



# ANNUAL REPORT

2021 – 2022

Achieving **Success** During  
**Challenging** Times, Through  
**Efficient** and **Effective**  
Mechanisms



South African Council  
for the Architectural Profession





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# **PART A**

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## General Information



## GENERAL INFORMATION

<b>Registered name</b>	South African Council for the Architectural Profession (SACAP)
<b>Physical address</b>	51 Wessel Road, Right Wing Rivonia, Sandton 2128 South Africa
<b>Postal address</b>	PO Box 1500 Rivonia 2128
<b>Telephone number</b>	+ 27 11 479 5000
<b>Fax number</b>	+ 27 11 479 5100
<b>External auditors</b>	SAB&T
<b>Bankers</b>	First National Bank Nedbank Investec Bank

## LIST OF ABBREVIATION

### STAKEHOLDERS (NATIONAL)

<b>BCO</b>	Building Control Officer
<b>CBE</b>	Council for the Built Environment
<b>CBEPs</b>	Councils for the Built Environment Professions
<b>CC</b>	Competition Commission
<b>CHE</b>	Council on Higher Education
<b>CIDB</b>	Construction Industry Development Board
<b>DAC</b>	Department of Arts and Culture
<b>DEAT</b>	Department of Environmental Affairs and Tourism
<b>DLA</b>	Department of Land Affairs
<b>DHET</b>	Department of Higher Education and Training
<b>DOL</b>	Department of Labour
<b>DPW</b>	Department of Public Works
<b>DTI</b>	Department of Trade and Industry
<b>ECSA</b>	Engineering Council of South Africa
<b>NHBRC</b>	National Home Builders Registration Council
<b>NPA</b>	National Prosecuting Authority
<b>NRCS</b>	National Regulator for Compulsory Specifications
<b>QCTO</b>	Quality Council for Trade & Occupations
<b>SACLAP</b>	South African Council for the Landscape Architectural Profession
<b>SACPVP</b>	South African Council for Property Valuers Profession
<b>SACPCMP</b>	South African Council for Project & Construction Management Profession
<b>SACQSP</b>	South African Council for Quantity Surveying Profession
<b>SAPS</b>	South African Police Service
<b>SAQA</b>	South African Qualification Authority



## ACTS OF PARLIAMENT AND POLICY FRAMEWORKS

<b>APP</b>	Annual Performance Plan
<b>The Act</b>	The Architectural Profession Act, 2000 (Act No. 44 of 2000)
<b>CA</b>	The Competition Act (No. 89 of 1998)
<b>EEA</b>	Employment Equity Act (No. 55 of 1998)
<b>NQF</b>	National Qualifications Framework Act (No. 67 of 2008)
<b>OHSA</b>	Occupational Health and Safety Act (No. 85 of 1993)
<b>PFMA</b>	Public Finance Management Act (No. 29 of 1999)

## STAKEHOLDERS (INTERNATIONAL)

<b>ACE</b>	Architects' Council of Europe
<b>AUA</b>	African Union of Architects
<b>ARB</b>	Architectural Regulations Board
<b>CA</b>	Canberra Accord
<b>CAA</b>	Commonwealth Association of Architects
<b>RIB</b>	Royal Institute of British Architects
<b>AUA</b>	Union of International Architects

## STAKEHOLDERS (ARCHITECTURAL LEARNING SITES)

<b>CPUT</b>	Cape Peninsula University of Technology
<b>DUT</b>	Durban University of Technology
<b>NMU</b>	Nelson Mandela University
<b>UCT</b>	University of Cape Town
<b>UFS</b>	University of the Free State
<b>UJ</b>	University of Johannesburg
<b>UKZN</b>	University of Kwa-Zulu Natal
<b>UP</b>	University of Pretoria
<b>TUT</b>	Tshwane University of Technology
<b>WITS</b>	University of the Witwatersrand
<b>INSCAPE</b>	Inscape Education group
<b>NUST</b>	Namibian University of Science & Technology

## RECOGNISED STAKEHOLDERS (VOLUNTARY ASSOCIATION)

<b>CifA</b>	The Cape Institute for Architecture, ClfA, a Region of SAIA (South African Institute of Architects)
<b>FACE</b>	Freedom Architecture Consulting Empowerment
<b>GifA</b>	Gauteng Institute for Architecture, a Region of SAIA
<b>PIA</b>	Pretoria Institute for Architecture, a Region of SAIA
<b>SAIA BKIA</b>	SAIA Border-Kei
<b>SAIA EC</b>	SAIA Eastern Cape
<b>SAIAFS</b>	SAIA Free State
<b>SAIA KZN</b>	SAIA Kwa Zulu Natal
<b>SAIA</b>	South African Institute of Architects
<b>SAIBD</b>	South African Institute of Building Design
<b>SAID</b>	South African Institute of Draughting NPC
<b>IID</b>	The African Institute of Interior Design Professions
<b>SAIAT</b>	The South African Institute of Architectural Technologist NPC

## SACAP PROGRAMMES

<b>RPL</b>	Recognition of Prior Learning
<b>NASF</b>	National Architecture Student Forum
<b>WiASA</b>	Women in Architecture South Africa

## SACAP'S REGISTERED PERSONS

<b>CAD</b>	C.Arch.Draught. (Candidate Architectural Draughtsperson)
<b>CAT</b>	C.Arch.T (Candidate Architectural Technologist)
<b>CSAT</b>	C.S.Arch.T. (Candidate Senior Architectural Technologist)
<b>CANT</b>	C.Arch. (Candidate Architect)
<b>PAD</b>	Pr.Arch.D. (Professional Architectural Draughtsperson)
<b>PAT</b>	Pr.Arch.T. (Professional Architectural Technologist)
<b>PSAT</b>	Pr.S.Arch.T. (Professional Senior Architectural Technologist)
<b>PrArch</b>	Pr.Arch. (Professional Architect)





## OTHER

<b>ARC</b>	Audit and Risk Committee
<b>BE</b>	Built Environment
<b>BN</b>	Board Notice
<b>CI</b>	Corporate Identity
<b>CoC</b>	Code of Conduct
<b>CPD</b>	Continuing Professional Development
<b>EduCom</b>	Education Committee
<b>HDI</b>	Historically Disadvantaged Individuals
<b>HoD</b>	Heads of Departments (at ALSs)
<b>InvCom</b>	Investigating Committee
<b>MOU</b>	Memorandum of Understanding
<b>MTR</b>	Monthly Training Record
<b>PDI</b>	Previously Disadvantaged Individuals
<b>PPE</b>	Professional Practice Exam
<b>PDP</b>	Performance Development Plan
<b>RP</b>	Registered Person
<b>SR</b>	Stakeholder Relations
<b>WSP</b>	Workplace Skills Plan



# FOREWORD

## EFFICIENT

## EFFECTIVE

### **FOREWORD** by the President

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The architectural profession must develop design strategies that will respond to future disaster shocks, but also achieve a balance between functional and safe space for both staff and customers. Working from home and remotely connecting and doing office work, has become a way of life. How does one have to adapt to a mixed-use space, where one has to achieve some degree of privacy required in an office environment and homely environment needed to not only to nurture the kids but also provide home schooling. Adaptation of living spaces to become a production area for online commercial service needs an innovative solution in space creation.

#### **SACAP's mandate**

As it is known, the *raison d'être* of the SACAP is to ensure that the core mandates, which include protecting the public; setting standards of education and training, drawing up and administering a code of conduct, registration; and accreditation of architectural programmes are fulfilled. We derive these responsibilities from the Architectural Profession Act 2000 (Act No 44 of 2000), which we make real through pursuing the following strategic goals.

The Council continues to display a commitment to transformation while also building much-needed capacity as the regulator. To that end, SACAP must collaborate with strategic partners to ensure the transformation of the profession in which there is diversity and gender representation.

#### **Guideline Professional Fees and Scope of Work**

During the period under review, the SACAP Professional Fees Committee published Guidelines for Professional Fees following consultation with recognised Voluntary Associations. The effective date of the IDoW was extended by the Council to enable registered professionals to regularise their practices and align with the IDoW regulations.

#### **Registration**

At the end of the 2021/2022 financial year, 11,739 registered persons were on the SACAP register. We continue with our efforts to grow and diversify the register.



### Building SACAP's research capabilities

The period under review also saw us take massive steps toward boosting SACAP's research capabilities. The research will enable us to make better decisions about our profession and how we can take it to the next level. The Memorandum of Understanding (MoU) between us and the Council for Scientific and Industrial Research (CSIR) will help strengthen our research, development, and innovation capabilities.

### Recognition of Prior Learning

We need to put more effort into supporting the Recognition of Prior Learning programme. During the reporting period, we have noted many professionals do express an interest to apply for Recognition of Prior Learning, but this is not followed through with substantive applications. We encourage all registered professionals who meet the requirements to apply and submit projects for assessment.

### Voluntary Associations (VAs)

The role of Voluntary Associations in creating a vibrant profession is critical. As they promote and protect the interests of their members, they ensure that the profession is armed with the latest skills and training. We truly value all 13 VAs and encourage them to continue engaging the regulator robustly in the interests of their members.

### Another Clean Audit

We are proud to have received an unqualified audit without material findings on non-compliance with key legislation. What is important to note is that the 5th term Council has constantly maintained unqualified audit status in a row, indicating the Council's commitment to corporate governance and accountability. There is always room for improvement and strengthening regulations in terms of processes.

### Improving Stakeholder Relations

As part of our plans to create open and active communication platforms to engage key stakeholders, we have expanded our reach on most social media platforms and websites. We have also developed our newsletter and embarked on roadshows, workshops, and exhibitions to get our message to as many people as possible.

We have a stable communications department with messages for each stakeholder, and we have feedback from call ratings that indicate that our messages are very good across platforms, whether social media platforms or professionals.

SACAP is also engaging with stakeholders in education, particularly tertiary education, regarding curriculum contents that respond to the current challenges because information technology is the future direction, which talks about the 4th industrial revolution.

### Challenges

Undoubtedly, the socio-economic standing of many architectural professionals has been impacted negatively by COVID-19 pandemic. Surveys undertaken to ascertain the impact of Covid-19 on architectural professionals have highlighted severe financial strain not only on Micro architectural practices, but right across to Macro practices. This trajectory has reinforced the need for diversity in practice sizes which will enable a better response to future disaster shocks.

SACAP welcomes government departments who are embarking on a much more equitable procurement regulation which will encourage a fair spread and distribution of work opportunities. We view this as a solution in giving opportunities to new practices entering the market and it will facilitate transformation in a positive way. Western Cape Department of Transport and Public Works has developed an electronic roster system for registered Professional Service Providers with the purpose of appointing built environment professionals on a rotational basis. SACAP hopes that other provinces will take up this initiative.

### The Year Ahead

While conceding that times will be tough in the months or even years ahead as we begin to live in a world transformed by COVID-19, the architectural profession will be a catalyst in helping stand in a good position to help build a better disaster-proof world.

### How far we have come as the 5th term Council in terms of our vision

As the 5th term Council draws to an end, I wish to recap the work we have performed as the Council since we took office to regulate the architectural profession.

When we came in as the 5th term Council in May 2019, we first had to understand the overall purpose or mission of SACAP. The mission of SACAP is clearly set out in the Architectural Profession Act 44 of 2000. Once we understood the mission or mandate of SACAP, we developed a vision statement outlining what we want to achieve as the 5th term Council. We then formulated the 5th term Council strategy setting out the direction of how we are going to achieve the mandate of SACAP and what needs to happen over a longer term to achieve our vision.

The Council accepted that we needed meticulous planning to execute our strategy to achieve a vision. We accepted that a vision without action is only a dream. We set goals and objectives to measure our degree of success in the long, medium, and short term. For us to be able to achieve our vision, we required an effective administration, effectiveness entails getting the right things done. You might ask, but when is an organisation effective? Well, my answer would be when the organisation meets its goals. Since we came in as the 5th term Council, I am happy that SACAP has become an effective organisation.

We continue to use the annual performance plan and quarterly reports to measure and gauge whether SACAP is indeed on the right track to achieving the goals and objectives, which support the strategic direction. SACAP performance information is published on the website and in the annual report. The performance information report demonstrates that SACAP is efficient and effective.

We have accepted that we will never be able to achieve all our goals within a term of 4 years. Therefore, the time dimension was very important since the strategy is about the longer-term, so we had to expand our time horizon into the short, medium, and long term. In the short to medium term, we successfully published core regulations such as the Identification of Work, and Guidelines Professionals Fees. Internally, we had to develop policies for good governance and to improve efficiency.

The long-term goal is to achieve transformation. It is clear that we have a long way to go before the profession can be considered representative. This is a sharp reminder of our obligation to tackle racial and gender imbalance in the profession and build a culture that values diversity and promotes equality and inclusion in the profession. As the 5th term Council, we believe that this is a long-term goal that the 6th term Council must prioritise henceforth.

### Acknowledgment and Appreciation

I want to thank my fellow SACAP Council Members for their support since we began this journey as the Fifth Term Council. My appreciation also goes to the hardworking SACAP staff and all our partners and stakeholders. I would also like to thank my family for their unwavering support.

Mr Ntsindiso Charles Nduku  
President



# REGISTRAR ACHIEVING SUCCESS

## **REGISTRAR'S**

### **Overview**

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I am honoured to report back to our stakeholders and account for how we spent the funds entrusted to us in the past financial year (2021/2022) to advance the mandate of the SACAP as stipulated in the Architectural Profession Act of 2000.

SACAP must be run in a transparent and accountable manner. This was one of the most challenging years for many organisations; first, many are still battling the tough economic climate, and then, our lives were disrupted by the COVID-19 pandemic. I can state that initially, the challenge was working from home, but we had strong controls with daily targets to effectively manage staff. We now use a hybrid system, and despite hurdles, we persevered, as this Annual Report attests.

### **Fifth Term Council**

The year began positively as the Fifth Term Council continued to regulate the architectural profession. The Council continues to play its oversight role on the administration through policies and resolutions.

### **Registration**

In order to improve registration, SACAP embarked on roadshows across the country to promote registration. The message was simple: practicing architecture while not registered is a criminal offence. We further spelled out the benefits of registration.

We also undertook a campaign to register Building Control Officers. We will continue to engage stakeholders to grow the profession.

Concerns must be raised, though, that while we have grown the numbers of Registered Persons, racial and gender representation in the architectural profession has not changed. To change this picture, we have to work with Architectural Learning Sites, Architectural Practices and Government Infrastructure Departments. We have also proposed a built environment sector



code to the Council for the Built Environment in terms of section 9(1) of the Black Economic Empowerment Act to foster transformation.

We continue to use Recognition of Prior Learning, Special Consent and Limited Special Dispensation as a tool to recognise work-based experience. A total of 55 Recognition of Prior Learning applications were assessed under the reporting period.

#### **Identification of Work (IDoW)**

The IDoW published under government gazette number 44505 was scheduled to come to effect on 31 March 2022. However, following many calls from registered professionals to extend the effective date of the IDoW, the 5th term decided to extend the effective date of the IDoW by six (6) months period. After the expiry of the six months period on 31 October 2022, the transitional clause shall no longer be applicable.

We continue to meet on quarterly basis with the Competition Commission in line with our signed Memorandum of Understanding to ensure that the IDoW does not offend competition policy and it does not serve as an exclusionary tool. A number of registered persons lodged complaints with the Competition Commission regarding the Recognition Prior Learning, Special Consent and Limited Special Dispensation, I am glad to report that these complaints have been resolved amicably.

We also received many complaints from registered persons who have indicated that Home Owners Associations have created rules that contravene the IDoW regulations. Despite our engagements with these Home Owners Associations, nothing changed. As a result, the Council took a resolution to obtain a court interdict against these Home Owners Associations.

#### **Publication for Guidelines Professional Fees**

Another issue that received quite some attention in the past financial year is the publication of the Guidelines Professional Fees. The publication of Guidelines Professional Fees is a statutory duty and the publication thereof occurs annually. We collaborated with the recognised Voluntary Associations to undertake a fees survey. Following the fees survey, we prepared draft Guidelines Professional Fees and consulted with recognised Voluntary Associations. Subsequently, we published the guidelines in gazette on 26 November 2021.

We continue to engage with the Competition Commission to ensure that the Guidelines for Professional Fees do not amount to indirect or direct price fixing.

#### **Public protection**

The Architectural Profession Act requires SACAP to take any steps necessary to protect the public in their dealings with registered persons. There are many reasons for this, including the maintenance of integrity and the enhancement of the status of the architectural profession.

SACAP received 154 complaints against registered persons in the year under review and investigated 107– complaints translating to a 69.88% completion rate. We further conducted seven workshops for registered persons about the Architectural Professional Act, and the Code of Conduct to reduce the number of incidents of transgressions. We also submitted 38 complaints against the unregistered person to the South African Police Service (SAPS).

We are happy to note that much work and effort has gone into forging closer ties with key stakeholders so that we can deliver on the mandate of SACAP. In the year under review, we improved our presence on social media (Facebook, LinkedIn, Instagram, and

YouTube) while also entering strategic media partnerships. We continued to educate and empower stakeholder in our work through municipal and stakeholder workshops, and raising awareness of the importance of the architectural profession through media. Our call ratings feedback indicates that communication and stakeholder engagements are extremely good across all media platforms.

#### **Challenges faced by registered persons at Local Authorities**

SACAP has received many complaints from registered persons about the poor quality of service at various local authorities. The complaints range from poor communication, loss of building plan applications, no progress reports despite follow ups, no reply to emails, telephone calls and excessive delays on approval of building plans.

This is despite the fact that section 7 (1) of the National Building Regulations & Standards Act enjoins a local authority to approve or reject any building plan application where the architectural area of the building less than 500 square metres, within a period of 30 days after receipt of the application. Where the architectural area is 500 square metres or larger, such building application shall be approved or rejected within a period of 60 days after receipt of the application.

This impacts negatively on many business of architectural professionals. Therefore, we have requested all local authorities to put together mechanisms in place to improve communication, prevent loss of building plan applications and improve turnaround times on the approval of building plan applications and comply with the National Building Regulations & Standards Act as a matter of priority.

#### **Clean Audit**

With great pride, we can say that SACAP has once again obtained an unqualified audit with no material findings on non-compliance with key legislation. This is very important to us as we take transparency and accountability as sacrosanct. Of course, a clean audit does not mean we can be complacent, as there is always room for improvement in our processes.

#### **Acknowledgment or Appreciation**

For an organisation to thrive, it takes many dedicated individuals' efforts, talents, and energies. That SACAP has met many of its targets as encapsulated in the Annual Performance Plan (APP) is a testament not only to the greatness of the conductor but also to the hard work and harmony created by the orchestra.

I dedicate this report to the staff members at SACAP for the dedication and support they have shown me since assuming my duties as the Registrar. Our gratitude also goes to the Minister of Public Works and Infrastructure, Ms Patricia de Lille, for the support and direction she has shown.

Congratulations to my colleagues at the Council for the Built Environment, Voluntary Associations, Registered Persons, and the public for the passion they always show for this profession we love so much. Lastly, my respects to my leaders, the Fifth Term Councillors, for their patience and understanding.

**Advocate Toto Fiduli**  
Registrar

## **STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT**

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

All information and amounts disclosed in the annual report is consistent with the Annual Financial Statements audited by the external auditors.

The Annual Report is complete, accurate and is free from any omissions.

The Annual Report has been prepared in accordance with the guidelines on the Annual Report as issued by National Treasury. The Annual Financial Statements (Part E) have been prepared in accordance with the standards applicable to the public entity.

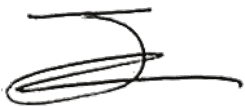
The accounting authority is responsible for the preparation of the Annual Financial Statements and for the judgements made in this information.

The accounting authority is responsible for establishing, and implementing a system of internal control, designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the Annual Financial Statements.

The external auditors are engaged to express an independent opinion on the Annual Financial Statements.

In our opinion, the Annual Report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the public entity for the financial year that ended 31 March 2021.

Yours faithfully



**ADVOCATE TOTO FIDULI**  
Registrar



**MR NTSINDISO CHARLES NDUKU**  
President

## **STRATEGIC OVERVIEW**

### **VISION**

Transformed Architectural leaders serving society in a sustainable built environment

### **MISSION**

The mission matches the impact statements developed by the organisation, as follows:

1. A SACAP that is inclusive and transparent
2. An Architectural profession recognised as a global leader in the built environment
3. A clear understanding of our mandate amongst other regulators and stakeholders towards comprehensive conclusive delivery

### **VALUES**

**Responsibility:** Being accountable for our decisions and actions

**Excellence:** Promoting high standards

**Integrity:** Ethical behaviour, honesty and trustworthiness

**Respect:** Ethos of dignity, tolerance and consideration

**Transparency:** Appropriate disclosure of information and open debate

**Cohesiveness:** Shared, coherent values and aspirations



## LEGISLATIVE AND OTHER MANDATES

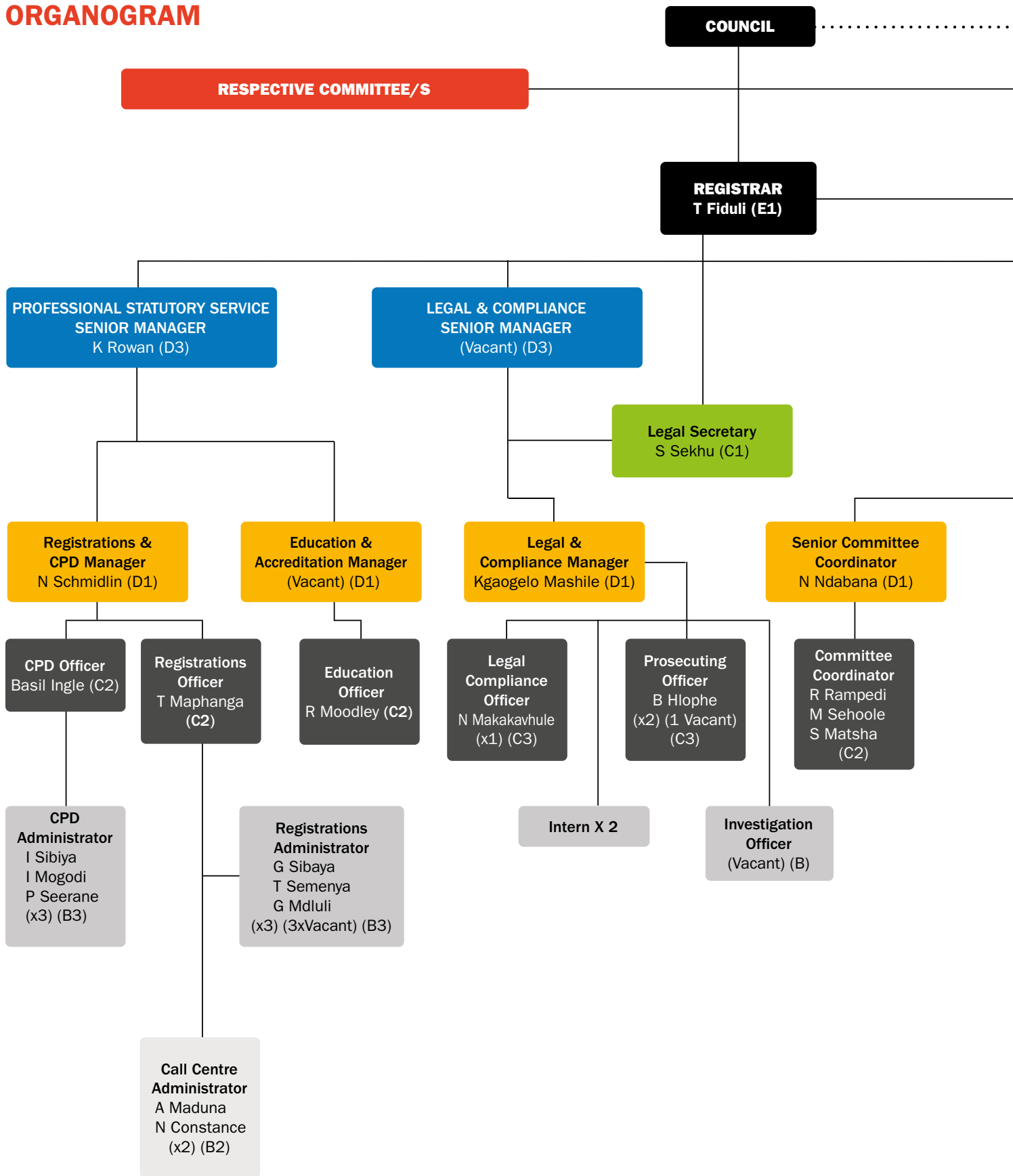
### SACAP REGULATORY MANDATES

The SACAP is legally charged to regulate the architectural profession in South Africa in terms of the Architectural Profession Act. The architectural profession includes professional architects, senior architectural technologists, architectural technologists, draughtspersons, specified categories and candidates in each of the categories of registration, all of whom are required to be registered with SACAP before they can practice architecture.

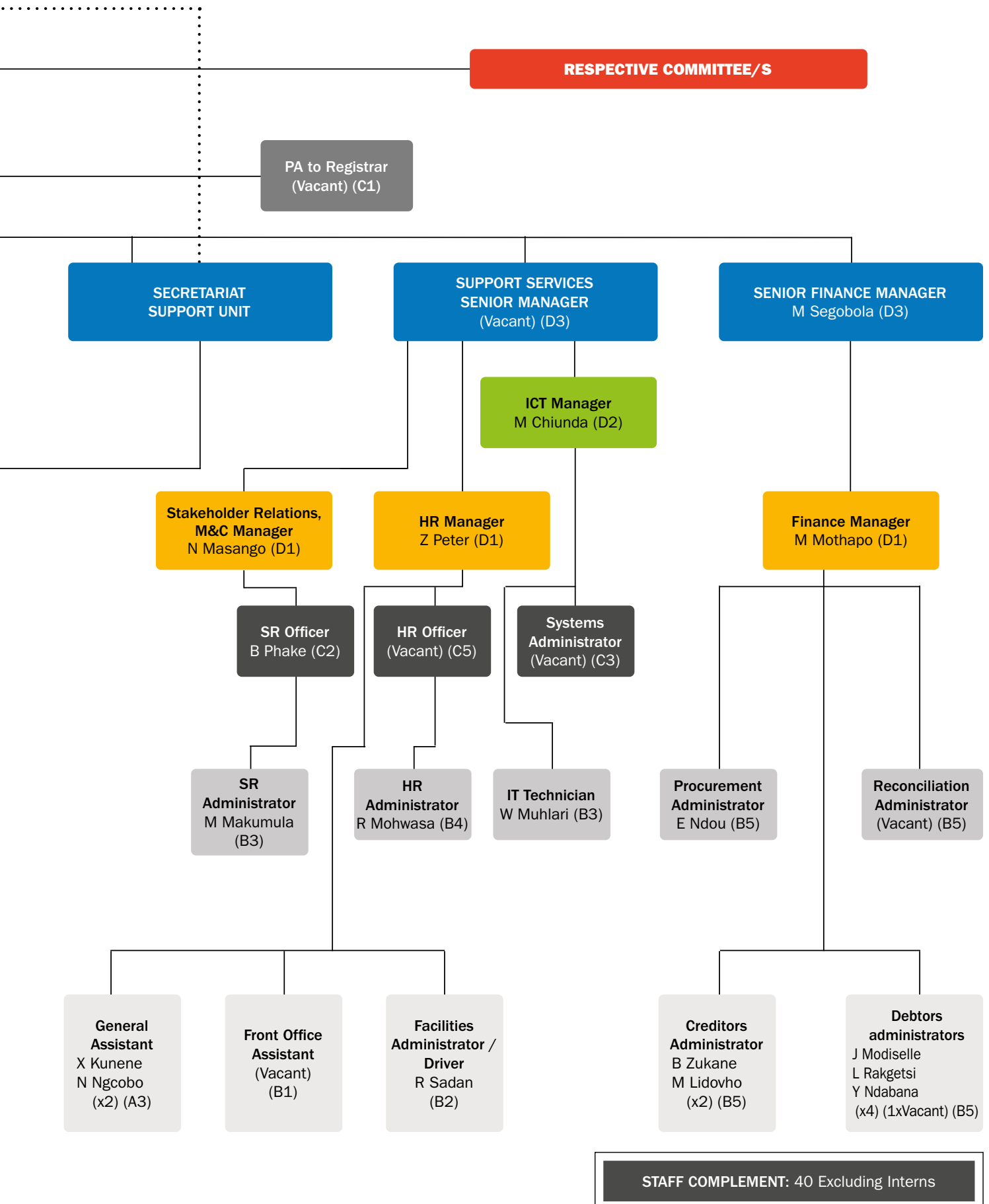
### CORE MANDATES OF SACAP

1. Regulate the Architectural Profession by setting standards for persons' education and training, professional skills, conduct, performance and ethics;
2. Development of competency standards;
3. Register persons in professional categories who have demonstrated competency against the standards determined by the Council for the profession for the relevant categories and have passed any additional examination that may be determined by the Council for the profession;
4. Register persons who meet educational requirements in candidate categories;
5. Prescribe specified categories of registration and register persons in these categories;
6. Require Registered Persons to renew registration;
7. Recommend to the CBE the type of work which may be performed by persons registered in any of the categories of registration of that profession;
8. Conduct accreditation visits to any educational institution which has a department, school or faculty of the relevant Built Environment Profession and conditionally or unconditionally grant, refuse or withdraw accreditation to educational institutions and educational programmes;
9. Evaluate educational qualifications that are not accredited or recognized;
10. Enter into agreements with any person or body of persons, within or outside the Republic, concerning any examination or qualification for the relevant Built Environment Professions Act;
11. Develop and administer a Code of Conduct;
12. Investigate complaints, and probable instances of improper conduct against Registered Persons, charge Registered Persons with improper conduct and sanction Registered Persons found guilty accordingly;
13. Determine Guidelines of Professional Fees annually and publish fees in the Government Gazette;
14. Recognise Voluntary Associations (VAs);
15. Advise the Minister, any other Minister or the CBE, on any matter relating to its profession;
16. Take the necessary steps to protect public interest, health and safety, improve standards of professional services, and create awareness of the need to protect the environment;
17. Encourage research into matters related to its profession; and
18. Determine, after consultation with the VAs and Registered Persons, conditions relating to and the nature and extent of continuing education and training.
19. Take any steps it considers necessary for the improvement of the standards of services rendered by registered persons;
20. Print, circulate, sell and administer the publication of, and generally take any steps necessary to publish, any publication relating to the architectural profession and related matters.

**ORGANOGRAM**





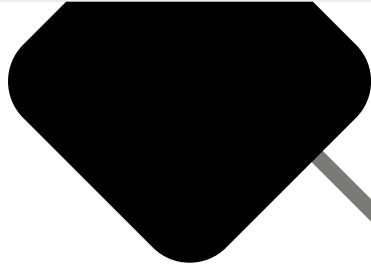


## EXECUTIVE MANAGEMENT



## SENIOR MANAGEMENT





# **PART B**

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## Performance Information



## SITUATIONAL ANALYSIS



**DEPARTMENT OF PUBLIC WORKS &  
INFRASTRUCTURE**



**Council for the Built Environment**



South African Council  
for the Architectural  
Profession



South African Council  
for the Quantity  
Surveying Profession



Engineering Council  
of South Africa



SA Council for the  
Landscape Architectural  
Profession



SA Council for the  
Property Valuers  
Profession



SA Council for the  
Project and Construction  
Management Profession

## **SITUATIONAL ANALYSIS**

### **SERVICE DELIVERY ENVIRONMENT**

In the financial year 2021/2022, all departments of SACAP have continued to make great strides in ensuring that the statutory mandate of SACAP as prescribed by the Architectural Profession Act is fulfilled. This is notwithstanding the vacancies that cannot be filled due to budgetary constraints. Performance management has largely been driven by the Annual Performance Plan (APP) and quarterly reporting to manage and monitor organizational performance.

The Council and Management are satisfied that by utilizing the APP quarterly reports, the performance of SACAP is monitored and assessed on a quarterly basis to ensure that the strategy of SACAP is properly implemented.

