



**DEPARTMENT: WATER AFFAIRS  
AMATOLE SYSTEM RECONCILIATION STRATEGY**

**MINUTES OF ADMINISTRATIVE AND TECHNICAL SUPPORT GROUP  
MEETING NO. 2 HELD ON 15<sup>TH</sup> JULY 2009 AT HAMILTON SPORTS CLUB, EAST LONDON**

						<b>ACTION</b>
<b>1.</b>	<b>WELCOME</b>					
	AT welcomed all present.					
<b>2.</b>	<b>ATTENDANCE / APOLOGIES</b>					
2.1	<i>Present:</i>					
	<b>Name</b>	<b>Organisation</b>	<b>Initials</b>	<b>Tel. No.</b>	<b>Fax No.</b>	<b>E-mail Address</b>
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	A. Thobejane	DWA	AT	012-336 7869	012-336 8295	<a href="mailto:thobejanea@dwaf.gov.za">thobejanea@dwaf.gov.za</a>
	U. Mile	DWA	UM	012-336 8518	012-536 7566	<a href="mailto:milau@dwaf.gov.za">milau@dwaf.gov.za</a>
	J. Pashkin	DWA	JP	012-336 8695	012-336 6731	<a href="mailto:ige@dwaf.gov.za">ige@dwaf.gov.za</a>
	C. Tsatsi	DWA	CT	012-336 8172	012-336 8086	<a href="mailto:gqc@dwaf.gov.za">gqc@dwaf.gov.za</a>
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	M Shezi	ADM	MS	043-701 5152	043-722 4081	<a href="mailto:mpumelelos@amatole-dm.co.za">mpumelelos@amatole-dm.co.za</a>
	S. Nash	ADM	SN	043-703 5854	043-743 5151	<a href="mailto:stephenn@amatole-dm.co.za">stephenn@amatole-dm.co.za</a>
	S. Rousseau	AW	SR	043-707 3700	043-707 3701	<a href="mailto:SRousseau@amatolawater.co.za">SRousseau@amatolawater.co.za</a>
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	W. Selkirk	(UWP) PCT	WS	043-740 4735	043-740 2238	<a href="mailto:pctoffice@mweb.co.za">pctoffice@mweb.co.za</a>
	Larry Field	(UWP) Umhlaba	LF	043-726 5408	043-721 2597	<a href="mailto:larry@ikdev.co.za">larry@ikdev.co.za</a>
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2.2	<i>Apologies:</i>					
	<b>Name</b>	<b>Organisation</b>	<b>Initials</b>	<b>Tel. No.</b>	<b>Fax No.</b>	<b>E-mail Address</b>
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	M. Labuschagne	DWA	ML			<a href="mailto:LabuscM@dwaf.gov.za">LabuscM@dwaf.gov.za</a>
<b>3.</b>	<b>AGENDA</b>					
3.1	<i>Changes to the Agenda:</i>					
	The following items were added to the agenda:					
	5.5 BCM Water Conservation and Water Demand Management Strategy					
	5.6 Communication Strategy					
3.2	<i>Adoption of the Agenda</i>					
	The agenda was adopted with the above changes.					



