



**environment  
& tourism**

Department:  
Environment Affairs and Tourism  
REPUBLIC OF SOUTH AFRICA

## **AQA IMPLEMENTATION: AIR QUALITY MANAGEMENT PLANNING**

**Output C4: Report on workshops held between  
03 and 11 April 2008**

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# **1 Introduction**

## **1.1 Background**

In late 2006, the National department initiated the AQA Implementation: Air Quality Management Planning Project. The overall objective of the project was to ensure that the air quality management planning and reporting regime as directed and/or implied by the National Environmental Management: Air Quality Act, (Act No. 39 of 2004) is efficiently and effectively implemented by all relevant spheres of government. The intention of the manual is to establish best practice guidelines on definition of objectives, strategies, plans and procedures for each sphere of government.

A draft manual was submitted to the reference groups established during the project at the end of February 2008. The Department of Environmental Affairs and Tourism (DEAT: Sub-Directorate: Air Quality Management and Planning) then invited representatives from provincial and local spheres of government within South Africa to attend a workshop presenting the draft manual. The intention of the workshop was to present the manual and allow feedback from officials at the different levels of government to inform the final version of the manual.

## **1.2 Introduction**

Workshops presenting the draft Manual for Air Quality Management Planning were held between 03 and 11 April 2008. The details of the different centres are detailed below.

3 – 4 April 2008	(EKURHULENI)
7 – 8 April 2008	(CITY OF CAPE TOWN)
10 – 11 April 2008	(SECUNDA)

Presentations at each venue comprised one and a half days.

The completion of the workshops fulfils the requirements of output C4 of the project and partially fulfils output C2.

This report summarises the outcomes of the workshops at the different venues.

## **1.3 Structure of the report**

Section 1 – Provides the background and introduction to the project and workshops

Section 2 – Details the attendance rate at each of the venues

Section 3 – Summarises rated comments received on the draft manual (incorporates Appendix 1 & 2)

Section 4 – Summarises rated comments received on the workshop (incorporates Appendix 1& 3)

Section 5 – Highlights the expectations of the delegates

Section 6 – Provides a conclusion to the workshops and recommendations on the way forward

## 2 Attendance at each venue

A register was circulated at each of the three venues and a copy is attached in Appendix 4. A summary of the attendance at each centre is detailed below. The number of delegates noted excludes the DEAT and ZES representatives.

### 2.1 Ekurhuleni

The workshop was held at the Civic Centre in Kempton Park, Ekurhuleni Metropolitan Municipality (EMM). Mr Jerry Chaka, (Director Environmental Health) welcomed candidates on behalf of EMM and attended the workshop only on 03 April 2008. Mr Musa Mhlatji arranged the venue and attended the workshop on behalf of Ekurhuleni Metropolitan Municipality.

Fifty five (55) representatives from Gauteng, Limpopo and Northwest provincial and local spheres of government were invited but 30 delegates attended the workshop.

### 2.2 Cape Town

The workshop was held at the Centre for Conservation and Biodiversity (CBC Building) at Kirstenbosch Gardens. Mr Guy Midgley arranged the venue through Ms Lynn Havinga. Mr Hans Linde, Deputy Director, Western Cape Department of Environment and Economic Affairs welcomed workshop attendees on behalf of the province.

Twenty one (21) representatives from Eastern Cape, Northern Cape and Western Cape provincial and local spheres of government were invited but 13 delegates attended the workshop.

### 2.3 Secunda

The workshop was held at the Lilian Ngoyi Centre in Secunda. Ms Lovey Modepa welcomed workshop attendees while Mrs Nomathemba Makam arranged the venue and attended the workshop on behalf of DALA.

Thirty nine (39) representatives from Mpumalanga, Free State and KwaZulu-Natal provincial and local spheres of government were invited and 31 delegates attended the workshop.

### 2.4 Summary of attendance at each venue

A summary of attendance at each venue is given in Table 1. The highest percentage attendance rate was recorded at the Secunda venue (79%) while the lowest was noted at the Ekurhuleni venue.

Venue	Number of delegates invited	Total number of delegates	Percentage attendance
Ekurhuleni	55	30	54%
Cape Town	21	13	62%
Secunda	39	31	79%

Table 1: Attendance at each venue

### 3 Comments received on the draft manual

An evaluation/ comment form regarding the draft manual was distributed to delegates for completion and return before 25 April 2008. The results of the rating criteria of the forms returned at each venue are summarized below while the specific comments received are detailed in Appendix 2.

#### 3.1 Number of responses received (Draft manual)

The percentage response rate on the draft manual at the Ekurhuleni and Secunda venue were very similar with 50% and 48% respectively. The Secunda venue recorded the lowest response rate but noted the bulk of the feedback in terms of comments received. Table 2 summarises the percentage response rate.

Venue	Total number of delegates	Total number of responses received	Percentage of responses received
Ekurhuleni	30	15	50%
Cape Town	13	8	62%
Secunda	31	15	48%

Table 2: Number of responses received (Draft manual)

#### 3.2 Rating assessment of draft manual

Figures 1 to 3 graphically represents the rated responses received relating to specific questions on the manual and Table 3 below describes the rating criteria. Appendix 1 details a Table specifying the actual percentage ratings that were used in Figures 1 to 3.

Addresses issues of concern	The manual addresses the issues that are of concern to our department.
Practical document	The manual is a practical document that we can use to initiate an AQMP.
Process in sufficient detail	The manual describes the process of developing an AQMP in sufficient detail.

Table 3: Rating criteria – Draft manual

It is evident from Figure 2 that the Cape Town delegates were very satisfied with the content of the manual as there is a 75% agreeable response that the manual addresses issues of concern in sufficient detail and a 25% strongly agreeable response that the manual is sufficient in both these aspects. They also agreed (63%) and strongly agreed (38%) that the document was practical.

The rating responses were supported by written comments submitted by the Cape Town delegates as detailed in Appendix 2.

The responses from the Ekurhuleni and Secunda delegates showed similar trends and were different to the Cape Town responses in that there were some disagreeable responses in terms of all aspects under review.

It is evident from Figures 1 and 3 that the trends are very similar in all respects. The Ekurhuleni delegates strongly agreed (27%) that the manual addresses issues of concern and is a practical document and similarly agreed 67% of the time that this is the case. However, 7% disagreed on these aspects and cited issues such as inclusion of more information on issues such as monitoring and emission inventories should be considered.

On the aspect of sufficient detail being included in the manual, Ekurhuleni delegates strongly agreed 20% of the time that this was the case while agreeing on this aspect 73%. Similarly to the other aspects under review, they disagreed 7% that the process was described in sufficient detail.

Even though the trends between Ekurhuleni and Secunda were very similar in their overall responses, the percentage disagreeable responses was higher at Secunda in terms of the aspects of addressing issues of concern and the process being sufficiently described. However, 80% agreed that the document was practical and 13% strongly agreed. Details of the concerns raised as a result of these ratings is captured in specific comments received and noted in Appendix 2.

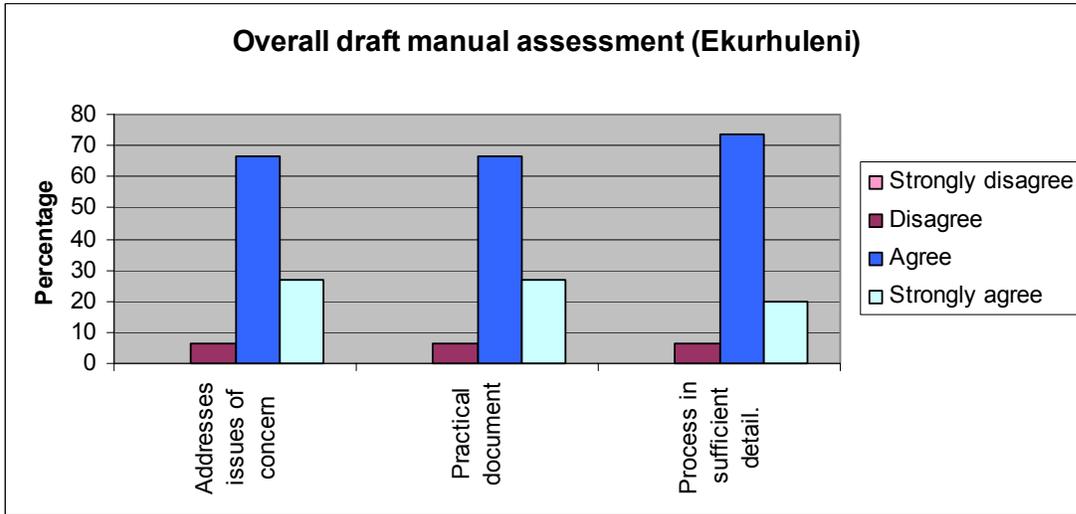


Figure 1: Draft manual assessment (Ekurhuleni)

