



SOUTH AFRICAN COUNCIL  
FOR THE  
LANDSCAPE ARCHITECTURAL  
PROFESSION

**ANNUAL REPORT**

2018/2019

## Contents

<b>PART A: GENERAL INFORMATION</b> .....	<b>5</b>
1. PUBLIC ENTITY'S GENERAL INFORMATION .....	6
2. LIST OF ABBREVIATIONS/ACRONYMS.....	7
3. FOREWORD BY THE PRESIDENT OF COUNCIL.....	8
4. REGISTRAR'S OVERVIEW.....	11
5. STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT.....	14
6. STRATEGIC OVERVIEW .....	15
7. LEGISLATIVE AND OTHER MANDATES.....	16
7.1 The Public Finance Management Act No 1 of 1999.....	16
7.2 Constitutional Mandate.....	16
7.3 Legislative Mandate .....	16
8. ORGANISATIONAL STRUCTURE .....	17
<b>PART B: PERFORMANCE INFORMATION</b> .....	<b>17</b>
1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES .....	18
2. SITUATIONAL ANALYSIS .....	18
2.1 Service Delivery Environment .....	18
2.2 Organisational environment.....	19
2.3 Key policy developments and legislative changes.....	19
2.4 Strategic Outcome Oriented Goals.....	19
3. PERFORMANCE INFORMATION .....	21
3.1 Registration.....	21
3.2 Accreditation.....	34
3.3 Recognition of Prior Learning .....	35

3.4	Disciplinary and Appeals.....	35
3.5	Recognition of Voluntary Associations (VA) .....	35
3.6	Continuing Professional Development (CPD) .....	35
3.7	Professional Guideline Fees.....	35
3.8	Identification of Work Framework.....	36
4	REVENUE COLLECTION AND INVESTMENT STRATEGY .....	37
4.2	Revenue Collection in Rands .....	37
4.3	Capital investment .....	37
	<b>PART C: GOVERNANCE.....</b>	<b>39</b>
1.	INTRODUCTION.....	40
2.	PORTFOLIO COMMITTEES (if applicable).....	40
3.	EXECUTIVE AUTHORITY .....	40
4.	THE SACLAP COUNCIL.....	41
5.	RISK MANAGEMENT.....	48
6.	INTERNAL AUDIT AND AUDIT COMMITTEES .....	48
7.	COMPLIANCE WITH LAWS AND REGULATIONS.....	48
8.	FRAUD AND CORRUPTION.....	48
9.	MINIMISING CONFLICT OF INTEREST.....	48
10.	CODE OF CONDUCT.....	48
11.	HEALTH SAFETY AND ENVIRONMENTAL ISSUES .....	49
12.	COMPANY /BOARD SECRETARY (IF APPLICABLE) .....	49
13.	SOCIAL RESPONSIBILITY.....	49
14.	FINANCE COMMITTEE REPORT.....	50
	<b>PART D: HUMAN RESOURCE MANAGEMENT .....</b>	<b>51</b>
1.	INTRODUCTION.....	52

2.	HUMAN RESOURCE OVERSIGHT STATISTICS .....	52
	<b>PART E: FINANCIAL INFORMATION .....</b>	<b>55</b>

## PART A: GENERAL INFORMATION

---

## 1. PUBLIC ENTITY'S GENERAL INFORMATION

<b>REGISTERED NAME:</b>	The South African Council for the Landscape Architectural Profession <b>(SACLAP)</b>
<b>REGISTRATION NUMBER (if applicable):</b>	Act No 45 of 2000
<b>PHYSICAL ADDRESS:</b>	C/O CBE Office 2 <sup>nd</sup> Floor, Block A, Corobay Corner Corobay Avenue Waterkloof Glen 0181
<b>POSTAL ADDRESS:</b>	C/O CBE Office 2 <sup>nd</sup> Floor, Block A, Corobay Corner Corobay Avenue Waterkloof Glen 0181
<b>EMAIL ADDRESS:</b>	<a href="mailto:registrar@saclap.org.za">registrar@saclap.org.za</a>
<b>WEBSITE ADDRESS:</b>	<a href="http://www.saclap.org.za">www.saclap.org.za</a>
<b>EXTERNAL AUDITORS:</b>	SM Xulu Incorporated Chartered Accountants(SA) and Registered Auditors First Floor, Elite House; Block 3 Sunninghill Office Park 4 Peltier Drive Sunninghill 2191
<b>BANKERS:</b>	Nedbank Limited Investec Bank
<b>REGISTRAR</b>	Cecilia Chinga

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

<b>AFS</b>	Annual Financial Statement
<b>APP</b>	Annual Performance Plan
<b>CETA</b>	Construction Education and Training Authority
<b>CBE</b>	Council for the Built Environment
<b>CBEP</b>	Council for the Built Environment Professions
<b>CIDB</b>	Construction Industry Development Brand
<b>CHE</b>	Council on Higher Education
<b>CPD</b>	Continuing Professional Development
<b>DPW</b>	Department of Public Works
<b>DUT</b>	Durban University of Technology
<b>ECSA</b>	Engineering Council of South Africa
<b>EXCO</b>	Executive Committee
<b>HR</b>	Human Resources
<b>ICT</b>	Information and Communication Technology
<b>IDoW</b>	Identification of Work
<b>IERM</b>	Institute for Environmental and Recreation Management
<b>ILASA</b>	Institute of Landscape Architects of South Africa
<b>MoU</b>	Memorandum of Understanding
<b>NQF</b>	National Qualifications Framework
<b>PFMA</b>	Public Finance Management Act
<b>RPL</b>	Recognition of Prior Learning
<b>SACAP</b>	South African Council for the Architectural Profession
<b>SACLAP</b>	South African Council for the Landscape Architectural Profession
<b>SACPCMP</b>	South African Council for the Project and Construction Management Professions
<b>SACPVP</b>	South African Council for the Property Valuers Profession
<b>SACQSP</b>	South African Council for the Quantity Surveying Profession
<b>SALI</b>	South African Landscapers Institute
<b>SAQA</b>	South African Qualifications Authority
<b>TUT</b>	Tshwane University of Technology
<b>VAs</b>	Voluntary Associations

### 3. FOREWORD BY THE PRESIDENT OF COUNCIL



Mr Thabo Moses Munyai  
**PRESIDENT OF COUNCIL**

#### **STRATEGIC OVERVIEW BY THE PRESIDENT**

The year 2018/2019 was the first full year of the 5<sup>th</sup> term Council. Although the Council still experienced financial and capacity challenges, Council was still able to perform its duties as mandated by the Landscape Professions Act, Act no 45 of 2000.

The biggest challenge that occupies Councils deliberations and plans is four-fold:

1. Promoting both the Council and the Landscape professions in order to bring about awareness both to the public at large and to the built environment sector as a whole.
2. Growing the Council in order to have a large enough pool of registered persons on the register.
3. Transforming the demographics as depicted on the SACLAP Register.
4. Improving the financial status of SACLAP in order for Council to be able to optimise its operations by establishing a fully-fledged administrative organisational structure.  
We are confident that within this Council's term of office we will be able to overcome the challenges and achieve important milestones. The vision is to hand over a better organisation to the next term of Council in two years' time.

SACLAP realises that in order to overcome the many challenges that it is faced with as outlined in the SACLAP Strategic Plan 2017-2021, it is imperative that it forges strategic relationships with key stakeholders. In the year under review great strides have been made in terms of identifying and engaging key stakeholders. A few significant ones are listed below;

- A 'Black Coffee' session held in August 2018 with a designated group of young graduates who are working within the industry but are not registered with SACLAP or have been registered as Candidates for extended periods. The session was an eye opener as SACLAP was informed of the challenges and obstacles that prevent the young graduates from registering as Candidates and/or succeeding to upgrade to Professional status. The feedback received will inform SACLAP policy review to promote transformation. This process is currently underway.
- The South African Landscape Institute (SALI) and the Institute for Environmental and Recreational Management (IERM) were engaged and encouraged to apply for recognition as SACLAP recognised voluntary associations in terms of Section 25 of the Act. The engagements culminated into the approval of the SALI application – making it the second recognised VA after ILASA which has long been a strategic partner. The recognition of ILASA which had expired in 2016 was also successfully renewed for a further period of 5 years.
- SACLAP continued to engage with the National Department of Public Works to request for financial assistance in accordance with section 15(9) (a) of the Act in order to fast track the growth trajectory of Council. Although by close of the financial

year no assistance was forthcoming, SACLAP is satisfied that through its various meetings with different officials in the Department, the NDPW have a better understanding of SACLAP as a statutory professional Council and its threats and opportunities. SACLAP believes that the need for both financial and policy support from the NDPW has been clearly articulated. We look forward to positive action going forward into the new financial year and the future in order to ensure that the mandate of SACLAP is achieved.

- The relationship with the Council for the Built Environment has continued to grow from strength to strength. SACLAP has continued to benefit from the overarching direction and leadership of the CBE. The soon to be launched CBE IEBES information management system will assist with optimising the SACLAP registration processes.
- SACLAP being the last of the CBEP to be recognised as a professional body by SAQA, ensure that the necessary engagement and subsequent application was submitted in May 2018. This is a very important milestone for Council because the successful outcome of the application will also mean the recognition of the SACLAP professional registration categories as official SAQA Professional Designation. This will contribute greatly in the awareness of the profession within both the public and private sector space.
- Three institutions of higher learning, TUT, UNISA and DUT have also been engaged further to encourage them to apply for accreditation of their programmes. By the end of the period, TUT and UNISA had made concrete commitments to have SACLAP Accreditation visits in July 2019.

Much more engagements with key stakeholders have been initiated this financial year and we hope that SACLAP will be able to report more success in the year ahead. I am confident that with the mileage that has been covered so far, the year ahead will see an even greater growth trajectory both in terms of the registration numbers and the transformation of the industry.

My sincere appreciation goes to the Minister of Public Works for appointing me as a Council member. The continued warm reception of the officials at the DPW gives us hope and assurance of the commitment of the Ministry to ensure the success of the mandate of protecting the South African public and the environment through effective regulation of the Landscape Industry.

To the Council and Executive management of the CBE, the continued valuable assistance and support has enabled SACLAP to continue with its work, without the support I shudder to imagine how we would have coped.

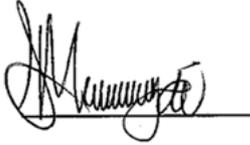
Many thanks to the SACLAP Vice President and all the members of Council for their continued hard work with optimism towards the success of the task before us.

I further wish to acknowledge all the volunteers that assist with SACLAP committee work including, the crafting and revising of SACLAP policies for Council ratification; the examination, assessment and moderation of applicants and candidates, the evaluation of annual CPD submissions; and other tasks without any remuneration. The dedication to the advancement of the SACLAP mandate is greatly appreciated.

I acknowledge the Presidents and the Registrars from all the other CBEPs and the Management of other Built Environment Public Entities, Voluntary Associations and all

other key stakeholder, including the registered persons for the valuable insights during our various interactions.

Finally, I wish to thank and acknowledge the sterling work of the Registrar and her assistant. Despite the resourcing challenges facing the organisation, the staff have continued to provide commendable operational and administrative support to Council.



**Thabo Moses Munyai**  
President  
20 September 2019

#### **4. REGISTRAR'S OVERVIEW**



##### **GENERAL FINANCIAL REVIEW**

The financial position of SACLAP improved slightly from the previous reporting period. The improvement can be attributed to the slight increase in the registration numbers and the upwards adjustment of the Annual Fees paid by registered person. The increase was not significant enough to bring about structural changes in the organisation such as employment of addition staff members to help with the work of Council as per the mandate. In order for meaningful growth to occur a number of things needs to happen both internally and externally.

Internally, SACLAP needs to review its policies, processes and procedures in order to bring about a more efficient way of doing business. The registration processes need to be streamlined to ensure that more individuals are able to register as professionals in the financial year. This should be done without compromising the assessment and examination processes in order to ensure that persons registered as professionals meet the minimum competency requirements. The RPL route of registration needs to be promoted so that individuals that are already working in the industry.

Externally, A number of stakeholders such as all tiers of government, state owned entities, statutory bodies and private sector stakeholders need to be made aware of the value add of the Landscape profession and the importance of ensuring that Landscape work is awarded to suitably qualified individuals. The Landscape industry contributes to the green economy and can assist with challenges of global working and climate change. The continued marginalisation of Landscape Professionals is causing more harm to the environment than most citizens realise. In the case of SACLAP, it makes it even more difficult to not only attract citizens to the profession but to convince persons that are qualified to register with Council. SACLAP welcomes the recent initiatives by some spheres of government such as the implementation of the City of Tshwane Open Space Framework which now requires that only registered Landscape professionals may sign off Landscape Development Plans; as well as the Department of Public Works winter School, Bursary programme and Young Professionals Programme that has now included Landscape Architectural students and graduates in the development and empowerment programme.