		ACTION								
<b>4.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>									
4.1	<p><i>Approval of the previous minutes:</i></p> <p>The minutes of the previous meeting were accepted, subject to the following amendments:</p> <ul style="list-style-type: none"> <li><i>Page 2; Item 5.2: Structures and Responsibilities:</i>            The Strategy Support Group and the Administrative and Technical Support Group as presented in the table are in fact one and the same committee. The PSP support team is part of the ATSG. <p>The various committees should be:</p> <table border="1"> <thead> <tr> <th>Structure / Committee</th> <th>Responsibility</th> </tr> </thead> <tbody> <tr> <td>Amatole System Strategy Steering Committee (ASSSC)</td> <td> <ul style="list-style-type: none"> <li>Ensure the implementation of the Strategy;</li> <li>Review and update the Strategy; and</li> <li>Communicate the Strategy.</li> </ul> </td> </tr> <tr> <td>Amatole System Administrative and Technical Support Group(ASATSG)</td> <td> <ul style="list-style-type: none"> <li>Provide support to the ASSSC</li> </ul> </td> </tr> <tr> <td>Amatole System Operation Co-ordination Committee(ASOCC)</td> <td> <ul style="list-style-type: none"> <li>Day to day operation of the System.</li> </ul> </td> </tr> </tbody> </table> </li> <li><i>Page 4; Item 6.2:</i> Amend AW to SR.</li> <li><i>Page 4; Item 6.2:</i> Change spelling of Umzonyana (y not i)</li> <li><i>Page 5; Item 6.5:</i> Change name of study from "Small" to "<b>All</b>" towns Reconciliation Strategy Study.</li> </ul>	Structure / Committee	Responsibility	Amatole System Strategy Steering Committee (ASSSC)	<ul style="list-style-type: none"> <li>Ensure the implementation of the Strategy;</li> <li>Review and update the Strategy; and</li> <li>Communicate the Strategy.</li> </ul>	Amatole System Administrative and Technical Support Group(ASATSG)	<ul style="list-style-type: none"> <li>Provide support to the ASSSC</li> </ul>	Amatole System Operation Co-ordination Committee(ASOCC)	<ul style="list-style-type: none"> <li>Day to day operation of the System.</li> </ul>	
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4.2	<p><i>Matters arising from the previous meeting:</i></p> <p>It was stated that the minutes of the ASSSC meeting preceding the ASATSG meeting, should be circulated in advance of the subsequent ASATSG.</p> <ul style="list-style-type: none"> <li><i>Page 2; Item 5.1:</i> WK confirmed that copies of the reports had been forwarded to AW;</li> <li><i>Page 2; Item 5.2:</i> The draft ToR's and the list of members for the respective committees were prepared and presented for consideration / approval at the ASSSC of 24 June 2009;</li> <li><i>Page 3; Item 5.2:</i> <ul style="list-style-type: none"> <li>➤ The ToR for the ASOCC will be discussed and reviewed at the forthcoming ASOCC meeting.</li> <li>➤ The relationship between the ASOCC and the ASSSC was discussed at the ASSSC meeting of 24 June 2009. At that meeting, it was agreed that:               <ul style="list-style-type: none"> <li>○ The ASOCC is separate to and independent of the ASSSC;</li> <li>○ The ASOCC should only report to the ASSSC on matters that could impact on the Reconciliation Strategy; and</li> <li>○ The ASSSC would oversee the functioning of the ASOCC in the interim, until such time as the ASOCC has been capacitated and key issues have been resolved.</li> </ul> </li> </ul> </li> </ul>	<p><b>WK</b></p> <p><b>ASOCC</b></p>								





		<b>ACTION</b>
	<ul style="list-style-type: none"> <li>• <i>Page 5; Item 6.3: Great Kei Regional Water Supply</i> MS made a copy of the report available. WK to review and report back at the next ASATSG meeting.</li> <li>• <i>Page 5; Item 6.5: Conceptual Review of Alternative Water Abstraction / Use from the Wiggleswade Link Upstream of the Environmentally Sensitive Reach of the Yellowwoods River</i> WK confirmed that a proposal in this regard had been submitted to DWA but no instruction to proceed has been received.</li> <li>• <i>Page 6; Item 7:</i> WK confirmed that a draft Communication Strategy was available for discussion under agenda item 5.5.</li> <li>• <i>Page 6; Item 11:</i> <ul style="list-style-type: none"> <li>➢ Ownership of current infrastructure issues are to be addressed through the ASOCC;</li> <li>➢ The need for a new dam will be identified as an output of the implementation of the Strategy;</li> <li>➢ WK has not as yet received the reports on the augmentation studies undertaken by BCM;</li> <li>➢ No report was received from GC on WC/WDM initiatives currently being implemented by BCM.</li> <li>➢ The list of persons to be kept abreast of the implementation of the Strategy will be addressed under agenda item 5.5</li> </ul> </li> <li>• <i>Page 7; Item 12:</i> The dates of future meetings of the respective committees are attached.</li> </ul>	<p style="text-align: center;"><b>WK</b></p> <p style="text-align: center;"><b>AT/IT</b></p> <p style="text-align: center;"><b>GC/MM-BCM</b></p> <p style="text-align: center;"><b>GC/MM-BCM</b></p>
<p><b>5. ACTIONS FROM AMATOLE SYSTEM STRATEGY COMMITTEE MEETING</b></p> <p><b>5.1 Executive Summary</b></p>	<p>The issue of Executive Summary vs. Progress Report was discussed. It was agreed that:</p> <ul style="list-style-type: none"> <li>• The Executive Summary is the initial document which will then become a progress report as the Strategy is implemented;</li> <li>• The Executive Summary will be used as part of the presentations to be made to the various Stakeholders;</li> <li>• WK to refine and circulate Version 3 of the Executive Summary prior to and for consideration at the next ASATSG meeting; and</li> <li>• Consideration should be given to preparing a Synopsis (shortened version) which gives a brief overview of the Executive Summary.</li> </ul>	<p style="text-align: center;"><b>WK</b></p> <p style="text-align: center;"><b>WK/LF</b></p>



