the waste disposal facilities, municipal councils will be required to provide funding for the municipalities to licence their unlicensed waste disposal facilities.

- **75% of households receiving a basic waste collection by 2014**

This target is already surpassed because 95% of the households in the Province receive basic waste removal services.

- **Diversion 25% of municipal waste from waste disposal facilities by 2012**

This target was revised by DEA to read as follows: "Diversion 20% of waste from waste disposal for recycling by 2014." There are no accurate baseline data on waste volumes in South Africa and the Province. Only 6 of the 156 waste disposal facilities have weighbridges which impacts negatively on the accuracy of the recording of waste volumes at waste facilities. The Department is in the process of improving baseline data and has developed a waste quantification tool which municipalities are starting to use to improve the quantification of waste volumes. The Department also provided training to municipal waste management staff to use the quantification tool. All municipalities are in the process of registering its waste management facilities on IPWIS. The municipalities will report on its waste volumes during 2013/14. The City of Cape Town's waste diversion from waste disposal facilities has increased to 16%.

Built Environment Support Programme (BESP)

The SDFs of the Bitou, Mossel Bay and Breede Valley Municipalities that were rolled over from 2011/12 financial year were completed in this reporting cycle. The Kannaland, Beaufort West, Swellendam and Matzikama SDFs were not completed, however, they have reached an advanced stage and it is envisaged to be completed in the second quarter of the 2013/2014 financial year. The delays experienced relate mainly to extended public participation processes in collaboration with the municipalities and supply chain processes.

During the 2012/13 financial year, four Spatial Development Framework (SDF) gap analyses were completed for the third group. These gap analyses were completed for the following municipalities: Beaufort West, Kannaland, Swartland and Matzikama.

Performance Information

The Department reported to DEA on 36 of the 37 national environmental sector indicators. The Department and CapeNature identified one indicator that they are not responsible for. This entailed the drafting of Bioregional Plans and Biodiversity Sector Plans. The Department is not the appropriate organisation to ascertain whether or not these have been accurately incorporated into the municipal Spatial Development Frameworks (the indicator reads: "Number of municipalities which have incorporated Biodiversity Sector Plans/Bioregional Plans in their Spatial Development Frameworks (SDFs)"). The Department is responsible for reporting on 14 indicators, CapeNature responsible for reporting on 19 indicators and both the Department and CapeNature are responsible for reporting on 3 indicators. The 19 national environmental sector indicators that CapeNature was responsible for was incorporated into the Departmental Quarterly Performance Reporting template that was reported to the Provincial Treasury and the national Department of Environmental Affairs.

5. Performance Information by Programme

The activities of the Department of Environmental Affairs and Development Planning are organized in the following programmes:

Programme 1:	Administration
Programme 2:	Environmental Policy, Planning and Coordination
Programme 3:	Compliance and Enforcement
Programme 4:	Environmental Quality Management
Programme 5:	Biodiversity Management
Programme 6:	Environmental Empowerment Services

5.1 Programme 1: Administration

Purpose

Provide overall management of the Department and centralised support services. The programme seeks to provide quality strategic support encompassing Communication Services, Financial Management, Information Communication Technology and Facilities Management, that enables the Department to effectively render its core function.

List of sub-programmes

- Sub-programme 1.1: Office of the Minister
- Sub-programme 1.2: Senior Management
- Sub-programme 1.3: Corporate Services
- Sub-programme 1.4: Financial Management

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To develop systems, processes and measures to support effective and efficient service delivery.

Performance Indicators

Programme 1: Administration					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
1.1 PSO7 programme defined.	N/a	PSO7 programme defined.	PSO7 programme not defined.	-1	The review of PSO7 outcomes, indicators and targets was initiated during 2012/13. Appropriate outcomes, baseline data and data sources needs to be identified/developed in order to develop a program definition.
1.2 The result-based monitoring and evaluation plan for PSO7 developed and implemented.	N/a	Implement PSO7 result-based monitoring and evaluation plan.	PSO7 result-based monitoring and evaluation plan not developed and implemented.	-1	Due to capacity constraints and review of PSO7 initiated during 2012/13.
1.3 Accounting Officer's System and Delegations for Supply Chain Management (SCM) aligned with Provincial Treasury guidelines.	Accounting Officer's System review held in abeyance as per Treasury Circular 04/2010.	A reviewed Accounting Officer's System and Delegations.	Accounting Officer Delegations reviewed. Accounting Officer's System not reviewed.	-1	Provincial Treasury only issued draft generic AO System on 28 March 2013. Provincial Treasury postponed the implementation of the generic Accounting Officer System subject to the issuing of new National Treasury Regulations.

Strategy to overcome areas of under performance

- In order to complete the programme definition the Steering Work and work group chairpersons of PSO7 will be tasked to identify/develop appropriate outcome indicators. Appropriate outcomes, baseline data and data sources needs to be identified/developed in order to develop a program definition.
- The vacant position for Deputy Director: Programme Performance Monitoring and Evaluation will be filled from 1 June 2013. Official was also appointed on contract additional to the establishment to assist with data management. The unit will engage with management and line functions in order to develop and implement the Departmental Monitoring and Evaluation Strategy and Plan.
- The review of the Accounting Officer's System will be finalised, once the new National Treasury Regulations are issued by National Treasury during the 2013/14 financial year.

Changes to Planned Targets

Not applicable.

	2012/2013			2011/2012		
Administration	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Office Of The MEC	5 610	5 610	-	5 440	5 440	-
Senior Management	12 611	12 611	-	12 819	12 819	-
Corporate Services	14 615	14 615	-	11 554	11 554	-
Financial Management	9 883	9 883	-	9 918	9 918	-
Total	42 719	42 719	-	39 731	39 731	-

5.2 Programme 2: Environmental Policy, Planning and Co-ordination

Purpose

The purpose of this programme is to ensure the integration of environment objectives in national, provincial and local government planning, including provincial growth and development strategies, and local economic development plans and integrated development plans. The programme includes cross-cutting functions, such as research, departmental strategy and information management.

List of sub-programmes

- Sub-programme 2.1: Intergovernmental Coordinations, Spatial and Development Planning
- Sub-programme 2.2: Legislative Development
- Sub-programme 2.3: Research and Development Support
- Sub-programme 2.4: Environmental Information Management
- Sub-programme 2.5: Climate Change Management

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To maintain the sustainable development paradigm in environmental and spatial planning and management, taking cognizance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 2.1: Intergovernmental Co-ordinations, Spatial and Development Planning

Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
2.1.1 Provincial Spatial Development Framework (PSDF) reviewed by 30 September 2014.	4 progress reports issued with regards to the review of the PSDF.	Finalise the First Draft of the reviewed PSDF.	The First Draft of the reviewed PSDF not finalised.	-1	The finalisation of the 1 st Draft of the PSDF review was delayed due to the 2011 census data only being made partially available at the end of November 2012.
2.1.2 The development of the Provincial Spatial Plan (PSP) completed by 31 March 2013.	4 reports issued with regard to the development of the PSP.	Finalise PSP.	PSP finalised.	0	N/a
2.1.3 The expansion of the 2011 review of the Growth Potential Study of Towns (GPS) in the Western Cape finalised by 31 March 2013.	N/a	Finalise the expanded scope of work of the 2011 Growth Potential Study of Towns in the Western Cape.	The expanded scope of work of the 2011 Growth Potential Study of Towns in the Western Cape not finalised.	-1	The finalisation of the GPS was delayed due to the 2011 census data only being made partially available at the end of November 2012.
2.1.4.1 Municipal Spatial Development Framework (SDF) developed as part of the Built Environment Support Programme (BESP).	3	Third group of 4 SDF's developed and approved based on outcomes of GAP analysis (Beaufort-West, Kannaland, Swartland and Matzikama).	4 draft SDF's developed by service providers (Beaufort West, Kannaland, Swellendam and Matzikama). The public participation process will now proceed in collaboration with the municipalities.	-4	Delays in the completion of GAP analysis process and supply chain processes; extended comments periods being granted; and changes in municipal personnel.
2.1.4.2 Finalise the Gap analyses for the third group of 4 SDF's as part of the BESP (Beaufort-West, Kannaland, Swartland and Matzikama).	8	4 Finalise the Gap Analysis for the 4 th group of 4 SDF's as part of the BESP (Langeberg, Oudtshoorn, Swellendam and Cederberg).	4 gap analysis finalised.	0	N/a

Performance Indicators

Sub-Programme 2.1: Intergovernmental Co-ordinations, Spatial and Development Planning

Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
2.1.5. Percentage of municipal and state department requests for developmental facilitation services adequately responded to.	100% (397)	Respond to 80% of municipal and state department requests for development facilitation services.	100% (258 requests)	+20%	Additional capacity and prioritisation of facilitation services.
2.1.6 Percentage of public sector development applications monitored and assisted.	24 (12 municipal lists and 12 municipal infrastructure grant (MIG) lists).	Monitor and assist with the co-ordination of 90% of public sector development applications.	100% (374 interventions)	+10%	Additional capacity and prioritisation of facilitation services.
2.1.7. Number of bilateral engagements facilitated on sectoral development applications.	13 (8 MIG, 2 Human Settlement and 3 City of Cape Town).	Facilitate 20 bilateral engagements on sectoral development applications.	28	+8	Additional capacity and prioritisation of facilitation services.
2.1.8 An Environmental and Planning Capacity Building Strategy developed.	N/a	Finalise the Environmental and Planning Capacity Building Strategy.	Strategy was finalised.	0	N/a
2.1.9 Number of IDP's reviewed for environmental content as per legislative requirements.	30	Review 30 IDP's for environmental content as per legislative requirements.	30 (All 30 IDP's were reviewed twice, and 29 were reviewed during a 3 rd phase.)	0	N/a

Achievements

- PSP finalised.
- Four gap analyses for the 4th group of 4 SDF's as part of the BESP (Langeberg, Oudtshoorn, Swellendam and Cederberg) finalised.
- 100% (258 requests) of municipal and state department requests for developmental facilitation services adequately responded to.
- 100% (374 interventions) of public sector development applications monitored and assisted.
- 28 bilateral engagements facilitated on sectoral development applications.
- Environmental and Planning Capacity Building Strategy finalised.
- All 30 IDP's were reviewed twice, and 29 were reviewed during a 3rd phase for environmental content as per legislative requirements.

Strategy to overcome areas of under performance

Performance Indicator 2.1.1: Scope changes were made to the project plan and an extension to the consultant's service contract has been approved. The revised completion date is June 2013.

Performance Indicator 2.1.3: The project schedule was adjusted to accommodate the delays experienced; therefore scope changes to the project plan have been made. The revised target date is October 2013.

Performance Indicator 2.1.4.1:

- Region 1 - The Beaufort West and Kannaland Draft SDF's are envisaged to be completed by the end of September 2013. Prior to the appointment of consultants it was known that the SDF's would not be able to be completed in accordance with the APP, because of the short timeframes, therefore the contract was drawn up accordingly, with the completion date being the end of September 2013.
- The Swartland Municipality agreed that the refinement of their SDF could be postponed until the 2013/2014 financial year. This allowed for the funds to be better utilised, to assist Swellendam Municipality with the drafting of their SDF.

Note: With regard to the approval of SDF's, final approval by the respective Municipal Councils in terms of the MSA, will occur in terms of internally determined Council timelines.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

Sub-Programme Name	2012/2013			2011/2012		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Intergovernmental Coordination, Spatial and Development Planning	21 138	21 082	56	21 480	21 480	-
Total	21 138	21 082	56	21 480	21 480	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To develop systems, processes and measures to support effective and efficient service delivery.

Performance Indicators

Sub-Programme 2.2: Legislative Development Planning					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
2.2.1 Approval of Sustainable Energy Bill by Cabinet.	0	Approval of Sustainable Energy Bill by Cabinet and assent of Bill into an Act by the Premier.	The draft sustainable energy bill was completed.	-1	A request has been made to Provincial Cabinet to suspend the drafting of the Sustainable Energy Bill due to national legislation having superceded the process.
2.2.2 Regulations for the Sustainable Energy Act drafted.	0	Finalise the 1 st draft Sustainable Energy Regulations in terms of the Sustainable Energy Act.	The 1 st draft Sustainable Energy Regulations in terms of the Sustainable Energy Act not finalised.	-1	A request has been made to Provincial Cabinet to suspend the drafting of the Sustainable Energy Bill due to national legislation having superceded the process.
2.2.3 A new provincial planning law implemented by 31 March 2013	Draft Land Use Planning Act compiled.	Facilitate the approval of LUPA.	Draft LUPA completed.	-1	Delays were experienced due to the impact of various High Court Judgments on the development of LUPA and the required alignment of LUPA with SPLUMB.
2.2.4 Environmental Norms and Standards developed and implemented by 31 March 2013.	N/a	Publish two Environmental Norms and Standards (Aquaculture trout and abalone).	Environmental Norms and Standards not developed.	-2	The Department is in the process of developing guidelines and standards for national implementation. The extensive consultative process and the legal complexity have delayed the finalisation of the guidelines for norms and standards.
2.2.5 Western Cape Biodiversity Policy completed by 1 March 2013.	N/a	Complete the Western Cape Biodiversity Policy.	Western Cape Biodiversity Policy not completed.	-1	Work on draft was well advanced, but a strategic decision was taken to undertake a broader investigation into the overall function of the WCG in terms of Biodiversity and Eco System Management.
2.2.6 Western Cape Nature Conservation Board Amendment Act promulgated	N/a	Western Cape Nature Conservation Board Amendment Act promulgated	The final draft of the Bill has been circulated to roleplayers for comment.	-1	Work on draft was well advanced, but a strategic decision was taken to undertake a broader investigation into the overall function of the WCG in terms of Biodiversity and Eco System Management. Work on draft Bill has been held in abeyance.

Strategy to overcome areas of under performance

Performance Indicator 2.2.3: Delays were experienced as a result of certain High Court Judgments and the need to align the Bill with SPLUMB. During the commenting period, 60 comments were received and all of these comments had to be discussed and incorporated into the Draft Bill. Scope changes were made to the project plan and an extension to the consultant's service contract has been approved. The revised completion date is December 2013.

Performance Indicator 2.2.4: It is envisaged to complete the 1st draft standards for abalone farming, trout farming and ostrich farming and workshop with key authorities in early April 2013/14. Distribute the 2nd draft standards by end of April 2013/14 to the Economic Sector Committee and Sector Work Groups for comment. Submit formal draft standards to Mintech/Minmec/Minister by end of May 2013/14 for gazetting for formal comment. Finalisation of the standards is expected by end of July 2013/14.

Performance Indicators 2.2.5 and 2.2.6: A strategic decision was taken to undertake a broader investigation into the overall function of the WCG in terms of Biodiversity and Eco System Management.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

Sub-Programme Name	2012/2013			2011/2012		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Legislative Development	834	834	-	288	288	-
Total	834	834	-	288	288	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To mainstream the sustainable development paradigm in environmental and spatial planning and management, taking cognisance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 2.3: Research and Development Support					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
2.3.1 Guidelines developed for Departments on their embedding of sustainability.	N/a	Finalise a guideline for the embedding of sustainability in one Department.	A guideline for the embedding of sustainability in the Department of Human Settlements was finalised.	0	N/a
2.3.2 Report on integration of sustainability into the curriculum of the Provincial Training Academy issued.	N/a	Report outlining the integration of sustainability principles in the Provincial Training Academy curriculum.	A Report outlining the integration of sustainability principles in the Provincial Training Academy curriculum was compiled.	0	N/a
2.3.3 A draft State of Environment Report (SOER) issued.	N/a	Draft SOER finalised.	A Final Draft of all technical chapters for the Report finalised.	0	N/a
2.3.4 Number of compliance reports against Environmental Implementation Plan (EIP).	Submitted 1 Annual Review of EIP to DEA.	EIP Annual Review Report completed.	EIP Annual Review Report completed.	0	N/a

Achievements

- A guideline for the embedding of sustainability in the Department of Human Settlements was finalised.
- A report outlining the integration of sustainability principles in the Provincial Training Academy curriculum was compiled.
- A final draft of all technical chapters for the State of Environment Report finalised.
- EIP Annual Review Report completed.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Research and Development Support	4 850	4 850	-	2 265	2 265	-
Total	4 850	4 850	-	2 265	2 265	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To develop systems, processes and measures to support effective and efficient service delivery.

Performance Indicators

Sub-Programme 2.4: Environmental Information Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
2.4.1 Geographic Information Services (GIS) data developed for departmental projects.	N/a	GIS data developed for departmental projects.	Agricultural and Biodiversity data, as well as Wind Data from the Wind Atlas was developed and incorporated in the Wind Farm Project and the PSP projects.	0	N/a
2.4.2 GIS website maintained.	Maintained and enhanced Web-enabled Information System.	Maintain and enhance web enabled information system.	GIS website maintained and enhanced web enabled information system.	0	N/a

Achievements

- Agricultural and Biodiversity data, as well as Wind Data from the Wind Atlas was developed and incorporated in the Wind Farm Project and the PSP projects.
- GIS website maintained and enhanced web enabled information system.

Strategy to overcome areas of under performance

Not applicable

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Environmental Information Management	3 014	3 014	-	2 934	2 934	-
Total	3 014	3 014	-	2 934	2 934	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To provide integrated and holistic environmental management to improve the quality of life of all in the Western Cape.

Performance Indicators

Sub-Programme 2.5: Climate Change Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
2.5.1 Climate Change Response Strategy reviewed.	1	CCRS & AP reviewed to align with National Climate Change Response White Paper.	Revised CCRS & AP.	0	N/a
2.5.2 Number of municipal climate change adaptation plans supported.	30 municipalities advised on climate change mitigation and adaptation measures and 4 mitigation and adaptation projects completed.	Four municipalities supported to develop climate change adaptation plans.	3	-1	Knysna Municipality was supported as part of the larger Eden District adaptation plan.
2.5.3 Number of municipal sustainable energy plans supported.	N/a	Four municipalities supported in the development of sustainable energy plans.	4	0	N/a
2.5.4 Number of functional environmental information management databases maintained.	0	Finalise database to measure energy consumption and CO ₂ emissions and to monitor implementation of renewable energy and efficiency programmes across the province.	Database of energy consumption and CO ₂ emissions finalised.	0	N/a
2.5.5 Provincial Strategic Environmental Assessment for photovoltaic farms finalised.	Provincial Strategic Environmental Assessment for wind farms finalised.	Finalise Provincial Strategic Environmental Assessment for photovoltaic farms.	Provincial Strategic Environmental Assessment for photovoltaic farms not finalised.	-1	This process was dependent on the outcomes of the Strategic Environmental Assessment for Wind Farms which was delayed due to an expanded scope.

Achievements

- CCRS & AP revised to align with National Climate Change Response White Paper.
- Four municipalities supported in the development of sustainable energy plans.
- Database of energy consumption and CO₂ emissions finalised.

Strategy to overcome areas of under performance

- Only 3 of the 4 Municipalities participated fully in the Municipal Support Programme to produce climate change adaptation plans. For reasons beyond the control of the Climate Change unit, it was decided to incorporate Knysna Municipality as part of the Eden District Adaptation Plan.
- Advertising of the PV tender was delayed due to the Wind SEA not being completed. When it was advertised a suitable service provider could not be procured.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Climate Change Management	4 800	4 800	-	3 333	3 333	-
Total	4 800	4 800	-	3 333	3 333	-

5.3 Programme 3: Compliance and Enforcement

Purpose

Ensure compliance with environmental legislation by way of administrative and criminal enforcement mechanisms; provision of legal support services; processing section 24G applications; and management of appeals lodged in terms of environmental legislation.

List of sub-programmes

- Sub-programme 3.1: Environmental Quality Management Compliance and Enforcement

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objectives:

- To develop systems, processes and measures to support effective and efficient service delivery.
- To provide integrated holistic environmental management to improve the quality of life of all in the Western Cape.

Performance Indicators

Sub-Programme 3.1: Environmental Quality Management Compliance and Enforcement					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
3.1.1 Percentages of complaints that are investigated.	100% (175)	100%	100% (168)	0	N/a
3.1.2 Number of compliance monitoring inspections conducted in respect of administrative notices issued.	111	100	147	+47	Number of compliance monitoring inspections is dependent on the number of administrative notices issued.
3.1.3 Number of intergovernmental compliance and enforcement inspections and investigations.	N/a	40	58	+18	Improved intergovernmental cooperation with local government and other organs of state.
3.1.4 Number of intergovernmental compliance and enforcement operations.	N/a	8	6	-2	6 of the 10 enforcement officers employed by the Department have resigned due improved employment offers from other organs of state. Furthermore, the number of operations is dependent on the number of crosscutting activities between the organs of state.
3.1.5 Number of Western Cape Environmental Crime Forum meetings hosted.	4	4	3	-1	The WCECF has been transformed into an investigative body comprising the Department, the City, SAPS and the NPA, which is the lead organ of state. Prosecutors were not available to meet due to their participation in High Court proceedings.
3.1.6 Number of designated environmental management inspectors in the Provincial Department.	65	65	61	-4	Number of letters of designation exceeded actual number of EMI's as some EMI's were designated more than once.
3.1.7 Number of requests received for legal assistance from the Department.	182	180	224	+44	Number of requests depends on the need of the Department for legal assistance. Staff worked overtime to respond to the requests.
3.1.8 Percentage of active litigation matters managed for the Department.	100%	100%	100% (64)	0	N/a

Performance Indicators

Sub-Programme 3.1: Environmental Quality Management Compliance and Enforcement					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
3.1.9 Number of environmental appeals processed.	47	30	66	+36	The Department has no control over the number of appeals lodged.
3.1.10 Number of section 24G applications finalised.	99	18	73	+55	The Department has no control over the number of section 24G applications submitted. Total includes backlog applications. Additional contract staff was appointed to process applications.
3.1.11 Number of administrative fines issued in respect of section 24G applications.	28	16	61	+45	The Department has no control over the number of section 24G applications submitted. Total includes backlog applications. Additional contract staff was appointed to process applications.
3.1.12 Number of criminal enforcement actions undertaken for non-compliance with environmental management legislation.	N/a	10	14	+4	Number of criminal enforcement actions undertaken depends on the number of serious environmental offences reported.
3.1.13 Number of administrative enforcement actions taken with regard to environmental legislation.	N/a	110	125	+15	Number of administrative notices issued depends on the number of complaints/referrals received.

Achievements

- 100% (168) complaints investigated.
- 147 compliance monitoring inspections conducted in respect of administrative notices issued.
- 58 intergovernmental compliance and enforcement inspections and investigations conducted.
- 224 requests received for legal assistance from the Department.
- 100 (64) active litigation matters managed for the Department.
- 66 environmental appeals processed.
- 73 section 24G applications finalised.
- 61 administrative fines issued in respect of section 24G applications.
- 14 criminal enforcement actions undertaken for non-compliance with environmental management legislation.
- 125 administrative enforcement actions taken with regard to environmental legislation.

Strategy to overcome areas of under performance

Not applicable

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Environmental Quality Management Compliance and Enforcement	15 253	15 253	-	14 658	14 658	-
Total	15 253	15 253	-	14 658	14 658	-

5.4 Programme 4: Environmental Quality Management

Purpose

The purpose of this programme is to establish legislation, policies, norms, standards and guidelines for environmental impact management, air quality management and management of waste and pollution at provincial and local spheres of government.

List of sub-programmes

- Sub-programme 4.1: Impact Management
- Sub-programme 4.2: Air Quality Management
- Sub-programme 4.3: Pollution and Waste Management

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 4.1: Impact Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2011/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
4.1.1 Municipal Environmental Frameworks (EMF's) finalised.	Review of Drakenstein EMF finalised.	Finalise development of Drakenstein EMF after obtaining concurrence from National DEA.	Drakenstein EMF not finalised.	-1	The extended public participation process resulted in a delay in the submission to DEA for concurrence.
	Saldanha EMF not finalised.	Finalise development of Saldanha EMF after obtaining concurrence from National DEA.	Saldanha EMF not finalised.	-1	The extended public participation process resulted in the Industrial Development Zone and EMF of Saldanha Bay being delayed.
4.1.2 Number of EIA applications received.	606	600 EIA applications received.	637	+37	The estimated target was determined from historical information. Dependent on the number of applications received and cannot be preempted.
4.1.3 Number of EIA applications finalised	939	800 EIA applications finalised.	605	-195	The target set was based on historical trends with respect to finalisation of EIA applications. In this regard the set target could not be met because only those EIA applications where a decision could be made were finalised.
		400 Environmental Authorisations issued.	375	-25	The target set was based on historical trends with respect to finalisation of EIA applications. In this regard the set target could not be met because only those EIA applications where a decision could be made were finalised.
		90% of EIA applications finalised with legislated timeframes.	90%	0	N/a
4.1.4 Number of planning applications received.	1 047	1 200 planning applications received.	1165	-35	The reduction in the figure is dependent on the number of planning applications received and cannot be preempted.
4.1.5 Number of planning applications finalised	1 217	1 300 planning applications finalised.	1 561	+261	Additional capacity was deployed to reduce pending applications before the implementation of LUPA.

Summary Status of Environmental Impact Assessment and Planning Application:

	EIA	Planning
Pending applications 01/04/2012	785	872
Applications received	637	1 165
Applications finalised	605	1 561
Pending applications as at 31/03/2013	817	486

Achievements

- 637 EIA applications received.
- 90% of EIA applications finalised with legislated timeframes.
- 1 561 planning applications finalised.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Impact Management	37 767	37 767	211	37 065	36 998	67
Total	37 767	37 767	211	37 065	36 998	67

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 4.2: Air Quality Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
4.2.1 Tools to improve compliance to ambient air quality standards maintained.	Updated the Provincial Greenhouse Gas and Air Pollutant Emissions Inventory.	Maintain the Provincial Greenhouse Gas and Air Pollutant Emissions Inventory.	Updated the Provincial Greenhouse Gas and Air Pollutant Emissions Inventory.	0	N/a
4.2.2 Number of locations at which ambient air quality is monitored.	9	9	11	+2	Funding was reprioritised to increase the number of ambient air quality monitoring stations.
4.2.3 Percentage of AEL applications received and responded to.	60% (2 applications received and 4 on-going processing of existing 4 applications)	80%	100% (8)	+20%	8 applications received and responded to.
4.2.4 Number of Air Quality Officer's Forums (AQOF) facilitated with municipalities.	5	3	6	+3	Additional AQOF's convened to discuss key new air quality legislative developments.
4.2.5 Report on the Annual State of Air Quality Management.	Annual State of Air Quality Management Report finalised.	Annual State of Air Quality Management Report finalised.	1 (2011)	0	N/a
4.2.6 Report on Air quality management and health risk assessment needs analysis.	N/a	Conduct a needs analysis for AQM and health risk assessment study.	1 Report for health risk assessment studies in the Western Cape.	0	N/a

Achievements

- The Provincial Greenhouse Gas and Air Pollutant Emissions Inventory updated.
- 11 locations at which ambient air quality was monitored.
- 100% (8) AEL applications received and responded to.
- Six Air Quality Officer's Forums (AQOF) facilitated with municipalities.
- Annual State of Air Quality Management Report finalised.
- Report for health risk assessment studies in the Western Cape.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Air Quality Management	11 313	11 313	-	9 354	9 354	-
Total	11 313	11 313	-	9 354	9 354	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objectives:

- To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities.
- To provide integrated and holistic environmental management to improve the quality of life of all in the Western Cape.

