



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

P.O. Box 868 FERNDALE 2160
Www: saclap.org.za

registrar@saclap.org.za

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

ANNUAL REPORT

APRIL 2015- MARCH 2016

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PART A: GENERAL INFORMATION

1. PUBLIC ENTITY'S GENERAL INFORMATION

REGISTERED NAME:	SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION (SACLAP)
REGISTRATION NUMBER	no official registration number
PHYSICAL ADDRESS:	4 Karen Street, Bryanston West, Gauteng
POSTAL ADDRESS:	P O BOX 868, Ferndale 2160
TELEPHONE NUMBER/S:	+27 11 061 5000
FAX NUMBER:	None
EMAIL ADDRESS:	registrar@saclap.org.za
WEBSITE ADDRESS:	www.saclap.org.za
EXTERNAL AUDITORS:	Ngubane and Company (Johannesburg) Inc. Chartered Accountants (S.A.)
BANKERS:	Nedbank and Investec
COUNCIL MEMBERS:	as at 31 March 2016: <i>Professional Representatives</i> Mr Barend Smit (President) Mr Thabo Munyai (Vice President) Ms Amanda du Plooy Ms Ilham Gabier Mr Neal Dunstan Mr Frans van Wyk <i>Public Representatives</i> Mr Eugene Hlongwane Mr Gregory Mofokeng <i>State Representatives</i> 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.

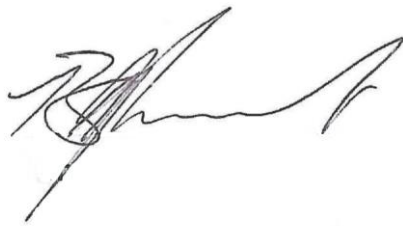
The implementation of the new proposed categories of registration under SACLAP remains fundamental to both the building of landscape related professions within the built environment as it is to ensuring a sustainable green future for South Africa, and to improve the sustainability of the Council in the 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.

A handwritten signature in black ink, appearing to be 'B. Smit', written in a cursive style.

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.

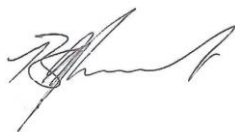
The external auditors are engaged to express an independent opinion on the annual financial statements.

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	
Total ZAR		637 101.00			1 223 959.00	

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
Total	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 Mfuzeko 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 (<i>in terms of the Public Entity Board structure</i>)	Date appointed	Date resigned	Qualifications	Area of Expertise	Board Directorships	Other Committees or Task Teams	No. of Meetings attended
April 2015 – March 2016								
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
April 2015 – March 2016			
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

South African Council for the Landscape Architectural Profession
Annual Financial Statements
for the year ended 31 March 2016

Ngubane and Company (Johannesburg) Inc.
Chartered Accountants (S.A.)
Issued 13 May 2016

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

General Information

Country of incorporation and domicile	South Africa
Nature of business and principal activities	South African Council for the Landscape Architectural Profession
Council members	Mr Barend Smit (President) Mr Thabo Munyai (Vice President) Ms Amanda Du Plooy (Registration Committee Chair) Mr Frans Van Wyk (Education Committee Chair) Ms Ilham Gabier (Council Member) Mr Gregory Mofokeng (Council Member) Mr Gerrit Strydom (Professional Practice Committee Chair) Eugene Hlongwane (Council Member) Neal Dunstan (Finance Committee Chair) Bernadette Vollmer (Registrar)
Registered office	4 Karen Street Bryanston West Gauteng
Business address	4 Karen Street Bryanston West Gauteng
Postal address	PO Box 868 Ferndale 2160
Bankers	Nedbank Investec
Auditor's	Ngubane and Company (Johannesburg) Inc. Chartered Accountants (S.A.) Registered Auditors
Secretary	Van Der Walt and Company

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Index

The reports and statements set out below comprise the annual financial statements presented to the :

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The following supplementary information does not form part of the annual financial statements and is unaudited:

Detailed Income Statement	15 - 16
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South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Council Members' Responsibilities and Approval

The council members are required by the Landscape Architectural Profession Act 45 of 2000, to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements fairly present the state of affairs of the council as at the end of the financial year and the results of its operations and cash flows for the year then ended, in conformity with the International Financial Reporting Standard for Small and Medium-sized Entities. The external auditor is engaged to express an independent opinion on the annual financial statements.

The annual financial statements are 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 judgements and estimates.

The council members acknowledge that they are ultimately responsible for the system of internal financial control established by the council and place considerable importance on maintaining a strong control environment. To enable the council members to meet these responsibilities, the council sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the council and all employees are required to maintain the highest ethical standards in ensuring the council's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the council is on identifying, assessing, managing and monitoring all known forms of risk across the council. While operating risk cannot be fully eliminated, the council endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The council members are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss.

The council members have reviewed the council's cash flow forecast for the year to 31 March 2017 and, in the light of this review and the current financial position, they are concerned that the council has insufficient funds to run the council and may not have access to adequate resources to continue in operational existence for the foreseeable future.

The external auditor's are responsible for independently auditing and reporting on the council's annual financial statements. The annual financial statements have been audited by the council's external auditors and their report is presented on page 5.

The annual financial statements set out on pages 7 to 16, which have been prepared on the going concern basis, were approved by the council on 13 May 2016 and were signed on its behalf by:


Mr Barend Smit (President)
Bernadette Vollmer (Registrar)
Neal Duristan (Finance Committee Chair)

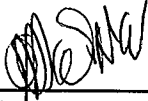
South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Secretary's Report

1. Declaration by Council's Secretary

I certify that the council has lodged all such returns as are required of a council and that all such returns are true, correct and up to date. I also confirm that all the accounting records are complete, correct and up to date.



Van der Walt and Company
Council Secretary

29 June 2016

Independent Auditor's Report

To the members of South African Council for the Landscape Architectural Profession

We have audited the annual financial statements of South African Council for the Landscape Architectural Profession, as set out on pages 8 to 14, which comprise the statement of financial position as at 31 March 2016, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

Councillors' Responsibility for the Annual Financial Statements

The council's members are responsible for the preparation and fair presentation of these annual financial statements in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and requirements of the Landscape Architectural Profession Act 45 of 2000, and for such internal control as the council members determine is necessary to enable the preparation of annual financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these annual financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the annual financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the annual financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the annual financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the council's preparation and fair presentation of the annual financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the annual financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the annual financial statements present fairly, in all material respects, the financial position of South African Council for the Landscape Architectural Profession as at 31 March 2016, and its financial performance and cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities, and the requirements of the Landscape Architectural Profession Act 45 of 2000.

