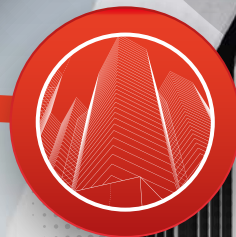


ANNUAL REPORT

2022 – 2023



Preserving and advancing the
highest international standards for
the profession of architecture



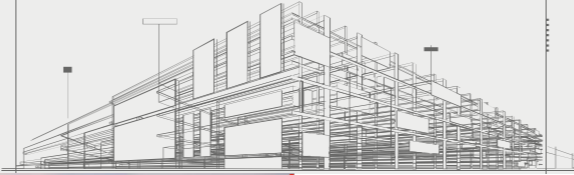
South African Council
for the Architectural Profession



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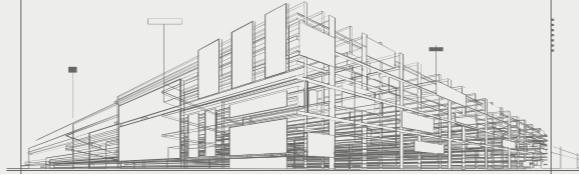


PART A

General Information

GENERAL INFORMATION

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



LIST OF ABBREVIATION

STAKEHOLDERS (NATIONAL)

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

ACTS OF PARLIAMENT AND POLICY FRAMEWORKS

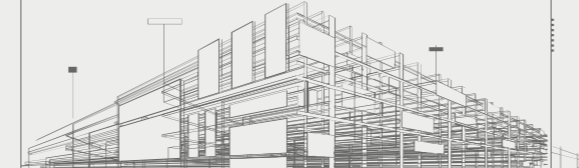
APP	Annual Performance Plan
The Act	The Architectural Profession Act, 2000 (Act No. 44 of 2000)
CA	The Competition Act (No. 89 of 1998)
EEA	Employment Equity Act (No. 55 of 1998)
NQF	National Qualifications Framework Act (No. 67 of 2008)
OHSA	Occupational Health and Safety Act (No. 85 of 1993)
PFMA	Public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

STAKEHOLDERS (INTERNATIONAL)

ACE	Architects' Council of Europe
AUA	African Union of Architects
ARB	Architectural Regulations Board
CA	Canberra Accord
CAA	Commonwealth Association of Architects
RIBA	Royal Institute of British Architects
UIA	Union of International Architects

STAKEHOLDERS (ARCHITECTURAL LEARNING SITES)

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



RECOGNISED STAKEHOLDERS (VOLUNTARY ASSOCIATION)

ClfA	The Cape Institute for Architecture, ClfA, a Region of SAIA (South African Institute of Architects)
FACE	Freedom Architecture Consulting Empowerment
GIfA	Gauteng Institute for Architecture, a Region of SAIA
PIA	Pretoria Institute for Architecture, a Region of SAIA
SAIA BKIA	SAIA Border-Kei
SAIA EC	SAIA Eastern Cape
SAIA FS	SAIA Free State
SAIA LIMPOPO	South African Institute of Architects Limpopo Region
SAIA MPUMALANGA	South African Institute of Architects Mpumalanga Region
SAIA KZN	SAIA Kwa Zulu Natal
SAIA	South African Institute of Architects
SAIAP	South African Institute of Architectural Professionals
SAIBD	South African Institute of Building Design
SAID	South African Institute of Draughting NPC
IID	The African Institute of Interior Design Professions
SAIAT	The South African Institute of Architectural Technologist NPC

OTHER

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

SACAP PROGRAMMES

RPL	Recognition of Prior Learning
NASF	National Architecture Student Forum
WiASA	Women in Architecture South Africa

SACAP'S REGISTERED PERSONS

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



FOREWORD

PRESERVING & ADVANCING

of unsustainability – sometimes by as much as 70% - to secure projects. This compromise in fees forces architectural professionals to dishearteningly compromise on the quality of their work and jeopardises the profession's sustainability and reputation.

Government calls for transformation are at odds with the lack of support for black architectural professionals, many of whom rely on winning government tenders for their livelihoods. Policies designed to address historical imbalances have inadvertently hindered progress.

Transformation is obstructed by a procurement framework that fosters competition among firms and limits opportunities for black architects. These policies unfairly pit smaller, emerging firms against large firms. To achieve real transformation, we need policies that embrace diversity and inclusion and give all architectural professionals a fair share of the pie, enabling them to contribute meaningfully to society. The current status quo hampers diversity, a goal that SACAP is diligently pursuing. We would like to see a return to the roster system that was in place before government tenders were introduced in 2003. Under that system, work was shared fairly among professional architects and the architectural profession flourished. Due to the current instability of the profession, many qualified professional architects are seeking work opportunities abroad.

This contributes to the challenge faced by many architectural graduates in securing the mentorships required to complete their practical training and become registered architectural professionals. The 5th Term Council urges the Department of Public Works and Infrastructure to open its infrastructure projects to students for mentorships. Despite a decline in government spending on infrastructure, substantial projects are in progress, capable of accommodating the 1000 to 1200 students who qualify annually, providing the requisite experience for registration.

The 5th Term Council's Achievements

While we advocate for policy changes, we are immensely proud of the 5th term Council's achievements over the past four years.

When the 5th term Council assumed office in 2019, it inherited an organisation grappling with challenges. We promptly developed a

strategic plan to implement the statutory mandates outlined in the Architectural Professions Act 44 of 2000 to change the Council's trajectory. The strategy culminated in the development of annual performance plans that are approved by the Council at the start of every financial year to exercise oversight on the implementation of the strategy, budgets, and plans.

Remarkably, within two years, we accomplished the mandates set out for our four-year term, a testament to the dedication of the architectural community. In so doing, we laid a solid foundation for growth and progress. Over the past two years, we've focused on consolidating our achievements. In the second half of our term, unity in our profession prevailed as complicated relationships were mended to grow and sustain the profession.

Our overarching strategy seeks to restore the architectural profession's leadership role within the construction value chain.

Guideline Professional Fees and Identification of Work

We reached significant milestones with the publication of Guideline Professional Fees and the Identification of Work (IDoW). When it came to the Guideline Professional Fees, we convincingly conveyed to the Competition Commission that these fees are not price fixing but transparent benchmarks that educate the public about the actual value of architectural services. Our gratitude goes to the South African Institute of Architects for their benchmark report, which greatly aided the Competition Commission's understanding and led to the signing of a Memorandum of Understanding.

Furthermore, our persistent efforts led to the gazetting of the Identification of Work (IDoW), ensuring that professionals operate within the scope of their qualifications, upholding our profession's integrity. We have also put mechanisms in place to acknowledge those who have worked beyond the scope of their qualifications. If they can provide SACAP with proof of their competency, we will allow them to continue that work.

SACAP is the only council in the built environment that has published guideline professional fees and IDoW, reaffirming our commitment to transparency and professionalism.

COVID-19

The onset of the COVID-19 pandemic amplified the challenges we face, particularly regarding the profession's sustainability. The payment of SACAP annual fees declined significantly as professionals navigated financial uncertainties. However, through SACAP's determination and commitment to the profession's sustainability and progress, we managed to weather the storm, and the situation has since improved.

Audit

SACAP takes great pride in the accomplishments of the 5th term Council and the administration team who have consistently secured clean, unqualified audit reports annually throughout our tenure. We are gratified to have successfully transformed SACAP into an organisation that prioritises governance and ethics as paramount considerations.

Artificial Intelligence

The rise of artificial intelligence (AI) presents both opportunities and complexities for our profession. While AI holds promise, we must ensure that it aligns with our values and enhances the quality of our work. AI should be a tool that augments our creativity and expertise rather than supplanting our uniquely human touch in designing spaces that meet people's needs.

Education

Education remains a foundational pillar of our profession's success. A critical aspect involves shifting to practical, industry-relevant training that bridges the gap between academia and practice. A robust architectural education should reflect our local context, champion indigenous knowledge systems, and address pressing spatial injustices. Our goal is to accredit architectural learning sites responsive to transformation, acknowledging indigenous knowledge systems and tailoring education to address local challenges. We must avoid imposing Western norms to solve indigenous challenges. Our architectural learning sites must evolve to meet our nation's unique needs, encouraging students to create spaces that uplift communities, improve quality of life, and rectify spatial injustices. Our graduates should also be equipped to harness AI while preserving the essence of human-centered design.

Mentorship

Mentorship and skills development have been central to our strategy. Mentorship plays a critical role in empowering emerging professionals. A robust skills pipeline, driven by government and private sector collaboration, is essential for our profession's sustainability and expansion. We must mentor the Architectural professionals of tomorrow and build an environment that resonates with our ideals for the built environment in South Africa.

Social and Ethics Committee

We applaud the establishment of the Social and Ethics Committee by the 5th term Council, which reinforces our commitment to ethics and professionalism, both internally at SACAP and in the profession at large.

Acknowledgments

As this chapter draws to a close, I am reminded that leadership is not about singular actions but collective endeavours. I extend my heartfelt gratitude to the 5th term Council for their unwavering support and dedication. Your tireless efforts have propelled the advancement of the architectural profession. I want to extend my thanks to my fellow councillors for affording me the opportunity to serve as your president, for providing me with the space to lead, and for making my role as President of SACAP more manageable. I'd also like to express my gratitude to the administrative team, led by Registrar Advocate Toto Fiduli, for their invaluable support in implementing the resolutions of the Council. The unity achieved during this term stands as a significant achievement. I want to acknowledge the Voluntary Associations and the Council for the Built Environment for their commitment to unity, which has paved the way for a more cohesive architectural community. It's incumbent upon us to sustain and strengthen this unity for the betterment of our profession.

Looking ahead

As we pass the torch to the 6th term Council, we are confident that the seeds we've planted will bloom into a more radiant and sustainable future for the architectural profession. I extend my best wishes to the 6th term Council. I encourage them to build upon our achievements and continue the transformative journey we've embarked upon. Let's remain steadfast in our commitment to ethical practice, sustainable development, and the upliftment of our profession and our nation.

Mr Ntsindiso Charles Nduku
President

FOREWORD

by the President

As the tenure of the 5th term Council draws to a close, I'd like to take a moment to reflect on the last four years. An intricate web of challenges has shaped the architectural profession landscape in South Africa during the period. I would like to acknowledge the notable accomplishments of the South African Council for the Architectural Profession (SACAP), despite the challenging environment architectural professionals have had to navigate.

The consequences of a struggling economy have rippled through the built environment sectors. Infrastructure development has been hampered by reduced government spending and diminished private-sector investments. With government and private sector spending constrained, architectural professionals have found themselves at the forefront of these challenges, their livelihoods threatened by a dearth of opportunities. The situation has been compounded by anti-transformative government procurement policies that prioritise price over quality.

These policies have forced RPs into competitive bidding on tenders, which have forced them to lower their fees to points



OVERVIEW

HIGHEST INTERNATIONAL STANDARDS

REGISTRAR'S

Overview

Over the past four years, The South African Council for the Architectural Profession (SACAP) has remained steadfast in its commitments to its mandates and strategic goals, despite a challenging economic environment.

The unprecedented challenges caused by the COVID-19 pandemic significantly impacted SACAP's operating budget due to lower annual fee collections from registered persons. However, by being agile, adapting to the circumstances, and reviewing our budget, we were able to sustain our operations and continue delivering on our core mandates.

The 5th term Council achieved major milestones during its tenure. As a result of its strategic efforts and the work of the SACAP administrative team, we achieved all our key objectives. One of the standout accomplishments was the successful publication of the Identification of Work (IDoW) for the architectural profession that had eluded previous Councils for two decades. Additionally, the Council successfully navigated Competition Commission South Africa regulations and signed a Memorandum of Understanding with the Competition Commission to publish our annual Guideline Professional Fees. These achievements were made possible through collaboration with the Council for the Built Environment (CBE), Registered Professionals (RPs), and Voluntary Associations (VAs). They demonstrate the Council's commitment to fostering transparency and improving the professional landscape.

We also optimised our registration and Continuing Professional Development (CPD) submission and approval processes to reduce turnaround times significantly. Post-COVID-19, from the 2021/2022 financial year onwards, we saw an improvement

in our revenues as stability started returning to the built environment, enabling us to meet our performance targets and fulfil our mandates as per our annual performance plans.

While diligently striving to pass on the stewardship of a more effective and efficient SACAP to the 6th term Council, our overarching strategy has encompassed the sustainable future of our profession. We have taken proactive steps to address the challenges faced by the profession, identifying measures SACAP can implement to alleviate those challenges and safeguard the profession's long-term viability.

One key challenge in this regard is nurturing a robust skills pipeline for the profession. We are committed to seeing a substantial increase in the number and diversity of registered professionals (RPs). Our efforts have focused on promoting the profession within black, coloured, and Indian communities and schools in townships and rural areas. By doing so, we aim to cultivate a sustainable stream of graduates who register as candidates and ultimately as professionals that better reflect our nation's demographics.

Education

We have raised concerns about the skills pipeline and gaps in the education of architectural students. A concerning trend is a significant disparity between the number of graduates with architectural qualifications and the proportion of architectural graduates who formally register with SACAP. Of the 9922 students that graduated between 2012 to 2021, only 3107 or 31,3% of graduates proceeded to register with SACAP, raising questions about the fate of the remaining non-registered graduates. Losing so many graduates to other professions or industries is a significant loss for the architectural profession. We are working with universities to gain insights into the challenges faced by architectural students and graduates. We have advocated for the introduction of mentorship programmes to assist students in managing the demands of their studies and have extended complimentary registration to architectural students. This is to enable SACAP to track their progress and provide support structures for both students and graduates that encourage them to complete the journey to becoming registered professionals. During the 5th term Council's tenure, 102 students registered with SACAP. We wish the 6th term Council every success in growing this number significantly.

We are also encouraging universities to address the knowledge gaps young graduates face when entering the workplace. These gaps directly impact the profession's sustainability and the livelihoods of RPs. An illustrative example is the rejection of 80% of building plans submitted to local authorities due to non-compliance with building regulations. SACAP is engaging with universities to bridge the gap in building regulations education. By doing so, we aim to elevate the quality and compliance of architectural designs, thereby ensuring the spaces conceived by architects are functional and safe.

Furthermore, there is an urgent need to revolutionise the curriculum of architectural education in South Africa, which currently retains a Eurocentric orientation. Many curricula neglect African architectural traditions and the need for spatial transformation, despite the glaring social challenges and spatial inequalities experienced by most South Africans. This

oversight is disconcerting. Our vision involves a paradigm shift towards architectural education in South Africa that resonates with our cultural tapestry, celebrates diversity, and addresses local challenges with indigenous solutions. Given architecture's instrumental role in community development and building, it becomes incumbent upon architectural professionals to sensitively factor in the sociocultural dynamics of the communities they serve. To this end, we are actively collaborating with the Council for Higher Education to formulate a learning institution accreditation approach that integrates these considerations, thus augmenting the quality of architectural education across South Africa.

Construction mafia

The 'construction mafia' intrusion poses a substantial threat to our profession. These 'elicit groups' disruptive actions on construction projects are triggering financial setbacks for architectural professionals and undermining the profession's viability. We have escalated the problem to the CBE and the Department of Public Works and Infrastructure (DPWI).

Local Authorities

Efforts to streamline building plan approvals by local authorities are essential for the architectural profession's sustainability. Our RPs are hamstrung by protracted delays in building plan approvals and poor communication at inefficient local authorities, constraining construction activities. Given that construction hinges on building plan approval, the ramifications cascade down the value chain, resulting in financial challenges for RPs, which compromises their ability to pay SACAP's annual fees. To try and tackle this issue, we have corresponded with various local authorities and are now engaging the South African Local Government Association and the Ministry of Cooperative Governance and Traditional Affairs to secure a resolution.

Mentorship

A lack of mentorship opportunities due to the beleaguered construction industry is a significant hurdle for graduates seeking professional registration. Insufficient work opportunities at architectural practices impede the appointment and training of candidates. This means architectural graduates cannot gain the requisite practical experience necessary for registration. Recognising this challenge, we have advocated for government intervention to provide mentorship through infrastructure projects, thus nurturing graduates' growth and the profession's overall sustainability.

Registration

On a positive note, following the restructuring of the registration process, registration now takes five days. During the 5th term Council's tenure, 1 067 applicants across various registration categories successfully attained registration.

Investigations

Upholding ethical standards remains paramount to SACAP. Addressing complaints and cases of improper conduct continues to be a priority, safeguarding the public against unscrupulous individuals posing as professionals or registered professionals violating SACAP's Code of Conduct. In instances where unregistered individuals have masqueraded as professionals, they have been reported to law enforcement agencies, leading to prosecutions. We consistently run campaigns encouraging



the public to contact SACAP to verify the registration status of people purporting to be architectural professionals.

Regarding RPs, the 5th Term Council received 567 public complaints during its tenure. Of these, 420 cases of improper conduct were referred to the Investigating Committee, 162 were escalated to the South African Police Services for further investigation, and 61 complaints were dismissed due to lack of evidence of improper conduct. Additionally, 218 registered professionals faced disciplinary action.

PrivySeal

PrivySeal, a real-time registration validation mechanism, has been introduced by SACAP, serving as a credible tool for public assurance. PrivySeal empowers the public to authenticate whether registered professionals have fulfilled the requisite registration standard. Numerous local authorities have mandated the use of PrivySeal for the submission of building plans, curtailing the submission of applications by non-registered individuals to local authorities.

Ethics Committee and Code of Ethics

The 5th Term Council appointed an independent Social & Ethics Committee, which developed a Code of Ethics for SACAP. The Council will now undertake an internal ethics audit to identify avenues for organisational enhancement.

Public awareness campaigns and RP education

SACAP undertook various media and public awareness campaigns during the term to promote the profession and educate the public. Workshops were held for RPs to educate them on the Architectural Profession Act 44 of 2000 and SACAP's Code of Conduct. We held workshops for local authorities advising them that according to the IDoW, registered professionals are the only ones who may submit building plans to municipalities for approval.

We ran 187 digital campaigns, posted 320 updates on social media, created 14 animation videos for public awareness, and were interviewed on the radio 14 times and on television four times. Overall, 547 awareness campaigns were initiated over the 2019 to 2023 term. We also held 16 webinars and a convention. Despite this extensive work, more must be done to expand our public awareness campaigns to the more vulnerable segments of society, particularly those residing in townships and rural areas.

Continuing Professional Development

SACAP is offering free workshops on IDoW and the Guideline Professional Fees and will grant Continuing Professional Development (CPD) points to RPs.

Efforts to expedite the processing of CPD submissions at SACAP have borne fruit, with a swift turnaround of just one day. This development ensures compliance with RPs' CPD requirements annually to secure their registration certificates.

South African National Standards (SANS)

Municipalities reject many building plans because professionals do not comply with national building standards. SACAP subscribes and pays these building standards annually so our professionals can access them for free. The South African Bureau of Standards

agreed to train RPs on SANS at discounted fees. Unfortunately, the uptake was very low. We are therefore proposing that the 6th term Council considers funding the training to increase RP attendance, which will elevate their service standards to the public.

Professional Practice Examination (PPE)

During the 5th term, 1804 candidates from various registration categories sat for the PPE. Of these, 1 376 candidates passed the examination, while 428 failed. Remedial mechanisms are being devised to aid candidates who did not pass so that they too can progress to professional registration.

A matter of concern has been the protracted status of registered candidates who linger in this category for an extended period without attempting the PPE. To mitigate this, a policy has been instituted wherein candidates must write their PPE within two years of completing their mentorship training. Failure to comply will result in deregistration.

Education Fund

The Education Fund has been a focal point of the 5th term Council's initiatives, awarding bursaries to 55 students across diverse educational institutions since 2019. Emphasis has been on female post-graduate students, with an annual allocation of R40,000 to 11 beneficiaries. Regrettably, this quantum does not comprehensively cover their annual study expenses. Efforts are underway to secure additional resources to augment the Education Fund and lessen the financial challenges confronting many students.

Identification of Work

The Identification of Work (IDoW) policy provides for three mechanisms that recognise work-based experience. These are Recognition of Prior Learning (RPL), Limited Special Dispensation (LSD), and Special Consent. Over the 5th term, 139 RPL applications were received, with 67 successful approvals. Concurrently, 603 applications for LSD were received, 285 assessed, and 41 approved.

A notable observation is that certain knowledge gaps exist among professionals applying for RPL that necessitate theoretical education rather than practical experience. SACAP is poised to collaborate with partners, voluntary associations, and educators to curate concise courses to address these gaps, enabling professionals to ascend to higher registration categories. A call is extended to RPs seeking RPL to ensure comprehensive submission of all requisite documentation to facilitate processing within 60 days.

Canberra Accord on Architectural Education

SACAP became a signatory to the Canberra Accord in Architectural Education in 2017 and serves as its secretariat.

A periodic review of the SACAP accreditation system to maintain its signatory status is required. In August 2022, an international delegation from the Canberra Accord visited SACAP for the periodic review. The Accord accepted SACAP's accreditation as substantially equivalent subject to addressing certain shortfalls in the accreditation system, which we immediately reviewed and aligned with Accord requirements.

Audit

The 5th term Council significantly improved the control environment when it took office. With pride, we announce the attainment of clean, unqualified audits throughout the four-year period.

Governance

We have improved governance in the organisation with effective internal and external audits. When it comes to risk management, we have risk registers in place, with controls reviewed quarterly to ensure risks do not materialise.

Retention strategy

According to the Act, RPs are required to pay annual fees within 60 days. However, we have extended the period in which they can pay to six months.

Vision for the future

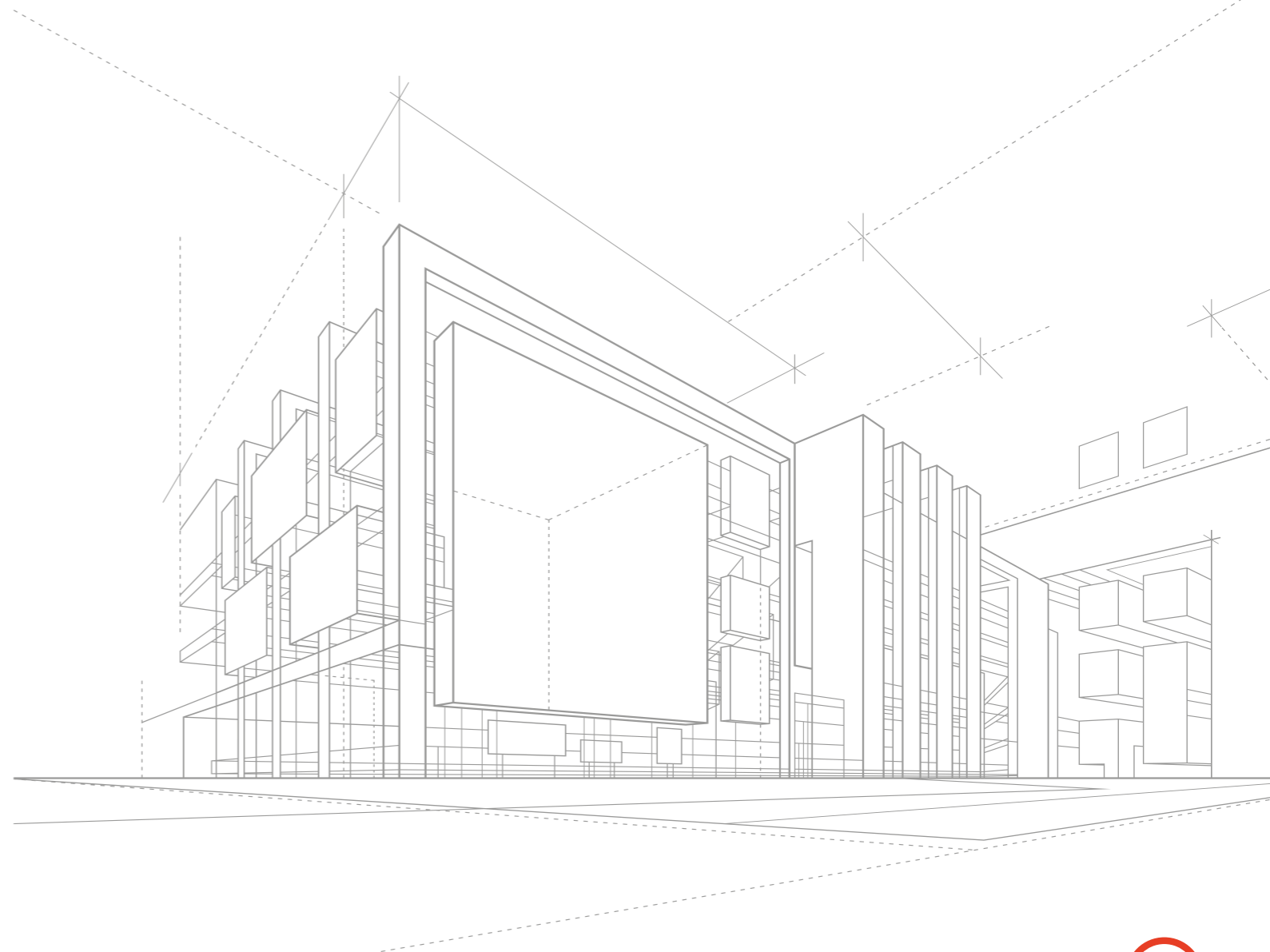
In the next five years, SACAP envisions a more sustainable, diversified architectural profession that leads the way in the built environment and actively contributes to community development. The Council wants to see architectural professionals play a more significant role in shaping communities, primarily through

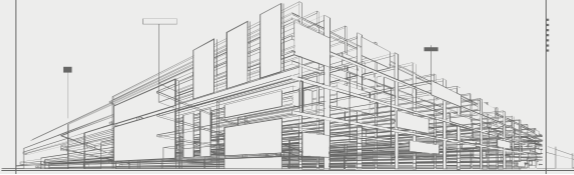
government infrastructure projects. Addressing challenges related to government procurement policies, mentorship, registration, education, and community building will be paramount to achieving this vision. I wish the 6th term Council every success in their pursuit of a sustainable future for the profession.

Acknowledgements

Acknowledgements must be extended to the 5th-term Council and the SACAP administrative staff for their sterling contribution to the architectural profession and their dedication and commitment to achieving our targets. Our profound gratitude is extended to the 5th term Council for their steadfast support and oversight. Equally, we acknowledge the Council for the Built Environment, the Voluntary Associations and the Department of Public Works and Infrastructure for their invaluable support. Last the support we receive from RPs and other stakeholders.

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 2023.

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 POLICY MANDATES

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

1) REGISTER:

- a. keep a register of registered persons;
- b. decide on the form of certificates and the register to be kept;
- c. maintain a register or issuing of certificates;
- d. reviewing of the register and certificates and the manner in which alterations thereto may be affected;
- e. determine conditions for the renewal of registration;
- f. Cancel the registration of a registered person as prescribed by Section 20 of the Act.

2) DETERMINATION OF FEES AND CHARGES:

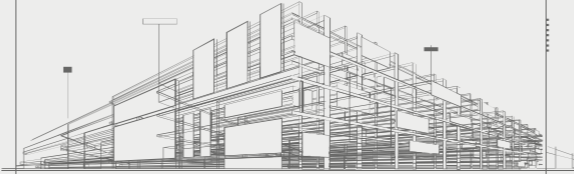
- a. determine application fees; registration fees; and annual fees, or portion thereof, in respect of a part of a year;
- b. determine the date on which any fee or charge is payable;
- c. determine the fees, or portion thereof, payable in respect of any examination referred to in section 19, conducted by or on behalf of the Council.

3) EDUCATION IN ARCHITECTURE

- a. Subject to sections 5 and 7 of the Higher Education Act, 1997 (Act No. 101 of 1997), conduct accreditation visits to any educational institution which has a department, school or faculty of architecture, but must conduct at least one such visit during its term of office.
- b. Conditionally or unconditionally grant, refuse or withdraw accreditation to all educational institutions and their educational programmes with regard to architecture;
- c. Consult with the Council on Higher Education established in terms of the Higher Education Act, 1997, regarding matters relevant to education in architecture;
- d. Consult with the South African Qualifications Authority established by the National Qualifications Framework Act 67 of 2008., or anybody established by it and the Voluntary Associations, to determine competency standards for the purpose of registration.
- e. Establish mechanisms for registered persons to gain recognition of their qualifications and professional status in other countries;
- f. Liaise with the relevant National Standards Body established in terms of Chapter 3 of the regulations under the National Qualifications Framework Act 67 of 2008. with a view to the establishment of a standards generating body in terms of those regulations;
- g. Recognise or withdraw the recognition of any examination contemplated in Section 19;
- h. Enter into an agreement with any person or body of persons, within or outside the Republic, with regard to the recognition of any examination or qualification for the purposes of this Act;
- i. Give advice or render assistance to any educational institution, Voluntary Association or examining body with regard to educational facilities for and the training and education of registered persons and prospective registered persons;
- j. conduct any examination for the purposes of section 19; and
- k. Determine, after consultation with the Voluntary Associations and registered persons, conditions relating to and the nature and extent of continuing education and training.
- l. Establish and administer an education fund for the purpose of education, training and continuing education and training of registered persons and students in the architectural profession.

