



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



ANNUAL REPORT

2017/2018

Contents

PART A: GENERAL INFORMATION.....	5
1. PUBLIC ENTITY'S GENERAL INFORMATION	6
2. LIST OF ABBREVIATIONS/ACRONYMS.....	7
4. FOREWORD BY THE PRESIDENT.....	8
5. REGISTRAR'S OVERVIEW.....	10
6. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT.....	13
7. STRATEGIC OVERVIEW.....	14
7.1 Vision.....	14
7.2 Mission	14
7.3 Values.....	14
8. LEGISLATIVE AND OTHER MANDATES	15
8.1 Constitutional Mandate	15
8.2 Legislative Mandate	15
9. ORGANISATIONAL STRUCTURE.....	16
PART B: PERFORMANCE INFORMATION.....	17
1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES	18
2. SITUATIONAL ANALYSIS	18
2.1. Service Delivery Environment	18
2.2. Organisational environment	18
2.3. Key policy developments and legislative changes	18
2.4. Strategic Outcome Oriented Goals	19
3. PERFORMANCE INFORMATION BY PROGRAMME/ ACTIVITY/ OBJECTIVE.....	20
3.1 REGISTRATION	20
3.2 ACCREDITATION	25
3.3 RECOGNITION OF PRIOR LEARNING	26

3.4 DISCIPLINARY AND APPEALS	26
3.5 RECOGNITION OF VOLUNTARY ASSOCIATIONS (VA)	26
3.6 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)	26
3.7 PROFESSIONAL GUIDELINE FEES	26
3.8 IDENTIFICATION OF WORK FRAMEWORK	26
4. REVENUE COLLECTION AND INVESTMENT STRATEGY	27
4.1 Revenue and other income collection	27
4.2 Capital investment	27
PART C: GOVERNANCE	28
1. INTRODUCTION	30
2. PORTFOLIO COMMITTEES (if applicable)	30
3. EXECUTIVE AUTHORITY	30
4. THE SACLAP COUNCIL	31
5. RISK MANAGEMENT	37
6. INTERNAL CONTROL UNIT	37
7. INTERNAL AUDIT AND AUDIT COMMITTEES	37
8. COMPLIANCE WITH LAWS AND REGULATIONS	37
9. FRAUD AND CORRUPTION	37
10. MINIMISING CONFLICT OF INTEREST	37
11. CODE OF CONDUCT	37
12. HEALTH SAFETY AND ENVIRONMENTAL ISSUES	37
13. SOCIAL RESPONSIBILITY	37
14. FINANCE COMMITTEE REPORT	38
PART D: HUMAN RESOURCE MANAGEMENT	39
1. INTRODUCTION	40
2. HUMAN RESOURCE OVERSIGHT STATISTICS	40
PART E: FINANCIAL INFORMATION	43

APPENDICES	44
1. REPORT OF THE EXTERNAL AUDITOR	44
2. ANNUAL FINANCIAL STATEMENTS	44

PART A: GENERAL INFORMATION



1. PUBLIC ENTITY'S GENERAL INFORMATION

REGISTERED NAME:	The South African Council for the Landscape Architectural Profession (SACLAP)
REGISTRATION NUMBER (if applicable):	Act No 45 of 2000
PHYSICAL ADDRESS:	C/O CBE Office 2 nd Floor, Block A, Corobay Corner Corobay Avenue Waterkloof Glen 0181
POSTAL ADDRESS:	P O Box 868 Ferndale 2160
TELEPHONE NUMBER/S:	027 87 980 9846
EMAIL ADDRESS:	registrar@saclap.org.za
WEBSITE ADDRESS:	www.saclap.org.za
EXTERNAL AUDITORS:	SM Xulu Incorporated Chartered Accountants(SA) and Registered Auditors First Floor, Elite House; Block 3 Sunninghill Office Park 4 Peltier Drive Sunninghill 2191
BANKERS:	Nedbank Limited Investec Bank
REGISTRAR	Bernadette Vollmer – until 15 December 2017 Cecilia Chinga – from 1 November 2017

2. LIST OF ABBREVIATIONS/ACRONYMS

AFS	Annual Financial Statement
APP	Annual Performance Plan
CBE	Council for the Built Environment
CBEP	Council for the Built Environment Professions
CIDB	Construction Industry Development Brand
CHE	Council on Higher Education
CPD	Continuing Professional Development
DPW	Department of Public Works
ECSA	Engineering Council of South Africa
EPWP	Expanded Public Works Programme
EXCO	Executive Committee
HR	Human Resources
ICT	Information and Communication Technology
IDoW	Identification of Work
ILASA	Institute of Landscape Architects of South Africa
MoU	Memorandum of Understanding
NQF	National Qualifications Framework
PFMA	Public Finance Management Act
RPL	Recognition of Prior Learning
SACAP	South African Council for the Architectural Profession
SACLAP	South African Council for the Landscape Architectural Profession
SACPCMP	South African Council for the Project and Construction Management Professions
SACPVP	South African Council for the Property Valuers Profession
SACQSP	South African Council for the Quantity Surveying Profession
SALI	South African Landscapers Institute
SAGIC	South African Green Industries Council
SANA	South African Nursery Association
SAQA	South African Qualifications Authority
VAs	Voluntary Associations

4. FOREWORD BY THE PRESIDENT



Thabo M Munyai
PRESIDENT

The year under review was a very eventful year for SACLAP and for me as an individual.

Having received the baton from my predecessor towards the end of the Council, it became evident that I had much to accomplish. SACLAP was experiencing one of its most turbulent periods as an independent organisation.

The term of Council was expiring at the end of August and Council had to manage the Nomination process. Most of the members of the 4th term Council were exiting either because they had served the maximum two terms or they had become over committed in their professional lives that they felt that they may not be in a position to serve in the 5th term. The resignation of the Registrar and her assistant in the

previous financial year meant that the SACLAP would need to begin on a new slate. Thankfully the previous Registrar agreed to continue assisting the Council until the new Council was inaugurated. It was important that a few of us offer our time to serve in the 5th term.

SACLAP successfully appointed a Registrar and her assistant in November and October 2017. Although both were entering the organisation at the beginning of the term of Council, the transition was smooth as they both hit the ground running.

Despite the operational and structural challenges, SACLAP was able to facilitate the nomination process. This culminated in the inauguration of Council on 20 October 2017.

The SACLAP continued to engage with the Council of the Built Environment (CBE) this year at the President's and Registrar's Forum. Engagements have also taken on a more focused approach in terms of establishing and finalizing shared services so as to enable SACLAP to do more with the income that it receives. The intention of the shared service is to explore other avenues of resourcing that could benefit both parties.