Performance Indicators

Sub-Programme 4.3: Pollution and Waste Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
4.3.1 Annual Report on the implementation of the Western Cape Sustainable Water Management Plan.	Draft Provincial Integrated Water Resource Management Plan developed.	N/a	3 Sustainable Water Plan Steering Committee meetings held to monitor progress with implementation.	0	N/a
4.3.2 Number of rivers and estuaries rehabilitated.	N/a	Prioritise river and estuary for rehabilitation.	Berg River and Estuary prioritized. 1 Report on implementation of riparian restoration/rehabilitation. 1 Report on interventions to rehabilitate Berg River and Estuary.	0	N/a

Performance Indicators

Sub-Programme 4.3: Pollution and Waste Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
4.3.3 Monitoring programme protocol on water quality of estuaries developed.	N/a	Develop an estuary monitoring programme protocol, linked to the National Estuary Monitoring Programme.	1	0	N/a
4.3.4 Monitoring programme on water quality of rivers developed.	N/a	Develop a river monitoring programme, linked to the National River Health Programme.	1	0	N/a
4.3.5 Percentage of remediation cases responded to.	73% (59)	Respond to 70% of remediation cases.	100% (106)	+30	Increased capacity (overtime) to exceed target.
4.3.6 Percentage of NEMA Section 30 incidents cases responded to.	87% (27)	Respond to 70% of NEMA S30 incident cases.	98% (51/52)	+28%	Increased capacity (overtime) to exceed target.
4.3.7 Decrease in mercury tonnage from schools and dental and medical facilities.	N/a	Updated Mercury inventory and implement a Risk Management Plan for the Western Cape.	1 Mercury survey undertaken at various medical and educational facilities. Correlated information to mercury inventory	0	N/a
4.3.8 Percentage of waste management license applications responded to versus received.	109% (47)	Respond to 85% of waste management license applications received.	Responded to 98% (56 waste management licence applications received and responded to 55).	+13%	Compliance to legislative timeframes for the processing of waste management licence applications.
4.3.9 Percentage of licensed waste management facilities monitored for compliance.	52.8% (66)	Monitor compliance of 28% (cumulative) of licensed waste management facilities	Monitor compliance of 47% (36)(cumulative) of licensed waste management facilities.	0	Increased compliance monitoring.
4.3.10 The Waste Management Licensing Plan implemented.	Waste Management License Plan developed.	Facilitate the authorisation of unlicensed waste disposal facilities in accordance with the waste management licensing plan.	Facilitated the authorisation of unlicensed waste disposal facilities in accordance with the waste management licensing plan.	0	N/a

Performance Indicators

Sub-Programme 4.3: Pollution and Waste Management

Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
4.3.11 Percentage of operating licensed waste disposal facilities tested for methane emissions.	Study conducted to determine available airspace at waste disposal facilities.	Survey methane emissions of 100% (accumulative) of operating licensed waste disposal facilities.	Survey methane emissions of 107% (42) (accumulative) of operating licensed waste disposal facilities.	+7%	Conducted an extra survey at the request of Overstrand Municipality.
4.3.12 Implementation of the Green Procurement Policy (GPP) as per implementation plan.	Green Procurement Policy costing and report finalised.	Finalised the implementation plan of the GPP.	Finalised the implementation plan of the GPP.	0	N/a
4.3.13 Evaluation report on integrated waste management within municipalities.	1	Evaluate the integrated waste management attributes of the Greenest Municipality Competition (GMC).	Evaluated and reported on the assessment of integrated waste management attributes of the GMC within municipalities.	0	N/a
4.3.14 Industry Waste Management Plans assessment guideline revised.	Facilitate the development of industry waste management plans in the consumer formulated chemical sector.	Revised industry WMP assessment guideline.	Industry WMP assessment guideline revised.	0	N/a
4.3.15.1 The Integrated Pollutant Waste Information System (IPWIS) enhanced.	Initiate the drafting of Waste Information Regulations.	Facilitate 2 consultative capacity building workshops on mandatory registration and reporting.	Facilitated 4 consultative capacity building workshops on mandatory registration and reporting.	+2	Additional capacity building workshops on mandatory registration and reporting were conducted upon request from stakeholders.
		Number of IPWIS modules enhanced.	2 IPWIS modules were enhanced (registration and complaints)	0	N/a
4.3.16 Assessment report on municipal integrated waste management plans (IWMPs).	Implement actions as per Provincial IWMP.	Facilitate the development and assessment of municipal IWMPs.	100% (3) of the IWMPs received assessed and facilitated the development.	0	N/a

Achievements

- 3 Sustainable Water Plan Steering Committee meetings held to monitor progress with implementation.
- Berg River and Estuary prioritized. One report on implementation of riparian restoration / rehabilitation finalised. One report on interventions to rehabilitate Berg River and Estuary finalised.
- 100% (106) remediation cases responded to.
- 98 (51/52) NEMA Section 30 incidents cases responded to.
- Mercury survey updated at various medical and educational facilities.
- Responded to 98% waste licence applications (56 waste management licence applications received and responded to 55).
- Monitored compliance of 47% (36) of licensed waste management facilities.
- Facilitated the authorisation of unlicensed waste disposal facilities in accordance with the waste management licensing plan.
- Survey methane emissions of 107% (42) (accumulative) of operating licensed waste disposal facilities.
- GPP Implementation plan developed.
- Evaluated and reported on the assessment of integrated waste management attributes of the GMC within municipalities.
- Industry WMP assessment guideline revised.
- Facilitated 4 consultative IPWIS capacity building workshops on mandatory registration and reporting.
- 2 IPWIS modules were enhanced (registration and complaints).
- 100% (3) of the IWMPs received assessed and facilitated the development.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Pollution and Waste Management	19 853	19 791	62	18 548	18 548	-
Total	19 853	19 791	62	18 548	18 548	-

5.5 Programme 5: Biodiversity Management

Purpose

To promote equitable and sustainable use of ecosystem goods and services to contribute to economic development, by managing biodiversity, and its components, processes, habitats and functions. CapeNature largely fulfils the biodiversity management and nature conservation responsibilities for the Province and the items below are limited to the departmental oversight function.

List of sub-programmes

- Sub-programme 5.1: Biodiversity and Protective Area Planning and Management
- Sub-programme 5.2: Western Cape Nature Conservation Board
- Sub-programme 5.3: Coastal Management

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities

Performance Indicators

Sub-Programme 5.1: Biodiversity and Protective Area Planning and Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
5.1.1 The Expanded Public Works Programme (EPWP) Environment and Culture Sector in the Western Cape coordinated monitored and reported on.	8 meetings, 4 M&E reports.	6 bimonthly meetings, 4 M&E reports.	5 bimonthly meetings held and 4 M&E reports finalised.	-1	The target in the APP was incorrectly captured and should be 5 bimonthly meetings instead of 6.
5.1.2 Women in Environment (WIE) co-ordinated, monitored and reported on.	Establish provincial WIE forum.	4 meetings, 1 report.	3 meetings held and 1 report finalised.	-1	A National conference was held, therefore the 4 th provincial WIE Forum did not take place.

Achievements

- 5 bimonthly EPWP Environment and Culture Sector meetings held and 4 M&E reports finalised.
- 3 WIE meetings held and 1 report finalised.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Biodiversity and protected area planning and management	1 737	1 737	-	1 631	1 631	-
Total	1 737	1 737	-	1 631	1 631	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 5.2: Western Cape Nature Conservation Board					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
5.2.1 Oversight report on the biodiversity performance of CapeNature.	N/a	Oversight report on the biodiversity performance of CapeNature.	Oversight report on biodiversity performance of CapeNature completed.	0	N/a
5.2.2 Number of Non financial and financial assessment reports issued.	N/a	4	4	0	N/a

Achievements

- Oversight report on biodiversity performance of CapeNature completed.
- 4 non financial and financial assessment reports issued.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Western Cape Nature Conservation Board	208 466	208 466	-	192 842	192 842	-
Total	208 466	208 466	-	192 842	192 842	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 5.3: Coastal Management					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
5.3.1 The coastal setback lines for one district municipal area within the Western Cape determined in terms of the NEMA: ICM Act.	Finalise Overberg coastal setback line project.	Promulgation of Overberg coastal setback line.	Promulgation of Overberg coastal setback line not completed.	-1	The promulgation of the coastal setback line can only take place after the Overberg District Municipality approves the setback line.
	Initiate West Coast setback line project.	Finalise West Coast setback line project.	West Coast setback line project not finalised.	-1	As the preferred bidder could not meet certain criteria in the Terms of Reference, a new procurement process was initiated.
	N/a	Initiate Eden setback line project.	Eden setback line initiated.	0	N/a

Achievements

- Eden setback line initiated.

Strategy to overcome areas of under performance

Performance indicator 5.3.1.1: Follow up meetings will be conducted with the Overberg District Municipality to ensure that they approve as required.

Performance indicator 5.3.1.2: Scope changes were made to the project plan and the revised schedule will be followed.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Coastal Management	4 175	4 1757	-	3 784	3 784	-
Total	4 175	4 175	-	3 784	3 784	-

5.6 Programme 6: Environmental Empowerment Services

Purpose

The implement and enhance programmes to interact with stakeholders and empower communities to partner with government in implementing environmental and social economic programmes.

List of sub-programmes

- Sub-programme 6.1: Environmental Capacity Development and Support
- Sub-programme 6.2: Environmental Communication and Awareness Raising

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective:

- To provide integrated and holistic environmental management to improve the quality of life of all in the Western Cape.
- To mainstream the sustainable development paradigm in environmental and spatial planning and management taking cognisance of environmental change and addressing inequalities.

Performance Indicators

Sub-Programme 6.1: Environmental Capacity Development and Support					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
6.1.1 Number of industry waste management planning and consultative workshops conducted.	N/a	Facilitate 2 consultative and 3 capacity building workshops on industry WMPs.	Conducted 2 consultative and 2 capacity building workshops.	-1	Due to poor response from stakeholders, the 3 rd capacity building workshop could not be conducted. However individual companies and associations were engaged to build their capacity w.r.t. integrated waste management planning.
6.1.2 Number of training workshop conducted to facilitate the implementation of the Green Procurement Policy (GPP).	Green Procurement Policy developed.	Conduct 5 training workshops on the implementation of GPP.	No training workshops were conducted.	-5	No training workshops were conducted due PTM resolution to convert the policy into a guideline.
6.1.3 Number of Environmental and Planning Capacity Building strategy workshop conducted.	N/a	24	73	+49	Additional capacity and prioritisation of facilitation services.
6.1.4 Number of biodiversity capacity building workshops and field training visits.	11 biodiversity capacity building workshops.	6 biodiversity capacity building workshops and 4 field training visits.	6 biodiversity capacity building workshops held and 4 field training visits undertaken.	0	N/a
6.1.5 Number of ICM capacity building events hosted.	Conduct 1 ICM capacity building event in coastal district municipalities.	Conduct 1 ICM capacity building event for coastal decision makers.	1 ICM capacity building event conducted.	0	N/a
6.1.6 Number of Waste Management in Education(WAME) workshops conducted.	2	Facilitate 1 WAME support workshop and 2 training workshops.	3 training workshops have been conducted.	0	N/a
6.1.7 Number of 2Wise2Waste interventions.	4	Facilitate 4 2Wise2Waste interventions.	Roll out of the programme was conducted to 4 Departments and 1 exhibition was held.	0	N/a
6.1.8 Number of internal/external skills interventions (legal services).	14	4	11	+7	Due to additional requests received.
6.1.9 EPWP capacity building workshops and exchange sessions facilitated.	N/a	4 EPWP capacity building workshops.	4 EPWP capacity building workshops.	0	N/a
6.1.10 Number of people capacitated on sustainable living.	N/a	120 people capacitated on sustainable living.	484 people capacitated.	+364	Variance was due to effective collaboration with WCED.

Achievements

- 73 environmental and planning capacity building strategy workshops conducted.
- Six biodiversity capacity building workshops held and four field training visits undertaken.
- One ICM capacity building event conducted.
- Three WAME training workshops conducted.
- Roll out of the 2Wise2Waste programme was conducted to four Departments and one exhibition was held.
- 11 internal and external enforcement skills interventions conducted.
- Four EPWP capacity building workshops and exchange sessions facilitated.
- 484 people capacitated on sustainable living.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

	2012/2013			2011/2012		
Sub-Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Environmental Capacity Development and Support	222	222	-	64	64	-
Total	222	222	-	64	64	-

Strategic Objectives, Performance Indicators Planned Targets and Actual Achievements

Strategic Objective: To provide environmental awareness, youth and community development to enhance progressive realisation of environmental rights.

Performance Indicators

Sub-Programme 6.2: Environmental Communication and Awareness Raising					
Strategic Objective / Performance Indicator	Actual Achievement 2011/2012	Planned Target 2012/2013	Actual Achievement 2012/2013	Deviation from Planned Target for 2012/2013	Comment on Variances
6.2.1 Number of municipalities in Greenest Municipality Competition evaluated.	7	9	17	+8	The number of municipalities for participating is not known in advance as it is influenced by several socio political factors within municipalities.
6.2.2 Number of resource communication products on climate change and sustainability developed.	N/a	2	2	0	N/a
6.2.3 Number of interventions to raise awareness on water resource management via the 2Precious2Pollute Programme.	N/a	2	2	0	N/a
6.2.4 Number of workshops conducted to facilitate the implementation of the Health Care Waste Management (HCWM) legislation.	Finalise the Draft Health Care Waste Management regulations and obtain approval on final regulations.	4	4	0	N/a
6.2.5 Number of ICM awareness events hosted.	4	Conduct 2 ICM awareness raising events for coastal district municipalities.	2 ICM awareness raising events for coastal district municipalities were conducted.	0	N/a

Achievements

- 17 municipalities in the Greenest Municipality Competition evaluated.
- Two resource communication products on climate change and sustainability developed.
- Two interventions conducted to raise awareness on water resource management via the 2Precious2 Pollute Programme.
- Four workshops conducted to facilitate the implementation of the Health Care Waste Management (HCWM) legislation.
- Two ICM awareness raising events for coastal district municipalities were conducted.

Strategy to overcome areas of under performance

Not applicable.

Changes to Planned Targets

Not applicable.

Linking Performance with Budgets

Sub-Programme Name	2012/2013			2011/2012		
	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Environmental Communication and Awareness Raising	1 068	1 068	-	557	557	-
Total	1 068	1 068	-	557	557	-

6. Summary of Financial Information

6.1 Departmental Receipts

Against a moderate departmental revenue budget of R0,318 million the Department collected R2,495 million. Major revenue collections are in respect of fines imposed by the National Environmental Management Act (NEMA) Section 24G which deals with environmental transgressions and recovery of previous financial years' transactions.

An asset disposal process was conducted during the year where redundant, obsolete and old furniture and equipment were disposed of.

Departmental Receipts	2012/2013			2011/2012		
	Estimate amount R'000	Actual amount collected R'000	(Over)/Under collection R'000	Estimate amount R'000	Actual amount collected R'000	(Over)/Under collection R'000
Tax Receipts						
- Casino taxes						
- Horse racing taxes						
- Liquor licences						
- Motor vehicle licences						
Sale of goods and services other than capital assets	56	55	1	56	60	(4)
Transfers received						
Fines, penalties and forfeits	250	2 303	(2 053)	250	1 246	(996)
Interest, dividends and rent on land		4	(4)		5	(5)
Sale of capital assets		46	(46)		64	(64)
Transactions in financial assets and liabilities	12	87	(75)	12	263	(251)
Total	318	2 495	(2 177)	318	1 638	(1 320)

6.2 Programme Expenditure

The Department was allocated an original budget of R379,273 million for the 2012/13 financial year. During the Adjusted Estimate process, the budget was reduced with R2,064 million thereby leaving the Department with a budget of R377,209 million. Total expenditure for the financial year amounted to R376,880 million with an amount of R208,466 million being transferred to the Western Cape Nature Conservation Board and the difference of R168,414 million thus being in respect of the Department's expenditure.

	2012/2013			2011/2012		
Programme Name	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure	Final Appropriation	Actual Expenditure	(Over)/Under Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000
Administration	42 719	42 719	-	39 731	39 731	-
Environmental Policy, Planning and Coordination	34 636	34 580	56	30 300	30 300	-
Compliance and Enforcement	15 253	15 253	-	14 658	14 658	-
Environmental Quality Management	68 933	68 660	273	64 967	64 900	67
Biodiversity Management	214 378	214 378	-	198 257	198 257	-
Environmental Empowerment Services	1 290	1 290	-	621	621	-
Total	377 209	376 880	329	348 534	348 467	67

The under spending to the amount of R0,329 million amounts to less than one per cent and is in respect of vacant posts.

6.3 Transfer Payments (excl. Public Entities)

Total transfer payments over the financial year period were R209,810 million of which R208,466 million was in respect of CapeNature. The remainder of R1,344 million was transferred to municipalities, departmental agencies, non-profit institutions and households. The breakdown is provided below:

Name of Transferee	Purpose for which the funds were used	Compliance with s 38 (1) (j) of the PFMA	Amount transferred (R'000)	Amount spent by the entity (R'000)	Reasons for the funds unspent by the entity
Drakenstein Municipality	Water quality monitoring	Yes	180	180	
Drakenstein Municipality	Greenest Municipality Competition winner	Yes	130	-	Financial year (July-June) does not coincide with the Department's financial year
Mossel Bay Municipality	Greenest Municipality Competition winner	Yes	70	32	Financial year (July-June) does not coincide with the Department's financial year
Swartland Municipality	Greenest Municipality Competition winner	Yes	50	30	Financial year (July-June) does not coincide with the Department's financial year
SABC	Television licences		5	5	
Kogelberg Biosphere Reserve Company	Operational expenses for the Biosphere Management Reserve Entities		200	133	Financial year (July-June) does not coincide with the Department's financial year
Cape West Coast Biosphere Reserve Company	Operational expenses for the Biosphere Management Reserve Entities		300	300	
University of Cape Town	Bursary holder		55	55	55
Various	Injury on duty claims		5	5	5
Various	Leave Gratuity		349	349	349

6.4 Public Entities

In terms of the Constitution, the Department is a provincial executive organ of state which is responsible for environmental matters in the Province, whilst CapeNature is a provincial organ of state with the primary responsibility for promoting and ensuring conservation and related matters in the Province.

Name of Transferee	Services rendered by the Public Entity	Amount transferred to the Public Entity R'000	Amount spent by the Public Entity R'000	Achievements of the Public Entity
Western Cape Nature Conservation Board	The objectives of the Western Cape Nature Conservation Board are to: a) promote and ensure nature conservation and related matters in the Province, b) render service and provide facilities for research and training in connection with nature conservation and related matters in the Province, c) Ensuring the objectives set out in paragraphs (a) and (b), to generate income.	R208,466	R200,560	Achievements reflected in the 2012/13 Annual Report of CapeNature.

The entity reports on its Revenue and Expenditure and on the Conditional Grants on a quarterly basis. These reports are submitted to Provincial Treasury and the Department conducts a quarterly assessment on the financial as well as on the non financial performance.

6.5 Conditional Grants and Earmarked Funds Paid

Not applicable.

6.6 Conditional Grants and Earmarked Funds Received

The table below details the conditional grants received during the period 1 April 2012 to 31 March 2013.

Department who transferred the grant	National Department of Public Works
Purpose of the grant	Expanded Public Works Programme integrated grant
Expected outputs of the grant	21 Full Time Equivalents (as per incentive grant agreement)
Actual outputs achieved	29 Full Time Equivalents
Amount per amended DORA (R')	R1,000 million
Amount received (R')	R1,000 million
Reasons if amount as per DORA was not received	N/A
Amount spent by the department (R')	R0,963 million
Reasons for the funds unspent by the entity	The under expenditure is attributed to the unavailability of specific protective clothing in compliance with the Occupational and Health Standards. The protective clothing was planned to be procured for FTE's under the Limietberg EPWP project.
Monitoring mechanism by the receiving department	Monthly reporting to National Department of Public Works and Quarterly Reporting to Provincial Treasury

6.7 Donor Funds

None

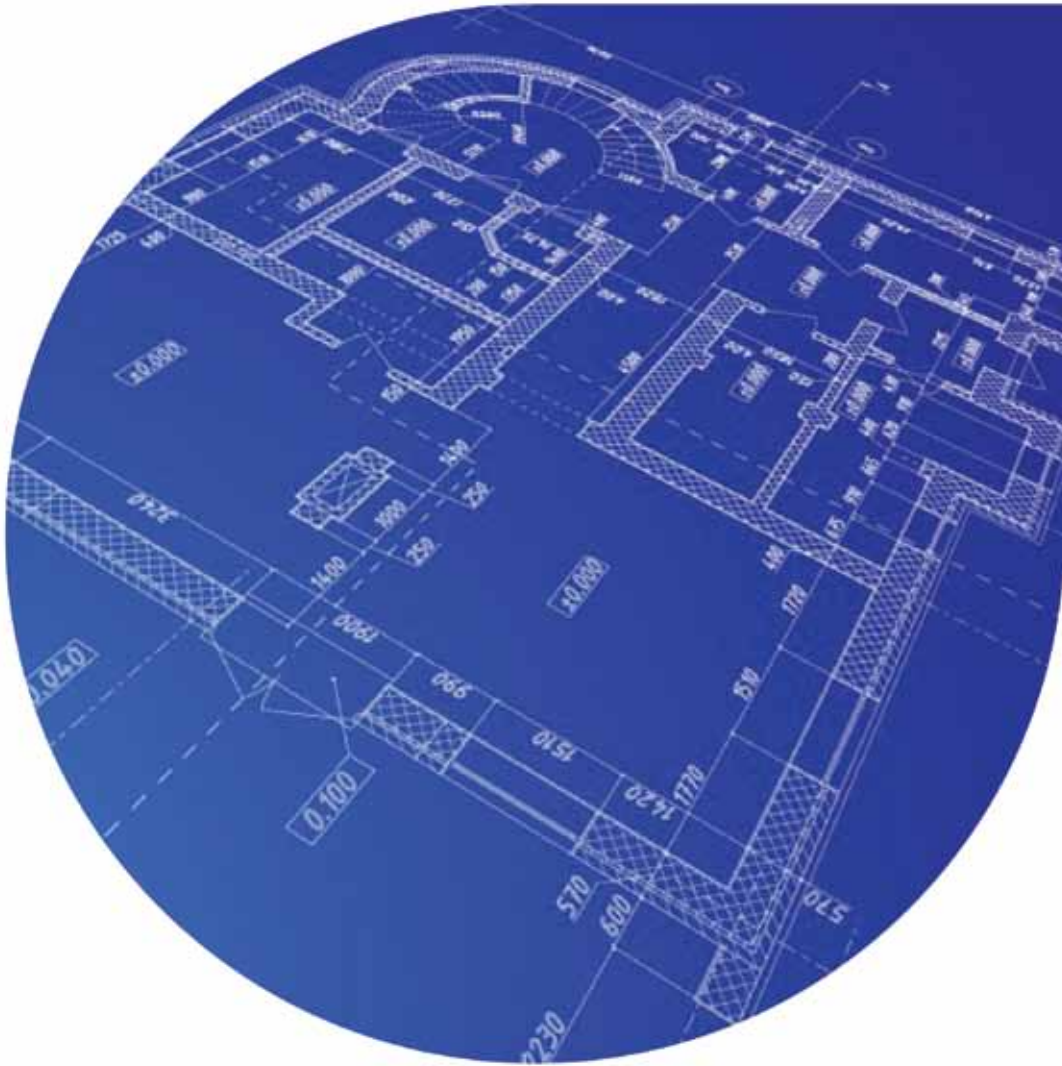
6.8 Capital Investment, Maintenance and Asset Management Plan

Departmental assets are mainly computer equipment, furniture and office equipment and various components that form part of air quality monitoring stations. Monthly asset reconciliations were performed and the asset register updated. Asset verification was performed as part of the annual verification process. The asset register is maintained on LOGIS as from 1 April 2012.

7. Internal Control Unit

Internal Control Unit is a multi-dimensional interactive process of ongoing tasks and activities that ensures adherence to policies and systems. An effective internal control system ensures that management and those charged with governance have reasonable assurance that operations are managed efficiently and effectively, financial and non-financial reporting is reliable and laws and regulations are complied with. The leadership of an organisation sets the tone from the top regarding the importance of internal controls and expected standards of conduct. This establishes the control environment which is the foundation for the other components of internal control and provides discipline, process and structure.

The Departmental Internal Control Unit embarked on a range of financial compliance inspections by conducting audits on high risk financial processes. The Provincial Treasury introduced the Corporate Governance Review and Outlook (CGRO) as a strategy to support Departments in achieving clean audit outcomes. The CGRO review was conducted on a quarterly basis to track the Department's progress in addressing audit findings that were listed in the Auditor-General's Management report for 2011/12. The CGRO progress report was submitted quarterly to the Provincial Treasury and the Economic Cluster Audit committee.



Governance

P a r t C

Governance

1. Introduction

In line with the PFMA and the King III Report on Corporate Governance requirements, the Internal Audit Charter provides for the independent Audit Committee, Internal Audit Unit. This is to provide Management with assurance that the internal controls are adequate and effective. This is achieved by a risk-based Internal Audit plan, Internal Audit assessing the adequacy of controls mitigating the risks and the Audit Committee monitoring implementation of corrective action. Progress has been made with the implementation of the Enterprise Risk Management Strategy, which was approved on 12 October 2012 and the strategic programme risks were rearticulated based on the Department's Strategic Objectives. The adequacy of the internal controls resulted in the Department obtaining a clean audit opinion from the regulatory audit that was conducted by the Office of the Auditor General South Africa. During the eleventh Annual Public Sector Reporting Awards (financial year ending 2011) the Department obtained 95.1%, which ensured the Department achieved a second place overall rating in South Africa. The SAIGA Reporting Awards are a highly visible instrument and benchmark to monitor public accountability and transparency in national and provincial departments.

2. Risk Management

Enterprise Risk Management (ERM)

The Accounting Officer (AO) is accountable for realising Enterprise Risk Management (ERM) in accordance with the National Treasury Public Sector Risk Management Framework with the support of the Directorate Enterprise Risk Management (D:ERM) in the Department of the Premier that provides a centralised strategic support service to Departments.

Furthermore, in compliance with the National Treasury framework and to further embed risk management, the Western Cape Government adopted an ERM Policy which sets out the Province's overall intention with regard to ERM.

An ERM Implementation Strategy has been developed to give effect to the ERM policy in a structured, coherent and systematic manner in order to attain the ERM Plan of the Department of Environmental Affairs and Development Planning (DEADP). This will ultimately enable the Department to deliver on its Departmental goals, objectives and indicators, enhance risk informed decision making and optimise compliance with applicable legislation. It further outlines the roles and responsibilities of managers and staff in embedding risk management in the Department and defines the enabling legislation, standards, mechanisms, tools and resources to be used to realise the ERM strategy.

DEADP established an Enterprise Risk Management Committee (ERMCOM), constituted by the Executive Management of the Department; and chaired by the Accounting Officer. ERMCOM members have been formally appointed. During the year under review the ERMCOM met on a quarterly basis to, amongst other things, monitor and review the strategic risks of the Department. Upon agreement, the strategic risk register is approved by the Accounting Officer. Duties of the ERMCOM are set out in its Terms of Reference.