##### **SPENDING TRENDS OF THE COUNCIL**

Section 10 of the Act, gives Council administrative power to determine remunerations and allowances for its members and committee members as well as arranging for pension and other benefits to the Registrar and staff of Council.

SACLAP is very deliberate in its spending due to the limited financial resources to the extent that it does not pay the committee members, assessors and examiners any stipend or honorarium. They all do the work on a voluntary basis.

Council members get a sub-minimum honorarium of R1500 for Council meetings only. For other meetings they do not get paid. Staff salaries are also below industry norm. Although it is the wish of Council to arrange pension and other benefits for staff, this has been postponed until financial stability is achieved. At the end of November 2018, Council postponed the awarding of staff bonuses.

#### **CAPACITY CONSTRAINTS AND CHALLENGES FACING SACLAP**

SACLAP remains challenged with financial and capacity constraints. However both Council and staff remain resolute and positive to continue with the work as mandated by the Act. Council is confident that by the end of its term of office it would have increased the registration numbers to at least double what they were at the beginning of its term in October 2017. As Registrar, I accept this challenge and remain committed to not only meet but to exceed this target.

#### **NEW OR PROPOSED ACTIVITIES**

As part of its commitment to growing and transform the register, SACLAP decided to introduce a special registration dispensation for RPL registration in August 2018. By the end of the financial year, the uptake of the opportunity was still very low. It is hoped that through the various awareness vehicles that SACLAP has introduced, prospective professionals will apply for the recognition of prior learning (RPL)

#### **OUTLOOK/ PLANS FOR THE FUTURE TO ADDRESS FINANCIAL CHALLENGES**

SACLAP is hopeful that with the assistance of public sector partners, to enforce the mandate of Council in order to protect the public and the environment, by ensuring that, among other things:

- Landscape Projects are contracted out to Landscape firms and not any other Built Environment firms.
- That employees tasked with undertaking landscape and horticulture related work including writing of bid specifications and/or supervision of contracting firm be registered with SACLAP.
- Enforcement of the requirement that planning permission applications for Landscape Development Plans and Site Development Plans are signed by registered Landscape professionals.
- Opportunities are created for candidates to get placement for practical training in order to assist them to progress to professional status.

#### **ECONOMIC VIABILITY**

SACLAP derives its funding from fees that are charged to registered persons according to section 12 of the Act, therefore the financial resources are directly related to the number of registered persons.

Section 15(9) provides for the Minister of Public Works and Infrastructure with the concurrence of the Minister of Finance to give either an advance or grant to the Council out of money appropriated by Parliament in order to ensure that that Council carries out its function. The Department of Public Works last provided a grant of R120 000 in the previous financial year. SACLAP will continue to report to the ministry in order to keep it up to date with the economic viability so that the necessary assistance in good time.

We are confident that although SACLAP seems to be lagging behind in terms of growth and transformation, with the renewed vigour and commitment, the organisation remains economically viable. Much needs to be done to educate both ordinary members of the public and public sector departments and entities.

**ACKNOWLEDGEMENT**

I wish to extend my appreciation to the members of Council, members of the SACLAP committees and my assistant, Ms Tsepetsi for the support, dedication, passion and encouragement. This made the challenging task of carrying out the mandate of SACLAP exciting and less tedious.

Further thanks go to the Council, management and staff at the CBE, the officials from the National Department of Public Works for the support and leadership during the period under review.



**Cecilia E Chinga**

Registrar

20 September 2019

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

To the best of our knowledge and belief, we confirm the following:

All information and amounts disclosed in the annual report is consistent with the annual financial statements audited by the Auditor General.

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 has been designed to provide reasonable assurance as to the integrity and reliability of the performance information, the human resources information and the annual financial statements.

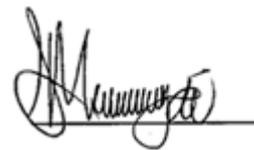
The external auditors are engaged to express an independent opinion on the annual financial statements.

In our opinion, the annual report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the public entity for the financial year ended 31 March 2019.

Yours faithfully



**Registrar**  
Cecilia Chinga  
20 September 2019



**President**  
Moses Thabo Munyai  
20 September 2019

## **6. STRATEGIC OVERVIEW**

The purpose of SACLAP as quoted directly from the Landscape Architectural Profession Act, Act No. 45 of 2000:

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

### **6.1. Vision**

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

### **6.2. Mission**

SACLAP achieves the vision by:

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

### **6.3. Values**

SACLAP's mission is underpinned by:

**Integrity:** upholding the highest standards of ethical and professional conduct.

**Transparency:** consultation, accessible information and increasing openness.

**Equality:** transform the landscape professions.

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

### **7.1 The Public Finance Management Act No 1 of 1999**

SACLAP is not a listed public entity in the PFMA, however it reports directly to the Council for the Built Environment as one of the six Councils for Built Environment Professions (CBEP).

### **7.2 Constitutional Mandate**

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

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

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

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

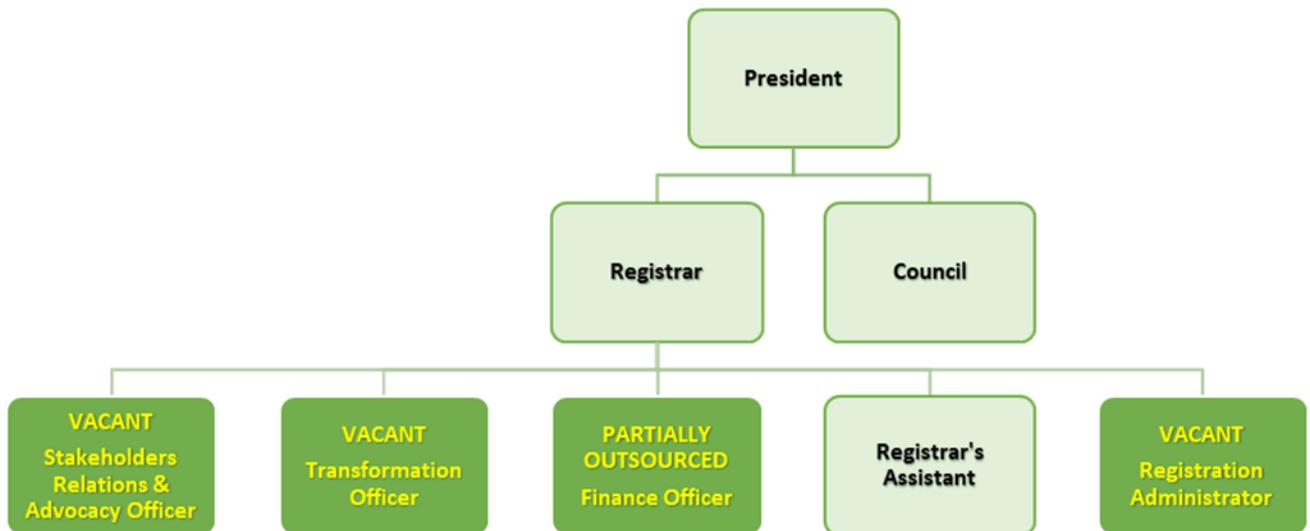
### **7.3 Legislative Mandate**

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

- *Establishment of a juristic person to be known as the South African Council for the Landscape Architectural Profession;*
- *Registration of professionals, candidates and specified categories in the Landscape architectural Professions;*
- *Regulation of the relationship between the South African Council for the Landscape Architectural Profession and the Council for the Built Environment; and*
- *Matters connected therewith.*

As part of the quarterly reporting undertaken by SACLAP to the CBE, the key mandates are identified and reported on. Please refer to Annexure 1 for the fourth quarter report for the 2017/2018 year which sets out the overall detailed progress of the Council in relation to the following mandates:

## 8. ORGANISATIONAL STRUCTURE



From the organisation structure depicted above, it is clear that the growth of SACLAP has not been in line with what was projected in 2016 at the drawing up of the SACLAP Strategic Plan. The ambitious plan had been crafted with an anticipation of financial support from the Department of Public Works. This was not forthcoming.

Council however took a bold step to appoint a full time registrar and a full time Registration Administrator/Registrar's Assistant in November and October 2017 respectively.

Council cancelled the contract with Van der Walt and Co in December 2018. A new contract was signed with T S M Accountants (Pty) Ltd for provide book keeping and financial services. The other functions that were being performed by VdW such as database management and secretariat services and now being performed in-house.

The other positions remain vacant pending further financial growth.

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

According to the National Treasury, the CBEP are not defined as public entities, implying that complying to the Public Finance Management Act, Act no 1 of 1999(PFMA) is not mandatory. Furthermore SACLAP is not listed on any of the schedules.

However, SACLAP completed the CBE generated PFMA checklist to benchmark the level of compliance of Council to the PFMA. In addition SACLAP has also completed a corporate governance framework checklist developed by the CBE based on the King IV principles.

Council is mindful of its responsibilities and obligations with regards to the good corporate governance.

In October 2012, the CBEP through the CBE made submission to the National Treasury seeking clarity issue of PFMA reporting and compliance. To date no response has been received.

The section in terms of performance review is therefore completed in terms of the happenings off the 2019/2019 financial year but not audited by the external auditing firm. S M Xulu Inc have performed an audit on the Annual Financial Report.

## **2. SITUATIONAL ANALYSIS**

### **2.1 Service Delivery Environment**

SACLAP as the smallest of the six CBEP in terms of the number of registered persons on record continues to struggles to get a well-established organisational operational structure. This poses a threat to the implementation of its strategic plan and its annual performance plan. The two staff members concentrate on tasks related to registration as a priority. Other tasks then tend to received very limited attention.

- The key outputs of the year were the continued increase in registration numbers. This growth is an indication of the opportunity that exists for SACLAP to reach a position of stable growth and sustainable number.
- The challenge of improving the awareness of the benefits of the public, whether clients, government departments, matriculants and school going children remains urgent.

## **2.2 Organisational environment**

The internal organisational environment remained largely the same as the previous reporting period, save for the fact that the Registrar's Assistant/Registration Administrator had to take an extended leave of absence (approximately 8 weeks) on medical grounds.

A temp had to be appointed to assist with general administrative work at very low level and also to ensure that there is someone in the office when the Registrar had to attend to matters outside of the office. Much time had to be spent orienting the temp and providing training on the work of Council.

This situation had a further negative impact on the well-being of the organisation both in terms of productivity and also financially due to the stipend paid to the temp whilst still paying the Registrar's Assistant/Registration Administrator.

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

Apart from the publishing of the rates table for 2019/2020 and the introduction of a special dispensation for Landscape Managers registration, there has been no further policy developments.

The various committees of Council are reviewing all of the Council policy in the view of determining their continued relevance and applicability. Already the two Registration Committees, Education Committee and the Professional Practice Committee have identified areas in the applicable policy which will be recommended to Council for amendment.

## **2.4 Strategic Outcome Oriented Goals**

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

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

### **Programme 1: Growing and Transforming the Landscape Professions**

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

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

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

*In the reporting period SACLAP has scanned the environment to identify potential services needing regulation. Apart from the Landscape Construction and Management professions which are have already been brought into the SACLAP register, the Horticulturists have been identified as also potential service providers. SACLAP will pursue this goal further in the coming year.*

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

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

*In the reporting period SACLAP has continued seeking out and advocating with relevant bodies in an effort to communicate the need and value of the profession.*

**Programme 2: Meeting the mandate and other Regulatory requirements**

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

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

*Despite the resourcing challenges SACLAP continues to make all efforts to meet its mandate.*

### **3 PERFORMANCE INFORMATION**

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

#### **3.1 Registration**

The focus has been on expanding the register. The tables below give an indication of the movement in the register. The rate of registration is slow but steady. In addition the year saw a few resignations and cancellations of registration giving a net effect that affects the actual gains.

##### **Registration Committee**

Council made a decision on 22 March 2018 to have two separate Registration Committee –

- The Landscape Architecture Profession Committee and
- The Landscape Management Profession Committee.

Both committees meet on a quarterly basis. Adhoc meetings are held as and when needed

##### **Registration - Landscape Management Profession**

On 22 March 2018, Council resolved that a special dispensation for RPL for the Landscape Management registration be implemented for a period of one year. This was in order to boost registration numbers as well as transformation. The implementation date was 1 August 2018.

Two RPL interviews for the Landscape Management Profession were held in Cape Town on 16 May 2018. Both were successful and registration is being finalised. This will bring the total number of Professional Landscape Managers to 26.