The engagements with CBE yielded positive benefits for SACLAP. The two most significant ones were:

- The offer of a home for SACLAP at the offices of the CBE for a minimum period of 4 years. SACLAP moved out of the office of the former Registrar into the CBE office on 1 October 2017.
- The signing of a Memorandum of Understanding between the CBE and the SACLAP for IT services on 28 February 2018.

The 5th term Council appointed on 2 August 2017 have embraced the challenge faced by the SACLAP and are resolved to bring about the necessary change. Council recognises that the task is not an easy one, however the renewed vigour and determination evident in Council meetings indicate a winning spirit.

In the coming period Council will deliberately direct its strategic effort to promote the profession and the role of Council. The promotion is intended to bring about growth in the number of registered Candidates and Professional.

SACLAP also aims to initiate and establish partnerships with important stakeholders both in the Public and private sector. On top of the priority list are; to mention but a few,

- ILASA
- IERM
- SALI
- SAGIC
- DPW
- DEA
- CETA
- SALGA

I would like to thank the CBE and the DPW for their continued support and engagement. I further appreciate both the 4th term Council and the 5th term Council for the tireless work and dedication. To the former Registrar, Ms Vollmer for the foundation she set serving Council in the last ten years. My appreciation also goes to the Registrar Ms Chinga and her assistant Ms Tsepetsi for the professional manner and grace they undertake their duties despite the enormous pressure that they face. The personal sacrifices they make are not going unnoticed.

I look forward to the future with a renewed sense of commitment and optimism, as we forge forward to explore all avenues available to tackle the issue of financial sustainability and risk it poses to the attainment of the Council's mandate.



Thabo Munyai
PRESIDENT
SACLAP
24 July 2018

5. REGISTRAR'S OVERVIEW



Cecilia Chinga
REGISTRAR

Challenges experienced and how resolved

The main challenge that Council faces is that of growth and sustainability.

Spending trends of the public entity

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 continues to participate at beneficial forums in terms of engaging on matters that affect the profession.

The SACLAP largely keeps its operations within the limits of the mandate and therefore no activities had to be discontinued in this financial year.

General Financial Review of SACLAP

The Financial Review of SACLAP remained relatively the same from the previous period in terms its mandate and financial position. However major changes to the organisation took place. The previous Registrar Mrs Bernadette Eksteen (Vollmer) who had been at the reigns for approximately 10 years tendered her resignation in March 2016 however she agreed to remain in office until the 5th term Council was appointed . Her exit thus coincided with expiry of the term of office of the Council and subsequent appointment of a new Council. SACLAP saw a new era being ushered in.

Despite the fact that three Council members from the previous Council were re-appointed a degree of a learning curve was experienced towards the end of the reporting period. Needless to say the teething problems of the new Council and management were brought under control by the end of the financial year.

Capacity constraints and challenges facing the public

Although it was identified that there was 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 has not materialised due to financial constraints. Previously it was determined that a full time staff compliment is needed as soon as possible to bring about the stability within the operations of the Registrar's office and to carry out the volume of work required.

The ability to increase the resources in the Registrar's office is captured in the organogram proposed for the Council's organisational structure in the Strategic Plan that was prepared and submitted to the Department of Public Works in the previous financial year.

SACLAP Council has resolved to actively market the profession in order to grow as an organisation. It is convinced that transformation of the industry can only take place with increased and sustained growth. Although no imperial data or solid statistics exist, Council is convinced that there are a number of persons that are working in the industry but are not registered. In order to achieve this

Supply chain management

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.

SCM processes and systems in place

SACLAP has a Supply Chain Management policy in place since November 2015.

Audit report matters in the previous year and how would be addressed

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 2016/2017 is not qualified. A copy thereof is appended to this document.

Outlook/ Plans for the future to address financial challenges

SACLAP continues to pursue the funding that was requested in the Strategic and Sustainability Plan from the DPW in order to grow the number of registered professionals especially the Landscape Management Profession established at the end of 2016.

Acknowledgements

I wish to extend my sincere appreciation to the SACLAP Council members, members of the various Committees, the former Registrar and my assistant for the assistance that they provided me from the time of my appointment. Special thanks go to the President of Council, whose dedication and commitment has been very encouraging to me.

To the Council and management of the CBE for their support especially with the shared services and infrastructure.

project, Council will require financial assistance for a few years to come.

The major event of Council was to prepare for the nomination and subsequent appointment of a new Council. The 5th term Council was inaugurated on the 20th of October 2018.

Economic Viability

It is imperative that SACLAP finds mechanisms to address the shortfall for future financial sustainability, particularly in light of the fact that DPW is taking quite some time in providing the necessary feedback regarding the way forward for the additional funding.

Council is confident that despite the financial constraints of the past, the organisation remains economically viable. A concern remains on the enormous pressure in the Registrar's office to cover the core mandate. Apart from approaching the Minister in terms of section 15(5) of the Act, the new Council is exploring other means of increasing its revenue. We are confident that Councils performance in the succeeding period will demonstrate renewed vigour and increased stability. Council is confident that despite the financial constraints of the past, the organisation remains economically viable. A concern remains on the enormous pressure in the Registrar's office to cover the core mandate. Apart from approaching the Minister in terms of section 15(5) of the Act, the new Council is exploring other means of increasing its revenue. We are confident that Councils performance in the succeeding period will demonstrate renewed vigour and increased stability.

To the Department of Public Works for the gap funding that enabled SACLAP's compliance especially with regards to the process of the nomination, appointment and inauguration of the New Council.

To the former Council and all former staff of SACLAP for the laying the foundation stones of the organisation. I commit to continue with the building bricks to ensure the growth and sustainability of SACLAP in years to come.



Cecilia Chinga
REGISTRAR
SACLAP
24 July 2018

6. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

To the best of my knowledge and belief, I confirm the following:

All information and amounts disclosed in the annual report is consistent with the annual financial statements audited by the external Auditors SM Xulu Incorporated, Chartered Accountants and Registered Auditors.

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

The annual report has been prepared in accordance with the guidelines on the annual report as 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 has been designed to provide reasonable assurance as to 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.

In our opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the public entity for the financial year ended 31 March 2018.

Yours faithfully



REGISTRAR
Cecilia Chinga
24 July 2018



PRESIDENT
Thabo Munyai
24 July 2018

7. STRATEGIC OVERVIEW

The strategic overview of Council has not changed much since the previous period. A strategic plan was prepared in January 2017. Plans to review it further are underway.

