

Environmental Assessment  
Practitioners Association  
of South Africa

*Advancing environmental assessment practice in South Africa*



# EAPASA BIENNIAL REPORT

01 March 2022 – 29 February 2024



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# PART A

## GENERAL INFORMATION





# PUBLIC ENTITY'S GENERAL INFORMATION

## REGISTERED NAME

Environmental Assessment Practitioners Association of South Africa (EAPASA)

## NATURE OF BUSINESS AND PRINCIPAL ACTIVITIES

Advancement of the practice and quality of environmental assessment

## REGISTRATION DETAILS AND VAT NUMBERS

NPO Reg. No. 122-986; Vat number 429 028 4985

## BOARD CHAIRPERSON

Snowy Mercy Makhudu

## EAPASA REGISTRAR

Dr Patrick Sithole

## BUSINESS ADDRESS/REGISTERED OFFICE

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## COMPANY SECRETARY

Ms Tumelo Lekhera  
EAPASA Board Secretariat and Registration Officer

## BANKERS INFORMATION

ACCOUNT HOLDER: EAPASA  
BANK: NEDBANK  
BRANCH CODE: 198 765  
ACCOUNT NUMBER: 104-509-8701

## ABOUT EAPASA

EAPASA is a Registration Authority which registers Environmental Assessment Practitioners (EAPs) based on the set of core competencies under the Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998.

The Vision and Mission of EAPASA is to promote public interest through the improvement of the quality of environmental assessment practice in South Africa.





## LIST OF ABBREVIATIONS / ACRONYMS

| ACRONYMS       | DESCRIPTION                                                        |
|----------------|--------------------------------------------------------------------|
| <b>APP</b>     | Annual Performance Plan                                            |
| <b>CPD</b>     | Continuing Professional Development                                |
| <b>DAFF</b>    | Department of Agriculture, Forestry, and Fisheries                 |
| <b>DEA</b>     | Department of Environmental Affairs                                |
| <b>DEAT</b>    | Department of Environmental Affairs and Tourism                    |
| <b>DFFE</b>    | Department of Forestry, Fisheries and the Environment              |
| <b>DMRE</b>    | Department of Mineral Resources and Energy                         |
| <b>EA</b>      | Environmental Assessment                                           |
| <b>EAP</b>     | Environmental Assessment Practitioner                              |
| <b>EAPASA</b>  | Environmental Assessment Practitioners Association of South Africa |
| <b>ECO</b>     | Environmental Control Officer                                      |
| <b>EIA</b>     | Environmental Impact Assessment                                    |
| <b>EMP</b>     | Environmental Management Plan                                      |
| <b>EMPr</b>    | Environmental Management Programme                                 |
| <b>HDI</b>     | Historically Disadvantaged Individuals                             |
| <b>IAIA</b>    | International Association for Impact Assessment                    |
| <b>IAIAsa</b>  | International Association for Impact Assessment South Africa       |
| <b>IoDSA</b>   | Institute of Directors of Southern Africa                          |
| <b>IPAP</b>    | Industrial Policy Action Plan                                      |
| <b>ICB</b>     | Interim Certification Board                                        |
| <b>IT</b>      | Information Technology                                             |
| <b>NEMA</b>    | National Environmental Management Act, No. 107 of 1998 as amended  |
| <b>NLRD</b>    | National Learners' Records Database                                |
| <b>RA</b>      | Registration Authority                                             |
| <b>RPL</b>     | Recognition of Prior Learning                                      |
| <b>SACNASP</b> | South African Council for Natural Scientific Professions           |
| <b>SACPCMP</b> | South African Council for the Project and Construction Management  |
| <b>SAQA</b>    | South African Qualifications Authority                             |



*Ms Snowy Makhundu*

## FOREWORD BY THE CHAIRPERSON

The Environmental Assessment Practitioners Association of South Africa (EAPASA) is delighted to present its Biennial Report covering the period from March 2022 to February 2024. EAPASA has consistently played a pivotal role in advancing the standards of environmental assessment practice by overseeing the regulated registration of Environmental Assessment Practitioners (EAPs) in South Africa under Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998.

This report allows us to take a moment to reflect on our accomplishments to date, while also reestablishing our commitment to accomplishing the vision and objectives of EAPASA. EAPASA remains committed to achieving its four strategic outcome goals: ensuring quality-assured environmental assessment practice, fostering transformation within the environmental assessment profession, increasing awareness of environmental assessment practices, and establishing a capable, credible, and efficient Registration Authority.

Since its inception in 2018, EAPASA has diligently concentrated on fortifying its internal infrastructure while enhancing the registry and support mechanisms. Our objective remains steadfast: to cultivate a thriving, resilient, efficient, and inclusive environmental assessment sector.

In 2022, EAPASA was selected as the recipient of The

International Association for Impact Assessment (IAIA)'s 2022 Institutional Award. This was to honour EAPASA for formalising the internal structures and processes to include the continuing professional development processes for environmental assessment practitioners in South Africa. This has become a benchmark for similar initiatives in other countries.

### STRATEGIC RELATIONS

To manage the ever-changing environmental assessment landscape, we are working collaboratively with various stakeholders such as the Department of Forestry, Fisheries and the Environment (DFFE), the Council for the Built Environment (CBE), and the South African Council for Natural Scientific Professions (SACNASP) to help create a future that is both environmentally conscientious and economically robust.

### CHALLENGES FACED BY THE BOARD

The Board undertakes difficult strategic decisions that affect the organisation's future. At the same time, the Board must safeguard the interests of the organisation and its stakeholders i.e., EAPs. Board members are consistently seeking ways to tackle the financial challenges confronting the organisation. Failure to find adequate solutions could have adverse effects on the organisation's operations.



The Board must stay abreast with the ever-evolving developments around environmental laws and regulations. This ensures compliance by EAPs, and that organisational policies are followed accordingly.

## ENVIRONMENTAL TRANSFORMATION

Transformation is a statutory obligation of EAPASA and is essential towards adhering to ethical conduct and fulfilling professional standards. EAPASA aims to highlight the shift in mindset, environment, professional conduct, and societal attitudes towards embracing diversity and empowering historically marginalized groups. Additionally, EAPASA acknowledges diversity in terms of race, age, ethnicity, socioeconomic background, gender, gender identity, sexual orientation, and disability.

Recently, EAPASA received an award for Professional Council with a substantial number of professional registered persons with disabilities from the Inaugural Built Environment Recognition Awards. Two (2) Registered Environmental Assessment Practitioners were awarded under the category of “Youngest Professionally Registered Environmental Assessment Practitioner in 2022/23.

As part of the EAPASA Transformation Strategy and Plan, the organisation is advancing the Mentorship Programme, which improves the Historically Disadvantaged Individual (HDI) profile of the EAP Register, thereby addressing the sector’s inequality gap. The EAPASA mentorship plan is divided into two segments. There are two options: one for graduates who want to become Registered Candidate EAPs, and the second one is for a Registered Candidate EAP who intend to work towards becoming a Registered EAP.

The mentorship plan aims to help mentees obtain skills and expertise that will improve their prospects of entering the sector, gaining career guidance, and developing professionally.

## THE STRATEGIC FOCUS OVER THE MEDIUM TO LONG TERM PERIOD

EAPASA intends to achieve the following goals:

- A Financially Sustainable Organisation
- Improved quality of EIAs
- Transformed Environmental Assessment Practice
- Professionalized Environmental Assessment Practice
- Improved Environmental Integrity/ Sustainable Development
- Improved awareness of the purpose and practice of environmental assessment in South Africa.

## APPRECIATION

I would like to express my gratitude to the Minister, Deputy Minister, and DFFE colleagues for their ongoing support. Former chairpersons and board members deserve special recognition for their dedicated efforts while serving on the board. Finally, I would want to express my heartfelt gratitude to the current EAPASA Board, Registrar/CEO, and Staff for your dedication and contribution to the EA profession. EAPASA’s functions and success are dependent on our ongoing collaboration.

## CONCLUSION

I hereby submit EAPASA’s Biennial Report and affirm my commitment to ensuring the implementation and delivery of the outputs stated herein.

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**Ms Snowy Makhundu**  
*EAPASA Chairperson*

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Date: 29/04/2024





*Dr Patrick Sithole*

## REGISTRAR / CEO OVERVIEW

### OVERVIEW OF THE OPERATIONS OF EAPASA

As the Registrar / CEO, I am delighted to provide an overview of this Biennial Report.

The Environmental Assessment Practitioners Association of South Africa (EAPASA) has been working to accelerate the registration and regulation of Environmental Assessment Practitioners (EAPs) in South Africa and to make the industry more professional and well-coordinated.

The organisation is still recognised as the only professional registration authority for EAPs in South Africa. Furthermore, the South African Qualifications Authority (SAQA) has recognised EAPASA as a Statutory Professional Body in terms of the NQF Act, Act 67 of 2008 (as modified in March 2018). EAPASA has maintained its professional body status by meeting the SAQA requirements over the years.

EAPASA is now implementing several protocols, policies, processes, and frameworks that will benefit our main stakeholders positively. The Transformation Charter, Mentorship Programme, and the Continuous Professional Development (CPD) course validation protocols are typical examples of how better we can manage the sector and improve the personal skills and proficiency of Environmental Professionals.

To date, EAPASA membership stands at 1234

professionally Registered EAPs and 423 candidate EAPs, with 4824 draft applications on the online registration system that are yet to be submitted. 376 applications are currently being assessed. As professional registrations grow, we urge EAPs to conduct their work effectively and professionally.

EAPASA is currently embarking on implementing different projects such as:

- Improvement of the online registration system and CPD system
- Additional accreditation of University Environmental qualifications with different institutions of higher learning
- Mentorship workshops and programmes
- Embarking on more roadshows for registration awareness purposes

### GENERAL FINANCIAL REVIEW

The annual financial statements are prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

By 28 February 2022, the organisation had retained earnings of R575 453 and that the organisation's total assets exceeds its total liabilities by R303 405. As of 28



February 2023, the organisation retained earnings of R614 878 and the organisation's total assets exceed its total liabilities by R979 648.

### **SPENDING TRENDS OF THE PUBLIC ENTITY**

The following comments are meant to explain the drastic reduction in the organisation's budget as observed on the 2023/ 2024 budget. It is important to note that EAPASA has still allowed for flexibility in the budget in case something goes completely out of hand.

- Reduction on Board Size from 13 to 9.
- Virtual meetings as opposed to physical meetings.
- Usage of interns to supplement workforce x 7.
- Office Rental options - change of location due to expiration of lease.

### **CAPACITY CONSTRAINTS AND CHALLENGES FACING THE PUBLIC ENTITY**

Due to financial constraints, it is difficult to hire highly skilled employees. The organisation is also understaffed, which creates major challenges. Other constraints include:

- Raw material shortages.
- Lack of employee training
- Organisation's inability to recruit and retain employees due to financial constraints.
- There is lack of productivity due to limited motivation among employees, and poor incentives.

### **NEW OR PROPOSED KEY ACTIVITIES**

EAPASA is seeking funding and/or sponsorships to assist in the well running of the organisation. Applications have been made to the National Lotteries Commission, The Development Bank of Southern Africa (DBSA) and Absa Group Limited.

The organisation has also been closely cooperating with the Council for Higher Education (CHE) on further improving the standard of qualifications from our local universities and aligning them with our SAQA qualification standard.

### **REQUESTS FOR ROLL OVER OF FUNDS**

There was no request for roll over of funds.

### **SUPPLY CHAIN MANAGEMENT & AUDIT RECOMMENDATIONS**

EAPASA has a Supply Chain Management (SCM) Policy in place which is aligned to the Public Finance Management Act, 1999.

