

Environmental Committee Meeting

4 July 2017

10h00

ASPASA Offices



Order of Business

- Welcome
- Attendance Register and Apologies
- Member “**Code of Conduct**” during ASPASA Meetings
- Confirmation of Previous Minutes
- Matters Arising from Previous Minutes
- ASPASA About Face:
 - Results YTD
 - Way forward for About Face Audits
 - ASPASA About Face 2018 Draft
 - Audit Acknowledgement Questionnaire
 - Revision of ASPASA Environmental Policy
- ASPASA Environmental Training Hierarchy
- General
 - Next Meeting
- Closure

Code of Conduct

Members to note and Agree:

- 🌿 When attending an Association meeting **all discussion** to be related to the Association business and not to any individual company's needs and/or preferences.

Members of the Association commit themselves to the following principles:

- 🌿 To promote the affairs of the Association in accordance with their fiduciary duties towards the achievements of the objectives of the Association.
- 🌿 To ensure there is clear separation of the generic marketing activities of the Association and their own business activities.
- 🌿 To **refrain from any activities which are or may be construed as being anti-competitive as envisaged by competition law**, namely the Competition Act No. 89 of 1998 as amended.

Minutes of Previous Meeting

Approval of Previous Minutes as a true reflection of Proceedings:

- 🌿 Approval (with / without amendment)

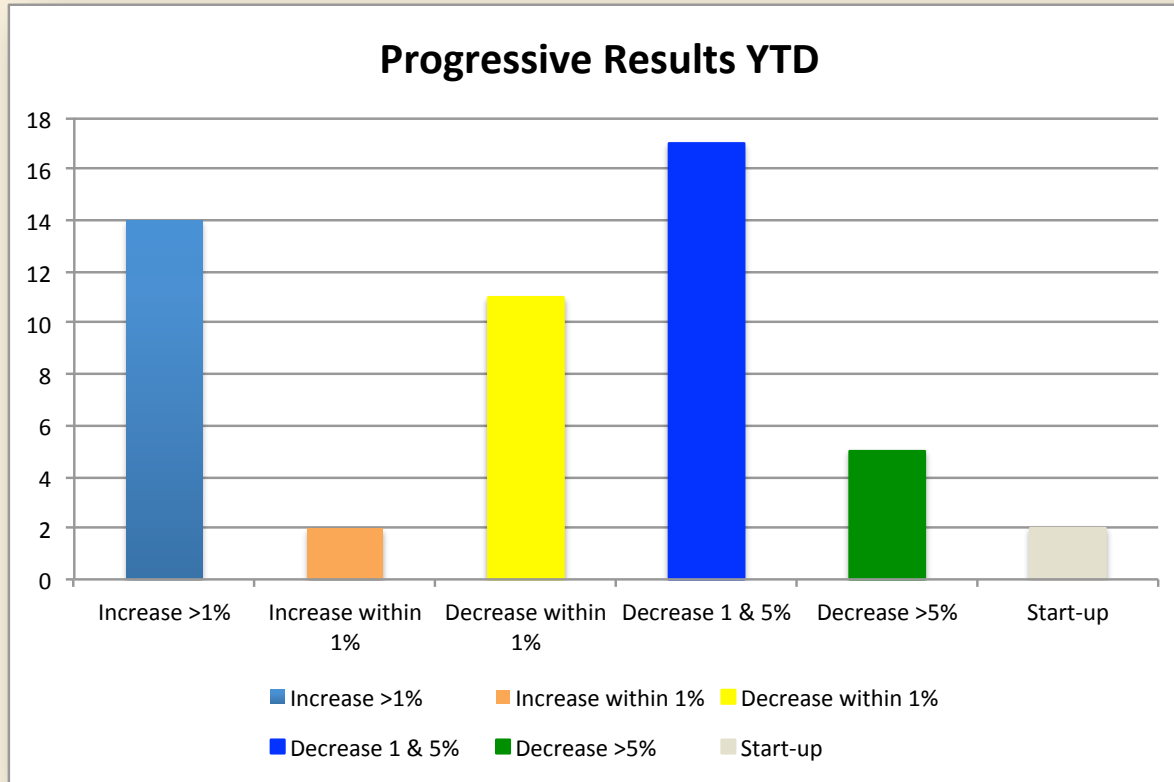
Matters Arising from Previous Minutes

- 🌿 Report back on ASPASA About Face 2017: Increased emphasis on Physical to $\pm 50\%$;
- 🌿 Suggestion to promote “Focus Points” for 2018 Audits with related Training;
- 🌿 Development of ‘private’ Auditee Audit questionnaire;
- 🌿 Development of an ASPASA Generic Legal Register;
- 🌿 Member visits to “Best Practice” Operations;
- 🌿 Regional training /workshops for ‘grass-roots training’;
- 🌿 Flash Training – response from Members Environmental Dust, Water Sampling, Waste Management, EMP’s;
- 🌿 Update of Environmental Policy;