7.1 Vision

To establish, sustain, advance and govern the Landscape Professions in the interest of the public and to the benefit of the environment.

7.2 Mission

SACLAP achieves the vision by:

- i. Delivering on its mandates in the service of the public,
- ii. Ensuring a stable Council,
- iii. Transforming and growing the Landscape Professions through the recognition of competencies and
- iv. Establishing a sphere of influence within the Built Environment Professions (BEP's).

7.3 Values

SACLAP's mission is underpinned by:

- i. **Integrity:** upholding the highest standards of ethical and professional conduct.
- ii. **Transparency:** consultation, accessible information and increasing openness.
- iii. **Equality:** transform the landscape professions.

8. LEGISLATIVE AND OTHER MANDATES

8.1 Constitutional Mandate

The Constitution of the Republic of South Africa, Act no 108 of 1996 as amended is the Supreme Law of the Land. The existence of SACLAP is derived from the Constitution.

Section 22 - Freedom of trade, occupation and profession: of the Constitution states that:

“every citizen has the right to choose their trade, occupation or profession freely. The practice of a trade, occupation or profession may be regulated by law.”

The Constitution provides for the freedom of choice of a trade, occupation or profession as well as regulation of the practice in order to ensure public safety and preservation of the environment.

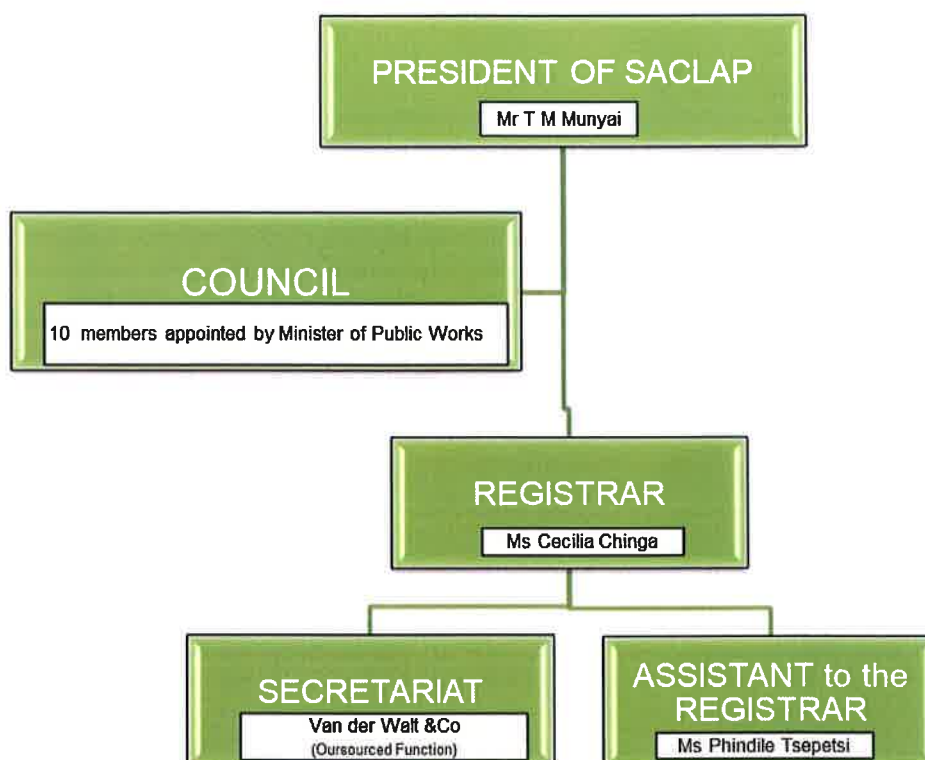
8.2 Legislative Mandate

The South African Council for the Landscape Architectural Profession (SACLAP) is a juristic person established in terms of section 2 of the Landscape Architectural Profession Act, Act number 45 of 2000. The preamble of the Act provides for:

- *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 Professions;*
- *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 fourth quarter report for the 2017/2018 year which sets out the overall detailed progress of the Council in relation to the following mandates:

9. ORGANISATIONAL STRUCTURE



SACLAP is the smallest of the 6 CBEPs.

Council took the bold step to appoint a permanent Registrar and an assistant during this financial year. This was necessitated after the previous part-time Registrar tendered her resignation.

The finance and company secretariat function is outsourced to an external company known as Van der Walt and Company. The Council is the Accounting Authority with Mr Thabo Munyai as President.

The organisational structure above depicts the situation.

PART B: PERFORMANCE INFORMATION



1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES

According to the National Treasury, the BEPC's 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 to clarify the exact level of compliance that is required.

As per the request of the DPW and CBE, SACLAP has completed the PFMA checklist to benchmark the level of compliance of the Council in this regard.

For the reasons stated above, this section in terms of the performance review is therefore completed in terms of the happenings of the 2017/2018 financial year but are not audited by the external auditing company.

2. SITUATIONAL ANALYSIS

2.1. Service Delivery Environment

The number of registered persons continues to increase steadily, although SACLAP has found that the number of registrations in this financial year is slower than in previous years. It is thought that the impact of the uncertainty that has arisen as a result of the Competition Commission not granting exemption for the Identification of Work (IDOW) as well as the Gazetting of Guideline Professional Fees may be still be part of the reason.

The Landscape Management Profession has now also been established and this poses a change in terms of the awareness creation necessary to successfully implement and promote this category of registration within the limited resources.

SACLAP will need to embark on promotion and education campaigns to ensure that the targeted individuals are informed.

2.2. Organisational environment

SACLAP was offered two offices by the CBE after it became evident that a permanent Registrar would be appointed to replace the part-time one. The move from the former Registrar's private office into the CBE office occurred in October 2017.

2.3. Key policy developments and legislative changes

In terms of the Policy Developments the SACLAP accomplished numerous milestones in this financial year:

- i. The SACLAP Rates Table for 2018/19 financial was gazetted in March 2017.
- ii. The amended Rules for the Nomination of New Council members Process was published for both public comment and implementation (march 2017)
- iii. Committee Code of Conduct

In terms of the legislative changes, SACLAP has begun a process of identifying the amendments that are required to the Landscape Architectural Profession Act, 45 of 2000. In October 2016

SACLAP presented the initial thinking and inputs to the DPW in a session that was arranged for all BEPCs to attend.

2.4. Strategic Outcome Oriented Goals

SACLAP did not prepare an Annual Performance Plan (APP) for this financial year. However, as the Strategic Plan was developed in this financial year, and in line with the National Treasury Framework, SACLAP will strive to develop an Annual Performance Plan (APP) that is aligned with the National Treasury Framework as soon as it can. Measuring performance at the hand of the Strategic Plan would be skewed, at this stage, in terms of certain specific strategic goals that were drafted with the expectation of receiving financial support from the DPW which has not materialised to date.

