

ANNUAL REPORT

2020 – 2021

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Maintaining **Trust** and
Achieving Goals Despite
Severe Challenges, Toward
a **Successful Architectural**
Profession



South African Council
for the Architectural Profession



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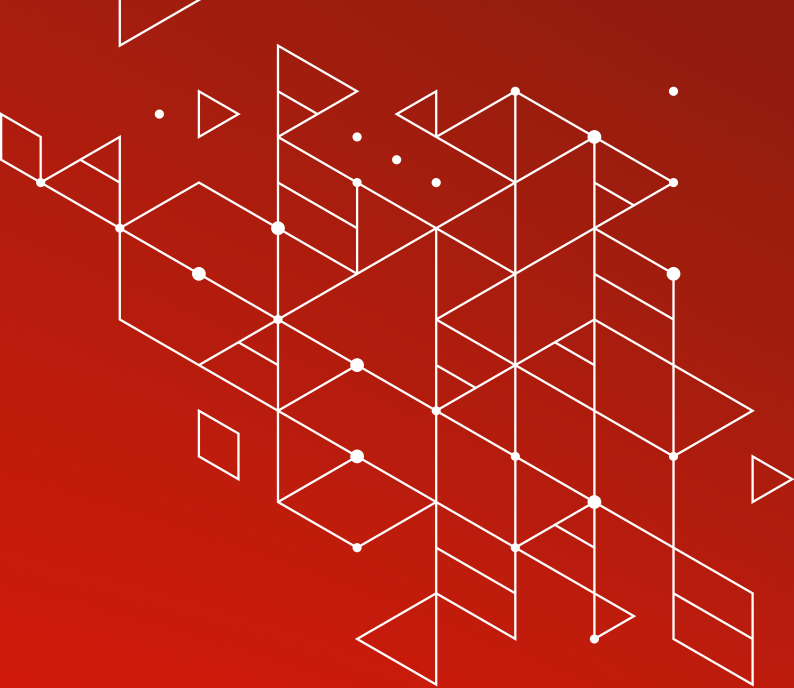
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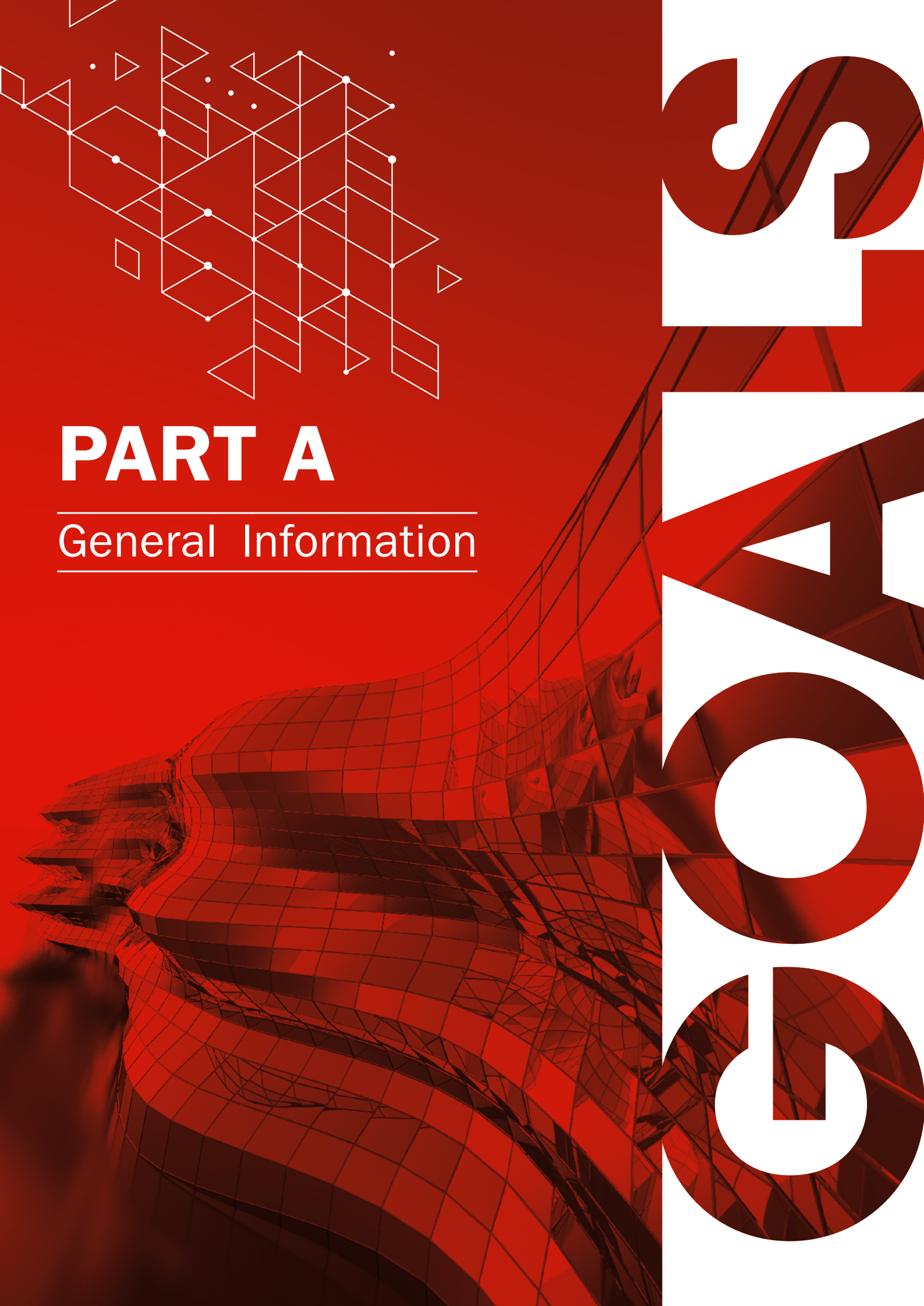


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PART A

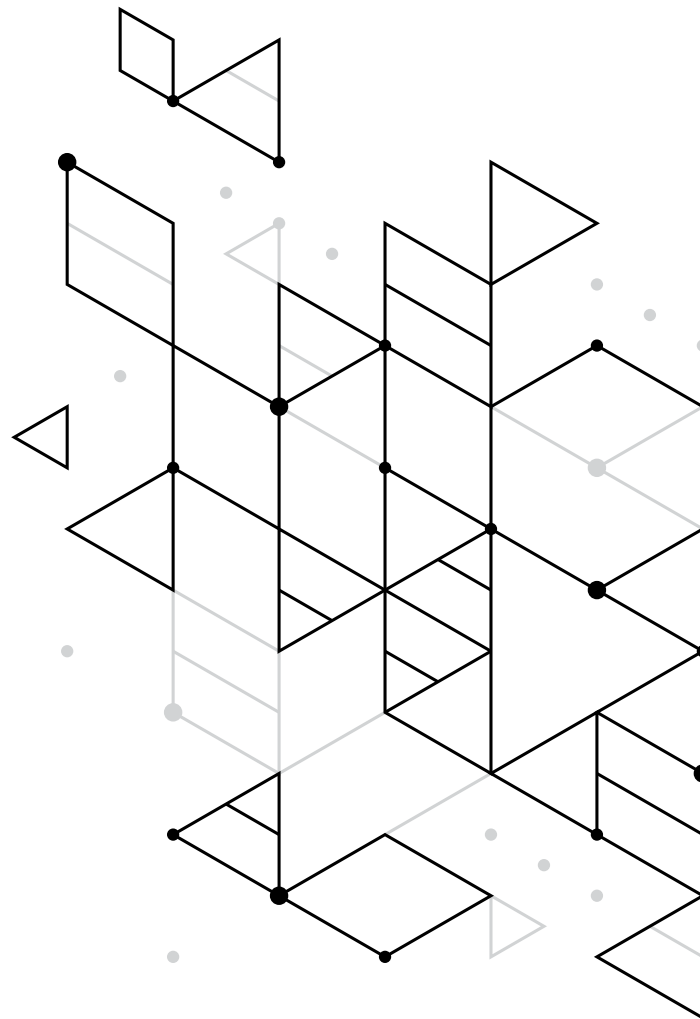
General Information





GENERAL INFORMATION

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



LIST OF ABBREVIATION

STAKEHOLDERS (NATIONAL)

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



ACTS OF PARLIAMENT AND POLICY FRAMEWORKS

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

STAKEHOLDERS (INTERNATIONAL)

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

STAKEHOLDERS (ARCHITECTURAL LEARNING SITES)

CPUT	Cape Peninsula University of Technology
DUT	Durban University of Technology
NMU	Nelson Mandela University
UCT	University of Cape Town
UFS	University of the Free State
UJ	University of Johannesburg
UKZN	University of Kwa-Zulu Natal
UP	University of Pretoria
TUT	Tshwane University of Technology
WITS	University of the Witwatersrand

RECOGNISED STAKEHOLDERS (VOLUNTARY ASSOCIATION)

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

SACAP PROGRAMMES

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

SACAP'S REGISTERED PERSONS

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



OTHER

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



FOREWORD

by the President

With a depressed construction industry, a failing economy, falling economic investment and the Covid-19 pandemic ongoing, the South Africa's architectural profession has found itself in a devastating crisis. Our profession is integrally linked to economic performance. When the economy does not perform, our profession suffers. The COVID-19 pandemic has sunk our economy and the architectural profession even deeper into the abyss. The result has been the closure of many architectural practices and large-scale retrenchments.

The South African Council for the Architectural profession (SACAP) and Voluntary Associations survey conducted in July 2020 revealed just how severe the impact has been. More than 73% of the 1817 architectural practices that responded to the survey reported no work during lockdown or had just enough work to cover one month's costs. Nine percent had closed down and a further 19% indicated they were likely to close. Many of the larger firms had shrunk. More than 45% of practices said they had retrenched staff or planned to retrench staff. The figure was much higher at medium, large and macro practices standing at a massive 70%. Others reported paying half salaries. More than 62% of respondents said they had unpaid invoices of more than 30 days, amounting to 846-million, creating cash flow headaches.

Exacerbating the situation, particularly for black professionals, are government procurement policies that are forcing architectural professionals to compete on price. This has meant that to secure work from government, those competing for tenders have had to drop their prices so low that their businesses have become unsustainable.

Only 21% of all architectural practices in South Africa have some form of black ownership, with just 16% wholly black-owned. Most of these businesses rely almost exclusively on government tenders for their livelihoods as they have made little inroad into the private sector. Yet, despite government's support of transformation and procurement from black-owned businesses, its procurement policies are working against them. This is because price is the main criterion used in the adjudication of tenders. Government's procurement preference point system allocates 80 points out of 100 to price when the goods and services being tendered for have a Rand value of between R30000 and R50 million. This focus on price has effectively created a price war among architectural practices vying for government contracts, threatening their livelihoods.

SACAP is gravely concerned that price trumps quality and ability in government procurement of architectural services when public safety is at stake. Flawed design leads to defective construction, which can put people's lives at risk. SACAP, together with the built environment councils and the Council for the Built Environment (CBE), is engaging with government to develop procurement policies more suited to the needs of the built environment sector. We believe this will go a long way to assisting with sustainability in the sector.

Identification of Work

Another challenge when it comes to tenders is that the level of expertise or competencies required for a building project



is not necessarily specified. Thus, where the services of a Professional Architect may be necessary, a professional architectural technologist may win the tender because of price. Appointing a professional architectural technologist to design a structure they don't have the competencies to design can have serious implications for build quality and structure safety.

SACAP is thus very pleased that the Identification of Work (IDoW) policy was published in the Government Gazette in April 2021. IDoW identifies the scope of work for every category of registered persons in the architectural profession. It means that registered professionals can only take on architectural work specified in their category of registration, except in cases where special consent is granted. Government will now be able to align its procurement criteria with the competency levels of architectural professionals as the IDoW creates transparency by informing on the level of competency needed for the complexity of the build.

SACAP would like to see the government earmarking a certain percentage of the infrastructure budget for black professionals so that black firms can grow to a level where they will also compete in the private sector and create jobs. Most small and micro black-owned firms are unable to grow as they don't have guaranteed work.

Guideline Professional Fees

After a long and arduous impasse between the architectural profession and the Competition Commission, SACAP has signed an MOU with the Commission, this is a great milestone for the profession. This has resulted in our ability to publish our Guideline Professional Fees and the IDoW, enabling us to regulate the profession more efficiently.

Attracting young people to the profession

The architectural profession finds itself between a rock and a hard place. On the one hand, it needs to encourage young people to enter the profession so that we can pass on architectural skills to the younger generation for the long-term sustainability of the profession. But in a failing economy, newly qualified architectural graduates cannot find work. It, therefore, seems counter-productive to encourage young people to study for a career in the architectural profession when their chances of finding work or employment once graduated are minimal.

Many firms with experienced professional architects are very willing to take on graduates and pass on their skills, but their current financial situation prohibits them from doing so. Without undertaking internships where they are mentored for two years, graduates cannot register as architectural professionals. We have, therefore, developed a mentorship programme, which would financially assist both the graduate and the architectural firm offering the internship. Unfortunately, our current financial situation does not enable us to implement the programme. We are, however, in discussions with the Construction Education & Training Authority to access funding to get the programme off the ground.

The Fifth-Term Council

The Fifth Term Council is blessed with a group of people with diverse thinking who are there for the good of the profession rather than for themselves. They are very committed to driving unity in the profession and forging mutually beneficial

relationships with voluntary associations and registered persons. Through the tireless work of the Council and our staff at SACAP, we have been able to fulfil our core mandates despite the financial challenges we face.

Clean Audit

SACAP received an unqualified audit for the 2020/21 financial year. This is attributable to the Fifth Term Council, which has adopted many sound governance principles and practices found in the King IV Report and the Public Finance Management Act.

Education

SACAP would like to see the curriculum for the architectural professions at universities and technikons tailored to serve our country's needs. At present, it is based on Western norms and standards and does not prepare students to deal with South Africa's unique infrastructure and spatial challenges. Our local culture ought to be embraced and reflected in our infrastructure development.

Research

We have had to press the pause button on several research projects we had wanted to undertake due to a lack of financial resources. These include research with the CSIR on transformation, how to advance the profession, and the benefits of embedding local culture into the curriculum.

Stakeholder Relations

In the last financial year, we took a decision to engage openly with our stakeholders. We have seen significant improvements in this regard in the 2020/21 financial year.

The Year Ahead

We welcomed President Ramaphosa's announcement in February 2021 that infrastructure projects valued at R340-bn in the energy, water, transport and telecommunications sectors are now in development. These projects will positively impact the architectural profession as the construction industry revives and jobs are created. We hope it will reignite the economy, attract investment and bring renewed hope to South Africans. We would also like to see an end to the COVID-19 pandemic so that we can work together to rebuild our economy and our country.

Acknowledgements

I wish to thank the Fifth-Term Council for its unwavering commitment to the architectural profession. Standing together, we overcame several hurdles and challenges we faced in the 2020/21 financial year. Special mention must be made to SACAP staff, who stepped up and delivered despite the transition to working from home. A big thank you to the Competition Commission for assisting us in finding a way forward with the Guideline Professional Fees and IDoW. To the SABS, we appreciate your assistance with making the SANS available to our profession and for making yourselves available to create a training programme for our professionals. To all our other stakeholders, we look forward to working with you to better the architectural industry and South Africa.

Mr Ntsindiso Charles Nduku
President



REGISTRAR'S

Overview

The 2020/21 financial year was challenging for both the architectural profession and SACAP. The build environment has struggled for many years due to a stagnant economy, poor economic performance and a decline in investment in infrastructure projects in both the public and private sectors. As a result, the construction industry is no longer the employment multiplier it once was, and COVID-19 has exacerbated the situation. Many industries, including the architectural profession, have suffered because of this.

We witnessed and felt the pain as many registered professionals lost their jobs and architectural practices were forced to close. For the SACAP, it has meant a decline in the funds needed to fulfil its mandate. The Council is solely reliant on the annual fees that registered persons pay. Regrettably, many registered persons have been unable to pay annual fees as a result of their dire financial situation. We, therefore, did not have sufficient capacity in the 2020/21 financial year to fulfil all our regulatory mandates in terms of the Architectural Profession Act 44 of 2000.