Programme Risk assessments are conducted on a quarterly basis with the relevant Programme Managers in order to review and update existing risks and identify emerging risks. Significant risks relevant to objectives are assessed in terms of likelihood and impact; risk treatment plans with target dates are developed and risk owners are allocated for the treatment of the risks. Approval of the programme risk registers is given by the Programme Managers.

The D:ERM further works closely with the appointed risk champion to assist in driving the ERM process in the Department.

3. Fraud and Corruption

The Western Cape Government adopted an Anti-Corruption Strategy which confirms the Province's zero tolerance stance toward fraud and corruption.

Forensic investigations are conducted by the shared Forensic Investigating Unit that was corporatised in the Corporate Service Centre in the Department of the Premier. Various channels for reporting allegations of fraud and corruption exist, and these are described in detail in the Anti-Corruption Strategy and the Departmental Fraud Prevention Plan. Each allegation received by the Forensic Investigating Unit is recorded in a Case Management System which is used as a management tool to report on progress made with cases relating to the Department.

Employees who blow the whistle on suspicions of fraud, corruption and theft are protected if it is a protected disclosure (i.e. not malicious). The opportunity to remain anonymous is afforded to any person who would like to report acts of fraud, theft and corruption and should they do so in person, their identities are kept confidential by the person to whom they are reporting.

Once fraud or corruption is confirmed after completion of an investigation, the relevant employee who participated in these acts is subjected to a disciplinary hearing. In all such instances, the WCG representative initiating the disciplinary proceedings is required to recommend dismissal of the employee concerned. Where *prima facie* evidence of criminal conduct is detected, a criminal matter is reported at the South African Police Services.

The Department has an approved Fraud Prevention Plan which is aligned to the Provincial Anti Corruption Strategy. The Departmental Fraud Prevention Plan was implemented through 5 fraud awareness training sessions that were conducted by the FIU to all staff. A fraud risk assessment session was conducted with the Department's Senior Management that delivered an output of a fraud risk register which sets out the identified risks which have been ranked for likelihood of occurrence and the impact of the risk should it be realised. 171 randomly selected Departmental staff participated in the online fraud and corruption awareness questionnaire that was facilitated by the Department of the Premier.

It is the duty of every employee regardless of rank or position to report instances and/or suspicions of fraud, theft and corruption immediately upon becoming aware thereof, as required by the Code of Conduct for the Public Service. In order to promote and facilitate effective, varied and anonymous mechanisms to report instances, the following methods of reporting are available to employees:

- **Reporting to management** - Should an employee wish to report a suspicion or knowledge of an incident of fraud, theft or corruption then this report can be made to his or her supervisor or to the respective HOD. The supervisor or HOD will then report the incident for further investigation to the FIU and provide all relevant information.

- **Reporting to the FIU** - Suspicions or knowledge of an incident of fraud, theft and corruption can be reported directly to the FIU. This can be facilitated in a number of ways including the following:

- Telephonically to the FIU on (021) 483 0901;
- Personally by meeting with representatives of the FIU;
- E-mail correspondence to representatives of the FIU;
- Postal correspondence to the FIU at Private Bag 659, Cape Town, 8000; and
- Anonymously through the FIU reporting line on 0800 212 642.

- **National anti-corruption hotline (NACH)** - The NACH is a national hotline and is available 24 hours a day, 7 days a week, 365 days a year in all official languages. The hotline is managed externally and this ensures anonymity for any individual wishing to make an anonymous report. Callers are not required to provide their names or contact particulars when making a report to the NACH.

- **Whistle blowing** - A disclosure made by an employee in good faith and in accordance with the reporting procedures prescribed by their employer can be considered to be a protected disclosure. Should any employee make such a protected disclosure, they will be afforded protection to the extent possible in terms of the provisions of the Public Disclosure Act.

If it is found that an employee participated in acts involving fraud, theft or corruption, they will be subjected to a disciplinary hearing. In all such instances, the WCG representative initiating the disciplinary proceedings will be required to recommend dismissal of the employee concerned. The disciplinary action referred to here is in accordance with the Disciplinary Code and Procedures for the Public Service. Should there be *prima facie* evidence of acts of fraud, theft or corruption, the Department will lay criminal charges and take appropriate steps for the recovery of incurred losses.

4. Minimising Conflict of Interest

The Department's Enterprise Risk Management Implementation Plan was fully implemented. Financial disclosures of Senior Management Service members were completed and submitted to the Public Service Commission and the Department of Public Service and Administration. The financial interest of staff members on PERSAL were compared with the Companies and Intellectual Properties Commission's (CIPC) national database. The policy on Remunerative Work Outside of the Public Service (RWOPS) was again issued to all staff. Staff members were required to apply for approval to the HOD for any remunerative work they may perform outside of the workplace. They were again cautioned to ensure that they have the necessary approval, and failing which, will result in disciplinary action.

The Western Cape Supplier database which is managed by the Provincial Treasury conducts verification against the PERSAL system on all registered suppliers by checking if staff members own shares or hold positions of interest in any of the suppliers that are utilised by the Western Cape Government. Any potential conflict of interest of departmental staff identified on the list are verified against the approval for Remunerative Work Outside the Public Service and disclosure of financial interest of the relevant staff.

5. Public Service Code of Conduct

The Code should act as a guideline to employees as to what is expected of them from an ethical point of view, both in their individual conduct and in their relationship with others. Compliance with the Code can be expected to enhance professionalism and help to ensure confidence in the Public Service.

The primary purpose of the Code is a positive one, viz. to promote exemplary conduct. Notwithstanding this, an employee shall be guilty of misconduct in terms of Section 20 (t) of the Public Service Act, 1994, and may be dealt with in accordance with the relevant sections of the Act if an employee contravenes any provision of the Code of Conduct or fails to comply with any provision thereof.

The Induction programme of the WCG includes training on the Code of Conduct. The induction programme is compulsory for all new employees on probation in the WCG.

If an employee breaches the Code of Conduct the employee shall be disciplined in terms of the relevant resolutions and transversal WCG policies.

6. Health, Safety and Environmental Issues

In terms of the provisions of the Occupational Health and Safety Act, it is the responsibility of the Employer to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of its employees.

In order to achieve the above, it is necessary to have policy and procedures in place. A Draft Occupational Health and Safety Policy has been compiled and the final policy will address aspects surrounding employee health and safety in the Department.

Emergency personnel have been appointed and trained to perform specific roles during an evacuation, real or simulated. The high turnover of staff provides a challenge as it is difficult to maintain a fully populated emergency team for a continuous period. Replacement appointments, with the required training interventions, are conducted on a regular basis.

A First Aid room has been established for the Department.

Regular health and safety inspections are being conducted and status reports are submitted to the Head of Department. Most issues identified in these inspections are dependent on the cooperation of two external departments, namely the Department of Community Safety and the Department of Public Works and Transport.

Regular occupational health and safety awareness sessions are being conducted in order to capacitate all staff members.

Evacuation exercises were held at the Cape Town office on 24 May 2012 and George office on 15 March 2013.

7. Internal Control Unit

Internal Control is a multi-dimensional interactive process of ongoing tasks and activities that ensures adherence to policies and systems. An effective internal control system ensures that management and those charged with governance have reasonable assurance that operations are managed efficiently and effectively, financial and non-financial reporting is reliable and laws and regulations are complied with. The leadership of an organisation sets the tone from the top regarding the importance of internal controls and expected standards of conduct. This establishes the control environment which is the foundation for the other components of internal control and provides discipline, process and structure.

The Departmental Internal Control Unit embarked on a range of financial compliance inspections by conducting audits on high risk financial processes. The Provincial Treasury introduced the Corporate Governance Review and Outlook (CGRO) as a strategy to support Departments in achieving clean audit outcomes. The CGRO review was conducted on a quarterly basis to track the Department's progress in addressing audit findings that were listed in the Auditor-General's Management report for 2011/12. The CGRO progress report was submitted quarterly to the Provincial Treasury and the Economic Cluster Audit Committee.

8. Audit Committee Report

We are pleased to present our report for the financial year ended 31 March 2013.

Audit Committee Members and Attendance

Interms of Cabinet Resolution 55/2007, the Department of Environmental Affairs and Development Planning is served by the Economic Cluster Audit Committee. The Audit Committee consists of the members listed below and should meet at least four times per annum as per its approved terms of reference . During the financial year under review, 7 meetings were held.

Name of Member	Number of meetings attended
Ms J Gunther (Appointed as Chairperson from 01 January 2013)	1
Mr Z Hoosain (Chairperson until 30 November 2012)	6
Mr F Barnard (Appointed from 01 January 2013)	1
Mr R Kingwill	6
Mr K Larkin	6
Mr B Van Staaden	7

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from Section 38 (1) (a) (ii) of the Public Finance Management Act and Treasury Regulation 3.1. The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

We have reviewed the reports of the Internal Auditors, the Audit Report on the Annual Financial Statements and the Management Report on the Auditor-General of South Africa (AGSA). Other than the matters reflected in the AGSA's audit and management reports and the matters highlighted below, no material deficiencies in the system of internal control were noted.

During the year key control deficiencies were noted by Internal Audit in the following areas:

- Land Use Planning (LUPA)
- Environmental Appeals Authorisation (EAA)

Corrective Actions have been agreed by management and are being monitored by the Audit Committee.

The Department has taken full responsibility and ownership for the implementation of the Enterprise-wide Risk Management (ERM) methodology and function. The challenge remains to institutionalise ERM throughout the organisation. The Audit Committee noted a number of emerging Risks and will be monitoring these on a regular basis.

We have reviewed and concur with management's acceptance of the AGSA's management report. We confirm there are no unresolved issues.

The Audit Committee is satisfied with the content and quality of quarterly reports in respect of in year management and quarterly performance reports submitted in terms of the PFMA and the Division of Revenue Act prepared and issued by the Accounting Officer of the Department during the year under review.

We have fulfilled our mandate with regards to the annual financial statements as mentioned below.

Evaluation of Financial Statements

The Audit Committee has:

- Reviewed and discussed the audited Annual Financial Statements to be included in the Annual Report, with the AGSA and the Accounting Officer;
- Reviewed the AGSA's Management Report and Management's response thereto;
- Reviewed changes to accounting policies and practices as reported in the Annual Financial Statements;
- Reviewed the Departments processes for compliance with legal and regulatory provisions;
- Reviewed the information on predetermined objectives as reported in the annual report;
- Reviewed material adjustments resulting from the audit of the Department and
- Reviewed and where appropriate recommended changes to the interim financial statements as presented by the Department for the six month ending 30 September 2012

The Audit Committee concurs and accepts the AGSA's opinion regarding the Annual Financial Statements, and proposes that the Audited Annual Financial Statements can be accepted and read together with the report of the AGSA.

Internal Audit

In line with the PFMA and the King III Report on Corporate Governance requirements, Internal Audit provides the Audit committee and Management with reasonable assurance that the internal controls are adequate and effective. This is achieved by a risk based Internal Audit plan, internal audit assessing the adequacy of controls mitigating the risks and the audit committee monitoring implementation of corrective actions.

The following internal audit work was planned and completed during the year under review:

- Land use Planning Application System
- Pollution Management (Section 30 investigations)
- Built Environmental Support Programme
- Environmental Authorisation Appeals

The Audit Committee remains concerned that further audit coverage is required to cover a significant percentage of High Risk Areas. The Audit Committee will encourage increased assurance over significant risks by overseeing the implementation of combined assurance principles.

Auditor-General's Report

We have reviewed the department's implementation plan for audit issues raised in the prior year on a quarterly basis. The Audit Committee has met with the AGSA to ensure that there are no unresolved issues that emanated from the regulatory audit. Corrective actions on the detailed findings emanating from the current regulatory audit will be monitored by the Audit Committee on a quarterly basis.

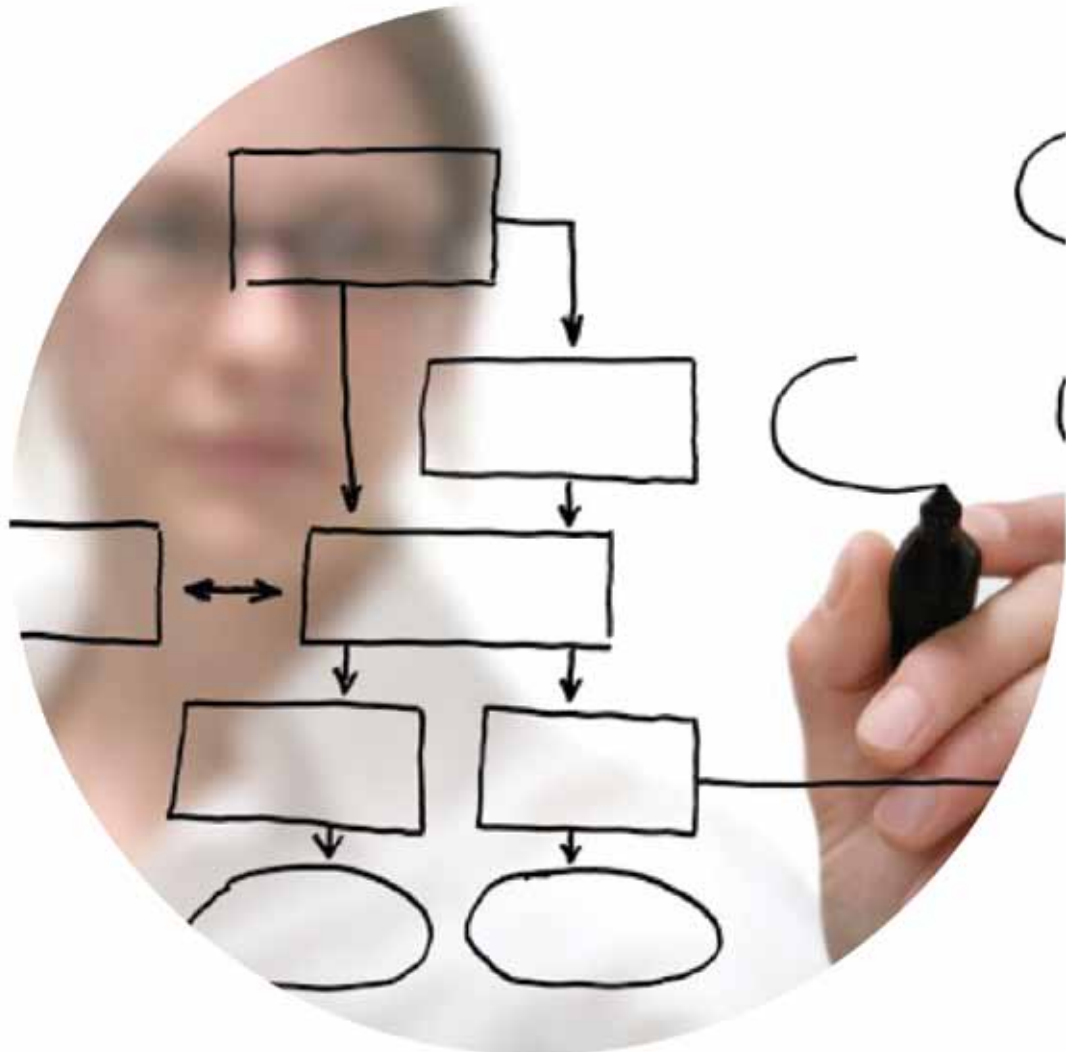
Appreciation

The Audit Committee wished to express its appreciation to the Management of the Department, the AGSA, Provincial Enterprise Risk Management Unit, Forensic Investigative Unit and the internal Audit Unit for the co-operation and information they have provided to enable us to compile this report.

Ms J Gunther

Chairperson of the Economic Cluster Audit Committee

August 2013



Human Resource Management

P a r t D

Human Resource Management

1. Legislation that Governs Human Resource Management

The information provided in this part is prescribed by the Public Service Regulations (Chapter 1, Part III J.3 and J.4). In addition to the Public Service Regulations, 2001 (as amended on 30 July 2012), the following prescripts direct Human Resource Management within the Public Service:

- **Occupational Health and Safety Act 85 of 1993**

To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

- **Public Service Act 1994, as Amended by Act 30 of 2007**

To provide for the organisation and administration of the public service of the Republic, the regulation of the conditions of employment, terms of office, discipline, retirement and discharge of members of the public service, and matters connected therewith.

- **Labour Relations Act 66 of 1995**

To regulate and guide the employer in recognising and fulfilling its role in effecting labour peace and the democratisation of the workplace.

- **Basic Conditions of Employment Act 75 of 1997**

To give effect to the right to fair labour practices referred to in section 23(1) of the Constitution by establishing and making provision for the regulation of basic conditions of employment; and thereby to comply with the obligations of the Republic as a member state of the International Labour Organisation; and to provide for matters connected therewith.

- **Skills Development Act 97 of 1998**

To provide an institutional framework to devise and implement national, sector and workplace strategies to develop and improve the skills of the South African workforce; to integrate those strategies within the National Qualifications Framework contemplated in the South African Qualifications Authority Act, 1995; to provide for learnerships that lead to recognised occupational qualifications; to provide for the financing of skills development by means of a levy-grant scheme and a National Skills Fund; to provide for and regulate employment services; and to provide for matters connected therewith.

- **Employment Equity Act 55 of 1998**

To promote equality, eliminate unfair discrimination in employment and to ensure the implementation of employment equity measures to redress the effects of discrimination; to achieve a diverse and efficient workforce broadly representative of the demographics of the province.

- **Public Finance Management Act 1 of 1999**

To regulate financial management in the national government and provincial governments; to ensure that all revenue, expenditure, assets and liabilities of those governments are managed efficiently and effectively; to provide for the responsibilities of persons entrusted with financial management in those governments; and to provide for matters connected therewith.

- **Skills Development Levy Act 9 of 1999**

To provide any public service employer in the national or provincial sphere of Government with exemption from paying a skills development levy; and for exemption from matters connected therewith.

- **Promotion of Access to Information Act 2 of 2000**

To give effect to the constitutional right of access to any information held by the State and any information that is held by another person and that is required for the exercise or protection of any rights; and to provide for matters connected therewith.

- **Promotion of Administrative Justice Act (PAJA) of 2000**

To give effect to the right to administrative action that is lawful, reasonable and procedurally fair and to the right to written reasons for administrative action as contemplated in section 33 of the Constitution of the Republic of South Africa, 1996; and to provide for matters incidental thereto.

2. Introduction

The value of human capital in the Department

- Overview of HR matters at the Department
- Set HR priorities for the year under review and the impact of these priorities
- Workforce planning framework and key strategies to attract and recruit a skilled and capable workforce
- Employee performance management framework
- Employee wellness programmes

Policy Development

The following policies were adopted during the year under review:

- a) **Special Leave Policy**, which sets transversal standards and conditions for leave categories that are not regulated in the national Determination on Leave of Absence (August 2012). These categories include study leave, substance abuse treatment, participation in sporting events etc.
- b) **Policy on Remunerative Work Outside the Public Service**, which manages and regulates the conditions under which the employer would provide authorisation for employees to conduct remunerated work outside the Public Service.
- c) **Policy on Secondment of Employees**, which provides directives and general measures and to prescribe uniform conditions for secondment.

Overview of HR Matters in the Department

Human resources (people) are a key element in achieving the strategic objectives of the Department. Therefore human resource planning aims to ensure that the Department has the right people, with the right skills, at the right place at the right time, all the time. The Department's strategic planning cycle precedes the HR planning process where the latter process, among other things, links to the departmental skills development, recruitment, retention and affirmative action strategies.

The strategic HR Plan was developed and implemented for the period 1 April 2011 to 31 March 2015. The HR Plan is reviewed annually to determine whether the human resource strategic objectives are still valid and address the HR priorities in the Department. Bi-annual progress reports monitor the implementation of the key activities contained within the HR Plan and are submitted to DPSA as directed.

Workforce planning can be defined as an inclusive and dynamic process that involves the identification of both current and future human resource needs as well as potential challenges in order for the Department to consistently achieve its departmental strategic objectives.

Set HR Priorities for the year under review and the Impact of these Priorities

After analysing the current workforce profile and the future demand, the following HR priorities were identified in bridging the gap:

Nr	HR Priority (Table 48-hr plan)	Impact (Outcome: Table 48-hr plan)
1	Develop and implement a human capital strategy (attraction, development and retention of staff)	<p>Turn-around time for filling of posts not exceeding a maximum of 6 months.</p> <p>Filling of posts prioritised according to Scarce- and Critical Skills, and filled in terms of a phased-in approach.</p> <p>Sufficient pool of suitably qualified and skilled black professionals.</p> <p>Two people with disabilities appointed annually.</p> <p>Minimum of one female appointed annually in SMS cadre.</p> <p>Long-term training plan designed.</p> <p>Mentoring & coaching an institutionalised departmental practice.</p> <p>Career-pathing & succession planning institutionalised.</p> <p>Increase in internships respectively, by 10% annually.</p>
2	Organisational structure aligned with changes in functions of department	<p>Cost of existing and desired structures compared by CFO.</p> <p>Departmental objectives reached as per APP.</p> <p>Investigation by OD (Departmental structure, job descriptions/job evaluations).</p> <p>Report on findings.</p> <p>Implement as per findings of investigation</p>
3	Knowledge Management (KM) institutionalised in department	<p>Transversal KM Strategy, as well as, KM Action Plan for Department, developed.</p> <p>Clear retention policy in place.</p> <p>Strengthening Knowledge Management function within the Department – e.g. opportunities for sharing among staff members (instil culture of sharing); recording of smart practices and lessons learned; topical discussions; brainstorming, etc., to capture tacit knowledge (what people know).</p> <p>Institutional memory captured in documentary form (explicit KM), e.g. operational manuals, standard operating procedures, process maps, templates (examples of submissions and letters), etc. to capture explicit knowledge (concrete recorded knowledge).</p> <p>Staff members making input into the Department's institutional knowledge-base.</p> <p>Mentoring and coaching institutionalised.</p> <p>Fast tracking/ succession planning in place to build a pool of suitable candidates.</p> <p>Exit interviews institutionalised.</p>
4	Increased utilisation of EH & WP programme	An upward curve achieved in effectively managed EH & WP issues that are present in the Department (Table 52 – HR Plan)

Workforce Planning Framework and Key Strategies to attract and recruit a skilled and capable workforce

Without human resources (people), the Department cannot deliver an optimum service and without an adequate budget, they cannot recruit, develop and retain people needed to deliver optimum services.

The challenges facing the Department have been identified. These challenges have been addressed by identifying key activities which have been incorporated into the action plan.

The following are some of the main key activities as set out in the Action Plan:

HR Priority no. as above	Key Activities (Table 52 – hr plan)
1	Recruitment <ul style="list-style-type: none">• Prioritise the filling of funded posts in terms of scarce and critical skills; positions on levels 13-14; 9-10 and 7 (non-OSD) and all OSD posts; and priority designated groups.• Target recruitment of females into entry, professional, MMS and SMS positions (incl. minimum of one female appointed annually in SMS cadre, if such a vacancy exists).• Develop and recruit people with disabilities with a view to increasing representivity Skills Development/Retention <ul style="list-style-type: none">• Design and implement long-term training plan.• Approach Provincial Training Institute with a view to facilitating the assessment of the impact of training interventions where viable.• Mentor and coach MMS in order to prepare them for SMS positions (succession planning).• Explore career-pathing & succession planning for staff members.• Increase internships to at least 2.5% of the Department's establishment.
2	<ul style="list-style-type: none">• OD investigates structural needs of the Department (Departmental structure, job descriptions/job evaluations) with the view to refining the following areas of the structure:<ul style="list-style-type: none">• Development Facilitation Unit;• Coastal Management Establishment Intervention;• SCM and Logistical Service;• Section 24 G Application Establishment.• OD compiles a report on findings.• CFO compares cost structure of existing and the desired structure.• Approach Provincial Treasury regarding the allocation of the necessary budget in line with a phased approach.• CSC implements as per findings of investigation and according to allocated budget.
3	<ul style="list-style-type: none">• Capture institutional memory in documentary form, e.g. operational manuals, standard operating procedures, process maps, templates (examples of submissions and letters), etc.• Strengthen knowledge management function within the Department – e.g. opportunities given for sharing among staff members (instil culture of sharing).• Institutionalise mentoring and coaching.• Arrange/facilitate training in mentoring and coaching skills.• Institutionalise succession planning to build a pool of suitable candidates.
4	<ul style="list-style-type: none">• Consult and implement an EH & W Policy for WCG• Promote general health and well-being of employees• Provide EH & W interventions to resolve personal, psychosocial and work related problems, which may affect their overall performance and general well-being• Establish and manage the transversal EH & W Contract

It is expected that the Departmental management and the Corporate Service Centre takes joint responsibility for the execution of the action plans, as well as ownership for delivering the necessary outcomes.

3. Human Resource Oversight Statistics

The Department must provide the following key information on human resources. All the financial amounts must agree to the amounts disclosed in the annual financial statements. Where considered appropriate provide reasons for material variances.

3.1 Personnel Related Expenditure

The following tables summarises the final audited personnel related expenditure by programme and by salary bands. In particular, it provides an indication of the following:

- amount spent on personnel

- amount spent on salaries, overtime, homeowner's allowances and medical aid.

Department's budget in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 3.1.1) and by salary bands (Table 3.1.2). In particular, it provides an indication of the amount spent on personnel in terms of each of the programmes or salary bands within the Department.

The figures in Table 3.1.1 are drawn from the Basic Accounting System and the figures in Table 3.1.2 are drawn from the PERSAL [Personnel Salary] system. The two systems are not synchronised for salary refunds in respect of staff appointments and resignations and or transfers to and from other departments. This means there may be a difference in total expenditure reflected on these systems.

Programme	Programme Designation
Programme 1	Administration
Programme 2	Environmental Policy, Planning & Coordination
Programme 3	Compliance and Enforcement
Programme 4	Environmental Quality Management
Programme 5	Biodiversity Management
Programme 6	Environmental Empowerment Services

Table 3.1.1: Personnel Expenditure by Programme 2012/13

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Goods & Services (R'000)	Personnel Expenditure as a % of total Expenditure	Average Personnel Expenditure per Employee (R'000)	Number of Employees
Administration	42 719	32 668	469	7 501	76.5	259	127
Environmental Policy, Planning & Coordination	34 580	21 614	697	11 917	62.5	354	61
Compliance and Enforcement	15 253	10 639	38	4 435	69.8	355	30
Environmental Quality Management	68 660	54 580	282	9 315	79.5	281	194
Biodiversity Management	214 378	3 497	6	2 379	1.6	318	11
Environmental Empowerment Services*	1 290	-	-	1 040	-	-	-
Total	376 880	122 998	1 492	36 587	32.6	292	423

Note:* The Programme only caters for operational expense while the personnel costs are carried against the relevant programmes as per the departmental establishment.

The figures in the above table include the remuneration costs of the Minister. Furthermore the figures and total number of employees includes the Minister.

Table 3.1.2: Personnel Expenditure by Salary Bands, 2012/13

Salary Band	Personnel Expenditure (R'000)	% of total Personnel Expenditure	Average Personnel Expenditure per Employee (R'000)	Number of Employees
Lower skilled (Levels 1-2)	1 184	1	35	34
Skilled (Levels 3-5)	9 769	8	134	73
Highly skilled production (Levels 6-8)	26 417	21.7	211	125
Highly skilled supervision (Levels 9-12)	68 098	55.8	403	169
Senior management (Levels 13-16)	16 541	13.6	788	21
Total	122 009	100	289	422*

Note: The number of employees refers to all individuals remunerated during the reporting period, excluding the Minister.