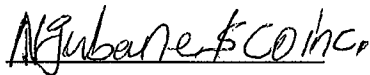
Emphasis of Matter

Going concern

Without qualifying our opinion, we draw attention to note 12 to the annual financial statements. The note indicates the existence of a material uncertainty which may cast significant doubt on the council's ability to continue as a going concern.

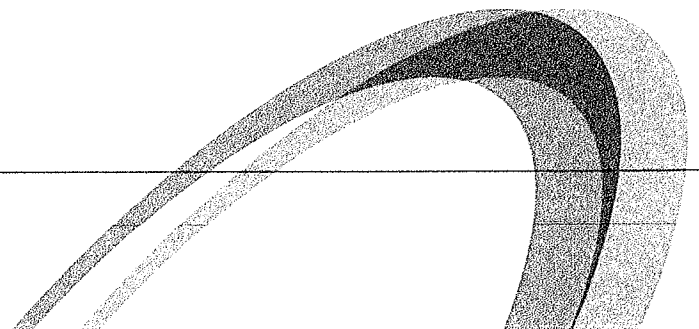
Other matter

Without qualifying our opinion, we draw attention to the fact that supplementary information set out on pages 15 to 16 does not form part of the annual financial statements and is presented as additional information. We have not audited this information and accordingly do not express an opinion thereon.



Ngubane & Co (JHB) Inc.

M Mathelemusa
Director:
Registered Auditor
Johannesburg



South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Council Members' Report

The council members have pleasure in submitting their report on the annual financial statements of South African Council for the Landscape Architectural Profession for the year ended 31 March 2016.

1. Nature of business

South African Council for the Landscape Architectural Profession was incorporated in South Africa and functions as a statutory council for Landscape Architectural profession. The council operates in South Africa.

There have been no material changes to the nature of the council's business from the prior year.

2. Review of financial results and activities

The annual financial statements have been prepared in accordance with International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Landscape Architectural Profession Act 45 of 2000. The accounting policies have been applied consistently compared to the prior year.

Full details of the financial position, results of operations and cash flows of the council are set out in these annual financial statements.

3. Council members

The council members in office at the date of this report are as follows:

Council members

Mr Barend Smit (President)	Council member
Mr Thabo Munyai (Vice President)	Council member
Ms Amanda Du Plooy (Registration Committee Chair)	Council member
Mr Frans Van Wyk (Education Committee Chair)	Council member
Ms Ilham Gabier (Council Member)	Council member
Mr Gregory Mofokeng (Council Member)	Council member
Mr Gerrit Strydom (Professional Practice Committee Chair)	Council member
Eugene Hlongwane (Council Member)	Council member
Neal Dunstan (Finance Committee Chair)	Council member
Bernadette Vollmer (Registrar)	Registrar

Eugene Hlongwane (Council member) and Neal Dunstan (Finance Committee Chair) are the two new council members appointed in the current year.

4. Events after the reporting period

The council members are not aware of any material event which occurred after the reporting date and up to the date of this report.

5. Going concern

The council members believe that the council has inadequate financial resources to continue in operation for the foreseeable future. The council members are concerned about the financial sustainability of the council and that it does not have access to sufficient borrowing facilities to meet its foreseeable cash requirements. The council members do not wish to start borrowing money at this current stage.

6. Auditors

Ngubane and Company (Johannesburg) Inc. were appointed as auditors for the council for 2016.

7. Secretary

The council secretary is Van Der Walt and Company.

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Statement of Financial Position as at 31 March 2016

Figures in Rand	Note(s)	2016	2015
Assets			
Current Assets			
Trade and other receivables	2	82 887	11 190
Cash and cash equivalents	3	415 115	142 845
		498 002	154 035
Total Assets		498 002	154 035
Equity and Liabilities			
Equity			
Retained income		382 460	116 335
Liabilities			
Current Liabilities			
Trade and other payables	4	115 542	37 700
Total Equity and Liabilities		498 002	154 035

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Statement of Comprehensive Income

Figures in Rand	Note(s)	2016	2015
Revenue	5	843 809	637 101
Other income	6	380 153	24 760
Operating expenses		(974 825)	(1 103 856)
Operating surplus (deficit)		249 137	(441 995)
Investment revenue	7	16 988	23 531
Surplus (deficit) for the year		266 125	(418 464)
Other comprehensive income	9	-	-
Total comprehensive surplus (deficit) for the year		266 125	(418 464)

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Statement of Changes in Equity

Figures in Rand	Retained income	Total equity
Balance at 01 April 2014	534 799	534 799
Deficit for the year	(418 464)	(418 464)
Other comprehensive income	-	-
Total comprehensive loss for the year	(418 464)	(418 464)
Balance at 01 April 2015	116 335	116 335
Surplus for the year	266 125	266 125
Other comprehensive income	-	-
Total comprehensive income for the year	266 125	266 125
Balance at 31 March 2016	382 460	382 460
Note(s)	9	

South African Council for the Landscape Architectural Profession
Annual Financial Statements for the year ended 31 March 2016

Statement of Cash Flows

Figures in Rand	Note(s)	2016	2015
Cash flows from operating activities			
Cash generated from (used in) operations	10	255 282	(489 154)
Interest income		16 988	23 531
Net cash from operating activities		272 270	(465 623)
Total cash movement for the year		272 270	(465 623)
Cash at the beginning of the year		142 845	608 468
Total cash at end of the year	3	415 115	142 845

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Accounting Policies

1. Presentation of annual financial statements

The annual financial statements have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities, and the Landscape Architectural Profession Act 45 of 2000. The annual financial statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below. They are presented in South African Rands.

These accounting policies are consistent with the previous period.

1.1 Financial instruments

Financial instruments at amortised cost

These include loans, trade receivables and trade payables. Those debt instruments which meet the criteria in section 11.8(b) of the standard, are subsequently measured at amortised cost using the effective interest method. Debt instruments which are classified as current assets or current liabilities are measured at the undiscounted amount of the cash expected to be received or paid, unless the arrangement effectively constitutes a financing transaction.