To try and remedy the situation and fulfil our core regulatory mandate of protecting the public, we requested a grant from the Department of Public Works and Infrastructure in terms of section 15 (9) of the Architectural Profession Act. To date we have not received a reply. Due to the fact that a lot of candidates in the profession are struggling to find mentors, we have also requested funding from the Construction Education & Training Authority (CETA) to enable us to fund our mentorship programme. In addition, we are discussing a draft Memorandum of Understanding (MOU) with CETA. We are awaiting a reply from CETA with regard to funding our mentorship programme.

Despite its many challenges, SACAP achieved several of its core mandates in the 2020/21 financial year and attained several goals that it had previously struggled to accomplish. This is in no small measure thanks to Fifth-Term Council members and dedicated staff at SACAP, who worked tirelessly for the architectural profession and the good of the Council in the past financial year.

Guideline Professional Fees and Identification of Work (IDoW)

The publication of Guideline Professional Fees (7 August 2020) and IDoW (30 April 2021) in the Government Gazette were significant yet elusive achievements for many years as the Competition Commission viewed these as anti-competitive. The Commission was concerned that the Guideline Professional Fees would result in indirect price-fixing in contravention of section 4 of the Competition Act and that the IDoW was exclusionary and would result in market division/allocation. But after sitting down with them, we found a way to ensure these two core regulatory policies do not negatively impact the Competition Act.

The IDoW ensures that professionals do the work they are competent and qualified to do. It sets out the qualifications and skills requirements required for each registration category and the kind of work that can be undertaken in each category. It enables the public to make informed choices when hiring professionals, providing clients, in particular



Government entities and the private sector, with guidance on fees relating to the various types of projects.

SACAP and the Competition Commission signed an MOU on 21 May 2021 that enables annual consultation on any proposed changes to the IDoW or the process of setting guidelines professional fees so as not to contravene the Competition Act. The MOU ensures that unregistered persons perform architectural work in the service of or by order of and under the direction, control, supervision of or in association with a registered person entitled to perform the work identified and who must assume responsibility for any work so performed. The performance of architectural work by unregistered persons is subject to rule 5.6 of the Code of Conduct.

South African National Standards (SANS)

As a major boon for the architectural industry, SACAP purchased the South African National Standards from the South African Bureau of Standards (SABS) and made them available for free to all registered persons. SACAP has purchased annual subscriptions for all SANS applicable and used by registered persons when doing work. The SANS can be accessed on the SACAP website.

SACAP entered into an MOU with the SABS on 30 September 2020. It enables the SABS Academy to tailor-make training and mentorship on the interpretation and application of requirements contained in SANS 10400 and other regulatory standards in the built environment for registered persons. It's one of the steps SACAP has taken to improve the service standards by registered persons. A big challenge we have is that most building-plan applications are rejected by the local authority for non-compliance with building regulations. We are confident that the availability of SANS will improve the quality of applications submitted and decrease the number of referrals, which will increase the approval rate.

Delays at local authorities

In terms of section 7 of the National Building Regulations and Standards Act, the local authority is required to grant or refuse approval of applications within 30 days after receipt of the application, where the architectural area of the building is less than 500 square metres. Where the architectural area of a building is 500 square metres or larger, the period is within 60 days after receipt of the application. Despite the above law, local authorities are struggling to grant or refuse applications within the prescribed timeframe. As a result, SACAP received numerous complaints from registered persons about significant delays at various local authorities on the approval of building plan applications. SACAP has raised the issue with multiple metros, with the South African Local Government Association and the Department of Cooperative Governance and Traditional Affairs. The Fifth-Term Council will continue to engage all local authorities to speedily address the delays in approvals so that we can improve our country's infrastructure and kick-start the economy.

Technology

SACAP has moved all its services online, providing greater accessibility to registered persons. The move has seen more registered persons attend online workshops and webinars.

On 15 July 2020, SACAP introduced the first online Professional Practice Examination (PPE). This has eased the burden on candidates who no longer have to travel to venues

to write their examinations. They can now take the exam in the comfort of their homes or offices. The PPE has also been amended to improve its quality.

SACAP also signed an MOU with architectural software providers and facilitated discussions between them and the voluntary associations so that they better understand the needs of the profession when developing products. They've agreed to work closely with the profession to create software packages that are also cost-effective.

Registrations

There were various challenges with registrations in the 1920/21 financial year. As a result, SACAP did not achieve its growth target for the year. At the end of the financial year, there were 12770 registered persons, compared to 11906 registered persons at the end of the 2019/20 financial year. Several factors had an impact on registrations:

- Students had challenges obtaining their qualifications and certificates from educational institutions and so they could not apply for registration. SACAP, therefore, allowed them to register with confirmation letters from educational institutions and submit certificates upon receipt.
- Retrenchment of candidates meant some candidates could not complete their two-year internships and progress to professional registration.
- Some graduation ceremonies were not held in the first three months of 2021; thus, students were reluctant to register.
- SACAP introduced the Special Candidacy Exemption process to encourage persons who have more than 5 years architectural experience, since they obtained an architectural qualification at SACAP accredited Architectural Learning Sites, but did not register as candidates, and complete vocational training period and write Profession Practice Examination (PPE to apply for assessment and be eligible to write PPE and progress to professional registration.

SACAP also crafted a retention strategy in November 2020 to decrease the number of suspensions and registration cancellations. It waived its re-registration fees and reinstated registered professionals who paid their outstanding annual fees. It also created a new registration category for architectural students, registering 109 students in the process. We also plan to engage with the Urban Design Institute of South Africa to create new registration categories for urban designers.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is one of the mechanisms used to transform the profession. It can assist professionals with lower designations to pivot to a higher category designation if they have work experience in that high category but no formal qualification.

For designated groups who have architectural experience but no qualifications, SACAP encourages them to register with SACAP as professional architectural draughtspersons.

The Act enables those who are not registered but have worked in an architectural practice for three years under the supervision, control and direction of a registered professional to register as candidates. In this reporting year, the RPL Committee assessed 35 RPL applications of which 18

were successful. The number of applications has increased significantly and we anticipate more RPL assessments.

Continuing Professional Development (CPD)

On 28 November 2019, SACAP surveyed the quality, accessibility and affordability of CPD offerings in the architectural profession. It discussed the findings with registered professionals and voluntary associations on 31 October 2020. SACAP would like to see an improvement in accessibility, quality and affordability of CPD and is engaging with the voluntary associations in this regard. Most of the CPD in the architectural profession is focused on products and how to use them. While awareness of the workings of products is essential, we also need to see CPD around regulations, standards and technical design.

Education Fund

SACAP has established an education fund for education, training and continuing education of registered professionals and students in the architectural profession. This year 11 deserving students each received R40 000 to further their studies. SACAP also obtained a full bursary on behalf of a girl child from the Department of Public Work & Infrastructure.

Code of Conduct

There was a review of SACAP's Code of Conduct. After extensive consultation with the CBE, voluntary associations and registered persons, the revised Code of Conduct was published in a Government Gazette on 19 February 2021. It comprises new rules, is more detailed and offers greater clarity on what is improper conduct.

PrivySeal stops fraud, identity theft and the faking of qualifications

Fraud remains rife in the architectural profession, with many unregistered people tendering for work at local municipalities, using other people's registration numbers. To ensure that only registered persons submit building plans applications at the local authority, SACAP has introduced Privyseal, a real-time registration verification mechanism. An electronic seal of authenticity linked to a verification certificate, Privyseal provides assurance to the public that the persons they are planning to do business with or those who have submitted plans to the local authority for approval have met the standards of registration they claim to have met.

Public protection

SACAP received 127 complaints from members of the public in 2020/21 against registered persons. These were all dealt with in line with the Act. SACAP continues to receive many complaints against persons who are not registered but performs architectural work for the public. Although these complaints are reported to the South African Police Services for investigation and prosecution, we haven't seen much progress. SACAP therefore, intends to prosecute unregistered persons directly through the courts for bringing the profession into disrepute. This will require more resources, and at the moment, we do not have sufficient resources.

Stakeholder relations

SACAP entered into MOUs with various stakeholders in the 20/21 financial year to benefit the architectural profession and to improve the standard of regulation. We want to acknowledge the Competition Commission, SABS and the Small Business Development Agency (SEDA) in this regard. We particularly thank the Competition Commission for

patiently listening to us and guiding us to ensure that the IDoW and the Guidelines Professionals Fees are published. We thank the SABS for working with us to ensure that the SANS are available for the profession and lastly, we thank SEDA for engaging with us and availing information with regard incubation, mentorship, business training and financial training to the profession.

Acknowledgements

I want to thank the Fifth-Term Council and all the staff at SACAP for their sterling contribution to the architectural profession in the 2020/21 financial period. It has had an impact. I would also like to thank the Competition Commission for working with us to find a way forward and to thank the South African Bureau of Standards for their commitment to training our architectural professionals. To the voluntary associations, we recognise and acknowledge your contribution to the profession and hope to continue developing our relationship with you so that we can work together for the profession's revival. To all our other stakeholders, thank you for your valued contribution. We look forward to working with you in the future.



ADVOCATE TOTO FIDULI
Registrar



STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

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

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

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

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

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

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

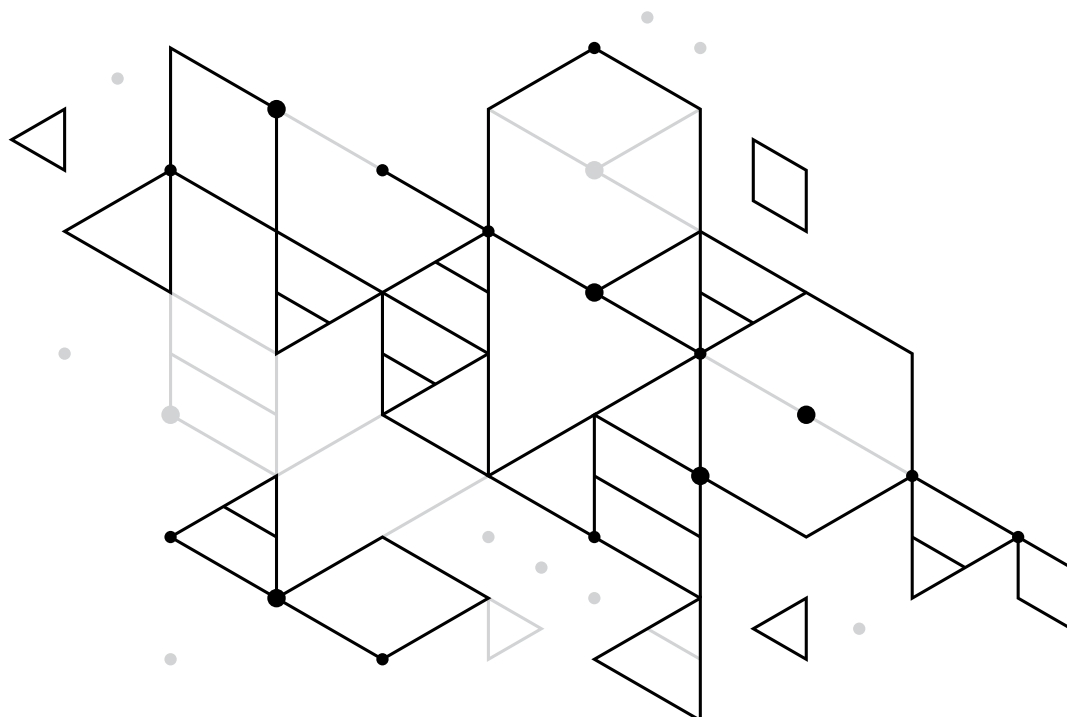
The external auditors are engaged to express an independent opinion on the Annual Financial Statements.

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

Yours faithfully

ADVOCATE TOTO FIDULI
Registrar

MR NTSINDISO CHARLES NDUKU
President



STRATEGIC OVERVIEW

VISION

Transformed Architectural leaders serving society in a sustainable built environment

