

# START UP MEETING REPORT

Date: 13 August 2018

## DASBERG DAM

Mandatory pre-construction startup meeting (as required by the approved EMP - Environmental Management Plan) for the construction phase of the project. The aim of this report is to reflect the EMP discussions and agreements as well as additional Site-Specific discussions and agreements discussed and agreed upon.

### 1. LIST OF ATTENDEES: ON-SITE START-UP MEETING

NAME	COMPANY	TEL	EMAIL
Inge Erasmus	EnviroAfrica	021 851 1616	<a href="mailto:inge@enviroafrica.co.za">inge@enviroafrica.co.za</a>
Bernard de Witt	EnviroAfrica	021 851 1616	bernard@enviroafrica.co.za
Schalk Viljoen	Dasberg (Applicant)	083 4419 471	schalk@whalemail.co.za>
Christiaan Visser	Moreson Grondverskuiwings	082 580 4083	Moresoncvisser@lando.co.za

### 2. POINTS OF DISCUSSION & AGREEMENTS:

#### 2.1 ENVIRONMENTAL MANAGEMENT PLAN [EMP]

A copy of the EMP was handed to the construction site supervisor and an informative and detailed presentation of the EMP and its contents was carried out by the ECO to outline the function and objectives of the EMP. The following key issues were discussed and agreed upon:

- The Environmental Management Plan [EMP] must be implemented and adhered too throughout the entire construction phases.
  - A full copy of the EMP was mailed to all the main contractors.
  - A copy of the EMP included in the Environmental file was hand delivered on site and discussed during the start-up meeting.
  - Declaration of understanding (EMP) was signed by the Constructor Representative (Christiaan Visser) on the 13<sup>th</sup> August 2018 at van der Wattskraal, Ceres.
- The Site Supervisor is responsible to ensure day-to-day compliance to the conditions as detailed in the EMP.
- No change or deviation from any condition as detailed in the EMP is allowed without the approval of the ECO, and/or in consultation with the Resident Engineer. Except, as agreed with the ECO who conducted the start up meeting, agreed that the contractor will be allowed to start excavation of the

core of the dam wall, only after the search and rescue operation was completed and demarcation of No-Go areas established.

- The EMP must be kept on site and presentable to any person of authority wishing to view the EMP.

## **2.2 DEA&DP ENVIRONMENTAL AUTHORISATION (EA)**

An overview of the Environmental Authorisation was included in the ECO file was presented and discussed at the Start-Up Meeting, and, in particular the relevant construction "Conditions of Authorisation".

The EA (Ref no. 16/3/3/2/E3/10/1003/17) was captured in the Conditions Register and is available in the Environmental file on site.

## **2.3 DEMARCATIION AGREEMENTS**

A collective discussion on the required construction space/footprint needed to affectively carry out the day-to-day construction activities throughout the entire construction activities resulted in the following agreements:

### **2.3.1 Demarcation**

- The Northern, Eastern and Southern side of the site is already fenced off with wooden poles and barbed wire.
- The Western side of the site, falling into agricultural lands will be temporarily fenced off with a single wire on steel y-bar posts 800m in length, to indicate the no-go area for the duration of construction.
- The client will remove the southern section of this fence, temporarily, for the harvesting of crops and reinstate it afterwards until construction is completed.
- A 10m in width working area for the establishment of a temporary road will be established adjacent west to the dam wall.
- The stream west of the dam wall, after the 10m working area will be fenced and will be considered a "NO-GO" area. Refer to the site plan.
- A construction layout plan will be provided to the ECO indicating the site boundaries and the construction lay-out plan.
- All areas outside the demarcation boundary lines of the construction site are considered "NO-GO" areas and must be observed by all construction personnel.

## **2.4 MANDATORY SITE EQUIPMENT**

The ECO outlined the following Mandatory Site Equipment that must be placed on site before any construction activities may take place:

### **2.4.1 Toilet/Ablution Facilities:**

Suitable and acceptable toilet/ablution facilities must be placed on site and must comply too the EMP. Toilet facilities must be maintained on a regular basis and be of a hygienic standard at all times.