The key programmes and the objective thereof, as presented in the Strategic Plan remain as follows:

Programme 1: Growing and Transforming the Landscape Professions

The aim of this programme is to address more than one strategic objective:

Strategic Goal 1: To establish Landscape Professions through the creation of registration categories.

Strategic Objectives: Explore the built environment related fields of expertise in order to identify potential services in need of regulation and to establish such to the benefit of the public.

Strategic Goal 2: To advance Landscape Professions through advocacy and transformation.

Strategic Objectives: Continuously providing for support and growth of Landscape Professions through communicating the need for and value of Landscape Professions to client sectors and prospective professionals.

Programme 2: Meeting the mandate and other Regulatory requirements

Strategic 3: To govern the Landscape Professions in terms of the Act and relevant regulatory requirements.

Strategic Objectives: SACLAP, as a statutory body in terms of the Act, is tasked to perform certain activities in order to meet the mandates of the Act.

3. PERFORMANCE INFORMATION BY PROGRAMME/ ACTIVITY/ OBJECTIVE

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's mandates and did not focus on expanding on any items unnecessarily.

3.1 REGISTRATION

The focus has been on expanding the register. The tables below give an indication of the movement in the register. The rate of registration is very slow. Addition the year saw a few resignations, deaths and cancellations of registration giving a net effect of a reduction in numbers. 1.1. Highlights/achievements/important milestones in policy implementation:

Registration Committee

Council made a decision on 22 March 2018 to have two separate Registration Committee - The Landscape Architecture Profession Committee and the Landscape Management Profession Committee.

Both committees meet on a monthly basis.

Professional Registration Assessment 2017

The outcome was made known to the Candidates at the end of August 2017.

A review process examining supplementary information submitted by some of the Candidates was held in November 2017. The outcomes were communicated to Candidates in December 2017. All the successful Candidates have since been registered as Professionals.

Professional Registration Assessment 2018

The process has been commenced with an invitation to submit the portfolios, mentors reports, updated curriculum vitae etc.... The desktop assessment and the vetting of the process was completed by the end of the period.

Registration Policy

The Registration Policy and the associated addendums for the registration categories of Landscape Management and Landscape Architectural Professions as well as the Weighted Core Competency Tables for both were gazetted for implementation on the 04 November 2016. The policy implementation took effect in January 2018.

Registration related Workshops

Mentor workshops for Landscape Architectural Professionals

SACLAP has over the years, identified a great need to provide training workshops for professionals who act as mentors to candidates in order to improve the throughput of the candidate.

The purpose of the compulsory workshop is to firstly inform the professionals on the amended professional registration assessment process (PRAP) referred to above in this report. Secondly,

the workshop aims to familiarise the professionals on the key requirements and deliverables that SACLAP expects from the mentors. The next round of workshops will be conducted in the next financial year.

Workshop for the Landscape Management Professions

SACLAP will embark on a series of workshops for the Landscape Management Profession. The purpose of the workshop is to explain the process, registration requirements and deadlines for submissions. The next round of workshops will be conducted in next financial year.

Registration by Recognition of Prior Learning for 2017/18 – Landscape Architectural Profession:

The Registrar's office has communicated with a few individuals who wish to register via the recognition of prior learning and review process.

The process was concluded in the second quarter, and of the seven (7) applications received, 100% success rate was accomplished with four (4) individuals being registered as professionals and three (3) as candidates.

Another round of RPL was conducted in the third quarter for the Landscape Management Profession, 5 out of 7 applicants were successful.

New Registration Categories

SACLAP continues to engage with numerous other groups, such as the South African Landscape Institute (SALI), South African Green Industries Council (SAGIC) and the Institute of Environmental and Recreation Management (IERM) to establish if there are possibilities of professional registration.

Initiatives to improve registration

The new Council is prioritising the issue of improving registration in both the Landscape Architecture and the Landscape Management categories.

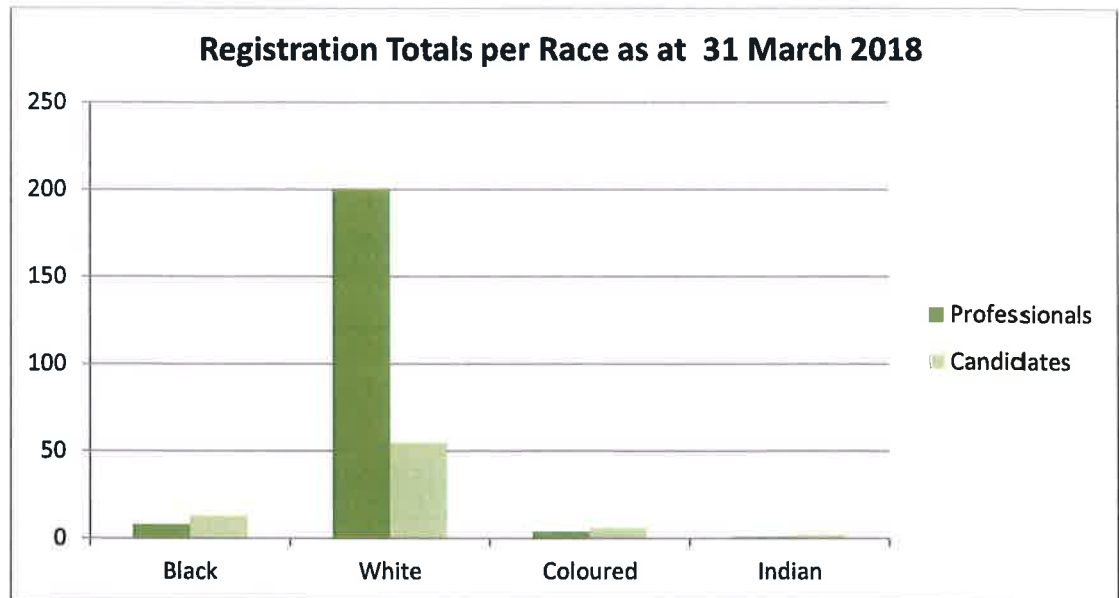
Various mechanisms and initiatives are being employed to not only boost the numbers but to also improve the demographics of the register. Below is a summary of some of them.