MISSION

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

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

VALUES

Responsibility: Being accountable for our decisions and actions

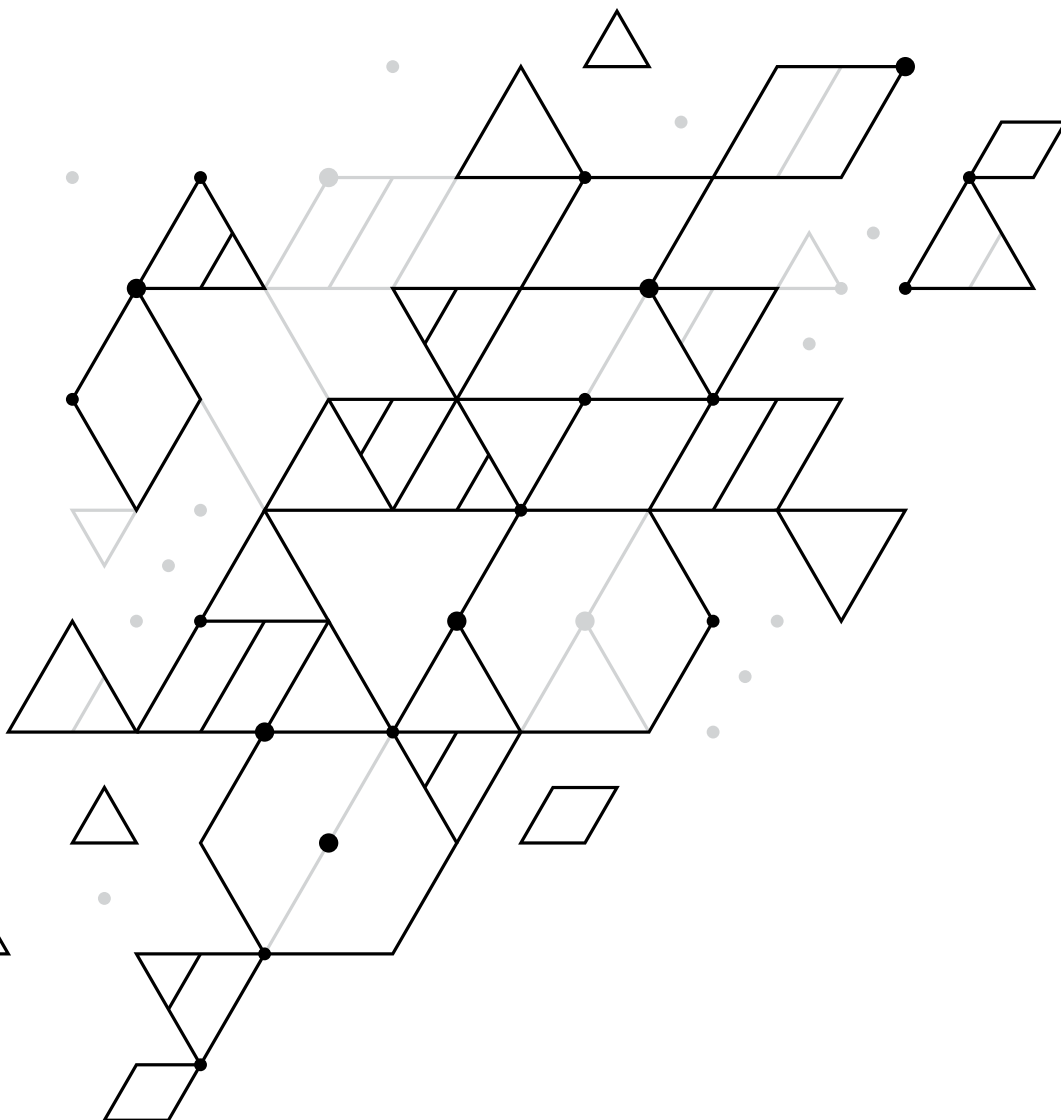
Excellence: Promoting high standards

Integrity: Ethical behaviour, honesty and trustworthiness

Respect: Ethos of dignity, tolerance and consideration

Transparency: Appropriate disclosure of information and open debate

Cohesiveness: Shared, coherent values and aspirations





LEGISLATIVE AND OTHER MANDATES

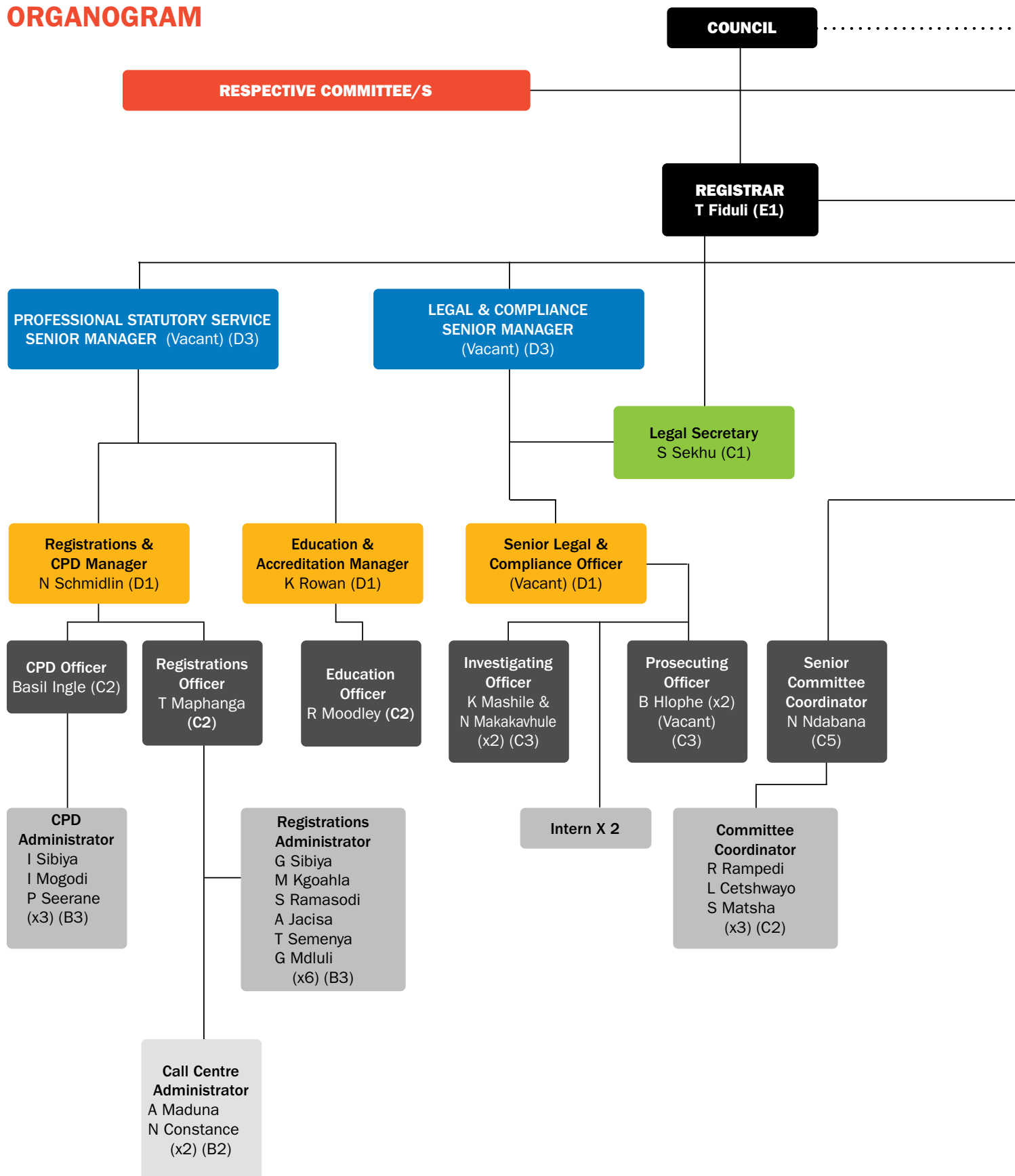
SACAP STATUTORY MANDATES

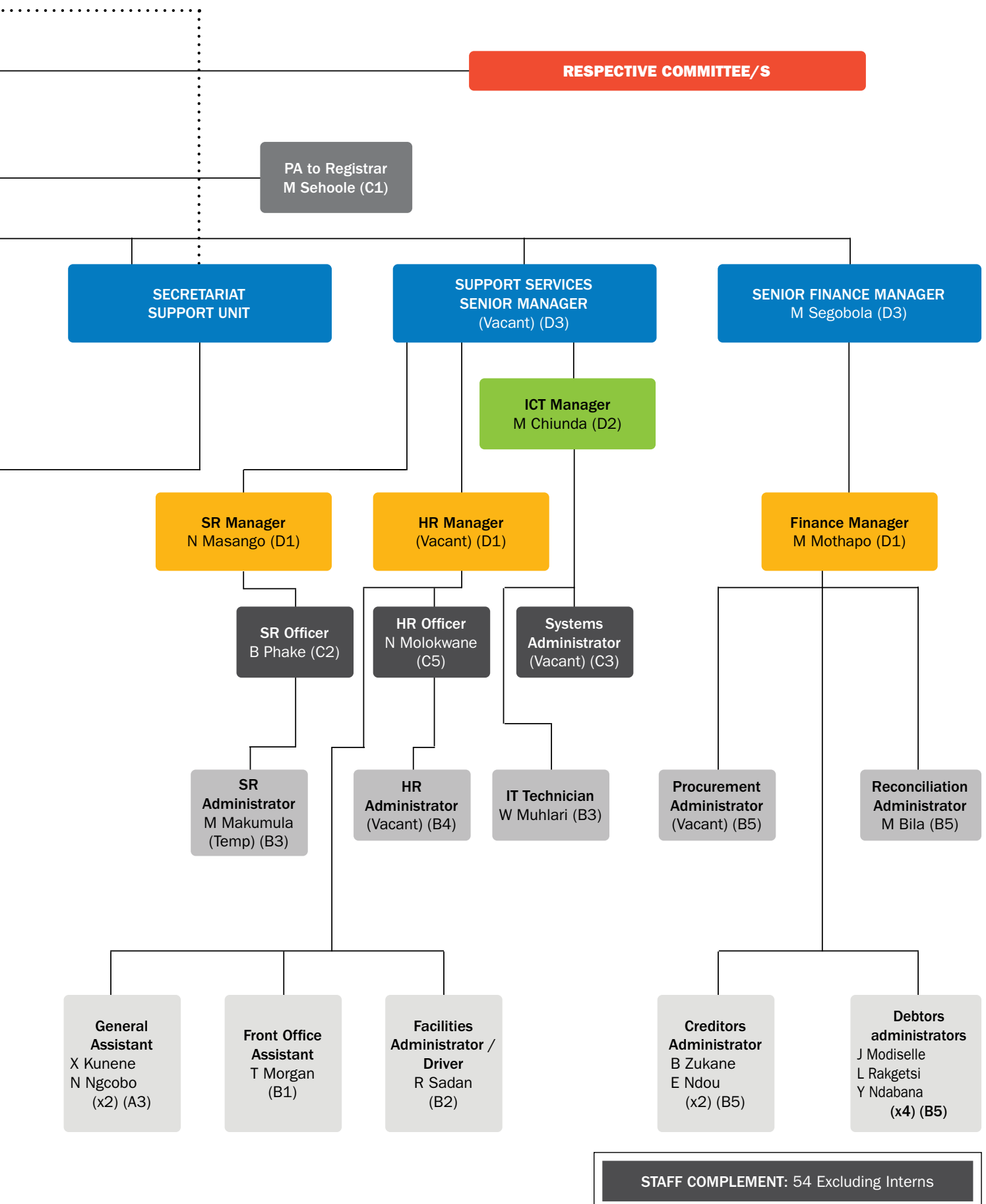
The SACAP is legally charged to regulate the architectural profession in South Africa in terms of the Architectural Profession Act. The architectural profession includes professional architects, senior architectural technologists, architectural technologists, draughtspersons, specified categories and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

CORE MANDATES OF SACAP

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

ORGANOGRAM



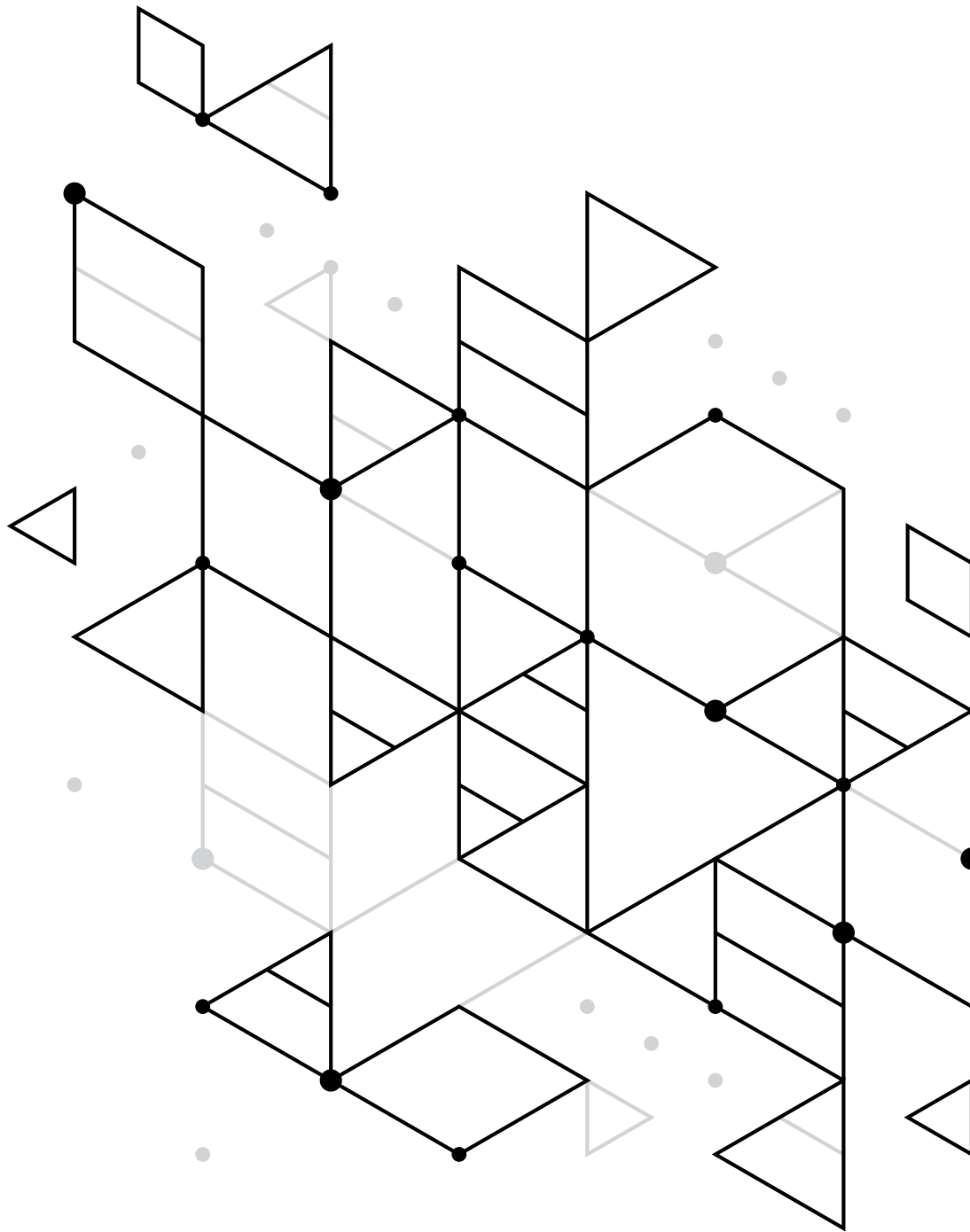


EXECUTIVE MANAGEMENT



SENIOR MANAGEMENT





The background of the entire page is a monochromatic orange. It features a detailed architectural model of a multi-story building with a complex, stepped facade and numerous windows. Overlaid on the upper left portion of the model is a white geometric wireframe structure composed of interconnected lines and dots, resembling a molecular or crystalline lattice. On the right side of the page, the letters 'P', 'R', 'O', 'P', 'E', 'R', 'T', 'Y' are stacked vertically in a large, bold, white sans-serif font, with each letter partially cut off by the right edge of the frame.

PART B

Performance Information



SITUATIONAL ANALYSIS



DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE



Council for the Built Environment



South African Council
for the Architectural
Profession



South African Council
for the Quantity
Surveying Profession



Engineering Council
of South Africa



SA Council for the
Landscape Architectural
Profession



SA Council for the
Property Valuers
Profession



SA Council for the
Project and Construction
Management Profession

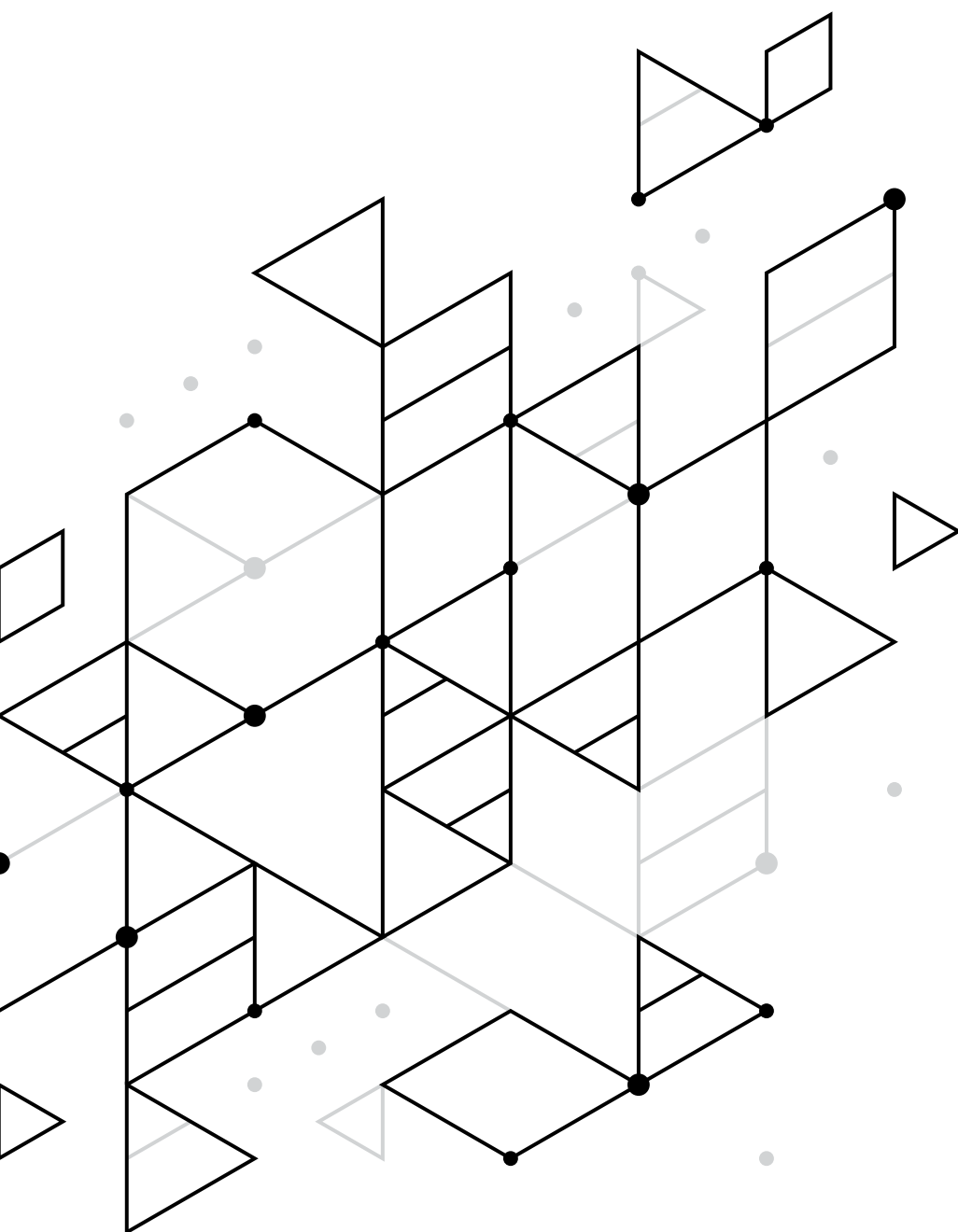
SERVICE DELIVERY ENVIRONMENT

In the financial year 2020/21, all departments of SACAP continued to make great strides in ensuring that the statutory mandate of SACAP as prescribed by the Architectural Profession Act is fulfilled despite the severe impact of covid-19 and the vacancies that cannot be filled due to budgetary constraints. Performance management has largely been driven by Annual Performance Plan (APP) and quarterly reporting to manage and monitor organizational performance. The performance information is submitted to the Audit & Risk Committee for review and recommendation to Council.