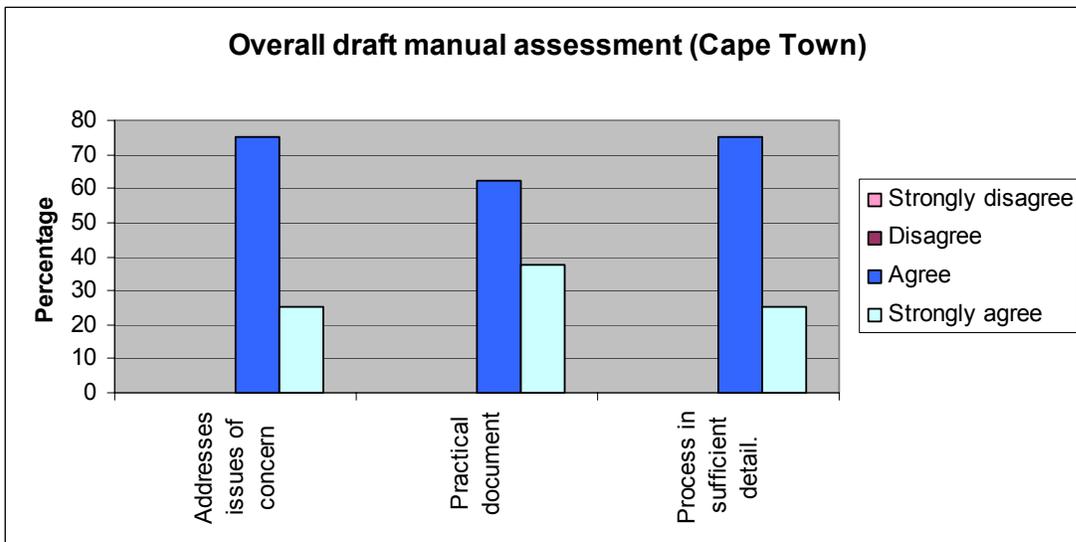


Figure 2: Draft manual assessment (Cape Town)

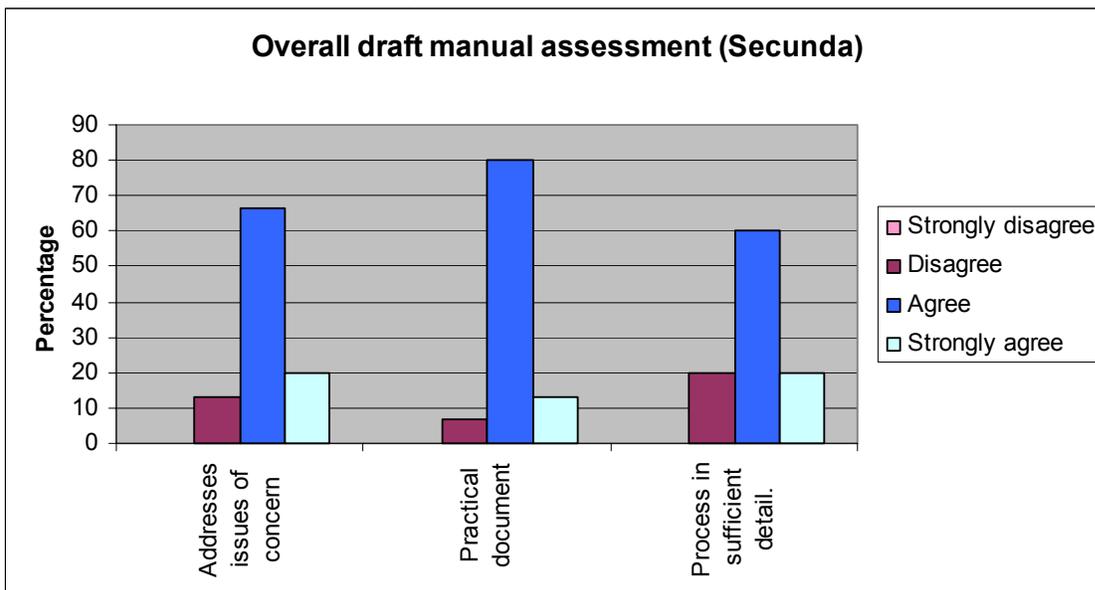


Figure 3: Draft manual assessment (Cape Town)

## 4 Comments received on the workshops

A workshop evaluation form was included in the workshop packs for completion by all delegates.

Comments and ratings on the following aspects of the workshop were solicited:

- General assessment of the workshop
- Assessment of presentations
- Assessment of logistics

A consolidation of specific comments/ recommendations noted on the feedback forms and during the workshops regarding the overall workshop experience is reported in Appendix 3 while an analysis of the degree of responses to specific questions is presented below.

### 4.1 Number of responses received (Workshop assessment)

The total number of feedback form responses received at each workshop venue is detailed in Table 4. The response rate was very high, between 74% and 85%. The highest response rate was noted at the Cape Town venue and the lowest at the Secunda venue.

Venue	Total number of delegates	Total number of responses received	Percentage of responses received
Ekurhuleni	30	24	80%
Cape Town	13	11	85%
Secunda	31	23	74%

Table 4: Number of responses received (Workshop assessment)

### 4.2 Rating assessment of the workshops

The rating assessment of the workshops was based on three different aspects as indicated below:

- Overall assessment of workshop
- Assessment of presentations
- Assessment of logistical arrangements

The results of the rated assessments by delegates are given in Figures 4 to 12. The Figures are grouped to highlight the results of each of the three aspects under review and details results for each of the venues.

Table 5 to 7 summarises the description of the criteria used for each of the aspects under review.

Exchange of information	The exchange of information, experiences and lessons learned between participants met my expectations of the workshop
Discussions adequately addressed	Discussions and delivery of substantive outputs as stated in the agenda were adequately addressed
Practical to needs	The workshop was practical to my needs and interests
New knowledge and practices	The experience allows me to take back new knowledge and practices to my work-place
Team spirit	The workshop placed emphasis on team spirit and created a non-hierarchical environment

**Table 5: Rating criteria – Overall workshop assessment**

Discussion relevant to topic	The discussion topics were relevant to the objectives of the workshop.
Good visual presentations	Visual presentations were good.
Time management	Time allocation for presentations and discussions was well managed.
Well versed presenters	The presenters were well versed on the topic under discussion.

**Table 6: Rating criteria – Assessment of presenters**

Clear pre-workshop arrangements	Pre-workshop arrangements were clear and precise.
Appropriate venue	The venue for the workshop was appropriate.
Catering good	Catering at the workshop was good.
Adequate break times	Lunch and tea break times were adequate.
Good networking	Networking opportunities were very good.

**Table 7: Rating criteria – Assessment of logistical arrangements**

#### **4.2.1 Results of overall workshop assessment**

All venues similarly agreed and strongly agreed positively on all aspects under review. However, as noted in Figures 4 to 6, there are a smaller percentage of disagreeable responses relating to the following aspects of the workshop:

- being practical to the needs of the delegates,
- encouraging a sense of team spirit
- and discussion adequately addressed

It was noted that even though presenters and facilitators were knowledgeable of the topics under discussion, a more practical approach would have been preferred. Specific comments detailed in Appendix 3 note the issues surrounding the disagreeable responses. The common and most relevant comments include the following:

- Expected the workshop to be less of a presentation of the manual and more of hands on practical experience.
- It would have been helpful to have used an existing AQMP as a working example for evaluation in terms of the manual guidelines and practical training.

- The audience is at different levels of understanding. It is therefore important to establish this and launch presentations accordingly.
- Even though team spirit was commended in certain instances, the Secunda venue in particular, highlighted that this was not the case in terms of the handling of officials' questions.

#### **4.2.2 Results of assessment of presentations**

The results of the assessment of the presentations are presented in Figures 7 to 9. Similar trends are noted in the responses between all venues. If all responses are taken into account, the following overall results apply.

- 99% agree that the discussions were relevant to the topics while 1% noted that it needed improvement
- 87% agree that the visual presentations were good and 13% felt that it needed improvement
- 80% agreed that time management was good, 6% disagreed and 15% admitted that it needed improvement
- 96% agreed that the presenters were well versed on the topic under discussion while 4% indicated that it needed some improvement in terms of offering more examples.

Some examples of recommendations on improvement included:

- Include a case study evaluation of an existing plan using the manual to assess the practicality of the manual.
- More examples on issues under discussion should have been included.

#### **4.2.3 Results of assessment of logistical arrangements**

Each venue showed similar responses in terms of certain aspects of the logistical arrangements.

The most common issues are summarised below.

- Concerns that not all the relevant role players were present at the workshops and that invitations did not necessarily reach the right people. DEAT should disseminate information regarding the workshops directly to the persons attending. Many from provincial and local authorities were not present or invited. There may be a need for an additional road show to the different centres that haven't been part of the workshops so that they also benefit from the AQMP training.
- Invitations should be sent out in advance for adequate planning.
- Communication protocol: Need to improve on pre-workshop arrangements and frustrations around confirming the venue and time. The advertised starting time on the invitation was not the starting time of the workshop and directions to the venue were inadequate.
- The manual should have been distributed to delegates prior to the workshop to allow more meaningful debate and discussion.

Further specific comments are presented in Appendix 3.

Responses in terms of the venue and break time arrangements differed between the venues and are evidenced in Figures 10 to 12. Further specific comments are presented in Appendix 3.

#### *Ekurhuleni*

- All responses agreed that the venue was appropriate and that there were adequate breaks.
- 96% of the responses agreed that the catering and networking opportunities were good while 4% felt that these could be improved.
- 13% disagreed that the pre-workshop arrangements were clear and 25% noted that it needed improvement.

