



**SOUTH AFRICAN COUNCIL  
FOR THE  
LANDSCAPE ARCHITECTURAL PROFESSION**

P.O. Box 868 FERNDALE 2160  
Www: [saclap.org.za](http://saclap.org.za)

[registrar@saclap.org.za](mailto:registrar@saclap.org.za)

**SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE  
ARCHITECTURAL PROFESSION  
(SACLAP)**

**ANNUAL REPORT**

**APRIL 2015- MARCH 2016**

## CONTENTS

<b>Part A: General Information.....</b>	<b>3</b>
1. Public Entity's General Information .....	3
2. List of Abbreviations/Acronyms .....	4
3. Foreword by the President .....	5
4. Registrar's Overview .....	7
5. Statement of Responsibility and Confirmation of Accuracy for the Annual Report.....	10
6. Strategic Overview .....	11
6.1. Vision .....	11
6.2. Mission.....	11
6.3. Values.....	11
7. Legislative and Other Mandates .....	11
8. Organisational Structure.....	11
<b>Part B: Performance Information .....</b>	<b>12</b>
1. Auditor's Report: Predetermined Objectives .....	12
2. Situational Analysis .....	12
2.1. Service Delivery Environment .....	12
2.2. Organisational Environment .....	12
2.3. Key Policy Developments And Legislative Changes.....	12
2.4. Strategic Outcome Oriented Goals.....	12
3. Performance Information By Programme/ Activity/ Objective .....	12
4. Revenue Collection .....	13
4.1. Capital Investment.....	13
<b>Part C: Governance .....</b>	<b>14</b>
1. Introduction.....	14
2. Portfolio Committees (If Applicable).....	14
3. Executive Authority.....	14
4. The Accounting Authority / Board .....	14
5. Risk Management .....	18
6. Internal Control Unit .....	18
7. Internal Audit and Audit Committees.....	18
8. Compliance With Laws and Regulations.....	19
9. Fraud and Corruption .....	19
10. Minimising Conflict of Interest .....	19
11. Code of Conduct .....	19
12. Health Safety and Environmental Issues .....	19
13. Company /Board Secretary (If Applicable).....	19
14. Social Responsibility .....	19
15. Audit Committee Report .....	19
<b>Part D: Human Resource Management .....</b>	<b>21</b>
1. Introduction.....	21
2. Human Resource Oversight Statistics .....	21
<b>Part E: Financial Information.....</b>	<b>23</b>
1. Report of the External Auditor .....	23
2. Annual Financial Statements.....	23
<b>Annexures .....</b>	<b>24</b>
1. SACLAP Annual Report of Mandates as per CBE Template.....	24

## PART A: GENERAL INFORMATION

---

### 1. PUBLIC ENTITY'S GENERAL INFORMATION

<b>REGISTERED NAME:</b>	SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION (SACLAP)
<b>REGISTRATION NUMBER</b>	no official registration number
<b>PHYSICAL ADDRESS:</b>	4 Karen Street, Bryanston West, Gauteng
<b>POSTAL ADDRESS:</b>	P O BOX 868, Ferndale 2160
<b>TELEPHONE NUMBER/S:</b>	+27 11 061 5000
<b>FAX NUMBER:</b>	None
<b>EMAIL ADDRESS:</b>	registrar@saclap.org.za
<b>WEBSITE ADDRESS:</b>	www.saclap.org.za
<b>EXTERNAL AUDITORS:</b>	Ngubane and Company (Johannesburg) Inc. Chartered Accountants (S.A.)
<b>BANKERS:</b>	Nedbank and Investec
<b>COUNCIL MEMBERS:</b>	<b>as at 31 March 2016:</b>  <b>Professional Representatives</b> Mr Barend Smit (President) Mr Thabo Munyai (Vice President) Ms Amanda du Plooy Ms Ilham Gabier Mr Neal Dunstan Mr Frans van Wyk  <b>Public Representatives</b> Mr Eugene Hlongwane Mr Gregory Mofokeng  <b>State Representatives</b> Mr Gerrit Strydom Mr Pieter Ackerman (resigned July 2014 – was not replaced within the time frame as stipulated in the SACLAP Act 45 of 2000)

## **2. LIST OF ABBREVIATIONS/ACRONYMS**

AFS	Annual Financial Statement
BEPC	Built Environment Professional Council
CBE	Council for the Built Environment
CPD	Continued Professional Development
DPW	Department of Public Works
PFMA	Public Finance Management Act
SACLAP	South African Council for the Landscape Architectural Profession
VA	Voluntary Association

### 3. FOREWORD BY THE PRESIDENT



Name: Mr Barend Smit  
Title: President

In my position as President, it is a pleasure to provide the following overview of SACLAP's activities for the 2015 / 2016 financial year.