One of the recommendations from the previous audit was the labelling of all fixed assets in the office. This task was accomplished in the year under audit. A second recommendation was to make a provision for leave pay in the financials. This was also provided for in the year under audit.

### **ECONOMIC VIABILITY**

We were successful in creating the Financial Sustainability Plan, which projects financial independence. EAPASA intends to make use of different diversified revenue streams such as CPD income, critical skills income, accreditation fees from tertiary institutions and annual membership fees.

### **APPRECIATION**

EAPASA extends gratitude to all individuals and entities who consistently support the Association in maintaining its esteemed status as a Registration Authority. We value the input of diverse stakeholders, including the DFFE, CBE, SACNASP, EAPASA staff, and notably, our dedicated Board members.

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**Dr Patrick Sithole**  
*EAPASA CEO/Register*

Date: 29/04/2024







# STRATEGIC OVERVIEW

## Vision

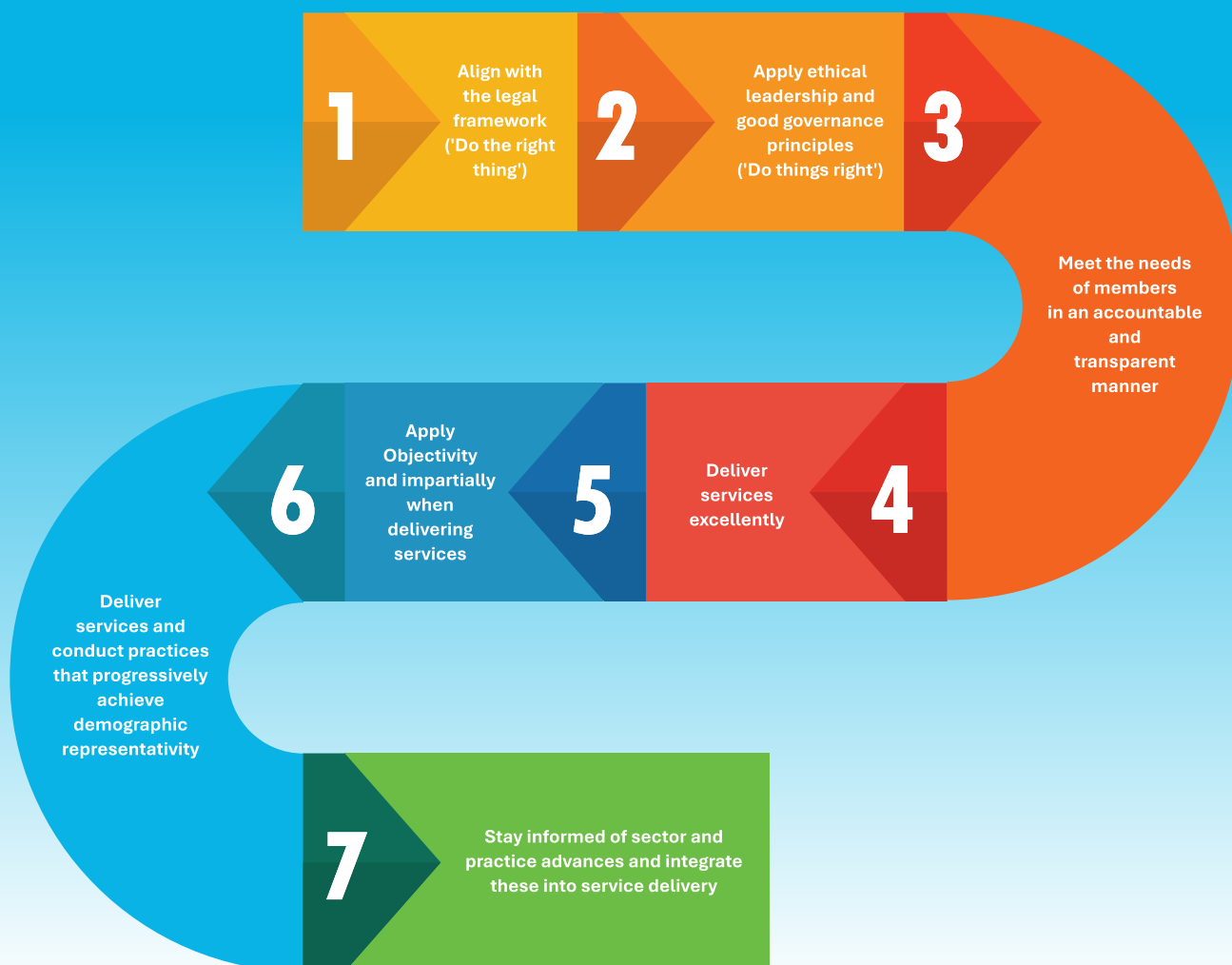
A transformed profession of competent, ethical, and legally registered Environmental Assessment Practitioners contributing to South Africa's sustainable development agenda.

## Mission

Advance the quality of environmental assessment practice in South Africa by establishing, promoting, and maintaining the registration of Environmental Assessment Practitioners (EAPs) in terms of Section 24H of the National Environmental Management Act (NEMA) (Act No. 107 of 1998) and the Section 24H Registration Authority Regulations, 2016.

## Values

Defining how the vision, will be achieved, the mission implemented, and the strategic outcome goals and objectives will be measured, the EAPASA Board concluded on a set of actionable values that guide their work:



## CONSTITUTIONAL, LEGAL, AND OTHER MANDATES

EAPASA's mandate and core business are underpinned by the Constitution of the Republic of South Africa, as well as other relevant legislation and policies enacted to give effect to all South Africans' constitutional environmental rights, as outlined in Section 24 of the Constitution:

*“Everyone has the right: (a) to an environment that is not harmful to their health or well-being; and (b) to have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that: prevent pollution and ecological degradation; promote conservation and secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.”*

EAPASA's core mandate contributes to the Department of Forestry, Fisheries, and the Environment's (DFFE) goal of improving compliance with environmental legislation, as well as ensuring sustainable development through quality assurance of Environmental Assessment Practitioners' capability to support or review development projects.

The revised EAPASA Constitution is readily available on the EAPASA website which talks to the basic principles of the organisation and legally binding set of rules.

The Environmental Assessment Practitioners Association of South Africa (EAPASA) as a Professional Body exercises its responsibilities under Section 24H of the National Environmental Management Act, 107 of 1998 (NEMA). The Association is recognised by the South African Qualifications Authority (SAQA) as a Statutory Professional Body in terms of the NQF Act, Act 67 of 2008 (as amended, March 2018).

Registered Environmental Assessment Practitioners (EAPs) are obligated to adhere to the Code of Ethical Conduct and Practice they signed as part of the registration process to ensure proper planning, management, coordination, and review of Environmental Impact Assessments and Environmental Management Programmes.

## STRATEGIC OUTCOME GOALS AND OBJECTIVES

The Board has defined strategic outcome goals and objectives that represent the “means to the end” in achieving the vision and mission described below:

### LONG-TERM VISION

A transformed profession of competent, ethical and legally registered Environmental Assessment Practitioners contributing to South Africa's sustainable development agenda

### MISSION STATEMENT

To advance the quality of environmental assessment practice in South Africa by establishing, promoting, and maintaining registration of Environmental Assessment Practitioners in terms of Section 24H of the National Environmental Management Act.

### STRATEGIC OUTCOME GOALS

Quality Assured EA  
Practice

A Transformed  
Environmental  
Assessment  
Profession

Improved Awareness  
of Environmental  
Assessment  
Practice

A Capable, Credible  
and Efficient  
Registration  
Authority



## Desired outputs that will contribute to the outcomes above – the means to the ends:

- **Strategic Objective 1 (a):** Professionally registered EAPs; 1(b) Professional standards and criteria used for education and registration; 1 (c) Continuing Professional Development (CPD) implemented; 1 (d) Code of Ethical Conduct and Practice upheld.
- **Strategic Objective 2:** Environmental Assessment Profession transformed.
- **Strategic Objective 3:** Improved profile and awareness of work and objectives of EAPASA
- **Strategic Objective 4:** Sound and equitable corporative governance with performance indicators and targets – how progress in achieving results will be measured and monitored.



## STRATEGIC PLANNING OUTCOMES 2022:

The following discussions took place during the 2022 Strategic Planning Session:

### (1) Regulating the Sector through;

- Registrations
- Code of practice (all values with emphasis on Ethical conduct)
- Consequence Management
- Professionalize the Environmental Assessment Practice (set Standards)

### (2) Improving and managing Quality of EIAs through;

- Continuous Professional Development
- Skills Development (Mentorship)
- Consistent application and adherence to standards
- Course Validation

### (3) Transforming and Restructuring the Environmental Assessment Practice through;

- HDI empowerment and support

### (4) To Contribute towards Sustainable Development taking into consideration Environmental Integrity

### (5) To Improve Public Awareness of the purpose and practice of environmental assessment in South Africa through;

- Information sharing and Public Good Services



## BOARD STRUCTURE

The current Board consists of persons with extensive experience in their areas of responsibility and have in-depth knowledge and experience required by the organisation and the sector. The Board consists of six (6) Registered EAPs and three (3) independent persons.



**Ms Snowy Makhudu**  
Board Chairperson



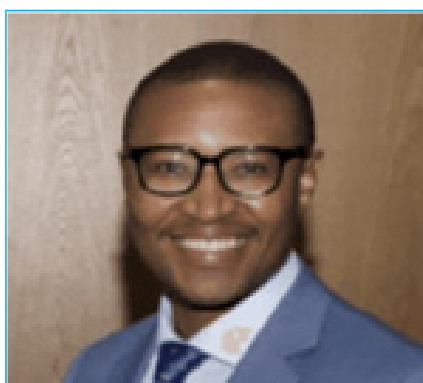
**Dr Desmond Musetsho**  
Vice Board Chairperson



**Ms Jacqui Hex**  
Chairperson - Public Relations committee



**Ms Minnete Le Roux**  
Chairperson - Registration Committee



**Mr Sabelo Nkosi**  
Board Member - Registration Committee



**Adv Adila Chowan**  
Chairperson - Appeals Committee



**Mr Khathutshelo Tshipala**  
Acting Chairperson - Quality and Standards Committee



**Dr Jennifer Molwantwa**  
Board Member - Public Relations Committee



**Advocate Thomas Tshabalala**  
Chairperson - Professional Conduct committee

*Figure 1 – Current EAPASA Board*

Six of the above-mentioned Board members are Registered EAPs and have:

- A good conceptual and practical understanding of sustainable development.
- Depth knowledge and experience of the required competencies for Environmental Assessment in South Africa and are able to demonstrate their application at a high level.
- Knowledge and experience of the relevant law, policy and regulations governing Environmental Assessment and underpinning approaches to sustainable development in South Africa.
- Academia or the education sector relevant to environmental assessment

The three (3) independent persons have knowledge and relevant experience in:

- Legal and regulatory governance matters, with an LLB degree or equivalent, admitted as an attorney or advocate with at least 10 years' experience.
- Finance/ audit and risk with a BCom degree or equivalent, admitted as a Chartered Accountant with at least 10 years' experience.
- Possess suitable qualifications, expertise and experience in the fields of information technology, human resource and administration or any other relevant expertise or qualifications.

