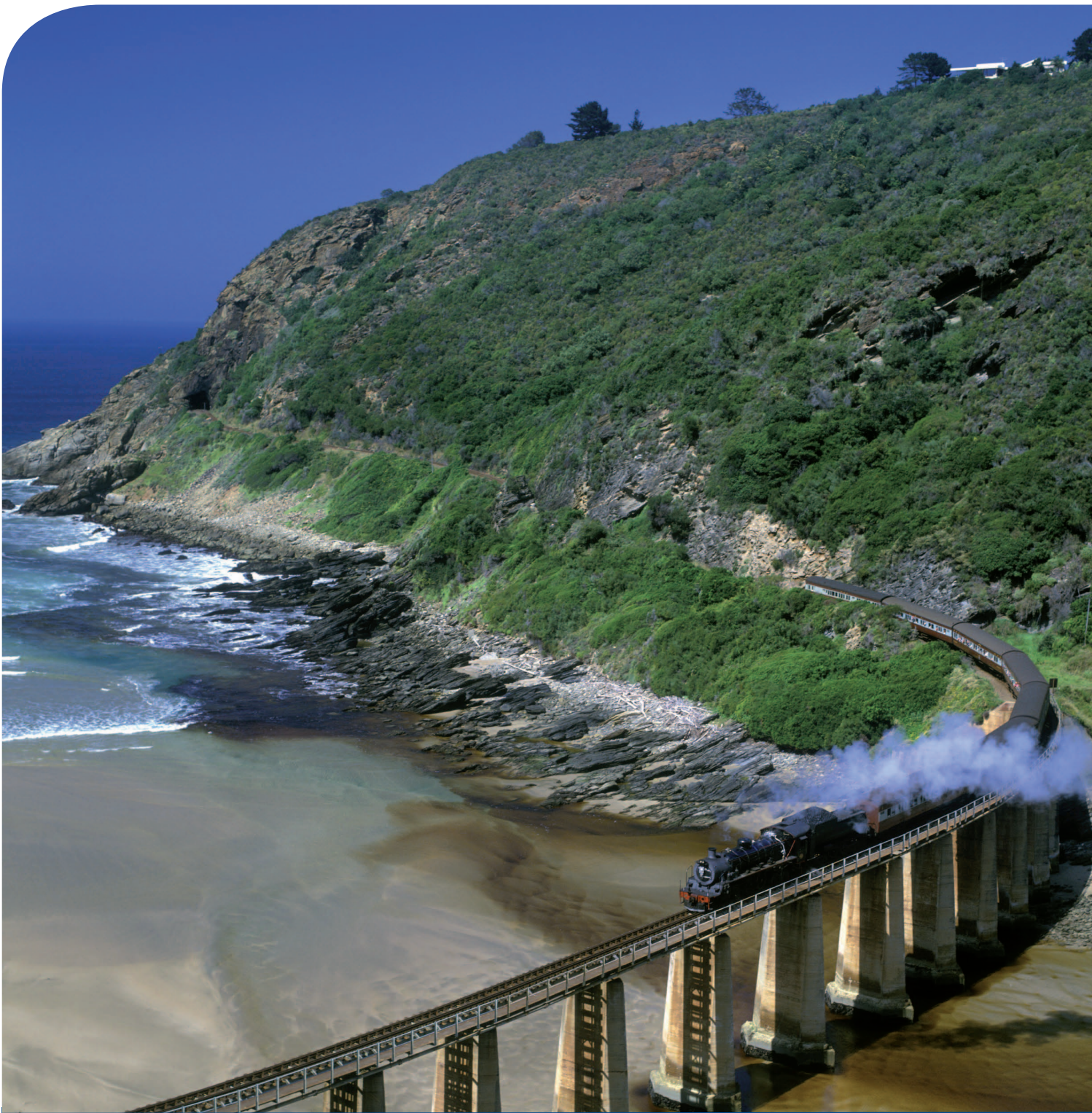




**Western Cape
Government**
Environmental Affairs &
Development Planning



Annual Report

2013/14

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General Information

P a r t A

General Information

1. DEPARTMENT'S GENERAL INFORMATION

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2. LIST OF ABBREVIATIONS / ACRONYMS (To be finalised)

Abbreviations / Acronyms	Description
AEL	Atmospheric Emissions Licence
AGSA	Auditor-General of South Africa
AO	Accounting Office
AOS	Accounting Officers System
BBBEE	Broad Based Black Economic Empowerment
BESP	Built Environment Support Programme
CCRS&AP	Climate Change Response Strategy & Action Plan
CFCS	Consumer Formulated Chemical Sector
CFO	Chief Financial Officer
CGRO	Corporate Governance Review and Outlook
DCF Tech	District Coordinating Forum Technical Committee
DEA	Department of Environmental Affairs
DIMIS	Departmental Integrated Management Information System
EIA	Environmental Impact Assessment
EIP	Environmental Implementation Plan
EPWP	Expanded Public Works Programme
ERM	Enterprise Risk Management
ERMCO	Enterprise Risk Management Committee
EU	European Union
GIS	Geographic Information System
GPS	Growth Potential Study
GMC	Greenest Municipality Competition
HOD	Head of Department

Abbreviations / Acronyms	Description
ICM	Integrated Coastal Management
IPWIS	Integrated Pollutant & Waste Information System
IWMPS	Integrated Waste Management Plans
KM	Knowledge Management
LGTAS	Local Government Turn Around Strategy
LiDAR	Light Detection and Ranging
LOGIS	Logistical Information System
LPPP	Legislative Public Participation Process
LTMS	Long Term Mitigation Scenarios
LUPA	Land Use Planning Act
LUPO	Land Use Planning Ordinance
MEC	Member of Executive Council
MFMA	Municipal; Financial Management Act
MPAT	Management Performance Assessment Tool
MSDF	Municipal Spatial Development Framework
MTEF	Medium Term Expenditure Framework
NCOP	National Council of Provinces
NEAS	National Environmental Authorisation
NEMA	National Environmental Management Act
NGO	Non-governmental Organisation
NO10	National Outcome 10
NPA	National Prosecuting Authority
PFMA	Public Finance Management Act
PSDF	Provincial Spatial Development Framework
PSO7	Provincial Strategic Objective 7
PSP	Provincial Spatial Plan
PV	Photovoltaic
S24G	Section 24G
SAAQIS	South African Air Quality Information System
SAWIS	South African Waste Information System
SCM	Supply Chain Management
SCOPA	Standing Committee on Public Accounts
SDF	Spatial Development Framework
SDIP	Service Delivery Improvement Plan
SEA	Strategic Environmental Assessment
SoEOR	State of Environment Outlook Report
SITA	State Information Technology Agency
SPLUMB	Spatial Planning Land Use Management Bill
SMME	Small Medium and Micro Enterprises
SPLUMA	Spatial Planning & Land Use Management Act
TR	Treasury Regulations
WCG	Western Cape Government
WSDP	Water Services Development Plan

3. FOREWORD BY THE MINISTER

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 leads to the management and maintenance of a healthy natural environment on which our social and economic systems depend.

As a government there is need for transition to ensure that we create an enabling environment for future generations. Therefore it is and was imperative to examine both immediate and long term solutions to issues to ensure that we save out natural resources in the interest of future generations.

One of the main focus areas over the past financial period was to continue to improve law reform. For the past five years, my Department has done all the necessary planning and groundwork and we are now ready to implement all these plans.

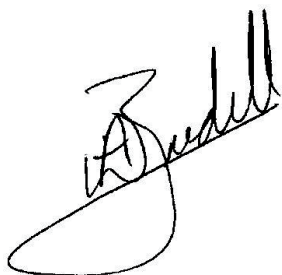
The Western Cape Provincial Parliament approved the Western Cape Land Use Planning Bill and the Premier assented to it as the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) on 31 March 2014. The legislative framework gives life to the vision as outlined by the National Development Plan (NDP). We reaffirm our alignment with the NDP as it complements the Western Cape Government's vision of an open opportunity society for all by creating the right conditions for economic growth and job creation on the basis of sustainable development. While the Bill is aligned to the vision of the NDP in terms of quality spatial planning, it will set a benchmark in terms of provincial planning law reform.

As part of the implementation of the new planning systems in the Province, my Department developed a planning change management strategy and a municipal support programme which is already being rolled out across the Province.

My Department has completed its review of the Provincial Spatial Development Framework (PSDF) and I approved it on 31 March 2014. The PSDF 2014 is intended to be a bridge between the NDP, the Provincial transversal management strategies and the municipal spatial development frameworks, from which planning-led budgeting and collective service delivery will result.

My Department started with the implementation of the Berg River Improvement Plan and funding was made available over the MTEF period. This Plan is part of our Western Cape Sustainable Water Management Plan (approved by Cabinet in 2012) and will ensure that we address issues of water quality and river rehabilitation in the Berg River.

As the Minister responsible for Environmental Affairs and Development Planning, I am only as strong as the team that supports me. I would therefore like to take this opportunity to thank the team that has worked tirelessly with me to ensure that we deliver on our mandate, during the year under review and over the past five-year term.



Anton Bredell

Minister of Local Government, Environmental Affairs and Development Planning

31 May 2014

4. REPORT OF THE ACCOUNTING OFFICER

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 Draft Western Cape Land Use Planning Bill was advertised for public comment during January 2013. Various aspects have had an influence on the drafting process, including the National Spatial Planning Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA) that was assented to by the President during August 2013, various court cases and the legal opinion received from Senior Counsel on 4 November 2013. The drafting team evaluated the comments received from the public participation process and reworked the text of the Draft Bill to align with SPLUMA and the aspects expressed in the legal opinion. The Draft Bill was finalised and certified by Legal Services and the approval obtained from Cabinet on 11 December 2013 for the introduction thereof to Parliament. The Western Cape Land Use Planning Bill was introduced to the Western Cape Provincial Parliament in January 2014. The Bill was advertised in the Provincial Gazette on 4 February 2014 for a 30-day commenting period and a series of public hearings followed, concluding in mid-March 2014. The Western Cape Parliament's Standing Committee responsible for Agriculture and Environmental Planning made its final recommendations on the Bill to the Provincial Parliament on 25 March 2014.

The Western Cape Land Use Planning Act, 2014 (LUPA) was assented to by Premier Helen Zille on 31 March 2014 as Act 3 of 2014. The Western Cape Government is the first provincial administration to pass a new provincial spatial planning and land use planning law in terms of SPLUMA. The Act will take effect on a date still to be determined by proclamation in the Provincial Gazette.

- **Review of the Provincial Spatial Development Framework (PSDF)**

The previous PSDF was approved by Minister Anton Bredell in 2009. The PSDF Review Status Quo Report was completed in June 2013 and informed the first draft of the reviewed PSDF. Three specialist studies were completed during the course of the year, namely a Heritage and Scenic Landscape Study, a Municipal Financial Sustainability Study and a study investigating the Impact of Commercial and Office Decentralized on towns. The Growth Potential Study of Towns as well as these three specialist studies formed an integral part of the PSDF 2014 evidence base. Various focus group discussions were held with public and private sector experts on specific topics and bilateral meetings were held with all WCG provincial heads of department before the first draft of the reviewed PSDF was released and also presented to Cabinet in October 2013. The PSDF Review Project Steering Committee, which represented the relevant provincial and national departments, municipalities and state owned enterprises, played a crucial role throughout the entire review process. The comments received at the conclusion of the public participation process during January 2014 were evaluated and resultant amendments were made. The PSDF 2014 was approved by Minister Anton Bredell on 31 March 2014.

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

The Western Cape Biosphere Reserves Act, 2011 (Act 6 of 2011) came into effect on 1 May 2013 and the Regulations were approved by Minister Anton Bredell on 14 June 2013.

- **Waste Classification and Management Regulations (R643/2013, Norms and Standards for Assessment for Landfill Disposal, Norms and Standards for waste for Landfill Disposal (R 635/2013 and R636/2013)**

The Regulations, as well as the Norms and Standards, were published in terms of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008). These policy mechanisms are very technical, but change the classification of waste disposal facilities and prescribe strict landfill barriers which are very expensive. It will increase the cost of waste disposal in South Africa significantly and municipalities will struggle to comply with the new requirements. Due to the very technical nature of these new policy mechanisms, the Department is providing technical assistance to municipalities and the private sector to assist in implementing the regulations and norms and standards. This has resulted in an increase in the workload.

- **Provincial Noise Control Regulations**

The Department revised the existing Noise Control Regulations (P.N. 627/1998) for the Province and the revised Regulations (P.N. 200/2013) were approved by Minister Anton Bredell and published on 20 June 2013.

- **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 Department's 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.

Significant events that have taken place during the year

The Department hosted the Western Cape Greenest Municipality Competition Award Ceremony on 19 November 2013, celebrating the third year of this flagship programme. A new category allowed the District Municipalities to participate in the competition for the first time in 2013.

The first Sustainable Settlement Innovation Summit was held on 2 and 3 September 2013. This event brought officials together from different levels of government with NGOs and academics, to consider how environmentally appropriate housing and infrastructure interventions can assist to build more resilient communities.

The Department had an awareness raising campaign at the Jazz on the Rocks Festival on 28 February – 2 March 2014.

Sustainability

The 2013 Western Cape State of Environment Outlook Report was issued in fulfilment of the NEMA requirement. The report highlighted that there is a declining outlook for our natural systems and noted that our ability to recover from natural and man-made disasters is being compromised. The Western Cape Province needs to enhance its natural systems which provide it with numerous goods and services and become significantly more resource efficient if it is to continue to service the population of the region.

The Department worked closely with the Departments of the Premier and Economic Development and Tourism to support the implementation of the Green Economy Strategic Framework. Two Green Economy projects were channelled through this Department, namely the identification of Green Economy Indicators and the Ecosystem Goods and Services evaluation project. The Department has also been closely engaged with the 110% Green programme. As the Provincial lead Department for the Environment and Culture Sector of the Expanded Public Works Programme (EPWP), the Department contributed to job creation through the river rehabilitation work of the Berg River Improvement Plan, as well as in partnership with its conservation implementation agency, CapeNature.

Climate Change

The Western Cape Climate Change Response Strategy was reviewed and an implementation framework developed, which was launched by Minister Anton Bredell in March 2014.

Work continued in terms of the Departmental Municipal Support Programme, whereby support was provided to Eden, Bergrivier and Swartland municipalities in implementing climate change adaptation plans. At the same time, Mossel Bay, Saldanha Bay, Cape Agulhas and George Municipalities were assisted in implementing sustainable energy plans.

In addition, Eden District Municipality was supported in the development of a climate change adaptation plan, with Drakenstein Municipality assisted in the development of a sustainable energy plan and West Coast District Municipality in the development of a climate change plan (incorporating both climate change adaptation and sustainable energy).

Air Quality Management

The Department updated its Greenhouse Gas Inventory and now monitors ambient air quality at 11 locations in the Province. Data from the nine ambient air quality monitoring stations are reported to SAAQIS, while two new stations were commissioned towards the end of the review period. The additional monitoring stations were commissioned at Hout Bay and Hermanus. The monitoring results for the review period indicate that ambient air quality in the Western Cape Province generally complied with the South African Ambient Air Quality standards. However, a few incidents of localised poor air quality were observed.

Municipal air quality management has been constrained by financial and human resource limitations. The Department has engaged with municipalities (e.g. Councillor workshops, IDP review workshops etc.) to ensure municipal commitment towards developing Air Quality Management Plans and designating Air Quality Officers in 2013/14, where required. To date the Western Cape Province has 14 approved and 10 draft Air Quality Management Plans, with seven not developed. In addition, 26 out of 31 Air Quality Officers have been designated.

The Department also initiated a health risk assessment study in the Western Cape Province, following the finalisation of the needs analysis. This study focuses on areas which were identified during the needs analysis, as well as areas where air pollution complaints have been received.

Pollution Management

Progress was made in implementing the Berg River Improvement Plan, approved by Cabinet in 2012 to improve water quality in the Berg River through implementing river and riparian zone rehabilitation in the catchment. The riparian zone rehabilitation project is on-going and aims to restore a section of the riparian zone of the Berg River.

Forty-five thousand indigenous plants have been planted along cleared riparian areas in order to re-establish the natural buffer of riparian vegetation and protect the river from high nutrient run-off and erosion. This is approximately 6.45 ha in the Berg River and approximately 8.7 ha in the upper Breede River. A further 2.8 ha has been cleared and remains to be replanted. The project has reached a total of 46 people from communities within the Hermon and Wolseley areas. Over the course of the year a total of just over 2 000 person days has been accumulated, which equates to nine Full Time Equivalent Jobs (FTE). Personal protective equipment (i.e. work attire) has been provided and branded with both the Western Cape Government logo and EPWP to identify those members of the project team.

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 2014**

Seventy-eight of the 156 landfills (50%) in the Province are now licensed. The national Department of Environmental Affairs (DEA) has embarked on a project to finance the licensing of all the unlicensed waste disposal facilities in the country. In the Western Cape 75 unlicensed waste disposal facilities will be licensed during 2014/15.

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

This target is already surpassed, since 93% of the households in the Province receive basic waste removal services.

- **Diversion of 25% of municipal waste from waste disposal facilities by 2014**

This target was revised by DEA to read as follows: “Diversion of 20% of waste from waste disposal facilities for recycling by 2014.” However, the problem remains that there currently is no accurate baseline data on waste volumes in South Africa and the Province. Only seven of the 374 waste management facilities in the Province 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 quantities. The Department provided training to municipal waste management staff to use the quantification tool. Fifty-four waste management facilities are now using the waste quantification tool and are reporting waste quantities to the Department.

Built Environmental Support Programme (BESP)

During the 2013/2014 financial year, the Spatial Development Frameworks (SDF's) for Langeberg, Swartland and Cederberg were developed. The Swartland Specialist Studies commenced in November 2013. Although the Langeberg and Cederberg SDF's have been completed, however, they have not yet been approved by their respective Municipal Councils. The Swartland Specialist Studies are scheduled for completion in November 2014. Assistance for the development of Oudtshoorn SDF was offered by the Department, but not accepted by the municipality.

Overview of the financial results of the department:

Departmental receipts

Departmental receipts	2013/2014			2012/2013		
	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
	R'000	R'000	R'000	R'000	R'000	R'000
Sale of goods and services other than capital assets	56	72	(16)	56	55	1
Transfers received	-	-	-	-	-	-
Fines, penalties and forfeits	1,050	3,496	(2,446)	250	2,303	(2,053)
Interest, dividends and rent on land	-	-	-	-	4	(4)
Sale of capital assets	-	20	(20)	-	46	(46)
Financial transactions in assets and liabilities	44	169	(125)	12	87	(75)
Total	1,150	3,757	2,607	318	2,495	(2,177)

Own revenue collected by the Department is R 3,757 million. This represents an over collection of R 2,607 million which was primarily in respect of the NEMA Section 24G transgressions. The tariffs in the tariff register, reviewed annually, are done mainly on a variety of principles, i.e. market related, cost recovery and determined by legislation. These include access to information, boat launching site permits, fines in terms of Section 24G of the National Environmental Management Act and commission on insurance.

No free services were rendered by the Department in the 2013/14 financial year.

Programme Expenditure

Programme Name	2013/2014			2012/2013		
	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	51,409	49, 110	2, 299	42, 719	42, 719	-
Environmental Policy, Planning and Coordination	36, 709	36, 638	71	34, 636	34, 580	56
Compliance and Enforcement	16, 885	16, 885	-	15, 253	15, 253	-
Environmental Quality Management	83, 225	80, 247	2, 978	68, 933	68, 660	273
Biodiversity Management	230, 920	228, 323	2, 597	214, 378	214, 378	-
Environmental Empowerment Services	1, 244	996	248	1, 290	1, 290	-
Total	420, 392	412, 199	8, 193	377, 209	376, 880	329

For the year under review, the Department's original budget amounted to R 421,648 million and during the adjustment budget it was reduced to R 420,392 million. The Department spent R 412, 199 million or 98, 1% of its budget and this translates into an under-spending of R 8, 193 million. The underspent budget relates largely to vacant posts (of which some posts were subject to the outcome of the organisational development investigation), projects (Wind Energy, Berg River Improvement Plan and Coastal Management projects) that were partially completed and unspent funding in respect of baboon management as the mediation process was not finalised. Subsequent roll over has been requested in the 2014/15 financial year.

Virements

Virements were effected as follows:

Programme (From)	Amount	Programme (To)	Amount
Programme 2	(R12,000)	Programme 1	R123,000
Programme 3	(R94,000)		
Programme 5	(R17,000)		
Programme 4	(R460,000)	Programme 3	R460,000

The virements were approved on 9 May 2014 by the Accounting Officer in terms of Section 43 (1) of the PFMA and the virements were kept within the eight per cent limitation in terms of Section 43 (2) of the PFMA.

Irregular Expenditure

An amount of R 5, 5 million is under investigation for possible irregularity for non-compliance with procurement of travel management services.

Future plans for the Department

An organisation refinement process in respect of the Departmental establishment has been completed and an Organisational Development review into the structure of the Chief Directorate: Environmental and Land Management is in the process and will be implemented in the new financial year.

Public Private Partnerships

No public private partnerships were entered into by the Department during the 2013/14 financial year

Discontinued activities / activities to be discontinued

No specific activities were discontinued during the 2013/14 financial year.

New or proposed activities

The national Department of Environmental Affairs has implemented the new fee structure for Environmental Impact Assessment (EIA) and waste licencing applications in terms of NEMA (Gazette No. 37383, 28 February 2014), which came into effect on 1 April 2014.

Supply Chain Management (SCM)

List all unsolicited bid proposals concluded for the year under review

No unsolicited bids were concluded during the 2013/14 financial year.

Indicate whether SCM processes and systems are in place to prevent irregular expenditure

The respective bid committees were established to draft specifications, consider and evaluate bid proposals and perform adjudication for recommendation to the Accounting Officer. Through the implementation of the procurement template, procurement by means of quotations are also subjected to review prior to consideration by the delegate for approval decision. The Accounting Officer's System for Supply Chain Management was approved by the Accounting Officer for implementation from 1 April 2014.

Challenges experienced in SCM and how they were resolved

The major challenge in SCM was capacity constraints and after an organisational investigation, a new structure was approved and implemented. Challenges were experienced with the filling of the Head of Supply Chain Management. As an interim measure an acting official was appointed in the position.

Gifts and Donations received in kind from non-related parties

No gifts or donations were received.

Exemptions and deviations received from the National Treasury

No exemptions or deviations were required or received from National Treasury.

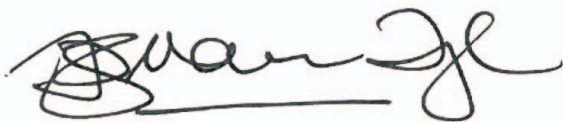
Events after the reporting date

None

Acknowledgement/s or Appreciation and Conclusion

I would like to take this opportunity to express gratitude to my Senior Management Team and supporting staff for ensuring that we are not only aligning our Departmental mandates to the National and Provincial imperatives, but also to the improvement of the socio-economic conditions of our communities. I also wish to thank all stakeholders that have been working in-collaboration with my Department, ensuring we reach our targets.

Approval and sign off

A handwritten signature in black ink, appearing to read 'Piet van Zyl', written over a horizontal line.

Piet van Zyl
Accounting Officer
Department of Environmental Affairs and Development Planning
31 May 2014

5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

To the best of my knowledge and belief, I confirm the following:

All information and amounts disclosed throughout the annual report are consistent.

The annual report is complete, accurate and is free from any omissions.

The annual report has been prepared in accordance with the guidelines on the annual report as issued by National Treasury.

The Annual Financial Statements (Part E) have been prepared in accordance with the modified cash standard and the relevant frameworks and guidelines issued by the National Treasury.

The Accounting Officer is responsible for the preparation of the 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 that has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.

The external auditors are engaged to express an independent opinion on the annual financial statements.

In my opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the department for the financial year ended 31 March 2014.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Piet van Zyl', is written over a horizontal line.

Accounting Officer

Piet van Zyl

31 May 2014

6. STRATEGIC OVERVIEW

6.1 Vision

An environment conducive to sustainable life.

6.2 Mission

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

6.3. Values

The Department adopted the following values of the Western Cape Government:

- Competence
- Accountability
- Integrity
- Responsiveness
- Caring

7. LEGISLATIVE AND OTHER MANDATES

Constitutional mandates

7.1 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.

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

7.3 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).

7.4 The Western Cape Provincial Parliament approved the *Western Cape Land Use Planning Bill 2013*, which was assented to by the Premier as the *Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) on 31 March 2014*. It will establish a new framework for planning and development management in the Province.

In terms of Part A of Schedule 4 to the Constitution, Environment and Pollution Control is classified as a concurrent National and Provincial legislative competence. Both national and provincial governments therefore have the mandate to make laws on all the areas mentioned in Schedule 4.

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.

Legislative mandates

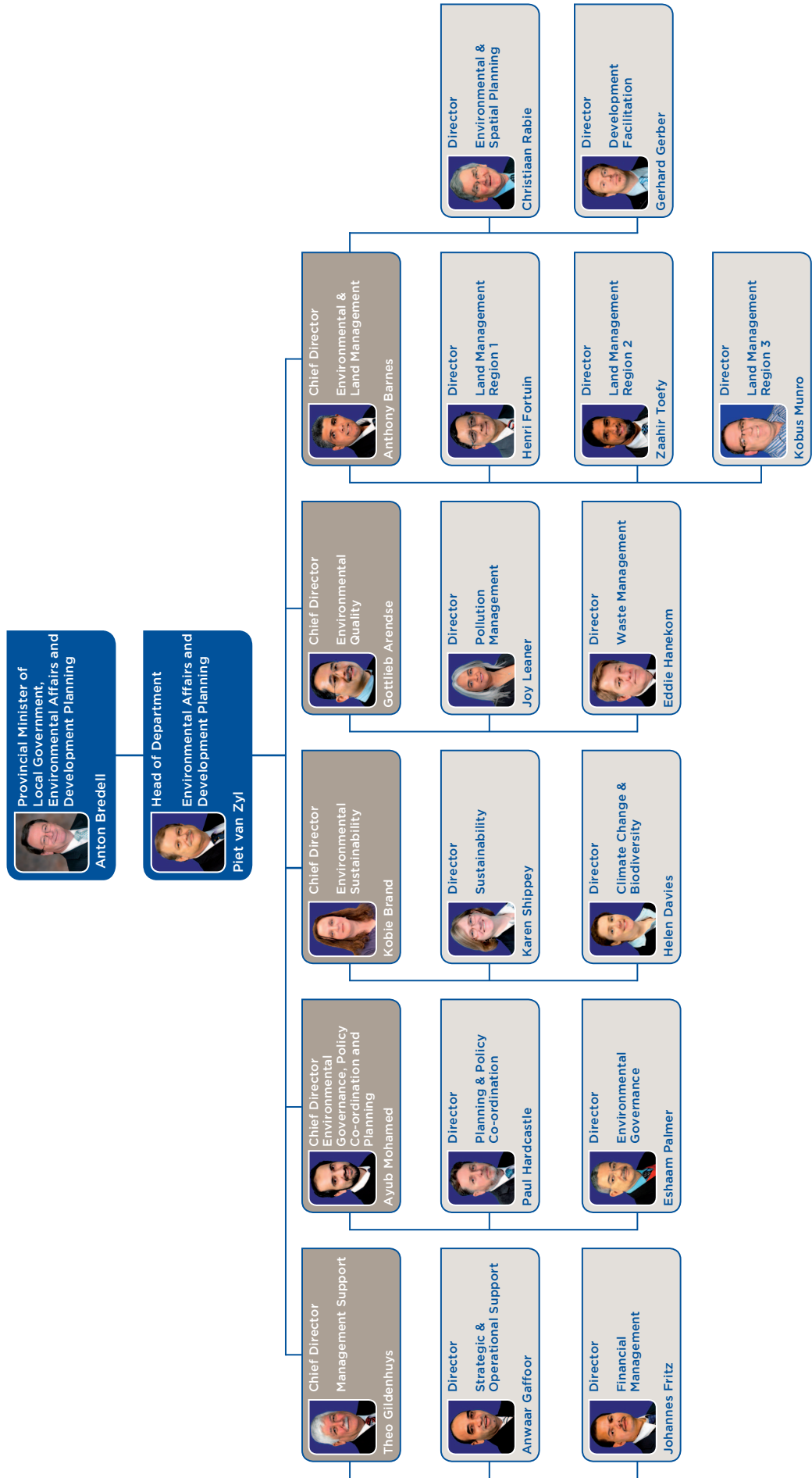
The Western Cape Government Environmental Affairs and Development Planning and its delivery agent CapeNature are responsible for administering the provincial competencies in terms of various legislative frameworks, such as the following:

- Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965)
- Constitution of the Republic of South Africa, 1996
- Constitution of the Western Cape, 1998
- Criminal Procedure Act, 1977 (Act No. 73 of 1989)
- 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 Act, 1998 (Act No. 107 of 1998)
- 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)
- 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)
- 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 Nature Conservation Board Act, 1998 (Act No. 15 of 1998)
- Western Cape Health Care Waste Management Act (Act No. 7 of 2007)

For a full list go to <http://westerncape.gov.za/eadp>

8. ORGANISATIONAL STRUCTURE

Organisational Organogram



9. ENTITIES REPORTING TO THE MINISTER/MEC

The table below indicates the entities that report to the Minister/MEC.

