




**DANNHAUSER LOCAL MUNICIPALITY**

# **PROPOSED ESTABLISHMENT OF A CEMETERY IN DANNHAUSER**

## **Draft Environmental Management Programme**

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# DANNHAUSER LOCAL MUNICIPALITY

## PROPOSED ESTABLISHMENT OF A CEMETERY IN DANNHAUSER

### DRAFT ENVIRONMENTAL MANAGEMENT PROGRAMME

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## **LIST OF TERMS USED**

### **Construction Phase:**

The activities pertaining to the preparation for and the physical construction of the proposed development.

### **Contractor (C):**

Persons/organisations contracted by the Developer to carry out parts of the work for the planned development. This includes the main contractor engaged and any additional sub-contractors appointed for the project.

### **Developer (DEV):**

The Developer is the Greater Kokstad Municipality

### **Engineer (E):**

Person/organisation appointed by the Client to oversee the work of all consultants, sub-developers, contractors, residents and visitors.

### **Environment:**

The environment is defined in terms of the National Environmental Management Act, No 107 of 1998, as the surroundings within which humans exist and that are made up of – the land, water and atmosphere of the earth; micro-organisms, plant and animal life; any part or combination of (i) and (ii) and the interrelationships among and between them; and the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being.

### **Environmental Compliance Officer (ECO):**

Person/organisation appointed by the Developer who will provide direction to the Engineer concerning the activities within the Construction Zone, and who will be responsible for conducting the environmental audits of the project during the construction phase of the project according to the provisions of the Environmental Management Plan.

### **Environmental Management Programme (EMPr):**

The EMPr is a detailed plan for the implementation of the mitigation measures to minimise negative environmental impacts during the life-cycle of a project. The EMPr contributes to the preparation of the contract documentation by developing clauses to which the contractor must adhere for the protection of the environment. The EMPr specifies how the construction of the project is to be carried out and includes the actions required for the Post-Construction Phase to ensure that all the environmental impacts are managed for the duration of the project's life-cycle.

### **Neighbours:**

Considered to be the properties adjoining the proposed site.

### **Operational Phase (Post Construction):**

The period following the Construction Phase, during which the proposed development will be operational.

### **Pre-Construction Phase:**

The period prior to commencement of the Construction Phase, during which various activities associated with the preparation for the Construction Phase will be undertaken.

**Site Preparation:**

This entails vegetation clearance or disturbance of ground to allow for construction to take place or material required for construction to be stored on site. Site preparation forms part of the construction phase. It excludes continued farming in the interim in an environmentally appropriate manner.

**Rehabilitation:**

Rehabilitation is defined as the return of a disturbed area to a state which approximates the state (where possible) which it was before disruption. Rehabilitation for the purposes of this specification is aimed at post-reinstatement re-vegetation of a disturbed area and the insurance of a stable land surface. Re-vegetation must aim to accelerate the natural succession processes so that the plant community develops in the desired way, i.e. promote rapid vegetation establishment.

**Site Manager:**

The person, representing the Contractor, responsible for all the Contractor's activities on the site including supervision of the construction staff and activities associated with the Construction Phase. The Site Manager will liaise with the Principal Agent in order to ensure that the project is conducted in accordance with the Environmental Management Plan.

# DANNHAUSER LOCAL MUNICIPALITY

## PROPOSED ESTABLISHMENT OF A CEMETERY IN DANNHAUSER

### DRAFT ENVIRONMENTAL MANAGEMENT PROGRAMME

#### 1. INTRODUCTION AND BACKGROUND

The Establishment of a Cemetery in Dannhauser has been proposed by the Dannhauser Local Municipality in order to address the urgent need for grave sites within the Dannhauser area.

SiVEST SA (Pty) Ltd has been appointed by the Dannhauser Local Municipality to undertake the Basic Assessment (BA) for the proposed Establishment of a Cemetery in Dannhauser, in line with the National Environmental Management Act, 1998 (Act 107 of 1998) and to compile an Environmental Management Programme as part of this process. The EMPr shall be deemed to have contractual standing on the developer and contractors onsite.

This EMPr provides a set of guidelines for the environmental management of all works executed by the Developer, Engineer, Contractor and Sub-contractor/s to have a minimum impact on the environment in accordance with all relevant legislation, policies and standards. In this context, it should be viewed as a dynamic or “living” document which may require updating or revision during the life-cycle of the development to address new circumstances as the need arises. It is essentially, a written plan of how the environment is to be managed in practical and achievable terms.

The effectiveness of the EMPr is limited by the level of adherence to the conditions set forth in this report by the Developer and the Contractor and Sub-contractors. It is further assumed that compliance with the EMPr will be monitored and audited on a regular basis as set out in the EMPr and contractual clauses.

#### 2. DETAILS OF THE APPLICANT

##### 2.1 Name and contact details of the Applicant

**Table 1: Name and contact details of the applicant**

<b>Business Name of Applicant</b>	Dannhauser Local Municipality
<b>Physical Address</b>	8 Church Street, Dannhauser, KwaZulu-Natal
<b>Postal Address</b>	Private Bag X1011, Dannhauser, KwaZulu-Natal
<b>Postal Code</b>	3080
<b>Telephone</b>	034 621 3114
<b>Fax</b>	n/a
<b>Email</b>	<a href="mailto:sevan@dannhauser.gov.za">sevan@dannhauser.gov.za</a>

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### 3. DETAILS AND EXPERTISE OF THE ENVIRONMENTAL ASSESSMENT PRACTITIONER (EAP)

#### 3.1 Name and contact details of the Environmental Consultants

**Table 2: Name and contact details of the environmental consultants who prepared the report**

<b>Business Name of EAP</b>	SiVEST SA (PTY) Ltd
<b>Physical Address</b>	170 Peter Brown Dr, Town Bush Valley, Pietermaritzburg
<b>Postal Address</b>	P O BOX 707, Msunduzi, 3231
<b>Postal Code</b>	3231
<b>Telephone</b>	033 347 1600
<b>Fax</b>	170 Peter Brown Dr, Town Bush Valley, Pietermaritzburg
<b>Email</b>	<a href="mailto:luvanyan@sivest.co.za">luvanyan@sivest.co.za</a>

#### 3.2 Names and expertise of representatives of the EAP

**Table 3: Names and details of the expertise of each representative of the EAP involved in the preparation of this report**

<b>Name of representative of the EAP</b>	<b>Educational Qualifications</b>	<b>Professional Affiliations</b>	<b>Experience (years)</b>
Michelle Nevette ( <i>Cert.Sci.Nat.</i> )	MEnvMgt. (Environmental Management)	SACNASP Registration No. 120356 EAPASA Registration No. 2019/1560 IAIA	19
Luvanya Naidoo ( <i>Pr.Sci.Nat.</i> )	BSc (Geography)	SACNASP Registration No. 126107 EAPASA Registration No. 2019/1404 IAIA	11

CV's of SiVEST personnel is attached in **Appendix A**.

#### 3.3 Names and expertise of the specialists

**Table 4: Names and expertise of specialists**

<b>Name of the specialist on role on the project</b>	<b>Educational Qualifications</b>	<b>Professional Affiliations</b>	<b>Experience (years)</b>
Mark Summers ( <i>Can.Sci.Nat.</i> ) - Ecological Specialist (Fauna and Flora) (SiVEST SA (Pty) Ltd)	MSc Ecological Sciences	SACNASP Reg. No. 120309	4
Magnus van Rooyen ( <i>Pr.Sci.Nat.</i> ) - Wetland and Riparian Ecologist (GCS)	M Phil Environmental Management	SACNASP Reg. No. 400335/11	18

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Jean Beater - Heritage Specialist (JLB Consulting)	MA Heritage Studies	ASAPA Accredited (Reg. No. 349)	18
Nishen Govender <b>(Pr.Sci.Nat.)</b> - Geohydrological Specialist (GeoSolutions-Luhlaza)	MSc Geohydrology	SACNASP Reg. No. 400138/17 (Earth Sciences)	10
Malusi Khumalo <b>(Pr.Plan.)</b> - Professional Town Planner (SiVEST SA (Pty) Ltd)	Master of Town and Regional Planning	SACPLAN Reg. No. A/2338/2016	8

## 4. DESCRIPTION OF THE ACTIVITY

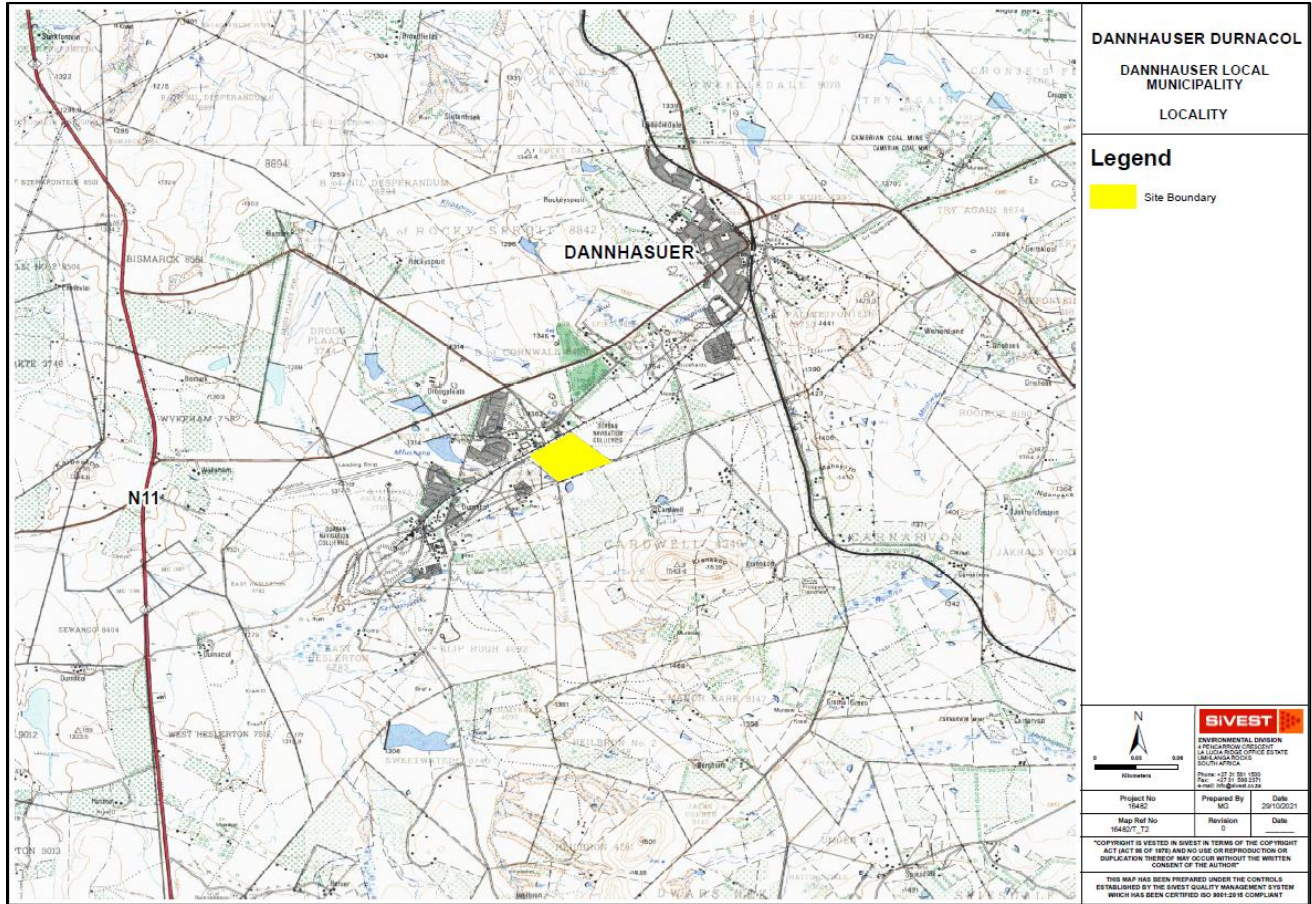
### 4.1 Site Locality

The site is located in the south western part of the Dannhauser Local Municipality, approximately 3.5km from the town of Dannhauser. The study area is located in a midway point along a main railway line that provides linkage between Durban and Johannesburg. It is located approximately 8 km off the N11.

The coordinates for the sites are as follows:

Latitude: 28° 2'39.48"S

Longitude: 30° 2'17.09"E



**Figure 1: Site locality**

**4.2 Activity Information**

Dannhauser Local Municipality (DLM) is located in the northern part of KwaZulu-Natal (KZN) province. It is one of the three Local Municipalities (LMs) comprising the Amajuba District, the other two LMs being the Newcastle and eMadlangeni LMs. Dannhauser LM is the smallest of the three LMs with the area coverage of approximately 1516 square kilometres. The study area is predominantly rural in character.

The landscape of the Dannhauser LM is characterized by numerous rivers that flow throughout the LM. The Ngagane and uMzinyathi Rivers are amongst the largest rivers found within the Dannhauser LM.

The Dannhauser cemetery is currently nearing full capacity and the local municipality have identified an urgent need for the establishment of a 15-hectare cemetery site to service local communities.

The Durnacol site is situated approximately 3.5 km south west to the town of Dannhauser and is approximately 41 hectares in extent. The site is located approximately 8 km off the N11. Only a 15-hectare section of the site will be required for the cemetery establishment. The Durnacol Massgrave Memorial site is situated on the south west portion on the site, however this is fenced off. The site development plan for the cemetery has been developed so that environmental sensitivities are avoided.

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The site will consist of grave sites, parking, internal roads, an office and ablutions. The grave sites will be sectioned in eight blocks as follows:

- Block A – 2456 grave sites
- Block B – 2175 grave sites
- Block C – 2233 grave sites
- Block D – 4725 grave sites
- Block E – 5505 grave sites
- Block F – 2250 grave sites
- Block G – 2153 grave sites
- Block H – 2430 grave sites

The total number of 23 927 grave sites proposed is within the site boundary. The proposed infrastructure required for the cemetery will not be included in this application.

#### 4.3 NEMA Listed Activities

The amended EIA Regulations promulgated under Section 24(5) of the National Environmental Management Act, Act 107 of 1998 and published in Government Notice No. R. 326 list activities which may not commence without environmental authorization from the Competent Authority. The proposed activity is identified in terms of Government Notice No. R. 327, 325 and 324 for activities which must follow a full Environmental Impact Assessment Process. The project will trigger the following listed activities:

**Table 5: Listed activities triggered in terms of NEMA**

Listing Notice	Activity	Description
GNR 327, April 2017 (Listing Notice 1)	<b>Activity 23</b> - The development of cemeteries of 2 500 square metres or more in size.	This trigger is applicable as the proposed cemetery will be 15 hectares in size.
GNR 327, April 2017 (Listing Notice 1)	<b>Activity 27</b> - The clearance of an area of 1 hectares or more, but less than 20 hectares of indigenous vegetation	This trigger is applicable as the proposed cemetery site is located on land containing indigenous vegetation and the development footprint will be 15 hectares.
GNR 327, April 2017 (Listing Notice 1)	<b>Activity 28</b> - Residential, mixed, retail, commercial, industrial or institutional developments where such land was used for agriculture, game farming, equestrian purposes or afforestation on or after 01 April 1998 and where such development:  ii. will occur outside an urban area, where the total land to be developed is bigger than 1 hectare;	This trigger is applicable as the proposed cemetery site is located on land utilised for agriculture (Grazing) and the development footprint will be 15 hectares.

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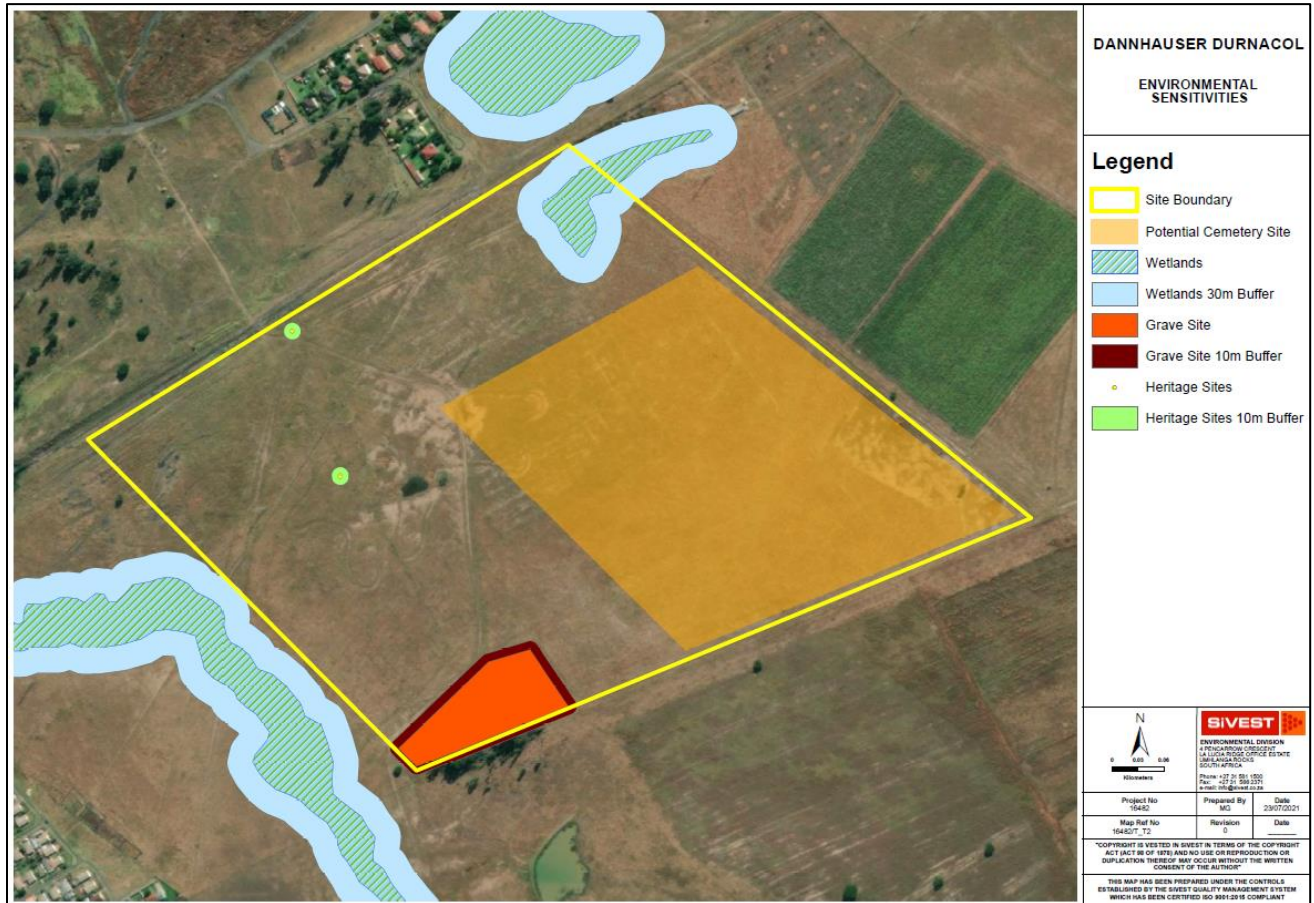
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## 5. SITE DEVELOPMENT PLAN

The site development area with environmental sensitivities is displayed in **Figure 2** below:



**Figure 2: Site development area with environmental sensitivities**

A detailed site development plan is attached in **Appendix B**.

## 6. SITE DESCRIPTION AND SENSITIVITIES

### 6.1 Topography and drainage

The north eastern portion of the Durnacol site is very flat with the topography of the rest of the site being fairly flat. Run-off from the site drains along a gentle slope towards the southwest towards the Mfushane River which is located south west to the property. This drainage line drains into three dams downstream of the site.

### 6.2 Geology and soils

A geotechnical investigation was undertaken by Geotechnical Solutions (Pty) Ltd (dated 18 May 2021). A total of five test pits and five DCP tests were carried out for the Durnacol site. Based on the results of the

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hydrocensus, the static groundwater level in the area is roughly at 16m below ground level (begl). The depth to potable groundwater is roughly 66m begl which is where the groundwater strikes were encountered.

According to the report, the Durnacol site is underlain by Volksrust Formation Shale intruded by Jurassic dolerite. Based on the positions investigated on this site, the site comprised of clayey colluvial and residual soils that have been derived from the underlying dolerite rock. The weathered dolerite rock encountered is generally impermeable and will form an impermeable layer thereby limiting any contamination to the potable groundwater source. No groundwater was encountered on the Durnacol site at the specific test pits.

A hydrogeological investigation was undertaken by Geotechnical Solutions (Pty) Ltd (dated 18 May 2021). The site is underlain by an Intergranular aquifer systems with approximate yields in the range 0.5 to 2.0 litres/second. Based on the results of the hydrocensus study, the static groundwater level is between depths 0.15m and 60m begl. Based on the drilling data, the groundwater strikes were only encountered between approximate depths 66m and 82m begl. Although the static groundwater level shows groundwater close to the surface, these boreholes are within at least 4km from the site. The specialist confirmed that based on the laboratory results, the groundwater in the area does not appear to be in a pristine condition as there is currently contamination particularly from nitrates/nitrites and microbial organisms.

Based on these results, the specialist confirmed that the Durnacol site is acceptable for a cemetery from a hydrogeological perspective, provided that further investigations are carried out to confirm groundwater levels.

### 6.3 Wetlands and watercourses

A Wetland Impact Assessment was undertaken by GCS (dated 21st May 2021).. The NFEPA database indicates the presence of a single wetland area within the 500m radius of the project area, but did not indicate any wetland areas within the property boundary. However the database did identify a wetland within a 500m radius (classified as a Seep Wetland with an area of approximately 3.7ha). The site visit undertaken by the wetland specialist confirmed the presence of these wetlands. In addition, the specialist identified a small seasonal depression which show wetland characteristics, within the property boundary. An additional saturated area was identified immediately to the north of the property within the 500m radius of the site. The saturation in this regard was caused by a leak from a water main that travels in the area.