Below are the outgoing Board Members:

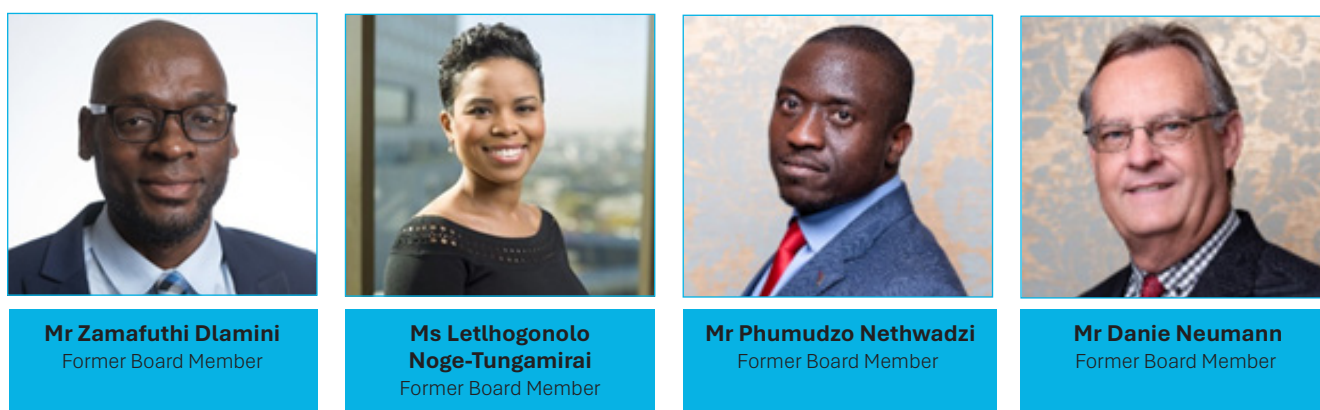


Figure 2 – Outgoing Board Members

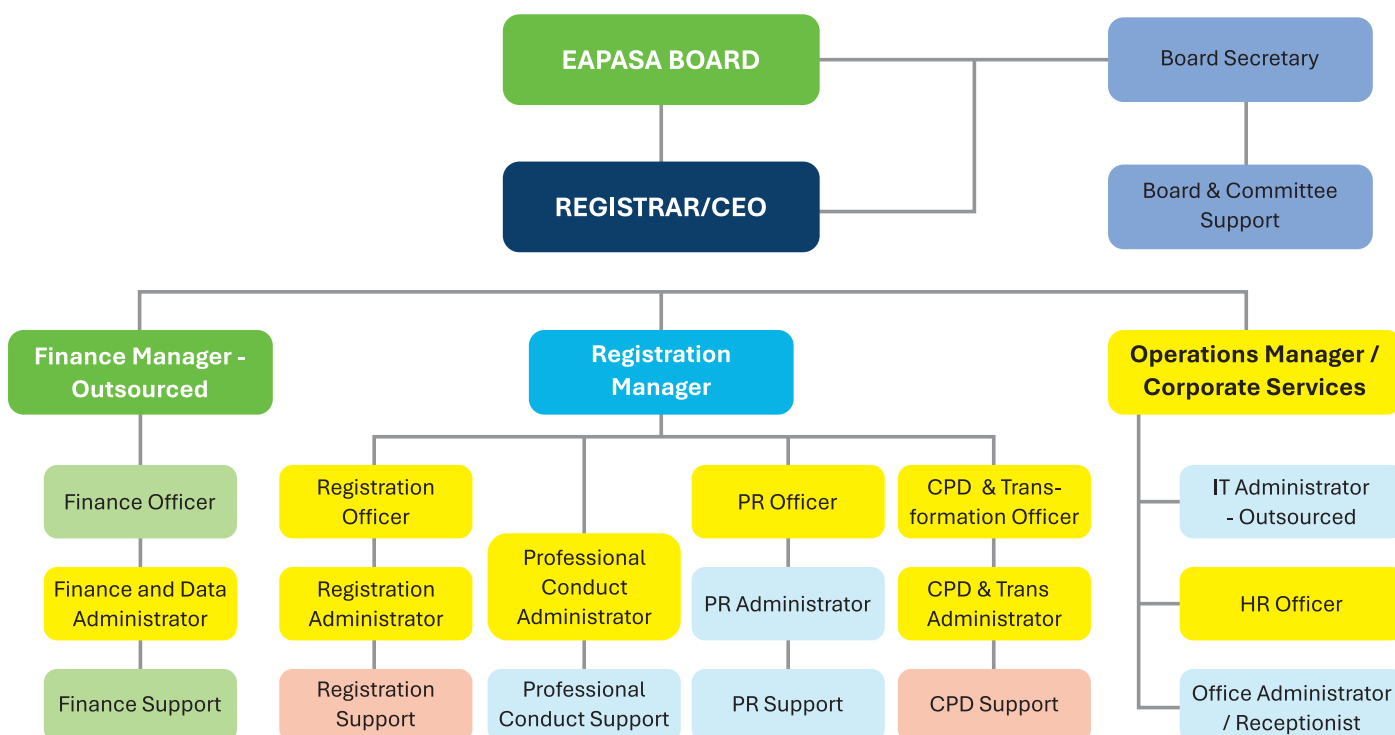


Figure 3 – EAPASA Organogram





**FIGURE 4 EAPASA STAFF – From Top Left, Hlengiwe Modiba (Registration Manager), Kayyoom Ganie (Finance Manager) Middle Row: Dr Patrick Sithole (Registrar/ CEO), Muano Liphadzi (Public Relations Administrator), Ntanganedzeni Ramasunzi (Registration Support), Top Right: Mphu Mojapelo (Finance Officer), Melita Mbhele (Finance Support), Bottom Left: Tumelo Lekhera (Registration & Board Secretariat), Naledzani Maphwanya (Office Cleaning) Bottom Right: Mohao Nakana (CPD Support), Asanda Shobede (Mentorship Support)**



# PART B

PERFORMANCE





# INTRODUCTION

This section highlights EAPASA's performance in accordance with its mandate and strategy framework discussed in Part A. The several Board-appointed Committees deal with a specific matter under their jurisdiction. The activities and performance of each Committee are documented by the Committee reports in Part C (Governance) of this report.

## AUDITOR-GENERAL'S REPORT ON PREDETERMINED OBJECTIVES

The Audit Committee performs the duties laid upon it by the Non-Profit Organisation Act 71 of 1997 by holding meetings with the key role players on a regular basis and by the unrestricted access granted to External Auditors. The ABS Chartered Accountant are the current auditors.

## OVERVIEW OF THE ORGANISATION'S PERFORMANCE

### Service Delivery Environment

EAPASA has successfully upheld its basic mandate, which contributes to DFFE's goal of promoting environmental legislation compliance and ensuring sustainable development through quality assurance of EAPs' capabilities to assess or review development projects. A 100% was achieved on applications assessed and decided on within prescribed 120-day timeframe. Applicants' queries were attended to on daily basis through social media platforms, telephone calls, and webinars.

### Service Delivery Improvement Plan

EAPASA has an approved service delivery improvement plan in place.

| MAIN SERVICES                                                            | BENEFICIARIES                   | STANDARD OF SERVICE                                                                                                                                              | DESIRED OUTCOME | ACTUAL ACHIEVEMENT                                                                 |
|--------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------|
| EAPASA Registration Process                                              |                                 |                                                                                                                                                                  |                 |                                                                                    |
| Applications assessed and decided on within prescribed 120-day timeframe | Applicants                      | 100% performance achieved within prescribed 120-day timeframe                                                                                                    | 100%            | 100% APP Outcome Goal 1 - Strategic Objective 1(a): Professionally Registered EAPs |
| Malpractice Cases                                                        |                                 |                                                                                                                                                                  |                 |                                                                                    |
| Ensuring all malpractice cases are resolved                              | Environmental Assessment Sector | EAPASA has received a total number of 26 complaints, 8 were valid complaints, 4 cases were dismissed, 2 recommended for charging and 2 undergoing appeal process | 100%            | 62% cases attended to.                                                             |
| Administration                                                           |                                 |                                                                                                                                                                  |                 |                                                                                    |
| Ensuring all Service Providers are paid on monthly basis or upon request | EAPASA / EAPs                   | 100% invoices and retainer fees paid                                                                                                                             | 100%            | 100% invoices and retainer fees paid within 30 days.                               |
| Continuing Professional Development (CPD)                                |                                 |                                                                                                                                                                  |                 |                                                                                    |
| CPD submissions by EAPs                                                  | EAPs                            | 26% CPD Credit Allocation Letters Sent                                                                                                                           | 100%            | 32% have submitted as of 22 February 2024                                          |



## Organisational Environment

EAPASA continues to carry out its function as a Registration Authority for Environmental Assessment Practitioners (EAPs) based on the set of core competencies under the Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998. This is to ensure that EAPs comply with the national legislation and can operate or function independently.

To execute the functions of the organisation, EAPASA has seven (7) permanent employees who are responsible for the day-to-day operational activities. The Board and management have plans in place to invest in human resources capacity and the retention and development of its employees for sustainability purposes.

The economic meltdown has led the organisation to face financial difficulties which makes it challenging to implement some of the policies such as the employee benefits package. This does have an impact on employee satisfaction and productivity.

Despite these setbacks, EAPASA is committed to improving the practice and quality of environmental assessment in South Africa in the public interest, the environment, and in accordance with applicable legislation.

## KEY POLICY DEVELOPMENTS AND LEGISLATIVE CHANGES

EAPASA continues to be the single registration authority for the regulation of environmental assessment practitioners until 07 February 2026. This comes after the Minister of Forestry, Fisheries and Environment, Ms Barbara Creecy extended the appointment of Environmental Assessment Practitioners Association of South Africa (EAPASA) in terms of Section 24H (3) and Section 24(6) of the National Environmental Management Act, 1998.

The aim of EAPASA is to lead the field of environmental practice, a goal it aims to accomplish by laying a solid groundwork upon which South Africa's environmental assessment practices can depend.

The EAPASA Mentorship Policy has been developed to enhance the Historically Disadvantaged Individual (HDI) profile of the EAP Register, and thus address the inequality gap within the sector. This programme contributes to the professional development of both the mentor and the mentee.

Candidate EAPs or graduates who wish to become part of the programme are expected to have a relevant environmental qualification from a SAQA recognised tertiary institution. This will help the mentee connect with seasoned Registered EAP professionals who will guide them in launching their career and realising their career goals.

On 19 July 2023, EAPASA signed a Memorandum of Agreement (MOA) with the Council on Higher Education (CHE). The purpose of the MOA is to provide a framework for cooperation and collaboration between the two organisations in quality assurance and promotion in higher education with specific reference to environmental education. The collaboration is based on programme and/or qualification accreditation, standards development, qualification and other quality reviews, addressing quality concerns, research, advice, and knowledge dissemination, policy development, and information and/or data sharing arrangements.