4) GENERAL MANDATES OF COUNCIL

- a. Determine, subject to section 25, the requirements with which a Voluntary Association must comply to qualify for recognition by the Council;



- b. The Council may, if the Voluntary Association complies with the requirements determined in terms of section 14(d), recognise that association and issue it with a certificate of recognition;
- c. Advise the Minister, any other Minister or the CBE on any matter relating to the architectural profession;
- d. Encourage and itself undertake research into matters relating to the architectural profession;
- e. Take any steps it considers necessary for the protection of the public in their dealings with registered persons for the maintenance of the integrity and the enhancement of the status of the architectural profession;
- f. Take any steps it considers necessary for the improvement of the standards of services rendered by registered persons;
- g. Create an awareness amongst registered persons of the importance to protect the environment against unsound architectural practices;
- h. take any steps which it considers necessary, where, as a result of architectural related undertakings, public health and safety is prejudiced;
- i. 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.

5) FINANCIAL MANDATE

- a. Collect and invest funds of the Council;
- b. Keep full and correct account of all monies received and expended by it;
- c. Prepare a statement of income and expenditure and a balance sheet showing its financial position as at the close of the financial year to which it relates;
- d. The statement and balance sheet must be audited by an auditor registered in terms of the Public Accountants' and Auditors' Act, 1991 (Act No. 80 of 1991);
- e. Six months from the close of each financial year or such other period as may be agreed to by the Minister after a request by the Council, submit the audited statement and balance sheet to the Minister and must provide a copy to the CBE;
- f. Six months from the close of each financial year, provide the CBE with a report regarding its activities during that financial year, for the purpose of section 4 of the Council for the Built Environment Act, 2000;

6) PRACTISING ARCHITECTURE

- a. A person may not practise in any of the categories contemplated in subsection (1), unless he or she is registered in that category;
- b. A person who is registered in the category of candidate must perform work in the architectural profession only under the supervision and control of a professional of a category as prescribed;
- c. A registered person must use his or her title in all architectural reports and other documentation relating to his or her work in the architectural profession, prepared by or for him or her;
- d. The council may determine abbreviations or acronyms for the titles referred to in subsection (1);
- e. A person who is not registered in terms of this Act, may not perform any kind of work identified for any category of registered persons; pretend to be, or in any manner hold or allow himself or herself to be held out as a person registered in terms of this Act; use the name of any registered person or any name or title referred to in section 18 or 21; or perform any act indicating, or calculated to lead persons to believe, that he or she is registered in terms of this Act.
- f. (4) Subsection (3)(a) of section 26 of the Act may not be construed as prohibiting any person from performing work identified in terms of this section, if such work is performed in the service of or by order of and under the direction, control, supervision of or in association with a registered person entitled to perform the work identified and who must assume responsibility for any work so performed

7) IDENTIFICATION OF WORK

- a. Council must consult with all Voluntary Associations; any person; anybody; or any industry, regarding the identification of the type of architectural work which may be performed by persons registered; and
- b. After the process of consultation, the council must submit recommendations to the CBE regarding the work identified in terms of subsection (1), for its consideration and identification in terms of section 20 of the Council for the Built Environment Act, 2000.

8) PROFESSIONAL GUIDELINE FEES

- a. Council must annually, after consultation with the Voluntary Associations determine guideline professional fees and publish those fees in the Gazette; and
- b. Ensure that the principles upon which determination of fees which registered persons are entitled to charge in terms of Section 34 of the Act are in accordance with any legislation relating to the promotion of competition

9) PROFESSIONAL CONDUCT

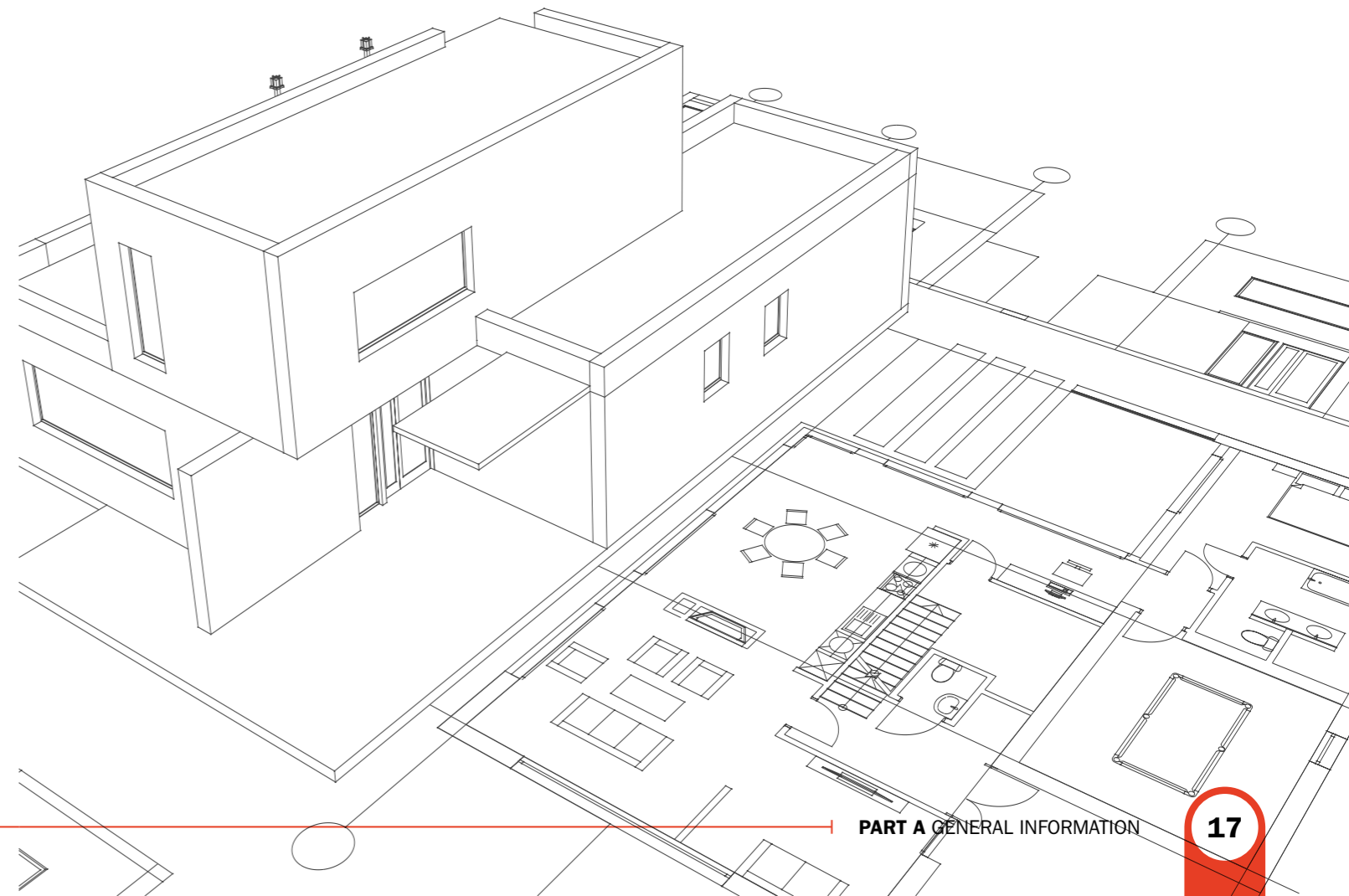
- a. Council must, in consultation with the CBE, voluntary associations and registered persons, draw up a code of conduct for registered persons;
- b. Council must administer the code of conduct and must ensure that the code is available to all members of the public at all reasonable times.

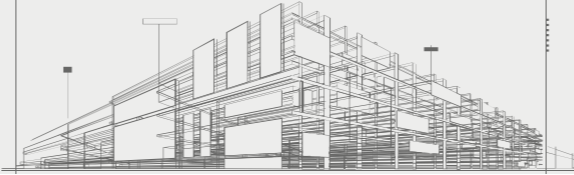
10) INVESTIGATION OF CHARGE OF IMPROPER CONDUCT

- a. Council must investigate any complaint where Council has reasonable grounds to suspect that a registered person has committed an act which may render him or her guilty of improper conduct; or a complaint, charge or allegation of improper conduct has been brought against a registered person by any person;
- b. If the Council is convinced that sufficient grounds exist for a charge to be preferred against such a registered person. The council must furnish a charge sheet to the registered person;
- c. The council must appoint a disciplinary tribunal to hear a charge of improper conduct if a person charged.

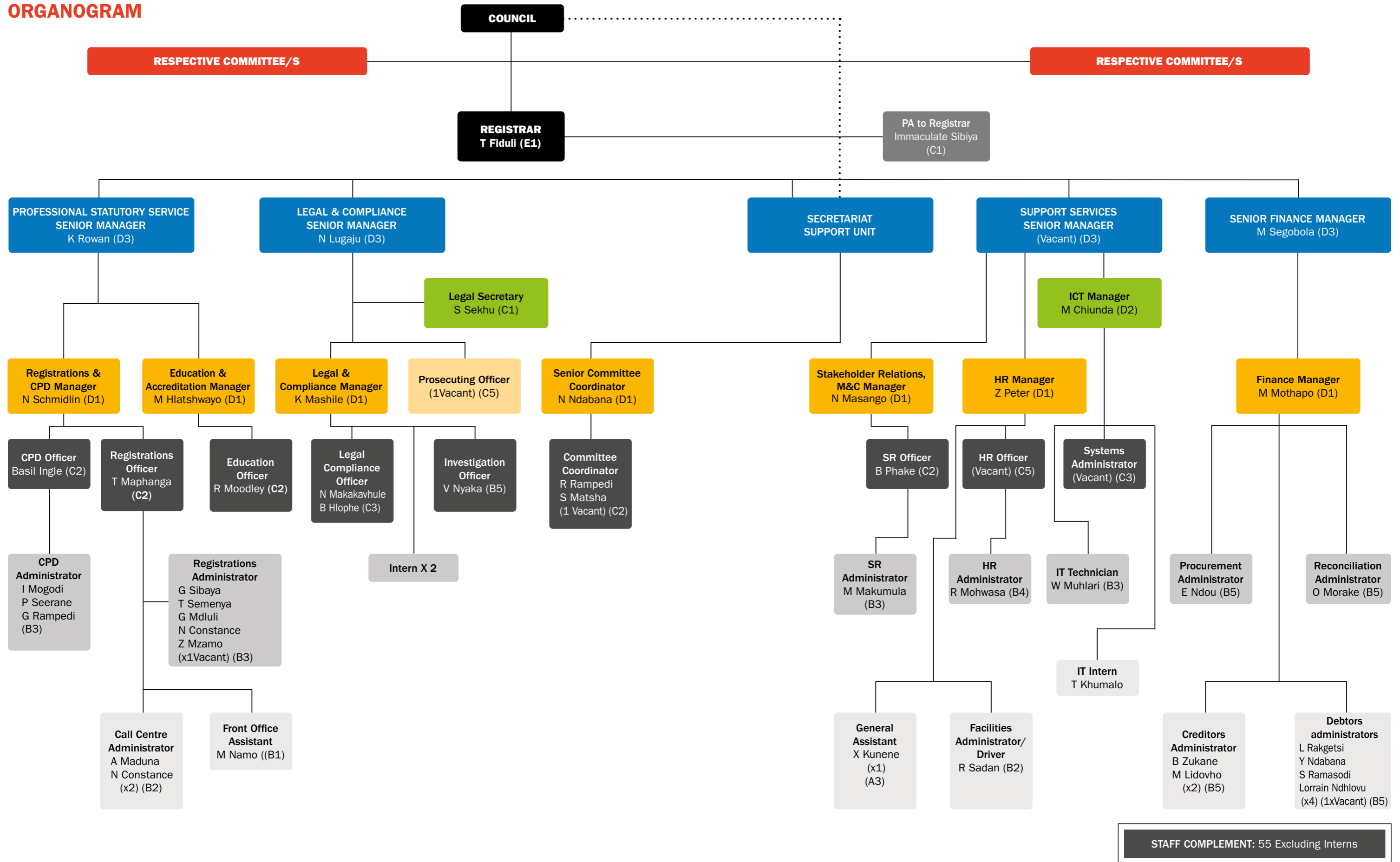
11) APPEALS

- a. A registered person found guilty of improper conduct may appeal to the Council against a finding of the disciplinary tribunal or against the sentence, or both;
- b. A registered person may on payment of the prescribed fees and within 30 days from the date on which the refusal or cancellation came to his or her knowledge, appeal to the council against that decision.





ORGANOGRAM



STAFF COMPLEMENT: 55 Excluding Interns



EXECUTIVE MANAGEMENT

ADV. TOTO FIDULI
Registrar



SENIOR MANAGEMENT

MR MADUWELE SEGOBOLA CA(SA)
Senior Finance Manager



SENIOR MANAGEMENT

MS KIMBERLEY ROWAN
Education and Accreditation Manager



SENIOR MANAGEMENT

MS NOTHEMBA LUGAJU
Senior Manager Legal & Compliance





PART B

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

The 2022/23 Annual Performance Plan demonstrates that SACAP is an efficient organisation. We have achieved 86% of our targets. We have improved the culture of responsibility and accountability with the organisation. Planning, budgeting, implementing, reporting, monitoring and evaluation enables SACAP to perform significantly well and meet its goals. We continue to practice our values of transparency through effective communication with internal and external stakeholders. We have reached out to schools, educational institutions, members of the public and other stakeholder to promote SACAP and the profession

The architecture profession, just like other built environment professions faces challenges. Delays in approvals by local authorities, lack of mentorship, and construction mafias are amongst others challenges. SACAP is cognisant about these challenges facing the profession, particularly declining construction industry, and procurement. While we are focused to meet the current goals of SACAP, we are also focused on plans to ensure the sustainability and future growth of the architectural profession. We are working with all relevant stakeholders to promote architecture as a career choice across board. In addition, Architectural Learnings Sides are working with SACAP to improve the curriculum, improve the intake of students and to improve the throughput of architecture students. We have also noted that the number of architecture graduates versus graduates who register as candidates is too low. We are working on mechanism to change this and ensure that more architecture graduates register with SACAP. This approach enabled us to look at the bigger picture and beyond the current issues and critically think about the sustainability of the profession. This gave us a broader perspective how things are interconnected in the built environment and the architecture profession to be able to grow the profession and transform it to ensure that there is gender and race diversity. Therefore, career awareness, intake and throughput, quality architecture education, sustainable procurement policies and quality mentorship program in architectural practices are critical for the suitability of the architecture profession.

Section 217 (2) of the Constitution provides that Government can implement a procurement policy providing for categories of preference in the allocation of contracts and the protection or advancement of persons, or categories or persons disadvantaged by unfair discrimination. Despite the above provision, the utilization of anti-transformative procurement policies is a hindrance to transformation. This has serious impact on the sustainability, and transformation of the architectural profession.

The construction sector has not been doing well and it is still recovering from the impact of Covid 19. The construction mafias have also impacted negatively on the construction sector derailing infrastructure projects. This has direct impact on the architectural profession. As a result, many registered persons loose income and livelihood. Therefore, registered professionals are not able to pay for prescribed annual fees to keep their registration active. This has direct impact on the financial suitability of SACAP.

We have seen a rise on the number of persons who pass themselves as registered persons. Surprisingly some unregistered persons are able to submit building plan for approval at local authorities. To that end, we continue to work with the South African Police Services and the National Prosecuting Authority to investigate and prosecute these unregistered persons. This has direct impact on the esteem and dignity of the architectural profession.

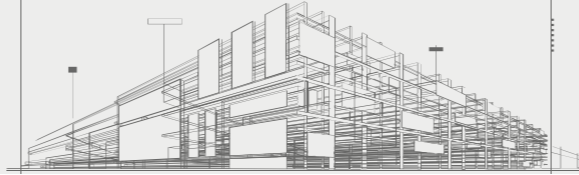
Registered professionals continue to face challenges of poor communication and delay on the approval of building plans at various local authorities across South Africa, this has direct impact on the sustainability of practices, livelihoods of registered professionals and financial sustainability of SACAP.

Due to unavailability of work and stagnant construction sector, some registered persons cannot keep up with Continuing Professional Development and Annual Fees requirements, as result, their registration get cancelled. Therefore, the profession loses experienced professionals.

Lack of public awareness about the architectural profession, and categories of registration remain a challenge. We have increased our presence on social media platforms and improved our reach to many stakeholders. More work is being to reach out to members of the public in rural, urban and township areas.

The number of architectural graduate's vs the number of registered candidates is significantly low. It is not clear to us where do this graduate end up. To that end, we have introduced a rule to register all architectural graduates enrolled at various educational institutions. This will assist SACAP to track all students from registration to graduation.

We continue to analyse the service delivery environment and assess the situational analysis to ensure that while implement the Act, we must ensure that we do not lose focus of the bigger picture and challenges faced by the architectural profession in the built environment.

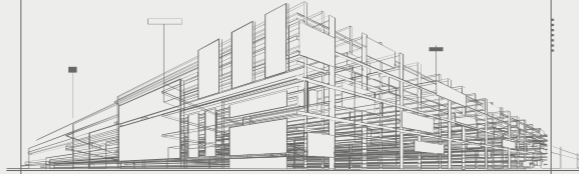


PERFORMANCE, INFORMATION BY PROGRAMME

QUARTERLY PERFORMANCE REPORT

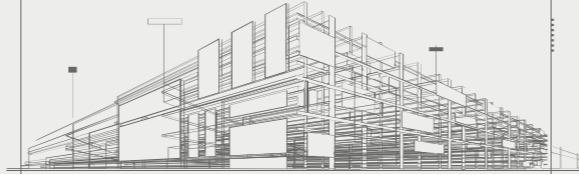
Annual Target	Q1	Actual achievement	Q2	Actual achievements
6. % (Registration=New Registration + Re-registration and reinstatement of RPs who were suspended in the previous financial years)	1.5%	1. Achieved The target was to finalise 174 registrations, re-registrations, and reinstatements in order to grow the register by 1.5%. The unit finalised 258 new registrations, re-registration, and reinstatements. The register grew by 2.23%.	1.5%	1. Achieved The target was to finalise 177 new registrations, re-registrations, and reinstatements in order to reach the target of 1.5% growth. The unit finalised 332 new registrations, re-registrations, and reinstatements. The register grew by 2, 81%.
Implementation of the retention strategy.	Purchasing and availing South African National Standard to the profession.	2. Achieved Annual subscription to South African National Standard was renewed and All standards were uploaded on the website. All registered persons in good standing have access to all standards relevant to the built environment.	Extension of payment terms of annually fees with 5 months	2. Achieved On 15 June 2022, the Council resolved to extend the payment terms of annual fees for all registered professionals by 5 months. This enabled SACAP to retain many registered professionals and candidates who may not afford to pay annual fees within 60 days from issuing of invoices.
Assess 60 applications for RPL and Special Consent.	Assess 15 RPL, SC and LSD applications	3. Not Achieved 6 LSD applications were assessed and 1 was successful. Reason for deviation: Due to incomplete applications for LSD and RPL, assessments could not be concluded. Remedial action: The SACAP team is hard at work requesting outstanding information from applicants. The applications will be completed in the 2nd quarter.	Assess 15 RPL, SC, and LSD applications	3. Achieved There were, in total, 22 RPL assessments, 1 SC assessment, and 78 LSD assessments during the 2nd quarter.
Registration of 30 architectural students	- 8	4. Achieved 10 Students registered with SACAP	-7	4. Achieved There were 11 students registered during the 2nd quarter.

Q3	Actual Achievements	Q4	Actual Achievements
1.5%	1. Not Achieved The target was to finalise 177 new registrations, re-registrations, and reinstatements in order to register 1.5% of applicants in the register. The Unit finalised 149 new registrations, re-registrations, and reinstatements, indicating a growth of 1.26% Reasons for not achieving the target: Historically the number of new applications decreases towards the end of the year. Remedial Action: All new applications will be finalised by the 4th quarter.	1.5%	1. Achieved The target was to finalise 177 new registrations, re-registrations and reinstatements in order to grow the register by 1.5%. We finalised 238 new registrations re-registrations and reinstatements, indicating a growth of the register 2,04%
Suspension of RPs who has not paid annual fees	2. Achieved On 01 November 2022, 970 RPs who had not paid their annual fees were suspended from the register. As a retention strategy, Council waived the admin fees of RPs who paid their annual fees by 30 November 2022 and as a result, 258 RPs were reinstated.	-	-
Assess 15 RPL or SC and LSD applications	3. Partially achieved There were, in total 126 LSD assessments during the 3rd quarter. RPL assessments could not be undertaken due to an outstanding portfolio of evidence. No SC applications were received. Reasons for deviation: Awaiting portfolios of evidence to enable the assessment panel to consider all outstanding applications. Remedial Action: 108 RPL applicants were requested to send in their RPL Portfolios of Evidence by the 23rd of January 2023 so that assessment can be scheduled.	Assess 15 RPL, S, C, and LSD applications	2. Achieved 108 LSD assessments were done this quarter and 22 RPL assessments were done, there were no SC applications.
8	4. Not Achieved There were 07 students registered Reason for the deviation: Students are at the end of their academic year and do not apply for registration late in the year. Remedial action: Renewed efforts will be launched, in collaboration with the SR unit, early in 2023, to encourage students to register at the beginning of their new academic year.	7	3. Not Achieved There were 0 students registered. Reason for deviation: 45 Students submitted incomplete applications. Remedial Action: The team is following up on outstanding information.



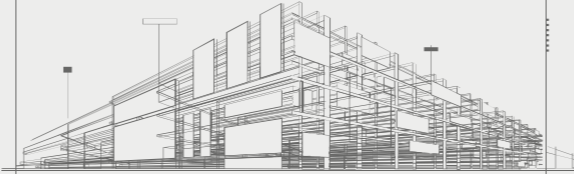
Annual Target	Q1	Actual achievement	Q2	Actual achievements
Undertake roadshows to all ALS, State Entities and Government Infrastructure Departments to raise awareness about registration requirements	1 Roadshow	5. Achieved 1 x ALS roadshow with the University of Pretoria was held on 25 Apr 2022. 2 x Career Expos were attended during the quarter to raise awareness of the profession and registration. ✓ 22 April Onkgopotse Tiro Comprehensive Tech School ✓ 2-3 June 2022 13th annual Soweto Career Expo 1 x Big 5 construction expo 7-9 June. SACAP promoted registration.	1 Roadshow	5. Achieved 6 x ALS Roadshows conducted: • Cape Peninsula University of Technology- 23 July • University of the Witwatersrand 04/17 August. • University of Free State: 8 September. • University of Johannesburg 30 September. • 1 x Cape construction expo attended- SACAP promoted registration 6-7 October Career awareness: • Dithake Stadium, Xhariep District Municipality – 12 August (various schools from rural and townships) • Mapala Combined School -2 September
Stakeholder engagement programs 40 Public digital Awareness campaigns 1 VA Forum 2 Radio interview 2 TV interview	10 digital public awareness campaigns, and messages to identified stakeholders	6. Achieved 14 Digital posters 8 x digital poster on Limited Special Dispensation 2 x digital posters on the Code of Conduct 3 x PPE 1 x RPL	10 digital public awareness campaigns, and messages to identified stakeholders. 1 Radio interview	6. Achieved 17 x Digital posters • 11 x on the apprenticeship program; • 2 x candidates' registration; • 4 x persons who perform architectural work under the control of a registered professional. • 1 x Radio interview conducted with Mix FM 24 August
1 perspective survey conducted per annum.	–	–	Undertake 1 survey	7. Achieved A fees survey was undertaken fees and the fees survey report was concluded on 31 August 2022. The survey will be used to determine Guidelines for Professionals Fees in 2023.
Effective execution of the service charter.	–	–	–	–

Q3	Actual Achievements	Q4	Actual Achievements
1 Roadshow	5. Achieved 1x ALS Roadshow conducted • University of Pretoria- 11 October 2022	1 Roadshow	4. Achieved 1 Roadshow was conducted at: University of Johannesburg on 7 March.
10 digital public awareness campaigns, and messages to identified stakeholders 1 Radio interview 2 TV interview	6. Achieved 10 x Digital posters on CPD done. 4X Radio Interviews: • Vuma FM • Power FM • Mix FM • SA FM 2x TV Interviews: • eCNA • SABC	10 digital public awareness campaigns, and messages to identified stakeholders. 1 VA Forum	5. Achieved 10 x Digital posters posted on social media. 1 VA Forum was held 31 March
–	–	–	–
Review the charter and update them on any identified gaps.	7. Not Achieved Reasons for deviation: The service charter is being fully implemented. Reports are produced weekly on compliance with the service charter. Remedial action: The service charter will be reviewed during the formulation of the new strategy by the 6th term Council.	–	–



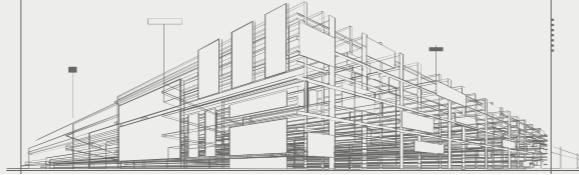
Annual Target	Q1	Actual achievement	Q2	Actual achievements
Ensure that there is sufficient evidence for all matters referred to the Disciplinary. Obtain a 90% guilty verdict of the matters referred to the Disciplinary Tribunal.	90%	9. Not Achieved Achieved 80% Reasons for deviation: 3 matters were postponed due to various reasons including ongoing Civil Proceedings. Remedial Action: The outstanding matters will be set down for hearing for adjudication once all issues have been cleared.	90%	9. Achieved The target was to ensure that there is sufficient evidence for all matters referred to the disciplinary tribunal and obtain a 90% guilty verdict on the matters referred to the Disciplinary Tribunal. The unit prosecuted 6 matters before a Disciplinary Tribunal and guilty verdicts were obtained in all 6 matters due to sufficient evidence of improper conduct. Achieved 100%.
Negotiate 50% plea agreements with persons charged with improper conduct.	50%	10. Not Achieved Reasons for deviation: 29 charges of improper were issued and 11 registered persons pleaded guilty to the charges. We achieved 38% Remedial action: Negotiate more plea agreements.	50%	10. Achieved The target was to negotiate and obtain 50% plea agreements with registered persons charged with improper conduct. The Unit negotiated and concluded 16 settlement agreements from 29 sheets issued in the first and second quarters. Achieved 55%
Investigate 70 % of complaints of improper conduct received.	–	–	–	–
The implementation of Approved annual and quarterly targets	The implementation of Approved annual and quarterly targets	12. Achieved The implementation of the strategy is monitored through APP and Quarterly targets.	The implementation of Approved annual and quarterly targets	12. Achieved The implementation of the Annual Performance Plan is monitored and evaluated through this quarterly report.
Performance management of all employees through signing performance agreements and performance reviews.	The signing of performance agreements effective April 2022	13. Achieved All employees signed the performance agreements.	Conduct Performance reviews	13. Achieved All performance reviews took place during the month of September 2022. Managers are working on the performance gaps identified during the review.
Training of 10 employees	2	14. Achieved 14 staff members (registration & CPD) were trained in call centre operations and professional business letter writing.	3	14. Achieved 2 x Employees attended strategic leadership training. 1 x Employee attended procurement training. 1 x attended training on copy editing.