During this year, the lack of appropriate funding for the Council already highlighted in the previous year, had forced a scale down of activities. The Council focussed on its primary mandates, i.e. to provide for the registration of professionals, candidates and individuals in specified categories who practise within the field of landscape architecture, and to manage all aspects surrounding the mandates set out in the Landscape Architectural Professions Act, Act 45 of 2000. In this regard, it should be noted that the bulk of the Registered Professionals' submitted their CPD reports during this financial year, which were processed and new Registration Certificates were issued within the programmed timeframe. This is testimony to the commitment of the Registrar and the Administrator to keep the Council functioning.

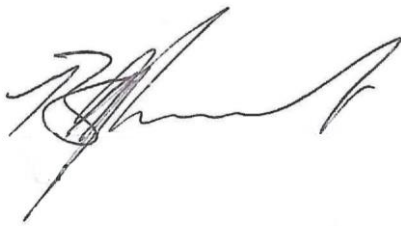
The implementation of the new proposed categories of registration under SACLAP remains fundamental to both the building of landscape related professions within the built environment as it is to ensuring a sustainable green future for South Africa, and to improve the sustainability of the Council in the long term. Great strides were made to further the process towards the implementation of the new proposed categories of registration. It is anticipated that the process of bringing the category of Landscape Managers as a new registration category, will be finalised before the end of this Council's term.

Towards the end of the financial year the Council received much needed funding from DPW to meet shortfalls in the operational budget, for which we are grateful. However, for SACLAP to enable its necessary growth and development, the Council has to amend the Strategic Plan for submission to the DPW with the hope that through this plan, further funding will be made available. This engagement is still ongoing, and SACLAP still relies on practising professionals (Council as well as committee members) to carry out Council activities such as Council and Executive Committee meetings, registration of candidates and professionals, accreditations, Continued Professional Development (CPD), etc. on a voluntary basis.

SACLAP acknowledges transformation as a national imperative, and is confident that the new registration categories will be a catalyst for enabling better transformation.

The Competition Commission (CC) concluded on the two matters affecting SACLAP, viz. the Identification of work (IDOW) and the publishing of the professional guideline fees. In both matters, the CC did not find in the Councils favour, and as this directly affect the need to register Professionals and it has a significant impact on the livelihood of the Council and the Profession. In fact, this is true for all six the Build Environment Professional Councils. These matters are now further pursued under the leadership of the Council for the Build Environment (CBE), and could hopefully be resolved in the near future.

I would like to thank all the stakeholders that participate in SACLAP and particularly the Council Members that continue to believe in the growth and development of the Profession and the Council. I look forward to the next year bringing about the much anticipated growth and development that is needed, and SACLAP is committed to continue its strategic links with DPW, CBE and other BEPCs.



President  
Mr Barend Smit

30 June 2016

#### 4. REGISTRAR'S OVERVIEW



Name: Mrs Bernadette Vollmer  
Title: Registrar

- i. General financial review of the SACLAP:
  - SACLAP is the smallest of the BEPCs constituted in terms of an Act of Parliament, The Landscape Architectural Professional Act, Act 45 of 2000.
  - In light of the mandates set out in the Act versus the income that the Council generates, the monies received are insufficient to fully carry out the comprehensive mandate of the Act.
  - SACLAP was fortunate to receive a small amount of money to tie the Council over in its operational costs for this financial year.
  - The much needed gap funding, ring-fenced to expedite the growth of the Council, was unfortunately not received and negotiations regarding this continue with DPW.
- ii. Spending trends of SACLAP:
  - SACLAP has always been very conscious of its financial status and has, historically, developed a small saving. However, the trend of tapping into these savings has largely depleted the accumulated reserve.
  - The main reasons for this, is that the hours that the part-time Registrar is spending on SACLAP business continues to increase as the Council tries to grow to bring about financial stability and also continues to participate at beneficial forums in terms of engaging on matters that affect the profession.
- iii. Capacity constraints and challenges facing the SACLAP:
  - Due to the nature of the Council, there has not been a need to grow the capacity of the Registrar's office in terms of appointing individuals for specific purposes such as finance, internal auditing and registration administration. This will however change in the foreseeable future when the new categories of Registration are implemented.
  - The ability to increase the resources in the Registrar's office is captured largely in the proposed gap funding.
- iv. Discontinued activities / activities to be discontinued:
  - The Council developed a very ambitious Strategic Plan and Annual Performance for the 2014/2015 year. Due to the resourcing constraints, numerous activities did not take place or were completed. This includes the establishment of the new registration categories, the finalisation of an amended CPD and VA document amongst others.