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

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

A revamped newsletter was introduced to ensure that our stakeholders are kept abreast about the developments within SACAP; encourage and promote interactions and the sharing of ideas and information in the profession. The newsletter was published once every quarter.





MEASURING OUR PERFORMANCE

INSTITUTIONAL PERFORMANCE INFORMATION

Measuring the Impact

IMPACT STATEMENT 1

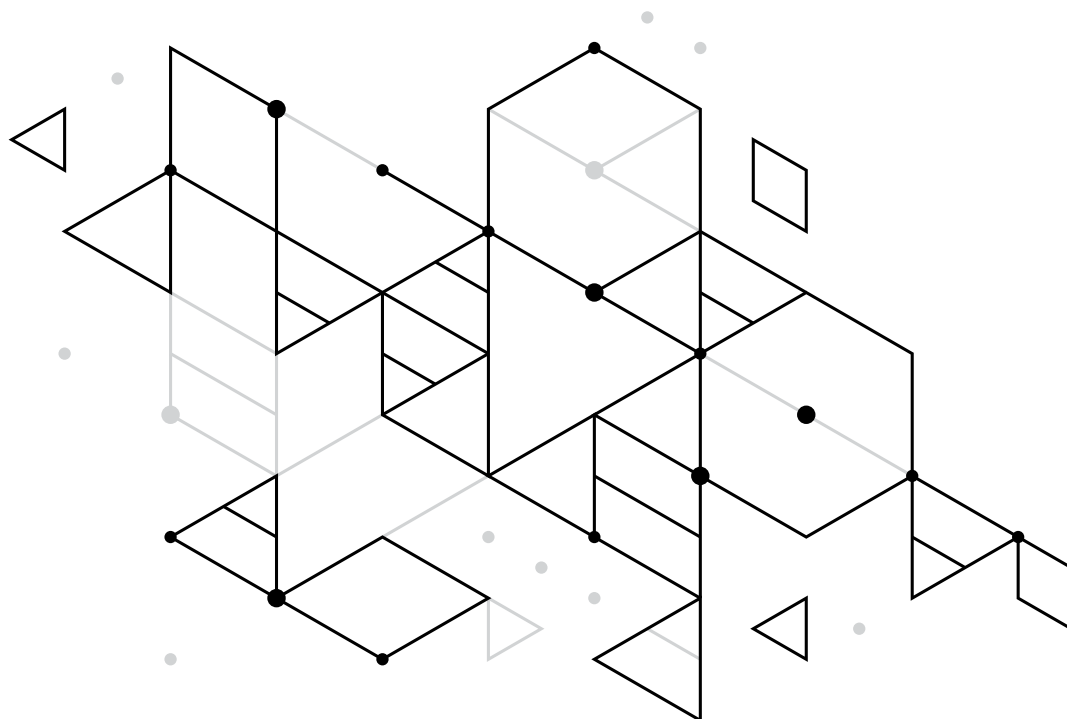
A SACAP that is inclusive, transparent, and effective

IMPACT STATEMENT 2

An architectural profession recognised as a global leader in the built environment

IMPACT STATEMENT 3

A clear understanding of our mandate amongst other regulators and stakeholders towards comprehensive conclusive delivery



PERFORMANCE, INFORMATION BY PROGRAMME

INDICATORS, ANNUAL AND QUARTERLY TARGETS

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 1	Programme 1: Overall growth and retention of registered persons	Increase registration of diverse groups in the register.	% increase in diverse groups	6.5%	1.5%	Not achieved Actual increase 1.4% Reasons for deviation Due to covid-19 students had challenges to obtain qualifications and certificates from educational institutions so that they can apply for registration. Remedial action Communication was sent to all students to inform them that they can register with confirmation letters from educational institutions. As soon as they receive their certificates they can submit to SACAP.
		Decrease cancellation and suspension of registration	Decreased suspension and cancellations of registration	Craft a retention strategy by November 2020	-	Not applicable in the first quarter
		Registration category for architectural students.	Specified Registration category for students	Development of a specified registration category for students by June 2020.	A specified registration category of registration has been developed.	Developed specified registration category for students.
		Introduction of specified categories	Number of specified categories developed	Approval of 1 specified category of registration by February 2021.	-	Not applicable in the first quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
1.5 %	Achieved Actual increase 1.7% No of RPs at end of 1st quarter – 12 111. No of RPs at end of 2nd quarter – 12 447.	1.5%	Not achieved The number of new registrations this quarter is 129. Therefore, the actual growth of the register is 1.04%, which is less than the target of 1.5%. Reasons for deviation The number of new registration applications has gone down significantly due to various factors including a sluggish economy and a declining construction sector. Thus, architectural graduate end up not being able to find work and register as candidates. Remedial action In the new financial year, SACAP intends to undertake roadshows at all accredited educational institutions to promote registration to all final year students to improve registration.	2%	Not achieved The number of new registrations this quarter is 194. This is 50 new registrations short of achieving the target. The actual growth is therefore 1.6%, which is less than the target of 2% Reasons For deviation A number of ALS' did not have their graduation in the first 3 months of 2021 and newly qualified persons are therefore more reluctant to register. Remedial actions It is anticipated that the introduction of the Special Candidacy Exemption process will lead to more persons that are practicing in the sector, without being registered, to submit applications for registration. This will increase the registration numbers.
-	Not applicable in the second quarter	Craft a retention strategy by November 2020	Achieved Council approved the retention strategy and it is being implemented	Monitoring and evaluation	Achieved The retention strategy is being implemented. Reinstatement and Code of Conduct Webinar have taken place. reregistration fees were waived and registered persons were reinstated once they had paid outstanding annual fees. Registered persons have access to all standards. SACAP has awarded best performing registered candidates with certificate of excellence.
-		Registration of students	Achieved Registration of students is ongoing. At the end of the quarter, 96 students were registered	Registration of students	Achieved Registration of students is ongoing. A total of 13 new students were registered during the 4th quarter.
-	Not applicable in the second quarter		Not applicable in the third quarter	1	Not achieved Reasons for deviation SACAP targeted Urban Designers as a possible specified category of registration, however, discussions have not gained much momentum owing to the impact of Covid-19 Remedial Action SACAP will resume engagement with the Urban Design Institute of South Africa regarding the specified category of registration.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 1	Programme 2: Positive stakeholder sentiment towards SACAP	Identify all stakeholders, prioritise stakeholders, identify key stakeholder issues and opportunities, outline the strategies, methods of engagement, what information will be disclosed, in what format, put together a program for stakeholder engagement, allocate tasks and responsibilities, and monitoring and evaluation.	Stakeholder strategy (Yes/No)	Identification of stakeholders and relevant messages. 1 VA Forum 80 Public digital Awareness campaigns	Identification of key stakeholders by April 2020. 8 digital public awareness campaigns.	- List of identified stakeholders - Identified Stakeholder messaging 9 digital public awareness campaign published.
		Increased feedback from all key stakeholders through surveys	% increase in feedback	2 perspective survey conducted per annum.	Undertake 1 survey	3 Surveys conducted in 1 st quarter.
		Review Service Charter to improve turnaround times.	Service charter reviewed and developed (Yes/No)	Implementation of the service charter by April 2020	Monitoring and evaluation	The service charter has been reviewed and approved and it is being implemented. Monitoring and evaluation were done at the Management meeting held on 03 April and 01 June 2020.
		Improve turnaround time on complaints of improper conduct handling Introduction of peer review mechanism to resolve complaints speedily.	No. of cases completed within the time frame (No.)	75 % completed cases. Implementation of peer review mechanism suspended due to budgetary constraints.	30%	<u>Not achieved</u> 26.31% Received 19 complaints on the 1st quarter and 5 were concluded. <u>Reasons for deviation</u> The core focus was on all complaints from the last quarter of the financial year. Capacity challenges. <u>Remedial action</u> All new complaints will be fast tracked and filling of critical positions.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
24 digital public awareness campaigns 1 VA Forum	Achieved 24 digital public awareness campaigns completed. Not achieved Remedial action The VA forum has been postponed to 26 March 2021 due a number of engagement SACAP had with VAs in the first quarter. Furthermore, SACAP intends to continually consult and meaningful engage with VAs on all core mandates.	24 public awareness campaigns	Achieved 26 Digital public awareness posters were disseminated on SACAP various social media platforms.	24 digital public awareness campaigns	Achieved 24 Digital public awareness posters were disseminated on SACAP various social media platforms.
	Achieved 2 Surveys were conducted in the 2nd quarter. - A survey on the challenges with the current procurement strategy used by the state. - A survey on challenges faced by registered persons employed by the state.	Undertake 1 survey	Achieved In November 2020, in collaboration with the DTI, SACAP undertook a survey on digital trade in architectural services in Africa.	Monitoring and evaluation	Achieved SACAP has increased feedback from all stakeholders through surveys and mechanism are being put in place to address some of the concerns identified in the surveys, particularly procurement issues which have been raised with Treasury and DPWI.
Monitoring/ evaluation	Achieved SACAP Service Charter is being implemented and monthly reports on monitoring and evaluation are prepared.	Monitoring and evaluation	Achieved SACAP Service Charter is being implemented and monthly reports on monitoring and evaluation are being prepared.	Monitoring and evaluation	Achieved SACAP Service Charter is being implemented and monthly reports on monitoring and evaluation are being prepared by each department.
40%	Not achieved 32.43% Received 37 complaints on the second quarter and 12 complaints were concluded. Reasons for deviation Investigations are taking longer due to Registered persons and third parties taking longer to furnish information to SACAP. Remedial action All critical positions need to be filled to increase capacity and efficiency in handling complaints.	20%	Achieved 23.7% Received 38 complaints in the third quarter and 9 complaints were concluded.	5%	Achieved 32 complaints were received in the 4th quarter and 8 complaints were completed. Therefore a 25% was achieved.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 1	Programme 3: An organisation that is more aligned	Obtain approval of the strategy, annual performance plans and quarterly reports	Approval of the strategy obtained from Council (Yes/No)	Implementation of the strategy effective April 2020.	Monitoring & evaluation	Council approved the strategy and the revised annual performance plan in tandem with the budget.
		Performance management	Signing of performance agreements with all employees every financial year.	Performance management of all employees	Signing of performance agreements effective April 2020	All employees have signed performance agreements.
		Training of employees;	Number of employees trained	Training of 5 employees	0	Due to Covid-19, training of employees has been postponed to the third quarter.
		Review organisational structure	Structure reviewed (Yes/No)	1 Review organisational structure	Approval of the organisation structure.	The organisational structure was reviewed and aligned with the strategy to ensure that SACAP is able to meet its strategic goals. Council approved the revised organisational structure.
		Review of all policies, processes and procedures	Policies reviewed (Yes/No)	Review 15 policies	Review 3 policies	The following policies were reviewed and approved by Council: • Amendment on the Remuneration Policy • ICT Change Control Policy and • Registration Policy