Q3	Actual Achievements	Q4	Actual Achievements
90%	8. Achieved Target 100% Achieved The unit prosecuted 5 matters before a Disciplinary Tribunal and guilty verdicts were obtained in all 5 matters due to sufficient evidence of improper conduct. Fines totalling a cumulative amount of R55, 000.00 were imposed.	90%	6. Achieved Target 100% Achieved The Unit prosecuted 4 matters before the Disciplinary Tribunal and guilty verdicts were obtained in all 4 matters due to sufficient evidence of improper conduct.
50%	9. Not Achieved (Achieved 29%) The Unit negotiated and concluded 04 settlement agreements from 14 charge sheets issued in the second quarter. Reasons for deviation Only four RPs were amenable to entering into a settlement agreement. Remedial action The unit will continue to give registered persons charged with improper conduct an opportunity to enter into a plea agreement.	50%	7. Not Achieved There were no plea agreements concluded. Reasons for deviation: Negotiated plea agreements with registered persons charged with improper conduct, however no registered person accepted a plea agreement. Remedial action: The unit will continue to give registered persons charged with improper conduct an opportunity to enter into a plea agreement.
–	–	70%	8. Not Achieved 64.5% 172 complaints of improper conduct received. 111 of the 172 complaints were investigated by the Committee. 60 complaints are pending investigation by the Committee. Reasons for deviation The Investigating Committee only meet 4 times to consider complaints of improper conduct received. Therefore, they could not meet the target. Remedial action Request Council to approve that the Investigating Committee should meet more than 4 times.
The implementation of Approved annual and quarterly targets	10. Achieved Production of Quarterly reports to monitor the implementation of the Annual Performance Plan and the strategy of SACAP	The implementation of Approved annual and quarterly targets	9. Achieved Submitted quarterly reports to the Audit & Risk Committee and Council to monitor the implementation of approved Annual Performance Plan.
Performance Management / Reviews.	11. Achieved All performance gaps identified during Performance Reviews are addressed on a monthly basis. All the performance documents were checked and filed.	Conduct Performance Assessments	10. Achieved Successfully conducted Performance Assessment reviews of all employees.
3	12. Achieved 23 x Employees trained on Business Ethics by Pro Ethics this Quarter 1 x attended the Report Writing course. 4 x attended the Ghost Practise training course. 1 x Cyber Security- Digital Renesys. Total = 29	–	–



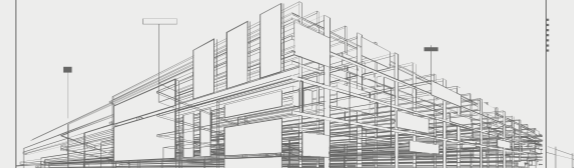
Annual Target	Q1	Actual achievement	Q2	Actual achievements
Fill in 6 positions in this Financial Year.	Fill in 5 positions	15. Achieved 5 Roles were filled in this quarter.	–	15. Achieved 2 X roles were filled in the 2nd quarter.
Effective implementation of succession planning and regular reporting.	Report on coaching, mentoring and transferring of skills.	16. Achieved All reports on coaching and transferring skills have been submitted.	Report on coaching, mentoring and transferring of skills.	16. Achieved All reports on coaching and transferring skills have been submitted to HR.
Preparation of the SACAP activity calendar and approval by the Council.	–	17. Achieved The calendar was prepared and approved by Council.	–	–
Council and Committee meeting packs are to be circulated 7 days before the meeting date	For 90% of Council and committee meetings, meetings packs are to be circulated 7 days before the meeting date	18. Achieved The Council and committee packs were circulated within the prescribed timelines.	For 90% of Council and committee meetings, meetings packs are to be circulated 7 days before the meeting date	18. Achieved All Council and Committee packs were circulated within the prescribed timelines.
Minutes for all Committees & Council produced within 14 days. Action lists produced and implemented.	All Committees and Council minutes are produced within 14 days.	19. Achieved All Council and Committee minutes were produced within the prescribed timelines and all the action items were implemented accordingly	All Committees & Council minutes are produced within 14 days.	19. Achieved All Council and Committee minutes were produced within the prescribed timelines and all the action items were produced and implemented accordingly.
100% of invoices are to be paid within 30 days of receipt of the invoice	100% of invoices are to be paid within 30 days of receipt of the invoice	20. Achieved All invoices were paid within 30 days of receipt.	100% of invoices are to be paid within 30 days of receipt of the invoice	20. Achieved All invoices were paid within 30 days of receipt.
Collection of 90% of all invoices issued. All quotations and tenders shall comply with the SCM.	Collect 30% of issued invoices. All quotations and tenders shall comply with the SCM.	21. Achieved Finance issued 11 297 annual fee invoices and at the end of the quarter 8 041 were collected. Translating into 71.2%. All quotations and tenders complied with the SCM for the first quarter	Collect 30% of issued invoices. All quotations and tenders shall comply with the SCM.	21. Achieved The annual fees invoices collected in the quarter were 13% of the total issued invoices. However, the overall collection rate for Q1 and Q2 is 84% which is more than the 60% targeted rate for both quarters. All quotations and tenders complied with the SCM in the second quarter.

Q3	Actual Achievements	Q4	Actual Achievements
Recruitment/ Sourcing	13. Achieved 2 x roles were filled by external candidates in the 3rd quarter. 4 x roles filled by internal candidates (promotions). For the year 10 x roles were filled.	Fill 1 position	11. Achieved 1 x positions were filled for the CPD Administrator.
Reports on coaching, mentoring and transferring of skills.	14. Achieved All reports on coaching and transferring skills have been submitted to HR.	Report on coaching, mentoring and transferring of skills.	12. Not Achieved Reasons for deviation: Succession plan policy is in place; however, the performance development plans were reviewed to align with the annual plans. As result Managers had to hold on submission of coaching, mentoring and transferring of skills to align PDP. Remedial action: The coaching, mentoring and transferring of skills will be aligned with the PDP.
–	–	Obtain approval of the activity calendar.	13. Achieved The activity calendar for 2023-24 was prepared and approved by the Council.
For 90% of Council and Committee Meetings, meetings packs are to be circulated 7 days before the meeting date	15. Achieved 100% achieved All Council and committee packs were circulated within the prescribed timelines.	For 90% of Council and committee meetings, meetings packs are to be circulated 7 days before the meeting date	14. Not Achieved 58.3% Reasons for deviation: The meeting packs were delayed due to Managers submitting information for the pack late. Remedial Action Plan: Updating of Standard Operating procedures to include clear timelines for submissions of documents by Managers.
All Committees & Council minutes are produced within 14 days.	16. Achieved 100% achieved All Council and Committee minutes were produced within 7 days and all the action items were produced and implemented accordingly.	All Committees & Council minutes are produced within 14 days.	15. Not Achieved 72.7% Reasons for deviation: An employee failed to perform and met the target. Remedial action: The employee has been cautioned about her poor work performance and her performance being monitored to ensure improved performance.
100% of invoices are to be paid within 30 days of receipt of the invoice	17. Achieved All invoices were paid within 30 days of receipt.	100% of invoices are to be paid within 30 days of receipt of the invoice	16. Achieved All invoices were paid within 30 days of receipt.
Collect 20% of issued invoices. All quotations and tenders shall comply with the SCM.	18. Achieved The annual collection rate of 95% was exceeded in the 3rd quarter. All quotations and tenders complied with the SCM in the third quarter.	Collect 10% of issued invoices. All quotations and tenders shall comply with the SCM.	17. Achieved The Finance team collected 93% of all invoices issued. All quotations and tenders complied with the SCM in the fourth quarter.



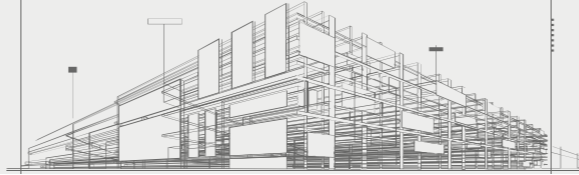
Annual Target	Q1	Actual achievement	Q2	Actual achievements
70% of procurement awarded to service providers with level 1 & 2 BEE rating	70% of procurement awarded to service providers with level 1 & 2 BEE rating	22. Not Achieved 65% of procurement awarded to service providers with level 1 & 2 BEE rating Reasons for deviation: The deviation mainly relates to Tender advertising on Sunday Times and Strategic Leadership courses. Both service providers were outside the Level 1 & Level 2 ratings. Remedial action: More Level 1 & 2 rated suppliers will be used to remedy the deviation.	70% of procurement awarded to service providers with level 1 & 2 BEE rating	22. Not Achieved: 61% of procurement awarded to service providers with level 1 & 2 BEE rating Reasons for deviation: The deviation mainly relates to the following: 1. Aircons & branded T-Shirts were procured from a level 4 rating supplier as the level 1 rating supplier was quoting too much higher than the level 4 rating supplier 2. The advertisement of invitation to serve on 6th term Council on Sunday Time Remedial action: More Level 1 & 2 rated suppliers will be used to remedy the deviation.
Unqualified audit outcome	–	–	–	–
Present actual versus budget expenditure every quarter to ensure that the total expenditure does not exceed the budget.	Report on budget and targets.	24. Achieved The financial report on budget and target was presented to Council on 15 June 2022. This is to ensure that expenditure on all targets does not exceed the approved budget.	Report on budget and targets	The financial report, budget, and targets were presented to Council on 15 September 2022. This is to ensure that expenditure on all targets does not exceed the approved budget.
Replacement of the Your Membership System	Published the Tender Bid,	25. Achieved The Tender bid was published – 4 different company tenders were received, with only 2 who qualified from the BEC.	Bid Selection and Award Phased- implement of the New CRM	25. Achieved The appointment of the services provider has been approved by the Council on 15 September 2022. A service level agreement and a project plan are being finalised for the implementation of the new CRM.
Monitoring and maintaining servers to operate at peak performance.	Monitoring & Reviewing System logs and generating a status report	26. Achieved Workstation Consolidation and old laptops were retired and replaced in order for employees to perform their optimally well. All servers are monitored regularly to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak. Weekly Veeam Cluster infrastructure replication to CBE. Daily and Weekly server backup to an external hard drive is performed.	Monitoring & Reviewing System logs and generating a status report	26. Achieved Workstations Maintenance and servicing have been conducted on all laptops so as to perform optimally. All servers are monitored regularly this quarter to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak. During the quarter, weekly Veeam Cluster infrastructure replication to CBE. Daily and Weekly server backup to an external hard drive is performed.
The website shall be monthly updated to ensure that the information on the website is relevant and up to date.	Content Updating	27. Achieved This quarter, there was Website enhancement and the addition of a new tab. Website Content monthly. Locally Hosting and migrated the Canberra Accord website from US NAAB, implemented the SSL and content updating	Content Updating	27. Achieved This quarter, another Website enhancement has been implemented, that is, another new tab and student portal. Website Content was updated monthly this quarter. Reviewed the Canberra Accord website and made a recommendation for redevelopment. A demo website was developed and presented to Canberra Accord Executive for Consideration.

Q3	Actual Achievements	Q4	Actual Achievements
70% of procurement awarded to service providers with level 1 & 2 BEE rating	19. Achieved 73% of procurement awarded to service providers with level 1 & 2 BEE rating	70% of procurement awarded to service providers with level 1 & 2 BEE rating	18. Achieved 70% of procurement was awarded to service providers with level 1 & 2 BEE rating.
Unqualified audit outcome	20. Achieved An unqualified audit outcome was achieved.	–	–
Report on budget and targets	21. Achieved The financial report, budget, and targets were presented to Council on 09 December 2022. This is to ensure that expenditure on all targets does not exceed the approved budget.	Report on budget and targets	19. Achieved The financial report, budget, and targets were presented to Council on 30 March 2023. This is to ensure that expenditure on all targets does not exceed the approved budget.
Phased-Implementation and testing	22. Achieved The Project team has been appointed and the team has weekly internal meetings and weekly meetings with the service provider. As is Business Process Compelled, Process Mapping YM-SACAP data obtained from YM.	Full-Rollover to the new system	20. Not Achieved Reasons for deviation: FNB is one of the third parties that must integrate into the new system. FNB delayed the integration because they wanted to verify the integrity of the system. Remedial plan: The team is engaging with FNB to allay their security concerns.
Monitoring & Reviewing System logs and generating a status report monitoring & Reviewing System log	23. Achieved Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally. All servers are monitored regularly this quarter to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak. VPN Access Server was installed and configured that will enable Finance staff to securely connect to the office shared resources remotely. Weekly Server backups are performed to the external hard drives.	Monitoring & Reviewing System logs and generating a status report	21. Achieved System logs monitored and reports generated. Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally. All servers were monitored regularly this quarter to ensure that the servers are protected from attacks and that there is no intrusion into the servers to ensure that they operate at their peak. Weekly Server backups are performed to the external hard drives.
Content Updating	24. Achieved Website Content was updated monthly this quarter – News and SANS standards were added to the website portal.	Content Updating	22. Achieved Website Content was updated monthly this quarter – News and Press release were added to the website portal.



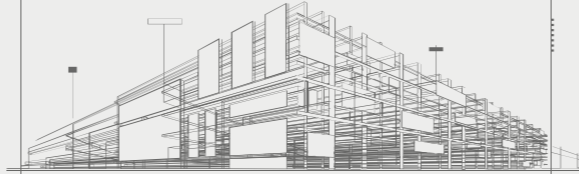
Annual Target	Q1	Actual achievement	Q2	Actual achievements
90% of ICT queries are to be resolved within 24 hours.	90% of ICT queries are to be resolved within a 24hours 99% of System upkeep	28. Achieved All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log. System hardening that secured the network from hacking, virus, and security breaches after email spam outbreak and email spoofing experienced. Call Services Rating feature implemented. Remote telephone transfer to cell phone functionality implemented.	90% of ICT queries are to be resolved within a 24hours 99% of System upkeep	28. Achieved All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log. Email Phishing and Spoofing Awareness Campaign was conducted to educate employees about the cybersecurity attacks this quarter. Configured Online PPE for both the mock student demonstration exam and the actual exam. Hosted Online PPE.
Publish Guidelines for accreditation of CPD activities on the SACAP website	–	–	–	–
Schedule 2 PPE	1 st PPE scheduled	30. Achieved 1 st PPE scheduled – The PPE was written on the 10 th & 11 th May 2022 – 247 candidates wrote, 133 passed and 114 failed.	–	–
Evaluation of all CPD points within 30 days of receipt	Evaluation of all CPD points within 30 days of receipt	31. Achieved The Claimed CPD points = 7433 The Processed CPD points = 7653 220 pending CPD points were brought over from March 2022. The pending CPD points have been processed within 30 days of receipt.	Evaluation of all CPD points within 30 days of receipt	31. Achieved CPD Points claimed during the 2 nd Quarter =8028. CPD points evaluated during the 2 nd Quarter = 8056. Pending CPD points were brought over from April 2022=34. The pending CPD points have been processed within 30 days of receipt.
7 days turnaround times on handling all queries.	7 days turnaround times on handling all queries.	Each department submits reports on turnaround time for handling queries. Finance department 32. Not achieved An average of 9 days turnaround times on handling all queries. Finance received more email queries in the first quarter due to an Issue with the annual fees invoice on 1 April 2022 and a reminder sent to RPs on 27 May 2022. Legal and Compliance Unit Achieved All emails received we attended within the 7 days turnaround target. Achieved All emails received we attended within the 7 days turnaround target.	7 days turnaround times on handling all queries.	32. Achieved Finance Department The average turnaround time in the second quarter was within the target of 7 working days. Stakeholder Relations Department The average turnaround time in the second quarter was 1 working day. Legal & Compliance Department The average turnaround time on email queries in the second quarter was 1 working day. Secretariat Department The average turnaround time on email queries in the second quarter was 2 working days. Statutory Professional Services Department. The average turnaround time on email queries in the second quarter was 2 working day.

Q3	Actual Achievements	Q4	Actual Achievements
90% of ICT queries are to be resolved within 24 hours 99% of System upkeep	25. Achieved All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log. In-person online security awareness workshop to empower employees about the cybersecurity attacks. Configured Online PPE for both the mock student demonstration exam and the actual exam, configured AI cheating functionality enabled. Hosted Online PPE integrated with Zoom to curb cheating.	90% of ICT queries are to be resolved within 24 hours 99% of System upkeep	23. Achieved All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log.
–	–	Publish Guidelines for accreditation of CPD activities on the SACAP website	24. Achieved The revised CPD board notice was published in a gazette on 10 February 2023 under board notice 390 of 2023. The gazette contains guidelines for accreditation of CPD on page 7 & 8. The gazette was published on the website.
2 nd PPE scheduled	26. Achieved The PPE was written on the 05th & 06th of October 2022 – 271 candidates wrote. 71% passed the PPE and 29% failed.	–	–
Evaluation of all CPD points within 30 days of receipt	27. Achieved CPD Points claimed during the 3 rd Quarter = 16141. CPD points evaluated during the 3 rd Quarter = 13007. CPD points claimed that remain pending at the end of the 3 rd Quarter = 3134. Pending CPD points to be carried over to January 2022 =3134. The pending CPD points have been processed within 30 days of receipt.	Evaluation of all CPD points within 30 days of receipt	25. Achieved Evaluated 17297 CPD Points claimed during the 4 th Quarter.
7 days turnaround times on handling all queries.	28. Achieved Finance Department The average turnaround time in the third quarter was within the target of 7 working days. Stakeholder Relations Department The average turnaround time in the third quarter was within the target of 1 working day. Legal Department All queries were handled within the 7days turnaround time Statutory Professional Services Department. The average turnaround time on email queries in the third quarter was 2 working days. Secretariat Department All queries were handled within 24 hours.	7 days turnaround times on handling all queries.	26. Achieved Legal Department All queries were handled within the 7days turnaround time Stakeholder Relations Department The average turnaround time in the fourth quarter was within the target of 1 working day. Finance Department The average turnaround time in the third quarter was within the target of 7 working days PSS Department The average turnaround time on email queries in the fourth quarter was 2 working days.



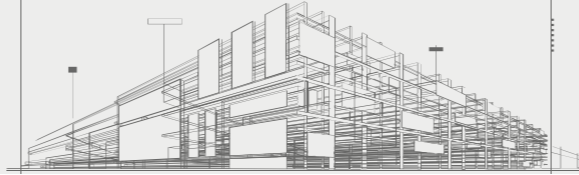
Annual Target	Q1	Actual achievement	Q2	Actual achievements
Annual Publication and gazetting of Guideline Professional Fees.	Publication of Guidelines Professionals Fees.	33. Not achieved Reason for deviation The Committee took more time to review the Guidelines for Professionals prior to consultation. Remedial Action The guideline for professional fees will be published in quarter 2.	–	33. Achieved The Guideline for Professional Fees were published in the gazette under Board Notice number 307 of 2022 on 15 July 2022.
Engagement Meeting with the Head of Schools	–	–	–	–
6 Accreditation visits to educational institutions.	2	35. Achieved The University of Free State and University of Pretoria accreditation was completed.	1 Accreditation visits	35. Achieved The University of TUT and INSCAPE Stellenbosch accreditation took place in the 2nd quarter.
4 x Engagement with law enforcement agencies	1 x Engagement with law enforcement agencies.	36. Not achieved Reason for deviation The Investigator is gathering witness statements prior to engaging with the police and opening dockets. Remedial action Once all evidence and witness statements are obtained, engagement with the police will commence to open dockets.	1 x Engagement with law enforcement agencies	36. Achieved The Unit attended a District Crime Combating Forum meeting on 4 August 2022 where 13 police stations were represented.
4 1 x Issue a circular in terms of IDoW compliance x with Home Owners Associations and the Association of Residential Communities with regard to the IDoW.	1 x Issue a circular in terms of IDoW compliance	37. Achieved 1x Communication sent to Home Owners' Associations and Residential estates on 19 May 2022.	1 x Issue a circular in terms of IDoW compliance	37. Achieved 1x Communication sent to Home Owners' Associations and Residential estates on the use of Privy seal.
4 x Engagement with Competition Commission 1 x IDoW Workshop Webinar	1 x Engagement with Competition Commission	38. Achieved 1 x Engagement with Competition Commission Engagements with Voluntary association members on IDoW; ✓ SAIAT 7 April ✓ SAIBD 25 May ✓ PIA 22 June	1 x Engagement with Competition	38. Not Achieved Reason for deviation The Competition Commission postponed the 2nd quarter engagement to the 3rd quarter. Remedial action The engagement will take place in the 3rd quarter. 1x workshop with FACE Voluntary Association members on Special Consent and Limited Special Dispensation on 31 August 2022.

Q3	Actual Achievements	Q4	Actual Achievements
–	–	–	–
Engagement Meeting with the Head of School to verify that built environment regulations and policies are included in the syllabus	29. Achieved On 22 September there was an engagement with the Heads of Schools about the inclusion of National Buildings Regulations, the Architectural Act, the Code of Conduct, SANS 10400 Part XA, JBCC and information from the Voluntary Associations: SAIA & SAIAT, etc. The information has been included in the syllabus.	–	–
2 Accreditation visits	30. Achieved 1 x accreditation visit to DUT and 1 x pre-accreditation-visit to Academic Institute Excellence	1 Accreditation visit.	27. Achieved 1 x accreditation visit to DUT
1 X Engagement with law enforcement agencies	31. Achieved Target 100% achieved The Unit workshopped 12 members of SAPS on 05 December 22 at Wedela Police Station on the public protection mandate.	1 x Engagement with law enforcement agencies	28. Achieved Target 100% achieved. On 16 January 2023, the IO workshopped 3 Prosecutors on the Architectural Profession Act. 01 Feb 2023, the Unit had a meeting with the Chief Prosecutor for the Johannesburg Cluster with the view to establishing stakeholder relations. On 23 March 2023, the Unit conducted a workshop for the NPA Aspirant Prosecutors falling within the Johannesburg Cluster on the SACAP's public protection mandate. 16 NPA members were in attendance.
1 x Issue a circular in terms of IDoW compliance	32. Achieved 1 x communication sent to the Home Owners Association and Residential estates on the effective date of IDoW – 14 December 2022.	1 x Issue a circular in terms of IDoW compliance	29. Achieved 1 x circular was issued to the Homeowners Association and Residential estates on compliance with IDoW.
1 x Engagement with Competition Commission 1 x IDoW Workshop Webinar	33. Partially Achieved Reason for deviation The Competition Commission could not confirm the date of the engagement due to other commitments from their side. Remedial action SACAP will continue following up with CCSA to confirm the meeting date in January 2023. 1x Workshop on Limited Special Dispensation, Special Consent, and Recognition of Prior Learning on 22 July 2022.	1 x Engagement with Competition Commission	30. Achieved 1 x engagement with the Competition Commission was held on 1 March 2023



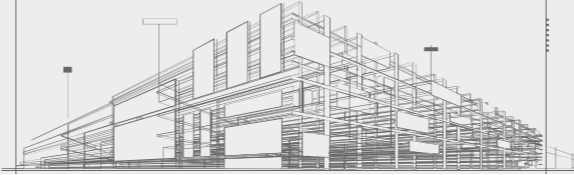
Annual Target	Q1	Actual achievement	Q2	Actual achievements
Host 1 x Transformation Indaba	–	–	Transformation Indaba	39. Achieved Transformation Indaba was held on 14 October 2022. The event was attended by over 800 people. A report is being prepared. The pre-event session with ALS and Student was held on 13 October 2022
1 Webinar in June 2022	Architectural youth webinar	40. Achieved The architectural youth webinar was held on 30 June 2022. A report has been prepared on the outcome of the survey.	–	–
2 x Engagement with two countries	1 x Engagement with a country	41. Achieved 1x Engagement with UK Architects registration board on 13 April 2022. Currently, considering the exchange of information.	–	1x Engagement with UK Architects registration board on possibilities to enter into a Mutual Recognition Agreement. - 20 September 2022
Publish 1 article on the Canberra Accord and its benefits.	–	Not applicable this quarter	–	–
Create and disseminate content messages for 4 stakeholders	1 x Create and disseminate content messages	43. Achieved 3x content on the process to write PPE and dates. 1x content on Recognition of Prior Learning (RPL) 5x content on SACAP engagements with municipalities. 1x Article on SACAP joins CBE in promoting architecture as a career of choice. 1X content create on unregistered persons advertising on social media platforms that they sell building plans. 1x article on SACAP engagement with SAIBD 1x Notice on survey competition 1 x content on LSD application procedure (flowchart and Video) 1x Joint statement with The KwaZulu-Natal AMAFA and Research Institute. 1x content on registering architectural practice with SACAP	1 x Create and disseminate content messages	43. Achieved 1 x statement about the Mutual Recognition Agreement between SACAP and NCAQS to promote the best standards of architectural education between South Africa and Namibia. 1x statement on SACAP efforts to protect the public and architectural profession against unregistered persons. 11x content on the promotion of the apprenticeship program. 1x content of President attending the signing of anti-corruption pledge. 2x content of unregistered persons performing architectural work. 5x content on SACAP diversity and transformation concerns.

Q3	Actual Achievements	Q4	Actual Achievements
–	Not applicable this quarter	–	–
–	Not applicable this quarter	–	–
1 x Engagement with a country	34. Achieved 1x Roundtable discussion was held with Botswana, Uganda, and USA regulators on 12 December 2022 1x Attended Cuba Expo. 18 November 2022. 1x Attended National Council of Architectural Registration Boards round table discussion held with all United States. 13-14 December 2022.	–	–
–	–	1 x article	31. Achieved 1 x Canberra Accord article published
1 x Create and disseminate content messages	35. Achieved 1x content on building a safe home. 7x content on CPD requirements. 1x content on Code of conduct. 1x content on LSD applications. 1x content of effective date of Identification of Work. 1x content on implementation of the mutual recognition agreement with the Namibia Council for Architects and Quantity Surveyors (NCAQS) 4x Content of Transformation Indaba. 1 x content of World Architecture Day.	1 x Create and disseminate content messages	32. Achieved 1x content message on non-accredited educational institutions disseminated. 1x content on Free State learners career awareness campaign 1x content on Midvaal local municipality registration awareness campaign 1x content on Eastern Cape learners career awareness campaign 1x content on SACAP engagement with Saldanha Bay Municipality 1x content on CTU Training Solution 1x content on internal women's day 1x content on SACAP engagement with Uganda Architects' Registration Board 2x content on PPE 4 x content on My Membership CRM system 1x content on engagement with Mangaung municipality 1 x content on SACAP engagement with George Municipality



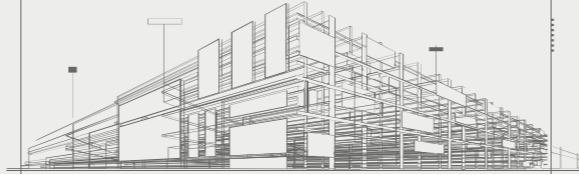
Annual Target	Q1	Actual achievement	Q2	Actual achievements
4 editions of Newsletter and published annually	1 edition of Newsletter Published per quarter	44. Achieved 1 x edition of Apr-Jun newsletter published.	1 edition of Newsletter Published per quarter	44. Achieved 1x edition of July-Sep newsletter published.
Provided regular content updates to SACAP Social media platforms. 30 tweets and 30 Facebook Messages	7 updates on SACAP social media accounts	45. Achieved 42 social media updates were done during the quarter.	7 updates on SACAP social media accounts	45. Achieved 23 social media updates were done during the quarter.
2 of SACAP print Products distributed 1 Annual Report	1 Registration Flyer	41. Achieved 6 x flyers design done ✓ CPD ✓ Registration ✓ Career in Architecture ✓ RPL ✓ Foreign registration ✓ Student Registration	–	–
4 x Video published	1 x Video	47. Achieved 1x Limited special dispensation application procedure video published.	1 x Video	47. Achieved 1x Women's month video message by Vice President and Council Pepeta. 1x Women's month and transformation indaba video developed and published. 1x Transformation status video.
1 x Engagement with SEDA about their offerings such as incubation, mentorship, business training and financial training for registered persons.	–	–	–	–
Implementation of the MoU	–	–	–	–
1 x Engagement with the NHBRC on possible areas of collaboration.	–	–	1x Engagement with NHBRC on possible partnership	50. Achieved 1x engagement with NHBRC on finalising the partnership 19 July 2022
1 engagement with the government infrastructure department	–	–	1 engagement with the government infrastructure department	51. Achieved 1x engagement with the Department of Public Works and Infrastructure – 11 August 2022 to discuss the foreign qualification recognition process for the Cuba skill exchange program.

