



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

P.O. Box 868 FERNDALE 2160
www.saclap.org.za

registrar@saclap.org.za

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

ANNUAL REPORT

APRIL 2016- MARCH 2017

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PART A: GENERAL INFORMATION

1. PUBLIC ENTITY'S GENERAL INFORMATION

| | |
|----------------------------|--|
| REGISTERED NAME: | SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION (SACLAP) |
| REGISTRATION NUMBER | No official registration number |
| PHYSICAL ADDRESS: | 4 Karen Street, Bryanston West, Gauteng |
| POSTAL ADDRESS: | P O BOX 868, Ferndale 2160 |
| TELEPHONE NUMBER/S: | +27 11 061 5000 |
| FAX NUMBER: | None |
| EMAIL ADDRESS: | registrar@saclap.org.za |
| WEBSITE ADDRESS: | www.saclap.org.za |
| EXTERNAL AUDITORS: | Ngubane and Company (Johannesburg) Inc. Chartered Accountants (S.A.) |
| BANKERS: | Nedbank and Investec |
| COUNCIL MEMBERS: | as at 31 March 2017: <i>Professional Representatives</i> Mr Thabo Munyai (President) Mr Frans van Wyk (Vice President) Ms Amanda du Plooy Ms Ilham Gabier Mr Neal Dunstan Mr Barend Smit <i>Public Representatives</i> Mr Eugene Hlongwane Mr Gregory Mofokeng <i>State Representatives</i> Mr Gerrit Strydom Mr Pieter Ackerman (resigned July 2014 – was not replaced within the time frame as stipulated in the SACLAP Act 45 of 2000) |

2. LIST OF ABBREVIATIONS/ACRONYMS

| | |
|--------|--|
| AFS | Annual Financial Statement |
| APP | Annual Performance Plan |
| BEPC | Built Environment Professional Council |
| CBE | Council for the Built Environment |
| CPD | Continued Professional Development |
| DPW | Department of Public Works |
| PFMA | Public Finance Management Act |
| RPL | Recognition of Prior Learning |
| SACLAP | South African Council for the Landscape Architectural Profession |
| VA | Voluntary Association |

3. FOREWORD BY THE PRESIDENT



Name: Mr Thabo Munyai
Title: President

Let me start by extending a word of thanks to former President of SACLAP, Mr Barend Smit. He informed SACLAP that, as he had to take up commitments beyond our borders, he could no longer fulfil his role as President of the Council. As of February, I undertook to take up this role, having been Vice President to that point. On behalf of SACLAP I would like to take the opportunity to thank him for his hard work, continual support and contribution during and following his term of service as the President.

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

With the resignation of Bernadette Vollmer last year, who agreed to stay on until the new Council is appointed, and the resignation of her assistant, Aso Balan, together with the ever increasing work load, the Council identified the need to capacitate the Registrar's Office with full-time appointed staff. SACLAP's has embarked on the process of developing the job descriptions for these two positions and will advertise such shortly.

I would also like to thank the out-going Council, although we still have some months to go, it has been a pleasure working with such a dedicated team and I acknowledge, with appreciation, your professionalism and zeal to work under demanding circumstances.. I also express my gratitude to the Registrar and her dedication in ensuring a smooth running of the Council's affairs.

As this Council completes its term mid-way through the next financial year, I would like to take the opportunity to encourage the incoming council, not to be afraid to take up the mammoth task ahead of dealing with financial sustainability and transformation challenges and all other issues that remain pertinent to the Council's mandate.

Yours sincerely,

A handwritten signature in blue ink, which appears to read 'Munyai'. The signature is stylized and cursive.