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & evaluation	Achieved The strategy together with the revised annual performance quarterly plans are regularly monitored and evaluated.	Review of the strategy	Not achieved Reasons for deviation The strategy together with annual performance plans will be reviewed after the 4 th quarter performance information has been finalised. Remedial action Strategy and annual performance plan will be reviewed in June 2021.	Monitoring & evaluation	Achieved The strategy together with the revised annual performance quarterly plans are regularly monitored and evaluated to ensure that targets are met within the budget.
Performance reviews	Achieved Bi-annual performance reviews completed on 26/10/2020.	Monitoring & Evaluation	Achieved Employee performance is managed and monitored by all managers and weekly reports are submitted to the Registrar during lockdown.	Performance reviews	Achieved Performance Reviews and agreements are due in April 2021
0	Not achieved Reasons for deviation Due to Covid-19, training activities for all employees were postponed. Remedial action The training of employees has been postponed to the third quarter of the year.	2	Achieved 3 employees were trained in the 3rd quarter.	3	Achieved 3 employees received training on handling of disciplinary processes from the Council for the Built Environment.
Monitoring /Evaluation	Achieved Organisational structured is being monitored and evaluated to ensure that SACAP is able to achieve its strategic objectives. Due to budgetary constraints, the operational structure has not been filled to capacity. Some of the Budgeted positions for the 2020/2021 financial year will be advertised and filled in the 4th quarter. However, not all positions will be filled due to budgetary constraints.	Monitoring & evaluation	Achieved The positions that were put on hold due to the pandemic will be advertised and filled in the 4th quarter. A budget has been allocated for this. However, some positions will not be filled due to budgetary constraints. Management will continue to monitor and evaluate SACAP financial position and evaluate whether all positions in the structure can be filled.	Monitoring & evaluation	Achieved 2 of the positions that were put on hold have been filled. We will continue to monitor the financial position of SACAP so that all positions can be filled in the near future.
Review 4 policies	Achieved The following policies were reviewed and approved by Council: PPE Policy Practical Training Policy Confidentiality Policy Job evaluation Policy	Review 4 policies	Achieved Staff Advance policy Performance management policy Code of Conduct Rules of Inquiry Validation protocols	Review 4 policies	Not achieved Reasons for deviation The Council approved the RPL policy as it was the only policy due to approval. Remedial action All policies that are due for review will be assessed and reviewed by responsible Committees and submitted to Council for approval.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 1	Programme 3: An organisation that is more aligned	Ensure highest standards of corporate governance, with accountability and transparency as key guiding principles.	Code of conduct for Council and Committees. Code of conduct for employees.	Assessment of Governance compliance by November 2020. Implementation of the Code of conduct for Council and Committees as well as for employees effective April 2020.	Presenting the Code of conduct to all employees	Assessment of the state of governance within SACAP has done by CBE. Code of conduct training postponed to the last quarter due to Covid-19.
		Ensure accurate and quality minutes are produced for Council and Committee meetings	Accurate and quality minutes.	Timely production of minutes and action list for all Committees and Council.	Production of Minutes for Council and all Committee within 14 days after the meeting.	All Council & Committees minutes and actions were produced on time except for Stakeholder Relations Committee. <u>Not achieved</u> Stakeholder Relations Committee minutes were not submitted within 14 days. <u>Reasons for deviation</u> Due to the workload, the Committee Coordinator responsible for Stakeholder Relations Committee could not complete the minutes on time. <u>Remedial action</u> Training has been provided to the Committee Coordinator on how to effectively take minutes.
		Alignment of budget with targets and ensuring that the approved budget is not exceeded.	Budget aligned to targets (yes/no)	Review the budget & targets every quarter.	Monitoring & evaluation	Budget and annual performance plan have been reviewed and approved by Council.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Presenting the Code of conduct for Council and Committees to Council and Committee members.	<u>Not achieved</u> <u>Reasons for deviation</u> Due to a packed agenda of Council, the Code of Conduct for Council & Committee members could not be presented at the second quarter meeting of the Council. <u>Remedial action</u> The Code of conduct for Council and Committees members will be presented to Council at the third quarter meeting in December.	Assessment of Governance compliance by November 2020	<u>Not achieved</u> <u>Reasons for deviation</u> The Council has appointed the Social & Ethics Committee to assist in the governance of ethics and to set the direction on how ethics should be approached and addressed by the organisation. Overall governance assessment will be undertaken in tandem with the review of the strategy and annual performance plans in June 2021. <u>Remedial action</u> SACAP governance compliance will be undertaken in June 2021. A Code of Ethics will be developed by September 2021.	Presenting the Code of conduct to all employees	<u>Not Achieved</u> <u>Reasons for deviation</u> Due to Covid -19 restrictions, the Code of Code was not presented to employees. <u>Remedial action</u> Once the HR Manager position is filled, the Code of Conduct will be presented to all employees.
All Committees & Council minutes	<u>Not achieved</u> All Council & Committees minutes and actions were produced on time except for Transformation Committee minutes. <u>Reasons for deviation</u> Due to the workload, the Committee Coordinator responsible for Transformation Committee could not complete the minutes on time. <u>Remedial action</u> Responsible manager to monitor performance to ensure timely preparation of minutes and actions list.	All Committees & Council minutes	<u>Achieved</u> All Committees and Council minutes were produced on time in this quarter	All Committees & Council minutes	<u>Achieved</u> All Council & Committees minutes and actions were produced on time except for Transformation Committee minutes.
Monitoring & Evaluation	<u>Achieved</u> Monthly and quarterly review of the budget, revenue and targets produced and submitted to Council.	Monitoring & Evaluation	<u>Achieved</u> Budget and targets are monitored and evaluated regularly to ensure that targets are met in line with the approved budget. Quarterly review of the budget, revenue and targets is produced and submitted to Council every quarter.	Monitoring & Evaluation	<u>Achieved</u> Quarterly review of the budget, revenue and targets is produced and submitted to Council for monitoring and evaluation.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 2	Programme 1: Better quality service delivery to the public	Engage Voluntary Associations to improve the quality of CPD activities	Engagement with all recognised Voluntary Associations	Undertake a survey on the quality and accessibility of CPD activities by May 2020. Prepare a report following the survey by June 2020. Call a VA forum to discuss findings of the survey and mechanism to improve survey.	Undertake a survey on the quality and accessibility of CPD activities by May 2020.	1 survey has been undertaken on the quality and accessibility of CPD activities.
		Improve quality of Professional Practice Exams and submission of Monthly training records;	Professional Practice Exams content reviewed.	Review PPE by October 2020. Review PPE and MTR policies by February 2021. Assessment of monthly training records.	Monthly assessment of monthly training records to ensure completeness.	MTR were assessed monthly to review eligibility to write PPE.
		Improve turnaround times on registration and claiming of CPD credits;	Approval of standard of procedures setting out clear timelines	Preparation of CDP procedures by September 2020.	-	Not applicable in the first quarter
		Annual publication of guideline professional fees;	Fees guidelines published? (Yes, No)	Annual Publication and gazetting of Guideline Professional Fees by October 2020.	Preparation of guideline professional fees	Prepared guideline professional fees information in preparation for publication.
		Engage ALS to include the Code of Conduct and National Building Regulation in the syllabus;	Review of the syllabus to include Code of Conduct & NBR, SANS 10 400 as part of validation requirements	Review of the Syllabus to include Code of Conduct and NBR, SANS 10400.	-	Not applicable in the 1 st quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Prepare a report following the survey by July 2020.	Achieved Survey results were prepared and a report compiled. The survey results will be used as discussion point to seek solutions on issues of accessibility, affordability and quality of CPD activities for the profession.	Call a VA forum to discuss findings of the survey and mechanism to improve survey by November 2020.	Achieved A CPD Webinar with all VAs was held on 30 October 2020. The Webinar successfully discussed the findings of the survey. A way forward is being planned improve the quality, relevance and accessibility of CPDs.	Monitoring & Evaluation	Achieved The CPD survey results and CPD Webinar information have been evaluated. The next is to engage VAs on mechanism to improve the quality and accessibility of CPD.
Monitoring / evaluation.	Achieved All MTRs for all candidates were assessed every month to ensure eligibility to write PPE. All candidates writing the PPE MTRs were assessed, 324 candidates were approved for the Oct 2020 PPE.	Review PPE by October 2020	Achieved The PPE papers were reviewed and amendments were made accordingly	Review PPE and MTR policies by February 2021	Achieved The PPE papers were reviewed and amendments were made accordingly. The MTR policy was approved in September 2020
Development of standard procedures and workflow setting out clear timelines.	Partially Achieved CPD procedures have been developed and are in place. Workflow setting out clear timelines is not in place. Reasons for deviation Workflow charts and timelines are in the developmental phase at this stage. Remedial action Workflow setting out clear timelines will be in place in the third quarter.	Monitoring & Evaluation	Achieved CPD workflow setting out clear timelines is in place. Turnaround times on claiming CPD credits are being monitored. The efficiency and effectiveness of CPD submissions is being monitored.	Monitoring & Evaluation	Achieved The evaluation has revealed that when SACAP receives over 6000 entries of CPDs, it takes over 3 months to approve all entries. Therefore, efficiency and effectiveness are compromised. A new electronic system is required to address this issue.
Monitoring & Evaluation	Achieved Guidelines Professional Fees were published in a gazette 07 August 2020.	Monitoring & Evaluation	Achieved Guidelines Professional Fees are being monitored and all queries related to Guideline Professional Fees are evaluated. All identified gaps will be addressed in the 2021/22 Guidelines Professional Fees.	Monitoring & Evaluation	Achieved Monitoring and Evaluation has demonstrated that registered professionals are striving to comply with guidelines. However, we still getting complaints that registered professionals are discounting beyond the guideline professional fees.
-	Not applicable in the 2 nd quarter	Engagement with ALS on the review of the syllabus by November 2020	Achieved Various Architectural Learning Sites have included the Code of Conduct in their third-year syllabus. The inclusion of NBR, SANS 10400 is being considered by the educational institutions. Council for the Higher Education category A changes have been made to various ALS syllabus.	Monitoring & evaluation	Achieved Council for the Higher Education category A changes have been made to various ALS syllabus. The SANS 10400 is in the ALSs' syllabus.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 2	Programme 1: Better quality service delivery to the public	Improve strategic relationship with law enforcement agencies.	Formalised strategic relationships with the South African Police Services, the South African Local Government Association, Local Municipalities.	Continually engagement with the South African Police Services, SALGA and Local Municipalities.	Monitoring & evaluation of the relationships	Engagement with SALGA, SAPS and Local Municipalities
		Regular communication with Home Owners Associations and the Association of Residential Communities Engage with other regulatory bodies for learning experiences and for benchmarking purposes	Engagement with Home Owners Associations regarding the competencies and registration of architectural professionals who submits drawings for residents.	Engagement with Home Owners Associations and the Association of Residential Communities	-	Not applicable in the first quarter
		Consultation with all relevant stakeholders with regard to the Identification of Work Policy. Submission of recommendation on the identification of work for each category of registered persons to the CBE. Publication of the Identification of Work policy	Gazetting and Publication of the Identification of Work Policy (Yes, No)	Publication and gazetting of the identification of work policy.	Presentation on IDOW and the policies to Council by the end of June 2020.	Presented the IDOW and the policies to Council by the end of June 2020



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
monitoring & evaluation	Achieved Continuous engagement with SAPS with regard to unregistered persons. Engaged the City of eThekweni regarding challenges faced by registered persons with regard to submission of building plan applications. City of Johannesburg signed an MoU with SACAP Engagement with KwaDukuza Municipality with the intention to enter into an MoU are ongoing. Engagement with the Nelson Mandela Bay Municipality about unregistered persons and the introduction of PrivySeal. Engagement with Rustenburg Local Municipality around the submission of plans by unregistered persons.	Monitoring & Evaluation	Achieved In the third quarter, SACAP engaged the City of Johannesburg extensively regarding the linking of SACAP register with City's online building plan application process. As well as developing actions plans to implement the MoU. We have commenced engagement with the City of Mangaung to enter into an MoU. The MOU has been signed with the City. Engaged with the Rustenburg Municipality regarding submission of applications by unregistered persons. Verified the registration status of persons who submits building plans at the Rustenburg municipality. Engaged the City of Cape Town about the submission of applications by candidates. Engaged the Steve Tshwete local municipality about the IDOW.	Monitoring & evaluation	Achieved SACAP has initiated MoU with SALGA. And has written communications to all Local Municipalities, SALGA and COGTA on improvement of service and timeframe for approval of building plans in all local municipalities.
Set up a database for Home Owners Associations by the end September 2020	Achieved Home owner associations have been added as a Stakeholder on the data base.	Engagement with Association of Residential Communities by the end November 2020	Achieved Home Owners Associations are being monitored regularly, particularly regarding the exclusion of other categories of registration to submit building applications for their clients. Most complaints are reported to SACAP On 13 October 2020, SACAP engaged the Breakwater Bay Estate regarding exclusion of other categories of registration to submit building plan applications on behalf of their clients. We have followed up with the President of the Association of Residential Communities, however to date, they have not yet signed the MOU.	Monitoring & evaluation	Achieved SACAP has been engaging Home Owners Associations on queries received from registered professionals about refusal by the estate management to accept building applications from persons who are not registered as Professional Architects. The published Code of Conduct was communicated to Home Owner Associations on the SACAP database.
Publication and Gazetteing of the IDOW by the end September 2020	Not achieved Reasons for deviation The Competition Commission delayed the publication of the IDOW because they had requested further consultation with the Minister of the Department of Public Works & Infrastructure. Furthermore, the Competition Commission requested another consultation with the CBE and all Councils. In addition, they submitted further comments on the IDOW. The CBE is attending to all the comments. Remedial action As soon as the CBE consultation with the Competition Commission is complete, the IDOW will be published in a gazette.	Promotion of the IDOW to all stakeholders by the end of November 2020.	Not achieved Reasons for the deviation SACAP could not gazette and promote IDOW because the Competition Commission had requested another consultation. Subsequently, the Competition Commission submitted recommendations on IDOW. Following the submission of the recommendation, a meeting was held with the Competition Commission on 9 December 2020. All outstanding issues have been clarified and this has paved the way to gazette IDOW and promote it. Remedial action The IDOW will be published on the fourth quarter. Road shows will follow in the new financial year.	Monitoring & evaluation	Not achieved Reasons for the deviation The gazetting of the Identification of work policy was delayed due to the engagement with the Competition Commission. Now that we have completed the engagements and the MoU will be signed in due course, we are moving ahead to publish the IDOW in a gazette. Remedial action The IDOW is planned to be published in April and the roadshow plan has been done to engage relevant stakeholders.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 2	Programme 2: Improved leadership position	Collaboration with other bodies to undertake research in the architectural profession	No. of relevant research projects (No.)	1 research projects on the state of the profession.	Conduct 1 x survey research by the end of June 2020.	Collaborated with SAIA to under a survey with inputs from other recognised Voluntary Association on the status of the architectural profession due to Covid-19
		Take the lead in seeking solutions on issues affecting the built environment. E.g. procurement policies	Lead discussion on issues affecting the built environment (Yes/No)	Engage with relevant departments to influence policies on issues affecting the built environment.	1 x engagement meeting/forum	Ongoing engagement with the Council for the Built Environment and DPWI to discuss challenges with procurement of built environment professionals.
		Publish research on the status of the profession and other relevant issues impacting the profession	Publication of research	1 x research paper published	-	Not applicable in the first quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Develop a strategy to deal with identified areas in the research by September 2020	<u>Not achieved</u> <u>Reasons for deviation</u> Due to the fact that the issues identified in the research are not within the SACAP mandate, a strategy could not be developed to deal with the issues of unavailability of work for registered persons, architectural practices retrenching staff and closing down and issues of unpaid invoices by clients. <u>Remedial action</u> SACAP in conjunction with the built environment councils and the CBE are part of Committees that seek to influence procurement policies to ensure that architectural practices benefit from government work and to ensure that invoices are paid on time.	Implement a strategy on the identified areas by November 2020	<u>Not achieved</u> <u>Reasons for deviation</u> Due to the fact that the issues identified in the research are not within the SACAP mandate, a strategy could not be developed to deal with the issues of unavailability of work for registered persons, architectural practices retrenching staff and closing down and issues of unpaid invoices by clients. <u>Remedial action</u> SACAP in conjunction with the built environment councils and the CBE are part of Committees that seek to influence procurement policies to ensure that architectural practices benefit from government work and to ensure that invoices are paid on time.	Monitoring & evaluation	<u>Achieved</u> SACAP continues to engage various stakeholders in the built environment to seek to influence procurement policies to ensure that architectural practices benefit from government work.
1 x engagement meeting/forum	<u>Achieved</u> Ongoing engagement with the Council for the Built Environment and DPWI to discuss challenges with the procurement of built environment professionals.	1 x engagement meeting/forum	<u>Achieved</u> SACAP entered into an MOU with the SABS; a statutory body responsible for development of standards in the built environment. The objective of the MoU is to enable SABS to provide training to registered persons on SANS 10400 and other regulatory standards in the built environment. SABS is currently developing training materials in this regard. SACAP has also engaged with the South African Heritage Resources Agency with intension to work with the Council with regard to heritage applications and approval thereof by various provincial heritage authorities.	1 x engagement meeting/forum	<u>Achieved</u> SACAP attended a National Stakeholder Engagement Forum led by the CBE and the President raised challenges of the current procurement policies.
1 x research paper published on the status of the profession	<u>Not achieved</u> <u>Reasons for deviation</u> The CSIR is currently working on the research on demographics in the architectural profession. The research has not been completed as yet. <u>Remedial action</u> The publication of research is depended on CSIR completing the research. We will follow up and soon as the research is complete.	-	Not applicable this quarter		Not applicable this quarter