At each reporting date, the carrying amounts of assets held in this category are reviewed to determine whether there is any objective evidence of impairment. If there is objective evidence, the recoverable amount is estimated and compared with the carrying amount. If the estimated recoverable amount is lower, the carrying amount is reduced to its estimated recoverable amount, and an impairment loss is recognised immediately in profit or loss.

Financial instruments at cost

Equity instruments that are not publicly traded and whose fair value cannot otherwise be measured reliably are measured at cost less impairment.

Financial instruments at fair value

All other financial instruments, including equity instruments that are publicly traded or whose fair value can otherwise be measured reliably, are measured at fair value through profit and loss.

1.2 Share capital and equity

If the council reacquires its own equity instruments, those instruments are deducted from equity. No gain or loss is recognised in profit or loss on the purchase, sale, issue or cancellation of the council's own equity instruments. Consideration paid or received shall be recognised directly in equity.

1.3 Revenue

Revenue is recognised to the extent that the council has transferred the significant risks and rewards of ownership of goods to the buyer, or has rendered services under an agreement provided the amount of revenue can be measured reliably and it is probable that economic benefits associated with the transaction will flow to the council. Revenue is measured at the fair value of the consideration received or receivable and represents the amounts receivable from membership fees received annually from professionals and candidate members of the Council.

Interest is recognised, in profit or loss, using the effective interest rate method.

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Notes to the Annual Financial Statements

Figures in Rand	2016	2015
2. Trade and other receivables		
Trade receivables	82 887	11 190
3. Cash and cash equivalents		
Cash and cash equivalents consist of:		
Bank balances	415 115	142 845
4. Trade and other payables		
Bernadette Vollmer	17 563	37 700
Amounts received in advance	2 973	-
Tania du Plessis	1 499	-
Accrued CBE Levy	1 077	-
Accrued audit fee - Ngubane	20 520	-
Accrued fee - Strategic plan	52 000	-
ILASA Education Levy	19 910	-
	115 542	37 700
5. Revenue		
Membership fees, Event revenue, Education fees	843 809	637 101
6. Other income		
Other income	49 153	24 760
Grant income (DPW)	331 000	-
	380 153	24 760
7. Investment revenue		
Interest revenue		
Bank	16 988	23 531
8. Auditor's remuneration		
Audit services - A2A Kopano	-	17 488
Other services - A2A Kopano	3 274	-
Other services - H.Moosa and Company	1 625	-
Audit services - Ngubane and Company	20 520	-
	25 419	17 488
9. Other comprehensive income		
10. Cash generated from (used in) operations		
Surplus (deficit) before taxation	266 125	(418 464)
Adjustments for:		
Interest received	(16 988)	(23 531)
Changes in working capital:		
Trade and other receivables	(71 697)	4 708
Trade and other payables	77 842	(51 867)
	255 282	(489 154)

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Detailed Income Statement

Figures in Rand	Note(s)	2016	2015
Revenue			
Membership fees, Event revenue, Education fees		843 809	637 101
Other income			
Other income		49 153	24 760
Grant Income (DPW)		331 000	-
Interest received	7	16 988	23 531
		397 141	48 291
Expenses (Refer to page 16)		(974 826)	(1 103 856)
Surplus (deficit) for the year		266 124	(418 464)

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Notes to the Annual Financial Statements

Figures in Rand

2016

2015

11. Related parties

Relationships

Co-ordinating body of council activities
Councillors

Council for the Built Environment
Mr Barend Smit (President)
Mr Thabo Munyai (Vice President)
Ms Amanda Du Plooy (Registration Committee Chair)

Mr Frans Van Wyk (Education Committee Chair)
Ms Ilham Gabier (Council Member)
Mr Gregory Mofokeng (Council Member)
Mr Gerrit Strydom (Professional Practice Committee Chair)
Eugene Hlongwane (Council Member)
Neal Dunstan (Finance Committee Chair)
Bernadette Vollmer (Registrar)

Related party balances and transactions with key management personnel of the company or its parent

Related party transactions

CBE Levies paid to related parties

CBE	8 880	8 041
-----	-------	-------

Compensation to key management personnel

Registrar Fees	349 487	410 345
Honorarium	24 499	49 949

12. Going concern

The council members believe that the council has inadequate financial resources to continue in operation for the foreseeable future. The council members are concerned about the financial sustainability of the council and that it does not have access to sufficient borrowing facilities to meet its foreseeable cash requirements. The council members do not wish to start borrowing money at this current stage.

South African Council for the Landscape Architectural Profession

Annual Financial Statements for the year ended 31 March 2016

Detailed Income Statement

Figures in Rand	Note(s)	2016	2015
Operating expenses			
Auditors remuneration	8	(25 418)	(17 488)
Bad debts		(6 991)	(19 485)
Bank charges		(342)	(552)
Professional fees		-	(23 138)
Personnel fees		(319 188)	(278 754)
Refreshments		(2 955)	(6 724)
Registrar fees		(349 487)	(410 345)
Government gazette		(2 504)	-
Honorarium - council members		(24 499)	(49 949)
Competition commission		-	(100 000)
Strategic plan		(52 000)	-
Rental expense		(26 400)	(24 000)
CBE Levies paid		(8 880)	(8 041)
Postage and courier		(20 962)	(13 261)
Printing and stationery		(21 092)	(6 905)
Accounting and administration fees		(67 184)	(62 400)
Travel - local		(46 924)	(82 814)
		(974 826)	(1 103 856)

ANNEXURES

1. SACLAP ANNUAL REPORT OF MANDATES AS PER CBE



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

[www:saclap.org.za](http://www.saclap.org.za)

registrar@saclap.org.za

QUARTERLY REPORT

No. 4 from January to March 2016

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

15 April 2016

Prepared by:

Ms Bernadette Vollmer - Registrar

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1. Introduction

The quarterly report is the fourth and final report for the period under review from 1 Jan 2016 – 31 March 2016) for the 2015/2016 financial year. It provides a summary of the activities for the entire year based on the mandates of Council.

The report has been completed with the information that was available during the specific time frame, as well as the activities that have taken place during the same period.