A special Dispensation Assessment session was held on 21 February 2019 and 10 Professionals were registered. This will bring the total number of Professional Landscape Managers to 36.

Despite capacity constraints, the Registrar has held meetings with SALI and SAGIC to create awareness of the special dispensation. This has resulted in a number of prospective professionals showing interest and indicating that they will submit their applications early in the next quarter. By the end of the quarter 4 applications had been received. The next Assessment session is scheduled for 24 May 2019.

The biggest issue and challenge is with regards to the small pool of registered persons who are available to assist with assessments and committee work on a

voluntary basis. SACLAP committee members do not get any honorarium for the work they do for Council.

### **Landscape Architecture Professional Registration Assessment 2018**

The Professional Registration Assessment Process (PRAP) is held once a year. The process involves the assessment of eligible candidates who have completed their candidacy period and apply to be upgraded to professional status. The assessment involves testing the candidates in three ways:

- A written examination (Professional Practice)
- Submission of a Portfolio of Evidence( Landscape Design, Applied Horticulture and Project and Construction Management)
- Submission of an assignment (Environmental Management and Planning Processes)

Candidates are given three years in which to compete the PRAP. They thus have a choice to undertake all three assessment at once or spread the assessments over three years. This results in situations where despite the fact that a good number of candidates are eligible for PRAP, most are hesitant to take all three assessments at once, causing an extended candidacy period.

The outcomes were communicated to Candidates in February 2019. The challenge of the availability of moderators contributed to the delay in the release of the outcomes. All the successful Candidates have since been registered as Professionals.

### **Professional Registration Assessment 2018**

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

### **Registration Policy**

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

### **Registration related Workshops**

#### Compulsory workshops for Landscape Architectural Candidates

The purpose of the compulsory workshop is to inform the candidates on the amended professional registration assessment process (PRAP) referred to above in this report. Secondly, the workshop aims to familiarise the candidates on what the expected

outcomes of PRAP are. Thirdly the workshop seeks to prepare the candidates by discussing the required competency and knowledge required in each section.

#### Workshop for the Landscape Management Professions

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

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

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

Out of eighteen applicants, fourteen were registered as professionals. The four that were not successful were informed of the areas in which they need to improve for resubmission.

#### **New Registration Categories**

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

#### **Initiatives to improve registration**

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

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

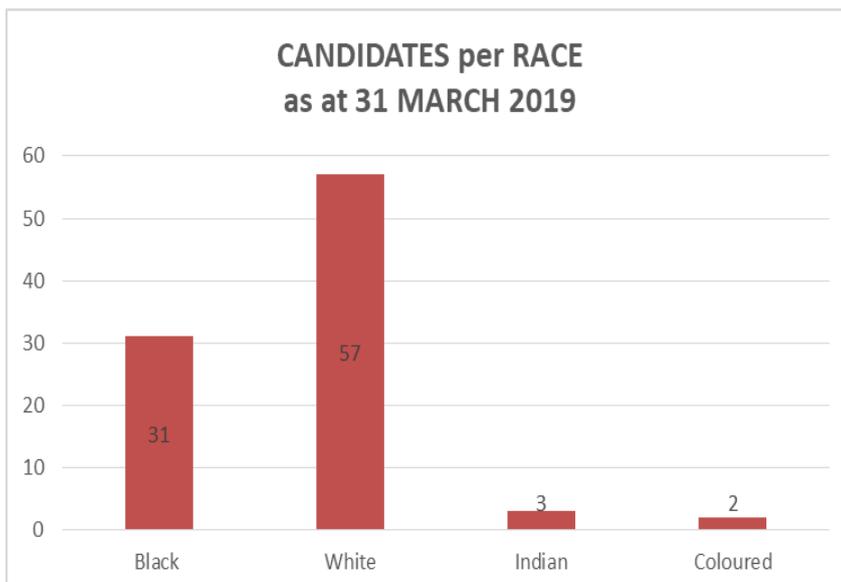
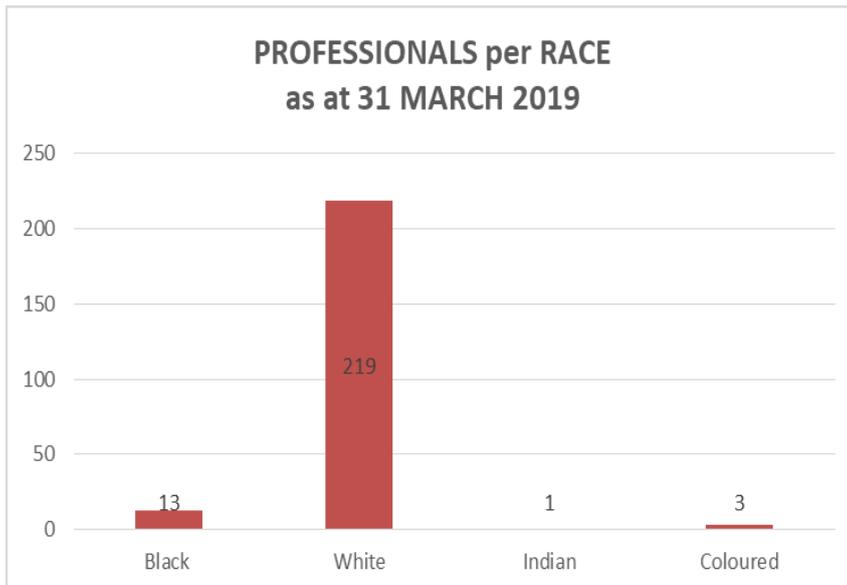
- At the Council meeting of 22 March 2018, Council decided on a special dispensation known as the Grandfather RPL for the Landscape Management Profession to be implemented in the next financial year. The LM Registration Committee was charged with finalising the process and procedure to be prescribed.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

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

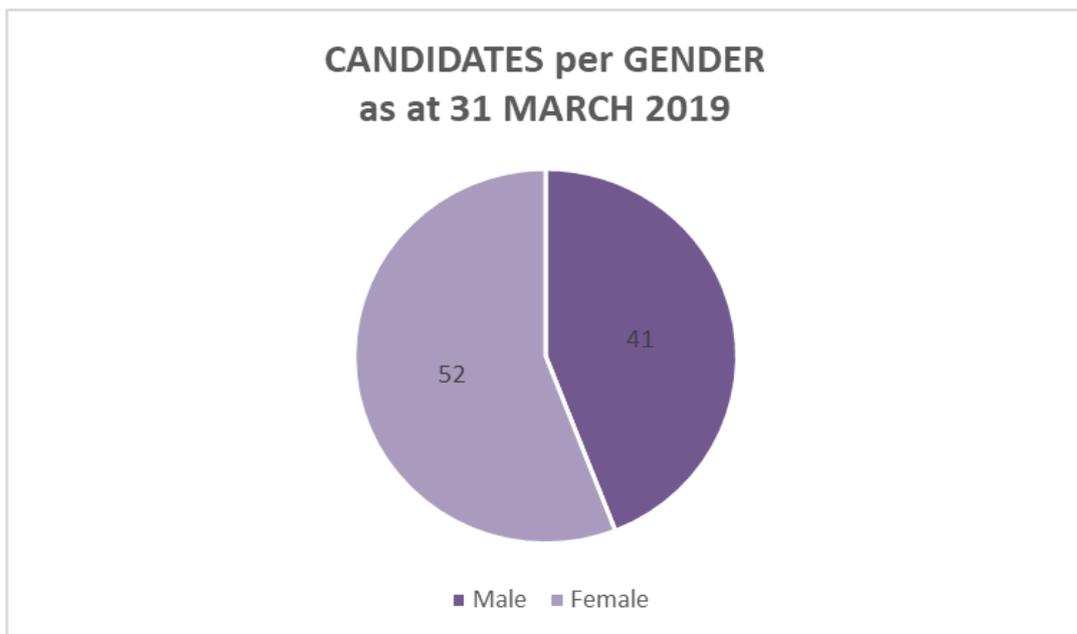
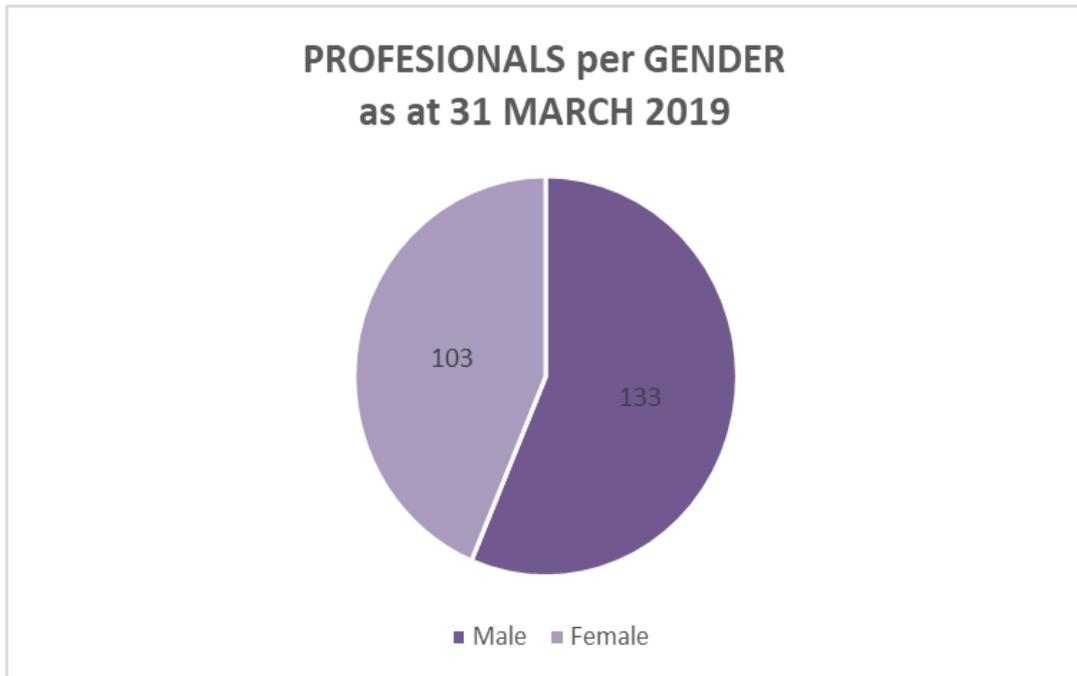
#### **Competency Standards for Registration**