### 6.4 Vegetation

A Terrestrial Ecological Assessment was undertaken by Mark Summers of SiVEST SA (Pty) Ltd (dated May 2021). The Durnacol site contains some species of conservation value, however historical disturbances from mining operations and potential overgrazing in the site area has resulted in a decreased plant diversity. The classification of vegetation on site, is made at a very coarse scale, i.e. low resolution and falls within the Northern KZN Moist Grassland (Gs 4) which is Vulnerable. In this case the KZN Wildlife Vegetation Type, and VegMap 2018 are the same.

Vegetation associated with the Durnacol Site was dominated by graminoid species, interspersed with forbs and herbs, up to 1m in height. Vegetation diversity in this area was deemed to be low based on the lack of species of conservation concern and the increase in diversity of alien and invasive species.

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## 6.5 Faunal

A Terrestrial Ecological Assessment was undertaken by Mark Summers of SiVEST SA (Pty) Ltd (dated May 2021). From a faunal perspective, the study area has a medium conservation value. This is based on the potential for the sites to harbour some species of conservation concern, which were not identified during the assessment, potentially as a result of the sampling time of year. Habitat for foraging is present in areas near the site, and so faunal species can move to adjacent areas during construction and operation. This is unlikely to affect the status of species of conservation concern. It is not anticipated that the proposed construction and operation will have a long term negative effect on the fauna of the area. The fauna of the site is directly dependent on the vegetation of the site, and the careful management of the vegetation (and soil) should not result in a reduction of faunal species of conservation concern in the greater area.

## 6.6 Heritage

Prior to the 1980's, mining towns with some residential areas were established within the Dannhauser Local Municipality as a result of the numerous mines situated within and around the municipal area. Currently, a large area of the north eastern portion of the municipality is under administration of traditional councils (Ubuhlebomzinyathi Community Authority and Nyanyadu Traditional Council).

The Durnacol Mass Grave Memorial is located on the south west corner of the Durnacol site. Several other graves were found immediately east to the mass grave memorial. However, this area is fenced off together with the mass grave memorial. One grave was found on the site outlined with bricks.

# 7. ENVIRONMENTAL MANAGEMENT PROGRAMME

## 7.1 Introduction

The Environmental Management Programme has been prepared in order to comply with the requirements as stipulated in the National Environmental Management Act (No. 107 of 1998).

This EMPr includes:

- Final Site Development Plan (**Appendix B**)
- A copy of EA (**Appendix C**)
- Mitigation measures as contained in the Environmental Impact Assessment Report
- Recommendations and conclusions emanating from the specialist studies

## 7.2 Aim and Objectives of the EMPr

The aim of the EMPr is to:

- Identify those construction activities identified for the proposed development that may have a negative impact on the environment;

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- Outline the mitigation measures that will need to be taken and the steps necessary for their implementation;
- Describe the reporting system to be undertaken during construction.

The objectives of the EMP are to:

- Identify a range of mitigation measures which could reduce and mitigate the potential adverse impacts to minimal or insignificant levels.
- Provide a pro-active, feasible and practical working tool to enable the measurement and monitoring of environmental performance on site.
- Provide management structures that address the concerns and complaints of I&APs pertaining to the development.
- Ensure that the environmental specifications are identified, effective and contractually binding so as to enable compliance on site.

### 7.3 Layout of the EMP

The Environmental Management Plan identifies the five phases of development as:

- Preconstruction Planning Phase Activities (Section 10.1)
- Site Establishment and Setup Phase Activities (Section 10.3.1)
- Construction Phase Activities (Section 10.3)
- Post-Construction Phase Activities (Section 10.4)
- Compliance Monitoring (Section 11)

The generic and specific provisions are included together under each phase for each environmental consideration. The generic provisions are the general environmental issues, procedures and controls that can be applied to the project and site as a whole. The specific provisions are those environmental issues, procedures and controls that are relevant to a particular section of the site. It should be understood that the EMP is considered an evolving document and may be amended at any time by the relevant authorities (Department of Economic Development, Tourism and Environmental Affairs).

## 8. LEGAL AND OTHER REQUIREMENTS

### 8.1 Compliance with Applicable Laws

The supreme law of the land is “The Constitution of the Republic of South Africa”, which states: “*Every person shall have the right to an environment which is not detrimental to his or her health or wellbeing*”. Laws applicable to the protection of the environment in terms of Environmental Management (and relating to construction activities) include but are not restricted to:

- National Environmental Management Act No.107 of 1998
- Animals Protection Act, Act No. 71 of 1962
- Atmospheric Pollution Prevention Act, No. 45 of 1965
- Conservation of Agricultural Resources Act, No. 43 of 1983

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- Environment Conservation Act, No. 73 of 1989
- Environmental Planning Act, Act No. 88 of 1967
- Forest Act, No. 122 of 1984
- Forest and Veld Conservation Act, Act No. 13 of 1941
- Hazardous Substances Act, No. 15 of 1973
- Land Survey Act, No. 9 of 1921
- Minerals Act, No. 50 of 1991
- National Environmental Management: Waste Act, Act No. 59 of 2008
- The National Heritage Resources Act of 1999
- National Water Act, Act No. 36 of 1998
- Occupational Health and Safety Act, Act No. 85 of 1993
- Provincial and Local Government Ordinances and Bylaws
- Soil Conservation Act, Act No. 76 of 1969
- Water Services Act, Act No. 108 of 1997

The EMPr forms part of the Contract Documentation and is thus a legally binding document. In terms of this Act, an individual responsible for environmental damage must pay costs both to the environment and human health and the preventative measures to reduce or prevent additional pollution and/or environmental damage from occurring. This is referred to as the Polluter Pays Principle.

## 8.2 Compliance with the Environmental Management Programme

A copy of the EMPr must be kept on site during the construction period at all times. The EMP will be made binding on all contractors operating on the site and will be included within the Contractual Clauses. Non-compliance with, or any deviation from, the conditions set out in this document constitutes a failure in compliance with the Environmental Authorisation issued by EDTEA. It should be noted that in terms of Section 28 of the National Environmental Management Act (NEMA) Act No. 107 of 1998, those responsible for Environmental Damage must pay the repair costs both to the environment and human health and the preventative measures to reduce or prevent further pollution and/or environmental damage. (The polluter pays principle).

In terms of the Environmental Authorisation (EA), non-compliance of the EA may result in invalidation of the EA, criminal prosecution or other actions provided for in the National Environmental Management Act (No. 107 of 1998) (as amended) and associated regulations. Any non-compliance must result in an immediate stop to works being issued. The contractor and developer will be held liable for any damage and consequent rehabilitation to environmentally sensitive areas outside the site boundary.

National government, provincial government, local authorities or committees appointed in terms of the conditions of the EA or any other public authority shall not be held responsible for any damages or losses suffered by the authorisation holder or successor in title in any instance where construction or operation subsequent to construction is temporarily or permanently stopped for reasons of non-compliance by the authorisation holder with the conditions of authorisation as set out in this document or any subsequent document emanating from these conditions of authorisation.

The Developer is deemed not to have complied with the EMP if:

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- If environmental damage ensues due to negligence;
- They fail to respond adequately to complaints from the public.

The Contractor is deemed not to have complied with the EMP if:

- If environmental damage ensues due to negligence;
- The contractor fails to comply with corrective or other instructions issued by the Principal Agent within a specified time,
- The Contractor fails to respond adequately to complaints from the public.

## 9. DUTIES OF ROLE PLAYERS

### 9.1 Developer (DEV)

- Complies with all applicable legislation and is conversant with the requirements of the EA and Environmental Management Programme (EMPr);
- Assesses all activities requiring special attention as specified and/or requested by the E and/or ECO for the duration of the Contract;
- Ensures that the Contractor conducts all activities in a manner that minimises disturbance to directly affected residents and the public in general, as advised by the E and/or ECO;
- May, on the recommendation of the E and/or ECO, order the Contractor to suspend any or all works on site if the Contractor or his subcontractor/ supplier fail to comply with the said environmental specifications.

### 9.2 Project Manager/ Project Engineer (E)

- Complies with all applicable legislation and is conversant with the requirements of the Environmental Management Plan (EMP);
- Arranges information meetings for and consults with I&AP's about the impending construction activities;
- Maintains a register of complaints and queries by members of the public at the site office. This register is forwarded to the ECO a bi-monthly basis.
- Enforces and monitors compliance the requirements of the EMP on site;
- Assesses the Contractor's environmental performance in consultation with the ECO;
- Documents in conjunction with the Contractor, the state of the site prior to construction activities commencing.

### 9.3 Environmental Control Officer (ECO)

- Briefs the Contractor about the requirements of the Environmental Specification and/ or Environmental Management Plan, as applicable;
- Advises the E and/or DEV about the interpretation, implementation and enforcement of the Environmental Specification and other related environmental matters;
- Monitors and report on the performance of the contractor/project in terms of environmental compliance with the EMP to the E and Developer;
- Provides technical advice relating to environmental issues to the E and/or DEV/C;

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#### 9.4 Contractor (C)

- Complies with all applicable legislation, is conversant and complies with the requirements of the Environmental Management Plan, and briefs staff about the requirements of same;
- Ensures any sub-contractors/ suppliers who are utilised within the context of the contract comply with the environmental requirements of the EMP. The Contractor will be held responsible for non-compliance on their behalf;
- Supplies method statements for all activities requiring special attention as specified and/or requested by the E or ECO during the duration of the Contract;
- Provides environmental awareness training to staff;
- Bears the costs of any damages/ compensation resulting from non-adherence to the EMP or written site instructions;

## 10. IMPACT MANAGEMENT ACTIONS AND OUTCOMES

### 10.1 Site specific specialist requirements

**Table 6: Site specific specialist requirements**

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
<p>Wetland - Impacts</p> <p>Potential loss of aquatic species / habitat as a result of the construction of the cemetery</p> <p>Potential loss of aquatic species / habitat as a result of the construction of the cemetery</p> <p>Potential siltation of aquatic features as a result of erosion</p>	<ul style="list-style-type: none"> <li>The development layout makes provision for adequate buffers around the identified aquatic features to significantly reduce the risk of this impact occurring.</li> <li>Prior to the commencement of construction, these buffers must be clearly surveyed and demarcated for the duration of the construction phase of the project.</li> </ul>	At all times during construction.	Developer/ Service Providers, Contractors, Engineers.	Impacts avoided or managed as per specialist recommendations.
<p>Wetland - Contamination of the aquatic features as a result of petrochemical spillages from storage areas, plant and equipment during the construction phase</p>	<ul style="list-style-type: none"> <li>All plant and equipment that make use of petrochemical substances must be checked for leakages on a daily basis before operations commence,</li> <li>All plant and equipment that are found to be leaking must be removed from site and only allowed to return once the leakages have been addressed,</li> </ul>	At all times during construction.	Developer/ Service Providers, Contractors, Engineers.	Impacts avoided or managed as per specialist recommendations.

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	<ul style="list-style-type: none"> <li>• If any petrochemical substances are stored on the property, this storage must be done on an impermeable surface, in a bunded area that makes provision for</li> <li>• 110% of the volume of the substances that are stored,</li> <li>• All refuelling of plant and equipment must be conducted over a drip tray,</li> <li>• If any plant or equipment is to be parked on site, these must be parked within the demarcated construction footprint that has been cleared,</li> <li>• If any spillages from plant or equipment occur, the spill must be immediately contained, the contaminated soils must be collected and bagged in impermeable bags and stored on site to be removed and disposed of by a registered service provider.</li> </ul>			
<p>Wetland - Contamination of the aquatic features on site by construction waste generated during the construction phase</p>	<ul style="list-style-type: none"> <li>• Skips must be made available on site into which all construction waste can be discarded,</li> <li>• All construction waste must be cleared from the site on a daily basis and placed in these skips,</li> <li>• The capacity of these skips must be monitored on a daily basis to ensure that a replacement skip can be arranged on the same day as the filled skips are removed,</li> <li>• The disposal of the content of these skips must be done at a municipal landfill site,</li> <li>• No dumping of construction waste on open areas on the property will be allowed,</li> <li>• No burial of construction waste within the project site or in the surrounding areas will be allowed.</li> </ul>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>

<p>Wetland - Contamination of the aquatic features on site by domestic waste generated during the construction phase</p>	<ul style="list-style-type: none"> <li>• A designated eating area must be established within the construction site,</li> <li>• Covered domestic waste bins must be present at the eating area to receive all the domestic waste generated by the labour,</li> <li>• The capacity of these domestic waste bins must be monitored on a daily basis to ensure that they are emptied timeously,</li> <li>• The domestic waste from these waste bins must be removed off site and disposed of at a municipal landfill site on a weekly basis or more regularly if the bins fill up quicker.</li> </ul>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>
<p>Wetland - Contamination of the aquatic features on site by potential leakages from the portable chemical toilets that will be used During the construction phase</p>	<ul style="list-style-type: none"> <li>• Only portable chemical toilets with a sealed reservoir will be allowed on site, the capacity of these reservoirs in the portable chemical toilets must be monitored daily to ensure that they can be serviced timeously,</li> <li>• All removal of the collected sewage waste from the portable chemical toilets must be conducted by a registered service provider for disposal at a municipal wastewater treatment facility.</li> </ul>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>
<p>Ecological Indigenous natural vegetation - Loss, degradation or fragmentation of vegetation through direct clearing</p>	<ul style="list-style-type: none"> <li>• Footprint of the activity must be strictly adhered to.</li> <li>• Permits for plants collection/removal should be obtained prior to search and rescue operations.</li> <li>• Vegetation clearance in the construction phase is to be remove in a phased approach, as and when it becomes necessary as vegetation harbours fauna.</li> <li>• Sensitive areas should be demarcated clearly before construction commences.</li> <li>• Areas outside of the construction zone are to be designated as “no-go areas.”</li> </ul>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>

<p>Ecological Transformation of habitat for flora - Hard transformation of the access road and built infrastructure will result in a marginal reduction in flora. Construction activities will result in the disturbance of the soil surface, and this often leads to the establishment of alien invasive plant species.</p>	<ul style="list-style-type: none"> <li>• Where possible, indigenous vegetation must be retained.</li> <li>• Clearance for construction should be done in a phased approach, and rehabilitation should be done as soon as work has ceased along the section of routing.</li> <li>• Where possible, construction should occur in the dry season to prevent soil loss through stormwater.</li> <li>• Where possible, manual clearance of the vegetation should be done so as to prevent the unnecessary movement of machinery in no-go areas.</li> <li>• The contractor should implement an alien invasive control programme, particularly in areas where soil disturbance occurs.</li> <li>• Soil stockpiles should be grassed with an indigenous mix or covered with shadecloth to prevent soil loss through wind and water erosion.</li> <li>• Strictly no trapping or hunting of fauna is allowed.</li> <li>• All open excavations should be checked on a daily basis and any fauna that may be stranded will have to be caught and released by a qualified person.</li> <li>• Rehabilitation should take place as soon as construction of the section of line is complete.</li> <li>• Strictly no littering. The contractor should highlight this at daily toolbox talks and site clean-ups should occur on a daily basis.</li> <li>• A mix of indigenous grass species, should be used for rehabilitation.</li> </ul>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>
<p>Ecological - Erosion related impacts Vegetation binds and protects the soil surface, and when</p>	<ul style="list-style-type: none"> <li>• In areas of steeper gradient, access roads should have erosion berms to prevent soil loss.</li> <li>• Construction activities should be limited to the winter months to prevent loss of soil to water runoff.</li> </ul>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>

<p>removed, increases erosion potential. This may lead to water and wind removing vital topsoil and blocking up drains and eventually clogging roadsides and drainage lines.</p>	<ul style="list-style-type: none"> <li>• Spraying of the soil surface should occur when working in dusty conditions.</li> </ul> <p><b>See above for additional actions.</b></p>			
<p>Ecological Habitat transformation and fragmentation for fauna- Continued transformation of vegetation in the area will result in a marginal reduction in flora and fauna for the area. Disturbance of the soil surface and a leads to the establishment of alien invasive plant species. Continued transformation of the land results in habitat fragmentation, where edge effects decrease suitable habitat for a wide range of fauna in the area. This leads to an overall indirect decline in faunal diversity.</p>	<ul style="list-style-type: none"> <li>• Manual clearance of alien and invasive vegetation should be done so as to prevent the unnecessary movement of machinery in no-go areas.</li> <li>• An alien and invasive control programme should implemented, particularly in areas where soil disturbance has occurred.</li> <li>• Soil stockpiles should be returned to the excavations, with the subsoil being placed first, followed by the topsoil.</li> <li>• Monthly ECO auditing should occur during rehabilitation of the site. Once rehabilitation is complete, one three month, and one six month follow up audit should be conducted to assess the state of rehabilitation.</li> </ul> <p><b>See above for additional actions.</b></p>	<p>At all times during construction.</p>	<p>Developer/ Service Providers, Contractors, Engineers.</p>	<p>Impacts avoided or managed as per specialist recommendations.</p>



Ecological Terrestrial fauna - Displacement of individuals	<ul style="list-style-type: none"> <li>The ECO should do a site walk through prior to construction commencing, to identify breeding or nesting fauna. Should these species be identified, permits for the capture and relocation must be applied for and a search and rescue must take place by a qualified Ecologist / Zoologist.</li> </ul>	At all times during construction.	Developer/ Service Providers, Contractors, Engineers.	Impacts avoided or managed as per specialist recommendations.
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## 10.2 Pre-construction planning phase activities and associated environmental management requirements

Pre-Construction Planning EMPr activities are those relating to obtaining the necessary permits or approvals and management plans prior to the start of the Construction Phase.

**Table 7: Pre-construction planning phase activities**

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
Permits / Licenses / Approvals	<ul style="list-style-type: none"> <li>The EMPr must be approved by the Department prior to commencement of construction.</li> <li>A written notice must be given to this Department fourteen (14) days prior to the commencement of construction. The notice must include site preparation activities as well as a date on which it is anticipated that the activity will commence. The notice must cite the reference number.</li> <li>A copy of the environmental authorisation (<b>Appendix C</b>) must be kept by the authorisation holder and made available to any official of the Department on request.</li> <li>The development layout must comply with the Layout Plan, as approved in the Environmental Authorisation. Should the layout have changed, the updated layout must be submitted to the Department and approved prior to construction.</li> </ul>	Prior to commencement of construction	Applicant/ECO	<p>Avoid construction delays.</p> <p>Ensure the EMPr is adhered to and all necessary approvals and permits are in place.</p> <p>Prevent impacts to heritage resources.</p> <p>Prevent impacts to water resources</p> <p>Prevent impacts to fauna and flora</p>

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Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• Impacting on water resources will require a Water Use Licence from the Department of Water and Sanitation (DWS) before construction commences;</li> <li>• Strictly no removal of any flora or fauna species without valid permits in place.</li> <li>• A search and rescue operation needs to be conducted by a suitably qualified ecologist to collect species of special concern. Permits for plants collection/removal need to be obtained prior to search and rescue operations.</li> <li>• Before construction starts, all staff need to know what possible archaeological or historical objects of value may resemble and to notify the Project Engineer should such an item be unearthed. AMAFA Akwazulu-Natali must be contacted if any heritage resources, objects or features and sites be identified during construction. All construction activities must cease until further notice from Amafa. The chance find protocol is attached in <b>Appendix D</b>.</li> </ul>			
Method Statements / Management Plans	<p>The following method statements and/or management plans shall be submitted by the Contractor to the Engineer, Environmental Control Officer, and Dannhauser Local Municipality for approval prior to any construction commencing on site:</p> <ul style="list-style-type: none"> <li>• Alien invasive control programme</li> <li>• A construction footprint rehabilitation plan</li> </ul>	Prior to commencement of construction	Contractor	<p>Avoid construction delays.</p> <p>Ensure the EMP is adhered to and minimize impacts.</p>

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• An appropriate construction storm water management plan formulated by a suitably qualified professional;</li> <li>• Management plan and method statements for work in close proximity to wetlands and watercourses;</li> <li>• Traffic, accommodation and construction vehicle movement routes during the construction phase;</li> <li>• Spill Contingency Plan;</li> <li>• Emergency Response Procedures.</li> </ul>			
Environmental file	<ul style="list-style-type: none"> <li>• An environmental management file shall be opened and maintained on site. The file must always be up-to-date with the following documentation: <ul style="list-style-type: none"> <li>- Copy of Environmental Authorisation</li> <li>- Copy of EMPr</li> <li>- Copy of Approved Layout</li> <li>- Monthly Environmental Audits Reports</li> <li>- Personnel Register</li> <li>- Complaints Register</li> <li>- Correspondence with ECO</li> <li>- Correspondence with I&amp;APs / stakeholders / surrounding areas</li> <li>- Proof of Waste Disposal (general / hazardous)</li> <li>- Proof of chemical toilet cleaning</li> <li>- Proof of raw material sourcing</li> <li>- Proof of environmental training (including cultural)</li> </ul> </li> </ul>	At all times during construction.	Contractor	<p>All relevant documentation will be up to date and available for inspection by Key Stakeholders and the Public.</p> <p>Ensure effective communication with the community and Key Stakeholders. All environmental incidents and community complaints are adequately dealt with and recorded.</p>
Source of materials	<ul style="list-style-type: none"> <li>• Contractors must prepare a source statement indicating the sources of all materials (including topsoil, sands, natural gravels, crushed stone,</li> </ul>	Prior to commencement of construction	Contractor	Ensure that no illegal mining occurs.

