

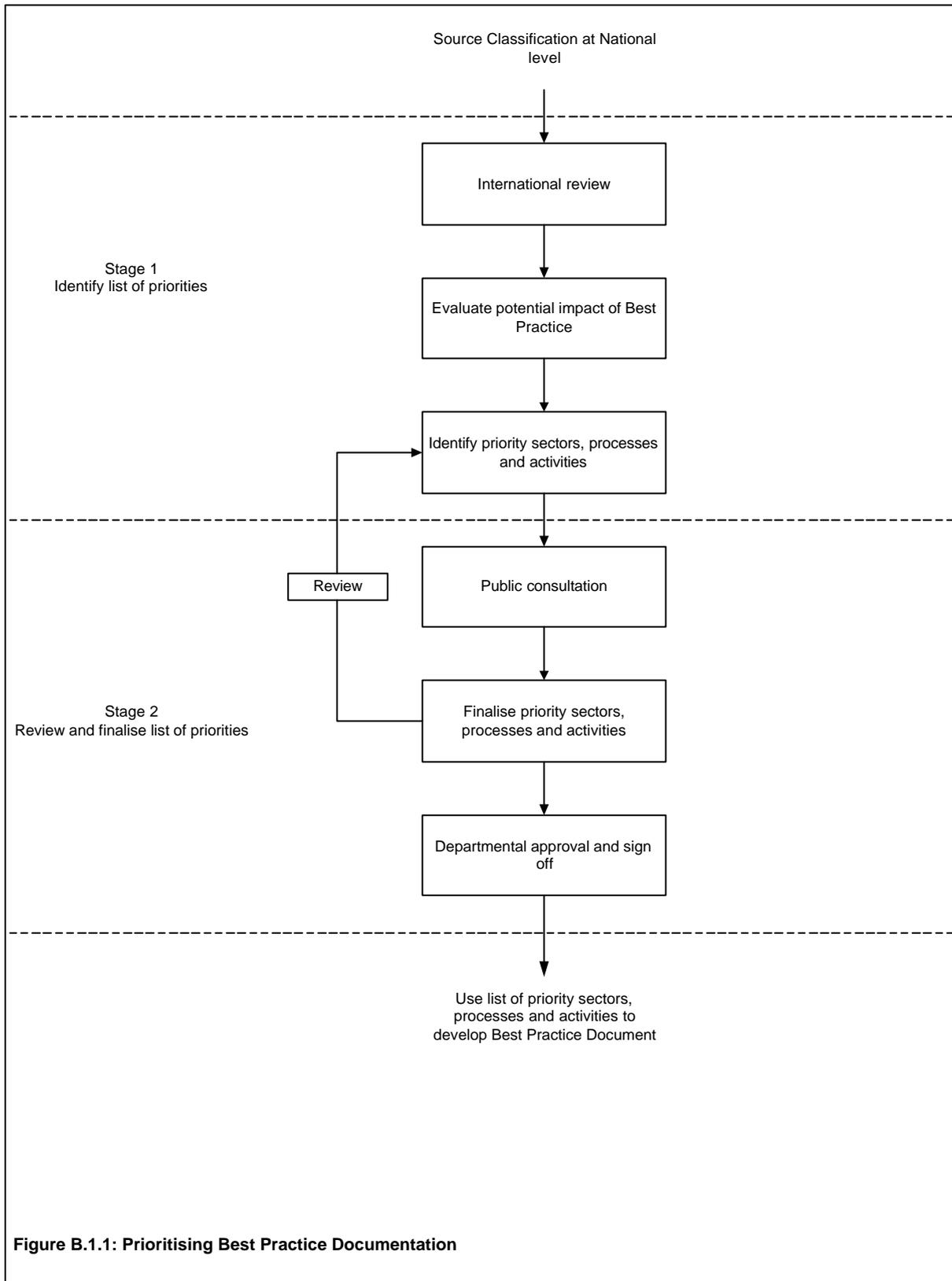
APPENDIX B.1

PRIORITISATION OF BEST PRACTICE DOCUMENTS

TABLE OF CONTENTS

1	PROCESS DIAGRAM.....	1
2	PROCEDURAL GUIDELINE	2
2.1	Roles and responsibilities of various role-players.....	2
	2.1.1 The Department of Water Affairs and Forestry (the Department)	2
	2.1.2 Interested and affected parties	2
2.2	Stage 1: Identify list of priorities.....	2
	2.2.1 International review	2
	2.2.2 Evaluate potential impact of Best Practice.....	3
	2.2.3 Identify priority sectors, processes and activities	3
2.3	Stage 2: Review and finalise list of priorities	4
	2.3.1 Public consultation	4
	2.3.2 Finalise the list of priority sectors, processes and activities	4
	2.3.3 Departmental approval and sign-off	4

1 PROCESS DIAGRAM



2 PROCEDURAL GUIDELINE

2.1 Roles and responsibilities of various role-players

2.1.1 The Department of Water Affairs and Forestry (the Department)

The Department will be responsible, within the National Office organisational structure, for prioritising Best Practice documentation. Within the Department, the responsibility for prioritising Best Practice documentation will be delegated to the Deputy Director: Source Control Policy, who will appoint an Assistant Director: Best Practice to undertake the required tasks.