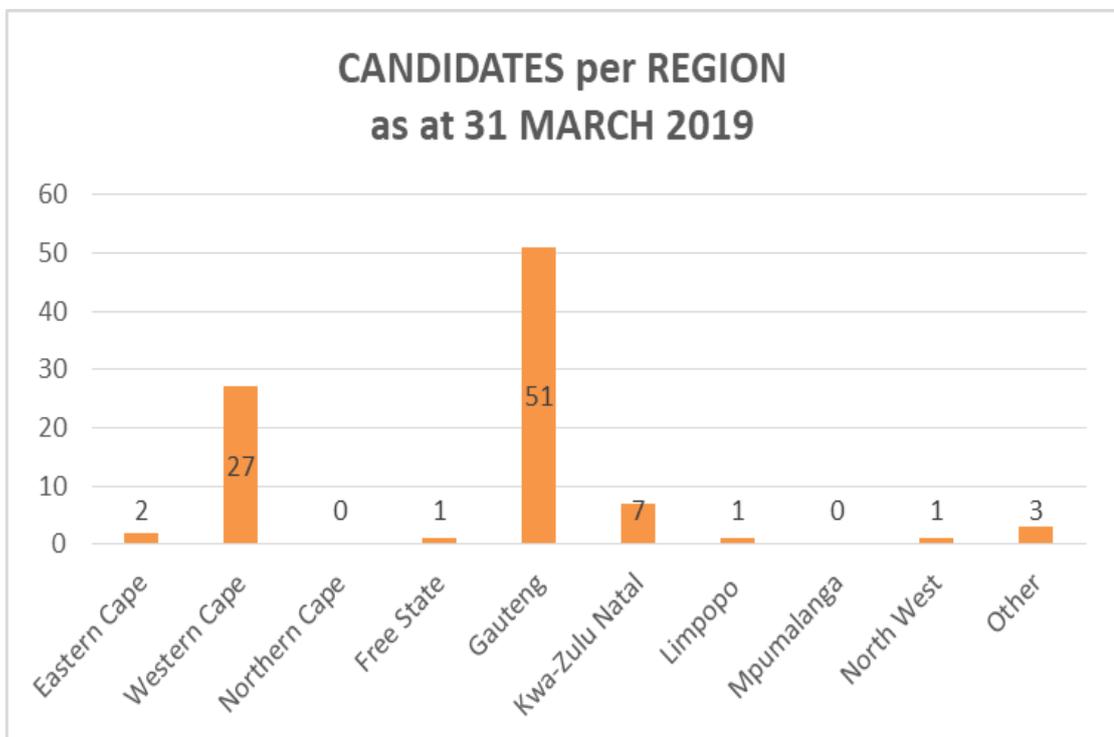
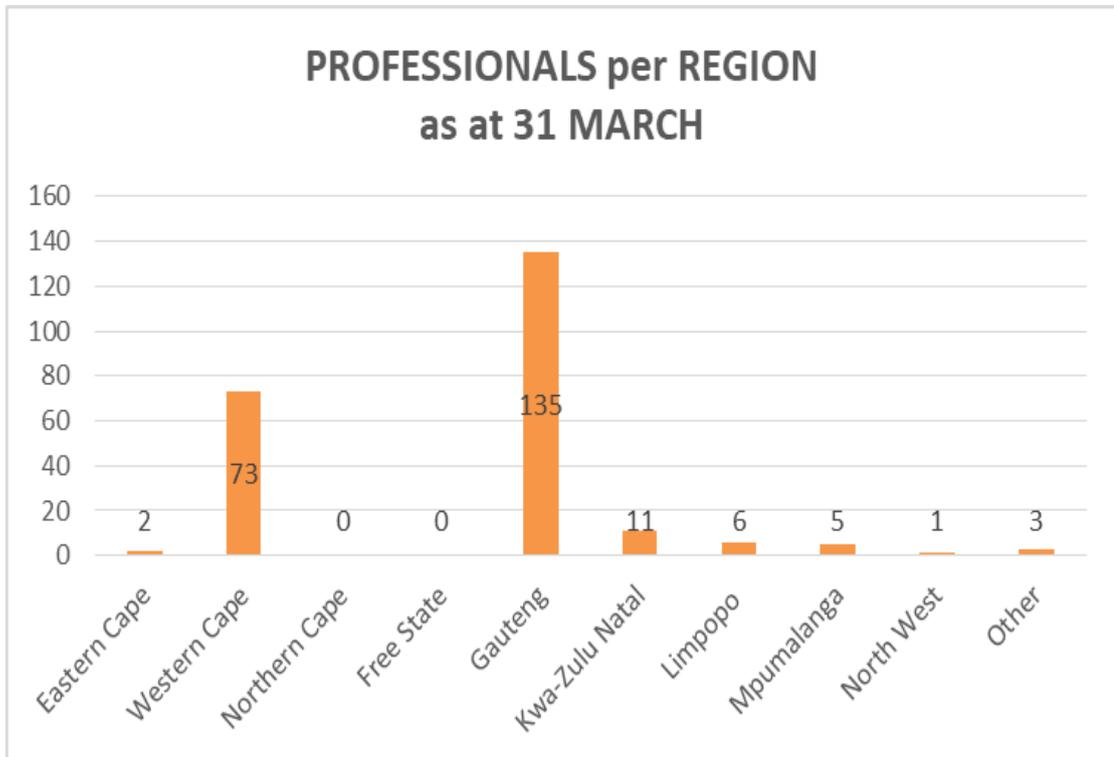
A schedule of the core competencies was for the first time since 2011 been amended and gazetted for implementation on 4 November 2016. Council determined that the revised Core Competencies and the Registration Policy be implemented from 1 April 2018.

### Registration Statistics

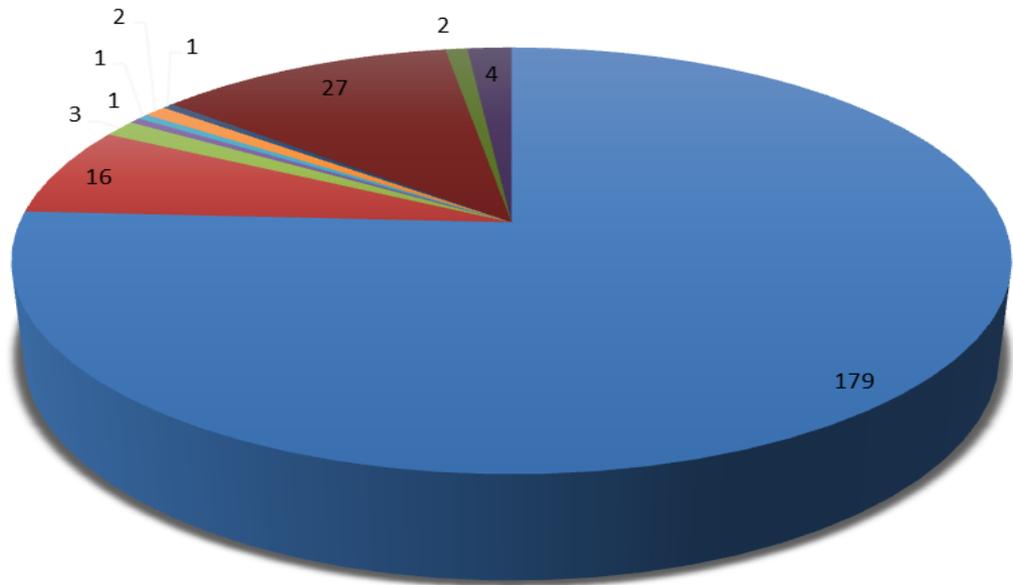


The current statistics shows a need to prioritise transformation of the sector. SACLAP will also actively seek out designated groups in order to promote balance demographics of the profession. The graphs above illustrate the current status quo.



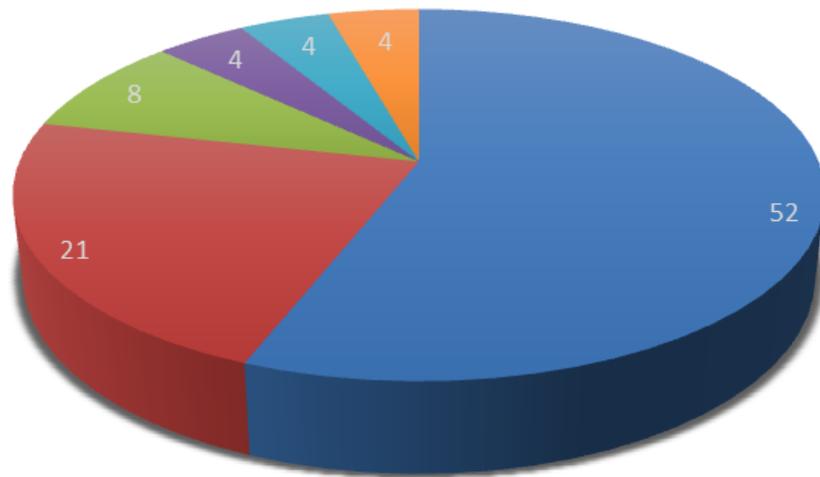


### PROFESSIONALS per CATEGORY as at 31 MARCH 2019

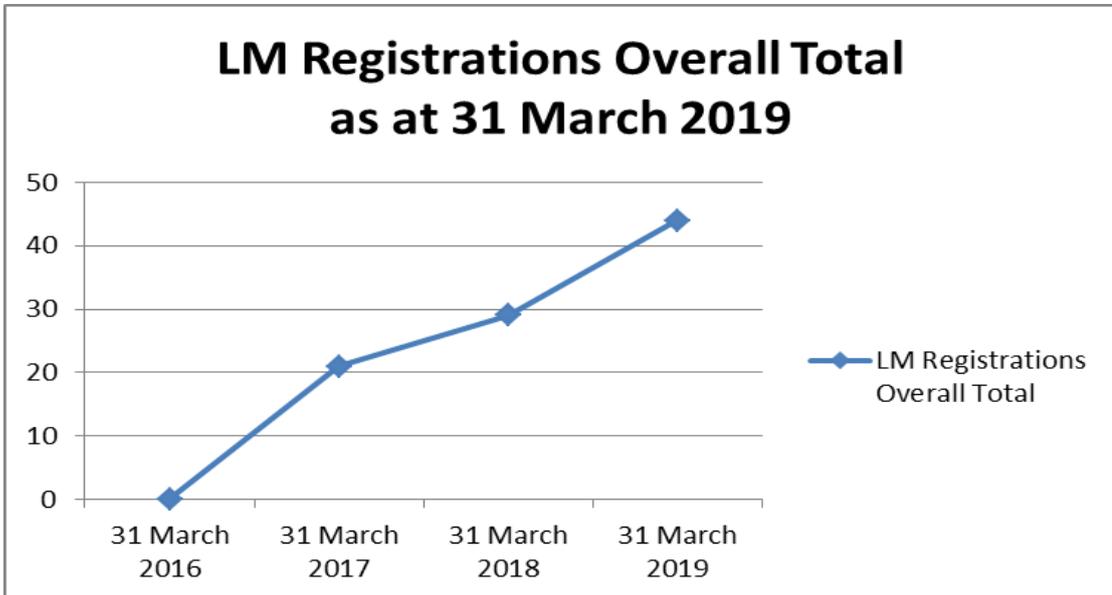
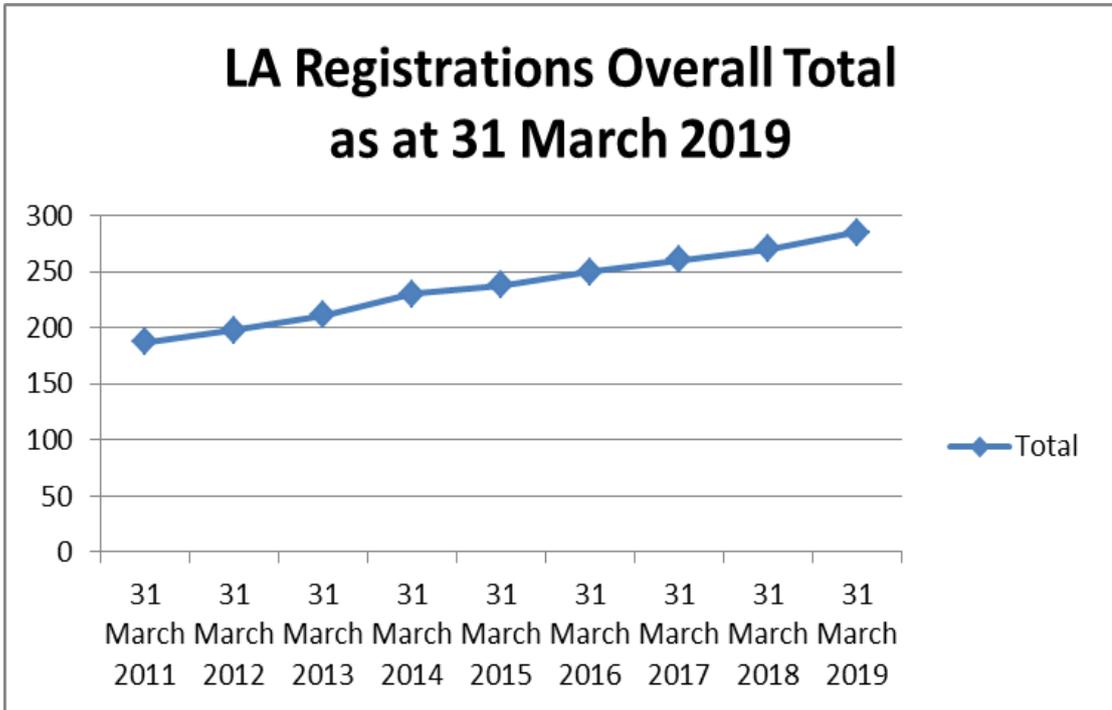


- Professional Landscape Architect
- Professional Landscape Architectural Technologist
- Professional Landscape Architectural Technician
- Professional Senior Landscape Architectural Technologist
- Professional Landscape Assistant
- Professional Landscape Technician
- Professional Senior Landscape Technologist
- Professional Manager ( C & M )
- Professional Manager ( C )
- Professional Manager ( M )