President: Mr Thabo Munyai
22 August 2017

4. REGISTRAR'S OVERVIEW



Name: Mrs Bernadette Vollmer
Title: Registrar

- i. As per the previous financial year, the General financial review of the SACLAP remains largely the same:
 - o SACLAP is the smallest of the BEPCs constituted in terms of an Act of Parliament, The Landscape Architectural Professional Act, Act 45 of 2000.
 - o In light of the mandates set out in the Act versus the income that the Council generates, the monies received are insufficient to fully carry out the comprehensive mandate of the Act.
 - o SACLAP was fortunate to receive a small amount of money to tie the Council over in its operational costs for this financial year.
 - o The much needed gap funding, ring-fenced to expedite the growth of the Council, was unfortunately not received and negotiations regarding this continue with DPW.
- ii. The spending trends of SACLAP have remained largely the same:
 - o SACLAP has always been very conscious of its financial status and has, historically, developed a small saving. However, the trend of tapping into these savings has largely depleted the accumulated reserve.
 - o The main reasons for this, is that the hours that the part-time Registrar is spending on SACLAP business continues to increase as the Council tries to grow to bring about financial stability and continues to participate at beneficial forums in terms of engaging on matters that affect the profession.
- iii. Capacity constraints and challenges facing the SACLAP:
 - o Due to the nature of the Council, there has not been a need to grow the capacity of the Registrar's office in terms of appointing individuals for specific purposes such as finance, internal auditing and registration administration. This has however changed with the implementation of the new categories of Registration. It has been determined that a full time staff compliment is needed as soon as possible to bring about the stability within the operations of the Registrar's office and to carry out the volume of work required.
 - o The ability to increase the resources in the Registrar's office is captured in the organogram proposed for the Council's organisational structure in the Strategic Plan that was prepared and submitted to the Department of Public Works in November 2016.
- iv. Discontinued activities / activities to be discontinued:
 - o Due to the financial constraints faced by SACLAP in this financial year, the Council only undertook a process of aligning the Strategic Plan with the National Treasury Framework and extending it to 2020 as per the directive received from the CBE.
 - o The SACLAP largely keeps its operations within the limits of the mandate and therefore no activities had to be discontinued in this financial year.

- v. New or proposed activities
As the Council was battling to complete the existing activities, no new activities were planned or undertaken in this financial year. The Council opted to strive to conclude outstanding matters as this Council term of office ends on 30 August 2017.
- vi. Requests for roll over of funds
This was not necessary in this financial year.
- vii. Supply Chain Management (SCM) policy
SACLAP has a Supply Chain Management policy in place since November 2015. In this financial year the Registrar's office began to implement the policy.
- viii. Audit report matters in the previous year and resolutions
 - o SACLAP does not have an Internal Audit Committee but has a Finance Committee that oversees the financial administration.
 - o The Registrar prepares the budget which is reviewed by the Finance Committee and ratified by the EXCO and Council.
 - o The Secretariat provides support on bookkeeping and financial matters.
 - o An annual financial audit, as required by the Act, is undertaken each year by independent, external auditors.
 - o The annual financial audit for 2016/2017 is not qualified. A copy thereof is appended to this document.
- ix. Outlook/ Plans for the future to address financial challenges
 - o SACLAP continues to pursue the funding that was requested in the Strategic and Sustainability Plan from the DPW in order to grow the number of registered professionals especially the Landscape Management Profession established at the end of 2016.
 - o Opportunities around the issue of shared services from the CBE is also continually being explored.
- x. Events after the reporting date
Nothing to report.
- xi. Economic Viability
 - o It is imperative that SACLAP finds mechanisms to address the shortfall for future financial sustainability, particularly in light of the fact that DPW is taking quite some time in providing the necessary feedback regarding the way forward for the additional funding.
- xii. Acknowledgement/s or Appreciation
I resigned from my position in March 2016, and agreed, on request of the Council to assist until such time that a new Council is appointed and a suitable replacement is found. I wish my successor all the best.

As the Registrar I acknowledge with thanks, the current Council (2013-2017), the Committees, and the relevant stakeholders for the ongoing support and contributions to grow the Landscape Professions despite the challenges it contends with.