Q3	Actual Achievements	Q4	Actual Achievements
1 edition of Newsletter Published per quarter	36. Achieved 1x edition of Oct-Dec newsletter published.	1 edition of Newsletter Published per quarter	33. Achieved 1 Newsletter published and disseminated to all stakeholders.
8 updates on SACAP social media accounts	37. Achieved 17 social media updates were done during the quarter.	8 updates on SACAP social media accounts	34. Achieved 30 social media updates were published during the quarter.
1x annual report printing	38. Achieved 1x annual report was printed and published. Uploaded on the website and disseminated to Voluntary Associations and another key stakeholder such Minister of Public Work & Infrastructure and Council for the Built Environment.	1; Flyer	35. Achieved 1 flyer for promoting registration and educating the public about the importance of appointing registered professionals was distributed.
1 x Video	39. Achieved 1x Video on Public awareness on appointing registered architectural professional	1 x Video	36. Achieved 1x Video on Public Awareness of the use of Privy seal was published.
1 Engagement with Seda	40. Achieved 1 x engagement with SEDA held on 9 November 2022	–	–
1 x Meeting engagement on the implementation of the MoU-	41. Achieved 1x meeting with the City of Johannesburg 08 November 2022 on the implementation of the MoU action plans.	–	–
–	Not Applicable this quarter	–	–
–	Not Applicable this quarter	–	–



Annual Target	Q1	Actual achievement	Q2	Actual achievements
8 x engagement with local Municipalities on registration, the standard of drawings, and issues affecting registered persons.	2 x Engagement with 2 local municipalities	<p>52. Partially achieved 1x engagement with KwaDukuza Municipality</p> <p>Reasons for deviation The invitations below were sent to the stakeholders and we did not get a reply.</p> <p>Amajuba District Municipality, for proposed Date 12 Apr</p> <p>Dannhauser Local Municipality for proposed date 5 May</p> <p>eMadlangeni Local Municipality for proposed date 13 May</p> <p>Newcastle Local Municipality Proposed date 31 May</p> <p>Harry Gwala District Municipality proposed 3 June 2022</p> <p>Dr Nkosazana Dlamini Zuma Local Municipality proposed a date of 08 June</p> <p>The Greater Kokstad Local Municipality for the proposed date of 13 June 2022</p> <p>Ubuhlebezwe Local Municipality proposed a date of 21 June 2022</p> <p>Umzimkhulu Local Municipality proposed a date of 24 June 2022.</p> <p>Remedial action A follow will be done in the second quarter.</p>	2 x Engagement with 2 local municipalities	<p>52. Achieved 1x engagement with City of Johannesburg 15 August</p> <p>1x Engagement with Lesedi Municipality 14 September.</p>

Q3	Actual Achievements	Q4	Actual Achievements
2 x Engagement with 2 local municipalities	<p>42. Achieved 1x meeting with the City of Cape Town 4 December 2022</p> <p>1x Kouga Municipality 17 November 2022 1x engagement with the City of Tshwane 21 November 2022</p> <p>1x engagement with the National School of Government on Professionalising the public sector 7 December 2022</p> <p>1x attended the webinar hosted by the South African Local Government Association (SALGA) on 30 November</p>	2 x Engagement with 2 local municipalities	<p>37. Achieved 1 x meeting with Saldanha Bay municipality 13 Feb</p> <p>1x Engagement with Mangaung Municipality 23 Mar</p> <p>1x Engagement with George municipality 24 Mar</p>



REGISTRATIONS 2022/23

Section 19 of the Act mandates the Council to register applicants in the relevant category of registration and issue a registration certificate to the successful applicant if the Council is satisfied that the applicant has demonstrated his or her competence as measured against standards determined by the Council for the relevant category of registration and has passed any additional examinations that may be determined by the Council.

During the reporting period, we also introduced the apprenticeship programme which seeks to formalise the practical training for unregistered persons who work under the direction, control, supervision of or in association with a registered persons in terms of section 26 (4) of the Act. Registration of Apprentices commenced during this financial year.

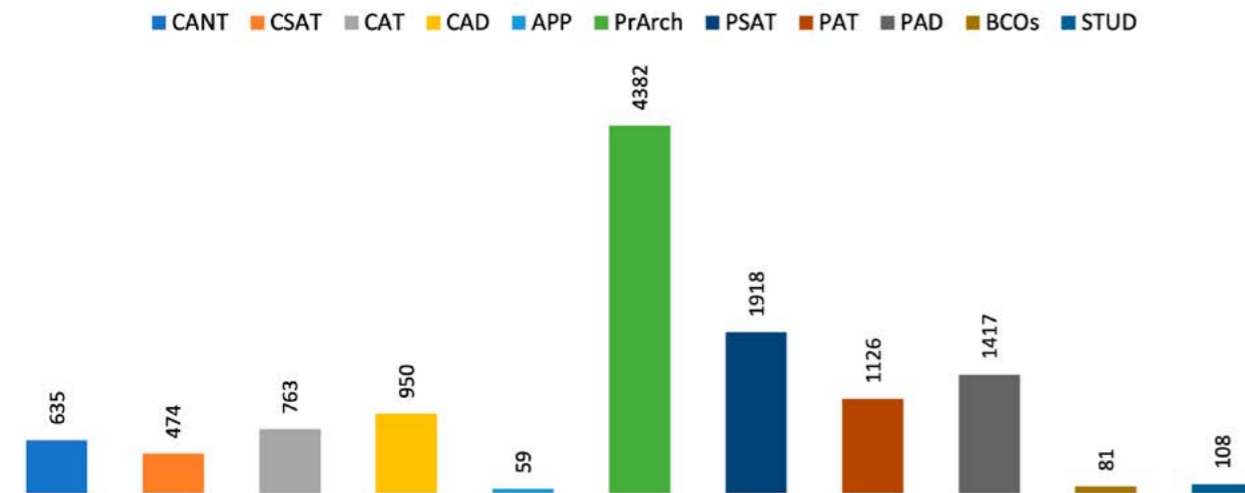
Below are statistics of applicants who demonstrated competence as measured against standards for the relevant category of registration and have passed Professional Practice Examination. The statistics are reflected on tables and graphs.

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 2022/2023 Financial Year
Candidate Architect	CANT	635
Candidate Senior Architectural Technologist	CSAT	474
Candidate Architectural Technologist	CAT	763
Candidate Architectural Draughtsperson	CAD	950
Apprentices	APP	59
Professional Architect	PrArch	4382
Professional Senior Architectural Technologist	PSAT	1918
Professional Architectural Technologist	PAT	1126
Professional Architectural Draughtsperson	PAD	1417
Building Control Officers	BCOs	81
Students	STUD	108
TOTAL		11913

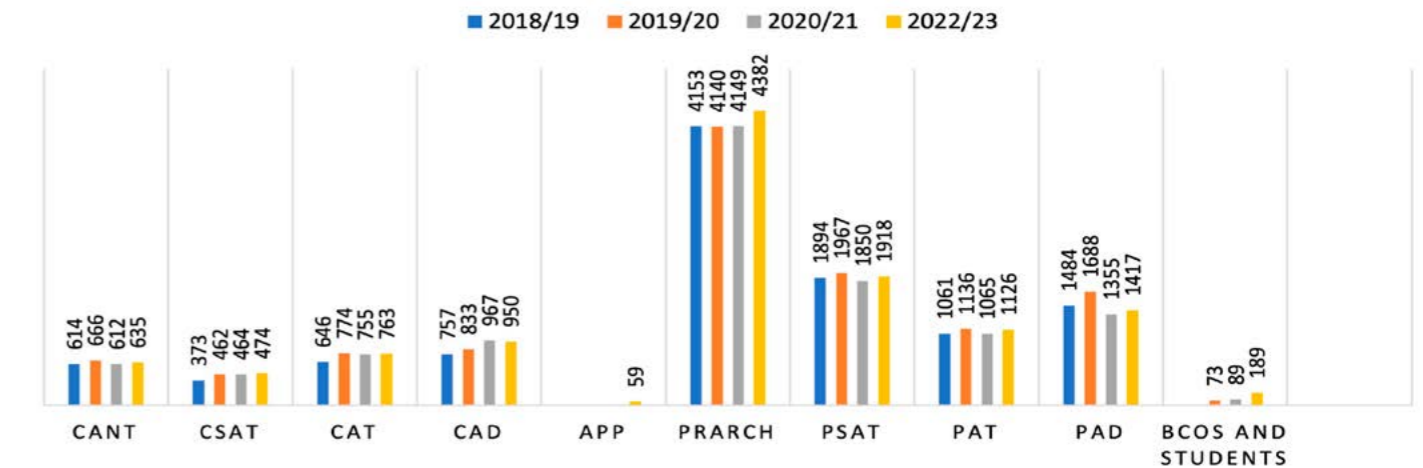
Cumulative total of registered persons

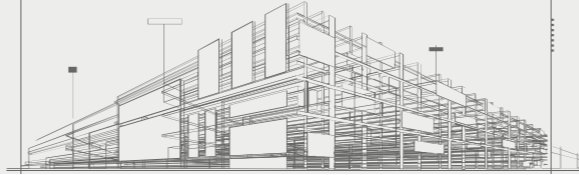


Comparison of the total number of registered persons over the past five years

Category		2018/19	2019/20	2020/21	2022/23
Candidate Architect	CANT	614	666	612	635
Candidate Senior Architectural Technologist	CSAT	373	462	464	474
Candidate Architectural Technologist	CAT	646	774	755	763
Candidate Architectural Draughtsperson	CAD	757	833	967	950
Apprentices	APP				59
Professional Architect	PrArch	4153	4140	4149	4382
Professional Senior Architectural Technologist	PSAT	1894	1967	1850	1918
Professional Architectural Technologist	PAT	1061	1136	1065	1126
Professional Architectural Draughtsperson	PAD	1484	1688	1355	1417
Specialised Categories	BCOs and STUDENTS		73	89	189
TOTAL		10982	11739	11407	11913

Comparison over the last 5 years





New candidates registered during 2022/23

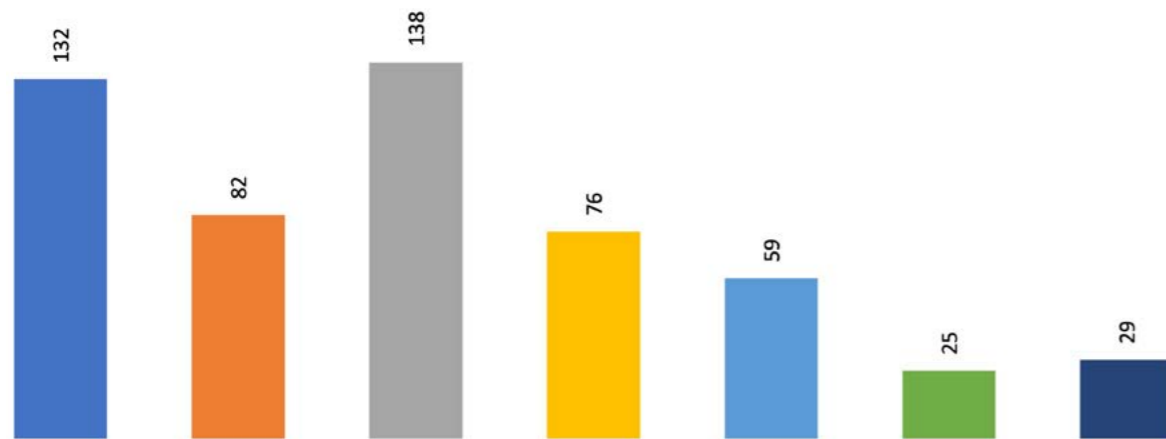
Category		2022/23
Candidate Architect	CANT	132
Candidate Senior Architectural Technologist	CSAT	82
Candidate Architectural Technologist	CAT	138
Candidate Architectural Draughtsperson	CAD	76
Apprentices	APP	59
Building Control Officers	BCOs	25
Students	STUD	29
TOTAL		541

Comparison of new registrations over the past five years

Category		2018/19	2019/20	2020/21	2021/22	2022/23
Candidate Architect	CANT	164	180	170	170	132
Candidate Senior Architectural Technologist	CSAT	163	164	143	143	82
Candidate Architectural Technologist	CAT	97	119	95	95	138
Candidate Architectural Draughtsperson	CAD	175	174	162	162	76
Apprentice	APP					59
Building Control Officers	BCOs		73	25	25	25
Students	STUD	7	34	47	47	29
TOTAL		606	744	639	642	541

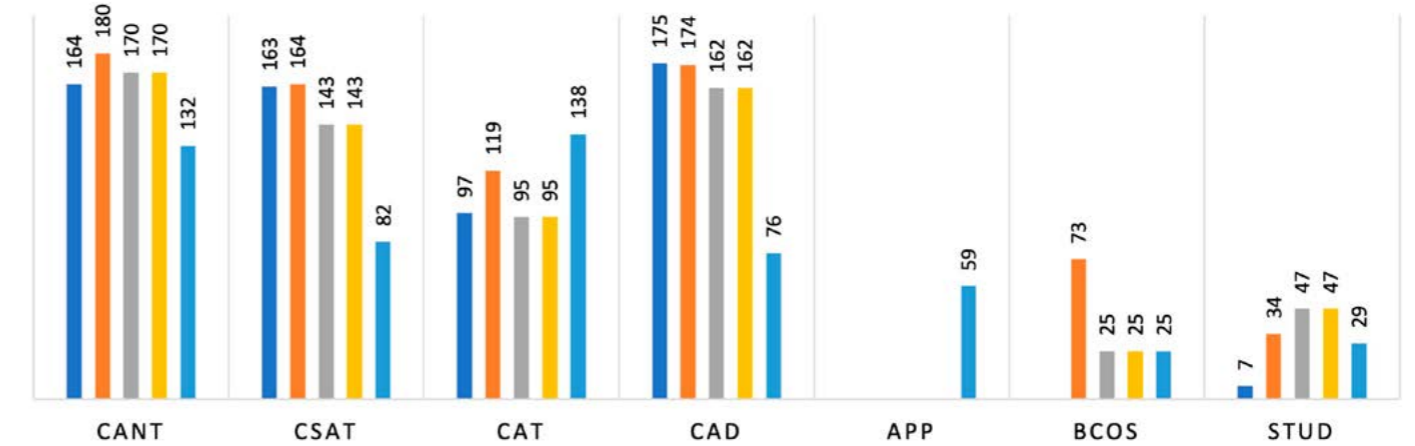
New candidates registered during 2022/23

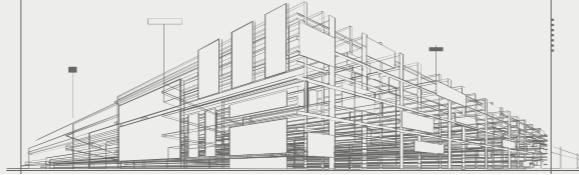
■ CANT ■ CSAT ■ CAT ■ CAD ■ APP ■ BCOs ■ STUD



Comparison of new registrations over the past five years

■ 2018/19 ■ 2019/20 ■ 2020/21 ■ 2021/22 ■ 2022/23

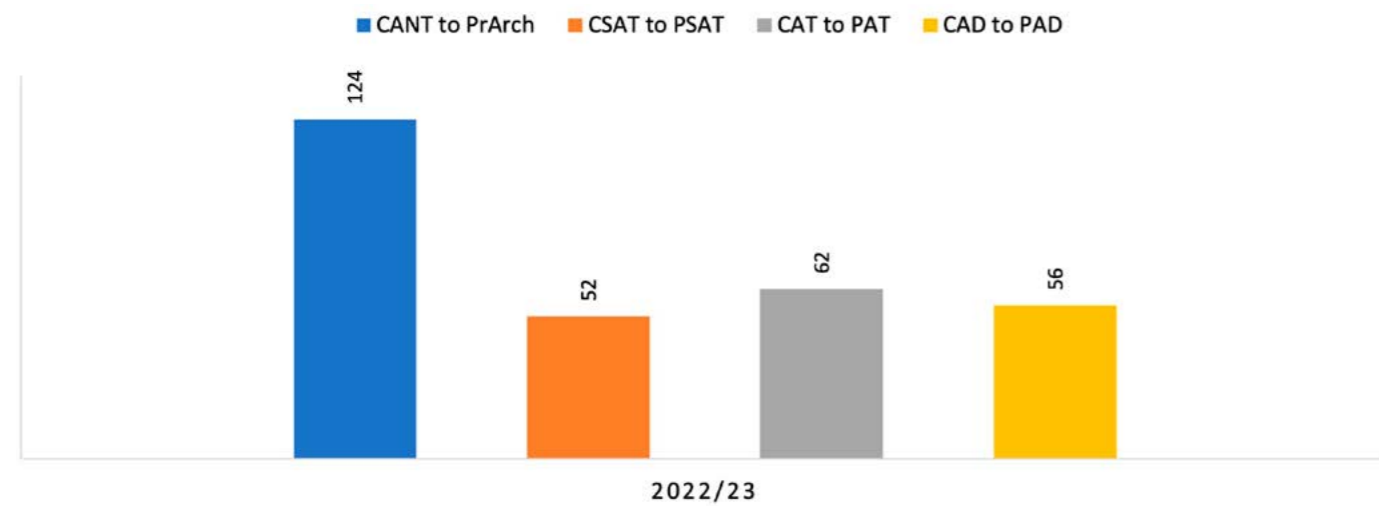




APPLICANTS UPGRADED AFTER COMPLETION OF CANDIDACY AND PASSING THE PPE UPGRADES DURING 2022/23

Category		2022/23
Candidate Architect to Professional Architect	CANT to PrArch	124
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	52
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	62
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	56
TOTAL		294

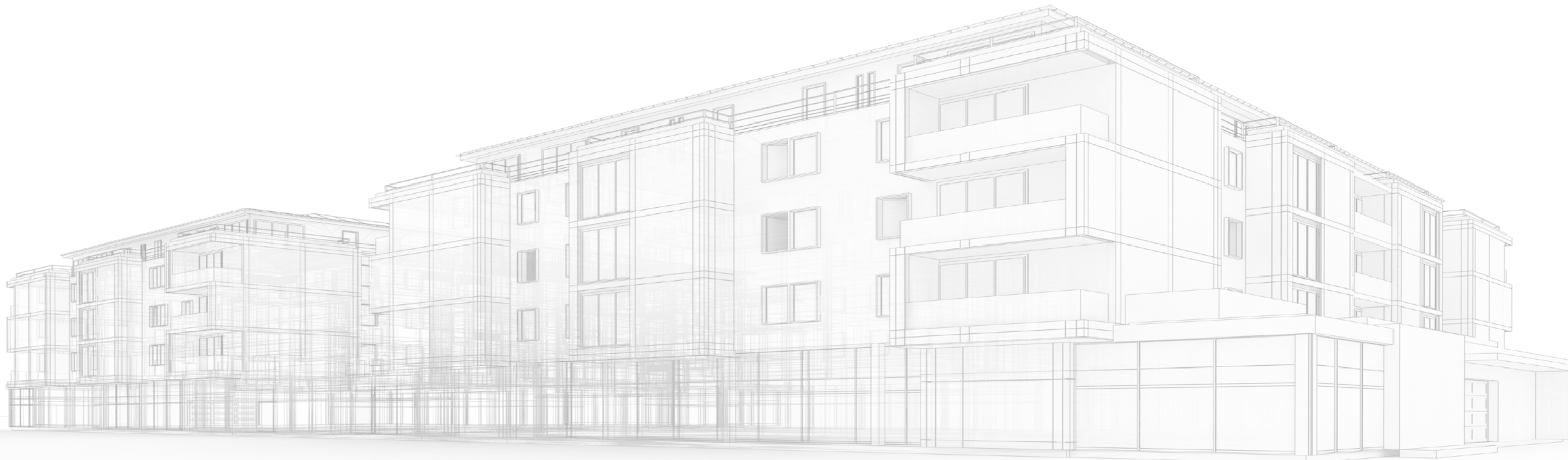
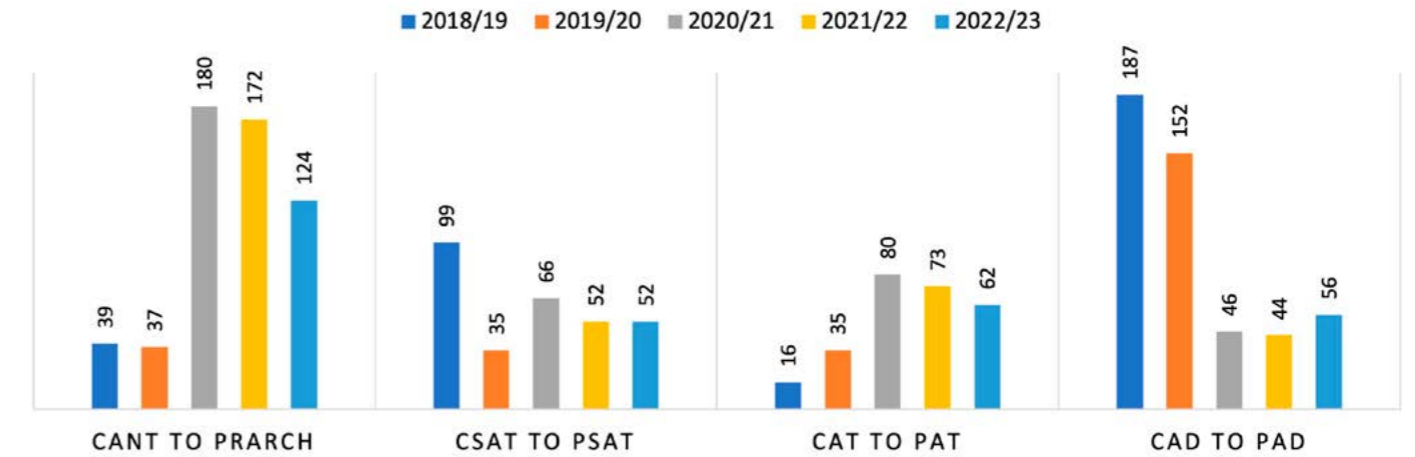
Upgrades after passing the PPE

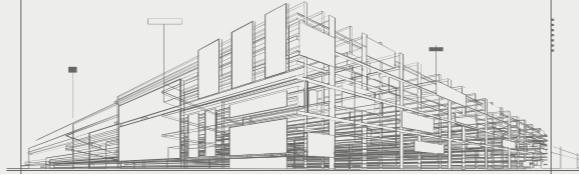


Comparison of upgraded after completing candidacy and passing the PPE over the past five years

Category		2018/19	2019/20	2020/21	2021/22	2022/23
Candidate Architect to Professional Architect	CANT to PrArch	39	37	180	172	124
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	99	35	66	52	52
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	16	35	80	73	62
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	187	152	46	44	56
TOTAL		341	259	372	341	294

Upgraded past 5 years after completing candidacy and passing PPE

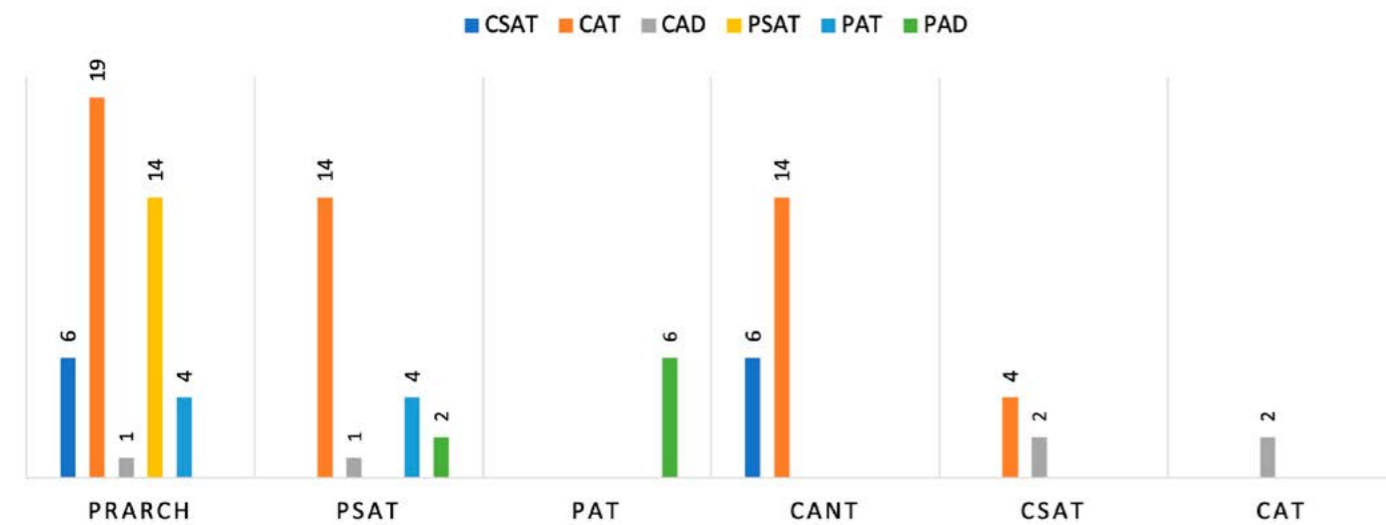




Upgrades after obtaining a further architectural qualification

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			6			12
Candidate Architectural Technologist	CAT	19	14		14	4		51
Candidate Architectural Draughtsperson	CAD	1	1			2	2	6
Professional Senior Architectural Technologist	PSAT	14						14
Professional Architectural Technologist	PAT	4	4					8
Professional Architectural Draughtsperson	PAD		2	6				8
TOTAL		44	21	6	20	6	2	99

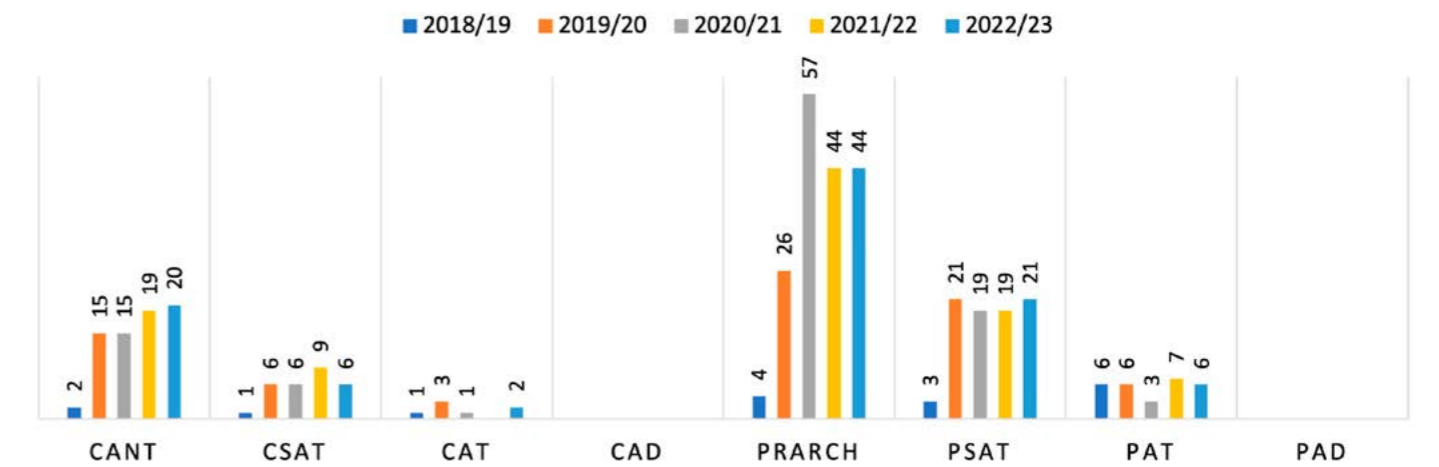
Upgrades after obtaining a further architectural qualification

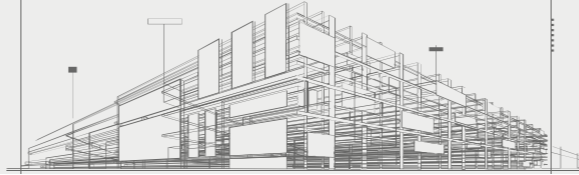


Comparison of upgrades after obtaining a further architectural qualification, over the last five years

Category		2018/19	2019/20	2020/21	2021/22	2022/23
Candidate Architect	CANT	2	15	15	19	20
Candidate Senior Architectural Technologist	CSAT	1	6	6	9	6
Candidate Architectural Technologist	CAT	1	3	1		2
Candidate Architectural Draughtsperson	CAD					
Professional Architect	PrArch	4	26	57	44	44
Professional Senior Architectural Technologist	PSAT	3	21	19	19	21
Professional Architectural Technologist	PAT	6	6	3	7	6
Professional Architectural Draughtsperson	PAD					
TOTAL		17	77	101	98	99