Name of Entity	Legislative Mandate	Financial Relationship	Nature of Operations
Western Cape Nature Conservation Board	Western Cape Nature Conservation Board Act, 1998 (Act 15 of 1998)	Schedule 3C provincial public entity	<p>The objectives of the Western Cape Nature Conservation Board are to:</p> <ul style="list-style-type: none">a) promote and ensure nature conservation and related matters in the Province,b) render services and provide facilities for research and training in connection with nature conservation and related matters in the Province, andc) ensuring the objectives set out in paragraphs (a) and (b), to generate income.

10. PROMOTION OF ACCESS TO INFORMATION ACT, 2000

During the 2013/14 financial year, the Department received 71 requests for access to information in terms of the Promotion of Access to Information Act, 2000. Access to 104 of these requests was granted in full, whilst access to one request was granted partially due to the fact that all requested records could not be found. The Department submitted its section 32 report for the financial year to the Human Rights Commission and also submitted its section 15 automatically available information to the Minister of Justice and Constitutional Development for publication in the Government Gazette. The Department's section 14 manual was also submitted to the Human Rights Commission and is available on the official website in all 3 official languages.

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Performance Information

P a r t B

Performance Information

1. AUDITOR-GENERAL'S REPORT: PREDETERMINED OBJECTIVES

The AGSA currently performs certain audit procedures on the performance information to provide reasonable assurance in the form of an audit conclusion. The audit conclusion on the performance against predetermined objectives is included in the report to management, with material findings being reported under the Predetermined Objectives heading in the Report on other legal and regulatory requirements section of the auditor's report.

Refer to page 136 of the Report of the Auditor-General, published as Part E: Financial Information.

2. OVERVIEW OF DEPARTMENTAL PERFORMANCE

2.1 Service Delivery Environment

The Department operates in a service delivery environment where we continue to have some capacity challenges related to unfunded posts on the fixed establishment, as well as accommodation constraints. These challenges are being closely monitored and evaluated to ensure that we are aware of our changing environment and to ensure that we are well equipped to respond to the demands of the service delivery environment.

The Provincial economic growth will see an increase in demands for energy, resulting in burning more fossil fuels to meet the demand, unless alternative renewable energy sources can be produced at scale. The direct consequence will also be an increase in pollutants and more waste generated. Waste disposal sites need to be surveyed for emissions and waste management sites need to be licensed and facilitated in accordance with Waste Management Licensing Plan.

This will see our targets aligned to meet these challenges we as a Department have identified. Census 2011 has shown a 29% increase in the Western Cape's population over the preceding ten years, mainly as a result of migration that we need to factor in when setting our targets as well as performance indicators to meet the growing demand in the Province. This growth in population will place additional strain on available water resources and both the quantity and quality will have to be monitored and managed to ensure the optimal utilisation of this scarce resource.

Some of the services which the Department has rendered to the public include guidance on development applications in terms of NEMA (EIA processes), processing environmental appeals, reporting environmental crimes and contraventions, processing NEMA S24G applications, waste licensing, atmospheric emissions licencing and processing boat launching permits.

2.2 Service Delivery Improvement Plan

The Department has completed a Service Delivery Improvement Plan (SDIP). The tables below highlight the service delivery plan and the achievements to date.

Main services and standards

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations	Public, Developers, Investors, Organs of State	Quantity – 90% of applications managed within legislated timeframes	Quantity – 92% of applications managed within legislated timeframes	Quantity – 89% of applications managed within legislated timeframes

Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
Consultation <ul style="list-style-type: none"> Legislated Public Participation Process (LPPP) Telephonic enquiries Reports from LPPP 	Consultation <ul style="list-style-type: none"> Legislated Public Participation Process (LPPP) Telephonic enquiries Reports from LPPP 	Consultation <ul style="list-style-type: none"> The Department administers and ensures that all the LPPP's had been adhered to as per legislation.
Access <ul style="list-style-type: none"> 1 Dorp Street, Cape Town Visits to the office Telephonic access Email: Enquiries.eadp@westerncape.gov.za Website: http://westerncape.gov.za/eadp 	Access <ul style="list-style-type: none"> 1 Dorp Street, Cape Town Visits to the office Telephonic access Email: Enquiries.eadp@westerncape.gov.za Website: http://westerncape.gov.za/eadp 	Access <p>The Department has been accessed in the following ways:</p> <ul style="list-style-type: none"> Visits to the office 1 Dorp Street, Cape Town Telephonic access Email: Enquiries.eadp@westerncape.gov.za Website: http://westerncape.gov.za/eadp
Courtesy <ul style="list-style-type: none"> Email Telephonic Official letter 	Courtesy <ul style="list-style-type: none"> Email Telephonic Official letter 	Courtesy <p>The Department has replied to clients and stakeholders by using the following medium:</p> <ul style="list-style-type: none"> Email Telephonic Official letter
Openness and transparency <ul style="list-style-type: none"> Public Participation Process 	Openness and transparency <ul style="list-style-type: none"> Public Participation Process 	Openness and transparency <ul style="list-style-type: none"> Public Participation Process
Information <ul style="list-style-type: none"> Application outcome reports A database of contacts available Print media advertising 	Information <ul style="list-style-type: none"> Application outcome reports A database of contacts available Print media advertising 	Information <ul style="list-style-type: none"> Application outcome reports A database of contacts available Print media advertising
Redress <ul style="list-style-type: none"> Telephonic access Public Participation Process Email: Enquiries.eadp@westerncape.gov.za 	Redress <ul style="list-style-type: none"> Telephonic access Public Participation Process Email: Enquiries.eadp@westerncape.gov.za 	Redress <ul style="list-style-type: none"> Telephonic access Public Participation Process Email: Enquiries.eadp@westerncape.gov.za
Value for money <p>Continuous Improvement of services through:</p> <ul style="list-style-type: none"> Site visits Historical cases as benchmarks 	Value for money <p>Continuous Improvement of services through:</p> <ul style="list-style-type: none"> Site visits Historical cases as benchmarks 	Value for money <p>The Department strives to continuously improve its services offered by conducting site visits and utilising historical cases as benchmarks.</p>

Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations <ul style="list-style-type: none"> • Application outcome reports • A database of contacts available • Print media advertising 	Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations <ul style="list-style-type: none"> • Application outcome reports • A database of contacts available • Print media advertising 	Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations <ul style="list-style-type: none"> • 613 EIA applications were finalised by the Department.

Complaints mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za 	Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za 	Number of Environmental Impact Assessment (EIA) finalised in terms of the NEMA EIA regulations <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za

The Department has completed a Service Delivery Improvement Plan (SDIP). The tables below highlight the service delivery plan and the achievements to date.

Main services and standards

Main services	Beneficiaries	Current/actual standard of service	Desired standard of service	Actual achievement
Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping etc.)	Public, Developers, Investors, Organs of State, Environmental NGOs	Quantity – 100% of all complaints received and responded to.	Quantity – 100% of all complaints received and responded to.	100% of all complaints received and responded to as required by legislation.

Batho Pele arrangements with beneficiaries (Consultation access etc.)

Current/actual arrangements	Desired arrangements	Actual achievements
Consultation <ul style="list-style-type: none"> • Telephonic enquiries • Email enquiries • WC Environmental Crime Forum • Referrals from organs of state 	Consultation <ul style="list-style-type: none"> • Telephonic enquiries • Email enquiries • WC Environmental Crime Forum • Referrals from organs of state 	Consultation <p>The Department has accepted enquiries into the following</p> <ul style="list-style-type: none"> • Telephonic enquiries • Email enquiries • WC Environmental Crime Forum • Referrals from organs of state
Access <ul style="list-style-type: none"> • 1 Dorp Street, Cape Town/ temporary accommodation at 5th Floor, Atterbury House, Lower Burg Street, Cape Town • Visits to the office • Telephonic access • Email: Enquiries.eadp@westerncape.gov.za • Website: http://westerncape.gov.za/eadp 	Access <ul style="list-style-type: none"> • 1 Dorp Street, Cape Town/ temporary accommodation at 5th Floor, Atterbury House, Lower Burg Street, Cape Town • Visits to the office • Telephonic access • Email: Enquiries.eadp@westerncape.gov.za • Website: http://westerncape.gov.za/eadp 	Access <p>The public has accessed the Department by:</p> <ul style="list-style-type: none"> • Visits to the office 1 Dorp Street, Cape Town • Telephonic access • Email: Enquiries.eadp@westerncape.gov.za • Website: http://westerncape.gov.za/eadp
Courtesy <ul style="list-style-type: none"> • Email • Telephonic • Official letter • Fax 	Courtesy <ul style="list-style-type: none"> • Email • Telephonic • Official letter • Fax 	Courtesy <p>The Department has responded to the Public by using the following:</p> <ul style="list-style-type: none"> • Email • Telephonic • Official letter • Fax
Openness and transparency <ul style="list-style-type: none"> • Incident reports submitted 	Openness and transparency <ul style="list-style-type: none"> • Incident reports submitted 	Openness and transparency <p>The Department has submitted the following notices:</p> <ul style="list-style-type: none"> • Notices issued: 258 • Cases closed: 294
Information <ul style="list-style-type: none"> • Email • Telephonic • Official letter • Fax 	Information <ul style="list-style-type: none"> • Email • Telephonic • Official letter • Fax 	Information <p>The Department has issued letters to inform clients. The other medium used to communicate with clients are Email and fax.</p>
Redress <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za • Fax 	Redress <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za • Fax 	Redress <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za • Fax
Value for money <ul style="list-style-type: none"> • Continuous Improvement of services 	Value for money <ul style="list-style-type: none"> • Continuous Improvement of services 	Value for money <p>The Department is constantly examining ways to continuously improve its services.</p>

Service delivery information tool

Current/actual information tools	Desired information tools	Actual achievements
Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping) <ul style="list-style-type: none"> • Email • Telephonic • Official Letter • Fax 	Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping) <ul style="list-style-type: none"> • Email • Telephonic • Official Letter • Fax 	Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping) The Department has issued letters to inform clients. The other mediums used to communicate with clients are email and fax.

Complaints mechanism

Current/actual complaints mechanism	Desired complaints mechanism	Actual achievements
Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping etc.) <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za • Fax 	Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping etc.) <ul style="list-style-type: none"> • Telephonic access • Public Participation Process • Email: Enquiries.eadp@westerncape.gov.za • Fax 	Response to general external complaints received from stakeholders requesting incidents to be investigated (illegal dumping etc.) The Department has issued letters to inform clients. The other mediums used to communicate with clients are email and fax.

2.3 Organisational environment

Since the implementation of the Departmental organisational structure commenced during the 2010/11 financial year, a number of subsequent organisational investigations were conducted. These include the Directorate: Development Facilitation, Supply Chain Management, Coastal Management and Internal Control. An Organisation Refinement process in respect of the Departmental establishment was approved by the Minister on 22 April 2014 and an Organisational Development review into the structure of the Chief Directorate: Environmental and Land Management is being finalised for implementation in the new financial year.

After the approval of the Organisational Refinement, the Departmental establishment increased from 509 to 537 posts. Even though the existing office accommodation in Dorp and Leeuwen Streets in Cape Town is being modernised to utilise space optimally, additional space is required to accommodate the expanded organisational establishment. Additional accommodation has been secured within the CBD and the existing accommodation is currently being renovated.

The Department participated in the third cycle of reporting on the electronic Management Performance Assessment Tool (MPAT). Senior management conducted a self-assessment against a range of management standards. The Department completed the MPAT 1.3 Self-Assessment in September 2013 and subsequently challenged the moderated scores received from the Presidency and submitted the challenged scores in March 2013. The final results will be made available during the 1st quarter of the 2014/15 financial year.

2.4 Key policy developments and legislative changes

• Land Use Planning Legislation

The Draft Western Cape Land Use Planning Bill was advertised for public comment in January 2013. Various aspects have had an influence on the drafting process, including the National Spatial Planning Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA) that was assented to by the President in August 2013, various court cases and the legal opinion received from Senior Counsel on 4 November 2013. The drafting team evaluated the comments received from the public participation process and reworked the text of the Draft Bill to align with SPLUMA and the aspects expressed in the legal opinion. The Draft Bill was finalised and certified by Legal Services and the approval obtained from Cabinet on 11 December 2013 for the introduction thereof to Parliament. The Western Cape Land Use Planning Bill was introduced to the Western Cape Provincial Parliament in January 2014. The Bill was advertised in the Provincial Gazette on 4 February 2014 for a 30-day commenting period and a series of public hearings followed, concluding in mid-March 2014. The Western Cape Parliament's Standing Committee responsible for Agriculture and Environmental Planning made its final recommendations on the Bill to the Provincial Parliament on 25 March 2014.

The Western Cape Land Use Planning Act, 2014 (LUPA) was assented to by Premier Helen Zille on 31 March 2014 as Act 3 of 2014. The Western Cape Government is the first provincial administration to pass a new provincial spatial planning and land use planning law in terms of SPLUMA. The Act will take effect on a date still to be determined by proclamation in the Provincial Gazette.

• Review of the Provincial Spatial Development Framework

The previous PSDF was approved by Minister Anton Bredell in 2009. The PSDF Review Status Quo Report was completed in June 2013 and informed the first draft of the reviewed PSDF. Three specialist studies were completed during the course of the year, namely a Heritage and Scenic Landscape Study, a Municipal Financial Sustainability Study and a study investigating the Impact of Commercial and Office Decentralized on towns. The Growth Potential Study of Towns as well as these three specialist studies formed an integral part of the PSDF 2014 evidence base. Various focus group discussions were held with public and private sector experts on specific topics and bilateral meetings were held with all WCG provincial heads of department before the first draft of the reviewed PSDF was released and also presented to Cabinet in October 2013. The PSDF Review Project Steering Committee, which represented the relevant provincial and national departments, municipalities and state owned enterprises, played a crucial role throughout the entire review process. The comments received at the conclusion of the public participation process in January 2014 were evaluated and resultant amendments were made. The PSDF 2014 was approved by Minister Anton Bredell on 31 March 2014.

• Western Cape Biosphere Reserves Act, 2011 and Regulations

The Western Cape Biosphere Reserves Act, 2011 (Act 6 of 2011) came into effect on 1 May 2013 and the Regulations were approved by Minister Anton Bredell on 14 June 2013.

• Waste Classification and Management Regulations (R643/2013, Norms and Standards for Assessment for Landfill Disposal, Norms and Standards for waste for Landfill Disposal (R 635/2013 and R636/2013)\

The Regulations, as well as the Norms and Standards, were published in terms of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008). These policy mechanisms are very technical, but change the classification of waste disposal facilities and prescribe strict landfill barriers which are very expensive. It will increase the cost of waste disposal in South Africa very significantly as and municipalities will struggle to comply with the new requirements. Due to the very technical nature of these new policy mechanisms, the Department is providing technical assistance to municipalities and the private sector to assist in implementing the regulations and norms and standards. This has resulted in an increase in the Departmental workload.

- **Provincial Noise Control Regulations**

The Department revised the existing Noise Control Regulations (P.N. 627/1998) for the Province and the revised Regulations (P.N. 200/2013) were approved by Minister Anton Bredell and published on 20 June 2013.

- **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 Department's 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.

3. STRATEGIC OUTCOME ORIENTED GOALS

The table below outline the Department's Strategic Outcome Oriented Goals

Strategic Outcome Oriented Goal 1	To embed sustainability in growth and development that mitigates and adapts to climate change in the Western Cape
Goal Statement	To influence growth and development in the Western Cape in line with the principles of sustainable development through enabling policies, programmes, plans and regulatory measures that mitigate and adapt to climate change
Strategic Outcome Oriented Goal 2	To provide leadership and innovation in environmental management and integrated development planning
Goal Statement	Enhance service delivery, through the development and use of innovative systems and processes in environmental management and integrated development planning within the Province that is effective and efficient
Strategic Outcome Oriented Goal 3	To enhance the quality of life of all people through facilitating sustainable living
Goal Statement	To provide a suite of multi-disciplinary competencies and capabilities in environmental management and development planning that incorporates good environmental governance and supports sustainable development, to enhance the quality of life of all people within the Province
Strategic Outcome Oriented Goal 4	To contribute to economic growth as well as participation in, and provide access to, the environmental economy
Goal Statement	<p>To contribute to economic growth as well as participation in, and access to, the green economy in order to redress access and benefit sharing in environmental economic opportunities</p> <p>To provide integrated environmental management and development planning services that redresses and ensure benefit sharing, and access to opportunities and participation in the environmental economy of the Province</p>

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

Sustainability

The Department hosted the Western Cape Greenest Municipality Competition Award Ceremony on 19 November 2013, celebrating the third year of this flagship programme. A new category allowed the District Municipalities to participate in the competition for the first time in 2013.

The first Sustainable Settlement Innovation Summit was held on 2 and 3 September 2013. This event brought officials together from different levels of government with NGOs and academics, to consider how environmentally appropriate housing and infrastructure interventions can assist to build more resilient communities.

Training courses were provided for WCG staff on Sustainability and Climate Change at the Provincial Training Institute as part of a larger internal awareness raising effort. Green Building Practitioner and Green Lease training was provided to improve the ability of WCG built environment professionals to mainstream green building principals within government facilities and infrastructure.

A guideline for incorporating sustainability and resource efficiency in education infrastructure was produced to assist with the embedding of sustainability into schools and provide guidance for Western Cape education facilities.

The 2013 Western Cape State of Environment Outlook Report was issued in fulfilment of the NEMA requirement. The report highlighted that there is a declining outlook for our natural systems and noted that our ability to recover from natural and man-made disasters is being compromised. The Western Cape Province needs to enhance its natural systems which provide it with numerous goods and services and become significantly more resource efficient if it is to continue to service the population of the region.

The Department worked closely with the Departments of the Premier and Economic Development and Tourism to support the implementation of the Green Economy Strategic Framework. Two Green Economy projects were channelled through this Department, namely the identification of Green Economy Indicators and the Ecosystem Goods and Services evaluation project. The Department has also been closely engaged with the 110% Green Programme. As the Provincial lead Department for the Environment and Culture Sector of the Expanded Public Works Programme, the Department contributed to job creation through the river rehabilitation work of the Berg River Improvement Plan as well as in partnership with its conservation implementation agency, CapeNature.

Climate Change

The 2013 Western Cape Climate Change Response Strategy was reviewed and an implementation framework developed, which was launched by the Minister in March 2014.

Work continued in terms of the Departmental Municipal Support Programme, whereby support was provided to Eden, Bergrivier and Swartland Municipalities in implementing climate change adaptation plans. At the same time, Mossel Bay, Saldanha Bay, Cape Agulhas and George Municipalities were assisted in implementing sustainable energy plans.

In addition, Eden District Municipality was supported in the development of a climate change adaptation plan, with Drakenstein Municipality assisted in the development of a sustainable energy plan and West Coast District Municipality in the development of a climate change plan (incorporating both climate change adaptation and sustainable energy).

A database of climate change adaptation projects in the Western Cape has been compiled.

A Climate Science Report 2013/14 has been finalised, and assesses the extent and limitations of current climate science, particularly with reference to provincial and local decision making, providing a useful summary of various sources of climate information and their applicability and usefulness.

Extensive support was provided to identify and monitor energy consumption in provincial buildings so as to better manage energy efficiency and demand management improvements.

Five thousand energy efficient cooking aids were procured and distributed to indigent households across the Province.

A climate change related finance project to address the limited implementation of climate change projects was undertaken together with the Technical Assistance Unit in National Treasury. This project is made possible through external funding from the British High Commission. The report is available in three parts: diagnostic report; financial framework with case studies and the practice notes for municipalities.

Built Environmental Support Programme (BESP)

During the 2013/2014 financial year the Spatial Development Frameworks (SDF's) for Langeberg, Swartland and Cederberg were developed. The Swartland Specialist Studies commenced in November 2013. Although the Langeberg and Cederberg SDF's have been completed, they have not yet been approved by their respective Municipal Councils. The Swartland Specialist Studies are scheduled for completion in November 2014. Assistance for the development of Oudtshoorn SDF was offered by the Department, but not accepted by the municipality.

Air Quality Management

The Department updated its Greenhouse Gas Inventory and now monitors ambient air quality in 11 locations in the Province. Data from the nine ambient air quality monitoring stations are reported to SAAQIS, while two new stations were commissioned towards the end of the review period. The additional monitoring stations were commissioned at Hout Bay and Hermanus. The monitoring results indicate that ambient air quality in the Western Cape Province generally complied with the South African Ambient Air Quality standards. However, a few incidents of localised poor air quality were observed.

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 14 approved and 10 draft Air Quality Management Plans, with 7 not developed; while 26 out of 31 Air Quality Officers have been designated.

The Department also initiated the health risk assessment study in the Western Cape Province, following the finalisation of the needs analysis. This study focuses on areas which were identified during the needs analysis, as well as areas where air pollution complaints have been received.

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 projects and input into decision-making. An Annual Report on Implementing the Sustainable Water Resource Management Plan has been finalised. 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 third year this survey has been undertaken and provides comparative data from year to year.

Progress was made in implementing the Berg River Improvement Plan, approved by Cabinet in 2012 to improve water quality in the Berg River through implementing river and riparian zone rehabilitation in the catchment.

The riparian zone rehabilitation project is on-going and aims to restore a section of the riparian zone of the Berg River

Forty-five thousand indigenous plants have been planted along cleared riparian areas in order to re-establish the natural buffer of riparian vegetation and protect the river from high nutrient run-off and erosion. This is approximately 6.45 ha in the Berg River and approximately 8.7ha in the upper Breede River. A further 2.8 ha has been cleared and remains to be replanted. The project has reached a total of 46 people from communities within the Hermon and Wolseley areas. Over the course of the year a total of just over 2 000 person days has been accumulated, which equates to 9 Full Time Equivalent Jobs. Personal protective equipment (i.e. work attire) has been provided and branded with both the Western Cape Government logo and EPWP to identify those members of the project team.

Design work was also completed for bioremediation of contaminated run-off from the Langrug and Mbekweni informal settlements in Franschhoek and Paarl-Wellington, respectively. The designs have been costed for construction and operation so that the cost-benefit of implementation is understood in the light of the long term vision to improve water quality in the Berg River. Further, alien vegetation was removed in the area along the Berg River near Hermon. The value of the biomass removed is currently being investigated in association with the Western Cape Department of Agriculture.

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 is a challenge in terms of reinvasion of secondary alien species.

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 2014**

Seventy-eight of the 156 landfills (50%) in the Province is now licensed. The national Department of Environmental Affairs (DEA) has embarked on a project to finance the licensing of all the unlicensed waste disposal facilities in the country. In the Western Cape 75 unlicensed waste disposal facilities will be licensed during 2014/15.

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

This target is already surpassed, since 93% of the households in the Province receive basic waste removal services.

- **Diversion 25% of municipal waste from waste disposal facilities by 2014**

This target was revised by DEA to read as follows: “Diversion 20% of waste from waste disposal for recycling by 2014.” However, the problem remains that there currently is no accurate baseline data on waste volumes in South Africa and the Province. Only 7 of the 374 waste management facilities in the Province 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 quantities. The Department provided training to municipal waste management staff to use the quantification tool. Fifty-four waste management facilities are now using the waste quantification tool and are reporting waste quantities to the Department.

4. PERFORMANCE INFORMATION BY PROGRAMME

The performance against the annual targets of the Departments strategic objectives as depicted in the 2013/14 Annual Performance Plan is listed in the table below:

Strategic Objective	Strategic objective performance indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
To mainstream the sustainable development paradigm in environmental and spatial planning and management, taking cognisance of environmental change and addressing inequalities	Provincial Spatial Development Framework for sustainable and justifiable development	Finalise the First Draft of the review of the PSDF	Finalise review of the PSDF. Reviewed PSDF approved by Minister	Reviewed PSDF approved by Minister on 31 March 2014.	0	n/a
To develop systems, processes and measures to support effective and efficient service delivery.	Unqualified audit report issued by AGSA	Unqualified audit report	Unqualified audit report	Unqualified audit report	0	n/a
		Implemented certain sections of chapter 16A of the amended PTIS. Completed a departmental CGRO to track progress on financial related matters	Implement Accounting Officer's System for SCM implemented	AOS for Supply Chain Management and SCM Delegations drafted and submitted	-1	AOS approved by Accounting Officer for implementation on 1 April 2014.
To provide integrated and holistic environmental management to improve the quality of life of all in the Western Cape	Number of Regulatory Environmental and planning applications processed.(EIA, Air Quality , Waste Licenses and Planning), Compliance statistics*	2 161	2 012	2201	+189	Demand driven target.
To develop intervention strategies to facilitate participation and equitable access to the opportunities created by the environmental economy	Number of intervention strategies and Municipal Capacity Building activities	12	12	116	+104	Mainly due to a special intervention in the City of Cape Town (Human Settlements Coordination Project), between June 2013 and March 2014.

Strategic Objective	Strategic objective performance indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
To develop intervention strategies to facilitate participation and equitable access to the opportunities created by the environmental economy.	Number of job opportunities created through environmental programmes	120	300	1241	+1021	Various funding streams inform the target setting but cannot be included until the funding has been secured. This, as well as additional staff being required to address damage caused by natural disasters resulted in this target being over achieved
To promote environmental awareness, youth and community development to enhance progressive realisation of environmental rights	Number of environmental sustainability capacity building and awareness raising activities conducted	48	54	102	+48	Responded to additional requests.

4.1 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 supports the Department to effectively render its core functional mandates.

List of sub-programmes

- Sub-programme 1.1: Office of the Provincial Minister of Local Government, Environmental Affairs and Development Planning
- 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

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

Performance indicators

Programme 1: ADMINISTRATION					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
1.1 Develop and implement Departmental Integrated Management Information System (DIMIS)	n/a	Phase 1 of DIMIS developed	Phase 1 of DIMIS developed	0	n/a
1.2 Monitoring and Evaluation Plan for the PSO7 Implemented	PSO7 result-based monitoring and evaluation plan not developed and implemented	Monitoring and Evaluation Plan for the PSO7	Monitoring and Evaluation Plan for the PSO7 developed	0	Monitoring and Evaluation Plan will be implemented in 2014/15 financial year.
1.3 Reviewed Accounting Officer's System for SCM implemented	Accounting Officer Delegations reviewed. Accounting Officer's System not reviewed	Implement Accounting Officer's System for SCM implemented	AOS for Supply Chain Management and SCM Delegations drafted and submitted	-1	AOS approved by Accounting Officer for implementation on 1 April 2014.
1.4 Number of financial management standard operating procedures compiled	n/a	4	5	+1	National Treasury Instruction 1 of 2013/2014 was issued on cost containment measures and required an additional departmental finance circular to be issued.

Reasons for all deviations

- 1.3: AOS approved by Accounting Officer for implementation on 1 April 2014.
- 1.4: National Treasury Instruction 1 of 2013/2014 was issued on cost containment measures and required an additional departmental finance circular to be issued.

Strategy to overcome areas of under performance

- 1.3: The AOS approved by Accounting Officer will be implemented from 1 April 2014.

Changes to planned targets

Not applicable.

Linking performance with budgets

The expenditure in Programme 1 Administration mainly relates to compensation of employees. One of the projects embarked upon is the development of Phase 1 of DIMIS.

The Programme reflected an under spending due to funded vacancies that were held in abeyance, due to the Departmental organisation refinement review and an Organisational Development investigation into the structure of the Chief Directorate: Environmental and Land Management, Expenditure relating to computer services also did not transpire by the end of the financial year.

Sub-programme expenditure

Sub-Programme Name	2013/2014			2012/2013		
	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 Provincial Minister of Local Government, Environmental Affairs and Development Planning	5,944	5,944	-	5,610	5,610	-
Senior Management	17,051	16,081	970	12,611	12,611	-
Corporate Services	16,852	15,523	1,329	14,615	14,615	-
Financial Management	11,562	11,562	-	9,883	9,883	-
Total	51,409	49,110	2,299	42,719	42,719	-

4.2 Programme 2: Environmental Policy, Planning and Co-ordination Purpose

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 Co-ordination, 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

To maintain the sustainable development paradigm in environmental and spatial planning and management, taking cognisance of environmental change and addressing inequalities.