- At the Council meeting of 22 March 2018, Council decided on a special dispensation known as the Grandfather RPL for the Landscape Management Profession to be implemented in the next financial year. The LM Registration Committee was charged with finalising the process and procedure to be prescribed. It is hoped that this initiative will boost registration of LM professionals.
- Candidate and Mentor Workshops are intended to assist with the educating both the mentors and the candidates on the requirements for progressing from the Candidacy phase to the Professional phase.
- Other initiatives to be introduced in the next financial year is to enhance our presence at tertiary institutions that offer feeder qualifications to our Candidacy registration
- To introduce an award for the best final year students in all Landscape programmes at accredited Tertiary institutions.
- Embark on more presentations at Secondary Schools to promote the Landscape Profession as a Career choice
- To target individuals who are practising without registration and encourage them to register

To recognise more Voluntary Associations which have member that qualify to register in one of the categories of registration.

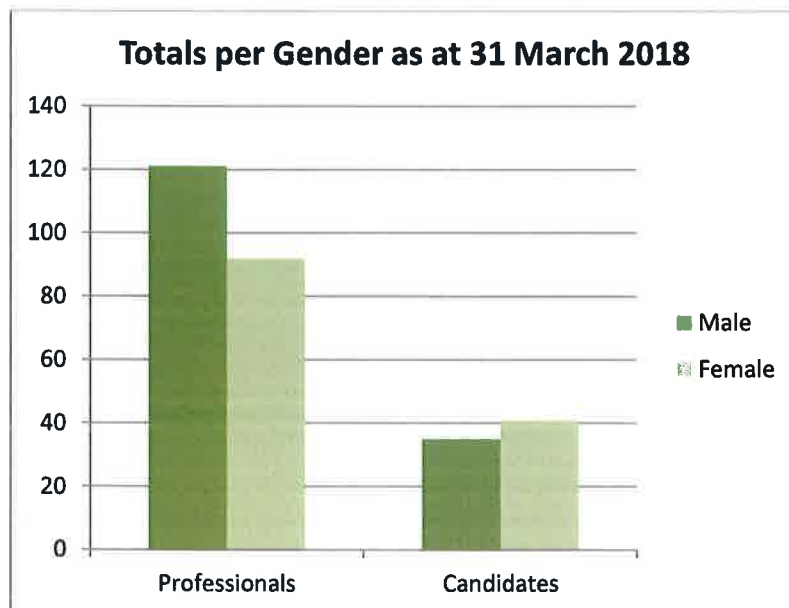
Competency Standards for Registration

A schedule of the core competencies has for the first time since 2011 been amended and gazetted for implementation on 4 November 2016. Council has determined that the revised Core Competencies and the Registration Policy of 2016 will be implemented from 1 April 2018.

Registration Statistics

The current statistics shows a need to prioritise transformation of the sector. SACLAP will also actively seek out designated groups in order to promote balance demographics of the profession.

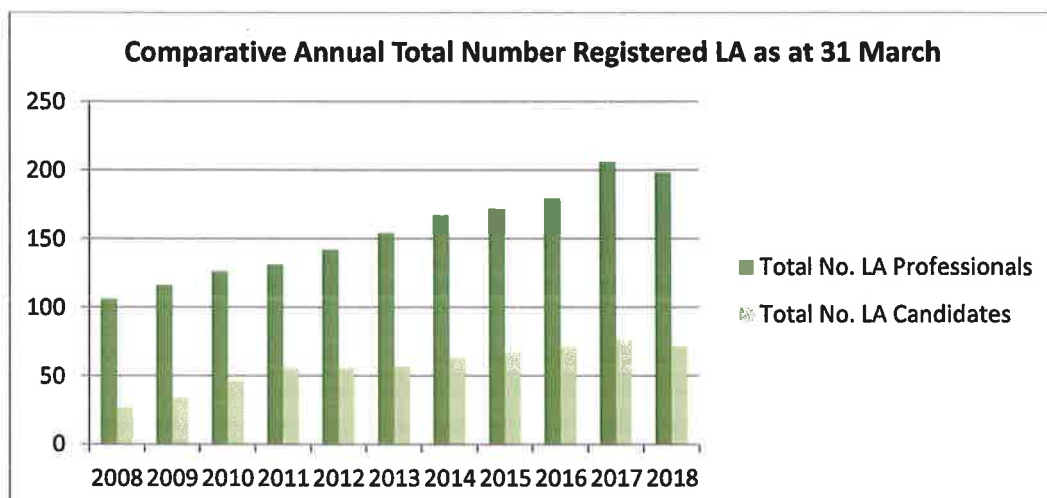
The graphs above and below illustrate the current status quo.



Comparative Registration Numbers per Calendar Year as at 31 March 2018 – Landscape Architectural Profession.

TOTAL LANDSCAPE ARCHITECTURAL PROFESSIONALS AND CANDIDATES

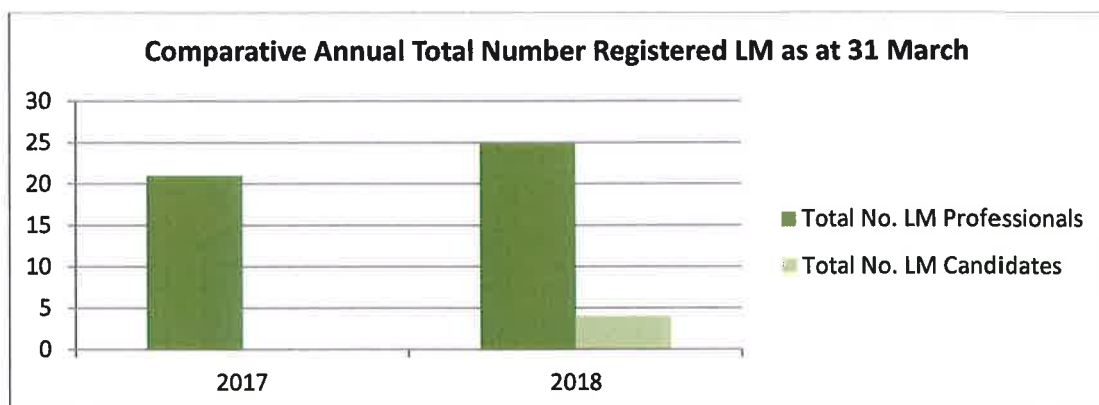
31 March of each year	31 Mar 2014	31 Mar 2015	31 Mar 2016	31 Mar 2017	31 Mar 2018
Professional Landscape Architects	152	156	160	166	177
Candidate Landscape Architects	38	40	44	46	41
Professional Senior Landscape Architectural Technologists					1
Candidate Senior Landscape Architectural Technologists					4
Professional Landscape Architectural Technologists	11	11	15	15	16
Candidate Landscape Architectural Technologists	24	26	26	27	22
Professional Landscape Architectural Technicians	3	3	3	3	3
Candidate Landscape Architectural Technicians	1	1	1	2	5
Professional Landscape Assistants	1	1	1	1	1
Candidate Landscape Architectural Assistants	0	0		0	0
Total No. of LA Professionals	167	171	179	206	198
Total No. of LA Candidates	63	67	71	76	72
TOTAL	230	238	250	282	270



