



ZETHU – MATSULU -BASIC ASSESSMENT

PROCEEDINGS OF THE SITE VISIT, HELD WITH THE MBOMBELA LOCAL MUNICIPALITY OFFICIAL,  
ON 20 APRIL 2017, AT MBOMBELA LOCAL MUNICIPALITY OFFICES.

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Municipality 20 April 2017.

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Document Approval	
Director: Myezo Environmental Management Services (Pty) Ltd.	
Name:	Babalwa Fatyi
Date:	30 November 2015



# MYEZO ENVIRONMENTAL MANAGEMENT SERVICES

*Environmental Stewardship*

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Minutes of Meeting:	Mbombela Local Municipality Waste division	
Venue:	Mbombela Local Municipality	
Date:	20 April 2017	
Time:	11:45-12:50am	
Chairperson:	Lesiba Maluleka (Mbombela Project Leader)	
Scribe:	Tshivhase Khangwelo Sicelo Jebe	
Date of next meeting:	To be determined	
Attendees	Apologies	
Babalwa Fatyi(BF):	Director (Myezo)	
Sicelo Jebe(SJ):	Business Development Administrator (Myezo)	Copy to
Khangwelo Tshivhase (KT):	Project Assistant (Myezo)	
Mikateko Holeni-Mdluli (MHM):	Director (Zethu)	
Shannon Nhlapo (SN):	Business Development Administrator (Zethu)	
Lesiba Maluleke (LM):	Senior Manager (Mbombela)	

## 1. Welcome and Introduction

Lesiba Maluleka (LM) welcomed the team and thanked them for their time. LM introduced himself as Senior Manager for Solid waste at Mbombela Local Municipality, he then asked the team to introduce themselves as well as their roles.

Babalwa Fatyi (BF) introduced herself as an Environmental Impact Assessment (EIA) Project Manager. Sicelo Jebe (SJ) will be responsible for the stakeholder engagement leader and as such will be responsible for public participation process approach design. Khangwelo Tshivhase (KT) is going to be an administrative assistant, he will be making sure that he is keeping IAP register, making sure that all the records of meetings are kept and assisting with quality management system. Mikateko Holeni Mdluli (MHM) will be dealing with financial administration of the project. SN will be working closely with SJ in assisting in public participation process.

## 2. Objectives of the meeting

The objectives of the meeting are outlined below:

- The attendee positions are indicated in the attendance register, which is included as Appendix 1.
- Project initiation regarding the environmental studies for the required Waste Licencing.
- Gather Project background and Project description.
- Understand client vision regarding the project to allow for seamless execution that is aligned with broader unit objectives.

### Agenda

The agenda of the meeting was as outlined below.

- Welcome & Introduction & Role players
- Project background description
- Regulatory Frame-Work governing matters concerning the site, listed activities and norms and standards.
- Administrative constraints
- Way forward & closure.

### 3. Discussions

Discussions are outlined in Table 1.

Table 1: Table, showing the discussions held during the ward councillors meeting, on 20 April 2017.

Item	As Recorded	Action	Responsible Person	Timeframe
Project back - ground	<p>LM gave project background to the team, he explained that back in 2005 Mbombela Local Municipality took a decision to go for a central waste disposal strategy, where they would have one site, closing all the sites that were operational at the time. However, because now that they would have one central waste disposal site operating for it to be effective and efficient they require a support of transfer station, that would then be a sort of temporary storage before a long-distance transfer to central waste disposal site.</p> <p>LM stated that they have identified initial four sites, which are:</p> <ul style="list-style-type: none"> <li>• Matsulu</li> <li>• White River</li> <li>• Hazyview</li> <li>• Central Nsikazi.</li> </ul> <p>So, for they have managed to licence White River, Hazyview (licence not finalized), then Central Ntsikazi and Matsulu are not licenced yet.</p> <p>LM further said they have been some ongoing process site, even with Matsulu they managed to allocate the site through the council</p>	<p>Mr Lesiba Maluleke to send us relevant accessible information for the waste transfer station projects that were undertaken.</p> <p>Copy of licence for Tekwane Waste Site will be sent to the project team.</p> <p>Organise a pre-application meeting with the regulatory authority (Department of Agricultural, Rural Development and Land Administration (DARDLA) to confirm the proposed approach</p>	<p>Mr Lesiba Maluleke</p> <p>Myezo</p>	<p>4<sup>th</sup> May 2017</p>