The following tables provide a summary per programme (Table 3.1.3) and salary bands (Table 3.1.4), of expenditure incurred as a result of salaries, overtime, housing allowance and medical assistance. In each case, the table provides an indication of the percentage of the personnel budget that was used for these items.

* The figure refers to all individuals remunerated during the reporting period, excluding the Minister.

Table 3.1.3: Salaries, Overtime, Housing Allowance and Medical Assistance by Programme, 2012/13

Programme	Salaries		Overtime		Housing Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Expenditure	Amount (R'000)	Overtime as a % of Personnel Expenditure	Amount (R'000)	Housing Allowance as a % of Personnel Expenditure	Amount (R'000)	Medical assistance as a % of Personnel Expenditure
Administration	21 635	17.7	290	0.2	611	0.5	1 066	0.9
Environmental Policy, Planning & Coordination	14 606	12.0	-	-	248	0.2	649	0.5
Compliance and Enforcement	6 436	5.3	-	-	159	0.1	338	0.3
Environmental Quality Management	40 201	32.9	-	-	1 055	0.9	2 226	1.8
Biodiversity Management	2 565	2.1	-	-	85	0.1	184	0.2
Total	85 443	70.0	290	0.2	2 158	1.8	4 463	3.7

Note: Salaries, overtime, housing allowance and medical assistance are calculated as a % of the total personnel expenditure which appears in Table 3.1.2 above.

Table 3.1.4: Salaries, Overtime, Housing Allowance and Medical Assistance by Salary Bands, 2012/13

Salary Band	Salaries		Overtime		Housing Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of Personnel Expenditure	Amount (R'000)	Overtime as a % of Personnel Expenditure	Amount (R'000)	Housing Allowance as a % of Personnel Expenditure	Amount (R'000)	Medical assistance as a % of Personnel Expenditure
Lower skilled (Levels 1-2)	820	0.7	-	-	37	-	35	-
Skilled (Levels 3-5)	6 585	5.4	39	-	492	0.4	712	0.6
Highly skilled production (Levels 6-8)	19 186	15.7	146	0.1	841	0.7	1 362	1.1
Highly skilled supervision (Levels 9-12)	47 923	39.3	105	0.1	788	0.6	2 091	1.7
Senior management (Levels 13-16)	10 929	9.0	-	-	0	-	263	0.2
Total	85 443	70.0	290	0.2	2 158	1.8	4 463	3.7

3.2 Employment and Vacancies

The following tables summarise the number of posts on the establishment, the number of employees, the percentage of vacant posts, and whether there are any staff that are additional to the establishment. This information is presented in terms of three key variables: programme (Table 3.2.1), salary band (Table 3.2.2) and critical occupations (Table 3.2.3). Departments have identified critical occupations that need to be monitored. Table 3.2.3 provides establishment and vacancy information for the key critical occupations of the Department.

Table 3.2.1: Employment and Vacancies by Programme, as at 31 March 2013

Programme	Number of Funded Posts	Number of Posts Filled	Vacancy Rate %	Number of persons additional to the establishment	Vacancy Rate taking additional staff into account
Administration	115	89	22.6	11	13
Environmental Policy, Planning & Coordination	69	47	31.9	3	27.5
Compliance and Enforcement	32	24	25	2	18.8
Environmental Quality Management	188	149	20.7	13	13.8
Biodiversity Management	12	9	25	-	25
Total	416	318	23.6	29	16.6

Table 3.2.2: Employment and Vacancies by Salary Bands, as at 31 March 2013

Salary Band	Number of Funded Posts	Number of Posts Filled	Vacancy Rate %	Number of persons additional to the establishment	Vacancy Rate taking additional staff into account
Lower skilled (Levels 1-2)	5	4	20	-	20
Skilled (Levels 3-5)	64	57	10.9	9	(3.1)
Highly skilled production (Levels 6-8)	123	91	26	13	15.4
Highly skilled supervision (Levels 9-12)	204	146	28.4	7	25
Senior management (Levels 13-16)	20	20	-	-	-
Total	416	318	23.6	29	16.6

Note: The information in each case reflects the situation as at 31 March 2013. For an indication of changes in staffing patterns over the year under review, please refer to section 3.4 of this report.

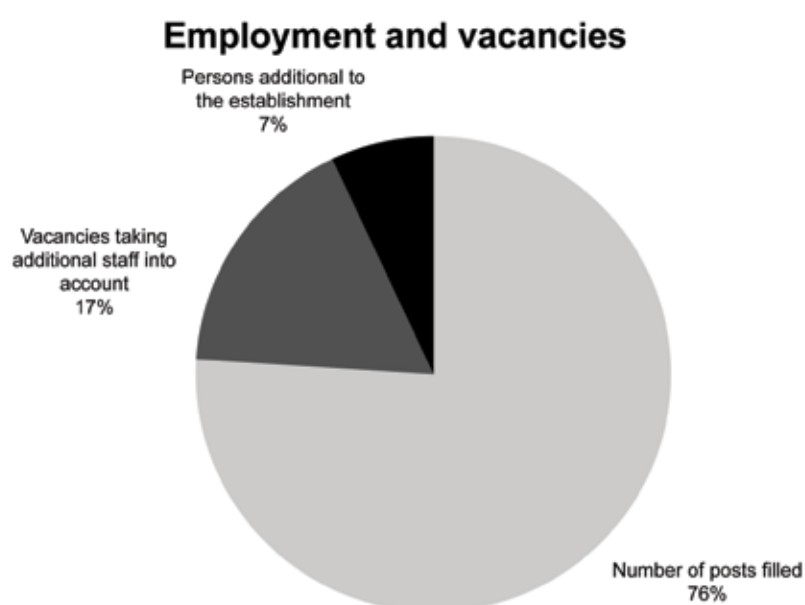


Table 3.2.3: Employment and Vacancies by Critical Occupation, as at 31 March 2013

Critical Occupations	Number of Funded Posts	Number of Posts Filled	Vacancy Rate %	Number of persons additional to the establishment	Vacancy Rate taking additional staff into account
Town and Regional Planner	40	31	22.5	1	20
Environmental and Biodiversity Officer	155	111	28.4	10	21.9
GIS Technician	11	6	45.5	-	45.5
Total	206	148	28.2	11	22.8

3.3 Job Evaluation

The Public Service Regulations, 2001 as amended, introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, executing authorities may evaluate or re-evaluate any post in his or her organisation. In terms of the Regulations, all vacancies on salary levels 9 and higher must be evaluated before they are filled. This was complemented by a decision by the Minister for the Public Service and Administration that all Senior Management Service (SMS) jobs must be evaluated before 31 December 2002.

Table 3.3.1 summarises the number of posts that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

Table 3.3.1: Job Evaluation, 1 April 2012 to 31 March 2013

Salary Band	Total Number of Posts	Number of Posts Evaluated	% of Posts Evaluated	Posts Upgraded		Posts Downgraded	
				Number	% of number of posts	Number	% of number of posts
Lower skilled (Levels 1-2)	5	-	-	-	-	-	-
Skilled (Levels 3-5)	64	5	1.2	-	-	-	-
Highly skilled production (Levels 6-8)	123	7	1.7	-	-	-	-
Highly skilled supervision (Levels 9-12)	204	5	1.2	-	-	-	-
Senior management Service band A (Level 13)	14	-	-	-	-	-	-
Senior management Service band B (Level 14)	5	-	-	-	-	-	-
Senior management Service band C (Level 15)	1	-	-	-	-	-	-
Senior management Service band D (Level 16)	-	-	-	-	-	-	-
Total	416	17	4.1	-	-	-	-

Note: Existing Public Service policy requires departments to subject specifically identified posts (excluding Educator and OSD [occupation-specific dispensation] posts) to a formal job evaluation process. These include newly created posts, as well as posts where the job content has changed significantly (i.e. affected posts). This job evaluation process determines the grading and salary level of a post.

The majority of posts on the approved establishment were evaluated during previous reporting years, and the job evaluation results are thus still applicable.

Table 3.3.2 provides a summary of the number of employees by race, gender and disability whose salary positions were upgraded due to their posts being upgraded.

Table 3.3.2 Employees whose Salary Level exceed the Grade Determined by Job Evaluation

Total number of employees whose salary positions were upgraded due to their posts being upgraded	None
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Table 3.3.3 summarises the number of cases where salary levels exceeded the grade determined by job evaluation (including higher notches awarded). Reasons for the deviation are provided in each case.

Table 3.3.3: Employees who have been Granted Higher Salaries than those Determined by Job Evaluation per Race Group, 1 April 2012 to 31 March 2013

Major Occupation	Number of Employees	Job Evaluation Level	Remuneration on a Higher Salary Level	Remuneration on a Higher Notch of the same Salary Level	Reason for Deviation
Head of Department	1	15	-	5 notch increment	Retention (VC3)
Chief Director	1	14	-	5 notch increment	Retention (VC3)
Control Environmental Officer	2	-	OSD Grade A to Grade B	-	Negotiation for higher salary level upon appointment
Chief Director	1	14	-	11 notch increment	Negotiation for higher salary level upon appointment
Total number of employees whose salaries exceed the level determined by job evaluation (including awarding of higher notches) in 2012/2013				5	
Percentage of total employment				1.6	

Table 3.3.4: Employees who have been Granted Higher Salaries than those determined by Job Evaluation per Race Group, 1 April 2012 to 31 March 2013

Beneficiaries	African	Indian	Coloured	White	Total
Female	-	-	-	1	1
Male	-	1	1	2	4
Total	-	1	1	3	5
Employees with a disability					-

3.4 Employment Changes

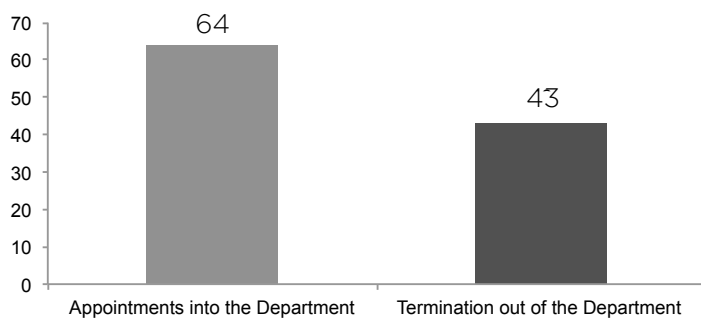
Turnover rates provide an indication of trends in the employment profile of the department during the year under review. The following tables provide a summary of turnover rates by salary band (Table 3.4.1) and by critical occupations (Table 3.4.2).

Table 3.4.1: Annual Turnover Rates by Salary Band, 1 April 2012 to 31 March 2013

Salary Band	Number of Employees per band as at 31 March 2012	Turnover rate 2011/12 by salary band	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate 2012/13 by salary band
Lower skilled (Levels 1-2)	5	60	2	1	2	1	60
Skilled (Levels 3-5)	58	14.5	20	3	13	1	24.1
Highly skilled production (Levels 6-8)	105	6	26	3	16	9	23.8
Highly skilled supervision (Levels 9-12)	151	13.9	15	2	11	5	10.6
Senior Management Service band A (Level 13)	11	-	-	-	-	-	-
Senior Management Service band B (Level 14)	4	-	1	-	1	-	25
Senior Management Service band C (Level 15)	1	100	-	-	-	-	-
Senior Management Service band D (Level 16)	-	-	-	-	-	-	-
Total	335	11.2	64	9	43	16	17.6

Note: A transfer is when a Public Service official moves from one department to another, on the same salary level.

Appointments versus Termination



Transfers In versus Transfers Out

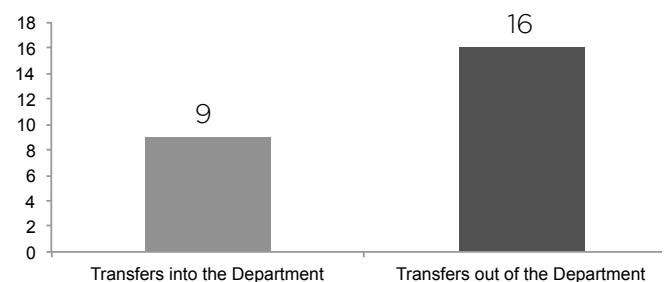


Table 3.4.2: Annual Turnover Rates by Critical Occupation, 1 April 2012 to 31 March 2013

Critical Occupation	Number of employees per band as at 31 March 2012	Turnover rate 2011/12 by salary band	Appointments into the Department	Transfers into the Department	Terminations out of the Department	Transfers out of the Department	Turnover rate 2012/13 by salary band
Town and Regional Planner	31	11.1	3	1	1	-	3.2
Environmental and Biodiversity Officer	123	9.5	24	2	18	6	19.5
GIS Technician	8	14.3	-	-	-	-	-
Total	162	10	27	3	19	6	15.4
			30		25		

Table 3.4.3: Staff Leaving the employ of the Department, 1 April 2012 to 31 March 2013

Exit Category	Number	% of total exits	Number of exits as a % of total number of employees as at 31 March 2012
Death	1	1.7	0.3
Resignation *	21	35.6	6.3
Expiry of contract	18	30.5	5.4
Dismissal – operational changes	-	-	-
Dismissal – misconduct	-	-	-
Dismissal – inefficiency	-	-	-
Discharged due to ill-health	-	-	-
Retirement	3	5.1	0.9
Employee initiated severance package	-	-	-
Transfers to other Public Service departments	16	27.1	4.8
Total	59	1.7	0.3

Note: Table 3.4.3 identifies the various exit categories for those staff members who have left the employ of the Department.

*Resignations are further discussed in tables 3.4.4 and 3.4.5.

Staff Exiting the employ of the Department

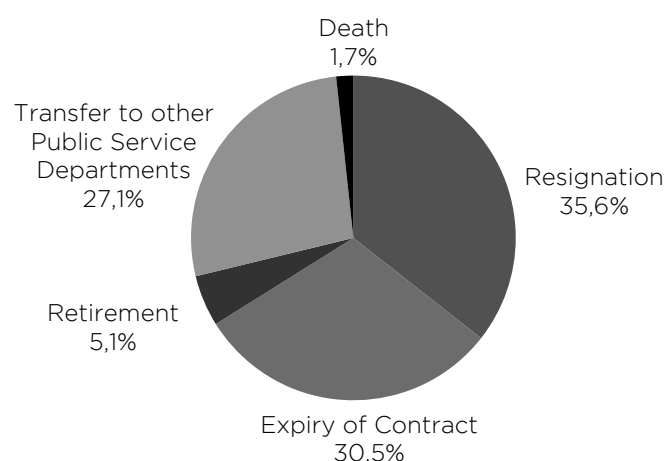


Table 3.4.4: Reasons why staff resigned, 1 April 2012 to 31 March 2013

Reason	Number	% of total resignations
Better remuneration	1	4.8
Resignation of Position	20	95.2
Total	21	100

Table 3.4.5: Different Age Groups of staff who resigned, 1 April 2012 to 31 March 2013

Age Group	Number	% of total resignations
Ages 19	-	-
Ages 20 to 24	1	4.8
Ages 25 to 29	8	38.1
Ages 30 to 34	5	23.8
Ages 35 to 39	5	23.8
Ages 40 to 44	1	4.8
Ages 45 to 49	1	4.8
Ages 50 to 54	-	-
Ages 55 to 59	-	-
Ages 60 to 64	-	-
Ages 65 >	-	-
Total	21	100

Age Distrubution of staff who have resigned

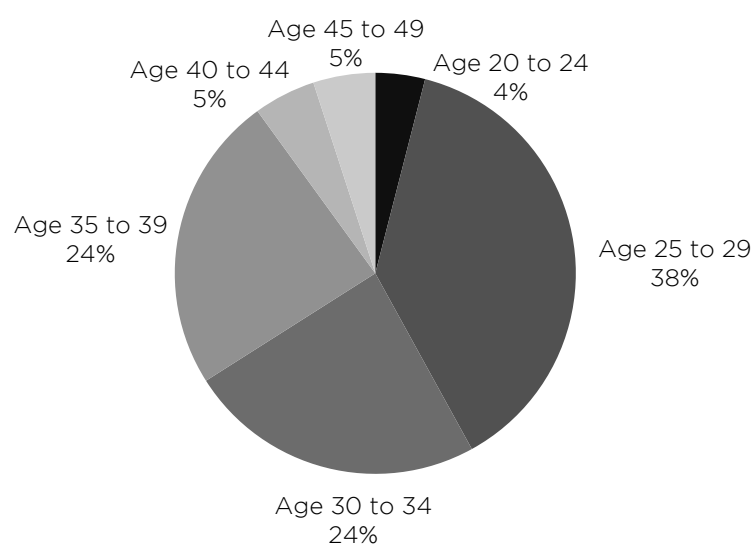


Table 3.4.6: Granting of Employee Initiated Severance Packages

Total number of employees whose salary positions were upgraded due to their posts being upgraded	None
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Table 3.4.7: Promotions by Salary Band, 1 April 2012 to 31 March 2013

Salary Band	Employees as at 31 March 2012	Promotions to another salary level	Promotions as a % of employees by salary band	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	5	-	-	3	60
Skilled (Levels 3-5)	58	-	-	43	74.1
Highly skilled production (Levels 6-8)	105	3	2.9	64	61
Highly skilled supervision (Levels 9-12)	151	12	7.9	94	62.3
Senior management (Levels 13-16)	16	5	31.3	3	18.8
Total	335	20	6	207	61.8

Table 3.4.8: Promotions by Critical Occupation, 1 April 2012 to 31 March 2013

Critical Occupation	Employees as at 31 March 2012	Promotions to another salary level	Promotions as a % of employees by salary band	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Town and Regional Planner	31	1	3.2	21	67.7
Environmental and Biodiversity Officer	123	8	6.5	71	57.7
GIS Technician	8	-	-	2	25
Total	162	9	5.6	94	58

3.5. Employment Equity

The tables in this section are based on the formats prescribed by the Employment Equity Act 55 of 1998. The information provided in this section depicts the department's demographic composition by race, gender and disability, as required by the Employment Equity Act and the Department of Public Service and Administration. Positions in our post establishment require various academic qualifications such as a Senior Certificate, technical qualification or graduate and post-graduate degrees, as well as certain competency levels. The Employment Equity Act states that in determining whether designated groups are equitably represented within an occupational category and level in an employer's workforce a number of factors must be taken into account including, the pool of suitably qualified people from designated groups from which the employer may reasonably be expected to promote or appoint employees. The figures presented in this section do not take these factors into account and do not reflect the fact that the population statistics provided by the 2011 Census reveal that a very small percentage of the Western Cape population have Matric and tertiary qualifications, which constitute the pool of "suitably qualified people" from which the Western Cape Government can employ staff (as specified by the Employment Equity Act and Public Service Regulations). The Department is continuing to invest in measures to broaden the pool of suitably qualified people who can compete for its employment opportunities to broaden its equitable representation in all occupational categories and levels in the workforce.

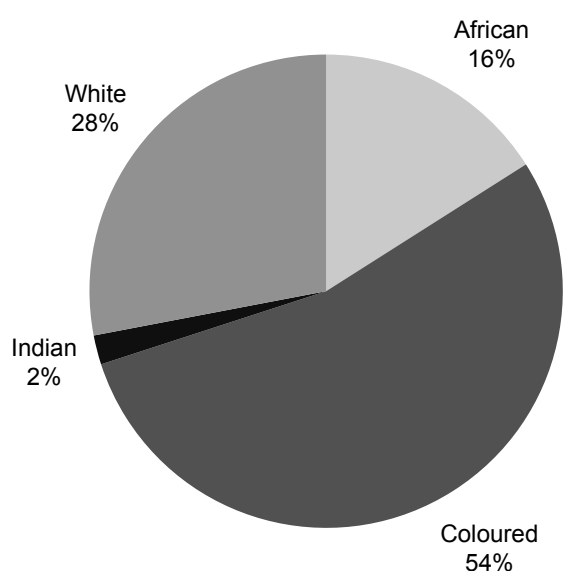
Table 3.5.1: Total Number of Employees (Including Employees with Disabilities) in each of the following occupational levels, as at 31 March 2013

Programme	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	1	-	-	-	-	-	-	1
Senior management (Levels 13-14)	-	8	-	7	-	1	-	3	-	-	19
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	9	31	3	33	11	36	1	24	2	-	150
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	9	24	1	6	11	36	1	19	-	-	107
Semi-skilled and discretionary decision making (Levels 3-5)	6	9	2	1	7	38	-	3	-	-	66
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	2	2	-	-	-	-	4
Total	24	72	6	48	31	113	2	49	2	-	347
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	24	72	6	48	31	113	2	49	2	-	347

A = African; C = Coloured; I = Indian; W = White.

Note: The figures reflected per occupational levels include all permanent, part-time and contract employees. Furthermore the information is presented by salary level and not post level. For the number of employees with disabilities, refer to Table 3.5.2.

Distrubution by Race



Distrubution by Gender

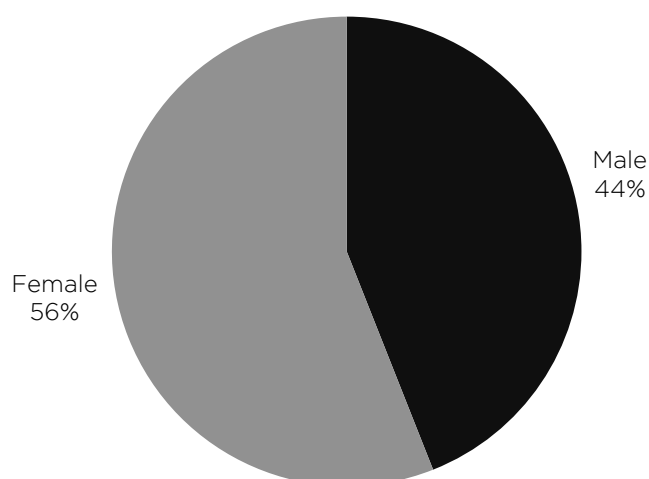


Table 3.5.2: Total Number of Employees (with Disabilities Only) in each of the following occupational levels, as at 31 March 2013

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	-	-	-	1	-	1	-	-	-	-	2
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	-	1	-	-	-	-	-	-	-	-	1
Total	-	1	-	1	-	1	-	-	-	-	3
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	-	1	-	1	-	1	-	-	-	-	3

A = African; C = Coloured; I = Indian; W = White

Note: The figures reflected per occupational level include all permanent, part-time and contract employees. Furthermore the information is presented by salary level and not post level.

Table 3.5.3: Recruitment, 1 April 2012 to 31 March 2013

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	-	-	-	-	-	-	1	-	-	1
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	-	3	1	5	-	2	-	5	1	-	17
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	3	4	1	2	5	8	-	6	-	-	29
Semi-skilled and discretionary decision making (Levels 3-5)	3	2	3	-	4	11	-	-	-	-	23
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	1	1	-	1	-	-	3
Total	6	9	5	7	10	22	-	13	1	-	73
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	6	9	5	7	10	22	-	13	1	-	73

A = African; C = Coloured; I = Indian; W = White.

Note: Recruitment refers to new employees, including transfers into the Department, as per Table 3.4.1.

Table 3.5.4: Promotions, 1 April 2012 to 31 March 2013

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	2	-	3	-	-	-	-	-	-	5
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	3	-	1	1	1	4	-	2	-	-	12
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	1	-	-	-	-	2	-	-	-	-	3
Semi-skilled and discretionary decision making (Levels 3-5)	-	-	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	4	2	1	4	1	6	-	2	-	-	20
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	4	2	1	4	1	6	-	2	-	-	20

A = African; C = Coloured; I = Indian; W = White

Note: Promotions refer to the total number of employees promoted within the Department, as per Table 3.4.7.

Table 3.5.5: Terminations, 1 April 2012 to 31 March 2013

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	-	-	-	1	-	-	-	-	-	1
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	3	1	1	1	4	2	1	3	-	-	16
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	4	4	-	-	3	13	-	-	1	-	25
Semi-skilled and discretionary decision making (Levels 3-5)	1	2	1	-	3	6	-	1	-	-	14
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	2	1	-	-	-	-	3
Total	8	7	2	1	13	22	1	4	1	-	59
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	8	7	2	1	13	22	1	4	1	-	59

A = African; C = Coloured; I = Indian; W = White

Note: Terminations refer to those employees who have left the employ of the Department, including transfers to other departments, as per Table 3.4.1.

Table 3.5.6: Disciplinary Actions, 1 April 2012 to 31 March 2013

Disciplinary Actions	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Final written warning	-	-	-	-	-	1	-	-	-	-	1
Suspension without pay	-	-	-	-	-	1	-	-	-	-	1
Dismissal/ desertion	1	1	-	-	-	-	-	-	-	-	2
Case withdrawn	-	1	-	-	-	-	-	-	-	-	1
Total	1	2	-	-	-	2	-	-	-	-	5

A = African; C = Coloured; I = Indian; W = White

Note: The disciplinary actions total refers to formal outcomes only and not headcount. For further information on the outcomes of the disciplinary hearings and types of misconduct addressed at disciplinary hearings, please refer to Tables 3.12.2 and Table 3.12.3.

Table 3.5.7: Skills Development, 1 April 2012 to 31 March 2013

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management (Levels 15-16)	-	3	-	2	-	-	-	-	5
Senior management (Levels 13-14)	1	4	-	2	-	3	-	2	12
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	-	8	1	7	4	5	1	3	29
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	6	18	-	7	6	25	1	7	70
Semi-skilled and discretionary decision making (Levels 3-5)	16	27	1	1	8	41	2	4	100
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	1	1	-	-	2
Total	23	60	2	19	19	75	4	16	218
Temporary employees	-	-	-	-	-	-	-	-	-
Grand Total	23	60	2	19	19	75	4	16	218

A = African; C = Coloured; I = Indian; W = White

Note: The above table refers to the total number of personnel who received training, and not the number of training courses attended by individuals. For further information on the actual training provided, please refer to Table 3.13.2.

3.6. Signing of Performance Agreements by SMS Members

Table 3.6.1: Signing of Performance Agreements by SMS Members, as at 31 May 2012

SMS Level	Number of funded SMS posts per level	Number of SMS members per level	Number of signed performance agreements per level	Signed Performance agreements as % of SMS members per level
Director-general / Head of Department	1	1	1	100
Salary Level 14	5	3	3	100
Salary Level 13	14	11	11	100
Total	20	15	15	100

Note: The allocation of performance-related rewards (cash bonus) for Senior Management Service members is dealt with later in the report. Please refer to Table 3.8.5.