At the end of 2021/22 year, each strategic obligation with five programmes had performance targets and indicators set to measure performance. These indicators have been set by Management and were refined. These measures have assisted SACAP to meet its targets.

To ensure that SACAP operates in a controlled environment, the Council reviewed and approved policies to ensure that all activities of SACAP are implemented in accordance with approved policies.

A revamped newsletter continues to ensure that our stakeholders are kept abreast about the developments within SACAP. The newsletter is a good platform to encourage and promote interactions with key stakeholders. The newsletter was published once every quarter.



## PERFORMANCE, INFORMATION BY PROGRAMME

### INDICATORS, ANNUAL AND QUARTERLY TARGETS

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 1: Overall growth and retention of registered persons	Increase registration of diverse groups in the register.	% Increase in diverse groups	6. %	1.5%	<b>Achieved</b> This quarter the register grew by 1.53 %. The total number of new registrations this quarter is 181.
		Decrease cancellation and suspension of registration	Retention of registered persons	Implementation of the retention strategy.	Monitoring and evaluation	<b>Achieved</b> The retention strategy is being fully implemented as a result, there were no cancellation or suspension of registration this quarter.





Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
1.5%	<p><b>Achieved</b> This quarter the register grew by 2.25%. The total number of new registrations for this quarter is 302.</p>	1.5%	<p><b>Not achieved</b> The target was to finalise 184 new registrations, in order to grow the register by 1.5%. We only finalised 121 new registrations, indicating 0.98% increase.</p> <p><b>Reasons for deviations</b> 68 applicants have failed to submit all the required documents and/or payments to complete the registration. The team is following up.</p> <p><b>Remedial action</b> The team is following up with all the applicants to ensure that they submit all outstanding documents and/or payments.</p>	15%	<p><b>Achieved</b> The target was to finalise 177 new registrations in order to grow the register by 1.5%. The unit finalised 294 new registrations, indicating 2.5% increase.</p>
Monitoring and evaluation	<p><b>Not Achieved</b> <b>Reasons for deviation</b> CPD activities on SANS applicable to architectural professionals at discounted rates has been completed. However, few registered professionals have expressed interest to undertake the training.</p> <p>The Awarding of best performing registered candidates with certificate of excellence could not be done under strict lockdown restrictions.</p> <p>The Awards for recognition of outstanding excellence and contributions in the advancement of the architectural profession delayed due to lack of funding.</p> <p>Long term certificate of appreciation to registered persons has not been issued due the system not being able to extract a correct criterion. It has to be done manually.</p> <p><b>Remedial action</b> Promote the CPD activity on SANS to increase uptake.</p> <p>Certificates of excellence for May and October 2021 will issued together in the third quarter.</p> <p>SACAP will continue to search for sponsorship for the SACAP awards.</p> <p>The Long-term certificate of appreciation to registered persons will be issue in the third quarter.</p>	Monitoring and evaluation	<p><b>Not Achieved</b> The CPD activities relating to SANS will only be offered by the SABS in the Fourth quarter.</p> <p>Registered persons that qualify for long service certificates have been identified, but the certificates will be issued in the Fourth quarter.</p> <p><b>Remedial action</b> Promote the CPD activities on SANS 10 400 offered by the SABS to ensure that Registered Persons register in larger numbers.</p> <p>The certificates for long service will be issued in the fourth quarter.</p> <p>SACAP will continue to search for sponsorship for the SACAP awards.</p>	Monitoring and evaluation	<p><b>Not Achieved</b> <b>Reasons for deviation</b> The SABS has offered the CPD activities to registered persons at discounted rates, but registered persons did not show interest.</p> <p><b>Remedial action</b> The CPD activities on SANS can only be rolled out once registered persons show interest.</p> <p>The list of recipients of these certificates has been re-done to exclude registered persons that had their registration suspended in the 3rd quarter. The certificates have to be re-printed to change the date and inset the President's signature</p> <p>1023 certificates have been designed and completed and are being signed. They will be issued within the 1st quarter.</p> <p>SACAP has not been successful to secure sponsorship. Therefore, the SACAP awards cannot be done.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 1: Overall growth and retention of registered persons	Registered persons upgrading to higher categories of registration through Recognition of Prior Learning (RPL), Special Consent.	Upgrade of Registered persons who meet the requirements to higher categories of registration.	Assess 80 applications for RPL and Special Consent.	Assess 20 applications	<b>Achieved</b> 20 assessments were undertaken during this quarter. 12 RPL assessments and 8 Special Candidacy Exemption.
		Registration category for architectural students.	Registration category for students.	Registration of architectural students.	Monitoring and evaluation	<b>Achieved</b> 9 Students were registered this quarter.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Assess 20 applications	<p><b>Not achieved</b> 14 RPL assessments were done during the 2nd quarter.</p> <p><b>Reasons for deviation</b> Applicants did not submit portfolios for assessment in time. This impacted to the applications ready for assessment by the panel.</p> <p><b>Remedial Action</b> The team will follow up with all the applicants to submit portfolios on time to prepare for assessment of competencies.</p>	Assess 20 applications	<p><b>Not achieved</b> No RPL assessments were done during the 3rd quarter.</p> <p><b>Reasons for deviation</b> The RPL committee recently implemented a new process of pre-scrutinising applications to assist applicants in ensuring that their portfolios meet the criteria for assessment.</p> <p>The pre scrutiny administrative process has impacted on the timelines, as a result no assessment could not be set down.</p> <p>6 Portfolios have been pre-scrutinised, and applicants have been informed of the shortfalls, where applicable.</p> <p>A further 62 Applicants have been requested to submit their Portfolios for Phase 2.</p> <p><b>Remedial Action</b> Follow up on all outstanding applications is being done.</p> <p>Submission of the requested portfolios will be closely monitored, to ensure that a large number of assessments can be finalised.</p> <p>Assessment panel is being expanded to allow for more assessments to be done.</p>	Assess 20 applications	<p><b>Achieved</b> A total; of 21 RPL assessments were done during the 4th quarter.</p> <p>In addition, 3 SCE assessments were also done.</p>
Monitoring and evaluation	<p><b>Achieved</b> 14 Students were registered during this quarter.</p>	Monitoring and evaluation	<p><b>Achieved</b> We have been monitoring registration of students following various webinars with architectural students.</p> <p>3 applicants were registered as Students during this quarter.</p> <p>We will continue to monitor and evaluate the registration of students, where necessary road shows will be arranged to promote registration of students.</p>	Monitoring and evaluation	<p><b>Achieved</b> 21 New applicants were registered as students during the 4th quarter</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 1: Overall growth and retention of registered persons	Roadshows to promote registration	Registration growth	Undertake roadshows to all ALS, State Entities and Government Infrastructure Department to raise awareness about registration requirements	Monitoring and evaluation	The road shows have been planned for the third quarter.
		Introduction of specified categories	Specified category of registration developed	1	-	Not applicable this quarter.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring and evaluation	<b>Achieved</b> Zoom/webinar “roadshows” have been conducted for students at UP, UJ, CPUT and INSCAPE.	Roadshows to promote registration and provide registration requirements for all categories of registration.	<b>Partially achieved</b> Zoom/webinar “a roadshow” was conducted with DUT students. <b>Remedial Action</b> In addition, it was resolved that the webinar to promote registration should be held in the last quarter, since we had a transformation webinar in the 3rd quarter. This will improve maximum attendance. <b>Remedial Action</b> The roadshows to State Entities and Government Infrastructure Department will be done in the final quarter.	Monitoring and evaluation	<b>Achieved</b> The roadshow webinar with government infrastructure departments was held on the 25 February 2022.  Although the invitation was sent to infrastructure department, most of the attendees came from the Local Authority.
-	Not applicable this quarter.	-	Not applicable this quarter.	1	<b>Not Achieved</b> <b>Reasons for deviation</b> The Council decided that a specified category for Heritage Architects should not be pursued as this could serve as a tool to exclude another professional who may be competent. <b>Remedial Action</b> The Council is considering a specified category of Landscape Architects following the request from the Deputy Minister of the Public Works & Infrastructure request.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 2: Positive stakeholder sentiment towards SACAP	Identify all stakeholders, prioritise stakeholders, identify key stakeholder issues and opportunities, outline the strategies, methods of engagement, what information will be disclosed, in what format, put together a program for stakeholder engagement, allocate tasks and responsibilities, and monitoring and evaluation.	Stakeholder strategy (Yes/No)	Identify programs to engage with stakeholders and methods of engagements. 60 Public Digital Awareness campaigns 1 VA Forum	15 digital public awareness campaigns, and messages to identified stakeholders	<b>Achieved</b> 15 awareness posters for CPD campaigns and 16 other social media updates were undertaken across all SACAP online media platforms. 2 x public awareness and Expo conducted at Soweto and Eldorado Park
		Increased feedback from all key stakeholders through surveys to assess the performance of SACAP	% Increase in feedback	1 perspective survey conducted per annum.	-	Not applicable this quarter.
		Review Service Charter to improve turnaround times.	Service charter reviewed and developed (Yes/No)	Effective execution of the service charter.	Monitoring and evaluation	<b>Achieved</b> The service charter is being fully implemented. Weekly reports on response time to email queries are produced by all departments at SACAP. We are working on implementing a system to monitor the quality of service offered on telephonic calls.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
15 digital public awareness campaigns, and messages to identified stakeholders.	<b>Achieved</b> 15 awareness posters were updated on social media platforms.	15 digital public awareness campaigns, and messages to identified stakeholders	<b>Achieved</b> 15 awareness campaigns posters were updated on social media platforms.	15 digital public awareness campaigns, and messages to identified stakeholders.  1 VA Forum	<b>Achieved</b> 15 awareness campaigns posters were updated on social media platforms.  1 VA Forum was held on 25 March 2022.
-	Not applicable this quarter.	Undertake 1 survey	<b>Achieved</b> 1 service perspective survey was conducted during the quarter. The report will be discussed by MANCO and actions plans will be developed and implemented.	Monitoring and evaluation	<b>Achieved</b> The results of the perspective survey were discussed at the Management meeting on 15 January 2022. A call rating service has been introduced to address some of the concerns raised in the survey. Management will also monitor the implementation of the service charter on weekly basis.
Monitoring and evaluation	<b>Achieved</b> The service charter is being fully implemented. Weekly reports on response time to email queries are produced by all departments at SACAP to measure the effectiveness of implementing the service charter.	Monitoring and evaluation	<b>Achieved</b> The service charter is being fully implemented. Weekly reports on response time to email queries are produced by all departments.	Monitoring and evaluation	<b>Achieved</b> The service charter is being fully implemented. Weekly reports on response time to email queries are produced. Many professionals have expressed significant improvement on the administration of SACAP

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 2: Positive stakeholder sentiment towards SACAP	Convene Disciplinary Tribunals as prescribed by section 30 of the Architectural Profession Act.	Completed disciplinary matters.	15% of the matters referred to the Disciplinary Tribunal.	15%	<p><b>Not Achieved</b> No disciplinary hearing was held in the first quarter.</p> <p><b>Reasons for deviation</b> Due to budgetary constraints the team took more time to persuade registered persons charged with improper conduct to enter into a settlement agreement.</p> <p><b>Remedial Action</b> All disciplinary tribunals for registered persons who declined to enter into a plea agreement with SACAP have been scheduled for the second quarter.</p>
		Negotiate plea agreements with registered persons charged with improper conduct.	Signed plea agreement	10% plea agreements.	10%	<p><b>Achieved</b> 11 plea agreements were concluded with registered persons charged with improper conduct.</p>
		Improve turnaround time on complaints of improper conduct handling	No. of cases completed within the time frame (No.)	40 % completed cases.	40%	<p><b>Not Achieved</b> Received 32 complaints and 10 were finalised. 31% achievement.</p> <p><b>Reasons for deviation</b> More complaints referred to the disciplinary tribunal.</p> <p><b>Remedial action</b> Improve dispute resolution mechanism</p>





Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
15%	<b>Achieved</b> 10 matters were adjudicated by the Disciplinary Tribunal during the 2nd quarter.	15%	<b>Not Achieved</b> No disciplinary hearing was held in the third quarter.  <b>Reasons for deviation</b> Due to limited financial resources, the legal team has spent more time negotiating possible settlements pleas with registered persons charged with improper conduct.  <b>Remedial Action</b> The matters for all registered persons who failed to enter into settlement plea agreement with SACAP will scheduled for adjudication by the Disciplinary Tribunal this quarter.	15%	<b>Achieved</b> 12 matters were adjudicated by the Disciplinary Tribunal during the 4th quarter
10%	<b>Achieved</b> 11 plea agreements were concluded with registered persons charged with improper conduct.	10%	<b>Achieved</b> 11 plea agreements were concluded with registered persons charged with improper conduct.	10%	<b>Achieved</b> 8 plea agreements were concluded with registered persons charged with improper conduct during the quarter.
40%	<b>Not achieved</b> Received 35 complaints and 9 were finalised.  <b>Reasons for deviation</b> Due to the nature of investigations, the target should be revised to annual target.  <b>Remedial action</b> Revise the handling complaints of improper conduct to annual targets rather than quarterly targets.	40%	<b>Not achieved</b> Received 39 complaints and 9 were finalised.  <b>Reasons for deviation</b> Due to the nature of investigations, the target should be revised to annual target.  <b>Remedial action</b> Revise the handling complaints of improper conduct to annual targets rather than quarterly targets.	40%	<b>Not achieved</b> Received 34 complaints and 13 were finalised. 38% achievement.  <b>Reasons for deviation</b> Due to the nature of investigations, the target should be revised to annual target.  <b>Remedial action</b> Revise the handling complaints of improper conduct to annual targets rather than quarterly targets.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 3: An organisation that is more aligned	Obtain approval of the strategy, annual performance plans and quarterly reports	Approval of the strategy obtained from Council (Yes/No)	Review of the strategy effective July 2021	-	Not applicable this quarter.
		Performance management	Signing of performance agreements with all employees every financial year.	Performance management of all employees through signing of performance agreements and performance reviews.	Signing of performance agreements effective April 2021	<b>Achieved</b> All employees signed performance agreements for 2021/22 financial year.
		Training of employees	Number of employees trained	Training of 5 employees	0	Not applicable this quarter.
		Review organisational structure	Structure re-viewed (Yes/No)	1 Review organisational structure	Review the operating model	The organisational structure could not be reviewed due to the fact that SACAP is undertaking strategy review in the second quarter.  The organisational structure will be reviewed should a need arise once the review of the strategy is completed.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Review of the strategy	<b>Achieved</b> The strategy was reviewed in July 2021 and the Annual Performance Plan was updated accordingly.	-	Not applicable this quarter.	Monitoring & evaluation	<b>Achieved</b> The implementation of the strategy of SACAP was fully monitored throughout the annual and quarterly targets. The 2022/23 Annual Performance Plan has been approved by Council.
Performance reviews	<b>Achieved</b> All eligible employees have completed their Performance Reviews.	Monitoring & evaluation	No action required for Q3.	Performance reviews	<b>Achieved</b> All eligible employees have completed their Performance Reviews.
0	<b>Achieved</b> Although no training was scheduled this quarter, 1 Employee has been trained due to emergence operational requirements.	2	<b>Achieved</b> 30 Employees were trained in Q3 to align to the STA exercise.	3	<b>Achieved</b> The training of all employees took place in the third quarter. The target for the 4th was met in the 3rd quarter.
Monitoring & evaluation	The operational structure will remain the same and the focus is more on capacitating employees.  Therefore, organisational structure will not be reviewed during the financial year.	Monitoring & evaluation	The structure will remain the same and focus on capacitating employees.  The organisational structure will be reviewed should the need arise.	Monitoring & evaluation	<b>Achieved</b> The structure was changed to introduce a position for a person with policing experience. This was to ensure that a person with policing experience and skills focuses on complaints against unregistered persons.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 3: An organisation that is more aligned	Review of all policies, processes and procedures.	Policies reviewed (Yes/No)	Review all policies that are due for review as indicated in the policy.	Monitoring & evaluation	<b>Achieved</b> Council Charter  Audit and Risk Committee Charter  Stakeholder Relations Policy  Communication Policy PPE Policy
		Fill in all critical positions.	Improved performance by the organisation in terms of targets.	Fill in 4 positions in this Financial Year.	Fill in 3 positions	<b>Achieved</b> 2 positions were filled – Finance Administrator, HR Administrator.
		Implementation of the succession planning.	Succession planning in place.	Effective implementation of the succession planning and regularly reporting.	Report on coaching, mentoring and transferring of skills.	<b>Achieved</b> All reports on coaching, mentoring and transfer of skills were submitted.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & evaluation	<p><b>Achieved</b> Financial Policy</p> <p>Council and Committee member remuneration policy</p> <p>Impairment and allowance for credit losses policy</p> <p>Fixed assets disposal policy</p> <p>Investment policy</p> <p>Petty cash policy</p> <p>Payment policy</p> <p>SCM policy</p> <p>Cell phone policy</p> <p>Fraud and corruption prevention policy</p> <p>ICT Charter</p> <p>IT Governance Framework</p> <p>Email policy</p> <p>Backup and restore policy</p> <p>IT operations user access management policy.</p>	Monitoring & evaluation	<p><b>Achieved</b> Social Responsibility policy</p> <p>Internal Communication policy</p> <p>Policy on social media</p> <p>Policy on retirement</p> <p>Policy on registration appeals</p> <p>Policy of CPD</p>	Monitoring & evaluation	<p><b>Achieved</b> Risk Management Framework</p> <p>Risk Management Policy</p> <p>Remuneration for Council &amp; Committee Members Policy</p> <p>Policy on the removal of government gazettes published on website.</p> <p>RPL policy</p> <p>Apprenticeship policy</p>
Fill in 1 position	<p><b>Achieved</b> During the quarter, HR Manager role was filled on 01.07.2021.</p>	-	<p>Not applicable this quarter</p> <p>No positions were filled in Q3.</p>	fill in 1 position	<p><b>Achieved</b> Legal &amp; Compliance Manager position was filled on 01-02.2022</p>
Report on coaching, mentoring and transferring of skills.	<p><b>Achieved</b> All reports on coaching, mentoring and transfer of skills were submitted.</p>	Report on coaching, mentoring and transferring of skills.	<p><b>Achieved</b> All reports on coaching, mentoring and transfer of skills were submitted.</p>	Report on coaching, mentoring and transferring of skills.	<p><b>Achieved</b> All reports on coaching, mentoring and transfer of skills were submitted.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 3: An organisation that is more aligned	Ensure highest standards of corporate governance, with accountability and transparency as key guiding principles.	Declaration of interest by all Council, Committee and employees.	Obtain approval of all declaration of interests forms from Council and ensure that each Council, Committee and employees sign the declaration of interests.	Obtain approval of the declaration of interests' forms	<b>Not Achieved</b> <b>Reasons for deviation</b> The Social & Ethics Committee made recommendation to Council to obtain comments from all Committees and employees. Once the Council approves the consultation with all Committees, the declaration of interests' forms shall be circulated to all Committees and employees for comments. <b>Remedial Action</b> All Committee and employees' comments will be collated and submitted to Council to obtain approval of the declaration of interest forms.
		Ensure that the SACAP Calendar is prepared and submitted to all Committees and approved by Council.	Approved activity calendar.	Preparation of the SACAP activity calendar and approval by Council.	Obtain approval of the activity calendar.	<b>Achieved</b> The corporate calendar was submitted and approved by Council for distribution to committee members.
		Effective and efficient scheduling of all Council and Committee meetings.	Well organised meetings.	All meetings organised on time and agenda circulated on time and the minutes pack circulated on time.	Monitoring & evaluation	<b>Achieved</b> All the meetings were scheduled on time and the packs were distributed within the timelines.
		Ensure accurate and quality minutes are produced for Council and Committee meetings.  Production of action lists and circulation of action lists to relevant implementors.	Timely production of accurate minutes and action list.  Action list completed on time.	Minutes for all Committees & Council produced with 14 days. Action lists produced and implemented.	All Committees and Council minutes produced within 14 days.	<b>Achieved</b> All council and committee minutes were produced within the prescribed timelines.  Action list were compiled and sent to the relevant implementors within the timelines.
		Invoices paid within 30 days	All invoices paid within 30 days of receipt.	100%	Monitoring & evaluation	<b>Achieved</b> All invoices were paid within 30 days of receipts.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Singing of the declaration of interests by all employees, Council and Committee members annually.	<p><b>Achieved</b> The declaration of financial interest forms for employees was approved by Council. The process of declarations has commenced.</p> <p>However, the declaration of financial interest for Council and committee members has not been approved due to receiving more comments from Committees that required the S&amp;E to reconsider the declaration form.</p>	Monitoring & evaluation	<p><b>Partially Achieved</b> The declaration of financial interest for Council and Committees has been approved by Council. The Council and Committee members are in the process of completing the forms.</p>	Monitoring & evaluation	<p><b>Partially Achieved</b> Secretariat is currently busy collating the signed declaration forms from Committee and Council Members</p>
Monitoring & evaluation	<p><b>Achieved</b> All Council and Committee meetings were scheduled according to the corporate calendar, except for the Council and Committee ad hoc and emergence meetings.</p>	Monitoring & evaluation	<p><b>Achieved</b> All Council and Committee meetings were scheduled according to the corporate calendar, except for the emergence meetings of the Council.</p>	Monitoring & evaluation	<p><b>Achieved</b> All Council and Committee meetings were scheduled according to the corporate calendar</p>
Monitoring & evaluation	<p><b>Achieved</b> All the meetings were scheduled on time and the packs were distributed to the Committee within the timelines.</p>	Monitoring & evaluation	<p><b>Achieved</b> All the meetings were scheduled on time and the packs were distributed to the Committee within the timelines.</p>	Monitoring & evaluation	<p><b>Achieved</b> All the meetings were scheduled on time and the packs were distributed to the Committee within the timelines.</p>
All Committees & Council minutes produced within 14 days.	<p><b>Achieved</b> All council and committee minutes were produced within the prescribed timelines.</p> <p>Action list were compiled and sent to the relevant implementors within the timelines.</p>	All Committees & Council minutes produced within 14 days.	<p><b>Achieved</b> All Council and Committee minutes were produced within the prescribed timelines.</p> <p>Action list were compiled and sent to the relevant implementors within the timelines.</p>	All Committees & Council minutes produced within 14 days.	<p><b>Achieved</b> All Council and Committee minutes were produced before or within the prescribed timelines.</p> <p>Action list were compiled and sent to the relevant implementors within the timelines.</p>
Monitoring & evaluation	<p><b>Achieved</b> All invoices were paid within 30 days of receipts.</p>	Monitoring & evaluation	<p><b>Achieved</b> All invoices were paid within 30 days of receipts.</p>	Monitoring & evaluation	<p><b>Achieved</b> All invoices were paid within 30 days of receipts.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 3: An organisation that is more aligned	Effective management of Accounts payable and compliance with the Supply Chain Management policy.  Effective collection of all invoices issued to RPs.	All invoices paid within prescribed timelines. Effective collection of all annual fees.  Improved collection of fees charged by SACAP	Accounts payable within 30 days.  Collection of 95% of all invoices issued.  All quotations and tenders shall comply with the SCM.	Quality reports issued	<b>Achieved</b> All invoices were paid within 30 days of receipts.  As at 30 June 2021, there was a collection rate of 61%.  All quotations complied with SCM policy. There were no tenders in the quarter ended 30 June 2021.
		Percentage of total value of procurement awarded to BBBEE-compliant service providers.	Compliance with BBBEE policies	70%	Monitoring & evaluation	<b>Achieved</b> 88% of all procurement in the first quarter was awarded to service providers who are compliant with BBBEE.
		To ensure compliance and sound governance.	Clean audit outcome for previous financial year	Unqualified audit outcome	-	Not applicable this quarter.  The Audit of the previous financial year is underway, the audit report will be finalised in September 2021.
		Alignment of budget with targets and ensuring that the approved budget is not exceeded.	Budget aligned to targets (yes/no)	Review the budget & targets every quarter to ensure that targets are met in line with the approved budget.	Report on budget and targets.	<b>Achieved</b> The first quarter report will be reviewed by Audit Risk Committee and Council in September 2021.
		Ensure that emails, internet and telephones are functional during working hours.	Ability of employees to have access to emails, internet and telephones.	Reliable internet, emails and telephones.	Upgraded the telephone PABX and email business continuity and security filter	<b>Achieved</b> Emails and telephones are optimally functional. The internet connectivity is stable as well.  System uptime 99%





Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Quality reports issued	<p><b>Achieved</b> All invoices were paid within 30 days of receipts.</p> <p>As at 30 September 2021, there was a collection rate of 77%.</p> <p>All quotations complied with SCM policy. There we no tenders in the quarter that ended 30 September 2021.</p>	Quality reports issued	<p><b>Achieved</b> All invoices were paid within 30 days of receipts.</p> <p>As at 31 December 2021, there was a collection rate of 89%.</p> <p>All quotations complied with SCM policy. There we no tenders in the quarter that ended 31 December 2021.</p>	Quality reports issued	<p><b>Achieved</b> All invoices were paid within 30 days of receipts.</p> <p>As at 31 March 2022, there was a collection rate of 90%.</p> <p>All quotations complied with SCM policy. There we no tenders in the quarter that ended 31 March 2022.</p>
Monitoring & evaluation	<p><b>Achieved</b> 92% of all procurement in the second quarter was awarded to service providers who are compliant with BBEE.</p>	Monitoring & evaluation	<p><b>Achieved</b> 82% of all procurement in the quarter ended 31 December 2021 was awarded to service providers who are compliant with BBEE.</p>	Monitoring & evaluation	<p><b>Achieved</b> 84% of all procurement in the quarter ended 31 March 2022.</p>
-	<p><b>Achieved</b> The unqualified audit report was issued for 2020/2021 financial year.</p>	-	Not applicable this quarter.	Unqualified audit outcome	Not applicable this quarter.
Report on budget and targets.	<p><b>Achieved</b> The second quarter report will be reviewed by Audit Risk Committee and Council in December 2021.</p>	Report on budget and targets.	<p><b>Achieved</b> The third quarter report will be reviewed by Audit Risk Committee and Council in March 2022.</p>	Report on budget and targets.	<p><b>Achieved</b> The 4th quarter report will be reviewed by Audit Risk Committee and Council in June 2022.</p>
Monitoring & evaluation	<p><b>Achieved</b> The system has a 99% runtime. The emails are 100% uptime and filters out any cyberattacks – Mimecast.</p> <p>The internet and telephone line are stable.</p>	Monitoring & evaluation	<p><b>Achieved</b> The system has a 99% runtime. System hardening those results in email 100% uptime and filters out of any cyberattacks – Mimecast</p> <p>Secure Remote working environment</p> <p>Facilitated webinar hosting for different SACAP business domain.</p>	Monitoring & evaluation	<p><b>Achieved</b> The system has a 99% runtime. System hardening those results in email 100% uptime and filters out of any cyberattacks – Mimecast</p> <p>Secure Remote working environment</p> <p>Facilitated webinar hosting for different</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 1</b>	Programme 3: An organisation that is more aligned	Ensure reliable server infrastructure and ensure IT functions, including data storage, hosting websites, emails, and applications are protected.  Provide technical support, hardware and software management.	Server infrastructure that continues to meet the needs of SACAP to operate seamlessly.	Monitoring and maintaining servers to operate at peak performance.	Remote supporting for Users working for home.  Network and system fencing filter out any system attacks	<b>Achieved</b> All servers are monitored regularly to ensure that the servers are protected from attacks and no intrusion into the servers to ensure that they operate at the peak.  Infrastructure Consolidation, Replacement and System Security and Improvement.
		Up to date website	Well maintained website with accurate information.	The website shall be regularly updated to ensure that the information on the website is relevant and up to date.	Development of a new website.	<b>Achieved</b> New website was launched and content is being updated.
		Effective Disaster and Business Continuity Plan	Effective Offsite Backup	Reliable offsite disaster recovery site	Implementation of the Disaster Recovery Site and Business Continuity	<b>Achieved</b> Disaster Recovery Site Implemented at CBE office, and backup is replicated.
		Effective and efficient IT support to all employees and SACAP activities.	Improved IT support.	Ensure that all employees of SACAP receive IT support within a reasonable time.	Monitoring & evaluation	<b>Achieved</b> All IT related support services were provided to employees within a reasonable time.  There is a Solid and reliable system infrastructure without any hiccups that hindered the employees from performing their work.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Workstation Consolidation, System hardening that secured the network from hacking, virus and security breaches.	<p><b>Achieved</b> Secured the network parameter -Sopho Full Guard.</p> <p>Servers are protected from attacks and no intrusion into the servers to ensure that they operate at the peak.</p>	Monitoring & evaluation	<p><b>Achieved</b> Secured the network parameter and hardening Network firewall.</p> <p>Workstation consolidation – (replaced old laptops with new ones).</p> <p>Secure Remote working environment.</p> <p>Facilitated webinar hosting for different SACAP business domain.</p>	Monitoring & evaluation	<p><b>Achieved</b> Workstation consolidation – (replaced old laptops with new ones).</p> <p>Integrated API with City of Joburg for real-time plan submission verification.</p> <p>Upgrading of the Privy Seal API to restful API as the old YM API retired.</p>
Monitoring & evaluation	<p><b>Achieved</b> Website Content Regularly updated.</p> <p>Introduced Website Instant Messaging.</p>	Monitoring & evaluation	<p><b>Achieved</b> Website enhancement, addition of new pages, removing orphan links.</p> <p>Website Content Regularly updated.</p> <p>Integrated Website Instant Messaging into real-time Instant Message App.</p>	Monitoring & evaluation	<p><b>Achieved</b> Website Content Regularly updated and SANS standards.</p>
Offsite backup Replicated weekly	<p><b>Achieved</b> Offsite backup replicated weekly.</p> <p>Off backup replicated daily on external hard drive.</p>	Monitoring & evaluation	<p><b>Achieved</b> ICT Operation and Access polices reviewed and approved Conducted a successful disaster Dry Run exercise.</p> <p>Backup and Restore policy Reviewed and Approved Email Policy Reviewed approved.</p>	Unqualified audit outcome	<p><b>Achieved</b> Swift and smooth switch over to Mimecast Email Continuity when the exchanger server email unavailable or under spam outbreak attack.</p>
Monitoring & evaluation	<p><b>Achieved</b> Remote IT Support is provided to all employees working from home.</p> <p>Solid and reliable system infrastructure without any interruptions that disrupt employees from performing their work.</p>	Monitoring & evaluation	<p><b>Achieved</b> Remote IT Support Solid and reliable system infrastructure without any interruptions that stalled the employees from performing their work.</p>	Monitoring & evaluation	<p><b>Achieved</b> Call rating service implemented to monitor and evaluate the quality of services rendered to external stakeholders.</p> <p>Remote IT Support is provided to all employees working from home.</p> <p>Employees working from the office received IT support within a reasonable.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 2</b>	Programme 1: Better quality service delivery to the public	Engage Voluntary Associations (VA) to improve the quality of CPD activities	Improved quality of CPDs	Engage all recognised VA about the outcome of the CPD survey and the webinar.	Engage VAs and Educational institutions about the outcomes of the survey and webinar.	<p><b>Not Achieved</b></p> <p><b>Reasons for deviation</b> The survey for architectural practices and fees surveys was extended due to insufficient responses. As a result, this impacted on the survey engagement with educational institutions and Voluntary Associations.</p> <p><b>Remedial</b> The engagement with the educational institutions and Voluntary Associations to improve the quality of CPDs is scheduled for the second quarter.</p>
		Improve quality of Professional Practice Exams and management of Monthly training records.	Seamless PPE and a simple way to submit Monthly training records.	Effective online PPE and a simple way to submit MTRs.	Monitoring & evaluation	<p><b>Achieved</b> PPE policy was amended and approved. Candidates with over 5 years can apply to waive their MTRs, on successful completion they will be able to write the PPE.</p> <p>Candidates are assisted on ad hoc basis to upload or submit MTRs. The security checks for the exam.net have been upgraded and candidates who write are monitored for any discrepancies.</p>
		Schedule PPE	Ensure effective and efficient PPE for all registered candidates.	Schedule 2 PPEs	1st PPE scheduled for 19/20 May	262 candidates wrote the PPE.
		Improve turnaround times on registration and claiming of CPD points.	Efficient and effective approval of CPD points.	Approval of all CPD points within a reasonable time.	Monitoring & evaluation	<p><b>Achieved</b> Received 16 269 CPD points entries.</p> <p>Evaluated 14 720 CPD submissions.</p>



