



ENVIRONMENTAL IMPACT ASSESSMENT FOR MUNICIPAL INFRASTRUCTURE PROJECTS

*A GUIDE FOR PROJECT MANAGERS
&
ENVIRONMENTAL ASSESSMENT PRACTITIONERS
Administrative Processes, Roles and Responsibilities*

October 2010



**ENVIRONMENTAL PLANNING
& CLIMATE PROTECTION
DEPARTMENT**

BIODIVERSITY | CLIMATE | PEOPLE

PURPOSE OF THIS DOCUMENT

This guideline document has been compiled to facilitate and accomplish the following:

1. to ensure a high quality of environmental assessment and reporting on behalf of the eThekweni Municipality for its Municipal Infrastructure Projects
2. to produce an effective administration of environmental impact assessments conducted for Infrastructure projects of the eThekweni Municipality.

GLOSSARY

BAR	BASIC ASSESSMENT REPORT
BID	BACKGROUND INFORMATION DOCUMENT
E: MI	ENVIRONMENTALIST: MUNICIPAL INFRASTRUCTURE
DAEARD	DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS AND RURAL DEVELOPMENT
EAP	ENVIRONMENTAL ASSESSMENT PRACTITIONER
EIA	ENVIRONMENTAL IMPACT ASSESSMENT
EIAR	ENVIRONMENTAL IMPACT ASSESSMENT REPORT
LFD	LINE FUNCTION DEPARTMENT

If in doubt of any of the measures or processes contained in this document, or if you require further advice or information, please contact the eThekweni Environmental Planning and Climate Protection Department. Contact details can be found at the end of this document.

CONTENTS

<u>COMMUNICATION</u>	4
<u>STATUS TRACKING OF APPLICATIONS</u>	4
<u>MANAGING & APPOINTING CONSULTANTS (EAP)</u>	4
<u>THE HUB & SPOKES</u>	4
<u>NAMES & REFERENCE NUMBERS</u>	5
<u>ENVIRONMENTAL REPORTS & APPLICATIONS</u>	5
<u>LAYOUT MAPS & PLANS</u>	6
<u>EIA ADMINISTRATIVE PROCESS</u>	6
<u>PRIORITY APPLICATIONS</u>	7
<u>COMBINATION & INTEGRATION OF EIA APPLICATIONS</u>	8
<u>FIGURES & MAPS</u>	9
<u>CONTACT PERSONS</u>	11

RESPONSIBILITIES OF THE PROJECT MANAGER

1. Prior to the Project Manager appointing an EAP, he / she should develop a "Project Statement" (or Background Information Document) and send to the E: MI who will then circulate among the spokes for preliminary input. This will assist in identifying issues of the various departments at an early stage, and minimise the need for interdepartmental crisis management during the BA / EIA process (which can have huge impacts on timelines).
2. The Project Manager is responsible for providing an appropriate level of detailed information, maps and data on the proposed project to the EAP in order to allow them to assess the impacts, and then to include the appropriate information in the BAR / EIAR.

COMMUNICATION

1. There must be constant communication between Environmentalist: Municipal Infrastructure (E: MI) and the Line Function Departments (LFD).
2. These departments, project managers as well as Environmental Assessment Practitioners (EAP) must keep the E: MI updated on all aspects relating to the EIA status of their projects.

STATUS TRACKING OF APPLICATIONS

3. The E: MI will manage a tracking database in order to receive input from, or provide feedback on the status of assessments to the Department of Agriculture, Environmental Affairs and Rural Development (DAEARD) and the relevant LFD or project manager.

MANAGING & APPOINTING CONSULTANTS (EAP)

4. The relevant LFD or Project Manager is responsible for appointing and managing the Consultant/Environmental Assessment Practitioner (EAP).
5. The LFD or the relevant Project Manager must notify the E: MI once an EAP has been appointed for a project.
6. The LFD or the relevant Project Manager must provide the necessary information and assistance (e.g. relevant maps, designs etc.) in order for the EAP to conduct the EIA

THE HUB & SPOKES

7. The E:MI will perform the Hub function for all Municipal Environmental Impact Assessments (EIA)
8. The hub function will involve the circulation and collation of all City comments. i.e. from spoke departments.