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	<p>asphalt, clay liners, water etc), and submit these to the Engineer for approval prior to commencement of any work.</p> <ul style="list-style-type: none"> <li>• A signed document from the supplier of natural materials must be obtained confirming that they have been obtained in a sustainable manner and in compliance with relevant legislation.</li> <li>• Where materials are borrowed (mined), proof must be provided of authorisation to utilise these materials from the landowner / material rights owner and the Department of Minerals and Energy.</li> </ul>			

### 10.3 Construction phase activities and associated environmental management requirements

Construction EMPr activities are those relating to the Construction Phase as defined. The contractor is responsible for the implementation of activities within this phase.

#### 10.3.1 Site Establishment and setup activities

**Table 8: Site establishment and setup activities**

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
Demarcation of construction footprint	<ul style="list-style-type: none"> <li>• The construction footprint of each phase must be fenced off with wooden boarding or shade cloth and wooden poles.</li> <li>• The working areas must be clearly demarcated and all construction work must be kept within the demarcated area.</li> </ul>	Prior to commencement of construction / During Construction	Contractor	Prevent unauthorized disturbance to the environment.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• The working area must be cordoned off to the public to prevent injury.</li> <li>• Adequate and proper signage must be erected along the affected roads and within the construction site to warn both pedestrians and motorists of earthworks and any other potential safety hazards.</li> </ul>			Prevent unauthorised access to construction site.
Establishment of site/construction camp	<ul style="list-style-type: none"> <li>• The Project Engineer shall in conjunction with the Contractor and Environmental Control Officer, identify the most suitable location for the construction camp(s). <ul style="list-style-type: none"> <li>○ The construction camp(s) must be located in a disturbed area and must be screened off during the entire construction phase.</li> <li>○ The construction camps must not impact on any adjacent properties and must be located 50m away from any watercourse areas or stormwater drains, however must still be easily accessible.</li> <li>○ When locating the construction camp and equipment yard, watercourses and areas susceptible to soil erosion and/or water contamination must be avoided.</li> <li>○ The camp should be established on level ground.</li> <li>○ If the contractor chooses to locate the camp site on private land, he must get prior permission from both the engineer and the landowner.</li> <li>○ Further considerations for the construction of the camp include the avoidance of cut and fill wherever possible during the setup of the construction camp. The size of the camp should</li> </ul> </li> </ul>	During site establishment	Developer/ Service Providers, Contractors, Engineers	Minimise disturbance to the environment.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	be kept to a minimum. Parking for staff and visitors needs to be adequately provided.			
Ablutions	<ul style="list-style-type: none"> <li>• The Contractor shall make adequate provision for temporary chemical toilets for the use of their employees during the Construction Phase. Such facilities, which shall comply with local authority regulations, shall be maintained in a clean and hygienic condition. Their use shall be strictly enforced. They shall be positioned in an appropriate place.</li> <li>• There must be no on-site sanitation in the form of pit latrines, septic tanks or similar.</li> <li>• An adequate number of self-contained chemical toilets must be established on site – at least one toilet for every 15 workers.</li> <li>• The location of the toilet facilities shall be agreed to prior to the commencement of construction and shall be agreed in conjunction with the ECO, Engineer and contractor.</li> <li>• The location and use of the toilets must be such that it causes no pollution of water nor poses health hazards.</li> <li>• Chemical abluion facilities must not be placed closer than 50m from the edge of a water course, wetland or similar. Toilets must be situated out of the 1:100 year flood line of any watercourse.</li> <li>• The abluion facilities must be cleaned regularly and any waste must be disposed of at a registered waste site.</li> </ul>	During site establishment	Contractor	Prevent ground pollution and disturbance to the environment.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>Chemical toilets must be removed from the site when the construction phase is completed.</li> </ul>			
Stormwater, Erosion and Soil Management	<ul style="list-style-type: none"> <li>The Contractor must ensure that wind screening and stormwater management controls are undertaken to prevent soil loss during site establishment.</li> <li>Clearing activities should only be undertaken during agreed working times and permitted weather conditions. If heavy rains are expected clearing activities should be put on hold.</li> <li>The contractor must attend to drainage of the camp site to avoid standing water (ponding) and/or rill erosion.</li> <li>The time that stripped areas are exposed must be minimized wherever possible. Care must be taken to ensure that lead times are not excessive.</li> <li>Procedures that are in place to conserve topsoil during the construction phase are to be applied during the site establishment phase. i.e. topsoil is to be conserved while providing access to the site and setting up the camp.</li> <li>The Contractor must strip and stockpile all soil within the works area for possible subsequent use. Stockpiled soil must not be in excess of 2m in height, and must be protected from wind and rain with the use of tarpaulins where necessary. The area stripped of soil is to be surfaced, and it is unlikely that the stripped soil will be required for rehabilitation purposes.</li> </ul>	During site establishment	Contractor	Manage stormwater, erosion and soil efficiently

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>Excavated topsoil and subsoil must be stored in piles out of wetland areas and drainage lines and their associated buffer zones and must be at least 50m away from any watercourse.</li> </ul>			
Establishment of equipment lay-down and storage areas	<ul style="list-style-type: none"> <li>Choice of location for equipment lay-down and storage areas must take into account prevailing winds, distances to adjacent land uses, general onsite topography and water erosion potential of the soil (e.g. no closer than 50m to a water course or wetland, preferably an already transformed area, demarcated areas, the use of bunds, and the use of berms for erosion control).</li> <li>An impervious hardened surface should be constructed on which equipment and/or hazardous substances can be stored/handled/used. The surface should be graded to the centre so that spillage may be collected and satisfactorily disposed of.</li> <li>Storage areas should be secure so as to minimize the risk of crime. They should also be safe from access by children and animals.</li> <li>Fire prevention facilities must be present at all storage facilities.</li> <li>Hazardous storage and refuelling areas must be bunded prior to their use on site during the construction period. The bund wall must be high enough to contain at least 150% of any stored volume.</li> <li>These storage facilities (including any tanks) must be on an impermeable surface that is protected from the</li> </ul>	During site establishment	Contractor	<p>Prevent unauthorized disturbance to the environment.</p> <p>Prevent ground and water pollution.</p>



Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>ingress of storm water from surrounding areas in order to ensure that accidental spillage does not pollute local soil or water resources.</p> <ul style="list-style-type: none"> <li>• Material Safety Data Sheets (MSDSs) shall be readily available on site for all chemicals and hazardous substances to be used on site. Where possible the available, MSDSs should additionally include information on ecological impacts and measures to minimise negative environmental impacts during accidental releases or escapes.</li> <li>• Staff dealing with these materials / substances must be aware of their potential impacts and follow the appropriate safety measures. The contractor must ensure that its staff is made aware of the health risks associated with any hazardous substances used and has been provided with the appropriate protective clothing/equipment in case of spillages or accidents and have received the necessary training.</li> <li>• Drip trays should be utilised at all dispensing areas or a biddum and stone-chip hazardous materials filling and handling area should be established adjacent to the bund.</li> <li>• An appropriate number of 44-gallon drums must be kept on site to collect potential and contaminated soil.</li> </ul>			
Environmental awareness	<ul style="list-style-type: none"> <li>• The project core team must be provided with environmental awareness training, occupational safety, and/or legal information training on the approved EMPr, environmental authorization, method statements and management plans. The contractor will be required to communicate this to</li> </ul>	At all times during construction.	ECO/Contractor	All staff members are aware of the EMPr requirements relevant to them and activities that may



Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>their staff. The training shall ensure that the construction team and all sub-contractor/s are familiar with the EMPr requirements and the training must take into account language and literacy requirements as well as measures to determine the effectiveness of training. Proof of this training must be included in the environmental file.</p> <ul style="list-style-type: none"> <li>• The contractor must ensure that formal environmental induction of the appointed construction personnel will take place through a presentation to staff on environmental awareness.</li> <li>• The contractor must ensure that environmental site procedures relevant to the project must be communicated to staff on a weekly basis – method statements can be used as part of awareness training material.</li> <li>• The contractor must ensure that environmental matters will be discussed during toolbox talks.</li> <li>• The Contractor must ensure that the construction team and all sub-contractor/s are familiar with the EMPr requirements and have a basic level of environmental awareness training.</li> <li>• The need for a ‘clean site’ policy must be explained to the construction workers.</li> </ul>			impact upon the environment.
Workers conduct	<ul style="list-style-type: none"> <li>• A general regard for the social and ecological well-being of the site and adjacent areas is expected of the site staff. Workers need to be made aware of the following general rules: <ul style="list-style-type: none"> <li>- No alcohol / drugs to be present on site.</li> <li>- Prevent excessive noise.</li> </ul> </li> </ul>	At all times during construction.	Contractor	Ensure general well-being of the site staff, affected and surrounding environment.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>- Construction staff are to make use of the facilities provided for them, as opposed to ad-hoc alternatives (e.g. fires for cooking).</li> <li>- No fires to be permitted on site.</li> <li>- Trespassing on private / commercial properties adjoining the site is forbidden.</li> <li>- Staff operating equipment (such as excavators, loaders, etc.) shall be adequately trained and sensitised to any potential hazards associated with their tasks.</li> <li>- No operator shall be permitted to operate critical items of mechanical equipment without having been trained by the Contractor and certified competent by the Project Management.</li> </ul>			
Security, fencing and lighting	<ul style="list-style-type: none"> <li>• During site establishment the site camp must be secured if necessary to minimize the opportunity for criminal activity. The site camp sites must be fenced and manned on a 24 hour basis.</li> </ul>	At all times during construction.	Contractor	Ensure safety of the public and prevent loss/ damage to equipment.

### 10.3.2 Construction activities

**Table 9: Construction activities**

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
Maintenance of access and haulage roads	<ul style="list-style-type: none"> <li>• Vehicles and plant tyres must be washed prior to leaving respective construction nodes, and prohibited from transporting excess mud onto tar roads.</li> </ul>	At all times during construction.	Contractor	Prevent unauthorized access to site.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• Movement of construction vehicles potentially impacting on urban infrastructure must be mitigated through the use of appropriate warning signs, and not entering or leaving the site during peak traffic hours.</li> <li>• Contractors should ensure that access roads are maintained in good condition by attending to potholes, corrugations and stormwater damages as soon as these develop.</li> <li>• Unnecessary compaction of soils by heavy vehicles must be avoided. Construction vehicles must be restricted to demarcated access, haulage routes and turning areas.</li> <li>• Machine / vehicle operators should receive clear instructions to remain within demarcated access routes. Movement of heavy-duty vehicles and vehicles not connected with work in progress must be restricted to the construction zone in order to control related impacts such as compaction of soil, damage to vegetation and noise pollution.</li> </ul>			<p>Ensure that construction plant and vehicles do not impact negatively upon the environment.</p> <p>Ensure that access and haulage roads are maintained in a satisfactory manner.</p>
Stockpile management	<ul style="list-style-type: none"> <li>• Stockpiling of soil or any other materials used during the construction phase must not be allowed on or near slopes, near a watercourse or water body. This is to prevent pollution or the impediment of surface runoff.</li> <li>• Dust emissions from soil stockpiles can occur during the loading of piles, when wind disturbs the stockpile surface, and during reclamation.</li> <li>• Stockpiles must be covered with hessian sheets or alternatively enclosed with a shade cloth windbreak.</li> </ul>	At all times during construction.	Contractor	Prevent pollution and erosion.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>Both of these techniques aim to reduce wind speed at the surface of the stockpile, in turn reducing the potential for dust scour and entrainment.</p> <ul style="list-style-type: none"> <li>The applicant must establish additional suitable mitigation measures to prevent the erosion of stockpiles.</li> <li>Stockpiles must not exceed 2 m in height.</li> </ul>			
Ablution Facilities	<ul style="list-style-type: none"> <li>Weekly servicing of the chemical toilets on site needs to be practiced by the supplier and service records are to be submitted to the ECO on a monthly basis. Toilets on site need to be kept in a clean and hygienic state.</li> <li>Chemical ablution facilities must be cleaned regularly, with associated waste disposed of at a registered site. Proof of chemical toilet cleaning and waste disposal must be kept in the environmental file.</li> <li>Contractors must ensure that no spillage occurs when chemical toilets are cleaned and that the contents are properly stored and removed off-site.</li> </ul>	At all times during construction.	Contractor	<p>Ensure that workers have access to hygienic ablution facilities.</p> <p>Prevent pollution and ground contamination.</p>
Air/dust pollution	<ul style="list-style-type: none"> <li>Vehicles travelling back and forth from the construction site must adhere to speed limits so as to avoid generating excessive dust. A speed limit of 30 km/hour must be adhered to on site on all un-surfaced roads.</li> <li>The dampening down of access surfaces must be practiced especially in dry and windy conditions to prevent excessive dust formation.</li> <li>The Contractor needs to ensure that the fence-line consisting of the wooden poles/supports and shade-</li> </ul>	At all times during construction	Contractor	<p>Compliance to all legislative requirements.</p> <p>Prevent air and dust pollution</p>

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>cloth structure is maintained in good condition to act as a screen to minimize dust pollution.</p> <ul style="list-style-type: none"> <li>Vehicles and machinery are to be kept in good working order and should excessive emissions be noted; the Contractor is to have equipment serviced as soon as possible. No fires are to be permitted on site except for the burning of firebreaks.</li> </ul> <p>See section of stockpile management for additional actions.</p>			
Noise pollution	<ul style="list-style-type: none"> <li>Blasting, piling or other 'noisy' activities must take place during normal working hours. The adjacent land owners must be notified prior to any planned activities that will be unusually noisy. These activities could include, but are not limited to, blasting and piling.</li> <li>Should complaints regarding noise levels be received, as a result of construction activities on the site, these must be attended to and recorded in the environmental file.</li> </ul>	At all times during construction	Contractor	<p>Compliance to all legislative requirements.</p> <p>Prevent noise pollution</p>
Erosion	<ul style="list-style-type: none"> <li>An approved Stormwater Management Plan should be implemented before construction occurs.</li> <li>Where possible, indigenous vegetation needs to be retained.</li> <li>Vegetation should be cleared only when construction occurs in that section of the development.</li> <li>Soil stockpiles need to be grassed with an indigenous mix or covered with shade cloth to prevent soil loss through wind and water erosion.</li> </ul>	At all times during construction.	Contractor	Ensure that erosion related impacts avoided or managed efficiently.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• Rehabilitation should take place as soon as construction is complete.</li> <li>• In areas of higher gradient, access roads should have erosion berms to prevent soil loss.</li> <li>• Construction activities should be limited to the winter months to prevent loss of soil to water runoff.</li> <li>• Spraying of the soil surface should occur when working in dusty conditions.</li> </ul>			
Stormwater Control	<ul style="list-style-type: none"> <li>• Good site drainage, including provision of stormwater control facilities such as retention structures, interceptors, subsoil drainage and similar such measures, is strongly advised to reduce concentrated overland flows.</li> <li>• Discharge of any attenuated runoff must not be concentrated.</li> <li>• Discharge points may be into wetland buffers but must not be into the wetlands.</li> <li>• Attenuation tanks or attenuation dams must be used where stormwater run-off volumes generated are considered too excessive to be discharged directly into the drainage line.</li> <li>• Drainage must be controlled to ensure that runoff from the development will not culminate in off-site pollution or cause water damage to properties further down from the site.</li> <li>• Any damage caused by runoff must be appropriately repaired and/or rehabilitated at the cost of the authorisation holder.</li> </ul>	At all times during construction.	Contractor	Ensure that stormwater related impacts are avoided or managed efficiently.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• Clearing activities should only be undertaken during agreed working times and permitted weather conditions. If heavy rains and/or strong winds are expected clearing activities should be put on hold.</li> <li>• Roughen the surface of all exposed slopes to retain water, increases infiltration and facilitate re-vegetation.</li> <li>• Effort must be made to ensure that the stormwater system including pipes, drains, headwalls and Reno-mattresses are not silted up during the construction phase.</li> <li>• After every rainfall event, the contractor must check the site for erosion damage and rehabilitate this damage immediately. Erosion rills and gulley's must be filled-in with appropriate material and silt fences or fascine work must be established along the gulley for additional protection until grass has re-colonised the rehabilitated area.</li> <li>• Stormwater management must be implemented/undertaken prior to the commencement of major earthworks which also includes site preparation activities.</li> <li>• A wetland specialist must be consulted with regard to any discharge/drainage of stormwater into watercourse areas.</li> <li>• In order to reduce erosion, and maintain the value of wetlands on site, stormwater runoff must be attenuated before being discharged into the stormwater drains and the root/immediate cause of erosion must be dealt with immediately.</li> </ul>			





Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>The stormwater from developed areas must not cause soil saturation, erosion and sloughing of areas</li> <li>Any washwater i.e. water containing waste generated during construction and operational phases must not be discharged into the natural environment. Measures to contain the wastewater and to safely disposed of it must be implemented.</li> <li>Wastewater and the sewage network system must be kept separate from stormwater.</li> <li>All outlets and detention ponds must be located outside of the wetland and associated buffer areas.</li> <li>After construction, the site must be contoured to ensure free flow of run-off and to prevent ponding of water.</li> </ul>			
General and Hazardous Substances and Materials	<ul style="list-style-type: none"> <li>Handling, storage and disposal of excess or containers of potentially hazardous materials shall be in accordance with the requirements of current Regulations and Acts in force. Storage areas that contain hazardous substances must be bunded with an approved impermeable liner. Spills in bunded areas must be cleaned up, removed and disposed of safely from the bunded area as soon after detection as possible to minimize pollution risk and reduced bunding capacity.</li> <li>Contaminated water storage facilities shall not be allowed to overflow and appropriate protection from rain and flooding shall be implemented.</li> <li>Every precaution must be taken to ensure that any chemicals or hazardous substances do not</li> </ul>	At all times during construction.	Contractor	Ensure that soil and groundwater pollution is avoided or efficiently managed.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>contaminate the soil or groundwater on site. For this purpose, the Contractor must:</p> <ul style="list-style-type: none"> <li>- Ensure that potentially harmful materials are properly stored in a dry, secure environment, with concrete or sealed flooring.</li> <li>- The Contractor must ensure that materials storage facilities are cleaned/maintained on a regular basis, and that leaking containers are disposed of in a manner that allows no spillage onto the bare soil or surface water. The management of such storage facilities and means of securing them shall be agreed.</li> <li>- Control the use and storage of fuels and chemicals that could potentially leach into the ground. Adequate spillage containment measures shall be implemented, such as cut off drains, etc</li> <li>- Ensure that chemical storage areas must be protected by bunded areas of a volume equal to 150% of the volume of the container storing the substance. Bunded areas must be constructed of concrete blocks lined with suitably dense plastic sheeting.</li> <li>- Spills in bunded areas must be cleaned up, removed and disposed of safely from the bunded area as soon after detection as possible to minimize pollution risk and reduced bunding capacity.</li> <li>- Any petrochemical spill must be stored in skips and taken to a hazardous landfill site. Safe</li> </ul>			



Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>disposal certificates must be included in the environmental file</p> <ul style="list-style-type: none"> <li>- Fuel and oil storage tanks and drums, including internal installations and waste oil tanks, must be situated on an impermeable base within an oil-tight bund.</li> <li>- Any oils, fuels and spilled substance must be removed weekly and recycled or disposed of at a licensed waste disposal facility able to accommodate such waste. Proof of waste disposal must be kept in the environmental file; and</li> <li>- Ensure that the mixing /decanting of all chemicals and hazardous materials should take place on a tray or impermeable surface.</li> <li>- Chemical/hazardous waste generated during mixing/decanting should then be disposed of at a registered landfill site.</li> <li>- Municipal water or another source approved by the Engineer should be used for all activities such as washing or equipment or disposal of any type of waste, dust suppression, concrete mixing and compacting.</li> </ul> <ul style="list-style-type: none"> <li>• In the event of a spillage/incident that cannot be contained and which poses a potential threat to the local environment, the following Departments must be informed of the incident within 48 hours and in accordance with Section 30 of the National Environmental Management Act, Act 107 of 1998:</li> </ul>			

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>- The Local Authority, Greater Kokstad Municipality;</li> <li>- Department of Water and Sanitation (DWS)</li> <li>- Department of Economic Development, Tourism and Environmental Affairs (Pollution and Waste Component, Harry Gwala District)</li> <li>- The local Fire Department; and</li> <li>- Any other mandated authority.</li> <li>• Should there be any soil and groundwater contamination, the Control Environmental Officer: Pollution and Waste Component as per contact details specified above must be informed within five (05) working days.</li> <li>• In the event of this occurring, the necessary clean up measures must be undertaken immediately. <ul style="list-style-type: none"> <li>- Any soil/groundwater contaminated during construction must be removed, stored in sealed container and disposed thereof at a licensed facility. Proof of safe disposal must be kept in the environmental file.</li> <li>- Appoint appropriate contractors to remove any residue from spillages from site.</li> <li>- Ensure that used oils/lubricants are not disposed of on/near the site, but at a permitted landfill and that contractors purchasing these materials understand the liability under which they must operate. The Environmental Control Officer will be responsible for reporting the storage/use of any other potentially harmful materials to the relevant authority.</li> </ul> </li> </ul>			

DANNHAUSER LOCAL MUNICIPALITY

Project No. 16482

Description Proposed Establishment of a Cemetery in Dannhauser

Revision No. 1.0



Prepared by:

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• Should any sewer infrastructure be routed through existing stormwater culverts the following must be adhered to:               <ul style="list-style-type: none"> <li>- Mitigation measures must be put in place to ensure quick detection and repair of leakages or breakages in the pipe system.</li> <li>- Leakages must be contained in the immediate vicinity of the pipeline and must not be allowed to enter the stormwater system.</li> </ul> </li> </ul>			
Waste management	<ul style="list-style-type: none"> <li>• For the purposes of this EMP, waste includes all construction rubble, debris and refuse (e.g. food waste, garbage, rubbish, etc.), including hazardous waste (e.g. oils).</li> <li>• Bins and/or skips need to be supplied on site for disposal of waste within the construction camp. The bins must have liner bags for easy control and safe disposal of waste.</li> <li>• Skips must be placed on each of the designated sites to collect any waste that may be generated from the in situ upgrades.</li> <li>• There must be recycling of waste practiced with separate drums provided for paper and cardboard; glass; plastics; metals and organic waste.</li> <li>• The Contractor must ensure that all litter is collected from the work and camp areas daily.</li> <li>• Construction rubble needs to be disposed of at a registered landfill site. Construction rubble must be disposed of in a pre-agreed demarcated spoil dumps</li> </ul>	At all times during construction.	Contractor	<p>Ensure efficient waste management during construction.</p> <p>Avoid pollution.</p> <p>Encourage recycling.</p>