2. Operations

The following is noted:

- SACLAP has acknowledged with thanks the grant funding from the DPW for institutional support in February 2016. There are conditions with respect to deliverables from SACLAP attached to the funds. Clarity will be sought by SACLAP on the nature and extent of some of the conditions.
- As per the Council ratification in February 2016, the services of the Secretariat, Van der Walt (VDW), still continues, based on the agreed reduced scope of services which relates to basic bookkeeping and website updating.
- The Registrar is still in a part-time position and is facing significant strain in terms of meeting all the administrative requirements based on the limited time available.
- As per the above, the assistant to the Registrar has been secured since the signing of the concurrence on the funding from the DPW. She will continue to work 6 hours a day.
- There has been no change in the SACLAP Council since the last quarterly report and the associated portfolios remains as follows:

Professionals

Barend Smit

Thabo Munyai

Neal Dunstan

Amanda Du Plooy

Ilham Gabier

Frans van Wyk

President

Vice President

Finance Committee Chair

Registration Committee Chair

Registration Committee member

Education Committee Chair

Public Representatives

Eugene Hlongwane

Gregory Mofokeng

Education Committee member

State Representatives

Gerrit Strydom

Professional Practice Committee Chair

One vacant position that can no longer be filled remains in terms of the State Representative.

- SACLAP is under tremendous pressure to start implementing mechanisms to improve its financial status due to a significant shortfall to cover the necessary operational costs. Due to various reasons (as highlighted below), this is proving to be more challenging than anticipated.

3. Governance

SACLAP has been completing, on a quarterly basis, the reporting that is required by the CBE for its reporting to the Minister of Public Works.

The sections that follow provide an overview of how SACLAP is addressing its mandates as stipulated in the Act. The format of this section is as agreed and in line with the CBE and the Department of Public Works reporting requirements.

The DPW had requested SACLAP to provide a Strategic Plan for the 2015-2016 financial year on committing the funds it provided to the Council. The Strategic Plan was required by the end of March 2016. An extension is in the process of being requested as a delay in the transfer of funds resulted in a build-up of a backlog in the administrative work.

4. Safety, Health and Environment (SHE) (annually on the fourth quarter) i.e. as at the 31 March 2016.		
4.1. Highlights/achievements/important milestones in policy implementation No highlights in this quarter. Due to the financial constraints of the Council, no further activities were undertaken in this regard.		
4.2. Policy outcomes None to date.		
SAFETY		
Have there been reported cases of accidents that fall within your profession?	YES	NO
		x
Number of cases reported	none	
Type of incidents	n/a	
HEALTH		
Have there been reported cases of adverse health incidents on workers within your profession?	YES	NO
		x
Number of cases reported	none	
Type of incidents	n/a	
What are the ongoing activities that they undertake to ensure health and safety	n/a	
ENVIRONMENT		
Have there been reported cases regarding the infringement of environmental legislation and regulations within your profession?	YES	NO
		x
Number of cases reported	none	
Type of incidents	n/a	
What are the ongoing activities that they undertake to ensure compliance with environmental legislation	n/a	
4.3. Strategic issues and challenges Through the process of undertaking a closer look at Health and Safety in the landscape architectural profession, it was realised that the landscape architectural professionals should be better informed of this aspect. This process will proceed once the necessary resources are confirmed to undertake further training and information sharing sessions.		

5. International recognition of professions (annually on the fourth quarter) i.e. as at the 31 March 2016.		
5.1. Highlights/achievements/important milestones in policy implementation At the Strategic Planning session held in February 2014, the new Council agreed that this is an aspect that is to be explored in its term of office. Nothing further to report at this stage.		
5.2. Policy outcomes		
Are there international agreements on recognition of qualifications In your profession?	YES	NO
		x
Name and type of agreement	n/a	
5.3. Strategic issues and challenges For the period under review, SACLAP did not enter into any international agreements, but is investigating the feasibility for the future which could involve other Voluntary Associations as they may have access to such through which SACLAP can more easily mobilise.		

6. Accreditation (annually on the fourth quarter) – as at as at 31 March 2016

6.1. Highlights/achievements/important milestones in policy implementation

The policy document was reviewed by the appointed Education Committee to resolve minor issues. The SACLAP Education Policy, Standards and the Accreditation Procedures were gazetted on the 18 December 2015 for public comment until the 18 February 2016. The final document was gazetted for implementation as of 18 March 2016.

SACLAP has also been working closely with all the academic institutions in preparing an overview document that will set out the phasing in and out of the new curriculums. In this process, the accreditation programme going forward will also be addressed. This process is also looking at the current programmes being offered that will “feed” into the registration categories of SACLAP.

The SACLAP accreditation visit to the CPUT will proceed on the 19 – 20 April 2016 as planned. It has been agreed that the UCT and UP accreditation visits can be postponed to March 2017. The dates for such are in the process of being confirmed.

6.2. Policy outcomes (list institutions, qualifications and status)

Institution	List of all BE related programmes/Qualifications	Status		
		Accredited	Not Accredited	Reason for non-accreditation
University of Cape Town	Masters Landscape Architecture Professional	Full accreditation		
University of Pretoria	BSc Landscape Architecture	Full accreditation		
	BSc Landscape Architecture Honours Masters Landscape Architecture Professional	Full accreditation		
Cape Peninsula University of Technology	BTech Landscape Technology	Partial		
	NDip Landscape Technology <i>NOTE: programmes are being restructured and as a result the qualification may undergo a name change</i>	Partial		
Tshwane University of Technology (TUT)	BTech Landscape Technology NDip Landscape technology <i>NOTE: programmes are being restructured and as a result the qualification may undergo a name change.</i>		X X	New programme structure and course content
Durban University of Technology (DUT)	NDip (naming is unclear)		X	Termination of the existing programme and development of a new one
UNISA	To be clarified		X	New programme structure and course content relating to the new registration categories