TOTAL LANDSCAPE MANAGEMENT PROFESSIONALS AND CANDIDATES

31 March of each year	30 Mar 2017	31 Mar 2018
Professional Landscape Managers	21	24
Candidate Landscape Managers	0	0
Professional Senior Landscape Technologists	0	0
Candidate Senior Landscape Technologists	0	0
Professional Landscape Technologists	0	1
Candidate Landscape Technologists	0	1
Professional Landscape Technicians	0	0
Candidate Landscape Technicians		3
Total No. of LM Professionals	21	25
Total No. of LM Candidates	0	4
TOTAL	21	29

NOTE: The new LM categories of Registration were implemented in November 2016 and the table will be updated to reflect the detail as the categories unfold.



3.2 ACCREDITATION

The table below shows the accreditation status of programmes offering Landscape qualifications

Institution	List of all BE related programmes/Qualifications	Status		
		Accredited	Not Accredited	Reason for non-accreditation
University of Cape Town(UCT)	Masters Landscape Architecture Professional	Full accreditation		
	BLA Hons (1year)	Provisional accreditation		Awaiting CHE approval
	MLA (1 year)	Provisional accreditation		Awaiting CHE approval
University of Pretoria(UP)	BSc Landscape Architecture	Full accreditation		
	BSc Landscape Architecture Honours	Full accreditation		
	Masters Landscape Architecture Professional	Full accreditation		
Cape Peninsula University of Technology(CPUT)	B Tech Landscape Technology (1 year) NQF 7 (phasing out)	Full Accreditation		
	ND Landscape Technology (3 years) NQF 6 (phasing out)	Full Accreditation		
	Diploma in Landscape Architecture (NQF 6)	Provisional Accreditation		
	Advanced Diploma in Landscape Construction Management (NQF 7)	Provisional Accreditation		
Tshwane University of Technology (TUT)	B Tech Landscape Technology N Dip Landscape Technology <i>NOTE: programmes are being restructured and as a result the qualification may undergo a name change.</i>		X X	The accreditation visit will take place in April 2018
Durban University of Technology (DUT)	N Dip (naming is unclear)		X	Termination of the existing programme and development of a new one. CHE approval for the proposed new programme is awaited.
UNISA	To be clarified		X	It is anticipated that the programmes will be accredited in April 2019

Strategic Issues and Challenges around Accreditation

The resourcing of the accreditation review panel remains a challenge as the individuals are very busy in their practices and the number of willing volunteers is limited.

3.3 RECOGNITION OF PRIOR LEARNING

Number of professionals registered through RPL	-	12
Percentage of registered professionals through RPL	-	3.4%
Number of people who applied for registration through RPL	-	13 so far for 2017.
Number of RPL applications that had been rejected	0	

3.4 DISCIPLINARY AND APPEALS

There were no appeals or disciplinary cases heard during the period under review.

3.5 RECOGNITION OF VOLUNTARY ASSOCIATIONS (VA)

At the moment ILASA is the only VA recognized by SACLAP. Council has just renewed the recognition which lapsed in 2016. Council has identified three potential VA-s that may be eligible for recognition.

3.6 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CPD is a mechanism used by Council to determine eligibility for the renewal of registration for Professionals after a five year cycle. All Registered Professionals are obliged to attain CPD points in accordance with the CPD Policy of 2016.

The review of the five year cycle which ended on 31 March 2017 and 31 March 2018 will be finalized at the beginning of the next financial year.

The challenge facing SACLAP is that the VA which been delegated the function of accrediting CPD activities and is not in all instances applying the CPD points consistently to activities as per the policy. It is hoped that through further engagements with the current VA and the recognition of further of VA's, the matter will be addressed. Council is also considering accrediting events and activities that do not fall within the interest of the recognized VA to cater for the specified categories.

3.7 PROFESSIONAL GUIDELINE FEES

SACLAP, like the other 5 CBEP has not been able to publish guideline fees as prescribed by the Act due to a Competitions Commission ruling barring the publication. The CBE is currently liaising with the Competition Commission on behalf of the CBEP to resolve the matter.

Professionals, especially newly registered find the situation frustrating as they do not have any basis for pricing their services.

3.8 IDENTIFICATION OF WORK FRAMEWORK

The status quo has not changed since the last financial year. This matter is being handled by the CBE on behalf of all the 6 CBEP in a similar way as 3.7 above.

4. REVENUE COLLECTION AND INVESTMENT STRATEGY

4.1 Revenue and other income collection

Sources of revenue	2016/2017			2017/2018		
	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
Professional Registration and Candidate Annual Fees	-	843 337.00	-	1 557 000.00	1 005 700.00	551 300.00
DPW Grant	170 000.00	170 000.00	-	120 000.00	120 000.00	-
Interest *	37 389.00	37 389.00	-	9 558.00	40 233.00	30 675.00
Accreditation Visit	-	148 883.00	-	-	-	-
Sundry Income *	-	-	-	-	17 403.00	-
Total	207 389.00	1 199 609.00	-	1 686 558.00	1 183 336.00	581 975.00

**The following categories of income were not included in the revenue collection report for the previous financial period.*

The Act gives Council the power to collect application, registration, examinations, annual fees and any other fees for services rendered. The bulk of the revenue is derived from annual fees which every registered person must pay on an annual basis. Other fees such as application fees are once off fees that are paid at the time of application and registration respectively.

4.2 Capital investment

- SACLAP does not have a comprehensive capital, investment and asset management plan. The intention is to establish such a plan going forward.
- Due to the move into the CBE office and out of the former Registrar's premises, SACLAP had to buy a few capital items such as a Desktop Computer, A laptop computer, a Printer, A steel cabinet and filing cabinets. Please refer to note 2 in the Annual Financial Statements in Part E of this report.
- An asset register has been developed to help manage the assets
- Additionally SACLAP has taken out an insurance policy with Outsurance against the assets purchased.
- The intention is to gradually purchase capital items for the organisation as part of the overall growth and sustainability plan.
- The CBE provided the office desks and chairs for the 2 staff members.