- It was agreed that 2 toilets will be availbe on site.

### **2.4.2 Fire Fighting Equipment**

Adequate and acceptable SABS approved and service certified dry powder fire fighting extinguishers must be placed at visible and strategic points around the construction site.

- It was agreed that 9kg fire extinguishers will be available on site.

#### **2.4.3 Site generated Waste Management**

The contractor must have placed at vantage points around the construction site sufficient and suitable waste receptacles.

- The Contractor will be responsible to remove accumulated waste on at least a weekly basis to a registered waste disposal site approved by the local Municipality.
- All construction waste will be removed to a registered waste disposal site approved by the local Municipality.
- Hazardous waste to be stored safely and disposed at Vissershok.

#### **2.4.4 Drip trays for the containment of accidental cement spills**

Suitable trays must be used on site during all construction phases when working with cement or concrete mix (in accordance with the EMP requirements).

- It was agreed that no cement will be mixed on site

#### **2.4.5 Drip Trays for the containment of accidental fuel spills:**

Suitable drip trays must be placed and available on site in the event accidental fuel spills or leaks.

- It was agreed that suitable drip tray's will be used when working with any fuel, oils or other hazardous substances.
- Drip trays will be placed under all stationary construction vehicles and machinery

### **3. METHOD STATEMENTS REQUESTED BY THE ECO**

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The following activities planned to be established on the construction site require the submission and approval of a Method Statement (Refer to the Method statement register within the Environmental File on site):

1. Demarcation
2. Personnel living in quarters
3. Construction site office & plant and machinery yard establishment
4. Entrance & Haul roads
5. Clearing of vegetation & Topsoil (stockpiling of topsoil)
6. Cement mixing
7. Fuel & oil storage and handling
8. Domestic & Hazardous waste management

### **4. INFORMATION REQUIRED BY THE ECO**

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The following additional site-specific information was requested from the site supervisor to be supplied to EnviroAfrica at the next up-coming Environmental Site Meeting:

- Work plan
- Layout of personnel living in quarters & handling of wash water

- Provide more information how hazardous waste and cement to be handled

## 5. HERITAGE & ARCHAEOLOGICAL CONDITIONS

A brief overview of the mandatory requirements and regulations pertaining to the discovery or unearthing of any Heritage or Archaeological artifacts which would include bones, ceramics, and existing grave site works. If any such artifacts are discovered, all work in that location must immediately be suspended and the ECO and Heritage Western Cape must be contacted immediately.

- Stop all works
- Contact the ECO immediately

## 6. CONDITION OF THE ENVIRONMENTAL AUTHORISATION

The contractor must take special care with regards to the following site specific conditions of the Environmental Authorization (EA), page 7 &8 . Please refer to the Environmental File for the Conditions Register for a full description of all the conditions. A copy of the EA is also avaiile in the file.

SPECIFIC CONDITIONS	STATUS	COMMENTS
<p>16. Should any heritage remains be exposed during excavations or any other actions on site, these must immediately be reported to Provincial Heritage Resources Authority of the Western Cape, Heritage Western Cape. Heritage remains uncovered or disturbed during earthworks must not be further disturbed until the necessary approval has been obtained from Heritage Western Cape.</p> <p>Heritage remains include: meteorites, archaeological and/or palaeontological remains (including fossil shells and trace fossils); coins, indigenous and/or colonial ceramics; any articles of value or antiquity; marine shell heaps; stone artefacts; and bone remains; structures and other built features with heritage significance; rock art and rock engravings; and/or graves or unmarked human burials including grave goods and/or associated burial material.</p>	Compliant	The constructor
<p>17. A qualified archaeologist and / or palaeontologist must be contracted where necessary (at the expense of the holder) to remove any heritage remains. Heritage remains can only be disturbed by a suitably qualified heritage specialist working under a directive from the relevant heritage resource authority.</p>	Compliant	
<p>18. A "Search and Rescue" exercise must be undertaken in the area of the affected remnant of Central Ruens Shale Renosterveld and rescued plants must be relocated into the area from waypoint VDW5 westwards, as specified in the Botanical Assessment, dated October 2017 and conducted by Bergwind Botanical Surveys and Tours.</p>	Compliant	Search and rescue was completed by VULA Environmental 15 & 16 August. Rescued plants were relocated West of the dam wall.