Table 3.6.2: Reasons for not having Concluded Performance Agreements with all SMS on 31 May 2012

Reasons for not concluding Performance Agreements with all SMS
None required

Table 3.6.3: Disciplinary Steps taken against SMS Members for not having concluded Performance Agreements on 31 May 2012

Disciplinary steps taken against SMS Members for not having concluded Performance Agreements
None required

3.7. Filling of SMS Posts

Table 3.7.1: SMS Posts Information, as at 30 September 2012

SMS Level	Number of funded SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per level	% of SMS posts vacant per level
Director-General / Head of Department	1	1	100	-	-
Salary level 16, but not HOD	-	-	-	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	5	4	80	1	20
Salary Level 13	14	14	100	-	-
Total	20	19	95	1	5

Table 3.7.2: SMS Posts Information, as at 31 March 2013

SMS Level	Number of funded SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per leave	% of SMS posts vacant per level
Director-General / Head of Department	1	1	100	-	-
Salary level 16, but not HOD	-	-	-	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	5	5	100	-	-
Salary Level 13	14	14	100	-	-
Total	20	20	100	-	-

Table 3.7.3: Advertising and Filling of SMS Posts, as at 31 March 2013

SMS Level	Advertising	Filling of Posts	
	Number of vacancies per level advertised in 6 months of becoming vacant	Number of vacancies per level filled in 6 months after becoming vacant	Number of vacancies per level not filled in 6 months but filled in 12 months
Director-General / Head of Department	-	-	-
Salary level 16, but not HOD	-	-	-
Salary Level 15	-	-	-
Salary Level 14	1	-	1
Salary Level 13	2	2	-
Total	3	2	1

Table 3.7.4: Reasons for not having complied with the filling of funded Vacant SMS Posts – Advertised within 6 months and filled within 12 months after becoming vacant

SMS Level	Reasons for Non-compliance
Director-General / Head of Department	None
Salary level 16, but not HOD	None
Salary Level 15	None
Salary Level 14	Environmental Governance Policy Coordination and Planning: The post became vacant in the previous reporting period and was advertised within 6 months of becoming vacant. After assessing the applications it was decided to embark on a re-advertising process as the number of suitable candidates were limited. The short-list for the re-advertising post was finalised and filled with effective date 01 June 2012.
Salary Level 13	Land Management Region 3 The post became vacant in the previous reporting period and was advertised within 6 months of becoming vacant. After assessing the applications it was decided to embark on a re-advertising process as the number of suitable candidates were limited. The short-list for the re-advertising post was finalised and filled with effective date 01 May 2012 Waste Management The post became vacant in the previous reporting period and was advertised within 6 months of becoming vacant. After assessing the applications it was decided to embark on a re-advertising process as the number of suitable candidates were limited. The short-list for the re-advertising post was finalised and filled with effective date 01 June 2012

Table 3.7.5: Disciplinary Steps taken for not complying with the prescribed timeframes for filling SMS Posts within 12 months

Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months
None required

3.8. Employee Performance

Table 3.8.1: Notch Progressions by Salary Band, 1 April 2012 to 31 March 2013

Salary Band	Employees as at 31 March 2012	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	5	3	60
Skilled (Levels 3-5)	58	43	74.1
Highly skilled production (Levels 6-8)	105	64	61
Highly skilled supervision (Levels 9-12)	151	94	62.3
Senior management (Levels 13-16)	16	3	18.8
Total	335	207	61.8

Table 3.8.2: Notch Progressions by Critical Occupation, 1 April 2012 to 31 March 2013

Critical Occupations	Employees as at 31 March 2012	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Town and Regional Planner	31	21	67.7
Environmental and Biodiversity Officer	123	71	57.7
GIS Technician	8	2	25
Total	162	94	58

To encourage good performance, the Department has granted the following performance rewards allocated to personnel for the performance period 2011/12, but paid in the financial year 2012/13. The information is presented in terms of race, gender, and disability (Table 3.8.3), salary bands (Table 3.8.4 and Table 3.8.5) and critical occupations (Table 3.8.6).

Table 3.8.3: Performance Rewards by Race, Gender, and Disability, 1 April 2012 to 31 March 2013

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average cost per beneficiary (R)
African	5	64	7.8	117	23 375
Male	3	27	11.1	78	25 952
Female	2	37	5.4	39	19 510
Coloured	36	176	20.5	815	22 633
Male	16	66	24.2	486	30 392
Female	20	110	18.2	329	16 426
Indian	2	8	25.0	73	36 593
Male	2	4	50.0	73	36 593
Female	-	4	-	-	-
White	23	83	27.7	743	32 302
Male	10	42	23.8	362	36 213
Female	13	41	31.7	381	29 294
Employees with a disability	1	4	25.0	21	20 618

Note: The above table relates to performance rewards for the performance year 2011/12 and payment effected in the 2012/13 reporting period.

Distribution of Beneficiaries who have Received Performance Rewards

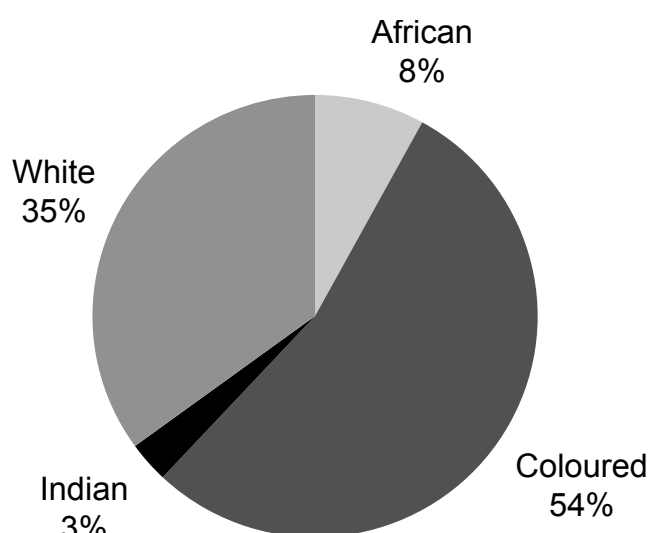


Table 3.8.4: Performance Rewards by Salary Bands for Personnel Below Senior Management Service Level, 1 April 2012 to 31 March 2013

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2012	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	1	5	20	6	5 928	-
Skilled (Levels 3-5)	10	58	17.2	108	10 788	0.1
Highly skilled production (Levels 6-8)	20	105	19	438	21 892	0.4
Highly skilled supervision (Levels 9-12)	25	151	16.6	908	36 333	0.9
Total	56	319	17.6	1 460	26 071	1.4

Note: The cost is calculated as a percentage of the total personnel expenditure for salary levels 1-12, reflected in Table 3.1.2.

Table 3.8.5: Performance Rewards (Cash Bonus), by Salary Band, for Senior Management Service Level, 01 April 2012 to 31 March 2013

Salary Band	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2012	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Senior Management Service Band A (Level 13)	7	11	63.6	207	29 520	1.3
Senior Management Service Band B (Level 14)	4	4	100	102	25 455	0.6
Senior Management Service Band C (Level 15)	-	-	-	-	-	-
Senior Management Service Band D (Level 16)	-	-	-	-	-	-
Total	11	16	68.8	309	28 042	1.9

Note: The cost is calculated as a percentage of the personnel expenditure for salary levels 13-16 reflected in Table 3.1.2.

Table 3.8.6: Performance Rewards by Critical Occupations, 1 April 2012 to 31 March 2013

Critical Occupation	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2012	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of the total personnel expenditure
Town and Regional Planner	2	31	6.5	55	27 648	0.1
Environmental and Biodiversity Officer	13	123	10.6	412	37 710	0.4
GIS Technician	1	8	12.5	27	27 358	-
Total	16	162	9.9	494	30 930	0.5

3.9 Foreign Workers

The tables below summarise the employment of foreign nationals in the Department in terms of salary bands and by major occupation. The tables also summarise changes in the total number of foreign workers in each salary band and by each major occupation.

Table 3.9.1: Foreign Workers by Salary Band, 1 April 2012 to 31 March 2013

Salary Band	1 April 2012		31 March 2013		Change	
	Number	% of total	Number	% of total	Number	% change
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Levels 3-5)	-	-	-	-	-	-
Highly skilled production (Levels 6-8)	1	50	-	-	(1)	(50)
Highly skilled supervision (Levels 9-12)	1	50	2	100	1	50
Senior management (Levels 13-16)	-	-	-	-	-	-
Total	2	100	2	100	-	-

Table 3.9.2: Foreign Workers by Major Occupation, 1 April 2012 to 31 March 2013

Major Occupation	1 April 2012		31 March 2013		Change	
	Number	% of total	Number	% of total	Number	% change
Environmental and Biodiversity Officer	2	100	2	100	-	-
Total	2	100	2	100	-	-

Note: The table above excludes non- citizens with permanent residence in the Republic of South Africa.

3.10. Leave Utilisation for the period 1 January 2012 to 31 December 2012

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave (Table 3.10.1) and incapacity leave (Table 3.10.2). In both cases, the estimated cost of the leave is also provided..

Table 3.10.1: Sick Leave, 1 January 2012 to 31 December 2012

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	Total number of employees	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	25	96	4	6	66.7	6	6
Skilled (Levels 3-5)	399	81.5	60	73	82.2	7	167
Highly skilled production (Levels 6-8)	702	79.2	103	125	82.4	7	494
Highly skilled supervision (Levels 9-12)	844	78.8	127	167	76	7	1 027
Senior management (Levels 13-16)	66	74.2	13	21	61.9	5	155
Total	2 036	79.5	307	392	78.3	7	1 849

Note: The three-year sick leave cycle started in January 2010. The information in each case reflects the totals excluding incapacity leave taken by employees. For an indication of incapacity leave taken, please refer to Table 3.10.2.

Table 3.10.2: Incapacity Leave, 1 January 2012 to 31 December 2012

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	Total number of employees	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	-	-	-	6	-	-	-
Skilled (Levels 3-5)	126	100	6	73	8.2	21	54
Highly skilled production (Levels 6-8)	34	100	2	125	1.6	17	22
Highly skilled supervision (Levels 9-12)	206	100	9	167	5.4	23	283
Senior management (Levels 13-16)	32	100	2	21	9.5	16	84
Total	398	100	19	392	4.8	21	443

Note: The leave dispensation as determined in the "Leave Determination", read with the applicable collective agreements, provides for normal sick leave of 36 working days in a sick leave cycle of three years. If an employee has exhausted his or her normal sick leave, the employer must conduct an investigation into the nature and extent of the employee's incapacity. Such investigations must be carried out in accordance with item 10(1) of Schedule 8 of the Labour Relations Act (LRA). Incapacity leave is not an unlimited amount of additional sick leave days at an employee's disposal. Incapacity leave is additional sick leave granted conditionally at the employer's discretion, as provided for in the Leave Determination and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Table 3.10.3 summarises the utilisation of annual leave. The wage agreement concluded with trade unions in the Public Service Commission Bargaining Chamber (PSCBC) in 2000 requires management of annual leave to prevent high levels of accrued leave having to be paid at the time of termination of service.

Table 3.10.3: Annual Leave, 1 January 2012 to 31 December 2012

Salary Band	Total days taken	Total number employees using annual leave	Average days per employee
Lower skilled (Levels 1-2)	87	5	17
Skilled (Levels 3-5)	1 141	68	17
Highly skilled production (Levels 6-8)	2 245	120	19
Highly skilled supervision (Levels 9-12)	3 283	159	21
Senior management (Levels 13-16)	376	20	19
Total	7 132	372	19

Table 3.10.4: Capped Leave, 1 January 2012 to 31 December 2012

Salary band	Total capped leave available as at 31 Dec 2011	Total days of capped leave taken	Number of employees using capped leave	Average number of days taken per employee 31 Dec 2012	Number of employees with capped leave as at 31 Dec 2012	Total capped leave available as at 31 Dec 2012
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled Levels 3-5)	36	1	1	1	4	36
Highly skilled production (Levels 6-8)	444	16	3	5	12	411
Highly skilled supervision (Levels 9-12)	1 296	1	1	1	30	922
Senior management (Levels 13-16)	359	-	-	-	8	404
Total	2 135	18	5	4	54	1 773

Note: It is possible for the total number of capped leave days to increase as employees who were promoted or transferred into the Department, retain their capped leave credits, which form part of that specific salary band and ultimately the departmental total.

Table 3.10.5 summarises payments made to employees as a result of leave that was not taken.

Table 3.10.5: Leave Pay-outs, 1 April 2012 to 31 March 2013

Reason	Total amount (R'000)	Number of incidents per employee	Average payment per employee (R)
Leave pay-outs for 2012/13 due to non-utilisation of leave for the previous cycle	57	2	28 281
Capped leave pay-outs on termination of service for 2012/13	119	1	119 116
Current leave pay-outs on termination of service 2012/13	105	3	34 928
Total	281	6	46 744

3.11. HIV and Aids & Health Promotion Programmes

Table 3.11.1: Steps taken to reduce the risk of Occupational Exposure, 1 April 2012 to 31 March 2013

Units/categories of employees identified to be at high risk of contracting HIV & related diseases	Key steps taken to reduce the risk
The nature of the Department's work does not expose employees to increased risk of contracting HIV/AIDS. Despite the very low occupational risk, all employees have been targeted at all levels within the Department	<p>HIV/AIDS Counselling and Testing [HCT] and Wellness screenings were delivered in general. The outsourced Health and Wellness contract (Employee Health and Wellness Programme [EHWP]) provides employees with their immediate family members [it means the spouse or partner of an employee or children living with an employee] with a range of services. These services include the following:</p> <ul style="list-style-type: none"> • 24/7/365 Telephone counselling • Face to face counselling (6 + 2 session model) • Trauma and critical incident counselling • Training, coaching and targeted interventions where these were required.

Table 3.11.2: Details of Health Promotion and HIV and AIDS Programmes, 1 April 2012 to 31 March 2013

Question	Yes	No	Details, if yes
1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.	✓		Due to the corporatisation of the Employee Health and Wellness function, the Acting Director: Organisational Behaviour, Denver Heynes (Department of the Premier), fulfilled this role.
2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.	✓		<p>The Corporate Services Centre (CSC) within the Department of the Premier provides a transversal service to eleven (11) participating departments, including the Department of the Premier.</p> <p>A designated Employee Health and Wellness unit within the Directorate Organisational Behaviour and the Chief Directorate Organisation Development serves to promote the health and wellbeing of employees in the eleven (11) departments. The unit consists of a Deputy Director, three (3) Assistant Directors, four (4) team members and one (1) intern who has since left the Directorate Organisational Behaviour in the fourth quarter for furthering her studies.</p> <p>Budget : R2,5 million</p>

Question	Yes	No	Details, if yes
3. Has the department introduced an Employee Assistance or Health Promotion Programme for employees? If so, indicate the key elements/services of this Programme.	✓		<p>The Department has entered into a service level agreement with ICAS [Service Provider] to render an Employee Health and Wellness Service to the eleven departments serviced by the Corporate Services Centre [CSC].</p> <p>The Department conducted interventions namely, Managerial Induction, Employee Induction, Stress Management, Abuse and Sexual Health Awareness, Work Life Balance, Employee Advocacy Awareness, Personal Finance, Managerial Referral, Substance Abuse Financial Wellbeing Managerial Referral and Coaching for employees. These interventions were planned based on the trends reported quarterly through the Employee Health and Wellness Programme [EHWP] reports provided by the service provider, ICAS, for the period 2012/13. The reports were based on the utilisation of the EHW services and management information in order to target appropriate interventions to address these trends.</p> <p>The targeted interventions were aimed at improving employee engagement through awareness and educational interventions that promote healthy lifestyles and coping skills. This involves presentations to create awareness and encourage employees to have a pro-active approach to limit the impact of these problems in the workplace. The above-mentioned interventions were conducted for the targeted departments, including managers and supervisors.</p> <p>The department also provided information sessions, as requested by various departments in the Western Cape Government [WCG] to inform employees of the EHW service, how to access the Employee Health and Wellness Programme [EHWP]. Promotional material such as pamphlets, posters and brochures were distributed.</p>
4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.	✓		<p>A new Health and Wellness Steering Committee has been established with members nominated by each department. The Departmental committee members are M Kroese and P Visser.</p>
5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.	✓		<p>The Transversal Management Framework for Employee Health and Wellness Programmes in the Western Government is in effect and was adopted by the Co-ordinating Chamber of the PSCBC for the Western Cape Province on 10 August 2005.</p> <p>DPSA has developed several national policy documents in 2007/8 that govern Employee Health and Wellness [EHW] in the Public Service and that coordinate the programmes and services in a uniform manner.</p> <p>In this regard, all employment policies make provision for fair practices, regardless of the HIV status of staff or applicants.</p> <p>During the period under review, the Department of the Premier has developed a Transversal Employee Health and Wellness policy. The draft document is being consulted for ratification.</p> <p>Further to this, the Department of Health has currently approved the Transversal HIV and AIDS/STI Workplace Policy and Programme that will be applicable to all departments of the Western Government. The document is in line with the four pillars of the EHW Strategic Framework 2008.</p>

Question	Yes	No	Details, if yes
6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.	✓		<p>The Department implemented existing legislative and policy frameworks as well as Monitoring and Evaluation guidelines, which have been developed by DPSA. The overarching aim of these frameworks is to protect HIV-positive employees by advocating the implementation of the Three Zeros in line with the Joint United Nations Programme on HIV & AIDS (UNAIDS). These are Educational programmes and information sessions developed to eradicate stigma and discrimination and to raise awareness through:</p> <ul style="list-style-type: none"> • Zero new HIV, STI and TB infections • Zero deaths associated with HIV and TB • Zero discrimination <p>The Department is conducting the HCT and Wellness screenings to ensure that every employee in the Departments of the Western Cape Government is tested for HIV and screened for TB, at least annually,</p> <p>The aim was to:</p> <ul style="list-style-type: none"> • Reduce HIV and TB discrimination in the workplace. This included campaigns against unfair discrimination and empowerment of employees. • Reduce unfair discrimination in access to services. This included ensuring that Employee Relations Directorate addresses complaints or grievances and provides training to employees. • Other key elements that addressed anti HIV/AIDS discrimination issues were: Wellness Screenings and TB Testing Sessions with specific requests from departments were conducted, posters and pamphlets were distributed, HIV/AIDS counselling [HCT] and TB Testing were conducted, condom programme and spot talks, including [HIV/AIDS speak out programme] were conducted as well. <p>HCT SESSIONS</p> <p>The following screening sessions were conducted:</p> <p>Blood pressure, Glucose, Cholesterol, TB, BMI [body mass index] and spot talks.</p> <ul style="list-style-type: none"> • The Department of Environmental Affairs and Development Planning participated in 4 HCT and Wellness screenings. • 12 Employees were tested and counselled for HIV, Tuberculosis and Sexually Transmitted Infections (STI's). • There were 0 clinical referrals for TB, HIV or any other STIs. <p>The impact of health promotion programmes is indicated through information provided through the Employee Health and Wellness Contract (external EAP service provider).</p> <p>The Employee Health and Wellness Programme (EHWP) is monitored through Quarterly and Annual reporting. This reporting is provided by the External Service Provider. The most recent annual health review period was 1 April 2012 – 31 March 2013.</p> <p>The quarterly and annual review provides a breakdown of the EHWP Human Capital Demographic i.e. age, gender, length of service, dependent utilisation, language utilisation, employee vs. manager utilisation, no. of cases.</p> <p>The review further provides amongst others service utilisation, problem profiling and trending, assessment of employee and organisational risk and the impact thereof on the individual functioning in the work place.</p>
7. Does the department encourage its employees to undergo voluntary counselling and testing (VCT)? If so, list the results that you have achieved.	✓		
8. Has the department developed measures/indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators	✓		

3.12. Labour Relations

The following collective agreements were entered into with trade unions within the department.

Table 3.12.1: Collective Agreements, 1 April 2012 to 31 March 2013

The Department did not enter into collective agreements with any trade unions in the period under review.

Total Collective Agreements	None
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Table 3.12.2: Misconduct and Disciplinary Hearings finalised, 1 April 2012 to 31 March 2013

Outcomes of Disciplinary Hearings	Number	% of total
Final written warning	1	20
Suspension without pay	1	20
Dismissal/ desertion	2	40
Case withdrawn	1	20
Total	5	100
<i>Percentage of total employment</i>		1.2

Note: Outcomes of disciplinary hearings refer to formal cases only.

Table 3.12.3: Types of Misconduct addressed at Disciplinary Hearings, 1 April 2012 to 31 March 2013

Type of Misconduct	Number	% of total
Abscondment	1	25
Disrespectful Behaviour	1	25
Theft	1	25
Dereliction of duty	1	25
Total	4	100

Table 3.12.4: Grievances Lodged, 1 April 2012 to 31 March 2013

Grievances Lodged	Number	% of total
Number of grievances resolved	-	-
Number of grievances not resolved	1	100
Total number of grievances lodged	1	100

Note: Grievances lodged refers to cases that were finalised within the reporting period. Grievances not resolved refers to cases finalised, but where the outcome was not in favour of the aggrieved and found to be unsubstantiated.

Table 3.12.5: Disputes Lodged with Councils, 1 April 2012 to 31 March 2013

Disputes Lodged with Councils	Number	% of total
Number of disputes upheld	2	100
Number of disputes dismissed	-	-
Total number of disputes lodged	2	100

Note: Councils refer to the Public Service Coordinating Bargaining Council (PSCBC) and General Public Service Sector Bargaining Council (GPSSBC).

Table 3.12.6: Strike Actions, 1 April 2012 to 31 March 2013

Strike Actions	Number
Total number of person working days lost	None
Total cost (R'000) of working days lost	
Amount (R'000) recovered as a result of no work no pay	

Table 3.12.7: Precautionary Suspensions, 1 April 2012 to 31 March 2013

Precautionary Suspensions	Number
Number of people suspended	None
Number of people whose suspension exceeded 30 days	
Average number of days suspended	
Cost (R'000) of suspensions	

Note: Precautionary suspensions refer to staff being suspended with pay whilst the case is being investigated.

3.13. Skills Development

This section highlights the efforts of the Department with regard to skills development. Table 3.13.1 reflect the training needs as at the beginning of the period under review, and Table 3.13.2 the actual training provided.

Table 3.13.1: Training needs identified, 1 April 2012 to 31 March 2013

Occupational Categories	Gender	Number of employees as at 1 April 2012	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	4	-	10	-	10
	Male	13	-	7	-	7
Professionals	Female	88	-	247	-	247
	Male	83	-	203	-	203
Technicians and associate professionals	Female	23	-	38	-	38
	Male	12	-	32	-	32
Clerks	Female	68	-	157	-	157
	Male	29	-	65	-	65
Service and sales workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	1	-	2	-	2
Elementary occupations	Female	5	-	7	-	7
	Male	-	-	-	-	-
Sub Total	Female	189	-	459	-	459
	Male	141	-	309	-	309
Total		330	-	768	-	768
Employees with disabilities	Female	1	-	-	-	-
	Male	3	-	-	-	-

Note: The above table identifies the training needs at the start of the reporting period as per the Department's Work Place Skills Plan.

Table 3.13.2: Training Provided, 1 April 2012 to 31 March 2013

Occupational Categories	Gender	Number of employees as at 1 April 2012	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	4	-	5	-	5
	Male	16	-	25	-	25
Professionals	Female	86	-	91	-	91
	Male	86	-	107	-	107
Technicians and associate professionals	Female	20	-	11	-	11
	Male	15	-	11	-	11
Clerks	Female	79	-	75	-	75
	Male	32	-	84	-	84
Service and sales workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	1	-	-	-	-
Elementary occupations	Female	5	-	5	-	5
	Male	-	-	-	-	-
Sub Total	Female	195	-	187	-	187
	Male	152	-	227	-	227
Total		347	-	414	-	414
Employees with disabilities	Female	1	-	-	-	-
	Male	2	-	-	-	-

Note: The above table identifies the number of training courses attended by individuals during the period under review.

3.14. Injury on Duty

Table 3.14.1 provides basic information on injury on duty.

Table 3.14.1: Injury on Duty, 1 April 2012 to 31 March 2013

Nature of Injury on Duty	Number	% of total
Required basic medical attention only	1	25
Temporary disablement	3	75
Total	4	100
<i>Percentage of total employment</i>		0.9

3.15. Utilisation Of Consultants

Table 3.15.1: Utilisation of Consultants

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value (R)	Payments 2012/13 Voted Funds (R)	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Undertake the completion of a database of Energy Consumption and CO ₂	5	83	487 236	487 236	0%	66%	4
Review the Provincial Spatial Development Framework	9	135	2 169 229	1 149 280	0%	0%	4
Land Use Planning Bill for the Western Cape	1	26	250 000	179 143	0%	0%	-
Review of the second Strategic ICT Plan	1	30	168 461	168 461	n/a	n/a	1
Upgrade the Strategic Environment Assessment for Wind Energy	1	23	153 503	150 831	50%	0%	-
Kannaland Municipality - Completion of Spatial Development Framework	1	23	400 000	220 000	50%	50%	-
Beaufort West Municipality - Completion of Spatial Development Framework and Human Settlement Plan	3	49	752 400	413 820	50%	50%	-

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value (R)	Payments 2012/13 Voted Funds (R)	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Matzikama Municipality - completion of Spatial Development Framework	1	60	400 000	400 000	50%	50%	-
Breede Valley Municipality - Completion of the Spatial Development Framework and Human Settlement Plans	6	44	1 034 550	282 150	50%	50%	-
Bitou Municipality - Completion of the Spatial Development Framework and Human Settlement Plans	6	53	1 065 900	313 500	50%	50%	-
Mossel Bay Municipality - Completion of the Spatial Development Framework and Human Settlement Plans	6	59	627 000	156 750	50%	50%	-
Oudtshoorn Municipality - Develop Human Settlement Plans	2	26	250 000	175 000	50%	50%	-
Implementation-ready project plan for the Berg River	1	60	389 766	389 766	69%	69%	1
Implementation of Green Initiatives in Phase 2 of Witsand: Landscaping and Greening Interventions	3	34	198 500	198 500	100%	100%	3
Develop Climate Change awareness Material	10	40	321 800	321 800	80%	80%	3
Feasibility study on the Production of Charcoal and Biochar in the Eden Municipality	4	10	101 460	101 460	0%	0%	11

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value (R)	Payments 2012/13 Voted Funds (R)	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Maintenance and update of the Asset Register	8	64	304 084	133 011	16%	16%	4
Facilitation of a Waste Management in Education Workshop	1	2	14 925	14 925	50%	50%	1
Swellendam Municipality - completion of a Spatial Development Framework and Human Settlement Plan	5	105	665 760	665 760	30%	30%	-
Second phase of the Growth Potential Study of Towns (GPS)	5	182	1 225 030	490 750	n/a	n/a	2
Calibration and accreditation of 11 ambient air quality monitoring stations	2	207	2 637 960	1 198 848	26%	33%	2
Compile an information document and training material on funding sources for municipalities	3	15	65 000	52 000	100%	100%	3
Compilation of guidelines that will assist with the development and implementation of standards in terms of the provisions of NEMA and assistance with the development of initial standards	3	113	378 849	201 484	50%	50%	2
Drafting of standards for abalone and trout farming in terms of the provisions of the National Environmental Management Act.	3	36	213 522	181 494	50%	50%	2

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value (R)	Payments 2012/13 Voted Funds (R)	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Provide maps of Eden District Municipality using aerial photography and lidar technology within the Western Cape	8	25	1137 606	568 803	26%	45%	-
Presentation on External Environment Analysis and Impact on Sustainability	1	1	4 000	4 000	n/a	n/a	-
Development and presenting of WAME workshop in Bergriver	1	1	9 720	9 720	50%	50%	1
Research and compile a Western Cape State of Environment Outlook Report (SOEOR)	16	127	1 069 548	766 441	31%	61%	3
Determine Coastal Setback Lines within the Western Cape Province (West Coast District)	7	168	1 800 000	802 727	31%	61%	3
Berg River re-vegetation project	1	21	378 600	43 345	0%	0%	-
Translation of Annual Report 2011/12 from English to Afrikaans and isiXhosa	2	13	55 000	55 000	100%	100%	1
Design, layout and formatting of a document	2	10	21 000	21 000	100%	100%	1
Web design and development	7	51	39 900	39 900	0%	25%	1
Website development	7	31	107 550	107 550	0%	25%	1

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value (R)	Payments 2012/13 Voted Funds (R)	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Needs analysis towards undertaking human health risk assessment of susceptible population groups who are impacted by Air Pollution within the Western Cape Province	8	48	951 637	951 469	0%	0%	3
Analysis of 12 samples for nutrient analysis plus laboratory consumables	1	2	4 318	3 034	0%	0%	1
Aerial lidar survey of the estuaries within the Overberg District Municipality in the Western Cape	2	44	666 343	666 343	100%	100%	-
Enhancements of modules of the Integrated Pollutant and Waste Information System (IPWIS)	1	146	929 583	929 583	58%	67%	2
Genius of Place Project	n/a	n/a	261 250	261 250	n/a	n/a	n/a
Remuneration payable to members of the Planning Advisory Board	n/a	n/a	409 344	409 344	n/a	n/a	n/a
Translations of various documents	n/a	n/a	42 268	47 896	n/a	n/a	n/a



Annual Financial Statements

P a r t E

Table of Contents

Report of the Accounting Officer	114
Accounting Officer's Statement of Responsibility	121
Report of the Auditor-General	122
Appropriation Statement	126
Notes to the Appropriation Statement	142
Statement of Financial Performance	143
Statement of Financial Position	144
Statement of Changes in Net Assets	145
Cash Flow Statement	146
Accounting Policies	147
Notes to the Annual Financial Statements	154
Disclosures Notes to the Annual Financial Statements	163
Annexures	178

1. General Review of the State of Financial Affairs

The Department was faced with numerous policy decisions and strategic issues during the period under review, which includes, inter alia, the following:

- **Important Policy Decisions and Strategic Issues Facing the Department:**

- **Land-use Planning Legislation**

The publication of the Draft Western Cape Land-use Planning Bill was approved by Cabinet on 28 November 2012 and was advertised in the Provincial Gazette Extraordinary No 7080/2013 for comment on 18 January 2013. Various aspects have an influence on the drafting process, including recent court judgements and the development of the National Spatial Planning and Land Use Management Bill, 2012. A total of 62 comments were received by the closing date of 8 March 2013 and the Department will evaluate those in the first quarter of the next financial year in preparation of a final draft to be introduced to Provincial Parliament.