		<b>ACTION</b>
5.2	<p><i>Summary Report on Potential Water Re-use</i></p> <p>The purpose and objective of this report was discussed. It was agreed that the report should:</p> <ul style="list-style-type: none"> <li>• Be about 5 to 10 pages maximum;</li> <li>• Address issues of acceptance and the likelihood of this Strategy being accepted;</li> <li>• Identify all potential projects/interventions;</li> <li>• Flesh out issues emanating from the Strategy;</li> <li>• Be a more efficient document to inform the ASSSC; and</li> <li>• WK to prepare a report in this regard prior to and for consideration at the next ASATSG meeting. WK should peruse the Western Cape document in this regard.</li> </ul>	<b>WK</b>
5.3	<p><i>Presentation to BCM and ADM Councils and AW Board</i></p> <p>Following extensive discussions, it was agreed that:</p> <ul style="list-style-type: none"> <li>• One needs to distinguish between the “endorsement process” which is required to facilitate the buy-in of the respective stakeholder organisations and the ongoing “communication process”, which is an information dissemination process separate from the endorsement process;</li> <li>• The presentations will be to the Engineering Standing Committees of the respective municipalities and to the Board of AW;</li> <li>• Officials themselves will give the presentations, with members of the ASATSG being in attendance to answer questions if need be;</li> <li>• The presentations will be prepared by WK and will be circulated to all stakeholders for comment and approval prior to final issue;</li> <li>• The presentation package will consist of the following: <ul style="list-style-type: none"> <li>➢ Executive Summary</li> <li>➢ Updated Power Point presentation originally made to the ASSSC;</li> <li>➢ A Synopsis / flyer in English and isiXhosa.</li> </ul> </li> <li>• The objectives of the presentation are: <ul style="list-style-type: none"> <li>➢ To ensure the highest levels in the Municipality and the Council are aware of the Strategy and its recommendations and programmes; and</li> <li>➢ To ensure the Strategy becomes a fundamental input to the WSDP and IDP development processes for the respective municipalities.</li> </ul> </li> <li>• A formal letter is required from the DWA Director General, as part of the “endorsement process” of the Strategy, as raised in the ASSSC of 24 June 2009.</li> </ul>	<b>WK</b>        <b>AT/IT</b>



		<b>ACTION</b>
5.4	<p><i>Flyer in English and isiXhosa</i></p> <p>See 5.6 below.</p>	
5.5	<p><i>BCM : Water Conservation and Demand Management Strategy</i></p> <p>It was reported that BCM does not have an adopted WC/WDM Strategy nor does it have an approved and funded Implementation Plan. Interventions are currently being undertaken on a more <i>ad hoc</i> basis.</p> <p>BCM did do a study in ±2004/05 which culminated in the basis of a Strategy (did not include institutional and financial issues), but it was not taken further.</p> <p>Following discussions it was agreed that CT and ML of DWA would meet with BCM to assist in taking this process forward.</p>	<b>CT/ML/GC/MM</b>
5.6	<p><i>Communication Strategy</i></p> <p>LF circulated copies of and presented his draft Strategy, which addressed:</p> <ul style="list-style-type: none"> <li>• List of stakeholders involved with the development of the Strategy;</li> <li>• Current Communication Strategies utilized by Stakeholders;</li> <li>• Proposed Communication Framework, including: <ul style="list-style-type: none"> <li>➢ Classification of stakeholders : Primary, secondary and general public</li> <li>➢ Registration of stakeholders</li> <li>➢ Contact mechanisms</li> <li>➢ Branding</li> </ul> </li> <li>• Communication Mechanisms <ul style="list-style-type: none"> <li>➢ Press release – events</li> <li>➢ News sheets / progress reports – periodical</li> <li>➢ Website</li> <li>➢ Information and consultation meetings.</li> </ul> </li> </ul> <p>Following extensive discussions it was agreed that LF would review the Communication Strategy in light of the discussions, and circulate the revised strategy in advance of the next ASATSG meeting.</p>	<b>LF</b>
<b>6.</b>	<b>RELEVANT ONGOING STUDIES</b>	
6.1	<p><i>Amatole Operating Rules Study</i></p> <p><i>General</i></p> <ul style="list-style-type: none"> <li>• JP reported on the study meeting held on 23 June 2009, which was attended by members of the ASATSG. Key issues raised included: <ul style="list-style-type: none"> <li>➢ Agreement must be reached in terms of the hydrology and dam yields.</li> </ul> </li> </ul>	<b>SMa/EL</b>