Comparison of upgrades after obtaining a further architectural qualification

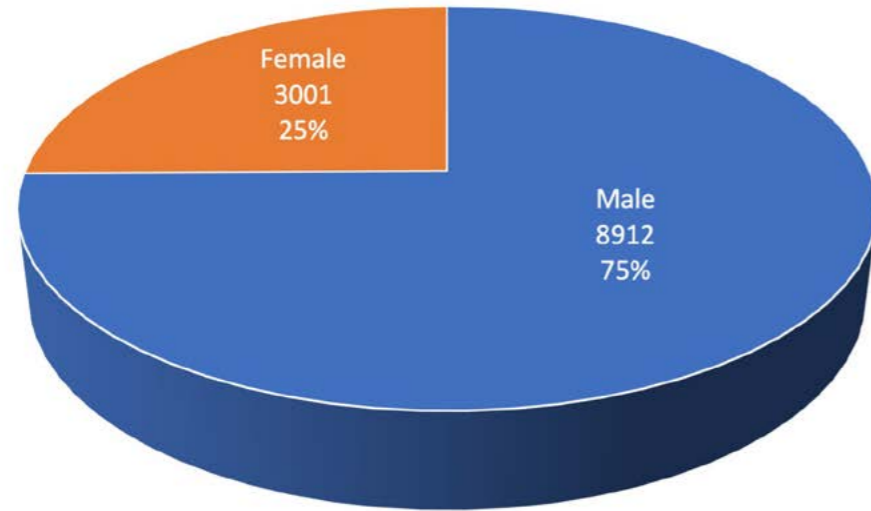




GENDER

Gender representation of the SACAP Database

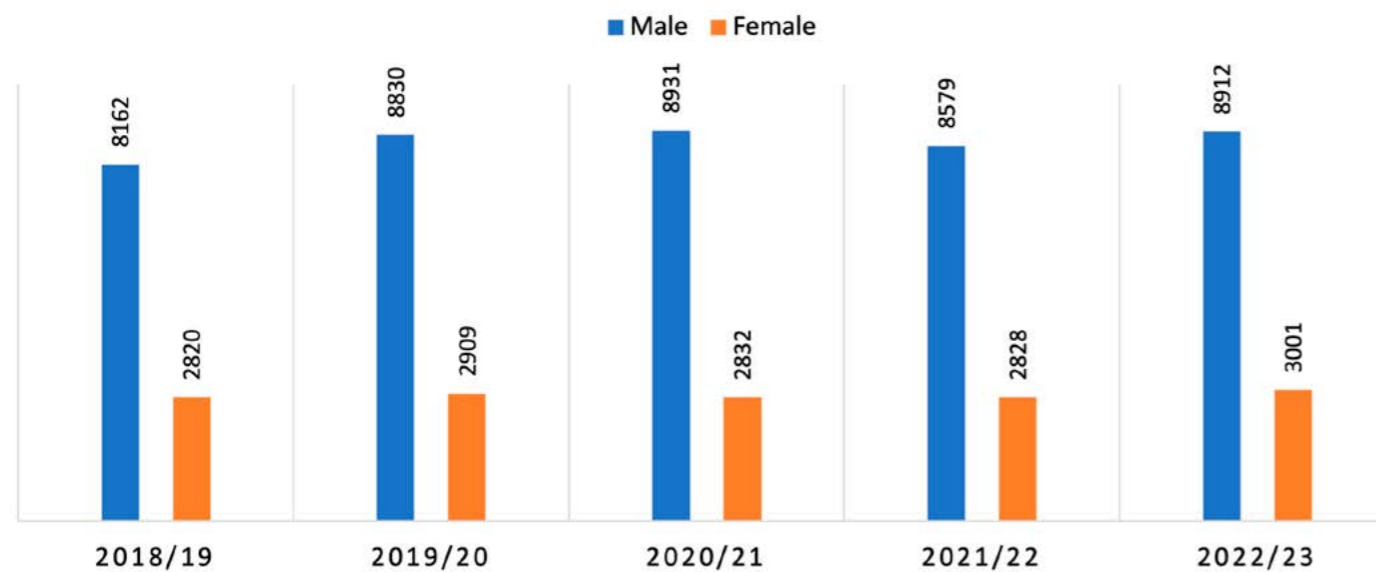
Gender	Total
Male	8912
Female	3001
TOTAL	11913



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
2022/23	8912	3001	11913

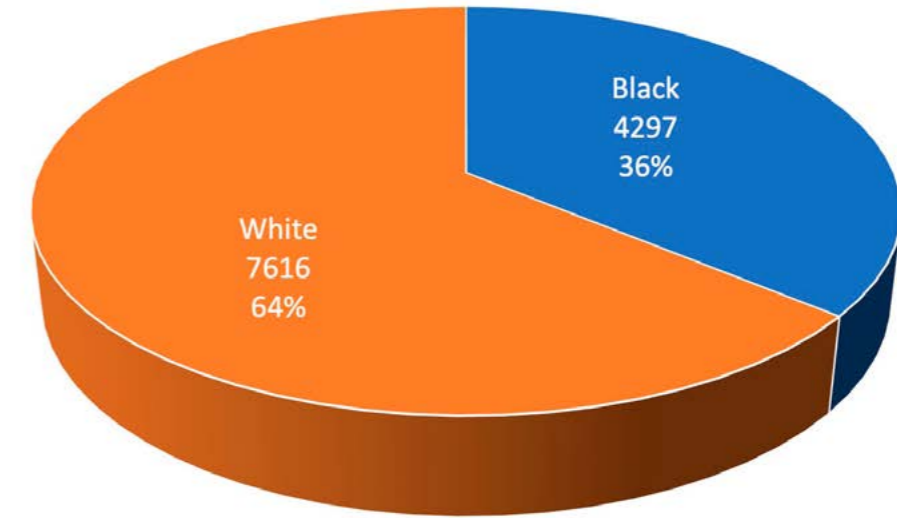
Gender representation over the past five years



RACE

Representation by Race of the SACAP Database

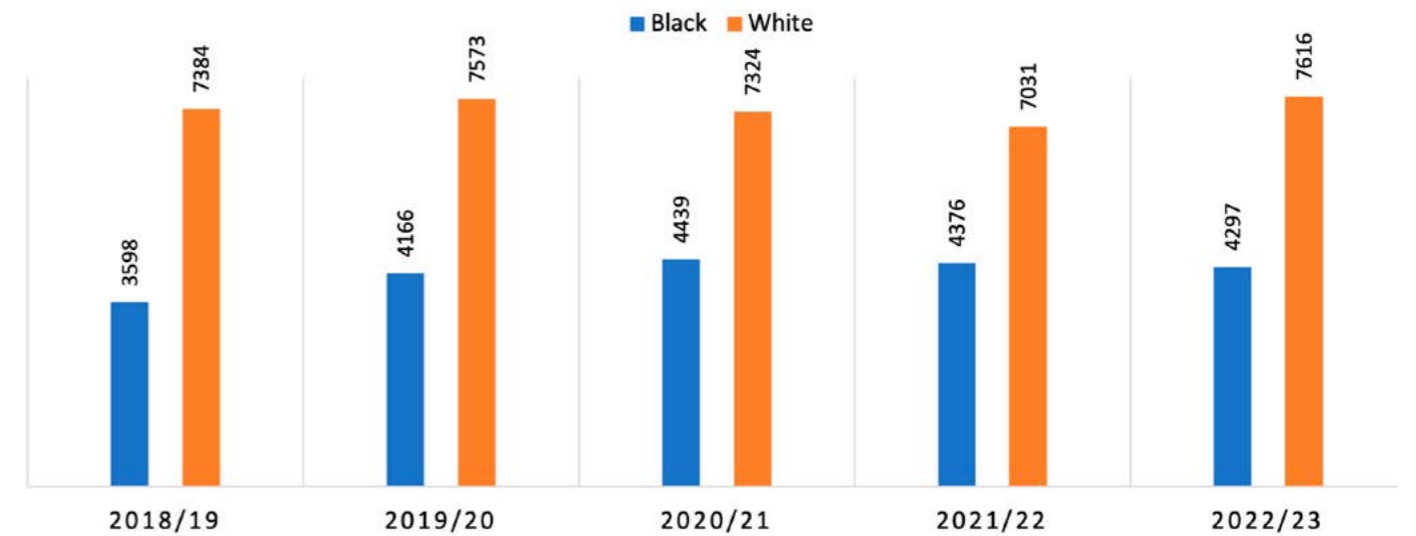
Race	Total
Black	4297
White	7616
TOTAL	11913

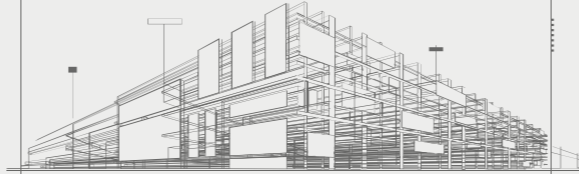


Representation by race over the past five years

Race	2018/19	2019/20	2020/21	2021/22	2022/23
Black	3598	4166	4439	4376	4297
White	7384	7573	7324	7031	7616
TOTAL	10982	11739	11763	11407	11913

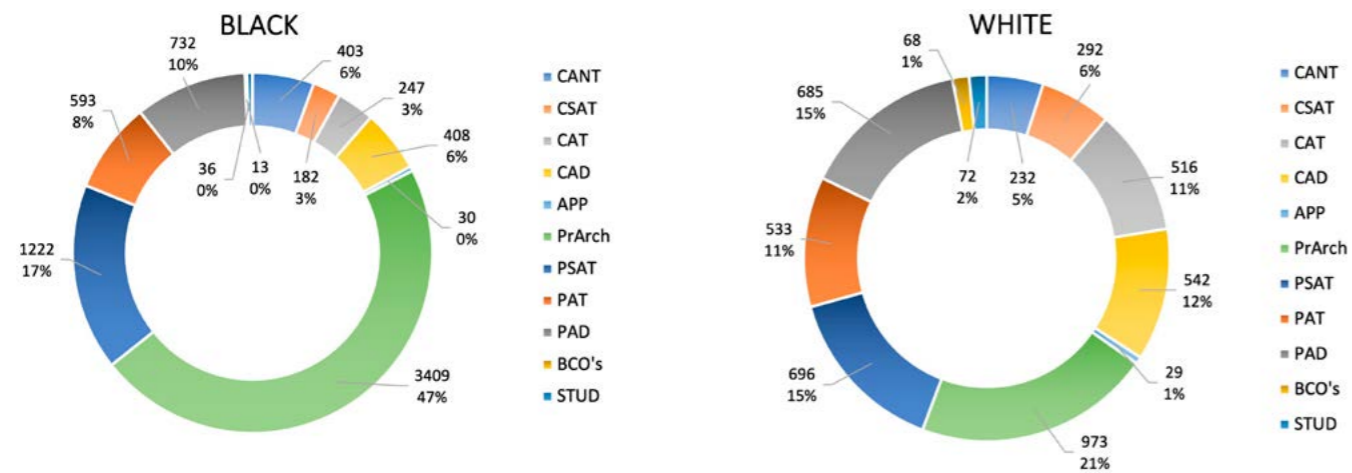
Representation by race over the past five years





Racial representation, by registration category, for 2022/23

Category		Black	White	Total
Candidate Architect	CANT	403	232	635
Candidate Senior Architectural Technologist	CSAT	182	292	474
Candidate Architectural Technologist	CAT	247	516	763
Candidate Architectural Draughtsperson	CAD	408	542	950
Apprentices	APP	30	29	59
Professional Architect	PrArch	3409	973	4382
Professional Senior Architectural Technologist	PSAT	1222	696	1918
Professional Architectural Technologist	PAT	593	533	1126
Professional Architectural Draughtsperson	PAD	732	685	1417
Building Control Officers	BCO's	13	68	81
Students	STUD	36	72	108
TOTAL		7275	4638	11913

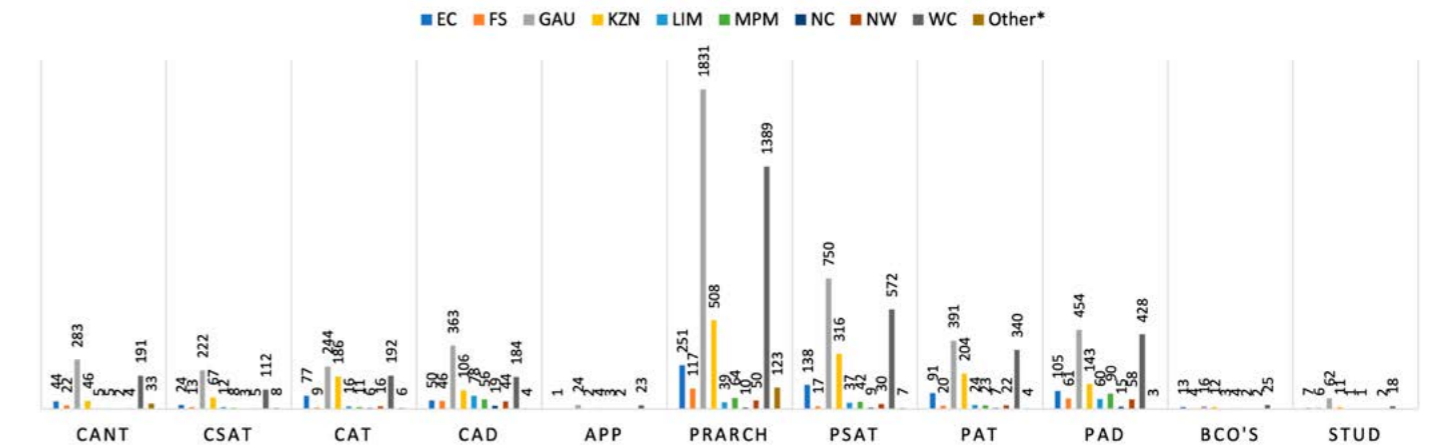


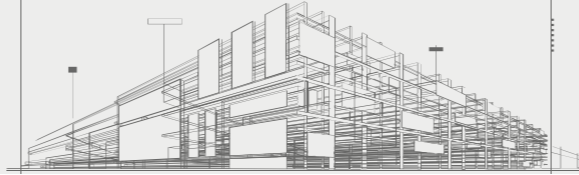
REGISTERED PERSONS PER PROVINCE

PROVINCE	CANT	CSAT	CAT	CAD	PrArch	PSAT	PAT	PAD	BCO's	STUD	TOTAL
EC	44	24	77	50	1	251	138	91	105	13	7
FS	22	13	9	46		117	17	20	61	4	6
GAU	283	222	244	363	24	1831	750	391	454	16	62
KZN	46	67	186	106	2	508	316	204	143	12	11
LIM	5	12	16	78	4	39	37	24	60	3	1
MPM	5	8	11	56	3	64	42	23	90	4	1
NC	2	3	6	19	2	10	9	7	15	2	
NW	4	5	16	44		50	30	22	58	2	2
WC	191	112	192	184	23	1389	572	340	428	25	18
Other*	33	8	6	4		123	7	4	3		
TOTAL	635	474	763	950	59	4 382	1 918	1 126	1 417	81	108

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

Registered persons per province



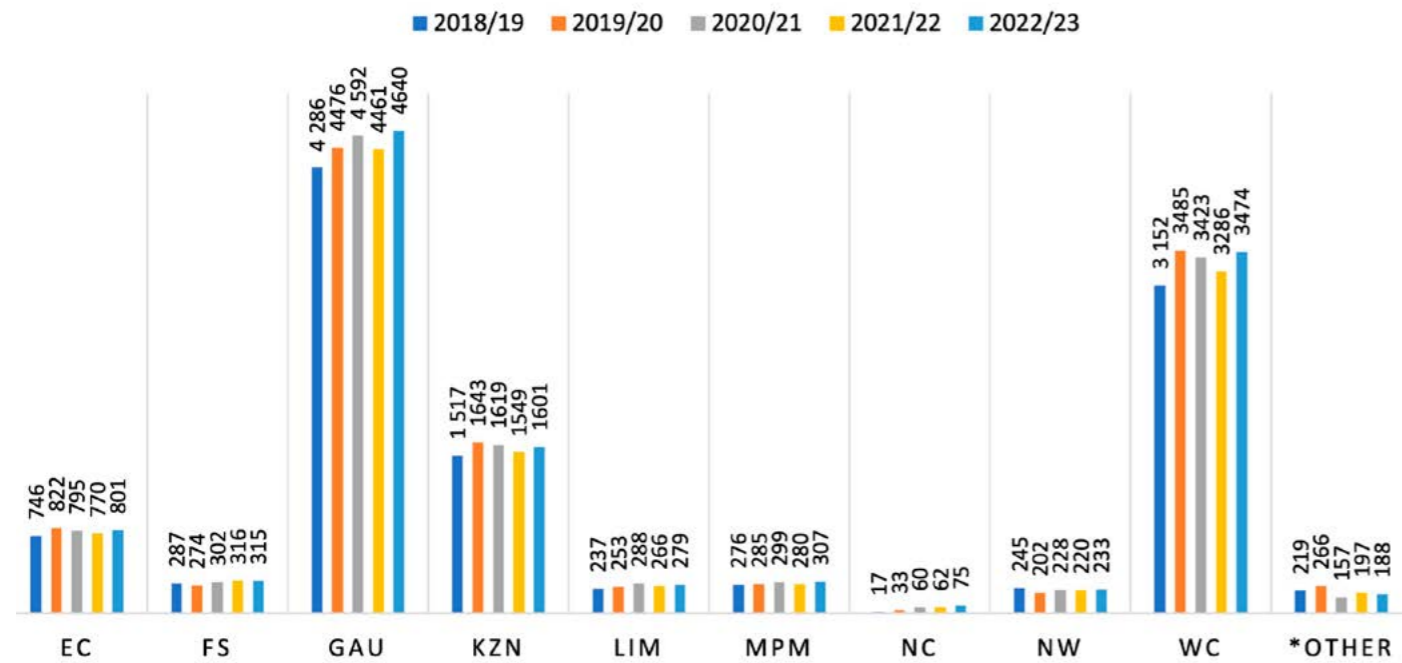


Registered persons by province over the last five years

Province	2018/19	2019/20	2020/21	2021/22	2022/23
EC	746	822	795	770	801
FS	287	274	302	316	315
GAU	4 286	4476	4 592	4461	4640
KZN	1 517	1643	1619	1549	1601
LIM	237	253	288	266	279
MPM	276	285	299	280	307
NC	17	33	60	62	75
NW	245	202	228	220	233
WC	3 152	3485	3423	3286	3474
*Other	219	266	157	197	188
TOTAL	10 982	11 739	11 763	11407	11913

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

Registered persons by province over the last five years



CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

In terms of section 13 (k) of the Act, SACAP is enjoined to determine, after consultation with the Voluntary Associations and registered persons, conditions relating to and the nature and extent of continuing education and training. CPD is a statutory requirement to ensure that Registered Professionals continuously develop their skills. It is compulsory for all Registered Professionals in all categories of professional registration.

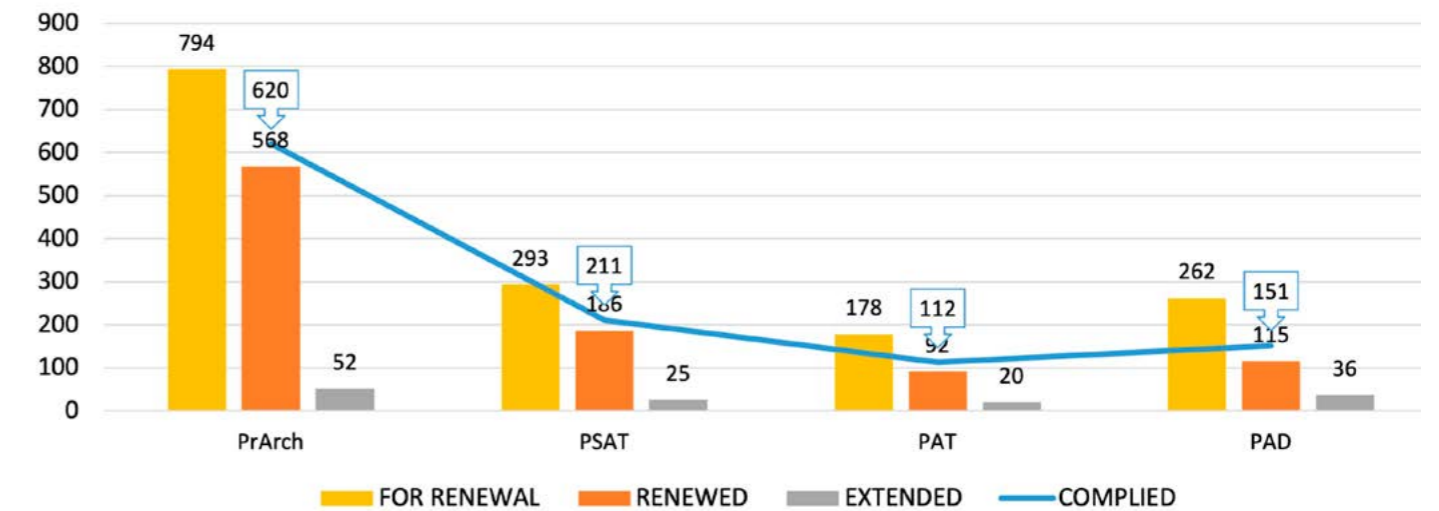
On 28 November 2019, SACAP conducted a survey on the quality, accessibility, and affordability of CPD offerings. Following the survey, on 31 October 2020, a CPD webinar was held with registered persons and Voluntary Associations to discuss the findings of the survey. The guidelines have been drafted into the CPD board notice to improve the quality and accessibility of CPDs in the architectural profession. All Voluntary Associations are required to comply with the requirements to improve the quality and accessibility of CPD activities.

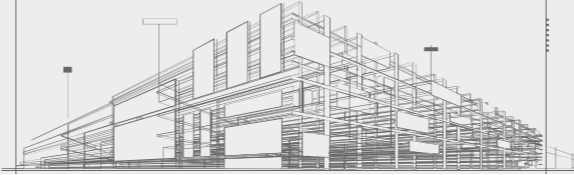
The date of renewal of registration is determined by the Registered Professional's date of registration or re-registration. A total of **1527** Registered Professionals were due for renewal of their registration by January 2022, in terms of the CPD conditions.

RENEWAL OF REGISTRATION IN TERMS OF CPD CONDITIONS

Category		For Renewal	Renewed	Extended	Complied
Professional Architect	PrArch	794	568	52	620
Professional Senior Architectural Tech-nologist	PSAT	293	186	25	211
Professional Architectural Technologist	PAT	178	92	20	112
Professional Architectural Draughtsper-son	PAD	262	115	36	151
TOTAL		1527	961	133	1094

2022 Renewal of registration

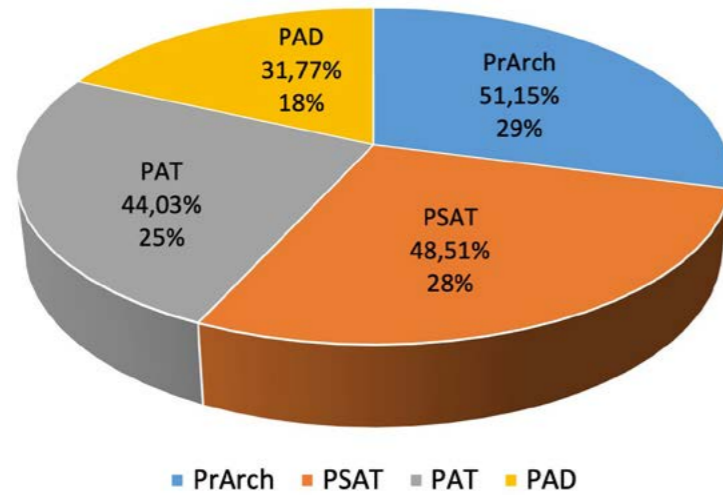




Percentage compliance

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%
TOTAL		45.49%

Percentage compliance



RECOGNITION OF PRIOR LEARNING (RPL)

Section 19 (2) (b) (iii) and (4) of the Act compels the Council to consider evidence of prior learning in architecture in its registration process. This must take into account “previous learning and experience of a learner, how so ever obtained, against the learning outcomes required for a specified qualification and the acceptance for the purpose of qualification of that which meets those requirements.

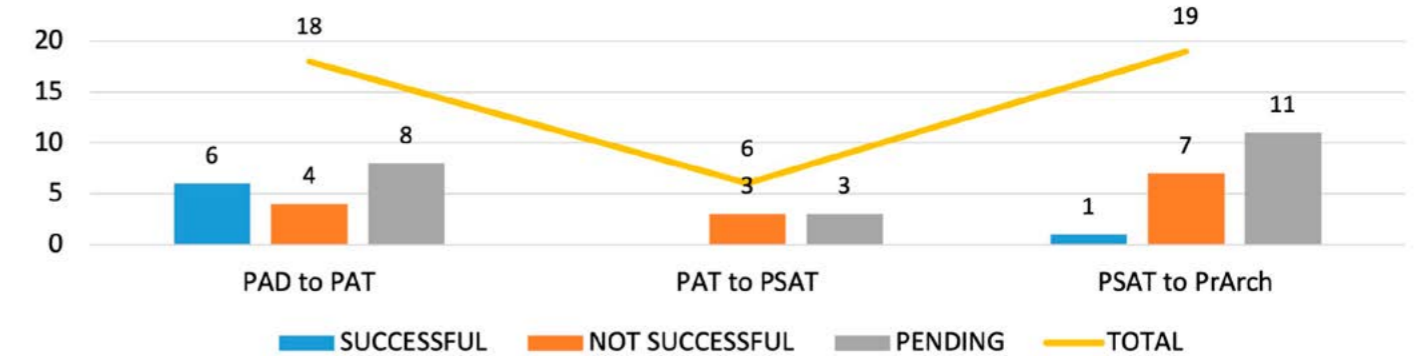
Therefore, the purpose of RPL is to assess previously acquired skills, knowledge and experience of Registered Professionals, with the view to provide them with an opportunity to articulate to the next level of professional registration and unlock more work opportunities. This enable access to elevated professional registration and is not an academic qualification.

RPL ASSESSMENTS COMPLETED DURING 2022/23

A total of 43 RPL assessments were done during the 2022/23 financial year. 7 of the Applicants were successful and 14 Applicants were not successful. 22 Assessments are pending.

Categories		Successful	Not successful	Pending	Total
Professional Architectural Draughtsperson to Professional Architectural Technologist	PAD to PAT	6	4	8	18
Professional Architectural Technologist to Professional Senior Architectural Technologist	PAT to PSAT		3	3	6
Professional Senior Architectural Technologist to Professional Architect	PSAT to PrArch	1	7	11	19
TOTAL		7	14	22	43

RPL assessments



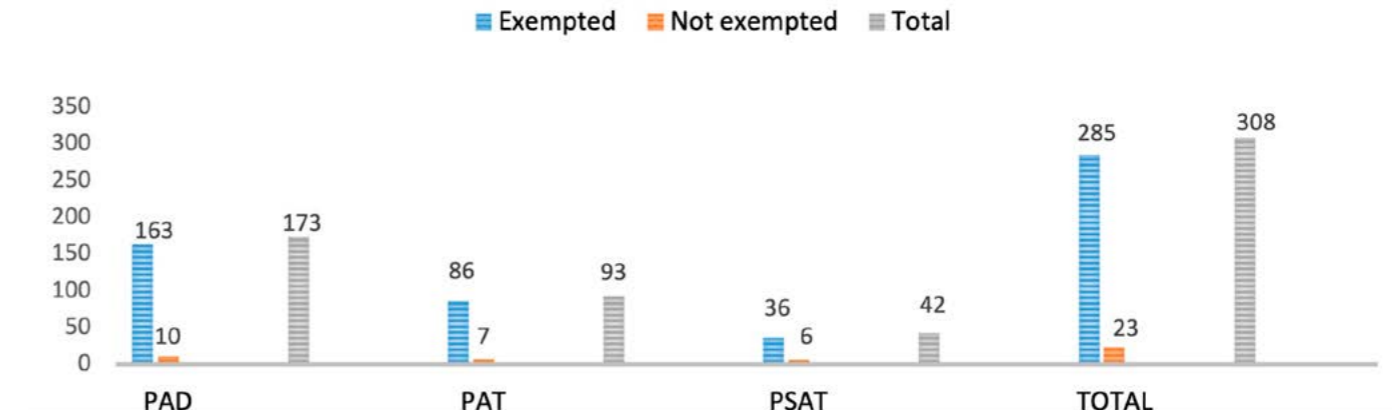
LIMITED SPECIAL DISPENSATION (LSD)

Limited Special Dispensation (LSD) enables registered professionals to perform a type of project / work that is not identified in their category of registration following a successful exemption application

A total of 603 applications for LSD were received and 308 applications were assessed. 285 applications were exempted, the Council declined 23 applications for exemption.