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
-	<p><b>Achieved</b> The engagement survey with VAs was issued on 31 August 2021 and the date was extended due to insufficient responses.</p> <p>The engagement with the educational institutions is scheduled for the third quarter.</p>	<p>Implementation of the agreed way forward with regard to the quality and accessibility of the CPDs.</p>	<p><b>Achieved</b> Following the survey, a communication was sent to all Architectural Learning Sites to solicit more information to improve the quality of CPDs, feedback was received.</p> <p>In addition, recognised VAs were requested provide further input.</p> <p>The feedback will be reviewed by the CPD Committee prior to implanting the way forward.</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Partially Achieved</b> Correspondence was sent out to all ALSs':</p> <p>Wits submitted a completed survey.</p> <p>NMU submitted completed survey.</p> <p>DUT – did not present any CPD activities</p> <p>TUT – did not present any CPD activities</p> <p>There was no correspondence received from UJ, UP, UFS &amp; UZN.</p> <p>The information will be included in the report for the next CPD Committee meeting which will take place on the 29th April 2022.</p> <p><b>Remedial Action</b> A follow up will be done with the ALS that did reply before the CPD Committee.</p>
Monitoring & evaluation	<p><b>Achieved</b> Candidates are assisted on ad-hoc basis to upload or submit MTRs.</p> <p>The security checks for the exam.net have been upgraded and candidates who write are monitored for any discrepancies.</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> Only a few candidates' requests assistance with the uploading of their MTRs, these candidates are assisted on an ad hoc basis.</p> <p>The PPE was written in October 2021 with no reports on discrepancies. Zoom was used to invigilate the candidates.</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> The information regarding the next PPE dates were communicated to the candidates earlier than normal. Registration was opened early and for a longer time to allow the opportunity to verify more candidate MTRs.</p>
-	<p>Not applicable this quarter.</p>	<p>2nd PPE scheduled for October</p>	<p><b>Achieved</b> There were 320 candidates who registered to write the PPE and the majority of candidates passed successfully.</p>	-	<p>Not applicable this quarter</p>
Monitoring & evaluation	<p><b>Achieved</b></p> <p><b>Received</b> 5692 CPD points entries</p> <p><b>Evaluated</b> 5144 CPD submissions</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> The number of CPD points claimed increased significantly as RPs have to renew their registration at the end of this quarter.</p> <p><b>Received</b> 10400 CPD points entries</p> <p><b>Evaluated</b> 8269 CPD points submissions</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> CPD Points submissions brought forward from 1st, 2nd and 3rd Quarter – 4 228 CPD Points submissions during the 4th quarter – 18 154 = total of 22 382</p> <p><b>Evaluated</b> CPD points evaluated – 22 641 Submissions still to be evaluated 259</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 2</b>	Programme 1: Better quality service delivery to the public	Improve turnaround times on all queries and general complaints from registered persons and the public.	Effective implementation of the Service Charter.	Reports on response time on Legal, Finance and Registration emails. Introduction of calls and email evaluation by all stakeholders.	Reports on response time on Legal, Finance and Registration emails	<b>Achieved</b> Weekly and quarterly reports are done to monitor response time on e-mails.
		Annual publication of guideline professional fees.	Fees guidelines published? (Yes, No)	Annual Publication and gazetting of Guideline Professional Fees.	Monitoring & evaluation	<b>Achieved</b> Benchmarking fees survey was undertaken and the report on the survey and the final guidelines fees will be completed in the second quarter.
		Engage ALS to include the Code of Conduct and National Building Regulation in the syllabus;	Reviewed syllabus which includes Code of Conduct & NBR, SANS 10400.	Monitoring & evaluation of the syllabus and its impact on the throughput.	-	Not applicable this quarter
		Conduct validation visits.	Validated educational institution which has a department, school or faculty of architecture.	5 validation visits to educational institutions.	-	Not applicable this quarter  INSCAPE Education group – Pretoria campus & Distance Learning was validated and received (unconditional validation.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Reports on response time on Legal, Finance and Registration emails	<b>Achieved</b> Weekly and quarterly reports were submitted to monitor response time on e-mails and daily operational requirements.	Reports on response time on Legal, Finance and Registration emails	<b>Achieved</b> Weekly and quarterly reports are submitted on all e-mails received.	Reports on response time on Legal, Finance and Registration emails.  Introduction of email and call feedback.	<b>Achieved</b> Weekly and quarterly reports are submitted on all e-mails received.
Publication of Guidelines Professionals Fees.	<b>Not Achieved</b> Draft Guideline professional fees were published on 23 September 2021 for consultation with Voluntary Associations.  <b>Reasons for deviation</b> The guidelines professional fees survey was extended until 10 May 2021 due to poor results. Thereafter, a report was only produced on 07 July 2021. The Committee only finalised the draft guideline professional fees on 08 September 2021. Therefore, we could not meet the target.  <b>Remedial action</b> The final guideline professional fees will be published in the gazette after consultation with VAs in the third quarter.	Monitoring & evaluation	<b>Achieved</b> Guideline professional fees were published on 26 November 2021.	Monitoring & evaluation	<b>Achieved</b> The Fees Committee meeting took place on 10 February 2022. The Committee decided to update the current Guideline Fees and undertake a benchmarking survey on fees in the profession.  A service has been appointed to conduct the survey.
Monitoring & evaluation	<b>Achieved</b> During the validation of INSCAPE Pretoria, Cape Town, Durban and Midrand as well as UCT, the educational institutions were given guidance to include more of the Code Of Conduct and SANS 10 400 in the syllabus.	-	<b>Achieved</b> During the validation of WITS, the educational institution was given guidance to include more of the Code Of Conduct and SANS 10 400 in the syllabus.	Monitoring & evaluation	Not applicable this quarter
2 validation visits	<b>Achieved</b> Validation visits have been conducted for:  INSCAPE PTA, Cape town, Durban and Midrand  UCT validation visit has been completed	1 validation visit	<b>Achieved</b> A validation visit was conducted for WITS.	2 validation visits	<b>Partially Achieved</b> One pre-validation visit completed.  1 ALS ran into some unforeseen issues and opted to have their validation visit moved to the next financial year  <b>Remedial action</b> New dates for validation visit have been agreed upon by the Head of Schools and the EduComm Chairperson.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 2</b>	Programme 1: Better quality service delivery to the public	Improve strategic relationship with law enforcement agencies.	Formalised strategic relationships with the South African Police Services, the South African Local Government Association, Local Municipalities.	Continues engagement with the South African Police Services, SALGA and Local Municipalities with regard to all regulations in the architectural profession.	Monitoring & evaluation of the relationships	<b>Achieved</b> Below are the entities and municipalities that were engaged during this quarter.  Kriel Municipality, Lesedi Local Municipality, City of Johannesburg, Ekurhuleni Municipality, KwaDukuza Municipality, Govan Mbeki Municipality, SALGA  South African Heritage Resources Agency.
		Regular communication with Home Owners Associations and the Association of Residential Communities.  Engage with other regulatory bodies for learning experiences and for benchmarking purposes	Engagement with Home Owners Associations regarding the competencies and registration of architectural professionals who submits drawings for residents.	Engagement with Home Owners Associations and the Association of Residential Communities with regard to the IDoW.	-	Not applicable this quarter
		Consultation with all relevant stakeholders with regard to the Identification of Work Policy.  Submission of recommendation on the identification of work for each category of registered persons to the CBE.  Publication and gazetting of the Identification of Work policy	Gazetting and Publication of the Identification of Work Policy (Yes, No)	Publication and gazetting of the identification of work policy.	Gazetting of the IDoW.	<b>Achieved</b> Identification of work board notice 27 of 2021 was published on Government gazette on 30 April 2021, gazette number 44505.





Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & evaluation	<p><b>Achieved</b> Engagement with the City of Johannesburg regarding poor communication, and delays. All complaints against unregistered persons were submitted to the South African Police Services under case number: <b>CAS 496/9/2021</b></p> <p>A draft MoU with SALGA has not been finalised due to lack of response from SALGA. We shall continue to follow up.</p>	Workshop webinar on the IDoW with Local Municipalities.	<p>The IDoW webinars with municipalities were conducted in quarter 2.</p> <p>Frequent written engagement with local municipalities will be undertaken to ensure that the IDoW is fully implemented.</p>	Monitoring & evaluation	<p><b>Achieved</b> SACAP undertook online Roadshow shows with:</p> <p>City of Johannesburg (04 February 2022)</p> <p>City of Ekurhuleni (31 January 2022)</p> <p>City of eThekweni (09 March 2022)</p> <p>City of Tshwane (11 March 2022)</p> <p>Kouga Municipality (29 March 2022)</p> <p>On 28 February 2022, SACAP engaged the EDumbe Local Municipality regarding failure process applications and concerns about illegal buildings.</p>
Workshop webinar on the IDoW with Home Owners Association	<p><b>Achieved</b> The Workshop webinar on the IDoW with Home Owners Association was held on 4 June 2021.</p>	Monitoring & evaluation	<p><b>Achieved</b> SACAP has been engaging with the Competition Commission to deal with the issue of non-compliance with the IDoW and the exclusion of another registration categories by homeowners. A circular which seeks to address the issue will be issue on the fourth quarter. In addition, the Council is seeking a legal opinion with regard to the Conduct of Home Owners Association.</p>	Monitoring & evaluation	<p><b>Achieved</b> SACAP, Home Owners Association, Competition Commission, Association of Residential Committees had a joint workshop on 23 March to discuss exclusionary practice by Home Owners Association.</p> <p>SACAP engaged the Harolds Bay Estate on 29 March 2022 to discuss failure to comply with the IDoW.</p>
Workshop webinar on the IDoW	<p><b>Achieved</b> The IDoW Webinar workshops were conducted as follows;</p> <p>IDOw Webinar with (VAs and RPs) was held on 02 June 2021.</p> <p>The IDoW Webinar with (Government infrastructure Departments) was held on 03 June 2021.</p> <p>IDOw Webinar (SoEs) was held on 04 June 2021.</p> <p>The IDoW workshop was conducted with Swartland Municipality on 25 June.</p> <p>RPL Webinar was conducted on the 30 July 2021.</p>	Workshop webinar on the IDoW	<p><b>Achieved</b> The IDoW Webinar workshops were conducted in quarter 2.</p> <p>IDOw Webinar with (VAs and RPs) was held on 02 June 2021.</p> <p>The IDoW Webinar with (Government infrastructure Departments) was held on 03 June 2021.</p> <p>IDOw Webinar (SoEs) was held on 04 June 2021.</p> <p>The IDoW workshop was conducted with Swartland Municipality on 25 June.</p> <p>RPL Webinar was conducted on the 30 July 2021.</p> <p>Engagement with municipalities is ongoing regarding the implementation and enforcement of IDoW.</p>	Workshop webinar on the IDoW	<p><b>Achieved</b> All the workshop and roadshow webinars on IDoW were conducted on the 2nd quarter.</p> <p>On 23 March 2022, SACAP had a meeting with FACE Voluntary Association to the importance of IDoW, and the mechanism within the IDoW to ensure that registered professionals with prior learning experience continue to perform the work that they have been performing.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 2</b>	Programme 2: Improved leadership position	Collaboration with other bodies to undertake research in the architectural profession.	No. of relevant research projects (No.)	1 research projects on the state of the profession.	-	Not applicable this quarter
		Take the lead in seeking solutions on issues affecting the built environment. E.g., procurement policies	Lead discussion on issues affecting the built environment (Yes/No)	Engage with relevant departments to influence policies on issues affecting the built environment.	-	Not applicable this quarter
		Women's Day Webinar to have meaningful conversations about the role and challenges women face in the architectural profession.  Transformation webinar to have a meaningful discussion about transformation and how SACAP can contribute to transformation of the architectural profession.	Webinar hosted in August 2021.  Webinar on Transformation of the Architectural Profession	Host 1 Women's Day Webinar.  Host 1 Webinar on transformation.	-	Not applicable this quarter
		Youth day Webinar to have meaningful engagement on challenges the youth face in the architectural profession.	Webinar hosted in June 2021.	1 Webinar in June 2021.	Architectural youth webinar	Young Architectural professional Webinar was held on 25 June 2021.
		Publish research on the status of the profession and other relevant issues impacting the profession.	Published of research findings.	1 x research paper published	-	Not applicable this quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
-	<p><b>Achieved</b> Research on fees was undertaken by SACAP and VAs. The report on Benchmarking survey report was published on 9 September 2021.</p> <p>Research survey on SANS training standards was conducted and the report was published on 06 September 2021.</p>	-	Not applicable this quarter.	Publication of the research findings.	<p><b>Achieved</b> Fees survey report was published on the website September 2021.</p> <p>Service Satisfaction Survey results and findings were published on the website on 09 December 2021.</p>
1 engagement	<p><b>Achieved</b> At the President's Forum, SACAP continues to make submissions on the infrastructure procurement bill.</p>	Monitoring & evaluation	<p><b>Not Achieved</b></p> <p><b>Reasons for Deviation</b> The President's Forum did not focus on procurement of built environment professionals. The main focus was on core mandates.</p> <p><b>Remedial action</b> Submission on the procurement bill was submitted. The submission is more focused on compliance with section 217 (2) of the Constitution. In addition, new practices note which focuses better procurement of built environment professionals is being reviewed National Treasurer.</p>	1 engagement	<p><b>Not Achieved</b></p> <p><b>Reasons for Deviation</b> The President's Forum did not take place this quarter.</p> <p><b>Remedial Action</b> The SACAP president will be making a submission at the next President Forum regarding the Code of Good Practice for the Built Environment to fast transformation through procurement in the built environment.</p>
Women's Day webinar	<p><b>Achieved</b> Women's Day webinar was held on 06 August 2021.</p>	-	Not applicable this quarter	Transformation webinar	<p><b>Achieved</b> Transformation webinar was held 26 November 2021.</p>
-	Not applicable this quarter	-	Not applicable this quarter	-	Not applicable this quarter
-	Not applicable this quarter	-	Not applicable this quarter	1 x research paper published on the status of the profession	<p><b>Not Achieved</b></p> <p><b>Reasons for Deviation</b> Due to financial resource constraints, research on the status of the profession was not undertaken.</p> <p><b>Remedial Action</b> Fees survey scheduled for the first quarter of 2022/23 will be comprehensive enough to cover the status of the profession.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 2</b>	Programme 2: Improved leadership position	Facilitate mutual recognition agreement with other countries with the intention of aligning standards to allow international movement of services.	Initiate discussion with African architectural regulatory to set a regional body to facilitate Mutual Recognition Agreement.	Initiate discussions on Mutual Recognition Agreement (MRA) with other architectural regulatory bodies	Engagement and negotiations	<b>Achieved</b> Follow-ups were done with African Architectural regulatory bodies on the proposed African Regulators Forum on the 17 June 2021. Not much progress due to lack of response from other regulatory bodies.
		Introduce lifetime achievement award to registered persons who had significant impact/influence in the built environment and recognition of outstanding excellence and contributions in the advancement of the architectural profession	Implementation of Life time achievement awards in the built environment and architecture	Seeking funding from possible donors to fund the SACAP awards.	-	Not applicable this quarter
		Promote Canberra accord and its benefits to the profession and the public	Promote the benefits Canberra Accord (Yes/No)	Publish 2 articles on the Canberra Accord and its benefits.	-	Not applicable this quarter
		Performance evaluation of Council and Committees	Evaluated Committee and Council members.	Performance review of all Council and Committees.	-	Not applicable this quarter
		Compliance with CBE policy frameworks	Aligned regulations with the CBE policy frameworks.	Alignment of policies of SACAP with policy frameworks and effective corporate governance within the organisation.	-	Not applicable this quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Engagement and negotiations	<b>Achieved</b> Engagement on Mutual Recognition agreements was held with Botswana Architect's registration Council on 13 September 2021. The meeting culminated in both regulators agreeing to draft Terms of Reference and the set-up team to draft Mutual Recognition Agreement.	Engagement and negotiations	<b>Not achieved</b> <b>Reasons for deviation</b> Other regulatory bodies in the region are unresponsive to invitations and follow ups. <b>Remedial Action</b> Continues follow up on invitations to en-gage.	Engagement and negotiations	<b>Achieved</b> On 17-18 March 2022, SACAP attended a conference hosted by Board of Registration of Architects & Quality Surveyors Kenya, which was also attended by Nigeria, Rwanda and Uganda. All countries agreed that there is a need for follow-up engagements for mutual recognition agreement.
Write letters to possible funders to request funding.	<b>Achieved</b> 60 Sponsorship request letters were sent out to potential sponsors on 27 May 2021, out of the 60 letters sent, 7 potential sponsors responded. Regrettably, the replies were negative.	-	Not applicable this quarter	Monitoring & evaluation	<b>Not Achieved</b> <b>Reasons for deviation</b> Inability to obtain sponsorship to set up the awards. <b>Remedial Action</b> The Life time achievement awards in the built environment and architecture will be on hold until funding is secured.
1 x practice note published	<b>Achieved</b> 1 x practice note report was published introducing SACAP as the Canberra secretariat.	-	Not applicable this quarter	1 x practice note published	<b>Achieved</b> A practice note on the Canberra Accord was published on the 4th quarter SACAP newsletter.
-	Not applicable this quarter	-	Not applicable this quarter	Performance review of Council and Committees	-
Monitoring & evaluation	No policy required alignment with the CBE Policy frameworks this quarter.	Monitoring & evaluation	No policy required alignment with the CBE Policy frameworks this quarter	Monitoring & evaluation	No policy required alignment with the CBE Policy frameworks this quarter

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 3</b>	Programme 1: Increased awareness and engagement	Identify all stakeholders, prioritise stakeholders, identify key stakeholder issues and opportunities, outline the strategies, methods of engagement, what information will be disclosed, in what format, put together a program for stakeholder engagement, allocate tasks and responsibilities, and monitoring and evaluation.	Engagement with all stake-holders	Develop strategies, methods of engagement with all stake-holders.	-	Not applicable this quarter
			Effective stakeholder engagement programs.	4 editions of Newsletter and 4 newspaper articles published annually	edition of Newsletter and 1 newspaper article Published per quarter	<b>Achieved</b> Quarterly Newsletter was published. 3 Articles were published on Sustainability handbook.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & evaluation	<p><b>Achieved</b> Stakeholder convention was held on 26 August as mechanism to engage with multiple stakeholders.</p> <p>Digital posters are used to engage the public and registered persons.</p> <p>Webinars are used a mechanism to engage registered persons, voluntary associations, Home Owners Associations, Government Infrastructure Departments, State Owned Entities.</p> <p>Local municipalities were engaged through online meetings and email communication.</p> <p>WhatsApp line used as another mechanism to engage RPs and the Public.</p> <p>A website instant message mechanism has been put in place for all stakeholders.</p> <p>A newsletter is produced quarterly to engage with the stakeholders.</p> <p>Engage RPs through the internal customer relationship management system (YM).</p> <p>Engage schools through courier delivery brochures.</p>	-	Not applicable this quarter	Monitoring & evaluation	<p><b>Achieved</b> Webinars have been identified as a mechanism to engage with stakeholders. On 25 February 2022, a webinar was held to promote registration and the IDoW.</p> <p>Online Roadshows were identified as a mechanism to engage stakeholders. As such, SACAP held online engagements with municipalities to raise concerns of registered persons and to improve compliance and the standard of service.</p> <p>Digital posters have also been identified as a mechanism to engage stakeholders and educate them about the profession.</p> <p>Webinars are used a mechanism to engage registered persons, voluntary associations, Home Owners Associations, Government Infrastructure Departments, State Owned Entities.</p> <p>WhatsApp line used as another mechanism to engage RPs and the Public.</p> <p>A website instant message mechanism has been put in place for all stakeholders.</p> <p>A newsletter is produced quarterly to engage with the stakeholders.</p> <p>Engage RPs through the internal customer relationship management system (YM).</p> <p>Engage schools through courier delivery brochures.</p> <p>Public awareness brochures developed to be distributed to various townships and rural areas.</p>
edition of Newsletter and 1 newspaper article Published per quarter	<p><b>Achieved</b> Quarterly newsletter was finalised and published on 30 September 2021.</p> <p>Stakeholder Engagement press release covered by below publishers;</p> <p>Leading Architecture</p> <p>SA Affordable Housing</p> <p>Data Build (PTY) Ltd</p> <p>Concrete Trends</p> <p>Green economy Media</p> <p>Association of African Exhibition org AAXO</p>	edition of Newsletter and 1 newspaper article Published per quarter	<p><b>Achieved</b> Quarterly Newsletter was published.</p> <p>3 articles published on Sustainability handbook.</p>	edition of Newsletter and 1 newspaper article Published per quarter	<p><b>Achieved</b> Quarterly Newsletter was published.</p> <p>1 coverage by daily nation newspaper in Kenya on 24/3/2022 about status of the profession in South Africa.</p>

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 3</b>	Programme 1: Increased awareness and engagement	Identify all stakeholders, prioritise stakeholders, identify key stakeholder issues and opportunities, outline the strategies, methods of engagement, what information will be disclosed, in what format, put together a program for stakeholder engagement, allocate tasks and responsibilities, and monitoring and evaluation.	Update social media accounts as per content received (Excluding public holidays, weekends and holiday periods)	Provided regular content updates to SACAP social media platforms.  30 tweets and 30 Facebook Messages	7 updates on SACAP social media accounts	<b>Achieved</b> 16 updates on social media accounts for the quarter.
			Number of SACAP print Products distributed	7 of SACAP print  Products distributed  3 banners  1 Annual Report	1 Brochure	<b>Achieved</b> Online public awareness brochures were developed.
			Create YouTube Content	4 x Video published	1 x Video	<b>Achieved</b> 1x public awareness video on categories of registration published.
			Stakeholders Convention	1 x Convention	-	Not applicable this quarter





Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
7 updates on SACAP social media accounts	<b>Achieved</b> 22 updates on social media accounts for the quarter.	8 updates on SACAP social media accounts	<b>Achieved</b> 17 updates on social media accounts for the quarter.	8 updates on SACAP social media accounts	<b>Achieved</b> 15 updates on social media accounts for the quarter.
1 Brochure 1 Flyers 3 banners	<b>Not Achieved</b> <b>Reasons for deviation</b> The planned banners were to be developed for stakeholder convention, Banners were not procured due to stakeholder convention going fully online, visual banners were developed for the site and hubilo platform. Flyers and brochures were not developed due to inability to attend expos to distribute flyers, because of Covid-19 regulations. <b>Remedial action</b> Career guide/ career awareness flyers will be developed on the 3rd quarter and distributed to schools through a courier.	1x Flyers 1x Brochure 1x annual report printing	<b>Achieved</b> 1 x Career guide awareness brochure developed. 1 x annual report published. 1 x Flyer not achieved. Due to Covid-19 regulations we do not attend exhibitions to distribute flyers. Flyers will be developed once we continue attending live exhibitions to distribute.	1 x Flyers 1 x Brochure	<b>Partially Achieved</b> 1 x production of Career guide awareness brochure. 1 x Flyer not achieved. <b>Reasons for deviation</b> Due to Covid-19 regulations we do not attend exhibitions to distribute flyers. <b>Remedial action</b> Flyers will be developed once we continue attending live exhibitions to distribute
1 x Video	<b>Achieved</b> Videos were developed for Stakeholder convention and uploaded on SACAP YouTube channel.	1 x Video	<b>Achieved</b> 1x public awareness video on requirements to study architecture at accredited ALS was published.	1 x Video	<b>Achieved</b> 1x public awareness video on IDoW and application for Limited Special Dispensation (LSD) published
1 x Convention	<b>Achieved</b> Stakeholder Convention was held on the 26 August 2021	-	Not applicable this quarter	Monitoring and evaluation of the recommendations.	<b>Achieved</b> Post Stakeholder Convention event report was prepared with key actions that must be implemented.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 3</b>	Programme 1: Increased awareness and engagement	Engage Department of Small Business Development/ Small Enterprise Development Agency (SEDA) on developmental support of registered persons.	Ongoing engagement	Engagement with SEDA about their offerings such as incubation, mentorship, business training and financial training for registered persons.	Monitoring & evaluation	<b>Achieved</b> SEDA stakeholder engagement meeting on training offerings for women -14 May 2021  In progress to conduct survey on SEDA offerings
		Established MOU between SACAP and CSIR	Established? (Yes/No)	Implementation of the MoU	-	Not applicable this quarter
		Established MOU between SACAP and NHRBC	Established? (Yes/No)	Engagement with the NHRBC on possible areas of collaboration.	-	Not applicable this quarter
		Engagement with Government departments responsible infrastructure projects	Engagement with Government departments responsible infrastructure projects on all standards and regulations.	Communicate with Government departments responsible infrastructure projects about all regulations for the profession. E.g., IDoW/ Guideline Fees/Code of Conduct	-	Not applicable this quarter
		Engagement between SACAP and Local Municipalities	Continues engagement between SACAP and Local Authorities.	Ongoing engagement with local Municipalities on registration, standard of drawings and issues affecting registered persons.	Monitoring & evaluation	<b>Achieved</b> Below municipalities were engaged during the quarter on issues affecting registered persons.  Kriel Municipality, Lesedi Local Municipality, City of Johannesburg, Ekurhuleni Municipality, KwaDukuza Municipality, Govan Mbeki Municipality and SALGA.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & evaluation	<b>Achieved</b> There were SEDA engagement on 05 August and 16 August to present their offerings at Women's month webinar.	Monitoring & evaluation	<b>Achieved</b> There was engagement with SEDA on 06/12.	Monitoring & evaluation	<b>Not Achieved</b> <b>Reasons for deviations</b> No engagement with SEDA was conducted during the quarter. <b>Remedial Action</b> All SEDA offerings have been shared with registered persons and registered persons were advised to visit SEDA branches to take advantage of the offerings. Based on the above, there is no need for action from SACAP henceforth.
Monitoring & evaluation	<b>Achieved</b> The collaboration between SACAP and CSIR has resulted in a PHD being undertaken on demographics in the profession. The proposal for the PHD was approved and research will commence in due course.	Monitoring & evaluation	<b>Achieved</b> The PHD was approved and research has commenced. Dr Peta has been given permission to use SACAP database for the research.  SACAP issued her with a letter of introduction her to all heads of architectural schools and their contacts. As well as contacts of Voluntary Associations.	Monitoring & evaluation	<b>Achieved</b> A meeting was arranged with Peta to give an update on the progress of the research.
Discussions about areas of collaboration with the NHBRC	<b>Not achieved</b> <b>Reasons for deviation</b> Areas of collaboration were provided to NHBRC; however, we have not received a reply. Follow up on the proposed partnership with NHBRC was done, but a reply was not received. <b>Remedial action</b> Follow up with the NHBRC.	Monitoring & evaluation	<b>Achieved</b> There has been regular communication with NHBRC to schedule partnership meeting. Meeting has been confirmed for January 13.	Monitoring & evaluation	<b>Achieved</b> Engagement with NHBRC was held on 13 January 2022. However, no progress has been achieved.
Monitoring & evaluation	<b>Achieved</b> Stakeholder engagement with Department of human settlement was done on 07 July to initiate a MoU formal relationship. SACAP shared the IDoW and SACAP ten Competencies with the Department. We are still waiting for the Department to revert back to us.	-	Not applicable this quarter	Monitoring & evaluation	<b>Achieved</b> Webinar engagement with Government infrastructure department was conducted on IDoW, Privy seal and Registration.  Engagement on 07 February 2022 with Department of Cooperative Governance and Traditional Affairs about architectural competitions.
Monitoring & evaluation	<b>Achieved</b> Below is the list of all municipalities that were engaged during the quarter on issues affecting registered persons.  City of Johannesburg Benoni Municipality Stellenbosch Municipality Kouga Municipality Nelson Mandela Bay Municipality Benoni Ekurhuleni Municipality.	Monitoring & evaluation	<b>Achieved</b> Below is the list of all municipalities that were engaged during the quarter on issues affecting registered persons  Cape Agulhas Municipality City of Johannesburg	Monitoring & evaluation	<b>Achieved</b> Online Roadshow shows conducted with:  City of Johannesburg City of Ekurhuleni  City of Ethekwini  City of Tshwane  Kouga Municipality  EDumbe Local Municipality

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
<b>IMPACT 3</b>	Programme 3: VAs assisting in the promoting the profession and the SACAPS mandate.	Review of the framework for recognition of Voluntary Associations	Reviewed framework for recognition of Voluntary Associations board notice.	Publication & Gazetting of the new Framework. Approval of applications that comply with the requirements.	-	Not applicable this quarter
		Partnership with VAs to undertake Guideline Professional Fees survey.	Partnership entered into on specific issues in the architectural profession.	Joint guideline professional fees survey for the architectural profession.	Monitoring & evaluation	<b>Achieved</b> Benchmarking fees survey was conducted in partnership with VAs through Leading Edge service provider.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
<p>Consultation with VA on the proposed requirements for recognition. Publication of the board notice.</p>	<p><b>Achieved</b> Consultation with VAs on proposed requirements for recognition was done and all comments and suggestions were duly considered on the final board notice. The final board notice has been published.</p>	<p>Invitation to all VAs to apply for recognition, assessment of all applications and recognise VA that comply.</p>	<p><b>Achieved</b> All VAs were invited to renew the recognition.</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> All VAs application for recognition renewal were assessed and VAs that meet requirements for recognition Council approved their recognition, follow ups are done with the VAs that did not meet requirements</p>
<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> Benchmarking fees survey report was completed in July. The data was analysed and draft guideline professional fees were done. Currently, the draft has been sent to VAs for consultation.</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> Guideline professional fees were published on 26 November 2021. This was done following a joint guideline professional fees survey.</p>	<p>Monitoring &amp; evaluation</p>	<p><b>Achieved</b> Engagement to conduct the benchmarking survey for 22/23 have been done with the service provider.</p>

## REGISTRATIONS 2021/22

All applicants are registered in a candidate registration category. This category is determined by the NQF level of the recognised architectural qualification that the applicant holds.

Once registered, all candidates must complete a pre-determined period of internship. During this period of internship, candidates are required to submit Monthly Training Records, that must be verified and signed off by the Candidate’s Mentor.

Candidates are also required to write and pass the Professional Practice Examination before being upgraded to a Professional registration category.

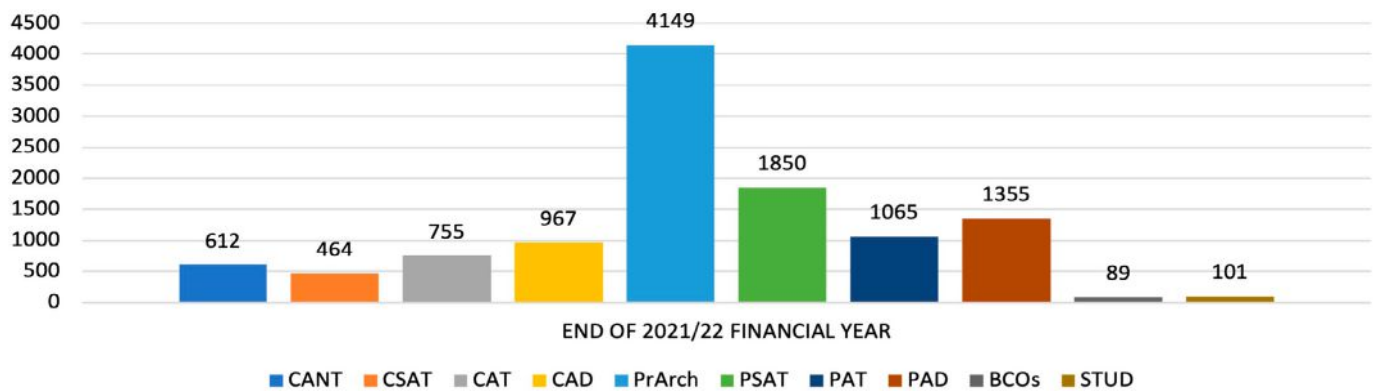
The registrations for the 2020/21 Financial Year are reflected in the following tables and graphs.