6.3. Strategic issues and challenges (programme/qualification per institution and accreditation status)			
Name of Institution	List all programmes/qualifications per institution	Accredited and Type of accreditation (provisional, conditional, fully accredited)	Not-accredited
Accreditation procedure or Criteria	As referred to in 6.1 above.		
Composition of Accreditation committee and their names	SACLAP does not have an Accreditation Committee, however it has an Education Committee that deals with all matters relating to education. An Accreditation Review Panel that will undertake the visit to CPUT in April has been agreed by all parties and is appointed to undertake such.		
Number of non-compliant institutions and remedial action (including time frames)	No non-compliant tertiary education institutions have been identified at this time as SACLAP has been in communication with the Institutions and are awaiting the completion of the re-curriculating process. The way forward is in the process of being resolved, particularly in light of a number of new programmes that are anticipated to start in 2016. Delays around this have been reported from various Institutions.		
6.4. Strategic issues and challenges A major challenge with accreditation in general, is sourcing appropriately skilled and experienced practitioners who have the time to undertake the accreditation visits to the tertiary education institutions. Based on the progress report from CPUT in January 2015, it was agreed that a full accreditation visit will be more beneficial to the organisation than just an interim visit. CPUT has agreed to the visit from the 18-22 April 2016. In terms of accreditation visits to UP and UCT, correspondence was received motivating for an accreditation visit early 2017. SACLAP considered the requests and approved such. The visits to both institutions will now take place in March 2017. Potential feeder programmes of the registration categories needs to be updated and expanded to address the anticipated potential challenges regarding alignment with the SACLAP Core Competency Table and subsequently, accreditation. The academic institutions listed above have been part of this process and have endorsed the progress by the Education committee thus far. The final draft will be made available to all as soon as possible			

6.5. Total number of Professionals on database to date

Please note that the statistics for the disabled professionals are not available at this stage and that this will be made available as soon as the information becomes available.

SACLAP has also requested clarification on the following items from the CBE:

- i. under what classification should Asian (of Chinese descent) individuals be listed- they are currently being registered as Indian (in a South African context)
- ii. currently all registered persons are reflected on the database – whether they are SA citizens or not, is this correct? SACLAP, in the absence of guidance from the CBE has allocated these individuals in the “other” geographical regions.
- iii. for the transformation statistics – how is the Council to deal with black individuals that are not SA citizens but that have SA ID books

The item above has been raised in previous reports, and to date no formal response and/or clarification has been received.

TABLE 1: PROFESSIONAL BLACK LANDSCAPE ARCHITECTS
None at this stage.

TABLE 2: PROFESSIONAL WHITE LANDSCAPE ARCHITECTS

Professional Landscape Architect		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups	Gender	15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	White													1	1	1						1		4
	Disabled																							
Western Cape	White							3	4	4	5	3	6	1	8	4		2	3	3	2	7	1	56
	Disabled																							
Northern Cape	White																							
	Disabled																							
Free State	White																							
	Disabled																							
Gauteng	White					1	2	8	8	8	8	6	14	6	4	4	4	2	5	1	4			85
	Disabled																							
Kwa-Zulu Natal	White									1				2		1				2				6
	Disabled																							
Limpopo	White									1				1										2
	Disabled																							
Mpumalanga	White									1										1				2
	Disabled																							
North West	White																							
	Disabled																							
Other	White									1				2				1						4
	Disabled																							
Totals	159					1	5	12	12	17	11	12	19	17	9	5	6	6	11	3	12	1		
	0					1	17		29		23		36		14		12		14		13			159

TABLE 3: PROFESSIONAL INDIAN LANDSCAPE ARCHITECTS
None at this stage.

TABLE 4: PROFESSIONAL COLOURED LANDSCAPE ARCHITECTS

Professional Landscape Architect		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Coloured																							0
	Disabled																							0
Western Cape	Coloured										1													1
	Disabled																							0
Northern Cape	Coloured																							0
	Disabled																							0
Free State	Coloured																							0
	Disabled																							0
Gauteng	Coloured																							0
	Disabled																							0
Kwa-Zulu Natal	Coloured																							0
	Disabled																							0
Limpopo	Coloured																							0
	Disabled																							0
Mpumalanga	Coloured																							0
	Disabled																							0
Other	Coloured																							0
	Disabled																							0
Totals		1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		1

TABLE 5: PROFESSIONAL BLACK LANDSCAPE TECHNOLOGISTS

Professional LandscapeTechnologist		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups	Gender	15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Black																							0
	Disabled																							0
Western Cape	Black																							0
	Disabled																							0
Northern Cape	Black																							0
	Disabled																							0
Free State	Black																							0
	Disabled																							0
Gauteng	Black							1		3														4
	Disabled																							0
Kwa-Zulu Natal	Black																							0
	Disabled																							0
Limpopo	Black																							0
	Disabled																							0
Mpumalanga	Black																							0
	Disabled																							0
Other	Black																							0
	Disabled																							0
Totals	4	0	0	0	0	0	0	1	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	
	4	0		0		0		1		3		0		0		0		0		0		0		4

TABLE 6: PROFESSIONAL WHITE LANDSCAPE TECHNOLOGISTS

Professional LandscapeTechnologist		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	White																							0
	Disabled																							0
Western Cape	White						1																	1
	Disabled																							0
Northern Cape	White																							0
	Disabled																							0
Free State	White																							0
	Disabled																							0
Gauteng	White							3			2	1	2											8
	Disabled																							0
Kwa-Zulu Natal	White																							0
	Disabled																							0
Limpopo	White																							0
	Disabled																							0
Mpumalanga	White																							0
	Disabled																							0
Other	White																							0
	Disabled																							0
Totals		9	0	0	0	0	1	3	0	0	2	1	2	0	0	0	0	0	0	0	0	0	0	
		9	0	0	0	1		3		2		3		0		0		0		0		0		9

TABLE 7: PROFESSIONAL INDIAN LANDSCAPE TECHNOLOGISTS

Professional LandscapeTechnologist		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Indian																							0
	Disabled																							0
Western Cape	Indian										1													1
	Disabled																							0
Northern Cape	Indian																							0
	Disabled																							0
Free State	Indian																							0
	Disabled																							0
Gauteng	Indian										1													1
	Disabled																							0
Kwa-Zulu Natal	Indian																							0
	Disabled																							0
Limpopo	Indian																							0
	Disabled																							0
Mpumalanga	Indian																							0
	Disabled																							0
Other	Indian																							0
	Disabled																							0
Totals		2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	
		2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0		2

TABLE 8: PROFESSIONAL COLOURED LANDSCAPE TECHNOLOGISTS
None at this stage.

TABLE 9: PROFESSIONAL BLACK LANDSCAPE TECHNICIAN
None at this stage.