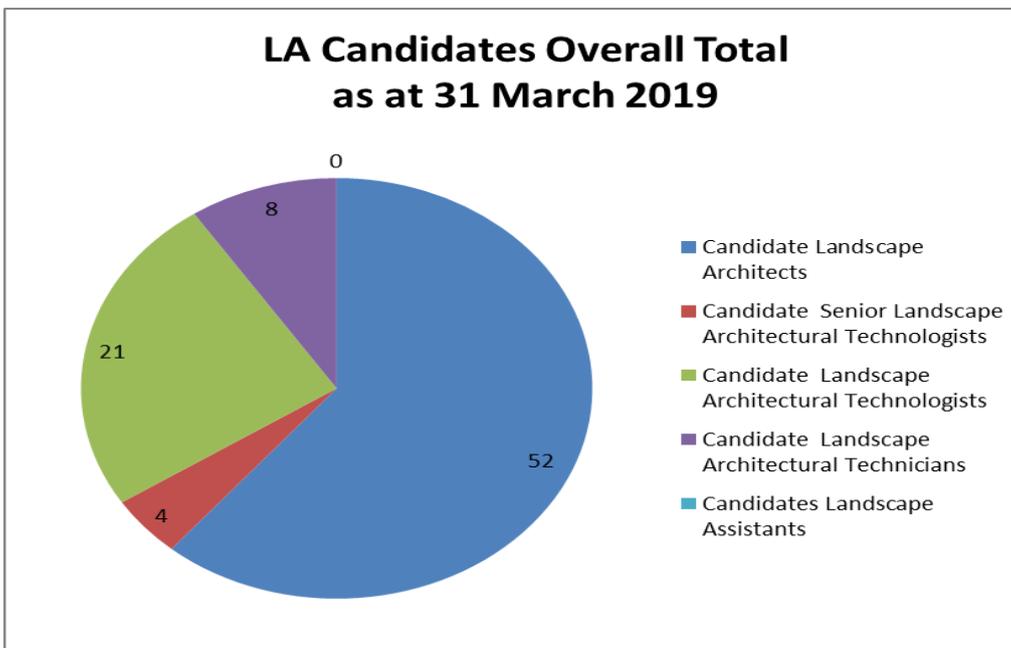
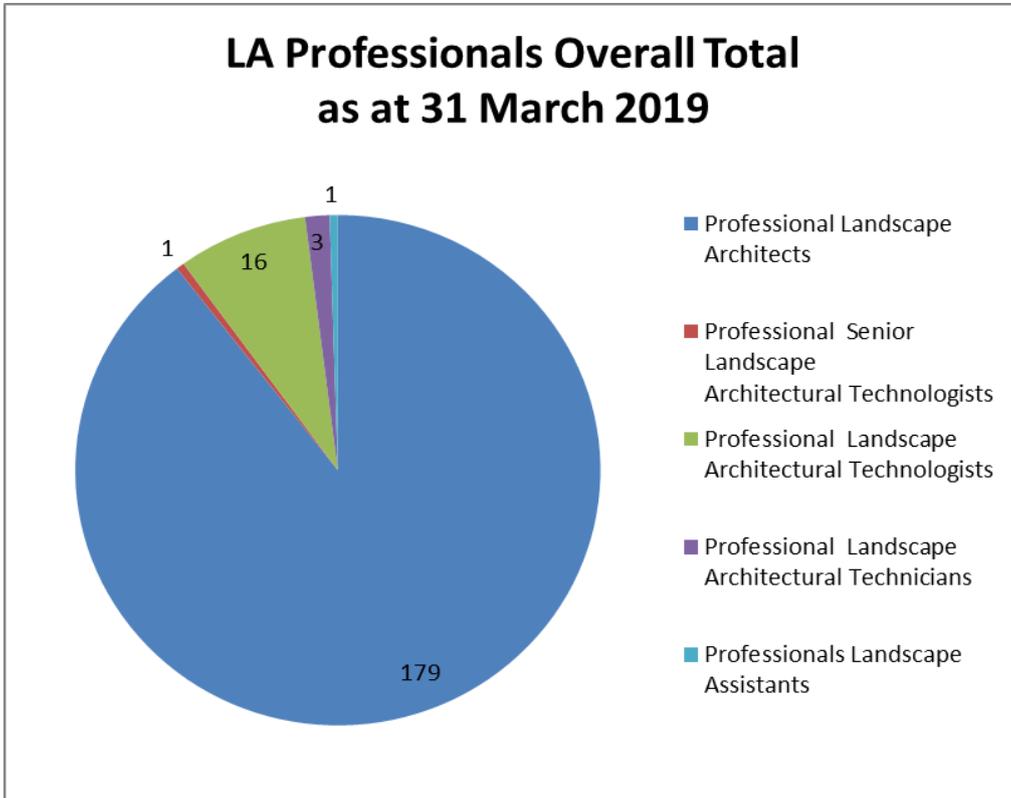
## **CANDIDATES per CATEGORY as at 31 MARCH 2019**

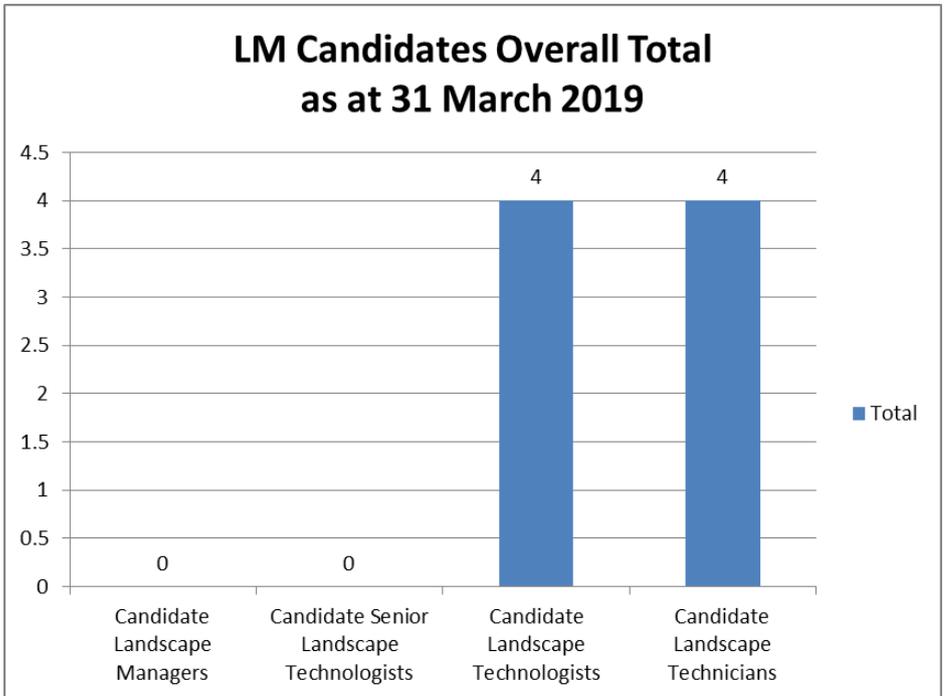
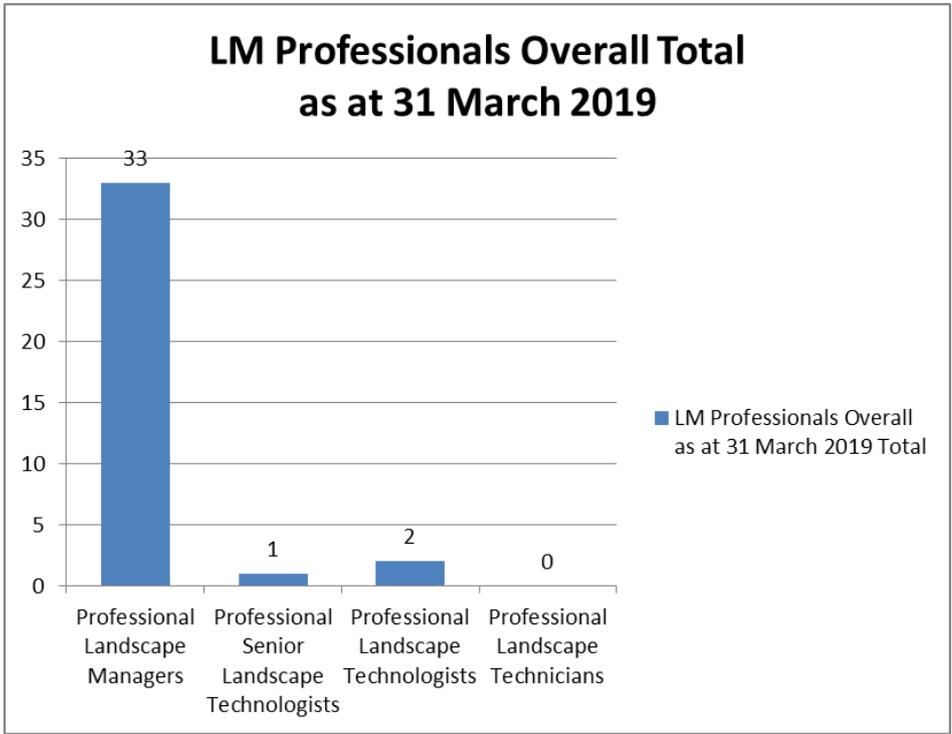


- Candidate Landscape Architect
- Candidate Landscape Architectural Technologist
- Candidate Landscape Architectural Technician
- Candidate Senior Landscape Architectural Technologist
- Candidate Landscape Technologist
- Candidate Landscape Technician



Both professions are showing a steady growth trajectory. This shows the opportunity that exists for Council to grow the register to greater numbers and thus improve sustainability.





**Comparative Registration Numbers per Calendar Year as at 31 March 2019 –  
Landscape Manager Profession.**

**TOTAL LANDSCAPE MANAGEMENT PROFESSIONALS AND CANDIDATES**

<b>31 March of each year</b>	<b>30 Mar 2017</b>	<b>31 Mar 2018</b>	<b>31 March 2019</b>
Professional Landscape Managers	21	24	<b>33</b>
Candidate Landscape Managers	0	0	<b>0</b>
Professional Senior Landscape Technologists	0	0	<b>1</b>
Candidate Senior Landscape Technologists	0	0	<b>0</b>
Professional Landscape Technologists	0	1	<b>2</b>
Candidate Landscape Technologists	0	1	<b>4</b>
Professional Landscape Technicians	0	0	<b>0</b>
Candidate Landscape Technicians		3	<b>4</b>
<b>Total No. of LM Professionals</b>	<b>21</b>	<b>25</b>	<b>36</b>
<b>Total No. of LM Candidates</b>	<b>0</b>	<b>4</b>	<b>8</b>
<b>TOTAL</b>	<b>21</b>	<b>29</b>	<b>44</b>

**Comparative Registration Numbers per Calendar Year as at 31 March 2019 –  
Landscape Architectural Profession.**

**TOTAL LANDSCAPE ARCHITECTURAL PROFESSIONALS AND CANDIDATES**

<b>31 March of each year</b>	<b>31 Mar 2014</b>	<b>31 Mar 2015</b>	<b>31 Mar 2016</b>	<b>31 Mar 2017</b>	<b>31 Mar 2018</b>	<b>31 March 2019</b>
Professional Landscape Architects	152	156	160	166	177	<b>179</b>
Candidate Landscape Architects	38	40	44	46	41	<b>52</b>
Professional Senior Landscape Architectural Technologists					1	<b>1</b>
Candidate Senior Landscape Architectural Technologists					4	<b>4</b>
Professional Landscape Architectural Technologists	11	11	15	15	16	<b>16</b>
Candidate Landscape Architectural Technologists	24	26	26	27	22	<b>21</b>
Professional Landscape Architectural Technicians	3	3	3	3	3	<b>3</b>
Candidate Landscape Architectural Technicians	1	1	1	2	5	<b>8</b>
Professional Landscape Assistants	1	1	1	1	1	<b>1</b>
Candidate Landscape Architectural Assistants	0	0		0	0	<b>0</b>
<b>Total No. of LA Professionals</b>	<b>167</b>	<b>171</b>	<b>179</b>	<b>206</b>	<b>198</b>	<b>200</b>
<b>Total No. of LA Candidates</b>	<b>63</b>	<b>67</b>	<b>71</b>	<b>76</b>	<b>72</b>	<b>85</b>
<b>TOTAL</b>	<b>230</b>	<b>238</b>	<b>250</b>	<b>282</b>	<b>270</b>	<b>285</b>

### 3.2 Accreditation

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

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

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

### 3.3 Recognition of Prior Learning

Number of professionals registered through RPL	-	25
Percentage of registered professionals through RPL	-	24%
Number of people who applied for registration through RPL	-	12
Number of RPL applications that had been rejected		0

### 3.4 Disciplinary and Appeals

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

### 3.5 Recognition of Voluntary Associations (VA)

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

### 3.6 Continuing Professional Development (CPD)

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

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

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

### 3.7 Professional Guideline Fees

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

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

### **3.8 Identification of Work Framework**

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

## 4 REVENUE COLLECTION AND INVESTMENT STRATEGY

### 4.2 Revenue Collection in Rands

Sources of revenue	2017/2018			2018/2019		
	Estimate	Actual Amount Collected	(Over)/Under Collection	Estimate	Actual Amount Collected	(Over)/Under Collection
Annual Fees	1 557 000	1 005 700	551 300	1 322 669	1 230 163	92 506
DPW Grant	120 000	120 000	0	0	0	0
Interest	9 558	40 233	30 675	12 125	25 688	13 563
Accreditation		0	0	0	0	0
Total	1 686 558	1 165 933	581 975	1 334 794	1 255 851	106 069

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

From the table above, Council revenue estimate from annual fees was more accurate during the reporting period compared to the previous year. The total under collection for the year under review was R106 069 (7.9%) compared to an under collection of R581 975 (34.5%) in the previous year.