**Figure 6: From Left; Dr Patrick Sithole (EAPASA Registrar/CEO) and on the Right; Dr Whitfield Green (CHE CEO) exchanging hands after the signing.**

| No. | POLICY AND LEGISLATIVE DEVELOPMENTS                                                                                                                                                                                                                                                                                                                                  |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | EAPASA is a Registration Authority which registers Environmental Assessment Practitioners (EAPs) based on the set of core competencies under the Section 24H Registration Authority Regulations of the National Environmental Management Act (NEMA), Act 107 of 1998.                                                                                                |
| 2.  | Regulation 14: “No person other than a registered Environmental Assessment Practitioner may hold primary responsibility for the planning, management, coordination or review of environmental impact assessments and associated EMPs.                                                                                                                                |
| 3.  | Regulation 22(2): “Regulation 14 of these Regulations takes effect 24 months from the date of the appointment of the first Registration Authority” (on 8 February 2020), now moved out to 8 August 2022                                                                                                                                                              |
| 4.  | Extension of the appointment of the Environmental Assessment Practitioners Association of South Africa as the single Registration Authority in terms of Section 24H (3), Read with 24H (6), of the National Environmental Management Act, 1998 (Act No. 107 of 1998), for a period of twenty-four (24) months with effect from 07 February 2024 to 07 February 2026. |

## ACHIEVEMENT OF INSTITUTIONAL IMPACTS AND OUTCOMES

EAPASA was initially appointed as the single Registration Authority for the regulation of environmental assessment practitioners for a period of five (5) years from 08 February 2018. This term of appointment came to an end on 07 February 2023 and was extended until 07 February 2024. The Minister of Forestry, Fisheries and the Environment, Ms. Barbara Creecy further provided an extension which permits EAPASA to continue being the single registration authority for the regulation of environmental assessment practitioners until 07 February 2026.

EAPASA intends to ensure that the following outcomes are implemented:

- A capable and credible and efficient Registrations Authority
- A financially sustainable organisation
- Advocacy for sustainable development
- A professionalised practice
- Continuous Professional Development
- Improved quality of the environmental assessment practice
- A transformed environmental assessment practice

To date, EAPASA has ensured that 130 mentorship agreement forms have been signed with Candidate EAPs so that they can work towards becoming Registered EAPs. Mentorship is part of the EAPASA Transformation Strategy and Plan. Registered EAPs are required to submit evidence that they have contributed to transformation, skill transfer, capacity building, and awareness raising in the Environmental Assessment Sector during their five-year registration period.



Progress against the 5-year targets in the Strategic Plan is provided below:

| OUTCOME                                                                                                                                            | OUTCOME INDICATOR                                                                                                                                                                                                             | 5 – YEAR TARGET                                                                                                                                                                                                             | PROGRESS TOWARDS ACHIEVEMENT OF THE 5 – YEAR TARGET                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Good governance, compliance with legislative requirements and effective financial management                                                       | External audit opinion obtained                                                                                                                                                                                               | Unqualified external audit opinion in accordance with the international Financial Reporting Standard for small and medium entities and the requirements of the Companies Act 71 of 2008.                                    | Qualified external audit opinion for 2022/23                                                                                                                                                                                  |
| Transformed Environmental Assessment Practice – improvement on transformation and empowerment of previously historically disadvantaged individuals | Diversity and representivity on the Board and the Committees of the Board which comprises of five (5) people who are females and seven (7) people who are black.<br><br>Percentage of HDI Candidate EAPs mentored on request. | 56 % of Board members are females while 44% are males.<br><br>100% achieved performance                                                                                                                                     | 100% representation                                                                                                                                                                                                           |
| Financially Sustainable Organisation                                                                                                               | Becoming sustainable during the additional period granted by the Minister and beyond.                                                                                                                                         | Diversification of revenue streams through application fee, annual renewal fee, 5-year re-application cycle fee, annual conferences, training and workshops, donor funding and grants, regulatory fees, website advertising | <ul style="list-style-type: none"> <li>2 annual conferences have been hosted.</li> <li>The EAPASA website has a donation button in place.</li> <li>Growth in Registrations i.e., 627 in 2022/23 and 720 by 2023/24</li> </ul> |
| Improved quality of environmental assessment Practice                                                                                              | Decisions of applications made within prescribed timeframe                                                                                                                                                                    | Percentage of applications assessed and decided on within prescribed 120-day timeframe                                                                                                                                      | 100% Applications assessed and decided on within the 120 days for 2022/23 and 2023/24                                                                                                                                         |
| Professionalized Environmental Assessment Practice                                                                                                 | Ethical & professional behaviour in environmental assessment practice promoted                                                                                                                                                | Review and update of the Code of Practice and Ethical Conduct                                                                                                                                                               | Code of Practice and Ethical conduct available on the EAPASA website                                                                                                                                                          |
| Improved Awareness of Environmental Assessment Practice                                                                                            | Approved updated Communication Strategy Annual Plan                                                                                                                                                                           | EAPASA Communication Strategy updated, and Annual Plan approved                                                                                                                                                             | 2022/23 and 2023/24 100% of the Approved Communication Strategy and 2020/21 Plan implemented                                                                                                                                  |
|                                                                                                                                                    | Number of outreach programmes conducted                                                                                                                                                                                       | University roadshows, exhibitions, CPD workshops, MEC / HOD drives, & conferences                                                                                                                                           | A total of 24 outreach programmes conducted in 2022/23.<br>A total of 28 outreach programmes conducted in 2023/2024                                                                                                           |
|                                                                                                                                                    | Media statements issued                                                                                                                                                                                                       | Number of media statements issued to media houses                                                                                                                                                                           | Four (4) media statements issued in 2022/2023 and 2023/24.                                                                                                                                                                    |
|                                                                                                                                                    | Published EAPASA publications                                                                                                                                                                                                 | Number of publications published and distributed                                                                                                                                                                            | Six (6) published in 2022/2023 and 2023/24                                                                                                                                                                                    |
|                                                                                                                                                    | Advocacy, awareness, and training on SDGs.                                                                                                                                                                                    | Number of SDG webinars in partnership with government, universities, institutions, and NGOs                                                                                                                                 | N/A                                                                                                                                                                                                                           |



## INSTITUTIONAL PROGRAMME PERFORMANCE INFORMATION

### Programme 1: Administration

Purpose: Provide strategic leadership, management and support services to the department

Sub – programmes:

- Ministry
- Organisational Management
- Internal Audit
- Financial Management Services
- Office Administration

Outcome - Good governance and compliance with legislative requirements and effective financial management.

| Programme: Administration                                                                                    |                                                                       |                        |                                                                                                                                               |                                                                                                                                               |                                                                              |                                                                                                                                                                                                    |                                                                           |                            |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------|
| Outcome                                                                                                      | Output                                                                | Output Indicator       | Audited Actual Performance 2022/2023                                                                                                          | Audited Actual Performance 2023/2024                                                                                                          | Planned Annual Target 2022/2023 & 2023/2024                                  | Actual Achievement 2022/2023 & 2023/2024                                                                                                                                                           | Deviation from planned target to actual achievement 2022/2023 & 2023/2024 | Reasons for deviation      |
| Good governance and compliance with legislative requirements and effective financial management              | Unqualified external audit opinion                                    | External audit opinion | Unqualified external audit opinion on the organisations' 2022/23 financial Statements and material findings on annual performance information | Unqualified external audit opinion on the organisations' 2023/24 financial Statements and material findings on annual performance information | Unqualified external audit opinion                                           | Unqualified external audit opinion on the organisations' 2022/23 & 2023/24 financial Statements and material findings on annual performance information issued by ABS Chartered Accountants (S.A.) | Unqualified audit opinion issued by ABS Chartered Accountants             | Unqualified external audit |
| Improved contribution on socio-economic transformation and empowerment of previously disadvantaged community | % procurement budget expenditure on BBBEE and black owned enterprises | 70%                    | 70%                                                                                                                                           | 70%                                                                                                                                           | 70% of overall expenditure from BBBEE compliant companies (B-BBEE Levels 1-8 | 70% of overall expenditure from BBBEE compliant companies (B-BBEE Levels 1-8                                                                                                                       | N/A                                                                       | N/A                        |



## REGISTRATION REPORT

The national database of Registered EAPs, 'EAP Register', assists developers, government departments, and the public to readily check the registered practitioners in their location. The register provides the names of all Registered EAPs and Candidate EAPs, their qualifications, their race and gender, the province and town or city of residence and the year in which they were first registered.

As of 29 February 2024, EAPASA has **1222** Registered EAPs and **361** Candidate EAPs on the system. EAPASA has streamlined the process of answering the Core Competencies questions. This will assist applicants to respond well to the questions.

The online and physical workshop has assisted EAPs to have a better understanding on how the registration process works, how to navigate through the Online Registration System, receive knowledge on how to approach the Core Competencies and the type of Portfolio of Evidence (POE) to be submitted with the application.

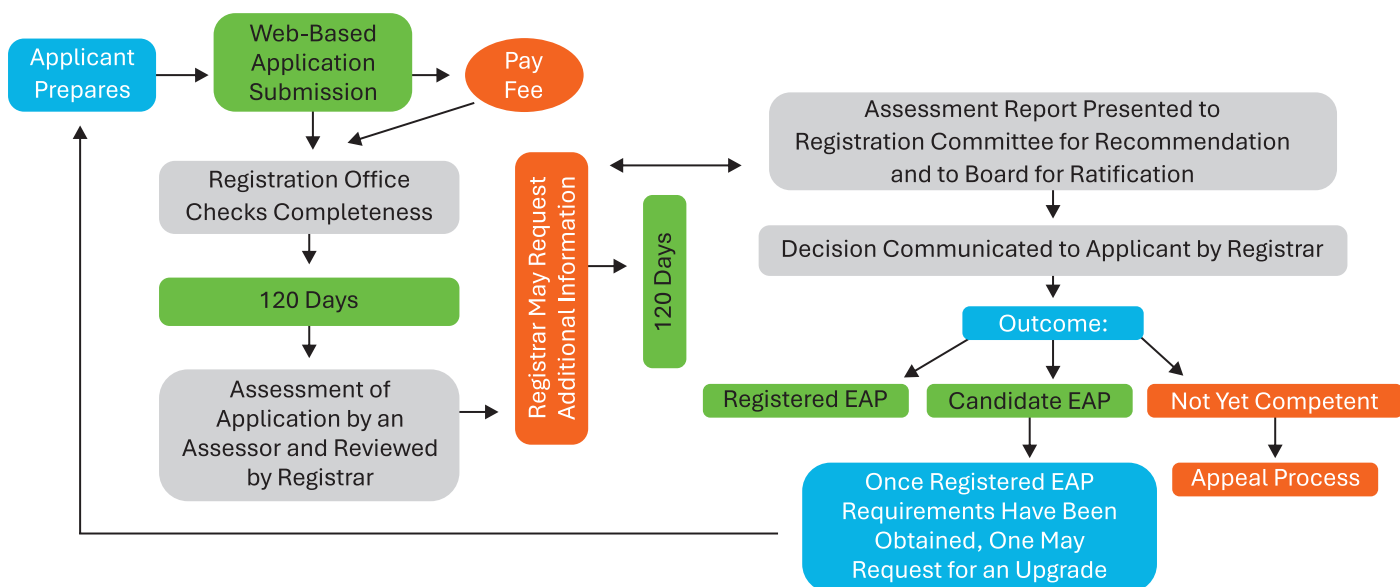
The professional fees for Environmental Assessment Practitioners have been gazetted under section 24H of the NEMA Act, 1998 (Act. No 107 of 1998) and Regulation 9 of the section 24H Registration Authority Regulations, 2016. The below illustration shows the current registration assessment fees:

| Professional Fees                          | Gazetted Fees |
|--------------------------------------------|---------------|
| Registration Assessment Fee: EAP           | R 1500.00     |
| Registration Assessment Fee: Candidate EAP | R 800.00      |
| Annual Subscription: EAP                   | R 1200.00     |
| Annual Subscription: Candidate EAP         | R 600.00      |

**Figure 7: Professional Fees**

When an application is received, it is checked for completeness by the Registrar. Once an application has been checked and found to be complete as per the requirements of Regulation 16 (2) of the Section 24H Regulations, the Registrar starts the timeframe of 120 days stipulated in Regulation 16 (3) for the processing of the application. Each application is allocated to an Assessor, who assesses the application for registration against the six (6) Core Competencies (CCs) contained in the Applicant Guideline Manual which are, in turn, drawn from the Qualification Standard for Environmental Assessment Practice.