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<p>that have been approved by the Engineer and ECO, or at a registered disposal site.</p> <ul style="list-style-type: none"> <li>• Bins and/or skips must be emptied regularly and waste must be disposed of at a registered landfill site. Waybills for all such disposals are to be kept by the Contractor for review by the Engineer/ECO. This is required for all waste disposed of.</li> <li>• A registered chemical waste company is to be used to remove waste from the chemical toilets on site.</li> <li>• The excavation and use of rubbish pits on site is forbidden.</li> <li>• The burning of waste is forbidden.</li> <li>• The area demarcated for the sorting and disposal of waste needs to be fenced off. The provision of separate skips for different waste types (i.e. "household" type refuse; building rubble) needs to be provided.</li> <li>• Hazardous waste such as fuel, oils and chemicals must be disposed of at a licensed hazardous waste disposal site with proof of disposal kept in the environmental file.</li> </ul>			
Social impact to the adjacent landowners	<ul style="list-style-type: none"> <li>• The regular and ongoing communication between the ECO, Contractor, Engineer and the IAPs is important for the duration of the contract and would have been started during the Site Establishment/pre-Construction Phase. The Engineer and Contractor are responsible for on-going communication with the IAPs.</li> </ul>	At all times during construction.	Contractor Engineer	Ensure that adjacent residents are not negatively affected.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• A Complaint's register must be kept at the site office. This must be in a duplicate format, with numbered pages.</li> <li>• The IAPs need to be made aware of the register and the methods of communication available to them.</li> <li>• The Contractor needs to appoint a staff member(s) to act as liaison officer for formal consultation with I &amp; AP's in order to handle questions and explain the construction process and what it will entail. This register is to be tabled during monthly site meetings. Any queries or complaints that arise need to be handled by following a set protocol.</li> <li>• There are a number of areas that need to be monitored in this respect: <ul style="list-style-type: none"> <li>- The disruption and safety of access for the local residents must be minimized at all costs and have the Project Engineer's permission.</li> <li>- The Contractor is to inform the neighbours in writing of disruptive activities at least 24 hours beforehand.</li> <li>- It is important that the Contractor's activities and movement of staff are restricted to the designated construction areas.</li> <li>- Notice of particularly noisy activities such as jackhammers, blasting, drilling must be given to residents adjacent to the construction site at least 24 hours prior to the activity taking place.</li> <li>- Noisy activities must be restricted to the times given in the project specification or General Conditions of Contract.</li> </ul> </li> </ul>			

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Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
Fire control	<ul style="list-style-type: none"> <li>All fire requirements must be carried out as contained in the National Building Regulations SABS 0400 and the safety code of the N.F.P.A.</li> <li>The Contractor must take all reasonable and active steps to avoid increasing the risk of fire through their activities on site. The Contractor must ensure that the basic fire-fighting equipment is to the satisfaction of the Local Fire Services. The Contractor must ensure that all the correct fire-fighting equipment is available on site and within easy access.</li> <li>No fires for heating or cooking must be permitted.</li> <li>The disposal of any matter by burning is prohibited.</li> </ul>	At all times during construction.	Contractor	Prevent fires on site during construction.
Rehabilitation of sensitive areas	<ul style="list-style-type: none"> <li>Rehabilitation of all sensitive areas must be undertaken in accordance with the approved EMPr.</li> <li>Rehabilitation must commence at the earliest time as prescribed by the ECO.</li> <li>The contractor must undertake any maintenance that may be required as a result of erosion control measures not functioning correctly, and where vegetation has not taken to reseed these areas to prevent further environmental degradation.</li> </ul>	At all times during construction.	Contractor	Ensure that sensitive areas are rehabilitated should they be disturbed or damaged during construction.



## 10.4 Post-construction planning phase activities and associated environmental management requirements

This relates to the activities that occur once the construction is completed and the site rehabilitated. It is important that a meeting is held on site between the Engineer, ECO, the Contractor, and if necessary the EDTEA to approve all the remediation measures and to ensure that the site has been restored to a condition that is approved by the ECO and Engineer.

**Table 10: Post-construction activities**

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
Removal of the construction camp	<ul style="list-style-type: none"> <li>All structures comprising the construction camp are to be removed from site.</li> <li>The area that previously housed the construction camp is to be checked for spills of substances such as oil, paint, etc, and these should be cleaned up.</li> <li>All hardened surfaces within the construction camp area should be ripped, all imported materials removed, and the area shall be top-soiled and re-vegetated if appropriate.</li> <li>The Contractor must arrange the cancellation of all temporary services.</li> </ul>	Following completion of construction	Contractor	Ensure that disturbed areas are returned to its natural state post-construction.
Waste Disposal	<ul style="list-style-type: none"> <li>The developer and contractor must ensure that no construction material foreign to the site, including construction debris, is left unattended after construction activities have ceased/completed</li> <li>All construction materials including rubble, cement bags, chemicals, fuels and oils must be safely stored in appropriate containers and disposed of at a license waste facility in accordance with the approved EMPr.</li> <li>No remaining rubble is to be buried on site.</li> <li>The site is to be free of litter and surfaces are to be checked for waste products from activities such as</li> </ul>	Following completion of construction	Contractor	<p>Ensure that no waste remains on site following the completion of construction.</p> <p>Ensure effective waste management.</p> <p>Prevent pollution.</p>

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	concreting or asphaltting and cleared in a manner approved by the Project Engineer.			
Stormwater and erosion control measures	<ul style="list-style-type: none"> <li>The approved Stormwater Management Plan should be maintained through operation phase.</li> <li>Where possible, indigenous vegetation and rescued plants needs to be returned as soon as construction ceases.</li> <li>Site to be reshaped and grassed with an indigenous mix and rehabilitated to prevent soil loss through wind and water erosion before operation phase begins.</li> <li>Rehabilitation should take place as soon as construction is complete.</li> <li>Six monthly checks of the area should take place for the emergence of erosion gulley's, and if gulley's emerge, will need to be rehabilitated immediately.</li> </ul>	Following completion of construction	Contractor	Ensure effective stormwater management and erosion control measures post-construction.
Biodiversity loss and alien invasive plant establishment due to operation phase	<ul style="list-style-type: none"> <li>A post construction monitoring programme to ensure that rehabilitation efforts are successful and that edge effects are reduced, should be implemented.</li> <li>Monitoring and control of alien and invasive species as per an alien invasive control programme.</li> </ul>	Following completion of construction	Contractor	Ensure that disturbed areas are rehabilitated post-construction.
Rehabilitation	<ul style="list-style-type: none"> <li>The applicant is responsible for compliance with the provision for Duty of Care and Remediation of Damage in accordance with Section 28 of the NEMA. Determination of damage vests with EDTEA.</li> <li>All damaged areas shall be rehabilitated upon completion of the contract</li> <li>Rehabilitation must take place in a phased approach as soon as possible.</li> </ul>	Following completion of construction	Contractor	Ensure that disturbed areas are rehabilitated post-construction.

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>• Re-vegetation of the disturbed areas is aimed at approximating as near as possible the natural vegetative conditions prevailing prior to construction.</li> <li>• Rehabilitation process must make use of species indigenous to the area. Seeds from surrounding seed banks can be used for re-seeding.</li> <li>• Planting of indigenous tree species and or fruit bearing trees in areas not to be built upon must be encouraged.</li> <li>• Rehabilitation must be executed in such a manner that surface run-off will not cause erosion of disturbed areas.</li> <li>• The site must be checked for erosion damage and rehabilitation must be undertaken immediately. Erosion rills and gulley's must be filled-in with appropriate material and silt fences or fascine work must be established along the gulley for additional protection until grass has re-colonised the rehabilitated area.</li> <li>• Effort must be made to ensure that the stormwater system including pipes, drains, headwalls and Reno-mattresses are not silted up during the construction phase and post construction phases.</li> <li>• The contractor must undertake any maintenance that may be required as a result of erosion control measures not functioning correctly, and where vegetation has not taken to reseed these areas to prevent further environmental degradation</li> </ul>			

Aspect / Impact	Impact Management Action	Frequency / Timing	Responsibility	Impact Management Objective and Outcome
	<ul style="list-style-type: none"> <li>A meeting is to be held on site between the Engineer, ECO and the Contractor to approve all remediation activities and to ensure that the site has been restored to a condition approved by the Engineer. A representative of EDTEA must be invited to the final meeting or when the site is handed over on completion of construction.</li> </ul>			

## 11. COMPLIANCE MONITORING

The developer will undertake to appoint an Environmental Consultant to monitor the performance of the contractor and developer in ensuring that the conditions and measures within the EMPr are adhered to.

### 11.1 Construction Phase

- The Site Manager, must monitor the Construction Phase of the project to ensure compliance with the Environmental Management Programme.
- The ECO must undertake the auditing of the Construction Phase and must audit the activities once a month, and will conduct a final close out audit once the construction activities have ceased onsite and the construction camp cleared. The final close out audit/post construction environmental audit must be submitted to the Department within 60 days from the date that the construction is complete.
- The ECO in conjunction with the Site Manager must keep a record of the checking of compliance with the EMPr.
- This Environmental Management Programme will be included in the contract documentation of all contractors who will work on the site.

## 12. AMENDMENTS TO THE EMPR

The Environmental Control Officer (ECO) has the right to request (in writing) a method statement to be compiled by the contractor in cases where the Construction EMPr may not adequately address the issue or nature of the activity/site warrants the need thereof. The method statement must be approved in writing by the ECO prior to carrying out the activity.

Any major issues not covered in the EMPr as submitted as well as any layout changes, will be addressed as an addendum to the EMPr and must be submitted for approval prior to implementation.

Authorised officials of the Department reserve the right to review the approved EMPr during the construction and operational phases of the above-mentioned activity and amend/add any condition as it is deemed necessary. Authorised officials also reserve the right to inspect the project during both construction and operational phase of development.



**Appendix A:**  
**EAP CV**

## CURRICULUM VITAE

Michelle Nevette

<b>Name</b>	Michelle Nevette
<b>Profession</b>	Environmentalist
<b>Name of Firm</b>	SiVEST SA (Pty) Ltd
<b>Present Appointment</b>	Divisional Manager: SiVEST Environmental Division
<b>Years with Firm</b>	21 Years
<b>Date of Birth</b>	18 March 1975
<b>ID No.</b>	7503180357085
<b>Nationality</b>	South African



### Professional Qualifications

- BA (Economics), Honours in Environmental Management
- MEnvMgt. (Environmental Management) - University of South Africa
- ISO 14001:2015 Introduction and Implementation of an EMS (03/2018)
- Cert.Nat.Sci. reg. No. 120356 (July 2020)

### Membership to Professional Societies

- South African Council for Natural Scientific Professions
- International Association for Impact Assessment South Africa (IAIASa)
- Environmental Assessment Practitioners Association of South Africa (EAPSA) No.2019/1560

### Employment Record

Aug 2009 – to date	SiVEST SA (Pty) Ltd Environmental Division: Divisional Manager
April. 1999 – Aug 2009	SiVEST Environmental Division: Senior Environmental Project Manager

### Language Proficiency

LANGUAGE	SPEAK	READ	WRITE
English	Fluent	Fluent	Fluent
Afrikaans	Good	Good	Good

**Years of Working Experience:** 21 years

### Countries of Working Experience

- South Africa
- Zimbabwe

### Fields of Specialisation

- Environmental Project Management
- Environmental Impact Assessment
- Environmental Management and Auditing
- Environmental Planning including ISO14001:2015

## CURRICULUM VITAE

Michelle Nevette

### Overview

Michelle's strong managerial skills have been extensively used in setting up and running projects and in establishing and monitoring documentation systems. Responsible for the management of a team of environmental impact assessment practitioners, including financial management of the division in conjunction with the Managing Director, and ongoing responsibilities on various environmental projects.

Michelle has a keen interest in strategic planning and has been responsible for undertaking Strategic Environmental Assessments and for preparing Integrated Environmental Management Programs and Environmental Management Frameworks for various municipalities and private developers. Extensive experience in following the Basic Assessment and Environmental Impact procedure, as well as in preparing Environmental Management Plans, consulting with authorities and conducting Audits.

Expertise gained in a variety of environmental issues relating to municipal planning, mixed use development, agro-industrial developments, business parks, petrol filling stations, the housing sector, and infrastructural projects.

### Projects Experience (by Sector)

#### ENVIRONMENTAL PLANNING /STRATEGIC PROJECTS

- Appointed by the Cato Ridge Logistisc Hub Consortium (Pty) Ltd for the Cato Ridge Pilot Intermodal Project in Cato Ridge, KwaZulu-Natal (planning, BA/EIA and WULA).
- Appointed by Royal Shaka Estate (Pty) Ltd to project manage and obtain the necessary town planning and environmental rights the proposed 2155ha Royal Shaka Estate, North Coast.
- Port of Richards Bay – Strategic Environmental Assessment for Transnet National Ports Authority, (Aug 2018 – May 2019).
- Appointed by SMEC, on behalf of KZN COGTA, to undertake a High-level Environmental Status Quo & Recommendations Report for the Strategic Corridor Plan – Strategic Infrastructure Projects 2: Durban – Free State – Gauteng Development Region (June 2014 – present).
- Appointed by Finningley to assist with finalising the EIA and post authorisation work (including bulk servicing to the site on a mixed use development) which included provision for an Autobody Supply Park.
- Advised Toyota SA on the EIA requirement for a proposed site for a Toyota Autobody
- Preparation of a Strategic Environmental Assessment (SEA) for the Airports Company South Africa (ACSA) for a portion of property known as the Eastern Precinct.
- Appointed by ACSA to undertake an EIA for a portion of property known as the Eastern Precinct to house an automotive park.
- Appointed by Crookes Brothers Limited to prepare an EMF and subsequently an EIA for two properties comprising 1800ha in extent.
- Appointed by the KwaDukuza Municipality to undertake an SEA for KwaDukuza.
- Appointed by the uThungulu District Municipality to prepare an Integrated Environmental Management Plan (IEMP) for the District

#### Pre-feasibility Studies/Screening

- Appointed by Process Projects to undertake an environmental screening of Site Selection for Lithium ION NMC Precursor Materials Production (IDC project).
- Edgewood New Teaching and Learning Building. University of KwaZulu Natal. Desktop Environmental Screening Assessment and Mapping.
- Izotsha Hub Development, Izotsha. LDM. Desktop Environmental Prefeasibility Assessment and Mapping.
- Cato Ridge Development Project. SMEC. Desktop Biophysical Prefeasibility Assessment.
- Hammarsdale Link Road Project. SMEC. Desktop Environmental Screening Assessment.
- Msinga Cwaka New Town Centre – Appointed by LDM Consulting to undertake an Environmental Pre-feasibility Study for the Cwaka New Town Centre in Msinga Municipality, KwaZulu-Natal (Dec 2014).
- Avondale Forest Estate – Appointed by Trencon to undertake an Environmental Pre-feasibility Study for the Residential Eco-Estate adjacent Zimbali in Ballito, KwaZulu-Natal (Sep 2014).



## CURRICULUM VITAE

Michelle Nevette

### Climate Change

- Durban Climate Change Strategy – Appointed by eThekweni Municipality Environmental Planning and Climate Protection Department to establish a city status quo and recommendations to facilitate the implementation of climate change work within the city (May – Sep 2018).

### Natural Resource Management (Environmental Rehabilitation)

- Renishaw Estate – Appointed by the Department of Environmental Affairs: Natural Resource Management Directorate to undertake the rehabilitation of the 1,833ha Mpambanyoni Conservation Development and Renishaw Estate (a mixed-use estate development with a strong conservation ethic) near Scottburgh, South Coast, KwaZulu-Natal (Dec 2017 – present).

## POLICY & LEGISLATION

### Review of Section 22 ECA Applications

- Appointed by DEAT to review and assess the pending Environmental Impact Assessment Applications for KZN submitted in terms of Section 22 of Environmental Conservation Act, Act 73 OF 1989.

### Alien Vegetation

- Appointed to develop an auditing framework and to audit the eThekweni Municipality Production and Display Nurseries to determine their compliance with the Conservation of Agriculture Resources Act, 1983 (ACT No. 43 OF 1983) (CARA)

### Coastal Zone Management

- Environmental Impact of the Alleged Illegal Cottages along the Wild Coast (former Transkei)

### Telecommunication Policy for Urban Areas in KwaZulu-Natal

- Prepared on behalf of the Town and Regional Planning Commission. This policy involved extensive stakeholder consultation and included extensive research on the impact of telecommunication towers and associated infrastructure in urban areas. Assisted in the collection and preparation of data.

### Training

- Appointed by uThungulu District Municipality to prepare training manuals and operational procedures manuals on EIA's which provided guidelines and principles for the District and Local Municipalities.

### Advisory Services

- Appointed by Oxygen to provide environmental advisory services and assistance to municipal projects that have become 'stuck' on behalf of KZN PROV TREASURY for MUNICIPAL INFRASTRUCTURE

## BUSINESS/INDUSTRY PROJECTS

- Audit of AMR to review their waste management practice and EMPr on behalf of Hillside Aluminium South 32
- ISO14001:2015 Internal Audit of Hillside Aluminium South 32
- ISO14001: 2015 Compilation of Legal Compliance Register and Aspects and Impacts Register for Technipaint (Pty) Ltd
- Appointed by Richards Bay Minerals (RBM) to conduct a performance assessment of RBM's approved EMPr and compile a legal liability report
- Permit/license external compliance audit for Bayside Aluminium
- Permit/license external compliance audit for Hillside Aluminium
- Permit/license external compliance audit for Metalloys Manganese Smelter in Meyerton

## CURRICULUM VITAE

Michelle Nevette

### Ports/Marine Infrastructure:

- Basic Assessment Report and EMP for the construction of marine infrastructure required for a floating dry dock in the Port of Richards Bay (Operation Phakisa)
- Preparation of a Sustainability Report and Environmental/Community Interface Report for new CO1 Conveyor for Transet Capital Project as FEL3 phase of Project Life Cycle process.

### Petrol Filling Stations:

- Appointed by Engen Petroleum Limited to undertake BAs for the following Service Stations: Engen Ottawa, Engen Tongaat and Engen Galleira
- Appointed by Engen Petroleum Limited to undertake EIAs for the following Service Stations: Engen Umhlali; Engen Riverhorse 1; Engen Riverhorse 2; Engen CBD Downs and Engen Stapleton,;
- Appointed by Shell SA Marketing (PTY) Ltd to undertake EIAs for a petrol filling station, convenience stores and ATM at Mkuze, Phoenix and Hans Dettman.
- Appointed by Shell SA Marketing (Pty) Ltd to undertake the scoping process for a petrol filling station, convenience stores and ATM at Chatsworth, Marionhill, Verulam, Hannaford, Northcroft, Eastbury and Brookdale within Durban.
- Appointed by Shell SA Marketing (Pty) Ltd to undertake application for Exemptions for the upgrade of existing petrol filling stations at Bayhead and Gateway, Durban.
- Appointed by Caltex Oil South Africa (Pty) Ltd to prepare a Scoping Report and EMP for a petrol filling station, convenience stores and ATM at Brackenheim, Richards Bay
- Preparation of Scoping Report and EMP for Philani Valley Petrol Station and Commercial Centre
- Preparation of Scoping Report and EMP for Umlazi Valley Petrol Station and Commercial Centre

### Crude storage:

- Preparation for the Airports Company South Africa (ACSA) of an EIA for a proposed subdivision and rezoning of a portion of their property for future use by NATCOS (crude storage facility).

### Mixed use/Business Park/Logistics/Shopping Centre:

- Appointed by the Cato Ridge Logistisc Hub Consortium (Pty) Ltd for the Cato Ridge Pilot Intermodal Project in Cato Ridge, KwaZulu-Natal (planning, BA/EIA and WULA).
- Preparation of an EIA for a mixed use development at Renishaw
- Appointed by Finningley to assist with finalising the EIA and post authorisation work (including bulks servicing to the site on a mixed use development) which included provision for an autosupply park.
- Advised Toyota SA on the EIA requirement for a proposed site for a Toyota Autobody
- Appointed by Barkomotive (Pty) Ltd, a wholly-owned subsidiary of Ellingham Estate (Pty) Ltd, to undertake an EIA Report for the proposed mixed-use Rorqual Estate Development near Park Rynie, South Coast, KwaZulu-Natal (October 2012).
- Appointed by the Passenger Rail Association of South Africa for the construction of an Intersite. Precinct in Scottburgh, located on the KwaZulu-Natal South Coast.
- Preparation of Duty of Care, Basic Assessment and EMP for Shoprite Distribution Center in Canelands.
- Preparation of a Basic Assessment for Sakhisizwe Holdings (Pty) Ltd for the proposed Warwick Mall as part of the 2010 World Cup Initiatives.
- Preparation of a Basic Assessment Prime Spot Trading 9 (Pty) Limited for the proposed Sithole Mall Shopping Centre in Osizweni
- Basic Assessment Report for a warehouse in Alton, Richards Bay, Briardale Trading
- Basic Assessment Report and EMP for a convenience centre in Gingindlovu
- Basic Assessment Report for the Amangwane Shopping Centre in Ulundi
- Preparation of an EIA for the Airports Company South Africa (ACSA) for a proposed Business Park on a portion of property known as the Eastern Precinct to house an automotive park.
- Preparation of an application for exemption for the Airports Company South Africa (ACSA) to lease a portion of their property to Shoprite-Checkers

## CURRICULUM VITAE

Michelle Nevette

### Waste License Applications

- Appointed by Richards Bay Minerals to undertake the waste license application for the salvage yard and ZN4.
- Appointed by Richards Bay Coal Terminal to undertake the waste license application for their existing operations.