- **Western Cape Biosphere Reserves Act, 2011 and Regulations**

The Western Cape Biosphere Reserves Act, 2011 was submitted to the Premier for the enactment of the Act at the end of March 2013. The Biosphere Reserve Regulations have also been finalised as well as translated in both Afrikaans and isiXhosa and will be submitted to the Minister for approval, following the enactment of the Act.

- **Health Care Risk Waste Legislation**

The Health Care Risk Waste Legislation was promulgated and was published on 15 March 2013. The publication of this legislation is a major achievement towards improving the management of health care risk waste in the Province and will empower municipalities to control the handling of this waste type.

- **Green Procurement Guideline (GPG)**

The Draft White Paper on Green Procurement was presented to Top Management where it was resolved to adopt it as a Green Procurement Guideline instead of a policy. The guideline was finalised in March 2013.

- **Provincial Noise Control Regulations**

The Department revised the existing Noise Control Regulations (P.N. 627/1998) for the Province. The revised Regulations were approved and will be published during the 2013/14 financial year.

- **National Waste Information Regulations**

The regulations were published in August 2012 and came into effect on 1 January 2013. These regulations require the waste holders in the Western Cape to register and report to the Integrated Pollutant and Waste Information System (IPWIS). The regulations also necessitated the alignment of IPWIS with the national South African Waste Information System (SAWIS) which resulted in the enhancement of IPWIS to accommodate the requirements of the SAWIS.

- **Significant Events that Have Taken Place During the Year:**

- **Environment Events**

- Environmental awareness events celebrating World Environment Day (5 June 2012), Arbour Day (4 to 7, 10 and 13 September 2012), Habitat Day (5 October 2012) and Wetlands Day (31 January 2013, 1 and 2 February 2013 and 7 February 2013) were held.
- Coastal clean-up week events took place from 17-21 September 2012 and targeted schools in the Overberg (Hawston Secondary School) and (Eden Crag Primary School) districts. The events were jointly co-hosted by the department's Coastal Management Unit, Overberg and Eden district municipalities, CapeNature and Two Oceans Aquarium.
- Marine Week was celebrated in:
 - the Overberg district from 17-19 October 2012;
 - the Eden District from 15-26 October 2012;
 - the West Coast Lamberts Bay from 3 -7 December 2012; and
 - the West Coast – Matzikama from 11-15 February 2013.

- All the coastal and marine events were done in collaboration with the district municipalities, Two Oceans Aquarium and CapeNature.

- **Greenest Municipality Competition**

The provincial round of the National Greenest Municipality Competition was held and concluded on 21 November 2012. A competition guideline was distributed and it was advertised at Integrated Development Planning (IDP) Indaba sessions at Robertson, 19 to 20 February 2013. Awareness of the Competition is improving with each successive year it is run. This resulted in exceeding the planned target for this financial year which was based on participation in the preceding year. A total of 17 municipalities participated. The winner was Drakenstein, in 2nd place Mossel Bay and Swartland followed in 3rd place.

- **Waste Management in Education (WAME) Programme**

To create awareness amongst educators and learners through the WAME Programme, 3 workshops were conducted. One was a support workshop conducted in the Berg River area and two training workshops were conducted in Robertson and Mitchells Plain.

- **Integrated Coastal Management Capacity Building**

A two day coastal induction training course was presented to municipal officials and decision makers from 6-7 February 2013 in Somerset West region. Participants to the course came from City of Cape Town, Matzikama municipality, West Coast district municipality, Berg River municipality, Swartland municipality, Knysna municipality and national Department of Environmental Affairs: Oceans and Coasts branch.

- **Sustainable Living**

The increased number of people capacitated on Sustainable living which resulted in a variance of 364 additional people was due to the initiation an effective collaboration between WCED: Centre for Conservation Education with DEADP to host Environmental Education to rural schools. The numbers exceeded due to school learners from various rural schools in Worcester and Montagu areas. Ongoing efforts at collaboration to strengthen and deepen capacity building on Sustainability will continue. The following workshops were held "EE Goes Rural" Workshop in collaboration with CCE from 31 July to 2 August 2012, 330 learners and teachers attended, World Environmental Day: Collaboration on Green Economy on 5 June 2012 of which 136 women were capacitated, Witsand in Atlantis Community on 8 March 2013 of which 18 community members attended.

- **Women in Environment (WiE)**

Two Provincial WiE Forum meetings conducted on 24 April 2012 and 12 September 2012, one national WiE meeting held on 29 May 2012, one WiE Exhibition on World Environment Day held on 5 June 2012, one National WiE conference conducted during 20 to 21 August 2012, one workshop held for WiE from 13 to 15 November 2012 and one WiE annual report undertaken.

- **Major Projects Undertaken During the Year**

- **Provincial Spatial Development Framework (PSDF)**

The PSDF and Growth Potential Study of Towns experienced some delays largely due to the results of the 2011 census data which was released in November 2012. Capturing and the evaluation of new census data is time consuming and this has an impact on the deliverables of both the GPS and PSDF.

- **Built Environment Support Programme (BESP)**

During the 2012/13 financial year, four Spatial Development Framework (SDF) gap analyses were completed for the third group. These gap analyses were completed for the following municipalities: Beaufort-West, Kannaland, Swartland and Matzikama. The remaining three SDF's, Bitou, Mossel Bay and Breede Valley Municipalities which were started in the 2011/12 financial year, were completed during the 2012/13 financial year. Four SDFs were partially completed. Swartland and Matzikama SDFs are expected to be completed by June 2013. Kannaland and Beaufort-West SDFs are planned to be completed by September 2013.

• Waste Management Planning

During this reporting period 100% (3) of all the municipal integrated waste management plans received, were assessed and feedback was given to municipalities regarding the assessment.

To improve the quantification of waste volumes a quantification tool was developed and training was given to municipalities on the use thereof. The registration OF waste holders in the Province commenced.

Waste survey was conducted in 23 provincial government buildings to establish the baseline regarding waste generation and recovery as part of the roll out of the 2Wise2Waste programme. This information will be utilised to guide interventions to improve waste recovery for recycling in the 2013/14 financial year.

• Western Cape Sustainable Water Management Plan (WCSWMP)

The Department monitored progress on the Western Cape Sustainable Water Management Plan, where the performance indicators on water resource management are monitored. As part of this, the Department completed a Berg River Improvement Plan, which was endorsed by Cabinet for implementation. The Plan identifies 6 major tasks for implementation, 2 of which the Department is responsible for, viz. water quality monitoring and river rehabilitation. The process of appointing human resources was initiated during January 2013 and discussions are on-going with the Department of Water Affairs to coordinate efforts to align all tasks of the Improvement Plan to improve water quality in the Berg River.

Phase 1 of this work was completed, with the propagation of 40 000 plants for re-vegetation of sections of the riparian zone of the Berg and Breede Rivers. Phase 2 will continue with re-vegetation actions along further sections of the river. Discussions have also been initiated regarding the streamlining of the licensing process for water-related activities under the National Water Act (Act No. 36 of 1998) and the National Environmental Management Act (Act No. 107 of 1998).

The Department completed a study into interventions to improve water quality from informal settlements, while services are not fully upgraded. The study was completed and the options will be assessed for implementation in 2013/14 onwards.

• Chemicals Management Programme

Developed a 1st generation Mercury Emissions Inventory for the Western Cape, based on the UNEP toolkit, which identifies the potential sources of mercury emitted to the Western Cape. One mercury survey was undertaken at various medical and educational facilities. The correlated information was captured into the mercury inventory.

• Ambient Air Quality Monitoring Programme

Monitored and reported on ambient air quality at 11 locations within the Province (Worcester, George, Malmesbury, St. Helena Bay, Oudtshoorn, Khayelitsha, Vissershok, Dana Bay, Stellenbosch, Hout Bay and Hermanus).

• Coastal Setback Lines

One new Integrated Coastal Management Plan (ICMP) project was initiated to determine coastal setback lines for the Eden District Municipal Area. The promulgation of the coastal setback line can only take place after the Overberg District Municipality approves the setback line. The West Coast setback line project could not be finalised as the preferred bidder could not meet certain criteria in the Terms of Reference, a new procurement process was initiated.

• Waste Management Licensing Plan

The Waste Management Licensing Plan was implemented in 2012/13 financial year. There are 156 waste disposal facilities in the Province and at the beginning of the 2012/13 financial year 37% (58) of these waste disposal facilities were licensed. The number of licensed waste disposal facilities increased to 45% (70) through active engagement, consultation and assistance provided to municipalities, the owners of the unlicensed waste disposal facilities. The Department received an additional 13 licence applications. To reach the target to licence 80% of the unlicensed waste disposal facilities, municipal councils will be required to provide funding for the municipalities to licence their unlicensed waste disposal facilities.

• Spending Trends

The original annual appropriation for the 2012/13 financial year was R379,273 million. With the Adjusted Estimate it was decreased with R2,064 million bringing the total appropriation to R377,209 million. This 0.54 per cent decrease included R500,000 for the Changing Behaviour Project and R150,000 for the 110% Green Economic Hub which were both transferred to the Department of the Premier. The difference of R1,414 million was a compulsory saving which was re-allocated in the 2013/14 financial year.

Transfer payments are a major cost driver and the main recipient was the Western Cape Nature Conservation Board who received an original appropriation of R201,766 million. Towards the end of the financial year, CapeNature approached the Department with a request for additional funding to assist with the recent fire damages. Through reprioritisation an additional R6,700 million was made available bringing the total transfer to CapeNature to R208,466 million.

Total expenditure for the 2012/13 financial year was R376,880 million or 99.91 per cent of the appropriated amount. When CapeNature's transfer payment is excluded, Department specific expenditure was R168,414 million. An underspending of less than one per cent or R329,000 was surrendered to the Provincial Revenue Fund. This underspending was due to vacant posts.

• Virement

The Western Cape was once again exposed to severe fires during the 2012/13 fire season. CapeNature as custodian of the Western Cape's nature reserves, requested financial assistance to deal with fire related costs. Virement of R5,817 million from Programmes 1, 2 and 4 was applied in terms of section 43 of the Public Finance Management Act (PFMA).

Other virements as depicted in the Appropriation Statement in the Annual Financial Statements were approved by the Accounting Officer on 20 May 2013 in terms of section 43(1) of the PFMA and were within the eight per cent limitation.

The Department received revenue from the following sources:

- National Environmental Management Act (NEMA) Section 24G fines
- Boat launching site permits
- Commission on Insurance
- Access to information
- Sale of capital assets
- Sale of scrap and waste paper

At the end of the reporting period, the Department's revenue budget of R318,000 was exceeded by R2,177 million, mainly due to collection of NEMA Section 24G fines.

2. Service Rendered by the Department

Services rendered by the Department are reported in Part B under Performance Information of the Annual Report.

2.1 Tariff Policy

Revenue tariffs are charged as per approved tariffs. The majority of the revenue tariffs are determined by law or at a national level. These tariffs include access to information, boat launching site permits, fines in terms of Section 24G of the National Environmental Management Act and commission on insurance. All the tariffs are reflected in a tariff register, which is revised annually.

2.2 Free Services

No free services were rendered by the Department.

3. Capacity Constraints

The Department rationalised its structure to ensure greater organisational integration of the environmental and planning functions. A comprehensive organisational realignment process was undertaken to ensure

appropriate positioning and delivery of the Departmental mandates. The organisational redesign process was required to effectively reposition the Department for strategic delivery.

The implementation of the new organisational structure and filling of funded vacant posts are in progress. A Corporate Relations Unit was created to manage the Department's responsibilities in terms of the Corporate Services Centre Service Level Agreement.

4. Utilisation of Donor Funds

Not applicable.

5. Trading Entities and Public Entities

• Western Cape Nature Conservation Board

The Western Cape Nature Conservation Board was established in terms of the Western Cape Nature Conservation Board Act, No 15 of 1998, as amended. Trading as CapeNature, the provincial biodiversity public entity derives its mandate and functions from the Western Cape Nature Conservation Board Act. The Act describes the objectives of CapeNature as:

- a) to promote and ensure nature conservation and related matters in the Province;
- b) to render services and provide facilities for research and training in connection with nature conservation and related matters in the Province; and
- c) in pursuing the objectives set out in paragraphs (a) and (b), to generate income, within the framework of any applicable policy determined by the responsible Minister or the Provincial Cabinet.

Under the leadership of the Chairperson of the Board and the Chief Executive Officer, CapeNature compiled and submitted its 2013/14 Annual Performance Plan and MTEF Budget to the Minister for approval. The approved Annual Performance Plan and budget were tabled in the Provincial Legislature on 1 March 2013.

Similarly the 2011/2012 Annual Report was submitted for tabling at the Provincial Legislature on 29 September 2012.

The original 2012/13 appropriation to the Western Cape Nature Conservation Board was R201,766 million. CapeNature requested additional financial assistance for fire related costs and the Department applied virements and increased the transfer payment with R6,700 million, bringing the total amount transferred to CapeNature for the 2012/13 financial year to R208,466 million.

The 2012/13 annual report and financial statements of the Board will be tabled in the Provincial Legislature by the Executive Authority in terms of section 65(1)(a) of the Public Finance Management Act.

• Environmental Commissioner

Although the Commissioner for the Environment was listed as a schedule 3, part C (PFMA) public entity it was decided not to pursue the establishment of the Environmental Commissioner. Provincial Cabinet granted in-principle approval for the amendment of the Western Cape Constitution to align it with the National Constitution and amend the provisions relating to the Commissioner for the Environment to allow the Premier to appoint a Commissioner, if it is considered desirable to do so. The Department of the Premier is currently considering comments received on the Draft Bill.

6. Organisations to Whom Transfer Payments Have Been Made

R209,810 million was spent as transfer payments, of which CapeNature was the major recipient who received R208,466 million. A complete list of entities that transfer payments were made to, including the purpose and the accountability arrangements, are reported in PART B of the Annual Report.

7. Public Private Partnerships (PPP)

No public/private partnerships were established by the Department during the 2012/13 financial year.

8. Corporate Governance Arrangements

Progress has been made with the implementation of the Enterprise Risk Management Strategy, which was approved on 12 October 2012 and the strategic programme risks were rearticulated based on the Department's Strategic Objectives. The Department's Enterprise Risk Management implementation plan was fully implemented, and all supporting information was submitted to the Directorate Enterprise Risk Management. Financial disclosures of Senior Management Services members were completed and submitted to the Public Service Commission and the Department of Public Service and Administration. Staff members were required to apply for approval to the HOD for any remunerative work they may perform outside of the workplace. The Western Cape Supplier Database which is managed by the Provincial Treasury conducts verification against the PERSAL system on all registered suppliers by checking if staff members do not own shares or hold positions of interest in any of the suppliers that are utilised by the Provincial Government. Any potential conflict of interest of departmental staff identified on the list will be verified against the approved remunerated work outside public sector and disclosure of financial interest of the relevant staff.

A fraud risk assessment session was conducted with the Department's senior management that will deliver an output of a fraud risk register which sets out the identified risks which have been ranked for likelihood of occurrence and the impact of the risk should it be realised. Corporate Governance is reported on in PART C of the Annual Report.

9. Discontinued Activities / Activities to be Discontinued

Not applicable.

10. New / Proposed Activities

The national Department of Environmental Affairs has proposed a fee structure for Environmental Impact Assessment (EIA) and waste licencing applications in terms of the National Environmental Management Act (NEMA), Act 107 of 1998, as amended. It will be implemented once approved.

11. Asset Management

The main asset classifications include air quality monitoring stations components, computer and related IT equipment, furniture and office equipment. Asset acquisition reconciliation is performed on a monthly basis, and the asset register is updated with all asset movements.

The Department implemented LOGIS as its procurement and asset management system.

12. Inventories

The Department does not make use of a store facility for inventory purposes. All consumables are procured and issued to users on receipt of goods.

13. Events After the Reporting Date

There were no significant events after reporting date.

14. Information on Predetermined Objectives

Four quarterly programme performance reports on the non-financial information were submitted to the Provincial Treasury and Shared Audit Committee. These quarterly report assessments allow the Department to monitor actual performance against the planned targets as reflected in the Annual Performance Plan. During the reporting period four quarterly National Outcome 10 progress reports were submitted to the National Department of Environmental Affairs.

The implementation of the objectives as included in the Annual Performance Plan was subjected to in-year monitoring thus ensuring that resources are utilised effectively and efficiently. This in-year monitoring and reporting provides insight into assessing whether the Department achieved its performance targets. Performance Information is reported on in PART B of the Annual Report.

15. SCOPA Resolution

The Standing Committee on Public Accounts (SCOPA) made the following resolutions:

Reference to previous audit report and SCOPA resolutions	Subject	Findings on progress
The Committee shares the concern expressed by the Audit Committee, the Minister and HOD's of all departments that further audit coverage is required and that there is a need for additional capacity, particularly financial, to support the increased coverage of high risk areas. The audit coverage for the 2011/12 financial year is at 42,86%, compared to 29,17% for the 2010/11 financial year.	"Internal Audit"	The Department has an Internal Audit plan for 2013/14, that was approved by the Shared Economic Cluster Audit Committee. The approved plan ensured that the coverage is increased and the Department will monitor the implementation of the plan.
The Committee is concerned that no policy or register exists within the Department and the office of the Minister that manages heritage assets in terms of their identification, promotion, protection, conservation and value.	"11: Asset Management"	The Department does not own any heritage assets thus the concern is not applicable to the Department.
The Committee thanks the Department for addressing the Committee's resolutions in the previous year and for including these in the annual report for the period under review.	"Scopa Resolutions"	Noted with appreciation.
The Committee congratulates the Department for complying with generally accepted creditor-payment periods and legislated requirements for payment of creditors within 30 days of receipt of invoice.	"Accounting Policies"	The Department issued an internal finance circular to instruct staff to track and monitor invoices in order to ensure that invoices are paid within 30 days.
The Committee is concerned that the Department does not have a policy that guides the receipt, assessment and awarding or refusal of applications for gifts, donations and sponsorships to be made.	"Statement of gifts, donations and sponsorships made and remissions, refunds and payments made as an act of grace" (Annexure 1G).	The Department has an approved Gifts and Donations policy which guides officials with regard to the receipt, assessment and awarding or refusal of applications for gifts, donations and sponsorships. The gift register is kept in the Office of the Head of Department and is inspected regularly.

16. Prior Modifications to Audit Reports

None.

17. Exemptions and Deviations Received from the National Treasury

None.

18. Interim Financial Statements

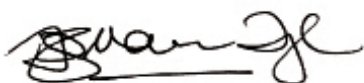
Provincial Departments were required to complete Interim Financial Statements (IFS) for the periods ending 30 June 2012, 30 September 2012, 31 December 2012 and 31 March 2013. The Department submitted completed IFS to Provincial Treasury 30 days after the mentioned periods.

19. Other

During the year under review an overpayment to the ministerial driver was detected. This matter dates back a number of years, but is immaterial to the Annual Financial Statements and is still under investigation. Once the exact quantum has been determined its impact will be reflected in the 2013/14 Annual Financial Statements.

20. Approval

The Annual Financial Statements set out on pages 126 to 182 have been approved by the Accounting Officer.



Piet van Zyl
Accounting Officer
31 May 2013

Accounting Officer's Statement of Responsibility

Statement of Responsibility for the Annual Financial Statements for the year ended 31 March 2013.

The Accounting Officer is responsible for the preparation of the Department's annual financial statements and for the judgements made in this information.

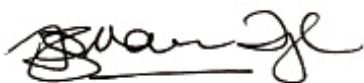
The Accounting Officer is responsible for establishing, and implementing a system of internal control designed to provide reasonable assurance as to the integrity and reliability of the annual financial statements.

In my opinion, the financial statements fairly reflects the operations of the Department for the financial year ended 31 March 2013.

The external auditors are engaged to express an independent opinion on the AFS of the Department.

The Department of Environmental Affairs and Development Planning AFS for the year ended 31 March 2013 have been examined by the external auditors and their report is presented on page 122.

The Annual Financial Statements of the Department set out on page 126 to 182 have been approved.



Piet van Zyl
Accounting Officer
31 May 2013

REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PROVINCIAL PARLIAMENT ON VOTE NO. 9: WESTERN CAPE DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the financial statements of the Western Cape Department of Environmental Affairs and Development Planning set out on pages 126 to 177, which comprise the appropriation statement, the statement of financial position as at 31 March 2013, the statement of financial performance, statement of changes in net assets and the cash flow statement for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting Officer's Responsibility for the Financial Statements

2. The accounting officer is responsible for the preparation of these financial statements in accordance with the Departmental financial reporting framework prescribed by the National Treasury and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA) and the Division of Revenue Act of South Africa, 2012 (Act No. 5 of 2012) (DoRA), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-General's Responsibility

3. My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA), the general notice issued in terms thereof and International Standards on Auditing. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Western Cape Department of Environmental Affairs and Development Planning as at 31 March 2013, and its financial performance and cash flows for the year then ended in accordance with the Departmental financial reporting framework prescribed by the National Treasury and the requirements of the PFMA and DoRA.

Additional Matters

7. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Unaudited Supplementary Schedules

8. The supplementary information set out on pages 178 to 182 does not form part of the financial statements and is presented as additional information. I have not audited these schedules and accordingly I do not express an opinion there on.

Financial Reporting Framework

9. The financial reporting framework prescribed by the National Treasury and applied by the department is a compliance framework. The wording of my opinion on a compliance framework should reflect that the financial statements have been prepared in accordance with this framework and not that they “present fairly”. Section 20(2) (a) of the PAA, however, requires me to express an opinion on the fair presentation of the financial statements. The wording of my opinion therefore reflects this requirement.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

10. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings relevant to performance against predetermined objectives, compliance with laws and regulations and internal control, but not for the purpose of expressing an opinion.

Predetermined Objectives

11. I performed procedures to obtain evidence about the usefulness and reliability of the information in the annual performance report as set out on pages 19 to 61 of the annual report.

12. The reported performance against predetermined objectives was evaluated against the overall criteria of usefulness and reliability for the programmes selected for auditing. The usefulness of information in the annual performance report relates to whether it is presented in accordance with the National Treasury’s annual reporting principles and whether the reported performance is consistent with the planned objectives. The usefulness of information further relates to whether indicators and targets are measurable (i.e. well defined, verifiable, specific, measurable and time bound) and relevant as required by the National Treasury *Framework for managing programme performance information*.

13. The reliability of the information in respect of the selected programmes is assessed to determine whether it adequately reflects the facts (i.e. whether it is valid, accurate and complete).

14. There were no material findings on the annual performance report concerning the usefulness of the information.

15. The material finding on the reliability of the information is as follows:

Reliability of Information

16. The National Treasury Framework for managing programme performance information (FMPPPI) requires that institutions should have appropriate systems to collect, collate, verify and store performance information to ensure valid, accurate and complete reporting of actual achievements against planned objectives, indicators and targets.

17. I was unable to obtain the information and explanations I consider necessary to satisfy myself as to the reliability of 46% of the targets with respect to programme 3: Compliance and Enforcement. Due to the lack of a proper system of record keeping, the department’s records did not permit the application of alternative audit procedures to confirm the completeness of reported performance for programme 3.

Additional Matters

18. I draw attention to the matters below. These matters do not have an impact on the predetermined objectives audit finding reported above.

Achievement of Planned Targets

19. Of the total number of 94 targets planned for the year, 28 targets were not fully achieved during the year under review. This represents 30% of total planned targets that were not fully achieved during the year under review.

20. This was mainly due to the fact that the indicators being measured by the department are deemed demand driven, which makes it difficult to determine accurate targets, other than using prior periods’ data as a predictive target.

Material Adjustments to the Annual Performance Report

21. Material audit adjustments in the annual performance report were identified during the audit, of which some were corrected by management and those that were not corrected have been reported on accordingly.

Compliance with Laws and Regulations

22. I performed procedures to obtain evidence that the entity has complied with applicable laws and regulations regarding financial matters, financial management and other related matters. My findings on material non-compliance with specific matters in key applicable laws and regulations as set out in the general notice issued in terms of the PAA are as follows:

Annual Financial Statements, Performance and Annual Report

23. The financial statements submitted for auditing were not prepared in accordance with the prescribed financial reporting framework as required by section 40(1)(b) of the PFMA. Material misstatements of assets and commitments identified by the auditors in the submitted financial statement were subsequently corrected, resulting in the financial statements receiving an unqualified audit opinion.

Expenditure Management

24. The accounting officer did not take effective steps to prevent irregular expenditure, as required by section 38(1)(c)(ii) of the PFMA and Treasury Regulation 9.1.1.

Asset Management

25. A proper control system was not in place to safeguard and maintain the assets of the department as required by section 38(1)(d) of the Public Finance Management Act and Treasury Regulation 10.1.1(a).
Internal control

26. I considered internal control relevant to my audit of the financial statements, the annual performance report and compliance with laws and regulations. The matters reported below under the fundamentals of internal control are limited to the significant deficiencies that resulted in the findings on the annual performance report and the findings on compliance with laws and regulations included in this report:

Leadership

27. The accounting officer did not exercise adequate oversight responsibility regarding the maintenance of regular, accurate and complete financial and performance records as well as compliance, resulting in material misstatements in assets, commitments and reported performance information.