Minutes of Previous Meeting

<u>Output</u>	<u>Responsibility</u>	<u>Date</u>
"2017 focus areas"	All and Cluett Consulting	28 April 2017 Send to: alan@cluett.co.za
Questionnaire for the end of the audit	Cluett Consulting	10 April 2017
Proposal for legal register for the industry, creation of a working group for this	All and Cluett Consulting	28 April 2017
Proposal for hierarchy of training from manager to SHE responsible to general worker. Training for "grass roots"	All with collation by Cluett Consulting	28 April 2017
Proposals for ASPASA Flash Training workshops.	All and Cluett Consulting	28 April 2017: Send to: colleen@cluett.co.za
Review of Environmental Policy	All	10 April 2017 Send comments to Nico@aspasa.co.za
Points for discussion at July 4 Meeting.	All	30 June 2017 Send to Office@aspasa.co.za

ASPASA About Face: Results YTD



52 audits to date

Afrimat 13; AfriSam 9; Drift 2; LafargeHolcim 6; PPC 2; Raumix SPHK 7; Saltcor 2; Wearne 1; Independents 10.

Greatest increase: **+17.55%** (3.30%)

Greatest decrease: **-28.92%** (-12.84%)

Average change: **-1.04%** (-1.18%)

Start-up: YTD 3 new Member Ops.

Clay Brick and Salt (with more to come)



ASPASA About Face: 2017 Observations

Group Companies audited to-date:

- Group Companies on average have increased or maintained score levels;
- Independents have marginally reduced score with some dropping significantly.

Comments reflect:

- Approval of the new format, i.e. separate System and Physical Audits;
- Approval of expanded Physical component and Audit method;
- Need to eliminate remaining duplication of Audit aspects.

Auditor reflections:

- Need to Audit effectiveness of Procedures & Incident Reporting ([Implementation](#));
- Need to “move” some System questions to the Physical / “[Implementation](#)” Assessment
- Need for increased Association Training on Auditor identified weakness and Member requirements.

■ NAEIS Reporting Requirements

- All Mining Authorisation Holders must Register and Report;
- What is required; how to register; what to report; reporting template.

ASPASA About Face: 2018 “input” thought process

ASPASA members are increasingly diverse;

(Aggregate Quarries; Aggregate Dumps; Mining Transport; Salt Mining; Dimension Stone; Clay Brick Production; Coal Ash Recovery and Processing)

Members are at different stages of implementing the system;

(Advanced EMS through ‘Basic’ to ‘Nil’)

Members have different resources (financial and human);

(Groups have Head Office resources; Support from “Consultants”; through to introduction and ‘seeking a way forward’).

Greater focus on implementation of the system;

(System documentation is in place **BUT** as the Auditor checks for implementation ... procedures not implemented; reports not being generated or acted upon; reports not being read; No training; Management Review Meetings not being held.....)

More follow through on the operations system.

(2018 About Face must include a review of the successful implementation and operation of the Procedures and Reporting of the EMS)

ASPASA About Face: 2018 First Draft for comment/input



- 🌿 The 'First Draft' of questions will be available via a link to all attendees and listed company environmental contacts as per the latest ASPASA Records;
- 🌿 Cluett Consulting will accept inputs and comments up to 31 August 2017;
- 🌿 Thereafter the Final ASPASA About Face 2018 Protocol will be finalised for circulation by mid-October 2017;
- 🌿 ASPASA About Face 2018 Audits will commence in February 2018 and follow closely the dates scheduled for 2017;
- 🌿 Audits will be complemented with ASPASA environmental training courses as the Auditors pass through the respective regions around SA



ASPASA About Face: 2018 First Draft for comment/input



The 'First Draft' format of questions:

