

**INCEPTION REPORT & PROJECT PROGRAMME FOR THE
PROPOSED TR/MR25 UPGRADE, MALMESBURY
ENVIRONMENTAL BASIC ASSESSMENT PROCESS**



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Methodology & Plan of Work

The report represents the communication strategy and plan for execution of the studies, developed by KV3 Engineers: Environmental and Waste Management Division, for the entire project.

1. APPROACH AND METHODOLOGY – BASIC ASSESSMENT PROCESS

1.1 PHASE 1: INITIAL ENVIRONMENTAL CONSULTATION

1.1.1 Project Management

The management of the project in a co-ordinated and integrated manner to ensure that the project is conducted as per the requirements of the terms of reference (ToR) and involving all relevant stakeholders:

- Regular review of the process followed to date to ensure compliance to the ToR;
- Full participation of identified stakeholders and Interested and Affected Parties (IAPs) will be encouraged through regular communication;
- Management of the execution of the Specialist Studies, if required; and
- KV3's Environmental Management Division will interact with the project team on a continuous basis throughout the project to ensure the achievement of the project goals and objectives.

1.1.2 Confirmation Brief

A consultation meeting will be held with the Department to discuss the process and requirement to ensure no delays.

An initial meeting will be held with the Client to clearly identify the requirements for the *Environmental Services* and to resolve any issues concerning the project, including the following:

- Methodology that will be followed;
- Detailed programme for the execution of the project; and
- Deliverables required from the consultant.

1.1.3 Preliminary Environmental Analysis

During this task, all existing reports and information relevant to the brief will be obtained and studied (desktop investigation). The following activities will form part of this task:

- **SITE VISIT:-**

The objective is to inspect the environment and identify possible problematic and sensitive areas for the upgrade of the road identified in the scope of work.

Note: The site visit has been conducted on Wednesday, 21 October 2009.

- **CONFIRMATION OF OVERALL ENVIRONMENTAL STATUS:-**

The site visit and the documentation/information will be used to compile a concise description of the environment, thus ascertaining the overall environmental status of the site.

- **PRELIMINARY IDENTIFICATION OF INTERESTED AND AFFECTED PARTIES:-**

A desktop study of the area and environmental concerns will be conducted and a list of the perceived interested and affected parties will be compiled.

The findings of this first investigation will form part of the Basic Assessment report for the project.

1.2 PHASE 2: INITIATION OF BASIC ASSESSMENT PROCESS

- **Project Registration**

The project must be registered by submitting a Notice of Intent to the Department in order to obtain a reference number to proceed with the authorisation and public participation process.

Note: The Notice of Intent will be submitted to the Department on Tuesday, 27 October 2009.

- **Environmental Analysis**

After assessment of the following aspects, a Basic Assessment (BA) Report will be compiled for submission to the relevant the Department:

- The existing environment and all the possible impacts;
- Mitigation measures;

- Whether there are any significant issues and impacts that require further investigation;
- Any specialist investigations such as Geotechnical Investigations, Ecological Impact Assessment or Heritage Impact Assessment, required by the Department in support of the Basic Assessment investigation, and
- The concerns of the interested and affected parties.

The Basic Assessment process will ensure that the project follows the most sustainable route. A comprehensive Environmental Management Programme (EMP) in corporation with the design team will be compiled, which will include all the recommendations and proposed mitigation measures provided by the Department and specialists for the project.

The consultant will attend to any issues arising from the application for approval until approval is granted.

1.3 **PHASE 3: PUBLIC PARTICIPATION PROCESS**

- **Public Participation Process**

Public participation contributes to finding the most economical, technically feasible, environmentally sensitive and socially acceptable options for a proposed project. For this reason, our approach will be a fully integrated process between the public participation and technical teams. The public participation process must be conducted in accordance with the EIA Regulations Guideline on Public Participation (May 2009). As such, it must take heed of the following:

- a) that I&APs should be able to raise issues during the assessment phase;
- b) that they should have the opportunity to comment on the findings of the Basic Assessment phase;
- c) that their contributions should be received in an agreed-upon time period;
- d) that the public participation process should be conducted by an independent agency; and
- e) that this agency should have good record-keeping abilities;

The following tasks are envisaged:

- Notice boards must be fixed at a conspicuous place to the public at the boundary, or on the fence of the site where the activity to be undertaken as well as any alternative sites being considered

- Written notice of the project will be given to occupiers of the land, owners and occupiers within 100 m of the boundary of the site, municipal councillor of the ward in which the site and alternatives sites are situated, relevant officials, any organ of state having jurisdiction in respect to any aspect of the activity and any other party required by the competent authority;
- Advertisements will be placed in one local newspaper or any official Gazette;
- Compile and update an IAP Register;
- Ensure that all IAPs have access to the draft Basic Assessment Report and that comments from IAPs are received within the specified timeframes; and
- Update and finalise the Basic Assessment Report in accordance with the comments received.