Category of registration		Exempted	Not exempted	Total
Professional Draughtsperson	PAD	163	10	173
Professional Architectural Technologist	PAT	86	07	93
Professional Senior Architectural Technologist	PSAT	36	06	42
TOTAL		285	23	308

LSD assessments





ACCREDITATION ARCHITECTURAL LEARNING SITES (ALS)

ACCREDITATION

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 accreditation visits to ALSs and either conditionally or unconditionally grant, refuse, or withdraw accreditation to such Institutions.

Accreditation visits

Date	Institution	Qualification accredited	Accreditation
20-22 April 2022	University of Free State (UFS)	Bachelor of Architectural Studies Bachelor of Architectural Studies (Hons) Master of Architecture	Unconditional accreditation
23 – 25 May 2022	University of Pretoria (UP)	Bachelor of Architectural Studies Bachelor of Architectural Studies (Hons) Master of Architecture	Unconditional accreditation
30 June 2022	INSCAPE Stellenbosch	Higher Certificate in Architectural Technology	Unconditional accreditation
15 – 17 August 2022	Tshwane University of Technology (TUT)	Bachelor Architecture Bachelor of Architecture (Hons) M Tech Architecture	Unconditional accreditation
26 – 28 Sep-tember 2022	Namibian University of Science & Technology (NUST)	Bachelor of Architecture Bachelor of Architecture (Hons)	Unconditional accreditation
03 – 05 Octo-ber 2022 & 20 – 21 February 2023	Durban University of Technology (DUT)	Bachelor of Built Environment Architecture Bachelor of Built Environment Honors Architecture	Conditional accreditation

ADVISORY VISIT TO COLLEGES

In terms of section 13 (i) of the Act, the Council may give advice or render assistance to any educational institution, voluntary association or examining body with regard to educational facilities and the training and education of registered persons and prospective registered persons.

The Private Institution, The School of Explorative Architecture (SEA) advisory visit

In March 2022 SACAP conducted an advisory visit to the School of Explorative Architecture (SEA) for their Programme: Bachelor of Architecture which started in April 2022 - SACAP's role in the process was to give guidance to SEA before offering the Programme. On the 6th February 2023 SEA was re-visited in order to assess their progress. The Accreditation Board members were satisfied with the progress and recommended that SEA be visited in 2025 for a full accreditation visit.

The Private Institution, The Academic Institute of Excellence (AIE) advisory visit

The Academic Institute of Excellence (AIE) was visited for an advisory visit for the Higher Certificate in Architectural Technology. The ALSs' Programme has been supported by SACAP and they will be re-visited once they are finished with their first year of cohort.

PROFESSIONAL PRACTICE EXAMINATION (PPE)

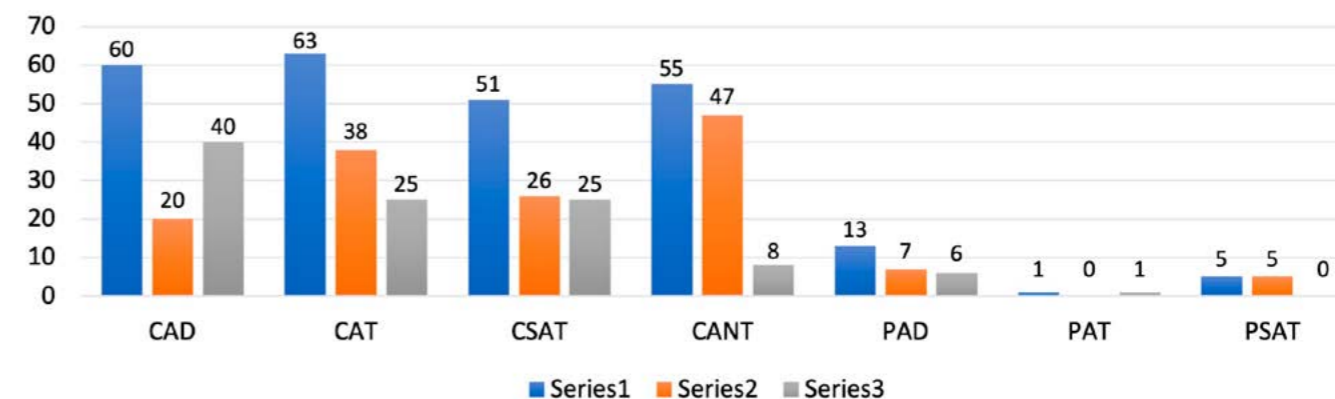
Section 19 (1) (b) (iii) mandates the Council to register candidates with educational qualifications and who have passed the PPE as determined by Council.

A person registered as a Candidate can only apply to write the PPE if he/she has completed the full period of required recognized practical experience. This implies that the Candidates must have been registered as follows:

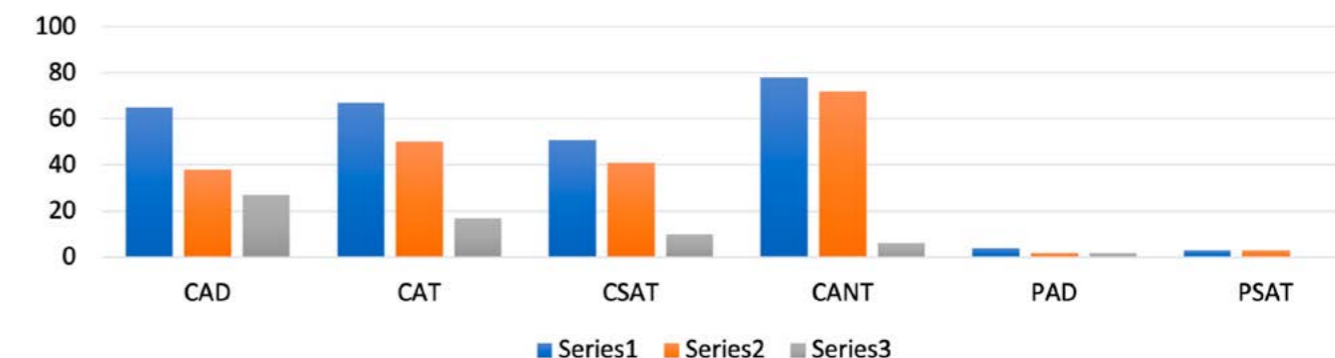
- A minimum of two years for persons registered as Candidate Architects, Candidate Senior Architectural Technologists and Candidate Architectural Technologists;
- Complies with the 24 Monthly Training Records (MTRs) requirement;
- Obtain a minimum of 400 value units during the period of practical training;
- A minimum of three years for persons registered as Candidate Architectural Draughtspersons (CAD).
- Compliance with the 36 Monthly Training Records (MTRs) for a person registered as CAD ;
- Obtain a minimum of 400 value units during the period of practical training for a person registered as a CAD.

On 15 July 2020, SACAP introduced the first online PPE. The introduction of the online PPE has eased the burden on candidates to travel to various venues to sit for the PPE. All candidates can write PPE in the comfort of their homes or offices. The PPE for 2022 was written in May 2022 and a total of 248 candidates wrote and 143 of the 248 candidates passed and 105 failed. Furthermore, in October 2022, 268 candidates wrote PPE. Of the 268, 206 passed and 62 failed.

May 2022 PPE Pass / Failure rate per category of registration



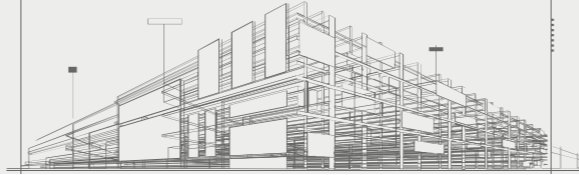
October 2022 PPE Pass / Failure rate per category of registration



SACAP signatory of the Canberra Accord

South Africa, through SACAP, became a signatory to the Accord in 2017. Currently, SACAP serves as the Secretariat of the Accord. In order to maintain its signatory status, a periodic review of the SACAP accreditation system is required to ensure continuous adherence to the Accord requirements. As a result, from 11 to 17 August 2022, SACAP received a visit by an international delegation from the Accord for a periodic review of the SACAP accreditation system. The periodic review visit coincided with SACAP's accreditation visit to the Tshwane University of Technology. The Accord accepted the SACAP accreditation system as substantially equivalent subject to addressing certain shortfalls in the accreditation system.

We have immediately reviewed the SACAP accreditation system to align with the Accord requirements and we have also updated the SACAP 10 competencies to align with the Accord and UNESCO-UIA requirements.



IDENTIFICATION OF WORK (IDoW)

The IDoW for the architectural profession was published in a gazette 44505 on 30 April 2021, under board notice 21 of 2021. The IDoW came into effect on 31 October 2022. In accordance with rule 2.3 of the Code of Conduct, all registered professionals shall only undertake architectural work identified for their category of registration as prescribed by the IDoW policy.

The IDoW policy provides three(3) mechanisms that recognise the work-based experience. Recognition of Prior Learning (RPL), Limited Special Dispensation (LSD), and Special Consent. During the 5th term Council, we received 139 RPL applications, 67 applications were successful and 72 applications were not successful. 108 applications are yet to be assessed. Further, we received 603 applications for LSD, 285 applications were assessed and 241 were successful and 23 were not successful. The 318 applications are yet to be assessed.

Following the effective date of the IDoW policy, the IDoW Committee has noted some grey areas that must be addressed through a consultative review process. Therefore, the IDoW Committee has identified building types that are not included in the IDoW matrix. To that end, the Committee developed a draft IDoW matrix setting out building types. The draft matrix will be used as a baseline for the consultation process.

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 2022 were published in the gazette on 15 July 2022 under Board Notice 307 of 2022.

The Fees Committee also undertook 2 Fee Surveys that helped SACAP to determine guidelines for professional fees. Furthermore, the Fees Committee undertook 2 Fees Webinars to educate registered professionals about the importance of guideline for professional fees. Recently, SACAP engaged the profession about task and deliverables method of fees. We anticipate that more engagements will take place about this method of fee calculation.

VOLUNTARY ASSOCIATIONS (VAs)

VAs are voluntary organizations that are governed by a Constitution and a Code of Conduct. In terms of section 14 (d) read with section 25 (2), (3), of the Act, the Council is enjoined to determine the requirements with which a VA must comply with to qualify for recognition. Further, recognise any VA that complies with the requirements.

The mission of recognized VAs is to represent a collection of professionals who work towards the common goal of promoting and improving the architectural profession. VAs champion their members interests by providing resources, information, and opportunities. VAs provide unparalleled networking opportunities, allowing members to connect with their peers, mentors, and other leaders in the profession. Members of VAs are in the unique position to attend conventions, seminars, award dinners and other related events with like-minded members.

During the reporting period, the Council recognized the South African Institute of Architectural Professionals (SAIAP) NPC, Limpopo Region of the South African Institute of Architects, and Mpumalanga Region of the South African Institute of Architects.

In terms of section 25 (4), a certificate of recognition of VAs is valid for a period of five years from the date of issue.

RECOGNISED VOLUNTARY ASSOCIATIONS (VAs)

BKIA	SAIA Border Kei, Border Kei region of SAIA
FACE	Freedom Architecture Consulting Empowerment
GIFA	Gauteng Institute for Architecture, a region of SAIA
IID	The African Institute of Interior Design Professions
KZNIA	Kwazulu-Natal Institute for Architecture
PIA	Pretoria Institute for Architecture, a region of SAIA
SAIA-FS	Free State Institute of Architects
SAIAT	The South African Institute of Architectural Technologist
SAIBD	South African Institute of Building Design
SAID	South African Institute of Droughting NPC
SAIA-MP	Mpumalanga Region of the South African Institute of Architects
CIFA	The Cape Institute for architecture, CIFA, a region of SAIA (the South African Institute of Architects)
SAIA	South African Institute of Architects
SAIA-EC	Eastern Cape, Eastern Cape region of SAIA
SAIA-L	Limpopo Region of the South African Institute of Architects
SAIAP	South African Institute of Architectural Professionals (SAIAP) NPC

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 the enhancement of the status of the architectural profession.

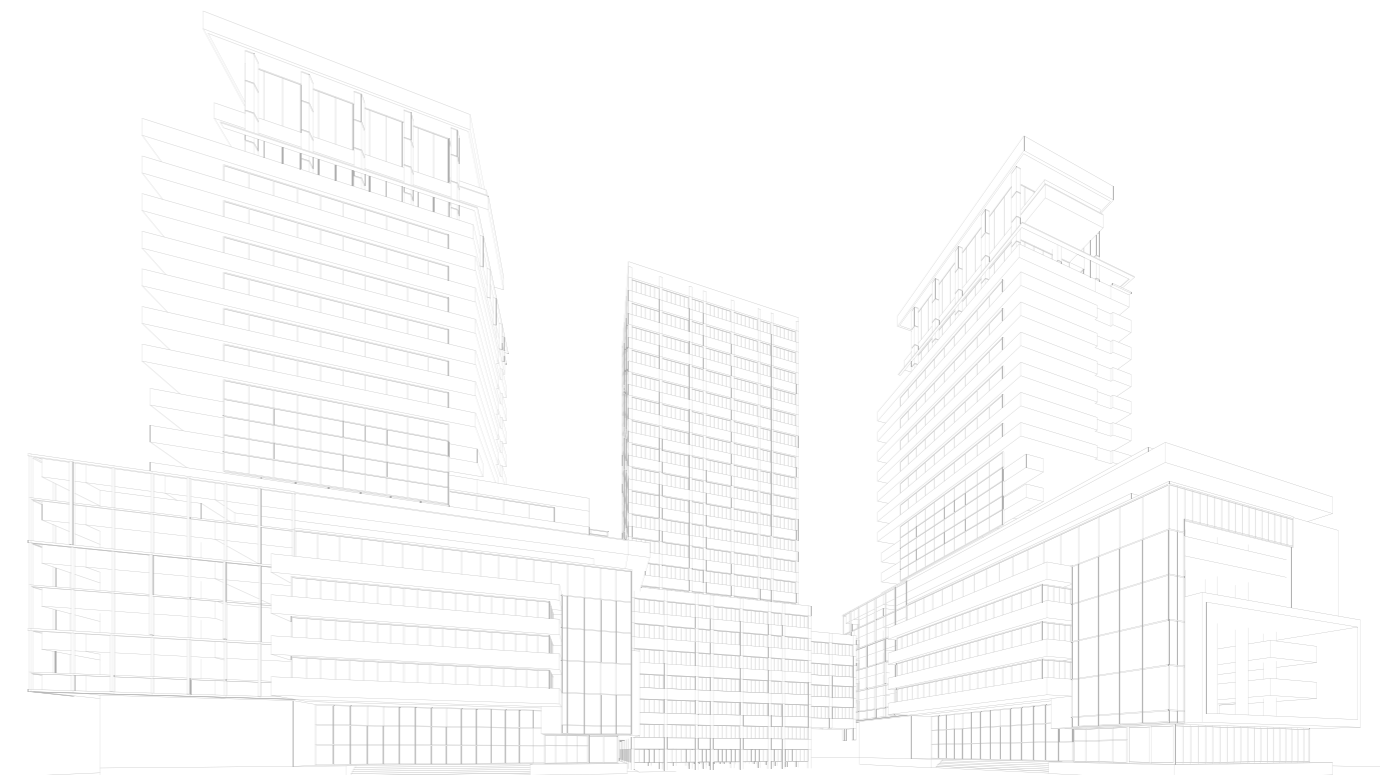
To that end, complaints of improper conduct against Registered Persons are lodged by aggrieved members of the public in an Affidavit form, under oath or affirmation. Additionally in cases where the Council has reasonable grounds to suspect that a Registered Person has committed an act which may render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

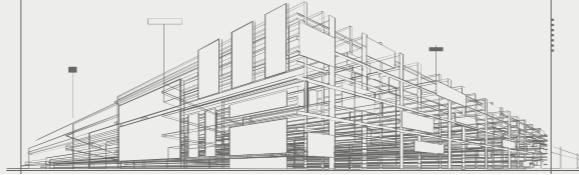
The Investigating Committee has been delegated by Council to investigate all complaints of improper conduct and to obtain evidence to determine whether or not a Registered Person may be charged with improper conduct for contravention of the Code of Conduct.

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 REPORT

1.	Number of complaints received	43
2.	Number of complaints carried forward from the previous financial against registered per-sons	4
3.	Number of complaints investigated	39
4.	Complaints referred for further information	1
5.	Number of complaints dismissed due to lack of evidence of improper conduct.	9
6.	Number of Complaints held in abeyance	18
7.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	29
8.	Number of complaints received against unregistered persons/carried forward	17 carried forward + 7 received this quarter = 24
9.	Plea of guilt and settlement agreements	11
10.	Number of matters adjudicated by the Disciplinary Tribunal.	8





Complaints referred to the Disciplinary Tribunal

TABLE 2: 1 ST QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL		
No.	Charge(s) to be preferred	Number of charges
1.	Perform professional work without entering into a written agreement with the client setting out requirements – Rule 4.1 (a) – (i)	17 charges to be preferred
2.	Entering 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	5 charges to be preferred
3.	Submitting building plans to the Municipality using a consent given by the abutting neighbours to a different plan	1 charge to be preferred
4.	Using registration details and forged the signature of another registered person on municipal submission documentation, without his knowledge or permission.	1 charge to be preferred
5.	Failure to issue an inaccurate environmental report	1 charge to be preferred
6.	Failure to attend to amendments on building plans as request by the local authority.	1 charge to be preferred
7.	Failure to submit drawings to the local authority for approval.	4 charges to be preferred
8.	Failure to perform as per the appointment by the client.	1 charge to be preferred
9.	Failure to notify the Council within 30 days of establishing an architectural practice.	3 charges to be preferred
10.	Failure to perform architectural work for a client within a reasonable time.	1 charge to be preferred
11.	Failure to inform the client in writing about the progress of work undertaken on their behalf within a reasonable time.	1 charge to be preferred
12.	Failure to promote services in a truthful and responsible manner.	1 charge to be preferred
13.	Failure to adequately communicate with the client regarding architectural work undertaken.	1 charge to be preferred
14.	Performing architectural work for the public during the period the registration is suspended/cancelled.	7 charges to be preferred
15.	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.	1 charge to be preferred
16.	Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and the category of registration of principals.	10 charges to be preferred
17.	Unauthorised use of a registered principal's registration number to submit applications to the local authority for approval.	1 charge to be preferred
18.	A registered person recommended to the client to commence with the erection of a building without the approval of the local authority.	1 charge to be preferred
19.	Practice not determined by the most senior category of registered professionals in the practice.	1 charge to be preferred
TOTAL		59 charges to preferred

2ND QUARTER REPORT

TABLE 1: 2 ND QUARTER COMPLAINTS OF IMPROPER		
1.	Number of complaints received	47
2.	Number of complaints investigated	27
3.	Number of complaints referred to institution vested with jurisdiction	1
4.	Complaints referred for further information	0
5.	Number of complaints dismissed due to lack of evidence of improper conduct.	7
6.	Number of Complaints held in abeyance	1
7.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	18
8.	Number of complaints received against unregistered persons/carried forward	24 carried forward from the first quarter + 9 received this quarter = 33
9.	Plea of guilt and settlement agreements	16
10.	Number of matters adjudicated by the Disciplinary Tribunal.	5

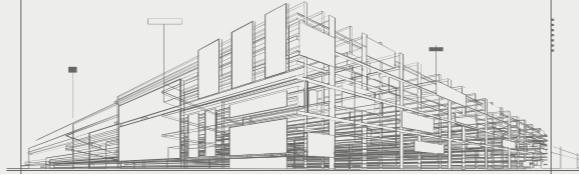
Complaints referred to the Disciplinary Tribunal

TABLE 2: 2 ND QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL		
No.	Charge(s) to be preferred	Number of charges
1.	Perform professional work without entering into a written agreement with the client setting out requirements – Rule 4.1 (a) – (i)	12 charges to be preferred
2.	Entering 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	3 charges to be preferred
3.	Misled client into believing that building plans were submitted at the municipality whilst in fact they were not submitted	1 charge to be preferred
4.	Failure to attend to the referrals from the local authority within a reasonable time.	2 charges to be preferred
5.	Failure to attend to the amendments on the drawings as request by the local authority.	1 charge to be preferred
6.	Failure to submit drawings to the local authority for approval.	1 charge to be preferred
7.	Failure to notify the Council within 30 days of establishing an architectural practice.	4 charges to be preferred
8.	Failure to perform architectural work for a client within a reasonable time.	1 charge to be preferred
9.	Failure to inform the client in writing about the progress of work undertaken on their behalf within a reasonable time.	1 charge to be preferred
10.	Failure to adequately communicate with the client regarding architectural work undertaken.	1 charge to be preferred
11.	Performing architectural work for the public during the period the registration is suspended/cancelled.	2 charges to be preferred
12.	Failure to promote architectural services in a truthful manner.	2 charges to be preferred
13.	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.	5 charges to be preferred
14.	Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.	8 charges to be preferred
15.	Failure to take into consideration the standard of honesty and integrity that underpin the Code of Conduct when performing architectural work in that the he/she failed to provide the services that she was appointed for.	1 charge to be preferred
16.	Failure to drop off the plans at client's residence.	1 charge to be preferred
17.	Failure to conduct him /herself in a professional manner throughout the appointment.	1 charge to be preferred
18.	Failure to indicate the contours line that fall across the side on the building plan.	1 charge to be preferred
19.	Failed to adequately advise the client in terms of the title deeds restrictions,	1 charge to be preferred
20.	Displayed Council's logo on corporate stationery quotation and building plans,	2 charges to be preferred
21.	Unauthorised use of a registered person's registration number to submit applications to the local authority for approval.	1 charge to be preferred
22.	Provided Client with a false invoice from the Municipality building Control as indication that he submitted the plan.	1 charge to be preferred
23.	Establishment of Architectural practice whilst registered in the category of Candidate.	1 charge to be preferred
24.	Practice name portrays itself by name to be in a higher category than that of registered principals who own the practice.	2 charges to be preferred
TOTAL		56 charges to preferred

Complaints referred to the South African Police Services

TABLE 3: 2 ND QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS		
No.	Criminal case investigation status	Number of cases
1.	Withdrawn/nolle prosequi	2
2.	Number of compliant reported to SAPS	32
3.	Referred for Senior Public Prosecutor decision	0
4.	Pending prosecution	0
TOTAL		34

In this quarter an Investigating Officer was recruited to deal with complaints against unregistered persons



3RD QUARTER REPORT

TABLE 1: 3 RD QUARTER COMPLAINTS OF IMPROPER		
1.	Number of complaints received	41
2.	Number of complaints investigated	0
3.	Complaints referred for further information	0
4.	Number of complaints dismissed due to lack of evidence of improper conduct.	0
5.	Number of Complaints held in abeyance	1
6.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	0
7.	Number of complaints received against unregistered persons	20
8.	Plea of guilt and settlement agreements	4
9.	Number of matters adjudicated by the Disciplinary Tribunal.	5

Complaints referred to the South African Police Services

TABLE 2: 3 RD QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS		
No.	Criminal case investigation status	Number of cases
1.	Withdrawn/nolle prosequi	0
2.	Number of compliant reported to SAPS	10
3.	Referred for Senior Public Prosecutor decision	2
4.	Pending prosecution	1
TOTAL		13

4TH QUARTER REPORT

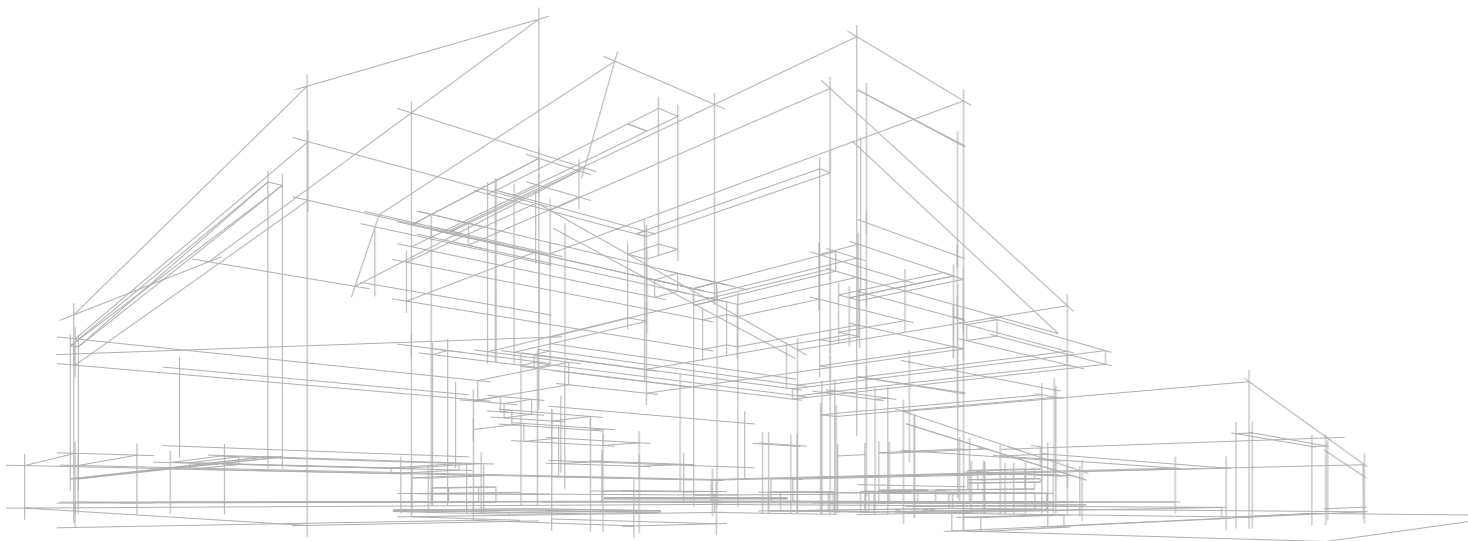
TABLE 1: 4 TH QUARTER COMPLAINTS OF IMPROPER		
1.	Number of complaints received	26
2.	Number of complaints investigated	48
3.	Complaints referred for further information	10
4.	Number of complaints dismissed due to lack of evidence of improper conduct.	8
5.	Number of Complaints held in abeyance	0
6.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a Registered Person	30
7.	Number of complaints received against unregistered persons	11
8.	Plea of guilt and settlement agreements	0
9.	Number of matters adjudicated by the Disciplinary Tribunal.	4

Complaints referred to the Disciplinary Tribunal

TABLE 2: 4 TH QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL		
No.	Charge(s) to be preferred	Number of charges
1.	Perform professional work without entering into a written agreement with the client setting out requirements – Rule 4.1 (a) – (i)	21 charges to be preferred
2.	Entering 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	6 charges to be preferred
3.	Misled client into believing that building plans were submitted at the municipality whilst in fact they were not submitted	1 charge to be preferred
4.	Failure to attend to the referrals from the local authority within a reasonable time.	2 charges to be preferred
5.	Failure to submit drawings to the local authority for approval.	1 charge to be preferred
6.	Failure to notify the Council within 30 days of establishing an architectural practice.	4 charges to be preferred
7.	Failure to perform architectural work for a client within a reasonable time.	1 charge to be preferred
8.	Failure to inform the client in writing about the progress of work undertaken on their behalf within a reasonable time.	1 charge to be preferred
9.	Failure to adequately communicate with the client regarding architectural work undertaken.	1 charge to be preferred
10.	Performing architectural work for the public during the period the registration is suspended/cancelled.	2 charges to be preferred
11.	Failure to promote architectural services in a truthful manner.	2 charges to be preferred
12.	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.	5 charges to be preferred
13.	Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.	8 charges to be preferred
14.	Failure to take into consideration the standard of honesty and integrity that underpin the Code of Conduct when performing architectural work in that the he/she failed to provide the services that she was appointed for.	2 charges to be preferred
15.	Failure to conduct him /herself in a professional manner throughout the appointment.	1 charge to be preferred
16.	Failed to adequately advise the client in terms of the title deeds restrictions,	1 charge to be preferred
17.	Unauthorised use of a registered person’s registration number to submit applications to the local authority for approval.	1 charge to be preferred
18.	Establishment of Architectural practice whilst registered in the category of Candidate.	1 charge to be preferred
19.	Practice name portrays itself by name to be in a higher category than that of registered principals who own the practice.	2 charges to be preferred
20.	Identified as the bona fide author of a building plan whilst he was not	1 Charges to be preferred
TOTAL		64 charges to be preferred

Complaints referred to the South African Police Services

TABLE 3: 4 TH QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS		
No.	Criminal case investigation status	Number of cases
1.	Withdrawn/nolle prosequi	0
2.	Original docket to be forwarded to relevant police station	4
3.	Investigation completed suspect at large Detective is tracing the suspects	2
4.	Number of compliant reported to SAPS	11
5.	Referred for Senior Public Prosecutor decision	1
6.	Pending prosecution	0
TOTAL		18





PART C

Governance

INTRODUCTION

Corporate governance embodies processes and systems by which organizations are directed, controlled, and held to account. The Council is responsible for the overall governance of the organization. SACAP subscribes to the basic principles of corporate governance of accountability, transparency, fairness, responsibility, and risk management.