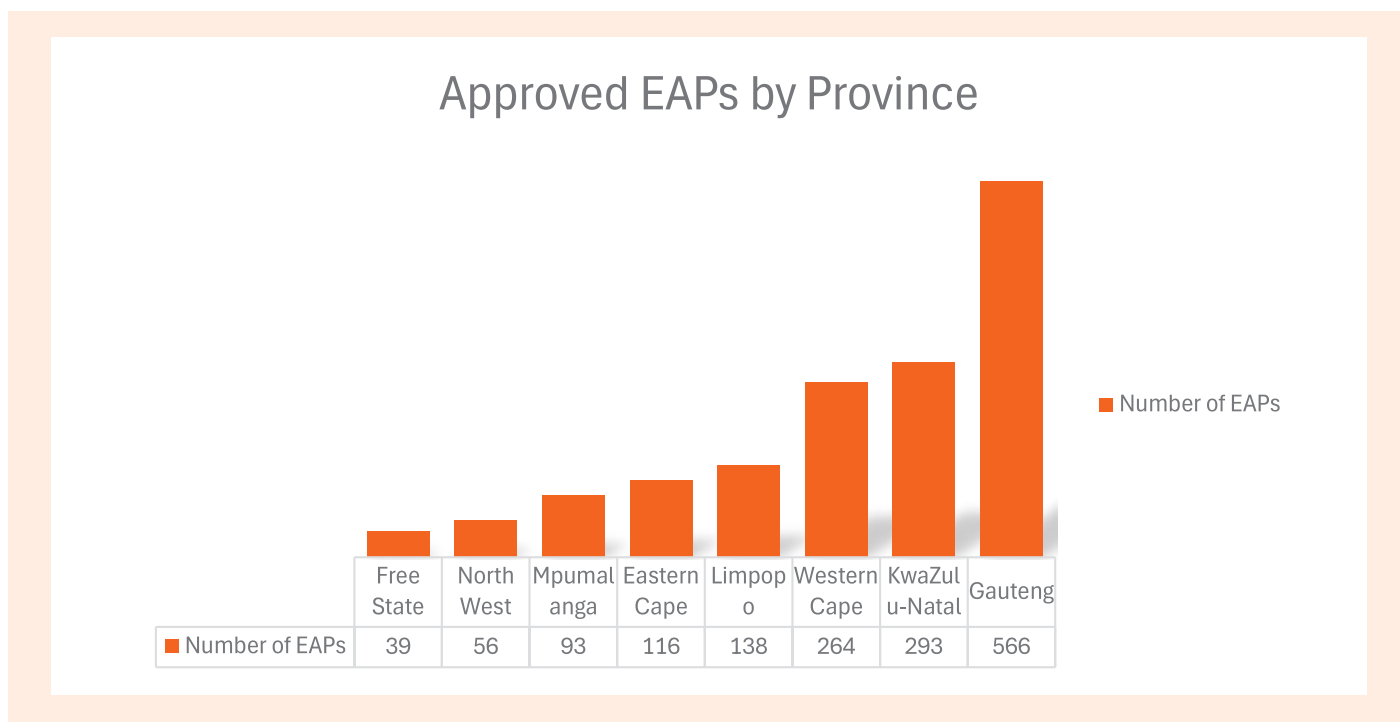
## OVERVIEW OF THE EAP REGISTRATION APPLICATION PROCESS



**Figure 8: EAP Registration Application Process**

The graphic above assists potential EAPs in understanding the process that must be followed before they can be recognised as a Registered EAP or Candidate EAP. The diagram is explained clearly in all registration presentations to assist people with draft applications. Applicants should bear in mind that the 120-day Section 24H assessment procedure commences once (1) the Registrar deems that a submitted application is complete and (2) proof of payment of the registration assessment fee has been received.

The graph below illustrates the number of Registered EAPs by province (As of 29 February 2024):

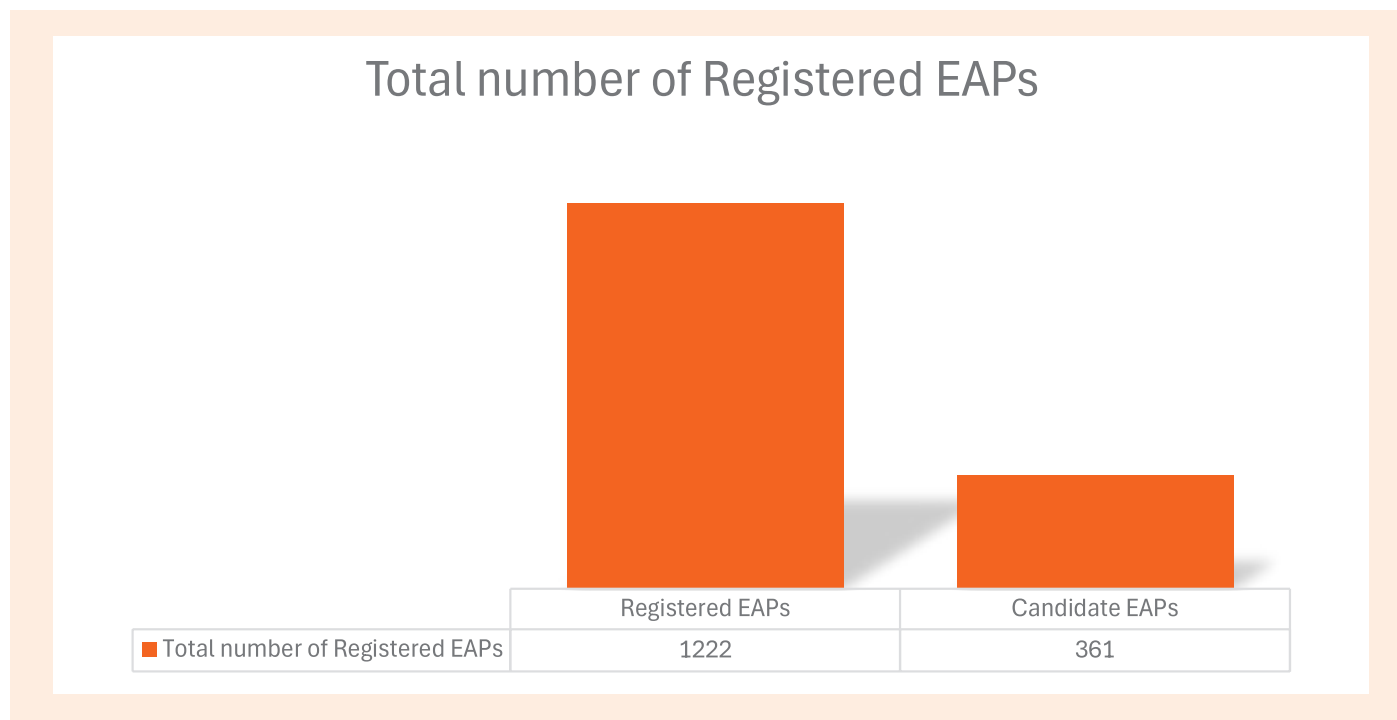


**Figure 9: Registered EAPs by Province**



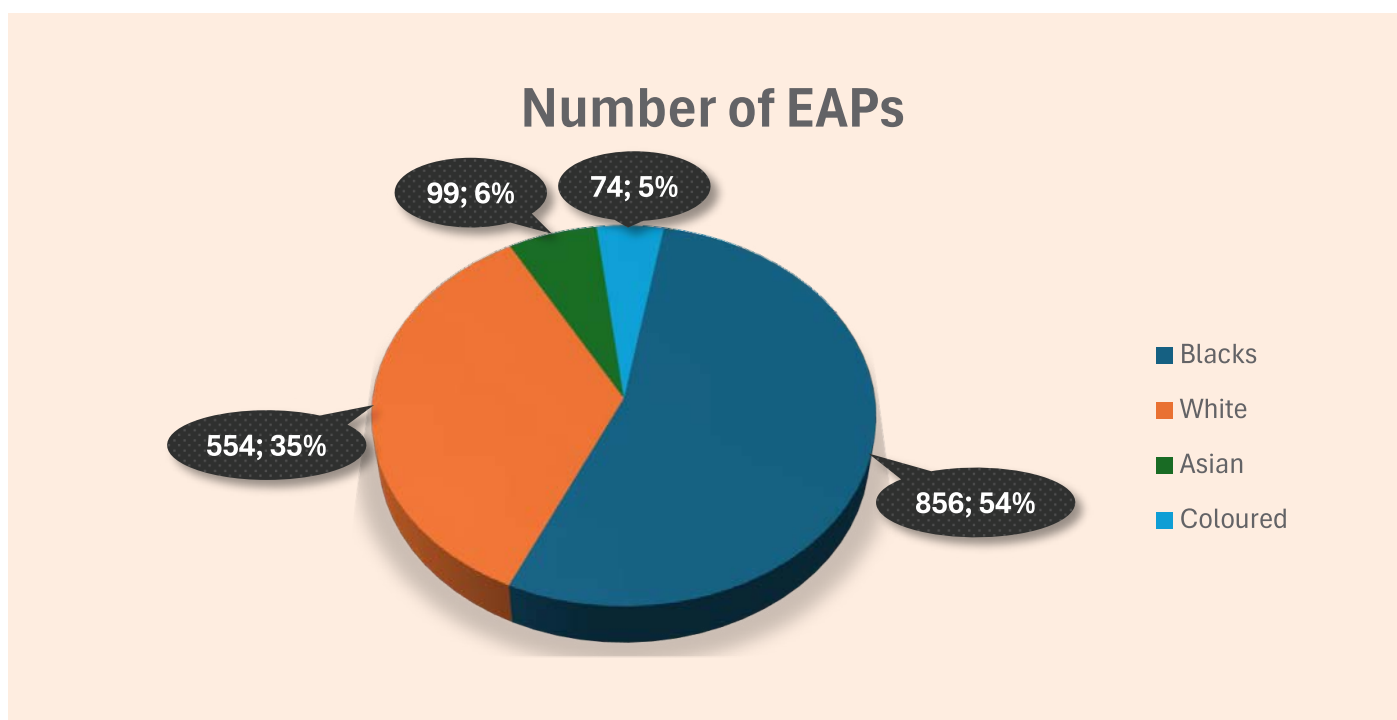


The diagrams below illustrate the breakdown of Registered EAPs and Candidate EAPs by total number of Registered EAPs, race, and gender.