#### *Cape Town*

- All responses agreed that the venue was appropriate and that there were adequate breaks.
- 91% of the responses agreed that the catering and networking opportunities were good while 9% felt that these could be improved.
- 36% disagreed that the pre-workshop arrangements were clear and 27% noted that it needed improvement.

#### *Secunda*

- 96% agreed that the venue was appropriate, that there were adequate breaks and good networking opportunities.
- 30% disagreed that the pre-workshop arrangements were clear and 22% noted that it needed improvement.

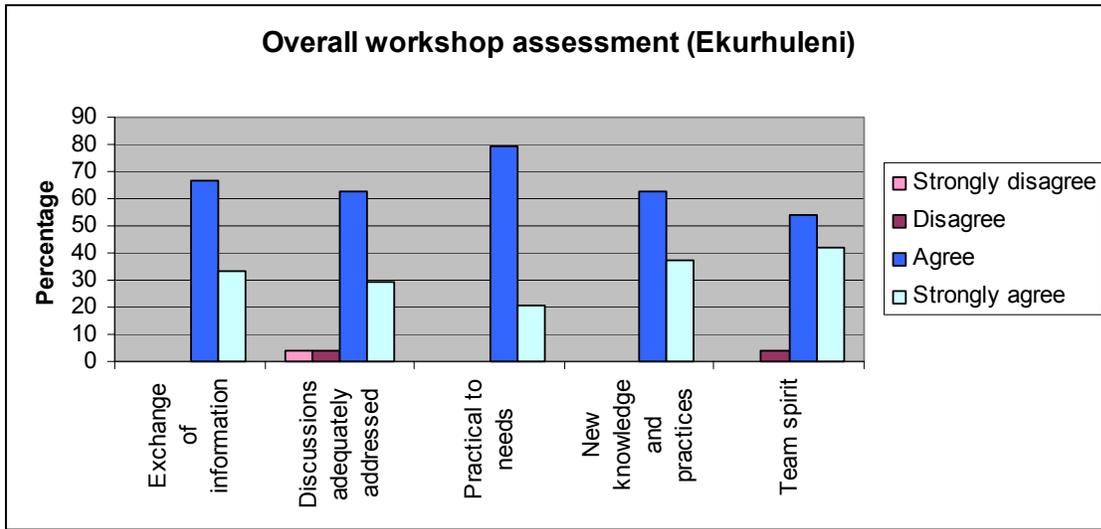


Figure 4: Overall workshop assessment (Ekurhuleni)

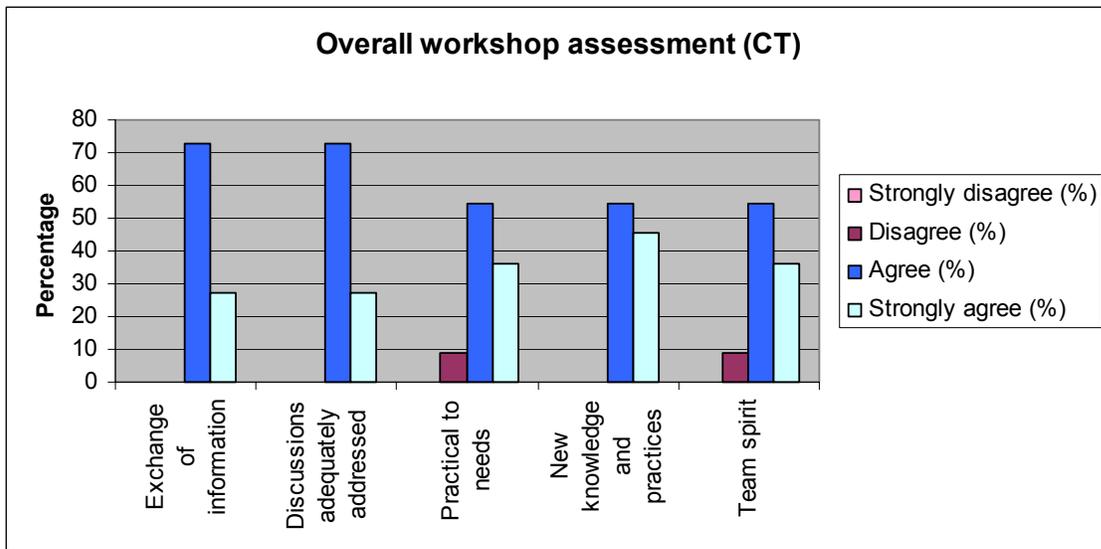


Figure 5: Overall workshop assessment (Cape Town)

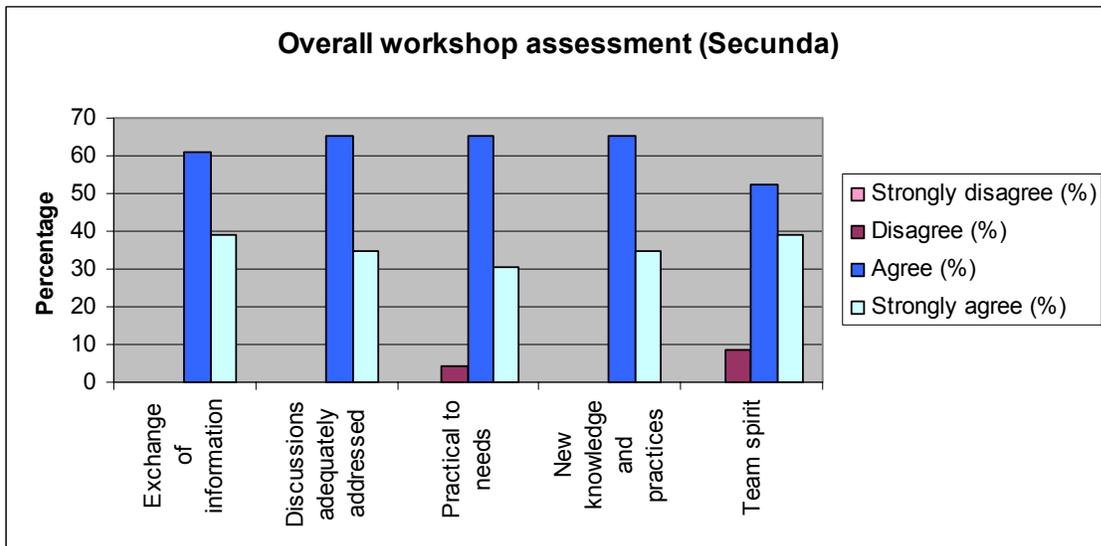


Figure 6: Overall workshop assessment (Secunda)

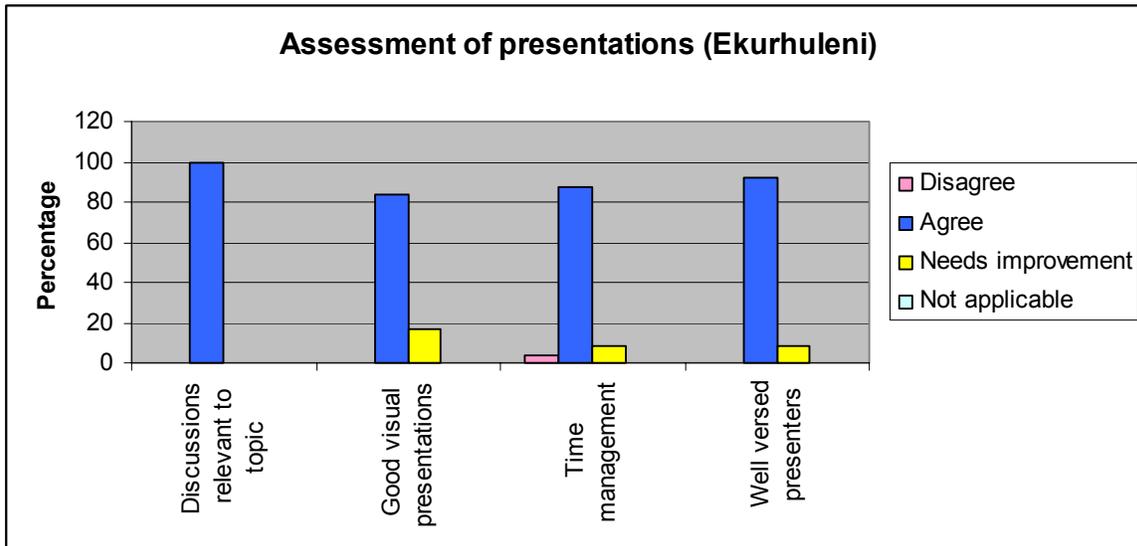


Figure 7: Assessment of presentations (Ekurhuleni)