PROJECT/APPLICATION NAMES & REFERENCE NUMBERS

9. All communication, inclusive of reports prepared in terms of the EIA process must state the relevant project name and the EIA reference number as issued by DAEARD.
10. LFDs & EAPs must take measures to standardise the use of project names to prevent confusion during the EIA process, especially during public participation.
11. Details of the relevant Project Manager and the EAP must be provided to the E:MI

ENVIRONMENTAL REPORTS & APPLICATIONS

12. The LFD & EAP are responsible for ensuring that the relevant application forms (from DAEARD) are completed.
13. The LFD or the EAP is responsible for providing copies of the following completed documentation (where relevant) to the E:MI:
 - signed application forms,
 - exemption application forms
 - basic assessment forms etc
 - scoping reports
 - Environmental Management Programs (EMP's)
 - Environmental Impact Assessments (EIA's)
 - Specialist studies
14. The EAP or LFD must deliver 7 copies of all reports/applications to the E: MI.
15. For low impact and/or small scale project applications (as & when determined by the E:MI), including background information documents, notifications etc, the EAP can submit a single report, accompanied by an electronic version in PDF format (inclusive of all appendices)
16. Public Participation, Adverts and Public Notices must follow the minimum requirements as stipulated in the EIA regulations, as well as adhering to the formats and/or guidelines as determined by the DAEARD and the Environmental Planning and Climate Protection Department (eThekweni Municipality) from time to time.

LAYOUT MAPS & PLANS

17. Layout Maps must be provided with every application/report & must meet the following minimum requirements:
 - 17.1. A map inclusive of an orthophoto or aerial photo at an appropriate scale, preferably 1:5000.
 - 17.2. The design of the development must be superimposed on an aerial photo as above. ([see figure 1](#))
 - 17.3. The map(s) must indicate the footprint of the development and associated infrastructure (such as access roads, etc.) in relation to the existing (including adjacent) environment.
 - 17.4. In the case of linear projects (roads, pipelines, overhead electricity powerlines), the map(s) must show the proposed alignments of the route(s).
 - 17.5. The existing and surrounding environment and its attributes must be adequately represented on the layout map, indicating (but not limited to) the following:
 - a) existing vegetation
 - b) existing and/or proposed infrastructure
 - c) drainage lines and watercourses (surface water)
 - d) ground water resources, aquifers etc.
 - e) wetlands
 - f) residential areas, sensitive receptors (schools, hospitals etc.) and major hazardous installations/areas.
 - g) other environmentally sensitive areas e.g. Coastal Forest
18. Maps of feasible alternative sites must follow the above-mentioned guidelines.

THE EIA ADMINISTRATIVE PROCESS

19. Once a report(s) has been received from the LFD or EAP for a specific project application, the E: MI will notify spoke departments of the availability of reports, as well as distribute reports for comment & input from interested and affected spoke departments.
20. The timeframe for the submission of these comments will be **1 month**. However, depending on the scale and magnitude of a project and its associated environmental issues, this period may be longer or shorter. The CapEO will communicate the relevant comment period to relevant spoke departments.
21. Comments, once received, will be consolidated by the E:MI and sent to:
 - a) LFD only, requesting a facilitation meeting – in the event of highly contentious matters and internal conflict situation, or
 - b) LFD, EAP & DAEARD if there are no major conflicts.