		<b>ACTION</b>
	<ul style="list-style-type: none"><li>➤ Irrigation figures needs to be better understood. WK to facilitate a workshop in this regard.</li><li>➤ Need to review operating rules in light of focus placed on water quality issues in the Amatola Systems Analysis. Stephen Mallory to discuss with WS and may need to add some constraints to his model. One is not looking at an in-depth study in this regard as detailed work has already been done.</li><li>➤ Stephen Mallory to use rainfall data primarily for forecasting system performance for the short term.</li></ul> <p><i>Climate Change:</i></p> <ul style="list-style-type: none"><li>• JP advised that climate change will be investigated as part of the Amathole Operating Rules Study. Should it be found that climate change could possibly have an impact on future planning (i.e. reduced system yield with time), then they would feed this back to the ASATSG.</li></ul> <p><i>Modelling of Alien Vegetation:</i></p> <ul style="list-style-type: none"><li>• The conclusion of the Strategy was that it is unlikely that removal of alien vegetation would have a significant impact on yield enhancement;</li><li>• It was agreed at the ASSSC that there was a need to meet with someone from “Working for Water” to better understand these issues;</li><li>• AT to facilitate this meeting; and</li><li>• Depending on the outcome of the meeting, there may be a need for more detailed modelling.</li></ul> <p>6.2 <i>East Coast Bulk Pipeline</i></p> <ul style="list-style-type: none"><li>• SR provided brief feedback in this regard;</li><li>• It was agreed that the key issue is to understand whether this initiative will increased the water requirements or whether it just changed where the requirement would be drawn;</li><li>• It may therefore effect the operating rules but not necessarily the planning; and</li><li>• All agreed to keep it in consideration and part of the Strategy implementation.</li></ul>	<p><b>WK</b></p> <p><b>SMa/WS</b></p> <p><b>AT</b></p>



		<b>ACTION</b>
6.3	<p><i>Great Kei Regional Bulk Water Supply Study</i></p> <ul style="list-style-type: none"><li>MS provided copies of the preliminary report for perusal by the ASATSG;</li><li>MS reported that ADM have prepared an application for a permit / water use licence to abstract water from Wriggleswade Dam;</li><li>This abstraction will have an impact on the system yield;</li><li>The ASATSG need to analyse the impact on the other users of the system and then make a recommendation to DWA to issue the licence or not.</li></ul>	<b>ATSG</b>
6.4	<p><i>Link from Wriggleswade Dam into ABWSS</i></p> <ul style="list-style-type: none"><li>There was a request from DC at the previous ASATSG meeting to undertake a conceptual level study to assess the possibility of abstracting water from the Wriggleswade link above the environmentally sensitive reach of the Yellowwoods River. The focus would also be on supplying the Upper Buffalo which is already stressed; and</li><li>WK to circulate the proposal submitted to DWA, AT and SR.</li></ul>	<b>WK</b>
6.5	<p><i>All Towns Reconciliation Strategy Study</i></p> <ul style="list-style-type: none"><li>FS provided a brief report and stated that the study will not necessarily impact on the implementation of the Strategy; and</li><li>As the study includes all towns in the Great Kei area, the outcomes for these would be of interest to the ASATSG as it may impact on planning.</li></ul>	
<b>7.</b>	<b>PROJECT MANAGEMENT</b>	
7.1	<p><i>Work Programme for 2009/10 (Annexure A)</i></p> <ul style="list-style-type: none"><li>WK to prepare a framework work plan for 2009/10 for consideration at the next ASATSG meeting; and</li><li>The work plan will be used as a mechanism for managing the work involved in assisting in the implementation of the Strategy and is in lieu of an inception report.</li></ul>	<b>WK</b>
7.2	<p><i>Contractual Matters</i></p> <p>Nil</p>	
7.3	<p><i>Administrative Items</i></p> <p>Addressed outside of the meeting between AT and WK.</p>	
<b>8.</b>	<b>OTHER MATTERS</b>	
	<p>Nil</p>	





		ACTION
<b>9. DATE OF NEXT MEETING</b>	18 August 2009, at the Hamilton Club, Clevedon Road, East London (postponed to 9 <sup>th</sup> September 2009 at 08h30)	
<b>10. DATES OF OTHER MEETINGS</b>	Amatole System Strategy Steering Committee <ul style="list-style-type: none"><li>▪ 10th November 2009</li></ul> Administration and Technical Support Group <ul style="list-style-type: none"><li>▪ 12<sup>th</sup> October 2009</li><li>▪ 24<sup>th</sup> November 2009 (to be confirmed)</li></ul> Amatole Operations Co-ordination Committee <ul style="list-style-type: none"><li>▪ 6<sup>th</sup> August 2009</li><li>▪ 5<sup>th</sup> November 2009</li></ul>	
<b>11. CLOSURE</b>	AT thanked all for their attendance and closed the meeting.	
<b>12. CIRCULATION</b>	All members of the ASATSG.	