

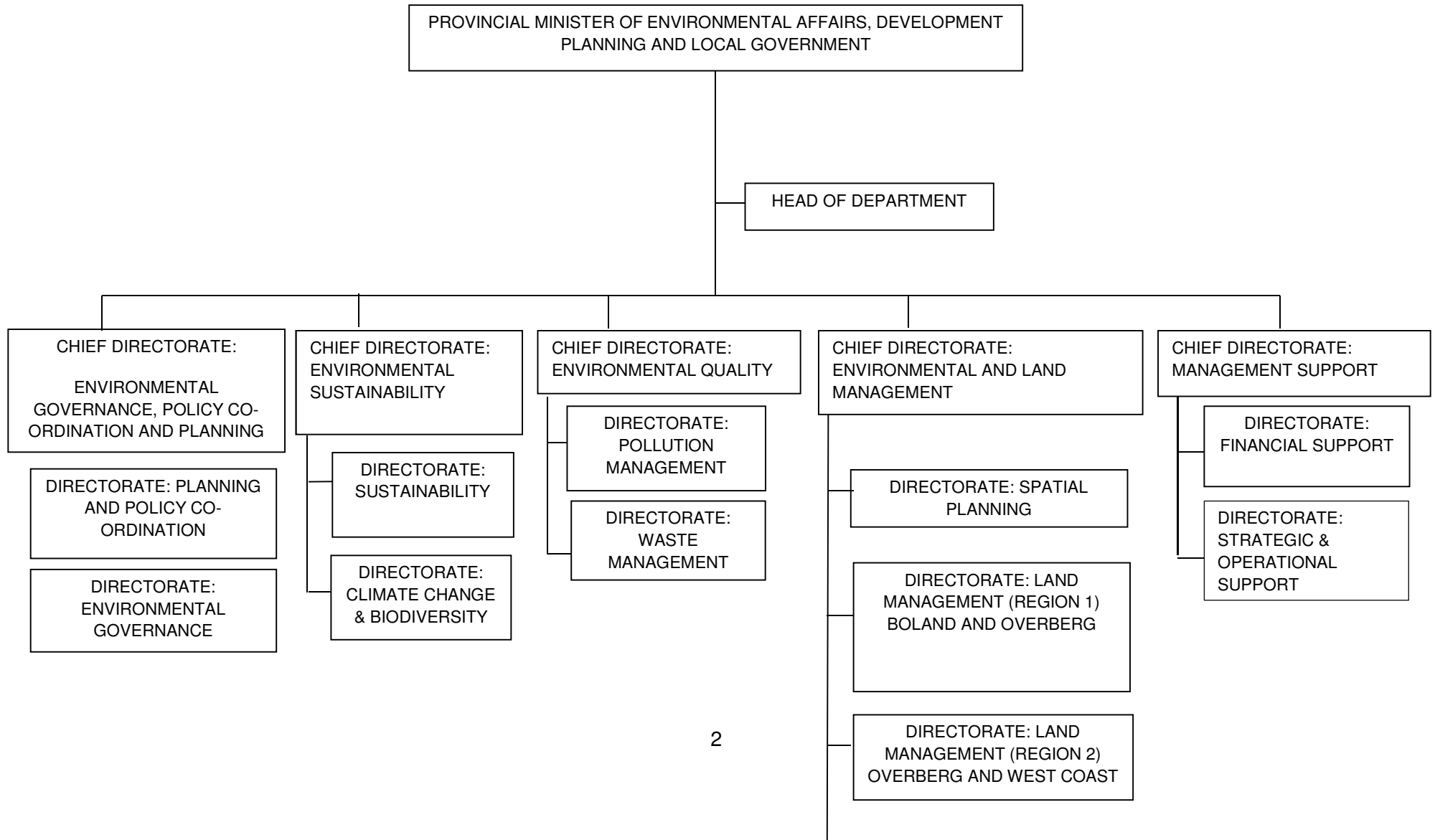
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

TABLE OF CONTENTS

- 1. Structure of the Department**
- 2. Functions of the Department**
- 3. Contact details of deputy information officer**
- 4. Guide by South African Human Rights Commission on how to use the Act**
- 5. Records**
 - 5.1 Description of subjects on which the Department holds records**
 - 5.2 Records automatically available**
 - 5.3 Request procedure**
- 6. Services available to the public**
- 7. Arrangement allowing involvement in the formulation of policy and performance of functions**
- 8. Remedies available in respect of acts or failure to act**

1. STRUCTURE OF THE DEPARTMENT

SECTION 14 (1)(a)