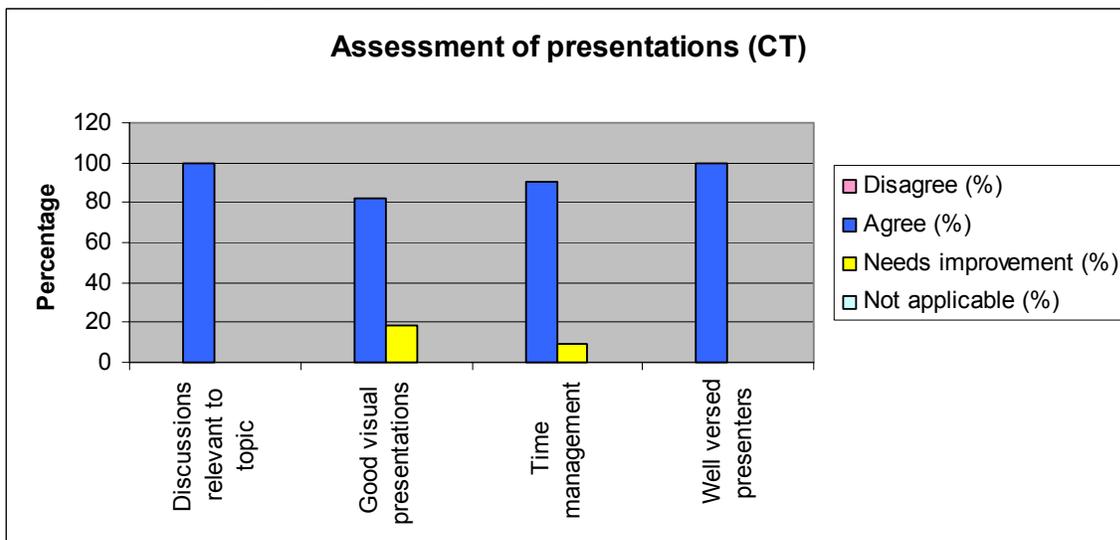


Figure 8: Assessment of presentations (Cape Town)

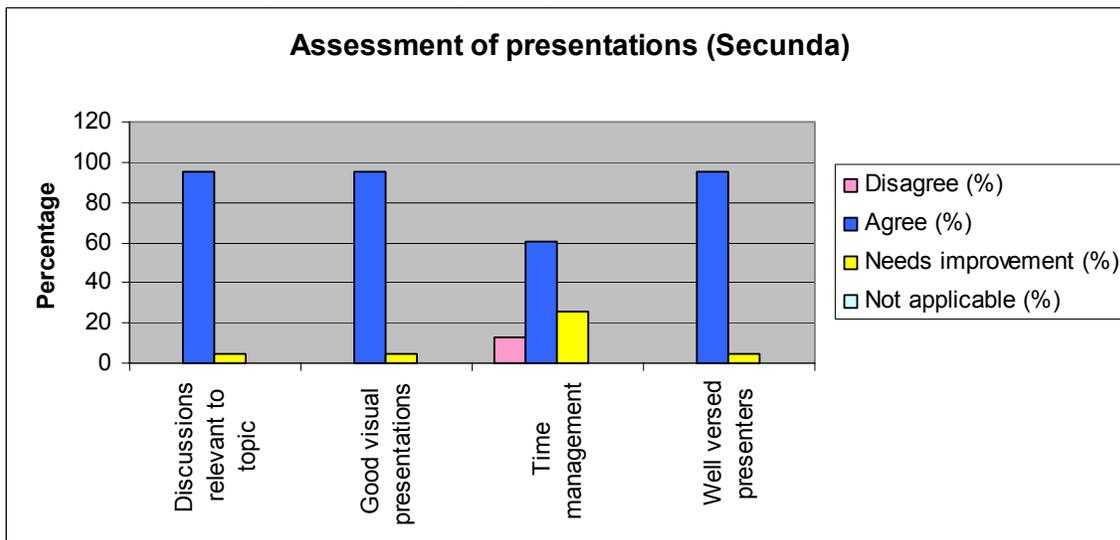


Figure 9: Assessment of presentations (Secunda)

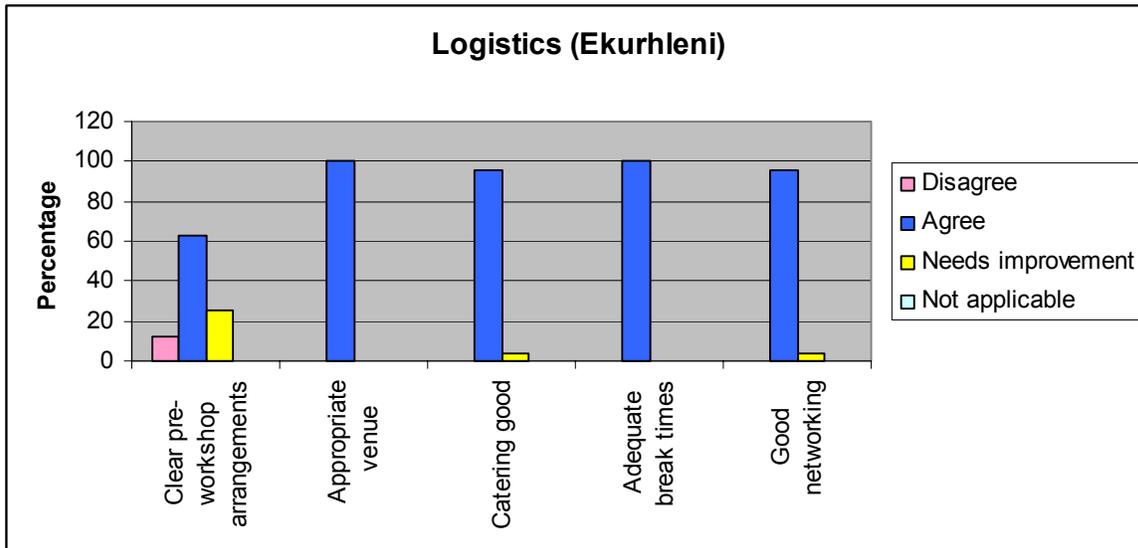


Figure 10: Assessment of logistics (Ekurhleni)

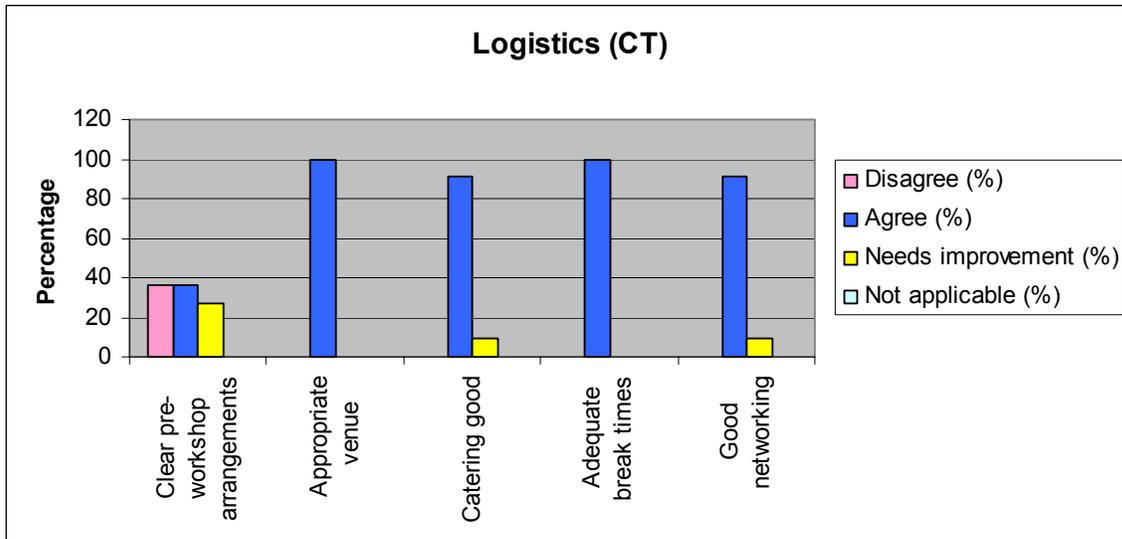


Figure 11: Assessment of logistics (Cape Town)

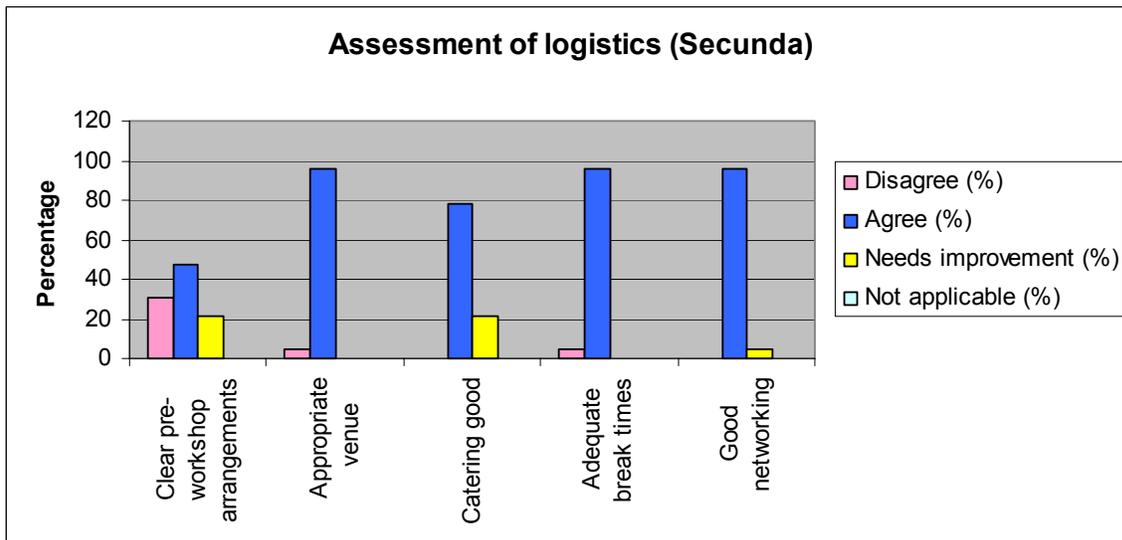


Figure 12: Assessment of logistics (Secunda)

## 5 Were expectations met?

At the end of each of the three workshops, the delegates were requested to feedback on whether their expectations had been met over the day and a half workshop. A summary of the responses from each venue is given in Tables 8 to 10.