### CUMULATIVE TOTAL OF REGISTERED PERSONS

At the end of the financial year, the database reflected the following number of registered persons:

Registration Category		End of 2021/2022 Financial Year
Candidate Architect	CANT	612
Candidate Senior Architectural Technologist	CSAT	464
Candidate Architectural Technologist	CAT	755
Candidate Architectural Draughtsperson	CAD	967
Professional Architect	PrArch	4149
Professional Senior Architectural Technologist	PSAT	1850
Professional Architectural Technologist	PAT	1065
Professional Architectural Draughtsperson	PAD	1355
Building Control Officers	BCOs	89
Students	STUD	101
<b>TOTAL</b>		<b>11407</b>

Cumulative total of registered persons

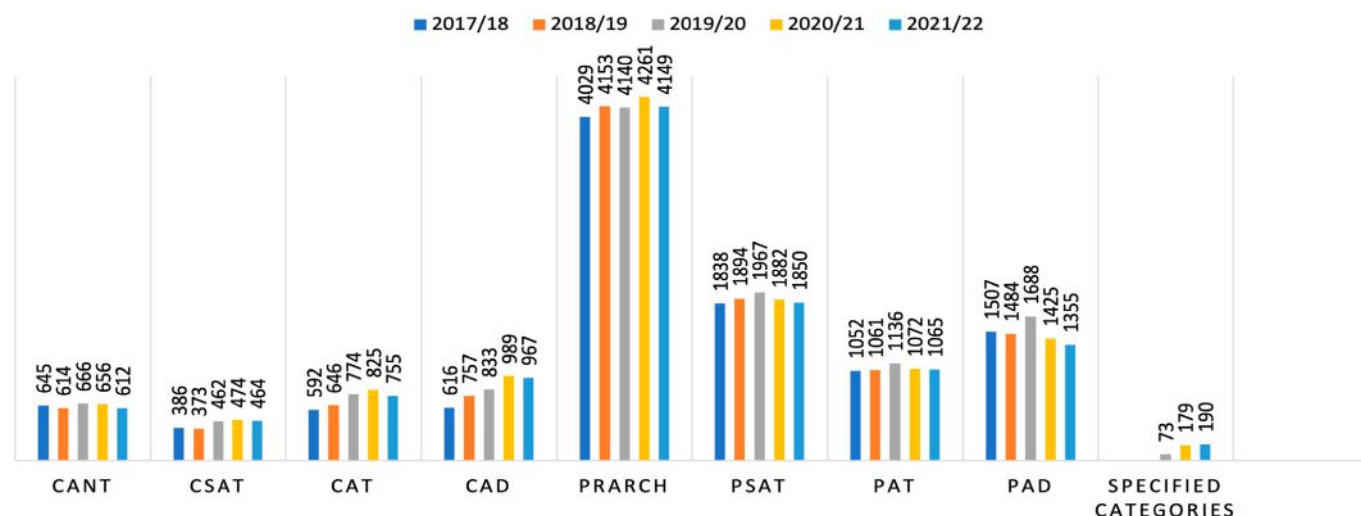




**Comparison of the total number of registered persons over the past five years**

Category		2016/17	2017/18	2018/19	2019/20	2020/21
Candidate Architect	CANT	582	645	614	666	612
Candidate Senior Architectural Technologist	CSAT	329	386	373	462	464
Candidate Architectural Technologist	CAT	562	592	646	774	755
Candidate Architectural Draughtsperson	CAD	518	616	757	833	967
Professional Architect	PrArch	3859	4029	4153	4140	4149
Professional Senior Architectural Technologist	PSAT	1744	1838	1894	1967	1850
Professional Architectural Technologist	PAT	986	1052	1061	1136	1065
Professional Architectural Draughtsperson	PAD	1408	1507	1484	1688	1355
Specified Categories	BCO's and Students				73	89
<b>TOTAL</b>	<b>TOTAL</b>	<b>9988</b>	<b>10665</b>	<b>10982</b>	<b>11739</b>	<b>11407</b>

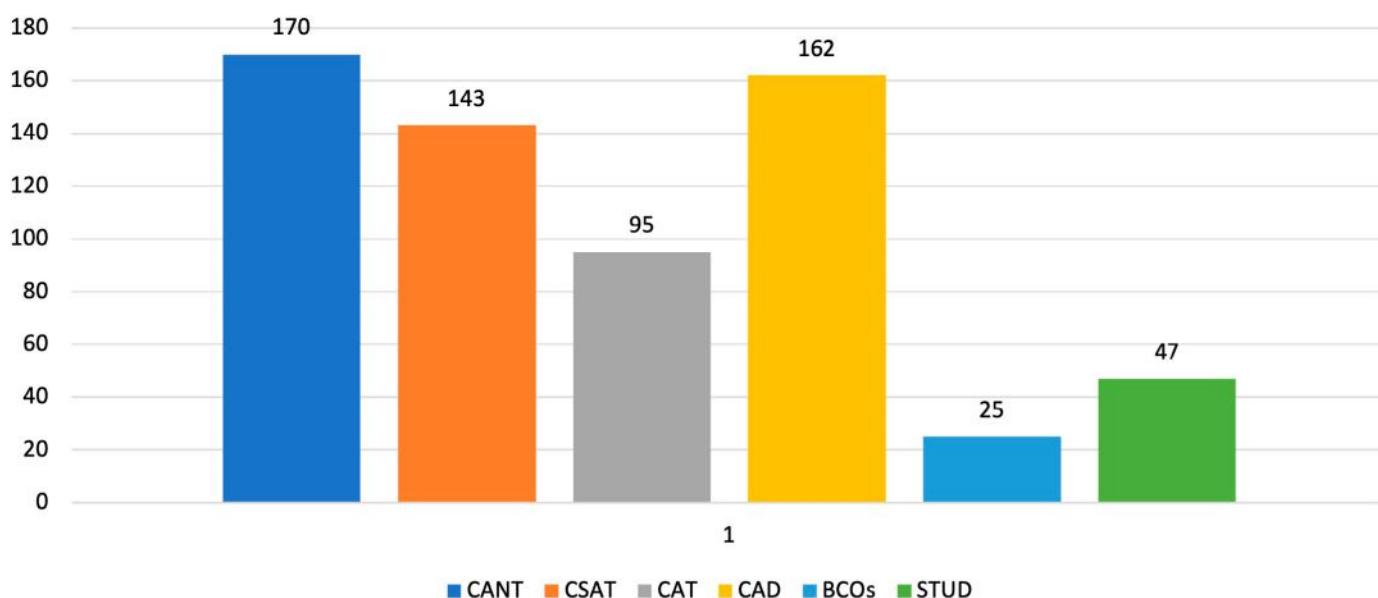
**Comparison over the last 5 years**



**New candidates registered during 2020/21**

Category		2021/22
Candidate Architect	CANT	170
Candidate Senior Architectural Technologist	CSAT	143
Candidate Architectural Technologist	CAT	89
Candidate Architectural Draughtsperson	CAD	157
Building Control Officers	BCOs	47
Students	STUD	33
<b>TOTAL</b>		<b>642</b>

**New candidates registered during 2021/22**



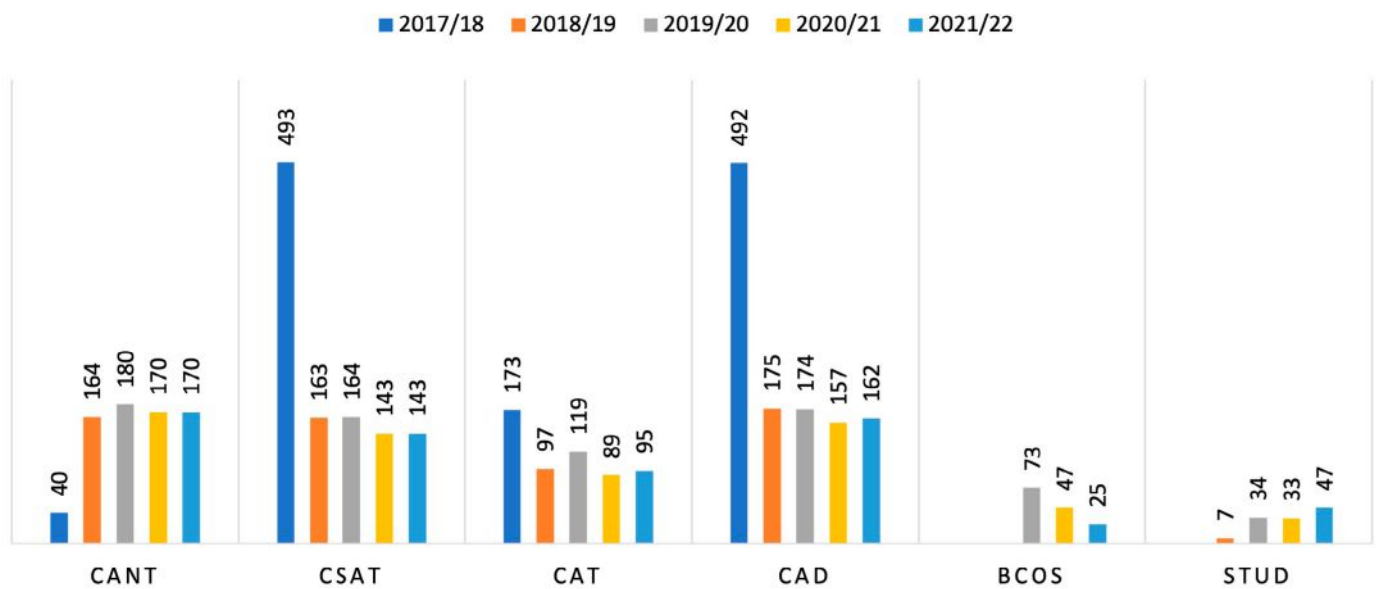




Comparison of new registrations over the past five years

Category		2018/19	2019/20	2020/21	2021/22
Candidate Architect	CANT	164	180	170	170
Candidate Senior Architectural Technologist	CSAT	163	164	143	143
Candidate Architectural Technologist	CAT	97	119	95	95
Candidate Architectural Draughtsperson	CAD	175	174	162	162
Building Control Officers	BCOs		73	25	25
Students	STUD	7	34	47	47
<b>TOTAL</b>		<b>606</b>	<b>744</b>	<b>639</b>	<b>642</b>

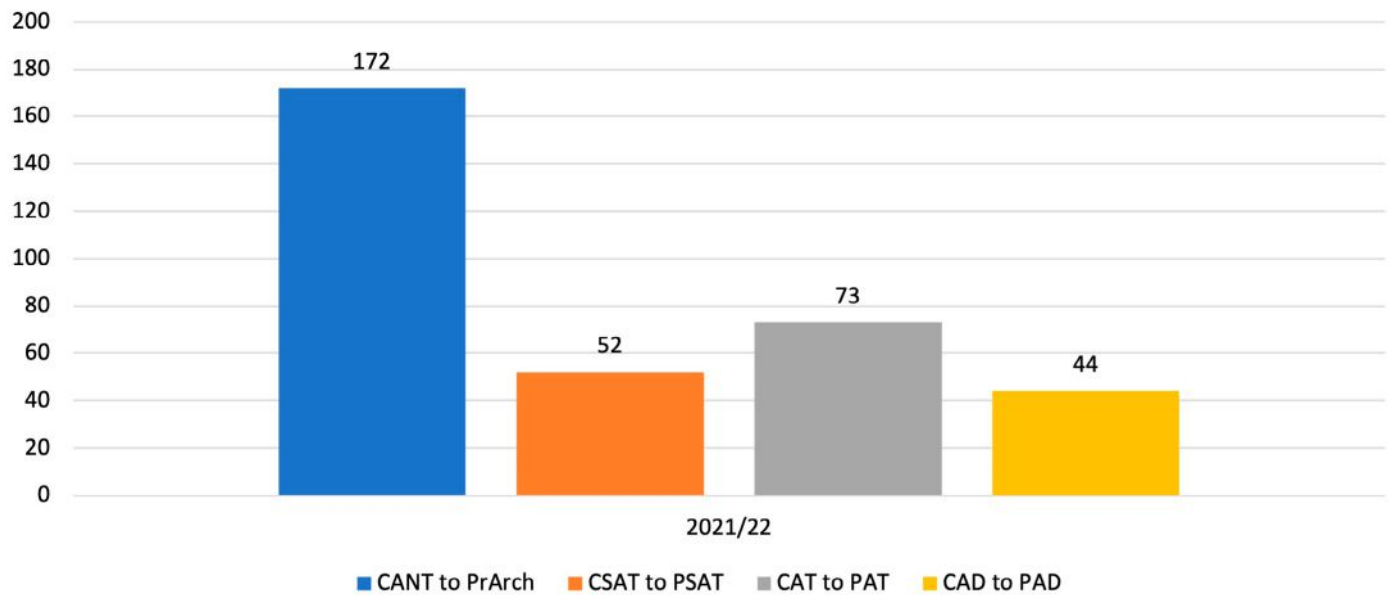
Comparison of new registrations over the past five years



**APPLICANTS UPGRADED AFTER COMPLETION OF CANDIDACY AND PASSING THE PPE DURING 2021/22**

Category		2021/22
Candidate Architect to Professional Architect	CANT to PrArch	172
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	52
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	73
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	44
<b>TOTAL</b>		<b>341</b>

**Upgrades after passing the PPE**

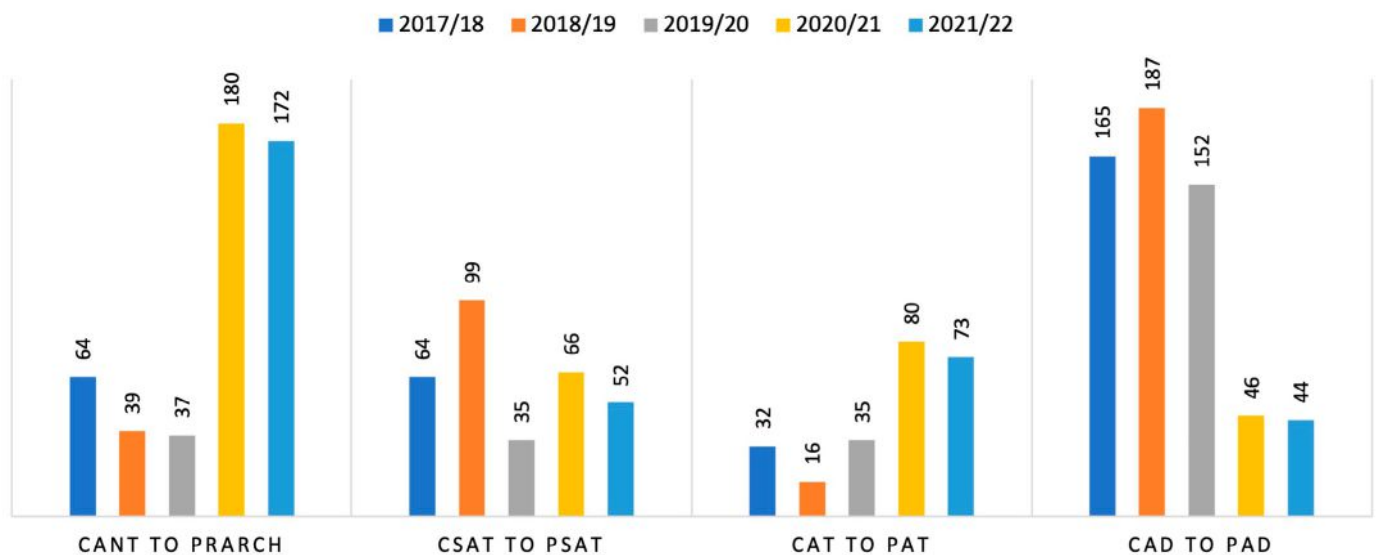




**Comparison of upgraded after completing candidacy and passing the PPE over the past five years**

Category		2017/18	2018/19	2019/20	2020/21	2021/22
Candidate Architect to Professional Architect	CANT to PrArch	64	39	37	180	172
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	64	99	35	66	52
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	32	16	35	80	73
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	165	187	152	46	44
<b>TOTAL</b>		<b>325</b>	<b>341</b>	<b>259</b>	<b>372</b>	<b>341</b>

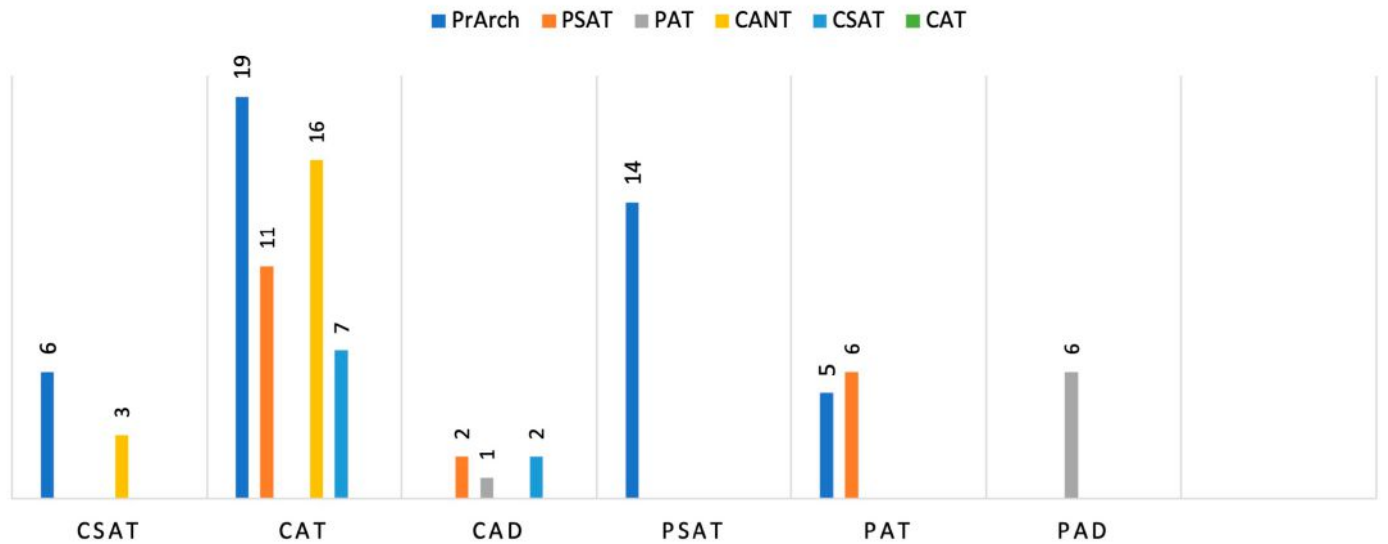
**Upgraded over past 5 years after completing candidacy and passing PPE**



**Upgrades in 2021/22 after applicant obtained a further architectural qualification**

Original Registration Category		Category Upgraded To						TOTAL
		Professional Architect	Professional Senior Architectural Technologist	Professional Architectural Technologist	Candidate Architect	Candidate Senior Architectural Technologist	Candidate Architectural Technologist	
		PrArch	PSAT	PAT	CANT	CSAT	CAT	
Candidate Senior Architectural Technologist	CSAT	6			3			9
Candidate Architectural Technologist	CAT	19	11		16	7		53
Candidate Architectural Draughtsperson	CAD		2	1		2		5
Professional Senior Architectural Technologist	PSAT	14						14
Professional Architectural Technologist	PAT	5	6					11
Professional Architectural Draughtsperson	PAD			6				6
<b>TOTAL</b>		<b>44</b>	<b>19</b>	<b>7</b>	<b>19</b>	<b>9</b>		<b>98</b>

**Upgrades after obtaining a further architectural qualification**



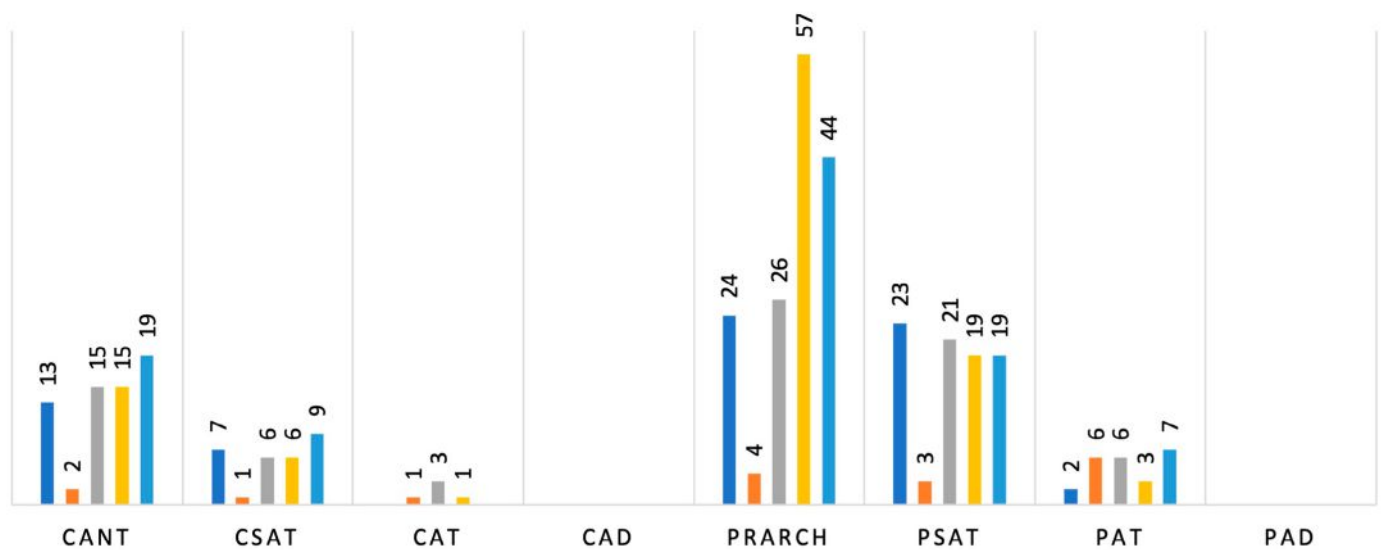


**Comparison of upgrades after obtaining a further architectural qualification, over the last five years**

Category		2017/18	2018/19	2019/20	2020/21	2021/22
Candidate Architect	CANT	13	2	15	15	19
Candidate Senior Architectural Technologist	CSAT	7	1	6	6	9
Candidate Architectural Technologist	CAT		1	3	1	
Candidate Architectural Draughtsperson	CAD					
Professional Architect	PrArch	24	4	26	57	44
Professional Senior Architectural Technologist	PSAT	23	3	21	19	19
Professional Architectural Technologist	PAT	2	6	6	3	7
Professional Architectural Draughtsperson	PAD					
<b>TOTAL</b>		<b>69</b>	<b>17</b>	<b>77</b>	<b>101</b>	<b>98</b>

**Comparison of upgrades after obtaining a further architectural qualification**

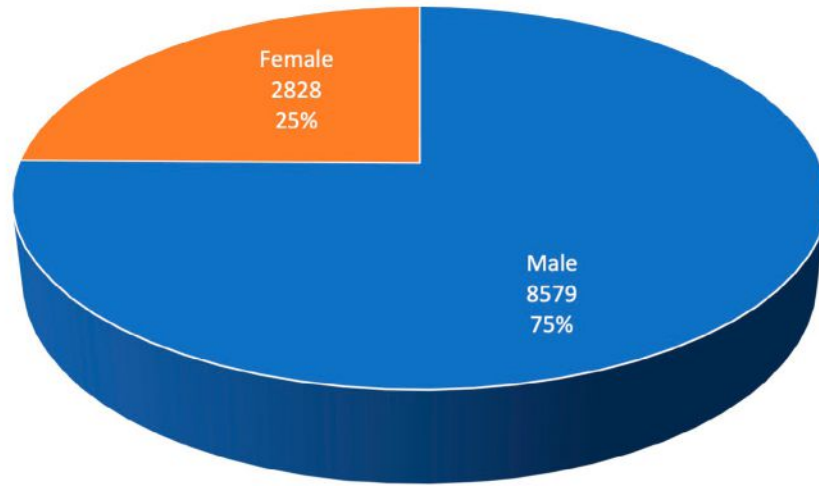
■ 2017/18 ■ 2018/19 ■ 2019/20 ■ 2020/21 ■ 2021/22



**GENDER**

**Gender representation of the SACAP Database**

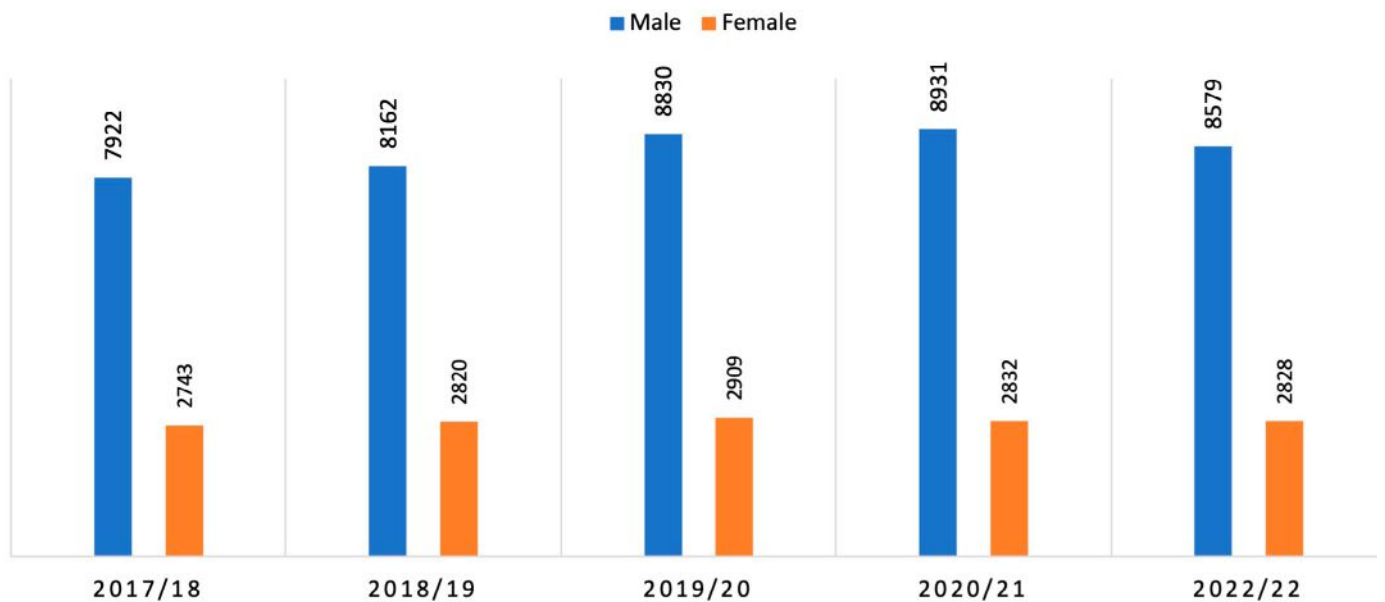
Gender	Total
Male	8579
Female	2828
<b>TOTAL</b>	<b>11407</b>



**Gender representation of the database over the past five years**

Financial Year	Male	Female	TOTAL
2017/18	7922	2743	10665
2018/19	8162	2820	10982
2019/20	8830	2909	11739
2020/21	8931	2832	11763
2021/22	8579	2828	11407

**Gender representation over the past five years**

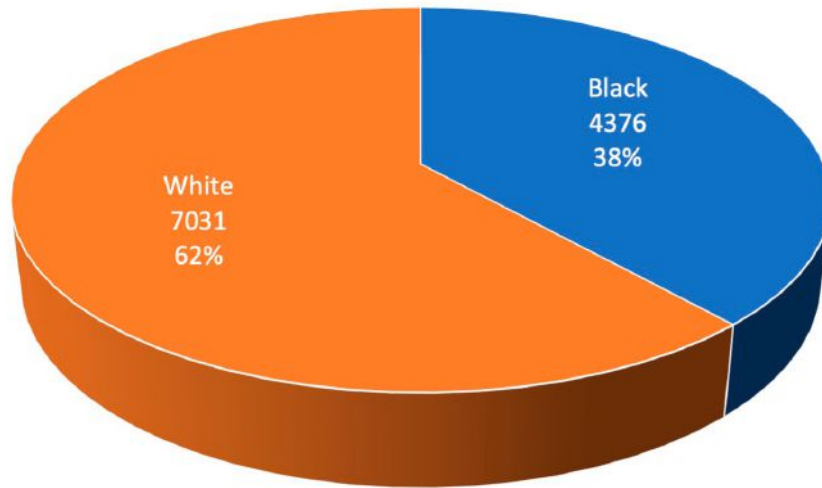




## RACE

### Representation by Race of the SACAP Database

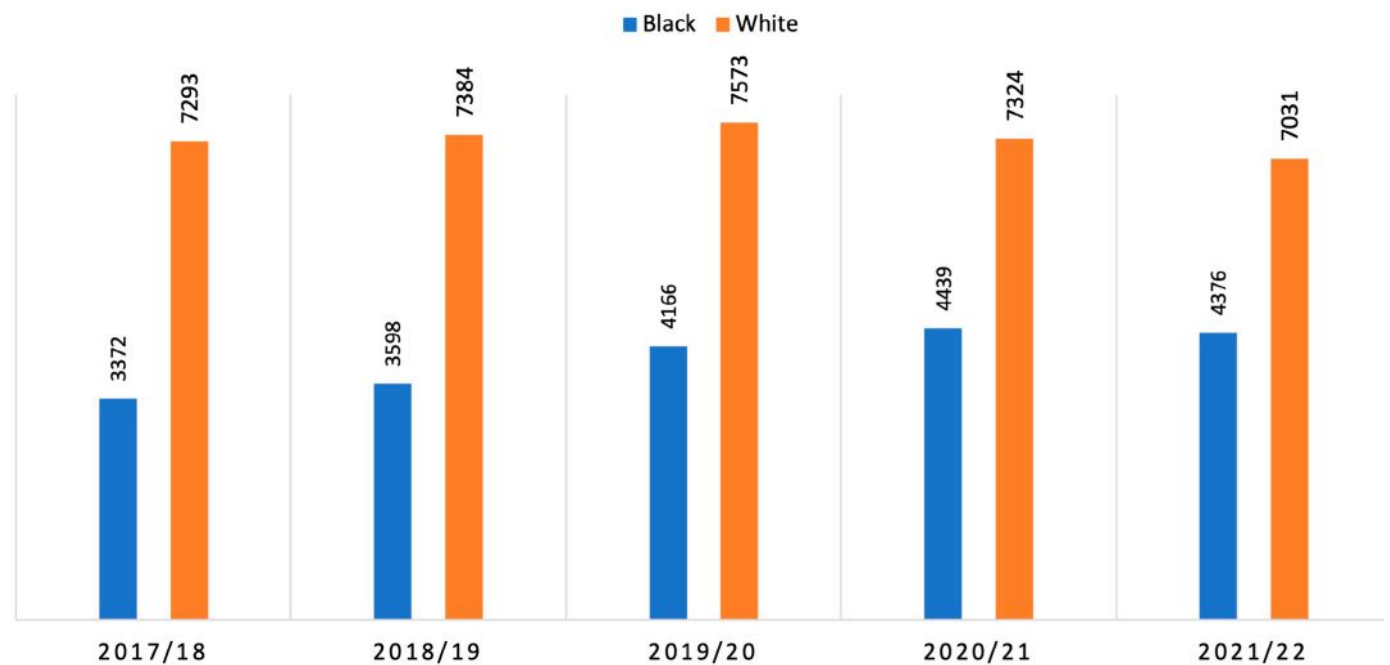
Race	TOTAL
Black	4376
White	7031
<b>TOTAL</b>	<b>11407</b>