- Due to the financial constraints faced by SACLAP in this financial year, the Council decided not to review the Strategic Plan and prepare an Annual Performance Plan.
  
- v. New or proposed activities  
As the Council was battling to complete the existing activities, no new activities were planned or undertaken in this financial year. The Council opted to strive to conclude outstanding matters and identified numerous policies that needed revision within the remaining Council term of office.
  
- vi. Requests for roll over of funds  
As the Institutional assistance of SACLAP from DPW was only received in February 2016, less than two months from the financial year end, a portion of this money will be rolled over into the 2016/2017 financial year. The DPW were informed accordingly.
  
- vii. Supply Chain Management (SCM) policy  
SACLAP has a supply chain management policy in place since November 2015. In this financial year the Registrar's office began to implement the policy.
  
- viii. Audit report matters in the previous year and resolutions
  - SACLAP does not have an Internal Audit committee but has a Finance committee that oversees the financial administration.
  - The Registrar prepares the budget which is reviewed by the Finance Committee and ratified by the EXCO and Council.
  - The Secretariat provides support on bookkeeping and financial matters.
  - An annual financial audit, as required by the Act is undertaken each year by independent, external auditors.
  - The annual financial audit for 2015/2016 is not qualified. A copy thereof is appended to this document.
  
- ix. Outlook/ Plans for the future to address financial challenges
  - As stated above, SACLAP is in the process of establishing an expanded base of registration categories. This process continues and is taking much longer to complete than initially anticipated. It is anticipated that the new registration categories will be implemented within the first half of the next financial year.
  - Numerous accreditation visits are scheduled for the coming year.
  - Funding is also being sought for specific activities from DPW and CBE to bring about the much needed growth in capacitating and resourcing the Registrar's office.
  
- x. Events after the reporting date  
Nothing to report.
  
- xi. Economic Viability
  - As stated above, SACLAP has a very small income base and all savings have largely been depleted.
  - It is therefore imperative that SACLAP finds mechanisms to address the shortfall for future financial sustainability.



xii. Acknowledgement/s or Appreciation

The Registrar acknowledges with thanks, the current Council (2013-2017), the Committees, and the relevant stakeholders for the ongoing support and contributions to grow the landscape professions despite the challenges it contends with.



Registrar  
Mrs Bernadette Vollmer  
30 June 2016

**5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT**

SACLAP confirms the following, to the best of its knowledge and belief:

All information and amounts disclosed in the annual report is consistent with the annual financial statements audited by the external auditors of SACLAP, Ngubane and Company (Johannesburg) Inc. Chartered Accountants (S.A.).

The annual report is complete, accurate and is free from any omissions.

The annual report has been prepared in accordance with the guidelines issued by National Treasury.

The Annual Financial Statements (Part E) have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-Sized Entities, and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The accounting authority is responsible for the preparation of the annual financial statements and for the judgements made in this information.

The accounting authority is responsible for establishing, and implementing a system of internal control which has been designed to provide reasonable assurance regarding the integrity and reliability of the performance information, the human resources information and the annual financial statements.

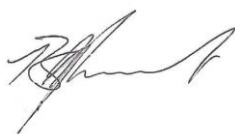
The external auditors are engaged to express an independent opinion on the annual financial statements.

As per the SACLAP, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the Council for the financial year as at end of March 2016.

Yours sincerely



Registrar  
Mrs Bernadette Vollmer



President  
Mr Barend Smit

## **6. STRATEGIC OVERVIEW**

Due to the financial constraints of Council, the Council took a decision not to undertake a Strategic Review in this financial year. The Strategic Plan as prepared in February 2014 stands and the following is recorded in terms of such.

### **6.1. Vision**

Serving the public by ensuring that landscape architectural professionals are suitably skilled to provide services that are based on sound planning principles for sustainable built and natural environments, keeping health, safety and welfare of the community foremost in mind.