### 5.1 Expectations (Ekurhuleni)

All delegates indicated that their expectations had been met with the following additional comments.

1	The manual will assist in convincing politicians.
2	Go away to understand if the municipal level will use this or rely on district.
3	Allows province to re-look at the development of their plan.
4	Better understanding of AQMP development.
5	Confusing initially but the development of the manual assists in a small municipality to check if it will work for the municipality or not.
6	Recommend that further training with more basic information included - will initiate at their office.
8	Priority area - Highlighted the success of interaction and Vaal input.
9	Good starting point for AQMP - can contribute to AQM forums - very beneficial
10	Understands the expectations now that we are going to develop our own AQMP.
11	More rural - Felt that the manual talks to all - small and large metro.
12	Presentations were good & discussion very illuminating and enriching one's perspective. Enhanced the process of developing an AQMP. Confident that we can conclude the AQMP process with the use of the manual. Not a big brother approach and happy that there is a co-operative interaction.
13	Big task now is to go back and implement.
14	Thanks to all for coming to support the SD - municipalities that we don't usually see are here and this is a good thing.
15	Networking at lunch was most beneficial.
16	Host - Expected a full house. Nevertheless - thanks to all who attended. Hope that hospitality met expectations. Highlighted the use of B&B's in Edenvale by ZES and thanked them for staying within Ekurhuleni. Workshop - very satisfied - When started AQMP - officials not sure what it was and this manual has increased the knowledge base. Easier to set terms of reference with the use of the manual.
17	This is not the end - continuous contact to be involved in the development of AQMPs. Ensure that we elevate AQ issues. Volumes of information in networking.

**Table 8: Expectations of workshop (Ekurhuleni)**

## 5.2 Expectations (Cape Town)

All delegates indicated that their expectations had been met with the following additional comments.

1	Peer review of AQMP had not been included in the manual. May be a good idea to interact with other departments on the same level to review before publishing.
2	Time frames - short, medium, long term – consistency should be noted.
3	Strengthen the work at local government level - Fine with manual and back to work is the challenge - Walking the extra mile in the development of the AQMP - not convinced how we engage at the work interface. We have challenges in terms of communication
4	To start the capacity - has done that. Will only know when we start with the development of the plan and then identify gaps in the manual.
5	To learn - Challenge of drafting the AQMP - At first not aware that rated at potentially poor.
6	Initially thought that our plan would be simple - now aware will be quite involved - challenges that still need to be addressed. Hope that we do not wait a year for the final document. Say a month or two after the workshops are complete. Communication must continue.
7	Learned a lot in terms of air quality. Our DM - even though not on Table 24 - realise a lot of work still needs to be done - must be aware of other surrounding areas. Will make use of the manual - even though not rated - make other municipalities aware of the process.
8	Learned a lot in terms of air quality - better understanding of the process
9	Go away being more informed about the process - Learned more in this regard but do not have the capacity to draw up a full plan. Need assistance wrt capacity - May have to go about appointing a consultant. Burning issue - problem between DM and LM - where responsibility falls?
10	Rating criteria - DEAT to forward to all
11	Still a lot to do. Learned a lot
12	Challenges in Namaqualand - learned a lot
13	Simplified the process - Thanks to DEAT and Consultants
14	Congratulations to ZES - Have started - awaited the manual and pleased with the document - user friendly. Important to do it in-house - Expectations exceeded

Table 9: Expectations of workshop (Cape Town)

## 5.3 Expectations (Secunda)

All delegates indicated that their expectations had been met with the following additional comments.

1	Networking achieved. Addressed issues of concern
2	Satisfied with workshop. Clarified issues. Noise & financial sustainability to be addressed. Start to get an idea on financial sustainability.
3	Content with the manual and embrace the improvement suggestions. To this point, managed to address issues with current AQMP.
4	Very happy with whole workshop. Most expectations met. Uneasy with the numbers of Free State LM present. Look at how this will be rolled out to others. Add popularised version of the manual for those not here.
5	Attendance with other municipal representatives. Road show should be extended too KZN - to address other LM. Commend the team on the way the workshop was handled. Re-visit the document to populate - more norms, stds and guidelines. Checklist and template on how to.
6	General - Very happy with performance of DEAT and the knowledge of the manual. DEAT taking ownership of the manual. Good to see interaction between the consultant and DEAT.
7	Good learning exercise and a lot to relate to basic training. Shouldn't be worried too much about who should be responsible for what. Suggest that responsible need to be specific and rest there. Up to LM o builds capacity.
8	Expectations rather futuristic - after 20 months if expectations are met. If impact of the workshop is implementable.

9	Thanks for invite. Extend this to other municipalities - smaller municipalities in other provinces where there is less capacity. A lot of work to be done - Challenge of buy-in from stakeholders
10	Not a dust collector - will use in educational competition
11	Thanks - commend the team on delivery of information. Very informative - Understand the extent of responsibility. Outstanding issues - modeling - lack of expertise – concern
12	Very informative
13	Thanks - to familiarise with process - has been met. Concerned about noise pollution - consider for inclusion in the AQMPs
14	Now have the knowledge - very powerful woman - knowledge is power
15	Expectations met - thanks for invitation - Good manual - can still be improved. Let's put our mindset into a positive frame. Take away networking opportunities that have taken place at the workshop. Good example - SDM.
16	Thanks for invitation. Gained a lot of knowledge of what is involved in AQM planning. Know where to start now.
17	Appreciated your visit to the province. Keep up the good work. Key roles and responsibilities need to be cleared in the manual. Am satisfied with the manual. Delmas - not present - part of priority area and should be included in future workshops.
18	Workshop an eye opener. Should include actual procedure on approval and reporting.
19	Expectations met and in some instances exceeded. Very informative. Learned a lot on this new concept. Semi-ready to kick start the process. Happy to hear that other LMs ready to assist.
20	Thanks for being part of this. Really learned. Very happy with the interaction in the workshop. Learned on issues of capacity building strategies that have been mentioned here. Manual very good guide. Commended DEAT on undertaking such initiative. Hope that it will be utilised and will attempt to take it forward. Appreciate the hard work.
21	Thanks for coming to present the manual. It's a learning curve for us and suggest that we work together to assist each other. Manual is very understandable.
22	Very informative - and able to go back and explain the process - good document.
23	Very informative - understand the manual and through the discussions - gained a lot - will be able to capacitate the schools and community. Thanks
24	Thanks for invitation - expectations met. Perhaps Provincial body can assist in advancing the process of AQMP.

**Table 10: Expectations of workshop (Secunda)**

### **5.3.1 Further discussions at Secunda**

Further debate at the Secunda venue highlighted the following issues:

#### **Capacity building**

1. Capacity building and emission licensing. On hand over – should be an understanding of requirements for the next sphere of government.
2. The difficulties experienced by authorities when there is a high staff turnover.
3. How many local municipalities will be reached during the capacity building phase of the project?

*Suggestions:*

- Staff sharing by DEAT
- In-house interventions (e.g. Pietermaritzburg and Durban working arrangement)
- Continuity issues need to be addressed
- Resolution of issues of responsibilities at local and district municipality level
- DEAT develop a working document to resolve these issues (Chapter 3 of NEMA and intergovernmental relations Act)

## **Roles and responsibilities**

Function of air pollution – municipal level

Function of licensing - district level

- Licensing at district level would inhibit control of air quality at the local municipality level.
- Whole function should be moved to district (licensing and monitoring)
- Needs to be synergy with the legislation
- Where does the licence fee go? (LM or DM)
- Not a one size fits all solution
- Local government comprises district and local municipalities – Should be specific in terms of A, B or C category municipalities
- Need to sort this issue out before September 2009
- Planning should remain with DM and control with LM
- Laws need to talk to each other – to be clear on areas of responsibility
- Where the capacity exist, should be allocated the function
- Lack of political will – Need to fast track the process of allocating responsibility. National Ministers, DEAT and local government need to talk to fast track the process where health services go to DM
- Mega cities – where do they fall within the areas of roles and responsibilities
- Constitution states that management of noise pollution is a local government function
- Cognisance of local government function should consider moving responsibility to local municipality

## **6 Conclusions and recommendations**

The workshops held at the three venues were overall a success based on the feedback received. There are some lessons to be learned from the valuable feedback in terms of logistical arrangements, presentation formats and comments received on the draft manual.