DIRECTORATE: LAND
MANAGEMENT (REGION 3)
CENTRAL KAROO AND EDEN

DEVELOPMENT FACILITATION
UNIT

2. FUNCTIONS OF THE DEPARTMENT

- To promote sustainable economic development and social equity by upholding the environmental integrity of the Western Cape
- To ensure cohesive and integrated environmental governance in the Western Cape
- To strategically advance the environmental sustainability of the Western Cape
- To sustain the environmental quality of the Western Cape
- To ensure integrated environmental and land management in the Western Cape
- To provide transversal corporate support services to the Department

2.1 CHIEF DIRECTORATE: ENVIRONMENTAL GOVERNANCE, POLICY CO-ORDINATION AND PLANNING

- Maintain an integrated provincial environmental governance framework
- Monitor and enforce compliance with environmental legislation and to provide a legal support / administration
- Tend to the Department's knowledge and management information requirements

2.1.1 DIRECTORATE: PLANNING AND POLICY COORDINATION

- Coordinate integrated environmental and land management planning
- Facilitate the development and maintenance of a comprehensive cohesive and integrated suite of environmental and land management laws and policies
- Coordinate collaboration with international, intergovernmental, intra-governmental and inter-sector stakeholders

2.1.2 DIRECTORATE: ENVIRONMENTAL GOVERNANCE

- Monitor and enforce compliance with environmental laws on a regionalised basis
- Advance legally sound decision-making in the Department.

2.2 CHIEF DIRECTORATE: ENVIRONMENTAL SUSTAINABILITY

- Strategically guide sustainable development in the Western Cape
- Strategically guide, co-ordinate and harmonise provincial responses to climate change
- Facilitate the conservation of biodiversity
- Coordinate coastal resource management

2.2.1 DIRECTORATE: SUSTAINABILITY

- Embed environmentally sustainable development in the policies and strategies of the Province
- Raise stakeholder sustainability awareness
- Assess the Province's progress with regard to sustainability

2.2.2 DIRECTORATE: CLIMATE CHANGE AND BIODIVERSITY

- Facilitate the development of a cohesive and integrated response to the Western Cape's vulnerability to climate change
- Facilitate the implementation of provincial climate change mitigation programmes
- Facilitate the implementation of provincial climate change adaptation programmes

2.3 CHIEF DIRECTORATE: ENVIRONMENTAL QUALITY

- Promote integrated pollution, chemicals and air quality management
- Promote and implement integrated waste management

2.3.1 DIRECTORATE: POLLUTION MANAGEMENT

- Ensure integrated pollution management
- Ensure integrated air quality management

2.3.2 DIRECTORATE: WASTE MANAGEMENT

- Coordinate and facilitate integrated waste management planning and reporting
- Regulate the management of waste management activities
- Promote, develop and implement integrated waste management policies and strategies

2.4 CHIEF DIRECTORATE: ENVIRONMENTAL AND LAND MANAGEMENT

- Promote sustainable provincial environmental and spatial planning
- Regulate integrated environmental management and land use management within a regionalised context
- Provide a development facilitation service to provincial and municipal stakeholders
- Manage appeals in terms of environmental legislation

2.4.1 DIRECTORATE: SPATIAL PLANNING

- Develop and maintain environmental and spatial planning policies
- Advance spatial and environmental planning in a regional context

2.4.2 DIRECTORATE: LAND MANAGEMENT REGION 1 (BOLAND AND CAPE WINELANDS)

- Manage sub-regional integrated environmental management regulatory services
- Provide specialist integrated land management regulatory advice on a sub-regional basis
- Provide sub-regional integrated land use management regulatory services
- Render administrative support to sub-regional components

2.4.3 DIRECTORATE: LAND MANAGEMENT REGION 2 (OVERBERG AND WEST COAST)

- Manage sub-regional integrated environmental management regulatory services
- Provide specialist integrated land management regulatory advice on a sub-regional basis
- Provide sub-regional integrated land use management regulatory services
- Render administrative support to sub-regional components

2.4.4 DIRECTORATE: LAND MANAGEMENT REGION 3 (CENTRAL KAROO & EDEN)

- Manage sub-regional integrated environmental management regulatory services
- Provide specialist integrated land management regulatory advice on a sub-regional basis

- Provide sub-regional integrated land use management regulatory services
- Render administrative support to sub-regional components

2.4.5 DEVELOPMENT FACILITATION UNIT

- Provision of advice and support to municipalities and other organs of state on environmental and planning matters
- Monitoring and co-ordination of public sector development applications while facilitating ad hoc interventions to assist with these applications
- Assisting with screening, process mapping and development of terms of reference for public sector development applications
- Facilitation of pro-active, strategic engagements with organs of state on development issues

2.5 CHIEF DIRECTORATE: MANAGEMENT SUPPORT

- Provide a comprehensive departmental financial management support service
- Provide a comprehensive departmental human resource management support service
- Facilitate on-going and meaningful internal and external communication and marketing

2.5.1 DIRECTORATE: FINANCIAL MANAGEMENT

- Manage the allocation and utilization of financial resources in line with priorities, needs and the strategic plan of the Department
- Ensure sound financial accounting practices
- Manage the supply chain functions

- Ensure systems of financial and internal control
- Provide support with regard to transversal financial matters

2.5.2 DIRECTORATE: STRATEGIC & OPERATIONAL SUPPORT

- Provision of support services to the Department in aligning its core mandate with actual operational implementation.