Performance indicators

Sub-programme 2.1: Intergovernmental Co-ordination, Spatial and Development Planning					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.1.1 Provincial Spatial Development Framework (PSDF) reviewed by 31 March 2014.	The First Draft of the reviewed PSDF not finalised	Approval of reviewed PSDF by Minister	Reviewed PSDF approved by Minister on 31 March 2014.	0	n/a
2.1.2 The development of the Provincial Spatial Plan (PSP) completed by 31 July 2013.	PSP finalised	1 Provincial Spatial Plan	PSP development completed on 31 July 2013 and incorporated into PSDF	0	n/a
2.1.3 The expansion of the 2010 review of the Growth Potential Study of Towns (GPS) in the Western Cape finalised by 31 July 2013.	The expanded scope of work of the 2011 Growth Potential Study of Towns in the Western Cape not finalised.	Recommendations of GPS Report to be mainstreamed into the PSDF review and other relevant Provincial policies.	The review of the Growth Potential Study of Towns (GPS) in the Western Cape finalised and findings and recommendations incorporated into PSDF 2014.	0	n/a
2.1.4.1 Municipal Spatial Development Frameworks (MSDF) developed as part of the Built Environment Support Programme (BESP).	4 draft SDF's developed by service providers (Beaufort West, Kannaland, Swellendam and Matzikama). The public participation process will now proceed on collaboration with the municipalities.	Fourth group of 4 MSDF's developed and approved (Langeberg, Oudtshoorn, Swartland and Cederberg).	3 MSDF's developed (Langeberg, Swartland and Cederberg) 1 MSDF's approved by Municipal Council (Swartland)	-1 -3	Assistance for the development of Oudtshoorn SDF was offered by DEADP, but not accepted by the municipality. Planning legislative changes have placed the mandate for approval at municipal sphere. Municipalities are responsible for adherence to own timelines.
2.1.4.2 Finalise Gap Analysis of the remaining municipal SDF's as part of the BESP	4 gap analyses finalised	Finalise the Gap Analysis of the remaining municipal SDF's as part of the BESP	0	-1	All gap analyses were finalised during 2012/13
2.1.5. Percentage of municipal and state department requests for development facilitation services adequately responded to.	100% (258 requests)	Respond to 90% of municipal and state department requests for development facilitation services	100% (235 requests)	+10%	Shift in focus to provide more pro-active support has resulted in fewer very complicated ad hoc requests.
2.1.6 Percentage of public sector development applications monitored and assisted.	100% (374 interventions)	Monitor 100% of public sector development applications and assist where delays or problems are experienced	100% (239 interventions)	None	n/a

Sub-programme 2.1: Intergovernmental Co-ordination, Spatial and Development Planning

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.1.7. Number of bilateral engagements facilitated or attended on sectoral development applications.	28	20	30	+10	Exceeded by 10 due to additional requests received.
2.1.8 Number of strategic coordination and support engagements with municipalities or integrated sector meetings, (e.g. LGTAS, DCF Techs, etc.) attended	n/a	40	116	+76	Exceeded by 76 mainly due to a special intervention in the City of Cape Town (Human Settlements Coordination Project).
2.1.9 Developed and piloted coordination and planning mechanisms to improve strategy and programme development and early scrutiny of housing and associated infrastructure projects	n/a	5	5	0	n/a
2.1.10 An Environmental and Planning Capacity Building Strategy developed	Strategy was finalised	Report on the Environmental and Planning Capacity Building Strategy	Updated strategy developed.	0	n/a
2.1.11 Number of intergovernmental sector tools reviewed	n/a	1	Reviewed City of Cape Town Integrated Spatial Development Plans and Environmental Management Frameworks	0	n/a

Reasons for all deviations

- **2.1.4.1:** The Municipality funded their own SDF. The Departments only provided a gap analysis of their SDF to strengthen its credibility. The specialist studies were an outflow of the gap analysis process.
- **2.1.5:** Shift in focus to provide more pro-active support has resulted in fewer very complicated ad hoc requests.
- **2.1.7:** Exceeded by 10 due to additional requests received.
- **2.1.8:** Exceeded by 76 mainly due to a special intervention in the City of Cape Town (Human Settlements Coordination Project).

Strategy to overcome areas of under performance

2.1.4.1: Improve relationships with municipal officials and Councils

Changes to planned targets

Not applicable.

Strategic objectives, performance indicators, planned targets and actual

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

Performance indicators

Sub-programme 2.2: Legislative Development					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.2.1 A new provincial planning law implemented by end of 2014	Draft LUPA completed	Approval of LUPA	Assented to by the Premier on 31 March 2014.	0	n/a
2.2.2 Environmental Norms and Standards developed and implemented	Environmental Norms and Standards not developed	Review implementation of two Norms and Standards	Two draft Norms and Standards were developed and submitted to DEA.	-2	Decision taken by DEA to develop national Norms and Standards.
2.2.3 One new Environmental Norms and Standards developed and finalised by March 2014.	n/a	1	0	-1	Developed a draft guideline to assist DEA to develop national Norms and Standards.
2.2.4 Number of Legislative tools developed	n/a	7	6	-1	Six legislative tools developed: EIP, SOEOR, LUPA, Land-based Norms and Standards, Abalone and Trout Aquaculture Norms and Standards, Draft Guideline developed to assist DEA to develop Norms and Standards.

Reasons for all deviations

- **2.2.2:** Decision taken by DEA to develop national Norms and Standards.
- **2.2.3:** Developed a draft guideline to assist DEA to develop national Norms and Standards.
- **2.2.4:** Six legislative tools developed:
 - EIP
 - SOEOR
 - LUPA
 - Land-based Norms and Standards
 - Abalone and Trout Aquaculture Norms and Standards
 - Draft Guideline developed to assist DEA to develop Norms and Standards

Strategy to overcome areas of under performance

Not applicable.

Changes to planned targets

Not applicable.

Strategic objectives, performance indicators, planned targets and actual

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					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.3.1 Number of research projects finalised	n/a	Finalise the Report on the opportunities and risks associated with Shale Gas Extraction	Report on Shale Gas finalised.	0	n/a
2.3.2 Number of policy research projects initiated and completed	n/a	Initiate and complete 2 policy research projects	3 Policy Research Projects were completed: 1. Interpretation and Possible Consequences of S24C of the National Environmental Management Act, 107 of 1998. 2. Encroachment by the national government on the geographical, functional and institutional integrity of provincial government in terms of increased attempts at centralisation of planning and environmental management. 3. Implications of the proposed Infrastructure Development Bill, 2013	+1	An additional project, viz. Implications of the proposed Infrastructure Development Bill, 2013, was completed as a result of the significant potential impact of this Bill on the EIA Regulatory regime.
2.3.3 Number of Environmental Implementation Plan (EIP) review reports finalised	EIP Annual Review Report completed	EIP Review Report finalised	EIP Review Report finalised	0	n/a
2.3.4 A SOEOR finalised and published	A Final Draft of all technical chapters for the Report finalised	Western Cape SOEOR finalised	Western Cape SOEOR finalised	0	n/a

Sub-programme 2.3: Research and Development Support

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.3.5 Guidelines developed for WCG Departments on their embedding of sustainability	A guideline for the embedding of sustainability in the Department of Human Settlements was finalised	Finalise a guideline for the embedding of sustainability in 1 WCG Department	A guideline for the embedding of sustainability in 1 WCG Department (Department of Education) was finalised.	0	n/a
2.3.6 Number of environmental research projects undertaken	n/a	3	1. EIP Review Report finalised 2. Western Cape SOEOR finalised 3. A guideline for the embedding of sustainability in 1 WCG Department was finalised.	0	n/a

Reasons for all deviations

- **2.3.2:** An additional project, viz. Review of the Implications of the proposed Infrastructure Development Bill, 2013, was completed as a result of the significant potential impact of this Bill on the EIA Regulatory regime.

Strategy to overcome areas of under performance

Not applicable

Changes to planned targets

Not applicable.

Strategic objectives, performance indicators, planned targets and actual

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

Performance indicators

Sub-programme 2.4: Environmental Information Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.4.1 Geographic Information Services (GIS) departmental products developed/ maintained/ enhanced	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 data products developed and disseminated	Energy GIS products developed Climate Change GIS data products developed Berg River Improvement Plan GIS products developed Waste Management data products developed	0	n/a

Sub-programme 2.4: Environmental Information Management					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
			LiDAR (Light Detection and Ranging) data disseminated and extracted for Coastal Management studies		
		PSDF website launched and maintained	PSDF website launched and maintained	0	n/a
2.4.2 GIS website enhanced and maintained	GIS website maintained and enhanced web enabled information system	Maintain and enhance Web enabled Information System	GIS website enhanced and maintained	0	n/a
2.4.3 Number of functional environmental information management systems	n/a	1	1 (GIS website)	0	n/a

Reasons for all deviations

Not applicable

Strategy to overcome areas of under performance

Not applicable

Changes to planned targets

Not applicable.

Strategic objectives, performance indicators, planned targets and actual

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

Performance indicators

Sub-programme 2.4: Environmental Information Management					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.5.1 Report on the Province's status relating to energy consumption; CO ₂ emissions	n/a	Update and review database to measure energy consumption and CO ₂ emissions across the province.	0	0	Update will only happen during 2014/15 as this exercise is undertaken biannually.

Sub-programme 2.4: Environmental Information Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
2.5.2 Reviewed Climate Change Response Strategy and Action Plan (CCRS&AP)	Revised CCRS & AP.	Development of Climate Change Implementation Framework (aligned to CCRS)	1	0	n/a
2.5.3 Number of municipal climate change adaptation plans supported	3	2	2 (West Coast District and Eden District municipalities)	0	n/a
2.5.4 Number of municipalities supported in the implementation of climate change adaptation plans	n/a	3	3 (Eden District, Bergrivier and Swartland Municipalities)	0	n/a
2.5.5 The number of municipal sustainable energy plans supported.	4	2	2 (Drakenstein and West Coast District Municipalities)	0	n/a
2.5.6 Number of municipalities supported in the implementation of sustainable energy plans	n/a	4	4 (Mossel Bay, Cape Agulhas, Saldanha Bay and George Municipalities)	0	n/a
2.5.7 A Western Cape Climate Adaptation Database developed and populated	n/a	Development of a Western Cape Climate Adaptation Database	1	0	n/a
2.5.8 Long Term Mitigation Scenarios	n/a	Development of long term mitigation scenarios for the WC initiated to align with national LTMS	1	0	n/a
2.5.9 Provincial Strategic Environmental Assessment (SEA) for wind farms	n/a	Review uptake of the wind SEA	0	-1	Awaiting completion of a national study to ensure alignment with methodology and data
2.5.10 Provincial strategic environmental assessment for photovoltaic (PV) farms	Provincial strategic environmental assessment for photovoltaic farms not finalised	Finalise development of Strategic Environmental Assessment for PV facilities	0	-1	Project has been suspended due to the fact that National's SEA will include large scale PV farms. The Department is represented on National Task Team.
2.5.11 Number of climate change response tools developed	n/a	3	3	0	n/a

Reasons for all deviations

- **2.5.9:** Awaiting completion of national study to ensure alignment with methodology and data.
- **2.5.10:** Project has been suspended due to the fact that National's SEA will include large scale PV farms. The Department is represented on National Task Team.

Strategy to overcome areas of under performance

• Update of the Western Cape Provincial energy consumption and CO₂ emissions database will only happen during 2014/2015 as this exercise is undertaken biannually. The previous report was generated during the 2012/2013 financial year. The project will be completed once the WCG is able to ensure alignment with the national study, which is currently underway.

The National Department of Environmental Affairs (DEA) is undertaking strategic environmental assessments for both wind and PV technologies across the country. Staff from the Department's Climate Change and Biodiversity Directorate has been appointed to represent the WCG on the national project steering committee and technical expert panel. They will thus be able to advocate alignment between the national project and the Western Cape SEA's methodologies, where possible, as well as provide the necessary Western Cape strategic input.

Changes to planned targets

Not applicable.

Linking performance with budgets

Expenditure within Programme 2 relates to the BESP, Norms and Standards, LUPA, and Climate Change projects. The completion of a national study to ensure alignment with methodology and data resulted in the delay in finalising the Wind SEA project.

Sub-programme expenditure

Sub-Programme Name	2013/2014			2012/2013		
	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	24,096	24,096	-	21,138	21,082	56
Legislative Development	1,536	1,536	-	834	834	-
Research and Development Support	4,938	4,938	-	4,850	4,850	-
Environmental Information Management	2,346	2,346	-	3,014	3,014	-
Climate Change Management	3,793	3,722	71	4,800	4,800	-
Total	36,709	36,638	71	34,636	34,580	56

4.3 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

- 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					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
3.1.1 Number of complaints investigated	168	208	288	+80	The Department has no control over the number of complaints that are received, that require investigation. Additional contract staff was employed to assist in coping with additional work load.
3.1.2 Number of compliance monitoring inspections conducted in respect of administrative notices issued	147	193	292	+99	The Department has no control over the number of complaints that are received. The number of compliance monitoring inspections is dependent on the number of administrative notices issued. Additional contract staff was employed to assist in coping with additional work load.

Sub-programme 3.1: Environmental Quality Management Compliance and Enforcement

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
3.1.3 Number of intergovernmental compliance and enforcement inspections and investigations.	58	40	137	+97	Improved intergovernmental cooperation with local government and other organs of state. Additional contract staff was employed to assist in coping with additional work load.
3.1.4 Number of intergovernmental compliance and enforcement operations.	6	8	8	0	n/a
3.1.5 Number of Western Cape Environmental Crime Forum meetings hosted.	3	4	3	-1	A meeting which was scheduled for 29 November 2013 did not take place due to the Head official of environmental crime at the office of the Director of Public Prosecutions: Western Cape (NPA), not being available.
3.1.6 Number of requests received for legal assistance from the Department	224	200	201	+1	Number of requests depends on the need of the Department for legal assistance.
3.1.7 Number of active litigation cases managed for the Department	64	56	68	+12	Number of cases depends on the number of persons applying to the Courts to review administrative decisions of the Minister/ Department. Additional contract staff was employed to manage the increased number of cases.
3.1.8 Number of environmental appeals processed	66	34	67	+33	The Department has no control over the number of appeals lodged. Additional contract staff was employed to assess applications.

Sub-programme 3.1: Environmental Quality Management Compliance and Enforcement

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
3.1.9 Number of section 24G applications finalised	73	60	85	+25	The Department has no control over the number of section 24G applications submitted. Additional contract staff were employed to assess applications.
3.1.10 Number of administrative fines issued in respect of section 24G applications	61	50	58	+8	The number of administrative fines is dependent on the number of applications received, and the Department has no control over the number of section 24G applications submitted. Additional contract staff were employed to assess applications.
3.1.11 Number of criminal enforcement actions undertaken for non-compliance with environmental legislation	14	12	13	+1	Number of criminal enforcement actions undertaken depends on the number of serious environmental offences reported.
3.1.12 Number of administrative enforcement action taken with regard to environmental legislation	125	115	258	+143	Number of administrative notices issued depends on the number of complaints/ referrals received. Additional contract staff was employed to conduct inspections and investigations.
3.1.13 Number of criminal enforcement actions finalised for non-compliance with environmental legislation	n/a	12	13	+1	Number of criminal enforcement actions undertaken depends on the number of serious environmental offences reported.
3.1.14 Number of compliance inspections conducted	n/a	40	192	+152	Due to operational efficiency, it was possible to do more inspections.

Sub-programme 3.1: Environmental Quality Management Compliance and Enforcement

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
3.1.15 Number of received S24G applications finalised	n/a	30	85	+55	The Department has no control over the number of section 24G applications submitted. Additional contract staff was employed to assist in coping with additional work load.
3.1.16 Number of administrative enforcement actions taken for non-compliance with environmental legislation	n/a	115	258	+143	Number of administrative notices issued depends on the number of complaints/referrals received. Additional contract staff was employed to assist in coping with additional work load.

Reasons for all deviations

- **3.1.1:** The Department has no control over the number of complaints received that require investigation. Additional contract staff was employed to assist in coping with additional work load.
- **3.1.2:** The Department has no control over the number of complaints received. The number of compliance monitoring inspections is dependent on the number of administrative notices issued. Additional contract staff was employed to assist in coping with additional work load.
- **3.1.3:** Improved intergovernmental cooperation with local government and other organs of state. Additional contract staff was employed to assist in coping with additional work load.
- **3.1.5:** A meeting which was scheduled for 29 November 2013 did not take place due to the Head official of environmental crime at the office of the Director of Public Prosecutions: Western Cape (NPA), not being available.
- **3.1.6:** Number of requests depends on the need of the Department for legal assistance.
- **3.1.7:** Number of cases depends on the number of persons reviewing administrative decisions of the Minister/ Department. Additional contract staff was employed to manage the increased number of cases.
- **3.1.8:** The Department has no control over the number of appeals lodged. Additional contract staff was employed to assess applications.
- **3.1.9:** The Department has no control over the number of NEMA Section 24G applications submitted. Additional contract staff was employed to assess applications.
- **3.1.10:** The number of administrative fines is dependent on the number of applications received, and the Department has no control over the number of NEMA Section 24G applications submitted. Additional contract staff was employed to assess applications.
- **3.1.11:** Number of criminal enforcement actions undertaken depends on the number of serious environmental offences reported.
- **3.1.12:** Number of administrative notices issued depends on the number of complaints/referrals received.

Additional contract staff was employed to conduct inspections and investigations.

- **3.1.13:** Number of criminal enforcement actions undertaken depends on the number of serious environmental offences reported.
- **3.1.14:** Due to operational efficiency, it was possible to do more inspections.
- **3.1.15:** The Department has no control over the number of NEMA Section 24G applications submitted. Additional contract staff was employed to assist in coping with additional work load.
- **3.1.16:** Number of administrative notices issued depends on the number of complaints/referrals received. Additional contract staff was employed to assist in coping with additional work load.

Strategy to overcome areas of under performance

- **3.1.5:** The Environmental Crime Forum meetings are integrated into the Provincial Environmental Compliance and Enforcement Lekgotla's.

Changes to planned targets

Not applicable.

Linking performance with budgets

The majority of the expenditure relating to this Programme is in respect of operational and legal costs. The Programme spent all allocated funding by the end of the financial year.

Sub-programme expenditure

Sub-Programme Name	2013/2014			2012/2013		
	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	16,885	16,885	-	15,253	15,253	-
Total	16,885	16,885	-	15,253	15,253	-

4.4 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

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					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.1.1 Number of planning applications received	1 165	1 000	1 780	+780	Number of applications received is demand driven and depends on the number of applications received.
4.1.2 Number of planning applications finalised	1 561	1 100	1 398	+298	Number of applications finalised is demand driven and depends on the number of applications received.
4.1.3 Number of Municipal Environmental Municipal Frameworks (EMF's) finalised	Drakenstein EMF not finalised.	Implement approved Drakenstein EMF	The Drakenstein EMF was not finalised and could therefore not yet be implemented.	-1	Drakenstein EMF was not finalised due to the extended public participation process and therefore the implementation was delayed.
	Saldanha EMF not finalised	Implement approved Saldanha Bay EMF	The Saldanha Bay EMF was not finalised and could therefore not yet be implemented.	-1	Saldanha Bay EMF was not finalised due to the extended public participation process and therefore the implementation was delayed.
4.1.4 Number of EMF's initiated	n/a	Develop the Sandveld EMF	The Sandveld EMF being developed.	-1	The target was not achieved due to a delay in appointing a service provider to develop the EMF. This delay was due to the need to finalise an agreed terms of reference for the project that is being co-funded by the Western Cape Department of Agriculture.
4.1.5 Number of EIA applications received	637	600	654	+54	Number of EIA applications received is demand driven and depends on the number of applications received.

Sub-programme 4.1: Impact Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.1.6 Number of EIA applications finalised	605	800	613	-187	The target is demand driven. The target set was based on historical data with respect to finalisation of EIA applications. In this regard the set target could not be met because only those EIA applications that were at the stage in the process where a decision could be made were finalised. Bulk of the time spent in the EIA process is with the applicant / consultant who is compiling their information in order for the Department to finalise an application and this is out of the Department's control.
4.1.7 Number of Environmental Authorisations issued	375	400	374	-26	The target is demand driven. The target set was based on historical data with respect to finalisation of EIA applications. In this regard the set target could not be met because only those EIA applications that were at the stage in the process where a decision could be made were finalised. Bulk of the time spent in the EIA process is with the applicant / consultant who is compiling their information in order for the Department to finalise an application and this is out of the Department's control.

Sub-programme 4.1: Impact Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.1.8 Percentage of EIA applications finalised with legislated timeframes	90%	90%	89%	-1%	This indicator is dependent on 4.1.6 & 4.1.9 – see the respective comments.
4.1.9 Number of EIA applications finalised with legislated timeframes	n/a	800	549	-251	The set target could not be met because only those EIA applications that were at the stage in the process where a decision could be made were finalised within the legislated timeframes.

Reasons for all deviations

- **4.1.1:** Number of applications received is demand driven and depends on the number of applications received.
- **4.1.2:** Number of applications finalised is demand driven and depends on the number of applications received.
- **4.1.3.1:** Drakenstein EMF was not finalised due to the extended public participation process and therefore the implementation was delayed.
- **4.1.3.2:** Saldanha Bay EMF was not finalised due to the extended public participation process and therefore the implementation was delayed.
- **4.1.4:** The target was not achieved due to a delay in appointing a service provider to develop the EMF. This delay was due to the need to finalise an agreed terms of reference for the project that is being co-funded by the Western Cape Department of Agriculture.
- **4.1.5:** Number of EIA applications received is demand driven and depends on the number of applications received.
- **4.1.6:** The target is demand driven. The target set was based on historical data with respect to finalisation of EIA applications. In this regard the set target could not be met because only those EIA applications that were at the stage in the process where a decision could be made were finalised. Bulk of the time spent in the EIA process is with the applicant / consultant who is compiling their information in order for the Department to finalise an application and this is out of the Department's control.
- **4.1.7:** The target is demand driven. The target set was based on historical data with respect to finalisation of EIA applications. In this regard the set target could not be met because only those EIA applications that were at the stage in the process where a decision could be made were finalised. Bulk of the time spent in the EIA process is with the applicant / consultant who is compiling their information in order for the Department to finalise an application and this is out of the Department's control.
- **4.1.8:** This indicator is dependent on 4.1.6 & 4.1.9 – see the respective comments.
- **4.1.9:** The set target could not be met because only those EIA applications that were at the stage in the process where a decision could be made were finalised within the legislated timeframes. Various EIA applications have different levels of complexities and may require further attention which results in timeframes being missed.

SUMMARY STATUS OF ENVIRONMENTAL IMPACT ASSESSMENT AND PLANNING APPLICATIONS (2013/14):

	EIA	PLANNING
Pending applications 01/04/2013	817	486
Applications received	654	1 780
Applications finalised	613	1 398
Pending applications as at 31/03/2014	858	868

Strategy to overcome areas of under performance

- **4.1.3.1 – 4.1.3.2:** The draft Drakenstein, Saldanha and Cape Winelands EMF's were submitted to national DEA for consideration and concurrence.
- **4.1.4:** A service provider has been appointed
- **4.1.6:** The Department will ensure that all EIA applications where all the relevant information is available will be finalised within the legislated timeframes.
- **4.1.7:** The Department will ensure that all EIA applications, where an environmental authorisation is required, and where all the relevant information is available will be finalised and issued within the legislated timeframes.
- **4.1.8:** The Department will ensure compliance with legislative timeframes.
- **4.1.9:** The Department will ensure compliance with legislative timeframes.

Changes to planned targets

Not applicable.

Performance indicators

Sub-programme 4.2: Air Quality Management					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.2.1 Report on the Annual State of Air Quality Management	1 (2011)	1	1	0	n/a

Sub-programme 4.2: Air Quality Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.2.2 Number of locations at which ambient air quality is monitored	11	11	11	0	n/a
4.2.3 Tools developed to improve compliance to ambient air quality standards	Updated the Provincial Greenhouse Gas and Air Pollutant Emissions Inventory	Update the Provincial Greenhouse Gas and Air Pollutant Emissions Inventory	Updated the Provincial Greenhouse Gas and Air Pollutant Emissions Inventory	0	Input provided to the National Atmospheric Emission Inventory System (NAEIS) on Western Cape Section 21 listed industries
4.2.4 Air Quality Monitoring Information Module - IPWIS URS developed	n/a	1	1	0	n/a
4.2.5 Number of AEL compliance inspections conducted	n/a	8	8	0	n/a
4.2.6 Number of received AEL applications and responded to	8	3	3	0	n/a
4.2.7 Number of Air Quality Officer's Forums (AQOF) convened	6	3	3	0	n/a
4.2.8 Number of air quality management evaluation reports on municipalities	n/a	1	1	0	n/a
4.2.9 Number of study areas where air quality health risk is assessed	n/a	1	1	0	n/a
4.2.10 Number of designated organs of state with approved AQMPs	n/a	8	8	0	n/a
4.2.11 Number of air emissions licensed applications finalized within legislated timeframes	n/a	1	1	0	n/a

Reasons for all deviations

None

Strategy to overcome areas of under performance

Not applicable.

Changes to planned targets

Not applicable.

Strategic objectives, performance indicators planned targets and actual achievements

- 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					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.3.1 Annual Report: Implementation on Western Cape Sustainable Water Management Plan.	3 Sustainable Water Plan Steering Committee meetings held to monitor progress with implementation.	1	1	0	n/a
4.3.2 Number of river reaches reported on	Planting of indigenous plants for selected riparian zones of Berg River	1	2	+1	The Breede River has been included in the riparian zone restoration
4.3.3 Number of riverine sites monitored for compliance with water quality guidelines	n/a	10	10	0	n/a
4.3.4 Number of estuarine sites monitored for compliance with water quality guidelines	n/a	10	10	0	n/a
4.3.5 Number of water quality management evaluation reports on municipalities	n/a	1	1	0	n/a
4.3.6 Number of remediation cases responded to	106	40	83	+43	A greater number of cases were received than anticipated. Staff worked overtime and was assisted by other units in order to respond to remediation cases.

Sub-programme 4.3: Pollution and Waste Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.3.7 Number of NEMA Section 30 cases responded to	51	20	45	+25	A greater number of cases were received than anticipated. Staff worked overtime and was assisted by other units in order to respond to NEMA Section 30 cases.
4.3.8 Number of received waste management licence applications responded to	55	40	97	+57	Demand driven target. Waste management licence applications can only be responded to once applications are received. The Department of Environmental and National Treasury (DEA/NT) funded licensing project resulted in over achievement of target.
4.3.9 Number of waste management facilities monitored for compliance	36	65	70	+5	Additional site visits of unlicensed facilities were conducted. Where officials completed planned site audits sooner than anticipated, they conducted additional site visits
4.3.10 Number of waste disposal facilities licensed into the Waste Management Licensing Plan	n/a	12	8	-4	Demand driven target. Waste Management Licence applications can only be responded to once applications are received.
4.3.11 Number of waste disposal facilities surveyed for landfill emissions	n/a	40	40	0	n/a
4.3.12 Number of waste minimisation guidelines developed	n/a	1 Guideline for Health Care Sector	1	0	n/a
4.3.13 Number of WCG buildings in the CBD assisted to recover recyclables	n/a	10	10	0	n/a

Sub-programme 4.3: Pollution and Waste Management

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
4.3.14 Number of assessment reports drafted on municipal integrated waste management practices	n/a	1	1	0	n/a
4.3.15 Implementation of Green Procurement in the Department	Finalised the Implementation plan of the GPP	Report on the implementation of Green Procurement	Report on the implementation of Green Procurement	0	n/a
4.3.16 Number of consultative engagements with Consumer Formulated Chemical Sector (CFCS) on industry waste management conducted	n/a	6	6	0	n/a
4.3.17 Number of holders of waste registered on IPWIS	n/a	500	1 575	+1 075	Response by waste holders to the implementation of the National Waste Information Regulations
4.3.18 Number of waste management facilities where quantification was established	n/a	40	54	+14	Municipalities established the Waste quantification system at more facilities than anticipated.
4.3.19 Number of municipal integrated waste management plans (IWMPs) received and assessed	3 of the IWMPs received assessed and facilitated the development	10	8	-2	Demand driven - can only assess the number of plans received
4.3.20 Number of waste licence applications finalised within legislated timeframes	n/a	12	21	+9	Demand driven - more licence applications were received and finalised than anticipated
4.3.21 Number of air emissions license applications finalised within legislated timeframes	n/a	1	1	0	n/a

Reasons for all deviations

- **4.3.2:** The Breede River has been included in the riparian zone restoration
- **4.3.6:** A greater number of cases were received than anticipated. Staff worked overtime and was assisted by other sections in order to respond to remediation cases.

- **4.3.7:** A greater number of cases were received than anticipated. Staff worked overtime and was assisted by other sections in order to respond to NEMA Section 30 cases.
- **4.3.8:** Demand driven target. Waste management licence applications can only be responded to once applications are received. The DEA/NT-funded licensing intervention project resulted in over achievement of target.
- **4.3.9:** Additional site visits of unlicensed facilities were conducted. Where officials completed planned site audits sooner than anticipated, they conducted additional site visits.
- **4.3.10:** Demand driven target. Waste Management Licence applications can only be responded to once applications are received.
- **4.3.17:** Response by waste holders to the implementation of the National Waste Information Regulations
- **4.3.18:** Municipalities established the Waste quantification system at more facilities than anticipated.
- **4.3.19:** Demand driven - can only assess the number of plans received
- **4.3.20:** Demand driven - more licence applications were received and finalised than anticipated
- **4.3.10:** Target is demand driven and cannot anticipate the applications that would be received
- **4.3.19:** Target is demand driven and cannot anticipate the IWMPs that would be received for assessment

Changes to planned targets

Not applicable.

Linking performance with budgets

Expenditure in Programme 4 relates mainly to EMFs, Air Quality projects, IPWIS and the Berg River Improvement Plan project.

The under spending in respect of this Programme relates to vacant funded posts as well as projects that are still currently in progress such as the Berg River Improvement Plan and the Air Quality Health Risk Assessment Study.