28. The accounting officer was unable to ensure that the supply chain management (SCM) unit who is also responsible for asset management is adequately and sufficiently resourced, although an organisational development investigation was initiated during 2010 into the structure of the SCM unit to ensure that it is adequately resourced and aligned with the mandate of the department. The SCM structure was approved in November 2012 and the department is currently in the process of implementing the new SCM structure.

29. The accounting officer did not maintain policies and procedures in respect of a proper system of record management that provides for the maintenance of information that supports the reported performance contained in the annual performance report.

Financial and Performance Management

30. Unexpected effort was required to obtain sufficient appropriate audit evidence to support the actual achievements reported in the annual performance report. This was mainly due to shortcomings in the filing system and the tracking of files on which the supporting documentation are filed. Processes have also not been institutionalised to ensure that regular processing, i.e. collecting and collating of the information underlying the annual performance report takes place and financial information in respect of the asset register is properly updated and reconciled.

31. Material misstatements in the financial statements submitted for auditing have been identified resulting from the failure to maintain regular, accurate and complete financial records throughout the financial year. This is attributed to the fact that good practices have not been institutionalised.

32. This is also evident from the results of the audit on the annual performance report, specifically with regard to programme 3, where the audited indicators were materially misstated.

33. The relevant processes and key and routine procurement and contract management compliance matters, such as prevention of irregular expenditure, are not adequately monitored by management to ensure continued compliance.

Auditor-General

Cape Town
31 July 2013



AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per programme									
2012/13							2011/12		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Administration									
Current payment	44,091	(1,973)	(1,949)	40,169	40,169	-	100	37,778	37,778
Transfers and subsidies	156	(11)	-	145	145	-	100	87	87
Payment for capital assets	421	1,981	-	2,402	2,402	-	100	1,864	1,864
Payment for financial assets	-	3	-	3	3	-	100	2	2
	44,668	-	(1,949)	42,719	42,719	-	100	39,731	39,731
2. Environmental Policy, Planning and Co-ordination									
Current payment	35,777	(146)	(2,044)	33,587	33,531	56	99.8	29,434	29,434
Transfers and subsidies	654	9	-	663	663	-	100	482	482
Payment for capital assets	218	137	31	386	386	-	100	384	384
	36,649	-	(2,013)	34,636	34,580	56	99.8	30,300	30,300
3. Compliance and Enforcement									
Current payment	14,543	(8)	539	15,074	15,074	-	100	14,556	14,556
Transfers and subsidies	3	7	-	10	10	-	100	11	11
Payment for capital assets	199	-	(31)	168	168	-	100	91	91
Payment for financial assets	-	1	-	1	1	-	100	-	-
	14,745	-	508	15,253	15,253	-	100	14,658	14,658

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per programme									
2012/13						2011/12			
	Adjusted Appropriation R'000	Shifting of Funds R'000	Virement R'000	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Expenditure as % of final appropriation	Final Appropriation R'000	Actual Expenditure R'000
4. Environmental Quality Management									
Current payment	68,569	(1,901)	(2,500)	64,168	63,895	273	99.6	62,209	62,142
Transfers and subsidies	249	27	-	276	276	-	100	24	24
Payment for capital assets	2,505	1,873	110	4,488	4,488	-	100	2,734	2,734
Payment for financial assets	-	1	-	1	1	-	100	-	-
	71,323	-	(2,390)	68,933	68,660	273	99.6	64,967	64,900
5. Biodiversity Management									
Current payment	6,767	(891)	-	5,876	5,876	-	100	5,395	5,395
Transfers and subsidies	201,766	883	5,817	208,466	208,466	-	100	192,842	192,842
Payment for capital assets	28	8	-	36	36	-	100	20	20
	208,561	-	5,817	214,378	214,378	-	100	198,257	198,257
6. Environmental Empowerment Services									
Current payment	903	-	137	1,040	1,040	-	100	371	371
Transfers and subsidies	250	-	-	250	250	-	100	250	250
Payment for capital assets	110	-	(110)	-	-	-	-	-	-
	1,263	-	27	1,290	1,290	-	100	621	621
TOTAL	377,209	-	-	377,209	376,880	329	99.9	348,534	348,467

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

	2012/13			2011/12	
	Final Appropriation	Actual Expenditure		Final Appropriation	Actual Expenditure
TOTAL (brought forward)	377,209	376,880		348,534	348,467
Reconciliation with statement of financial performance					
ADD					
Departmental receipts	2,177			1,320	
Aid assistance	-			99	
Actual amounts per statement of financial performance (total revenue)	379,386			349,953	
ADD					
Aid assistance		-			185
Actual amounts per statement of financial performance (total expenditure)		376,880			348,652

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification									
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	129,912	(2,101)	(4,484)	123,327	122,998	329	99.7	113,202	113,135
Goods and services	40,733	(2,813)	(1,333)	36,587	36,587	-	100	36,537	36,537
Interest and rent on land	4	(4)	-	-	-	-	-	4	4
Transfers and subsidies									
Provinces and municipalities	430	-	-	430	430	-	100	250	250
Departmental agencies and accounts	201,778	876	5,817	208,471	208,471	-	100	192,842	192,842
Non-profit institutions	500	-	-	500	500	-	100	482	482
Households	370	39	-	409	409	-	100	122	122
Payments for capital assets									
Machinery and equipment	3,371	3,999	110	7,480	7,480	-	100	5,047	5,047
Software and other intangible assets	110	-	(110)	-	-	-	-	46	46
Payments for financial assets									
	1	4	-	5	5	-	100	2	2
Total	377,209	-	-	377,209	376,880	329	99.9	348,534	348,467

Detail per Programme 1 - Administration

Detail per sub-programme	2012/13						2011/12		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1.1 Office of the Provincial Minister of Local Government, Environmental Affairs and Development Planning									
	5,892	(260)	(290)	5,342	5,342	-	100	5,241	5,241
	2	20	-	22	22	-	100	-	-
	6	238	-	244	244	-	100	199	199
	-	2	-	2	2	-	100	-	-
1.2 Senior Management									
	12,738	(58)	(334)	12,346	12,346	-	100	12,596	12,596
	54	10	-	64	64	-	100	2	2
	242	(41)	-	201	201	-	100	220	220
	-	-	-	-	-	-	-	1	1
1.3 Corporate Services									
	13,881	(1,237)	-	12,644	12,644	-	100	10,070	10,070
	100	(41)	-	59	59	-	100	85	85
	149	1,762	-	1,911	1,911	-	100	1,398	1,398
	-	1	-	1	1	-	100	1	1
1.4 Financial Management									
	11,580	(418)	(1,325)	9,837	9,837	-	100	9,871	9,871
	24	22	-	46	46	-	100	47	47
Total	44,668	-	(1,949)	42,719	42,719	-	100	39,731	39,731

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification									
Programme 1 per economic classification	2012/13					2011/12			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	33,244	172	(748)	32,668	32,668	-	100	29,252	29,252
Goods and services	10,844	(2,142)	(1,201)	7,501	7,501	-	100	8,525	8,525
Interest and rent on land	2	(2)	-	-	-	-	-	1	1
Transfers and subsidies									
Departmental agencies and accounts	3	(1)	-	2	2	-	100	-	-
Households	153	(10)	-	143	143	-	100	87	87
Payments for capital assets									
Machinery and equipment	421	1,981	-	2,402	2,402	-	100	1,842	1,842
Software and other intangible assets	-	-	-	-	-	-	-	22	22
Payments for financial assets									
	1	2	-	3	3	-	100	2	2
Total	44,668	-	(1,949)	42,719	42,719	-	100	39,731	39,731

Detail per Programme 2 – Environmental Policy, Planning and Co-ordination

Detail per sub-programme	2012/13					2011/12			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
2.1 Intergovernmental Co-ordination, Spatial and Development Planning									
Current payment	22,297	(311)	(1,424)	20,562	20,506	56	99.7	20,832	20,832
Transfers and subsidies	505	8	-	513	513	-	100	482	482
Payment for capital assets	36	27	-	63	63	-	100	166	166
2.2 Legislative Development									
Current payment	558	276	-	834	834	-	100	288	288
2.3 Research and Development Support									
Current payment	4,610	190	-	4,800	4,800	-	100	2,197	2,197
Transfers and subsidies	-	1	-	1	1	-	100	-	-
Payment for capital assets	46	3	-	49	49	-	100	68	68
2.4 Environmental Information Management									
Current payment	3,097	(92)	(386)	2,619	2,619	-	100	2,934	2,934
Transfers and subsidies	149	-	-	149	149	-	100	-	-
Payment for capital assets	100	115	31	246	246	-	100	-	-
2.5 Climate Change Management									
Current payment	5,215	(209)	(234)	4,772	4,772	-	100	3,183	3,183
Payment for capital assets	36	(8)	-	28	28	-	100	150	150
Total	36,649	-	(2,013)	34,636	34,580	56	99.8	30,300	30,300

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification									
Programme 2 per economic classification	2012/13					2011/12			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	23,339	(132)	(1,537)	21,670	21,614	56	99.7	19,036	19,036
Goods and services	12,438	(14)	(507)	11,917	11,917	-	100	10,397	10,397
Interest and rent on land	-	-	-	-	-	-	-	1	1
Transfers and subsidies									
Departmental agencies and accounts	5	(4)	-	1	1	-	100	-	-
Non-profit institutions	500	-	-	500	500	-	100	482	482
Households	149	13	-	162	162	-	100	-	-
Payments for capital assets									
Machinery and equipment	218	137	31	386	386	-	100	384	384
Total	36,649	-	(2,013)	34,636	34,580	56	99.8	30,300	30,300

Detail per Programme 3: Compliance and Enforcement

Detail per sub-programme	2012/13						2011/12		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
3.1 Environmental Quality Management, Compliance and Enforcement									
Current payment	14,543	(8)	539	15,074	15,074	-	100	14,556	14,556
Transfers and subsidies	3	7	-	10	10	-	100	11	11
Payment for capital assets	199	-	(31)	168	168	-	100	91	91
Payment for financial assets	-	1	-	1	1	-	100	-	-
Total	14,745	-	508	15,253	15,253	-	100	14,658	14,658

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification									
Programme 3 per economic classification	2012/13					2011/12			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	10,346	(8)	301	10,639	10,639	-	100	8,098	8,098
Goods and services	4,197	-	238	4,435	4,435	-	100	6,458	6,458
Transfers and subsidies to Households	3	7	-	10	10	-	100	11	11
Payment for capital assets									
Machinery and equipment	199	-	(31)	168	168	-	100	91	91
Payments for financial assets	-	1	-	1	1	-	100	-	-
Total	14,745	-	508	15,253	15,253	-	100	14,658	14,658

Detail per Programme 4: Environmental Quality Management

Detail per sub-programme	2012/13						2011/12		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
4.1 Impact Management									
Current payment	38,793	(224)	(1,300)	37,269	37,058	211	99.4	36,447	36,380
Transfers and subsidies	3	8	-	11	11	-	100	24	24
Payment for capital assets	161	216	110	487	487	-	100	594	594
4.2 Air Quality Management									
Current payment	8,766	(943)	-	7,823	7,823	-	100	7,380	7,380
Transfers and subsidies	-	4	-	4	4	-	100	-	-
Payment for capital assets	2,051	1,435	-	3,486	3,486	-	100	1,974	1,974
4.3 Pollution and Waste Management									
Current payment	21,010	(734)	(1,200)	19,076	19,014	62	99.7	18,382	18,382
Transfers and subsidies	246	15	-	261	261	-	100	-	-
Payment for capital assets	293	222	-	515	515	-	100	166	166
Payment for financial assets	-	1	-	1	1	-	100	-	-
Total	71,323	-	(2,390)	68,933	68,660	273	99.6	64,967	64,900

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification							2012/13			2011/12		
Programme 4 per economic classification	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Appropriation	Final	Appropriation	Final	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	R'000	R'000	R'000
Current payments												
Compensation of employees	58, 944	(1, 591)	(2,500)	54, 853	54, 580	273	99.5	53,300	53,300	53,233	53,233	
Goods and services	9, 623	(308)	-	9,315	9, 315	-	100	8, 907	8, 907	8, 907	8, 907	
Interest and rent on land	2	(2)	-	-	-	-		2	2	2	2	
Transfers and subsidies to												
Provinces and municipalities	180	-	-	180	180	-	100	-	-	-	-	
Departmental agencies and accounts	4	(2)	-	2	2	-	100	-	-	-	-	
Households	65	29	-	94	94	-	100	24	24	24	24	
Payment for capital assets												
Machinery and equipment	2, 505	1, 873	110	4, 488	4, 488	-	100	2, 710	2, 710	2, 710	2, 710	
Software and other intangible assets	-	-	-	-	-	-		24	24	24	24	
Payments for financial assets												
	-	1	-	1	1	-	100	-	-	-	-	
Total	71, 323	-	(2, 390)	68, 933	68, 660	273	99.6	64, 967	64, 967	64, 900	64, 900	

Detail per Programme 5: Biodiversity Management

Detail per sub-programme	2012/13						2011/12		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
5.1 Biodiversity and Protected Area Planning and Management									
Current payment	2, 078	(368)	-	1, 710	1, 710	-	100	1, 613	1, 613
Payment for capital assets	26	1	-	27	27	-	100	18	18
5.2 Western Cape Nature Conservation Board									
Transfers and subsidies	201, 766	883	5, 817	208, 466	208, 466	-	100	192, 842	192, 842
5.3 Coastal Management									
Current payment	4, 689	(523)	-	4, 166	4, 166	-	100	3, 782	3,782
Payment for capital assets	2	7	-	9	9	-	100	2	2
Total	208, 561	-	5, 817	214, 378	214, 378	-	100	198, 257	198, 257

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification									
Programme 5 per economic classification	2012/13					2011/12			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	4, 039	(542)	-	3, 497	3, 497	-	100	3, 516	3, 516
Goods and services	2, 728	(349)	-	2, 379	2, 379	-	100	1, 879	1, 879
Transfers and subsidies to:									
Departmental agencies and accounts	201, 766	883	5, 817	208, 466	208, 466	-	100	192, 842	192, 842
Payment for capital assets									
Machinery and equipment	28	8	-	36	36	-	100	20	20
Total	208, 561	-	5, 817	214, 378	214, 378	-	100	198, 257	198, 257

Detail per Programme 6: Environmental Empowerment Services

Detail per sub-programme	2012/13						2011/12		
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
6.1 Environmental Capacity Development and Support									
Current payment	353	(131)	-	222	222	-	100	64	64
Payment for capital assets	110	-	(110)	-	-	-	-	-	-
6.2 Environmental Communication and Awareness Raising									
Current payment	550	131	137	818	818	-	100	307	307
Transfers and subsidies	250	-	-	250	250	-	100	250	250
Total	1,263	-	27	1,290	1,290	-	100	621	621

WCG: Environmental Affairs and Development Planning: Vote 9
Appropriation Statement for the year ended 31 March 2013

Appropriation per economic classification									
Programme 6 per economic classification	2012/13					2011/12			
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Goods and services	903	-	137	1,040	1,040	-	100	371	371
Transfers and subsidies to									
Provinces and municipalities	250	-	-	250	250	-	100	250	250
Payment for capital assets									
Software and other intangible assets	110	-	(110)	-	-	-	-	-	-
Total	1,263	-	27	1,290	1,290	-	100	621	621

1. Detail of Transfers and Subsidies as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in the note on Transfers and subsidies, disclosure notes and Annexure 1 (A-D) to the Annual Financial Statements.

2. Detail on Payments for Financial Assets

Detail of these transactions per programme can be viewed in the note on Payments for financial assets to the Annual Financial Statements.

WCG: Environmental Affairs and Development Planning: Vote 9
Statement of Financial Performance as at 31 March 2013

PERFORMANCE	Note	2012/13 R'000	2011/12 R'000
REVENUE			
Annual appropriation	1	377,209	348,534
Departmental revenue	2	2,177	1,320
Aid assistance	3	-	99
TOTAL REVENUE		379,386	349,953
EXPENDITURE			
Current expenditure			
Compensation of employees	4	122,998	113,135
Goods and services	5	36,587	36,537
Interest and rent on land	6	-	4
Aid assistance	3	-	185
Total current expenditure		159,585	149,861
Transfers and subsidies			
Transfers and subsidies	8	209,810	193,696
Total transfers and subsidies		209,810	193,696
Expenditure for capital assets			
Tangible capital assets	9	7,480	5,047
Software and other intangible assets	9	-	46
Total expenditure for capital assets		7,480	5,093
Payments for financial assets	7	5	2
TOTAL EXPENDITURE		376,880	348,652
SURPLUS FOR THE YEAR		2,506	1,301
Reconciliation of Net Surplus (Deficit) for the year			
Voted funds		329	67
Annual appropriation	13	329	67
Departmental revenue and PRF Receipts	14	2,177	1,320
Aid assistance	3	-	(86)
SURPLUS FOR THE YEAR		2,506	1,301

WCG: Environmental Affairs and Development Planning: Vote 9
Statement of Financial Position as at 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
ASSETS			
Current assets		828	2,575
Cash and cash equivalents	<u>10</u>	678	2,168
Prepayments and advances	<u>11</u>	13	11
Receivables	<u>12</u>	137	396
TOTAL ASSETS		828	2,575
LIABILITIES			
Current liabilities		821	2,571
Voted funds to be surrendered to the Revenue Fund	<u>13</u>	329	67
Departmental revenue and PRF Receipts to be surrendered to the Revenue Fund	<u>14</u>	38	(1)
Bank overdraft	<u>15</u>	-	2,329
Payables	<u>16</u>	454	176
TOTAL LIABILITIES		821	2,571
NET ASSETS		7	4
Represented by:			
Recoverable revenue		7	4
TOTAL		7	4

WCG: Environmental Affairs and Development Planning: Vote 9
Statement of Changes in Net Assets for the year ended 31 March 2013

NET ASSETS	Note	2012/13 R'000	2011/12 R'000
Recoverable revenue			
Opening balance		4	-
Transfers:		3	4
Debts recovered (included in departmental receipts)		3	4
Closing balance		7	4
TOTAL		7	4

WCG: Environmental Affairs and Development Planning: Vote 9
Cash Flow Statement for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		379,658	350,207
Annual appropriated funds received	<u>11</u>	377,209	348,534
Departmental revenue received	<u>2</u>	2,449	1,574
Aid assistance received	<u>3</u>	-	99
Net (increase)/decrease in working capital		535	(761)
Surrendered to Revenue Fund		(2,523)	(3,217)
Current payments		(159,585)	(149,861)
Payments for financial assets		(5)	(2)
Transfers and subsidies paid		(209,810)	(193,696)
Net cash flow available from operating activities	<u>17</u>	8,270	2,670
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	<u>9</u>	(7,480)	(5,093)
Proceeds from sale of capital assets	<u>24</u>	46	64
Net cash flows from investing activities		(7,434)	(5,029)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase in net assets		3	-
Net cash flows from financing activities		3	-
Net increase/(decrease) in cash and cash equivalents		839	(2,359)
Cash and cash equivalents at beginning of period		(161)	2,198
Cash and cash equivalents at end of period	<u>18</u>	678	(161)

The Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Financial Statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the Act and the Division of Revenue Act, Act 5 of 2012.

1. Presentation of the Financial Statements

1.1 Basis of Preparation

The financial statements have been prepared on a modified cash basis of accounting.

Under this basis, the effects of transactions and other events are recognised in the financial records when the resulting cash is received or paid. The “modification” results from the recognition of certain near-cash balances in the financial statements as well as the revaluation of foreign investments and loans and the recognition of resulting revaluation gains and losses.

In addition supplementary information is provided in the disclosure notes to the financial statements where it is deemed to be useful to the users of the financial statements.

1.2 Presentation Currency

All amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.

1.3 Rounding

Unless otherwise stated all financial figures have been rounded to the nearest one thousand Rand (R'000).

1.4 Comparative Figures

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

1.5 Comparative Figures - Appropriation Statement

A comparison between actual amounts and final appropriation per major classification of expenditure is included in the Appropriation Statement.

2. Revenue

2.1 Appropriated Funds

Appropriated funds comprises of departmental allocations as well as direct charges against the revenue fund (i.e. statutory appropriation).

Appropriated funds are recognised in the financial records on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective.

Unexpended appropriated funds are surrendered to the Provincial Revenue Fund. Any amounts owing to the Provincial Revenue Fund at the end of the financial year are recognised as payable in the statement of financial position.

Any amount due from the Provincial Revenue Fund at the end of the financial year is recognised as a receivable in the statement of financial position.

2.2 Departmental Revenue

All departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the Provincial Revenue Fund at the end of the financial year is recognised as a payable in the statement of financial position.

No accrual is made for amounts receivable from the last receipt date to the end of the reporting period. These amounts are however disclosed in the disclosure notes to the annual financial statements.

2.3 Direct Exchequer Receipts

All direct exchequer receipts are recognised in the statement of financial performance when the cash is received and is subsequently paid into the Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the Provincial Revenue Funds at the end of the financial year is recognised as a payable in the statement of financial position.

2.4 Direct Exchequer Payments

All direct exchequer payments are recognised in the statement of financial performance when final authorisation for payment is effected on the system (by no later than 31 March of each year).

2.5 Aid Assistance

Aids assistance is recognised as revenue when received.

All in-kind aid assistance is disclosed at fair value on the date of receipt in the annexures to the Annual Financial Statements

The cash payments made during the year relating to aid assistance projects are recognised as expenditure in the statement of financial performance when final authorisation for payments is effected on the system (by no later than 31 March of each year).

The value of the assistance expensed prior to the receipt of funds is recognised as a receivable in the statement of financial position.

Inappropriately expensed amounts using aid assistance and any unutilised amounts are recognised as payables in the statement of financial position.

All CARA funds received must be recorded as revenue when funds are received. The cash payments made during the year relating to CARA earmarked projects are recognised as expenditure in the statement of financial performance when final authorisation for payments effected on the system (by no later than 31 March of each year)

Inappropriately expensed amounts using CARA funds are recognised as payables in the statement of financial position. Any unutilised amounts are transferred to retained funds as they are not surrendered to the revenue fund.

3. Expenditure

3.1 Compensation of Employees

3.1.1 Salaries and Wages

Salaries and wages are expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

Other employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements at its face value and are not recognised in the statement of financial performance or position.

Employee costs are capitalised to the cost of a capital project when an employee spends more than 50% of his/her time on the project. These payments form part of expenditure for capital assets in the statement of financial performance.

3.1.2 Social Contributions

Employer contributions to post employment benefit plans in respect of current employees are expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

No provision is made for retirement benefits in the financial statements of the department. Any potential liabilities are disclosed in the financial statements of the National Revenue Fund and not in the financial statements of the employer department.

Employer contributions made by the department for certain of its ex-employees (such as medical benefits) are classified as transfers to households in the statement of financial performance.

3.2 Goods and Services

Payments made during the year for goods and/or services are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

The expense is classified as capital if the goods and/or services were acquired for a capital project or if the total purchase price exceeds the capitalisation threshold (currently R5, 000). All other expenditures are classified as current.

Rental paid for the use of buildings or other fixed structures is classified as goods and services and not as rent on land.

3.3 Interest and Rent on Land

Interest and rental payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). This item excludes rental for the use of buildings or other fixed structures. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.

3.4 Payments for Financial Assets

Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or under-spending of appropriated funds. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but an estimate is included in the disclosure notes to the financial statements.

All other losses are recognised when authorisation has been granted for the recognition thereof.

3.5 Transfers and Subsidies

Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

3.6 Unauthorised Expenditure

When confirmed unauthorised expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is either approved by the relevant authority, recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

Unauthorised expenditure approved with funding is derecognised from the statement of financial position when the unauthorised expenditure is approved and the related funds are received.

Where the amount is approved without funding it is recognised as expenditure in the statement of financial performance on the date stipulated in the Act.

3.7 Fruitless and Wasteful Expenditure

Fruitless and wasteful expenditure is recognised as expenditure in the statement of financial performance according to the nature of the payment and not as a separate line item on the face of the statement. If the expenditure is recoverable it is treated as an asset until it is recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

3.8 Irregular Expenditure

Irregular expenditure is recognised as expenditure in the statement of financial performance. If the expenditure is not condoned by the relevant authority it is treated as an asset until it is recovered or written off as irrecoverable.

4. Assets

4.1 Cash and Cash Equivalents

Cash and cash equivalents are carried in the statement of financial position at cost.

Bank overdrafts are shown separately on the face of the statement of financial position.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

4.2 Other Financial Assets

Other financial assets are carried in the statement of financial position at cost.

4.3 Prepayments and Advances

Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made and are derecognised as and when the goods/services are received or the funds are utilised.

Prepayments and advances outstanding at the end of the year are carried in the statement of financial position at cost.

4.4 Receivables

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party (including departmental employees) and are derecognised upon recovery or write-off.

Receivables outstanding at year-end are carried in the statement of financial position at cost plus any accrued interest. Amounts that are potentially irrecoverable are included in the disclosure notes.

4.5 Investments

Capitalised investments are shown at cost in the statement of financial position.

Investments are tested for an impairment loss whenever events or changes in circumstances indicate that the investment may be impaired. Any impairment loss is included in the disclosure notes.

4.6 Loans

Loans are recognised in the statement of financial position when the cash is paid to the beneficiary. Loans that are outstanding at year-end are carried in the statement of financial position at cost plus accrued interest.

Amounts that are potentially irrecoverable are included in the disclosure notes.

4.7 Inventory

Inventories that qualify for recognition must be initially reflected at cost. Where inventories are acquired at no cost, or for nominal consideration, their cost shall be their fair value at the date of acquisition.

All inventory items at year-end are reflected using the weighted average cost or FIFO cost formula.

4.8 Capital Assets

4.8.1 Movable Assets

Initial recognition

A capital asset is recorded in the asset register on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the movable capital asset is stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.

All assets acquired prior to 1 April 2002 are included in the register at R1.

Subsequent recognition

Subsequent expenditure of a capital nature is recorded in the statement of financial performance as “expenditure for capital assets” and is capitalised in the asset register of the department on completion of the project.

Repairs and maintenance is expensed as current “goods and services” in the statement of financial performance.

4.8.2 Immovable Assets

Initial recognition

A capital asset is recorded on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the immovable capital asset is stated at R1 unless the fair value for the asset has been reliably estimated.

Subsequent recognition

Work-in-progress of a capital nature is recorded in the statement of financial performance as “expenditure for capital assets”. On completion, the total cost of the project is included in the asset register of the department that is accountable for the asset.

Repairs and maintenance is expensed as current “goods and services” in the statement of financial performance.

4.8.3 Intangible Assets

Initial recognition

An intangible asset is recorded in the asset register on receipt of the item at cost. Cost of an intangible asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the intangible asset is stated at fair value. Where fair value cannot be determined, the intangible asset is included in the asset register at R1.

All intangible assets acquired prior to 1 April 2002 can be included in the asset register at R1.*

Subsequent expenditure

Subsequent expenditure of a capital nature is recorded in the statement of financial performance as “expenditure for capital asset” and is capitalised in the asset register of the department.

Maintenance is expensed as current “goods and services” in the statement of financial performance.

5. Liabilities

5.1 Payables

Recognised payables mainly comprise of amounts owing to other governmental entities. These payables are carried at cost in the statement of financial position.

5.2 Contingent Liabilities

Contingent liabilities are included in the disclosure notes to the financial statements when it is possible that economic benefits will flow from the department, or when an outflow of economic benefits or service potential is probable but cannot be measured reliably.