TABLE 10: PROFESSIONAL WHITE LANDSCAPE TECHNICIAN

Professional LandscapeTechnicians		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	White																							0
	Disabled																							0
Western Cape	White												1							1				2
	Disabled																							0
Northern Cape	White																							0
	Disabled																							0
Free State	White																							0
	Disabled																							0
Gauteng	White								1															1
	Disabled																							0
Kwa-Zulu Natal	White																							0
	Disabled																							0
Limpopo	White																							0
	Disabled																							0
Mpumalanga	White																							0
	Disabled																							0
Other	White																							0
	Disabled																							0
Totals		3	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	
		3	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	1	0	0			3	

TABLE 11: PROFESSIONAL INDIAN LANDSCAPE TECHNICIAN
None at this stage.

TABLE 12: PROFESSIONAL COLOURED LANDSCAPE TECHNICIAN
None at this stage.

TABLE 13: PROFESSIONAL BLACK LANDSCAPE ASSISTANTS
None at this stage.

TABLE 14: PROFESSIONAL WHITE LANDSCAPE ASSISTANTS

Professional Landscape Assistants		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	White																							0
	Disabled																							0
Western Cape	White							1																1
	Disabled																							0
Northern Cape	White																							0
	Disabled																							0
Free State	White																							0
	Disabled																							0
Gauteng	White																							0
	Disabled																							0
Kwa-Zulu Natal	White																							0
	Disabled																							0
Limpopo	White																							0
	Disabled																							0
Mpumalanga	White																							0
	Disabled																							0
Other	White																							0
	Disabled																							0
Totals		1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		1

TABLE 15: PROFESSIONAL INDIAN LANDSCAPE ASSISTANTS

None at this stage.

TABLE 16: PROFESSIONAL COLOURED LANDSCAPE ASSISTANTS

None at this stage.

4.5 Total number of Candidates on database to date

TABLE 17: CANDIDATE BLACK LANDSCAPE ARCHITECTS

Candidate Landscape Architect		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Black																							0
	Disabled																							0
Western Cape	Black																							0
	Disabled																							0
Northern Cape	Black																							0
	Disabled																							0
Free State	Black																							0
	Disabled																							0
Gauteng	Black							1																1
	Disabled																							0
Kwa-Zulu Natal	Black																							0
	Disabled																							0
Limpopo	Black																							0
	Disabled																							0
Mpumalanga	Black																							0
	Disabled																							0
Other	Black							1																1
	Disabled																							0
Totals	2	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	2	0		0		0		2				0		0		0		0		0		0		2

TABLE 18: CANDIDATE WHITE LANDSCAPE ARCHITECTS

Candidate Landscape Architect		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	White																							
	Disabled																							
Western Cape	White					3	1	6	5	2				1		1								19
	Disabled																							
Northern Cape	White																							
	Disabled																							
Free State	White																							
	Disabled																							
Gauteng	White					4	9	1	2															16
	Disabled																							
Kwa-Zulu Natal	White						1	1						1										3
	Disabled																							
Limpopo	White																							
	Disabled																							
Mpumalanga	White																							
	Disabled																							
Other	White									1														1
	Disabled																							
Totals	39	0	0	0	0	7	11	8	7	3	0	0	0	0	2	0	1	0	0	0	0	0	0	
	39	0		0		18		15		3		0		2		1		0		0		0		39

TABLE 19: CANDIDATE INDIAN LANDSCAPE ARCHITECTS

Candidate Landscape Architect		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups	Gender	15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Indian																							0
	Disabled																							0
Western Cape	Indian									1														1
	Disabled																							0
Northern Cape	Indian																							0
	Disabled																							0
Free State	Indian																							0
	Disabled																							0
Gauteng	Indian																							0
	Disabled																							0
Kwa-Zulu Natal	Indian																							0
	Disabled																							0
Limpopo	Indian																							0
	Disabled																							0
Mpumalanga	Indian																							0
	Disabled																							0
Other	Indian																							0
	Disabled																							0
Totals		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
		1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		1

TABLE 20: CANDIDATE COLOURED LANDSCAPE ARCHITECTS

Candidate Landscape Architect		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
Age Groups	Gender	15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Coloured																							0
	Disabled																							0
Western Cape	Coloured								2															2
	Disabled																							0
Northern Cape	Coloured																							0
	Disabled																							0
Free State	Coloured																							0
	Disabled																							0
Gauteng	Coloured																							0
	Disabled																							0
Kwa-Zulu Natal	Coloured																							0
	Disabled																							0
Limpopo	Coloured																							0
	Disabled																							0
Mpumalanga	Coloured																							0
	Disabled																							0
Other	Coloured																							0
	Disabled																							0
Totals		2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0		2

TABLE 21: CANDIDATE BLACK LANDSCAPE TECHNOLOGISTS

Candidate		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
LandscapeTechnologist																								
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Black																							0
	Disabled																							0
Western Cape	Black					1																		1
	Disabled																							0
Northern Cape	Black																							0
	Disabled																							0
Free State	Black								1															1
	Disabled																							0
Gauteng	Black				1		1	2	1			1												6
	Disabled																							0
Kwa-Zulu Natal	Black																							0
	Disabled																							0
Limpopo	Black																							0
	Disabled																							0
Mpumalanga	Black																							0
	Disabled																							0
North West	Black						1																	1
	Disabled																							0
Other	Black																							0
	Disabled																							0
Totals	9	0	0	0	1	1	2	2	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
	9	0		1		3		4		0		1		0		0		0		0		0		9

TABLE 22: CANDIDATE WHITE LANDSCAPE TECHNOLOGISTS

Candidate		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
LandscapeTechnologist																								
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	White																							0
	Disabled																							0
Western Cape	White						1											1						2
	Disabled																							0
Northern Cape	White																							0
	Disabled																							0
Free State	White					1																		1
	Disabled																							0
Gauteng	White					3	3	2				1	1											10
	Disabled																							0
Kwa-Zulu Natal	White						1																	1
	Disabled																							0
Limpopo	White																							0
	Disabled																							0
Mpumalanga	White																							0
	Disabled																							0
Other	White			1										1										2
	Disabled																							0
Totals	16	0	0	1	0	4	5	2	0	0	0	1	1	1	0	0	0	0	1	0	0	0	0	
	16	0		1		9		2		0		2		1		0		1		0		0		16

TABLE 23: CANDIDATE INDIAN LANDSCAPE TECHNOLOGISTS

Candidate		1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948		
LandscapeTechnologist																								
Age Groups		15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+		
Gender		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Eastern Cape	Indian																							0
	Disabled																							0
Western Cape	Indian																							0
	Disabled																							0
Northern Cape	Indian																							0
	Disabled																							0
Free State	Indian																							0
	Disabled																							0
Gauteng	Indian																							0
	Disabled																							0
Kwa-Zulu Natal	Indian													1										1
	Disabled																							0
Limpopo	Indian																							0
	Disabled																							0
Mpumalanga	Indian																							0
	Disabled																							0
Other	Indian																							0
	Disabled																							0
Totals		1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
		1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0		1

TABLE 24: CANDIDATE COLOURED LANDSCAPE TECHNOLOGISTS

None at this stage.