### COMMUNITY UPLIFTMENT PROJECTS

- Appointed by Renishaw Property Development (Pty) Ltd for the construction of a school containing sporting facilities, parking areas and engineering services in Scottburgh.
- Appointed by Industrial Development Corporation (IDC) to undertake an EIA Report for the proposed Nonoti Beach Tourism Development near Blythedale, North Coast, KwaZulu-Nata
- Basic Assessment Report and EMP for the uMhlathuze Multi-Purpose Sport Stadium in Richards Bay, uThungulu District Municipality
- Appointed by the Department of Works to prepare a Scoping Report and EMP for the rezoning of an “open space” area in Port Shepstone to “public administration”
- Appointed by the Department of Works to prepare an Application for Exemption for a police station and community hall in Khenani, Richards Bay.

### RESIDENTIAL PROJECTS

#### Low Cost Housing

- Greater Amaoti Housing Project – Appointed by the Department of Human Settlements to undertake the EIA process for the development of 20 000 housing units in Amaoti. eThekweni Municipality.
- Shayamoya Phase 3 Housing Development – Appointed by the Greater Kokstad Local Municipality to undertake the EIA process for the housing development.
- Appointed by Oxygen Infrastructure Solutions for development of the Marianridge Housing Development in Marianridge, KwaZulu-Natal.
- Appointed by eThekweni to undertake an EIA for Madimeni, Lower Langefontein and Molweni Low Cost Housing.
- Appointed by eThekweni to undertake an EIA for Trenance Park 2B and Redcliffe Low Cost Housing
- Appointed by eThekweni to undertake a Basic Assessment for Philani Valley Phase 17-25 Low Cost Housing
- Appointed by the Ethekeeni Housing Department to prepare Environmental Scoping Reports, EMPs and to undertake auditing for the following low cost housing projects:
  - Africa, Inanda
  - Stop 8/Nambia, Emtshabeni
  - Kwamashu Newland
  - Mshayazafe
  - Kwadabeka C
  - Verulam: Trenance Park 2B and Redcliffe
  - Lamontville North West
- Appointed to undertake an Environmental Considerations report for Vulemehlo Low cost Housing

#### Medium – High Income Housing:

- Appointed by Canboria Developments to prepare a Scoping Report for the proposed medium income housing project at Broadlands.
- Appointed by Midnight Storm Investors to prepare an Environmental Considerations Report for the development of a new multi-storey residential development on Lots 739 – 744, Tongaat.
- Appointed by Midnight Storm Investors to prepare an EMP and undertake auditing for Simbhiti Eco-Estate

## CURRICULUM VITAE

Michelle Nevette

### LINEAR DEVELOPMENT / INFRASTRUCTURE PROJECTS

- Project management and preparation of a range of Environmental Applications for the uMhlathuze Municipality Engineering Department for the financial year 2003/2004: This included environmental applications and auditing for road, water, canal, subdivisions and informal trading facilities projects.

#### Water Supply Schemes:

- Northern Aqueduct Augmentation Pipeline: Appointed by Aurecon Consulting Engineers for the construction of a pipeline from Ntuzuma to Ogunjini.
- Appointed by VGC to provide environmental services (environmental application, EMP and auditing) for a range of water supply projects, e.g. Mhlana, Madlebe, Khoza Water Supply Projects.
- Witz Road Water Reticulation for Ethekwini Municipality – Basic Assessment and monthly auditing for a 6500m of 160mm diameter pipeline.
- Appointed by uThungulu to undertake a scoping process for Middledrift water supply
- Mtamvuna River Irrigation Potential Investigation, Izingolweni Sub-region, KwaZulu-Natal.

#### Roads and Bridges:

- Integrated Rapid Public Transport Network (IRPTN) – Appointed by the Ethekwini Transport Authority, responsible for the planning, implementation and operations of public transport in the City, to undertake an EIA report for the IRPTN Corridor 1, Bridge City to Durban CBD, and Corridor 9, Bridge City to Umhlanga
- Integrated Rapid Public Transport Network (IRPTN) – Appointed by the Ethekwini Transport Authority, responsible for the planning, implementation and operations of public transport in the City, to undertake a BA report for the IRPTN Corridor 3, Bridge City to Pinetown.
- Appointed by eThekweni to undertake a Basic Assessment for the proposed Warwick Flyover (inbound and outbound) in Warwick Precinct as part of the 2010 World Cup Initiative.
- Appointed by eThekweni to undertake a Basic Assessment for the proposed Inwabi Road I Umlazi.
- Appointed by Umhlathuze Municipality to undertake an application for Exemption for the upgrade of a 1,5km gravel road (including a proper river crossing) within the existing alignment of the road in Ngwelezane.
- Appointed to undertake an application for Exemption for the Greytown Road Upgrade, KwaZulu-Natal
- Appointed to undertake a scoping process (including EMP) for the upgrading of Broadway, Durban North on behalf of the eThekweni Municipality Appointed to undertake an application for Exemption, EMP and auditing for the upgrading of the Wick/Todd Street in Verulam

#### Electricity/ Power lines

- Appointed by appointed by TRANS-AFRICA PROJECTS to manage the environmental process for the proposed Spoornet Coalink Upgrade Project. The project consists of the upgrade of existing infrastructure and three new transmission sub-stations, in order to increase the supply of electricity for new locomotives that Spoornet have ordered to add to the export capacity of coal. The proposed project crosses provincial borders starting in Empangeni (Natal) and extends across Newcastle to Ermelo (Mpumalanga)
- Appointed by uMhlathuze Municipality to undertake an EIA for the proposed Cygnus Electricity Substation project.
- Appointed by Eskom to undertake the scoping process (including the preparation of an EMP) for a substation and associated powerlines in Mtunzini
- Electricity Supply through Mhlanga Forest Estate Development EMP, KwaZulu-Natal, South Africa

#### Pipelines

- Sezela Marine Outfall Pipeline, Scoping Report & Environmental Management Plan, KZN
- Petronet Re-Routing of existing DJP Pipeline around Pietermaritzburg EIA Scoping Report & Environmental Management Plan, KwaZulu-Natal

## CURRICULUM VITAE

Michelle Nevette

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### WATER USE LICENSES

- Cato Ridge Pilot Intermodal Project in Cato Ridge (Zone 1), KwaZulu-Natal. Appointed by the Cato Ridge Logistics Hub Consortium (Pty) Ltd. Compilation and Submission of Water Use License.
- Mandela Crossroads Water Use License. Ethekwini Municipality. Compilation and Submission of Water Use license.
- Bridge City Depot Water Use License. Ethekwini Municipality. Compilation and Submission of Water Use license.
- Zamani 1B Phase B1 and B2 Water use License. Ethekwini Municipality. Compilation and Submission of Water Use license.

### AMENDMENT APPLICATIONS

- Mandela Crossroads Development – Appointed by eThekweni Municipality to amend the Environmental Authorisation to include an amended layout.
- Northern Aqueduct Augmentation Pipeline – Appointed by Aurecon Consulting Engineers to amend the Environmental Authorisation for changes in the pipeline alignment from Ntuzuma to Ogunjini.
- Bridge City Depot – Appointed by the eThekweni Municipality to amend the Environmental Authorisation to extend the footprint of the development and apply for construction within wetland buffers.
- Zamani Low Cost Housing Development – Appointed by the eThekweni Municipality Housing Department to amend/extend the validity of the Environmental Authorisation
- Mandela Crossroads Development – Appointed by eThekweni Municipality to amend the Environmental Authorisation to exclude certain parties from a condition of the EA.
- Integrated Rapid Public Transport Network (IRPTN) C3B – Appointed by eThekweni Transport Authority to amend the Environmental Authorisation to include a deviation in the transport route as well as to add an additional depot site to the authorisation.

### **Courses Attended**

- 2018: ISO 14001:2015 Introduction and Implementation of an EMS
- 2018: Risk ZA
- 2017: Amendments to the EIA Regulations
- 2017: NEC 3 Course

<b>Name</b>	Luvanya Naidoo
<b>Profession</b>	Environmental Scientist
<b>Name of Firm</b>	SiVEST SA (Pty) Ltd
<b>Present Appointment</b>	Environmental Health & Safety Consultant Environmental Division
<b>Years with Firm</b>	16 Years
<b>Date of Birth</b>	15 March 1986
<b>ID No.</b>	860315 0076 084
<b>Nationality</b>	South African



### Education

- Kharwastan Secondary School – Senior Certificate, Merit Exemption
- UNISA
- NOSA

### Professional Qualifications

- Bachelor of Science (Geography)
- Currently completing Bachelor of Science Honours (Environmental Monitoring and Modelling)
- Registered Professional Natural Scientist (SACNASP) Pr.Sci.Nat Registration No. 126107
- Registered Environmental Assessment Practitioner (EAPASA) Registration No. 2019/1404
- Carbon Footprint Analyst
- Safety Management Training Course (SAMTRAC)

### Membership of Professional Societies

- South African Council for Natural Scientific Professions (SACNASP) Pr.Sci.Nat. Reg No. 126107
- Environmental Assessment Practitioners Association of South Africa (EAPASA) Reg No. 2019/1404
- Member of the International Association for Impact Assessment (IAIA)
- Registered Construction Health and Safety Officer (SACPCMP)

### Employment Record

Sep 2008 – date	SiVEST Environmental Division: Environmental, Health and Safety Consultant
July 2004 – Sep 2008	SiVEST Environmental Division: Project Secretary

### Language Proficiency

LANGUAGE	SPEAK	READ	WRITE
English	Fluent	Fluent	Fluent

**Years of Working Experience:** 12 years (Environmental Profession)

## Countries of Work Experience:

- South Africa

## Fields of Specialisation

- Environmental Consulting
- Health & Safety Management

## Overview

Luvanya has been with SiVEST since July 2004 as an Administrative Assistant and project secretary for SiVEST's Environmental Division. Her role since 2008 has been an Environmental, Health and Safety Consultant for SiVEST. Luvanya has completed a Bachelor of Science degree majoring in Geography and is currently completing a Bachelor of Science Honours Degree in Environmental Monitoring and Modelling. She is a registered Professional Natural Scientist (SACNASP) and a registered Environmental Assessment Practitioner (EAPASA). Luvanya has extensive experience in compilation of environmental impact assessments, prefeasibility assessments, environmental management programmes and environmental auditing. She has also assisted clients with health and management on many construction projects and is a registered Construction Health and Safety Officer (SACPCMP). Her current role includes leading environmental, health and safety projects within the Environmental Division.

## Key Projects Experience

### ENVIRONMENTAL

#### Environmental Impact Assessments

- EIA for the Fittingly Mixed Use Development
- EIA for the Renishaw Mixed Use Development
- EIA for the Shayamoya Slums Clearance Project
- EIA for the Greater Amaoti Housing Project

#### Basic Assessments

- Basic assessment & EMPr for the proposed borrow areas for emergency sand supply to Durban beaches
- Basic Assessment & EMPr for the proposed Eskom powerlines as part of the infrastructure upgrade
- Basic Assessment & EMPr for the proposed expansion of the Brake Village Temple in Tongaat
- Basic Assessment & EMPr for the proposed construction of a pedestrian bridge in Burbreeze, Tongaat
- Basic Assessment & EMPr for the proposed construction of a pedestrian bridge in Emansomini, Umlazi
- Basic Assessment & EMPr for the expansion of the Evonik Peroxide Plant in Amazimtoti.
- Basic Assessment & EMPr for the proposed intermodal in Cato Ridge
- Basic Assessment & EMPr for the expansion of the Engen Galleria Petrol Filling Station, Amanzimtoti
- Basic Assessment & EMPr for the upgrade of the Theunissen Road, Stanger
- Basic Assessment & EMPr for the proposed Dannhauser Cemetery, Dannhauser

#### Amendments of Authorisations

- Amendment of the environmental authorisation for the proposed expansion of the Kindlewood Residential Estate
- Amendment of the environmental authorisation for Phase 3 of the Renishaw Mixed Use Development
- Amendment of the Renishaw Mixed Use Development Environmental Authorisation, Phase 3

- Amendment of the environmental authorisation for the Engen Galleria Petrol Filling Station

#### Duty of Care and EMPr

- Preparation of Duty of Care Reports and EMPr's for the Keates Drift Bulk Water Supply Phases 1,2 & 4
- Preparation of a Duty of care & EMP for the proposed Kwadabeka Bus Route
- Preparation of a site specific EMPr for the construction of a Road Lodge in PMB
- Review of the EMPr for the Transnet Dry Dock Upgrade, Durban

#### Prefeasibility Assessments

- Investigation and prefeasibility of potential sites for the LNT Plant Relocation
- Prefeasibility study for a site in Cato Ridge for the construction of a pilot intermodal
- Investigation and enquiry for a potential site for an Engen petrol filling station in Madadeni
- Preparation of an Environmental Masterplan for the Cato Ridge Logistics Hub
- Prefeasibility Assessment for the proposed Cotton Gin in Hectorspruit
- Prefeasibility Assessment for the Engen owned properties in Cato Rodge
- Prefeasibility Assessment for the Richmond Housing Development in eThekwini
- Prefeasibility Assessment for the Umlazi Housing Development in eThekwini
- Prefeasibility Assessment and enquiry for the proposed new access road for Reddam House, Umhlanga

#### Environmental Control Officer (ECO)

- ECO for the Keates Drift Bulk Water Supply Phases 1,2 & 4
- ECO for the Lower Tugela Bulk Water Supply Off-Take 1, 10, 11,12
- ECO for the construction of Izinga Phase 1 Control Centre and Landscaping
- ECO for the Construction of the Ridgeside Irrigation Dam
- ECO for construction of Izinga Phases 2 A, 2E, Landscaping and gatehouses
- ECO for the construction of the Summer View Residential Apartments
- ECO for the construction of a dry good and cold storage warehouse Shoprite in Canelands
- ECO for the construction of roads and civil services for the Kindewood Residential Estate
- ECO for the construction of the eThekwini IRPTN C3A Route and Stations
- ECO for Phase 1 of the Renishaw Hills Development
- ECO for the construction of sidewalks in Cornubia
- ECO of the upgrade of the Sappi Saiccor Woodyard in Umkomaas
- ECO for the construction of sewer, rising main and pump station for the Kindewood Residential Estate
- ECO for the Transnet Dry Dock Upgrade
- ECO for the Maize to Molasses NCP Plant Upgrade Project

#### Section 24 G Applications

- Section 24 Application for the illegal construction of an Astroturf for Ashton College

#### Legal Compliance

- Legal Register for the Transnet C01 Conveyor Project
- Risk Assessment for the expansion of the Sumitomo Rubber Plant
- Risk Assessments for the fire system upgrade of 25 Transnet Pipeline sites
- Review legal register and update the Environmental Emergency Procedures for the SRI Group
- Legal compliance audit of the environmental authorisation for the Brake Village SSS Alayam
- Environmental audits for the SRI Group



## **HEALTH AND SAFETY**

### Health and Safety Management on behalf of the Client

- Construction of the Spar Mt Edgecombe Warehouse
- Construction of the Shoprite Canelands Dry Good and Cold Storage Warehouses
- Construction of the Keates Drift Phases 1,2 & 4 Water Reticulation Pipeline
- Construction of Spar Bosol Warehouse in Phoenix
- Upgrade of Nkandla Roads
- Upgrade of the roads in Sundumbili Phases 4, 5, 6 & 7
- Construction of the Embuthweni Water Pipeline
- Construction of the Luthuli Water Pipeline
- Construction of the Bulwer Farm Bulk Water Supply
- Expansion of the Spar Mt Edgecombe Warehouse
- Construction of the Transnet Central Staff Facility, Durban
- Construction of the eThekweni IRPTN C3A Route
- Construction of the Renishaw Hills Development, Phase 1
- Upgrade of the Hlomendini Taxi Route
- Construction of the Zimbali Oceans Edge Development
- Upgrade of the roads in Highview Park, Mandeni
- Construction of the Enembe Community Hall, Mandeni
- NCP Alcohols maize to Molasses Conversion Project, Durban
- NCP Alcohols Dehydration Plant, Durban

### Presentations

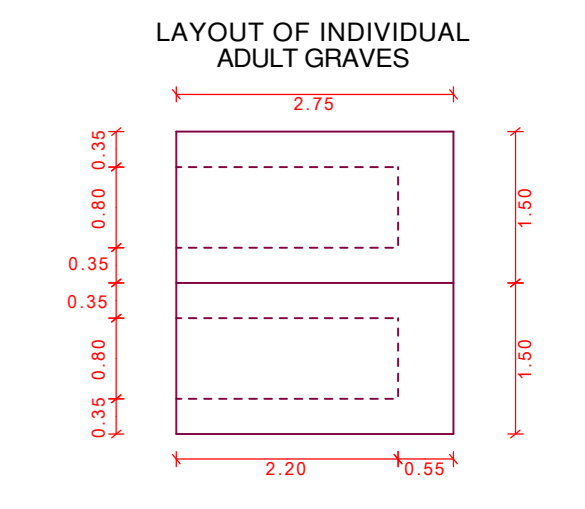
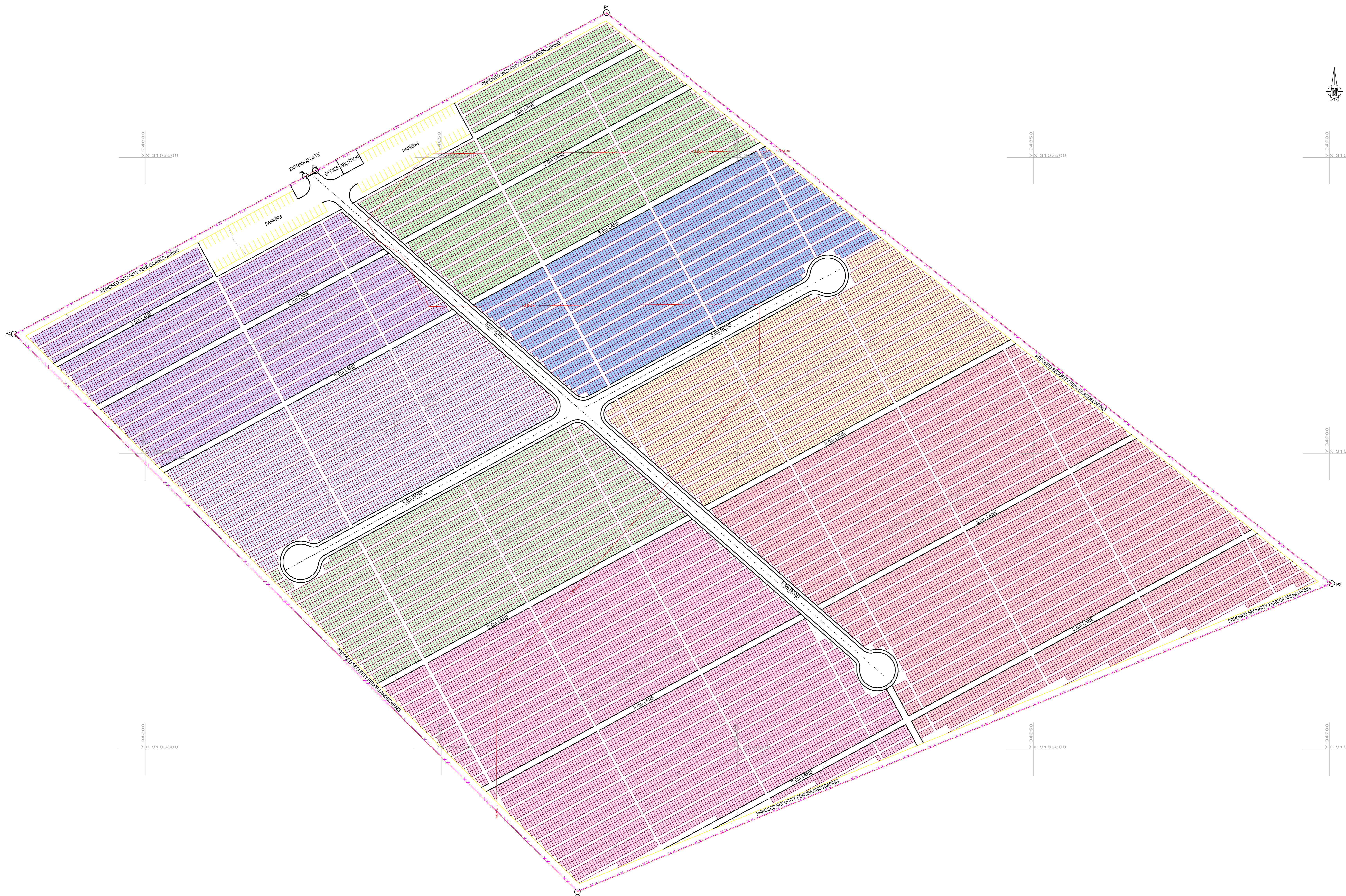
- Health and Safety Presentations for different municipalities for COGTA

### Health and Safety Documentation

- Preparation of health and safety specifications and baseline risk assessments for 25 Transnet Pipeline sites.
- Preparation of Risk Assessments for the SRI Group, Newcastle
- Review and update of procedures and risk assessments for KAZZ, Durban



## **Appendix B: Site Development Plan**



- NOTES**  
 1. CONTOURS EXTRACTED FROM GOOGLE EARTH. A TAQEE SURVEY IS REQUIRED FOR FINAL DESIGN.  
 2. ALL LINES 1.5m WIDE, UNLESS INDICATED DIFFERENTLY.  
 3. ALL CALCULATIONS AND DIMENSIONS ARE SUBJECT TO CHANGE/FINAL SURVEY.