Sub-programme expenditure

Sub-Programme Name	2013/2014			2012/2013		
	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	41,360	41,360	-	37,767	37,556	211
Air Quality Management	11,009	10,313	696	11,313	11,313	-
Pollution and Waste Management	30,856	28,574	2,282	19,853	19,791	62
Total	83,225	80,247	2,978	68,933	68,660	273

4.5 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

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					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
5.1.1 The Expanded Public Works Programme (EPWP) Environment and Culture Sector in the Western Cape co-ordinated, monitored and reported on.	5 bi-monthly meetings held and 4 M&E reports finalised.	6 Bi-Monthly meetings, 4 M&E reports.	6 Bi-Monthly meetings and 4 M&E reports compiled.	0	n/a
5.1.2 Oversight report on the biodiversity performance of CapeNature	Oversight report on biodiversity performance of CapeNature completed.	1	1	0	In addition to the oversight report, a Biodiversity Implementation Plan was approved by the Minister for Biodiversity Management in the WC.
5.1.3 The hectares of land under conservation (both private and public)	837 325	4 000	9 339	+5 339	CapeNature concluded agreements where properties had larger areas than the anticipated hectares. An overachievement in this indicator is desirable.
5.1.4 Number of provincial protected areas with management plans	9	2	11	+9	Delivery against this target is cumulative. Nine management plans were approved during the 2012/2013 financial year and form part of the targets set for the five year implementation period.

Reasons for all deviations

- **5.1.3:** CapeNature concluded agreements where properties had larger areas than the anticipated hectares. An overachievement in this indicator is desirable.

- **5.1.4:** Delivery against this target is cumulative. Nine management plans were approved during the 2012/2013 financial year and form part of the targets set for the five year implementation period.

Strategy to overcome areas of under performance

None

Changes to planned targets

Not applicable.

Performance indicators

Sub-programme 5.2: Western Cape Nature Conservation Board					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
5.2.1 Number of Non-financial and financial assessment reports issued	4	3	4	+1	Target aligned to provide for quarterly performance review
5.2.2 Number of Biodiversity Spatial Plans published	n/a	0	0	0	No planned target for 2013/14

Reasons for all deviations

- **5.2.1:** Target aligned to provide for quarterly performance review

Strategy to overcome areas of under performance

None

Changes to planned targets

Not applicable.

Performance indicators

Sub-programme 5.3: Coastal Management					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
5.3.1 The coastal set-back lines for one district Municipal Area within the Western Cape determined in terms of the NEMA: ICM Act	Promulgation of Overberg coastal setback line not completed.	Finalise Overberg coastal setback line.	Coastal Setback Line delineated. Refined methodology will be applied to the Overberg District in order to delineate a coastal overlay based on risk projections which will support the coastal setback line	-1	Proposed setback line delineated, but approval by municipalities and MEC required.
	West Coast setback line project not finalised.	Finalise delineation of West Coast coastal setback lines	West Coast coastal setback line delineated. Refined methodology applied in order to delineate coastal overlay zone incorporating risk projections	0	n/a
	Eden setback line initiated	Continue with development and delineation of Eden coastal setback line	LiDAR data obtained.	0	n/a
5.3.2 Number of coastal management programmes adopted	n/a	1	The drafting process is still underway.	-1	Provincial project delayed in order to ensure alignment with the national Coastal Management Programme (CMP). The WCG CMP will only be completed during 2014/15.

Reasons for all deviations

- **5.3.1:** Proposed setback line delineated, but approval by municipalities and MEC required.
- **5.3.2:** Provincial project delayed in order to ensure alignment with the national Coastal Management Programme (CMP). The Western Cape CMP will only be completed during 2014/15.

Strategy to overcome areas of under performance

- **5.3.1:** Submit draft delineated setback line for approval by municipality and MEC
- **5.3.2:** Service Provider contracted to undertake the Provincial Coastal Management Programme in 2014/15.

Changes to planned targets

Not applicable.

Linking performance with budgets

The Programme reflects an under expenditure mainly relating to funding provided in respect of Baboon Management that was not disbursed to the City of Cape Town. Furthermore, Coastal Management projects on set-back lines were not able to be finalised due to the extent of the public participation processes. The Coastal Management Programme was also delayed in order to ensure alignment with the national Coastal Management Programme.

Sub-programme expenditure

Sub-Programme Name	2013/2014			2012/2013		
	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	4,336	2,336	2,000	1,737	1,737	-
Western Cape Nature Conservation Board	221,907	221,907	-	208,466	208,466	-
Coastal Management	4,677	4,080	597	4,175	4,175	-
Total	230,920	228,323	2,597	214,378	214,378	-

4.6 Programme 6: Environmental Empowerment Services

Purpose

To 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

- 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					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
6.1.1 Number of biodiversity capacity building workshops and field training visits.	6 biodiversity capacity building workshops held and 4 field training visits undertaken.	6 biodiversity capacity building workshops and 6 field sessions	7 biodiversity capacity building workshops and 7 field sessions	+1 biodiversity capacity building workshops +1 Field session	Municipalities requested an additional capacity building session, which was provided for.
6.1.2 Number of ICM capacity building events hosted in coastal district municipalities	1 ICM capacity building event conducted	1	2	+1	An additional WC dedicated Estuary Management Workshop was held to promote and advance the implementation of the Estuary Management Protocol.

Sub-programme 6.1: Environmental Capacity Development and Support

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
6.1.3 Number of Environmental and Planning Capacity Building strategy workshops conducted	73	24	64	+40	Responded to additional requests.
6.1.4 EPWP environment and culture sector meetings	n/a	4		0	n/a
6.1.5 Number of capacity building workshops for provincial staff on Climate Change and Sustainable Development	n/a	4	4	0	n/a
6.1.6 Number of 2Wise2Waste minimisation training workshops conducted for WCG staff	Roll out of the programme was conducted to 4 WCG Departments and 1 exhibition was held.	4	4	0	n/a
6.1.7 Number of GP implementation training workshop conducted	No training workshops were conducted.	4	6	+2	Extra training was conducted to accommodate administrative staff
6.1.8 Number of interventions to raise awareness on water resource management via the 2Precious2Pollute Program	Roll out of the programme was conducted to 4 Departments and 1 exhibition was held.	2	2	0	n/a
6.1.9 Number of Waste Management in Education workshops conducted (WAME)	3 Training workshops have been conducted.	2	2	0	n/a
6.1.10 Number of waste minimisation training workshops conducted	Conducted 2 consultative and 2 capacity building workshops.	3 workshops conducted with the Department of Health (DoH)	5	+2	Extra workshops were conducted to accommodate the health care facilities from the DoH
6.1.11 Number of environmental capacity building activities conducted	n/a	8	64	+56	Responded to additional requests.
6.1.12 Number of job opportunities created through environmental programmes	770	220	1241	+1021	Various funding streams inform the target setting but cannot be included until the funding has been secured. This, as well as additional staff being required to address damage caused by natural disasters resulted in this target being over achieved.

Reasons for all deviations

- **6.1.1:** Municipalities requested an additional capacity building session, which was provided for.
- **6.1.2:** An additional WC dedicated Estuary Management Workshop was held to advance the implementation of the Estuary Management Protocol.
- **6.1.3:** Responded to additional requests.
- **6.1.7:** Extra training was conducted to accommodate administrative staff
- **6.1.10:** Extra workshops were conducted to accommodate the health care facilities from the Department of Health.
- **6.1.11:** Responded to additional requests.
- **6.1.12:** Various funding streams inform the target setting but cannot be included until the funding has been secured. This, as well as additional staff being required to address damage caused by natural disasters resulted in this target being over achieved.

Strategy to overcome areas of under performance

Not applicable

Changes to planned targets

Not applicable.

Performance indicators

Sub-programme 6.2: Environmental Communication and Awareness Raising					
Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
6.2.1 Number of ICM awareness events hosted for coastal district municipalities	2 ICM awareness raising events for coastal district municipalities were conducted.	2	4	+2	As part of the development of the CMP, additional opportunities were utilised for awareness raising.
6.2.2 Number of municipalities evaluated in Greenest Municipality Competition(GMC)	17	2013/14 GMC competition in the Western Cape finalised	Greenest Municipality Competition hosted and finalised.	0	n/a
6.2.3 A Western Cape Sustainability Symposium hosted	n/a	A Western Cape Sustainability Symposium hosted	A Western Cape Sustainability Symposium was hosted.	0	n/a
6.2.4 Number of Women in Environment mini symposiums hosted	3 meetings held and 1 report finalised.	1	1	0	n/a
6.2.5 Number of Sustainable Living workshops hosted	n/a	4	5	+1	An additional workshop was hosted to accommodate all interested educators.
6.2.6 Number of Environmental Calendar Days hosted	n/a	3	3	0	n/a

Sub-programme 6.2: Environmental Communication and Awareness Raising

Performance Indicator	Actual Achievement 2012/2013	Planned Target 2013/2014	Actual Achievement 2013/2014	Deviation from planned target to Actual Achievement for 2013/2014	Comment on deviations
6.2.7 Number of environmental awareness activities conducted	n/a	100	14	-86	In retrospect, this target was incorrectly stated in the APP and hence the under-achievement

Reasons for all deviations

- **6.2.1:** As part of the development of the CMP, additional opportunities were utilised for awareness raising.
- **6.2.5:** An additional workshop was hosted to accommodate all interested educators.
- **6.2.7:** In retrospect, this target was incorrectly stated in the APP and hence the under-achievement

Strategy to overcome areas of under performance

- **6.2.7:** Improve development of indicators and targets

Changes to planned targets

Not applicable.

Linking performance with budgets

Expenditure in Programme 6 relates mainly to various Capacity development, Environmental communication and Awareness activities, which includes the Greenest Municipality Competition.

The savings within this Programme is due to lower than anticipated costs related to mainly capacity building events.

Sub-programme expenditure

Sub-Programme Name	2013/2014			2012/2013		
	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	447	214	233	222	222	-
Environmental Communication and Awareness Raising	797	782	15	1,068	1,068	-
Total	1,244	996	248	1,290	1,290	-

5. TRANSFER PAYMENTS

5.1. Transfer payments to public entities

In terms of the Constitution, the Department is a provincial executive organ of state which is responsible for environmental and development planning 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. Quarterly financial and non-financial assessments are conducted on the performance of CapeNature.

Name of Public Entity	Services rendered by the public entity	Amount transferred to the public entity	Amount spent by the public entity	Achievements of the public entity
		R'000	R'000	
Western Cape Nature Conservation Board	<p>The objectives of the Western Cape Nature Conservation Board are to:</p> <p>a) Promote and ensure nature conservation and related matters in the Province.</p> <p>b) Render service and provide facilities for research and training in connection with nature conservation and related matters in the Province.</p> <p>c) Ensuring the objectives set out in paragraphs (a) and (b) to generate income.</p>	R221,907	R221,418	Achievements reflected in the 2013/14 Annual Report of CapeNature

5.2. Transfer payments to all organisations other than public entities

Total transfer payments over the financial year period were R223, 371 million of which R221, 907 million was in respect of CapeNature. The remainder of R1, 464 million was transferred to municipalities, departmental agencies, non-profit institutions, higher education institutions and households.

The table below reflects the transfer payments made for the period 1 April 2013 to 31 March 2014

Name of transferee	Type of organisation	Purpose for which the funds were used	Did the dept. comply 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	Greenest Municipality Competition prize winner	Yes	80	-	Financial Year (July-June) does not coincide with the Department's financial year
Mossel Bay	Municipality	Greenest Municipality Competition prize winner	Yes	120	-	Financial Year (July-June) does not coincide with the Department's financial year

Name of transferee	Type of organisation	Purpose for which the funds were used	Did the dept. comply 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
Swartland	Municipality	Greenest Municipality Competition prize winner	Yes	50	-	Financial Year (July-June) does not coincide with the Department's financial year
West Coast District Municipality	District Municipality	Greenest Municipality Competition prize winner	Yes	80	-	Financial Year (July-June) does not coincide with the Department's financial year
Overstrand	Municipality	Greenest Municipality Competition prize winner	Yes	50	-	Financial Year (July-June) does not coincide with the Department's financial year
Eden District Municipality	Municipality	Greenest Municipality Competition prize winner	Yes	120	-	Financial Year (July-June) does not coincide with the Department's financial year
Kogelberg Biosphere Reserve Company	Non Profit Institution	Operational expenses for the Biosphere Management Reserve entities	n/a	200	200	n/a
Cape West Coast Biosphere Reserve Company	Non Profit Institution	Operational expenses for the Biosphere Management Reserve entities	n/a	300	300	n/a
UCT	Higher Education Institute	Sponsorship Climate Change Adaptation Colloquium	Yes	20	20	n/a
SABC	Television Licensing Authority	Television licenses	n/a	7	7	n/a
Various officials	n/a	Leave Gratuity	n/a	415	415	n/a
External Bursary holders	n/a	Bursaries	n/a	22	22	n/a

The table below reflects the transfer payments which were budgeted for in the period 1 April 2013 to 31 March 2014, but no transfer payments were made.

Name of transferee	Purpose for which the funds were to be used	Amount budgeted for	Did the dept. comply with s 38 (1) (j) of the PFMA	Amount transferred (R'000)
City of Cape Town	Baboon Management	2,000	-	The mediation process was not finalised, therefore funds were not transferred.

6. CONDITIONAL GRANTS

6.1. Conditional grants and earmarked funds paid

Not applicable

6.2. Conditional grants and earmarked funds received

The conditional grant in respect of the Expanded Public Works Programme is allocated to CapeNature.

The table/s below details the conditional grants and earmarked funds received during for the period 1 April 2013 to 31 March 2014.

Conditional Grant –Expanded Public Works Programme:

Department who transferred the grant	National Department of Public Works
Purpose of the grant	Expanded Public Works Programme Integrated Grant for Provinces
Expected outputs of the grant	10 full time equivalents (as per incentive agreement)
Actual outputs achieved	13 full time equivalents
Amount per amended DORA	R550,000
Amount received	R550,000
Reasons if amount as per DORA was not received	n/a
Amount spent by the department	R550,000
Reasons for the funds unspent by the entity (CapeNature)	An amount of R 468,049 was spent. The under expenditure is attributed to delays experienced in the appointment of new employees into the project coupled with delays in securing transport from the Government Garage.
Reasons for deviations on performance	More full-time equivalents were appointed due to higher demand.
Measures taken to improve performance	n/a
Monitoring mechanism by the receiving department	Monthly reporting to National Department of Public Works and Quarterly Reporting to Provincial Treasury.

7. DONOR FUNDS

7.1. Donor Funds Received

Donor Fund: British High Commission

Name of donor	British High Commission: Prosperity Fund Programme 2012/2013
Full amount of the funding	R279 000 of R433 080 (shortfall, i.e. R154 080 covered by the Technical Advisory Unit of National Treasury).
Period of the commitment	Planned: 1 July 2012 – 31 March 2013 Actual: 1 December 2012 – 31 March 2013
Purpose of the funding	Project funding – Removing financial barriers in implementing climate change related projects within government (Title change – Increasing investment in Climate Change related projects at the subnational level).
Expected outputs	<ol style="list-style-type: none"> 1. Removing barriers (perceived or real) in the PFMA and MFMA that are preventing the implementation of climate change projects by municipalities and provincial governments. 2. Identifying why in SA current financial models used for implementing specific climate change related projects are not working and providing guidance on improved models for financing of projects overcoming these barriers. 3. Providing municipalities and provinces with information and learning about climate financing and implementing climate projects.
Actual outputs achieved	Reports: <ol style="list-style-type: none"> 1. Diagnostic report – Barriers and challenges to implementing climate change projects. 2. Towards a financing framework for implementing climate change projects. 3. Guide for municipal officials to implement energy efficiency projects.
Amount received in current period	R 288,000
Amount spent by the department	R 279,000
Reasons for the funds unspent	Surrendered to the revenue account
Monitoring mechanism by the donor	Submission of progress report and project completion report

8. CAPITAL INVESTMENT

8.1. Capital investment, maintenance and asset management plan

The Department has no capital assets of its own as these are managed by the Department of Transport and Public Works (DTPW). Therefore no fixed asset plan exists.

All maintenance for the Department is generally undertaken by DTPW and in cases where that Department does not provide the requested services, approval is obtained from them to undertake smaller projects such as refurbishing of selected offices and the upgrading of video conferencing facilities. The refurbishment of the Department office space is currently underway by DTPW.

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Governance

P a r t C

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 and 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. During the twelfth SAIGA Reporting Awards (financial year ending 2012) the Department obtained 95.59%, which ensured the Department achieved a third 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

The Accounting Officer (AO) for the Department of Environmental Affairs and Development Planning takes responsibility for implementing Enterprise Risk Management (ERM) in accordance with the National Treasury Public Sector Risk Management Framework (PSRMF) and the Directorate Enterprise Risk Management (D:ERM) in the Department of the Premier (DotP) provides a centralised strategic support service to the Department.

In compliance with the National Treasury Public Sector Risk Management Framework (PSRMF) and to further embed risk management within the Department, the Western Cape Government (WCG) has adopted an ERM Policy which sets out the WCG's overall intention with regard to ERM.

An Annual ERM Implementation Strategy has been developed in order to give effect to the WCG ERM policy and to attain the Annual Enterprise Risk Management Implementation Plan and the risk management priorities of the Department. This enables the Department to deliver on its Departmental goals, objectives and key performance 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 plan.

The Enterprise Risk Management Committee (ERMCO) provides governance oversight over the entire system of risk management of the Department and furnishes the Accounting Officer with the requisite reports in respect of performance of risk management. The Audit Committee provides the independent oversight of the Department's system of risk management. The Audit Committee is furnished with Quarterly ERM progress reports and departmental risk profiles and registers to execute their independent oversight role. The Audit Committee's evaluation of the risk management process is in relation to the progress of implementation of the Department's Annual ERM Implementation Plan and significant/strategic risks faced by the Department and their relevant risk response/treatment strategies.

Enterprise Risk Management Committee

The Department of Environmental Affairs and Development Planning has established an Enterprise Risk Management Committee (ERMCO) to assist the Accounting Officer in executing his responsibilities concerned with risk management. The committee operates under a terms of reference approved by the Accounting Officer. The Committee comprises of select members of the Department's senior management team. As per its terms of reference the Committee should meet four (4) times a year (Quarterly). The Committee meetings during the financial year under review were attended as follows:

Member	Position	Scheduled Meetings	Attended
Piet van Zyl	Accounting Officer /Chairperson	4	4
Theo Gildenhuys	Chief Director: Management Support/Chief Financial Officer	4	2
Anthony Barnes	Chief Director: Environmental and Land Management	4	2
Kobie Brand	Chief Director: Environmental Sustainability	4	1
Gottlieb Arendse	Chief Director: Environmental Quality	4	4
Ayub Mohamed	Chief Director: Environmental Governance, Policy Co-ordination and Planning	4	1
Johannes Fritz	Director: Financial Management	4	4
Anwaar Gaffoor	Director: Strategic and Operational Support	4	4
Neo Liphuko	Head of Internal Control Unit	4	3
Directorate: ERM Representative	Director Enterprise Risk Management	4	4

Risk Management Process

During the period under review, the Department of Environmental Affairs and Development Planning assessed its risks relative to its strategic and annual performance plan. Risk assessments are conducted on a strategic level on an annual basis and updated quarterly. At a programme level the risk assessments are conducted on a quarterly basis in order to review and update the existing risks and to identify emerging risks. Significant risks relevant to objectives were assessed in terms of its likelihood and impact; risk treatment plans are developed and managed by allocated risk owners. Programme risk registers are approved by the respective programme manager.

The Enterprise Risk Management Committee ratifies, prioritises and further recommends to the Accounting Officer, which significant risks are mitigated with an appropriate risk response/treatment in order to meet the departmental strategic objectives.

3. FRAUD AND CORRUPTION

The Western Cape Government adopted an Anti-Corruption Strategy which confirms the Province's zero tolerance stance towards fraud and corruption. The Department has an approved Fraud Prevention Plan and a Fraud Prevention Implementation plan which gives effect to the Fraud Prevention Plan.

Various channels for reporting allegations of fraud and corruption exist and these are described in detail in the Provincial Anti-Corruption Strategy and the Departmental Fraud Prevention Plan. Each allegation received by the Forensic Investigation 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 and generating statistics for the Province and Department. We protect employees who blow the whistle on suspicions of fraud, corruption and theft if the disclosure 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.

During this financial year, 2 investigations were completed by the Forensic Investigation Unit. In both instances the preliminary investigation did not confirm the allegation of Fraud, Theft or Corruption. At the end of the financial year, 1 matter remained on the case list of the Department.

4. MINIMISING CONFLICT OF INTEREST

The Department's 2013/14 Enterprise Risk Management Implementation Plan was fully implemented. Financial disclosures of Senior Management Services 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 regularly reconciled to the Companies and Intellectual Properties Commission's (CIPC) national database. The policy on Remunerative Work Outside of the Public Service (RWOPS) was circulated 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 further cautioned to ensure that they have the necessary approval, and failing which, will result in disciplinary action.

The Provincial Treasury, who manages the Western Cape Supplier database, 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 is verified against the approval for RWOPS and disclosure of financial interest of the relevant staff.

5. CODE OF CONDUCT

The Code of Conduct 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. The Occupational Health and Safety Policy 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 natural attrition rate and 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, were conducted on a regular basis.

The Department has a fully equipped First Aid room.

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 Transport and Public Works.

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

Regular Departmental Occupational Health and Safety Committee were held.

7. PORTFOLIO COMMITTEES

Date	Subject	Response from Department
2 April 2013	Public Hearing on the National Environmental Laws First Amendment Bill [B13B-2012]	Department provided technical support to Standing Committee
3 April 2013	Public Hearing on the National Environmental Laws First Amendment Bill [B13B-2012]	Department provided technical support to Standing Committee
4 April 2013	Public Hearing on the National Environmental Laws First Amendment Bill [B13B-2012]	Department provided technical support to Standing Committee
19 April 2013	Consideration of the Negotiating Mandate on the National Environmental Management Laws First Amendment Bill [B13B-2012]	Department provided technical support to Standing Committee
07 May 2013	1. Briefing by the Department of Rural Development and Land Reform on the Spatial Planning and Land Use Management Bill (SPLUMB) [B14B-2012] (NCOP)	Department provided technical support to Standing Committee
14 May 2013	1. Briefing by the Department of Environmental Affairs and Development Planning on the Western Cape State of the Environment Outlook Report 2. Public hearing SPLUMB	1. Department made presentation to Standing Committee 2. Department made presentation to Standing Committee
17 May 2013	Public Hearing on the Spatial Planning and Land Use Management Bill [B 14B-2012] (NCOP)	Department provided technical support to Standing Committee
24 May 2013	1. Consideration of the Negotiating Mandate on the Spatial Planning and Land Use Management Bill [B14B-2012]	Department provided technical support to Standing Committee
31 May 2013	Consideration and Report of the Spatial Planning and Land Use Management Bill [B14B-2012] (NCOP) Negotiating mandate	Department provided technical support to Standing Committee
4 June 2013	1. Briefing by the Department of Environmental Affairs and Development Planning on the draft Land Use Planning Bill	Department made a presentation to Standing Committee

Date	Subject	Response from Department
6 June 2013	Consideration and Report of the Spatial Planning and Land Use Management Bill [B14B-2012] (NCOP) – Final mandate stage	Department provided technical support to Standing Committee
20 August 2013	Public Hearing on the National Environmental Management Laws Second Amendment Bill [B13-2013] (NCOP)	Department provided technical support to Standing Committee
27 August 2013	1. Consideration and adoption of the Negotiating Mandate and Committee Report on the National Environmental Management Laws Second Amendment Bill [B13-2012] (NCOP)	Department provided technical support to Standing Committee
10 September 2013	1. Briefing by the Department of Environmental Affairs and Development Planning on the water plan for the Western Cape , constraints to future developments as well as to developments that are already in place	Department made a presentation to Standing Committee
23 October 2013	Public Hearing on the Sectional Titles Amendment Bill [B 11B-2013] (NCOP)	Department provided technical support to Standing Committee
29 October 2013	Discussion of the Annual Report of the Department of Environmental Affairs and Development Planning and Cape Nature	Department responded to recommendations and provided all information requested by Standing Committee.
5 November 2013	Briefing by the Department of Environmental Affairs and Development Planning on the implications of the setback and management lines of dune movement and the possibility of stabilising dune movement by re-vegetating affected areas Followed by a visit to Lagoon Beach to investigate the unauthorised construction of a sandbag wall to stabilise dune movement and the environmental impact of this	Department made a presentation to Standing Committee and accompanied it on the site visit for technical support
2 December 2013	Consideration of the Western Cape Adjustments Appropriation Bill, 2013: Vote 9 – Department of Environmental Affairs and Development Planning	Department responded to oversight questions raised by Standing Committee
28 January 2014	1. Briefing by the NCOP Permanent Delegate and the Department of Environmental Affairs on the National Environmental Management: Air Quality Amendment Bill [B 27B – 2013] (NCOP) and National Environmental Management: Integrated Coastal Management Amendment Bill [B 8B – 2013] (NCOP) 2. Briefing by the Department of Agriculture, Forestry and Fisheries on the Marine Living Resources Amendment Bill [B30B-2013] (NCOP) 3. Discussion on the way forward regarding the Draft Land Use Planning Bill	1. Department provided technical support to Standing Committee 2. Department provided technical support to Standing Committee 3. Department gave a verbal update briefing to the Standing Committee
6 February 2014	1. Public Hearing on the Marine Living Resources Amendment Bill [B30B-2013] (NCOP) 2. Public Hearing on the National Environmental Management: Integrated Coastal Management Amendment Bill [B8B-2013] (NCOP) 3. Public Hearing on the National Environmental Management: Air Quality Amendment Bill [B27B-2013] (NCOP)	1. Department provided technical support to Standing Committee 2. Department provided technical support to Standing Committee 3. Department provided technical support to Standing Committee

Date	Subject	Response from Department
7 February 2014	<ol style="list-style-type: none"> 1. Public Hearing on the Marine Living Resources Amendment Bill [B30B-2013] (NCOP) 2. Public Hearing on the National Environmental Management: Integrated Coastal Management Amendment Bill [B8B - 2013] (NCOP) 	<ol style="list-style-type: none"> 1. Department provided technical support to Standing Committee 2. Department provided technical support to Standing Committee
11 February 2014	<ol style="list-style-type: none"> 1. Consideration of the Negotiating Mandates on the National Environmental Management: Air Quality Amendment Bill [B27B - 2013]; National Environmental Management: Integrated Coastal Management Bill [B8B - 2013] ; Marine Living Resources Amendment Bill [B30B-2013] 2. Briefing by the Department of Environmental Affairs and Development Planning on the Built Environment Support Programme (BESP) for municipalities and the WCG Shale Gas Extraction Study 	<ol style="list-style-type: none"> 1. Department provided technical support to Standing Committee 2. Department gave presentations on the two items to Standing Committee
5 March 2014	Briefing by the Department of Environmental Affairs and Development Planning on the Western Cape Land Use Planning Bill [B1-2014]	Department made a presentation to the Standing Committee
6 March 2014	Briefing by the NCOP Permanent Delegate and the National Department of Environmental Affairs on the National Environmental Management Laws Third Amendment Bill [B26B-2013] (NCOP); and the National Environmental Management: Waste Amendment Bill [B32B-2013] (NCOP)	Department made a presentation to the Standing Committee
6 March 2014	Public Hearing on the Western Cape Land Use Planning Bill [B1-2014]	Department made a presentation to the Standing Committee
10 March 2014	<ol style="list-style-type: none"> 1.Consideration of the Western Cape Appropriation Bill, 2014 for Vote 9-Environmental Affairs and Development Planning 2. Recommendations 	Department provided response to questions raised by Standing Committee
13 March 2014	Public Hearings on the Western Cape Land Use Planning Bill [B1-2014]; the National Environmental Management Laws Third Amendment Bill [B26B-2013] (NCOP); and the National Environmental Management: Waste Amendment Bill [B32B-2013] (NCOP)	Department provided technical support to Standing Committee
14 March 2014	Public Hearing on the Western Cape Land Use Planning Bill [B1-2014]	Department provided technical support to Standing Committee
17 March 2014	Consideration of the Negotiating Mandates on the Restitution of Land Rights Amendment Bill [B35B-2013] (NCOP); The National Environmental Management Laws Third Amendment Bill [B26B-2013] (NCOP); and The National Environmental Management: Waste Amendment Bill [B32B-2013] (NCOP)	Department provided technical support to Standing Committee
18 March 2014	Informal consideration of the Western Cape Land Use Planning Bill [B1-2014]	Department provided technical support to Standing Committee
20 March 2014	<ol style="list-style-type: none"> 1. Formal consideration of the Western Cape Land Use Planning Bill [B1-2014] 2. Compilation of Final Mandates on the: Restitution of Land Rights Amendment Bill [B35B-2013] (NCOP); National Environmental Management Laws Third Amendment Bill [B26B-2013] (NCOP); and The National Environmental Management: Waste Amendment Bill [B32B-2013] (NCOP) Adoption of outstanding minutes and reports 	Department provided technical support to Standing Committee

8. SCOPA RESOLUTIONS

The Committee noted the Auditor-General's audit opinion regarding the Department's Annual Financial Statements, being financially unqualified with no findings and that this represented a regression from the 2011/12 qualified audit opinion with findings.

The Committee noted the Department's commitment of achieving a clean audit in 2014 and beyond. To achieve this commitment and to avoid a regression in the audit outcome, the Department should urgently and sustainably address all matters raised by the Auditor-General the Audit Committee and this Committee.

The Committee took cognisance of the fact that 50% of High Risk Areas were covered by Internal Audit, compared to 63% last year, and further notes that of the 4 internal audits approved for auditing during the financial year, 4 were actually completed.