The Assistant Director: Best Practice should be appointed from within the Department's National Office staff structure. The use of external consultants to undertake the role and tasks of the Assistant Director: Best Practice is however also permitted should suitable resources and expertise not be available within the Department's National Office.

The Minister of Water Affairs and Forestry (or such person who has been delegated this authority) will be responsible for final approval of the priority list for developing Best Practice.

2.1.2 Interested and affected parties

The interested parties are responsible to:

- provide input and comments on the proposed prioritisation list for developing Best Practice, and
- provide their inputs and comments within the context of the process and within the timeframes as specified by the Assistant Director: Best Practice.

2.2 Stage 1: Identify list of priorities

The Assistant Director: Best Practice will obtain the most recent version of the Source Classification at National level (covered in **Appendix A.1**). The list of sectors, processes and activities at a national level, with associated risk levels (high, medium or low), will be used as the departure point for prioritising the development of Best Practice documents.

2.2.1 International review

The Assistant Director: Best Practice will commence this stage with a review of the approaches that the international community has taken in prioritising Best Practice documentation, as well as the experiences that have been gained by the international community. This will provide a useful departure point for the South African assessment. The international review will assess the approaches taken in:

- developed countries and regions, such as United Kingdom, European Union, USA, Canada and Australia,

- developing countries where advances in prioritising Best practice have been made.

The Assistant Director: Best Practice will prepare a report on the international review, which will include the following aspects:

- details of the countries and regions that were considered in the review together with the reasoning for considering these countries,
- details on the approaches that were followed in the countries/regions under review for prioritising Best Practice documentation,
- lessons learned in the international community in prioritising Best Practice documentation,
- a review of the applicability of the international approaches to the South African context; this review will focus on the probability of success and constraints of implementing the specific approach within South Africa, from an economic, social, environmental and technical viewpoint,
- recommendations on international approaches that have merit in being adopted within South Africa.

2.2.2 Evaluate potential impact of Best Practice

The Assistant Director: Best Practice will evaluate the potential impact of Best Practice documents. This will involve the following tasks :

- assess the improvement that Best Practice guidelines are likely to have on reducing the threat of a particular source of pollution to the water resource; this assessment will be qualitative or quantitative (as appropriate) and will draw on the results and recommendations of the international review,
- rank the effectiveness of the Best Practice documents ,
- set a minimum level below which developing Best Practice documents would not be cost-effective,
- eliminate those Best Practice documents that can not be produced cost effectively or which would not make a significant contribution to reduce the threat to the water resource.

2.2.3 Identify priority sectors, processes and activities

The Assistant Director: Best Practice will use the results of the above evaluation to identify the priority sectors, processes and activities where Best Practice guidelines are most likely to drive improvements in water quality and/or will reduce the risk from sources of pollution to the water resource .

The Assistant Director: Best Practice will use this information to prepare a draft list of Best Practice guidelines that will need to be developed as a high, medium or low priority.

2.3 Stage 2: Review and finalise list of priorities

2.3.1 Public consultation

The public consultation will involve the following process:

- the Assistant Director: Best Practice will publish the draft priority list for the development of Best Practice documents in the government gazette and on the Departments website,
- standard comment forms will be included with the priority list, together with details on how to comment and who to deliver comments to,
- a period of 60 days will be allowed for comments from interested and affected parties,
- after the expiry of the review period, the Assistant Director: Best Practice will collate all comments into an overall issues report.

2.3.2 Finalise the list of priority sectors, processes and activities

The Assistant Director: Best Practice will address all comments that were made by interested and affected parties during the public consultation process. Depending on the comments received, this may result in a re-evaluation of the priority sectors, processes and activities.

The Assistant Director: Best Practice will amend and finalise the list of priority sectors, processes and activities for developing Best Practice documents, based on the work undertaken and comments received.

2.3.3 Departmental approval and sign-off

The Assistant Director: Best Practice will present the final list of priority sectors, processes and activities for developing Best Practice documents to the Minister (or such person who has been delegated this authority) for approval and signature.

The approved list of priority sectors, processes and activities will then be used in developing the required Best Practice documents.