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 2	Programme 2: Improved leadership position	Facilitate mutual recognition agreement with other countries with the intention of aligning standards to allow international movement of services.	Initiate discussion with African architectural regulatory to set a regional body to facilitate Mutual Recognition Agreement.	Initiate discussions on Mutual Recognition Agreement (MRA) with other architectural regulatory bodies.	Engagement and negotiations	Engaged with the Architects Council of Zimbabwe.
		Introduce lifetime achievement award to registered persons who had significant impact/influence in the built environment and recognition of outstanding excellence and contributions in the advancement of the architectural profession.	Approval of Lifetime achievement award in the built environment and architecture	Research on the lifetime award and development of a procedure.	-	Not applicable in the first quarter
		Promote Canberra accord and its benefits to the profession and the public	Promote the benefits Canberra Accord (Yes/No)	Publish 2 articles on the Canberra Accord and its benefits.	-	Not applicable in the first quarter
		Compliance with CBE policy frameworks	Number of policies aligned to the frameworks	Alignment of policies of SACAP with policy frameworks	-	Not applicable in the first quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Engagement and negotiations	Not achieved Reasons for deviation Engagements have not occurred in this quarter due to lack of responsiveness from Architects' Registration Council of Botswana; Architects Council in Ghana, Namibian Council for Architects & Quantity Surveyors. Remedial action We are following up with all the regulatory authorities to get commitment to have a virtual meeting to discuss Mutual Recognition Agreement. SACAP is also working with the Department of Trade & Industry on African Continental Free Trade Agreement (AfCFTA) to enable cross-border supply of architectural services in Africa.	Engagement and negotiations	Achieved Engagements with the Architects' Registration Council of Botswana regarding Mutual Recognition Agreement are ongoing; SACAP held online meeting with the Namibian Council for Architects and Quantity Surveyors regarding Mutual recognition agreement.	Engagement and negotiations	Achieved Communication to all identified African Countries Regulators for architectural profession has been done on the 24 March 2021 to propose engagements to formulate forum for all regulators to have communication platform and address African matters affecting architectural profession.
Conducting research and undertaking comparative analysis.	Achieved Research on international lifetime awards and the requirements for the procedure has taken place.	Obtain approval from Council on the introduction of the of Life time achievement award in the built environment and architecture	Achieved On 11 December 2020, Council approved the introduction of the of Life time achievement award in the built environment and architecture.	Monitoring & evaluation	Achieved The process has been finalised and will be conducted biennially (twice per Council term).
1 x practice note published.	Not Achieved Reasons for deviation Practice notice was prepared but not submitted on time for publication. Remedial action Research to be published in third quarter for the upcoming events of the Canberra Accord.	Publication of a practice note on the Canberra accord	Achieved Published a practice note on the Canberra accord.	1 x practice note published	Achieved Published a practice note on the Canberra accord.
Align IDOW and Guidelines Fees with the CBE Framework	Achieved Guideline Professional Fees and IDOW policy have been aligned with the CBE policy Frameworks.	Align Code of Conduct with CBE Frameworks Align Registration policy to the CBE policy framework on registration	Achieved The new Code of Conduct has been aligned with the CBE Policy Framework on the Code of Conduct. The Registration policy has been aligned with the CBE policy framework on registration.	Align the Disciplinary procedure with CBE framework on disciplinary procedure	Achieved The Disciplinary procedure has been aligned with the CBE Framework and published on 19 February 2021.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 3	Programme 1: Increased awareness and engagement	Identify all stakeholders, prioritise stakeholders, identify key stakeholder issues and opportunities, outline the strategies, methods of engagement, what information will be disclosed, in what format, put together a program for stakeholder engagement, allocate tasks and responsibilities, and monitoring and evaluation.	Stakeholder mapping developed? (Yes, No), implemented as per plan? (Yes, No)	Development of stakeholder mapping by July 2020	-	Not applicable in the first quarter
			Develop programs for stakeholder engagement, allocate tasks and responsibilities, and monitoring and evaluation.	2 TV programs 4 Radio programs	1 x TV and Radio Interviews	1 TV program – Newzoom Afrika 10 May 2020 (Spokesperson-SACAP Vice President) 1 Radio Program – Mix FM 24 June 2020 (Spokesperson- SACAP Vice President)
			Publication of the newsletters	4 editions of Newsletter	1 edition of Newsletter	1 Apr-June Newsletter edition published.
			Update social media accounts as per content received (excluding public holidays, weekends and holiday periods)	Content Updated and Managed on social media. 30 tweets and 30 Facebook Messages	7 updates on SACAP social media accounts	33 Social media post updated done during the reporting period.
			Create YouTube Content	4 x Video published	1 x Video	1 YouTube video published 23 May 2020 – Solidarity amid Covid-19 Lockdown.
			Stakeholders Convention	1 x Convention		Not applicable in the first quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Stakeholder mapping plan completed by July 2020.	Achieved Stakeholder Mapping strategy finalised.	-	Not applicable in this quarter	-	Not applicable in this quarter
1 x radio interview	Achieved 1X Mix FM Women in architecture media interview on 26 August 2020	1 x radio interview 1 x TV interview	Achieved 4x radio interviews Mix FM x2 Power FM Kingston FM 2x TV interviews ENCA Newsroom Africa	1 x radio interview	Achieved 3 x Radio interviews were conducted during the reporting period. Good News Community Radio East wave 92.2 FM Radio786
1 edition of Newsletter	Achieved 1 x July-Sep Newsletter edition published	1 edition of Newsletter	Achieved 1 x October Dec Newsletter edition published	1 edition of Newsletter	Achieved 1 x Newsletter edition published covering January, February, and March.
7 updates on SACAP social media accounts	Achieved 32 updates on social media update done during the reporting period.	8 updates on SACAP social media accounts	Achieved 66 updated on SACAP Social media accounts	8 updates on SACAP social media accounts	Achieved 46 Updates on social media accounts were done during the reporting period.
1 x Video	Achieved 1 x Corporate Video published.	1 x Video	Not- Achieved Reasons for deviation Due to high quotations received on video development. The period for RFQs had to be extended to get lower quotations. This affected the publication for this reporting period. Remedial action The team has sourced lower quotations, and we intend to publish a video in the fourth quarter.	1 x Video	Achieved 1X video Public awareness on appointing registered persons vs appointing unregistered persons was published.
	Not applicable in the 2 nd quarter.	1 x Convention	Not achieved Reasons for deviation Due to high costs of hosting a convention, the convention was moved to the new financial year. Remedial action We have successfully engaged DMG Exhibition Management Services to partner with SACAP to host the stakeholder convention for 29 June – 1 July 2021.	Monitoring and evaluation of the recommendation	Achieved DMG has partnered with SACAP to organise the Stakeholder Convention, the event planning is in progress.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 3	Programme 1: Increased awareness and engagement	Established MOU between SACAP and Department of Small Business Development/ Small Enterprise Development Agency (SEDA)	Established? (Yes/No)	Engagement with the department and SEDA to develop working relationship.	Engagement with SEDA about their offerings such as incubation, mentorship, business training and financial training for registered persons.	On 15 May, SACAP engaged SEDA about their offerings and having a possible MoU.
		Established MOU between SACAP and CSIR	Established? (Yes/No)	MoU signed	1 x MoU signed with CSIR	SACAP signed an MOU with CSIR, Alive2Green, Media Xpose, Caddie and Autodesk and Nabisa
		Established MOU between SACAP and NHRBC	Established? (Yes/No)	Engagement with the NHRBC on possible areas of collaboration.	-	Not applicable in the first quarter



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & Evaluation	Achieved Engagement with SEDA to enable registered persons to access SEDA offerings at their nearest branches across the Country.	Monitoring & Evaluation	Not achieved Reasons for deviation We did not contact the branches of SEDA to assess whether our registered persons have visited the various branches to access SEDA offerings. Remedial action This quarter we will contact SEDA offices to establish whether registered persons have visited SEDA offices to access its offerings.	Monitoring & Evaluation	Achieved Nokwanda Khoza (SEDA) was contacted to find out whether registered persons have been accessing SEDA offerings at various branch. An evaluation from the branches is necessary to access the information.
Monitoring & Evaluation	Achieved Engagement with CSIR on research around demographics in the architectural profession. Furnished CSIR with information to enable them to commence with the research. Agreed to collaborate with CSIR on the following: • participate in expert focus groups; • share the current and historical registration database • assist us in reaching out to the professions by hosting a survey at some future date • receive and review reports.	Monitoring & Evaluation	Achieved The research which is being undertaken by CSIR is being closely monitored with meetings and requests for information being attended to. We will continue to monitor and evaluate the developments around the research.	Monitoring & Evaluation	Achieved Monitoring and evaluation have shown that a proposal has been prepared for the research, however, it has not been approved as yet.
Discussions about areas of collaboration with the NHBRC	Achieved Engagement with the NHBRC around areas of collaboration. On 20 September 2020, NHBRC indicated that they are working on areas of collaboration.	Monitoring & Evaluation	Achieved SACAP has been monitoring the NHBRC's commitment to prepare a draft MOU with regard to the proposed collaboration. NHBRC has indicated that progress on completing the draft MOU has been hampered by backlog and Covid-19. We are monitoring progress in this regard.	Monitoring & Evaluation	Achieved On 16 February 2021, SACAP shared with NHBRC areas of collaboration. These will be added to the MoU Between SACAP and NHBRC.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 3	Programme 1: Increased awareness and engagement	Engagement with Government departments responsible infrastructure projects;	Established? (Yes/No)	Continuous engagements with governments departments	-	Not applicable in the first quarter
		Engagement between SACAP and Local Municipalities;	Established? (Yes/No)	Ongoing engagement with local Municipalities on registration, standard of drawings and issues affecting registered persons.	Engage with 1 local municipality.	SACAP engaged with the City of Johannesburg, eThekweni municipality, Kouga local municipality, City of Cape Town, City of Tshwane, City of Ekurhuleni.



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Engagements with Government departments responsible for infrastructure projects	Not Achieved Reasons for deviation No engagement took place under this quarter with department responsible for infrastructure. Remedial action SACAP will engage departments responsible for infrastructure to ensure that only registered persons undertake infrastructure work. SACAP has been engaging with Department of Trade & Industry about AfCFTA Negotiations on Trade in Services. Cross-border supply of architectural services - architectural services delivered electronically to and from South Africa.	Monitoring & Evaluation	Not achieved Reasons for deviation Government departments responsible for infrastructure development have not been responsive to our communication. However, SACAP collaborated with the DTI to undertake a survey about the provision of digitally / ICT enabled architectural services from South Africa into another African market. Remedial action We will continue to engage these departments to promote use of registered persons on all construction projects.	Engagements with Government departments responsible for infrastructure projects.	Achieved The Code of conduct and the rules of inquiry has been communicated to government infrastructure departments.
Engage with 2 local municipalities.	Achieved Engagement with Kouga Municipality, City of Tshwane, City of Johannesburg, eThekweni, Port Elizabeth Municipality, KwaDukuza Municipality,	Engagement with 3 municipalities	On 17 November 2020, SACAP had a meeting with the City of Johannesburg to discuss action plans for the implementation of the MOU. On 14 December 2020, SACAP had a meeting with SALGA with a view to enter into a MOU. Engagement with the Mangaung municipality regarding the MOU. An MOU with the municipality was signed. Engagement with Kouga municipality regarding the signing of SANS Form 1 by Engineers. Engagement with the City of Cape town, Building Control Officer: Development Management regarding the use of Privy Seal. Engagement with Steve Tshwete local municipality regarding IDOW.	Engagement with 4 municipalities	Achieved SACAP has written communication to engage all local municipalities to improve on service received by architectural professionals on building plans approval process. 17 March SACAP had an engagement with Matjhabeng Municipality, and proposed and MoU partnership. 31 March SACAP had stakeholder engagement with KwaDukuza Municipality.

Impact	Outcome	Output	Output Indicator	Annual Target	Q1	Actual achievement
IMPACT 3	Programme 3: VAs assisting in the promoting the profession and the SACAPs mandate.	Compliance with the framework for recognition of Voluntary Associations	Compliance (Yes/No)	Ensure compliance with the framework for recognition for VA.	Engage with all recognised VA	Not achieved Engaged all recognised VAs, 9 recognised VAs are fully compliant with the recognition framework. 4 recognised VAs are partially compliant due to outstanding information Reasons for deviation Failure to submit information by 4 recognised VAs despite follow ups. Remedial Action Communication with non-compliant VAs.
		Collaborate to share resources at VA regional offices to bring SACAP services closer to registered persons and the public	Collaboration entered into and activities appropriately defined.	Arrangement with recognized VAs to enable registered persons to access some SACAP services at their local offices	-	Target removed due to budgetary constraints
		Partnership to undertake campaigns to promote the profession and good standards	Partnership entered into on specific issues in the architectural profession.	Joint public campaigns to promote the profession recognised VAs	-	Target removed due to budgetary constraints



Q2	Actual achievements	Q3	Actual Achievements	Q4	Actual Achievements
Monitoring & Evaluation	Not achieved Engaged with the recognised VAs that did not comply with the framework. 2 VAs submitted outstanding information and 2 VAs have still not submitted outstanding information. Reasons for deviation Failure to submit information by 2 recognised VAs despite follow ups Remedial Action Follow up with non-compliant VAs.	Monitoring & Evaluation	Achieved SACAP has monitored and evaluated compliance with the recognition of voluntary association framework. Monitoring and Evaluation has revealed that FACE, GIFA and CIFA has not been able to submit certain information to comply fully with the Recognition of Voluntary Association Board Notice. This is despite follow ups by SACAP	Monitoring & Evaluation	Achieved SACAP has monitored and evaluated compliance with the recognition of voluntary association framework. On the 26 March SACAP had a VA forum and explained to all Voluntary associations that the current recognition is lapsing; therefore, they need to renew their recognition.
-	-	-	-	-	-
-	-	-	-	-	-

REGISTRATIONS 2020/2021

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

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

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

During the third quarter of the 2020/21 Financial year, SACAP introduced a Special Candidacy Exemption (SCE) registration process.

In terms of this process, all persons who:

- Obtained an architectural qualification from a SACAP accredited Architectural Learning Site;
- Have been practicing architecture for over five years, without being registered as candidates;
- Have not completed the prescribed vocational training period; and
- Have not written the Profession Practice Examination (PPE).

May now register in terms of the conditions for the SCE.

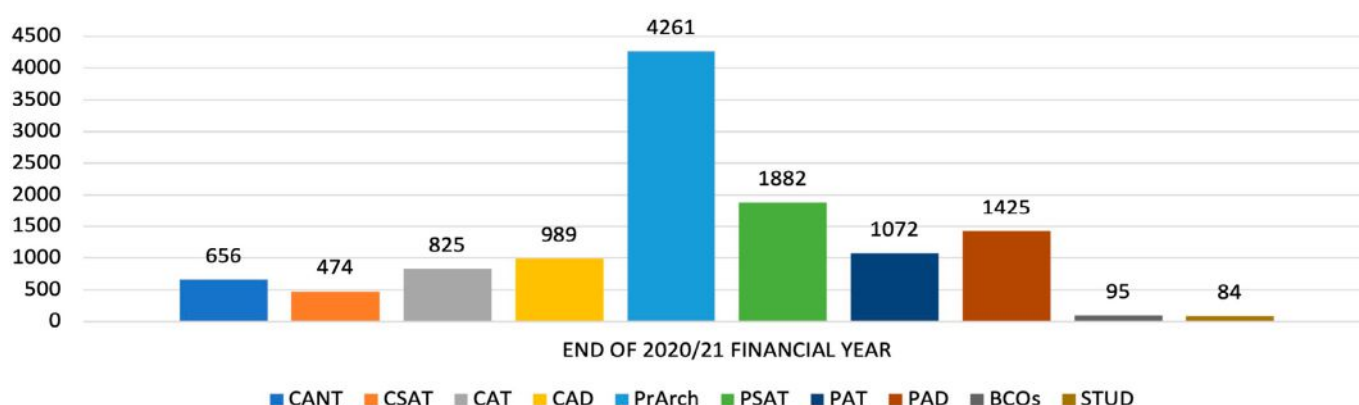
The registrations for the 2020/21 Financial Year are reflected in the following tables and graphs.