SETTING OUT DATA		
REF	Y	X
P1	94566.341	3103426.518
P2	94198.721	3103716.023
P3	94581.042	3103872.299
P4	94866.453	3103589.559
P5	94718.973	3103509.438
P6	94713.821	3103506.639

REFERENCE DRAWINGS	
NO.	DESCRIPTION

FOR DISCUSSION			AS	01.08.21	A
Revision Details			By	Date	Suffix

4 Pencerow Crescent  
 La Lucia Ridge Office Estate  
 Umhlanga Rocks 4320  
 South Africa  
 Tel : +27 31 581 1500  
 Fax : +27 31 588 2371  
 e-mail : info@sivest.co.za

**SIVEST**

Client: XXXX

**DANNHAUSER CEMETERY**

**LAYOUT SHOWING PROPOSED CEMETERY**

Scale on A0: 1:750  
 Size at full scale plot: 0 10 20 30 40 50m

REF	AREA (m <sup>2</sup> )	No
BLOCK A	10135.062	2456
BLOCK B	8975.989	2175
BLOCK C	9211.136	2233
BLOCK D	19494.698	4725
BLOCK E	22711.500	5505
BLOCK F	9285.356	2250
BLOCK G	8881.201	2153
BLOCK H	10023.768	2450
TOTAL		23927

FINAL No OF GRAVES SUBJECT TO FINAL SURVEY AND DESIGN.

PREPARED	DATE: 01.08.2021
BY: AS	
CHECKED	
BY: xxx	Pr No: xxxxx
SIGNATURE:	DATE: 01.08.2021
APPROVED	
xxx	Pr No: xxxxx
SIGNATURE:	DATE: 01.08.2021
SIVEST Drawing Number	Revision
xxxxx/5000	A

FOR DISCUSSION



## **Appendix C: Environmental Authorisation**



**Appendix D:**  
**Heritage Chance Find Protocol**

## 8. Chance Find Protocol

### **Monitoring Programme for Palaeontology – to commence once the excavations / drilling activities begin.**

1. The following procedure is only required if fossils are seen on the surface and when drilling/excavations commence.
2. When excavations begin the rocks and must be given a cursory inspection by the environmental officer or designated person. Any fossiliferous material (plants, insects, bone, coal) should be put aside in a suitably protected place. This way the project activities will not be interrupted.
3. Photographs of similar fossils must be provided to the developer to assist in recognizing the fossil plants, vertebrates, invertebrates or trace fossils in the shales and mudstones (for example see Figure 7). This information will be built into the EMP's training and awareness plan and procedures.
4. Photographs of the putative fossils can be sent to the palaeontologist for a preliminary assessment.
5. If there is any possible fossil material found by the developer/environmental officer/miners then the qualified palaeontologist sub-contracted for this project, should visit the site to inspect the selected material and check the dumps where feasible.
6. Fossil plants or vertebrates that are considered to be of good quality or scientific interest by the palaeontologist must be removed, catalogued and housed in a suitable institution where they can be made available for further study. Before the fossils are removed from the site a SAHRA permit must be obtained. Annual reports must be submitted to SAHRA as required by the relevant permits.
7. If no good fossil material is recovered then no site inspections by the palaeontologist will be necessary. A final report by the palaeontologist must be sent to SAHRA once the project has been completed and only if there are fossils.
8. If no fossils are found and the excavations have finished then no further monitoring is required.



**Appendix E:**  
**Operation and Maintenance**  
**Management Plan**

# CEMETERY OPERATION AND MANAGEMENT PLAN FOR DANNHAUSER MUNICIPALITY



Prepared for:

**Dannhauser Municipality**

8 Church Street

Dannhauser

3080



Prepared for:

**OWZA Trading and Projects (Pty)**

**Ltd**

9 Poplar Street

Durnacol



**OWZA TRADING & PROJECTS**  
EXCELLENT SERVICE TO YOUR NEEDS AND EXPECTATIONS





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## GLOSSARY OF TERMS

TERM	MEANING
<b>Applicant</b>	Any person making application for an exclusive burial right, burial permit, monument permit, exhumation permit, work permit required from or issued by Council pursuant to the Policy.
<b>Approved activity</b>	a) in respect of burial sites, the quiet and respectful commemoration of the dead or undertaking historical research;  b) the use of roadways and pathways to gain access to burial sites.
<b>Body</b>	Human remains of a deceased person.
<b>Exclusive burial right</b>	An exclusive right of burial granted by Council for use of a burial site and may be a grave right for the interment of human remains or cremated human remains.
<b>Burial permit</b>	Permission to inter human remains or cremated human remains in a grave site.
<b>Burial site</b>	Land and/or structures within a cemetery used for the interment of human remains (including cremated human remains) and may be a grave site (for the interment of human remains or cremated human remains).
<b>Cemetery</b>	A place where the remains of dead people are buried or otherwise interred. An operational cemetery or a closed cemetery.
<b>Cemetery manager</b>	The Council officer assigned or appointed to manage and administer the Council's Cemeteries.
<b>Certificate of Competence</b>	A document issued upon compliance with the regulations relating to funeral undertaker's premises.
<b>Closed cemetery</b>	cemeteries deemed closed from time to time.

<b>Communicable disease</b>	A disease resulting from an infection caused by pathogenic agents or toxins generated by the infection, following the direct or indirect transmission of the agents from the source to the host.
<b>Council</b>	Dannhauser Municipality Council.
<b>Cremated remains</b>	Human remains that have been cremated in accordance with the Public Health Regulation.
<b>Crypt</b>	A chamber constructed above ground for the immurement of the dead.
<b>Dead/Deceased</b>	A person certified as such by a Medical Doctor.
<b>Destitute</b>	A deceased person from a destitute family.
<b>Destitute family</b>	A family that cannot afford funeral expenses for the deceased
<b>Exhumation</b>	The removal of human remains from a burial site.
<b>Exhumation permit</b>	A permit issued by Council in accordance with Public Health requirement
<b>Exceptional cases</b>	Unusual situations that are beyond Dannhauser Municipality's control where the circumstances around the burial of the deceased result in escalation of costs.
<b>Grantee</b>	Is the registered holder of the burial right/interment license and has all rights over the allotment (sometimes called a grave). This person will be responsible for future interments, monument matters and maintenance.
<b>Interment</b>	The burial of the deceased in a crypt, mausoleum, or grave
<b>Mausoleum</b>	An aboveground building or structure housing multiple deceased individuals.
<b>Pauper</b>	A person who has died as an unknown person and whose next-of-kin cannot be traced.
<b>Pauper burial</b>	Burial of a pauper

# 1 INTRODUCTION

The municipality currently has one official cemetery, which is situated in Dannhauser Town. The Hattingspruit and Private Muslim cemeteries are not registered with the Dannhauser municipality. Most of these cemeteries are reaching full capacity and the demand for burial plots is increasing.

This means that new cemetery sites need to be identified within the municipal area. Hence, once cemeteries are identified there has to be an operational and management plan in place to provide guidance as how the existing and new cemeteries must be operated and maintained.

## 1.1 Purpose Management Plan

This operational and management plan sets out the goals, strategies and means of providing cemetery facilities for the community. It examines the needs of the community and the expectations for arrangements to be conducted with dignity and accuracy within settings that are aesthetic and affordable.

The operational and management plan is:

- A concise and succinct statement of the strategic direction of the Municipality, which identifies the means of achieving goals and objectives;
- It is intended to be understood by all stakeholders including clients, the general community, the funeral industry and government authorities;
- It is also flexible so as to enable it to be used as a contemporary management tool reflecting community trends;
- This plan has been prepared in consultation with the Cemetery Reference Management Committee, which includes nominated councillors, local funeral directors, monumental masons and applicable municipal staff.

This operational and management plan has been written to comply with the Cemetery and Crematoria Act. The regional cemetery lands are considered to be 'operational land' and 'crown land'. In accordance with the Act, the core management objectives identified for these lands are;

1. Promote, encourage and provide for the use of the land;
2. Provide facilities on the land; and
3. Meet the current and future needs of the local community and of the wider public in regards to the use of the land.

The utilization and management of 'operational land' and 'crown land' is governed by:

1. A operational and management plan applying to the land in question;
2. Any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land.

The operational and management plan for 'operational land' and 'crown land' must identify the following:

1. The category of the land;
2. The objectives and performance targets of the plan with respect to the land;
3. The means by which the Dannhauser Municipality proposes to achieve the planned objectives and performance targets; and
4. The manner in which the Dannhauser Municipality proposes to assess its performance with respect to the planned objectives and performance targets.

## **1.2 Operational and Management Plan Objectives**

It is the purpose of this operational and management plan to place, before Dannhauser Municipality and the Community, a management strategy that integrates all of the cemeteries within the Municipality and continues their efficient operation.

This document aims to:

1. Provide information on standard safe working practices that have been adopted for use in cemeteries;
2. Provide a framework for the maintenance of the regional cemetery lands at a level acceptable to both the Dannhauser Municipality and the Community within the scope of the resources available;
3. To ensure that the cemetery lands are used for the purpose for which they have been dedicated;
4. To ensure that the Community can contribute to the development and implementation of this plan;
5. To comply with all of the legislative obligations placed on Dannhauser Municipality as Trustee of the cemetery lands.



## **2 PERFORMANCE TARGETS OF THE PLAN**

### **2.1 Measurement of Targets**

The performance targets of the plan are outlined as follows:

1. Providing for the extension of the cemeteries where required;
2. Retaining the value of the existing assets by utilizing an efficient and cost effective maintenance program, subject to available resources;
3. To maintain and preserve existing tombstones, as well as regulating future tombstone work;
4. To encourage community participation in the care of family plots;
5. Provide effective administration of the cemetery records for funeral and genealogical services;
6. Continue to maintain and enhance the permanent cemetery records.

### **2.2 Methods of Achievement**

The means by which Dannhauser Municipality will achieve the objectives and performance targets of the plan are as follows:

1. By providing for the on-going maintenance and developmental work, where required, through effective financial planning;
2. By implementing appropriate work programs within Dannhauser Municipality to ensure that envisaged levels of maintenance are achieved;
3. By ensuring that staff are equipped with the knowledge and equipment to perform their duties to the best of their ability;
4. By allowing the community access to this operational and management plan and ensuring that all procedures are transparent and accountable;
5. To set fees and charges at a level which meets the costs of maintaining the cemeteries, but which are also equitable to the community;
6. Regularly review fees, procedures and community needs.

## 2.3 Assessment of Performance

As the cemetery lands have been classified as 'operational land' and 'crown land', the measurement of the level of achievement that Dannhauser Municipality attains with the objectives and performance targets are reliant on the general opinion of the community to a great degree.

The monitoring and measurement of the achievement by Dannhauser Municipality of the performance targets will be assessed through the following methods:

1. Community comments regarding the quality of work undertaken and the levels of maintenance on cemetery lands;
2. The community's satisfaction with existing facilities and comments for future improvements;
3. The ability of staff to quickly and accurately access information regarding existing grave plots and those required for future use;
4. For the budgets allocated to be adequate for the work required on the cemetery lands.

### 3 LEGISLATIVE FRAMEWORK

The development and management of cemeteries is governed by legislation which considers various factors such environment, soil condition and forms of burial process allowed, just to mention a few. A proper understanding of mandates of each government sphere is important to ensure seamless co-ordination, avoid duplication, interference and confusion. Hence, this operational and management plan must be read in conjunction to the legislative guidelines and norms administered by the relevant government spheres.

The need to comply with the following legislative guidelines and norms is deemed imperative for the development, operation and closure of any burial site:

- Kwa-Zulu Natal Cemeteries and Crematoria Act No. 12 of 1996;
- National Environmental Management Act no. 107 of 1998;
- The Constitution of the Republic of South Africa (Act No. 108 of 1996);
- Heritage Resources Act No. 25 of 1999;
- Environmental Conservation Act No. 73 of 1989;
- Health Act (No 63 of 1977);
- Birth and Death Registration Act No. 51 of 1992;
- National Water Act (No. 36 of 1998); and
- Spatial Planning Land Use Management Act 16 of 2013 (SPLUM).

## 4 CURRENT PRACTICES AND SERVICES

### 4.1 Burial activities

- Grave allotments are available on application and the payment of the prescribed fees and charges. Payments and enquiries are available at the Dannhauser Municipality offices.
- All fees and charges will be set out in Dannhauser Municipality's annual schedule of fees and charges;
- Persons undertaking burials or other work on the cemetery lands shall hold the necessary and appropriate certificates and registrations/ permit(s), and be able to produce the said documentation if requested;
- Burials must conform in all aspects to the provisions under the Public Health Act and Regulations. This includes all Policies which the National Department of Health amend or bring into effect as well as all the Acts and Regulations which governs burials and cemetery use;
- The difficulties of performing burial services, particularly in the regional cemeteries, are recognized by Dannhauser Municipality requiring three to four (3–4) days' notice. Technical, environmental and occupational health and safety issues are the motivators behind such a decision;
- Where possible Dannhauser Municipality will by all means practically possible accommodate specific religious beliefs in relation to burial services, i.e. the Rastafarianism and Muslim as well as other religious communities.

### 4.2 Maintenance of Grounds

Dannhauser Municipality will maintain the physical environment of the cemeteries to a set standard.

The level of maintenance will match the level of use of the cemetery.

General maintenance consists of:

1. Mowing the lawns;
2. Weed control is usually undertaken using herbicides, although line trimmers may also be used;
3. Upkeep of existing fences and gates;

4. General cleaning;
5. The collection and removal of refuse;
6. Removal of dead and withered flowers, and broken vases as required (plastic flowers);
7. Generally, the lawns of the cemeteries are not watered, exceptions may occur;
8. The access roads into the cemeteries are also maintained by Dannhauser Municipality staff.

### **4.3 Maintenance of Burial Sites**

The maintenance of tombstones and graves are the responsibility of the families. Dannhauser Municipality undertakes general maintenance of the grave plots in the form of:

1. Maintenance and up keeping of common areas and public facilities;
2. Dannhauser Municipality will not conduct maintenance on any grave(s); and
3. Dannhauser Municipality will provide fill for graves that are subsiding on a regular basis particularly after heavy rain.

### **4.4 Historical Grave Sites**

Historical tombstones should remain in their original location to retain their original context. However, if this is unavoidable the following steps should be taken:

1. Tombstones removed from their original location should be reinstated, if the correct placement is known. Where the original locations are not known, these individual tombstones should be allowed to free stand in a section of the cemetery;
2. The odd alignment of tombstones should not be regarded as a problem, unless they pose an occupational health and safety risk;
3. The elements of a grave should not be separated. If reassembly of a tombstone is not possible, the tombstone should have its inscription documented then be laid face down on a gravel base at an inclined angle to allow drainage and aeration around the stone;
4. The removal of tombstones to ensure their conservation should only occur in extreme circumstances, where the tombstone is of great value and at serious risk. Its location and parts should be carefully recorded to enable its return at a later stage;
5. All cemetery tombstones should be retained in situ;

6. Inspections of old tombstones are undertaken on a regular basis and any tombstone deemed to be dangerous is placed horizontal on the grave to make safe;
7. Some sandstone tombstones have been covered with earth to protect them from damage and the elements.

## 5 MONITORING AND REVIEW

The operational and management plan must continue to evolve, while this plan may be endorsed at a particular time, there must be provision for review and updating as strategies are being implemented or circumstances have changed.

Possible changes relevant to the cemeteries may include the following:

1. Changes to the physical environment (such as natural disasters);
2. Changes to the economic environment (reductions in available funding);
3. Changes to the organizational management (restructuring of management);
4. Changes to the political environment (changes in government, changes in policy directions).

It is recommended that the operational and management plan of the cemeteries be reviewed and amended every five years. The cemetery management will also remain accountable to the community, who will ultimately reveal the achievement of the Dannhauser Municipality's performance.

### 5.1 Asset Management

There are two maintenance programs for the care of cemetery assets:

1. **Seasonally** – to examine how the cemeteries are being maintained and to plan for peak times or important events. Examples of this could be the spring/summer mowing of lawns and weed control; and
2. **Annually** – to examine the existing assets on cemetery lands and determines what maintenance or upgrading is required. Appropriate requisitions will be prepared for Dannhauser Municipality's consideration with the Annual Budget.

### 5.2 Asset Acquisition

Future directions and improvements to be made to the regional cemeteries include:

1. Mapping of the cemeteries and burial locations, using the computer system and ground penetrating radar;
2. Construct an amenity block at the cemetery;
3. The installation of power to the cemetery is required as a safety and security measure, as the cemetery is located within the boundary of the town;

4. All signage and row markers need to be installed at all cemeteries;
5. The uneven rows at cemetery need to be straightened to alleviate potential safety issues;
6. A memorial is to be constructed at the cemetery for the graves that it contains;
7. Grave digging equipment is to be purchased and used at all cemeteries by staff;
8. The development and extension of cemetery land needs to be conducted at Dannhauser;
9. The upgrading of ancillary facilities, like refuse bins, seats and shelters, are required at all of the cemeteries;
10. The construction of a columbarium and memorial garden at the cemetery.



## 6 RISK MANAGEMENT

### 6.1 Public Safety

The cemeteries management and staff are committed to a policy of risk management and public liability minimization. Regular inspections and monitoring of the cemeteries is conducted to identify potential and future risks and hazards. Reports of such hazards and incidents are made and acted upon. Any identified public safety hazards should be removed and/or appropriate warning signs and barricades should be erected as soon as possible.

### 6.2 Work Health and Safety

Under the Occupational Health and Safety Act, anyone who can affect the health and safety in the workplace has a legal responsibility to protect it. As an employer, Dannhauser Municipality must provide:

1. A safe workplace and methods of working;
2. Equipment, tools and machinery in a safe condition;
3. Safe and hygienic facilities, including toilets, eating areas and first aid;
4. Information, training and supervision to all workers;
5. A process of consultation with workers to keep them informed and involved in decisions that may affect their health and safety;
6. Processes for identifying hazards, and assessing and controlling risks.

A number of South African Standards are also applicable to working within cemeteries. These include:

1. Health and Safety at Work;
2. Tombstones;
3. Fixed Platforms, Walkways, Stairs and Ladders;
4. Selection, Use and Maintenance of Respirators;
5. Safe Work in Confined Spaces;
6. National Standards of Manual Handling also apply.

Some general guidelines that apply to staff working on cemetery lands are:

1. Only persons trained in handling human remains to 'Mortuary hygiene Standards' should do so. This is particularly relevant in the case of an exhumation;
2. When staff are sent to regional cemeteries, they must be equipped with an effective means of communication to summon assistance when required;
3. Working within graves is classified as a confined space; as such the legislative rules for this apply.
4. Every open grave must be shored or supported by an approved method;
5. When excavating a grave, two people must be in attendance;
6. Personal hygiene and clean-up must not be neglected;
7. Injuries and accidents must be reported as soon as is practicable.

Dannhauser Municipality must develop several procedures for work within cemeteries. These are:

1. Cemetery Operations;
2. Excavations;
3. Manual Handling;
4. Personal Protective Equipment (PPE).

### **6.3 Insurance**

Adequate insurance is maintained by Dannhauser Municipality for the following:

1. Public liability;
2. Workmen's Compensation (compulsory);
3. Fire and damage to replaceable assets.

Contractors who carry out works within Dannhauser Municipality's cemeteries must have adequate insurance cover for the following:

1. Public Liability;
2. Workmen's Compensation.

Necessary monitoring and procedures to minimize health and safety risks to management, staff and visitors should be conducted regularly, thereby limiting the exposure of Dannhauser Municipality to litigation.

## 7 MANAGEMENT GENERAL

### 7.1 Activities Restricted in Cemeteries

Dannhauser Municipality does not permit any person to undertake any activity (including undertaking any works and those specific activities listed in 7.2 within a cemetery unless:

1. the activity is an approved activity as defined in the procedures; or
2. the person holds an exclusive right, burial permit, exhumation permit or tombstone permit issued by Dannhauser Municipality in accordance with the procedures to undertake that activity.

### 7.2 Specific Activities Referred to in 7.1 are:

1. Damage, deface, interfere with or alter any burial site or tombstone;
2. Enter or remain in a cemetery between sunset and sunrise;
3. Permit an animal (other than a guide dog) to enter a cemetery;
  - a. Take part in any gathering, meeting or assembly within a cemetery, except for the purpose of religious or other ceremony of interment or commemoration;
4. Engage in trade or commerce within a cemetery, except for the purpose of religious or other ceremony of interment or commemoration;
5. Distribute any circulars, advertisement, paper, drawn or photographic matter;
6. Drive an unauthorized vehicle within a cemetery at a speed of more than 8 kilometres an hour;
7. Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery – only authorized vehicles may enter the cemetery;
8. Park a vehicle on any known burial site, verge or plantation or in a manner that is likely to impede traffic;
9. Camp or reside on any land within a cemetery;
10. Possess or drink any alcoholic or intoxicating beverage within a cemetery;
11. Urinate or defecate, at any place (other than a public toilet) within a cemetery;
12. Bring into or leave on any part of a cemetery, any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or trade waste;

13. Remove any dead timber, logs, trees, flora, whether standing or fallen from within a cemetery.

### **7.3 Maintenance**

1. Dannhauser Municipality will maintain and repair all roadways, pathways within each cemetery but will not unless Dannhauser Municipality otherwise determines, maintain or repair any grave site or any tombstone placed on, in or near any grave site;
2. The grantee of an exclusive right of burial will preserve, repair and maintain the grave site and tombstone to which the exclusive right of burial and tombstone permit relates.

### **7.4 Removal of Items**

1. Dannhauser Municipality may remove and dispose of any item (including tombstones, cremated remains and floral tributes) placed on, in or near any burial site or any other part of a cemetery, that is not approved or in a manner that is not approved by an exclusive right of burial or tombstone permit.