### Representation by race over the past five years

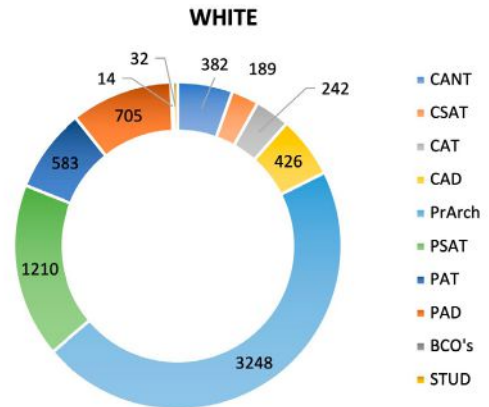
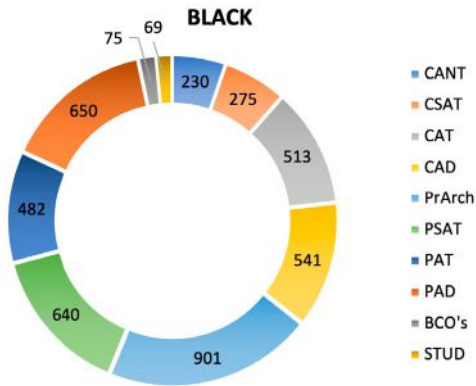
Race	2017/18	2018/19	2019/20	2020/21	2021/22
Black	3372	3598	4166	4439	4376
White	7293	7384	7573	7324	7031
<b>TOTAL</b>	<b>10665</b>	<b>10982</b>	<b>11739</b>	<b>11763</b>	<b>11407</b>

### Representation by race over the past five years



**Racial representation, by registration category, for 2020/21**

Category		BLACK	WHITE	TOTAL
Candidate Architect	CANT	230	382	612
Candidate Senior Architectural Technologist	CSAT	275	189	464
Candidate Architectural Technologist	CAT	513	242	755
Candidate Architectural Draughtsperson	CAD	541	426	967
Professional Architect	PrArch	901	3248	4149
Professional Senior Architectural Technologist	PSAT	640	1210	1850
Professional Architectural Technologist	PAT	482	583	1065
Professional Architectural Draughtsperson	PAD	650	705	1355
Building Control Officers	BCO's	75	14	89
Students	STUD	69	32	101
<b>TOTAL</b>		<b>4376</b>	<b>7031</b>	<b>11407</b>





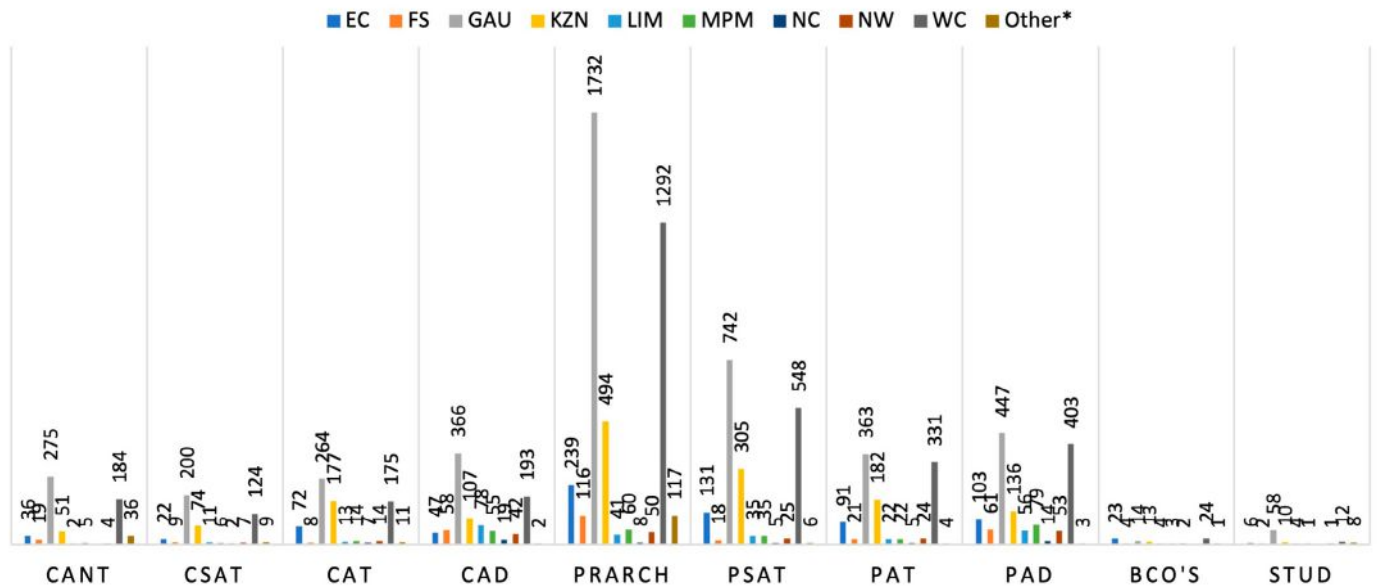


## REGISTERED PERSONS PER PROVINCE

CATEGORY	Candidate Architect	Candidate Senior Architectural Technologist	Candidate Architectural Technologist	Candidate Architectural Draughtsperson	Professional Architect	Professional Senior Architectural Technologist	Professional Architectural Technologist	Professional Architectural Draughtsperson	Building Control Officers	Students	TOTAL
	CANT	CSAT	CAT	CAD	PrArch	PSAT	PAT	PAD	BCO's	STUD	
EC	36	22	72	47	239	131	91	103	23	6	770
FS	19	9	8	58	116	18	21	61	4	2	316
GAU	275	200	264	366	1732	742	363	447	14	58	4461
KZN	51	74	177	107	494	305	182	136	13	10	1549
LIM	2	11	13	78	41	35	22	56	4	4	266
MPM	5	6	14	55	60	35	22	79	3	1	280
NC		2	7	19	8	5	5	14	2		62
NW	4	7	14	42	50	25	24	53		1	220
WC	184	124	175	193	1292	548	331	403	24	12	3286
Other*	36	9	11	2	117	6	4	3	1	8	197
<b>TOTAL</b>	<b>612</b>	<b>464</b>	<b>755</b>	<b>967</b>	<b>4 149</b>	<b>1 850</b>	<b>1 065</b>	<b>1 355</b>	<b>88</b>	<b>102</b>	<b>11 407</b>

\* Other: Registered persons residing/practicing outside of South Africa

### Registered persons per province

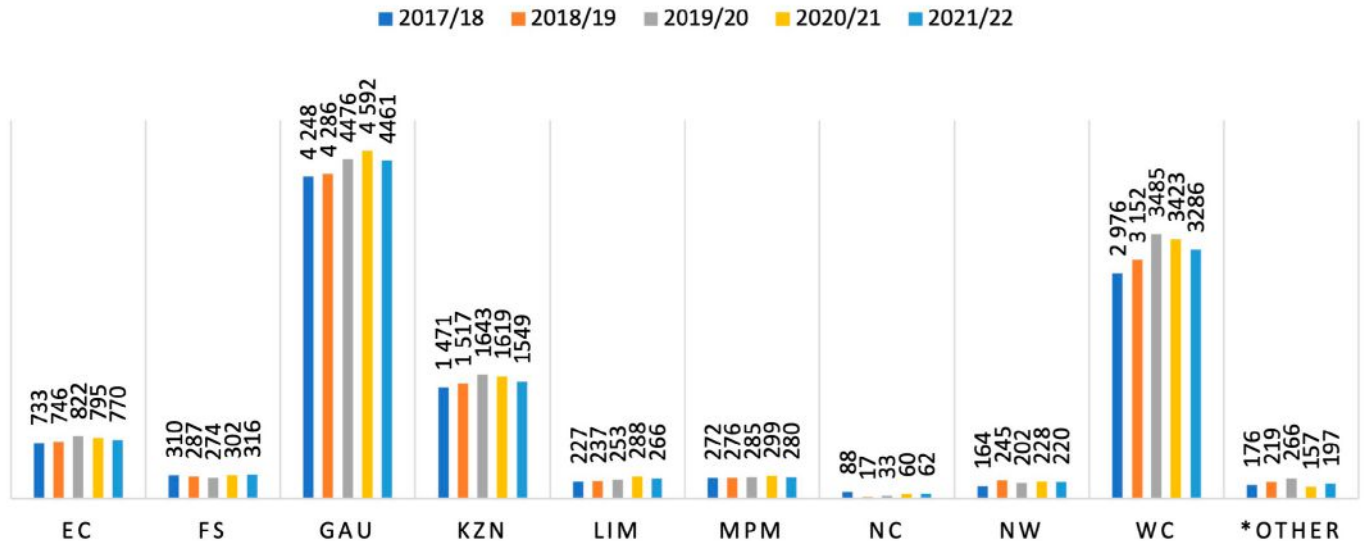


**Registered persons by province over the last five years**

	2017/18	2018/19	2019/20	2020/21	2021/22
EC	733	746	822	795	770
FS	310	287	274	302	316
GAU	4 248	4 286	4476	4 592	4461
KZN	1 471	1 517	1643	1619	1549
LIM	227	237	253	288	266
MPM	272	276	285	299	280
NC	88	17	33	60	62
NW	164	245	202	228	220
WC	2 976	3 152	3485	3423	3286
*Other	176	219	266	157	197
<b>TOTAL</b>	<b>10 665</b>	<b>10 982</b>	<b>11 739</b>	<b>11 763</b>	<b>11407</b>

\* Other: Registered persons residing/practicing outside of South Africa

**Registered persons by province over the last five years**





## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The aim of CPD is to ensure that Registered Professionals continuously develop their skills. CPD is compulsory for all Registered Professionals in all categories of professional registration. Candidates are not required to undertake CPD, as they still submit monthly training records (MTRs).

The date of renewal of registration is determined by the Registered Professional's date of registration or re-registration.

As a result of Covid-19, the Council gave all Registered Professionals who had to renew their registration in 2021 an additional 12 months to comply with the CPD conditions for the renewal of registration to obtain and claim their CPD points.

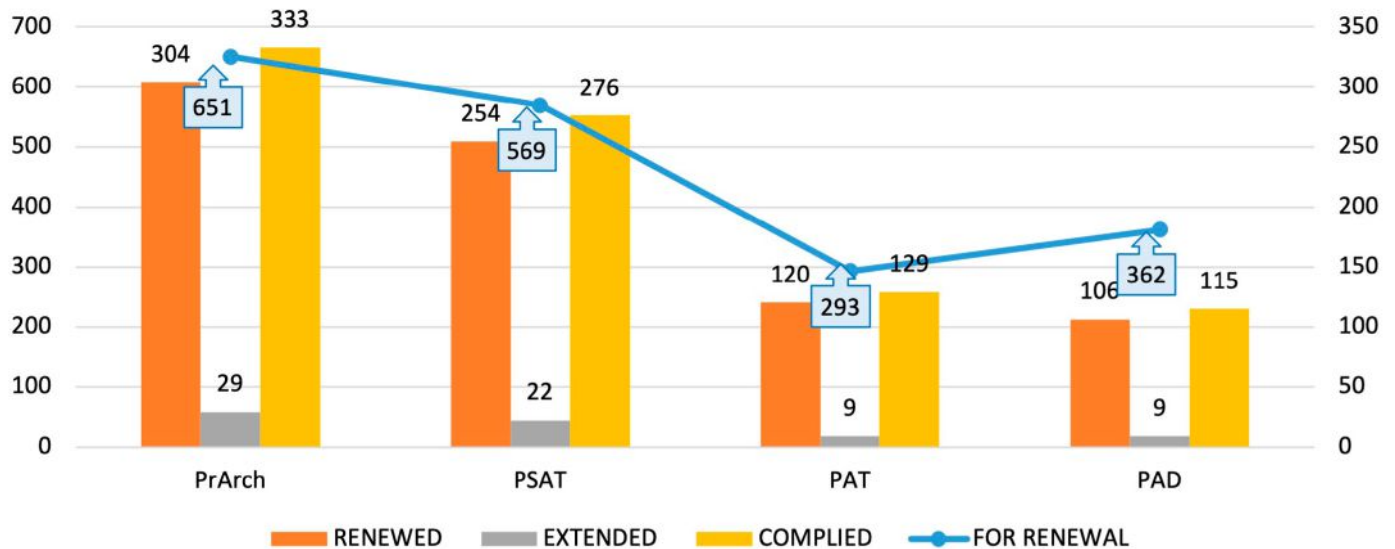
A total of **1875** Registered Professionals were due for renewal of the registration by January 2021, in terms of the CPD conditions.

Renewal of registration in terms of CPD Conditions

### RENEWAL OF REGISTRATION IN TERMS OF CPD CONDITIONS

Category		For Renewal	Renewed	Extended	Complied
Professional Architect	PrArch	651	304	29	333
Professional Senior Architectural Technologist	PSAT	569	254	22	276
Professional Architectural Technologist	PAT	293	120	9	129
Professional Architectural Draughtsperson	PAD	362	106	9	115
<b>TOTAL</b>		<b>1875</b>	<b>784</b>	<b>69</b>	<b>853</b>

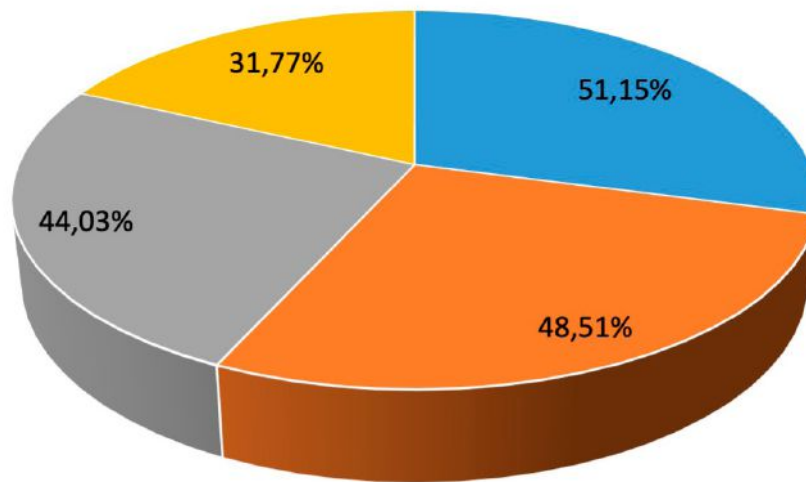
#### Cpd - 2021 renewal of registration



**Percentage compliance**

Category		Percentage Compliance
Professional Architect	PrArch	51.15%
Professional Senior Architectural Technologist	PSAT	48.51%
Professional Architectural Technologist	PAT	44.03%
Professional Architectural Draughtsperson	PAD	31.77%
<b>TOTAL</b>		<b>45.49%</b>

**CPD compliance**





## RECOGNITION OF PRIOR LEARNING (RPL)

The purpose of RPL is to assess previously acquired skills, knowledge, and experience and provide an opportunity for a registered professional to articulate to the next level of professional registration. Therefore, with sufficient experience in architecture, a registered professional can articulate to the highest category of registration.

It is important to note that the RPL programme allows access to a higher category of registration and not an academic qualification. Therefore, RPL recognises prior learning experience and it is expected to unlock more lucrative work opportunities.

### ASSESSMENT PROCESS

The RPL programme has been designed as a two-phase process. Before accessing the first online self-assessment phase, the Registered Professionals must apply for an assessment and receive an acknowledgment from SACAP that their application has been evaluated and accepted.

The successful applicant then has to provide information from five completed projects that demonstrate they meet the minimum standards in 10 different architectural outcome areas.

If eligible, the Registered Professional will then gain access to Phase 2: Authentication. This will require the submission of a portfolio of evidence for the projects they submitted in the self-assessment phase. An assessment panel reviews this portfolio.

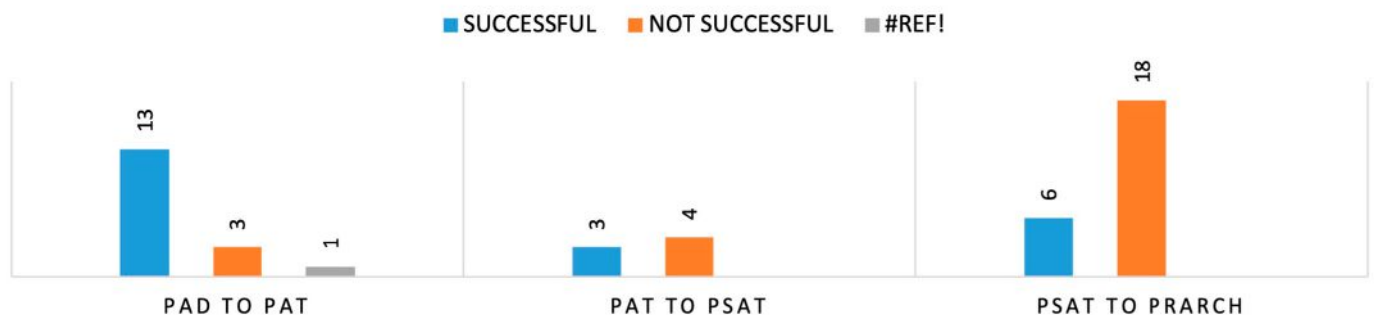
### ASSESSMENTS COMPLETED DURING 2021/22

A total of 47 RPL assessments were finalized during the 2021/22 financial year.

22 Of the Applicants were successful and could apply for an upgrade to the next registration category and 25 were not successful.

Registration category	Successful	Not successful	Total
PAD to PAT	13	3	16
PAT to PSAT	3	4	7
PSAT to PrArch	6	18	24
<b>TOTAL</b>	<b>22</b>	<b>25</b>	<b>47</b>

### RPL assessments



## ACCREDITATION ARCHITECTURAL LEARNING SITES (ALS)

### 11 ALSs ARE ACCREDITED BY A VALIDATION BOARD EVERY FIVE YEARS

The Council is enjoined by section 13 (a) of the Architectural Profession Act subject to sections 5 and 7 of the Higher Education Act to undertake educational visits to ALSs and either conditionally or unconditionally grant, refuse or withdraw accreditation to such Institutions. There are currently 11 public SACAP-accredited ALSs around the country. The Council is mandated to assess the quality and relevance of all architectural qualifications offered by each ALS, on a rotating basis, within a five-year cycle. Such qualifications enable architectural candidacy, and eventual professional registration and practice.

#### Professional Practice Examination (PPE)

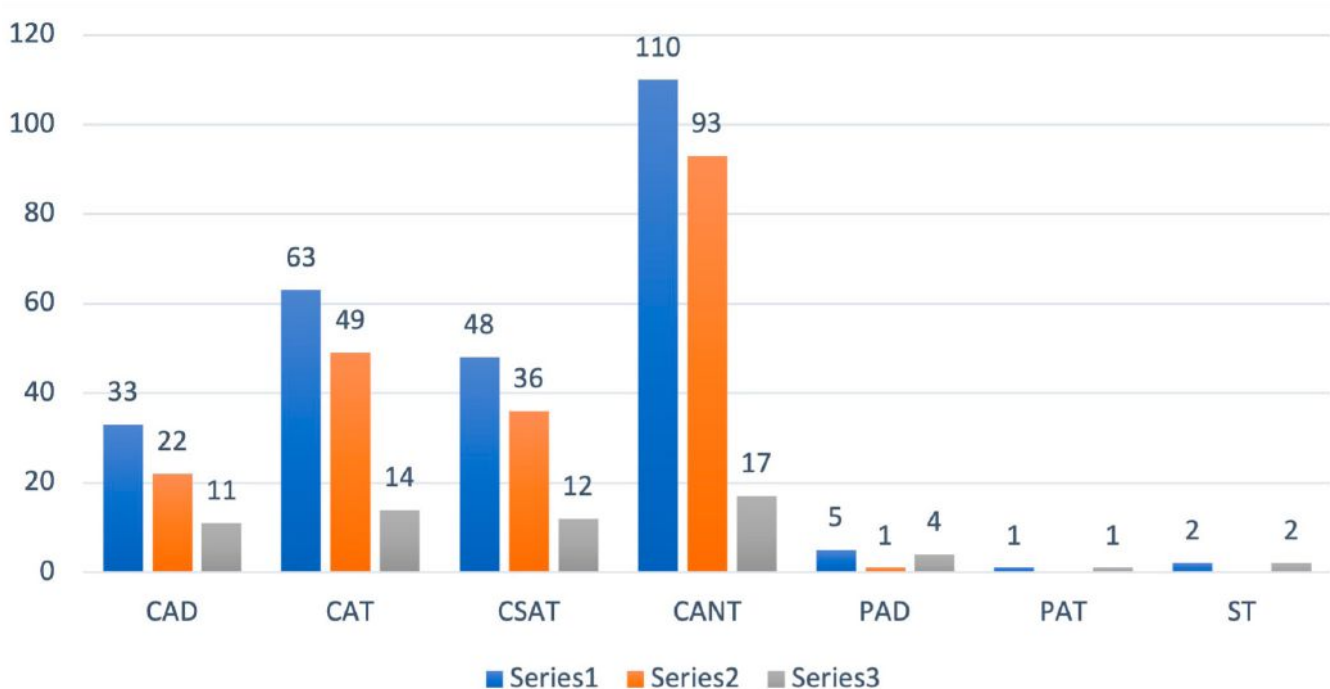
A Candidate can only apply to write the PPE if he/she has completed the full period of required recognised practical experience. This implies that the Candidate must adhere to the following conditions before he/she will be allowed to write the PPE: Candidates must have been registered for the following number of months: A minimum of two years for persons registered as Candidate Architects, Candidate Senior Architectural Technologists and Candidate Architectural Technologists. Ensure that a minimum of 24 Monthly Training Records (MTRs) are uploaded from the date of registration. Candidates are also required to obtain a minimum of 400 value units during the period of practical training.

A minimum of three years for persons registered as Candidate Architectural Draughtspersons. Ensure that a minimum of 36 Monthly Training Records (MTRs) are uploaded from the date of registration. Candidates are also required to obtain a minimum of 400 value units during the period of practical training.

SACAP took the PPE online to allow the opportunity for candidates to write anywhere in the country without the requirements to travel. The first PPE for 2021 was written in May 2021. There was a total of 262 candidates who wrote, of these candidates 201 passed and 61 failed the PPE.

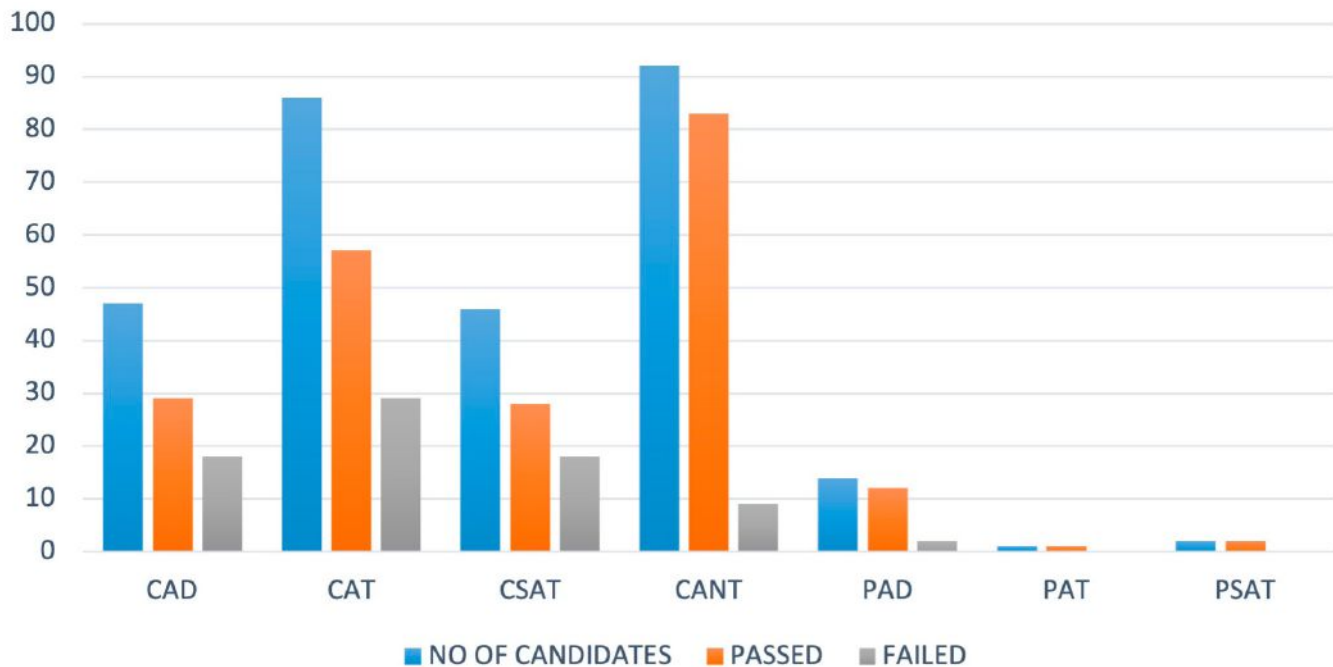
The October 2021 PPE saw 288 candidates who wrote. Of the 288 who wrote the PPE, 212 passed and 76. The statics are as per the below tables:

#### May 2021 PPE pass /failure rate per Category of Registration





### October 2021 PPE pass / failure rate per Category of Registration



SACAP validated the INSCAPE Education Group's Higher Certificate in Architectural Technology (NQF5) in 2021/22. The INSCAPE campuses that received unconditional conditioned validation were: INSCAPE Pretoria, INSCAPE Midrand, INSCAPE Durban, and INSCAPE Cape Town. The only campus that still needs to be validated is INSCAPE Stellenbosch, which is scheduled for June 2022.

### The Private Institution, The School of Explorative Architecture (SEA) and their pre-validation visit

In March 2022 SACAP conducted a pre-validation visit for The School of Explorative Architecture (SEA). Their programme, the Bachelor of Architecture will start in April 2022 and SACAP's role in the process was to give guidance to SEA before offering the programme.

### The Private Institution programmes supported in 2021/22

The Box Learning Studio: Higher Certificate in Architectural Technology, NQF 5:120 Canberra Accord

### About The Canberra Accord on Architectural Education

Signed in April 2008, the Canberra Accord is a multilateral agreement between organizations with established systems for the accreditation of architecture education programs that have been agreed as substantially equivalent. It is intended to facilitate the international mobility of graduates in architecture and the portability of educational credentials between signatory domains, and contribute to improving architecture education through benchmarking. Visit [www.canberraaccord.org](http://www.canberraaccord.org) for more information.

In May 2017, SACAP became a signatory of the Canberra Accord, this signatory status is for five (5) years and will be reviewed in the year 2022. The Canberra Accord recognises the substantial equivalency of accreditation/validation systems in the architectural education of its Signatories.

"Substantial" equivalency identifies a programme as comparable in educational outcomes in all significant aspects, and indicates that it provides an educational experience meeting acceptable standards, even though such program/me may differ in format or method of delivery. The Canberra Accord is intended to facilitate the portability of educational credentials between the countries whose accreditation/validation agencies signed the Accord.

The current signatory countries include: Canada, China, The Commonwealth Association of Architects, Hong Kong, Japan, Korea, Mexico and the USA. Provisional Members are: The Fundacion para el Conocimiento MADRI+D (FMID) and UNESCO-UIA Validation System for Architectural Education.

SACAP has taken over the responsibilities of the CA secretariat. The secretariat appointed by SACAP is Dr Judith Omo-Aromokudu who is responsible for the following activities in support of the Accord:

- Facilitate all meetings, including General and Interim Meetings and conference calls.
- Maintain a record of the deliberations and decisions made at General and Interim Meetings and conference calls.
- Facilitate and record exchanges of information between signatory systems.
- Maintain the Accord website.

- Undertake periodic evaluations and analyses of the conditions, criteria, and procedures used by signatory systems.
- Undertake periodic analyses of the effect of the Accord on the profession within signatory systems.
- Advise signatory systems and others as to the policies and procedures to be adopted to give effect to the terms of the Accord.
- Advocacy and promotion of the Accord for the recognition, by regulators of architects, of the professional degree qualifications covered by the Accord.
- Facilitate the process of new accreditation systems applying for provisional status in the Accord and proceeding to signatory status.
- Manage the Accord budget, including calculating and collecting subscriptions and any other charges due from each signatory, and providing audited annual accounts.
- Provide reports for General and Interim Meetings summarizing the activities of the secretariat since the preceding meeting of the Accord signatories.

### VALIDATION BOARD ACCREDITATION VISITS

There were 6 validation visits and 1 pre-validation visit for 2021/2022. Below is the list of ALSs' that were accredited.

Date of Validation Board	Institution	Qualification accredited	Type of validation
03-04 May 2021 31 August 2021 01 September 2021 02 September 2021	INSCAPE Pretoria INSCAPE Cape Town INSCAPE Midrand INSCAPE Durban	1. Higher Certificate in Architectural Technology	Unconditional continued validation
06-08 September 2021	University of Cape Town (UCT)	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies [BAS (Hons)] 3. Master of Architecture (Professional) (M. Arch)	Unconditional continued validation
18-20 October 2021	University of the Witwatersrand	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies [BAS (Hons)] 3. Master of Architecture (Professional) (M. Arch)	Unconditional continued validation
03 March 2022	School of Explorative Architecture	1. Bachelor of Architecture	Pre-validation visit





## IDENTIFICATION OF WORK (IDOW)

Section 26 of the Act read with section 20 of the Council for the Built Environment (CBE) Act enjoins the SACAP and the CBE to determine the IDoW. Following extensive consultation with registered persons, Voluntary Associations, CBE, and the Competition Commission, the IDoW was published in a government gazette on 30 April 2021.

The IDoW was scheduled to come to effect on 01 May 2022. The 5th terms Council took heed of many calls from registered professionals to extend the effective date of the IDoW. Accordingly, the 5th term Council extended the effective date of the IDoW by six (6) months period. After the expiry of the six months period on 31 October 2022, the transitional provisions shall no longer be applicable.

## GUIDELINES PROFESSIONAL FEES

Section 34 of the Act mandates the Council annually, after consultation with the voluntary associations, to determine guideline professional fees and publish them in the Gazette. The guideline professional fees for 2021 were published in the gazette on 26 November 2021 under Board Notice 172 of 2021.

## VOLUNTARY ASSOCIATIONS (VAS)

VAs are independent organizations that promote and protect the interests of their members. They have an essential role to play in the profession, amongst other things, the implementation of CPD, in that they can accredit and offer Category One CPD activities.

SACAP determines, subject to section 25 of Architectural profession Act 44 of 2000, the requirements with which a voluntary association must comply to qualify for recognition by the council.

According to the Architectural profession Act 44 of 2000 section 25 (4), A certificate of recognition is valid for a period of five years from the date issued. Therefore, the recognition of the Voluntary Association that complied with board notice 86 of 2016 has lapsed, and therefore a new board notice 129 of 2021 which repealed the old board notice was published on the government gazette on 08 October 2021.

The application for recognition is in line with requirements for recognition and maintenance of recognition of a voluntary association in terms of section 25, read with section 14(d), of the architectural profession act were open. The SACAP approved the recognition of 11 Voluntary associations that complied with requirements for recognition as per board notice 129 of 2021:

### RECOGNISED VOLUNTARY ASSOCIATIONS (VAS)

SACAP recognises the following Voluntary Associations according to the VA framework.