CUMULATIVE TOTAL OF REGISTERED PERSONS

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

Registration Category		End of 2020/21 Financial Year
Candidate Architect	CANT	656
Candidate Senior Architectural Technologist	CSAT	474
Candidate Architectural Technologist	CAT	825
Candidate Architectural Draughtsperson	CAD	989
Professional Architect	PrArch	4261
Professional Senior Architectural Technologist	PSAT	1882
Professional Architectural Technologist	PAT	1072
Professional Architectural Draughtsperson	PAD	1425
Building Control Officers	BCOs	95
Students	STUD	84
TOTAL		11763

Registered persons as at the end of the 2020/21 financial year

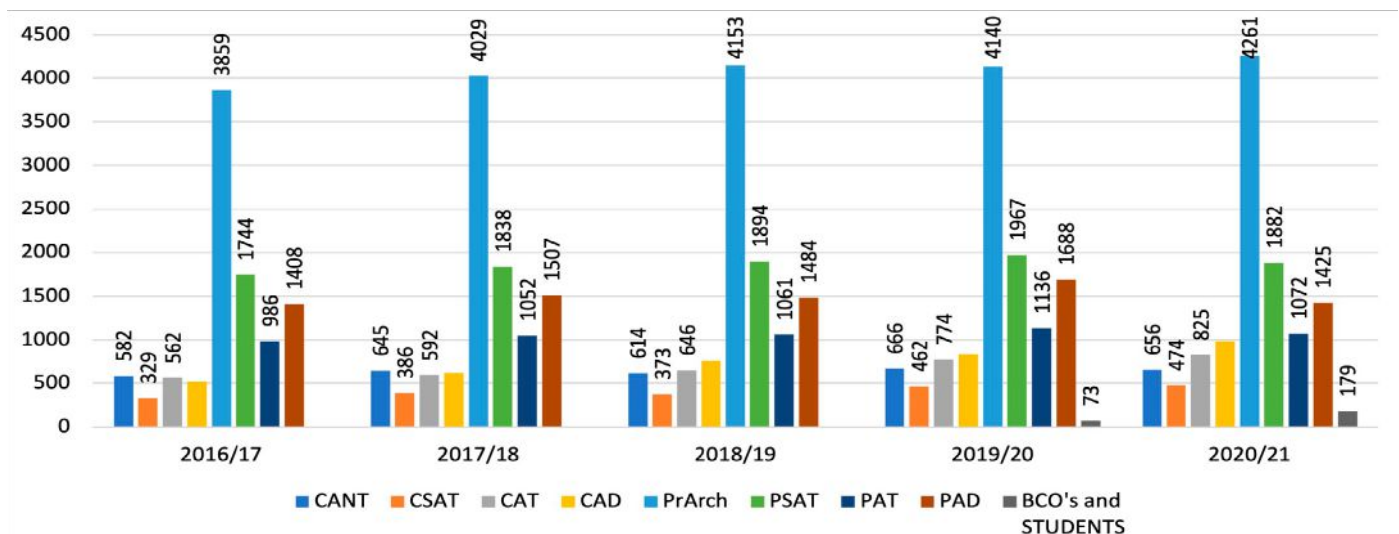




Comparison of the total number of registered persons over the past five years

Category		2016/17	2017/18	2018/19	2019/20	2020/21
Candidate Architect	CANT	582	645	614	666	656
Candidate Senior Architectural Technologist	CSAT	329	386	373	462	474
Candidate Architectural Technologist	CAT	562	592	646	774	825
Candidate Architectural Draughtsperson	CAD	518	616	757	833	989
Professional Architect	PrArch	3859	4029	4153	4140	4261
Professional Senior Architectural Technologist	PSAT	1744	1838	1894	1967	1882
Professional Architectural Technologist	PAT	986	1052	1061	1136	1072
Professional Architectural Draughtsperson	PAD	1408	1507	1484	1688	1425
Specified Categories	BCO's and Students				73	179
TOTAL	TOTAL	9988	10665	10982	11739	11763

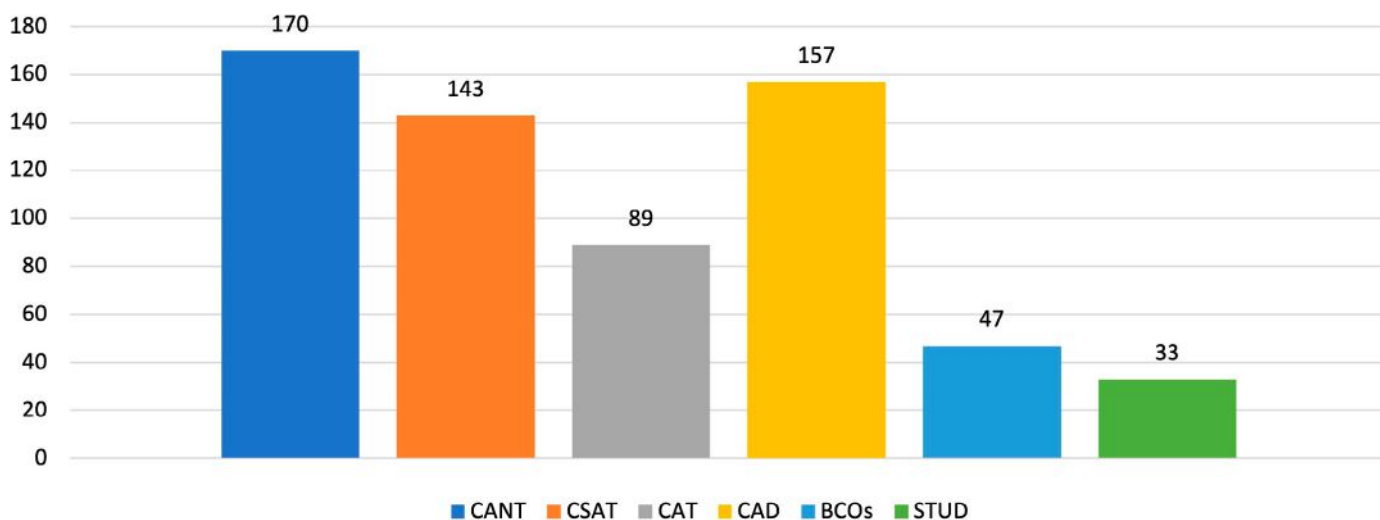
Comparison over the past five years



New candidates registered during 2020/21

Category		2020/21
Candidate Architect	CANT	170
Candidate Senior Architectural Technologist	CSAT	143
Candidate Architectural Technologist	CAT	89
Candidate Architectural Draughtsperson	CAD	157
Building Control Officers	BCOs	47
Students	STUD	33
TOTAL		639

New candidate registrations for 2020/21

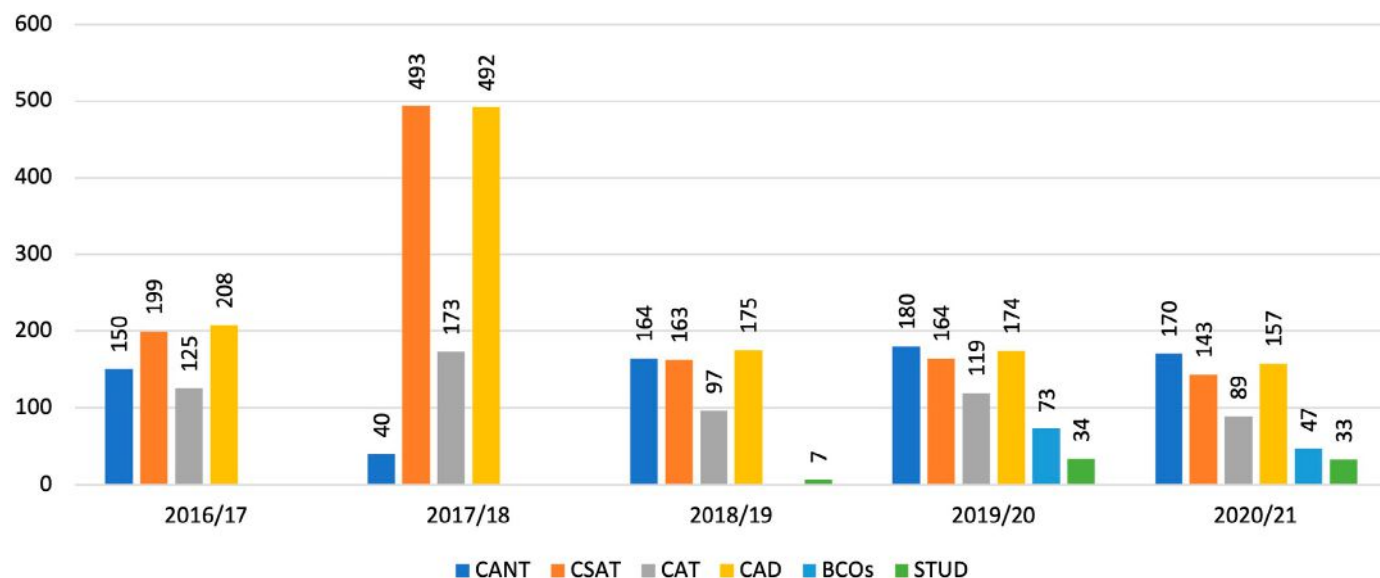




Comparison of new registrations over the past five years

Category		2016/17	2017/18	2018/19	2019/20	2020/21
Candidate Architect	CANT	150	40	164	180	170
Candidate Senior Architectural Technologist	CSAT	199	493	163	164	143
Candidate Architectural Technologist	CAT	125	173	97	119	89
Candidate Architectural Draughtsperson	CAD	208	492	175	174	157
Building Control Officers	BCOs				73	47
Students	STUD			7	34	33
TOTAL		682	1198	606	744	639

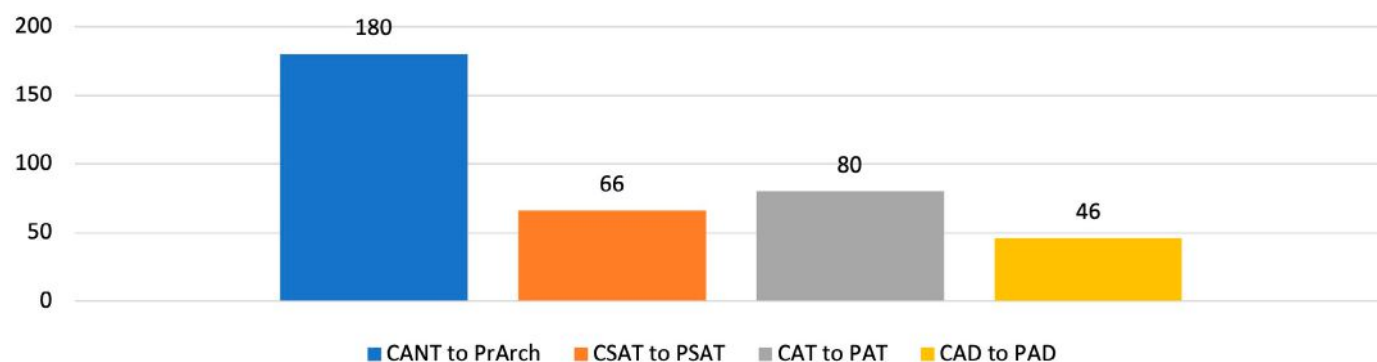
Comparison of new registrations over the past five years



APPLICANTS UPGRADED AFTER COMPLETION OF CANDIDACY AND PASSING THE PPE UPGRADES DURING 2020/21

Category		2020/21
Candidate Architect to Professional Architect	CANT to PrArch	180
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	66
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	80
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	46
TOTAL		372

Upgrades after completing candidacy and passing the PPE

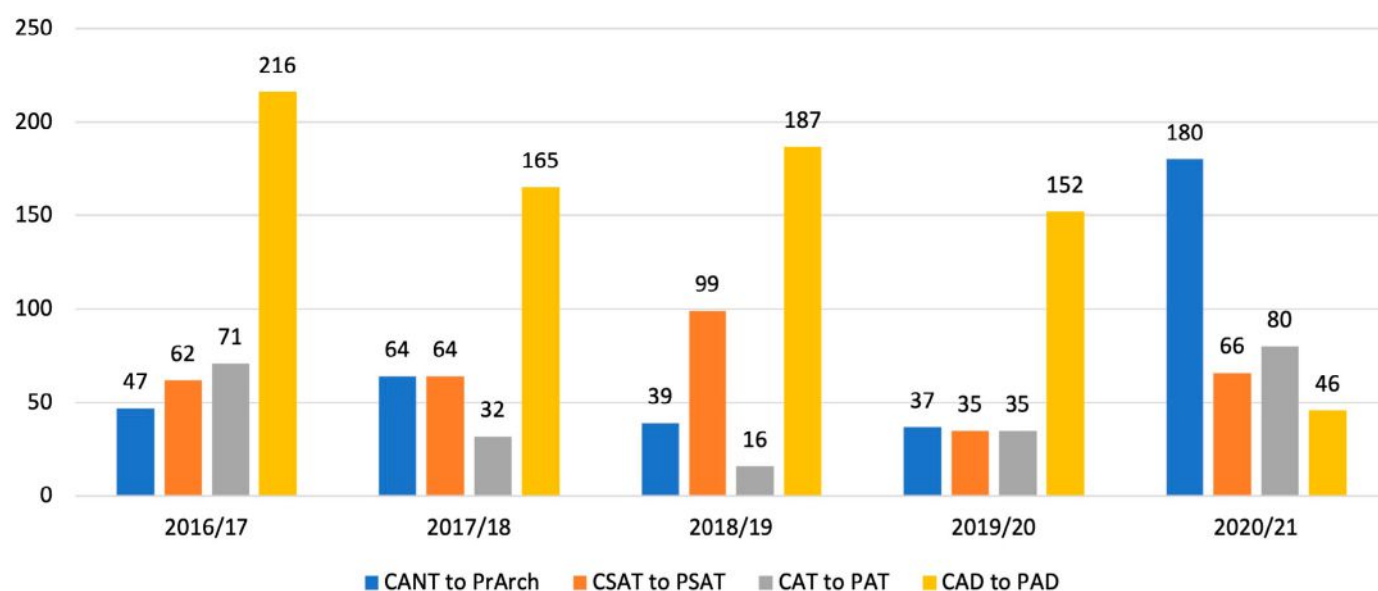




Comparison of new registrations over the past five years

Category		2016/17	2017/18	2018/19	2019/20	2020/21
Candidate Architect to Professional Architect	CANT to PrArch	47	64	39	37	180
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	62	64	99	35	66
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	71	32	16	35	80
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	216	165	187	152	46
TOTAL		396	325	341	259	372

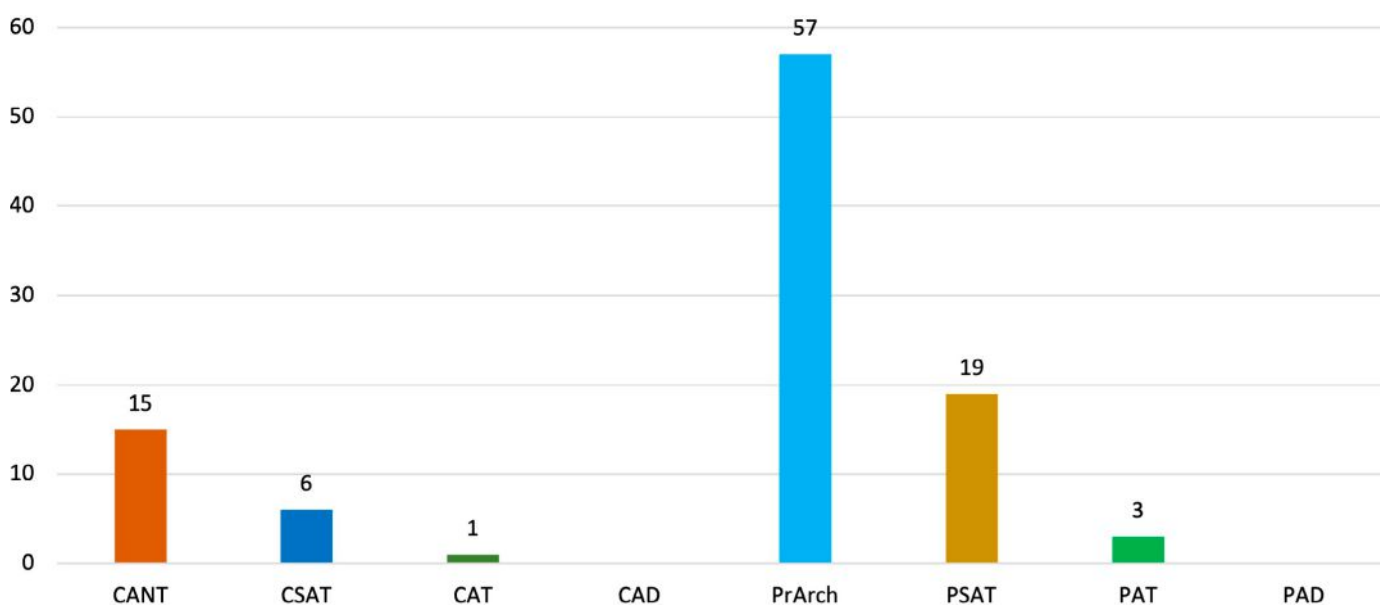
Comparison of upgrades after completing internship and passing PPE over the past five years



New candidates registered during 2020/21

Category		2020/21
Candidate Architect	CANT	15
Candidate Senior Architectural Technologist	CSAT	6
Candidate Architectural Technologist	CAT	1
Candidate Architectural Draughtsperson	CAD	
Professional Architect	PrArch	57
Professional Senior Architectural Technologist	PSAT	19
Professional Architectural Technologist	PAT	3
Professional Architectural Draughtsperson	PAD	
TOTAL		101