Resolution No.	Subject	Details	Response by the department	Resolved (Yes/No)
1.	Annual Report	The Department should publish the Committee's opening comments specific to this department, this table of resolutions and the list of information requested by the committee, in all future annual reports.	Will be published in the 2013/14 Annual report.	Yes
2.	Performance Management	The Department should brief the Committee on the mechanisms implemented to improve the reliability of the reported performance information.	To be scheduled by SCOPA	No
3.	Performance Management	The Committee noted that of the total number of 94 targets planned for the year, 28 targets were not fully achieved during the year under review. This represented 30% of total planned targets that were not fully achieved during the year under review. 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.	Only 7 of the total number of planned targets of 128 for 2013/14 were not fully achieved. This represents only 5% of total planned targets. This has improved from the 30% deviation in 2012/13.	Yes
4.	Revenue Management	The Committee noted the sharp increase in the funds allocated for advertising purposes, from R 642, 000 (2011/12) to R 2, 353, 000 (2012/13).	The increase was due to expenditure in respect of Women in Environment, the Departmental website upgrade and re-launch, building signage, promotional items and LUPA advertising in newspapers.	Yes

List of Information Required

The Department of Environmental Affairs and Development Planning should provide the Committee with:

1. A detailed breakdown on the Legal Costs as indicated under note 5.3 on page 159 of the Annual Report of the Entity; and
2. A detailed breakdown on the gifts made as indicated under note 5.7 on page 159 of the Annual Report of the Entity.

9. PRIOR MODIFICATIONS TO AUDIT REPORTS

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 2012/13. Commitments made by the Department on the CGRO GAP Template are followed up on a quarterly basis by the Departmental Internal Control unit and submitted to Provincial Treasury and the Shared Audit Committee for reporting purposes.

The Department obtained a few matters of non-compliance as noted in the 2012/13 AGSA Audit report and are listed in the table below:

Nature of qualification, disclaimer, adverse opinion & matters of non-compliance	Financial year in which it first arose	Progress made in clearing / resolving the matter
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.	2012/13	The Department of Cultural Affairs and Sport are in the process of implementing an electronic records management system within the Western Cape Government. The Department is one of four pilot departments. In the meantime the Departmental Records Management component implemented a register that officials sign when requesting files.
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.	2012/13	The Department has implemented processes that have ensured that the collecting and collating of information as reported in the annual performance plan is thoroughly verified for correctness on a quarterly basis.
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)	2012/13	Monthly reconciliations of the Departmental Asset register have been implemented that will ensure proper updating and completeness. With the assistance of Provincial Treasury, the Department engaged in the process of transferring assets from the BAUD to the LOGIS system asset register.

10 INTERNAL CONTROL UNIT

Internal Control is a multi-dimensional interactive process of on-going 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 structure of the Departmental Internal Control unit was reviewed by the Department of the Premier's Organisational Development component and a new structure was formulated and approved by the Accounting Officer. The Departmental Internal Control Unit embarked on a range of financial compliance inspections by conducting audits on high risk financial processes. The Internal Control Unit also performed the secretariat function to the Departmental ERMCO and also coordinated the Corporate Governance Review and Outlook (CGRO) 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 2013/14 and reviewed compliance to legislative standards. The CGRO progress report was submitted quarterly to the Provincial Treasury and the Shared Economic Cluster Audit Committee.

11 INTERNAL AUDIT AND AUDIT COMMITTEES

Internal Audit provides management with independent, objective assurance and consulting services designed to add value and to continuously improve the operations of the Department. It should assist the Department to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of Governance, Risk Management and Control processes. The following key activities are performed in this regard:

- Assess and make appropriate recommendations for improving the governance processes in achieving the Department's objectives;
- Evaluate the adequacy and effectiveness and contribute to the improvement of the risk management process;
- Assist the Accounting Officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement.

The following assurance engagements were approved in the Department's 2013/14 Internal Audit Plan:

- Monitoring and Evaluation of CapeNature
- Environmental Impact Assessment
- Performance Monitoring and Evaluation
- Environmental Law Enforcement
- IT End User Policy Compliance

The Audit Committee is established as an oversight body, providing independent oversight over governance, risk management and control processes in the Department, which include oversight and responsibilities relating to:

- Internal Audit function;
- External Audit function (Auditor-General of South Africa - AGSA);
- Departmental accounting and reporting;
- Departmental accounting policies;
- Review of AGSA management and audit report;
- Review of Departmental In-Year Monitoring;
- Departmental risk management;
- Internal control;
- Pre-determined objectives;
- Ethics and Forensic Investigations.

The table below discloses relevant information on the audit committee members:

Name	Qualifications	Internal or External	If internal, position in the department	Date appointed	Date Resigned	No. of Meetings attended
Judy Gunther	CIA; AGA; Masters in Cost Accounting; BCompt	External	N/a	01 January 2013	N/a	8
Ronnie Kingwill	CA(SA); CTA; BCom	External	N/a	01 January 2013	N/a	8
Burton van Staaden	CA(SA); Postgraduate Certificate in Auditing; CTA; BCom (Honours)	External	N/a	01 January 2012	N/a	8
Kerry Larkin	CRMA; CCSA; CIA; BCompt; ND:FIS	External	N/a	01 January 2013	N/a	5
Francois Barnard	MComm (Tax); CA(SA); Postgrad Diploma in Auditing; CTA BCompt (Honours); BProc	External	N/a	01 January 2013	N/a	8

12. AUDIT COMMITTEE REPORT

We are pleased to present our report for the financial year ended 31 March 2014.

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 3.1.13. The Audit Committee also reports that it has adopted appropriate formal terms of reference (approved on the 11 September 2013), as its Audit Committee Terms of Reference, has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

Internal audit follows a risk based approach for audit planning. The following internal audit work was planned and completed during the year under review:

- Assurance Reviews:
 - Monitoring and Evaluation of CapeNature
 - Environmental Impact Assessment
 - Performance Monitoring and Evaluation
 - IT End User Policy Compliance
- Consulting Engagements:
 - Environmental Law Enforcement

The major areas for improvement noted by Internal Audit during the performance of their work are as followings:

- Monitoring and Evaluation of CapeNature – Review and update the Department’s biodiversity mandate pertaining to CapeNature.
- Environmental Impact Assessment - enhance the National Environmental Authorisation System (NEAS) to improve monitoring mechanisms.
- Performance Monitoring and Evaluation – Implement a robust monitoring and evaluation system.
- Environmental Law Enforcement – Monitor the follow-up of environmental law enforcement

Corrective actions have been agreed by management and the implementation thereof is being monitored by the Audit Committee on a quarterly basis.

The Audit Committee has considered the work of internal audit, as well as the assurance provided by the various other assurance providers such as management, the internal control unit, the enterprise risk management unit, treasury and external audit, and other than the items referred to above and those matters reported by the Auditor-General of South Africa in their management report no other matters have come to its attention which would indicate a material breakdown in the internal control systems in the Department.

In-Year Management and Monthly/Quarterly Report

The Department has reported monthly and quarterly to the Treasury as is required by the PFMA.

The Audit Committee is satisfied with the content and quality of the quarterly financial and performance reports prepared and issued by the Accounting Officer of the Department during the year under review.

Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the audited annual financial statements to as presented in the Annual Report, with the Auditor-General of South Africa and the Accounting Officer;
- reviewed the Auditor-General of South Africa's Management Report and Management's response thereto;
- reviewed changes to accounting policies and practices as reported in the annual financial statements;
- reviewed the Department's 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
- where appropriate, recommended changes to the interim financial statements as presented by the Department for the six months ending 30 September 2013.

Internal Audit

Vacancies within the internal audit structures are receiving on-going attention and good progress is being made to fill the funded vacancies.

There were no unresolved internal audit findings.

Risk Management

The Department has taken full responsibility and ownership for the implementation of the Enterprise Risk Management (ERM). The risk reports are reviewed and updated on a quarterly basis by management and overseen by the Audit Committee. The challenge remains to institutionalise ERM throughout the Department. The Audit Committee noted the emerging risks and will be monitoring these on a regular basis.

Auditor-General's of South Africa's Report

- The Audit Committee concurs and accepts the Auditor-General of South Africa's opinion regarding the annual financial statements and proposes that the audited annual financial statements be accepted and read together with the report of the Auditor-General of South Africa.
- The Audit Committee has met with the Auditor-General of South Africa and the Department to ensure that there are no unresolved issues emanating from the regulatory audit.
- The Audit Committee has reviewed the Department's implementation plan for audit issues raised in the previous year on a quarterly basis and is satisfied that the matters have been adequately resolved.

The Audit Committee recommended that the annual financial statements be approved by the Accounting Officer on the 11th August 2014.

Appreciation

The Audit Committee wishes to express its appreciation to the Management of the Department, the Auditor-General of South Africa, the Internal Audit Unit and all other assurance providers for the co-operation and information they have provided to enable us to compile this report.



Ms Judy Gunther

Chairperson of the Economic Cluster Audit Committee

Department of Environmental Affairs and Development Planning

Date: 15 August 2014

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Human Resource Management

P a r t D

Human Resource Management

1. LEGISLATION THAT GOVERNS HR 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:

- **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.

- **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.

- **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

Our people are the foremost contributors to the achievements of the Department and of the successes of the Western Cape Government. Service excellence depends on the wellbeing of our organisation and its people. Hence, we:

- value people who act with integrity, and are engaged, caring, competent, accountable and responsive;
- see people management to be the responsibility of everyone;
- ground the management of our people in the principles of dignity, respect, transparency and equity;
- grow, develop, empower and enable our people to reach and use their full potential;
- embrace diversity and have a deep respect for one another's culture, individuality, language, values and beliefs.

OVERVIEW OF HR MATTERS AT 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, as adjusted with effect from 1 April 2013. 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:

NO	HR PRIORITY	IMPACT
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. (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 the main key activities as set out in the Action Plan:

HR PRIORITY NO. AS ABOVE	KEY ACTIVITIES
1	DEVELOP AND IMPLEMENT A HUMAN CAPITAL STRATEGY (ATTRACTION, DEVELOPMENT AND RETENTION OF STAFF) Recruitment <ul style="list-style-type: none"> • Shortening of recruitment turnaround time. • Recruitment of females (with a view to increasing the percentage of females in SMS). • Recruitment of People with Disabilities (PWD's). Skills Development/Retention <ul style="list-style-type: none"> • Design & implement long-term training plan. • Update qualification database. • Conduct skills audit. • Mentor & coach MMS to prepare them for SMS positions (succession planning). • Fast track management/ leadership courses to build pool of future potential managers. • Allocate bursaries according to identified critical areas.
2	ORGANISATIONAL STRUCTURE ALIGNED WITH CHANGES IN FUNCTIONS OF DEPARTMENT <ul style="list-style-type: none"> • OD investigates structural needs of the Department (Departmental structure, job descriptions/ job evaluations) with the view to refining certain areas of the structure
3	KNOWLEDGE MANAGEMENT (KM) INSTITUTIONALISED IN DEPARTMENT <ul style="list-style-type: none"> • Capture institutional memory in documentary form, e.g. operational manuals, SOP's, process maps, templates etc. • Introduce non-monetary performance incentives. • Institutionalise mentoring & coaching, as well as exit interviews. • Facilitate fast tracking/ succession planning to build pool of suitable candidates.
4	INCREASED UTILISATION OF EH & WP PROGRAMME <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 the overall performance and general well-being of employees

It is expected that the Departmental Management and the Corporate Service Centre take joint responsibility for the execution of the Action Plan, as well as, ownership for delivering the necessary outcomes.

Employee Performance Management Framework

One of the cornerstones of the Staff Performance Management System is the basic requirement that all employees are obliged to do what is expected of them. These expectations and the required performance standards are concretised by means of job descriptions, performance agreements, business plans and / or service level agreements. Rewards and incentives are therefore only granted for work that qualitatively and quantitatively surpasses work for which employees are remunerated.

Employees who are nominated for performance bonuses are assessed by moderation panels, who then examine the evidence of superior performance. Under-performing staff members, on the other hand, are required to complete the actions stipulated in a Performance Improvement Plan. These are closely monitored to ensure absolute compliance with acceptable performance standards.

The framework also seeks to promote a positive workplace culture that encourages formal and informal discussions about performance quality, lead practice and continuous individual improvement.

This system sets the framework in which both the employer and employee can equally realise their goals and objectives to ensure the achievement of PSO 12, namely *being the best-run regional government in the world*.

Employee Wellness

Developing a wellness culture in the Department is of strategic importance to ensure that employees achieve optimum levels of performance while feeling cared for and supported in the work context. The WCG's transversal Employee Health and Wellness Programme (EHW) follows a holistic approach to employee wellbeing and is largely preventative in nature, offering both primary and secondary services. The EHW Programme is monitored in the Department through monthly utilisation reports for primary services (24/7/365 telephonic counselling service, online e-Care service and reporting) and secondary services (face-to-face counselling, trauma and critical incidents, training and targeted intervention, executive coaching, advocacy). A quarterly report is prepared by the Directorate: Organisational Behaviour within the Corporate Service Centre that provides a trend analysis of utilisation, risk identification and its impact on productivity. Furthermore, on-going reporting to the Department of Public Service and Administration (DPSA) is a requirement and such reporting focuses on four areas namely, HIV/ AIDS, Health and Productivity, Wellness Management and SHEQ (Safety Health Environment, Risk and Quality Management).

3. HUMAN RESOURCE OVERSIGHT STATISTICS

3.1 Personnel related expenditure

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.

Table 3.1.1: Personnel expenditure by programme, 2013/14

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	49 110	36 955	500	9 570	75.2	291	128
Environmental Policy, Planning and Coordination	36 638	26 755	265	8 842	73.0	182	70
Compliance and Enforcement	16 885	12 699	35	4 158	75.2	287	44
Environmental Quality Management	80 247	62 614	405	16 315	78.0	130	190
Biodiversity Management	228 323	3 839	19	2 571	1.7	349	11
Environmental Empowerment Services*	996	-	-	496	-	-	-
Total	412 199	142 862	1 224	41 952	34.7	323	443

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

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

Table 3.1.2: Personnel expenditure by salary bands, 2013/14

Salary bands	Personnel Expenditure (R'000)	% of total personnel expenditure	Average personnel expenditure per employee (R'000)	Number of Employees
Lower skilled (Levels 1-2)	1 003	0.7	42	24
Skilled (Levels 3-5)	11 579	8.2	150	77
Highly skilled production (Levels 6-8)	33 092	23.3	228	145
Highly skilled supervision (Levels 9-12)	77 621	54.7	441	176
Senior management (Levels 13-16)	18 643	13.1	932	20
Total	141 938	100.0	321	442

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.

Table 3.1.3: Salaries, Overtime, Housing Allowance and Medical Assistance by programme, 2013/14

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	24 302	17.1	313	0.2	633	0.4	1 184	0.8
Environmental Policy, Planning and Coordination	18 944	13.3	1	0.0007	375	0.3	720	0.5
Compliance and Enforcement	9 228	6.5	-	-	144	0.1	339	0.2
Environmental Quality Management	44 163	31.1	-	-	984	0.7	2 082	1.5
Biodiversity Management	2 913	2.1	-	-	84	0.1	178	0.1
Total	99 550	70.1	314	0.2	2 220	1.6	4 503	3.2

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. Furthermore, the table does not make provision for other expenditure such as Pensions, Bonus and other allowances which make up the total personnel expenditure. Therefore, Salaries, Overtime, Housing Allowance and Medical Assistance amount to 75% of the total personnel expenditure.

Table 3.1.4: Salaries, Overtime, Housing Allowance and Medical Assistance by salary bands, 2013/14

Salary Bands	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)	833	0.6	-	-	41	0.05	69	0.05
Skilled (Levels 3-5)	7 933	5.6	72	0.1	500	0.4	777	0.5
Highly skilled production (Levels 6-8)	23 821	16.8	165	0.1	819	0.6	1 353	1.0
Highly skilled supervision (Levels 9-12)	54 698	38.5	77	0.1	860	0.6	2 041	1.4
Senior management (Levels 13-16)	12 265	8.6	-	-	-	-	263	0.2
Total	99 550	70.1	314	0.2	2 220	1.6	4 503	3.2

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 2014

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	113	87	23.0	14	10.6
Environmental Policy, Planning and Coordination	61	56	8.2	7	-
Compliance and Enforcement	30	28	6.7	11	-
Environmental Quality Management	178	142	20.2	24	6.7
Biodiversity Management	9	8	11.1	-	11.1
Total	391	321	17.9	56	3.6

Employment & Vacancies

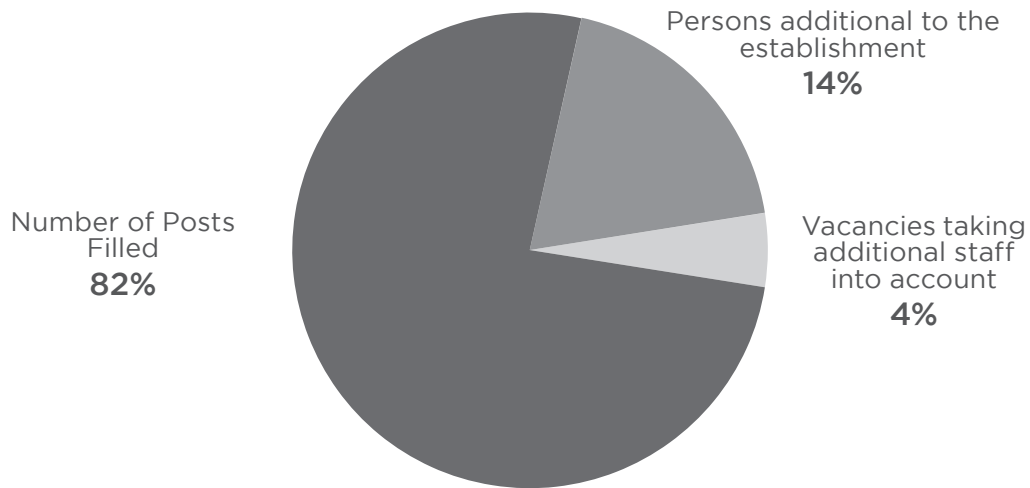


Table 3.2.2: Employment and vacancies by salary bands, as at 31 March 2014

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)	4	4	-	-	-
Skilled (Levels 3-5)	60	51	15.0	18	-
Highly skilled production (Levels 6-8)	129	112	13.2	27	-
Highly skilled supervision (Levels 9-12)	178	134	24.7	11	18.5
Senior management (Levels 13-16)	20	20	-	-	-
Total	391	321	17.9	56	3.6

Note: The information in each case reflects the situation as at 31 March 2014. 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 2014

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
Environmental Officer	146	117	19.9	23	4.1
Town and Regional Planner	36	32	11.1	1	8.3
GIS Technician	8	6	25.0	-	25.0
Total	190	155	18.4	24	5.8

3.3 JOB EVALUATION

The Public Service Regulations, 2001 as amended, introduced post 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.

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 2013 to 31 March 2014

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)	4	2	0.5	-	-	-	-
Skilled (Levels 3-5)	60	4	1.0	-	-	-	-
Highly skilled production (Levels 6-8)	129	-	-	-	-	2	0.5
Highly skilled supervision (Levels 9-12)	178	6	1.5	-	-	-	-
Senior Management Service Band A (Level 13)	14	-	-	-	-	-	-
Senior Management Service Band B (Level 14)	5	-	-	-	-	-	-
Senior Management Service Band C (Level 15)	1	-	-	-	-	-	-
Total	391	12	3.1	-	-	2	0.5

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. 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: Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2013 to 31 March 2014

Beneficiaries	African	Indian	Coloured	White	Total
Female	-	-	-	-	-
Male	-	-	-	-	-
Total	-	-	-	-	-
Employees with a disability					-

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, 1 April 2013 to 31 March 2014

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
Supply Chain Management Clerk	1	5	-	5 notch increment	Retention
Chief Supply Chain Management Clerk	2	7	8	-	Job Evaluation Process
Total number of employees whose salaries exceed the level determined by job evaluation (including awarding of higher notches) in 2013/2014				3	
Percentage of total employment				0.8	

Table 3.3.4: Employees who have been granted higher salaries than those determined by job evaluation per race group, 1 April 2013 to 31 March 2014

Beneficiaries	African	Indian	Coloured	White	Total
Female	-	-	1	-	1
Male	1	-	1	-	2
Total	1	-	2	-	3
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 2013 to 31 March 2014

Salary Band	Number of employees as at 31 March 2013	Turnover rate 2012/13	Appointments into the department	Transfers into the department	Terminations out of the department	Transfers out of the department	Turnover rate 2013/14
Lower skilled (Levels 1-2)	4	60.0	-	-	-	-	-
Skilled (Levels 3-5)	66	24.1	13	2	5	4	13.6
Highly skilled production (Levels 6-8)	107	23.8	41	-	15	6	19.6
Highly skilled supervision (Levels 9-12)	150	10.6	20	2	12	8	16.0
Senior Management Service Band A (Level 13)	14	-	-	-	-	-	-
Senior Management Service Band B (Level 14)	5	25.0	-	-	-	-	-
Senior Management Service Band C (Level 15)	1	-	-	-	-	-	-
Total	347	17.6	74	4	32	18	15.6
			78		50		

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

Appointments vs Terminations



Transfers In vs Transfers Out

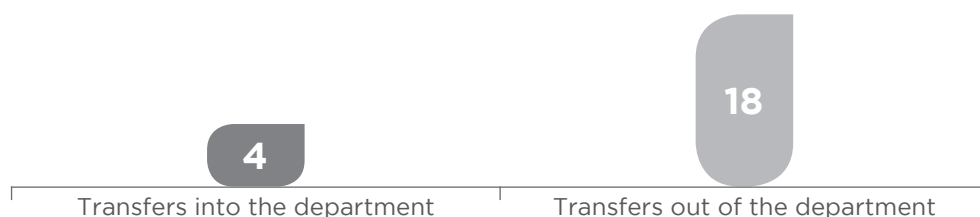


Table 3.4.2: Annual turnover rates by critical occupation, 1 April 2013 to 31 March 2014

Critical Occupation	Number of employees as at 31 March 2013	Turnover rate 2012/13	Appointments into the department	Transfers into the department	Terminations out of the department	Transfers out of the department	Turnover rate 2013/14
Environmental Officer	121	19.5	43	-	18	7	20.7
Town and Regional Planner	32	3.2	1	1	1	-	3.1
GIS Technician	6	-	-	-	-	-	-
Total	159	15.4	44	1	19	7	17
			45		26		

Table 3.4.3: Staff leaving the employ of the department, 1 April 2013 to 31 March 2014

Exit Category	Number	% of total exits	Number of exits as a % of total number of employees as at 31 March 2013
Death	-	-	-
Resignation *	21	42.0	6.1
Expiry of contract	9	18.0	2.6
Dismissal - operational changes	-	-	-
Dismissal - misconduct	1	2.0	0.3
Dismissal - inefficiency	-	-	-
Discharged due to ill-health	-	-	-
Retirement	1	2.0	0.3
Employee initiated severance package	-	-	-
Transfers to Statutory	-	-	-
Transfers to other Public Service departments	18	36.0	5.2
Total	50	100.0	14.4

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 leaving the employ of the Department

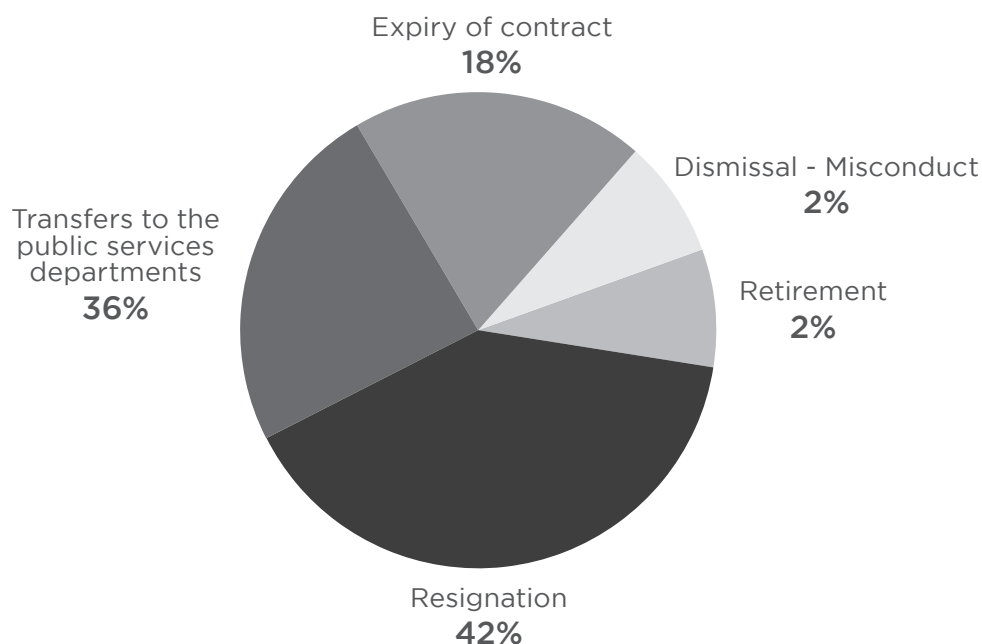


Table 3.4.4: Reasons why staff resigned, 1 April 2013 to 31 March 2014

Resignation Reasons	Number	% of total resignations
Better remuneration	12	57.1
Nature of work	1	4.8
No reason	8	38.1
Total	21	100.0

Table 3.4.5: Different age groups of staff who resigned, 1 April 2013 to 31 March 2014

Age group	Number	% of total resignations
Ages 20 to 24	2	9.5
Ages 25 to 29	9	42.9
Ages 30 to 34	3	14.3
Ages 35 to 39	3	14.3
Ages 40 to 44	1	4.8
Ages 45 to 49	2	9.5
Ages 60 to 64	1	4.8
Total	21	100.0

Age distribution of staff who have resigned

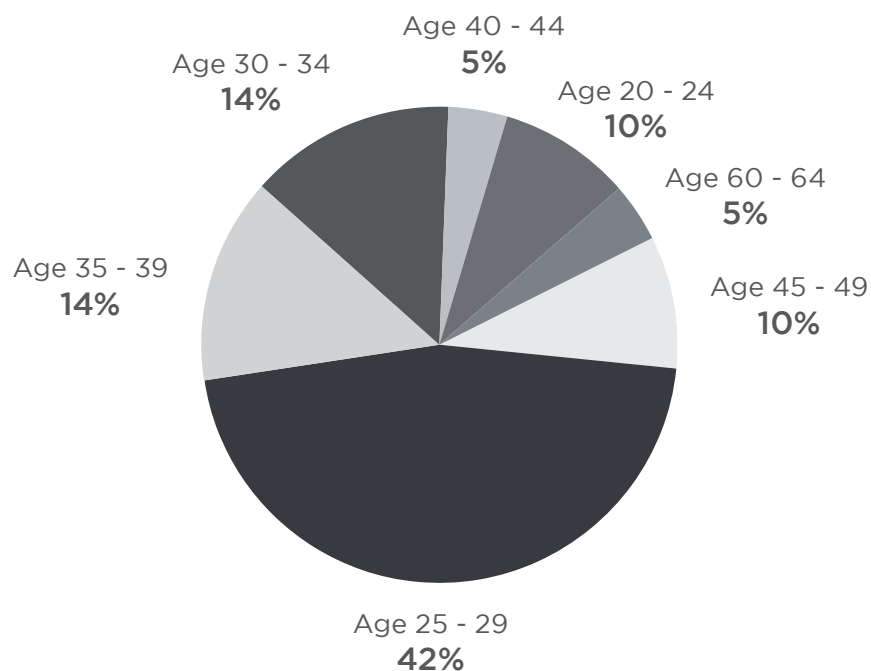


Table 3.4.6: Employee initiated severance packages.