Note: The Public Participation Process will commence as soon as acknowledgement of the Notice of Intent has been received from the Department (14 days after submission of the Notice of Intent).

1.4 **PHASE 4: FINALISATION OF THE BASIC ASSESSMENT REPORT**

- **Final EMP & Submission of the Application Form & BA Report**

After finalisation of above tasks, the application documentation will be completed and submitted together with the BA Report and any required supporting documentation to the relevant environmental authority for consideration.

Any amendments required by the Department will be made and the documentation resubmitted for consideration, however, if the Department requires further and more detailed environmental investigation, additional costs will be incurred.

Project Programme and Time Schedule

Table 1 on the following page provides a broad overview of the timeframe associated with a Basic Assessment process. It should be noted that the timeframe will be influenced by factors out of KV3's control such as the public involvement processes which may evolve into more than we have envisaged.

Table 1: Project Programme & Timeframe

	Due Date	Deliverable
PROJECT MANAGEMENT & CO-ORDINATION		
PROJECT PLAN	20/10/2009	
PROGRESS REPORTING	Bi-monthly	
TASK 1: PROJECT INITIATION & FINALISATION OF ToR		
PROJECT INITIATION MEETING	20/10/2009	Project Programme
DRAFT INCEPTION REPORT	20/10/2009	
TASK 2: NOTICE OF INTENT		
NOTICE OF INTENT	27/10/2009	Approval: BA Process
TASK 3: FORMULATION OF BID		
- SITE VISIT	22/10/2009	
- CONFIRMATION OF OVERALL ENVIRONMENTAL STATUS QUE	30/10/2009	
- PRELIMINARY IDENTIFICATION OF I&AP'S	30/10/2008	
- STATE OF ORGAN NOTIFICATION	Response from DEADP	
TASK 4: DRAFT BAR		
ENVIRONMENTL ANALYSIS	11/2009	
MITIGATION MEASURES	11/2009	
SPECIALIST INVESTIGATION (IF REQUIRED)		Specialist Report
NOTICE OF INTENT TO DEVELOP (HERITAGE WESTERN CAPE)	11/2009	
TASK 5: PPP		
STALEHOLDER ENGAGEMENT	Commence on response	C&R Journal
- WRITTEN NOTICES	from DEADP: Approx. 6 November 2009	C&R Journal
- ADVERTISEMENTS	06/11/2009	C&R Journal
- NOTICE BOARDS	06/11/2009	C&R Journal
- IAP REGISTER	16/12/2009	C&R Journal
- PUBLIC MEETING (IF REQUIRED)	30/11/2009	C&R Journal
PUBLIC REVIEW OF THE DRAFT BAR	06/10 – 16/12/2009	
TASK 6: FINAL BAR		
SUBMISSION OF BASIC ASSESSMENT APPLICATION	01/2010	
SUBMISSION OF FINAL BAR	01/2010	
ENVIRONMENTAL MANAGEMENT PLAN (EMP)	01/2010	
DEADP AUTHORISATION		
	04/2010	

Deliverables

Table 2 below summarises the main envisaged project deliverables.

Table 2: Project Deliverables

SECTION	DELIVERABLES
Project Management	Management of the project in a co-ordinated and integrated manner.
Phase 1	Initial Environmental Consultation
Phase 2	Initiation of the Basic Assessment Process
Phase 3	Public Participation Process
Phase 4	Final Basic Assessment Report

Future meetings

Bi-monthly report or as required will be submitted to Mr Louw Venter (KV3 Engineers) to closely monitor the progress of the project.

Contact Details of KV3 Consultant

- Environmental Consultant: Miss Michelle Herbert

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Ms Herbert will be responsible for the execution of the tasks and activities as set out in this report and will report to Mrs Gerda Bothma and Mr Chris Liebenberg on a regular basis.