5.3 Contingent Assets

Contingent assets are included in the disclosure notes to the financial statements when it is probable that an inflow of economic benefits will flow to the entity.

5.4 Commitments

Commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

5.5 Accruals

Accruals are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

5.6 Employee Benefits

Short-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements. These amounts are not recognised in the statement of financial performance or the statement of financial position.

5.7 Lease Commitments

Finance lease

Finance leases are not recognised as assets and liabilities in the statement of financial position. Finance lease payments are recognised as a capital expense in the statement of financial performance and are not apportioned between the capital and the interest portions. The total finance lease payment is disclosed in the disclosure notes to the financial statements.

Operating lease

Operating lease payments are recognised as an expense in the statement of financial performance. The operating lease commitments are disclosed in the disclosure notes to the financial statement.

5.8 Impairment

The department tests for impairment where there is an indication that a receivable, loan or investment may be impaired. An assessment of whether there is an indication of possible impairment is done at each reporting date. An estimate is made for doubtful loans and receivables based on a review of all outstanding amounts at year-end. Impairments on investments are calculated as being the difference between the carrying amount and the present value of the expected future cash flows / service potential flowing from the instrument.

5.9 Provisions

Provisions are disclosed when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the obligation can be made.

6. Receivables for Departmental Revenue

Receivables for departmental revenue are disclosed in the disclosure notes to the annual financial statements. These receivables are written off when identified as irrecoverable and are disclosed separately.

7. Net Assets

7.1 Capitalisation Reserve

The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are recognised in the capitalisation reserves when identified in the current period and are transferred to the Provincial Revenue Fund when the underlying asset is disposed and the related funds are received.

7.2 Recoverable Revenue

Amounts are recognised as recoverable revenue when a payment made in a previous financial year becomes recoverable from a debtor in the current financial year. Amounts are either transferred to the Provincial Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.

8. Related Party Transactions

Specific information with regards to related party transactions is included in the disclosure notes.

9. Key Management Personnel

Compensation paid to key management personnel including their family members where relevant, is included in the disclosure notes.

10. Public Private Partnerships

A description of the PPP arrangement, the contract fees and current and capital expenditure relating to the PPP arrangement is included in the disclosure notes.

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

1. Annual Appropriation

1.1 Annual Appropriation

	2012/13		2011/12
	Final Appropriation	Actual Funds Received	Appropriation received
	R'000	R'000	R'000
Administration	42,719	42,719	39,731
Environmental Policy, Planning and Co-ordination	34,636	34,636	30,300
Compliance and Enforcement	15,253	15,253	14,658
Environmental Quality Management	68,933	68,933	64,967
Biodiversity Management	214,378	214,378	198,257
Environmental Empowerment Services	1,290	1,290	621
Total	377,209	377,209	348,534

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
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1.2 Conditional grants

Total grants received	<u>30</u>	1,000	6,000
Provincial grants included in Total Grants received		<u>1,000</u>	<u>6,000</u>
It should be noted that the Conditional Grants is included in the amount per the Financial Appropriation in Note 1.1.			
Incentive Grant for Expanded Public Works Programme (EPWP)			

2. Departmental revenue

Sales of goods and services other than capital assets	<u>2.1</u>	55	60
Fines, penalties and forfeits	<u>2.2</u>	2,303	1,246
Interest, dividends and rent on land	<u>2.3</u>	4	5
Sales of capital assets	<u>2.4</u>	46	64
Transactions in financial assets and liabilities	<u>2.5</u>	87	263
Total revenue collected		2,495	1,638
Less: Own revenue included in appropriation	<u>14</u>	318	318
Departmental revenue collected		<u>2,177</u>	<u>1,320</u>

2.1 Sales of goods and services other than capital assets

2

Sales of goods and services produced by the department	40	46
Administrative fees	20	28
Other sales	20	18
Sales of scrap, waste and other used current goods	15	14
Total	55	60

2.2 Fines, penalties and forfeits

2

Fines (NEMA Section 24G)	2,303	1,246
Total	<u>2,303</u>	<u>1,246</u>

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
2.3 Interest, dividends and rent on land	<u>2</u>		
Interest		4	5
Total		4	5
2.4 Sale of capital assets	<u>2</u>		
Tangible assets		46	64
Machinery and equipment	28	46	64
Total		46	64
2.5 Transactions in financial assets and liabilities	<u>2</u>		
Other Receipts including Recoverable Revenue		87	263
Total		87	263
3. Aid assistance			
3.1 Aid assistance received in cash from other sources			
Foreign			
Opening Balance		-	86
Revenue		-	99
Expenditure		-	(185)
Current		-	(185)
Closing Balance		-	-
3.2 Total assistance			
Opening Balance		-	86
Revenue		-	99
Expenditure		-	(185)
Current		-	(185)
Closing Balance		-	-

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13	2011/12
		R'000	R'000
4. Compensation of employees			
4.1 Salaries and Wages			
Basic salary		86,213	77,704
Performance award		1,825	1,311
Service Based		236	509
Compensative/circumstantial		1,093	1,053
Periodic payments		1,055	1,239
Other non-pensionable allowances		17,686	17,503
Total		108,108	99,319
4.2 Social contributions			
Employer contributions			
Pension		10,402	9,390
Medical		4,469	4,408
Bargaining council		19	18
Total		14,890	13,816
Total compensation of employees		122,998	113,135
Average number of employees		353	321

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13	2011/12
		R'000	R'000
5. Goods and services			
Administrative fees		19	23
Advertising		2,353	642
Assets less than R5,000	<u>5.1</u>	637	521
Bursaries (employees)		191	295
Catering		671	723
Communication		1,255	1,014
Computer services	<u>5.2</u>	739	496
Consultants, contractors and agency/outsourced services	<u>5.3</u>	18,078	21,434
Entertainment		17	17
Audit cost – external	<u>5.4</u>	2,201	2,761
Inventory	<u>5.5</u>	2,072	1,820
Operating leases		1,366	995
Rental and hiring		3	4
Transport provided as part of the departmental activities		55	54
Travel and subsistence	<u>5.6</u>	4,851	4,680
Venues and facilities		336	212
Training and staff development		1,246	602
Other operating expenditure	<u>5.7</u>	497	244
Total		36,587	36,537
5.1 Assets less than R5,000			
	<u>5</u>		
Tangible assets			
Machinery and equipment		637	521
Total		637	521
5.2 Computer services			
	<u>5</u>		
SITA computer services		513	454
External computer service providers		226	42
Total		739	496

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
5.3 Consultants, contractors and agency/outsourced services	<u>5</u>		
Business and advisory services		13,733	12,878
Legal costs		3,470	5,661
Contractors		875	2,895
Total		18,078	21,434
5.4 Audit cost – External	<u>5</u>		
Regularity audits		2,201	2,761
Total		2,201	2,761
5.5 Inventory	<u>5</u>		
Learning and teaching support material		125	-
Other consumables		144	204
Materials and supplies		123	69
Stationery and printing		1,680	1,547
Total		2,072	1,820
5.6 Travel and subsistence	<u>5</u>		
Local		4,473	4,615
Foreign		378	65
Total		4,851	4,680
5.7 Other operating expenditure	<u>5</u>		
Professional bodies, membership and subscription fees		2	2
Resettlement costs		166	81
Gifts		77	15
Courier services, printing and publication services		252	146
Total		497	244
6. Interest and rent on land			
Interest paid		-	4
Total		-	4

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
7. Payments for financial assets			
Other material losses	<u>7.1</u>	5	1
Other material losses written off	<u>7.2</u>	-	1
Total		5	2

7.1 Other material losses

Z

Nature of other material losses

Incident

Damage to GG Vehicles	4	-
Theft (CD face of GG)	-	1
Shuttle service	1	-
Total	5	1

7.2 Other material losses written off

Z

Nature of losses

Damage to computer equipment	-	1
Total	-	1

8. Transfers and subsidies

Provinces and municipalities	<i>Annex 1A</i>	430	250
Departmental agencies and accounts	<i>Annex 1B</i>	208,471	192,842
Non-profit institutions	<i>Annex 1C</i>	500	482
Households	<i>Annex 1D</i>	409	122
Total		209,810	193,696

9. Expenditure for capital assets

Tangible assets

Machinery and equipment	28	7,480	5,047
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Software and other intangible assets

Computer software	29	-	46
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Total		7,480	5,093
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WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

9.1 Analysis of funds utilised to acquire capital assets – 2012/13

	Voted funds R'000	Total R'000
Tangible assets	7,480	7,480
Machinery and equipment	7,480	7,480
Total	7,480	7,480

9.2 Analysis of funds utilised to acquire capital assets – 2011/12

Tangible assets	5,047	5,047
Machinery and equipment	5,047	5,047
Software and other intangible assets	46	46
Computer software	46	46
Total	5,093	5,093

10. Cash and cash equivalents

	2012/13 R'000	2011/12 R'000
Consolidated Paymaster General Account	673	-
Cash on hand	5	-
Investments (Domestic)	-	2,168
Total	678	2,168

11. Prepayments and advances

Travel and subsistence	13	11
Total	13	11

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

12. Receivables

	Note	2012/13			R'000 Total	2011/12
		R'000 Less than one year	R'000 One to three years	R'000 Older than three years		R'000 Total
Claims recoverable	12.1, Annex 2	-	-	-	-	325
Recoverable expenditure	12.2	-	-	-	-	5
Staff debt	12.3	102	20	-	122	53
Other debtors	12.4	2	13	-	15	13
Total		104	33	-	137	396

	Note	2012/13 R'000	2011/12 R'000
12.1 Claims recoverable	<u>12</u>		
Provincial departments		-	325
Total		-	325
12.2 Recoverable expenditure (disallowance accounts)	<u>12</u>		
State contribution: pension: salary overpayment		-	5
Total		-	5
12.3 Staff debt	<u>12</u>		
Salary reversal control account		10	15
Salary tax debt account		16	1
Debt account		78	19
Salary disallowance account		18	18
Total		122	53
12.4 Other debtors	<u>12</u>		
Disallowance damages and losses account		9	9
Salary: Medical Aid		4	4
Damaged Vehicles		2	-
Total		15	13

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
13. Voted funds to be surrendered to the Revenue Fund			
Opening balance		67	1,455
Transfer from Statement of Financial Performance		329	67
Paid during the year		(67)	(1,455)
Closing balance		329	67
14. Departmental revenue and PRF Receipts to be surrendered to the Revenue Fund			
Opening balance		(1)	123
Transfer from Statement of Financial Performance		2,177	1,320
Own revenue included in appropriation		318	318
Paid during the year		(2,456)	(1,762)
Closing balance		38	(1)
15. Bank Overdraft			
Consolidated Paymaster General Account		-	2,329
Total		-	2,329

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13	2011/12
		R'000	R'000
16. Payables – current			
Amounts owing to other entities		-	135
Advances received	<u>16.1</u>	432	-
Clearing accounts	<u>16.2</u>	22	30
Other payables	<u>16.3</u>	-	11
Total		454	176
16.1 Advances received			
	<u>16</u>		
National Department of Environmental Affairs	<i>Annex 5</i>	432	-
Total		432	-
16.2 Clearing accounts			
	<u>16</u>		
Salary income tax account		16	24
Salary pension fund account		-	4
Salary medical aid account		-	2
Receivables:domestic:claims		6	-
Total		22	30
16.3 Other payables			
	<u>16</u>		
Disallowance Miscellaneous		-	11
Total		-	11

WCG: Environmental Affairs and Development Planning: Vote 9
Notes to the Annual Financial Statements for the year ended 31 March 2013

	<i>Note</i>	2012/13 R'000	2011/12 R'000
17 Net cash flow available from operating activities			
Net surplus as per Statement of Financial Performance		2,506	1,301
Add back non cash/cash movements not deemed operating activities		5,764	1,369
(Increase)/decrease in receivables – current		259	(277)
(Increase)/decrease in prepayments and advances		(2)	39
Increase/(decrease) in payables – current		278	(523)
Proceeds from sale of capital assets		(46)	(64)
Expenditure on capital assets		7,480	5,093
Surrenders to Revenue Fund		(2,523)	(3,217)
Own revenue included in appropriation		318	318
Net cash flow generated by operating activities		8,270	2,670

18 Reconciliation of cash and cash equivalents for cash flow purposes

Consolidated Paymaster General account	673	(2,329)
Cash on hand	5	-
Cash with commercial banks (Local)	-	2,168
Total	678	(161)

	Note	2012/13 R'000	2011/12 R'000
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19. Contingent liabilities and contingent assets

19.1 Contingent assets

Nature of contingent asset

National Environmental Management Act (NEMA) Section 24G Fines

3,225

1,868

Salary and non pensionable allowance overpayments

491

-

Total

3,716

1,868

The Department revised the opening to R1, 868 million balance of the 24G fines as per the schedule from R2,013 million after 3 fines were adjusted.

20. Commitments

Current expenditure

7,861

5,101

Approved and contracted

7,861

5,101

Capital expenditure

272

19

Approved and contracted

272

19

Total Commitments

8,133

5,120

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

21. Accruals

			2012/13 R'000	2011/12 R'000
Listed by economic classification				
	30 Days	30+ Days	Total	Total
Goods and services	1,158	-	1,158	1,308
Capital assets	5	-	5	-
Total	1,163	-	1,163	1,308
Listed by programme level				
Administration			813	425
Environmental Policy, Planning and Co-ordination			95	169
Compliance and Enforcement			77	323
Environmental Quality Management			166	386
Biodiversity Management			12	2
Environmental Empowerment Services			-	3
Total			1,163	1,308
		<i>Note</i>		
Confirmed balances with other departments		<i>Annex 3</i>	435	877
Total			435	877

22. Employee benefits

	<i>Note</i>	2012/13 R'000	2011/12 R'000
Leave entitlement		2,661	2,771
Service bonus (Thirteenth cheque)		2,939	2,714
Performance awards		2,858	1,858
Capped leave commitments		2,644	2,708
Accruals		164	-
Total		11,266	10,051

23. Lease commitments

23.1 Operating leases expenditure

	Machinery and equipment	Total
2012/13		
Not later than 1 year	989	989
Later than 1 year and not later than 5 years	529	529
Total lease commitments	1,518	1,518

	Machinery and equipment	Total
2011/12		
Not later than 1 year	681	681
Later than 1 year and not later than 5 years	667	667
Total lease commitments	1,348	1,348

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

23.2 Finance leases expenditure

	Machinery and equipment	Total
2012/13		
Not later than 1 year	50	50
Later than 1 year and not later than 5 years	22	22
Later than five years	-	-
Total lease commitments	72	72

	Machinery and equipment	Total
2011/12		
Not later than 1 year	40	40
Later than 1 year and not later than 5 years	11	11
Total lease commitments	51	51
LESS: finance costs	2	2
Total present value of lease liabilities	49	49

Finance lease commitments

As determined by the National Accountant General, the arrangement between the Department of Environmental Affairs and Development Planning and GMT constitutes finance leases. The obligation in respect of the finance leases are presented below:

2012/13

	R'000	R'000	R'000
Future lease payments			
Lease payments	Within 1 year	2-5 years	More than 5 years
Total lease payments	1,812	4,462	567

2011/12

	R'000	R'000	R'000
Future lease payments			
Lease payments	Within 1 year	2-5 years	More than 5 years
Total lease payments	1,504	3,952	552

The Department of Environmental Affairs and Development Planning leased 43 vehicles from GMT during 2013 (2012:42). Daily tariffs are payable on a monthly basis, covering the operational cost and capital costs of replacement of vehicles.

24. Irregular expenditure

24.1 Reconciliation of irregular expenditure

	<i>Note</i>	2012/13 R'000	2011/12 R'000
Opening balance		-	269
Add: Irregular expenditure – relating to current year		1,087	-
Less: Amounts condoned		(930)	(269)
Irregular expenditure awaiting condonation		157	-

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

24.2 Details of irregular expenditure condoned

Incident	Condoned by (condoning authority)	2012/13
The Department utilised the services of an IPWIS developer under contract with the Department of Transport and Public Works. However, this was a closed contract.	Accounting Officer	930

24.3 Details of irregular expenditure under investigation

Incident	Condoned by (condoning authority)	2012/13
The highest points scorer for the procurement of goods and services was not awarded the tender.		157

<i>Note</i>	2012/13 R'000	2011/12 R'000
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25. Fruitless and wasteful expenditure

25.1 Reconciliation of fruitless and wasteful expenditure

Opening balance	-	-
Fruitless and wasteful expenditure – relating to current year	1	-
Less: Amounts resolved	-	-
Fruitless and wasteful expenditure awaiting resolution	1	-

25.2 Analysis of awaiting resolution per economic classification

Current	1	-
Total	1	-

25.3 Analysis of current year's fruitless and wasteful expenditure

Incident	Disciplinary steps taken /criminal proceedings	2012/13 R'000
An out of town candidate declined his interview on the last minute and did not make use of the shuttle service booked for him.	N/a	1
Total		1

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

26. Related party transactions

Revenue received	2012/13 R' 000	2011/12 R' 000
Sales of goods and services other than capital assets	12	10
Sales of capital assets	46	64
Total	58	74

The Department occupies a building free of charge managed by the Department of Transport and Public Works. Parking space is also provided for government officials at an approved fee that is not market related.

The Department of the Premier, inclusive of the Corporate Services Centre, provides a range of services to the Department.

The Western Cape Nature Conservation Board is a Schedule 3, Part C, public entity in terms of the Public Finance Management Act (PFMA) and resorts under the provincial minister responsible for environmental affairs. CapeNature received transfer payments during the 2012/2013 financial year and complied with section 38(1)(j) of the PFMA.

During the course of the financial year, redundant assets were transferred to the Departments of the Premier and Cultural Affairs and Sport. Other redundant assets were also sold to staff.

A related party relationship exists between the Department and Government Motor Transport (GMT) with regard to the management of government motor vehicles. This relationship is based on an arms length transaction in terms of tariffs approved by the Provincial Treasury.

The Department received Security Advisory Services and Security Operations from the Department of Community Safety in the Western Cape Province.

27. Key management personnel

	No. of Individuals	2012/13 R'000	2011/12 R'000
Political office bearer	1	1,652	1,566
Officials:			
Level 15 to 16	1	1,334	1,836
Level 14	6	4,145	3,215
Total		7,131	6,617

28. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Opening balance R'000	Curr Year Adjustments to prior year balances R'000	Additions R'000	Disposals R'000	Closing Balance R'000
MACHINERY AND EQUIPMENT	32,714	762	6,344	1,391	38,429
Transport assets	5,395	166	582	504	5,639
Computer equipment	14,209	505	1,626	846	15,494
Furniture and office equipment	3,029	22	162	27	3,186
Other machinery and equipment	10,081	69	3,974	14	14,110
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	32,714	762	6,344	1,391	38,429

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

28.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	7,480	582	(1,718)	-	6,344
Transport assets	1,668	582	(1,668)	-	582
Computer equipment	1,626	-	-	-	1,626
Furniture and office equipment	162	-	-	-	162
Other machinery and equipment	4,024	-	(50)	-	3,974
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	7,480	582	(1,718)	-	6,344

28.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	880	511	1,391	46
Transport assets	-	504	504	-
Computer equipment	839	7	846	34
Furniture and office equipment	27	-	27	10
Other machinery and equipment	14	-	14	2
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	880	511	1,391	46

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

28.3 Movement for 2011/12

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2012

	Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
MACHINERY AND EQUIPMENT	30,330	3,967	1,583	32,714
Transport assets	5,256	457	318	5,395
Computer equipment	14,483	975	1,249	14,209
Furniture and office equipment	2,638	407	16	3,029
Other machinery and equipment	7,953	2,128	-	10,081
TOTAL MOVABLE TANGIBLE ASSETS	30,330	3,967	1,583	32,714

28.4 Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2013

	Intangible assets R'000	Machinery and equipment R'000	Total R'000
Opening balance	12	2,632	2,644
Curr Year Adjustments to Prior Year balances	-	200	200
Additions	4	632	636
Disposals	-	83	83
TOTAL MINOR ASSETS	16	3,381	3,397

	Intangible assets	Machinery and equipment	Total
Number of R1 minor assets	-	697	697
Number of minor assets at cost	-	12 051	12 051
TOTAL NUMBER OF MINOR ASSETS	-	12 748	12 784

WCG: Environmental Affairs and Development Planning: Vote 9
Disclosure Notes to the Annual Financial Statements for the year ended 31 March 2013

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2012

	Intangible assets	Machinery and equipment	Total
	R'000	R'000	R'000
Opening balance	8	2,298	2,306
Additions	4	517	521
Disposals	-	183	183
TOTAL NUMBER OF MINOR ASSETS	12	2,632	2,644

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2012

	Machinery and equipment	Total
Number of R1 minor assets	1 537	1 537
Number of minor assets at cost	5 001	5 001
TOTAL NUMBER OF MINOR ASSETS	6 538	6 538

28.5 Movable assets written off

MOVABLE ASSETS WRITTEN OFF FOR THE YEAR ENDED AS AT 31 MARCH 2013

	Intangible assets	Machinery and equipment	Total
	R'000	R'000	R'000
Assets written off	-	4	4
TOTAL MOVABLE ASSETS WRITTEN OFF	-	4	4

29. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2013

	Opening balance	Current Year Adjustments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	884	-	-	-	884
TOTAL INTANGIBLE CAPITAL ASSETS	884	-	-	-	884

29.1 Movement for 2011/12

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2012

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
COMPUTER SOFTWARE	838	46	-	884
TOTAL INTANGIBLE CAPITAL ASSETS	838	46	-	884

30. STATEMENT OF CONDITIONAL GRANTS RECEIVED

NAME OF DEPARTMENT	GRANT ALLOCATION						SPENT		2011/12		
	Division of Revenue Act/ Provincial Grants	Roll Overs	DORA Adjustments	Other Adjustments	Total Available	Amount received by department	Amount spent by department	Under / (Overspending)	% of available funds spent by department	Division of Revenue Act	Amount spent by department
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
National Public Works (Expanded Public Works Program Incentive Grant)	1,000	-	-	-	1,000	1,000	1,000	-	100	6,000	6,000
Total	1,000	-	-	-	1,000	1,000	1,000	-	100	6,000	6,000

The amount of R1 million was transferred to the Western Cape Nature Conservation Board as part of the total transfer payment.

ANNEXURE 1A

STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER			SPENT			2011/12
	Amount R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	Amount received by municipality R'000	Amount spent by municipality R'000	% of available funds spent by municipality	Total Available R'000
George	-	-	-	-	-	-	-	-	-	60
Witzenberg	-	-	-	-	-	-	-	-	-	40
Eden	-	-	-	-	-	-	-	-	-	30
Drakenstein	310	-	-	310	310	100	310	180	58	120
Mossel Bay	70	-	-	70	70	100	70	32	46	-
Swartland	50	-	-	50	50	100	50	30	60	-
	430	-	-	430	430	100	430	242	56	250

ANNEXURE 1B

STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENT/ AGENCY/ ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2011/12
	Adjusted Appropriation R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	
Western Cape Nature Conservation Board	201,766	-	6,700	208,466	208,466	100	192,842
SABC (TV licences)	10	-	(5)	5	5	100	-
	201,776	-	6,695	208,471	208,471	100	192,842

**ANNEXURE 1C
STATEMENT OF TRANSFERS TO NON-PROFIT INSTITUTIONS**

	TRANSFER ALLOCATION				EXPENDITURE		2011/12
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	% of Available funds transferred	
	R'000	R'000	R'000	R'000	R'000	%	
NON-PROFIT INSTITUTIONS							
Transfers							
Kogelberg Biosphere Reserve Company	200	-	-	200	200	100	182
Cape West Coast Biosphere Reserve Company	300	-	-	300	300	100	300
Total	500	-	-	500	500	100	482

**ANNEXURE 1D
STATEMENT OF TRANSFERS TO HOUSEHOLDS**

	TRANSFER ALLOCATION				EXPENDITURE		2011/12
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	% of Available funds Transferred	
	R'000	R'000	R'000	R'000	R'000	%	
HOUSEHOLDS							
Transfers							
Bursaries	55	-	-	55	55	100	85
Leave Gratuity	349	-	-	349	349	100	26
Injury on duty	5	-	-	5	5	100	11
Total	409	-	-	409	409	100	122

WCG: Environmental Affairs and Development Planning: Vote 9
Annexures to the Annual Financial Statements for the year ended 31 March 2013

ANNEXURE 1E
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2012/13	2011/12
		R'000	R'000
Received in kind			
USABCO (Pty) Ltd	250 Lunchboxes for children participating in Wetlands Day Event	-	3
Reliance	Manure for the Greenest Municipality Competition	500	-
TOTAL		500	3

ANNEXURE 2
CLAIMS RECOVERABLE

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2013	31/03/2012	31/03/2013	31/03/2012	31/03/2013	31/03/2012
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
National: Department of Public Works	-	12	-	-	-	12
National: Department of Environmental Affairs	-	44	-	-	-	44
Western Cape: Department of Local Government	-	-	-	221	-	221
North West: Economic Development and Tourism	-	19	-	-	-	19
Kwa-Zulu Natal: Provincial Government of Co-operative Governance	-	29	-	-	-	29
TOTAL	-	104	-	221	-	325

WCG: Environmental Affairs and Development Planning: Vote 9
Annexures to the Annual Financial Statements for the year ended 31 March 2013

ANNEXURE 3
INTER-GOVERNMENT PAYABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2013	31/03/2012	31/03/2013	31/03/2012	31/03/2013	31/03/2012
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
National: Department of Justice	63	385	-	-	63	385
Western Cape: Department of the Premier	6	13	-	-	6	13
Western Cape: Government Motor Transport	365	479	-	-	365	479
Western Cape: Department of Human Settlements	1	-	-	-	1	-
Total	435	877	-	-	435	877

ANNEXURE 4
INVENTORY

Inventory	Quantity	2012/13	2011/12
		R'000	R'000
Opening balance	-	-	-
Add: Additions/Purchases – Cash	-	2,072	1,810
(Less): Issues	-	(2,072)	(1,810)
Closing balance	-	-	-

ANNEXURE 5
INTER-ENTITY ADVANCES RECEIVED (NOTE 16)

	Confirmed balance		Unconfirmed balance		TOTAL
	31/03/2013	31/03/2012	31/03/2013	31/03/2012	31/03/2012
	R'000	R'000	R'000	R'000	R'000
NATIONAL DEPARTMENTS					
Current					
National: Department of Environmental Affairs (Saldanha EMF)	88	-	-	-	-
National: Department of Environmental Affairs (Drakenstein EMF)	344	-	-	-	-
Total	432	-	-	432	-

To obtain additional copies of this document, please contact:

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DISCLAIMER

The English version of this Annual Report is regarded as the official text. The Department cannot be held liable for any misinterpretations that may have occurred during the translation process.

VRYWARING

Die Engelse gedeelte van hierdie jaarsverslag word geag die amptelike teks te wees. Die Departement aanvaar geen verantwoordelikheid vir moontlike wanvertolkings gedurende die vertalingsproses nie.

INKCAZO

Inguqulelo yesiNgesi yale Ngxelo yoNyaka ittathwa njengeyona isebeanza ngokusesikweni. Isebe alinakubekwa tyala, ngaza nazihpi na iziphoso ezengathi zibe khona ngxesha linguqulelo yezinye iilwimi.