### **7.5 Tributes**

#### **7.5.1 6-month mourning period**

For the first 6 months following interment (or following the placement of the final tombstone) Dannhauser Municipality staff will permit the presence of more tributes than permitted by Clauses 7.5.2 and 7.5.3 with the following exceptions and conditions:

1. Glass does not form part of any tribute;
2. No more than two solar powered lights form part of the tributes;
3. Tributes may not include alcohol / food / item that will attract vermin;
4. Tributes do not restrict cemetery operations;
5. Aged flowers and wreaths will be regularly removed from the grave by Dannhauser Municipality staff;
6. No tree, shrub or other plant is to be planted;
7. Tributes are not offensive / disturb others, hinder cemetery operations, are appropriate to the site, and are located within the boundary of the plot.

Non-compliant and collected tributes (at the end of the six (6) month period or placement of the final tombstone) which are in the Staff's opinion are considered of value, will be registered and stored at an appropriate location. They will be made available upon the request of the owner. After a period of up to six months they will be disposed of.

### **7.5.2 Cemeteries (non-lawn cemetery areas)**

1. No floral or other tribute is permitted to be placed on the lawn area, or overhang the edge of the tombstone;
2. Other than fresh flowers, a tribute cannot be greater than 300mm in height.
3. Containers (vases and the like) required to hold floral tributes are restricted to three articles for each grave;
4. Aged flowers and wreaths will be regularly removed from the grave by Dannhauser Municipality staff;
5. No tree, shrub, or other plant is to be placed or planted in the cemetery;
6. Should it become necessary for Dannhauser Municipality Staff to remove vases and other items and where in the Staff's opinion these items are considered of value, they will be registered and stored at an appropriate location. They will be made available for collection upon the request of the owner, for a period of up to six months, after which they will be disposed of.

### **7.5.3 Lawn Cemeteries**

1. No floral or other tribute is to be placed on the lawn area outside the extent of the approved plinth;
2. Containers (vases and the like) required to hold floral tributes are restricted to one article for each grave with this container being placed in a special opening provided in the plinth;
3. Glass is not permitted as part of any tribute;
4. Solar powered lights are restricted to one article for each grave with the light being placed in the special opening provided in the plinth;
5. A single small South African flag may be placed in the special opening provided in the plinth (this will be removed if faded or damaged);

6. No use is to be made of glass jars and containers, which will detract from the general appearance of the park;
7. Aged flowers and wreaths will be regularly removed from the grave by Dannhauser Municipality staff;
8. No fixtures or fittings are to be attached to the plinths or placed on the lawn area;
9. No tree, shrub or other plant is to be placed or planted in the lawn section other than by Dannhauser Municipality staff;
10. Should it become necessary for Dannhauser Municipality Staff to remove vases and other items and where, in the Staff's opinion, these items are considered of value, they will be registered and stored at Dannhauser Municipality's Works Depot and be available for return to owners on request at Dannhauser Municipality's Administration Buildings, for a period of up to six months, after which they will be disposed of.

## **7.6 Removal of Unapproved Structures**

1. Should it become necessary for Dannhauser Municipality Staff to remove vases and other items and where in the Staff's opinion these items are considered of value, they will be registered and stored at Dannhauser municipality's Works Depot and be available for return to owners on request at the Dannhauser Municipality's Administration Buildings, for a period of up to six months, after which they will be disposed of;
2. Oversized vases and other tributes can be removed were the tributes placed within them obscure, or interfere with an adjacent plaque / plot / vase.

## **7.7 Religious Tolerance**

1. Dannhauser Municipality staff will endeavour to facilitate religious needs of the deceased and their families. Such requirements must be submitted in writing with sufficient time to accommodate their request;
2. Dannhauser Municipality staff will not permit a religious activity to proceed where it is contrary to legislated requirements for burials;
3. Dannhauser Municipality will charge additional fees to cover the costs of special requests as estimated by Dannhauser Municipality staff, or incurred during the course of the funeral.

## 8 RECORDS

Dannhauser Municipality is required to maintain certain records in accordance with the National Health Act. In order to fulfil this requirement and provide necessary information Dannhauser Municipality shall maintain a register of all exclusive rights, burials and exhumations in respect of each cemetery.

### 8.1 Registers

All burial information will be kept in electronic form so as to permit simple cross referencing of entries by surname and burial site. The register will also be kept at Dannhauser Municipality's Offices due to the majority of the cemeteries not having permanent staff on site.

### 8.2 Contents of Register

1. The name, age and last address of each person whose remains have been, or are to be, interred;
2. The date of each such person's death;
3. The date of the burial;
4. The portion, division, section, allotment where the burial was or is to be made;
5. The name of each person holding an exclusive right, burial permit or tombstone permit in respect of each burial site;
6. The name of the undertaker who transported (or who is to transport) each such persons remains to the cemetery;
7. The fees paid to Dannhauser Municipality in respect of the exclusive right, burial permit, tombstone permit or exhumation permit;
8. The name of the person (if any) who conducted (or who is to conduct) any ceremony at the interment; and
9. Where an exhumation has taken place, the date on which the exhumation took place, the name of the person whose remains were exhumed, the name of the person who undertook the exhumation.

### 8.3 Availability of Cemetery Register Information

1. The provision of information will be determined by Dannhauser Municipality's responsibility under the Protection of Personal Information Act;
2. Copies or extracts of burial registers may, at Dannhauser Municipality's discretion, be provided;
3. Information will be available during Dannhauser Municipality's ordinary business hours.



## 9 PROTECTING BURIAL SITES AND TOMBSTONES

### 9.1 Burial Site Identification

Burial sites are generally, but not always, located within rows, sections or parts of a cemetery. Sign posting or marking of such rows, sections or parts may not always be accurate, despite Dannhauser Municipality's best endeavours. The best means of determining a particular burial site is located within a cemetery is to:

1. Locate the row, section or part of the cemetery in which the particular burial site is located by determining where that row, section or part is located relative to identifiable features within the cemetery. Identifiable features include, boundary fences, roads, parts and sections and permanent structures such as buildings, pathways;
2. Locate the particular burial site within the row, part or section by determining the position of the particular burial site relative to not less than four (4) other burial sites or other identifiable features. The most relevant burial sites for this purpose are those shown in Dannhauser Municipality's records to be adjacent to the particular burial site or those at the extremities of the part, row or section in which the particular burial site is located;
3. Resolve any anomalies or inconsistencies. Dannhauser Municipality's records may contain anomalies, inconsistencies or insufficient information to properly identify the location of a particular burial site on the basis of those records alone. In these circumstances it is mandatory that a physical inspection of the area within a cemetery relevant to that particular burial site be conducted to ascertain whether the location of that particular burial site can be located with a reference to no less than four (4) other burial sites, tombstones or other identifiable features.
4. Report any anomalies to Dannhauser Municipality in writing;
5. Dispute where position of burial site is uncertain.
6. If at any time there is doubt as to the correct location of a burial site, that location must be determined by the Dannhauser Municipal Management.

### 9.2 Application of Burial Site Identification Procedures by Dannhauser Municipality.

Dannhauser Municipality must apply the procedures for site identification set out in preceding sections whenever it:

1. considers any application for an exclusive right or permit;
2. considers whether to establish any new burial site within a cemetery;
3. places or replaces any tombstone on any burial site, and
4. undertakes any works (other than routine maintenance of any part of the cemetery that does not permanently alter or affect a burial site or tombstone) within a cemetery.

### **9.3 Application of Burial Site Identification Procedures by Others**

The procedures for site identification must be applied by:

1. any person undertaking any works (including but not limited to installation of any tombstone, any grave digging and any exhumation) within a cemetery;
2. any grantee of a right or permit issued by Dannhauser Municipality prior to allowing or undertaking any act that will affect any burial, site, tombstone, etc.

## 10 NEW BURIAL SITES

### 10.1 Location and Type

In assessing the location and type of any new burial sites Dannhauser Municipality may need to consider:

1. the number, type and location of burial sites, with the location of such sites to be determined;
2. the current demand for exclusive rights in each operational cemetery;
3. the religious, cultural and ethnic background of applicants for exclusive rights in each operational cemetery;
4. Whether the availability of proposed new burial sites within the cemetery will:
  - a) Require the construction of additional vehicle parking facilities, roadways, pathways or service utilities within that cemetery or additional maintenance of any such facilities, utilities, roadways 'or pathways;
  - b) Result in increased traffic within or outside that cemetery;
  - c) Add to the administrative and or maintenance costs incurred by Dannhauser Municipality in respect of the cemetery; Cause pollution or contamination of land within or adjacent to the cemetery;
  - d) Confer to any person, business, community group or organisation any advantage (including any monopoly) or disadvantage;
  - e) Have any actual or potential detrimental 'impact on any burial site, exclusive right or tombstone.

### 10.2 General Restrictions on New Burial Sites

New burial sites may not be located on any land where:

1. Any works associated with the new burial sites will or is likely to cause pollution of any type or contaminate land;
2. The land is unstable or prone to substantial wind or water erosion;
3. Such new burial sites will interfere with other burial sites and tombstones within a cemetery and/or;

4. Where the location of new burial sites will place, persons working on or visiting those new burial sites, other burial sites or other land within a cemetery, at risk of injury or harm.

## 11 EXCLUSIVE RIGHT OF BURIAL SITES

Items or human remains must not be interred at any burial site except in accordance with this clause.

### 11.1 Types of Burial Sites

There are number of types of burial sites:

1. **Grave sites** - for the interment of human remains or cremated human remains.
2. **Columbarium** - for the interment of cremated human remains.
3. **Mausoleums** - for the interment of human remains. These are not currently being used within Dannhauser Municipality's cemeteries. Dannhauser Municipality reserves the right to investigate their use in the future.
4. **Crypts** - for the interment of human remains. They can be below or above ground. These are not currently being used within Dannhauser Municipality's cemeteries. Dannhauser Municipality reserves the right to investigate their use in the future.

### 11.2 Types of Exclusive Right of Burial

Dannhauser Municipality may grant either a pre purchase or an immediate use exclusive right:

1. A **pre purchase** exclusive right of burial is issued to the grantee allowing a burial right to be reserved. The grantee of a reserved exclusive right of burial is required to submit an application on an appropriate permit for each interment.
2. An **immediate use** exclusive right of burial and burial permit is issued to the grantee at the time of a burial.

### 11.3 Interments Restricted to Certain Times

Except as otherwise agreed to in writing by Dannhauser Municipality, interments may only take place at any burial site between 8:00am and 17:00pm Monday to Saturday.

### 11.4 Application for an Exclusive Right of Burial – Pre Purchase (Reservation)

1. An application for an exclusive right must be made using the appropriate form;
2. Payment is to be made in full at the time of application;

3. If the applicant is unable to pay in full the amount for which the reservation is the Dannhauser Municipality may enter into a payment plan, the Exclusive Right of Burial will only be forwarded and deemed to be granted only when the full payment has been made, the cost of the pre purchase plot shall be the fee set in Dannhauser Municipality's Fees and Charges in the particular financial year of the final payment, (should the applicant become deceased before the end of the payment plan then the remaining payments must be paid before an Exclusive Right of Burial will be forwarded);
4. Dannhauser Municipality may require further information from the applicant at any time prior to determining an application for an exclusive right;
5. An extra fee for the burial shall be paid upon an application for interment;
6. Funeral Directors are not permitted to purchase numerous reservations in their company's name. All reservation applications must have the person's name who will be interred on the application at a future date;
7. Should a reservation become surplus to the requirements of the purchaser, Dannhauser Municipality reserves the right to purchase back the plot at the cost at which it was purchased or organise through a Funeral Director for the plot to be resold to another person at the cost at which it was originally purchased;
8. A cemetery operator cannot, without the approval of the Cemeteries management, grant or transfer an interment right to a person if the granting or transfer of the interment right will result in the person holding (including jointly holding) interment rights in respect of more than two (2) interment sites in the cemetery for which the interment right is sought or sought to be transferred.

#### **11.5 Application for an Exclusive Right of Burial – Immediate Use (New Purchase) plus burial permit**

1. An application for a burial permit must be made using the appropriate form;
2. Each such application must:
  - a) Specify the name of the person whose remains are to be interred;
  - b) Contain a clear description of the burial site at which the proposed interment is to take place;
  - c) Specify the date on which the proposed interment is to take place;

- d) Specify the name of the undertaker the applicant proposes to engage for the proposed interment.
3. Dannhauser Municipality may require further information from the applicant at any time prior to determining an application for an exclusive right of burial and permit;
4. This right of burial includes all fees and charges associated with an interment.

#### **11.6 Application for Burial Permit - Existing exclusive right reservation or Second Interment**

1. An application for a burial permit must be made using the appropriate form;
2. Each such application must:
  - a) Specify the name of the person whose remains are to be interred;
  - b) Contain a clear description of the burial site at which the proposed interment is to take place;
  - c) Specify the date on which the proposed interment is to take place;
  - d) Specify the name of the undertaker the applicant proposes to engage for the proposed interment.
3. A copy of the exclusive right of burial granted in respect of the subject burial site (if available);
4. If a copy of the exclusive right of burial is not available the following must be supplied, Proof that the applicant:
  - a) Is the grantee of the exclusive right of burial that relates to the subject burial site; or
  - b) The applicant has the written consent of the surviving grantee of the exclusive right of burial that relates to the subject burial site and each subject person.
5. Where Clause 10.6 (4a and b) does not apply, a statutory declaration by the applicant stating:
  - a) The applicant is not the grantee of the relevant exclusive right of burial;
  - b) The applicant does not have the consent of the surviving grantee of the relevant exclusive right and the reason why such consent has not or cannot be obtained;
  - c) The relationship between the applicant and the surviving grantee.

6. Dannhauser Municipality may require further information from the applicant at any time prior to determining an application;
7. An extra fee for the burial shall be paid upon an application for interment.

### **11.7 Matters to Be Considered**

Dannhauser Municipality must take into consideration the following matters when determining an application for an exclusive right of burial:

1. The terms of any exclusive right of burial that relate to the subject burial site;
2. Whether the applicant has established that they the applicant:
  - a) Are or have the consent of the grantee of the subject exclusive right; or
  - b) In any other circumstances has provided Dannhauser Municipality with acceptable evidence that such consent is not able to be obtained; and
  - c) The applicant has sufficient relationship with the person whose remains are to be interred to warrant granting of an exclusive right of burial to the applicant.
3. For original applications consider the location of pathways, service conduits, roadways, other burial sites and tombstones that will or might be directly or indirectly affected by the granting of the exclusive burial right sought. Dannhauser Municipality must identify each burial site and tombstone in accordance with Clause 3;
4. The extent to which the granting of an exclusive right of burial and any consequential works will:
  - a) Interfere with access by any person, whether undertaking works in the cemetery or otherwise, to any part of the cemetery;
  - b) Confer a monopoly of any business or service provided at or arising from the cemetery;
  - c) Benefit a person or part of the community to the detriment of another person or another part of the community or confer a relative financial or business advantage to one or more persons;
  - d) Cause water pollution, including but not limited to pollution of ground water, air pollution, noise pollution or contaminate land;
  - e) Exacerbate existing sources of pollution or further contaminate the land;
  - f) Create additional demand for resources or amenities at the cemetery;

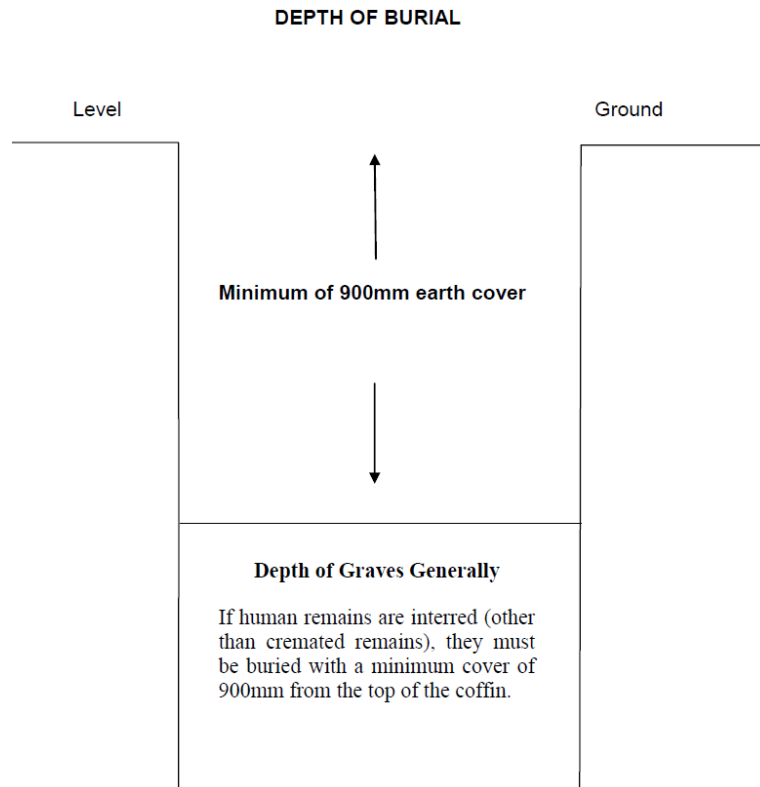


- g) Affect any part of the cemetery that is of historical or cultural significance.
- 5. The location of the water table and any ground water in or under the relevant grave site;
- 6. The type of soil contained within the grave site; and
- 7. Where soil and other material removed from the grave site during any anticipated grave digging operations will be stored or disposed of.

### **11.8 Restrictions on the Granting of Burial Permit**

Dannhauser Municipality must not grant a burial permit where:

- 1. The applicant is not the next of kin or otherwise considered by Dannhauser Municipality to have sufficient relationship to the person whose remains the applicant proposes to inter;
- 2. The maximum depth of a grave will enter any established ground water flowing under the upper surface of the grave site;
- 3. The upper surface of the uppermost coffin to be interred in the grave site will be not less than 900mm below the natural surface level of the grave site;
- 4. Where the applicant seeks to inter the remains of more than two adult persons in any grave site. For the purpose of this sub-paragraph only, an adult person is defined as:
  - a) One person aged seven (7) years or more at time of that person's death;
  - b) Two persons aged at least one (1) year but less than seven (7) years at the time of each such person's respective deaths.
- 5. Where the applicant seeks to inter the cremated remains of more than eight (8) people.



## 11.9 Discretion when determining an Application

Dannhauser Municipality may:

1. Grant an exclusive right of burial/burial permit subject to any conditions which may be specified in the exclusive right of burial permit; or
2. Refuse to issue an exclusive right of burial/burial permit.

## 11.10 Conditions of an Exclusive Right of Burial

1. Each exclusive right of burial issued by Dannhauser Municipality shall have the following conditions, in addition to any conditions specified in the exclusive right:
  - a) The Policy forms part of the exclusive right of burial.
  - b) The exclusive right of burial confers on the grantee a licence to do the following:
    - i. Inter human remains and any specified items in the burial site;
    - ii. Prevent any person from interring any remains in the subject burial site;
    - iii. Prevent any person from erecting any tombstone on or over the burial site;
    - iv. Engage any undertaker to inter human remains or items in the burial site.

- c) Where the exclusive right of burial is a grave right:
    - i. Exclude any person (other than the authorised funeral director or authorised contractor) during any grave digging works;
    - ii. Prevent the exhumation of interred remains from the grave site (except where such exhumation has been ordered by a coroner or a court).
2. The exclusive right of burial does not:
- a) Confer on the grantee any right to exclude any person from having access to the burial site (except where necessary to ensure works undertaken do not cause pollution or cause a danger to any person working in or visiting the cemetery in which the burial site is located);
  - b) Authorise the construction or erection of a tombstone on the subject burial site. A grantee of an exclusive right of burial requires a tombstone permit before erecting or constructing a tombstone on a burial site;
  - c) The exclusive right of burial confers on the grantee (Whether personally or by an agent such as a Funeral Director and any Sub Contractors employed) an obligation to.
3. Ensure any person undertaking any works on a burial site holds a relevant work permit issued by Dannhauser Municipality with respect to those works or works of that type:
- a) Ensure that no tombstone (except as permitted by a tombstone permit), plant tributes, floral tributes, or containers not approved by Dannhauser Municipality, are erected or placed on or about the burial site to which the exclusive right of burial relates;
  - b) Repair, maintain and preserve any tombstone placed on or in a burial site in accordance with a tombstone permit;
  - c) Remove any tombstone placed on or in a burial site that is not approved by a relevant tombstone permit;
  - d) Notify Dannhauser Municipality of any change of address within seven (7) working days otherwise Dannhauser Municipality will assume the address for the grantee is the address set out in the application is the current address;
  - e) Ensure that any person attending a service at the subject burial site does not:

- i. Damage any part of the cemetery, including but not limited to any burial site or tombstone in the vicinity of the service or subject burial or tombstone in the vicinity of the service or subject burial site;
  - ii. Place any floral or other tribute in a location not specifically approved in the subject exclusive right of burial;
  - iii. Bring to the cemetery any animal (other than a guide dog);
  - iv. Ensure that as part of the burial process;
  - v. The human remains to be interred have been placed in coffin to which a lid has been securely sealed;
  - vi. The upper surface of the upper most coffin interred in the grave site is to be not less than 900mm below the natural surface level of the soil of the burial site;
  - vii. The human remains have been transported to the burial site in a sealed coffin in accordance with the Public Health Act;
  - viii. Inform Dannhauser Municipality in writing, not less than seven (7) working days after the conclusion of the interment.
- f) That the interment has been completed;
  - g) The date of death of the person whose remains were interred; and
  - h) The full name of that person;
  - i) The full name of the undertaker engaged to prepare or transport the body of the deceased; and
  - j) The full name of any person conducting a religious or commemorative service at the burial site at about the time of the interment;
  - k) That on the completion of an interment at the grave site ensure:
    - i. All planks, building equipment, protective coverings and soil are removed from adjoining burial sites or tombstones, ensuring all such burial sites and tombstones are cleaned thoroughly and washed if necessary;
    - ii. The burial site, adjoining land, adjoining burial sites and tombstones in the vicinity of the burial site are left in a neat and tidy condition;
    - iii. All pathways and roadways around the grave site are in a clean condition, which includes the removal of all rubbish, paper and other refuse;

- iv. All flowers and cards relating to the interment are either removed from the cemetery or placed on the grave mound within the grave site;
  - v. Any excess soil is placed in an area designated by Dannhauser Municipality within the cemetery for that purpose, or removed from the cemetery;
  - vi. Place a marker or cross, bearing the deceased's name;
  - vii. Ensure any dislocated slabs are replaced on the grave site within fourteen (14) working days of the completion of the interment.
4. Dannhauser Municipality may, at any time and by notice in writing to any grantee of the exclusive right of burial, revoke the exclusive right if, in the opinion of Dannhauser Municipality, the grantee has failed to comply with or has breached any condition of the exclusive right of burial;
5. The granting of an exclusive right of burial does not restrict the ability of Dannhauser Municipality to:
  - i. Establish any new burial sites within a cemetery, subject to compliance with Clause 4;
  - ii. Restrict access to any burial site as Dannhauser Municipality considers necessary to undertake routine maintenance of structures within the cemetery, to protect the safety of people working or entering a cemetery, or to undertake any work necessary to prevent or contain pollution within a cemetery.
6. The granting of an exclusive right of burial does not interfere with nor prevent or otherwise fetter Dannhauser Municipality's ability to exercise any right or discretion pursuant to any relevant legislation (including the Public Health Act, the Local Government Act, or the Cemetery and Crematoria Act) or any regulations made under any such legislation;
7. An exclusive right of burial may not be sold or transferred except with the express written consent of Dannhauser Municipality:
  - a) Applications can be made on an application form;
  - b) Dannhauser Municipality will not transfer half of a right of burial, i.e. if a separation occurs and the owners of an exclusive right of burial do not wish to be buried in the same plot a new exclusive right of burial shall be purchased;
  - c) Dannhauser Municipality may transfer a location within a cemetery upon request if there is another available plot.