ASPASA About Face 2018		Scoring Item
4	CONTEXT OF THE ORGANISATION	590
4.1	UNDERSTANDING THE ORGANISATION AND ITS CONTEXT	
4.1.1	Has the operation taken steps to determine the internal and external issues that are relevant to the operation's purpose and that may affect the operations ability to achieve the intended outcomes of the EMS?	3
4.2	UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES	
4.2.1	Have the needs and expectations of interested parties been determined?	3
4.2.2	Have those needs and expectations which the operation determines are compliance obligations been added to the legal register?	3
4.2.3	Is the operation maintaining, documented communication with its Interested Parties? Such as through documented neighbourhood surveys, community meetings that are held at least annually, formalised and minuted or active groups such as via email or Whatsapp?	3
4.3	DETERMINING THE SCOPE OF THE ENVIRONMENTAL MANAGEMENT SYSTEM	
4.3.1	Has the operation developed a scope for its EMS that is appropriate to its activities, products and services?	3
4.3.2	Is documented information on the scope of the operation's EMS maintained, including a site plan? (1 for only description, 3 for site plan as well)	3
4.3.3	Does the site plan indicate important site characteristics such as the NWA Regulation 704 flood line limits, servitudes, top soil and overburden dumps etc.	3
4.4	ENVIRONMENTAL MANAGEMENT SYSTEM	
4.4.1	Does the operation have a document or 'Manual' that defines the Purpose, Scope and Elements of the operation's EMS?	5
4.4.2	Does the operation's Environmental Management System (manual?) cover all the elements required in terms of the ASPASA About Face / ISO 14 001 2015 Management System Framework?	3
4.4.3	Has the operation performed a 'GAP Analysis' of the operations EMS manual, to identify how far the operation has implemented its EMS?	3
5	LEADERSHIP	



ASPASA About Face: 2018 First Draft for comment/input



 The 'First Draft' breakdown;

Total scoring items	590	
Total points	1276	
Physical Inspection (11)	30.49%	Total = 64.50%
Compliance Obligations (6.1.3)	16.46%	
Operation (8)	10.03%	
Monitoring (9.1)	7.52%	



ASPASA About Face: Auditee Comments

- Not all Auditees make use of the Acknowledgement Form “Comment” section;
- Comments are valuable and can confirm the success or failure of the programme – whether the Audit is “Value Adding”;
- About Face Auditors are suggesting that participating Members submit comments directly to ASPASA (Mary-Ann) via email answering the following questions or variants thereof:

Question	Not true, Neutral, True	Comments
Were the auditors’ professional in their conduct?		
Did the audit add value to your operation?		






ASPASA About Face: 2018 Focus Areas

- Waste Management including:
 - Legal aspects relating to waste handling;
 - Compilation and Reconciliation of Waste Inventories;
 - Training on importance of responsible waste management;
 - The Waste Hierarchy with emphasis on Reduction and Recycling.





- Legal Register:
 - Legal Register Proposal
 - Competition Commission
 - Additional Queries

ASPASA About Face: 2018 Focus Areas


EMP understanding and compliance

-  Legal aspects;
-  Checklists;
-  Compliance Reporting.

Satellite industries within Mining Areas and Mine Manager responsibilities:

-  Readymix;
-  Asphalt;
-  Block plants;
-  Other.

Other suggestions from Members

-  ?;

ASPASA Environmental Policy




Aggregate & Sand Producers
Association of Southern Africa

Environmental Policy

ASPASA recognises that Environmental stewardship of natural resources serves as the foundation of sustainable development in the Aggregate and Sand Industry in South Africa.

To achieve world class environmental performance, ASPASA and its members are committed to:


- Optimise the recovery and use of resources
- Responsible quarrying rehabilitation practices
- Compliance with applicable environmental legislation
- Ensuring environmental awareness and competency amongst employees
- Integrating environmental management in the day to day management function
- To reduce pollution and treat effluents
- Maintain communication channels with authorities, neighbours and other stakeholders
- To communicate policies and practices to interested parties
- Participate in the ASPASA About Face RSA Environmental Management Audit Program on a bi-yearly basis

Environmental performance of member operations will receive recognition through the ASPASA About Face RSA Awards


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Environmental Policy

ASPASA recognises that environmental stewardship of natural resources serves as the foundation for sustainable development in Southern Africa.

In the promotion of development that is sustainable and world class environmental performance, ASPASA and its members are committed to:

- Optimal utilisation of resources in the production of Member products;
- Employing responsible production techniques so as to minimise environmental impacts and pollution associated with Member product production;
- Compliance with applicable environmental legislation and where feasible industry best practice;
- Promoting environmental awareness and competence amongst employees and contractors;
- Integrating management of environmental aspects into day-to-day management functions;
- Improving communication with all Stakeholders;
- Making available, on request, this Policy to all Stakeholders and Interested Parties;
- Participation in the ASPASA About Face Environmental Management Programme;

ASPASA will monitor the environmental performance of Member operations through scheduled About Face Audits and will recognise environmental excellence through the ASPASA Annual Awards programme.