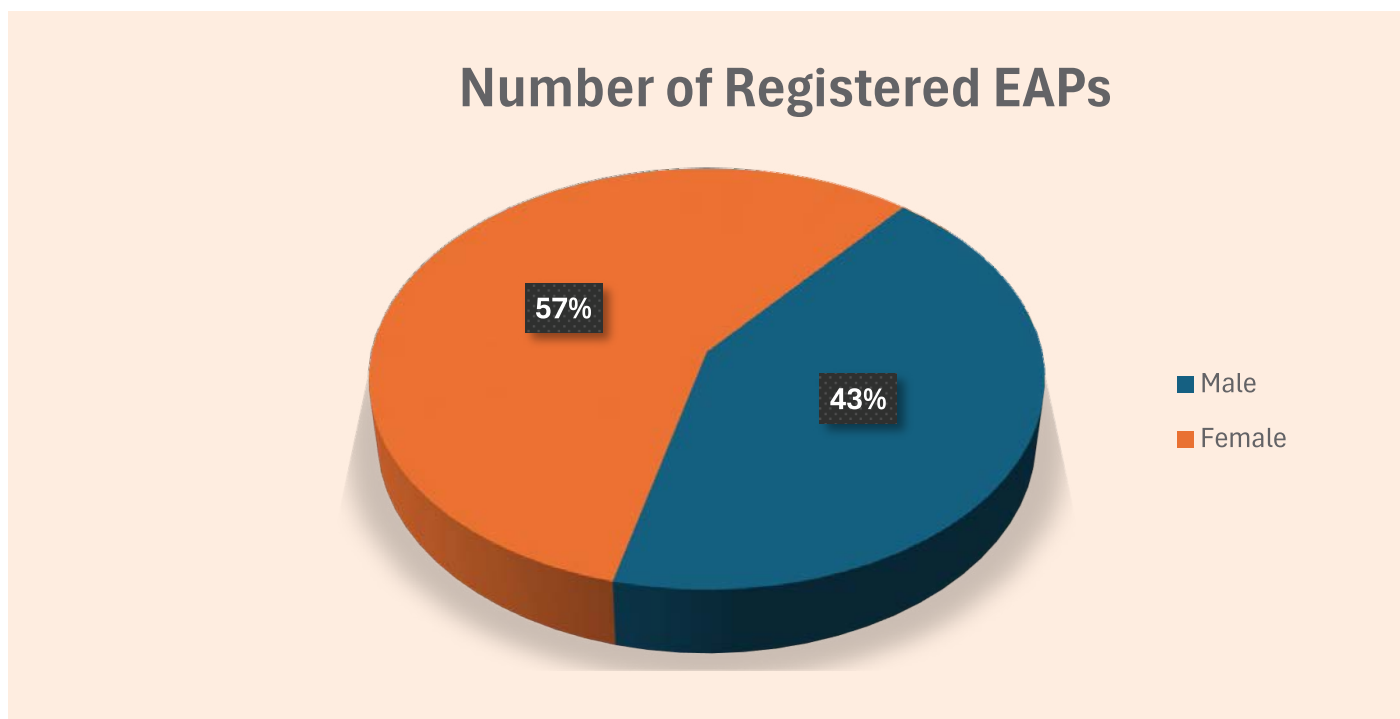
**Figure 10: Registered EAPs and Candidate EAPs**

The number of Registered and Candidate EAPs at EAPASA has increased significantly. Registration roadshows have played a crucial role in disseminating knowledge, raising awareness, and fostering engagement among students, graduates and young professionals. Registration campaigns were instrumental in raising awareness about the importance of registering with EAPASA.



**Figure 11: Registered EAPs by Race**

As from February 2022, the number of black Registered EAPs has gone from 194 to 856. The number has significantly gone up by 77%. Coloured EAPs have gone from 31 registered members to 74. As of February 2024, Asian EAPs are standing at 74 from 53 and whites at 554 from 388.



**Figure 12: Approved EAPs by Gender**

EAPASA has implemented a policy to promote gender equality and empower women. As a result, and as illustrated in the graph above, more females are dominant than their male counterparts. By February 2022, females were at 42%, and this increased to 57% by February 2024. The males were more dominant in February 2022 at 58% and the number has decreased to 43% as of February 2024.

## **PROFESSIONAL STANDARDS AND CRITERIA USED FOR EDUCATION AND REGISTRATION**

EAPASA has established professional standards and criteria as a regulating body with official obligations since being recognized by SAQA. This designation allows registered EAPs to be classified as professional practitioners on the National Learners Records Database. It also enables prospective applicants to showcase the knowledge they have for consideration as a means of gaining professional credentials.

As a Professional Body recognised by SAQA, EAPASA is required to ensure that Registered EAPs undertake CPD. The CPD system is administered by EAPASA in terms of its obligation under the National Qualifications Framework (NQF) Act. The CPD activities are provided according to specific criteria and guidelines stipulated in its CPD policy.

It is the responsibility Registered EAPs and Candidate EAPs to keep abreast with developments and knowledge in their areas of expertise in order to maintain their competence. This is done through involvement in CPD programmes and formal training.

EAPs can take part in educational and learning opportunities for them to earn CPD points. The training courses, conferences, workshops etc. fall under the compulsory CPD category (Category 1). It is recommended that at least 1 CPD point be acquired annually for Category 1.



Section 24H of NEMA requires Registered EAPs to provide evidence (through submitting CPD portfolio) that they have updated and improved their skills, knowledge and understanding in the field of environmental assessment during the registration period.

Training is outsourced to recognised voluntary associations and accredited training / educational institutions and other recognized providers. EAPASA ensures that the responsibilities outsourced are carried out in a fair, equitable and responsible manner through the validation of the relevant courses, workshops, conferences, symposia, etc.

An independent study by EAPASA found that currently very few programmes or qualifications have full coverage of EAPASA core competencies. There are twenty-five (25) approved Environmental Qualifications in line with regulation 15.1 (ii) of Section 24H Regulations. The qualifications are listed in table 1 below:

|                                                                                     |                                                                               |                                                                            |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Master's majoring in Environmental Science (Coursework), University of Limpopo      | MSc in Environmental Sciences (Coursework), University of Johannesburg        | BA Geography and Environmental Studies, University of Western Cape         |
| MSc majoring in Environmental Management (Coursework), University of the Free State | BA Geography and Environmental Management, University of the Free State       | MPhil in Environmental Studies, University of Fort Hare                    |
| BSc Environmental Science (Honors), Rhodes University                               | BSc Geography and Environmental Sciences, University of the Free State        | MSc Environmental Management, University of Venda                          |
| BSc Honors in Geography and Environmental Studies, University of Limpopo            | PG Diploma in Environmental Management, Stellenbosch University               | MSc Environmental Management (Coursework), University of Pretoria          |
| MSc in Environmental Management (Coursework), North-west University                 | PG Diploma in Sustainable Development, Stellenbosch University                | MPhil Environment, Society and Sustainability, University of Cape Town     |
| MSc in environmental Biotechnology (Course work), Rhodes University                 | BSc Honors in Geography and Environmental Science, University of Cape Town    | MSc in Environmental Science (Coursework), University of the Witwatersrand |
| BSc honours in Environmental Studies, University of the Witwatersrand               | BSc Honours in Environmental Management, University of South Africa           | BSc in Geography & Environmental Management, University of South Africa    |
| BSc / BA in Environmental Studies, University of the Witwatersrand                  | BSc in Environmental and Water Science, University of the Western Cape        |                                                                            |
| BA Honours in Environmental Management, University of South Africa                  | BA Honours in Environmental and Water Science, University of the Western Cape |                                                                            |

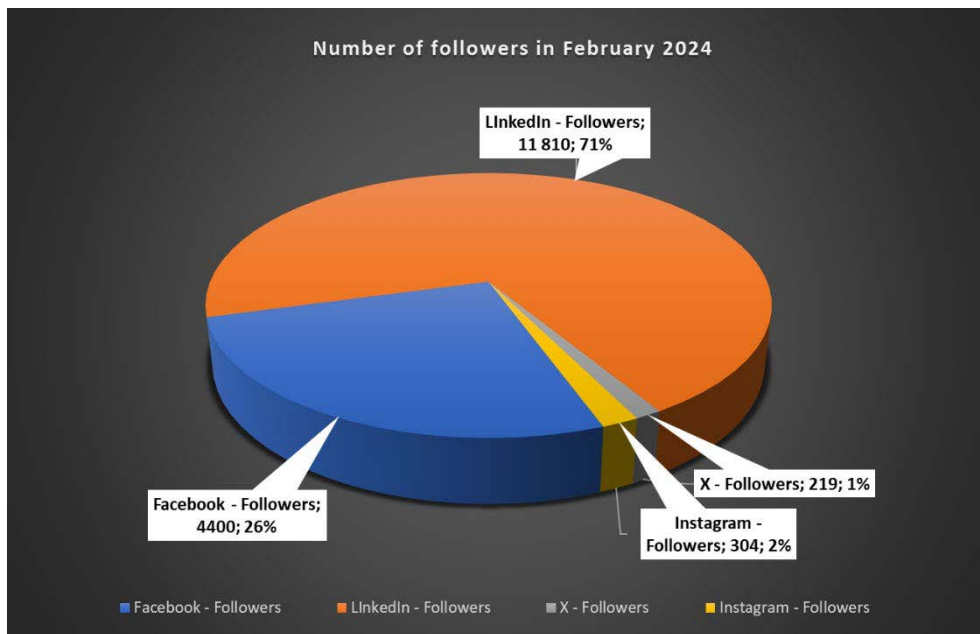
## PUBLIC RELATIONS STAKEHOLDER REPORT

One of EAPASA's key strategic objectives is to advocate for sustainable development through improved awareness of Environmental Assessment practice. To ensure that there is effective communication with relevant stakeholders, EAPASA conveys messages through various channels, such as South African media houses, social media, press releases, roadshows and various events.

Public Relations helps in shaping and managing the reputation of an EAPASA and It ensures that the public perception aligns with the organisation's values, objectives, and image. The EAPASA Communication Strategy outlines how the organisation intends to communicate its messages to its target audience(s) in order to achieve specific objectives. EAPASA makes use of the following channels of communication:

- Emails
- Videoconferencing i.e., Ms Teams
- Phone calls
- Social Media platforms

To date, the organisation has a large followership on LinkedIn, Facebook, Instagram and X (Formally known as Twitter)



**Figure 13: Social Media Statistics**

To ensure long-term success and sustainability of the organisation in today's complex and interconnected world, EAPASA has signed formal Memorandum of Understanding (MoUs) for strategic engagements. This includes signed agreements with the Council of Built Environment (CBE), South African Council for Natural Scientific Professions (SACNASP), the Council of Higher Education (CHE), International Association for Impact Assessment – South African Affiliate (IAIAAs), Institute of Waste Management of Southern Africa (IWMSA), Water Institute of Southern Africa (WISA), International Association for Public Participation Southern Africa (IAP2 SA), Environmental Law Association (ELA), Land Rehabilitation Society of Southern Africa (LaRSSA), South African Wetland Society (SAWS), and National Association for Clean Air (NACA).

Multiple stakeholder roadshows have been organised by EAPASA to engage with various stakeholders such as EAPs, Provincial Departments of Environment, Provincial Members of Executive Councils (MECs) and Heads of Departments (HODs), universities, and other strategic partners.