PART C: GOVERNANCE



1. INTRODUCTION

Corporate governance embodies processes and systems by which public entities are directed, controlled and held to account. In addition to legislative requirements based on a public entity's enabling legislation, and the Companies Act, corporate governance with regard to public entities is applied through the precepts of the Public Finance Management Act (PFMA) and run in tandem with the principles contained in the King's Report on Corporate Governance.

Parliament, the Executive and the Accounting Authority of the public entity are responsible for corporate governance.

2. PORTFOLIO COMMITTEES (if applicable)

SACLAP did not attend any Portfolio Committee meeting in this financial year.

3. EXECUTIVE AUTHORITY

The Minister of Public Works is the Executive Authority of SACLAP

4. THE SACLAP COUNCIL



Mr Thabo Munyai
President



Mr Frans van Wyk
Vice President
Chair: Education Committee



Dr Francis M Nzama
Chair: Finance Committee



Mr Edward N Hutamo
Chair: Professional Practice
Committee



**Mr Willie
Mothowamodimo**
Chair: LA Registration
Committee



Ms Elize van Staden
Chair: LM Registration
Committee



Ms Ralene Fischer
Council Member



Mr Gregory Mofokeng
Council Member



Prof Willem Nel
Council Member



Mr Herman De Lange
Council Member

Introduction

The SACLAP Council consists of 10 members appointed by the Minister of Public Works after a nomination process. The Minister considers principles of Transparency and representivity in making the appointment. Sections 3 to 7 of the Act, provides relevant guidance in this regard.

The role of the Council is as follows:**Summary of Council Functions, Responsibilities and Duties**

The Act, prescribes the functions, powers and duties of the Council. As the Act refers specifically to Landscape Architectural Profession, it is deemed to include for the establishment of the specified categories. The functions, powers and duties, can therefore 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.

Council Charter

SACLAP Council does not have a Charter.

The crafting of a charter is one of the goals to be achieved in the next financial year.

Composition of the Council

As mentioned earlier in the report, this reporting period saw the end of one Council term and the start of another.

4th Term Council - 15 October 2013 – 20 October 2017

Name	Designation	Date appointed	Date resigned	Qualifications	Race	Gender	Other Committees	No. of Meetings attended
Frans van Wyk	Chair Education Committee Vice President	15 Jan 2014		BL	White	Male	Professional Practice & Finance	14
Amanda du Plooy	Chair Registration	15 Oct 2013		BL 2000	White	Female		15
Barend Smit	President	15 Oct 2013	16 Feb 2017	BSC Landscape design	White	Male	Professional Practice	15
Gerrit Strydom	Chair Professional Practice	15 Oct 2013			White	Male		12
Melusi Gregory Mofokeng		15 Oct 2013		Diploma in Business Computing	African	Male	Education	7
Ilham Gabier		15 Oct 2013		BAS & MLA				9
Thabo Munyai	Vice President President	15 Oct 2013 16 Feb 2017		BSC Landscape Architecture	African	Male	Finance	11
Eugene Hlongwane		16 Feb 2015		M Phil Environmental Management	African	Male	Finance	9
Nel Dunstan	Chair Finance	16 Feb 2015			White	Male	Professional Practice	10

Current Council Term 20 October 2017 - 31 March 2018

Name	Designation	Date appointed	Date resigned	Qualifications	Race	Gender	Other Committees	No. of Meetings attended
Frans van Wyk	Vice President	31 August 2018		BL	White	Male	Chair Education Finance	4
Melusi Gregory Mofokeng		31 August 2018		Diploma in Business Computing	African	Male	Education	3
Thabo Munyai	President	31 August 2018		BSc	African	Male	Finance	4
Jimmy Hendricks		31 August 2018	11 September 2017	PhD work in integrated learning	White	Male		0
Willie Mothowamodimo	Chair LA Registration	31 August 2018		MLA	African	Male		3
Ralene Fisher		31 August 2018		ML Prof	White	Female		3

Elize van Staden	Chair LA Registration	31 August 2018		MSc Environmental management	White	Female		4
Herman de Lange		31 August 2018		BL	White	Male	Professional Practice	3
Edward Hutamo	Chair Professional Practice	31 August 2018		B Tech Horticulture	African	Male	LM Registration	4
Francis Nzama	Chair Finance	31 August 2018		Doctorate	African	Male	Education	3
Nel Willem		15 Feb 2018		BSc Hons Geography MBA	White	Male	Academic Forum	1

Committees

Previous Council Term Committees April 2017 - 31 September 2017

No.	Committee	Name of members	Race	Gender	No. of members	No. of meetings held
1.	Finance	Neal Dunstan	White	Male	4	4
		Thabo Munyai	African	Male		
		Fran van Wyk	White	Male		
		Eugene Hlongwane	African	Male		
2.	Academic Forum	Gerhard Griesel (CPUT)		Male	8	1
		Astrid Badenhorst (DUT)				
		Eamonn O'Rourke (ILASA)	White	Male		
		Frans van Wyk (SACLAP)	White	Male		
		Kara Lee Prinsloo (TUT)	White	Female		
		Graham Young (DUT)		Male		
		Elize van Staden (UNISA)	White	Female		
		Julian Raxworthy(UCT)		Female		
3.	Professional Practice	Gerrit Strydom	White	Male	4	2
		Pieter Ackerman	White	Male		
		Barend Smith	White	Male		
		Fran van Wyk	White	Male		
4.	Education	Frans van Wyk	White	Male	3	2
		Gregory Mofokeng	African	Male		
		Theodore Bredell	White	Male		
5.	LA Registration	Neal Schoof	White	Male	5	5
		Amanda du Plooy	White	Female		
		Ilham Gabier	Coloured	Female		
		Marian Uekermann	White	Female		
		Rene Brett	White	Female		

Current Council Term Committees October 2017 - 31 March 2018

All committees of Council have been re-constituted. Although care was taken to take into consideration, gender, race and geographic demographics, the limited number of registered professionals as well as the willingness of professionals to serve on a voluntary basis causes a continued apparent imbalance. It is hoped that the Special Dispensation for registrations to be implemented will yield desirable results.