### **6.2. Mission**

SACLAP strives to establish, direct, sustain and ensure a high level of professional responsibility and ethical conduct within the art and science of the landscape professions with honesty, dignity and integrity that is in the broad interest of the public in terms of the cultural, environmental and economic context of South Africa, keeping health, safety and welfare of the community foremost in mind.

### **6.3. Values**

No specific value statement formed part of the 2013/2014 Strategic Plan. This was addressed in the revision of the Strategic Plan by the Incoming Council.

## **7. LEGISLATIVE AND OTHER MANDATES**

The South African Council for the Landscape Architectural Profession (SACLAP), governed by the Act 45 of 2000, provides for the:

- establishment of a juristic person to be known as the South African Council for the Landscape Architectural Profession;
- registration of professionals, candidates and specified categories in the landscape architectural profession;
- regulation of the relationship between the South African Council for the Landscape Architectural Profession and the Council for the Built Environment; and
- matters connected therewith.

As part of the quarterly reporting undertaken by SACLAP to the CBE, the key mandates are identified and reported on. Please refer to Annexure 1 for the final report for the 2015/2016 year.

## **8. ORGANISATIONAL STRUCTURE**

SACLAP does not have an organisational structure as it operates with a part time Registrar, aided by a part time assistant.

This will however need to be addressed as and when the need arises.

## PART B: PERFORMANCE INFORMATION

---

### 1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES

According to the National Treasury, the BEPCs are not defined as public entities, implying no compulsion to comply with the Public Finance Management Act No 1 of 1999, (PFMA). Therefore, SACLAP does not appear on any of its schedules.

The status is that submissions requesting clarification on PFMA reporting and compliance were made in October 2012, but to date no response has been received from either the National Treasury or DPW.

For the reasons stated above, this section in terms of the performance review is not completed.

### 2. SITUATIONAL ANALYSIS

#### 2.1. Service Delivery Environment

Not applicable

#### 2.2. Organisational environment

Not applicable

#### 2.3. Key policy developments and legislative changes

Not applicable

#### 2.4. Strategic Outcome Oriented Goals

Not applicable

### 3. PERFORMANCE INFORMATION BY PROGRAMME/ ACTIVITY/ OBJECTIVE

SACLAP did not prepare an Annual Performance Plan.

As stated above, SACLAP is a very small Council with significant budgetary constraints. The Strategic Plan therefore largely aligns with the meeting of the Council mandates and does not focus on expanding on any items unnecessarily.

#### i. The continuation of the development of the new categories of registration:

- a. This is a project that was started in 2009 and should be concluded in 2016.
- b. The purpose of the project was to expand the base of registered professionals and candidates.

#### ii. The development of a sustainable profession:

- a. The Strategic Plan for the in-coming Council for the term 2013-2017, was developed in February 2014 and reached completion in May 2014. Subsequently, SACLAP was advised that the format thereof had to be amended in order to bring it in line with the National Treasury Requirements. It is anticipated that this will be undertaken early in the next financial year.
- b. The Strategic Plan will be revised to set out the road map for establishing a more sustainable profession. The programmes set therein were not taken any further as the funding required was not received.

**iii. Development of a discipline specific Occupational Health and Safety Guideline:**

- a. The terms of reference were established and agreed to by Council. Based on this a service provider was sourced to provide the desired outcome.
- b. This project was concluded in May 2014. A copy of this document can be made available upon request.

**4. Revenue collection**

Sources of revenue	2014/2015			2015/2016		
	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
Professional Registration and Candidate Fees	554 701.00	601 996.00	over	815 050.00	843 809.00	over*
Exam fees	15 930.00	12 555.00	under			
Workshops	14 250.00	22 550.00	over	15 675.00		under**
Accreditation visit					49 150.00	***
DPW Grant Funding	0.00	0.00		331 000.00	331 000.00	
<b>Total ZAR</b>		<b>637 101.00</b>			<b>1 223 959.00</b>	

NOTE:

- \* Now includes the exam fees
- \*\* The workshop amount was under due to the fact that Council decided to offer the workshop free of charge to the candidates in order to encourage greater participation in the Professional Registration Assessments.
- \*\*\* The accreditation visit to CPUT was not foreseen when the budget was determined.