### 4.3 Capital investment

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



## PART C: GOVERNANCE

---

## **1. INTRODUCTION**

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

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

## **2. PORTFOLIO COMMITTEES (if applicable)**

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

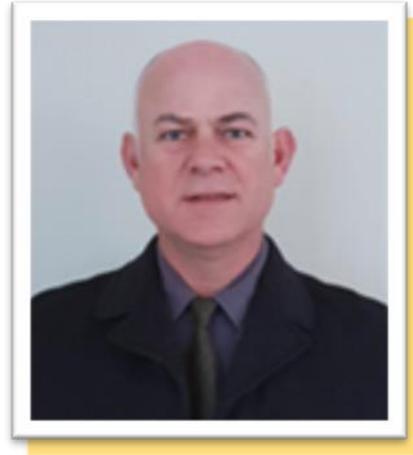
## **3. EXECUTIVE AUTHORITY**

The Minister of Public Works is the Executive Authority of SACLAP

#### 4. THE SACLAP COUNCIL



**Mr Thabo Munyai**  
PRESIDENT



**Mr Frans van Wyk**  
Vice President  
Chair: Education Committee



**Dr Francis M Nzama**  
Chair: Finance Committee



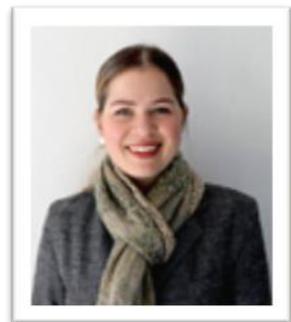
**Mr Edward N Hutamo**  
Chair: Professional Practice  
Committee



**Mr Willie Mothowamodimo**  
Council Member



**Ms Elize van Staden**  
Chair: LM Registration  
Committee



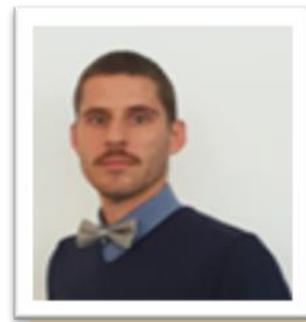
**Ms Ralene Fischer**  
Council Member



**Mr Gregory Mofokeng**  
Council Member



**Prof Willem Nel**  
Council Member



**Mr Herman De Lange**  
Council Member

### **Introduction**

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

### **The role of the Council is as follows:**

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

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

- 1. Appointment of Registrar and staff members of Council;**
- 2. Administrative aspects relating to:**
  - a. Maintaining a database of registered professionals and candidates
  - b. Remuneration of Council staff
  - c. Co-ordination and record keeping of meetings
  - d. Publishing documentation relating to the landscape architectural profession and related matters.
- 3. Fees and charges:**
  - a. Application and registration fees
  - b. Annual fees
  - c. Examination fees
  - d. Fees payable for an appeal
  - e. Fees payable for education fund
  - f. Exemption from any of the fees
  - g. Gazetting of guideline fees in terms of the registration categories for registered professionals and candidate persons (This function cannot be taken forward until the matter with the Competition Commission is resolved).
- 4. Education:**
  - a. Accreditation of Institutions
  - b. Determining competency standards for the purpose of registration
  - c. Establishment of mechanisms for registered persons to gain recognition of qualifications and professional status in other countries
  - d. Liaise with the relevant National Standards Body with the view to establishing a standards generating body in terms of these regulations
  - e. Recognise or withdraw the recognition of any examinations contemplated by the registration of professionals (Section 19)
  - f. Enter into an agreement with any person or body of persons, within or outside the Republic, with regard to the recognition of any examination or qualification for the purposes of this Act

- g. Give advice to or render assistance to any educational institution, voluntary association or examining body with regard to educational facilities for and the training and education of registered professional persons and candidates
- h. Determine, after consultation with the voluntary associations and registered persons, conditions relating to and the nature and extent of continuing education and training.

**5. Registration of professionals:**

- a. Setting the registration criteria, requirements, standards and procedures for registration in the various categories
- b. Establish and uphold the conditions pertaining to the cancellation of registration
- c. Establish and implement the renewal of registration for registered persons in various categories
- d. Setting out of the grievance procedure for registration processes and the facilitation of such a process.

**6. Investigation of any charge of improper conduct.**

**7. General Powers:**

- a. Make decisions relating to property
- b. Decide upon the manner in which contracts must be entered into on behalf of the Council
- c. Perform any service within its competence
- d. Determine the requirements with which a voluntary association must comply to qualify for recognition by Council
- e. Advise the Minister/CBE on matters relating to the landscape architectural profession
- f. Encourage and undertake research into matters relating to the landscape architectural profession
- g. Take any steps considered necessary for the protection of the public in terms of their dealings with registered persons for the maintenance of the integrity and enhancement of the status of the landscape architectural profession
- h. Identify the type of landscape architectural work which may be performed by persons registered in any of the categories
- i. Establishment of rules relating to the conduct of Council as well as registered professional persons
- j. As and when necessary appoint a disciplinary tribunal.

### **Council Charter**

By the end of the reporting period Council had not yet finalised the Council Charter. However due the recognition of the importance of this document for governance purposes, this is a priority for the succeeding year.

### **Composition of the Council**

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

<b>Name</b>	<b>Designation</b>	<b>Date appointed</b>	<b>Date resigned</b>	<b>Qualifications</b>	<b>Race</b>	<b>Gender</b>	<b>Other Committees</b>	<b>No. of Meetings attended</b>
Frans van Wyk	Vice President	31 August 2017	N/A	BL	White	Male	Chair Education Chair LA Registration	3
Melusi Gregory Mofokeng		31 August 201	N/A	Diploma in Business Computing	African	Male	Education	3
Thabo Munyai	President	31 August 2017	N/A	BSc LA	African	Male	Finance	3
Willie Mothowa modimo		31 August 2017	N/A	MLA	African	Male		1
Ralene Fisher		31 August 2017	N/A	ML Prof	White	Female		3
Elize van Staden	Chair LM Registration	31 August 2017	N/A	MSc Environmental management	White	Female		3
Herman de Lange		31 August 2017	N/A	BL	White	Male	Professional Practice	2
Edward Hutamo	Chair Professional Practice	31 August 2017	N/A	B Tech Horticulture	African	Male	LM Registration	3
Francis Nzama	Chair Finance	31 August 2017	N/A	PhD	African	Male	Education	3
Nel Willem		15 Feb 2018	N/A	BSc Hons Geography MBA	White	Male	Academic Forum	2

**EXCO 01 April 2018 - 31 March 2019**

Name	Designation	Date appointed	Date resigned	Qualifications	Race	Gender	Other Committees	No. of Meetings attended
Frans van Wyk	Vice President	31 August 2017	N/A	BL	White	Male	Chair Education Chair LA Registration	2
Thabo Munyai	President	31 August 2017	N/A	BSc LA	African	Male	Finance	1
Willie Mothowamodimo		31 August 2017	N/A	MLA	African	Male		0
Elize van Staden	Chair LM Registration	31 August 2017	N/A	MSc Environmental management	White	Female		2
Edward Hutamo	Chair Professional Practice	31 August 2017	N/A	B Tech Horticulture	African	Male	LM Registration	2
Francis Nzama	Chair Finance	31 August 2017	N/A	PhD	African	Male	Education	2

**Council Committees 01 April 2018 - 31 March 2019**

No.	Committee	Name of Members	Race	Gender	No. of Members	No. of meetings held
1.	Finance	Francis Nzama	African	Male	4	2
		Thabo Munyai	African	Male		
		Eugene Hlongwane	African	Male		
		Ryan Pembroke	White	Male		
2.	LM Registration	Elize van Staden	White	Female	6	4
		Ida Marie Strydom	White	Female		
		Jonathan Ferguson	White	Male		
		Aubrey Madamalala	African	Male		
		Edward Hutamo	African	Male		
Jacques Cedras	White	Male				
3.	Professional Practice	Edward Hutamo	African	Male	6	4
		Ralene Fischer	White	Female		
		Herman de Lange	White	Male		
		Gina Switala	White	Female		
		Bongumusa Mthembu	African	Male		
		Landie Clark	White	Female		
4.	Education	Frans van Wyk	White	Male	5	4
		Francis Nzama	African	Male		
		Gregory Mofokeng	African	Male		
		Theodore Bredell	White	Male		
		Marcus Govender	Asian	Male		
5.	LA Registration	Willie Mothowamodimo	African	Male	6	8
		Amanda du Plooy	White	Female		
		Marian Euckermann	White	Female		
		Ankia Bormans	White	Female		
		Kingstone Matanda	African	Male		
		Rene Brett	White	Female		

**Resignations, New Appointment and Council Rescinding of Committee appointments 01 April 2018 -31 March 2019**

No.	Committee	Name of Members	Race	Gender	Date	Resignation or Rescinding
1.	Finance	Eugene Hlongwane	Black	Male		New Appointment
		Eugene Matthews	Coloured	Male	04/06/2019	Rescinded
2.	Professional Practice	Bongumusa Mthembu	African	Male	05/03/2019	New Appointment
		Gina Switala	White	Female	05/03/2019	New Appointment
3.	LA Registration	Ankia Bormans	White	Female	12/03/2019	Rescinded
		Kingstone Matanda	African	Male	12/03/2019	Rescinded
		Willie Mothowamodimo	African	Male	29/11/2018	Resigned Chairmanship
		Frans van Wyk	White	Male	28/02/2019	New Appointment
		Ralene Fischer	White	Female	05/03/2019	New Appointment

**Committee Meetings Matters Cancelations /Postponements/ resignations/ New appointments/ Rescinding**

- Most Finance Committee meetings had to be cancelled and or postponed due to unavailability of members. Meetings could not quorate
- Some Committee members had to be sent rescinding letters due to numerous absenteeism's without apologies.
- Professional Practice Committee had to be appointing new members in March 2019 for transformation and representativeness purposes.
- LA Registration Committee had to appoint two new members and send two rescinding letters due to numerous absenteeism's without apologies.
- LA Registration Committee Chairperson resigned in November 2018 and the Vice President of the Council volunteered to take over chairmanship for the LA Reg Committee with effect from February 2019.
- One LA Registration Committee member resigned from the Committee because she is a Chairperson of the LM Registration Committee therefore felt that she could not make any positive contribution since she was a Landscape Manager and not Landscape Architect.

**Remuneration of Council members**

- The remuneration of Council members is set by the SACLAP Remuneration Policy
- Other expenses e.g. Travel, reimbursed by the SACLAP are paid according to the DPW Consultants reimbursement rate published on a monthly basis.
- Each Council member gets remunerated an honorarium of R1500 per seating.
- The President gets remunerated an Honorarium of R2500 per seating.
- Council agreed that the President be remunerated an honorarium of R1500 for every operational meeting attended.
- The following meetings were held during the reporting period (01 April 2018 – 31 March 2019)

No.	Date	Meeting
1.	22 March 2018 (Included because honorarium were paid in reporting period)	Full Council
2.	29 May 2018	Full Council
3.	14 June 2018	Operational
4.	05 July 2018	Operational
5.	12 July 2018	Operational
6.	19 July 2018	Operational
7.	16 August 2018	Operational
8.	22 August 2018	Operational
9.	30 August 2018	EXCO
10.	30 August 2018	Full Council
11.	29 November 2018	Full Council
12.	28 February 2019	EXCO

**Total Council Remunerations 01 April 2018 - 31 March 2019**

No.	Name	Remuneration	Other allowance	Other re-imbursments	Total
1.	Frans van Wyk	R3000.00	R0.00	R0.00	R3000.00
2.	Thabo Munyai	R10 000.00	R13 500	R949.96	R24 449.96
3.	Herman de Lange	R3000.00	R0	R377.76	R3744.76
4.	Willie Mothowamodimo	R0.00	R0.00	R0.00	R0.00
5.	Elize van Staden	R3000.00	R0.00	R513.76	R3513.76
6.	Francis Nzama	R7500.00	R0.00	R1990.20	R9490.20
7.	Ralene Fischer	R4500.00	R0.00	R1013.76	R5513.76
8.	Edward Hutamo	R6000.00	R0	R0	R6000.00
9.	Willem Nel	R0.00	R0.00	R0.00	R0.00
10.	Gregory Mofokeng	R4500.00	R0.00	R0.00	R4500.00
<b>TOTAL</b>		<b>R41 500</b>	<b>R1 3500</b>	<b>R4845.44</b>	<b>R59 845.44</b>

## **5. RISK MANAGEMENT**

By the end of the reporting period SACLAP did not have a prescribed risk management plan in place.