Item	As Recorded	Action	Responsible Person	Timeframe
	<p>resolution, so the site is already there allocated for this purpose.</p> <p>LM said they did the EIA for Matsulu but it was never finalized due to internal challenges with funding.</p> <p>LM emphasize that now over the years the legislation has changed. This legislative framework change necessitates for the Norms and Standards process for the waste transfer station.</p>			
<p>Application process</p>	<p>LM advised that the team that is appointed will deal with norms and standard. Mbombela Local Municipality expectations are to find out the methodology to be used and if it will be achievable before June in terms of submission?</p> <p>BF sought clarity about Tekwane Waste if all that falls under Tekwane area? The reason is that in the proposal the terms of reference mentioned a requirement for Tekwane Waste disposal site.</p> <p>LM emphasized that Tekwane is central waste disposal site that it is a programme where decision was taken in the strategy that the disposal sites are centralized. The name of the site is Tekwane, so when reference is made to waste disposal site, they always refer to Tekwane. However, the Zethu/Myezo team scope is to deal with Matsulu waste transfer station in terms of norms and standard, and legislation.</p>			

Item	As Recorded	Action	Responsible Person	Timeframe
	<p>LM requested a brief on methodology and approach to the project.</p> <p>BF clarified that the provided proposal approach was based on the assumption there was no work done at the site and as such basic assessment to be would be followed. A clarification was sought regarding current activities on site, to ascertain if the section 24(g) process would be required.</p> <p>LM confirmed that only EIA was initiated but there are no activities on site.</p> <p>It was indicated that the basic assessment process had been proposed and this takes 90 days but the strategy was that if there will be a need for Specialists, a month can be allocated until end of May so that an application form can be submitted after the studies are done. The entire approach was not based on Norms and Standards but on BAR. It is now prudent to have a preliminary meeting with the Department to confirm the change of scope and approach.</p> <p>LM asked if the team has consulted with the department.</p> <p>BF responded not yet, as this was a kick off start meeting with the client.</p> <p>BF further said Groundwater study and biodiversity study will be done.</p> <p>BF June at least application should be submitted.</p>			

Item	As Recorded	Action	Responsible Person	Timeframe
	<p>The 90 days is not going to end in June, if it is pushed it can be end of July 2017.</p> <p>LM suggested that the norms and standards approach can be confirmed with Department of Agricultural, Rural Development and Land Administration (DARDLA).</p> <p>The process will entail registration of the waste transfer station and therefore the preliminary designs will be required. Then if that is the process, the project can be finished by June 2017.</p> <p>LM Matsulu falls under Ward Councillor 27</p>			
Public participation process	It was then agreed that we will conduct a pre-engagement-consultation with ward councillor and Department of Agriculture and Rural Development and Land Administration	Organise pre-consultation meeting with ward councillor and Department of Agriculture and Rural Development and Land Administration	Myezo	Within 2 weeks
Closing		Meeting adjourned at 12:50		

#### 4. Way Forward

During the meeting, there was an agreement with regard to the following aspects.

- Matsulu Waste Transfer Station Site visit will be organised.
- A pre-consultation meeting with Department and ward councillors will be organised
- The proposal was done with the reference to Tekwane waste disposal site. This is in actual fact the Matsulu Waste Transfer Station to Tekwane West Waste Disposal site.
- The scope is now changing from Basic Assessment to Norms and Standards process, which entail registration of the waste disposal site and provision of the facility designs.
- The meeting will be scheduled with DARDL, after which a revised proposal indicating the change in the scope will be submitted.

*N.B Subsequent to this meeting, a consultation meeting was held with DARDLA and it was confirmed that a NEMA Regulations, Basic assessment has to be undertaken. The site does not fall under Category (C) of waste Regulations 901.*

#### 5. Table of Amendments

Revision	Description of Amendment	Amended by	Approved by	Date

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