<b>BKIA</b>	SAIA Border Kei, Border Kei region of SAIA
<b>FACE</b>	Freedom Architecture Consulting Empowerment
<b>GIFA</b>	Gauteng Institute for Architecture, a region of SAIA
<b>IID</b>	The African Institute of Interior Design Professions
<b>KZNIA</b>	Kwazulu-Natal Institute for Architecture
<b>PIA</b>	Pretoria Institute for Architecture, a region of SAIA
<b>SAIA-FS</b>	Free State Institute of Architects
<b>SAIAT</b>	The South African Institute of Architectural Technologist
<b>SAIBD</b>	South African Institute of Building Design
<b>SAID</b>	South African Institute of Draughting NPC
<b>SAIA-MP</b>	Mpumalanga Region of the South African Institute of Architects

Extension has been provided to VAs that did not comply with the requirements for recognition as per board notice 129 of 2021 to submit the outstanding report:

<b>CIFA</b>	The Cape Institute for architecture, CIFA, a region of SAIA (the South African Institute of Architects)
<b>SAIA</b>	South African Institute of Architects
<b>SAIA-ECSAIA</b>	Eastern Cape, Eastern Cape region of SAIA
<b>SAIA-L</b>	Limpopo Region of the South African Institute of Architects

## LEGAL, COMPLIANCE, AND COMPLAINTS

The Architectural Professions Act 44 of 2000, enjoins the South African Council for the Architectural Profession to take any steps it considers necessary for the protection of the public in their dealings with Registered Persons and to take any steps it considers necessary, where, as a result of architectural related undertakings, public health and safety is prejudiced. The objective is to maintain the integrity and enhancement of the status of the architectural profession.

To that end, complaints of improper conduct against Registered Persons are lodged by aggrieved members of the public in an Affidavit form, under oath or affirmation. Additionally, in cases where the Council has reasonable grounds to suspect that a Registered Person has committed an act which may render him or her guilty of improper conduct, the Council has powers to initiate and investigate such a complaint.

The Investigating Committee has been delegated by Council to investigate all complaints of improper conduct and to obtain evidence to determine whether or not a Registered Person may be charged with improper conduct for contravention of the Code of Conduct.

Below are the annual complaints of improper conduct that served before the Investigating Committee and subsequent actions against Registered Persons. Furthermore, we set out below complaints against unregistered persons which were referred to the South African Police Services for Investigation and Prosecution.

### 1st Quarter Complaints of Improper

1.	Number of complaints investigated	33
2.	Complaints referred for further information	03
3.	Number of complaints dismissed due to lack of evidence of improper conduct	04
4.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	24
5.	Number of complaints referred to the South African Policy Services	9
6.	Plea of guilt and settlement agreements	10
7.	Number matters referred to the Disciplinary Tribunal	14

### COMPLAINTS DISMISSED

The Investigating Committee dismissed 3 complaints of improper conduct mainly due to a lack of evidence of improper conduct and 1 complaint was dismissed due to a lack of jurisdiction to deal with the complaint.

### COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

Furthermore, the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against 28 Registered Persons. The charges are as follows:

- a. making changes on the works without the approval of the client;
- b. Undertook to perform professional work without entering into a written agreement with the client setting all the requirements set out in Rule 4.1 (a) – (i) of the Code of Conduct.
- c. Entering into a professional relationship or association with a person who is not a registered person or a registered professional of a closely allied profession without the permission of the Council.
- d. Failure to attend to the referrals from the local authority and make corrections within a reasonable time.
- e. Failure to submit drawings to the local authority for approval.
- f. Failure to notify the Council within 30 days of establishing an architectural practice.
- g. Failure to perform architectural work for a client within a reasonable time.
- h. Failure to adequately communicate with the client regarding architectural work undertaken.
- i. Performing architectural work for the public during the period the registration is suspended/cancelled.
- j. Failure to perform architectural work under the direction, control and/or continual supervision of a registered professional entitled to perform such work and who must assume responsibility for any such work performed by the candidate.
- k. Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.
- l. Recommended to a client to commence with the erection of a building without the approval of the local authority.
- m. Failure to ensure that the practice name is in accordance with the registration category of the registered principal of the practice.
- n. Failure to regularly undertake continuing professional development activities in order to ensure that they keep up to date with developments in the practice of architecture and to enhance and maintain their professional expertise and competence.
- o. Failure to supervise the works of the contractor as per the appointment.



- p. Unauthorised use of a registered principal's registration number to submit applications to the local authority for approval.
- q. Leasing a title block and providing professional indemnity insurance details to an unregistered persons to submit drawings to the local authority for approval.
- r. Unauthorised use of another registered professional architectural work. (Copy rights infringement)

### COMPLAINANT REFERRED TO THE SOUTH AFRICAN POLICE SERVICES

There were 9 complaints against unregistered persons. In the main, the complaints relate to performing architectural without a license. The complaints were referred to the South African Police Services for further investigation and prosecution.

#### 2nd Quarter Complaints of Improper

1.	Number of complaints investigated	30
2.	Number of complaints referred for reinvestigation	06
3.	Number of complaints dismissed due to lack of evidence of improper conduct	03
4.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	14
5.	Plea of guilt and settlement agreements	11
6.	Matters referred to the Disciplinary Tribunal for adjudication	10
7.	Number of complaints referred to the South African Policy Services	13

### COMPLAINTS DISMISSED

The Investigating Committee dismissed 3 complaints mainly due to lack of evidence of improper conduct and 1 complaint was dismissed due to the fact that the Registered Person passed away.

### NATURE OF CHARGES AGAINST REGISTERED PERSONS

- a) Entering into a professional relationship or association with a person who is not a registered person or a registered professional of a closely allied profession without the permission of Council.
- b) Performing architectural work for the public during the period that the registration is suspended/cancelled.
- c) Failure to adequately communicate with the client regarding architectural work undertaken.
- d) Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.
- e) Undertook to perform professional work without entering into a written agreement with the client setting all the requirements set out in Rule 4.1 (a) – (i).
- f) Failure to perform architectural work for a client within a reasonable time.
- g) Recommended to the client to commence with the erection of a building without the approval of the local authority.
- h) Failure to charge a client in accordance with the agreed project fees.
- i) Failure to adequately supervise to supervise the work of the contract in that a registered failed to ensure that the contractor attends to the repairs which required on two apartments.
- j) A registered person giving out his registration number to a family to design and submit building plan applications to the local authority for approval.
- k) Failure to attend to the amendments on the drawings as request by the local authority.
- l) Failure to submit drawings to the local authority for approval.
- m) Unauthorised use of another registered professional architectural work.
- n) Failure to attend to the referrals from the local authority within a reasonable time.
- o) Failure to perform as per the appointment by the client.
- p) Failure to set out terms of appointment in writing prior to undertaking architectural work. (Written agreement)
- q) A Registered person deliberately misrepresented information to the client regarding the submission of the building plan application to the local authority.
- r) Failure to notify the Council within 30 days about the establishing an architectural practice.
- s) An employee of an architectural practice unlawfully gained access to the principal of the practice's server during the time he was no longer an employee and deleted architectural work from the server before leaving the practise, and took some of the clients.

### COMPLAINANT REFERRED TO THE SOUTH AFRICAN POLICE SERVICES

There were 13 complaints against unregistered persons. In the main, the complaints relate to performing architectural without a license or without being registered. The complaints were referred to the South African Police Services for further investigation and prosecution.

### DISCIPLINARY TRIBUNALS

10 matters were adjudicated at the Disciplinary Tribunal during the 2nd quarter.

#### 3rd Quarter Complaints of Improper

1.	Number of complaints investigated	27
2.	Complaints referred for reinvestigation	01
3.	Matter held in abeyance due to outstanding information from the whistle blower	01
4.	Number of complaints dismissed due to lack of evidence of improper conduct	04
5.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	21
6.	Plea of guilt and settlement agreements	9 + (2 from the second quarter) = 11
7.	Outstanding Disciplinary Tribunal matters	0
8.	Number of complaints referred to the South African Policy Services	12

### COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

The charges relate to the following indiscretions:

- Undertook to perform professional work without entering into a written agreement with the client setting all the requirements set out in Rule 4.1 (a) – (i) of the Code of Conduct.
- Entering into a professional relationship or association with a person who is not a registered person or a registered professional of a closely allied profession without the permission of the Council.
- Failure to submit drawings to the local authority for approval.
- Failure to notify the Council within 30 days of establishing an architectural practice.
- Failure to adequately communicate with the client regarding architectural work undertaken.
- Performing architectural work for the public during the period the registration is suspended/cancelled.
- Failure to perform architectural work under the direction, control and/or continual supervision of a registered professional entitled to perform such work and who must assume responsibility for any such work performed by the candidate.
- Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.
- Recommended to a client to commence with the erection of a building without the approval of the local authority.
- Failure to ensure that the practice name is accordance with the registration category of the registered principal of the practice.
- Failure to perform principal agent obligations as set out the JBCC.
- Failure to perform architectural work with due skill and diligence.
- Failure to promote architectural services in truthful and responsible manner.
- Failure to attend to all municipal referral within a reasonable time.
- Failure to regularly undertake continuing professional development activities in order to ensure that he or she keeps up to date with developments in the practice of architecture and to enhance and to maintain his professional expertise and competence.

### COMPLAINANT REFERRED TO THE SOUTH AFRICAN POLICE SERVICES

There were 12 complaints against unregistered persons. In the main, the complaints relate to performing architectural without a license. The complaints were referred to the South African Police Services for further investigation and prosecution. Nature of the complaints relate to:

- An unregistered person deliberately misrepresented himself to the client regarding his registration status.
- An unregistered person being awarded an tender at the University of Technology to provide architectural services.
- An unregistered person advertising architectural services on Facebook and other social media platforms.
- An unregistered person appointed as the Principal Agent on the project that is funded by W&RSETA to the tune of R 146,9 m.



## DISCIPLINARY TRIBUNALS

There were no matters adjudicated by the disciplinary tribunal during.

### 4th Quarter Complaints of Improper

1.	Number of complaints investigated	27
2.	Complaints referred for further information	0
3.	Number of complaints dismissed due to lack of evidence of improper conduct.	3
4.	Number of Complaints held in abeyance	3
5.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	21
6.	Plea of guilt and settlement agreements	8
7.	Number matters adjudicated by the Disciplinary Tribunal.	12
8.	Number of complaints referred to the South African Policy Services	13

## COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

The charges are as follows:

- a. Undertook to perform professional work without entering into a written agreement with the client setting all the requirements set out in Rule 4.1 (a) – (i) of the Code of Conduct.
- b. Entering into a professional relationship or association with a person who is not a registered person or a registered professional of a closely allied profession without the permission of the Council.
- c. Failure to submit drawings to the local authority for approval.
- d. Failure to notify the Council about the practice within 30 days of establishing the architectural practice.
- e. Failure to adequately communicate with the client regarding architectural work undertaken.
- f. Performing architectural work for the public during the period in which the registration is suspended/cancelled.
- g. Failure to perform architectural work under the direction, control and/or continual supervision of a registered professional entitled to perform such work and who must assume responsibility for any such work performed by the candidate.
- h. Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.
- i. Recommended to a client to commence with the erection of a building without the approval of the local authority.
- j. Failure to ensure that the practice name is in accordance with the registration category of the registered principal of the practice.
- k. Failure to perform architectural work with due skill and diligence.
- l. Failure to promote architectural services in truthful and responsible manner.
- m. Failure to attend to all municipal referral within a reasonable time.
- n. Failure to declare potential business interests to the client which may raise doubts about the integrity and impartiality of the registered professional as an independent professional.
- a. Failure to construct the building in accordance to National Building Regulations and standard Act.
- b. Failure to submit documents to town planning office to obtain occupational certificate.
- c. Failure to sign or otherwise identify as the bona fide original author of a building plan.
- d. Provided misleading information to a member of public.

## COMPLAINANT REFERRED TO THE SOUTH AFRICAN POLICE SERVICES

There were 13 complaints against unregistered persons. In the main, the complaints relate to performing architectural without a license. The complaints were referred to the South African Police Services for further investigation and prosecution. Nature of the complaints relate to:

- a. An unregistered person deliberately misrepresented himself to the client regarding his registration status.
- b. An unregistered person advertising architectural services on Facebook and other social media platforms.
- c. An unregistered person advising a member of public to commence with erecting a building with approved plans.
- d. An unregistered person unlawfully used a registered professional registration number to submit building plans.

## DISCIPLINARY TRIBUNALS

12 matters were adjudicated at the Disciplinary Tribunal during the 4th quarter.



# **PART C**

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## Governance



## INTRODUCTION

Corporate governance embodies processes and systems by which public entities are directed, controlled, and held to account. In addition to legislative requirements based on the Architectural Professions Act, corporate governance is applied in tandem with the principles contained in the King Report on Corporate Governance.

This Annual Report focuses on qualitative and quantitative activities arising in 2021/21 that are material to SACAP's business operations and strategic objectives. Materiality was determined through extensive consultation with stakeholders, and by taking into consideration, SACAP's core objectives and how its value chain operates. SACAP is mandated within six months from the close of each financial year, provide the CBE with a report regarding its activities during that financial year.

## EXECUTIVE AUTHORITY

The Minister of the Department of Public Works & Infrastructure is responsible for the appointment of SACAP Council members. The Council is responsible for the regulation of the profession. The CBE is responsible to ensure that there is a uniform application of norms and guidelines set by Councils and to ensure consistency on the application of policy within the built environment.

## COMPOSITION OF THE COUNCIL

The Council is appointed in terms of Section 3 of the Act, and it comprises of seven registered persons, excluding candidates, of which at least four must actively practice in the architectural profession, two professionals in the service of the State nominated by any sphere of government, of whom at least one must be nominated by the department; and two members of the public nominated through a public participation process.

## THE ROLE OF THE COUNCIL

Council sets the overall strategic direction for the organization.

## THE COUNCIL CHARTER AND COMMITTEE FUNCTIONING GUIDELINES

The purpose of this Charter is to provide an overview of the SACAP Council's composition, role, responsibilities, meeting procedures, remuneration, and other related matters. In addition, the Council has Committee functioning guidelines that provide an overview of the composition of Committees, roles, meeting procedures, and other related requirements. Furthermore, Council has developed a Code of Conduct, whose purpose is to provide a framework to regulate the behaviour of members of the Council and other persons appointed to SACAP Committees by the Council in a way that supports SACAP's Vision, Mission, and Objectives.

Composition of the Council					
Name	Designation (In terms of the public entity Board Structure)	Date appointed	Qualifications	Other committees or task teams (e.g.: Audit Committee/ Ministerial Task Team)	Number of meetings attended
Mr Charles Ntsindiso Nduku	President	April 2019	M.Arch, B.Arch, BAS	Professional Fees Committee, Transformation Committee, Recognition of Prior Learning	31
Ms Letsabisa Shongwe n̄e Lerotholi	Vice President Chairperson: Professional Fees and stakeholder Relations from 2021	April 2019	M. Arch, B.Tech Arch, N.Dip Arch	Professional Fees Committee, Registration Committee, Recognition of Prior Learning, Stakeholder Relations Committee Transformation Committee	33
Mr Lufuno Nematswerani	Chairperson: Remuneration Committee (REMCO)	April 2019	MBA, Post Graduate Diploma in management, Hons Degree in Human Resources Development	Audit and Risk Committee, Investigating Committee, Social & Ethics Committee	25
Mr Kevin Bingham	Chairperson: Education Committee (EdCom) and Recognition of Prior Learning (RPL)	April 2019	M.Arch	RPL Assessment and Heads of Schools	25
Ms Mandisa Pepeta- Daki	Chairperson: Investigating Committee and Transformation committee from 2021	April 2019	N.Dip Arch	Continuous Professional Development (CPD) RPL Committee. Stakeholder Relations Committee	30
Mr Mohammed Mohidien	Chairperson: Registration Committee	April 2019		Identification of Works (IDoW), RPL Committee	29
Mr Rowan Graham Nicholls		April 2019	B.Comm. CA(SA) CIA Computer Audit Qualification – NACCA	Audit and Risk Committee (ARC), REMCO Committee	21
Mr Vusi Phailane	Chairperson: IDoW Committee	April 2019	M.Arch, B.Arch, BAS	REMCO, Investigating Committee RPL Committee	35
Dr Sitsabo Dlamini	Chairperson: Continuous Professional Development	April 2019	MSc in International Construction Management, PhD in Political Economics	Education Committee, RPL Committee	22





## FIFTH TERM COUNCIL



**MR CHARLES NTSINDISO NDUKU**  
**PRESIDENT**  
M.Arch, B. Arch, BAS  
Active 2019-2021



**MS LETSABISA SHONGWE NÉE LEROTHOLI**  
**VICE PRESIDENT**  
M. ARCH, B.TECH ARCH, N.DIP ARCH  
**Chairperson: Guidelines Professional Fees Committee, and Stakeholder Relations Committee** Active 2019-2021



**DR SITSABO DLAMINI**  
MSc in International Construction Management, PhD in Political Economics,  
**Chairperson: Continuous Professional Development** Active 2019-2023



**MR LUFUNO NEMATSWERANI**  
MBA, Post Graduate Diploma in Management, Hons Degree in Human Resources Development  
**Chairperson: Remuneration Committee (REMCO)**  
Active 2019-2023



**MR KEVIN BINGHAM**  
M.Arch, B.Arch, BAS  
**Chairperson: Education Committee (EdCom) and Recognition of Prior Learning (RPL)**  
Active 2019-2023



**MS MANDISA PEPETA- DAKI**  
N.Dip Arch  
**Chairperson: Investigating Committee and Transformation committee**  
Active 2021-2023



**MR MOHAMMED MOHIDIEN:**  
**Chairperson: Registration Committee**  
Active 2019-2023



**MR ROWAN GRAHAM NICHOLLS:**  
B.Comm. CA(SA) CIA Computer, Audit Qualification –NACCA  
Active 2019-2023



**MR VUSI PHILLANE:**  
M.Arch, B.Arch, BAS  
**Chairperson: IDoW Committee**  
Active 2021-2023

<b>Council Meeting Attendance</b>			
<b>Name</b>	<b>Number of Council and Committee Meetings attended</b>	<b>Number of special SR Events attended</b>	<b>Total Honoraria paid to each Councilor for each Council Meeting and SR Events Meetings</b>
Mr. CNN Nduku (President)	31	12	R428 860
Ms. LR Shongwe née Lerotholi (Vice President)	33	3	R341 154
Mr. L Nematswerani	24	2	R265 716
Mr. K Bingham	25	2	R231 411
Mr. V Phailane	35	3	R394 920
Mr. M Mohidien	29	2	R284 033
Mr. RN Nicholls	21	1	R199 620
Ms. M Daki	30	3	R299 376
Dr. S Dlamini	22	3	R174 960

### REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS

In terms of section 10 of the Architectural Profession Act, the Council may determine the remuneration and allowances payable to its members or the members of any Committee of the Council. The rate for honorariums for all Council and Committees is determined in line with the Treasurer Guidelines. Travel is paid at R3.61 per kilometer as per the SA Revenue Services (SARS) guideline. Council and Committee members receive honorariums for preparation and actual attendance of meetings.

#### Honoraria paid to each Council member, per meeting

President of Council	<b>R5 230</b>
Vice President of Council	<b>R4 445</b>
Chairperson of the Audit and Risk Committee	<b>R8 687</b>
Audit and Risk Committee Members	<b>R7 239</b>
Chairpersons of Committees	<b>R3 888</b>
Committee Members	<b>R2 109</b>



## RISK MANAGEMENT

As per SACAP's governance protocols, the Audit and Risk Committee operated in this reporting period with an independent Chairperson and conducted its affairs in compliance with corporate governance principles.

In the year under review, the approved Supply Chain Management Policy and other finance policies continued to be implemented by Council in order to direct the procurement and other finance related processes in line with SACAP's strict adherence to corporate governance principles.

The SACAP continued to implement the Risk Management Framework, Risk Management Policy, Fraud Prevention Policy as well as Fraud Prevention plan in order to ensure that risks are identified, registered, managed, and mitigated. Furthermore, there are formulated, approved, and implemented policies by each of SACAP's departments to ensure that processes and controls are in place to mitigate unacceptable levels of risk. On a quarterly basis, the Risk Management subcommittee continued to engage in order to deal with strategic, operational, and fraud risk registers as well as compliance checklist.

## INTERNAL CONTROL

SACAP's Registrar oversees the regulator's various internal departments to ensure that SACAP fulfills its statutory mandates and monitors them daily.

The system of controls is designed to provide assurance that assets are safeguarded, policies are complied with, information is reliable and liabilities are efficiently managed. In line with the King IV Report on Corporate Governance requirements, Internal Audit provides the Audit and Risk Committee, Council, and management with the assurance that the internal controls are appropriate and effective and that it identifies corrective actions to be taken by SACAP where necessary. The standard operating procedures were developed for each SACAP's department.

In the reporting period, the following audits were conducted by the Internal Auditors in accordance with their Internal Audit Plan:

- Audit of Performance Information
- Follow up on prior Year Audit Findings

Auditor reports are submitted to the Audit and Risk Committee (where the Internal Auditors were also invited to present the report).

## **FRAUD AND CORRUPTION**

During the period under review, a Fraud Prevention Policy has been reviewed and implemented. Management is responsible for the detection and prevention of fraud and corruption. The internal risk register monitors the possibilities of unpredictable risks of fraud and corruption.

Fraud awareness is promoted through direct line managers sensitizing their direct reports monthly. Specific mechanisms for staff to confidentially report their suspicions about fraud and corruption are within SACAP's operational management system.

Council and executive management encourage all their stakeholders to report (on 24/7 basis) any perceived threat of fraud and corruption anonymously through the following channels:

- Toll-free telephone number: 0800 026 677
- WhatsApp number: 0860 004 004
- SMS: 49017
- Secure email address: cbe@behonest.co.za
- Online and chat: www.behonest.co.za

## **MINIMIZING CONFLICT OF INTEREST**

The Supply Chain Management policy is strictly adhered to when goods and services are procured for SACAP, as well as during tender processes. The policy outlines the required processes to be followed in the procurement of goods and services

No conflict of interest had been identified in the process during the reported period.

## **CODE OF CONDUCT**

Council has developed a Code of Conduct, which purpose is to provide a framework to regulate the behaviour of members of Council and other persons appointed to SACAP Committees by the Council in a way, which supports SACAP's vision, mission and objectives.

By accepting an appointment as a SACAP Councillor or Committee member, a person will automatically be required to abide by this Code and SACAP's policies in general and to sign a copy of the Code in confirmation of his/her undertaking to be bound by the Code. The Code applies to all Councillors and Committee members and as such, all Councillors and Committee members sign this Code and relevant annexures on their appointment as a Councillor or as a member of a Committee. A Council member will be in breach should they act in contradiction of the following behavioural areas noted and defined in the Code of Conduct:

- General conduct exemplifying honesty and integrity.
- Personal dealings with SACAP without expectation of preferential treatment.
- Respectful regard for SACAP resources.
- Attendance at all Council meetings.

## **HEALTH SAFETY AND ENVIRONMENTAL ISSUES**

Both the Occupational Health and Safety Act No. 85 of 1993 and the Compensation for Occupational Injuries and Disease Act No. 130 of 1993 are of importance when considering the health and safety of employees and reporting incidents. The Health and Safety Act requires that the Employer, inter alia, elect health and safety representatives, provide facilities such as first aid and safety equipment/clothing and conduct audits of the environment. SACAP provides and maintain, as far as is reasonably practicable, a healthy safe working environment. SACAP undertakes regular assessments of the work place to identify potential hazards in the workplace.

SACAP has taken steps to eliminate or mitigate any hazard or potential hazard to the health and safety of its employees or other persons and not permitting any employee to do any work unless the precautionary measures have been taken. Furthermore, SACAP ensures that employees take reasonable care for the health and safety of themselves and others at the work place, obey lawful instructions and health and safety rules established, and bring any unsafe conditions or incidents to the attention of management.

SACAP has appointed health and safety representatives. The functions of health and safety representatives include inspecting their designated workplace and/or section on request by management. Investigating complaints by employees relating to health and safety. Examining the causes of incidents/accidents in the work place. Participating in quarterly and annual health and safety audits. Identifying potential hazards and reviewing the effectiveness of health and safety measures.

## **HYBRID WORK ENVIRONMENT**

The pandemic has triggered the largest global remote working environment. Many organisations across the globe have adopted a new way of remote working. This work revolution has brought many work environment changes not only for SACAP but for many more organisations globally. Throughout the Covid 19 pandemic art levels, the hybrid working environment worked perfectly for SACAP and therefore, SACAP decided to implement a Hybrid Work Environment. A remote working policy is being prepared to ensure that employees working from home continue to perform at the highest level.

## SOCIAL RESPONSIBILITY

We believe corporate social responsibility (CSR) represents a long-term investment that serves to strengthen our operations. Outside the scope of SACAP responsibility to fulfill the mandates of the Act and realizing the Fifth Term Council's strategic objectives; The SACAP leadership is also committed to using its resources to benefit and uplift communities in the need of assistance.

### MANDELA DAY CELEBRATION

Due to Covid-19 regulations, the organization was not able to participate in any corporate social responsibility events. SACAP donated the amount to a value R7000 to Project Dignity. Project Dignity relies on donations for them to uphold their constitution to support and empower vulnerable girls in South Africa with Subz washable sanitary pads. Project Dignity offers the girls a female health education program so they are aware of the female body functioning with puberty and menstruation. The donation was used to supply sanitary towels to Injoloba Secondary, situated in Howick, KwaZulu-Natal.



### SACAP BURSARIES

SACAP has distributed a total amount of R40 000 to all of the 11 ALSs' through the Education fund. These are Universities and Universities of Technology that are validated by SACAP to offer architectural programmes. The ALSs distribute these funds to the students with the aim of advancing transformation in the architectural profession.

## AUDIT & RISK COMMITTEE (ARC) REPORT FOR THE PERIOD ENDING 31 MARCH 2022

The Audit and Risk Committee is pleased to present our report for the Financial Year ended 31 March 2022.

### 1. AUDIT AND RISK COMMITTEE ATTENDANCE 2021/2022

The ARC meets at least four times per annum in line with its approved charter. Six meetings, including special meetings, were held during the year.

The table below discloses relevant information on the Audit and Risk Committee members.

Name of the Member	Date appointed	Number of meetings attended
Ms Nocwaka Oliphant - Independent Chairperson	May 2019	6
Mr Tshepiso Poho -Independent Member	May 2019	6
Ms Zelda Tshabalala -Independent Member	August 2019	6
Mr Lufuno Nematswerani - Council Representative	May 2019	6
Mr Rowan Graham Nicholls- Council Representative	May 2019	6

### 2. AUDIT AND RISK COMMITTEE RESPONSIBILITIES

The ARC reports that it has adopted appropriate formal terms of reference as its charter and has managed and regulated its affairs in compliance with this charter. The ARC's role and responsibilities include statutory duties per the terms of reference, and further responsibilities assigned to it by the Council.

### 3. THE EFFECTIVENESS OF INTERNAL CONTROLS

The ARC obtains assurances from management, internal audit and the external auditors on the effectiveness of governance, risk management and internal controls in the areas of financial management, performance management, compliance management and information communication and technology (ICT). Management has made positive progress in addressing the internal control deficiencies that have been reported by internal audit and the external audit over the years. Some weaknesses in the system of internal controls remained for the period, and were raised with management.

### 4. Risk Management

The ARC is responsible for oversight of the risk management function. The Council has adopted a risk management framework, strategy and relevant policies for SACAP. The ARC established a risk management sub-committee, chaired by one of the independent ARC members to ensure that risk management is afforded adequate attention by the ARC. This sub-committee reports quarterly to the ARC and the ARC reports quarterly to the Council on the risk management processes. The risk management processes are reviewed by Internal Audit. There has been an improvement in the risk management processes of the SACAP over the years. The ARC is satisfied with the overall risk management function and has made recommendations to management to enhance the risk management where necessary.

### 5. INTERNAL AUDIT

SACAP's internal audit function is outsourced and was operational for the entire period under review. The independence of the internal audit was monitored throughout the period. Internal audit follows a risk based approach, which incorporates the Council's risk assessment. The internal audit plans and reports issued for the period under review were reviewed and approved by the ARC.

The following internal audits were completed during the year under review:

Audit of Performance Information
Follow Up of Prior year Audit Findings – Governance and Compliance
Follow Up of Prior year Audit Findings – Legal and Compliance
Follow Up of Prior year Audit Findings – Stakeholder Management
Follow Up of Prior year Audit Findings – Education and Accreditation
Follow Up of Prior year Audit Findings – Supply Chain Management

#### Internal Audit's overall opinion is that:

Reasonable assurance can be given that existing organisational governance, risk management, and internal control systems are adequate and partially effective with regards to management of risks that threaten the achievement of organisational strategic, sustainability, operational, compliance and financial objectives. However, some control processes and business practices need improvement.

#### The following issues identified could have some material impact on the control environment and management attention is required to address these issues.

- Control weaknesses were identified in respect of the Audit of Performance Information. Incorrect reporting of performance information was identified as inconsistencies were noted between reported achievements on the Quarterly reports, and the actual achievements audited. Prior year audit findings relating to Audit of Performance Information were also partially resolved.



- During the year SACAP experienced instances of cyberattacks that resulted in the disruptions of availability of the internal resources such as internet, access to the shared network folders and emails.
- Vacant positions that have been existing for the past two years remains a recurring finding. The root cause is financial constraints.

## 6. EVALUATION OF THE FINANCE FUNCTION

The finance function is adequately capacitated and led by a suitably qualified and competent Senior Manager Finance. The ARC is overall satisfied with the performance of the finance function for the period under review.

## 7. EVALUATION OF ANNUAL FINANCIAL STATEMENTS

The Audit and Risk Committee has reviewed the annual financial statements and the review focused on the following:

- Significant financial reporting judgements and estimates contained in the annual financial statements.
- Clarity and completeness of disclosures and whether disclosures made have been set properly in context.
- Quality and acceptability of, and any changes in, accounting policies and practices.
- Compliance with accounting standards and legal requirements.
- Significant adjustments and/or unadjusted differences resulting from the audit.
- Reflection of unusual circumstances or events and management's explanation for the accounting treatment adopted.
- Reasons for major year-on-year fluctuations, including variances of actual versus budget.
- Asset valuations and revaluations.
- Levels of general and specific provisions.
- Write-offs.
- The basis for the going concern assumption, including any financial sustainability risks and issues.

## 8. EXTERNAL AUDITOR'S REPORT

The Audit and Risk Committee concurs and accepts the conclusions of the external auditor on the annual financial statements and is of the opinion that the audited financial statements be accepted and read together with the external Auditor's Report.

## 9. APPRECIATION

The Audit and Risk Committee expresses its sincere appreciation to the Council, Registrar, Management team, Internal Audit and External auditor for their co-operation towards us achieving the requirements of our Charter as mandated.

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### Ms Nocwaka Oliphant

Chairperson of the Audit and  
Risk Committee SACAP

# PART D

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## Human Resources





## INTRODUCTION

### HR PRIORITIES UNDER THE REVIEW PERIOD

Human Resource Management has been shifting from more administrative tasks of hiring, dismissing, staffing and managing sick-leaves –towards the role of a strategic business partner. With the current business world's requirements for innovation, agility, and cross-disciplinary collaboration, organisations find it viable to invest into developing talent within the organisation, as a means of nurturing the best talent, unleashing their untapped human potential, and ultimately maintaining a competitive advantage in the business environment. Human Resources Management has revolved, it's now called upon to align its strategies with larger business strategies and creating relevant metrics for its strategic value and the achievement of organizational goals.

SACAP's Human Resources focus is more on people development, driving, retaining its talent, and creating the high performance culture without compromising employee's mental health.

### HIGH PERFORMANCE CULTURE

SACAP is driving a high-performance culture as this is an essential vehicle in arriving at SACAP 5 year strategic Plan. This simply means appointment of right people for the role, and this is simultaneously addressing the set SACAP Employment Equity Targets.

The upskilling and nurturing of talent will lead to dedicated and determined employees who will get the desired results, and the hiring of high-achieving employees will lead to greater business success. The high-performance culture is linked to SACAP's employee Performance Management Framework, and proper Onboarding of new recruits.

### EMPLOYEE PERFORMANCE MANAGEMENT FRAMEWORK

Setting up employees for success is a key for SACAP strategic plan. Measuring the right key performance indicators is vital to the health and success of SACAP. Good performance reviews allow managers to deliver fair and actionable assessments to their direct reports. This increases employee engagements, provides strong recognition and encouragement, and creates tangible paths for employee growth that are rooted in trust and accountability.