Total number of employee initiated severance packages in 2013/ 2014	None
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Table 3.4.7: Promotions by salary band, 1 April 2013 to 31 March 2014

Salary Band	Employees as at 31 March 2013	Promotions to another salary level	Promotions as a % of employees	Progressions to another notch within a salary level	Notch progressions as a % of employees
Lower skilled (Levels 1-2)	4	-	-	2	50.0
Skilled (Levels 3-5)	66	-	-	43	65.2
Highly skilled production (Levels 6-8)	107	5	4.7	48	44.9
Highly skilled supervision (Levels 9-12)	150	3	2.0	79	52.7
Senior management (Levels 13-16)	20	-	-	8	40.0
Total	347	8	2.3	180	51.9

Table 3.4.8: Promotions by critical occupation, 1 April 2013 to 31 March 2014

Critical Occupation	Employees as at 31 March 2013	Promotions to another salary level	Promotions as a % of employees	Progressions to another notch within a salary level	Notch progressions as a % of employees
Environmental Officer	121	3	2.5	41	33.9
Town and Regional Planner	32	-	-	22	68.8
GIS Technician	6	-	-	3	50.0
Total	159	3	1.9	66	41.5

3.5. EMPLOYMENT EQUITY

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 continues 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 2014

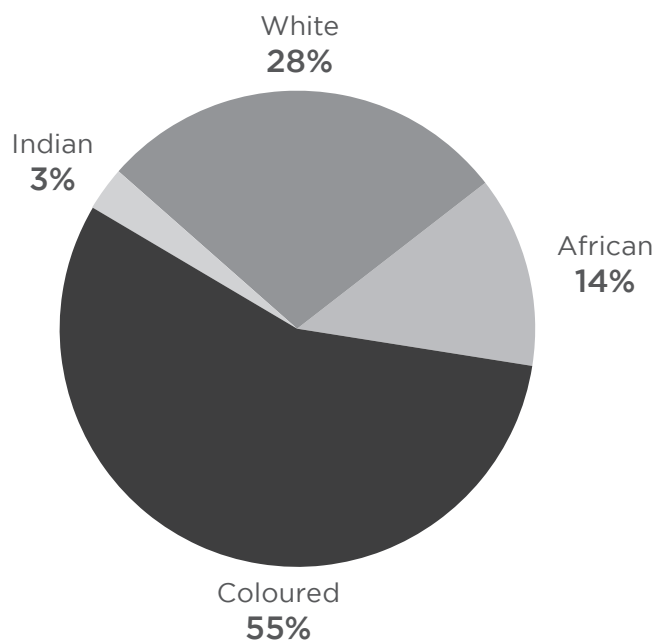
Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	1	-	-	-	-	-	-	1
Senior management (Levels 13-14)	-	8	-	7	-	1	-	3	-	-	19
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	8	33	3	34	8	36	1	32	2	-	157
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	7	30	2	7	15	46	1	18	-	1	127
Semi-skilled and discretionary decision making (Levels 3-5)	6	13	2	1	5	39	-	3	-	-	69
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	2	2	-	-	-	-	4
Total	21	84	7	50	30	124	2	56	2	1	377
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	21	84	7	50	30	124	2	56	2	1	377

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.

Distribution by race



Distribution by gender

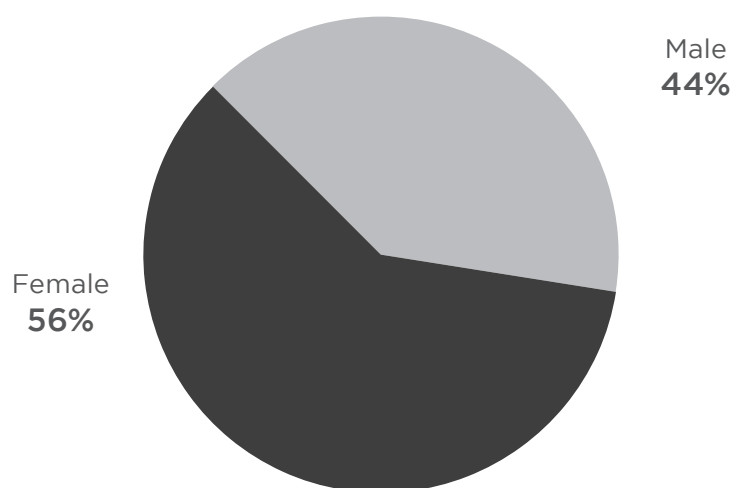


Table 3.5.2: Total number of employees (with disabilities only) in each of the following occupational levels, as at 31 March 2014

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)	-	1	1	1	-	1	-	-	-	-	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	-	-	-	-	-	-	-	1	-	-	1
Semi-skilled and discretionary decision making (Levels 3-5)	-	-	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	-	1	1	2	-	1	-	1	-	-	6
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	-	1	1	2	-	1	-	1	-	-	6

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.

Table 3.5.3: Recruitment, 1 April 2013 to 31 March 2014

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)	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	3	5	1	2	-	4	-	8	1	-	24
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	5	11	1	1	6	12	-	4	-	1	41
Semi-skilled and discretionary decision making (Levels 3-5)	1	4	-	-	-	8	-	-	-	-	13
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	9	20	2	3	6	24	-	12	1	1	78
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	9	20	2	3	6	24	-	12	1	1	78

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 2013 to 31 March 2014

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)	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	1	-	-	-	-	1	-	1	-	-	3
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	-	-	-	-	1	3	1	-	-	-	5
Semi-skilled and discretionary decision making (Levels 3-5)	-	-	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	1	-	-	-	1	4	1	1	-	-	8
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	1	-	-	-	1	4	1	1	-	-	8

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 2013 to 31 March 2014

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)	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	5	5	1	1	5	6	-	2	2	-	27
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	5	5	-	-	1	3	-	4	-	-	18
Semi-skilled and discretionary decision making (Levels 3-5)	1	1	-	-	-	3	-	-	-	-	5
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	11	11	1	1	6	12	-	6	2	-	50
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand total	11	11	1	1	6	12	-	6	2	-	50

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 2013 to 31 March 2014

Disciplinary actions	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Dismissal/desertion	1	-	-	-	-	-	-	-	-	-	1
Total	1	-	-	-	-	-	-	-	-	-	1

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 2013 to 31 March 2014

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-
Senior management (Levels 13-14)	-	1	-	-	-	-	-	1	2
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	5	29	1	15	10	18	-	6	84
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	7	11	1	11	8	25	-	9	72
Semi-skilled and discretionary decision making (Levels 3-5)	2	5	-	1	6	24	-	4	42
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	1	1	-	1	3
Total	14	46	2	27	25	68	-	21	203
Temporary employees	-	-	-	-	-	-	-	-	-
Grand total	14	46	2	27	25	68	-	21	203

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 2013

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	100.0
Salary level 16, but not HOD	-	-	-	-
Salary Level 15	-	-	-	-
Salary Level 14	5	5	5	100.0
Salary Level 13	14	14	14	100.0
Total	20	20	20	100.0

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 2013

Reasons for not concluding Performance Agreements with all SMS
Not Applicable

Table 3.6.3: Disciplinary steps taken against SMS Members for not having concluded Performance Agreements on 31 May 2013

Disciplinary steps taken against SMS Members for not having concluded Performance Agreements

Not Applicable

3.7. FILLING OF SMS POSTS

Table 3.7.1: SMS posts information, as at 30 September 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 level	% of SMS posts vacant per level
Head of Department	1	1	100.00	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	5	5	100.00	-	-
Salary Level 13	14	14	100.00	-	-
Total	20	20	100.00	-	-

Table 3.7.2: SMS posts information, as at 31 March 2014

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
Head of Department	1	1	100.00	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	5	5	100.00	-	-
Salary Level 13	14	14	100.00	-	-
Total	20	20	100.00	-	-

Table 3.7.3: Advertising and Filling of SMS posts, as at 31 March 2014

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
Not Applicable			

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

Not Applicable

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

Not Applicable

3.8. EMPLOYEE PERFORMANCE

Table 3.8.1: Notch progressions by salary band, 1 April 2013 to 31 March 2014

Note: The tables below relate to employee performance for the performance year 2012/13 and payment effected in the 2013/14 reporting period.

Salary Band	Employees as at 31 March 2013	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Lower skilled (Levels 1-2)	4	2	50.0
Skilled (Levels 3-5)	66	43	65.2
Highly skilled production (Levels 6-8)	107	48	44.9
Highly skilled supervision (Levels 9-12)	150	79	52.7
Senior management (Levels 13-16)	20	8	40.0
Total	347	180	51.9

Table 3.8.2: Notch progressions by critical occupation, 1 April 2013 to 31 March 2014

Critical Occupations	Employees as at 31 March 2013	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band
Environmental Officer	121	41	33.9
Town and Regional Planner	32	22	68.8
GIS Technician	6	3	50.0
Total	159	66	41.5

Table 3.8.3: Performance rewards by race, gender, and disability, 1 April 2013 to 31 March 2014

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group as at 31 March 2013	% of total within group	Cost (R'000)	Average cost per beneficiary (R)
African	6	57	10.5	156	25 895
Male	4	26	15.4	113	28 151
Female	2	31	6.5	43	21 385
Coloured	50	183	27.3	1 303	26 062
Male	23	71	32.4	755	32 815
Female	27	112	24.1	548	20 309
Indian	3	8	37.5	162	54 081
Male	2	6	33.3	114	56 966
Female	1	2	50.0	48	48 312
White	26	96	27.1	938	36 089
Male	11	47	23.4	472	42 954
Female	15	49	30.6	466	31 055
Employees with a disability	4	3	133.3	169	42 300
Total	89	347	25.6	2 728	30 654

Distribution of Beneficiaries who received performance rewards

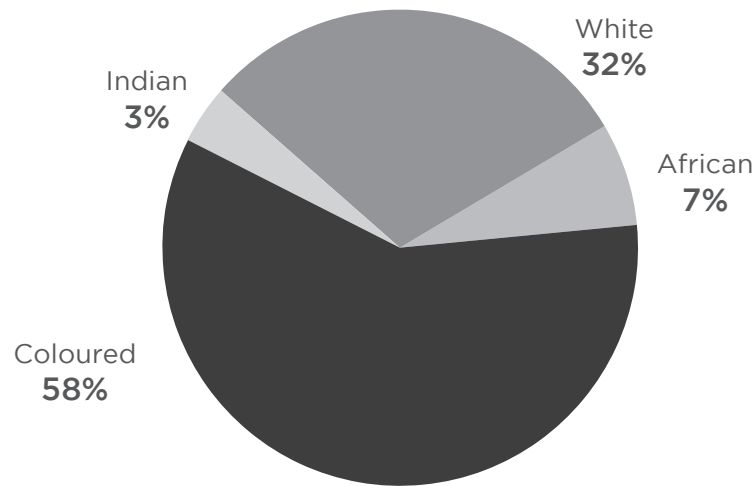


Table 3.8.4: Performance rewards by salary bands for personnel below Senior Management Service level, 1 April 2013 to 31 March 2014

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2013	% 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	4	25.0	5	4 930	0.004
Skilled (Levels 3-5)	10	66	15.2	110	11 058	0.1
Highly skilled production (Levels 6-8)	26	107	24.3	465	17 874	0.4
Highly skilled supervision (Levels 9-12)	42	150	28.0	1 536	36 578	1.2
Total	79	327	24.2	2 116	26 792	1.7

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 2013 to 31 March 2014

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2013	% 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	14	50.0	394	56 260	2.1
Senior Management Service Band B (Level 14)	2	5	40.0	157	78 617	0.8
Senior Management Service Band C (Level 15)	1	1	100.0	61	60 641	0.3
Senior Management Service Band D (Level 16)	-	-	-	-	-	-
Total	10	20	50.0	612	61 169	3.3

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

Table 3.8.6: Performance rewards by critical occupations, 1 April 2013 to 31 March 2014

Critical Occupation	Beneficiary Profile			Cost		
	Number of beneficiaries	Total number of employees in group as at 31 March 2013	% of total within salary bands	Cost (R'000)	Average cost per beneficiary (R)	Cost as a % of total personnel expenditure
Environmental Officer	30	121	24.8	992	33 052	0.8
Town and Regional Planner	4	32	12.5	167	41 840	0.1
GIS Technician	2	6	33.3	43	21 312	-
Total	36	159	22.6	1 202	33 376	1.0

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 2013 to 31 March 2014

Salary Bands	1 April 2013		31 March 2014		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	33.3	1	100.0
Highly skilled supervision (Levels 9-12)	2	100.0	2	66.7	-	-
Senior management	-	-	-	-	-	-
Total	2	100.0	3	100.0	1	33.3

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

Table 3.9.2: Foreign Workers by major occupation, 1 April 2013 to 31 March 2014

Major Occupation	1 April 2013		31 March 2014		Change	
	Number	% of total	Number	% of total	Number	% change
Environ Off Contr A	1	50.0	1	33.3	-	-
Environ Off Spec Pr	1	50.0	1	33.3	-	-
Land Use Mmgt Regu.	-	-	1	33.3	1	100.0
Total	2	100.0	3	100.0	1	33.3

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 2013 TO 31 DECEMBER 2013

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 2013 to 31 December 2013

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)	18	94.4	4	4	100.0	5	5
Skilled (Levels 3-5)	670	83.4	70	77	90.9	10	299
Highly skilled production (Levels 6-8)	964	81.7	122	143	85.3	8	720
Highly skilled supervision (Levels 9-12)	1 077	74.5	137	174	78.7	8	1 413
Senior management (Levels 13-16)	76	78.9	16	20	80.0	5	173
Total	2 805	79.4	349	418	83.5	8	2 610

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 2013 to 31 December 2013

Salary Band	Total days	% days with medical certification	Number of employees using incapacity leave	Total number of employees	% of total employees using incapacity leave	Average days per employee	Estimated cost (R'000)
Lower skilled (Levels 1-2)	-	-	-	4	-	-	-
Skilled (Levels 3-5)	-	-	-	77	-	-	-
Highly skilled production (Levels 6-8)	-	-	-	143	-	-	-
Highly skilled supervision (Levels 9-12)	13	100.0	1	174	0.6	13	21
Senior management (Levels 13-16)	-	-	-	20	-	-	-
Total	13	100.0	1	418	0.2	13	21

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 2013 to 31 December 2013

Salary Band	Total days taken	Total number employees using annual leave	Average days per employee
Lower skilled (Levels 1-2)	67	4	17
Skilled (Levels 3-5)	1 471	76	19
Highly skilled production (Levels 6-8)	2 497	135	18
Highly skilled supervision (Levels 9-12)	3 466	167	21
Senior management (Levels 13-16)	453	20	23
Total	7 954	402	20

Table 3.10.4: Capped leave, 1 January 2013 to 31 December 2013

Salary Band	Total capped leave available as at 31 Dec 2012	Total days of capped leave taken	Number of employees using capped leave	Average number of days taken per employee	Number of employees with capped leave as at 31 Dec 2013	Total capped leave available as at 31 Dec 2013
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Levels 3-5)	36	-	-	-	4	35
Highly skilled production (Levels 6-8)	411	14	2	7	12	387
Highly skilled supervision (Levels 9-12)	922	1	1	1	26	843
Senior management (Levels 13-16)	404	-	-	-	8	402
Total	1 773	15	3	5	50	1 668

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 2013 to 31 March 2014

Reason	Total amount (R'000)	Number of employees	Average payment per employee
Leave pay-outs for 2013/14 due to non-utilisation of leave for the previous cycle	54	2	26 771
Capped leave pay-outs on termination of service for 2013/14	-	-	-
Current leave pay-outs on termination of service 2013/14	-	-	-
Total	54	2	26 771
Total number of employees who received payments	2		

3.11. HIV AND AIDS & HEALTH PROMOTION PROGRAMMES

Table 3.11.1: Steps taken to reduce the risk of occupational exposure, 1 April 2013 to 31 March 2014

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	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 sessions were conducted 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] are provided 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 counseling; • Advocacy on HIV&AIDS awareness, including online E-Care services and • Training, coaching and targeted Interventions where these were required.

Table 3.11.2: Details of Health Promotion and HIV and AIDS Programmes, 1 April 2013 to 31 March 2014

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.	✓		Ms Reygana Shade is the Director: Organisational Behaviour, (Department of the Premier). She fulfilled this role due to the corporatisation of the Employee Health and Wellness function.
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.</p> <p>The unit consists of a Deputy Director, three (3) Assistant Directors and four (4) Wellness Practitioners.</p> <p>Budget : R2 m</p>
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 client departments of the Corporate Services Centre [CSC].</p> <p>The Department conducted interventions namely, Management Consultancy, Employee Induction, Stress Management, Abuse and Sexual Health Awareness, Work Life Balance, Employee Advocacy Awareness, Personal Finance, Managerial Referral, Substance Abuse, Financial Wellbeing, Juicy Parenting, Re-Strung 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 2013/14. 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, managers and supervisors as well as executive coaching for SMS members.</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>

Question	Yes	No	Details, if yes
<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>	✓		<p>A new Health and Wellness Steering Committee has been established with members nominated by each department.</p> <p>Committee members are:</p> <ul style="list-style-type: none"> • Agriculture: M Ferreira and H Jordaan (DJ); • Community Safety: A Brink; Simon Sekwadi & C Coetzee; • Cultural Affairs: S Julies & D Flandorp; • Economic Development & Tourism: C Julies & P Martin; • Environmental Affairs & Development Planning: M Kroese & P Cloete; • Health: S Newman & C Van Willing; • Human Settlements: J Roberts & LL Groenewald • Local Government: F Matthee & K Adams • Department of the Premier: R Shade & N Norushe • Provincial Treasury: D Sass & S Sixubane; • Social Development: T Mtheku; & M Robinson • Transport & Public Works: C Marx & Zinnia De Monk; and • Western Cape Education: M Cronje & C Le Roux
<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>	✓		<p>The Transversal Management Framework for Employee Health and Wellness Programmes in the Western Cape 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 the Provincial Strategic Plan on HIV/AIDS, STIs and TB 2012 - 2016 to mainstream HIV and TB and its gender and rights-based dimensions into the core mandates to reduce HIV-related stigma.</p> <p>The overarching aim of the said Provincial Strategic Plan 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>Also, the department is conducting the HCT and Wellness screening sessions to ensure that every employee in the CSC 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.
7. Does the Department encourage its employees to undergo voluntary counselling and testing (VCT)? If so, list the results that you have you achieved.	✓		<p>HCT SESSIONS:</p> <p>The following screening sessions were conducted: Blood pressure, Glucose, Cholesterol, TB, BMI [body mass index] and spot talks.</p> <p>The Department of Environmental Affairs and Development Planning participated in 5 HCT and Wellness screening sessions.</p> <p>123 Employees were tested and counselled for HIV, Tuberculosis and Sexually Transmitted Infections (STI's).</p> <p>There were 0 clinical referrals for TB, HIV or any other STIs.</p>

Question	Yes	No	Details, if yes
8. Has the Department developed measures/ indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.	✓		<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 2013 – 31 March 2014.</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>

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 2013 to 31 March 2014

Total collective agreements	None
-----------------------------	------

Table 3.12.2 summarises the outcome of disciplinary hearings conducted within the Department for the year under review.

Table 3.12.2: Misconduct and disciplinary hearings finalised, 1 April 2013 to 31 March 2014

Outcomes of disciplinary hearings	Number	% of total
Dismissal/ desertion	1	100.0
Total	1	100.0
Percentage of total employment		0.2

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

Table 3.12.3: Types of misconduct addressed at disciplinary hearings, 1 April 2013 to 31 March 2014

Type of misconduct	Number	% of total
Abscondment	1	100
Total	1	100

Table 3.12.4: Grievances lodged, 1 April 2013 to 31 March 2014

Grievances lodged	Number	% of total
Number of grievances resolved	-	-
Number of grievances not resolved	2	100.0
Total number of grievances lodged	2	100.0

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 2013 to 31 March 2014

Disputes lodged with Councils	Number	% of total
Number of disputes upheld	1	33.3
Number of disputes dismissed	2	66.7
Total number of disputes lodged	3	100.0

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 2013 to 31 March 2014

Strike actions	Number
Total number of person working days lost	-
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 2013 to 31 March 2014

Precautionary suspensions	Number
Number of people suspended	-
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 2013 to 31 March 2014

Occupational Categories	Gender	Number of employees as at 1 April 2013	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	-	-	-	-
	Male	17	-	-	-	-
Professionals	Female	82	-	-	-	-
	Male	85	-	-	-	-
Technicians and associate professionals	Female	20	-	14	-	14
	Male	14	-	4	-	4
Clerks	Female	83	-	96	-	96
	Male	33	-	17	-	17
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	-	-	-	-
	Male	-	-	-	-	-
Sub Total	Female	195	-	110	-	110
	Male	152	-	21	-	21
Total		347	-	131	-	131
Employees with disabilities	Female	1	-	-	-	-
	Male	2	-	-	-	-

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 2013 to 31 March 2014

Occupational Categories	Gender	Number of employees as at 31 March 2014	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	4	-	4	-	4
	Male	15	-	5	-	5
Professionals	Female	95	-	54	-	54
	Male	91	-	54	-	54
Technicians and associate professionals	Female	27	-	11	-	11
	Male	19	-	19	-	19
Clerks	Female	86	-	72	-	72
	Male	42	-	43	-	43
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	219	-	146	-	146
	Male	172	-	121	-	121
Total		391	-	267	-	267
Employees with disabilities	Female	2	-	-	-	-
	Male	4	-	-	-	-

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

3.14. INJURY ON DUTY

Table 4.14.1 provides basic information on injury on duty.

Table 3.14.1: Injury on duty, 1 April 2013 to 31 March 2014

Nature of injury on duty	Number	% of total
Required basic medical attention only	-	-
Temporary disablement	-	-
Permanent disablement	-	-
Fatal	-	-
Total	-	-
Percentage of total employment		-

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	Payments 2013/14-Voted Funds	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Remuneration payable to members of the planning advisory board	N/A	N/A	-	384 847	N/A	N/A	N/A
Translations of various documents	N/A	N/A	51 205	119 194	N/A	N/A	N/A
Organisational development investigation into the Chief Directorate ELM	N/A	N/A	-	250 750	N/A	N/A	N/A
Compilation of an environmental management framework for the Saldanha Municipality.	5	14	1 418 217	19 606	-	-	-
The calibration and accreditation of 11 ambient air quality monitoring stations.	2	25	2 637 960	569 392	26%	33%	2
Compilation of an environmental management framework for the Saldanha Municipality.	3	8	378 849	36 689	50%	50%	2

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value	Payments 2013/14- Voted Funds	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Prepare a legally acceptable land use planning bill for the Western Cape (extended contract)	1	26	250 000	66 934	-	-	-
Review the provincial spatial development framework	9	141.5	2 169 229	1 020 019	-	-	4
Research and compile a Western Cape state of environment report	19	61	1 069 548	303 107	31%	61%	15
Compilation of climate science and protection summaries for municipalities	2	N/A	11 311	11 311	N/A	65%	1
Drafting of standards for abalone and trout farming in terms of the provisions of the National Environmental Management Act,1999	3	8	213 522	32 028	50%	50%	2
Examine the impact of commercial and office decentralisation	7	74.2	433 918	433 918	89,8%	49%	7
Kannaland Municipality - completion of spatial development framework	3	48	400 000	160 000	50%	50%	1
Compilation of the Western Cape provincial coastal management programme	4	58	747 914	377 267	30%	41%	-
Request for approval of procurement strategy BESP round 3 phase 2 Langeberg Municipality	6	92	645 810	516 648	75%	50%	5
Completion of the spatial development frameworks and human settlement plans for Beaufort West Municipality	6	70	752 400	338 580	50%	50%	5

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract value	Payments 2013/14-Voted Funds	% 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	65	568 803	568 803	26%	45%	-
Berg River riparian restoration project	4	55.1	3 447 993	1 084 451	60%	40%	1
Municipal sustainability of current spatial growth patterns	4	65.5	481 600	481 600	60%	60%	-
River and estuary water quality and sediment monitoring: Berg River.	10	90	1 261 478	407 083	100%	100%	9
Establish coastal setback lines within the Western Cape Province	8	151	997 274	864 009	31%	61%	4
Development of an environmental management framework for the Sandveld area	8	156	1 302 276	565 019	30%	41%	-
Determine coastal setback lines within the West Coast district	7	54	281 268	281 268	31%	61%	3
Communications from ambient air quality monitoring station	4	22	199 813	114 179	-	-	2
Second phase of the growth potential study of towns	6	75	387 600	387 600	N/A	N/A	2
BESP: round 3 phase 2 Swartland SDF addendums	2	123	587 100	213 489	33%	33%	-
Bioremediation in the Berg River catchment	9	N/A	1 319 390	1 319 027	20%	33%	3
Conduct comprehensive human health risk assessment study within identified areas across the Western Cape	5	243.8	10 706 401	1 815 393	-	16%	4

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract value	Payments 2013/14- Voted Funds	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Expansion of the contract for the review of the provincial spatial development framework	9	49.5	362 412	362 412	-	-	4
Design and costing of bioremediation technologies at waste water treatment works to improve water quality in the Berg River catchment	13	124.3	984 823	984 823	16%	9%	6
Kannaland Municipality - completion of spatial development framework	3	6	20 000	20 000	50%	50%	1
Expansion of the contract for the review of the provincial spatial development framework	9	40.9	312 702	312 702	-	-	4
Request for approval of procurement strategy BESP round 3 phase 2 Langeberg Municipality	6	33	129 162	129 162	75%	50%	5
Second phase of the growth potential study of towns	5	210	166 280	136 280	N/A	N/A	2
Climate change mitigation scenarios in the energy sector for the WC.	5	N/A	896 423	200 000	60%	60%	1
Climate science input into municipal climate adaptation plans	4	N/A	198 360	198 360	-	65%	2
Provincial guidelines for development contribution agreements for municipalities in the Western Cape	4	47	419 862	419 862	60%	60%	1

Project Title	Total number of consultants who worked on the project	Duration: working days	Contract Value	Payments 2013/14-Voted Funds	% Ownership by HDI groups	% Management by HDI groups	Number of consultants HDI that work on the project
Evaluation of the implementation and impact of environmental impact assessment	8	65	485 918	37 560	25%	25%	5
Removal of biomass (cleared / cut alien vegetation material) in the Berg River catchment and its associated economic potential	2	25	1 400 000	1 151 183	-	100%	-

[illegible]



Annual Financial Statements

P a r t E

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

Introduction

1. I have audited the financial statements of the Western Cape Department of Environmental Affairs and Development Planning set out on pages 141 to 183, which comprise the appropriation statement, the statement of financial position as at 31 March 2014, the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, as well as 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 and fair presentation of these financial statements in accordance with the Modified Cash Standard (MCS) prescribed by the National Treasury and in the manner required by the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA), and the Division of Revenue Act of South Africa, 2013 (Act No. 2 of 2013) (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, (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 and fair presentation 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 Department of Environmental Affairs and Developmental Planning as at 31 March 2014 and its financial performance and cash flows for the year then ended, in accordance with the MCS and the requirements of the PFMA and DoRA.

Additional matter

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

Unaudited supplementary schedules

8. The supplementary information set out on pages 184 to 188 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 thereon.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

9. In accordance with the PAA and the general notice issued in terms thereof, I report the following findings on the reported performance information against predetermined objectives for selected programmes presented in the annual performance report, non-compliance with legislation as well as internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Predetermined objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for the following selected programmes presented in the annual performance report of the department for the year ended 31 March 2014:
 - Programme 3: Compliance and Enforcement on pages 49 to 53
 - Programme 4: Environmental Quality Management on pages 53 to 62
11. I evaluated the reported performance information against the overall criteria of usefulness and reliability.
12. I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned programmes. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's Framework for Managing Programme Performance Information (FMPPI).
13. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.
14. The material findings in respect of the selected programmes are as follows:

Programme 3: Compliance and Enforcement

Usefulness of reported performance information

15. Treasury Regulation 5.2.4 requires the annual performance plan to form the basis for the annual report, therefore requiring consistency of objectives, indicators and targets between planning and reporting documents. A total of 100% (two strategic objectives) of the reported objectives were not consistent with those in the approved annual performance plan. This was due to a lack of proper review of the annual performance plan before approval to ensure objectives are indicated for each programme and indicator.
16. The FMPPI requires the following:
 - Performance targets must be measurable. I could not measure the required performance for 31% of the targets.
 - Performance indicators must be well defined by having clear data definitions so that data can be collected consistently and is easy to understand and use. A total of 31% of the indicators were not well defined.

This was because management did not adhere to the requirements of the FMPPI as management did not establish adequate procedures to enable and support understanding of developing an annual performance

plan (APP) that addresses the mandate of the department as the indicators in programme 3, as indicated above, were not well defined.

Reliability of reported performance information

17. The FMPPI requires auditees to 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. Adequate and reliable corroborating evidence could not be provided for 24% of significantly important targets to assess the reliability of the reported performance information. The department's records did not permit the application of alternative audit procedures. This was due to the lack of valid supporting documentation to ensure reported performance is measured reliably.

Programme 4: Environmental Quality Management

Usefulness of reported performance information

18. Treasury Regulation 5.2.4 requires the annual performance plan to form the basis for the annual report, therefore requiring consistency of objectives, indicators and targets between planning and reporting documents. A total of 100% (one strategic objective) of the reported objectives were not consistent with those in the approved annual performance plan. This was due to a lack of proper review of the annual performance plan before approval to ensure objectives are indicated for each programme and indicator.
19. The FMPPI requires the following:
- Performance targets must be measurable. I could not measure the required performance for 17% of the targets.
 - Performance indicators must be well defined by having clear data definitions so that data can be collected consistently and is easy to understand and use. A total of 17% of the indicators were not well defined.

This was because management did not adhere to the requirements of the FMPPI as management did not establish adequate procedures to enable and support understanding of developing an annual performance plan that addresses the mandate of the department as the indicators, as mentioned above in programme 4, were not well defined.

Reliability of reported performance information

20. The FMPPI requires auditees to 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. Adequate and reliable corroborating evidence could not be provided for significantly important targets to assess the reliability of the reported performance information. The auditee's records did not permit the application of alternative audit procedures. This was due to the lack of valid supporting documentation to ensure reported performance is measured reliably.

Additional matters

21. I draw attention to the following matters:

Achievement of planned targets

22. Refer to the annual performance report on pages 37 to 69 for information on the achievement of the planned targets for the year. This information should be considered in the context of the material findings on the usefulness and reliability of the reported performance information for the selected programmes reported in paragraphs 15 to 20 of this report.

Adjustment of material misstatements

23. I identified material misstatements in the annual performance report submitted for auditing on the reported performance information of Programme 3: Compliance and Enforcement and Programme 4: Environmental

Quality Management. As management subsequently corrected only some of the misstatements, I raised material findings on the usefulness and the reliability of the reported performance information.