**4.1. Capital investment**

- SACLAP does not have a capital, investment and asset management plan. The intention is to establish such a plan going forward.
- No major infrastructure expenditure took place in the year as SACLAP only has one computer and rents office space.
- The maintenance cost to the existing infrastructure is negligible.
- SACLAP does not have an asset register.

Infrastructure projects	2014/2015			2015/2016		
	Budget	Actual Expenditure	(Over)/Under Expenditure	Budget	Actual Expenditure	(Over)/Under Expenditure
<b>Total</b>	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00

## PART C: GOVERNANCE

---

### 1. INTRODUCTION

As per Part B1, SACLAP is not listed as a PFMA entity and therefore does not align itself to that at this stage.

SACLAP participated in the CBE's drive relating to the Corporative Governance Framework of the CBE. A very informative session was held in October 2014. The outcome of this process and SACLAP's compliance to such has been separately documented and can be made available upon request. SACLAP continues, where possible to put systems and structures in place to augment the governance of the Council.

### 2. PORTFOLIO COMMITTEES (if applicable)

SACLAP did not attend any engagements with the Portfolio Committee as none were scheduled in this financial year.

### 3. EXECUTIVE AUTHORITY

As the Minister of DPW is seen to be the Executive Authority, SACLAP reports that it held meetings with the Department representatives in this reporting period.

The Registrar and the President of SACLAP was invited by Mr Mfezeko Gwazube, then Technical Advisor to the National Minister of Public Works to a briefing meeting on the 10 June 2015. The urgent matter on funding of SACLAP was discussed at this meeting.

On the 26 August 2015, SACLAP received communication from the DPW on funding earmarked for SACLAP for 2014 – 2015, 2015-2016 and 2016-2017 financial years.

It should be noted that the funding to SACLAP came through in February 2016, and activities planned for the 2015 – 2016 were put on hold and were subsequently resumed after the actual monies were received.

### 4. THE ACCOUNTING AUTHORITY / BOARD

#### Summary of Council Functions, Responsibilities and Duties

The Act, prescribes the functions, powers and duties of the Council, which can be summarised broadly as follows:

1. Appointment of Registrar and staff members of Council;
2. Administrative aspects relating to:
  - a. Maintaining a database of registered professionals and candidates
  - b. Remuneration of Council staff
  - c. Co-ordination and record keeping of meetings
  - d. Publishing documentation relating to the landscape architectural profession and related matters.
3. Fees and charges:
  - a. Application and registration fees
  - b. Annual fees
  - c. Examination fees
  - d. Fees payable for an appeal

- e. Fees payable for education fund
  - f. Exemption from any of the fees
  - g. Gazetting of guideline fees in terms of the registration categories for registered professionals and candidate persons (This function cannot be taken forward until the matter with the Competition Commission is resolved).
4. Education:
- a. Accreditation of Institutions
  - b. Determining competency standards for the purpose of registration
  - c. Establishment of mechanisms for registered persons to gain recognition of qualifications and professional status in other countries
  - d. Liaise with the relevant National standards body with the view to establishing a standards generating body in terms of these regulations
  - e. Recognise or withdraw the recognition of any examinations contemplated by the registration of professionals (Section 19)
  - f. Enter into an agreement with any person or body of persons, within or outside the Republic, with regard to the recognition of any examination or qualification for the purposes of this Act
  - g. Give advice to or render assistance to any educational institution, voluntary association or examining body with regard to educational facilities for and the training and education of registered professional persons and candidates
  - h. Determine, after consultation with the voluntary associations and registered persons, conditions relating to and the nature and extent of continuing education and training.
5. Registration of professionals:
- a. Setting the registration criteria, requirements, standards and procedures for registration in the various categories
  - b. Establish and uphold the conditions pertaining to the cancellation of registration
  - c. Establish and implement the renewal of registration for registered persons in various categories
  - d. Setting out of the grievance procedure for registration processes and the facilitation of such a process.
6. Investigation of any charge of improper conduct.
7. General Powers:
- a. Make decisions relating to property
  - b. Decide upon the manner in which contracts must be entered into on behalf of the Council
  - c. Perform any service within its competence
  - d. Determine the requirements with which a voluntary association must comply to qualify for recognition by Council
  - e. Advise the Minister/CBE on matters relating to the landscape architectural profession
  - f. Encourage and undertake research into matters relating to the landscape architectural profession
  - g. Take any steps considered necessary for the protection of the public in terms of their dealings with registered persons for the maintenance of the integrity and enhancement of the status of the landscape architectural profession
  - h. Identify the type of landscape architectural work which may be performed by persons registered in any of the categories
  - i. Establishment of rules relating to the conduct of Council as well as registered professional persons
  - j. As and when necessary appoint a disciplinary tribunal.