### EMPLOYEE ONBOARDING

The process of integrating new recruits into the organisation is vital for the SACAP's success and it also supports the high-performance culture drive. This creates an environment in which the employee is made comfortable enough to interact freely with their colleagues and establish social relationships in the workplace. This yields good results:

- Stronger employee experience.
- Higher employee engagement and better employee retention
- Easier talent attraction
- Stronger company culture
- Increased productivity

### EMPLOYEE WELLNESS PROGRAMMES

The attributes that contribute to a high-performance culture – employee well-being, communication, trust, support, alignment of values, and emphasis on development. Employee Mental Health is pivotal to the success of SACAP. A productive, creative, and engaged workforce is a result of good employee wellness programmes at work place.

## HUMAN RESOURCE OVERSIGHT STATISTICS

### EMPLOYMENT AND VACANCIES

Programme/ activity/objective	2019/2020 Approved Posts	2020/2021 No. of Em-ployees	2020/2021 Vacancies	2021/2022 No. of Em-ployees	2021/2022 No. of Vacancies	% of Vacancies
Top Management	1	1	0	1	0	0
Senior Management	4	1	3	2	2	75%
Professional qualified	23	19	4	18	5	22%
Skilled	26	23	3	24	2	26%
Semi-skilled	2	1	1	1	1	50%
Unskilled	0	0	0	0	0	0
<b>TOTAL</b>	<b>56</b>	<b>45</b>	<b>11</b>	<b>46</b>	<b>11</b>	<b>20%</b>

There are currently 11 positions that need to be filled within SACAP as per the approved organogram. The process to fill all the vacant roles is currently underway. Positions have been advertised and some interviews are already scheduled.

### EMPLOYMENT CHANGES

Salary Band	Employment at be- ginning of period	Appointments	Terminations	Employment at end of the period
Top Management	1	0	0	1
Senior Management	2	0	0	1
Professional qualified	18	2	1	17
Skilled	24	2	2	22
Semi-skilled	1	0	1	1
Unskilled	0	0	0	0
<b>Total</b>	<b>45</b>	<b>4</b>	<b>3</b>	<b>42</b>

### THE FOLLOWING APPOINTMENT WAS MADE IN THE FINANCIAL YEAR:

- Olga Mhlongo – Human Resource Manager
- Ramaesela Mohwasa- Human Resource Administrator
- Masana Lidovho- Creditors Administrator

### REASONS FOR STAFF LEAVING

Reason	Number	% of total no. of staff leaving
Death	0	0
Resignation	4	9%
Dismissal	0	0
Retirement	0	0
Ill health	0	0
Expiry of contract	1	2%
Other (Retrenchment)	0	0
<b>Total</b>	<b>5</b>	<b>11%</b>

### THE FOLLOWING EMPLOYEES LEFT SACAP DURING THE FINANCIAL YEAR:

- Olga Mhlongo – Human Resource Manager
- Londiwe Cetswayo– Committee Coordinator
- Abongile Jacisa- Registration Administrator
- Matilda Bila- Debtors Administrator
- Thabani Njzozela- Legal Intern



## LABOUR RELATIONS: MISCONDUCT AND DISCIPLINARY ACTION

Nature of disciplinary Action	Number
Verbal Warning	4
Written Warning	0
Final Written warning	1
Dismissal	0

## EQUITY TARGET AND EMPLOYMENT EQUITY STATUS

Levels	MALE							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management	1	1	0	0	0	0	0	0
Senior Management	1	1	0	0	0	0	0	0
Professional qualified	3	3	1	1	1	1	0	0
Skilled	7	9	1	1	0	0	0	2
Semi-skilled	0	0	0	0	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>12</b>	<b>14</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>

Levels	FEMALE							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management	0	0	0	0	0	0	0	0
Senior Management	0	1	0	1	0	1	0	0
Professional qualified	14	15	0	1	0	0	2	3
Skilled	14	14	2	3	0	1	0	0
Semi-skilled	1	1	0	0	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>29</b>	<b>30</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>3</b>

Levels	DISABLED STAFF			
	Male		Female	
	Current	Target	Current	Target
Top Management	0	0	0	0
Senior Management	0	0	0	1
Professional qualified	1	1	0	0
Skilled	0	0	0	1
Semi-skilled	0	0	0	0
Unskilled	0	0	0	0
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>

# **PART E**

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## Financial Information



# ANNUAL FINANCIAL STATEMENTS OF SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION

(Established under the Architectural Profession Act no 44 of 2000)  
Annual Financial Statements for the year ended 31 March 2022

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

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

Detailed Income Statement	125-126
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## GENERAL INFORMATION

<b>Country of Incorporation and Domicile</b>	South Africa
<b>Nature of Business and Principal Activities</b>	Statutory body that regulates the registration of Architectural Profession in South Africa
<b>Registered Office</b>	51 Wessel Road Right Wing Rivonia 2128
<b>Business Address</b>	51 Wessel Road Right Wing Rivonia 2128
<b>Council</b>	During the year end up to the date of this report the Council was constituted as follows: Mr NC Nduku - President Ms LR Shongwe née Lerotholi - Vice- President Ms N Daki Dr S Dlamini Mr V Phailane Mr K Bingham Mr MA Mohidien Mr RG Nicholls Mr L Nematswerani
<b>Bankers</b>	First National Bank Nedbank Investec Bank ABSA
<b>Auditor</b>	Nexia SAB&T Registered Auditors
<b>Level of Assurance</b>	These Annual Financial Statements have been audited in compliance with the applicable requirements of Architectural Profession Act, no 44 of 2000
<b>Preparer</b>	The annual financial statements were compiled by: Maphuti Mothapo CA(SA) : Finance Manager
<b>Published</b>	03 August 2022



## INDEPENDENT AUDITOR'S REPORT

To the Council Members of the South African Council for the Architectural Profession

### REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

#### OPINION

We have audited the financial statements of South African Council for the Architectural Profession set out on pages 106 to 125, which comprise the statement of financial position as at 31 March 2022, and the statement of comprehensive income, statement of changes in equity and statement of cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of South African Council for the Architectural Profession as at 31 March 2022, and its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards and the requirements of the Architectural Professional Act no 44 of 2000.

#### BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the council in accordance with the Independent Regulatory Board for Auditors' *Code of Professional Conduct for Registered Auditors* (IRBA Code) and other independence requirements applicable to performing audits of financial statements in South Africa. We have fulfilled our other ethical responsibilities in accordance with the IRBA Code and in accordance with other ethical requirements applicable to performing audits in South Africa. The IRBA Code is consistent with the corresponding sections of the International Ethics Standards Board for Accountants' *International Code of Ethics for Professional Accountants (including International Independence Standards)*. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### OTHER INFORMATION

The Council Members are responsible for the other information. The other information comprises the information included in the document titled "South African Council for the Architectural Profession Annual Financial Statements for the year ended 31 March 2022", which includes the Registrar's Report. The other information does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express an audit opinion or any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### RESPONSIBILITIES OF THE COUNCIL MEMBERS FOR THE FINANCIAL STATEMENTS

The Council Members are responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards and the requirements of the Architectural Profession Act no 44 of 2000, and for such internal control as the Council Members determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Council Members are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Council Members either intend to liquidate the council or to cease operations, or have no realistic alternative but to do so.

#### AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council Members.
- Conclude on the appropriateness of the Council Members' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council Members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



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**Nexia SAB&T**

Y Soma  
Director  
Registered Auditor  
03 August 2022





## COUNCIL MEMBERS RESPONSIBILITIES AND APPROVAL

The Council members are required by the Architectural Profession Act No 44 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 satisfy the International Financial Reporting Standards as to form and content and present fairly the statement of financial position, results of operations and business of the Council, and explain the transactions and financial position of the business of the Council at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the Council 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 and the internal auditors, 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 going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the Council members have no reason to believe that the Council will not be a going concern in the foreseeable future. The annual financial statements support the viability of the Council.

The Council members have reviewed the Council's cash flow forecast and, in the light of this review and the current financial position, it is satisfied that the entity has or has access to adequate resources to continue in operational existence for the foreseeable future.

The financial statements have been audited by the independent audit firm, Nexia SAB&T, who have been given unrestricted access to all financial records and related data, including minutes to all meetings of the Council. The Council members believe that all representations made to the independent auditors during the audit were valid and appropriate. The external auditors' unqualified audit report is presented on page 101 to 102.

The annual financial statements as set out on pages 106 to 108 were approved by the Council on 03 August 2022 and were signed on their behalf by:

**Mr Ntsindiso Charles Nduku**  
President

**Ms Letsabisa Shongwe né Lerotholi**  
Vice-President

## REGISTRAR'S REPORT

The Registrar presents his report for the year ended 31 March 2022.

### 1. REVIEW OF ACTIVITIES

#### Main business and operations

The entity is a statutory body that regulates the registration of architectural professionals in South Africa and there were no major changes herein during the year.

The South African Council for the Architectural Profession (SACAP) (the entity) is a regulatory body that was established by the Architectural Profession Act, 2000 (Act No. 44 of 2000), which was published on 1 December 2000 and came into effect on 26 January 2001.

#### Mission

- A SACAP that is inclusive and transparent;
- An Architectural Profession recognised as a global leader in the built environment;
- A clear understanding of our mandate amongst other regulators and stakeholders towards comprehensive conclusive delivery.

#### Vision

Transformed Architectural leaders serving society in a sustainable built environment.

### 2. GOING CONCERN

The Council's financial statements have been prepared on the going concern basis. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business. The application of this basis is supported by a detailed budget process and include a certain level of judgements and estimates as well as ongoing compliance with budgeting controls.

The Council and management of SACAP continuously assess and monitor developments with regard to the COVID- 19 pandemic and at the time of finalising the report, the Council is confident that the measures are implemented adequately and the financial position of SACAP is continuously being monitored.

### 3. EVENTS AFTER REPORTING DATE

The Council is not aware of any matter or circumstance arising since the end of the financial year to the date of this report that could have a material effect on the financial position of the Council.

### 4. COUNCIL MEMBERS

#### The members of the Council during the year and to the date of this report are as follows:

Mr NC Nduku - President

Ms LR Shongwe née Lerotholi - Vice-President

Ms N Daki

Dr S Dlamini

Mr V Phailane

Mr K Bingham

Mr MA Mohidien

Mr RG Nicholls

Mr L Nematswerani



## 5. OPERATING RESULTS

The operating results and Statement of Financial Position of the Council are fully set out in the annual financial statements.

The net surplus of R2.2 million (2021: net surplus of R5.1 million ) was recorded in the year ended 31 March 2022. The decrease in net surplus in comparison to the previous financial year was mainly as a results of the following:

- There was no release of unallocated receipts over 12 months In the current financial year as compared to the previous financial year of R2.0 million .
- The tribunal expenses increased by R0.7 million due to more tribunal hearings held in the current financial year compared to the previous financial year.
- The Honorarium expenses increased by R0.7 million mainly as a result of more adhoc meetings held during the current financial year.
- R0.5 million of relief grants was distributed to Voluntary Associations to assist with the impact of the COVID19 pandemic on the architectural profession.

The above unfavourable effect in the income statement were offset by:

- R2 million increase in re-registration revenue in the current financial year due to a high number of re-registration in the current financial year compared to the previous financial year. Over 600 re-registrations were administered in the current financial year compared to 230 in the previous financial year.

## 6. ANNUAL FINANCIAL STATEMENTS

The Annual Financial Statements consist of Statement of Financial Position, Statemet of Comprehensive Income, Statement of Cash Flow and the Notes to the Annual Financial Statement of The South African Council for the Architectural Profession.

This annual financial statements includes the cost and fees for Caberra Accord. SACAP was apointed as the secretariat for Canberra Accord for the next 3 years starting from 2022 financial year.

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**Adv Toto Fiduli**

Registrar

25 July 2022

## STATEMENT OF FINANCIAL POSITION

as at 31 March 2022

Figures in Rand	Notes	2022	2021
<b>Assets</b>			
<b>Non-Current Assets</b>			
Property, plant and equipment	6	15,300,945	16,353,223
Intangible assets	7	194,421	473,334
		<b>15,495,375</b>	<b>16,826,557</b>
<b>Current Assets</b>			
Financial assets	8 *	1,022,234	-
Trade and other receivables	9	1,053,954	2,078,185
Cash and cash equivalents - Education Fund	10	453,162	1,878,604
Cash and cash equivalents - Council	10 <sup>Λ</sup>	22,073,652	16,116,674
		<b>24,603,002</b>	<b>20,073,463</b>
<b>Total Assets</b>		<b>40,098,377</b>	<b>36,900,020</b>
<b>Equity and Liabilities</b>			
<b>Equity</b>			
Retained earnings		35,129,464	32,909,762
		<b>35,129,464</b>	<b>32,909,762</b>
<b>Non-Current Liabilities</b>			
Finance lease liabilities	11	84,741	171,208
		<b>84,741</b>	<b>171,208</b>
<b>Current Liabilities</b>			
Trade and other payables	12	4,797,705	3,738,413
Current portion of finance lease liabilities	11	86,467	80,637
		<b>4,884,172</b>	<b>3,819,050</b>
<b>Total Equity and Liabilities</b>		<b>40,098,377</b>	<b>36,900,020</b>

<sup>Λ</sup> The Council's cash and cash equivalent balance included the fixed interest instrument which was due to mature in April 2022. An amount totaling R12.7 million was subsequently re-invested in a twelve (12) months fixed interest instrument in April 2022.

\* Education funds, amounting to R1.0 million, were re-invested in a twelve (12) months fixed interest instrument during March 2022.



## STATEMENT OF COMPREHENSIVE INCOME

for the year ended 31 March 2022

Figures in Rand	Notes	2022	2021
<b>Revenue</b>	13	39,505,757	37,958,790
Other income	14	721,563	682,089
Student grants		(400,000)	(440,000)
Operating costs		(38,452,981)	(33,665,144)
<b>Operating Surplus</b>		<b>1,374,339</b>	<b>4,535,735</b>
Finance income	16	867,313	619,796
Finance costs	17	(21,950)	(5,703)
<b>Surplus for the year</b>		<b>2,219,702</b>	<b>5,149,828</b>
Other comprehensive surplus		-	-
<b>Total comprehensive surplus</b>		<b>2,219,702</b>	<b>5,149,828</b>

## STATEMENT OF CHANGES IN EQUITY

as at 31 March 2022

Figures in Rand	Retained earnings	Total
<b>Balance at 1 April 2020</b>	27,759,934	27,759,934
<b>Total comprehensive surplus for the year</b>		
Surplus for the year	5,149,828	5,149,828
<b>Total comprehensive surplus for the year</b>	<b>5,149,828</b>	<b>5,149,828</b>
<b>Balance at 31 March 2021</b>	<b>32,909,762</b>	<b>32,909,762</b>
<b>Balance at 1 April 2021</b>	<b>32,909,762</b>	<b>32,909,762</b>
<b>Total comprehensive surplus for the year</b>		
Surplus for the year	2,219,702	2,219,702
<b>Total comprehensive surplus for the year</b>	<b>2,219,702</b>	<b>2,219,702</b>
<b>Balance at 31 March 2022</b>	<b>35,129,464</b>	<b>35,129,464</b>

## STATEMENT OF CASH FLOW

as at 31 March 2022

Figures in Rand	Notes	2022	2021
<b>Net cash generated by operations</b>	<b>18</b>	<b>2,874,603</b>	<b>5,923,440</b>
<i>Working capital changes</i>			
Decrease/(increase) in trade and other receivables		1,024,230	(1,252,798)
Increase/(decrease) in trade and other payables		1,059,293	(598,979)
<b>Net cash generated by operations</b>		<b>4,958,126</b>	<b>4,071,663</b>
Finance income	16	867,313	619,796
Finance costs	17	(21,950)	(5,703)
<b>Net cash generated by operating activities</b>		<b>5,803,489</b>	<b>4,685,756</b>
<b>Cash flows used in investing activities</b>			
Property, plant and equipment acquired	6	(154,073)	(689,512)
Intangible assets acquired	7	(23,909)	(178,662)
Proceeds on disposals of property, plant and equipment		8,900	-
(Increase)/Decrease in financial asset		(1,022,234)	3,035,080
<b>Net cash flows used (in)/from investing activities</b>		<b>(1,191,316)</b>	<b>2,166,906</b>
<b>Cash flows used in financing activities</b>			
Finance lease repayment		(80,637)	(83,833)
<b>Net cash flows used in financing activities</b>		<b>(80,637)</b>	<b>(83,833)</b>
Net increase in cash and cash equivalents		4,531,537	6,768,829
Cash and cash equivalents at beginning of the year		17,995,278	11,226,449
<b>Cash and cash equivalents at end of the year</b>	<b>10</b> <sup>Λ</sup>	<b>22,526,815</b>	<b>17,995,278</b>

Λ The Council's cash and cash equivalent balance included the fixed interest instrument which was due to mature in April 2022. An amount totaling R12.7 million was subsequently re-invested in a twelve (12) months fixed interest instrument in April 2022.

Λ Education funds, amounting to R1.0 million, were re-invested in a twelve (12) months fixed interest instrument during March 2022.



## ACCOUNTING POLICIES

### 1. GENERAL INFORMATION

The annual financial statements have been prepared in accordance with all applicable International Financial Reporting Standards (IFRS) and the Architectural Profession Act, 2000 (Act no 44 of 2000).

### 2. BASIS OF PREPARATION

The annual financial statements of the Council have been prepared in accordance with International Financial Reporting Standards (IFRS) and IFRS Interpretations Committee (IFRS IC) applicable to entities reporting under IFRS.

The annual financial statements have been prepared under the historical cost convention.

The financial statements are presented in South African Rand, which is the entity's functional currency.

The preparation of financial statements in conformity with IFRS requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the annual financial statements are disclosed in note 4 below.

### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these annual financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### New Standards and Interpretations

##### *Standards and interpretations effective and adopted in the current year*

In the current year, the company has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations.

IFRS/IFRIC	Title and details	Effective Expected	Impact
IFRS 7	Interest Rate Benchmark Reform - Phase 2: Amendments to IFRS 7	"Annual periods commencing on or after 1 January 2021"	The impact of the amendments is not material.
IFRS 9	Interest Rate Benchmark Reform - Phase 2: Amendments to IFRS 9	"Annual periods commencing on or after 1 January 2021"	The impact of the amendments is not material.
IFRS 16	Interest Rate Benchmark Reform - Phase 2: Amendments to IFRS 16	"Annual periods commencing on or after 1 January 2021"	The impact of the amendments is not material.
IAS 39	Interest Rate Benchmark Reform - Phase 2: Amendments to IAS 39	"Annual periods commencing on or after 1 January 2021"	The impact of the amendments is not material.

**Standards and interpretations not yet effective.**

The Council has not applied the following new, revised or amended pronouncements that have been issued by the IASB as they are unlikely to have material impact in the current accounting period (the list does not include information about new requirements that affect interim financial reporting or first-time adopters of IFRS since they are not relevant to the Council). The Council anticipates that the new standards, amendments and interpretations will be adopted in the Council's financial statements when they become effective. The Council has assessed, where practicable, the potential impact of all these new standards, amendments and interpretations that will be effective in future periods.

The preparation of financial statements in conformity with IFRS requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the annual financial statements are disclosed in note 4 below.

IFRS/IFRIC	Title and details	Effective Expected	Impact
IAS 16	Classification of Liabilities as Current or Non—Current Amendment to IAS 1	"Annual periods commencing on or after 1 January 2023"	Unlikely there will be a material impact
IFRS 1	Annual Improvement to IFRS Standards 2018-2020: Amendments la  FRS 1	"Annual periods commencing on or after 1 January 2022"	Unlikely there will be a material impact
IFRS 9	Annual Improvement to IFRS Standards 2018-2020: Amendments lo  FRS 9	"Annual periods commencing on or after 1 January 2022"	Unlikely there will be a material impact
IAS 16	Property, Plant and Equipment: Proceeds before Intended Use: Amendments to IAS 16	"Annual periods commencing on or after 1 January 2022"	Unlikely there will be a material impact
IAS 37	Onerous Contracts - Cost of Fulfilling a Contract: Amendments lo IAS 37	"Annual periods commencing on or after 1 January 2022"	Unlikely there will be a material impact

All applicable standards will be complied with in the financial statements for the financial year ending 31 March 2023. Compliance with these amendments, revisions and improvements require additional disclosure compared to that required in terms of existing IFRS.

Management performed an assessment of the impact of all applicable standards that will apply for the period ending 31 March 2023.

**3.1 Property, Plant and Equipment**

Property, plant and equipment owned by the Council comprise building, motor vehicles, office equipment, computer equipment and furniture and fittings. Property, plant and equipment also including right-of-use assets of the Council and are measured at cost less accumulated depreciation and any accumulated impairment.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

**3.1.1 Owned assets**

Property, plant and equipment is stated at historical cost less depreciation and accumulated impairment losses. Historical cost includes expenditure that is directly attributable to the acquisition of the items.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised within 'Other income' in the statement of comprehensive income. The assets' residual values, useful lives and methods of depreciation are reviewed, and adjusted if appropriate, at each financial year end.

Depreciation is provided on the straight-line basis which will reduce the carrying amount of the property, plant and equipment to their residual values at the end of their useful lives. Items of property, plant and equipment are depreciated from the date that they are installed and available for use. Where an item of property, plant and equipment comprises major components with different useful lives, the components are accounted for as separate items of property, plant and equipment.





The major categories of property, plant and equipment have the following estimated used full life:

Item	Average useful life	Depreciation method
Building	50 years	Straight line
Motor vehicles	5 years	Straight line
Office equipment	5 years	Straight line
Computer equipment	3 years	Straight line
Furniture and fittings	10 years	Straight line

### 3.1.2 Right of use assets

Right of use assets are tangible assets which the Council holds in terms of a lease agreement with the lessor which are expected to be used for a period of 3 years.

An item of right of use asset is recognised at the commencement of the lease agreement with the lessor, and the cost of the item can be measured reliably.

Right of use assets is initially measured at cost. Cost is calculated as the initial amount of the lease liability, plus any lease payments made to the lessor before the lease commencement date, plus any initial direct costs incurred, minus any lease incentives received.

Property, plant and equipment is subsequently stated at cost less accumulated depreciation and any accumulated impairment losses, except for land which is stated at cost less any accumulated impairment losses.

The depreciation period for the right-of-use asset is from the lease commencement date to the earlier of the end of the lease term or the end of the useful life of the asset. An exception is when it is reasonably certain that the lessee will exercise an option to purchase the asset, in which case the amortisation period is through the end of the asset's useful life.

The useful lives of items of right of use assets has been assessed as follows:

Item	Average useful life	Depreciation method
Leased Assets	Over the term of the lease	Straight line

If a right-of-use asset is determined to be impaired, the impairment is immediately recorded, thereby reducing the carrying amount of the asset. Its subsequent measurement is calculated as the carrying amount immediately after the impairment transaction, minus any subsequent accumulated depreciation.

At the termination of a lease, the right-of-use asset and associated lease liability are removed from the books of the lessee. The difference between the two amounts is accounted for as a profit or loss at that time.

### 3.2 Intangibles

An intangible asset is an identifiable, non-monetary asset without physical substance. Intangible assets are identifiable resources controlled by the Council from which the Council expects to derive future economic benefits.

An intangible asset is identifiable if it either is separable, ie is capable of being separated or divided from the Council and sold, transferred, licensed, rented or exchanged, either individually or together with a related contract, identifiable asset or liability, regardless of whether the Council intends to do so or arises from contractual or other legal rights, regardless of whether those rights are transferable or separable from the Council or from other rights and obligations.

An intangible asset is recognised if it is probable that the expected future economic benefits that are attributable to the asset will flow to the Council and the cost of the asset can be measured reliably.

The Council assesses the probability of expected future economic benefits using reasonable and supportable assumptions that represent management's best estimate of the set of economic conditions that will exist over the useful life of the asset.

Intangible assets that are acquired and have finite useful lives are initially recognised at cost with subsequent measurement at cost less any accumulated amortisation and any impairment losses.

Intangible assets are derecognised upon disposal or when no future economic benefits are expected from its use or disposal. Any gain or loss arising on derecognition of the asset (calculated as the difference between the net disposal proceeds and the carrying amount of the asset) is included in the profit or loss in the year the asset is derecognised.

Intangible assets have the following estimated used full life:

Item	Average useful life	Depreciation method
Softwares	3 Years	Straight line

### 3.2.1 Amortisation

Intangible assets are amortised on a straight-line basis in profit or loss over their estimated useful lives, from the date that they are available for use.

Amortisation methods, useful lives and residual values are reviewed at each reporting date and adjusted if appropriate.

## 3.3 Financial assets

### 3.3.1 Loans and receivables

Council applied the principles of IFRS 9. In terms of IFRS 9 the classification and measurement requirements are driven by cash flow characteristics and the council business model. Financial instruments are classified into one of three classes: amortised cost, fair value through profit or loss, and fair value through other comprehensive income.

The standard also incorporates a forward looking 'expected loss' impairment model. The standard contains requirements in the following areas:

#### (i) Classification and measurement

Financial assets are classified by reference to the business model within which they are held and their contractual cash flow characteristics.

#### (ii) Impairment of financial assets

IFRS 9 requires an expected credit loss model to be used in impairing financial assets. This model requires the Council to account for expected credit losses and changes thereto at each reporting date to reflect changes in credit risk since initial recognition of the financial assets. It is no longer necessary for a credit loss event to have occurred before impairments are recognised.

In assessing collective impairment, the Council uses historical trends if the probability of default, the timing of recoveries and the amount of loss incurred, adjusted for management's judgement as to whether current economic and credit conditions are such that the actual losses are likely to be greater or less than suggested by historical trends.

#### (iii) Derecognition

The requirements for the derecognition of financial assets and liabilities are carried forward from IAS 39.

The Council has applied IFRS 9 principles in the current financial year. All recognised financial assets that are within the scope of IFRS 9 are required to be subsequently measured at amortised cost or fair value based on the entity's business model for managing the financial assets and the contractual cash flow characteristics of the financial assets.

There however is no significant difference between the application of IAS 39 and IFRS 9 to the financial instruments identified in the 2021 financial year for classification and measurement. Although the impact of impairment is immaterial, the expected credit loss simplified approach to trade receivables was applied. Trade receivables are mostly current and the impact of that default would be immaterial.

### 3.3.2 Accounts receivables

Accounts receivables are carried as financial assets at amortised cost. A credit loss account is used to recognise impairments on accounts receivables. For accounts receivables and contract assets, a simplified approach is applied in calculating expected credit losses. Instead of tracking changes in credit risk, a loss allowance is recognised based on lifetime expected credit losses at each reporting date, except for the following receivables:

- Interest-free loans made to related parties without any fixed repayment terms or the effect of discounting being immaterial, that are measured at cost less impairment losses for bad and doubtful debt, if any; and
- Short-term receivables with no stated interest rate and the effect of discounting being immaterial, that are measured at their original invoice amount less impairment losses for bad and doubtful debt, if any.

At each reporting date, the Council assesses whether there is any objective evidence that a receivable or group of receivables is impaired. IFRS 9 requires an expected credit loss model to be used in impairing financial assets. This model requires the Council to account for expected credit losses and changes thereto at each reporting date to reflect changes in credit risk since initial recognition of the financial assets. It is no longer necessary for a credit loss event to have occurred before impairments are recognised.

### 3.3.3 Cash and cash equivalents

Cash comprises cash on hand and at bank and demand deposits with the bank. Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

For the purpose of statement of cash flows, bank overdrafts do not form an integral part of the Council's cash management as a result they are not included as a component of cash and cash equivalents.

## 3.4 Financial liabilities

### 3.4.1 Accounts payables

Accounts payables are obligations to pay for goods and services that have been acquired in the ordinary course of business. Accounts payables are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.



### 3.4.2 Lease liabilities

A lease is a contract, or part of a contract, that conveys the right to use an asset for a period of time in exchange for consideration. At inception of a contract, it is assessed to determine whether the contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. If the terms and conditions of a contract have changed, it is reassessed to once again determine if the contract is still or now contains a lease.

The lease term of a lease is determined as the non-cancellable period of the lease, together with the periods covered by an option to extend the lease where there is reasonable certainty that the option will be exercised, and periods covered by an option to terminate the lease if there is reasonable certainty that the option will not be exercised.

At inception, a right-of-use asset and a lease liability is recognised. Right-of-use of assets are included in the statement of financial performance within a classification relevant to the underlying asset, and not as a separate line item. Right of-use assets are initially measured at cost, comprising the following:

- The amount of the initial measurement of the lease liability;
- Any lease payments made at or before the commencement date, less any lease incentives received;
- Any initial direct costs incurred; and
- An estimate of costs to be incurred in dismantling and removing the underlying asset, restoring the site on which it is located or restoring the underlying asset to the condition required by the terms and conditions of the lease, unless those costs are incurred to produce inventories. The obligation for those costs are incurred either at the commencement date or as a consequence of having used the underlying asset during a particular period.

Subsequently, right-of-use of assets are measured using the cost model.

The lease liability is initially measured at the present value of the lease payments that are not yet paid at the commencement date. Lease payments are discounted using the relevant Council's incremental borrowing rate.

Subsequently, the lease liability is measured by:

- Increasing the carrying amount to reflect interest on the lease liability;
- Reducing the carrying amount to reflect the lease payments made; and
- Re-measuring the carrying amount to reflect any reassessment or lease modifications or to reflect revised in substance fixed lease payments.

### 3.5 Post-employment benefits and short-term employee benefits

#### **Post-employment benefit plans**

The Council provides post-employment benefits through a defined contribution plan.

#### **Short-term employee benefits**

The Council pays fixed contributions into independent entities in relation to individual employees. The Council has no legal or constructive obligations to pay contributions in addition to its fixed contributions, which are recognised as an expense in the period that relevant employee services are received.

### 3.6 Revenue Recognition

Revenue comprises net invoiced sales to customers excluding VAT and other non-operating income.

The Council's revenue with customers comprises primarily of the following types of revenue collected from individuals:

#### **Annual and Administration Fees**

Revenue from subscriptions, members' entrance fees and professional development is recognised when services are rendered.

#### **Exam Fee**

Revenue is recognised when Council's right to receive the payments is established, which is generally the time a person is eligible to stand for an exam and has paid the fee. Revenue comprises net invoiced sales to customers excluding VAT and other non-operating income.

#### **Registration and Re-registrations**

Revenue is recognised when the registration or re-registration takes effect.

#### **Renewals**

Revenue is recognised when renewals takes effect.

#### **Continuing Professional Development (CPD)**

Revenue is recognised when the registration for a CPD takes effect.

#### **Upgrades**

Revenue is recognised when the upgrade application has been approved.

### **Recognition of Prior Learning (RPL)**

Revenue is recognised when the applications is received by online registration.

IFRS 15 established a comprehensive framework for determining and reporting the nature, amount, timing and uncertainty of revenue and cash flows arising from an entity's contracts with customers. The standard outlines the principles that must be applied to measure and recognise revenue with the core principle being that revenue should be recognised at an amount that reflects the consideration to which an entity expects to be entitled in exchanged for fulfilling its performance obligations to a customer.

The principles in IFRS 15 must be applied using the following five-step model:

1. Identify the contract(s) with a customer
2. Identify the performance obligations in the contract
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations in the contract
5. Recognise revenue when or as the entity satisfies its performance obligations

The Council has adopted IFRS 15 using the cumulative effect method with the effect of initially applying this standard recognised at the date of initial application (being 1 January 2018). Accordingly, the information presented for the prior period has not been restated. Additionally, the disclosure requirements in IFRS 15 have been generally been applied to comparative information. Apart from providing more qualitative disclosures on the Council's revenue transactions, the application of IFRS 15 has not had a significant impact on the Council. As at the date of initial application, no adjustments were required to the Council's Statement of Profit or Loss and Other Comprehensive Income or Statement of Financial Position.