<p>19. The construction footprint of the dam must be clearly demarcated prior to commencement of any construction activities and all vehicles and construction related activities must be prohibited outside of the demarcated area.</p>		<p>The Northern, Eastern and Southern side of the site is already fenced off with wooden poles and barbed wire. The Western side of the site, falling into agricultural lands will be temporarily fenced off. to indicate the no-go area for the duration of construction. The stream west of the dam wall to be demarcated as a NO-Go area.</p>
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### 6.1 HAUL ROADS

As a precautionary approach all construction vehicular movement through the residential area and access route to the construction site, should be carried out observing all relevant municipal and Provincial traffic by-laws and safety standards. Only existing approved roads will be used as entrance and haul roads. No new access roads to the site is needed or may be created/used.

- The contractor supervisor must ensure that all subcontractors, delivery vehicles and all other construction vehicles are aware of these rules and that they are applied.

### 6.2 ENVIRONMENTAL AWARENESS INDUCTION TRAINING

A mandatory Environmental Awareness Induction session must be conducted by the ECO with the work team operating on site.

- The contractor must schedule such an training with the ECO at the soonest after the works have started.
- The contractor must ensure that all in-coming sub-contractors are taken through the Environmental Awareness Induction session before commencement of site works.

### 6.3 DECLARATION OF UNDERSTANDING:

Upon completion of the on-site Start-Up Meeting, the site supervisor Completed and signed the mandatory Declaration of Understanding. Refer to the signed copy of the declaration within the Environmental file and EMP.

### 6.4 LINES OF COMMUNICATION:

NAME	COMPANY	TITLE	TELL. NO.
Inge Erasmus	EnviroAfrica	ESO/ECO	021 851 1616
Bernard de Wit	EnviroAfrica	ECO (conducted start up meeting)	021 851 1616

Schalk Viljoen	Dasberg (Applicant)	Application/ Land owner	083 4419 471
Christiaan Visser	Moreson Grondverskuiwings	Contractor	082 580 4083
Cobus Henning	Moreson Grondverskuiwings	Site Manager	071 412 0652 cobushenning88@gmail.com

Yours sincerely,



Inge Erasmus



Bernard de Wit

## DECLARATION OF UNDERSTANDING

I, Christiaan Visser

Representing: Moreson Grondversuiwers

Declare that the conditions of the EMP were brought to my attention and that I have read and understood the contents of this Environmental Management Plan and that a copy of this EMP has been made available to me.

Site: Dasberg dam

Date: 2018-8-13

I also declare that I understand my responsibility in terms of enforcing and implementing the Environmental Specifications as set out in this Environmental Management Plan.

I also undertake to inform all persons under my supervision of these specifications and the contents of the Environmental Management Plan.

Signed: 

Place: Vander Watt's Kraal

Date: 2018-8-13

Witness 1: 

# DECLARATION OF UNDERSTANDING

I, George Masing  
Representing: S&W Vignette Ecology

Declare that the conditions of the EMP were brought to my attention and that I have read and understood the contents of this Environmental Management Plan and that a copy of this EMP has been made available to me.

Site: Rump Huiso Vander Welts  
Kraal  
Date: 12/10/2019

I also declare that I understand my responsibility in terms of enforcing and implementing the Environmental Specifications as set out in this Environmental Management Plan.

I also undertake to inform all persons under my supervision of these specifications and the contents of the Environmental Management Plan.

Signed: [Signature]  
Place: [Signature]  
Date: 12/10/2019  
Witness 1: [Signature]