



## water affairs

Department:  
Water Affairs  
REPUBLIC OF SOUTH AFRICA

# Support to the Implementation and Maintenance of the Reconciliation Strategy of the Crocodile West Water Supply System

## Minutes of the Project Management Meeting (Task 2), at 8:00 on 14 July 2010, BKS Pretoria

### 1. WELCOME

The Chairperson, Mr. Tendani Nditwani (TN) (Chief Engineer NWRP: North) opened the 2<sup>nd</sup> Project Management meeting.

### 2. ATTENDANCE AND APOLOGIES

#### 2.1 ATTENDANCE

An attendance register was circulated, as noted below:

Mr. Tendani Nditwani	(TN)	DWA: NWRP
Mr. Gregory Paszczyk	(GP)	DWA: NWRP
Mr. Pieter van Rooyen	(PGvR)	WRP
Ms. Hermien Pieterse	(HSP)	BKS
Mr. Johan Rossouw	(JDR)	BKS
<i>Mr. T Coleman</i>	<i>(TC)</i>	<i>Golder</i>

#### 2.2 APOLOGIES

Mr. Kennedy Mandaza	(KM)	DWA: NWRP
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\* Non-permanent members are indicated in *italic & bold*.

### 3. APPROVAL OF THE AGENDA

The Agenda was approved.

### 4. MINUTES OF PREVIOUS MEETING (31 MAY 2010)

#### 4.1 APPROVAL

The minutes of the Project Management meeting of 31 May 2010 was approved.

### ACTION

#### 4.2 MATTERS ARISING, NOT DISCUSSED ELSEWHERE

No matters arising were discussed.

### 5. TASK 2: PROJECT MANAGEMENT

#### 5.1 CONTRACTUAL/ ADMINISTRATIVE MATTERS

##### 5.1.1 Staff changes

BKS submitted a letter to DWA to notify them of the name change of Ms. Odendaal to Lötter. Future correspondence, invoices and other documentation will refer to Ms. Lötter as Lötter (Odendaal).

#### 5.2 CHANGES IN SCOPE

(a) All new tasks, as identified in previous SMT meetings, were described and budgeted in the Inception Report.

(b) TN reported that DWA placed a moratorium on any VOs, therefore an increase in budget would not be allowed. Under the guidance of TN, the approach in the table below would be adopted in the updated Inception Report.

(c) The Study Team will update the Inception Report, to be re-submitted by the end of August.

HSP

(d) The Inception Report will be distributed to the Study Management Team, after TN's approval.

TN

#### 5.3 FINANCIAL

The budget will be adjusted according to the Change in Scope, as discussed under Item 5.2.

#### 5.4 WORK PROGRAMME

Work programme will change according to the change in Scope, as discussed under Item 5.2.

### 6. GENERAL

No discussion.

Task description	Status	Proposed Inception budget	Action	Proposed savings
1. Inception phase	95% Complete	229 942	Update	-
2. Project management	On-going	1 043 668	PM for 16 months	-300 000
3. Liaison & information dissemination	On-going	715 054	No actions	-
4. Stakeholder & administrative support	On-going	413 664	Only 2 SSC's no newsletters	-270 000
5. Water quality	Started	913 105	No status report	-150 000
6. WRPM	Not started	700 574	No 2 <sup>nd</sup> update	-200 000
7. Developing of Operating rules	Not started	423 136		-
8. Review of water tariffs	Started	303 060	No further work	-150 000
9. Update of Reconciliation Strategy	Started	808 358	1 round of update on strategy	-100 000
10. Support for the Strategy Steering Committee	Started	249 666	No actions	-
11. Ad hoc tasks requested by DWA	Completed	979 632	No action	-
12. Annual Operating Analyses	Not started	1 312 814	Cancel task	-1 312 814
13. Support to MCWAP	Completed	250 490	No action	-
14. Training	Not started	310 300	Cancel task	-310 300
<b>Total fees</b>		<b>8 653 652</b>		<b>-2 793 114</b>
Disbursements		335 000		-100 000
<b>TOTAL (excl VAT)</b>		<b>8 988 652</b>		<b>-2 893 114</b>
<b>TOTAL (incl VAT)</b>		<b>10 247 063</b>		<b>-3 298 150</b>

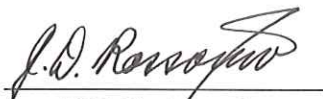
**7. NEXT MEETING**

The next Project Management (Task 2) meeting will be held on 16 September 2010, before the next SMT meeting.


**8. CLOSURE**

The meeting was closed at 9:00.

*Minutes certified as correct and final*

  
PSP Study Leader

2010-09-16  
Date

  
DWA Study Leader

16/09/2010  
Date