



**Western Cape
Government**

Environmental Affairs &
Development Planning

BETTER TOGETHER.

Air Quality Public Participation Brochure

What is an Air Quality Management Plan (AQMP)?

An AQMP refers to a documented plan to ensure that air quality in a specific area is in compliance with the National Environmental Management: Air Quality Act, Act 39 of 2004 (NEM: AQA). The plan must outline all activities to be undertaken to plan, assess, characterise, mitigate, implement, check and review the air quality within the specific area.

Why do we need an AQMP?

An AQMP ensures the constitutional right of the public to air that is not harmful to their health or wellbeing. The NEM: AQA states that each national department and province that is responsible for preparing an Environmental Implementation Plan (EIP) or an Environmental Management Plan (EMP) in terms of Chapter 3 of the National Environmental Management Act, Act 107 of 1998 (NEMA) should include an AQMP. It also states that each municipality must include an AQMP in its Integrated Development Plan (IDP). Industries that release emissions that may have a significant impact on ambient air quality should also prepare an AQMP as part of their EMP.

The Air Quality Management Planning Process

Step 1: Conduct a Status Quo

- Determine the current situation by gathering and reviewing relevant information, such as:
 - ⇒ legislation;
 - ⇒ complaints;
 - ⇒ list of sources of air pollutants;
 - ⇒ monitoring of outdoor air quality;

⇒ reports pertaining to air quality and the impact of poor air quality on human health.

Step 2: Conduct a Gap Analysis and Needs Assessment

- The status quo is assessed to determine "gaps" between the current and desired situation.
- A needs assessment is then conducted to identify the needs.
- These needs are then prioritised.

Step 3: Setting a Vision, Mission and Objectives

- Vision - What your organization would ideally want (your dream). The AQMP vision must stem from the organization's vision and mission with respect to air quality management.
- Mission - What your organization's unique purpose is.
- Objectives - What the organization will be working towards in the AQMP. Objectives should be supported by short, medium and long term targets and activities.

Step 4: Develop an Implementation Plan

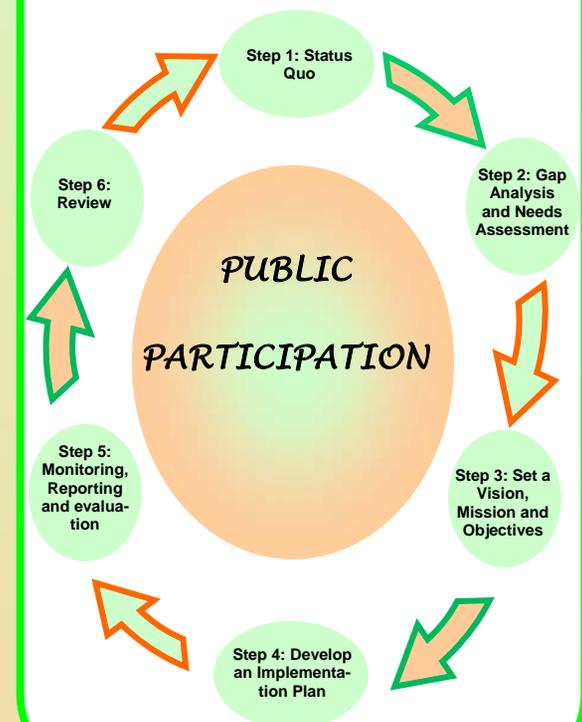
- Activities outlining how the objectives are to be met should be discussed, prioritised and agreed upon.
- The organization should also discuss, prioritise and agree on who the responsible person/people (task team) are, and the sources of funding for activities.
- Timeframes for each activity or target should be discussed, prioritised and agreed upon.
- Interested and Affected Parties (I&AP's) must be consulted during this step.

Step 5: Monitor, Report and Evaluate

- Each activity should be monitored to ensure that the objectives are met.
- The organization should report back to the I&AP's on the progress of the implementation of activities.
- The AQMP should be evaluated to determine whether it is effective.

Step 6: Review the AQMP

- After 5 years the AQMP must be reviewed to determine whether the objectives that were set were achieved.
- During this step I&AP must be consulted and a new AQMP should be developed for the next 5 years.



Public Participation

Public participation is required in each step of the development of the AQMP. The public will need to understand their contribution and role in managing air quality in the areas in which they live and work. The public can play an important role in the organization by better informing decisions and when developing and setting policy, strategy, projects or programmes. The greater the public's understanding of an organization's efforts to curb air pollution the better their buy-in of what is required. Some of the goals of public participation are:

- To foster a spirit of mutual trust, confidence and openness between the authority/organization and the public;
- To ensure the public has timely, accessible and accurate information about the authority/organization's programmes;
- To consult with interested and affected parties and take their viewpoints into consideration when making decisions;
- To learn from individuals and organizations representing various sectors or interests. This may include information on their values, culture, concerns, local norms, historical facts, and/or industry-based reports;
- To assist the public to better understand the potential consequences of technical issues, options and alternatives;
- To understand the goals and concerns of the public, and respond to them;
- To anticipate conflict and encourage early discussions of differences amongst affected parties;
- To promote the public's involvement in the organization's mission to protect human health and the environment.

Tips

- ⇒ Take into account the current air quality legislative requirements.
- ⇒ Identify what human, financial and physical resources are available and what will be required.
- ⇒ In developing the objectives, it is important to involve the I&AP's as soon as possible.
- ⇒ Develop an emission inventory to attain a sound understanding of what the major causes of air pollution are in the area. This is a list of all air pollution sources, such as industries, domestic sources, transport sources, and agricultural sources, within the affected area.
- ⇒ Perform ambient air quality monitoring in order to first assess whether there is a risk of the air quality standards in NEM: AQA being exceeded in the area.
- ⇒ Perform air quality impact assessments in your area so that you can gain an understanding of how air quality affects the health and wellbeing of the public.
- ⇒ Develop partnerships with other key departments (e.g. Health, Planning, Transport, Energy and Agriculture) in your area so that there can be an integrated approach to dealing with air pollution.

Tips for the Public Participation Process

- ⇒ Plan and budget for these activities;
- ⇒ Involve the public as early as possible;
- ⇒ Identify 'the public', i.e. who they are, how to contact them, and what they possibly represent (e.g. Chamber of Commerce). Establishing a database of the public within the area is advised. Coordination with the local authority's Communication and Education Departments are encouraged;
- ⇒ Consider technical and financial assistance to facilitate the public's involvement;
- ⇒ Develop information or materials for the public;
- ⇒ Notify the public of any proposal, project or programme that could or will impact upon the community, home and/or business;
- ⇒ Provide adequate time for the public to review and comment on matters that could or will affect them. Communities, community-groups, businesses, special interest groups, affected parties and individuals will require time to review, meet with their constituency (if applicable) and comment on any documentation and/or proposal, project or programme made by the organization;
- ⇒ Take account of any comments or opinions made by the public, but also acknowledging and possibly addressing the public's concerns, values, and preferences by providing feedback to them;
- ⇒ Document and report-back on progress made; and
- ⇒ Evaluate the public participation process.

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Air Quality Management Plan Guide for the Western Cape Province (Department of Environmental Affairs and Development Planning)
Draft Manual for Air Quality Management Planning (Department of Environmental Affairs and Tourism)

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AIR QUALITY MANAGEMENT PLANNING IN THE WESTERN CAPE