Registrar: Mrs Bernadette Vollmer
22 August 2017

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

SACLAP confirms the following, to the best of its knowledge and belief:

All information and amounts disclosed in the Annual Report is consistent with the Annual Financial Statements audited by the external auditors of SACLAP, Ngubane and Company (Johannesburg) Inc. Chartered Accountants (S.A.).

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

The Annual Report has been prepared in accordance with the guidelines issued by National Treasury.

The Annual Financial Statements (Part E) have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-Sized Entities, and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

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

The accounting authority is responsible for establishing, and implementing a system of internal control which has been designed to provide reasonable assurance regarding the integrity and reliability of the performance information, the human resources information and the annual financial statements.

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

As per the SACLAP, the Annual Report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the Council for the financial year as at end of March 2017.

Yours sincerely



Registrar
Mrs Bernadette Vollmer



President
Mr Thabo Munyai

6. STRATEGIC OVERVIEW

The Strategic Plan was prepared in January 2017 and the following is recorded in terms of such.

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's).

6.3. Values

SACLAP's mission is underpinned by:

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

7. LEGISLATIVE AND OTHER MANDATES

The South African Council for the Landscape Architectural Profession (SACLAP), governed by the Act 45 of 2000, provides for the:

- Establishment of a juristic person to be known as the South African Council for the Landscape Architectural Profession;
- Registration of professionals, candidates and specified categories in the Landscape architectural 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 quarterly report for the 2016/2017 year which sets out the overall detailed progress of the Council in relation to the mandates.

8. ORGANISATIONAL STRUCTURE

SACLAP does not have an organizational structure as it continued to operate, in this financial year, with a part time Registrar, aided by a part time assistant.

As part of the process of aligning the SACLAP Strategic Plan with the National Treasury format, a service provider was appointed to assist with the development of the Organogram for SACLAP as the organization plans to grow over the next five to seven years. The rate of growth and the meeting of the needs as a result thereof will also be dependent on the gap funding support requested from the DPW materializing..

PART B: PERFORMANCE INFORMATION

1. AUDITOR'S REPORT: PREDETERMINED OBJECTIVES

According to the National Treasury, the BEPC's are not defined as public entities, implying no compulsion to comply with the Public Finance Management Act No 1 of 1999, (PFMA). Therefore, SACLAP does not appear on any of its schedules.

The status is that submissions requesting clarification on PFMA reporting and compliance were made in October 2012, but to date no response has been received from either the National Treasury or DPW to clarify the exact level of compliance that is required.

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

For the reasons stated above, this section in terms of the performance review is therefore completed in terms of the happenings of the 2016/2017 financial year but are not audited by the external auditing company.

2. SITUATIONAL ANALYSIS

2.1. Service Delivery Environment

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

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

2.2. Organisational environment

For this financial year, SACLAP continued to function with a part time Registrar and Registrar's Assistant. This at times was challenging as the Registrar also runs her own practise and the limited number of resources hampers progress in terms of certain activities of Council at times.

2.3. Key policy developments and legislative changes

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

- i. The SACLAP Rates Table was gazetted in March 2016.
- ii. The amended Higher Education Policy, Education Standards and Accreditation Procedure were published for implementation in March 2016.
- iii. The amended Registration Policy, Addendums for the Landscape Architectural as well as Landscape Management Professions and associated Core Competency Tables were published in November 2016.
- iv. The amended Rules for the Nomination of New Council Members Process was published for both public comment and implementation (December 2016).
- v. Internal Policies were established:
 - a. Document Approval Process
 - b. Certificate Issuing Procedure

c. Billing and Invoicing Procedure

In terms of the legislative changes, SACLAP has begun a process of identifying the amendments that are required to the Landscape Architectural Profession Act, Act 45 of 2000. In October 2016 SACLAP presented the initial thinking and inputs to the DPW in a session that was arranged for all BEPCs to attend.