Compliance with legislation

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

Financial statements

- 25.** The financial statements submitted for auditing were not prepared in accordance with the prescribed financial reporting framework and supported by full and proper records as required by section 40(1)(a) and (b) of the PFMA.
- 26.** Material misstatements of fixed assets identified by the auditors in the submitted financial statement were subsequently corrected and the supporting records were provided subsequently, resulting in the financial statements receiving an unqualified audit opinion.

Asset management

- 27.** Proper control systems to safeguard and maintain assets were not implemented, as required by section 38(1)(d) of the PFMA and Treasury Regulation 10.1.1(a).

Internal audit

- 28.** The internal audit function did not assess the operational procedure and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual DoRA, as required by Treasury Regulation 3.2.8.

Internal control

- 29.** I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. The matters reported below are limited to the significant internal control deficiencies that resulted in findings on the annual performance report and the finding on non-compliance with legislation included in this report.

Leadership

- 30.** The accounting officer did not develop and communicate 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.
- 31.** The accounting officer did not establish adequate procedures to enable and support understanding of developing an annual performance plan that addresses the mandate of the department to ensure that the indicators are well defined.
- 32.** The action plans to address prior year audit findings were not adequately developed and therefore did not prevent the reoccurrence of audit findings relating to fixed assets and performance information. This has resulted in material non-compliance in respect of asset management, as well as material findings relating to the usefulness and reliability of performance information.

Financial and performance management

- 33.** Material misstatements of fixed assets in the financial statements submitted for auditing had 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.

- 34.** Unexpected effort was required to obtain sufficient appropriate audit evidence to support the actual achievements as reported in the annual performance report. This was mainly due to shortcomings in the collation of the supporting evidence by the responsible managers.
- 35.** Material misstatements of performance information submitted for auditing have been identified resulting from the failure to maintain regular, accurate and complete records throughout the financial year.

Governance

- 36.** Due to an oversight internal audit did not audit transfer payments in the current year.

Auditor-General

Cape Town

30 July 2014



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 2014

APPROPRIATION PER PROGRAMME									
		2013/14				2012/13			
	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	49,006	(182)	-	48,824	46,525	2,299	95.3	40,169	40,169
Transfers and subsidies	55	(13)	-	42	42	-	100.0	145	145
Payment for capital assets	2,225	194	123	2,542	2,542	-	100.0	2,402	2,402
Payment for financial assets	-	1	-	1	1	-	100.0	3	3
	51,286	-	123	51,409	49,110	2,299	95.5	42,719	42,719
2. ENVIRONMENTAL POLICY, PLANNING AND COORDINATION									
Current payment	35,740	(72)	-	35,668	35,597	71	99.8	33,587	33,531
Transfers and subsidies	778	71	-	849	849	-	100.0	663	663
Payment for capital assets	203	-	(12)	191	191	-	100.0	386	386
Payment for financial assets	-	1	-	1	1	-	100.0	-	-
	36,721	-	(12)	36,709	36,638	71	99.8	34,636	34,580
3. COMPLIANCE AND ENFORCEMENT									
Current payment	16,397	-	460	16,857	16,857	-	100.0	15,074	15,074
Transfers and subsidies	2	-	-	2	2	-	100.0	10	10
Payment for capital assets	120	-	(94)	26	26	-	100.0	168	168
Payment for financial assets	-	-	-	-	-	-	-	1	1
	16,519	-	366	16,885	16,885	-	100.0	15,253	15,253

APPROPRIATION PER PROGRAMME									
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13	
								Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
4. ENVIRONMENTAL QUALITY MANAGEMENT									
Current payment	82,579	(212)	(460)	81,907	78,929	2,978	96.4	64,168	63,895
Transfers and subsidies	17	53	-	70	70	-	100.0	276	276
Payment for capital assets	1,089	159	-	1,248	1,248	-	100.0	4,488	4,488
Payment for financial assets	-	-	-	-	-	-	-	1	1
	83,685	-	(460)	83,225	80,247	2,978	96.4	68,933	68,660
5. BIODIVERSITY MANAGEMENT									
Current payment	7,008	(1)	-	7,007	6,410	597	91.5	5,876	5,876
Transfers and subsidies	223,907	1	-	223,908	221,908	2,000	99.1	208,466	208,466
Payment for capital assets	22	-	(17)	5	5	-	100.0	36	36
	230,937	-	(17)	230,920	228,323	2,597	98.9	214,378	214,378
6. ENVIRONMENTAL EMPOWERMENT SERVICES									
Current payment	744	-	-	744	496	248	66.7	1,040	1,040
Transfers and subsidies	500	-	-	500	500	-	100.0	250	250
	1,244	-	-	1,244	996	248	80.1	1,290	1,290
TOTAL	420,392	-	-	420,392	412,199	8,193	98.1	377,209	376,880

APPROPRIATION STATEMENT for the year ended 31 March 2014

	2013/14		2012/13	
	Final Appropriation	Actual Expenditure	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000
TOTAL (brought forward)	420,392	412,199	377,209	376,880
Reconciliation with statement of financial performance				
ADD: Aid Assistance	279			
Departmental receipts	2,607		2,177	
Actual amounts per statement of financial performance (total revenue)	423,278		379,386	
ADD: Aid Assistance		279		
Actual amounts per statement of financial performance (total expenditure)		412,478		376,880

APPROPRIATION PER ECONOMIC CLASSIFICATION									
	2013/14					2012/13			
	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	144,967	100	(460)	144,607	142,862	1,745	98.8	123,327	122,998
Goods and services	46,507	(567)	460	46,400	41,952	4,448	90.4	36,587	36,587
Transfers and subsidies									
Provinces and municipalities	2,500	-	-	2,500	500	2,000	20.0	430	430
Departmental agencies and accounts	221,913	1	-	221,914	221,914	-	100.0	208,471	208,471
Higher education institutions	-	20	-	20	20	-	100.0	-	-
Non-profit institutions	500	-	-	500	500	-	100.0	500	500
Households	346	91	-	437	437	-	100.0	409	409
Payments for capital assets									
Machinery and equipment	3,659	353	-	4,012	4,012	-	100.0	7,480	7,480
Payment for financial assets									
	-	2	-	2	2	-	100.0	5	5
Total	420,392	-	-	420,392	412,199	8,193	98.1	377,209	376,880

PROGRAMME 1: ADMINISTRATION									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13	
								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									
Current payment	5,835	(66)	-	5,769	5,769	-	100.0	5,342	5,342
Transfers and subsidies	1	-	-	1	1	-	100.0	22	22
Payment for capital assets	188	(14)	-	174	174	-	100.0	244	244
Payment for financial assets	-	-	-	-	-	-	-	2	2
1.2 SENIOR MANAGEMENT									
Current payment	16,994	-	-	16,994	16,024	970	94.3	12,346	12,346
Transfers and subsidies	1	-	-	1	1	-	100.0	64	64
Payment for capital assets	47	9	-	56	56	-	100.0	201	201
1.3 CORPORATE SERVICES									
Current payment	15,073	(566)	-	14,507	13,178	1,329	90.8	12,644	12,644
Transfers and subsidies	53	(13)	-	40	40	-	100.0	59	59
Payment for capital assets	1,887	294	123	2,304	2,304	-	100.0	1,911	1,911
Payment for financial assets	-	1	-	1	1	-	100.0	1	1
1.4 FINANCIAL MANAGEMENT									
Current payment	11,104	450	-	11,554	11,554	-	100.0	9,837	9,837
Payment for capital assets	103	(95)	-	8	8	-	100.0	46	46
Total	51,286	-	123	51,409	49,110	2,299	95.5	42,719	42,719

PROGRAMME 1: ADMINISTRATION									
Per economic classification	2013/14					2012/13			
	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	37,567	169	-	37,736	36,955	781	97.9	32,668	32,668
Goods and services	11,439	(351)	-	11,088	9,570	1,518	86.3	7,501	7,501
Transfers and subsidies									
Departmental agencies and accounts	4	(1)	-	3	3	-	100.0	2	2
Households	51	(12)	-	39	39	-	100.0	143	143
Payments for capital assets									
Machinery and equipment	2,225	194	123	2,542	2,542	-	100.0	2,402	2,402
Payments for financial assets									
	-	1	-	1	1	-	100.0	3	3
Total	51,286	-	123	51,409	49,110	2,299	95.5	42,719	42,719

PROGRAMME 2: ENVIRONMENTAL POLICY, PLANNING AND COORDINATION									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	2013/14			2012/13		
				R'000	R'000	R'000	Final Appropriation	Expenditure as % of final appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000
2.1 INTERGOVERNMENTAL COORDINATION, SPATIAL AND DEVELOPMENT PLANNING									
Current payment	23,161	292	-		23,453	23,453		100.0	20,506
Transfers and subsidies	500	-	-		500	500		100.0	513
Payment for capital assets	130	12	-		142	142		100.0	63
Payment for financial assets	-	1	-		1	1		100.0	-
2.2 LEGISLATIVE DEVELOPMENT									
Current payment	589	947	-		1,536	1,536		100.0	834
2.3 RESEARCH AND DEVELOPMENT SUPPORT									
Current payment	5,241	(647)	-		4,594	4,594		100.0	4,800
Transfers and subsidies	278	37	-		315	315		100.0	1
Payment for capital assets	30	(1)	-		29	29		100.0	49
2.4 ENVIRONMENTAL INFORMATION MANAGEMENT									
Current payment	2,628	(311)	-		2,317	2,317		100.0	2,619
Transfers and subsidies	-	13	-		13	13		100.0	149
Payment for capital assets	16	-	-		16	16		100.0	246
2.5 CLIMATE CHANGE MANAGEMENT									
Current payment	4,121	(353)	-		3,768	3,697	71	98.1	4,772
Transfers and subsidies	-	21	-		21	21	-	100.0	-
Payment for capital assets	27	(11)	(12)		4	4	-	100.0	28
Total	36,721	-	(12)		36,709	36,638	71	99.8	34,580

PROGRAMME 2: ENVIRONMENTAL POLICY, PLANNING AND COORDINATION									
Per economic classification	2013/14					2012/13			
	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	26,140	615	-	26,755	26,755	-	100.0	21,670	21,614
Goods and services	9,600	(687)	-	8,913	8,842	71	99.2	11,917	11,917
Transfers and subsidies									
Departmental agencies and accounts	1	-	-	1	1	-	100.0	1	1
Higher education institutions	-	20	-	20	20	-	100.0	-	-
Non-profit institutions	500	-	-	500	500	-	100.0	500	500
Households	277	51	-	328	328	-	100.0	162	162
Payment for capital assets									
Machinery and equipment	203	-	(12)	191	191	-	100.0	386	386
Payments for financial assets									
	-	1	-	1	1	-	100.0	-	-
Total	36,721	-	(12)	36,709	36,638	71	99.8	34,636	34,580

PROGRAMME 3: COMPLIANCE AND ENFORCEMENT									
2013/14									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13 Final Appropriation	2012/13 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	16,397	-	460	16,857	16,857	-	100.0	15,074	15,074
Transfers and subsidies	2	-	-	2	2	-	100.0	10	10
Payment for capital assets	120	-	(94)	26	26	-	100.0	168	168
Payment for financial assets	-	-	-	-	-	-	-	1	1
Total	16,519	-	366	16,885	16,885	-	100.0	15,253	15,253

PROGRAMME 3: COMPLIANCE AND ENFORCEMENT									
2013/14									
Per economic classification	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13 Final Appropriation	2012/13 Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Current payments									
Compensation of employees	12,885	(186)	-	12,699	12,699	-	100.0	10,639	10,639
Goods and services	3,512	186	460	4,158	4,158	-	100.0	4,435	4,435
Transfers and subsidies									
Households	2	-	-	2	2	-	100.0	10	10
Payment for capital assets									
Machinery and equipment	120	-	(94)	26	26	-	100.0	168	168
Payments for financial assets									
	-	-	-	-	-	-	-	1	1
Total	16,519	-	366	16,885	16,885	-	100.0	15,253	15,253

PROGRAMME 4: ENVIRONMENTAL QUALITY MANAGEMENT									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13	
	R'000	R'000	R'000	R'000	R'000	R'000	%	Final Appropriation	Actual expenditure
4.1 IMPACT MANAGEMENT									
Current payment	40,731	516	-	41,247	41,247	-	100.0	37,269	37,058
Transfers and subsidies	13	11	-	24	24	-	100.0	11	11
Payment for capital assets	49	40	-	89	89	-	100.0	487	487
4.2 AIR QUALITY MANAGEMENT									
Current payment	10,761	(676)	-	10,085	9,389	696	93.1	7,823	7,823
Transfers and subsidies	4	41	-	45	45	-	100.0	4	4
Payment for capital assets	811	68	-	879	879	-	100.0	3,486	3,486
4.3 POLLUTION AND WASTE MANAGEMENT									
Current payment	31,087	(52)	(460)	30,575	28,293	2,282	92.5	19,076	19,014
Transfers and subsidies	-	1	-	1	1	-	100.0	261	261
Payment for capital assets	229	51	-	280	280	-	100.0	515	515
Payment for financial assets	-	-	-	-	-	-	-	1	1
Total	83,685	-	(460)	83,225	80,247	2,978	96.4	68,933	68,660

PROGRAMME 4: ENVIRONMENTAL QUALITY MANAGEMENT									
Per economic classification	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13	
								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	64,602	(564)	(460)	63,578	62,614	964	98.5	54,853	54,580
Goods and services	17,977	352	-	18,329	16,315	2,014	89.0	9,315	9,315
Transfers and subsidies									
Provinces and municipalities	-	-	-	-	-	-	-	180	180
Departmental agencies and accounts	1	1	-	2	2	-	100.0	2	2
Households	16	52	-	68	68	-	100.0	94	94
Payment for capital assets									
Machinery and equipment	1,089	159	-	1,248	1,248	-	100.0	4,488	4,488
Payments for financial assets									
	-	-	-	-	-	-	-	1	1
Total	83,685	-	(460)	83,225	80,247	2,978	96.4	68,933	68,660

PROGRAMME 5: BIODIVERSITY MANAGEMENT									
Detail per sub-programme	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	2012/13	
								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	2,167	165	-	2,332	2,332	-	100.0	1,710	1,710
Transfers and subsidies	2,000	-	-	2,000	-	2,000	-	-	-
Payment for capital assets	21	-	(17)	4	4	-	100.0	27	27
5.2 WESTERN CAPE NATURE CONSERVATION BOARD									
Transfers and subsidies	221,907	-	-	221,907	221,907	-	100.0	208,466	208,466
5.3 COASTAL MANAGEMENT									
Current payment	4,841	(166)	-	4,675	4,078	597	87.2	4,166	4,166
Transfers and subsidies	-	1	-	1	1	-	100.0	-	-
Payment for capital assets	1	-	-	1	1	-	100.0	9	9
Total	230,937	-	(17)	230,920	228,323	2,597	98.9	214,378	214,378

PROGRAMME 5: BIODIVERSITY MANAGEMENT									
Per economic classification	2013/14					2012/13			
	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	3,773	66	-	3,839	3,839	-	100.0	3,497	3,497
Goods and services	3,235	(67)	-	3,168	2,571	597	81.2	2,379	2,379
Transfers and subsidies									
Provinces and municipalities	2,000	-	-	2,000	-	2,000	-	-	-
Departmental agencies and accounts	221,907	1	-	221,908	221,908	-	100.0	208,466	208,466
Payment for capital assets									
Machinery and equipment	22	-	(17)	5	5	-	100.0	36	36
Total	230,937	-	(17)	230,920	228,323	2,597	98.9	214,378	214,378

WCG: Environmental Affairs and Development Planning: Vote 9
APPROPRIATION STATEMENT for the year ended 31 March 2014

PROGRAMME 6: ENVIRONMENTAL EMPOWERMENT SERVICES									
2013/14				2012/13					
Detail per sub-programme	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	447	-	-	447	214	233	47.9	222	222
6.2 ENVIRONMENTAL COMMUNICATION AND AWARENESS RAISING									
Current payment	297	-	-	297	282	15	94.9	818	818
Transfers and subsidies	500	-	-	500	500	-	100.0	250	250
Total	1,244	-	-	1,244	996	248	80.1	1,290	1,290

PROGRAMME 6: ENVIRONMENTAL EMPOWERMENT SERVICES									
2013/14				2012/13					
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									
Goods and services	744	-	-	744	496	248	66.7	1,040	1,040
Transfers and subsidies									
Provinces and municipalities	500	-	-	500	500	-	100.0	250	250
Total	1,244	-	-	1,244	996	248	80.1	1,290	1,290

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-F) to the Annual Financial Statements.

2. Detail of specifically and exclusively appropriated amounts voted (after Virement):

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the Annual Financial Statements.

3. 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.

4. Explanations of material variances from Amounts Voted (after Virement):

4.1 Per programme	Final Appropriation R'000	Actual Expenditure R'000	Variance R'000	Variance as a % of Final Appropriation %
Programme 1: Administration	51,409	49,110	2,299	4.5
Explanation of variance				
<p>The under spending is due to funded vacancies not filled, computer service projects and an organisational development investigation that were not completed by 31 March 2014.</p> <p>The vacancies that will be filled in the new financial year includes amongst others, posts within the Communication, Supply Chain Management, Corporate Services Unit, Financial Accounting, Management Accounting and Logistical Services Sub-directorates. Furthermore, under spending on the Departmental Integrated Management Information System was due to the Final Project Closure Report being accepted by the Department on 11 April 2014. Under spending in respect of the video conferencing facilities upgrade was the result of a transversal agreement with the Department of Transport and Public Works not being concluded and delayed procurement processes. An Organisational Development investigation also contributed to the under spending.</p>				
Programme 4: Environmental Quality Management	83,225	80,247	2,978	3.6
Explanation of variance				
<p>The under expenditure stems from vacancies of which posts were not filled, the Department awaited the outcome of the organisational investigation which will give direction on which posts to be filled. Projects, amongst others the Berg River improvement project, were partially completed at the end of the financial year due to challenges in the supply chain management processes.</p> <p>The majority of the vacant posts are Occupation Specific Dispensation positions such as Environmental Officers and this contributed to the under spending within this programme. In addition to this, the procurement of the Air Quality Data Management Software was also delayed due to the supplier not being registered on the SITA database. The Air Quality Health Risk Assessment and the Berg River Improvement Plan contributed to the under spending. The deliverables on these projects will be completed in the 2014/15 financial year.</p>				

Programme 6: Environmental Empowerment Services	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
	1,244	996	248	19.9
Explanation of variance The saving is due to lower than anticipated costs mainly on capacity building events as the Department enforced the National Treasury Instruction on cost containment measures. Lower costs on mainly catering, travelling and venues and facilities were realised as the Department considered alternative options stemming from the cost containment instruction.				

4.2 Per economic classification	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
Current expenditure				
Compensation of employees	144,607	142,862	1,745	1.2
Goods and services	46,400	41,952	4,448	9.6
Transfers and subsidies				
Provinces and municipalities	2,500	500	2,000	80.0
Departmental agencies and accounts	221,914	221,914	-	-
Higher education institutions	20	20	-	-
Non-profit institutions	500	500	-	-
Households	437	437	-	-
Payments for capital assets				
Machinery and equipment	4,012	4,012	-	-
Payments for financial assets	2	2	-	-
Explanatory of variance The under spending is mainly due to vacancies of which some posts were subject to the outcome of the organisational development investigation. Projects were partially completed by the end of the financial year due to challenges experienced with the procurement processes. Further under spending was also due to the unspent funding in respect of baboon management as the mediation process was not finalised.				

4.3 Per conditional grant	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	%
Expanded Public Works Programme Integrated Grant for Provinces	550	550	-	-

	<i>Note</i>	2013/14 R'000	2012/13 R'000
REVENUE			
Annual appropriation	1	420,392	377,209
Departmental revenue	2	2,607	2,177
Aid assistance	4	279	-
TOTAL REVENUE		423,278	379,386
EXPENDITURE			
Current expenditure			
Compensation of employees	3	142,862	122,998
Goods and services	5	41,952	36,587
Aid assistance	4	279	-
Total current expenditure		185,093	159,585
Transfers and subsidies			
Transfers and subsidies	7	223,371	209,810
Total transfers and subsidies		223,371	209,810
Expenditure for capital assets			
Tangible assets	8	4,012	7,480
Total expenditure for capital assets		4,012	7,480
Payments for financial assets	6	2	5
TOTAL EXPENDITURE		412,478	376,880
SURPLUS FOR THE YEAR		10,800	2,506
Reconciliation of Net Surplus for the year			
Voted funds		8,193	329
Annual appropriation	12	8,193	329
Departmental revenue and NRF Receipts	13	2,607	2,177
SURPLUS FOR THE YEAR		10,800	2,506

	<i>Note</i>	2013/14 R'000	2012/13 R'000
ASSETS			
Current assets		8,449	828
Cash and cash equivalents	9	8,041	678
Prepayments and advances	10	23	13
Receivables	11	385	137
TOTAL ASSETS		8,449	828
LIABILITIES			
Current liabilities		8,440	821
Voted funds to be surrendered to the Revenue Fund	12	8,193	329
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	13	23	38
Payables	14	224	454
TOTAL LIABILITIES		8,440	821
NET ASSETS		9	7
Represented by:			
Recoverable revenue		9	7
TOTAL		9	7

	2013/14 R'000	2012/13 R'000
Recoverable revenue		
Opening balance	7	4
Transfers:	2	3
Debts recovered (included in departmental receipts)	(27)	3
Debts raised	29	-
Closing balance	9	7
TOTAL	9	7

	<i>Note</i>	2013/14 R'000	2012/13 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		424,408	379,658
Annual appropriated funds received	1.1	420,392	377,209
Departmental revenue received	2	3,737	2,445
Interest received	2.3	-	4
Aid assistance		279	-
Net (increase)/decrease in working capital		(488)	535
Surrendered to Revenue Fund		(4,101)	(2,523)
Current payments		(185,093)	(159,585)
Payments for financial assets		(2)	(5)
Transfers and subsidies paid		(223,371)	(209,810)
Net cash flow available from operating activities	15	11,353	8,270
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	8	(4,012)	(7,480)
Proceeds from sale of capital assets	2.4	20	46
Net cash flows from investing activities		(3,992)	(7,434)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in net assets		2	3
Net cash flows from financing activities		2	3
Net increase/(decrease) in cash and cash equivalents		7,363	839
Cash and cash equivalents at beginning of period		678	(161)
Cash and cash equivalents at end of period	9	8,041	678

Summary of significant accounting policies

The financial statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated.

The historical cost convention has been used, except where otherwise indicated. Management has used assessments and estimates in preparing the annual financial statements. These are based on the best information available at the time of preparation.

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 (PFMA), Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the PFMA and the annual Division of Revenue Act.

1 Basis of preparation

The financial statements have been prepared in accordance with the Modified Cash Standard.

2 Going concern

The financial statements have been prepared on a going concern basis.

3 Presentation currency

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

4 Rounding

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

5 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.

6 Comparative figures - Appropriation Statement

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

7 Foreign currency translation

Cash flows arising from foreign currency transactions are translated into South African Rands using the exchange rates prevailing at the date of payment/receipt.

8 Current year comparison with budget

A comparison between the approved, final budget and actual amounts for each programme and economic classification is included in the appropriation statement.

9 Revenue

9.1 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 statement of financial performance on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the statement of financial performance on the date the adjustments become effective.

The net amount of any appropriated funds due to/from the relevant revenue fund at the reporting date is recognised as a payable/receivable in the statement of financial position.

9.2 Departmental revenue

Departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the relevant revenue fund, unless stated otherwise.

Any amount owing to the relevant revenue fund at the reporting date is recognised as a payable in the statement of financial position.

9.3 Accrued departmental revenue

Accruals in respect of departmental revenue (excluding tax revenue) are recorded in the notes to the financial statements when:

- it is probable that the economic benefits or service potential associated with the transaction will flow to the department; and
- the amount of revenue can be measured reliably.

The accrued revenue is measured at the fair value of the consideration receivable.

Accrued tax revenue (and related interest and / penalties) is measured at amounts receivable from collecting agents.

10 Expenditure

10.1 Compensation of employees

10.1.1 Salaries and wages

Salaries and wages are recognised in the statement of financial performance on the date of payment.

10.1.2 Social contributions

Social contributions made by the department in respect of current employees are recognised in the statement of financial performance on the date of payment.

Social contributions made by the department in respect of ex-employees are classified as transfers to households in the statement of financial performance on the date of payment.

10.2 Other expenditure

Other expenditure (such as goods and services, transfers and subsidies and payments for capital assets) is recognised in the statement of financial performance on the date of payment. The expense is classified as a capital expense if the total consideration paid is more than the capitalisation threshold.

10.3 Accrued expenditure payable

Accrued expenditure payable is recorded in the notes to the financial statements when the goods are received or, in the case of services, when they are rendered to the department.

Accrued expenditure payable is measured at cost.

10.4 Leases

10.4.1 Operating leases

Operating lease payments made during the reporting period are recognised as current expenditure in the statement of financial performance on the date of payment.

The operating lease commitments are recorded in the notes to the financial statements.

10.4.2 Finance leases

Finance lease payments made during the reporting period are recognised as capital expenditure in the statement of financial performance on the date of payment.

The finance lease commitments are recorded in the notes to the financial statements and are not apportioned between the capital and interest portions.

Finance lease assets acquired at the end of the lease term are recorded and measured at the lower of:

- cost, being the fair value of the asset; or
- the sum of the minimum lease payments made, including any payments made to acquire ownership at the end of the lease term, excluding interest.

11 Aid Assistance

11.1 Aid assistance received

Aid assistance received in cash is recognised in the statement of financial performance when received. In-kind aid assistance is recorded in the notes to the financial statements on the date of receipt and is measured at fair value.

Aid assistance not spent for the intended purpose and any unutilised funds from aid assistance that are required to be refunded to the donor are recognised as a payable in the statement of financial position.

11.2 Aid assistance paid

Aid assistance paid is recognised in the statement of financial performance on the date of payment. Aid assistance payments made prior to the receipt of funds are recognised as a receivable in the statement of financial position.

12 Cash and cash equivalents

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

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.

13 Prepayments and advances

Prepayments and advances are recognised in the statement of financial position when the department receives or disburses the cash.

Prepayments and advances are initially and subsequently measured at cost.

14 Loans and receivables

Loans and receivables are recognised in the statement of financial position at cost plus accrued interest, where interest is charged, less amounts already settled or written-off.

15 Investments

Investments are recognised in the statement of financial position at cost.

16 Impairment of financial assets

Where there is an indication of impairment of a financial asset, an estimation of the reduction in the recorded carrying value, to reflect the best estimate of the amount of the future economic benefits expected to be received from that asset, is recorded in the notes to the financial statements.

17 Payables

Loans and payables are recognised in the statement of financial position at cost.

18 Capital Assets

18.1 Movable capital assets

Movable capital assets are initially recorded in the notes to the financial statements at cost. Movable capital assets acquired through a non-exchange transaction is measured at fair value as at the date of acquisition.

Where the cost of movable capital assets cannot be determined accurately, the movable capital assets are measured at fair value and where fair value cannot be determined; the movable assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Movable capital assets are subsequently carried at cost and are not subject to depreciation or impairment.

Biological assets are subsequently carried at fair value

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the movable asset is recorded by another department/entity in which case the completed project costs are transferred to that department.

18.2 Intangible assets

Intangible assets are initially recorded in the notes to the financial statements at cost. Intangible assets acquired through a non-exchange transaction are measured at fair value as at the date of acquisition.

Internally generated intangible assets are recorded in the notes to the financial statements when the department commences the development phase of the project.

Where the cost of intangible assets cannot be determined accurately, the intangible capital assets are measured at fair value and where fair value cannot be determined; the intangible assets are measured at R1.

All assets acquired prior to 1 April 2002 (or a later date as approved by the OAG) are recorded at R1.

Intangible assets are subsequently carried at cost and are not subject to depreciation or impairment.

Subsequent expenditure that is of a capital nature is added to the cost of the asset at the end of the capital project unless the intangible asset is recorded by another department/entity in which case the completed project costs are transferred to that department.

19 Provisions and Contingents

19.1 Provisions

Provisions are recorded in the notes to the financial statements 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 or service potential will be required to settle the obligation and a reliable estimate of the obligation can be made. The provision is measured as the best estimate of the funds required to settle the present obligation at the reporting date.

19.2 Contingent liabilities

Contingent liabilities are recorded in the notes to the financial statements when there is a possible obligation that arises from past events, and whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department or when there is a present obligation that is not recognised because it is not probable that an outflow of resources will be required to settle the obligation or the amount of the obligation cannot be measured reliably.

19.3 Contingent assets

Contingent assets are recorded in the notes to the financial statements when a possible asset arises from past events, and whose existence will be confirmed by the occurrence or non-occurrence of one or more uncertain future events not within the control of the department

19.4 Commitments

Commitments are recorded at cost in the notes to the financial statements when there is a contractual arrangement or an approval by management in a manner that raises a valid expectation that the department will discharge its responsibilities thereby incurring future expenditure that will result in the outflow of cash

20 Unauthorised expenditure

Unauthorised expenditure is recognised in the statement of financial position until such time as the expenditure is either:

- approved by Parliament or the Provincial Legislature with funding and the related funds are received; or
- approved by Parliament or the Provincial Legislature without funding and is written off against the appropriation in the statement of financial performance; or
- transferred to receivables for recovery.