TABLE 25: CANDIDATE BLACK LANDSCAPE TECHNICIAN

Candidate				1998		1993		1988		1983		1978		1973		1968		1963		1958		1953		1948			
LandscapeTechnicians																											
Age Groups				15-19		20-24		25-29		30-34		35-39		40-44		45-49		50-54		55-59		60-64		65+			
Gender				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
Eastern Cape	Black																										0
	Disabled																										0
Western Cape	Black									1																	1
	Disabled																										0
Northern Cape	Black																										0
	Disabled																										0
Free State	Black																										0
	Disabled																										0
Gauteng	Black																										0
	Disabled																										0
Kwa-Zulu Natal	Black																										0
	Disabled																										0
Limpopo	Black																										0
	Disabled																										0
Mpumalanga	Black																										0
	Disabled																										0
Other	Black																										0
	Disabled																										0
Totals		1		0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		1		0		0		0		1		0		0		0		0		0		0		0			1

TABLE 26: CANDIDATE WHITE LANDSCAPE TECHNICIAN
None at this stage.

TABLE 27: CANDIDATE INDIAN LANDSCAPE TECHNICIAN
None at this stage.

TABLE 28: CANDIDATE COLOURED LANDSCAPE TECHNICIAN
None at this stage.

TABLE 29: CANDIDATE BLACK LANDSCAPE ASSISTANT
None at this stage.

TABLE 30: CANDIDATE WHITE LANDSCAPE ASSISTANT
None at this stage.

TABLE 31: CANDIDATE INDIAN LANDSCAPE ASSISTANT
None at this stage.

TABLE 32: CANDIDATE COLOURED LANDSCAPE ASSISTANT
None at this stage.

6.6. COMPARATIVE REGISTRATION NUMBERS PER CALENDAR YEAR as at 31 March 2016

31 March of each year	30 Mar 2008	30 Mar 2009	30 Mar 2010	30 Mar 2011	30 Mar 2012	30 Mar 2013	30 Mar 2014	30 Mar 2015	31 Mar 2016
Professional Landscape Architect	104	114	122	126	133	145	152	156	160
Candidate Landscape Architect	23	18	34	34	34	32	38	40	44
Professional Landscape Architectural Technologist	2	2	4	5	9	8	11	11	15
Candidate Landscape Architectural Technologist	4	8	8	17	16	24	24	26	26
Professional Landscape Architectural Technician	0	0	0	0	0	1	3	3	3
Candidate Landscape Architectural Technician	0	8	3	5	6	1	1	1	1
Professional Landscape Architectural Assistant	0	0	0	0	0	0	1	1	1
Candidate Landscape Architectural Assistant	0	0	0	0	0	0	0	0	
Total No. of Professionals	106	116	126	131	142	154	167	171	179
Total No. of Candidates	27	34	45	56	56	57	63	67	71

6.7. Cancellations and De-registration	Total
Deceased	6 – in total over all the years
Non-Practising	
Retired	7 – in total over all the years
Suspensions	3 – in total due to either non payment of fees or issues relating to CPD submissions
Resigned	9 – in total over all the years
Removed(due to default)	82 – in total (de-registered professionals and withdrawn candidates over all the years)
6.8. Applications (Quarterly statistics)	Total
Total number of Applications received (from 01 April 2015 - 31 March 2016)	19
Number of Applications rejected	1
Number of Applications accepted	18
6.9. Examinations (statistics)	
Number of people who wrote exams in June 2015	12
Number passed	11
Number failed	1
6.10. Recognition of Prior Learning (statistics) - overall	Total (cumulative)
Number of professionals registered through RPL	RPL was undertaken in March and will be in April, results cannot reported at this stage.
Percentage of registered professionals through RPL	5% of all on the database
Number of people who applied for registration through RPL	8 in the course of the 2015/2016 financial year
Number of RPL applications that had been rejected	2 potentially as they have not advised on which alternative they wish to follow in terms of the RPL outcomes in 2014. 2 individuals did not agree with the RPL outcome and have decided to refrain from registering with SACLAP.

7. Disciplinary and Appeals (quarterly)			
7.1. Highlights/achievements/important milestones in policy implementation Nothing to report at this stage.			
7.2. Disciplinary and Appeals Action (Tribunals)			
COMPLAINTS			
Number of Complaints received and their nature	Completed	What is the average time from date of lodgement to date of finalisation?	In-progress
0	0	N/A	N/A
Number of complaints withdrawn	0		
Complaints finalised within stipulated time period	0		
APPEALS			
Number of appeals received and their nature			
One	One appeal in terms of the SACLAP Registration Policy to remark the June 2015 Exam paper.		
Appeals finalised within stipulated time period			
Number of appeals withdrawn	0		
Disciplinary and Appeals procedure	0		
Composition of the committee	No specific committee has been put in place for the disciplinary and appeals in terms of misconduct as no such processes are required at this stage. The Registration Committee is overseeing the registration appeals and appoints review panels on an ad hoc basis.		
7.3. Strategic issues and challenges The appointment and composition of the Investigation Committee in terms of misconduct has to date not been undertaken. This will be done as and when a need arises.			

8. Recognition of Voluntary Associations (VA) (annually on the fourth quarter) – as at 31 March 2016	
8.1. Highlights/achievements/important milestones in policy implementation The amended draft policy was gazetted on the 13 November 2015 for public comment until the 14 December 2015. The policy will be finalised and gazetted for implementation by the end of April 2016. This process was initiated to align this document with the framework of the CBE.	
8.2. Policy outcomes	
Number of Voluntary Associations recognised	1
Number of Voluntary Associations not recognised	Potentially 2
8.3. Strategic issues and challenges The aspect of transformation is problematic. The current VA does not consider this at the moment and the potential new VAs are having a challenge quantifying the demographic and racial spread of the professions they represent.	