2.4. Strategic Outcome Oriented Goals

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

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

Programme 1: Growing and Transforming the Landscape Professions

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

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

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

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

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

Programme 2: Meeting the mandate and other Regulatory requirements

Strategic 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.

3. PERFORMANCE INFORMATION BY PROGRAMME/ ACTIVITY/ OBJECTIVE

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

4. Revenue collection

| Sources of revenue | 2015/2016 | | | 2016/2017 | | |
|--|---------------------|-------------------------|-------------------------|---------------------|-------------------------|-------------------------|
| | Estimate | Actual Amount Collected | (Over)/Under Collection | Estimate | Actual Amount Collected | (Over)/Under Collection |
| Professional Registration and Candidate Fees | | 843 809.00 | | | 843 337.00 | |
| Accreditation visit | | 49 153.00 | | | 148 883.00 | |
| DPW Grant Funding | | 331 000.00 | | | 170 000.00 | |
| Total ZAR | 1 160 194.00 | 1 223 962.00 | over | 1 569 605.00 | 1 162 220.00 | under |

4.1. Capital investment

- SACLAP does not have a capital, investment and asset management plan. The intention is to establish such a plan going forward.
- No major infrastructure expenditure took place in the year as SACLAP only has part time employees, one computer and rents office space.
- The maintenance cost to the existing infrastructure is negligible.
- SACLAP does not have an asset register.

| Infrastructure projects | 2014/2015 | | | 2015/2016 | | |
|-------------------------|-----------|--------------------|--------------------------|-----------|--------------------|--------------------------|
| | Budget | Actual Expenditure | (Over)/Under Expenditure | Budget | Actual Expenditure | (Over)/Under Expenditure |
| Total | R0.00 | R0.00 | R0.00 | R0.00 | R0.00 | R0.00 |

PART C: GOVERNANCE

1. INTRODUCTION

As per Part B1, SACLAP is not listed as a PFMA entity and therefore does not align itself to that at this stage.

SACLAP participated in the CBE's drive relating to the Corporative Governance Framework of the CBE. A very informative session was held in October 2014 and subsequent tracking against the checklist that was developed continues. The outcome of this process and SACLAP's compliance to such has been separately documented and can be made available upon request. SACLAP continues, where possible to put systems and structures in place to augment the governance of the Council.

2. PORTFOLIO COMMITTEES

SACLAP was invited to attend a session with the Portfolio Committee in conjunction with the CBE and other sister Councils of the Built Environment. The focus of this session was however the issue of transformation and what is being done in this regard by each of the Councils.

3. EXECUTIVE AUTHORITY

As the Minister of DPW is seen to be the Executive Authority, SACLAP reports that meetings with the Department representatives were held in this reporting period. The nature of the meetings were two fold:

- i. To present the Annual Report of 2015-2016 Financial Year – this was in October 2016.
- ii. To present and clarify matters around the Strategic and Sustainability Plans submitted to the Department early in November 2016 – this was held in December 2016. Feedback from this session is still awaited.

4. THE ACCOUNTING AUTHORITY / BOARD

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.

Funds of Council

Board Charter

SACLAP does not have a Charter, however there is a Code of Conduct in place for Council members and Committee members.