### **6.1 Lessons learned from feedback forms**

- The presentations should include more practical examples
- Visual presentations could be more graphic
- The time management aspect could be improved in terms of starting times and arriving on time
- The pre-workshop arrangements must be improved
- In future focus on the more practical aspects of air quality management
- There are a number of recommendations from delegates regarding the manual that should be considered for the final version of the manual. It was noted that these stakeholders are very interested in the outcome of the manual and want feedback.

### **6.2 Recommendations**

The following recommendations are made.

- Review all comments and decide what should be incorporated into the final manual.
- Take up issues of capacity building and legislative issues at the right level within DEAT.
- Finalise the manual within the next two months and distribute to reference group and all delegates that attended the workshops for final comment.
- Take cognisance of the feedback on the workshop regarding aspects of logistical arrangements and presentations.
- Ensure that all delegates and the reference group are kept informed of project activities to ensure that their interest in the project is sustained.

### **6.3 The way forward**

Suggestion on the way forward:

- Project team to meet and decide on changes to the manual. This may require another week long workshop of the project team. (Week 5 May 2008 after comment deadline of 25 April 2008)
- Finalise changes to the manual – Issue draft to the project team. (Week 26 May 2008)
- Issue final version of the manual to reference group and workshop delegates for comment. (Week 9 June 2008 for comment until 27 June 2008)
- Issue final version of the manual (Week 7 July 2008)

# APPENDIX 1

## *Rated draft manual comments tables*

### Ekurhuleni

Draft manual assessment	Strongly disagree (%)	Disagree (%)	Agree (%)	Strongly agree (%)
Addresses issues of concern	0	7	67	27
Practical document	0	7	67	27
Process in sufficient detail.	0	7	73	20

### CT

Draft manual assessment	Strongly disagree (%)	Disagree (%)	Agree (%)	Strongly agree (%)
Addresses issues of concern	0	0	75	25
Practical document	0	0	63	38
Process in sufficient detail.	0	0	75	25

### Secunda

Draft manual assessment	Strongly disagree (%)	Disagree (%)	Agree (%)	Strongly agree (%)
Addresses issues of concern	0	13	67	20
Practical document	0	7	80	13
Process in sufficient detail.	0	20	60	20

## *Rated workshop comments tables*

### Ekurhuleni

#### Overall workshop assessment

	Strongly disagree (%)	Disagree (%)	Agree (%)	Strongly agree (%)
Exchange of information	0	0	67	33
Discussions adequately addressed	4	4	63	29
Practical to needs	0	0	79	21
New knowledge and practices	0	0	63	38
Team spirit	0	4	54	42

#### Assessment of presentations

	Disagree (%)	Agree (%)	Needs improvement (%)	Not applicable (%)
Discussions relevant to topic	0	100	0	0
Good visual presentations	0	83	17	0
Time management	4	88	8	0
Well versed presenters	0	92	8	0

#### Logistics

	Disagree (%)	Agree (%)	Needs improvement (%)	Not applicable (%)
Clear pre-workshop arrangements	13	63	25	0
Appropriate venue	0	100	0	0
Catering good	0	96	4	0
Adequate break times	0	100	0	0
Good networking	0	96	4	0

**CT**

**Overall workshop assessment**

	<b>Strongly disagree (%)</b>	<b>Disagree (%)</b>	<b>Agree (%)</b>	<b>Strongly agree (%)</b>
Exchange of information	0	0	73	27
Discussions adequately addressed	0	0	73	27
Practical to needs	0	9	55	36
New knowledge and practices	0	0	55	45
Team spirit	0	9	55	36

**Assessment of presentations**

	<b>Disagree (%)</b>	<b>Agree (%)</b>	<b>Needs improvement (%)</b>	<b>Not applicable (%)</b>
Discussions relevant to topic	0	100	0	0
Good visual presentations	0	82	18	0
Time management	0	91	9	0
Well versed presenters	0	100	0	0

**Logistics**

	<b>Disagree (%)</b>	<b>Agree (%)</b>	<b>Needs improvement (%)</b>	<b>Not applicable (%)</b>
Clear pre-workshop arrangements	36	36	27	0
Appropriate venue	0	100	0	0
Catering good	0	91	9	0
Adequate break times	0	100	0	0
Good networking	0	91	9	0

**Secunda**

**Overall workshop assessment**

	<b>Strongly disagree (%)</b>	<b>Disagree (%)</b>	<b>Agree (%)</b>	<b>Strongly agree (%)</b>
Exchange of information	0	0	61	39
Discussions adequately addressed	0	0	65	35
Practical to needs	0	4	65	30
New knowledge and practices	0	0	65	35
Team spirit	0	9	52	39

**Assessment of presentations**

	<b>Disagree (%)</b>	<b>Agree (%)</b>	<b>Needs improvement (%)</b>	<b>Not applicable (%)</b>
Discussions relevant to topic	0	96	4	0
Good visual presentations	0	96	4	0
Time management	13	61	26	0
Well versed presenters	0	96	4	0

**Logistics**

	<b>Disagree (%)</b>	<b>Agree (%)</b>	<b>Needs improvement (%)</b>	<b>Not applicable (%)</b>
Clear pre-workshop arrangements	30	48	22	0
Appropriate venue	4	96	0	0
Catering good	0	78	22	0
Adequate break times	4	96	0	0
Good networking	0	96	4	0

## **APPENDIX 2**

### ***Comments on the draft manual (Ekurhuleni)***

1. Excellent!
2. The manual is the most useable document we hope will be able to reach our ultimate goal.
3. The manual explained all the expectations in clear terms to an extent that even those from the more rural areas were able to interrogate some of the issues relating to rural communities. As we have not yet engaged in developing an AQMP, we suggest that the consultants develop some means to visit our area for a foundation training (basics). – Waterberg District Municipality.
4. A user friendly document – very helpful.
5. The 6 steps should include examples to make it simpler for one to have a clear picture of what needs to be addressed on each stage of the process.
6. The issue of the steps that some municipalities will have to skip depending on whether or not they have acceptable air quality in the AQMP process needs more attention to avoid confusion especially for those who did not attend the workshop.
7. It was a good guideline that covered all spheres of government.
8. Description and evaluating stance of local authorities with regard to levels of local authorities in the implementation of AQMPs.
9. Difference of inventory approaches should be included as well as base year.
10. Include audit processes and assessment of air quality.

### ***Comments on the draft manual (Cape Town)***

1. Thank you learned a lot.
2. Please provide more detail on rating of specific areas, i.e Saldanha Bay as “poor.” – West Coast District Municipality
3. DEAT’s view on interaction between District and Local municipality’s acknowledgement of responsibilities under the Act. – West Coast District Municipality
4. The AQMP implementation manual provides a structured approach for drafting an AQMP, contains detailed information on the “how to” and will be a document useful to the relevant authorities. Congratulations to those responsible for putting together this manual, a job well done. This manual has been long overdue.
5. Indicate more clearly how the Provincial departments should review local government AQMP’s.
6. Who enforces other National departments to develop an AQMP?
7. Would be good to see the responsibility of the development of an AQMP at District municipality level.

## ***Comments on the draft manual (Secunda)***

1. The manual should be easy to read and straight forward to understand. There is still a lot to be done regarding AQM, e.g. capacity building
2. Improve the evaluation and monitoring section of the development of an AQMP, especially the assessment and reporting on their development.
3. A good comprehensive document. It needs to be “beefed” up to include more information on roles and responsibility procedures to evaluate the plans.
4. Success of the implementation of the AQMP is dependant on politicians providing appropriate levels of funding to address the numerous issues.
5. The issue of noise pollution is ignored. The AQMP and National Framework needs to provide direction on this issue in terms of strategy and implementation of strategy.
6. At the moment financial sustainability is dependant on budgets. AQM is expensive. The AQMP manual needs to provide insight into financial funding sources and strategies because a budget is a financial reflection of the work load and functions.
7. Since both district and local authorities have mandates on air quality management, it is suggested that the AQMP be prepared at district level with inputs from local authorities comprising the district. This will save on resources and time and it will present a larger spatial area.
8. Pollution sources are housed within a geographic area (district), and so are other related activities such as mining, incinerators, vehicular, industries etc. Rather requesting other National departments such as DME, DWAF, etc to submit a plan as individuals, it may be better to request them to submit information to the relevant district which will then include in their plans. The district will then collate such to develop an AQMP for it area. The provinces will collate district submissions to generate a provincial AQMP, and so national does the same for its national AQMP.
9. The information on air quality management systems is too concise to solicit the requisite criteria, norms standards and guidelines. More information is required for example the section on air monitoring (pg 22). Although reference is made to SAAQIS, this is not finalised and the proposal is made that each bullet under item 4.5.2.2 be explained rather making reference to other preferred website.
10. The document in its entirety is too short and simplistic to inform decision makers on the development of an AQMP. It falls far short of governance practitioners expectations.
11. The manual will make our jobs easier.
12. Totally adequate, will develop with time.
13. The manual is silent on the communication side of the AQMP in terms of education.
14. The manual should be freely available for those that did not attend the workshops. Specific responsibility for disseminating the manual should fall with the provincial AQO. Well done on a job well done.
15. Very informative and will serve the purpose of guiding in the development of the AQMP for our local government.
16. Congratulations to Zanokuhle for coming up with this AQMP manual.