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Mr P Van Zyl

Head of Department of Environmental Affairs and Development Planning

Telephone: 021 483 8315

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E-mail: Pieter.VanZyl@westerncape.gov.za

Postal address:

Private Bag 9086

CAPE TOWN

8000

Street address:

1 Dorp Street

Utilitas Building

8th floor

CAPE TOWN

8001

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS SECTION 14(1)(d)

- Environmental authorizations
- Appeal decisions in terms of environmental laws
- Compliance notices
- Directives
- Decisions on section 24G applications
- Pollution management programme
- Waste management programme
- Environmental policies and programmes
- Spatial Planning policies
- Appeal register
- Ministerial enquiries register
- ROD register
- Register of parliamentary questions
- Illegal activities database
- Legal opinions
- Judgments
- Litigation records
- Research reports
- Guidelines on official practices
- Commentary on legislation
- Interdepartmental memoranda of understanding
- Database of environmental consultants
- Environmental Acts (national and provincial)
- Environmental ordinances and by-laws
- Removal of restrictive title conditions

- Non-delegated rezoning and zoning departures
- Integrated development frameworks
- Bioregional plans
- Environmental plans
- Transport plans
- Water plans
- Agriculture plans
- Bio-reserve plans
- Subdivision of agriculture land
- Geographical information system
- National and provincial regulations
- Performance agreements
- Budget, accounting and revenue records
- Speeches
- Tender documents
- Supplies and services records
- Human resources policies and procedure

**5.2 DESCRIPTION OF RECORDS AUTOMATICALLY AVAILABLE
SECTION 14(1)(e)**

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
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DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)

CHIEF DIRECTORATE MANAGEMENT SUPPORT

(a) Departmental Integrated Management Plan including the strategic plan, service delivery improvement plan, organisational structure and vision and mission

(b) Departmental annual report

(c) Departmental Medium Term Expenditure Framework Budget and Adjustments Budget

(d) Departmental website

CHIEF DIRECTORATE ENVIRONMENTAL AND LAND MANAGEMENT

(a) Information referred to in an advertisement of an application in terms of section 3(6) of the Removal of Restrictions Act, 1967 (Act 84 of 1967) and in the possession of the Department

(b) Regulations for schemes

(c) Policy documents and circulars

Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town

Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town

<p><u>CHIEF DIRECTORATE</u> <u>ENVIRONMENTAL GOVERNANCE,</u> <u>POLICY COORDINATION AND</u> <u>PLANNING</u></p> <p>(a) Guidelines, directories, manuals and policy documents</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>
<p><u>CHIEF DIRECTORATE:</u> <u>ENVIRONMENTAL SUSTAINABILITY:</u></p> <p>(a) Guidelines, directories, manuals and policy documents.</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>
<p><u>CHIEF DIRECTORATE:</u> <u>ENVIRONMENTAL QUALITY:</u></p> <p>(a) Guidelines, directories, manuals and policy documents.</p>	<p>Copies of these records may be obtained on payment of the prescribed fee from the Head of the Department, Utilitas Building, 1 Dorp Street, Cape Town</p>

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).
- Provision is made on Form A for the requester to indicate whether he or she requires an opportunity to view the record or requires a copy of the record.
- Form A also allows a requester to indicate the language in which the record is required. There is, however, no obligation on the Department to translate the record.
- A requester may also indicate the form (i.e. paper copy, electronic copy, etc) in which access to the record should be provided. The record will be provided in the requested form unless this would unreasonably interfere with the running of the Department or, for practical reasons, access cannot be given in the requested form or medium.
- An access fee is payable should the requester, for example, need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose

annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).

- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may be requested to pay a deposit in addition to the aforementioned fees.
- A requester may lodge an internal appeal against the payment of a deposit or access fee. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure has been exhausted and the requester is remains dissatisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person. In such instances, the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must fill in the form on behalf of such a requester and give him or her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC

SECTION 14(1)(f)

- Copies of – checklists, information booklets and brochures
- Copies of – legislation, programmes and guidelines

**7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF
POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)**

None

**8. REMEDIES AVAILABLE IN RESEPECT OF ACTS OR FAILURES TO ACT
SECTION 14(1)(h)**

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.