Composition of the Council

| Name | Designation (in terms of the Public Entity Board structure) | Date appointed | Date resigned | Qualifications | Other Committees or Task Teams | No. of Meetings attended (Council & EXCO) |
|--------------------------------|--|---|------------------|---|--|---|
| April 2016 – March 2017 | | | | | | |
| Barend Smit | President | 30 Aug 2013 | | Professional Landscape Architect | Council and EXCO Professional Practice | 4 |
| Thabo Munyai | Vice President President | 30 Aug 2013 1 March 2017 as president | | Professional Landscape Technologist | Council (and EXCO if Quorum is required) Finance | 2 |
| Ilham Gabier | | 30 Aug 2013 | | Professional Landscape Architect | Registration | 2 |
| Neal Dunstan | | 11 May 2015 | | Professional Landscape Architect | Council, EXCO, Finance, Professional Practice | 5 |
| Amanda du Plooy | | 30 Aug 2013 | | Professional Landscape Architect | Council, EXCO, Registration | 4 |
| Melusi Gregory Mofokeng | | 30 Aug 2013 | | Contractor (Public) | Council, Education | 0 |
| Redrick Eugene Hlongwane | | 8 April 2015 | | Specialist: Environmental Services (Public) | Council, Finance | 2 |
| Gerrit Strydom | | 30 Aug 2013 | | Professional Landscape Architect (State) | Council, EXCO, Professional Practice | 4 |
| Frans van Wyk | Vice President | 05 Dec 2013 1 March 2017 as vice president | | Professional Landscape Architect | Council, EXCO, Education, Academic Forum, Finance, Professional Practice, Transformation and Legislative Amendment Task Groups | 5 |

Composition of the Committees of Council

| Committees | No. of meetings | No. of members at 31 Mar 2017 | Name of members |
|---------------------------------|-----------------|-------------------------------|--|
| April 2016 – March 2017 | | | |
| Finance | 5 | 3 | Neal Dunstan (Chair) Thabo Munyai Frans van Wyk |
| Education | 5 | 3 | Frans van Wyk (Chair) Melusi Gregory Mofokeng Johan Hosten (not the full year) Theodor Bredell |
| Registration | 12 | 5 | Amanda du Plooy (Chair) Ilham Gabier Neal Schoof Rene Brett Mitha Theron (not the full year) Tania du Plessis Lizelle Wolmarans |
| Professional Practice Committee | 5 | 6 | Gerrit Strydom (Chair) Barend Smit Frans van Wyk Neal Dunstan Frans van Wyk Landi Clark |
| Academic Forum | 5 | 11 | Frans van Wyk (Chair) Piet Vosloo – UP Graham Young - UP Kara-Lee Prinsloo - TUT Eamonn O Rourke – ILASA Ida Breed - ILASA Astrid Badenhorst - DUT Clinton Hindes – UCT Julian Raxworrthy - UCT Elize van Staden – UNISA Gerrit Griesel – CPUT |

NOTE: There is no remuneration paid to the Committees or Academic Forum – participation is largely voluntary. Remuneration is only provided as and when the need arises.

It should be noted that all the Committees of Council operate on a voluntary basis and unless otherwise agreed are not remunerated for assisting and participating in the Committee functions.

Remuneration of Council Members

SACLAP has a Remuneration Policy in place for Council. In summary:

- Remuneration is seen as an honorarium rather than reimbursing the actual time spent. The rates are determined by Council.
- State Representatives are not paid an honorarium but, reimbursed for other costs (out of pocket expenses) relating to travel and subsistence.
- The policy was revised in February 2016 to stipulate that all honoraria claimed are inclusive of VAT especially when it is claimed by companies or personal practices.
- At a special meeting in April 2015, the Council agreed that EXCO meetings would be telephonic and no honoraria would be paid.

| April 2015 – March 2016 | | | | |
|--------------------------|--------------------------------|-----------------|----------------------|-----------|
| Name | Remuneration ZAR | Other allowance | Other re-imbursments | Total ZAR |
| Barend Smit | 5000.00 | | | 5000.00 |
| Thabo Munyai | 0.00 | | | 0.00 |
| Ilham Gabier | 3000.00 | | 296.00 | 3296.00 |
| Neal Dunstan | 3000.00 | | | 3000.00 |
| Amanda du Plooy | 6000.00 | | 1125.00 | 7125.00 |
| Melusi Gregory Mofokeng | Did not attend any meetings | | | 0.00 |
| Redrick Eugene Hlongwane | 3000.00 | | 262.35 | 3262.35 |
| Gerrit Strydom | No claim, State Representative | | 400.65 | 400.65 |
| Frans van Wyk | 3000.00 | | | 3000.00 |

Note: this is different to what is reflected in the AFS as honorarium for RPL is included in the amount stated therein.