8. Dannhauser Municipality may buy back an exclusive right of burial previously purchased. If Dannhauser Municipality decides to buy back a burial plot it shall be purchased at the same cost as it was originally purchased.

### **11.11 Issue of Certificate**

Within 21 days of granting an exclusive right of burial Dannhauser Municipality must provide a grantee of that exclusive right a certificate showing the following:

1. The grantees name and address;
2. The amount paid by the applicant to Dannhauser Municipality;
3. The date on which the exclusive right of burial was granted;
4. A description of the physical location of the burial site to which the exclusive right of burial relates;
5. Any terms or conditions under which the exclusive right of burial was granted.

### **11.12 Burial Rights, Plot Title and Tenure**

Space requirements or more the lack of space in Cemeteries pose certain considerations to be placed upon the traditional ways of allocating burial entitlements. These include:

1. Denominational religious allocations:
  - a) There is a tendency to retain this traditional allocation for religious and ethnic association. The allocations need to be flexible so that a particular sect does not “sterilise” space;
  - b) The Cemetery will strive to maintain denominational religious allocations to cater for community’s needs.
2. Right of burial transfers:
  - a) Some transfer rights are forgotten for various reasons or the holder is deceased and has been buried elsewhere. The access to un-used burial rights requires consultation with the next of kin and the adopted procedures followed for the repurchase of any unused, surrendered, or redundant plots.
3. Reservations tenure:
  - a) Reservations can be accepted in the lawn section for single and double depth graves.

- b) The cost of each reservation is outlined in Dannhauser Municipality's Annual Fees and Charges;
- c) Regardless of whether a single interment reservation is made, the minimum plot depth will be that of a double depth grave to cater for a future interment if necessary;
- d) Burial Rights are issued by Dannhauser Municipality in perpetuity or until used;
- e) No specific plot can be reserved however reservations can be taken within specific lawn areas while capacity remains available as determined by Dannhauser Municipality;
- f) A cemetery operator cannot, without the approval of the Cemetery and Crematoria Act, grant or transfer an interment right to a person if the granting or transfer of the interment right will result in the person holding (including jointly holding) interment rights in respect of more than two (2) interment sites in the cemetery for which the interment right is sought or sought to be transferred.

### **11.13 Emergency Burials**

1. Where requested by a Police officer or an Incident Controller of an activated Local Emergency Management Committee, an emergency burial will be facilitated by Dannhauser Municipality staff;
2. In this instance the appropriate fee does not need to be paid in advance;
3. An emergency burial includes mass burials (e.g., following a catastrophe). In this instance, guidance on how to conduct such a burial will be obtained from the Department of Health.

### **11.14 Transferring of an Exclusive Right of Burial**

1. A cemetery operator may, on application, transfer an interment right from one (1) person or two (2) or more persons as joint holders to one (1) person or two (2) or more other persons as joint holders.
2. An application under subsection 1 may be made only by the holder of the interment right concerned or, if the interment right is held by joint holders, by all the joint holders.
3. An application for the transfer of an interment right must be in the form prescribed by the regulations or approved by the Cemetery and Crematoria Act and be accompanied by the appropriate fee.

### 11.15 Bequeathing of an Exclusive Right of Burial

1. The holder of an interment right may bequeath the right as if it were the holder's personal estate (subject to the Cemetery and Crematoria Act).
2. A person to whom an interment right devolves as a result of a bequest does not become the holder of the right until the cemetery operator's register is amended to indicate that fact.
3. On application made by a person to whom an interment right has devolved as a result of a bequest, the cemetery operator must amend the cemetery operator's register so as to indicate that the person has become the holder of the interment right.
4. An application under this section must be in the form prescribed by the regulations or approved by the Cemetery and Crematoria Act and accompanied by the appropriate fee.
5. The executor or administrator (within the meaning of the Administration of Estates Act) of the estate of the holder of an interment right who has bequeathed the interment right must give the relevant cemetery operator written notice of the death of the holder within the period prescribed by the regulations after the executor or administrator becomes aware of the death.



## 12 WORK UNDERTAKEN IN CEMETERIES

### 12.1 Restrictions on Work undertaken in Cemeteries

1. A person may not undertake work of any type in a cemetery unless that person and those engaged or employed by that person to undertake that work, hold valid work permits from Dannhauser Municipality for the specific work to be undertaken or work of a type that is otherwise covered by a work permit;
2. A work permit does not authorise any interment or exhumation at any burial site, erection of any tombstone or works in any part of a cemetery. A work permit authorises persons to undertake works otherwise approved;
3. A work permit is valid for a period of two (2) years, when it may be renewed;
4. Dannhauser Municipality may suspend or cancel a work permit by giving seven (7) days' notice in writing for non-compliance with Dannhauser Municipality's policies and procedures.

### 12.2 Application for Work Permit

A person or organisation may apply for a work permit to work in cemeteries by submitting to Dannhauser Municipality an application on an appropriate form, along with the supporting documentation. Supporting documentation to include verification that they are a registered contractor of Dannhauser Municipality. Upon receipt of the application and supporting documentation Dannhauser Municipality will consider the following:

1. The type of work to which the application relates, having particular regard to the potential that work has to cause pollution, contamination, or to require or potentially cause conditions that may cause harm to persons undertaking the work, visiting the cemetery or otherwise working within the cemetery;
2. The experience, if any, of the applicant in undertaking work the type to which the permit application relates;
3. The trade/ relevant qualifications required for the particular type of work to be undertaken;
4. If the applicant has undertaken work of a similar nature, the manner in which such work was undertaken,
  - a) Having regard to the manner in which that work was undertaken in minimising the risks such work posed to persons affected by that work;

- b) Having regard to the manner in which that work was undertaken in minimising the potential for environmental harm caused by such work; and
  - c) The quality of such work;
5. That the applicant has acknowledged reading the Policy, the Work Health & Safety Manual and all necessary South African Standards that relate to the work to which the permit relates;
6. That the applicant has provided a signed acknowledgment of induction of the procedures set out in the Work Health & Safety Manual.

### 12.3 Conditions of Work Permit

1. The work permit holder will indemnify and hold safe and harmless Dannhauser Municipality against any action, proceeding, claim, damage, loss and expenses whatsoever that may result from Dannhauser Municipality's consent to the execution of the work proposed in the application;
2. The Policy, and in particular this clause of the Procedures, form part of the conditions of each work permit that each grantee of each work permit is required to comply with.
3. This includes each of the following:
  - a) The grantee must ensure that an adequate supply of clean fresh drinking water is kept where works are undertaken;
  - b) Where plant, machinery or equipment is required to undertake the works all persons undertaking those works are required to hold any necessary certificate of competency or permit issued under the Occupational Health and Safety Regulation;
  - c) All persons using tools and machinery must be instructed by the grantee of the work permit in the correct and safe use of those tools or machinery;
  - d) Where machinery or plant equipment is required to undertake any excavation or other works it is the grantee of the work permits responsibility to ensure that the ground on which that machinery or plant stands is sufficiently stable to ensure the support of the working load of that machinery or plant equipment and that the operation of that machinery or plant equipment will not come into contact with any power line, service conduit or tombstone;
  - e) Any person or team of persons engaged in grave digging operation or engaged in work at a location that is more than 500 meters from the nearest occupied building

or not within the direct line of sight of a person capable of providing assistance, that person or team must be provided with the following;

- i. A reliable system of Communication such as a two-way radio or mobile phone;
  - ii. A first aid kit;
  - iii. Instruction in basic first aid principles;
  - iv. Access to a motor vehicle.
- f) Ensure that at least four (4) persons are engaged or employed for the purpose of lowering or raising any coffin (containing a person over twelve (12) years of age or weighing more than 40 kilograms) into or out of any grave site.
- g) That all manual handling of coffins be in accordance with the Work Health and Safety Regulation.
- h) Where any person is required by the grantee to work in a confined space such as a grave site, the grantee must ensure that the person undertakes that work in compliance with Work Health and Safety (Compliance Basis) Regulation and having regard to the "Safety Working in Confined Spaces";
- i) Ensure that all persons engaged or employed by the grantee to undertake grave digging erect barricades, protective restraints or reinforced covers to limit access to the site of the grave digging so as to ensure public safety;
- j) Restrict access to the grave digging site to those employed or engaged for the purpose of grave digging;
- k) That not less than two persons are engaged or employed for grave digging;
- l) That a properly constructed and placed ladder is used for entering and exiting graves during grave digging, with any such ladder to extend from the base of the excavation to at least 600mm above the top of the grave site;
- m) That all persons entering a grave site during grave digging procedures wear an approved safety helmet in good order;
- n) Ensure that prior to the commencement of excavation all ground support material, tools, equipment and personnel are available at the site;
- o) That all persons in grave digging have been advised of the soil types at each cemetery to which the Policy applies, and that where any doubt exists, that persons conduct such works as if the soil type is the most unstable soil type, being damp sandy soil. This requires that:

- i. Where the overall depth of the grave is less than 1.5 meters, 2 box supporting sets to be used to within 200mm of the base of the grave;
  - ii. Where the overall depth of the grave is between 1.5 and 2.1 meters, 3 box supporting sets to be used to within 400mm of the base of the grave.
4. That each box supporting comprise Oregon timber of size of not less than 200mm x 75mm cross-section with a stress rating of not less than F149 or Structural Grade No.1 with each box supporting set to include:
  - a) 6 longitudinal timbers cut to the length of the grave site, with 3 such longitudinal timbers to form a wall 600mm x 75mm on one side of the grave and the other 3 Longitudinal timbers to form another wall 600mm x 75mm; and.
  - b) 6 spreaders, being the width necessary to accommodate the width of any coffin to be interred in the grave site;
5. That supporting box sets be inserted as the excavation progresses, by firstly installing the longitudinal timbers along the width of the grave and secondly forcing the spreaders between the longitudinal timbers using a timber mallet;
6. The grave be excavated to a width 25mm narrower than the sum of the width of the spreader bars used in the box supporting;
7. That after the coffin is placed in the grave, the supporting box set be removed, two longitudinal timber runners and 2 spreaders at a time, as the grave is filled with soil.

**Note:** Allotments are not to be filled with sand or any other materials other than the soil from the said allotment.

## 13 TOMBSTONES

### 13.1 Specific Requirements for Facilities

#### 1. Tombstone Cemeteries:

- a) Grantee will only erect a tombstone of a type and design approved by Dannhauser Municipality:
  - iii. The design plans and specifications of tombstone and surrounds are to be forwarded to Dannhauser Municipality for determination;
  - iv. The tombstone may be of any style, material, kerbing approved by Dannhauser Municipality;
  - v. The tombstone and kerbing or surrounds are to remain within the burial site area of 1.2m x 2.4m;
  - vi. No trees are to be permitted to be planted on the grave site;
  - vii. The tombstone is to include an inscription stating allotment number and tombstone masons name on the base of the tombstone or the foot of the kerbing.

#### 2. Historic or Closed Cemeteries:

- a) Where a grave site is over 50 years old, it is subject to the National Heritage Resources Act;
- b) Dannhauser Municipality will not issue a tombstone permit in respect of a burial site which is over 50 years unless; the proposed works conform to the requirements of the National Trust.

### 13.2 Relationships to Rights, Permits and Approvals

1. A tombstone permit will only be granted in respect of a burial site with the consent of the grantee of the exclusive right of burial;
2. If such grantee is deceased or incapacitated, the legal personal representative of the person(s) whose remains are to be interred in the burial site may give consent;
3. The granting of a tombstone permit confers no right of burial in respect of any burial site.

### 13.3 Tombstone Permit

No person shall construct, erect, inscribe or remove any tombstone in a cemetery unless:

1. That person holds a tombstone permit issued, by Dannhauser Municipality and the tombstone is constructed or erected in compliance with that approval;
2. The tombstone is constructed or erected in accordance with Standards Association and any additional requirements determined by Dannhauser Municipality;
3. The person holding a tombstone permit (or agent or assigns) issued by Dannhauser Municipality will indemnify and hold safe and harmless Dannhauser Municipality against any action, proceeding, claim, damage, loss and expenses whatsoever that may result from Dannhauser Municipality's consent to the execution of the work proposed in this application;
4. Dannhauser Municipality will not arbitrate disputes between the contractor and the grantee named in the permit.

#### **13.4 Application for a Tombstone Permit**

1. An application to Dannhauser Municipality for the issue of a tombstone permit must be made on the appropriate form and must be accompanied by sketches, drawings, specifications and other particulars of the design of the proposed tombstone;
2. Dannhauser Municipality requires the payment of a fee by the applicant for a tombstone permit;
3. Upon receipt of an application for a tombstone permit and the fee requested by Dannhauser Municipality in respect of that application, Dannhauser Municipality may:
  - a) Grant a tombstone permit subject to any conditions as may be specified in the tombstone permit; or
  - b) Request further information before granting or refusing approval;
  - c) Refuse to issue a tombstone permit.

#### **13.5 Obligations under a Tombstone Permit**

Each grantee of a tombstone permit must ensure:

1. Any person engaged or employed to undertake the works has, in respect of those works undertaken within a cemetery, a valid work permit for those works or works of that type;
2. The works are conducted strictly in accordance with the tombstone permit;
3. The site is returned to a clean and tidy condition after the completion of the works; and

4. Dannhauser Municipality is notified in writing within seven (7) days of the completion those works.

### **13.6 Removal of Tombstones**

1. Dannhauser Municipality may (where a tombstone has been erected, constructed, inscribed or otherwise placed without the prior issue of a tombstone permit or contrary to any condition contained in a tombstone permit do any or all of the following:
  - a) Remove or demolish the tombstone;
  - b) Require any person holding an exclusive burial right for the burial site the tombstone is attached to or erected upon to remove, demolish, or alter the tombstone;
  - c) Erase, correct or require the erasure or correction of any inscription on the tombstone; and
  - d) Recover from the grantee of the exclusive burial right or the grantee of the tombstone permit any costs incurred by Dannhauser Municipality in performing any of the above.
2. Where Dannhauser Municipality considers that any tombstone is in immediate risk of collapse or otherwise capable of causing harm to any person, Dannhauser Municipality may take such action as is required to ameliorate that risk, including but not limited to removing any such tombstone or laying any such tombstone on the ground with the side bearing all or the majority of inscriptions face down on the ground of the burial site. Where Dannhauser Municipality takes such action it will, within seven (7) days of taking such action, do each of the following:
  - a) Photograph the tombstone;
  - b) Attempt to notify the person holding an exclusive burial right and tombstone permit in respect of the burial site or tombstone, such notice to inform such person of the action taken and requiring such person to either remove the tombstone from the cemetery or undertake such works to re-erect the tombstone;
  - c) Place an advertisement in a locally distributed newspaper placing the person holding an exclusive burial right or tombstone permit on notice of the action Dannhauser Municipality has taken and that the tombstone is to be removed or re-erected within fourteen (14) days of that date of publication of the notice.
3. Where Dannhauser Municipality is of the opinion that a tombstone is likely to collapse or fall over at any time, is dilapidated or unsightly or has parts separating from the tombstone, Dannhauser Municipality may:

- a) Photograph the tombstone;
  - b) Erect about the tombstone barriers and signs warning of the danger posed by the tombstone;
  - c) Make reasonable efforts to instruct the 'grantee of any exclusive burial right relating to the burial site to which the tombstone is attached and the grantee of any tombstone permit to take immediate steps to ensure that the tombstone is no longer unsafe;
  - d) Place a public notice in a locally distributed newspaper identifying the burial site to which the tombstone relates and indicating that unless the grantee of the tombstone permit and/or the grantee of the exclusive burial right acts within seven (7) days (in the case of a tombstone of a height greater than 750mm) or fourteen (14) days (in the case of a tombstone of or less than 750mm) of the date of the public notice to make the tombstone safe and reserving Dannhauser Municipality's right to recover the costs it may incur in ensuring the tombstone is safe if such grantees do not make the tombstone safe within the period specified;
  - e) Where the grantee has not made the tombstone safe within period specified in the public notice, Dannhauser Municipality may take such steps as necessary to make the tombstone safe, which will usually consist of laying the tombstone face down on the ground, above or adjacent to the burial site.
4. Where Dannhauser Municipality is of the opinion that a tombstone is affected by subsidence and has a vertical angle of 80 degrees or less (when measured from the natural ground level of the burial site to which the tombstone is attached or erected, Dannhauser Municipality may:
- a) Make reasonable efforts to contact the grantee of the tombstone permit and instruct the grantee to take steps to repair the tombstone;
  - b) Publish a single public notice in a locally distributed newspaper identifying the grave site or memorial site that the tombstone relates to and indicating that the grantee should take immediate steps to repair the tombstone;
  - c) Monitor the site and, if necessary, take steps set out in Clause 13.3.

### **13.7 Maintenance of Tombstones**

1. With the exception of obligations for a grantee of a tombstone permit to maintain or repair a tombstone, a tombstone permit expires upon completion of the construction and erections of the tombstone or six (6) months from the date of the tombstone permit, whichever occurs first;



2. The grantee of a tombstone permit is responsible for maintaining and repairing tombstones. If Dannhauser Municipality is required to undertake any work so as to ensure public or employee safety it may recover those costs from the grantee.

### **13.8 Tombstone Materials**

There are many different types of materials now being used for tombstones. Dannhauser Municipality wishes to acknowledge their use and reserve the right to allow their use within the cemeteries, i.e. stone, marble, granite, concrete, glass, stainless steel, etc.

As with traditional tombstone materials, a Tombstone Permit must be applied for so that Dannhauser Municipality can assess the intended tombstone with the tombstone guidelines.

Any use of lighting will need to be approved by Dannhauser Municipality. Any such lighting will not be connected to Dannhauser Municipality's electrical supply or the local street electrical supply. Dannhauser Municipality may allow the use of solar powered lights as long as they comply with electrical codes and are self-contained, i.e. part of the tombstone.

Dannhauser Municipality will not undertake any maintenance or repair work to tombstones which have deteriorated over time. This includes any tombstones with lighting of any type.

## **14 EXHUMATIONS**

A person must not exhume human remains except in accordance with the Public Health Regulation.

### **14.1 Restrictions on Exhumations**

A person must not exhume human remains unless that person has obtained, prior to commencing exhumation, an approval by Department of Health, Home Affairs and South African Police Services (SAPS).

### **14.2 Exhumation Permit**

An application seeking an exhumation permit must be on the appropriate form and forwarded to a Department of Health, Home Affairs and South African Police Services (SAPS)

### **14.3 Conditions of Approval for Exhumation from Grave**

Each exhumation permit is subject to the conditions as set out by National Health Act as well as other Acts providing regulations, requirements and guidelines in the Exhumation of Human Remains.

## **15 NATURAL VEGETATION**

### **15.1 Operating Cemeteries**

Natural vegetation within Municipality's operating cemeteries needs to be identified and kept to promote natural corridors for native fauna and flora. However, the vegetation still needs to be controlled so as these operating cemeteries can be used as per the planned allotted interment plots.

### **15.2 Closed Cemeteries**

Natural vegetation within Municipality's closed cemeteries needs to be identified and kept to promote natural corridors for native fauna and flora. However, the vegetation may need to be controlled so that unmarked interments are not adversely affected by regrowth.

## 16 DISPUTE RESOLUTION

Where any dispute arises in respect of Municipality's implementation of the Policy, any person who seeks to resolve that dispute may request that the Director of Regional Services reviews the Municipality's implementation plan and process.

Where a person believes that they have paid for a right of burial, plot, plinth, plaque or other service or approval (non-standard plinth) relating to the cemetery. Such claim will be provided or approved where:

1. Inspection of Municipality's records following the receipt of the complaint reveals the complaint justified;
2. The complainant provides documented evidence to support their claim (e.g., invoice or Municipality letterhead correspondence – but excluding email).

Where such evidence is not provided the complainant must comply with the requirements of this plan or Municipality's current operational practices where not covered by this plan.



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