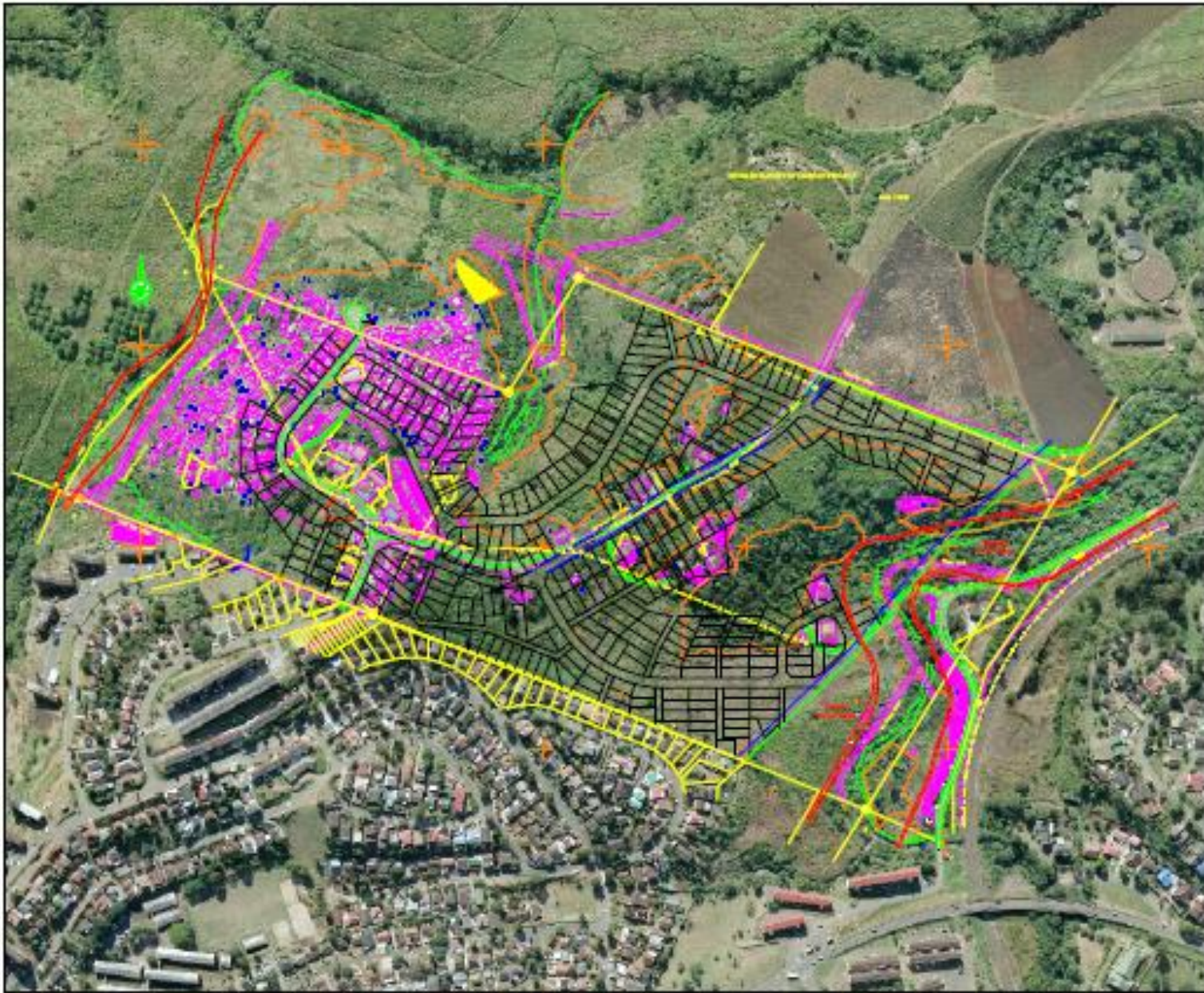
22. Based on the comments submitted, and the nature of the project, the EAP must address the comments, as determined by the E:MI, either in the form of:
 - a) a response document, or
 - b) a revised report
23. Depending on the nature of the comments and responses thereto, the E: MI may or may not request a final review of the revised report / documentation.
24. Once the report is deemed acceptable at the City level, the report is to be submitted to DAEARD.
25. The EAP or LFD must hand deliver all applications (Basic Assessment, Exemption & Application forms) to the DAEARD offices at “the Quarry” in Hilton, Pmb, and obtain an EIA number.
26. Scoping and EIA reports relating to applications which have been duly registered at the Hilton offices of DAEARD, can be hand delivered to DAEARD offices in Durban by the EAP or the LFD.
27. Prior to being delivered to DAEARD, the report(s) and application form(s) must be placed in the Capital Project Folder ([see figure 2](#)), which must include details of the responsible department (LFD) and the responsible person within the department (Project Manager)
28. LFD or EAP must notify E: MI of delivery of report(s) to DAEARD.
29. E: MI will liaise directly with DAEARD on an ongoing basis regarding the progress of EIA applications.
30. EAP or LFD must provide copies of RODs/authorizations once issued – to E:MI
31. EAP, LFD or Project Manager must notify E: MI when construction starts.