The Council recognises revenue from customers at a point in time by recognising the cash value of income received on a monthly basis. No element of financing is deemed to be present and no adjustment for time value of money are made to the transaction price.

### **3.7 Finance income**

Interest income is recognised using the effective interest method.

### **3.8 Other income**

Other income comprises mainly professional misconduct fines and recoveries.

## **4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY**

The Council's management makes assumptions, estimates and judgements in the process of applying the Council's accounting policies that affect the assets, liabilities, income and expenses in the consolidated annual financial statements prepared in accordance with IFRSs. The assumptions, estimates and judgements are based on historical experience and other factors that are believed to be reasonable under the circumstances. While the management reviews their judgements, estimates and assumptions continuously, the actual results will seldom equal to the estimates.

The estimates and the underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates recognised in the period in which the estimate is revised if the revision policy affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

### **Useful lives of property, plant and equipment**

As described above, the Council reviews the estimated useful lives of property, plant and equipment at the end of each reporting period. During the current year, the Council determined that the useful lives of certain items of equipment should be extended due to the current assets still being in use.

## **5. ANNUAL FINANCIAL STATEMENTS**

5.1 The Education Fund is established in accordance with section 15 (5) of the Architectural Profession Act of 2000 and is administered by the Council. All financial results are included in the annual financial statements of the Council.

5.1 During the 2021/22 financial year, SACAP was appointed a Secretariat of Canberra Accord. All activities and impact thereof have been included in the annual financial statements.



## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 6. PROPERTY, PLANT AND EQUIPMENT

Figures in Rand	2022			2021		
	Cost	Accumulated depreciation	2022 Carrying value	Cost	Accumulated depreciation	2021 Carrying value
<i>Owned assets</i>						
Buildings	16,012,259	(1,809,312)	14,202,947	16,012,259	(1,489,066)	14,523,193
Motor vehicles	537,005	(537,005)	-	573,005	(573,005)	-
Furniture and fittings	989,783	(731,423)	258,360	980,623	(663,444)	317,179
Office equipment	220,834	(196,161)	24,673	219,591	(182,956)	36,635
IT equipment	3,472,782	(2,825,712)	647,070	3,477,115	(2,254,908)	1,222,207
	<b>21,232,663</b>	<b>(6,099,613)</b>	<b>15,133,050</b>	<b>21,262,593</b>	<b>(5,163,379)</b>	<b>16,099,214</b>
<i>Right of use assets</i>						
IT Equipment	258,314	(90,410)	167,904	258,314	(4,305)	254,009
	<b>258,314</b>	<b>(90,410)</b>	<b>167,904</b>	<b>258,314</b>	<b>(4,305)</b>	<b>254,009</b>
<b>Total property, plant and equipment</b>	<b>21,490,977</b>	<b>(6,190,023)</b>	<b>15,300,954</b>	<b>21,520,907</b>	<b>(5,167,684)</b>	<b>16,353,223</b>

The carrying amounts of property, plant and equipment can be reconciled as follows:

2022 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Depreciation on Disposed	Disposal	Depreciation	2022 Carrying value at end of year
<i>Owned assets</i>						
Land and buildings	14,523,193	-	-	-	(320,246)	14,202,947
Motor vehicles	-	-	-	-	-	-
Furniture and fittings	317,179	9,160	-	-	(67,979)	258,360
Office equipment	36,635	1,599	356	(356)	(13,561)	24,673
IT equipment	1,222,207	143,314	147,470	(147,647)	(718,274)	647,070
	<b>16,099,214</b>	<b>154,073</b>	<b>147,826</b>	<b>(148,003)</b>	<b>(1,120,060)</b>	<b>15,133,050</b>
<i>Right of use assets</i>						
IT Equipment	254,009	-	-	-	(86,105)	167,904
	<b>254,009</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(86,105)</b>	<b>167,904</b>
<b>Total property, plant and equipment</b>	<b>16,353,223</b>	<b>154,073</b>	<b>147,826</b>	<b>(148,003)</b>	<b>(1,206,164)</b>	<b>15,300,954</b>

## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 6. PROPERTY, PLANT AND EQUIPMENT continued

The carrying amounts of property, plant and equipment can be reconciled as follows:

2021 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Depreciation on disposal/ scrapped	Disposal/ Scrapped	Depreciation	2020 Carrying value at end of year
<i>Owned assets</i>						
Buildings	14,813,198	29,950	-	-	(319,955)	14,523,193
Motor vehicles	-	-	-	-	-	-
Furniture and fittings	379,861	4,260	-	-	(66,942)	317,179
Office equipment	61,380	-	-	-	(24,745)	36,635
IT equipment	1,183,618	655,302	81,052	(91,402)	(606,363)	1,222,207
	<b>16,438,057</b>	<b>689,512</b>	<b>81,052</b>	<b>(91,402)</b>	<b>(1,018,005)</b>	<b>16,099,214</b>
<i>Right of use assets</i>						
IT Equipment	62,914	258,314	377,483	(377,483)	(67,219)	254,009
	<b>62,914</b>	<b>258,314</b>	<b>377,483</b>	<b>(377,483)</b>	<b>(67,219)</b>	<b>254,009</b>
<b>Total property, plant and equipment</b>	<b>16,500,971</b>	<b>947,826</b>	<b>458,535</b>	<b>(468,885)</b>	<b>(1,085,224)</b>	<b>16,353,223</b>

### 7. INTANGIBLES ASSETS

Figures in Rand	2022			2021		
	Cost	Accumulated Amortisation	2022 Carrying value	Cost	Accumulated Amortisation	2021 Carrying value
Intangible assets (software)	1,788,854	(1,594,433)	194,421	1,764,945	(1,291,611)	473,334
<b>Total intangible assets</b>	<b>1,788,854</b>	<b>(1,594,433)</b>	<b>194,421</b>	<b>1,764,945</b>	<b>(1,291,611)</b>	<b>473,334</b>

The carrying amounts of intangible assets can be reconciled as follows:

Figures in Rand	Carrying value at beginning of year	Additions	Amortisation disposal	Disposal	Amortisation	2022 Carrying value
Intangible assets (software)	473,334	23,909	-	-	(302,822)	194,421
<b>Total intangible assets</b>	<b>473,334</b>	<b>23,909</b>	<b>-</b>	<b>-</b>	<b>(302,822)</b>	<b>194,421</b>

The carrying amounts of intangible assets can be reconciled as follows:

Figures in Rand	Carrying value at beginning of year	Additions	Amortisation disposal	Disposal	Amortisation	2021 Carrying value
Intangible assets (software)	586,803	178,662	-	-	(292,131)	473,334
<b>Total intangible assets</b>	<b>586,803</b>	<b>178,662</b>	<b>-</b>	<b>-</b>	<b>(292,131)</b>	<b>473,334</b>



## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 8. FINANCIAL ASSETS

Figures in Rand	2022	2021
Investments with banks	* 1,022,234	-
<b>Financial Assets</b>	<b>1,022,234</b>	-

\* Education funds, amounting to R1.0 million, were re-invested in a twelve (12) months fixed interest instrument during March 2022.

### 9. TRADE AND OTHER RECEIVABLES

Figures in Rand	2022	2021
Net trade receivables	620,346	1,376,640
Trade receivables	3,289,426	4,616,940
Allowance for credit losses	(2,669,080)	(3,240,300)
Value Added Tax	392,941	649,045
Staff advances	40,667	52,500
	<b>1,053,954</b>	<b>2,078,185</b>

Movements in expected credit losses of trade and other receivables are as follows:

Figures in Rand	2022	2021
At start of the year	3,240,300	926,198
Increase in loss allowance	4,006,250	2,314,102
Amounts written off	(4,577,470)	-
<b>At end of the year</b>	<b>2,669,080</b>	<b>3,240,300</b>

#### Credit quality of trade and other receivables

The credit quality of debtors that are neither past due nor impaired can be assessed by reference to historical repayment trends of individual debtors. Credit terms are offered only to members registered on the Council's database with valid details. The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable mentioned above. The Council has a wide membership base, therefore, the credit quality of debtors that are not impaired are considered to be higher.

#### Fair value of trade and other receivables

The carrying value of accounts receivable approximates fair value as this amount is short term in nature, and the loss allowance takes into account long outstanding amounts owed by members for whom the recoverability is unlikely. In determining the recoverability of debtors, the Council considers the ageing of the receivable, the debtor's membership status and historical payment trends. The concentration of credit risk is limited due to the large membership base.

#### Exposure to credit risk

Trade receivables inherently expose the Council to credit risk, being the risk that the Council will incur financial loss if customers fail to make payments as they fall due.

A loss allowance is recognised for all trade receivables, in accordance with IFRS 9 Financial Instruments, and is monitored at the end of each reporting period. In addition to the loss allowance, trade receivables are written off when there is no reasonable expectation of recovery, for example, when a debtor has been placed under liquidation. Trade receivables which have been written off are not subject to enforcement activities. The Institute measures the loss allowance for trade receivables by applying the simplified approach which is prescribed by IFRS 9. In accordance with this approach, the loss allowance on trade receivables is determined as the lifetime expected credit losses on trade receivables. These lifetime expected credit losses are estimated using a provision matrix, which is presented below. The provision matrix has been developed by making use of past default experience of debtors but also incorporates forward looking information and general economic conditions of the industry as at the reporting date.

## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 9. TRADE AND OTHER RECEIVABLES *continued*

#### **Expected Credit Loss**

Expected credit loss provision matrix:

<b>31 March 2022</b>	<b>&lt;30 DAYS</b>	<b>31-60 DAYS</b>	<b>61-90 DAYS</b>	<b>91-120 DAYS</b>	<b>&gt;120 DAYS</b>	<b>TOTAL</b>
Weighted average expected credit loss rate	55%	37%	32%	91%	89%	
Estimated gross carrying amount	281,746	113,542	146,103	98,842	2,623,178	3,263,411
<b>Lifetime ECL</b>	<b>154,189</b>	<b>42,015</b>	<b>46,711</b>	<b>89,677</b>	<b>2,336,488</b>	<b>2,669,080</b>

Expected credit loss provision matrix:

<b>31 March 2021</b>	<b>&lt;30 DAYS</b>	<b>31-60 DAYS</b>	<b>61-90 DAYS</b>	<b>91-120 DAYS</b>	<b>&gt;120 DAYS</b>	<b>TOTAL</b>
Weighted average expected credit loss rate	40%	58%	30%	66%	62%	
Estimated gross carrying amount	138,075	114,622	52,121	16,652	1,366,303	1,687,773
<b>Lifetime ECL</b>	<b>54,930</b>	<b>66,765</b>	<b>15,636</b>	<b>10,996</b>	<b>850,766</b>	<b>999,092</b>

Write-off provision matrix:

<b>31 March 2021</b>	<b>&lt;30 DAYS</b>	<b>31-60 DAYS</b>	<b>61-90 DAYS</b>	<b>91-120 DAYS</b>	<b>&gt;120 DAYS</b>	<b>TOTAL</b>
Estimated gross carrying amount	156,732	55,203	73,520	55,957	1,899,795	2,241,208
<b>Provision for write-off</b>	<b>156,732</b>	<b>55,203</b>	<b>73,520</b>	<b>55,957</b>	<b>1,899,795</b>	<b>2,241,208</b>
<b>Total</b>	<b>211,662</b>	<b>121,968</b>	<b>89,156</b>	<b>66,953</b>	<b>2,750,561</b>	<b>3,240,300</b>

### 10. CASH AND CASH EQUIVALENTS

Figures in Rand

	<b>2022</b>	<b>2021</b>
<b>Cash balances</b>		
Banks - Education Fund	* 453,162	1,878,604
Banks - Council	^ 21,435,580	16,116,674
Banks - Canberra Accord	638,072	
	<b>22,526,814</b>	<b>17,995,278</b>

^ The Council's cash and cash equivalent balance included the fixed interest instrument which was due to mature in April 2022. An amount totaling R12.7 million was subsequently re-invested in a twelve (12) months fixed interest instrument in April 2022.

\* Education funds, amounting to R1.0 million, were re-invested in a twelve (12) months fixed interest instrument during March 2022.

#### **Fair value of cash and cash equivalents.**

The fair value of cash and cash equivalents approximates their carrying amounts.

#### **Credit quality of cash at bank and short term deposits, excluding cash on hand**

The credit quality of cash at bank and short term deposits, excluding cash on hand that are neither past due nor impaired can be assessed by reference to external credit ratings (if available) or historical information about counterparty default rates:

None of the financial institutions with which bank balances are held defaulted in prior periods and as a result a credit rating of high is ascribed to the financial institutions. The company's maximum exposure to credit risk as a result of the bank balances held is limited to the carrying value of these balances as detailed above.





## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 11. FINANCE LEASE LIABILITIES

SACAP entered into a rental agreement with Konica Minolta for a period of 36 months commencing in March 2021 and will end in February 2024 and the total monthly instalments, payable in advance, are R 7,976 with a 0% escalation per annum.

Figures in Rand	2022	2021
Future minimum lease payment fall due as follows		
- no later than one year	95,712	95,712
- later than one year but no later than five years	87,736	183,448
Future finance cost	(12,240)	(27,315)
<b>Lease liability</b>	<b>171,208</b>	<b>251,845</b>
Analysed as follows:		
Current portion	86,467	80,637
Long term portion	84,741	171,208
	<b>171,208</b>	<b>251,845</b>

The lease liability is secured over capitalised leased assets of property, plant and equipment disclosed in (Note 6).

### 12. TRADE AND OTHER PAYABLES

Figures in Rand	2022	2021
Trade and other payables	1,416,526	1,531,024
Sundry Creditors	^ 2,211,728	1,109,474
Employee savings	105,059	110,825
Accrual for leave pay	1,064,392	987,090
	<b>4,797,705</b>	<b>3,738,413</b>

^ Sundry creditors include credit balances as a result of payments received in advance as well as payments from registered persons who remained suspended at the end of the financial year. The increase in the credit balances was mainly due to more registered persons paying annual fees after suspensions in the current year in comparison to the previous financial year. The credit balances for those who paid post suspension will be offset against their re-registration fees on request.

Trade and other payables are interest-free and are also unsecured. The company has not defaulted on any of the capital or interest instalment on trade and other payables during the year. The fair value of trade and other payables approximates its carrying value, due to the short-term nature of trade and other payables.

### 13. REVENUE

Figures in Rand	2022	2021
Annual Fees	29,734,230	31,139,510
Administration Fees	1,422,934	1,276,255
Registration and Re-registrations	2,374,696	983,510
Renewals	1,247,261	1,464,776
Exams and CPD	2,624,351	1,894,836
Upgrades	1,124,442	1,153,221
RPL	290,145	46,682
Canberra Accord Membership	687,698	-
	<b>39,505,757</b>	<b>37,958,790</b>

Registration is cancelled when the Registered Professionals do not pay their annual fees within 60 days. The fees are then recognised in the year in which they are received.

## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 14. OTHER INCOME

Figures in Rand	2022	2021
Recoveries	249,063	335,589
Professional Misconduct Fines	472,500	346,500
	<b>721,563</b>	<b>682,089</b>

### 15. OPERATING SURPLUS

Figures in Rand	2022	2021
Operating surplus is arrived at after taking into account the following items:		
<b>Income</b>		
Profit on sale of property, plant and equipment	8,723	-
	<b>8,723</b>	-
<b>Expenditure</b>		
Impairment/loss on disposal of assets	-	(10,350)
	-	<b>(10,350)</b>
Depreciation and amortisation		
<i>Owned assets</i>		
Land and buildings	(320,246)	(319,955)
Motor vehicles	-	-
Furniture and fittings	(67,979)	(66,942)
Office equipment	(13,561)	(24,745)
IT equipment	(718,274)	(606,363)
	<b>(1,120,060)</b>	<b>(1,018,005)</b>
<i>Right of use assets</i>		
IT Equipment	(86,105)	(67,219)
	<b>(86,105)</b>	<b>(67,219)</b>
<i>Intangible assets</i>		
Amortisation	(302,822)	(292,131)
	<b>(302,822)</b>	<b>(292,131)</b>
Auditors' remuneration		
Audit fees		
-External	268,047	289,000
-Internal	473,094	800,394
	<b>741,141</b>	<b>1,089,394</b>



## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 16. FINANCE INCOME

Figures in Rand	2022	2021
Finance income	867,313	619,796
	<b>867,313</b>	<b>619,796</b>

### 17. FINANCE COSTS

Figures in Rand	2022	2021
Finance cost	21,950	5,703
	<b>21,950</b>	<b>5,703</b>

### 18. NET CASH GENERATED BY OPERATIONS

Figures in Rand	2022	2021
<b>Surplus for the year</b>	2,219,702	5,149,828
Adjustments for:		
Finance costs	21,950	5,703
Depreciation and amortisation of assets	1,508,987	1,377,355
Finance income	(867,313)	(619,796)
(Profit)/loss on disposal of property, plant and equipment	(8,723)	10,350
<b>Operating cash flow before working capital change</b>	<b>2,874,603</b>	<b>5,923,440</b>

### 19. TAXATION

The South African Council for the Architectural Profession's receipts and accruals are exempt from Income tax in terms of the provision of section 10(1)(cA)(i) of the Income Tax Act, 1962(No.58 of 1962)

### 20. RELATED PARTY TRANSACTIONS

#### Relationship

<b>Members of key management</b>	Toto Fiduli - Registrar Maduwele Segobola CA(SA) - Senior Manager : Finance
<b>Executive authority</b>	Department of Public Works and Infrastructure
<b>Governing body</b>	The Council
<b>Relationship governed by law</b>	Council for the Building Environment

#### Related party balances

Figures in Rand	2022	2021
Related party transactions Included in operation expenses		
Council for the Building Environment - levies	Λ 38,894	438,690

Λ The decrease in CBE levies for the current financial year was due to a reversal of the provision for 2020/21 as CBE had granted a 100% discount on the levies subject to the receipt of the annual declaration as well as the verification of the declaration by their internal auditors.

## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 20. RELATED PARTY TRANSACTIONS *continued*

#### Key Management

Figures in Rand	Relationship	Transactions	2022	2021
Adv Toto Fiduli	Registrar	Salary	1,563,506	1,503,371
		Performance Bonus	109,445	-
			1,672,951	1,503,371
Maduwele Segobola CA(SA)	Senior Finance Manager	Salary	1,304,160	1,254,000
		Performance Bonus	78,250	-
			<b>1,382,410</b>	<b>1,254,000</b>

#### Non - Executive - council and audit and risk committee members

Figures in Rand	COUNCIL AND OTHER COMMITTEES EXCL AUDIT AND RISK COMMITTEE		AUDIT AND RISK COMMITTEE		TOTAL	
	2022	2021	2022	2021	2022	2021
	Honorarium		Honorarium		Honorarium	
Mr NC Nduku - President	428,860	346,490			428,860	346,490
Ms LR Shongwe née Lerotholi - Vice-President	341,154	150,573			341,154	150,573
Ms K Naidoo	-	124,902			-	124,902
Ms N Daki	299,376	237,168			299,376	237,168
Ms L Ngodwane	-	94,734			-	94,734
Dr S Dlamini	174,960	194,400			174,960	194,400
Mr V Phailane	394,920	303,750			394,920	303,750
Mr K Bingham	231,411	174,960			231,411	174,960
Mr MA Mohidien	284,033	209,952			284,033	209,952
Mr RG Nicholls	127,230	85,536	72,390	72,390	199,620	157,926
Mr L Nematswerani	193,326	175,114	72,390	72,390	265,716	247,504
Mr T Poho			173,736	72,390	173,736	72,390
Ms N Oliphant - Chairperson			156,366	86,870	156,366	86,870
Mrs Z Tshabalala			108,585	57,912	108,585	57,912
	<b>2,475,270</b>	<b>2,097,579</b>	<b>583,467</b>	<b>361,952</b>	<b>3,058,737</b>	<b>2,459,531</b>

#### Council members that are Architectural professionals

Figures in Rand		2022	2021
Names	Category	Fees	Fees
Mr V Phailane	Pr Arch	3,460	3,460
Ms LR Shongwe née Lerotholi	Pr Arch	3,460	3,460
Mr NC Nduku	Pr Arch	3,460	3,460
Ms N Daki	PAT	3,460	3,460
Ms K Naidoo	Pr Arch	3,460	3,460
Ms L Ngodwane	Pr Arch	3,460	3,460
Dr S Dlamini	PSAT	3,460	3,460
Mr K Bingham	Pr Arch	3,460	3,460
Mr MA Mohidien	PAD	3,460	3,460
		<b>31,140</b>	<b>31,140</b>



## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 21. FINANCIAL INSTRUMENTS

#### 21.1 Financial assets by category

Figures in Rand

31 March 2022	Loans and Receivables	Total
<b>Non-current financial assets</b>		
Investments (refer note 8)	1,022,234	<b>1,022,234</b>
<b>Current financial assets</b>		
Trade and other receivables (refer note 9)	661,013	<b>661,013</b>
Cash and cash equivalents (refer note 10)	22,526,814	<b>22,526,814</b>
31 March 2021	Loans and Receivables	Total
<b>Current financial assets</b>		
Trade and other receivables (refer note 9)	1,429,140	<b>1,429,140</b>
Cash and cash equivalents (refer note 10)	17,995,278	<b>17,995,278</b>

#### 21.2 Financial liabilities by category

Figures in Rand

31 March 2022	Financial Liabilities at Amortised Costs	Total
<b>Non-current financial liabilities</b>		
Finance lease liabilities (refer note 11)	84,741	<b>84,741</b>
<b>Current financial liabilities</b>		
Trade and other payables (refer note 12)	3,733,313	<b>3,733,313</b>
Current portion of finance lease liability (refer note 11)	86,467	<b>86,467</b>
31 March 2021	Amortised cost	Total
<b>Non-current financial liabilities</b>		
Finance lease liabilities (refer note 11)	171,208	<b>171,208</b>
<b>Current financial liabilities</b>		
Trade and other payables (refer note 12)	2,751,313	<b>2,751,313</b>
Current portion of finance lease liability (refer note 11)	80,637	<b>248,572</b>

## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 22. RISK MANAGEMENT

#### 22.1 Credit risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the Council. Credit risk consists mainly of cash deposits, investments and trade and other receivables. The Council only deposits cash with major banks with high quality credit standing and limit exposure to any one counter-party.

Receivables comprise of fees owed by registered persons in terms of the Architectural Profession Act, No. 44 of 2000. Receivables comprises of a wide spread registered person's base. Receivables are monitored for impairment on an ongoing basis. Non-payment by registered persons results in de-registration, in which event outstanding fees are provided for as credit losses.

The carrying amount of cash deposits, investments and trade and other receivables recognised in the financial statements, which is net of impairment losses, represents the Council's maximum exposure to credit risk.

To measure the expected credit losses, receivables have been assessed based on the invoice due date.

Figures in Rand	2022	2021
Financial assets (refer note 8)	1,022,234	-
Trade and other receivable (refer note 9)	661,013	1,429,140
Banks (refer note 10)	21,888,743	17,995,278

#### 22.2 Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash and availability of funding through an adequate amount of cash available to perform its duties.

The Council's risk to liquidity is a result of the funds available to cover future commitments. The Council manages liquidity risk through ongoing review of the future commitment and credit facilities.

Cash flow forecasts are prepared and adequate utilised borrowing facilities are monitored.

The tables below analyses the Council's financial liabilities into relevant maturity groupings based on the remaining period at the reporting date to contractual maturity date. The amounts disclosed the table are contractual undiscounted cash flows.

#### Summary quantitative data

Figures in Rand	Less than 1 year	Between 1 and 5 years	Total
<b>31 March 2022</b>			
Trade and other payables (refer note 12)	3,733,313	-	<b>3,733,313</b>
Finance lease liabilities (refer note 11)	86,467	84,741	<b>171,208</b>
<b>31 March 2021</b>			
Trade and other payables (refer note 12)	2,571,313	-	<b>2,571,313</b>
Finance lease liabilities (refer note 11)	80,637	171,208	<b>251,845</b>



## NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

### 22. RISK MANAGEMENT continued

#### 22.3 Interest rate risk

The Council has significant interest-bearing assets that causes its income and operating cash flows to be substantially dependent on the changes in the market interest rates.

In order to manage the cash flow interest rate risk, the Council will repay the corresponding borrowings when it has surplus funds.

Figures in Rand	Balances 31 March 2022	Decrease in basis points -100 bp	Increase in basis points 100 bp
Cash and cash equivalents - Education Fund	453,162	448,630	457,694
Cash and cash equivalents - Council	21,435,580	21,221,224	21,649,936
Cash and cash equivalent - Canberra Accord	638,072	631,691	644,453
	<b>22,526,814</b>	<b>22,301,546</b>	<b>22,752,082</b>

#### 22.4 Capital risk management

The objective of the Council when managing capital is to safeguard its ability to continue as a going concern.

The capital structure of the Council consists of cash and cash equivalents disclosed in the note 10 and accumulated funds as disclosed in the statement of financial position.

#### 22.5 Financial risk management

The council's activities expose it to a variety of financial risks: market risk (including currency risk, fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk.

The council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the organisation's financial performance. The council approved and monitor risk management policies.

## DETAILED INCOME STATEMENTS

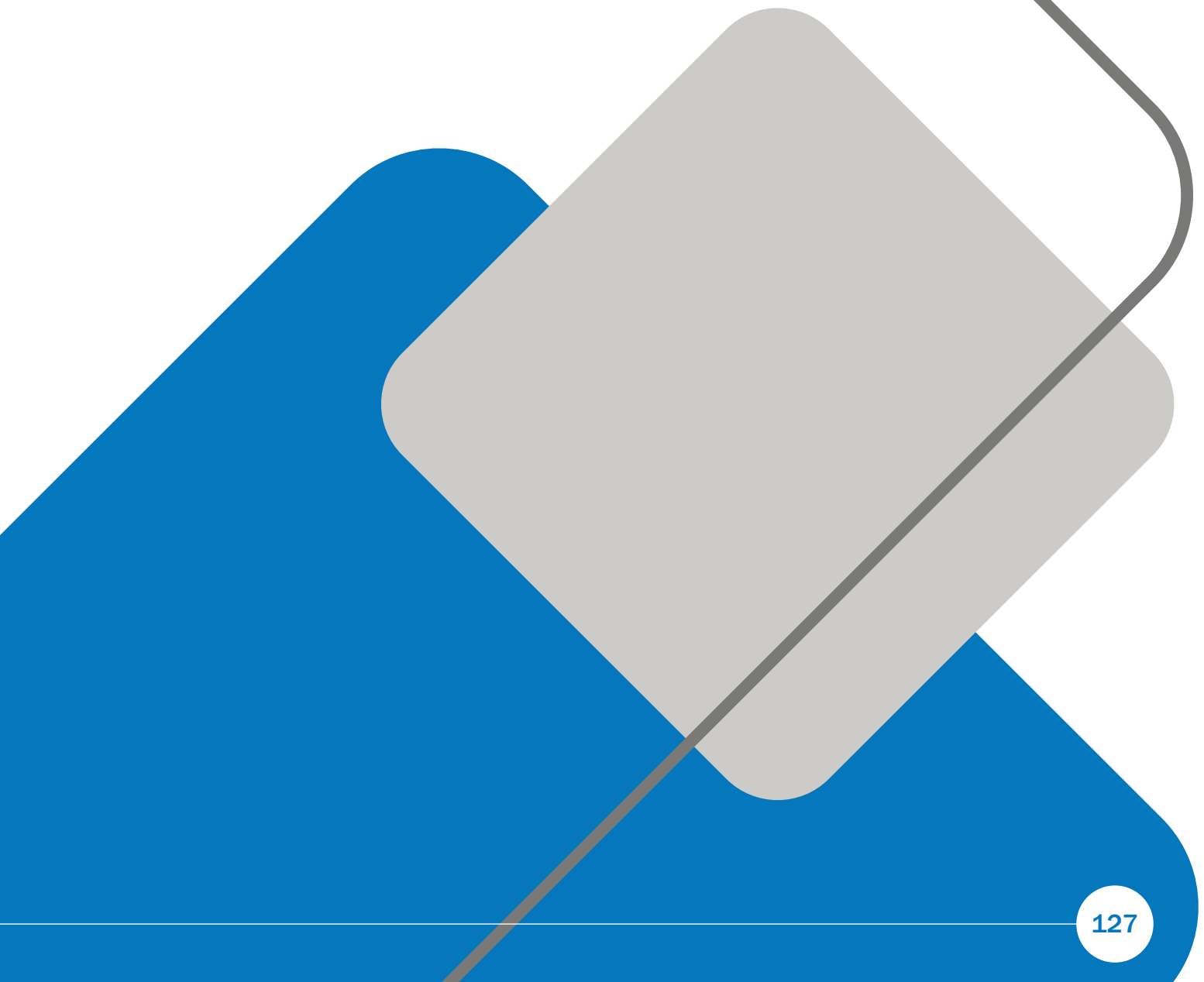
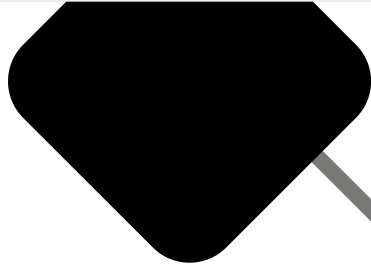
Figures in Rand	2022	2021
<b>Gross Revenue</b>		
Annual Fees	29,734,230	31,139,510
Administration Fees	1,422,934	1,276,255
Canberra Accord Membership fees	687,698	-
Exam Fees	1,124,442	1,153,221
Extensions and Exemptions	2,624,351	1,894,836
Registration and re-registration Fees	2,374,696	983,510
Renewals	1,247,261	1,464,776
RPL	290,145	46,682
	<b>39,505,757</b>	<b>37,958,790</b>
<b>Other Income</b>		
Finance income	739,089	619,796
Recoveries	377,287	335,589
Professional Misconduct Fines	472,500	346,500
	<b>1,588,876</b>	<b>1,301,885</b>
	<b>41,094,633</b>	<b>39,260,675</b>

## DETAILED INCOME STATEMENTS

Figures in Rand	2022	2021
<b>Expenditure</b>		
Advertising	159,615	289,689
Amortisation - Intangible assets	302,822	292,131
Annual Report	122,388	105,700
Auditors Remuneration	268,047	289,000
Bank charges	91,881	77,122
Body Corporate Rates	703,892	740,682
CBE Levies	38,894	438,690
Computer expenses	619,893	567,868
Consulting fees	317,085	140,409
Corporate Identity	148,315	198,385
Database & Document Management	50,756	53,908
Depreciation - Tangible assets	1,206,165	1,085,224
Electricity and water	552,549	558,932
Employee benefits	3,399,371	3,206,865
Entertainment	240,494	87,324
Expected credit loss	4,006,250	2,342,261
Finance costs	21,950	5,703
General expenses	852,190	572,750
Honorarium	3,896,902	3,225,805
Impairment/loss on disposal of assets	-	10,350
Insurance	303,093	245,890
Internal Audit Fees	473,094	800,394
Lease rental on operating lease	163,815	352,363
Legal Fees	604,640	897,877
Motor vehicle expense	22,221	15,758
Outreach , Roadshow & Exhibitions	464,525	92,750
Performance bonuses	639,420	-
Postage	44,482	38,867
Printing and stationery	43,207	81,865
Recruitment	11,115	435
Relief grants for VA's	450,000	-
Repairs and maintenance	17,980	23,496
Salaries	16,016,482	15,535,727
Students Grants	400,000	440,000
Subscriptions	111,249	151,943
Telephone and fax	418,975	435,863
Training	131,283	43,535
Travel - local	65,964	-
Tribunals	1,085,746	342,807
Validation CAA reps	148,471	66,444
Website maintenance	259,710	256,035
	<b>38,874,931</b>	<b>34,110,847</b>
<b>Surplus for the year</b>	<b>2,219,702</b>	<b>5,149,828</b>

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







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**ISBN: 978-0-621-50495-8 - SACAP Annual Report 2021 | 2022**