EXECUTIVE AUTHORITY

The Minister of the Department of Public Works & Infrastructure (DPWI) is responsible for the appointment of SACAP Council members. The CBE is responsible for ensuring 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

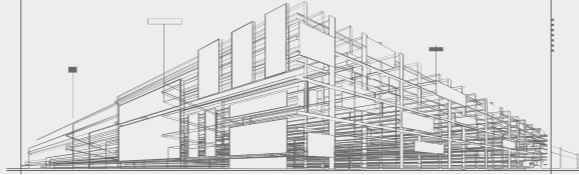
The Council is appointed in terms of Section 4 of the Act, and it comprises of seven registered persons, excluding candidates, of which at least four must actively practice in the architectural profession, two professionals in the service of the State nominated by any sphere of government, of whom at 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. Therefore, the Council is responsible for strategic aims of SACAP provides the leadership for the implementation of the strategy, supervises the management of SACAP and report to the Minister of DPWI on their stewardship of SACAP.


THE COUNCIL CHARTER AND COMMITTEE FUNCTIONING GUIDELINES

The purpose of the 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 behavior of members of the Council and other persons appointed to SACAP Committees by the Council in a way that supports SACAP, its Vision, Mission, and Objectives.



Composition of the 5th term Council					
Name	Designation (in terms of the public entity Board Structure)	Date appointed	Qualifications/ Experience	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, Transformation, Recognition of Prior Learning (RPL) Committees.	32
Ms Letsabisa Shongwe nêe Lerotholi	Vice President Chairperson: Professional Fees and stakeholder Relations Committees	April 2019	M. Arch, B.Tech Arch, N.Dip Arch	Professional Fees, Registration, Recognition of Prior Learning, Stake-holder Relations, Transformation Committees.	40
Mr Lufuno Nematswerani	Chairperson: Remuneration Committee (REMCO)	April 2019	MBA, Post Graduate Diploma in management, Hons Degree in Human Resources Development	Audit and Risk (ARC), Investigating & Social & Ethics Committees.	22
Mr Kevin Bingham	Chairperson: Education and RPL Committees.	April 2019	M.Arch	RPL Assessment and Heads of Schools tasks.	26
Ms Mandisa Pepeta- Daki	Chairperson: Investigating and Transformation Committees.	April 2019	N.Dip Arch	Continuous Professional Development (CPD), RPL Stakeholder Relations Committees.	34
Mr Mohammed Mohidien	Chairperson: Registration Committee	April 2019	Experience	Identification of Works (IDoW), RPL Committees.	31
Mr Rowan Graham Nicholls		April 2019	B. Comm.CA (SA) CIA Computer Audit Qualification – NACCA	ARC and REMCO Committees.	13
Mr Vusi Phailane	Chairperson: IDoW Committee	April 2019	M.Arch, B.Arch, BAS	REMCO, Investigating, and RPL Committees.	34
Dr Sitsabo Dlamini	Chairperson: Continuous Professional Development	April 2019	MSc in International Construction Management, PhD in Political Economics	Education Committee, RPL Committees	16

FIFTH TERM COUNCIL



MR CHARLES NTSINDISO NDUKU
PRESIDENT
M.Arch, B. Arch, BAS
Active 2019-2023



MS LETSABISA SHONGWE NÊE LEROTHOLI
VICE PRESIDENT
M. ARCH, B.TECH ARCH, N.DIP ARCH
Chairperson: Guidelines Professional Fees Committee, and Stakeholder Relations Committee Active 2019-2023



DR SITSABO DLAMINI
MSc in International Construction Management, PhD in Political Economics,
Chairperson: (CPD)
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



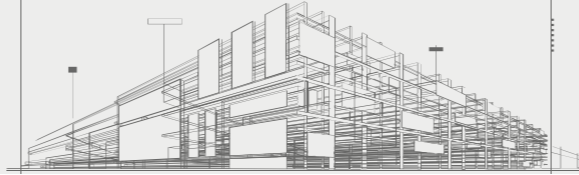
MR MOHAMMED MOHIDIEN:
Chairperson: Registration Committee
Active 2019-2023



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



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



5th term Council Meeting Attendance			
Name	Number of Council and Committee Meetings attended	Number of special SR Events attended	Total Honoraria paid to each Councillor for each Council Meeting and SR Events Meetings
Mr. CNN Nduku (President)	32	13	R378,066
Ms. LR Shongwe née Lerotholi (Vice President)	40	6	R301,516
Mr. L Nematswerani	22	1	R251,360
Mr. K Bingham	26	4	R253,183
Mr. V Phailane	34	3	R387,292
Mr. M Mohidien	31	2	R327,857
Mr. RN Nicholls	13	0	R134,166
Ms. M Daki	34	4	R309,222
Dr. S Dlamini	16	1	R190,506

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 R4.18 per kilometre 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	R5,543.80
Vice President of Council	R4,711.70
Council members	R4,121.28
Chairperson of the Audit and Risk Committee	R9,201.86
Audit and Risk Committee Members	R7,673.34
Chairpersons of Committees	R4,121.28
Committee Members	R2,235.58

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 Unresolved Audit Findings
- Audit of Human Capital Management
- Audit of Finance Discipline

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.

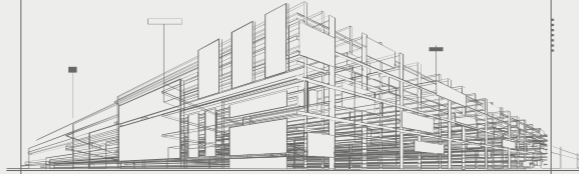
Fraud awareness is promoted through direct line managers sensitizing their direct reports regularly. Specific mechanisms for staff to confidentially report their suspicions about fraud and corruption are within SACAP's operational management system.

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 004 007
- WhatsApp number: 0860 004 004
- SMS: 48691
- Secure email address: sacap@behonest.co.za
- Online and chat: www.behonest.co.za
- Free Post: BNT165, Brooklyn Square, 0075

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 during the reported period.



CODE OF CONDUCT

Council has developed a Code of Conduct, its 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 its 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 Counsellor 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

During the period under review, SACAP has appointed the Health and Safety Officer responsible for all H&S related matters. SACAP has been working on the alignment with the Health and Safety requirements. One of the focus areas includes the inspection of SACAP offices and checking of any potential hazards that might harm employees. H&S rep serviced all the fire extinguishers, and all the recycling bins are in place.

The Health and Safety Protocol Training was conducted by a Safety Officer for everyone. Staff members were equipped with the below mentioned skills:

- How to extinguish fire;
- What to do during emergency situation;
- How to evacuate the building during fire, and other emergencies;
- Also shown where is the emergency tool kit/box situated, and the items on the kit and how to use them.

The next Health and Safety Exercise will be the combined with Fire Drill exercise with other tenants that are sharing building with SACAP

As the winter is approaching, the current focus is on cautioning of staff to be extra vigilant of communicable respiratory diseases such as coronavirus disease etc. SACAP is scheduling the refresher training on COVID protocols.

COVID equipment such as Masked and Sanitizers have been prepared for the winter season.

All employees have been asked to report small safety incidences, this will help the staff to be extra vigilant at all times.

SOCIAL RESPONSIBILITY

We believe that Corporate Social Responsibility (CSR), represents a long term investment that serves to strengthen our operations. Outside the scope of SACAP responsibility to fulfill the statutory mandates 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 need of assistance.

MANDELA DAY CELEBRATION

It is commendable that SACAP celebrated Mandela Day on 18 July 2022, by making a donation to the Othandweni Children's Home. This was an excellent example of CSR, where SACAP undertook a proactive role in contributing to the betterment of society.

The Othandweni Children's Home is a vital care-giver Non-Governmental Organization (NGO) that caters to vulnerable children who have been subjected to abuse, neglect, and abandonment. Including children who display behaviour that cannot be controlled by their parents. These children require love, care, and support, and it was heartwarming to see that SACAP had taken a keen interest in their welfare.

SACAP's donation was based on the list of needs provided by the NGO, which shows that we taking a practical approach to social responsibility, by providing the necessary items that the NGO had identified as essential. SACAP demonstrated a commitment to making a real difference in the lives of these children.

It is important to recognise that CSR should be an ongoing effort and not just a one-time event. SACAP will continue to make a difference by exploring other ways to support the Othandweni Children's Home and other organizations that serve the needs of vulnerable children.

In conclusion, this initiative was a positive example of CSR and an excellent reminder that organisations can make a meaningful difference in society by taking proactive steps to support vulnerable communities.



EDUCATION FUND

In terms of section 15 (5) of the Act, the Council is enjoined to establish and administer an education fund for the purpose of education, training, and continuing education and training of registered persons and students in the architectural profession. SACAP has established an education fund and developed a policy to administer the Education Fund. As result 11 deserving students were granted bursaries to study architecture at various accredited Architectural Learning Sites.



AUDIT & RISK COMMITTEE (ARC) REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Audit and Risk Committee is pleased to present our report for the Financial Year ended 31 March 2023.

1. AUDIT AND RISK COMMITTEE ATTENDANCE 2022/2023

The ARC meets at least four times per annum in line with its approved charter. Five meetings were held during the financial 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	5
Mr Tshepiso Poho -Independent Member	May 2019	5
Ms Zelda Tshabalala -Independent Member	August 2019	4
Mr Lufuno Nematswerani - Council Representative	May 2019	5
Mr Rowan Graham Nicholls- Council Representative	May 2019	5

2. AUDIT AND RISK COMMITTEE RESPONSIBILITIES

The ARC reports that it has adopted appropriate formal terms of reference as its charter. The Charter was approved by Council. The ARC has managed and regulated its affairs in compliance with this charter. The ARC's role and responsibilities include statutory duties, 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 year. Some weaknesses in the systems of internal controls remained for the period, and were raised with management for attention and correction.

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 oversight 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 year. The ARC is satisfied with the overall risk management function and has made recommendations to management to enhance risk management where necessary.

5. INTERNAL AUDIT

SACAP's Internal Audit function is outsourced and was operational for the entire year 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 year under review were reviewed and approved by the ARC.

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

- Human Capital Management;
- Financial Discipline (Internal Financial Controls);
- Follow Up on Findings raised by External and Internal Audit; and
- Performance Information (Performance against Objectives) – Quarter 3.

Internal audit's overall opinion is:

Based on the samples tested for the period under review and the results of the audit work performed for the year under review, the existing control environment "Needs Improvement" in order to provide reasonable assurance that the organization's goals and objectives are being achieved. There were areas where the internal control systems were identified as requiring immediate corrective action. Management focus should be on Performance Information, Human Capital Management and Financial Discipline (Internal Financial Controls). Internal audit also performed follow-up audits on all processes covered.

6. THE FOLLOWING ISSUES IDENTIFIED BY INTERNAL AUDIT AND EXTERNAL AUDIT COULD HAVE SOME MATERIAL IMPACT ON THE CONTROL ENVIRONMENT AND MANAGEMENT ATTENTION IS REQUIRED TO ADDRESS THEM

Internal control deficiencies

- Reconciliation between YM system and accounting system not performed for other income
- Asset numbers for disposals not evident and cannot be traced to fixed asset register
- Assessment of useful lives of asset for nil value assets still in use not performed
- Assets selected from the Fixed Asset Register could not be physically verified

Performance (Pre-determined objectives) – Performance management

- Inconsistencies noted between Annual Performance Plan and Quarter three (3) Report
- Inconsistencies noted between reported achievements on the quarterly report and the proof of evidence provided

Compliance with laws and regulations

- Policies and Procedures not regularly reviewed
- Vacant position existing for more than six (6) months
- No evidence of monitoring of changes to Employee details on the VIP system

7. 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.

8. 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
- 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.

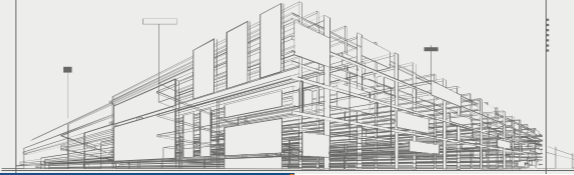
9. EXTERNAL AUDITOR'S REPORT

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.

10. EXTERNAL AUDITOR'S REPORT

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.

Ms Nocwaka Oliphant
Chairperson of the Audit and
Risk Committee SACAP



INTRODUCTION

HR OVERVIEW DELIVARABLES UNDER THE REVIEW PERIOD

Human Resource has made significant inroads in the past financial year. The main focus areas were High-performance drive; on boarding of new staff; Talent retention and Training/Development. The succession plan programme has been given more attention than ever, and Personal Development Plan(DPD) for the 2023-24 FY is part of the focus area. All employees will have PDP in place when contracting for the new FY (2023-2024).

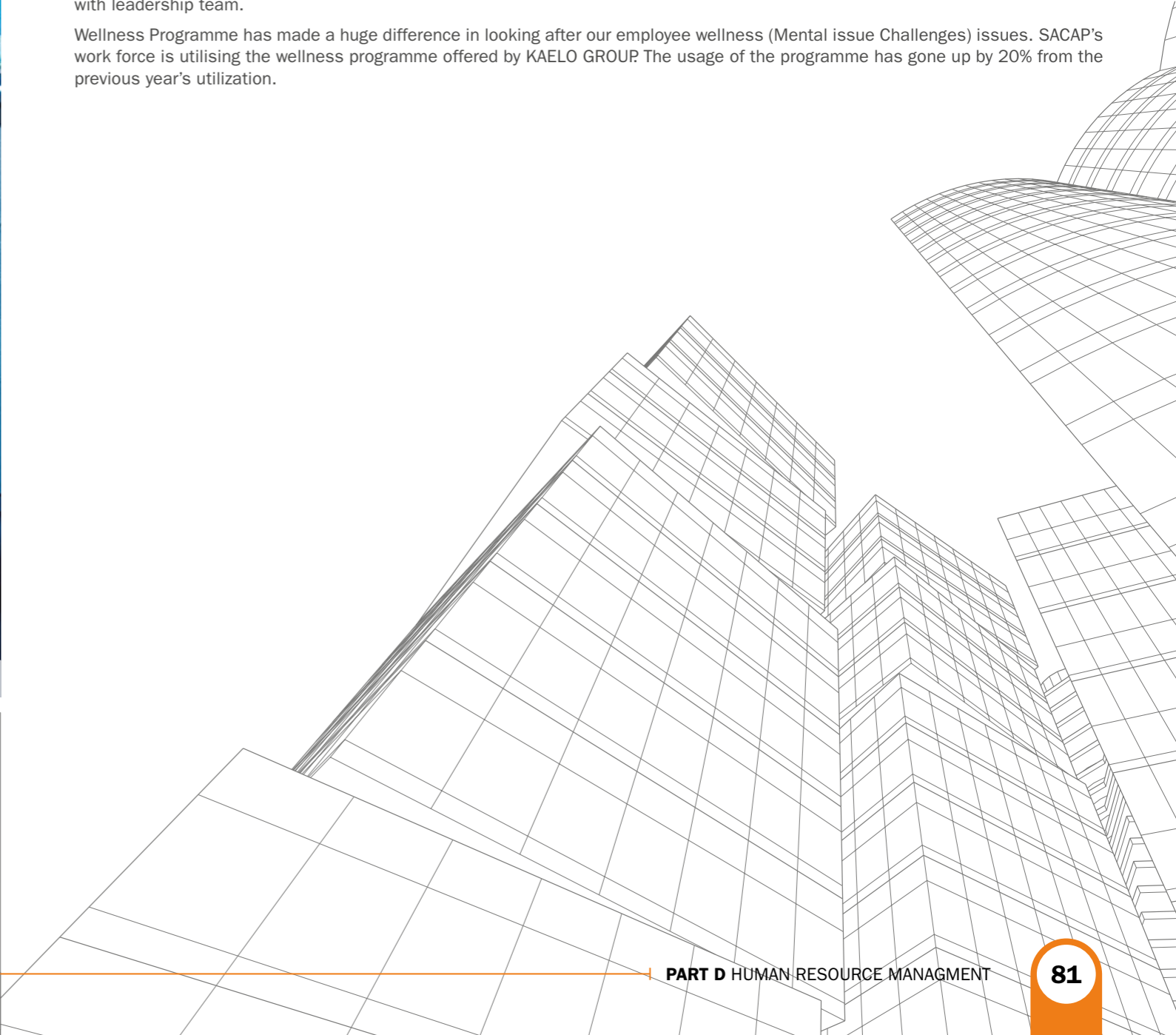
All these has created an environment where employee are comfortable to interact freely with their colleagues/managers with regard to the matters related to their work life.

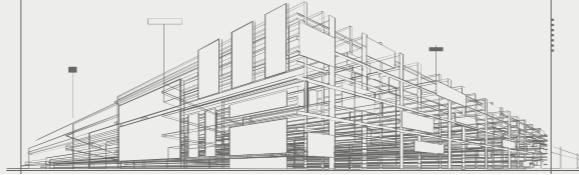
SACAP application for Mandatory Grants as submitted by in 2022, has been assessed and found to meet the criteria as outlined by the Construction Education & Training Authority (CETA) in line with the CETA Grant Criteria for approval. The Mandatory Grants amount, subject to the CETA Grant Regulations shall be paid out to qualifying levy paying employers at 20% of the total levies paid by the employer and received by CETA in terms of section 3(1) read with section 6 of the Skills Development Levies Act during each financial year.

SACAP has prioritized the understanding of Annual Performance Plan by embedding it to the entire workforce through various platforms such as imbizo sessions held. Employees had clear defined performance deliverables / objectives for 2022/2023 Financial Year. Understanding the translated SACAP Strategy/Vision/Mission into an easy, clear performance contracting yielded good results.

An intentional high performance culture drive has brought about great results as various units showed improvement. This has been achieved through various interventions, such as training and development drive at SACAP, regular employee engagement sessions with leadership team.

Wellness Programme has made a huge difference in looking after our employee wellness (Mental issue Challenges) issues. SACAP's work force is utilising the wellness programme offered by KAELO GROUP. The usage of the programme has gone up by 20% from the previous year's utilization.





HUMAN RESOURCE OVERSIGHT STATISTICS

EMPLOYMENT AND VACANCIES

Programme/ activity/objective	2019/2020 Approved Posts	2020/2021 No. of Employees	2020/2021 Vacancies	2021/2022 No. of Employees	2021/2022 No. of Vacancies	2022/2023 No. of Vacancies	Total of Vacancies
Top Management	1	1	0	1	1	1	0
Senior Management	4	1	3	2	0	0	0
Professional qualified	23	19	4	18	0	0	0
Skilled	26	23	3	24	2	2	2
Semi-skilled	2	1	1	1	1	1	2
Unskilled	0	0	0	0	0	0	0
TOTAL	56	45	11	46	11	4	4

There are currently 4 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 beginning of period	Appointments	Terminations	Employment at end of the period
Top Management	1	0	0	1
Senior Management	1	1	0	3
Professional qualified	17	2	0	17
Skilled	22	4	1	24
Semi-skilled	1	0		1
Unskilled	0	0	0	0
Total	42	8	1	46

THE FOLLOWING APPOINTMENT WERE MADE IN THE FINANCIAL YEAR:

- Zola Peter – Human Resource Manager
- Nothemba Lugaju- Senior Legal and Compliance Manager
- Mzwakhe Hlatshwayo- Education & Accreditation Manager
- Vuyo Nyoka – Investigation Officer
- Orabetswe Morake - Reconciliation Administrator
- Masello Namu - Front Office Assistant
- Mzamo Zama - Registrations Administrator
- Gloria Rampedi – CPD Administrator

REASONS FOR STAFF LEAVING

Reason	Number	% Attrition Rate
Death	1	0
Resignation	0	0
Dismissal	1	0
Retirement	0	0
Ill health	1	0
Expiry of contract		0
Other (Retrenchment)	0	0
Total	3	6.5 %

THE FOLLOWING EMPLOYEES LEFT SACAP DURING THE FINANCIAL YEAR:

- Joey Modiselle – Finance Administrator
- Mamokete Sehoole – Committee Co-ordinator
- Vicky Johnson – Registration Administrator

LABOUR RELATIONS: MISCONDUCT AND DISCIPLINARY ACTION

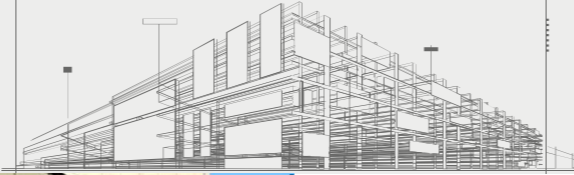
Nature of disciplinary Action	Number
Verbal Warning	5
Written Warning	5
Final Written warning	3
Dismissal	1

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	2	2	0	0	0	0	1	1
Professional qualified	4	4	0	0	0	0	1	1
Skilled	35	22	1	1	1	1	0	2
Semi-skilled	0	0	1	1	0	0	0	0
Unskilled	1	1	0	0	0	0	0	0
TOTAL	43	43	2	2	1	1	0	2

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	2	2	0	1	0	1	1	1
Professional qualified	1	1	0	1	0	0	1	1
Skilled	24	24	1	1	0	1	0	0
Semi-skilled	0	0	0	0	0	0	0	0
Unskilled	1	1	0	0	0	0	0	0
TOTAL	28	28	1	3	0	2	2	2

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
TOTAL	1	1	0	2



PART E

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 2023

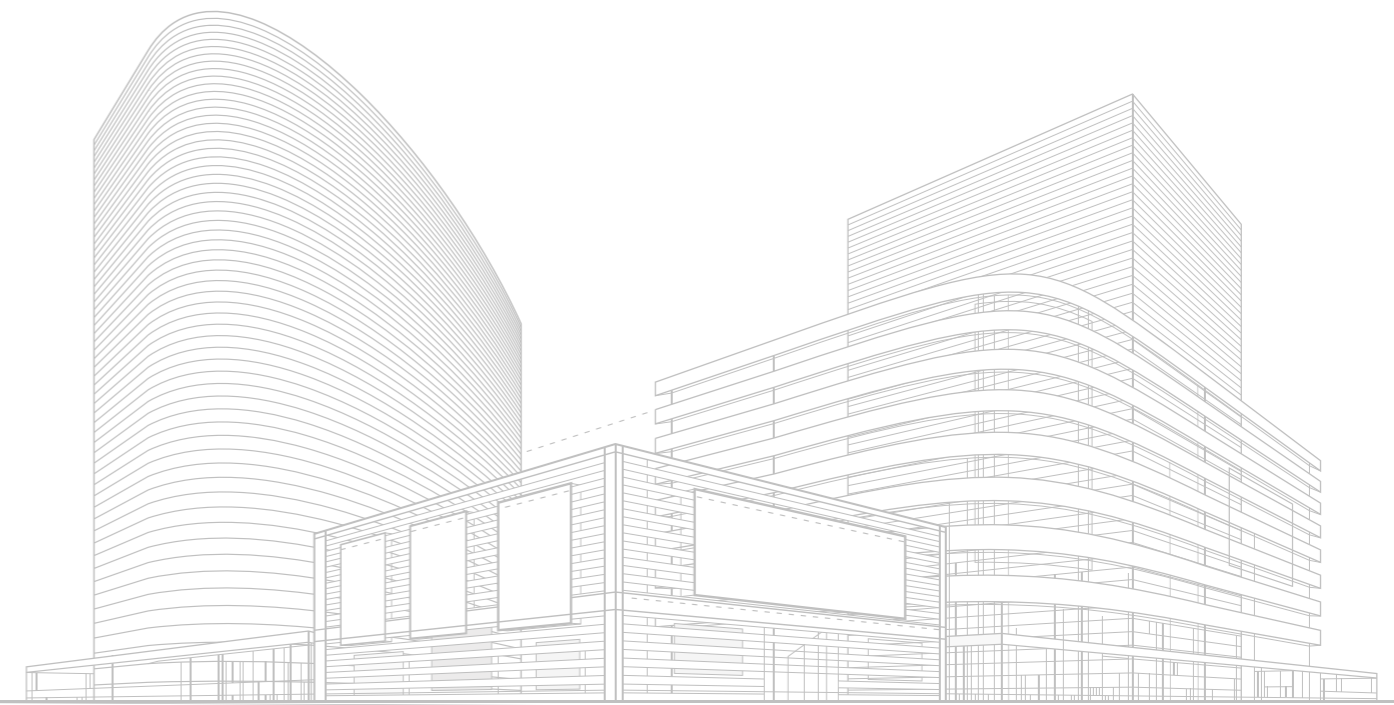
The reports and statements set out below comprise the annual financial statements presented to the Council:

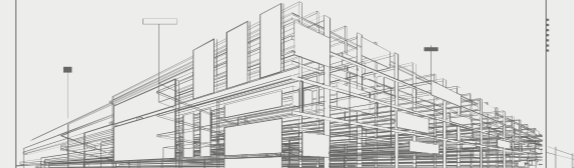
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Statement of Changes in Equity	93
Statement of Cash Flows	94
Accounting Policies	95 - 100
Notes to the Annual Financial Statements	101 - 113

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

Detailed Income Statement	114 - 115
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GENERAL INFORMATION

Country of Incorporation and Domicile	South Africa
Nature of Business and Principal Activities	Statutory body that regulates the Architectural Profession in South Africa
Registered Office	51 Wessel Road Right Wing Rivonia 2128
Business Address	51 Wessel Road Right Wing Rivonia 2128
Council	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 - VicePresident Ms N Daki Dr S Dlamini Mr V Phailane Mr K Bingham Mr MA Mohidien Mr RG Nicholls Mr L Nematswerani
Bankers	First National Bank Nedbank Investec Bank ABSA
Auditor	Nexia SAB&T Registered Auditors
Level of Assurance	These Annual Financial Statements have been audited in compliance with the applicable requirements of Architectural Profession Act, no 44 of 2000
Preparer	The annual financial statement were compiled by Maphuti Mothapo CA(SA): Finance Manager
Published	17 August 2023

INDEPENDENT AUDITOR'S REPORT

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

OPINION

We have audited the financial statements of South African Council for the Architectural Profession set out on pages 92 to 113, which comprise the statement of financial position as at 31 March 2023, 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 2023, 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 "Annual Financial Statements of South African Council for the Architectural Profession", 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

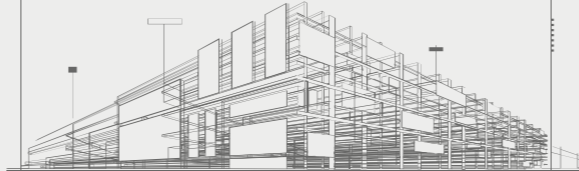
The Council Members are responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards and the requirements of the Architectural Profession Act no 44 of 2000, and for such internal control as the Council Members determine 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.

Nexia SAB&T

Y Soma
Director
Registered Auditor
17 August 2023

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.

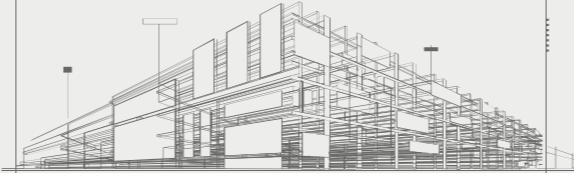
The Council members have reviewed the Council's cash flow forecast and, in the light of this review and the current financial position, it is satisfied that the entity has or has access to adequate resources to continue in operational existence for the foreseeable future.

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 87 to 88.

The annual financial statements as set out on pages 92 to 94 were approved by the Council on 04 August 2023 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 2023.

1. REVIEW OF ACTIVITIES

Main business and operations

The entity is a statutory body that regulates the architectural profession 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 in terms of 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.

Vision

Transformed Architectural leaders serving society in a sustainable built environment.

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.

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.