9. Continuing Professional Development (CPD) financial year i.e. up to the 31 March 2016				
9.1. Highlights/achievements/important milestones in policy implementation The Draft revised policy was gazetted on the 13 November 2015 for public comment until the 14 December 2015. The policy will be finalised and gazetted for implementation early in May 2016.				
9.2. Policy outcomes				
Percentage of registered professionals that comply with CPD requirements (in terms of the original submissions and cut off dates)?	Professional Landscape Architect (Quarterly report)	Professional Landscape Technologist	Professional Landscape Technician	Professional Landscape Assistant
	95%	80%	100%	100%
How does Professional Council deal with professional who do not comply?	To date all have complied although leniency was given if there was a delay in terms of the submission date. In addition, some professionals were given an extension of an extra year to accumulate their points so as not to jeopardise their ability of retaining their professional registration status as per policy.			
Is the CPD policy mandatory or Voluntary?	Mandatory, as it is part of the 5 year cycle linked to professional registration renewal.			
What is CPD being used for?	It is used to grant registration renewal.			
Monitoring and Implementation challenges	Despite the limited human resources of SACLAP, it has managed to conclude the review process and certificates were re-issued for the 2015 cycle. The process took much longer than anticipated.			
9.3. Strategic issues and challenges The VA has been delegated the function of CPD and is not in all instances applying the CPD points consistently to activities as per the policy. It is hoped that through the amendments to the existing policy and the registration of VA's that this will be addressed.				

10. Professional guideline fees (annually on the fourth quarter) i.e. up to the 31 March 2016	
<p>10.1. Highlights/achievements/important milestones in policy implementation SACLAP attended a Workshop hosted by the Competition Commission and OECD in November 2015. The Competition Commission held a subsequent separate meeting with the BEPCs on the 14 December 2015 to specifically address the issues directly pertinent to IDoW and Professional Guideline fees. The application for the exemption on the IDoW was rejected and SACLAP was informed in January 2016.</p> <p>The application for the exemption of publishing professional guideline fees were also rejected by the Competition Commission in February 2016.</p> <p>SACLAP together with other BEPCs, the CBE and the DPW intends to appeal the rejections for both matters.</p>	
<p>10.2. Strategic issues and challenges Due to financial constraints, the in depth study can no longer be undertaken for the determination of the professional fees.</p> <p>Now that there is an outcome from the Competition Commission a clear way forward is to be determined. This can only be done through the guidance of the CBE. SACLAP is of the impression that this is a critical aspect as many stakeholders are asking questions to which there is no unified response. SACLAP also wishes to request a full media briefing session once the way forward has been agreed.</p>	
<p>10.3. What is the basis of calculation of fees? Fees are generally increased as per general industry increases.</p>	
<p>10.4. What is the rate of escalation of proposed fees? On average it has been between 8 – 10% year on year. Fee have however not been gazetted since April 2013.</p>	
<p>10.5. What are the escalation factors? Council has not gazetted guideline professional fees since April 2013.</p>	
<p>10.6. What is the cost range for the year? Unknown</p>	
<p>10.7. Strategic issues and challenges As per 10.2.</p>	

11. Recognition of new categories	
<p>11.1. Highlights/achievements/important milestones in policy implementation The establishment of the criteria and process on the New Registration (Specified) Categories was gazetted on the 18 December 2015 for public comment until the 18 February 2016. The final policy document was gazetted on the 18 March 2016 for implementation from 01 April 2016.</p> <p>The registration policy is under review in order to devise a generic registration system yet allowing for the diversification. See item???</p>	
11.2. Policy outcomes	
Are there new categories that need recognition?	Yes
Name and type of categories	<p>After an extensive stakeholder engagement process it was agreed that the new discipline would be called Landscape Management. This is now in the process of being finalised.</p> <p>The expected competencies related to the various registration categories have been published for public comment. The envisaged new and updated registration categories in two professional streams will be:</p>

	LANDSCAPE MANAGEMENT	LANDSCAPE ARCHITECTURE
	Prof. Landscape Manager	Prof. Landscape Architect
	Prof. Landscape Senior Technologist	Prof. Landscape Architectural Senior Technologist
	Prof. Landscape Technologist	Prof. Landscape Architectural Technologist
	Prof. Landscape Technician	Prof. Landscape Architectural Technician
<p>11.3. Strategic issues and challenges</p> <p>The core competencies for the new proposed categories have been established. The categories have now also been determined and the evaluation criteria have been established and are being refined.</p> <p>The registration process requires competent individuals. The process would involve submittal of applications, resumes and the evaluation thereof through interviews by a select panel of peers. Assessment outcomes could include recommendations such as: additional training, candidacy, and registration examination etc. in many instances. Current resources would not suffice to manage, administer and implement the required. This poses a serious challenge to the successful implementation of the new registration categories.</p> <p>This process has been delayed for a variety of reasons refer to Item 7.1.</p>		

12. Identification of Work in line with the Competition Act
<p>12.1. Highlights/achievements/important milestones in policy implementation</p> <p>The outcome of the process with the Competition Commission. However the detailed feedback session by the Competition Commission is awaited.</p> <p>Consensus of the BEPCs is that this aspect is to be appealed and guidance on such is awaited.</p>
<p>12.2. Policy outcomes</p> <p>None.</p>
<p>12.3. Strategic issues and challenges</p> <p>Guidance is awaited from the CBE in terms of the way forward relating to the anticipated appeal process.</p>

13. Standard Generating Body				
13.1. Highlights/achievements/important milestones in policy implementation SACLAP is aware that the SGB's for all the levels has not been completed. This is to be taken up with the CBE to the relevant authorities.				
13.2. Policy outcomes				
13.3. Strategic issues and challenges				
13.4. The status of outcomes				
Qualifications Title	NQF Level	Credits	NQF Status	SGB status
Will complete this in more detail as the information becomes available.			<u>E.g, whole qualification registered or not submitted yet</u>	

14. Conclusion

The major challenge facing SACLAP currently is financial sustainability, this despite the funds that were received from the DPW in February 2016. SACLAP thanks all those involved in the process of securing these funds.

SACLAP will now proceed to catch up on the activities that it slowed down with due to the funding constraint and aims to continue to grow the profession.

Sustainability however remains an issue, for as long as SACLAP does not grow its numbers, it will not be able to implement the full mandate of the Act.