17. In terms of roles and responsibilities – Local, Metros and Districts needs a re-look.
18. Manual should have been in more detail – especially for participants with limited understanding of AQM.
19. Review report/ evaluation of current and past AQMPs should be attached as Appendix – not specific to any municipality or metro.
20. Clarify issues or roles and responsibilities – in respect of legislative mandate.
21. Include noise pollution.
22. Acknowledgment to ZES to a job well done.
23. Specify synergy with AQMP from other government departments in relation to AQM.
24. International climate change issues not included in the manual.
25. Perhaps the manual should consider the different categories of municipalities (A,B and C)
26. What are we expecting from the sector based plans? (Other National departments). There will be overlapping of areas of responsibility.
27. The diagrams for roles and responsibilities are very similar and should perhaps be re-drawn to show a synergy between the different spheres of government.
28. Give more direction to local government in terms of what they should be planning. Local government (pg 5) – not broken down to the different levels. Needs more detail?

#### *Conceptualisation*

29. An idea of costs should be given in terms of the development of an AQMP. Breakdown the costs so municipalities can understand how much the development and implementation will cost. Highlight the Public Finance Management Act.
30. Rather refer to budget – not “funding” – Issues of sourcing funding from industry could be potentially controversial.
31. Note the following principles: polluter pays; apportionment; licensing.
32. Consider adding a 4 aspect to the AQMS step in the 6-step process – Health Risk Assessment.
33. As per SANS 69 – Models should be prescriptive.
34. Address staff capacity throughout the process, e.g. may need for monitoring, implementation, licensing, training.

#### *Roles and responsibilities*

35. Include Fig 1 of National Framework (p 24) under roles and responsibilities section. Air quality management is a shared responsibility (co-operative governance).

#### *How detailed should an AQMP be?*

36. Transboundary issues should be highlighted in the manual – How will a municipality manage this? Should be standards that apply nationally. Promotion of co-operative governance.
37. Clearer delineation of steps between a basic and detailed - between gap analysis and intervention – regulation

### *Baseline assessment*

38. Consider including a checklist for this section.
39. Expand on pollutants of concern highlighting possible sources. e.g. Reference the EPA website for emission inventory
40. Expand management tools chapter and include a Section 77 & 78 assessment. Categorise the three different air quality rating areas.
41. Need to consider changes, e.g. new developments – may need a new baseline assessment.
42. Maybe baseline assessment should start with a simple statement like “baseline may entail sources, etc,” because the rest of the info looks quite intimidating to a poor local authority.

### *AQMS*

43. Add noise pollution.
44. The use of models – note the validity of models – the output is as good as its input.
45. Need legislation to make industry comply with requests for emission info – include in AQMP regulations.

### *Evaluation*

46. One year may be too short – consider extending to two years – seasonal variation.
47. Highlight Section 18:5 of AQA.
48. Note the state of the air report – considerations for reporting.

## APPENDIX 3

### ***General workshop comments (Ekurhuleni)***

1. Workshop was addressed and informative and facilitators presented very well.
2. Expecting more on issues rather than reading what was on the slides. AQM is a lot more technical and the audience is at different levels of understanding. It is therefore important to establish this and launch presentations accordingly.
3. Expected representatives from more municipalities and not sure if this was a nonchalant approach by those absent municipalities or if they were not invited.
4. Expected the workshop to be less of a presentation of the contents of the manual and more of a training session in using the manual.
5. Presentations were too short and substantially more detail could have been provided on the topics presented.
6. The workshop was really appreciated because quality information was shared and was valuable and informative.
7. The workshop was excellently managed and rendered.
8. The starting time should consider delegates travelling a distance to the venue, especially on the first day.
9. The workshop enlightened those that had not yet started their AQMP.
10. Issuing of legal matters copies.
11. Noted that the facilitators should keep up the good presentations.
12. Refill water jugs regularly and a request for arrangement of accommodation and meals for delegates outside the venue.
13. Gained a lot of knowledge through the discussion sessions where relevant questions were answered.
14. The starting time for the first day was not clearly indicated but the apology was.
15. As a novice, the workshop provided a stepping stone to do further research to meet the objectives of the AQMP. This type of workshop should be revisited once officials have had some experience in implementation of their AQMPs.
16. The manual should have been issued to delegates prior to the workshop to allow more meaningful debate and discussion.
17. An indication that officials hoped that DEAT would continue to support provinces and municipalities.
18. It was noted that in future, DEAT should disseminate information regarding the workshops directly to the persons attending as supervisors don't always distribute information on time internally.
19. Noted that the presentations were concise and straight to the point.
20. A number of votes of thanks to DEAT and the consultants were also noted.
21. The workshop was well timed because most of the municipalities are about to start and other are midway with their AQMPs. This was handy and helpful.
22. More training is required as this was our first workshop. – Waterberg District Municipality

23. The workshop helped with the understanding of what an AQMP is and roles and responsibilities. The information gained will be shared with others.
24. A site visit to an operating AQM station would be beneficial to novice participants.
25. Attendance at another workshop after some experience has been gained would be useful.
26. After this workshop we will be able or may be able to compile our AMQP in a proper way. It has assisted in recognizing that we need to form the air quality forum for the District in order to deal with air quality issues.

### ***General workshop comments (Cape Town)***

1. Generally good overall.
2. Presentations could be more interactive indicating more examples.
3. Concern for communication protocol in terms of the number of participants, especially from municipalities.
4. The starting time on the first day was not communicated sufficiently.
5. May be a good idea to distribute the agenda/ programme in advance of the workshop.
6. Noted that the workshop should commence on time.
7. The presentations on the second day were rushed to keep time as DEAT delegates arrived late.
8. Noted that a hot lunch would have been preferred and muffins instead of biscuits at tea break.
9. Indication that when delegates tried to contact DEAT, telephones were not answered and some frustration was experienced around confirming the venue and time.
10. Names and contact details of local accommodation could have been provided to ensure that those from outside the centre had access to this information.
11. It would be very helpful to use an existing plan and "evaluate" it according to the draft guideline document to increase the practicality of the training.

### ***General workshop comments (Secunda)***

1. Presenters were good.
2. Individuals were given the opportunity to express their experiences and challenges that they encountered in their working place. The workshop was informative and experiences and knowledge was gained especially on monitoring tools that can be used.
3. The workshop could have been presented in one day.
4. The workshop was well run despite the initial logistical problems. In future adequate information about the venue should be given to participants. Considerable time was lost looking for the venue.
5. The invitation should carry information on the venue and the directions/ map. Directions were only received a day before the workshop.

6. Need to improve on pre-workshop arrangements, especially adequate directions to the venue.
7. The spirit of discussion was healthy and impressed that our DEAT colleagues are conversant with the manual.
8. Facilitators need to improve on time management so that all are given the opportunity to contribute. This will ensure that some individuals do not monopolise the “talking.”
9. This was indeed a useful workshop; however, attendance can be improved. The attendance at the workshop was compromised by budget constraints at the various municipalities. Suggestion is made that a “road show” be held at the remaining provinces.
10. The Consultants acted in a highly and very professional manner and demonstrated to the audience what they are doing is consistent with the National Framework ideals and AQA. However, it was shared by others that instead of discussing stimulating subjects DEAT seemed to defend issues of concern raised by governance officials on AQMP.
11. Presenters demonstrated knowledge of their project.
12. Lack of involvement of other municipalities was an issue. In the future, all AQO should be held responsible for non-attendance and strong letters should be sent to them and their major from the Chief Director.
13. Noted that printing of material should be done on both sides of the paper.
14. Noted that the use of energy efficient venues should be of preference.
15. The presentations were clear and understandable.
16. Other municipalities should have been invited as they are the implementers of the AQMP. The training should have been arranged in a way that small group discussions are held and then reported back to the larger group.
17. The presentations could have been more practical with visual examples.
18. Relevant participants should be invited. The invitation should be directed to provinces and then cascade down to local municipalities so that the relevant participants can be brought on board.
19. The invitations should be sent in advance.
20. The workshop should have only dealt with the training manual and comments. Discussion of other related issues also appreciated.
21. Addressing of participants by presenters/ facilitators should not have been done. When participants hold private discussions, it caused disturbances – encourage professional integrity by all.
22. Training to be afforded and developed to both managers and practitioners alike – additional workshops required.
23. Keep to manual contents of related discussions.
24. The workshop was very informative.
25. The lady who kept saying that she is tired and she wants to go home and instructed the presenter to hurry should have been called to order. Code of conduct is crucial and as a facilitator one must remain composed.
26. Some of the material presented was not in the files provided. Can this be provided?

27. Workshop was good. We need more workshops of this kind. We also need another workshop on air quality monitoring to put us up to speed with monitoring, especially within other municipalities.
28. Municipalities that fall within the 2<sup>nd</sup> priority not being part of this crucial training has been slightly disturbing e.g. Delmas.