No.	Committee	Name of members	Race	Gender	No. of members	No. of meetings held
1.	Finance	Francis Nzama	African	Male	6	5
		Thabo Munyai	African	Male		
		Fran van Wyk	White	Male		
		Eugene Hlongwane	African	Male		
		Eugene Matthews	Coloured	Male		
		Ryan Pembroke	White	Male		
		Elize van Staden	White	Female		

2.	LM Registration	Ida Marie Strydom	White	Female	6	6
		Jonathan Ferguson	White	Male		
		Aubrey Madamalala	African	Male		
		Edward Hutamo	African	Male		
		Jacques Cedras	White	Male		
3.	Professional Practice	Edward Hutamo	African	Male	6	3
		Raleen Fischer	White	Female		
		Herman de Lange	White	Male		
		Michael Leech	White	Male		
		Landie Clark	White	Female		
		Pieter Ackerman	White	Male		
4.	Education	Frans van Wyk	White	Male	5	3
		Francis Nzama	African	Male		
		Gregory Mofokeng	African	Male		
		Theodore Bredell	White	Male		
		Marcus Govender	Asian	Male		
5.	LA Registration	Willie Mothowamodimo	African	Male	6	10
		Amanda du Plooy	White	Female		
		Marian Euckermann	White	Female		
		Ankia Bormans	White	Female		
		Kingstone Matanda	African	Male		
		Rene Brett	White	Female		
6.	Academic Forum	Gerhard Griesel (CPUT)	White	Male	10	1
		Astrid Badenhorst (DUT)	White	Female		
		Eamonn O Rourke (ILASA)	White	Male		
		Frans van Wyk (SACLAP)	White	Male		
		Kara Lee Prinsloo (TUT)	White	Female		
		Julian Raxworthy(UCT)	White	Female		
		Graham Young (DUT)	White	Male		
		Elize van Staden (UNISA)	White	Female		
		Piet Vosloo (UP)	White	Male		
		Clinton Hindes	White	Male		
7.	LM Registration	Frans van Wyk	White	Male	3	0
		Ida Marie Strydom	White	Female		
		Jonathan Ferguson	White	Male		

Remuneration of Council members

- Due to the financial difficulties that the SACLAP is facing, committee members do not get paid.
- Council members receive an honorarium for attending the Council meetings only.
- The remuneration of Council members is set by the Policy
- Some members like, Mr Willie Mothowamodimo do not submit claims to be remunerated.
- Other expenses e.g. Travel , reimbursed by the public entity are paid according to the DPW reimbursement rate per month
- Each Council member get paid R1500 per seating.
- The President gets remunerated R2500 per seating.

No.	Name	Remuneration	Other allowance	Other re-imbursements	Total
1.	Frans van Wyk	R7500	R0.00	R0.00	R7500
2.	Thabo Munyai	R10000	R3500	R0.00	R13 500
3.	Herman de Lange	R4500	R0	R1475.01	R5975.01
4.	Willie Mothowamodimo	R0.00	R0.00	R0.00	R0.00
5.	Elize van Staden	R4500	R0.00	R759.24	R5259.24
6.	Francis Nzama	R4500	R0.00	R1358.82	R5858.82
7.	Ralene Fischer	R4500	R0.00	R777.50	R5277.50
8.	Edward Hutamo	R4500	R	R	R3978.27
9.	Willem Nel	R0	R0	R0	R0
10	Gregory Mofokeng	R6000	R0.00	R0.00	R6000
TOTAL		R46 000	R3 500	R4 370.57	R53 348.84

- Remuneration tabled above is for the 5th term Council inaugurated on 20 October 2017.
- Please refer to the Audited Annual Financial Statement in Part E for a summary of the remuneration of 4th term Council (1 April 2016 – 20 October 2017)

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 Council for sign-off.

7. INTERNAL AUDIT AND AUDIT COMMITTEES

SACLAP does not have an Internal Audit Committee. It was reported in the previous report that providing for this as a shared service is being considered by the CBE and an outcome is still being awaited.

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. SOCIAL RESPONSIBILITY

SACLAP does not have a policy in place regarding social responsibility. Provision is made through its CPD Policy for the promotion of social responsibility activities by registered professionals. Registered professionals can claim CPD credits, as provision is made for this in the CPD Policy.

14. FINANCE COMMITTEE REPORT

SACLAP does not have an Audit and Risk Committee. The Finance Committee is responsible for monitoring and evaluating the performance of the organisation.

We are pleased to present our report for the financial year ended 31 March 2018.

In-Year Management and Monthly/Quarterly Report

SACLAP has submitted all the quarterly reports to the CBE. The reporting format is as per the template issued by the CBE to all the 6 CBEP. The Finance Committee meets at least once every quarter. It submits a report to Council every quarter.

Evaluation of Financial Statements

The Finance Committee has reviewed the annual financial statements and are satisfied that they are a fair representation of the financial situation of SACLAP.

We further concur and accept the conclusions of the external auditor S M Xulu Inc. on the annual financial statements and we are of the opinion that the audited annual financial statements be accepted and read together with the report of the auditor.



Francis Mhlawumbe Nzama
Chairperson of the Finance Committee
SACLAP
24 July 2018

PART D: HUMAN RESOURCE MANAGEMENT



1. INTRODUCTION

2. HUMAN RESOURCE OVERSIGHT STATISTICS

Personnel Cost by programme/ activity/ objective

See attached AFS report

Personnel cost by salary band

See attached AFS report

Performance Rewards

No performance rewards were paid this financial year

Training Costs

No staff training was undertaken during this financial year.

Employment and vacancies

Registrars Assistant who also functions as a Registration Administrator was appointed on 1 October 2017.

Registrar was appointed on 1 November 2017.

Previous Registrar resigned with effect from 30 October 2017, but remained to hand over and finalise some activity until 15 December 2017.

Employment changes

Provide information on changes in employment over the financial year. Turnover rates provide an indication of trends in employment profile of the public entity.

Salary Band	Employment at beginning of period	Appointments	Terminations	Employment at end of the period
Top Management	1 part time	1 permanent	1 part time	1 permanent
Senior Management	0	0	0	0
Professional qualified	0	0	0	0
Skilled	0	1	0	1
Semi-skilled	0	0	0	0
Unskilled	0	0	0	0
Total	1	2	1	2

Reasons for staff leaving

Reason	Number	% of total no. of staff leaving
Death	0	
Resignation	1	100
Dismissal	0	
Retirement	0	
Ill health	0	
Expiry of contract	0	
Other	0	
Total	1	100

The Part-time Registrar was replaced by the Permanent Registrar.

Labour Relations: Misconduct and disciplinary action

Nature of disciplinary Action	Number
Verbal Warning	0
Written Warning	0
Final Written warning	0
Dismissal	0

Equity Target and Employment Equity Status

SACLAP does not have any equity targets due to the small size of the organisation.

At present the 2 permanent staff are both Female Africans. Both are not disabled.

PART E: FINANCIAL INFORMATION



APPENDICES

The following appendices are attached in the following pages.

- 1. REPORT OF THE EXTERNAL AUDITOR**
- 2. ANNUAL FINANCIAL STATEMENTS**