Unauthorised expenditure is measured at the amount of the confirmed unauthorised expenditure.

21 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the fruitless and or wasteful expenditure incurred.

Fruitless and wasteful expenditure is removed from the notes to the financial statements when it is resolved or transferred to receivables for recovery.

Fruitless and wasteful expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

22 Irregular expenditure

Irregular expenditure is recorded in the notes to the financial statements when confirmed. The amount recorded is equal to the total value of the irregularity unless it is impracticable to determine, in which case reasons therefor are provided in the note.

Irregular expenditure is removed from the note when it is either condoned by the relevant authority or transferred to receivables for recovery.

Irregular expenditure receivables are measured at the amount that is expected to be recoverable and are de-recognised when settled or subsequently written-off as irrecoverable.

23 Net Assets

Investments are recognised in the statement of financial position at cost.

23.1 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.

23.2 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.

1. Annual Appropriation

1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for Provincial Departments:

	2013/14		2012/13	
Programmes	Final Appropriation	Actual Funds Received	Funds not requested/ not received	Appropriation received
	R'000	R'000	R'000	R'000
Administration	51,409	51,409	-	42,719
Environmental Policy, Planning and Co-ordination	36,709	36,709	-	34,636
Compliance and Enforcement	16,885	16,885	-	15,253
Environmental Quality Management	83,225	83,225	-	68,933
Biodiversity Management	230,920	230,920	-	214,378
Environmental Empowerment Services	1,244	1,244	-	1,290
Total	420,392	420,392	-	377,209

Note 2013/14 2012/13
R'000 R'000

1.2 Conditional grants*

Total grants received	28	550	1,000
Provincial grants included in Total Grants received		<u>550</u>	<u>1,000</u>

*It should be noted that the conditional grants are included in the amount per the final appropriation in Note 1.1

2. Departmental revenue

Sales of goods and services other than capital assets	2.1	72	55
Fines, penalties and forfeits	2.2	3,496	2,303
Interest, dividends and rent on land	2.3	-	4
Sales of capital assets	2.4	20	46
Transactions in financial assets and liabilities	2.5	169	87
Total revenue collected		<u>3,757</u>	<u>2,495</u>
Less: Own revenue included in appropriation	13	1,150	318
Departmental revenue collected		<u>2,607</u>	<u>2,177</u>

	Note	2013/14 R'000	2012/13 R'000
2.1 Sales of goods and services other than capital assets			
Sales of goods and services produced by the department		41	40
Administrative fees		41	20
Other sales		-	20
Sales of scrap, waste and other used current goods		31	15
Total		72	55
2.2 Fines, penalties and forfeits			
Fines (NEMA Section 24G)		3,496	2,303
Total		3,496	2,303
2.3 Interest, dividends and rent on land			
Interest		-	4
Total		-	4
2.4 Sale of capital assets			
Tangible assets		20	46
Machinery and equipment	26	20	46
Total		20	46
2.5 Transactions in financial assets and liabilities			
Other Receipts including Recoverable Revenue		169	87
Total		169	87
3. Compensation of employees			
3.1 Salaries and Wages			
Basic salary		100,175	86,213
Performance award		2,780	1,825
Service Based		152	236
Compensative/circumstantial		1,244	1,093
Periodic payments		1,228	1,055
Other non-pensionable allowances		21,240	17,686
Total		126,819	108,108

	<i>Note</i>	2013/14 R'000	2012/13 R'000
3.2 Social Contributions			
Employer contributions			
Pension		11,511	10,402
Medical		4,509	4,469
Bargaining council		23	19
Total		16,043	14,890
Total compensation of employees		142,862	122,998
Average number of employees		370	353
The average number of employees is determined on a full time equivalent basis at the beginning and end of the financial year. The actual officials employed at 31 March 2014 were 392.			
4. Aid Assistance			
4.1 Aid assistance received in cash from other sources			
Foreign			
Revenue	1F	279	-
Expenditure		(279)	-
Current		(279)	-
Total		-	-
5. Goods and services			
Administrative fees		15	19
Advertising		1,180	2,353
Minor assets	5.1	364	637
Bursaries (employees)		147	191
Catering		636	671
Communication		1,284	1,255
Computer services	5.2	2,942	739
Consultants, contractors and agency/outsourced services	5.3	20,435	18,078
Entertainment		24	17
Audit cost – external	5.4	3,438	2,201
Inventory	5.5	1,592	2,072
Operating leases		989	1,366
Rental and hiring		76	3
Transport provided as part of the departmental activities		67	55
Travel and subsistence	5.6	6,200	4,851
Venues and facilities		864	336
Training and development		1,077	1,246
Other operating expenditure	5.7	622	497
Total		41,952	36,587

	Note	2013/14 R'000	2012/13 R'000
5.1 Minor assets			
Tangible assets		364	637
Machinery and equipment		364	637
Total		364	637

5.2 Computer services			
SITA computer services		909	513
External computer service providers		2,033	226
Total		2,942	739

The increase in expenditure in the disclosure for "External computer service providers" relates to a new project, the Departmental Information Management System (DIMIS), and enhancements to the Integrated Pollutant and Waste Information System (IPWIS).

5.3 Consultants, contractors and agency/outsourced services			
Business and advisory services		16,695	13,733
Legal costs		2,967	3,470
Contractors		759	875
Agency and support/outsourced services		14	-
Total		20,435	18,078

Detail on business and advisory services are provided in Part D of this Annual Report.

5.4 Audit cost – External			
Regularity audits		3,438	2,201
Total		3,438	2,201

5.5 Inventory			
Learning and teaching support material		-	125
Other consumables		129	144
Materials and supplies		260	123
Stationery and printing		1,203	1,680
Total		1,592	2,072

Expenditure for 'Other consumables' includes items such as linen, cutlery and crockery, uniform and protective clothing and cleaning detergents

5.6 Travel and subsistence			
Local		6,075	4,473
Foreign		125	378
Total		6,200	4,851

The increase in travel and subsistence expenditure is due to increased travel cost, increased travelling requirements for meetings at national level and increased travelling between the George office, Cape Town and municipalities as part of the law reform process.

	<i>Note</i>	2013/14 R'000	2012/13 R'000
5.7 Other operating expenditure			
Professional bodies, membership and subscription fees		2	2
Resettlement costs		98	166
Gifts		65	77
Other		457	252
Total		622	497

Included in the disclosure for "Other" is an amount of R63 430 and R394 248 for increased courier services and printing and publication.

6. Payments for financial assets

Material losses through criminal conduct		-	5
Other material losses	6.1	-	5
Debts written off	6.2	2	-
Total		2	5

6.1 Other material losses

Nature of other material losses Incident

Damage to GG Vehicle		-	4
Shuttle service		-	1
Total		-	5

6.2 Debts written off

Nature of debts written off

Tax debt amounts written off		1	-
Misuse of a GG Vehicle		1	-
Total		2	-
Total debt written off		2	-

7. Transfers and subsidies

Provinces and municipalities	<i>Annex 1A</i>	500	430
Departmental agencies and accounts	<i>Annex 1B</i>	221,914	208,471
Higher education institutions	<i>Annex 1G</i>	20	-
Non-profit institutions	<i>Annex 1C</i>	500	500
Households	<i>Annex 1D</i>	437	409
Total		223,371	209,810

	<i>Note</i>	2013/14 R'000	2012/13 R'000
8. Expenditure for capital assets			
Tangible assets		4,012	7,480
Machinery and equipment	26	4,012	7,480
Total		4,012	7,480
	Voted Funds R'000	Total R'000	
8.1 Analysis of funds utilised to acquire capital assets – 2013/14			
Tangible assets		4,012	4,012
Machinery and equipment		4,012	4,012
Total		4,012	4,012
	Voted Funds R'000	Total R'000	
8.2 Analysis of funds utilised to acquire capital assets – 2012/13			
Tangible assets		7,480	7,480
Machinery and equipment		7,480	7,480
Total		7,480	7,480
	2013/14 R'000		
8.3 Finance lease expenditure included in Expenditure for capital assets			
Tangible assets		1,950	
Machinery and equipment		1,950	
Total		1,950	
	2013/14 R'000	2012/13 R'000	
9. Cash and Cash Equivalents			
Consolidated Paymaster General		8,036	673
Cash on Hand		5	5
Total		8,041	678

	<i>Note</i>	2013/14 R'000	2012/13 R'000
10. Prepayments and advances			
Travel and subsistence		23	13
Total		23	13

11. Receivables

		2013/14				2012/13
		R'000	R'000	R'000	R'000	R'000
	<i>Note</i>	Less than one year	One to three years	Older than three years	Total	Total
Claims recoverable	11.1 Annex 2	164	-	-	164	-
Staff debt	11.2	148	1	-	149	122
Other debtors	11.3	40	32	-	72	15
Total		352	33	-	385	137

	<i>Note</i>	2013/14 R'000	2012/13 R'000
11.1 Claims Recoverable			
National departments		27	-
Provincial departments		137	-
Total		164	-

11.2 Staff debt

Salary reversal control	63	10
Salary tax debt	16	16
Debt account	70	78
Salary disallowance account	-	18
Total	149	122

11.3 Other debtors

Salary income tax	2	-
Salary deduction disallowance	1	-
Disallowance damages and losses	31	9
Damage vehicles	4	4
Disallowance miscellaneous	34	2
Total	72	15

	<i>Note</i>	2013/14 R'000	2012/13 R'000
12. Voted funds to be surrendered to the Revenue Fund			
Opening balance		329	67
As restated		329	67
Transfer from statement of financial performance (as restated)		8,193	329
Paid during the year		(329)	(67)
Closing balance		8,193	329
13. Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund			
Opening balance		38	(1)
As restated		38	(1)
Transfer from Statement of Financial Performance (as restated)		2,607	2,177
Own revenue included in appropriation		1,150	318
Paid during the year		(3,772)	(2,456)
Closing balance		23	38
14. Payables – current			
Advances received	14.1	192	432
Clearing accounts	14.2	23	22
Other payables	14.3	9	-
Total		224	454
14.1 Advances received			
National departments	Annex 5	192	432
Total		192	432
14.2 Clearing accounts			
Salary income tax		-	16
Salary ACB recalls		23	-
Recovery domestic claims (Franking credits)		-	6
Total		23	22
14.3 Other payables			
Salary: Disallowance Account		9	-
Total		9	-

	Note	2013/14 R'000	2012/13 R'000
15. Net cash flow available from operating activities			
Net surplus/(deficit) as per Statement of Financial Performance		10,800	2,506
Add back non cash/cash movements not deemed operating activities		553	5,764
(Increase)/decrease in receivables – current		(248)	259
(Increase)/decrease in prepayments and advances		(10)	(2)
Increase/(decrease) in payables – current		(230)	278
Proceeds from sale of capital assets		(20)	(46)
Expenditure on capital assets		4,012	7,480
Surrenders to Revenue Fund		(4,101)	(2,523)
Own revenue included in appropriation		1,150	318
Net cash flow generated by operating activities		11,353	8,270

16. Reconciliation of cash and cash equivalents for cash flow purposes

Consolidated Paymaster General account	8,036	673
Cash on hand	5	5
Total	8,041	678

17. Contingent liabilities and contingent assets

17.1 Contingent liability

Nature of contingent liability

Intergovernmental payables (unconfirmed balances)	Annex 3	31	-
Total		31	-

This disclosure relates to two officials which were transferred to the Department. Although they assumed duty, the transferring departments carried the cost for one month. The contingency is thus in respect of the salary claims of the officials against the Department.

17.2 Contingent assets

Nature of contingent asset

National Environmental Management Act (NEMA) Section 24G Outstanding Fines	2,514	3,225
OSD and Non pensionable allowance overpayments	528	491
Western Cape: Department of Health (Salary Claim)	22	-
National Department: Environmental Affairs (Salary Claim)	14	-
Total	3,078	3,716

The National Environmental Management Act (“NEMA”), 1998 (Act No. 107 of 1998) as amended, put provisions in place in terms of Section 24G for persons who commenced with listed activities without prior environmental authorisation to apply for rectification of such commencement. As such administrative fines are determined for the unlawful commencement of such activities listed in terms of the Environment Conservation Act, 1989, the NEMA EIA Regulations and the NEMA: Waste Act, 2008 (Act No. 59 of 2008). The disclosure of R2,514 million relates to outstanding administrative fines issued in terms of Section 24G.

Salary overpayments related to the implementation of the Occupation Specific Dispensation for the Engineering and related occupation group as well as non-pensionable allowance are under investigation, hence the disclosure of R528 thousand as a contingent asset.

Salary claims for two officials who left the employ of the Department were instituted against the receiving departments for the period that the Department remunerated those employees while they assumed duty at the receiving departments.

The implementation of the Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) was suspended for part of the financial year. PILIR provides for the appointment of a Panel of Accredited Health Risk Managers, by the Department of Public Service and Administration (DPSA), as service providers available to a department to investigate and assess the applications made by employees. The appointment of these service providers was delayed due to a legal challenge brought to the High Court against the appointment process. Therefore for the first half of the financial year no timeous decision could be made on the validity of the incapacity and/or ill-health retirement applications received from employees. Although the Panel was formally established on 1 November 2013 there is a possibility that amounts paid to employees on incapacity and/or ill-health retirement may be recoverable if the applications, made in the first part of the financial year, are not subsequently recommended by the service providers. Eleven incapacity and ill health retirement cases were received of which the total PILIR days amount to R265 234 is under investigation.

	Note	2013/14 R'000	2012/13 R'000
18. Commitments			
Current expenditure			
Approved and contracted		21,790	7,861
		21,790	7,861
Capital expenditure			
Approved and contracted		48	272
		48	272
Total Commitments		21,838	8,133

The total commitment for 2014/15 is R18 million and for future financial years is R3.8 million.

	2013/14 R'000			2012/13 R'000
19. Accrual and payables not recognised				
Listed by economic classification	30 Days	30+ Days	Total	Total
Goods and services	614	-	614	1,158
Capital assets	-	-	-	5
Total	614	-	614	1,163

	<i>Note</i>	2013/14 R'000	2012/13 R'000
Listed by programme level			
Administration		364	813
Environmental Policy, Planning and Co-ordination		10	95
Compliance and Enforcement		134	77
Environmental Quality Management		105	166
Biodiversity Management		1	12
Total		614	1,163
Confirmed balances with departments	<i>Annex 3</i>	298	435
Total		298	435

20. Employee benefits

Leave entitlement*	1,434	2,661
Service bonus (Thirteenth cheque)	3,206	2,939
Performance awards	2,220	2,858
Capped leave commitments	2,512	2,644
Other**	80	164
Total	9,452	11,266

*Included in the disclosure for leave entitlement is a negative amount of R497 218.92 in respect of leave credits of officials. This should be reduced during the rest of the leave cycle against the total leave allocation per employee.

**The disclosure "other" under employee benefits refers to all payments made after March 2014 for the 2013/2014 financial year. This includes expenditure accrued for overtime, acting allowances, long service awards and periodical staff remuneration.

21. Lease commitments

21.1 Operating leases expenditure

	Machinery and equipment R'000	Total R'000
2013/14		
Not later than 1 year	1,032	1,032
Later than 1 year and not later than 5 years	1,202	1,202
Total lease commitments	2,234	2,234
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

The operating leases relates to the utilisation of photocopy machines, whereby photocopy machines are leased in return for a series of payments.

21.2 Finance leases expenditure

	Machinery and equipment R'000	Total R'000
2013/14		
Not later than 1 year	2,183	2,183
Later than 1 year and not later than 5 years	6,278	6,278
Later than five years	1,216	1,216
Total lease commitments	9,677	9,677
2012/13		
Not later than 1 year	1,862	1,862
Later than 1 year and not later than 5 years	4,484	4,484
Later than five years	567	567
Total lease commitments	6,913	6,913

The finance leases relates to data cards and the use of GG Vehicles, whereby all the risks and rewards are transferred to the department.

	2013/14 R'000	2012/13 R'000
22. Irregular expenditure		
22.1 Reconciliation of irregular expenditure		
Opening balance	157	-
Add: Irregular expenditure – relating to current year	4,826	1,087
Add: Irregular expenditure - relating to prior year	2,246	-
Less: Prior year amounts condoned	(157)	(930)
Irregular expenditure awaiting condonation	7,072	157
 Analysis of awaiting condonation per age classification		
Current year	4,826	157
Prior years	2,246	-
Total	7,072	157
 22.2 Details of irregular expenditure condoned		
Incident	Condoned by (condoning authority)	2013/14 R'000
The highest point's scorer for the procurement of goods and services was not awarded the tender, as another tenderer was the preferred supplier.	Accounting Officer	157
Total		157
 22.3 Detail of irregular expenditure under investigation		
Incident		2013/14 R'000
Amount of which R2,246 million relates to the prior year and R3,254 million for the current year under investigation for possible irregularity for non-compliance with procurement of travel management services.		5,500
Non-Compliance with the appointment of the service provider and interpretation of practice note in terms of the Integrated Pollutant and Waste Information System (IPWIS).		1,572
Total		7,072
	2013/14 R'000	2012/13 R'000
23. Fruitless and wasteful expenditure		
23.1 Reconciliation of fruitless and wasteful expenditure		
Opening balance	1	-
Fruitless and wasteful expenditure – relating to prior year	-	-
Fruitless and wasteful expenditure – relating to current year	-	1
Less: Amounts resolved	(1)	-
Fruitless and wasteful expenditure awaiting resolution	-	1

	2013/14 R'000	2012/13 R'000
23.2 Analysis of awaiting resolution per economic classification		
Current	-	1
Total	-	1

24. Related party transactions

Sales of goods and services other than capital assets	26	12
Sales of capital assets	18	46
Total	44	58

Related party relationships

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. Transfer payments were made to CapeNature during the financial year as per Annexure 1B.

The Department of Environmental Affairs and Development Planning occupies buildings 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 Environmental Affairs and Development Planning received corporate services from the Corporate Services Centre of the Department of the Premier in the Western Cape Province with effect from 1 November 2010 in respect of the following service areas:

- Information and Communication Technology
- Organisation Development
- Provincial Training (transversal)
- Human Resource Management
- Enterprise Risk Management
- Internal Audit
- Forensic investigations
- Legal Services
- Corporate Communication

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

During the course of the financial year, redundant assets were transferred to the Departments of the Premier, Education, Health and CapeNature. Other redundant assets were also sold to staff.

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

Given the Minister's portfolio the Department of Local Government is also regarded as a related party.

25. Key management personnel

	No. of Individuals	2013/14 R'000	2012/13 R'000
Political office bearers	1	1,652	1,652
Officials:			
Level 15 to 16	1	1,470	1,334
Level 14	5	5,240	4,145
Total		8,362	7,131

Minister of Local Government, Environmental Affairs and Development Planning: Mr. AW Bredell.

26. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Opening balance R'000	Current Year Adjust- ments to prior year balances R'000	Additions R'000	Disposals R'000	Closing Balance R'000
MACHINERY AND EQUIPMENT	38,429	-	3,674	2,423	39,680
Transport assets	5,639	-	1,612	1,112	6,139
Computer equipment	15,494	-	849	1,184	15,159
Furniture and office equipment	3,186	-	125	95	3,216
Other machinery and equipment	14,110	-	1,088	32	15,166
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	38,429	-	3,674	2,423	39,680

26.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Cash R'000	Non-cash R'000	(Capital Work in Progress current costs and finance lease payments) R'000	Received current, not paid (Paid current year, received prior year) R'000	Total R'000
MACHINERY AND EQUIPMENT	4,012	1,612	(1,950)	-	3,674
Transport assets	1,877	1,612	(1,877)	-	1,612
Computer equipment	849	-	-	-	849
Furniture and office equipment	125	-	-	-	125
Other machinery and equipment	1,161	-	(73)	-	1,088
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	4,012	1,612	(1,950)	-	3,674

The Department is busy with the migration of assets from the BAUD asset register to the LOGIS asset register. As part of the migration the Department is reviewing the classification of assets, a policy will be drafted and some assets may be reclassified as consumables. Equipment totalling R39,547.00 are under investigation as possible losses.

26.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

	Sold for cash R'000	Transfer out or destroyed or scrapped R'000	Total disposals R'000	Cash Received Actual R'000
MACHINERY AND EQUIPMENT	999	1,424	2,423	20
Transport assets	-	1,112	1,112	-
Computer equipment	908	276	1,184	20
Furniture and office equipment	73	22	95	-
Other machinery and equipment	18	14	32	-
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	999	1,424	2,423	20

26.3 Movement for 2012/13

	Opening balance R'000	Current Year Adjust- ments 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

26.4 Minor assets

MOVEMENT IN MINOR ASSETS PER THE ASSET REGISTER FOR THE YEAR ENDED AS AT 31 MARCH 2014

	Intangible assets R'000	Machinery and equipment R'000	Total R'000
Opening balance	16	3,381	3,397
Current year Adjustments to Prior year balances		3	3
Additions	-	367	367
Disposals	-	357	357
TOTAL MINOR ASSETS	16	3,394	3,410

	Intangible assets	Machinery and equipment	Total
Number of R1 minor assets	-	3,138	3,138
Number of minor assets at cost	-	2,457	2,457
TOTAL MINOR ASSETS	-	5,595	5,595

Adjustment made to disposal amount from 83 to 79 thousand.

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

	Intangible assets	Machinery and equipment	Total
	R'000	R'000	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
	R'000	R'000	R'000
Number of R1 minor assets	-	697	697
Number of minor assets at cost	-	12,051	12,051
TOTAL NUMBER OF MINOR ASSETS	-	12,748	12,748

26.5 Movable assets written off

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

27. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2014

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

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
SOFTWARE	884	-	-	-	884
TOTAL INTANGIBLE CAPITAL ASSETS	884	-	-	-	884

28. STATEMENT OF CONDITIONAL GRANTS RECEIVED

NAME OF DEPARTMENT	GRANT ALLOCATION					SPENT			2012/13		
	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 Programme Integrated Grant)	550	-	-	-	550	550	550	-	100	1,000	1,000
Total	550	-	-	-	550	550	550	-		1,000	1,000

All funds received in terms of DoRA were deposited into the province's primary bank account

29. STATEMENT OF CONDITIONAL/UNCONDITIONAL GRANTS PAID TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER		
	Division of Revenue Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	Funds Withheld R'000	Re-allocations by National Treasury or National Department %
Drakenstein	80	-	-	80	80	-	-
Mossel Bay	120	-	-	120	120	-	-
Swartland	50	-	-	50	50	-	-
West Coast District Municipality	80	-	-	80	80	-	-
Overstrand	50	-	-	50	50	-	-
Eden District Municipality	120	-	-	120	120	-	-
City of Cape Town	2,000	-	-	2,000	-	-	-
Total	2,500	-	-	2,500	500	-	-

All funds were paid to the municipalities in February 2014 as winners of the different categories of the Greenest Municipality Competition, however the municipalities have not utilised the funds as at 31 March 2014.
The Department together with other institutions and the City of Cape Town were in a mediation process pertaining to funding of baboon management. Funding not transferred since the mediation process is not finalised.

ANNEXURE 1A STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES

NAME OF MUNICIPALITY	GRANT ALLOCATION			TRANSFER		SPENT			2012/13	
	Amount	Roll Overs	Adjust-ments	Total Available	Actual Transfer	% of Available funds Transferred	Amount received by municipality	Amount spent by municipality	% of available funds spent by municipality	Total Available
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%	R'000
Drakenstein	80	-	-	80	80	100%	80	-		310
Mossel Bay	120	-	-	120	120	100%	120	-		70
Swartland	50	-	-	50	50	100%	50	-		50
West Coast						100%				
District Municipality	80	-	-	80	80		80	-		-
Overstrand	50	-	-	50	50	100%	50	-		-
Eden District Municipality	120	-	-	120	120	100%	120	-		-
City of Cape Town	2,000	-	-	2,000	-		-	-		-
Total	2,500	-	-	2,500	500		500	-		430

All funds were paid to the municipalities in February 2014 as winners of the different categories of the Greenest Municipality Competition, however the municipalities have not utilised the funds as at 31 March 2014.

The Department together with other institutions and the City of Cape Town were in a mediation process pertaining to funding of baboon management. Funding not transferred since the mediation process is not finalised.

ANNEXURE 1B STATEMENT OF TRANSFERS TO DEPARTMENTAL AGENCIES AND ACCOUNTS

DEPARTMENT/ AGENCY/ ACCOUNT	TRANSFER ALLOCATION				TRANSFER		2012/13
	Adjusted Appro- priation R'000	Roll Overs R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	
Western Cape Nature Conservation Board (Cape Nature)	221,907	-	-	221,907	221,907	100.0	208,466
SABC (TV Licences)	7	-	-	7	7	100.0	5
Total	221,914	-	-	221,914	221,914		208,471

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

NON-PROFIT INSTITUTIONS	TRANSFER ALLOCATION			EXPENDITURE		2012/13
	Adjusted Appropriation Act	Roll overs	Adjustments	Total Available	Actual Transfer	
	R'000	R'000	R'000	R'000	R'000	% of Available funds transferred
Transfers						
Kogelberg Biosphere Reserve Company	200	-	-	200	200	100.0
Cape West Coast Biosphere Reserve Company	300	-	-	300	300	100.0
Total	500	-	-	500	500	500

**ANNEXURE 1D
STATEMENT OF TRANSFERS TO HOUSEHOLDS**

HOUSEHOLDS	TRANSFER ALLOCATION			EXPENDITURE		2012/13
	Adjusted Appropriation Act	Roll Overs	Adjustments	Total Available	Actual Transfer	
	R'000	R'000	R'000	R'000	R'000	% of Available funds Transferred
Transfers						
Bursaries	51	-	(29)	22	22	100%
Leave Gratuity	295	-	120	415	415	100%
Injury on duty	-	-	-	-	-	5
TOTAL	346	-	91	437	437	409

**ANNEXURE 1E
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2013/14	2012/13
		R'000	R'000
Received in kind			
Reliance	Manure for the Greenest Municipality Competition	-	500
USABCO (Pty) Ltd	250 Lunchboxes for children participating in Wetlands Day Event	-	3
TOTAL		-	503

**ANNEXURE 1F
STATEMENT OF AID ASSISTANCE RECEIVED**

NAME OF DONOR	PURPOSE	OPENING BALANCE R'000	REVENUE R'000	EXPENDI- TURE R'000	CLOSING BALANCE R'000
Received in cash British High Commission	Removing financial barriers and financial innovation in implementing climate change related projects within government	-	279	(279)	-
TOTAL		-	279	(279)	-

**ANNEXURE 1G
STATEMENT OF TRANSFERS TO HIGHER EDUCATION INSTITUTIONS**

NAME OF HIGHER EDUCATION INSTITUTION	TRANSFER ALLOCATION				TRANSFER		2012/13 Appro- piation Act R'000
	Adjusted Appropriation R'000	Roll Overs R'000	Adjust- ments R'000	Total Available R'000	Actual Transfer R'000	Amount not transferred R'000	
						% of Available funds Transferred %	
University of Cape Town- South African Adaptation Colloquium	-		20	20	20	-	
TOTAL	-	-	20	20	20	-	-

**ANNEXURE 2
CLAIMS RECOVERABLE**

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2014 R'000	31/03/2013 R'000	31/03/2014 R'000	31/03/2013 R'000	31/03/2014 R'000	31/03/2013 R'000
Department:						
National: Department of Environmental Affairs	-	-	27	-	27	-
Western Cape: Economic Development and Tourism	-	-	136	-	136	-
Western Cape: Department of the Premier	1	-	-	-	1	-
TOTAL	1	-	163	-	164	-

ANNEXURE 3
INTER-GOVERNMENT PAYABLES

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/03/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000

DEPARTMENTS

Current

National: Department of Justice	-	63	-	-	-	63
Western Cape: Department of the Premier	-	6	-	-	-	6
Western Cape: Government Motor Transport	298	365	-	-	298	365
Western Cape: Department of Human Settlements	-	1	-	-	-	1
Western Cape: Department of Education	-	-	13	-	13	-
Western Cape: Department of Health	-	-	18	-	18	-
Total Intergovernmental	298	435	31	-	329	435

ANNEXURE 4 INVENTORY

Inventory	Note	Quantity	2013/14 R'000	Quantity	2012/13 R'000
Opening balance		-	-	-	-
Add/(Less): Adjustments to prior year balance		-	-	-	-
Add: Additions/Purchases - Cash		-	1,592	-	2,072
Add: Additions - Non-cash		-	-	-	-
(Less): Disposals		-	-	-	-
(Less): Issues		-	(1,592)	-	(2,072)
Add/(Less): Adjustments		-	-	-	-
Closing balance		-	-	-	-

ANNEXURE 5 INTER-ENTITY ADVANCES RECEIVED

ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2014	31/03/2013	31/03/2014	31/03/2013	31/03/2014	31/03/2013
	R'000	R'000	R'000	R'000	R'000	R'000
NATIONAL DEPARTMENTS						
Current						
National: Department of Environmental Affairs	-	88	-	-	-	88
(Saldanha Environmental Management Framework (EMF))						
National: Department of Environmental Affairs	192	344	-	-	192	344
(Drakenstein EMF)						
TOTAL	192	432	-	-	192	432
Current	192	432	-	-	192	432
Non-current	-	-	-	-	-	-

To obtain additional copies of this document, please contact:

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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.



**Western Cape
Government**

Environmental Affairs &
Development Planning

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