## **APPENDIX 4**

*Attendance register at each venue*



**WORKSHOP**  
**DRAFT AIR QUALITY MANAGEMENT PLANNING MANUAL**  
**ATTENDANCE REGISTER**  
**3 - 4 APRIL 2008 (EKURHULENI)**

NAME	REPRESENTING	TEL NO.	E-MAIL	Please initial	
				Day 1	Day 2
K.P. MOCURUSA	DEFEA	051 400 4771	mocurusedie@defea.co.za	KP	
MIE MASHEHLE	MOCHELEKURUMUM	054 23 6073	MIE		ME
M.L. MOKONANE	MOGELAKURUMUM	015-0219 601	mokonganel@mogela kwana.gov.za		ML
L.M. KOME	WEDM	011 711 7179	lkome@urda.gov.za		
J.F. BODENSMAN	EMM	011 922 2121	jacob@ekurhuleni.com		
L.M. MABODILE	Mapole City		mapodile@msm.com		
M. KGOLE	Nogale City	011 7660-2329	shekete@nogalecity.gov.za		
Jerry Leana	EMM	011 84 8065	jeanl@ekurhuleni.com		
Emmanuel van Vliet	EMM	011 7861-2573	vanvlykeekurhuleni.com		
Charles Steens	Randstad FM	011 411-1711	charles.steens@randstadfm.com		

NAME	REPRESENTING	TEL NO	E-MAIL	Please Initial	
				Day 1	Day 2
THANGUNDA E	WATERBERG D. MUY	014 717 1360			
DASHIGO R	WATERBERG DISTRICT MUNICIPALITY	014 786 8000			
MOKONYANE ML	MOKONYANE MUNICIPALITY	0833883838 0722084644 015-4919607	motonyane1@ mogalewena.gov.za		
BATHABILE SKHOSANA	DEAT	0123103153	bathabile@deat.gov.za	BL	
HUMBULANI MAFENO	DEAT	0123103112	humbulani@deat.gov.za	HM	
NATHABO PHOSHOKO	DEAT	012 3103386 012	nathabop@deat.gov.za		
Subusiso Shobolela	DEAT	310-3449	sshobolela@deat.gov.za		
Basiliki Garida	CoT	012 3588709	basiliki@kshua.gov.za		
KINSE L.M. MKHONTO	DEAT	0123103190	kinse@deat.gov.za	KM	
SIHEMBISO HINANI	DEAT	012 3103106	shinani@deat.gov.za	S.P	
Musea Mkhleji	ENMM	011 456 0373	musea@enmm.gov.za		
Tuelae Mamodoko	CoJ	0114077531	tuelae@jotung.org.za		
Kotlue Mabusela	CoJ	0114076264	kotlue@jotung.org.za		
Mamusu Masetheeson	DTCEEA	051-4004776	mamusu@dtceea.gov.za		
MASECELA ISHERHO	DTCEEA	0152909939	masecelat@dtceea.gov.za	IM	IM



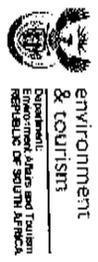
Register & register for registration. Thank you.



**WORKSHOP**  
**DRAFT AIR QUALITY MANAGEMENT PLANNING MANUAL**  
**ATTENDANCE REGISTER**  
**3 - 4 APRIL 2008 (EKURHULENI)**

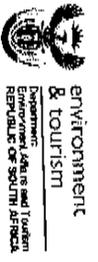
NAME	REPRESENTING	TEL NO.	E-MAIL	Please Initial	
				Day 1	Day 2
B. KANJEE	Bayamala Platinum District Municipality	014 592 2334 0732518320	Bhikhuke@yahoo.co.za	✓	
J.S. UERNAK	SON. Southern District Municipality	083804417 018 771 8224	migu@pctv.co.za		
M.E. MPEDI	WITENSDRUG DISTRICT MUNICIPALITY	014 771 1711 083 760 2420	mmampedi@yahoo.com	M.E.	M.E.
R.I. KHOZA	WATERBERG DISTRICT MUNICIPALITY	015 443 0005 082 508 0784			
BEN VILJOEN	MIDVAL DISTRICT DISTRICT	072 469 5246	ben.viljoen@yow.za	✓	
Marcakajala T-D	Lephalale D/muni	014 764 1000 0183815553		T-D	T-D
<del>XXXXXXXXXX</del>					
S. Shobakala	DEPT	012 310 3419	Sshobakala@det.gov.za		
A. Motsha	DEPT	012 310 3922	amotsha@det.gov.za	✓	
Juan Mostert	CITY OF TSWANE	012 358 3759	Juanm@tswane.gov.za	✓	





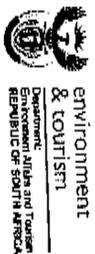
**WORKSHOP  
DRAFT AIR QUALITY MANAGEMENT PLANNING MANUAL  
ATTENDANCE REGISTER  
7 - 8 APRIL 2008 (CAPE TOWN)**

NAME	REPRESENTING	TEL NO.	E-MAIL	Please initial	
				Day 1	Day 2
Piet Fabricius	West Coast District Munc.	021 7135950	petrosal@damhulug.co.za	<i>[Initials]</i>	<i>[Initials]</i>
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Bulelwa MTRATI	OVERBERG District Munc	0288840111	bulelwa@gonsadm.org.za	<i>[Initials]</i>	<i>[Initials]</i>
William Lucas	WEST Coast District Munc	022-7135780	William.Lucas@damhulug.co.za	<i>[Initials]</i>	<i>[Initials]</i>
Xentha Dessi	DEABP	021 453 3085	xentha@pgw.gov.za	<i>[Initials]</i>	<i>[Initials]</i>
Leon Bernabeu	Nomkura DM	8913367	ogpe@ksamoi.co.za	<i>[Initials]</i>	<i>[Initials]</i>
Kobus Prins	Sutherland Munc	082532224	Maraisk@Sutherland.org.za	<i>[Initials]</i>	<i>[Initials]</i>
T. W. Alene	DEAT	0123104404	twalene@deat.gov.za	<i>[Initials]</i>	<i>[Initials]</i>



**WORKSHOP**  
**DRAFT AIR QUALITY MANAGEMENT PLANNING MANUAL**  
**ATTENDANCE REGISTER**  
**7 - 8 APRIL 2008 (CAPE TOWN)**

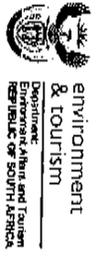
NAME	REPRESENTING	TEL NO.	E-MAIL	Please initial	
				Day 1	Day 2
J. SABBERT	NELSON MANDELA BAY MUNICIPALITY	021-5065210	ksabbert@mandelometro. gov.za	<i>[Signature]</i>	<i>[Signature]</i>
MP Nodusele	NELSON MANDELA BAY MUNICIPALITY	041-5065016	nodusele@munimandela. gov.za	<i>[Signature]</i>	<i>[Signature]</i>
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E. GROENES	ITEC	053-8074800	egroenes@half. negre.gov.za	<i>[Signature]</i>	<i>[Signature]</i>
D. SECAPPO	KATHALANDI DIST. MUNICIPALITY	053-712 1001	prebami@kga.gov.za	<i>[Signature]</i>	<i>[Signature]</i>
R. FISHER	DEEC	053-8074800	hfisher@half.negre.gov.za	<i>[Signature]</i>	<i>[Signature]</i>
Prince J.M. Mkhondo	DEAT - PORTIA	0193103170	pmkhondo@deat.gov.za	<i>[Signature]</i>	<i>[Signature]</i>
Shimani	DEAT - PORTIA	012 310 3106	shimani@deat.gov.za	<i>[Signature]</i>	<i>[Signature]</i>
Andrew Mutha	DEAT	012 310 3902	amutha@deat.gov.za	<i>[Signature]</i>	<i>[Signature]</i>
<del>Andrew Mutha</del>	<del>DEAT</del>	<del>012 310 3902</del>	<del>amutha@deat.gov.za</del>	<del>[Signature]</del>	<del>[Signature]</del>



**WORKSHOP**  
**DRAFT AIR QUALITY MANAGEMENT PLANNING MANUAL**  
**ATTENDANCE REGISTER**  
 10 - 11 APRIL 2008 (Secunda)

NAME	REPRESENTING	TEL NO.	E-MAIL	Please initial	
				Day 1	Day 2
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MASEMELA Lyet	DALA	017 68012019		LM	LM
THABO Mozferi	DALA	017 689 2019 0828898887 0178854089			
LOUISA NYEBARN	BOHASS				
LOWEY Modiba	DALA	017 819 2016	Imodiba@mpg.gov.za demaphange@mpg.gov.za		
Dudu Maphonga	DALA	018 7594051			
TUMECO SHIKWANE	MANSAMUNY Muni.	051-4058718 084 5088002	tumelo.shikwane@mansamuny.co.za		
THEMBINKOSI MAUSO	DALA	017 819 1155	thembinkosi@environment.gov.za		
ERIC RAJSHIBUMS	Steve Tshwete Lm	013 2497057	rajshibums@stm.gov.za		
CLIVE ANTHONY	MSUNDUZI MUNICIPALITY	033-3922331 0835779171	CLIVE.ANTHONY@msunduzi.gov.za		

NAME	REPRESENTING	TEL NO.	E-MAIL	Please Initial	
				Day 1	Day 2
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**WORKSHOP**  
**DRAFT AIR QUALITY MANAGEMENT PLANNING MANUAL**  
**ATTENDANCE REGISTER**  
 10 - 11 APRIL 2008 (Secunda)

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