The table 2 below illustrates the number of roadshows held from 2022 – 2024:

| 2022                                                                  | 2023                                                                          |                                                                                                     |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| University Roadshow – TUT (10 March)                                  | EAPASA CPD General Workshop (14 February)                                     | Built Environment Climate Change Indaba (01 September)                                              |
| Special General Meeting - (07 April)                                  | MEC/HOD Drive – DEADP (14 February)                                           | Annual Conference of the National Association for Clean Air (NACA) – Exhibition (06 – 07 September) |
| University Roadshow – CPUT (07 April)                                 | DFFE Internal CPD Workshop (21 February)                                      | LaRSSA 10th Annual Conference 2023 (11 – 12 September)                                              |
| Conference - IAIA 22 (04-07 May)                                      | DARDLEA Virtual CPD Workshop (01 March)                                       | DEDECT Virtual CPD Workshop (21 September)                                                          |
| GDARD Training/ Workshop (06 May)                                     | ECSA Career Day (09 March)                                                    | GDARD Physical CPD Workshop (22 September)                                                          |
| EAP Registration General Workshop (11 May)                            | DALRRD ECIF Presentation (15 March)                                           | UNIVEN Faculty of Science, Engineering and Agriculture Industrial Day (27 September)                |
| Transnet Environmental Forum (20 May)                                 | DFFE - EIA Implementation Workshop (15 March)                                 | 2023 EAPASA Regional Conference (23 – 25 October)                                                   |
| ESG/ IMPACT INVESTING & SUSTAINABLE FINANCE SUMMIT 2022 (26 – 27 May) | EAPASA MEC/HOD Drive- LEDET (24 March)                                        | Groen Sebenza Phase II National Induction (03 November)                                             |
| Eskom Environmental Conference – Exhibition (01-02 June)              | DMRE WC Virtual CPD Workshop (11 April)                                       | CETA Annual General Meeting (17 November)                                                           |
| EAP Registration General Workshop (09 June)                           | 2023 Eskom Conference – Exhibition (23 May)                                   | CBE Inaugural Colloquium on the International Day of Persons with Disabilities (05 December)        |
| University Roadshow – UNIVEN (22 July)                                | University Roadshow – UKZN (26 May)                                           | CBE & CETA inaugural Built Environment Recognition Awards (07 December)                             |
| North West University Virtual Career Fair (27 July)                   | URP Climate Change Indaba (07 June)                                           | <b>2024</b>                                                                                         |
| University Roadshow – UNISA (17 August)                               | Youth Engagement Roundtable discussion - University of Johannesburg (14 June) | EAPASA Presentation at IAP2SA (25 January)                                                          |
| University Roadshow – UL (23 August)                                  | Bokamoso Ba Rena Youth Event (24 June)                                        | Re Aga Mmogo Gauteng Construction Expo (15 February)                                                |
| HOD/MEC Drive – GDARD (13 September)                                  | University of Limpopo Career Day / EAP Registration Workshop (14 July)        |                                                                                                     |
| Conference - IAIA Climate Change Symposium (28 September)             | DMRE regional offices CPD Virtual Workshop (18 July)                          |                                                                                                     |
| HOD/MEC Drive – KZN (13 October)                                      | University Roadshow – UFH (02 August)                                         |                                                                                                     |
| University Roadshow – NW (27 October)                                 | University Roadshow – UFS (16 August)                                         |                                                                                                     |
| DFFE Environment Sector Gender Forum – Virtual (17 November)          | IAIAsa 2023 Conference Panel Discussion (25 August)                           |                                                                                                     |
| EAPASA Regional Conference (28 – 30 November)                         | University Roadshow – UCT (29 August)                                         |                                                                                                     |

Attended events in pictures:



*EAPASA first Regional Conference, Limpopo – Mokgophong, 28 – 30 November 2022*



*EAPASA Panelists at IAIA Climate Change Symposium, Cape Town, 28 September 2022*



*MEC / HOD Drive, Limpopo, 24 March 2023*



*EAP Registration Workshop, University of Pretoria, 12 May 2023*



*Career Day, University of Limpopo, 14 July 2023*



*EAPASA & CHE signing of the MOA , 19 July 2023*



*IPanel Discussion, IAIA 2023 National Conference - Skukuza, 25 August 2023*



*EAPASA honoured at inaugural Built Environment Recognition Awards , 07 December 2023*

## EAPASA MILESTONES

EAPASA celebrates various accomplishments that indicate the organisation’s effectiveness and capability as a Professional Body. Much progress has been made, and this serves as a foundation for future objectives and endeavours. The illustration below shows different achievements from 2022 to 2023:



**Figure 14: EAPASA Achievements**



## CONTINUING PROFESSIONAL DEVELOPMENT REPORT

There is a provision in place to encourage EAPs' Continuing Professional Development (CPD). Several CPD virtual workshops have been held to assist EAPs to understand the requirements of CPD Portfolio of Evidence, understand the 3 categories for CPD as per EAPASA's CPD Guideline and to gain knowledge on how EAPs can adjust CPD requirements.

After five years, EAPASA requires a CPD record as part of the registration renewal application. A CPD Framework document was approved by the Quality and Standards Committee in line with the National Qualifications Framework (NQF) Act as a recognised Professional Body.

CPD credit allocation letters are sent to Registered EAPs and Candidate EAPs to indicate the accumulated CPD credits within the registration cycle.

The validation and accreditation of Environmental courses is facilitated by EAPASA so that Registered EAPs can benefit and be able to collect their CPD points.

### WHO BENEFITS FROM CPD?

The Registered EAP or Candidate EAP will benefit. Moreover CPD:

- Extends one's range of skills and develops areas of candidate EAPs.
- Promotes confidence and pride in work of registered EAPs
- Establishes links and networks with fellow professionals, thereby increasing one's career opportunities and prospects.
- A Registered EAP or Candidate EAP complying with CPD obligations means that the public and employers can rely on:
- Professionals whose skills are being maintained and developed.
- Skilled professional service, and
- Technical competence

## QUALITY AND STANDARDS REPORT

Professional development for Registered Candidate

EAPs is done through the EAPASA mentorship programme. Mentoring is the development of a professionally supportive relationship between two individuals.

Mentorship is part of the EAPASA Transformation Strategy and Plan, and Registered EAPs are required to submit evidence that they have contributed to transformation, skill transfer, capacity building, and awareness raising in the Environmental Assessment Sector during their five-year registration period.

As a result, mentoring of Candidate EAPs and graduates within the Sector by Registered EAPs is a compulsory component of the CPD requirements.

To date, there are 394 mentees and 130 formal agreements that have been signed between the mentors and the mentees.

## PROFESSIONAL CONDUCT COMMITTEE REPORT

The Malpractice Policy serves to provide EAPASA members and complainants with an overview of the procedures to be implemented by EAPASA in discharging its statutory obligations. It also supplements and gives effect to the EAPASA Constitution and Rule Book, the Code of Ethical Conduct and Practice, the NEMA and the Section 24H Registration Authority Regulations.

Under the NEMA Section 24H Registration Authority Regulations, 2016, Regulation 20 states:

- A person is guilty of an offence if that person - (a) contravenes regulation 14 of these Regulations; or (b) pretends to be a registered environmental assessment practitioner or registered candidate environmental assessment practitioner.
- A person convicted of an offence in terms of subregulation (1) is liable to the penalties contemplated in section 49B(3) of the Act: - (a) A person convicted of an offence in terms of section 49A(1)(h), (l), (m), (n), (o) or (p) is liable to a fine or to imprisonment for a period not exceeding one year, or to both a fine and such imprisonment.

EAPASA has received a total of twenty (26) complaints to date, eight (8) were valid complaints, three (3) cases were dismissed and two (2) were recommended for charging and undergoing the appeal process. A number of complaints were received in 2023 on the misuse of Registered EAP details.



# PART C

GOVERNANCE





# INTRODUCTION

EAPASA has the necessary governance framework in place to meet legal requirements and adhere to key policies such as NEMA, Section 25G, and Section 24H Regulations, along with its Constitution, Rule Book, and governance structures. EAPASA is mindful of its duty to operate with effectiveness and efficiency. The board of EAPASA has received training on various aspects including the expectations outlined in the King IV Report, ethical leadership, corporate citizenship, the roles of boards and directors, audit committees, governance, and compliance with applicable laws, rules, codes, and standards.

EAPASA has an administration-focused structure, with a significant leadership component focusing on committees. There are seven (7) Board committees that perform different functions as part of leadership and executive decision-making for the Authority.

## MINIMISING CONFLICT OF INTEREST

Members are required to declare any potential conflicts of interest they may have with candidates under consideration.

## BOARD COMMITTEES

The role of the EAPASA Board mirrors that of a typical organisation's Board of Directors, carrying the duty and liability for all actions undertaken by EAPASA. It guides EAPASA's policies and acts as the governing body. According to the Section 24H Registration Authority Regulations and the EAPASA Constitution, the Board, particularly through its Audit, Risk, and Finance Committee, serves as the oversight entity, responsible for assessing both financial and strategic effectiveness in a systematic manner.

Responsibilities of the Board outlined in the Constitution include:

- Compliance with Governance checklist
- Ratification of Registrations
- Ratification of Criteria
- Considering recommendations from other committees



*EAPASA Board attending the Strategic Planning Meeting , 21 June 2023*

## EXECUTIVE COMMITTEE

This committee is regarded as the principal committee of the Board. It is responsible for producing internal control models and providing reasonable assurance regarding the achievement of organisational objectives with respect to leading the implementation and operational processes of EAPASA.

Primary responsibilities:

- Oversee the operations of the Board and often act on behalf of the Board with regards to on-demand activities that occur between meetings, which are later presented for full Board review.
- Receive reports from other committees and then forward these reports, with their recommendations, to the Board.
- Approve the submission to the Board, of an annual brief to consolidate the outcomes of its activities and meetings during the preceding financial year.
- Facilitate the appointment and perform the evaluation of the Registrar and Secretariat. Make recommendations on any potential conflict or materially questionable situations. Monitor compliance with relevant statutes, laws and regulations.



*Figure 15: Current Board Members serving in different Committees.*

## MEETING FREQUENCY

2022: 24 March, 23 June, 22 September, 07 December

2023: 24 March, 22 June, 21 September, 15 December

## REGISTRATION COMMITTEE

The Registration Committee's primary responsibilities are:

- Maintaining a register of EAPs in terms of the Rule Book.
- Deciding the outcome of applications for registration or re-registration of EAPs in terms of this constitution and the Rule Book.
- Referring complaints received to the Professional Conduct Committee.
- Considering possible amendments to the Code of Ethical Conduct and Practice and making recommendations through the Standards and Criteria Committee to the Board; and maintaining a roster of experienced Registered EAPs who agree to act as independent assessors and allocating assessors from this list, at the registration committee's discretion, for review of applications.



Figure 16: From top left - Minnette Le Roux (Chairperson), top centre – Jacqui Hex, middle – Desmond Khangwelo Musetsho, top right – Sabelo Nkosi, bottom left – Jennifer Molwantwa, bottom right – Khathutshelo Tshipala

## MEETING FREQUENCY

2022: 25 January, 28 April, 21 July, 20 October  
 2022: 31 January, 26 April, 20 July, 19 October

## AUDIT, RISK AND FINANCE COMMITTEE

The Audit, Risk and Finance Committee is responsible for advising the Board on the effective and lawful discharge of their fiduciary duties; ensuring the integrity of integrated reporting and reviewing the effectiveness of the financial reporting process; developing, implementing and maintaining a system of internal control and management of risks and the risk assurance process; and the Association's process for monitoring compliance with laws and regulations and this Constitution, the Board Policies and any other instrument that concerns the governance of the Association's affairs and ethical business conduct.

## THE REPORT OF THE AUDIT AND RISK COMMITTEE

The Audit Committee performs the duties laid upon it by the Non-Profit Organisation Act 71 of 1997 by holding meetings with the key role players on a regular basis and by the unrestricted access granted to the External Auditors. The members are all independent non-executive members of the Non-Profit Organisation. Below are the members of the committee:





*Figure 17: Top left; Adila Chowan – Chairperson, top right – Khathutshelo Tshipala, bottom left – Desmond Khangwelo Musetsho, bottom right – Jennifer Molwantwa*

## EVALUATION OF ANNUAL FINANCIAL STATEMENTS

The Committee has reviewed the annual financial statements to be included in the report, together with the management and the ABS Chartered Accountants (S.A) Registered Auditors. Review the quality and timeliness of the financial information provided to the Audit and Risk Committee for oversight purposes.