Loadshedding is a challenge that many businesses in South Africa are facing. SACAP have ensured that backup power sources have been installed reducing the risks in relation to loadshedding. The impact is therefore deemed not to be material on the business of SACAP. At the time of finalising the report, the Council is confident that the adequate measures have been implemented to ensure that SACAP continues to operate as a going concern.

3. EVENTS AFTER THE 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 deficit of R0.4 million (2022: net surplus of R2.2 million) was recorded in the year ended 31 March 2023.

The decrease in net surplus in comparison to the previous financial year was mainly as a result of the increase in total operating expenses by R3.6 million, offset by the increase in total income by R1.8 million.

The increase in total expenses comparison to the previous financial year was mainly due to:

- R0.6 million increase in consulting fees relating to pre-implementation stage of the new membership system. The new system is expected to go-live during the 2023/24 financial year.
- Increase of R3.6 million in staff costs as a result of the appointment of 2 senior managers and investigating officer, the salary benchmarking which affected 26 employees as well as a 6% adjustment in salaries from previous financial year.
- higher CBE levy expense in the 2023 financial year. During 2022 financial year, CBE granted SACAP a 100% discount on CBE levies, however no discount was granted in the 2023 financial year.

6. ANNUAL FINANCIAL STATEMENTS

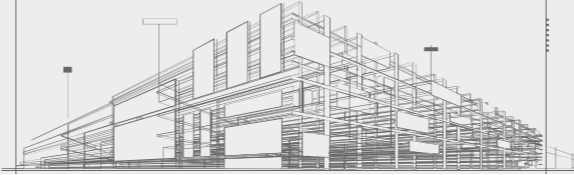
The Annual Financial Statements consist of Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flow and the Notes to the Annual Financial Statement of The South African Council for the Architectural Profession.

This annual financial statements include the cost and fees for Canberra Accord. SACAP is the current secretariat of the Canberra Accord up to 31 December 2025.

Adv Toto Fiduli

Registrar

04 August 2023



STATEMENT OF FINANCIAL POSITION

as at 31 March 2023

Figures in Rand	Notes	2023	2022
Assets			
Non-Current Assets			
Property, plant and equipment	6	14,931,613	15,300,954
Intangible assets	7	123,587	194,421
		15,055,200	15,495,375
Current Assets			
Financial assets	8 *	–	1,022,234
Trade and other receivables	9	841,008	1,053,954
Cash and cash equivalents - Council	10	24,530,193	22,073,652
Cash and cash equivalents - Education Fund	10 *	1,109,988	453,162
		26,481,189	24,603,002
Total Assets		41,536,389	40,098,377
Equity and Liabilities			
Equity			
Retained earnings		34,746,785	35,129,464
		34,746,758	35,129,464
Non-Current Liabilities			
Finance lease liabilities	11	–	84,741
		–	84,741
Current Liabilities			
Trade and other payables	12	6,704,863	4,797,705
Current portion of finance lease liabilities	11	84,741	86,467
		6,766,990	4,884,172
Total Equity and Liabilities		41,536,389	40,098,377

* Education funds investment, amounting to R1.0 million, matured on 31 March 2023 and was subsequently reinvested in a twelve (12) months fixed interest instrument in April 2023.

STATEMENT OF COMPREHENSIVE INCOME

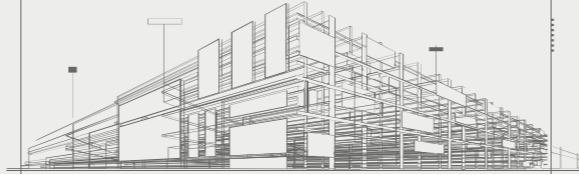
for the year ended 31 March 2023

Figures in Rand	Notes	2023	2022
Revenue			
	13	39,993,975	39,505,757
Other income	14	1,159,980	721,563
Student grants		(440,000)	(400,000)
Operating costs		(42,913,713)	(38,452,981)
Operating (Deficit)/Surplus		(2,199,758)	1,374,339
Finance income	16	1,826,324	867,313
Finance costs	17	(9,245)	(21,950)
Deficit / surplus for the year		(382,679)	2,219,702
Other comprehensive surplus		–	–
Total comprehensive deficit / surplus for the year		(382,679)	2,219,702

STATEMENT OF CHANGES IN EQUITY

as at 31 March 2023

Figures in Rand	Retained earnings	Total
Balance at 1 April 2021	32,909,762	32,909,762
Total comprehensive surplus for the year		
Surplus for the year	2,219,702	2,219,702
Total comprehensive surplus for the year	2,219,702	2,219,702
Balance at 31 March 2022	35,129,464	35,129,464
Balance at 1 April 2022	35,129,464	35,129,464
Total comprehensive surplus for the year		
Deficit for the year	(382,679)	(382,679)
Total comprehensive surplus for the year	(382,679)	(382,679)
Balance at 31 March 2023	34,746,758	34,746,758



STATEMENT OF CASH FLOW

as at 31 March 2023

Figures in Rand	Notes	2023	2022
Operating cash flow before working capital change	18	(1,296,851)	2,874,603
<i>Working capital changes</i>			
Decrease in trade and other receivables		212,946	1,024,230
Increase in trade and other payables		1,907,159	1,059,293
Net cash generated by operations		823,254	4,958,126
Finance income	16	1,826,324	867,313
Finance costs	17	(9,245)	(21,950)
Net cash generated by operating activities		2,640,333	5,803,489
Cash flows (used in) / from investing activities			
Property, plant and equipment acquired	6	(482,347)	(154,073)
Intangible assets acquired	7	(26,157)	(23,909)
Proceeds on disposals of property, plant and equipment		45,771	8,900
Decrease / (Increase) in financial asset	*	1,022,234	(1,022,234)
Net cash flows from / used in investing activities		559,501	(1,191,316)
Cash flows used in financing activities			
Finance lease repayment		(86,467)	(80,637)
Net cash flows used in financing activities		(86,467)	(80,637)
Net increase in cash and cash equivalents		3,113,367	4,531,536
Cash and cash equivalents at beginning of the year		22,526,814	17,995,278
Cash and cash equivalents at end of the year	10 ^Λ	25,640,181	22,526,814

* Education funds investment, amounting to R1.0 million, matured on 31 March 2023 and was subsequently reinvested in a twelve (12) months fixed interest instrument in April 2023.

Λ The Council's cash and cash equivalent balance included the fixed interest instrument which was due to mature in April 2023. An amount totaling R13 million was subsequently re-invested in a twelve (12) months fixed interest instrument in April 2023.

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 FOR 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

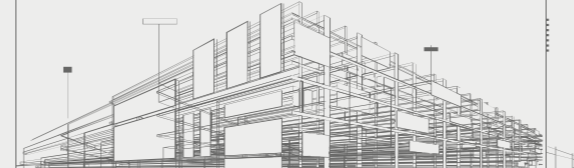
Standards and interpretations effective and adopted in the current year

At the date of authorisation of these financial statements for the year ended 31 March 2023, there were no new standards that were adopted.

IFRS/IFRIC	Title and details	Effective	Expected Impact
IAS 1	Classification of Liabilities as Current or Non-Current	Annual periods commencing on or after 1 January 2023	The impact of the amendments is not material
IAS 1	Disclosure of Accounting Policies	Annual periods commencing on or after 1 January 2023	The impact of the amendments is not material
IAS 8	Definition of Accounting Estimates	Annual periods commencing on or after 1 January 2023	The impact of the amendments is not material
IFRS 1	Annual Improvement to IFRS Standards 2018-2020: Amendments Ia FRS 1	Annual periods commencing on or after 1 January 2022	The impact of the amendments is not material
IFRS 9	Annual Improvement to IFRS Standards 2018-2020: Amendments Io FRS 9	Annual periods commencing on or after 1 January 2022	The impact of the amendments is not material
IAS 16	Property, Plant and Equipment: Proceeds before Intended Use: Amendments to IAS 16	Annual periods commencing on or after 1 January 2022	The impact of the amendments is not material
IAS 37	Onerous Contracts - Cost of Fulfilling a Contract: Amendments Io IAS 37	Annual periods commencing on or after 1 January 2022	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	Lease Liability in a Sale and Leaseback	Annual periods commencing on or after 1 January 2024	Unlikely to have a material impact
IAS 1	Classification of Liabilities as Current or Non-current: Narrow-scope amendments to IAS 1 to clarify how to classify debt and other liabilities as current or non-current.	Annual periods commencing on or after 1 January 2024	Unlikely to have a material impact
IAS 8	Definition of Accounting Estimates	Annual periods commencing on or after 1 January 2023	Unlikely to have a material impact
IFRS 17	Insurance Contracts	Annual periods commencing on or after 1 January 2023	Unlikely to have a material impact

All applicable standards will be complied with in the financial statements for the period 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	Amortisation method
Softwares	3 Years	Straight line

3.2.1 Amortisation

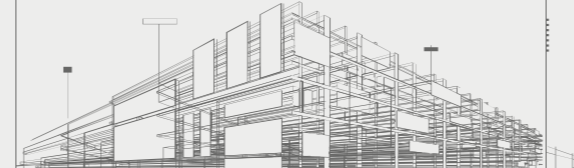
Intangible assets are amortised on a straight-line basis in profit or loss over their estimated useful lives, from the date that they are available for use.

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 2023 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 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

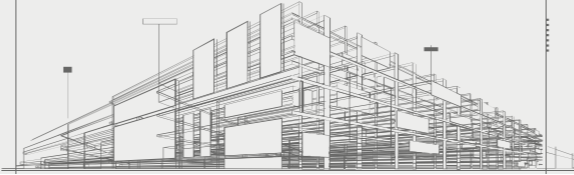
5.1 The Education Fund is established in accordance with section 15 (5) of the Architectural Profession Act of 2000 and is administered by the Council. All financial results are included in the annual financial statements of the Council.

5.2 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	2023			2022		
	Cost	Accumulated depreciation	2023 Carrying value	Cost	Accumulated depreciation	2022 Carrying value
<i>Owned assets</i>						
Buildings	16,026,899	(2,129,704)	13,897,195	16,012,259	(1,809,312)	14,202,947
Motor vehicles	759,827	(537,005)	222,822	537,005	(537,005)	–
Furniture and fittings	768,010	(585,255)	182,755	989,783	(731,423)	258,360
Office equipment	211,073	(150,014)	61,059	220,834	(196,161)	24,673
IT equipment	3,075,135	(2,586,282)	488,853	3,472,782	(2,825,712)	647,070
	20,840,944	(5,988,260)	14,852,684	21,232,663	(6,099,613)	15,133,050
<i>Right of use assets</i>						
IT Equipment	258,314	(179,385)	78,929	258,314	(90,410)	167,904
Total property, plant and equipment	21,099,258	(6,167,645)	14,931,613	21,490,977	(6,190,023)	15,300,954



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:

2023 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Depreciation on disposal/scrapped	Disposal/Scrapped	Depreciation	2023 Carrying value at end of year
<i>Owned assets</i>						
Buildings	14,202,947	14,640	–	–	(320,392)	13,897,195
Motor vehicles	–	222,822	–	–	–	222,822
Furniture and fittings	258,360	21,155	210,659	(242,927)	(64,492)	182,755
Office equipment	24,673	55,629	65,055	(65,390)	(18,908)	61,059
IT equipment	647,070	168,101	546,025	(565,748)	(306,595)	488,853
	15,133,050	482,347	821,739	(874,065)	(710,387)	14,852,684
<i>Right of use assets</i>						
IT Equipment	167,904	–	–	–	(88,975)	78,929
	167,904	–	–	–	(88,975)	78,929
Total property, plant and equipment	15,300,954	482,347	821,739	(874,065)	(799,362)	14,931,613

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 disposal/scrapped	Disposal/Scrapped	Depreciation	2022 Carrying value at end of year
<i>Owned assets</i>						
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
	16,099,214	154,073	147,826	(148,003)	(1,120,060)	15,133,050
<i>Right of use assets</i>						
IT Equipment	254,009	–	–	–	(86,105)	167,904
	254,009	–	–	–	(86,105)	167,904
Total property, plant and equipment	16,353,223	154,073	147,826	(148,003)	(1,206,165)	15,300,954

NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

7. INTANGIBLES ASSETS

Figures in Rand	2023			2022		
	Cost	Accumulated Amortisation	2023 Carrying value	Cost	Accumulated Amortisation	2022 Carrying value
Intangible assets (software)	1,349,001	(1,225,414)	123,587	1,788,854	(1,594,433)	194,421
Total intangible assets	1,349,001	(1,225,414)	123,587	1,788,854	(1,594,433)	194,421

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

2023 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Amortisation disposal	Disposal	Amortisation	2023 Carrying value
Intangible assets (software)	194,421	26,157	452,023	(460,405)	(88,609)	123,587
Total intangible assets	194,421	26,157	452,023	(460,405)	(88,609)	123,587

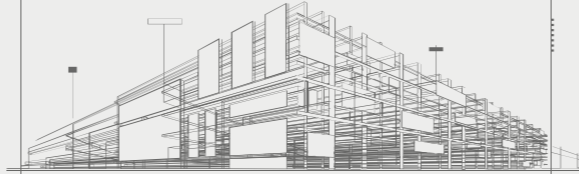
The carrying amounts of intangible assets can be reconciled as follows:

2022 Reconciliation						
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
Total intangible assets	473,334	23,909	–	–	(302,822)	194,421

8. FINANCIAL ASSETS

Figures in Rand	2023	2022
Investments with banks	–	* 1,022,234
Financial Assets	–	1,022,234

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



NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

9. TRADE AND OTHER RECEIVABLES

Figures in Rand	2023	2022
Net trade receivables	828,308	620,346
Trade receivables	4,106,765	3,289,426
Allowance for credit losses	(3,278,457)	(2,669,080)
Value Added Tax	–	392,941
Staff advances	12,700	40,667
	841,008	1,053,954

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

Figures in Rand	2023	2022
At start of the year	2,669,080	3,240,300
Increase in loss allowance	2,979,149	4,006,250
Amounts written off	(2,369,772)	(4,577,470)
At end of the year	3,278,457	2,669,080

Credit quality of trade and other receivables

The credit quality of debtors that are neither past due nor impaired are 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 higher due to the large membership base and that the Council do not hold any collateral in respect of members.

Exposure to credit risk

Trade receivables inherently expose the Council to credit risk, being the risk that the Council will incur financial loss if members 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

Expected credit loss provision matrix:

31 March 2023	<30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	>120 DAYS	TOTAL
Weighted average expected credit loss rate	40%	57%	49%	100%	93%	
Estimated gross carrying amount	296,293	126,942	75,898	36,146	3,257,284	3,792,563
Lifetime ECL	118,885	71,917	37,029	36,146	3,014,480	3,278,457

Expected credit loss provision matrix:

31 March 2022	<30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	>120 DAYS	TOTAL
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
Lifetime ECL	154,189	42 015	46,711	89,677	2,336,488	2,669,080

10. CASH AND CASH EQUIVALENTS

Figures in Rand	2023	2022
Cash balances		
Banks - Council	^ 23,925,037	21,435,580
Banks - Canberra Accord	605,156	638,072
Sub-total (Council and Canberra)	24,530,193	22,073,652
Banks - Education Fund	* 1,109,988	453,162
Total Cash and Cash equivalent	25,640,181	22,526,814

^ The Council's cash and cash equivalent balance included the fixed interest instrument which was due to mature in April 2023. An amount totaling R13 million was subsequently re-invested in a twelve (12) months fixed interest instrument in April 2023.

* Education funds investment, amounting to R1.0 million, matured on 31 March 2023 and was subsequently re-invested in a twelve (12) months fixed interest instrument in April 2023.

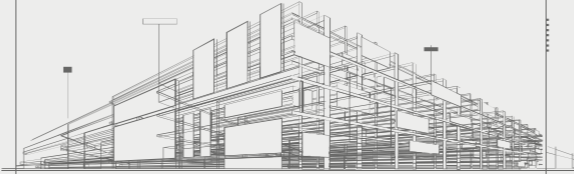
Fair value of cash and cash equivalents.

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	2023	2022
Future minimum lease payment fall due as follows		
- no later than one year	87,736	95,712
- later than one year but no later than five years	–	87,736
Future finance cost	(2,995)	(12,240)
Lease liability	84,741	171,208
Analysed as follows:		
Current portion	84,741	86,467
Long term portion	–	84,741
	84,741	171,208

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

Commitments

SACAP entered into an agreement with ES Solutions for a period of 5 years to provide the new Membership System. The New System is expected to go live in September 2023.

Figures in Rand	2023	2022
Future minimum commitments fall due as follows		
- no later than one year	706,000	–
- later than one year but no later than five years	3,517,417	–
Total Commitments	4,223,417	–

12. TRADE AND OTHER PAYABLES

Figures in Rand	2023	2022
Trade and other payables	* 2,588,481	1,416,526
Sundry Creditors	^ 2,573,437	2,211,728
Employee savings	126,221	105,059
Accrual for leave pay	1,389,880	1,064,392
Value Added Tax	22,614	–
	6,704,863	4,797,705

* Trade and other payables are interest-free and are also unsecured. The increase in trade and other payables was as a result of accruals relating to pre-implementation cost for the My Membership project amounting to R0.4 million. 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.

^ 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 cancellation in the current year in comparison to the previous financial year. The credit balances for those who paid post cancellation will be offset against their re-registration fees on request.

NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

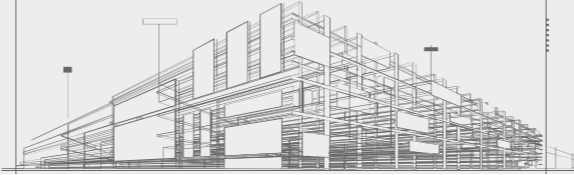
13. REVENUE

Figures in Rand	2023	2022
Annual Fees	31,253,603	29,734,230
Administration Fees	928,122	1,422,934
Registration and Re-registrations	2,151,092	2,374,696
Renewals	963,456	1,247,261
Exams and CPD	2,680,486	2,624,351
Upgrades	1,009,832	1,124,442
RPL	226,811	290,145
Canberra Accord Membership	780,573	687,698
	39,993,975	39,505,757

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

14. OTHER INCOME

Figures in Rand	2023	2022
Recoveries	728,780	249,063
Professional Misconduct Fines	431,200	472,500
	1,159,980	721,563



NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

15. OPERATING SURPLUS

Figures in Rand	2023	2022
Operating surplus is arrived at after taking into account the following items:		
Income		
Profit on sale of property, plant and equipment	–	8,723
	–	8,723
Expenditure		
Loss on sale of property, plant and equipment	(14,936)	–
Depreciation and amortisation		
<i>Owned assets</i>		
Land and buildings	(320,392)	(320,246)
Motor vehicles	–	–
Furniture and fittings	(64,492)	(67,979)
Office equipment	(18,908)	(13,561)
IT equipment	(306,595)	(718,274)
	(710,387)	(1,120,060)
<i>Right of use assets</i>		
IT Equipment	(88,975)	(86,105)
	(88,975)	(86,105)
<i>Intangible assets</i>		
Amortisation	(88,609)	(302,822)
	(88,609)	(302,822)
Auditors' remuneration		
Audit fees		
-External	(282,500)	(268,047)
-Internal	(333,553)	(473,094)
	(616,053)	(741,141)

16. FINANCE INCOME

Figures in Rand	2023	2022
Finance income	1,826,324	867,313
	1,826,324	867,313

17. FINANCE COSTS

Figures in Rand	2023	2022
Finance cost	9,245	21,950
	9,245	21,950

NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

18. NET CASH GENERATED BY OPERATIONS

Figures in Rand	2023	2022
Surplus for the year	(382,679)	2,219,702
Adjustments for:		
Finance costs	9,245	21,950
Depreciation and amortisation of assets	887,971	1,508,987
Finance income	(1,826,324)	(867,313)
Loss / profit on disposal of property, plant and equipment	14,936	(8,723)
Operating cash flow before working capital change	(1,296,951)	2,874,603

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

Members of key management	Adv Toto Fiduli - Registrar Mr Maduwele Segobola - Senior Manager: Finance
Executive authority	Department of Public Works and Infrastructure
Governing body	The Council
Relationship governed by law	Council for the Building Environment

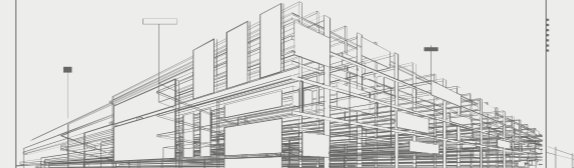
Related party balances

Figures in Rand	2023	2022
Related party transactions Included in operation expenses		
Council for the Building Environment - levies	^ 539,217	38,894

^ The increase in CBE levies for the current financial year was due to a reversal accrual of 2020/21 levies in the 2021/22 financial year 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. SACAP declared more levies in the current financial year due to a reported increase in number of active members as at 31 March 2023 compared to the previous financial years.

Key Management

Figures in Rand	Relationship	Transactions	2023	2022
Adv Toto Fiduli	Registrar	Salary	1,839,296	1,563,506
		Performance Bonus	99,439	109,445
			1,938,735	1,672,951
Maduwele Segobola CA(SA)	Senior Finance Manager	Salary	1,557,410	1,304,160
		Performance Bonus	82,945	78,250
			1,640,355	1,382,410



NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

20. RELATED PARTY TRANSACTIONS continued

Non - Executive - council and audit and risk committee members

	COUNCIL AND OTHER COMMITTEES EXCL AUDIT AND RISK COMMITTEE		AUDIT AND RISK COMMITTEE		TOTAL	
	2023	2022	2023	2022	2023	2022
	Honorarium		Honorarium		Honorarium	
Mr NC Nduku - President	378,066	428,860	–	–	378,066	428,860
Ms LR Shongwe née Lerotholi - Vice-President	301,516	341,154	–	–	301,516	341,154
Ms N Daki	309,222	299,376	–	–	309,222	299,376
Dr S Dlamini	190,506	174,960	–	–	190,506	174,960
Mr V Phailane	387,292	394,920	–	–	387,292	394,920
Mr K Bingham	253,183	231,411	–	–	253,183	231,411
Mr MA Mohidien	327,857	284,033	–	–	327,857	284,033
Mr RG Nicholls	57,433	127,230	76,733	72,390	134,166	199,620
Mr L Nematswerani	174,627	193,326	76,733	72,390	251,360	265,716
Mr T Poho	–	–	140,120	173,736	140,120	173,736
Ms N Oliphant - Chairperson	–	–	103,245	156,366	103,245	156,366
Mrs Z Tshabalala	–	–	63,387	108,585	63,387	108,585
	2,379,701	2,475,270	460,218	583,467	2,839,920	3,058,737

Council members that are Architectural professionals

Names	Category	2023	2022
		Fees	Fees
Mr V Phailane	Pr Arch	3,633	3,460
Ms LR Shongwe née Lerotholi	Pr Arch	3,633	3,460
Mr NC Nduku	Pr Arch	3,633	3,460
Ms N Daki	PAT	3,633	3,460
Dr S Dlamini	PSAT	3,633	3,460
Mr K Bingham	Pr Arch	3,633	3,460
Mr MA Mohidien	PAD	3,633	3,460
		25,431	24,220

NOTES TO THE CONSOLIDATED ANNUAL FINANCIAL STATEMENTS

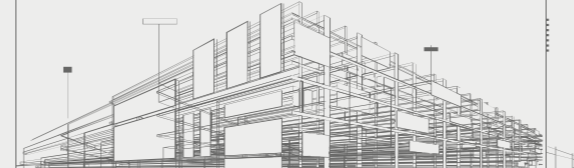
21. FINANCIAL INSTRUMENTS

21.1 Financial assets by category

Figures in Rand		
31 March 2023	Loans and Receivables	Total
Current financial assets		
Trade and other receivables (refer note 9)	841,008	841,008
Cash and cash equivalents (refer note 10)	25,640,181	25,640,181
31 March 2022	Loans and Receivables	Total
Non-current financial assets		
Investments (refer note 8)	1,022,234	1,022,234
Current financial assets		
Trade and other receivables (refer note 9)	661,013	661,013
Cash and cash equivalents (refer note 10)	22,526,814	22,526,814

21.2 Financial liabilities by category

Figures in Rand		
31 March 2023	Financial Liabilities at Amortised Costs	Total
Non-current financial liabilities		
Current financial liabilities		
Trade and other payables (refer note 12)	5,314,983	5,314,983
Current portion of finance lease liability (refer note 11)	84,741	84,741
31 March 2022	Amortised cost	Total
Non-current financial liabilities		
Finance lease liabilities (refer note 11)	84,741	84,741
Current financial liabilities		
Trade and other payables (refer note 12)	3,733,313	3,733,313
Current portion of finance lease liability (refer note 11)	86,467	86,467



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	2023	2022
Financial assets (refer note 8)	–	1,022,234
Trade and other receivable (refer note 9)	841,008	661,013
Banks (refer note 10)	25,035,025	21,888,742

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.

Summary quantitative data

Figures in Rand	Less than 1 year	Between 1 and 5 years	Total
31 March 2023			
Trade and other payables (refer note 12)	5,314,981	–	5,314,981
Finance lease liabilities (refer note 11)	84,741	–	84,741
31 March 2022			
Trade and other payables (refer note 12)	3,733,313	–	3,733,313
Finance lease liabilities (refer note 11)	86,467	84,741	171,208

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 2023	Decrease in basis points -100 bp	Increase in basis points +100 bp
Banks - Council	^ 23,925,037	21,532,533	24,164,287
Banks - Canberra Accord	605,156	599,104	611,208
Sub-total (Council and Canberra)	24,530,193	24,284,891	24,775,495
Banks - Education Fund	* 1,109,988	1,098,888	1,121,088
Total Cash and Cash equivalent	25,640,181	25,383,779	25,896,583

22.4 Capital risk management

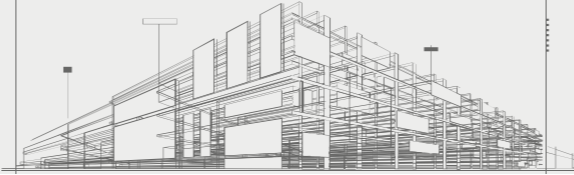
The objective of the Council when managing capital is to safeguard its ability to continue as a going concern.

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	2023	2022
Gross Revenue		
Annual Fees	31,253,603	29,734,230
Administration Fees	928,122	1,422,934
Canberra Accord Membership fees	780,573	687,698
Exam Fees and CPD	2,680,486	2,624,351
Registration and re-registration Fees	2,151,092	2,374,696
Renewals	963,456	1,247,261
RPL	226,811	290,145
Upgrades	1,009,832	1,124,442
	39,993,975	39,505,757
Other Income		
Finance income	1,826,324	867,313
Professional Misconduct Fines	431,200	472,500
Recoveries	728,780	249,063
	2,986,304	1,588,876
	42,980,279	41,094,633

DETAILED INCOME STATEMENTS

Figures in Rand	2023	2022
Expenditure		
Advertising	335,737	159,615
Amortisation - Intangible assets	88,609	302,822
Annual Report	115,700	122,388
Auditors Remuneration	282,500	268,047
Bank charges	98,769	91,881
Body Corporate Rates	703,492	703,892
CBE Levies	539,217	38,894
Computer expenses	494,073	619,893
Consulting fees	1,353,289	317,085
Corporate Identity	76,317	148,315
Database & Document Management	40,977	50,756
Depreciation - Tangible assets	799,362	1,206,165
Electricity and water	570,888	552,549
Employee benefits	4,136,534	3,399,371
Entertainment	263,907	240,494
Expected credit loss	2,979,149	4,006,250
Finance costs	9,245	21,950
General expenses	786,682	852,190
Honarium	4,153,869	3,896,902
Insurance	335,806	303,093
Internal Audit Fees	333,553	473,094
Lease rental on operating lease	113,007	163,815
Legal Fees	582,248	604,640
Motor vehicle expense	83,429	22,221
Outreach, Roadshow & Exhibitions	135,675	464,525
Performance bonuses	544,179	639,420
Postage	53,901	44,482
Printing and stationery	42,751	43,207
Recruitment	12,028	11,115
Relief grants for VA's	–	450,000
Repairs and maintenance	43,879	17,980
Salaries	19,608,846	16,016,482
Students Grants	440,000	400,000
Subscriptions	330,480	111,249
Telephone and fax	519,001	418,975
Training	238,550	131,283
Travel - local	531,411	65,964
Tribunals	805,623	1,085,746
Validation CAA reps	485,421	148,471
Website maintenance	294,854	259,710
	43,362,958	38,874,931
Surplus for the year	(382,679)	2,219,702



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