5. RISK MANAGEMENT

SACLAP does not have a Risk Management Policy and Strategy and intends to put this in place as soon as it has secured sufficient funding.

6. INTERNAL CONTROL UNIT

The Registrar together with the service provider that fulfils the accounting functions prepares a schedule that lists all the payments on a monthly basis.

These payments are then circulated to the Finance Committee and members of the EXCO for sign-off prior to payments being effected.

7. INTERNAL AUDIT AND AUDIT COMMITTEES

SACLAP does not have an Internal Audit Committee. Providing for this as a shared service is being considered by the CBE and an outcome is awaited.

8. COMPLIANCE WITH LAWS AND REGULATIONS

SACLAP ensures that it follows due accounting practice and adheres to the financial reporting as set out in the Landscape Architectural Profession Act, Act 45 of 2000.

9. FRAUD AND CORRUPTION

SACLAP does not have a fraud prevention plan. To date no incidents of fraud or corruption have occurred. SACLAP has however agreed to participate in the Fraud and Corruption Campaign of the CBE.

10. MINIMISING CONFLICT OF INTEREST

This aspect is addressed when the Council members are appointed. Potential conflicts of interest are required to be declared. At each Council and EXCO meeting, all Council Members also sign a conflict of interest declaration.

11. CODE OF CONDUCT

The SACLAP has a Council Member Code of Conduct as well as a Code of Conduct for Committee Members.

The processes of dealing with a breach in relation to this are also set out in the Act that governs SACLAP.

12. HEALTH SAFETY AND ENVIRONMENTAL ISSUES

The aspects of Health and Safety and Environmental issues have been met.

13. COMPANY /BOARD SECRETARY (IF APPLICABLE)

Not applicable.

14. SOCIAL RESPONSIBILITY

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

15. AUDIT COMMITTEE REPORT

As stated above, SACLAP does not have an Internal Audit Committee in place however this will be addressed as soon as funds become available or the CBE make provisions for it as a shared service.

Audit Committee Responsibility

Not applicable.

The Effectiveness of Internal Control

Not applicable.

In-Year Management and Monthly/Quarterly Report

Not applicable.

Evaluation of Financial Statements

Not applicable.

Auditor's Report

Not applicable.

PART D: HUMAN RESOURCE MANAGEMENT

1. INTRODUCTION

SACLAP has a very small base of registered persons on its register. The number of registered individuals is the main source of funding for the Council.

In light of this, SACLAP does not employ any full time staff. The Registrar is appointed on a part time basis is only contracted for 6 hours per day, 5 days a week (30 hour week).

2. HUMAN RESOURCE OVERSIGHT STATISTICS

Due to the reasons stated above, this section is not completed in detail.

Personnel Cost by programme/ activity/ objective

See financial statements attached.

Personnel cost by salary band

See financial statements attached.

Performance Rewards

Neither the Registrar nor her assistant are paid performance rewards.

Training Costs

No training undertaken under the period of review.

Employment and vacancies

No vacancies exist. The full time employment of key individuals will however become a necessity in the near future.

Employment changes

Not applicable.

Reasons for staff leaving

Not applicable.

Labour Relations: Misconduct and disciplinary action

Not applicable.

Equity Target and Employment Equity Status

Not applicable.

PART E: FINANCIAL INFORMATION

1. REPORT OF THE EXTERNAL AUDITOR

Refer to page 5 and 6 in the Annual Financial Statements. The concern raised about the future financial uncertainty of the Council is to be noted.

2. ANNUAL FINANCIAL STATEMENTS

ANNEXURES

1. SACLAP ANNUAL REPORT OF MANDATES AS PER CBE