## MEETING FREQUENCY

2022: 02 March, 01 June, 01 September, 08 September  
2023: 15 March, 13 June, 12 September, 08 December

### Key Decisions Made During the Reporting Period

- Audit preparation and commencement.
- Budget Approvals
- Honorarium payments concluded.
- Procurement Adjudication recommended.
- Fixed asset register completed.
- Tax status addressed by Audit 2022/2023

## PUBLIC RELATIONS COMMITTEE

The Public Relations Committee oversees the development, maintenance, and execution of the communication strategy for EAPASA. This involves tasks such as managing the Association's website, interacting with the media, creating content for social media platforms, organising and participating in events like roadshows and conferences, and advising the Board on media and public relations strategies to advance EA principles and practices. Additionally, the PR Committee manages coordination for the General Meeting and the production of the Biennial Report.



*Figure 18: Top left; Jacqui Hex – Chairperson, top right; Snowy Makhudu, bottom left; Jennifer Molwantwa, bottom right; Thomas Tshabalala.*

## MEETING FREQUENCY

2022: 17 February, 12 May, 18 August, 12 October

2023: 16 February, 23 May, 10 August

### Key Decisions Made During the Reporting Period

- Hosting of EAPASA Regional Conferences
- Stakeholder meetings with provincial MECs and HODs
- Participation in different Environmental conferences
- Approach government entities to fund the WOMEA blog.
- Social media campaigns i.e. annual fees, malpractice, registration.
- Virtual EAP Registration workshops and CPD workshops.

## QUALITY AND STANDARDS COMMITTEE

The Quality and Standards Committee is responsible for:

Periodically reviewing the adequacy, validity, and relevance of the standards, criteria, and procedures applied by the Registration, Professional Conduct, and Professional Development Committees and making recommendations to the Board on:

- Possible amendments to the Qualification Standard for Environmental Assessment Practice or components of it.
- Amendments to criteria applied in the internal process of assessing the competence of EAPs.
- Amendments to the criteria used by the Registration, Professional Conduct and Quality and Standards Committees; and
- Recommending and advising on the accreditation of degree programmes at institutions of higher learning

that incorporates the outcomes of the Qualification Standard for Environmental Assessment Practice, while recognising that the process of accrediting EA degree programmes at the request of such institutions by the relevant quality Council is beyond the control of the Association.

- Creating an enabling environment for the professional development and mentoring of registered Candidate EAPs.
- Assessing the adequacy of the Continuing Professional Development reports of applicants for re-registration and making recommendations to the Board
- The adequacy of the CPD Reports of applicants for re-registration in terms of the criteria and weightings outlined in the relevant CPD Policy.
- A roster of Registered EAPs who are willing to play a mentorship role for registered Candidate EAPs
- Improvements that could be made to the criteria, standards and procedures applied in the registration and re-registration processes.



*Figure 19: Top left; Khathutshelo Tshipala – Acting Chairperson, top right; Minnette Le Roux, bottom left; Jennifer Molwantwa, bottom right; Sabelo Nkosi.*

## MEETING FREQUENCY

2022: 24 February, 19 May, 25 August, 09 October

2023: 23 February, 18 May, 31 August, 07 November

### Key Decisions Made During the Reporting Period

- EAPASA Guidelines for CPD implemented.
- Approval of EAPASA's Reregistration Policy
- Transformation Charter & Strategy and Implementation Plan adopted by the Board
- Mentorship programmes
- CPD Records and Reports submissions
- Critical Skills Approvals

## PROFESSIONAL CONDUCT COMMITTEE

The Professional Conduct Committee is responsible for:

- Responding to complaints regarding the conduct or practices of Registered EAPs or registered Candidate EAPs.
- Investigating complaints and/or conducting hearings based on the procedures applicable in terms of the Malpractice policy or as specified in any EAPASA Policy from time to time; and,
- To recommend decisions to the EAPASA Board in respect of matters referred to it including appropriate sanctions to be imposed where relevant.
- Deciding on disciplinary measures regarding registered EAPs or candidate EAPs.



*Figure 20: Top left; Thomas Tshabalala – Chairperson, top right; Snowy Makhudu, bottom left; Khathutshelo Tshipala, bottom right; Sabelo Nkosi.*

## MEETING FREQUENCY

2022: 28 February, 24 May, 29 August, 15 November  
2023: 27 February, 07 June, 28 August, 14 November

### Key Decisions Made During the Reporting Period

- Working on Malpractice Campaigns
- Implementation of Malpractice Policy
- Dealing with cases received from complainants.
- Imposing sanctions on those who were found guilty





## APPEALS COMMITTEE

The Appeals Committee is responsible for reviewing proceedings and findings of the Professional Conduct Committee; adjudicating appeals against the decisions of the Professional Conduct Committee and the Registration Committee; and dismissing appeals or upholding the decisions of the Professional Conduct Committee and imposing sanctions in respect of findings made in terms of appeals considered.



*Figure 21: Jacqui Hex (Top left) Jacqui Hex; Desmond Khangwelo Musetsho (Top Right); Bottom left; Adila Chowan and Bottom right; Vicki King (Co-opted)*

### Key Decisions Made During the Reporting Period

- Reviewing cases
- Recommendations on cases received



# PART D

HUMAN RESOURCE





# INTRODUCTION

The Executive Committee is tasked with managing human resources. To meet its goal of operating effectively as a duly and robustly capacitated Registration Authority, the Association has strengthened its staffing while developing a Turnaround Plan to improve overall organisational performance and prepare for the demands of a Registration Authority.

## Organisational design and change management

- Organisational design and change management remain a top priority.
- Helping employees to navigate change and mitigate the impact that change may have on their work and, more importantly, their well-being.
- Skill Gaps and Training Needs – ensuring employees acquire new skills or knowledge. HR should be able to identify skill gaps early on and provide appropriate training and development opportunities to help employees adapt to the changes.
- Leadership Alignment and Support - HR works closely with the management to ensure that there is a better understanding on their role in driving change and are equipped with the necessary skills to lead their teams through the transition.

## Employee experience

- Career Development - providing training, mentorship programs, and clear career paths to help employees develop their skills and advance in their careers within the organisation.
- Set a trajectory and communicate role benefits and requirements.
- Employee Relations and Conflict Resolution – ensuring conflicts are resolved and managing employee grievances using a fair approach.
- Identify internal roles to achieve goals.
- Flexibility and Remote Work – allowing employees to work from home in times of emergencies.

## Recruiting

- Reprioritise recruiting strategies to align with the current organisational needs.
- Ensuring the Employment Equity Act of 1998 is

implemented to address issues of equality in the workplace and making sure that all employees receive equal opportunities.

## Future of work

- Future of work continues to be synonymous with a remote and hybrid workforce.
- Workforce planning — anticipating future talent needs — is at the epicentre of a future of work strategy and is a top priority for HR leaders.
- To fill future gaps by buying and creating, and to determine when and where individuals work, a new method that opens new tactics is required.

Workforce Planning Framework includes essential tactics to attract and hire skilled and capable workers by:

- Ensuring alignment and goal Clarity.
- Understanding where the organisation is heading.
- Creating a Staffing Model.
- Determining current talent gaps.
- Identifying the long-term needs.
- Thinking beyond hiring new talent.
- Consider the organisation budget and forecast.



**Table 3: Employment and vacancies**

| SALARY BAND       | APPOINTED | VACANT   | IN PROCESS OF APPOINTING | VACANCIES NOT TO BE APPOINTED |
|-------------------|-----------|----------|--------------------------|-------------------------------|
| Top Management    | 1         | 0        | 0                        | 0                             |
| Senior Management | 2         | 0        | 0                        | 0                             |
| Professional      | 0         | 0        | 0                        | 0                             |
| Skilled           | 5         | 0        | 0                        | 0                             |
| Semi-skilled      | 0         | 0        | 0                        | 0                             |
| Unskilled         | 1         | 0        | 0                        | 0                             |
| <b>TOTAL</b>      | <b>9</b>  | <b>0</b> | <b>0</b>                 | <b>0</b>                      |

**Table 4: Employment Equity (Male)**

| LEVELS            | MALE     |          |          |          |          |          |          |          |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|
|                   | African  |          | Coloured |          | Indian   |          | White    |          |
|                   | Current  | Target   | Current  | Target   | Current  | Target   | Current  | Target   |
| Top Management    | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Senior Management | 1        | 0        | 0        | 0        | 1        | 0        | 0        | 0        |
| Skilled           | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Semi-skilled      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Unskilled         | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>TOTAL</b>      | <b>3</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**Table 5: Employment Equity (Female)**

| Levels            | FEMALE   |          |          |          |          |          |          |          |
|-------------------|----------|----------|----------|----------|----------|----------|----------|----------|
|                   | African  |          | Coloured |          | Indian   |          | White    |          |
|                   | Current  | Target   | Current  | Target   | Current  | Target   | Current  | Target   |
| Top Management    | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Senior Management | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Skilled           | 3        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Semi-skilled      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| Unskilled         | 1        | 0        | 0        | 0        | 0        | 0        | 0        | 0        |
| <b>TOTAL</b>      | <b>5</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |

**Table 5: Employment Equity (Disabled)**

| Levels            | Disabled Staff |          |          |          |
|-------------------|----------------|----------|----------|----------|
|                   | Male           |          | Female   |          |
|                   | Current        | Target   | Current  | Target   |
| Top Management    | 0              | 0        | 0        | 0        |
| Senior Management | 0              | 0        | 0        | 0        |
| Skilled           | 0              | 0        | 0        | 0        |
| Semi-skilled      | 0              | 0        | 0        | 0        |
| Unskilled         | 0              | 0        | 0        | 0        |
| <b>TOTAL</b>      | <b>0</b>       | <b>0</b> | <b>0</b> | <b>0</b> |





**Table 6: Reason for Staff Leaving**

| Reason             | Number   | % of total no. of staff leaving |
|--------------------|----------|---------------------------------|
| Death              | 0        | 0                               |
| Resignation        | 1        | 1                               |
| Dismissal          | 0        | 0                               |
| Retirement         | 0        | 0                               |
| Ill Health         | 0        | 0                               |
| Expiry of Contract | 0        | 0                               |
| Other              | 0        | 0                               |
| <b>TOTAL</b>       | <b>1</b> | <b>1</b>                        |

**Table 7: Misconduct and Disciplinary Actions**

| Nature of disciplinary Action | Number |
|-------------------------------|--------|
| Verbal Warning                | 2      |
| Written Warning               | 1      |
| Final Written warning         | 1      |
| Dismissal                     | 0      |



# PART E

FINANCIAL INFORMATION





## **Environmental Assessment Practitioners Association of South Africa**

(Registration number: NPO 122-986)

Annual Financial Statements for the year ended 28 February 2022

### **USE OF FUNDS**

The income and property of the Association shall be applied solely towards the promotion of its main objective and no funds will be distributed, directly or indirectly to any person other than in the course of undertaking its objectives provided that nothing shall prevent the payment in good faith of reasonable remuneration to any other officer of the Association.

No remuneration shall be paid to any employee, office bearer or any other person which is excessive, having regard to what is generally considered reasonable in the sector and the service rendered.

### **FINANCIAL YEAR END**

The Association's financial year end shall be the last day of February each year.

### **FINANCIAL RECORDS**

The board shall ensure that the Association keeps proper records and books of account, which reflects the affairs of the Association.

### **FINANCE MANAGER'S REPORT**

EAPASA has obtained an unqualified audit for the last five years and is devoted to following the principles of good governance, transparency, and compliance in financial management.

EAPASA has achieved an unqualified audit opinion for both the 2022/2023 and 2023/2024 fiscal years. EAPASA has also managed to submit the data to SAQA within the specified deadline contained in the National Learners' Records Database (NLRD) Minimum Standard for Data Loads.







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