The strategy is to have the whole of Council to approve any expenditure above a R5000 threshold before any procurement and/or payments are made. The Finance Committee provides further financial oversight and direction.

Payment approvals are sought on a regular basis from Council either at Council meetings or by email round robin. The approvals given are recorded and kept on file.

SACLAP does not have a Risk Management Committee neither does it have an Audit and Risk Committee.

## **6. INTERNAL AUDIT AND AUDIT COMMITTEES**

As mentioned above SACLAP does not have an audit committee. The internal audit function is conducted on a month to month basis by TSM Accounting Pty Ltd.

## **7. COMPLIANCE WITH LAWS AND REGULATIONS**

Council continues to ascribe to the the principles of good governance. The CBE Corporate Governance framework is consulted from time to time in an attempt to align as far as possible. The guiding documents for most processes and procedures are the Act and all the prescribed policies of Council. In addition as a statutory body Council recognises the need to comply with all government legislation.

## **8. FRAUD AND CORRUPTION**

Council does not have a fraud prevention plan in place.

## **9. MINIMISING CONFLICT OF INTEREST**

Members of Council and committees sign a declaration of conflict of interest at all round table meetings to discuss any matter. Any member declaring any interest in any matter to be discussed is normally asked to recuse themselves.

In case of Supply Chain, a number of quotations are requested from suppliers and a collective decision is reached after consideration of the quotations presented. Due to the size of SACLAP not much procurement takes place.

## **10. CODE OF CONDUCT**

All Council members have signed a Council member's code of conduct. In addition all members of SACLAP committees also sign a code of conduct. There is also the professional code of conduct which is applicable to all registered professionals.

## **11. HEALTH SAFETY AND ENVIRONMENTAL ISSUES**

The entity does not have any health safety and environmental issues, however due to the size of the organisation issues of stress and overwork are a potential risk.

## **12. COMPANY /BOARD SECRETARY (IF APPLICABLE)**

SACLAP does not have a Company/ Board Secretary. To large extent The Registrar's office remains responsible for reporting to Council and the CBE.

## **13. SOCIAL RESPONSIBILITY**

On July 2018, on Mandela day, SACLAP staff joined the CBE Council and Staff to spend the day at a drug rehabilitation Half Way house in Mamelodi.

SACLAP sourced donations of fruit trees, garden implements and fertilizers. The day was spent having fun and games with the inmates who were recovering drug addicts that were being prepared for re-integration into the society.

The team planted the 20 trees with the inmates at the centre as a sign of renewal and new life.

## **14. FINANCE COMMITTEE REPORT**

The Finance Committee concurs and accepts the conclusions of the external auditor on the annual financial statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the auditor.

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

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

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

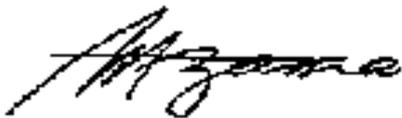
SACLAP has submitted all the quarterly reports to the CBE. The reporting format is as per the template issued by the CBE to all the 6 CBEP.

The Finance Committee meets at least once every quarter. It submits a report to Council every quarter.

### **Evaluation of Financial Statements**

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

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



Francis Mhlawumbe Nzama

**Chairperson of the Finance Committee**

**SACLAP**

20 September 2019

## PART D: HUMAN RESOURCE MANAGEMENT

---

## 1. INTRODUCTION

The overall human resource situation of Council remains the same as the previous reporting period except that the outsourced functions have been reassigned. The secretariat function has largely been absorbed internally however the bookkeeping and financial management function has been awarded to T S M Accounting PTY LTD after the cancellation of the contract with Van der Walt and Co. The target is for Council to eventually insource this function by the end of 2020.

## 2. HUMAN RESOURCE OVERSIGHT STATISTICS

### **Personnel Cost**

See attached AFS report

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

See attached AFS report

### **Performance Rewards**

No performance rewards were paid this financial year.

### **Training Costs**

No staff training was undertaken during this financial year.

### **Employment and vacancies**

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

Registrar was appointed on 1 November 2017.

Existing vacancies as per the developmental organogram in the SACLAP strategic plan have not been filled due to financial constraints.

### **Performance Rewards**

SACLAP was unable to give staff performance rewards during the period under review.

### **Training Costs**

SACLAP did not incur any training cost in the period under review

### **Employment and vacancies**

Due to the financial strain, SACLAP was not able to fulfil the intention to employ additional staff as the strategic plan and the sustainability plan.

### **Employment changes**

The employment profile of SACLAP remained the same during the period under review, except for the 3 months when a temp was appointed as relief during the extended sick leave of the Registrar's Assistant/Registration Administrator.

Salary Band	Employment at beginning of period	Appointments	Terminations	Employment at end of the period
Top Management	0	1	0	1
Senior Management	0	0	0	0
Professional qualified	0	0	0	0
Skilled	0	1	0	1
Semi-skilled	0	0	0	0
Unskilled	0	0	0	0
<b>Total</b>	0	2	0	2

**Reasons for staff leaving**

No staff member left during the period under review.

**Equity Target and Employment Equity Status**

SACLAP does not have any equity targets due to the small size of the organisation. At present the 2 permanent staff are both Female Africans. Both are not disabled.

**Employment changes**

SACLAP appointed a temp to cover up for Ms Tsepetsi, the Administrative Assistant and Registration Administrator from 29 May 2018 to 29 August 2018. Ms Tsepetsi was booked off for six weeks after having undergone major medical surgery. Although Ms Simwanga proved to be a valuable resource, SACLAP could not afford to retain her permanently.

**Labour Relations: Misconduct and disciplinary action**

There were no labour relations incidents in the period under review.

**Equity Target and Employment Equity Status**

SACLAP does not have any specific targets at the moment safe to say the transformation agenda is very high on its strategic focus. Both staff members are African and female.



## PART E: FINANCIAL INFORMATION

---

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## General Information

---

<b>Country of incorporation and domicile</b>	South Africa
<b>Nature of business and principal activities</b>	SACLAP strives to establish, direct, sustain and ensure a high level of professional responsibilities and ethical conduct within the art and science of landscape architecture.
<b>Council Members</b>	Mr. Thabo Munyai (President) Mr. Frans van Wyk (Vice President) Dr. Francis M Nzama (Finance Committee Chair) Mr. Edward Hutamo Ms. Elize van Staden Mr. Willie Mothowamodimo Mr. Gregory Mofokeng Ms. Ralene Fischer Prof. Willem Nel Mr. Herman de Lange Mrs Cecilia Chinga (Registrar)
<b>Registered office</b>	2 <sup>nd</sup> Floor Corobay Corner 169 Corobay Ave Waterkloof Glen Pretoria 0181
<b>Business address</b>	2 <sup>nd</sup> Floor Corobay Corner 169 Corobay Ave Waterkloof Glen Pretoria 0181
<b>Bankers</b>	Nedbank Limited Investec Bank Limited
<b>Auditors</b>	SM Xulu Inc. Chartered Accountants (SA) Registered Auditors  First floor Elite House Block 3 Sunninghill Office Park 4 Peltier Drive Sunninghill 2191  Postnet Suite 476 Private Bag X26 Sunninghill 2157

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Level of assurance

These financial statements have been audited in compliance with the applicable requirements of the Landscape Architectural Profession Act 45 of 2000.

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Contents

---

	<b>Page</b>
Council members' Responsibilities and Approval	3
Council members' Report	4
Independent Auditor's Report	5 – 6
Statement of Financial Position	7
Statement of Profit or Loss and Other Comprehensive Income	8
Statement of Changes in Funds	9
Statement of Cash Flows	10
Accounting Policies	11 - 12
Notes to the Financial Statements	13
The following supplementary information does not form part of the financial statements and is unaudited:	
Detailed Income Statement	

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Council members' Responsibilities and Approval

---

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

The financial statements are prepared in accordance with International Financial Reporting Standard for Small and Medium-sized Entities and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

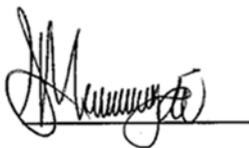
The council members acknowledge that they are ultimately responsible for the system of internal financial control established by the council and place considerable importance on maintaining a strong control environment. To enable the council members to meet these responsibilities, the council sets standards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

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

The council members have reviewed the council's cash flow forecast for the year to 31 March 2020 and, in light of this review and the current financial position, they are satisfied that the council has or had access to adequate resources to continue in operational existence for the foreseeable future.

The external auditor is responsible for independently auditing and reporting on the council's financial statements. The financial statements have been examined by the council's external auditor and their report is presented on pages 5 to 6.

The financial statements set out on pages 7 to 13, which have been prepared on the going concern basis, were approved by the on 16 September 2019 and were signed on their behalf by:



**Mr. Thabo Munyai (President)**



**Mrs Cecilia Chinga (Registrar)**



**Dr. Francis M Nzama (Finance Committee Chair)**

169 Corobay Ave  
Waterkloof Glen  
Pretoria  
0181

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Council members' Report

---

The council members have pleasure in submitting their report on the financial statements of South African Council for the Landscape Architectural Profession for the year ended 31 March 2019.

### 1. Nature of business

South African Council for the Landscape Architectural Profession was incorporated in South Africa with interests in the non-profit industry. The council operates in South Africa.

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

### 2. Review of financial results and activities

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

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

### 3. Council members

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

#### Council members

Mr. Thabo Munyai (President)  
Mr. Frans van Wyk (Vice President)  
Dr. Francis M Nzama (Finance Committee Chair)  
Mr. Edward Hutamo  
Ms. Elize van Staden  
Mr. Willie Mothowamodimo  
Mr. Gregory Mofokeng  
Ms. Ralene Fischer  
Prof. Willem Nel  
Mr. Herman de Lange  
Mrs Cecilia Chinga (Registrar)

### 4. Events after the reporting period

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

### 5. Going concern

The council members believe that the council has adequate financial resources to continue in operation for the foreseeable future and accordingly the financial statements have been prepared on a going concern basis. The council members have satisfied themselves that the council is in a sound financial position and that it has access to sufficient borrowing facilities to meet its foreseeable cash requirements. The council members are not aware of any new material changes that may adversely impact the council. The council members are also not aware of any material non-compliance with statutory or regulatory requirements or of any pending changes to legislation which may affect the council.

### 6. Auditors

SM Xulu Inc continued in office as auditors for the council for 2019.

## REPORT OF THE INDEPENDENT EXTERNAL AUDITOR

---

**To the member of South African Council for the Landscape Architectural Profession**

### Opinion

We have audited the financial statements of South African Council for the Landscape Architectural Profession set out on pages 8 to 16, which comprise the statement of financial position as at 31 March 2019, and the statement of profit or loss and other comprehensive income, statement of changes in equity and statement of cash flows 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 Landscape Architectural Profession as at 31 March 2019, and its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standard for Small and Medium-sized Entities and the requirements of the Landscape Architectural Profession Act 45 of 2000.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing. 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 International Ethics Standards Board for Accountants Code of Ethics for Professional Accountants (Parts A and B). 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 Council members' Report and the Detailed Income Statement as required by the Landscape Architectural Profession Act 45 of 2000 of South Africa, which we obtained prior to the date of this report. 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 directors 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 Standard for Small and Medium-sized Entities and the requirements of the Landscape Architectural Profession Act 45 of 2000, and for such internal control as the council members determine is necessary to enable the preparation of 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.

# Independent Auditor's Report

## 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 International Standards on Auditing 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 International Standards on Auditing, 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.