PRIORITY APPLICATIONS

32. LFD and/or CAPMON committee must take measures to prioritise applications both within and between departments.
33. The priority list(s) must be communicated to E: MI on a regular basis, for communication to DAEARD.
34. Ideally, prioritization of projects should be done during the screening process.

COMBINATION & INTEGRATION OF EIA APPLICATIONS

35. EIA applications should be combined in certain instances in order to streamline the environmental authorization process for Capital Projects, as well as to integrate cumulative impact assessments.
36. Applications must be combined/grouped and submitted as a single application, in the following instances:
 - a) a number of low-impact and/or
 - b) a number of similar projects, or
 - c) a number of projects within the same geographic or catchment area,
For e.g. construction of stormwater pipes at various locations within the metro area. – could be submitted as a single application.
37. The necessary permission in terms of the EIA regulations must be sought from DAEARD before the above is contemplated. Prior discussion with the E: MI in this regard would be beneficial.
38. In instances where a **series of projects** (e.g. waste water treatment plant, electrical substation etc.) are proposed for a **particular strategic development** (e.g. Dube Trade Port), these must be made known during the EIA process, be cross-referenced, as well as be indicated on the front cover(s) of all reports pertaining to the various specific capital projects.



**Umbhayl
Housing Project**
Proposed Layout Plan

**IDEALLY, A
MAP KEY OR
LEGEND
SHOULD
BE
ATTACHED
HERE TO
SPECIFY OR
CLARIFY
THE VARIOUS
ATTRIBUTES
PERTAINING
TO THE SITE
& THE
PROJECT**

Date: May 2008 Plot: 1051/1/1
Data Source: Etharwadi Municipality
Scale: 1:1 000

Copyright is vested in SIVEST in terms of the Copyright Act (Act 98 of 1978) and no use or reproduction or duplication thereof may occur without the consent of the author



Fig 2. The FOLDER which must be used when submitting MUNICIPAL CAPITAL PROJECT EIA applications and reports to the DAEARD

Assessment Number:

--	--	--	--	--	--	--	--	--

Department

Contact person

Telephone

E-mail

ETHEKWINI
MUNICIPALITY
Capital Project

environmental
assessment

Document title:

Environmental Impact Assessment for Municipal Infrastructure Projects: A Guide for Project Managers and Environmental Assessment Practitioners

Authors: K. Samie, C. Thengwa; D. Roberts

Contact Persons:

Kuben Samie

Tel: 031-311-7919

Environmental: Municipal Infrastructure

e-mail: samiek@durban.gov.za

Environmental Planning and Climate Protection
Department

Chumisa Thengwa

Tel: 031-311-7517

Manager: Biodiversity Impact Assessment

e-mail: thengwac@durban.gov.za

Environmental Planning and Climate Protection
Department

Physical Address:

Room 226, 2nd Floor
City Engineers Building
166 KE Masinga (Old Fort) Road

Postal Address:

P.O. Box 680
Durban
4000