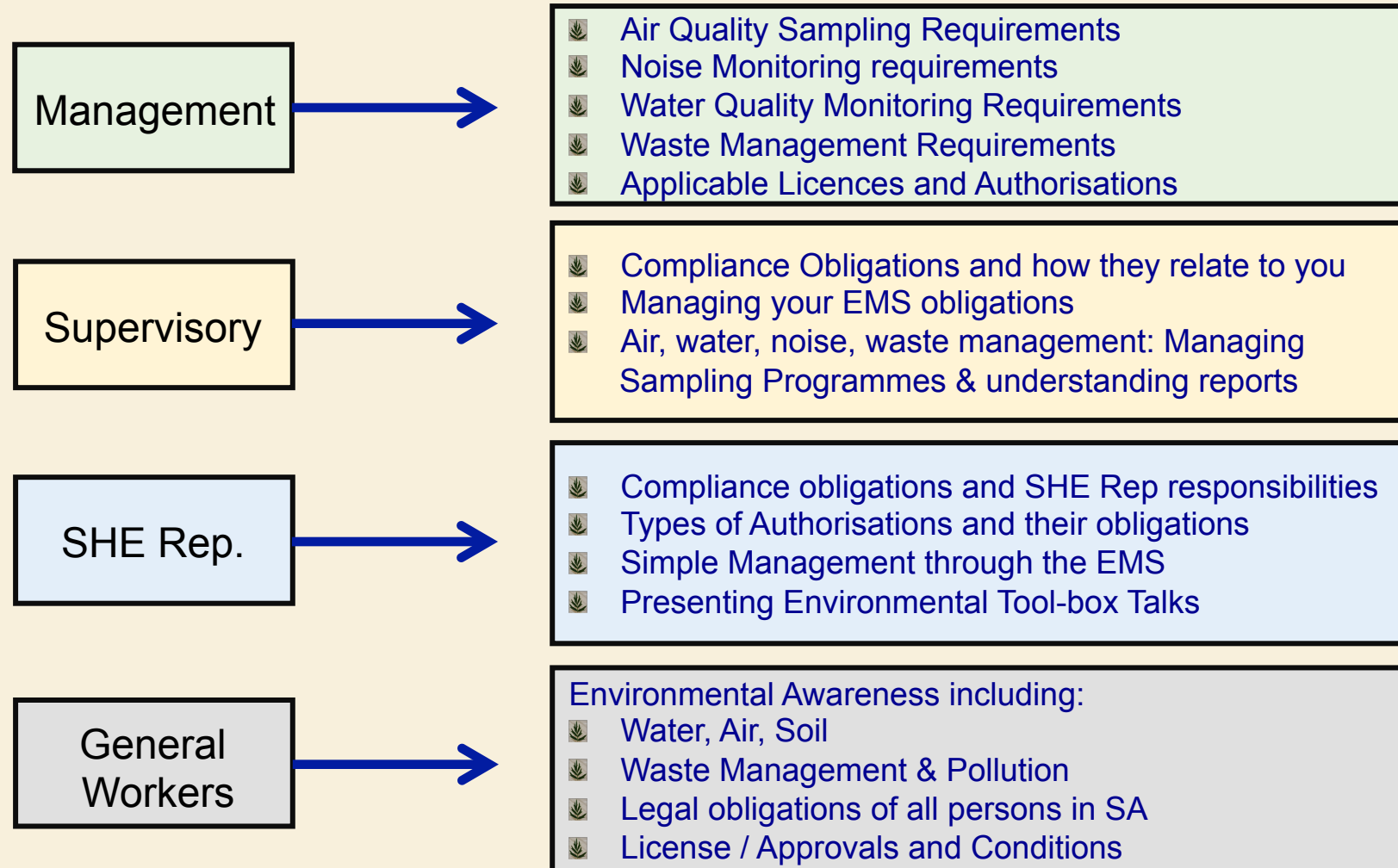
This Policy will be reviewed on an annual basis and revised as and when necessary.

Nico Pienaar
Director - ASPASA
www.ASPASA.co.za

Policy Revision Number: 3
Policy Revision Date: August 2017
Next Review Date: August 2018

ASPASA About Face: 2018 Hierarchy for Training

Proposed target levels for ASPASA 'Environmental' Training



Queries or Suggestions



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