**SM Xulu Inc.**  
**Chartered Accountants (SA)**  
**Registered Auditors**

**16 September 2019**

**First floor Elite House**  
**Block 3 Sunninghill Office Park**  
**4 Peltier Drive**  
**Sunninghill**  
**2191**



**Per: SM Xulu**  
**Chartered Accountant (S.A.)**  
**Registered Auditor**  
**Director**

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2019

Figures in Rand	Note(s)	2019	2018
<b>Assets</b>			
Non-Current Assets			
Property, plant and equipment	2	48 008	56 234
Current Assets			
Trade and other receivables	3	277 281	78 098
Cash and cash equivalents	4	99 527	364 352
		<b>376 808</b>	<b>442 450</b>
<b>Total Assets</b>		<b>424 816</b>	<b>498 684</b>
<b>Equity and Liabilities</b>			
<b>Equity</b>			
Accumulated surplus		424 818	473 731
<b>Liabilities</b>			
Current Liabilities			
Trade and other payables	5	-	24 952
<b>Total Equity and Liabilities</b>		<b>424 818</b>	<b>498 683</b>

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

Figures in Rand	Note(s)	2019	2018
Revenue	6	1 230 163	1 005 700
Other operating income	7	73 769	137 403
Other operating expenses		(1 378 533)	(1 163 586)
<b>Operating deficit</b>	8	<b>(74 601)</b>	<b>(20 483)</b>
Investment income	11	25 688	40 233
<b>Surplus (Deficit) for the year</b>		<b>(48 913)</b>	<b>19 750</b>
Other comprehensive income		-	-
<b>Total comprehensive profit or (loss) for the year</b>		<b>(48 913)</b>	<b>19 750</b>

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Statement of Changes in Funds

Figures in Rand	Retained income	Total equity
<b>Balance at 01 April 2017</b>	<b>453 981</b>	<b>453 981</b>
Surplus for the year	19 750	19 750
Other comprehensive income	-	-
<b>Total comprehensive surplus for the year</b>	<b>19 750</b>	<b>19 750</b>
<b>Balance at 01 April 2018</b>	<b>473 731</b>	<b>473 731</b>
Deficit for the year	(48 913)	(48 913)
Other comprehensive income	-	-
<b>Total comprehensive deficit for the year</b>	<b>(48 913)</b>	<b>(48 913)</b>
<b>Balance at 31 March 2019</b>	<b>424 818</b>	<b>424 818</b>

Note(s)

The accounting policies on pages 11 to 12 and the notes on page 13 form an integral part of the financial statements.

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Statement of Cash Flows

Figures in Rand	Note(s)	2019	2018
<b>Cash flows from operating activities</b>			
Profit (loss) before taxation		(48 913)	19 750
<b>Adjustments for:</b>			
Depreciation and amortisation		18 585	8 646
Interest received		(25 688)	(40 233)
<b>Changes in working capital:</b>			
Trade and other receivables		(199 183)	43 368
Trade and other payables		(24 952)	(43 951)
		<b>(280 151)</b>	<b>(12 420)</b>
<b>Cash used in operations</b>			
Interest income		25 688	40 233
<b>Net cash from operating activities</b>		<b>(254 463)</b>	<b>27 813</b>
<b>Cash flows from investing activities</b>			
Purchase of property, plant and equipment	2	(10 359)	(64 880)
<b>Total cash movement for the year</b>		<b>(264 822)</b>	<b>(37 067)</b>
Cash at the beginning of the year		364 352	401 418
<b>Total cash at end of the year</b>	4	<b>99 530</b>	<b>364 351</b>

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Accounting Policies

---

### 1. Significant accounting policies

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

These accounting policies are consistent with the previous period.

#### 1.1 Property, plant and equipment

Property, plant and equipment are tangible assets which the council holds for its own use or for rental to others and which are expected to be used for more than one year.

An item of property, plant and equipment is recognised as an asset 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.

Property, plant and equipment is initially measured at cost. Cost includes all of the expenditure which is directly attributable to the acquisition or construction of the asset, including the capitalisation of borrowing costs on qualifying assets and adjustments in respect of hedge accounting, where appropriate.

Expenditure incurred subsequently for major services, additions to or replacements of parts of property, plant and equipment are capitalised if it is probable that future economic benefits associated with the expenditure will flow to the council and the cost can be measured reliably. Day to day servicing costs are included in profit or loss in the year in which they are incurred.

Depreciation of an asset commences when the asset is available for use as intended by management. Depreciation is charged to write off the asset's carrying amount over its estimated useful life to its estimated residual value, using a method that best reflects the pattern in which the asset's economic benefits are consumed by the council. Leased assets are depreciated in a consistent manner over the shorter of their expected useful lives and the lease term. Depreciation is not charged to an asset if its estimated residual value exceeds or is equal to its carrying amount. Depreciation of an asset ceases at the earlier of the date that the asset is classified as held for sale or derecognised.

The useful lives of items of property, plant and equipment have been assessed as follows:

---

Item	Depreciation method	Average useful life
Office equipment	Straight line	4 Years
IT equipment	Straight line	4 years

The residual value, useful life and depreciation method of each asset are reviewed at the end of each reporting year. If the expectations differ from previous estimates, the change is accounted for prospectively as a change in accounting estimate.

Each part of an item of property, plant and equipment with a cost that is significant in relation to the total cost of the item is depreciated separately.

The depreciation charge for each year is recognised in profit or loss unless it is included in the carrying amount of another asset.

Impairment tests are performed on property, plant and equipment when there is an indicator that they may be impaired. When the carrying amount of an item of property, plant and equipment is assessed to be higher than the estimated recoverable amount, an impairment loss is recognised immediately in profit or loss to bring the carrying amount in line with the recoverable amount.

An item of property, plant and equipment is derecognised upon disposal or when no future economic benefits are expected from its continued use or disposal. Any gain or loss arising from the derecognition of an item of property, plant and equipment, determined as the difference between the net disposal proceeds, if any, and the carrying amount of the item, is included in profit or loss when the item is derecognised.

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Accounting Policies

---

### 1.2 Financial instruments

#### Initial measurement

Financial instruments are initially measured at the transaction price (including transaction costs except in the initial measurement of financial assets and liabilities that are measured at fair value through profit or loss) unless the arrangement constitutes, in effect, a financing transaction in which case it is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

#### Financial instruments at amortised cost

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

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

#### Financial instruments at cost

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

### 1.3 Employee benefits

#### Short-term employee benefits

The cost of short-term employee benefits, (those payable within 12 months after the service is rendered, such as paid vacation leave and sick leave, bonuses, and non-monetary benefits such as medical care), are recognised in the period in which the service is rendered and are not discounted.

### 1.4 Revenue

Revenue from membership fees, Education fees and event revenue are recognised to the extent that it is probable that the economic benefit will flow to the company and the revenue can be reliably measured. Revenue is measured at fair value of the consideration received or receivable and represents amounts receivable for the right to use one of the designations provided by the company, as well as to write the professional examinations.

### 1.5 Other income

Other income is measured at the fair value of the consideration received or receivable.

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Notes to the Financial Statements

Figures in Rand

2019

2018

### 2. Property, plant and equipment

	2019			2018		
	Cost	Accumulated depreciation	Carrying value	Cost	Accumulated depreciation	Carrying value
Office equipment	15 624	(4 047)	11 577	5 265	(366)	4 899
IT equipment	59 615	(23 184)	36 431	59 615	(8 280)	51 335
<b>Total</b>	<b>75 239</b>	<b>(27 231)</b>	<b>48 008</b>	<b>64 880</b>	<b>(8 646)</b>	<b>56 234</b>

#### Reconciliation of property, plant and equipment – 2019

	Opening balance	Additions	Depreciation	Total
Office equipment	4 899	10 359	(3 681)	11 577
IT equipment	51 335	-	(14 904)	36 431
	<b>56 234</b>	<b>10 359</b>	<b>(18 585)</b>	<b>48 008</b>

#### Reconciliation of property, plant and equipment – 2018

	Opening balance	Additions	Depreciation	Total
Office equipment	-	5 265	(366)	4 899
IT equipment	-	59 615	(8 280)	51 335
	-	<b>64 880</b>	<b>(8 646)</b>	<b>56 234</b>

### 3. Trade and other receivables

Trade receivables	277 281	78 098
<b>Total trade and other receivables</b>	<b>277 281</b>	<b>78 098</b>

### 4. Cash and cash equivalents

Cash and cash equivalents consist of:

Cash on hand	512	-
Bank balances	99 015	38 402
Short-term deposits	-	325 950
	<b>99 527</b>	<b>364 352</b>

### 5. Trade and other payables

Trade payables	-	24 952
----------------	---	--------

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Notes to the Financial Statements

Figures in Rand

2019

2018

### 6. Revenue

#### Revenue from contracts with customers

Annual fees	1 192 888	965 839
Events revenue	-	1 661
Education fees	37 275	38 200
	<b>1 230 163</b>	<b>1 005 700</b>

### 7. Other operating income

Fees earned	-	120 000
Sundry Income	-	17 403
Other income	73 769	-
	<b>73 769</b>	<b>137 403</b>

### 8. Operating profit (loss)

Operating deficit for the year is stated after charging (crediting) the following, amongst others:

#### Remuneration, other than to employees

Consulting and professional services	76 195	21 812
Secretarial services	-	77 030
	<b>76 195</b>	<b>98 842</b>

#### Employee costs

Salaries, wages, bonuses and other benefits	983 416	819 345
---	---------	---------

#### Leases

##### Operating lease charges

Premises	-	14 520
----------	---	--------

#### Depreciation and amortisation

Depreciation of property, plant and equipment	18 585	8 646
---	--------	-------

#### Expenses by nature

The total general and administrative expenses, maintenance expenses and other operating expenses are analysed by nature as follows:

Employee costs	983 416	819 345
Operating lease charges	-	14 520
Depreciation, amortisation and impairment	18 585	8 646
Other expenses	376 532	321 075

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Notes to the Financial Statements

Figures in Rand	2019	2018
	<b>1 378 533</b>	<b>1 163 586</b>

### 9. Employee costs

<b>Employee costs</b>		
Basic	965 596	819 345
Commissions	17 820	-
	<b>983 416</b>	<b>819 345</b>

### 10. Depreciation, amortisation and impairment losses

<b>Depreciation</b>		
Property, plant and equipment	18 585	8 646

### 11. Investment income

<b>Interest income</b>		
Bank and other cash	25 688	40 233

### 12. Taxation

The receipts by or accruals to the South African Council for the Landscape Architectural Profession is exempt from Income tax in terms of section 10(1)(cA)(i) of the Income Tax Act No. 58 of 1962.

### 13. Related parties

#### Relationships

Co-ordinating body of council activities (Council members)

Mr. Thabo Munyai (President)  
 Mr. Frans van Wyk (Vice President)  
 Ms. Ralene Fischer  
 Mr. Edward Hutamo  
 Ms Elize van Staden  
 Mr. Willie Mothowamodimo  
 Mr. Gregory Mofokeng  
 Dr. Francis Nzama  
 Mr. Herman de Lange  
 Prof. Willem Nel  
 Ms. Cecilia Chinga

Registrar

#### Related party transactions

##### Levies paid over to the CBE

Council for Built Environment	8 421	9 939
-------------------------------	-------	-------

##### Compensation paid to key management

Former Registrar fees (Bernadette Vollmer)	-	642 915
Mr. Thabo Munyai (President)	24 450	12 500
Mr. Frans van Wyk (Vice President)	1 500	1 500
Ms. Ralene Fischer	3 669	3 891
Mr. Edward Hutamo	3 000	8 478

# South African Council for the Landscape Architectural Profession

Financial Statements for the year ended 31 March 2019

## Notes to the Financial Statements

---

Figures in Rand

2019

2018

---

Mr. Gregory Mofokeng	4 500	4 500
Dr. Francis Nzama	9 590	3 801
Mr. Herman de Lange	1 888	1 860
Honorarium Non-Council Members	8 643	23 885

## Detailed Income Statement

Figures in Rand	Note(s)	2019	2018
<b>Revenue</b>			
Annual fees		1 230 163	1 005 700
<b>Other operating income</b>			
Grant income		-	120 000
Sundry income		-	17 403
Other income		73 769	-
	7	<b>73 769</b>	<b>137 403</b>
<b>Other operating expenses</b>			
Bank charges		(2 501)	(681)
Consulting and professional fees - accounting		(76 195)	(21 812)
Depreciation		(18 585)	(8 646)
Employee costs		(983 416)	(819 345)
Entertainment		(11 797)	(16 473)
Government gazette		-	(5 000)
Honorarium		(57 240)	(60 415)
Insurance		(2 175)	(1 344)
IT expenses		(43 185)	-
Lease rentals on operating lease		-	(14 520)
Levies		(8 421)	(9 939)
Municipal expenses		(1 649)	-
Other expenses		(7 803)	-
Postage		(8 104)	(32 686)
Printing and stationery		(14 449)	(5 002)
Secretarial fees		-	(77 030)
Travel - local		(143 013)	(90 693)
		<b>(1 378 533)</b>	<b>(1 163 586)</b>
<b>Operating (loss) profit</b>	8	<b>(74 601)</b>	<b>(20 483)</b>
Investment income	11	25 688	40 233
<b>(Loss) profit for the year</b>		<b>(48 913)</b>	<b>19 750</b>