## **Funds of Council**

### **Board Charter**

SACLAP does not have a Charter, however there is a Code of Conduct in place for Council members.

**Composition of the Council**

Name	Designation (in terms of the Public Entity Board structure)	Date appointed	Date resigned	Qualifications	Area of Expertise	Board Directorships	Other Committees or Task Teams	No. of Meetings attended
<b>April 2015 – March 2016</b>								
Barend Smit	President	30 Aug 2013		Professional Landscape Architect			Council and EXCO Professional Practice	1 Special Council 2 Council 2 EXCO
Thabo Munyai	Vice President	30 Aug 2013		Professional Landscape Technologist			Council (and EXCO if Quorum is required) Finance	1 Special Council 2 Council 1 EXCO
Ilham Gabier		30 Aug 2013		Professional Landscape Architect			Registration	2 Council
Neal Dunstan		11 May 2015		Professional Landscape Architect			Council, EXCO, Finance, Professional Practice	1 EXCO 2 Council
Amanda du Plooy		30 Aug 2013		Professional Landscape Architect			Council, EXCO, Registration	1 Special Council 2 Council 2 EXCO
Melusi Gregory Mofokeng		30 Aug 2013		Contractor (Public)			Council, Education	1 Council
Redrick Eugene Hlongwane		8 April 2015		Specialist: Environmental Services (Public)				Did not attend any meetings since appointment.
Gerrit Strydom		30 Aug 2013		Professional Landscape Architect (State)			Council, EXCO, Professional Practice	2 Council 1 EXCO
Frans van Wyk		05 Dec 2013		Professional Landscape Architect			Council, EXCO, Education, Academic Forum	1 Special Council 2 Council 2 EXCO



*Annual Report for 2015/2016 Financial Year  
South African Council for the Landscape Architectural Profession (SACLAP)*

Committees	No. of meetings	No. of members	Name of members
<b>April 2015 – March 2016</b>			
Finance	3	3 since Feb 2016	Neal Dunstan (Chair) appointed in August 2015 Johan Barnard (resigned in February 2016) Thabo Munyai (appointed in August 2015) Frans van Wyk (co-opted in February 2016)
Education	6	3 since Feb 2015	Frans van Wyk (Chair) Melusi Gregory Mofokeng Johan Hosten (joined in February 2015)
Registration	10	7	Amanda du Plooy (Chair) Ilham Gabier Mitha Cilliers Neal Schoof Tania du Plessis Rene Brett (joined in November 2014) Lizelle Wolmarans (joined in July 2015)
Professional Practice Committee	7	4	Gerrit Strydom (Chair) Barend Smit Frans van Wyk Neal Dunstan (joined August 2015)
Academic Forum	3	9	Frans van Wyk (Chair) Piet Vosloo – UP Graham Young - UP Kara-Lee Prinsloo - TUT Mitha Cilliers - ILASA Eamonn O Rourke – ILASA Ida Breed - ILASA Ashley Goodbrand -DUT Astrid Badenhorst - DUT Clinton Hindes - UCT Elize van Staden – UNISA Johan van Rooyen - CPUT

NOTE: There is no remuneration paid to the Committees or Academic Forum – participation is entirely voluntary.

It should be noted that all the committees of Council operate on a voluntary basis and unless otherwise agreed are not remunerated for assisting and participating in the Committee functions.

**Remuneration of Council Members**

SACLAP has a remuneration policy in place for Council. In summary:

- Remuneration is seen as an honorarium rather than reimbursing the actual time spent. The rates are determined by Council.
- State Representatives are not paid an honorarium but, re-imbursed for other costs (out of pocket expenses) relating to travel and subsistence.
- The policy was revised in February 2016 to stipulate that all honoraria claimed are inclusive of VAT especially when it is claimed by companies or personal practices.
- At a special meeting in April 2015, the Council agreed that EXCO meetings would be telephonic and no honoraria would be paid.

April 2015 – March 2016				
Name	Remuneration ZAR	Other allowance	Other re-imbursments	Total ZAR
Barend Smit (Aurecon)	7500.00			7500.00
Thabo Munyai	3000.00			3000.00
Ilham Gabier	1500.00		440.00	1940.00
Amanda du Plooy	1500.00		315.00	1815.00
Neal Dustan	3000.00		500.00	3500.00
Melusi Mofokeng	1500.00			1500.00
Gerrit Strydom (state representative)			Did not claim for this financial year	
Frans van Wyk	3000.00			3000.00
Eugene Hlongwane	Did not attend any meetings			

Note: this is different to what is reflected in the AFS as honorarium for RPL is included in the amount stated therein.

**5. RISK MANAGEMENT**

SACLAP does not have a risk management policy and strategy and intends to put this in place as soon as it has secured sufficient funding.

**6. INTERNAL CONTROL UNIT**

The Registrar together with the service provider that fulfils the accounting functions, prepares a schedule that lists all the payments on a monthly basis.

These payments are then circulated to the Finance Committee and members of the EXCO for sign-off prior to payments effected.

**7. INTERNAL AUDIT AND AUDIT COMMITTEES**

SACLAP does not have an internal audit committee.

**8. COMPLIANCE WITH LAWS AND REGULATIONS**

SACLAP ensures that it follows due accounting practice and adheres to the financial reporting as set out in the Landscape Architectural Profession Act, Act 45 of 2000.

**9. FRAUD AND CORRUPTION**

SACLAP does not have a fraud prevention plan. To date no incidents of fraud or corruption have occurred. SACLAP has however agreed to participate in the Fraud and Corruption Campaign of the CBE.

**10. MINIMISING CONFLICT OF INTEREST**

This aspect is addressed when the Council members are appointed. Potential conflicts of interest are required to be declared. At each Council and EXCO meeting, all Council Members also sign a conflict of interest declaration.

**11. CODE OF CONDUCT**

The SACLAP has a Council Member Code of Conduct as well as a Code of Conduct for committee members.

The processes of dealing with a breach in relation to this are also set out in the Act that governs SACLAP.

**12. HEALTH SAFETY AND ENVIRONMENTAL ISSUES**

The aspects of Health and Safety and Environmental issues have been met.

**13. COMPANY /BOARD SECRETARY (IF APPLICABLE)**

Not applicable.

**14. SOCIAL RESPONSIBILITY**

SACLAP does not have a policy in place regarding social responsibility.

**15. AUDIT COMMITTEE REPORT**

As stated above, SACLAP does not have an audit committee in place however this will be addressed as soon as funds become available.

**Audit Committee Responsibility**

Not applicable.

**The Effectiveness of Internal Control**

Not applicable.

**In-Year Management and Monthly/Quarterly Report**

Not applicable.

**Evaluation of Financial Statements**

Not applicable.

**Auditor's Report**

Not applicable.

# PART D: HUMAN RESOURCE MANAGEMENT

---

## 1. INTRODUCTION

SACLAP has a very small base of registered persons on its register. The number of registered individuals is the main source of funding for the Council.

In light of this, SACLAP does not employ any full time staff. The Registrar is appointed on a part time basis (50 hours per month – reduced to 40 and then 10 hours in the course of this financial year to ensure sufficient liquidity to see the financial year through) and her assistant, appointed in the previous financial year, is only contracted for 6 hours per day, 5 days a week (30 hour week).

## 2. HUMAN RESOURCE OVERSIGHT STATISTICS

Due to the reasons stated above, this section is not completed in detail.

### **Personnel Cost by programme/ activity/ objective**

See financial statements attached.

### **Personnel cost by salary band**

See financial statements attached.

### **Performance Rewards**

Neither the Registrar nor her assistant are paid performance rewards.

### **Training Costs**

No training undertaken under the period of review.

### **Employment and vacancies**

No vacancies exist. The full time employment of key individuals will however become a necessity in the near future.

### **Employment changes**

Not applicable.

### **Reasons for staff leaving**

Not applicable.

### **Labour Relations: Misconduct and disciplinary action**

Not applicable.

**Equity Target and Employment Equity Status**

Not applicable.

## **PART E: FINANCIAL INFORMATION**

---

### **1. REPORT OF THE EXTERNAL AUDITOR**

Refer to page 5 and 6 in the Annual Financial Statements. The concern raised about the future financial uncertainty of the Council is to be noted.

### **2. ANNUAL FINANCIAL STATEMENTS**

# ANNEXURES

---

## **1. SACLAP ANNUAL REPORT OF MANDATES AS PER CBE**