New candidate registrations for 2020/21

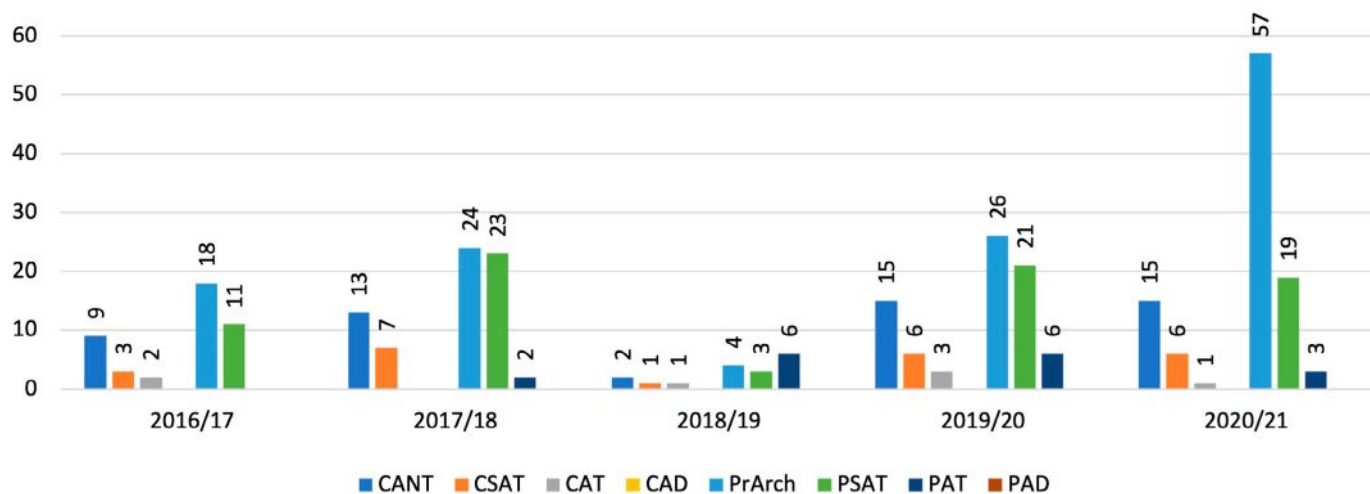




Comparison of upgrades after obtaining a further architectural qualification, over the last five years

Category		2016/17	2017/18	2018/19	2019/20	2020/21
Candidate Architect	CANT	9	13	2	15	15
Candidate Senior Architectural Technologist	CSAT	3	7	1	6	6
Candidate Architectural Technologist	CAT	2		1	3	1
Candidate Architectural Draughtsperson	CAD					
Professional Architect	PrArch	18	24	4	26	57
Professional Senior Architectural Technologist	PSAT	11	23	3	21	19
Professional Architectural Technologist	PAT		2	6	6	3
Professional Architectural Draughtsperson	PAD					
TOTAL		43	69	17	77	101

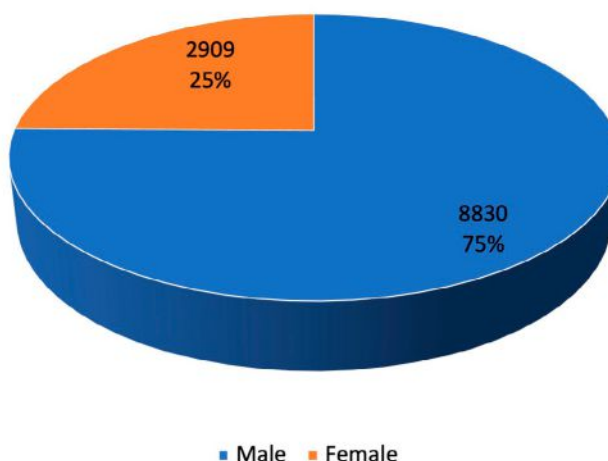
Comparison of upgrades after obtaining a further architectural qualification over the past five years



GENDER

Gender representation of the SACAP Database.

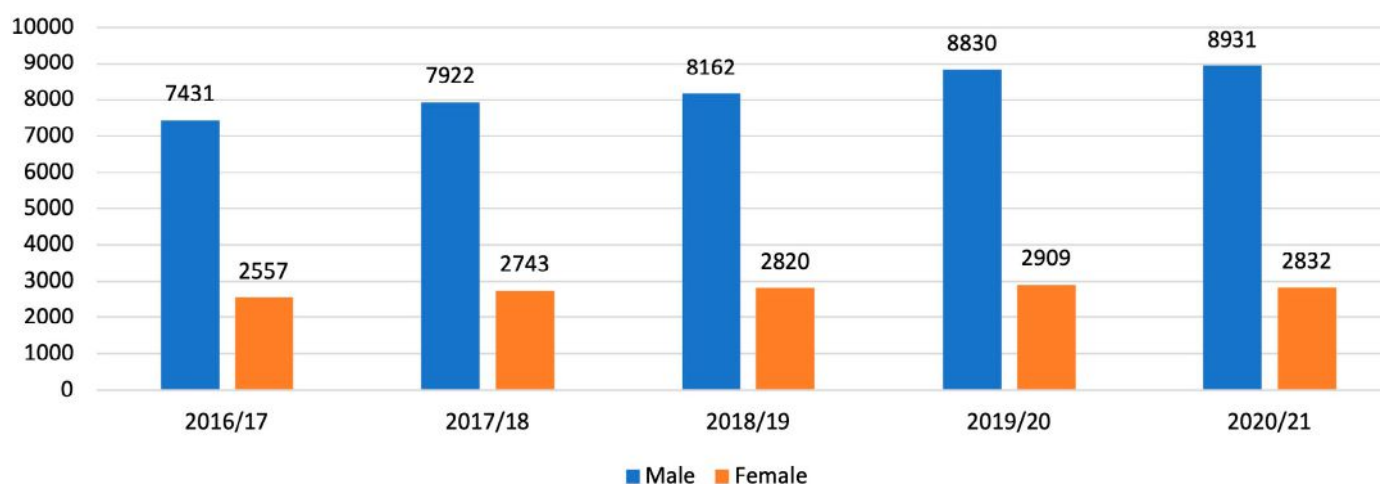
Gender	Total
Male	8830
Female	2909
TOTAL	11739



Gender representation of the database over the past five years

FINANCIAL YEAR	Male	Female	TOTAL
2016/17	7431	2557	9988
2017/18	7922	2743	10665
2018/19	8162	2820	10982
2019/20	8830	2909	11739
2020/21	8931	2832	11763

Gender representation over the past five years

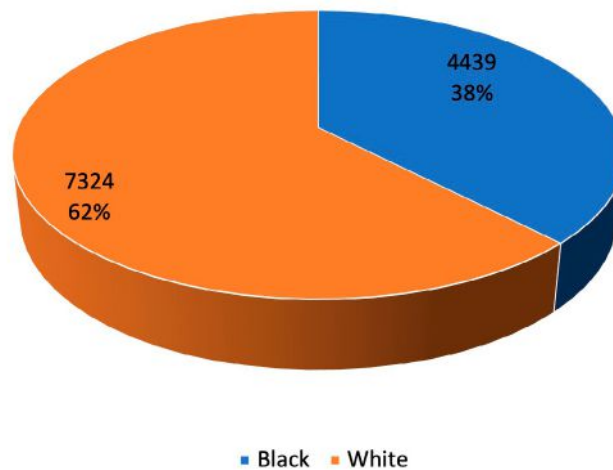




RACE

Representation by Race of the SACAP Database

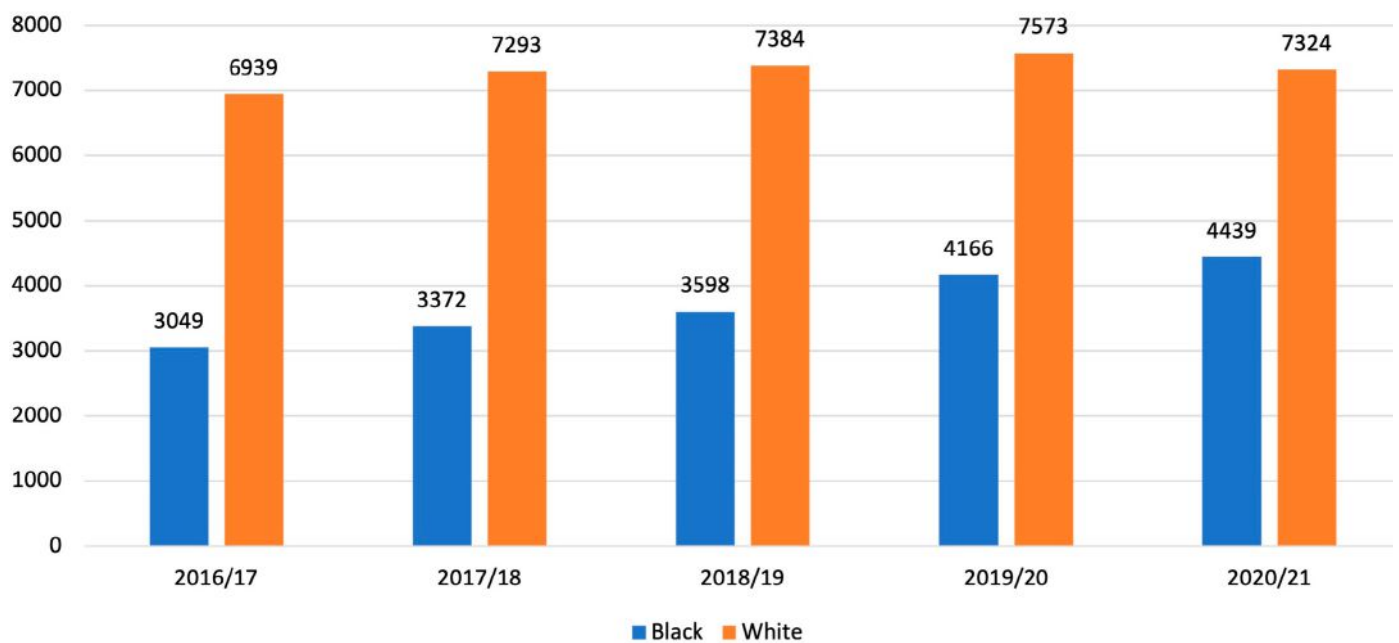
RACE	TOTAL
Black	4439
White	7324
TOTAL	11763



Representation by race over the past five years

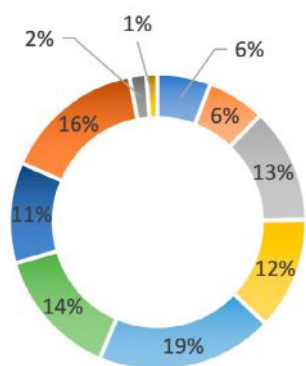
FINANCIAL YEAR	Male	Female	TOTAL	TOTAL	TOTAL
2016/17	7431	2557	9988	9988	9988
2017/18	7922	2743	10665	10665	10665
TOTAL	8931	2832	11763	11763	11763

Representation by race over the past five years

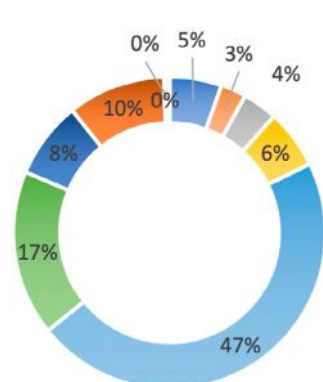


Racial representation, by registration category, for 2020/21

Category		BLACK	WHITE	TOTAL
Candidate Architect	CANT	258	398	656
Candidate Senior Architectural Technologist	CSAT	281	193	474
Candidate Architectural Technologist	CAT	561	264	825
Candidate Architectural Draughtsperson	CAD	544	445	989
Professional Architect	PrArch	857	3404	4261
Professional Senior Architectural Technologist	PSAT	628	1254	1882
Professional Architectural Technologist	PAT	490	582	1072
Professional Architectural Draughtsperson	PAD	685	740	1425
Building Control Officers	BCO's	81	14	95
Students	STUD	53	31	84
TOTAL		4438	7325	11763



BLACK



WHITE

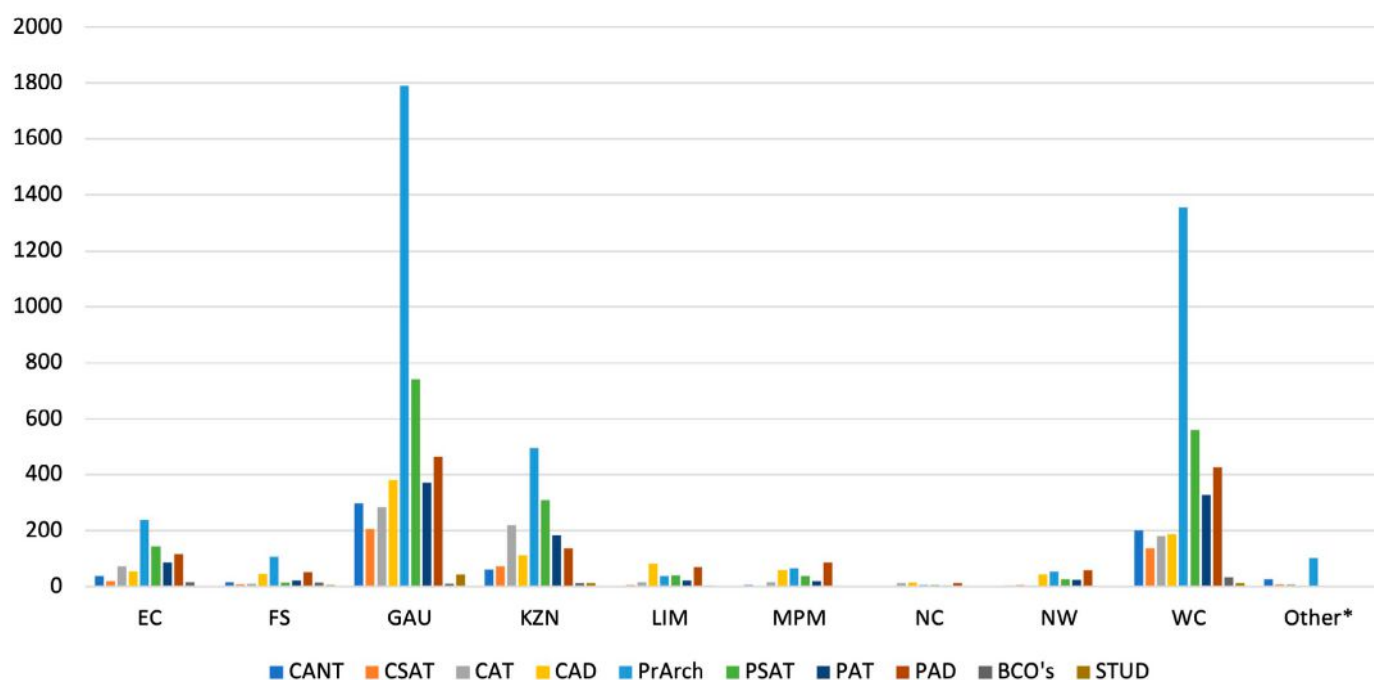




REGISTERED PERSONS PER PROVINCE

	Candidate Architect	Candidate Senior Architectural Technologist	Candidate Architectural Technologist	Candidate Architectural Draughtsperson	Professional Architect	Professional Senior Architectural Technologist	Professional Architectural Technologist	Professional Architectural Draughtsperson	Building Control Officers	Students	
CATEGORY	CANT	CSAT	CAT	CAD	PrArch	PSAT	PAT	PAD	BCO's	STUD	TOTAL
EC	38	22	73	55	240	144	87	116	17	3	795
FS	17	9	11	47	107	15	23	52	14	7	302
GAU	298	206	283	380	1792	742	371	464	11	45	4592
KZN	62	74	220	112	496	309	184	138	12	12	1619
LIM	2	6	17	83	39	40	24	69	5	3	288
MPM	6	3	17	59	65	39	22	86	1	1	299
NC	0	2	13	14	7	6	4	13	1	0	60
NW	4	7	4	45	55	27	26	59	1	0	228
WC	202	137	179	189	1356	560	329	425	33	13	3423
Other*	27	8	8	5	104	0	2	3	0	0	157
Total	656	474	825	989	4 261	1 882	1 072	1 425	95	84	11 763

Registered persons by province



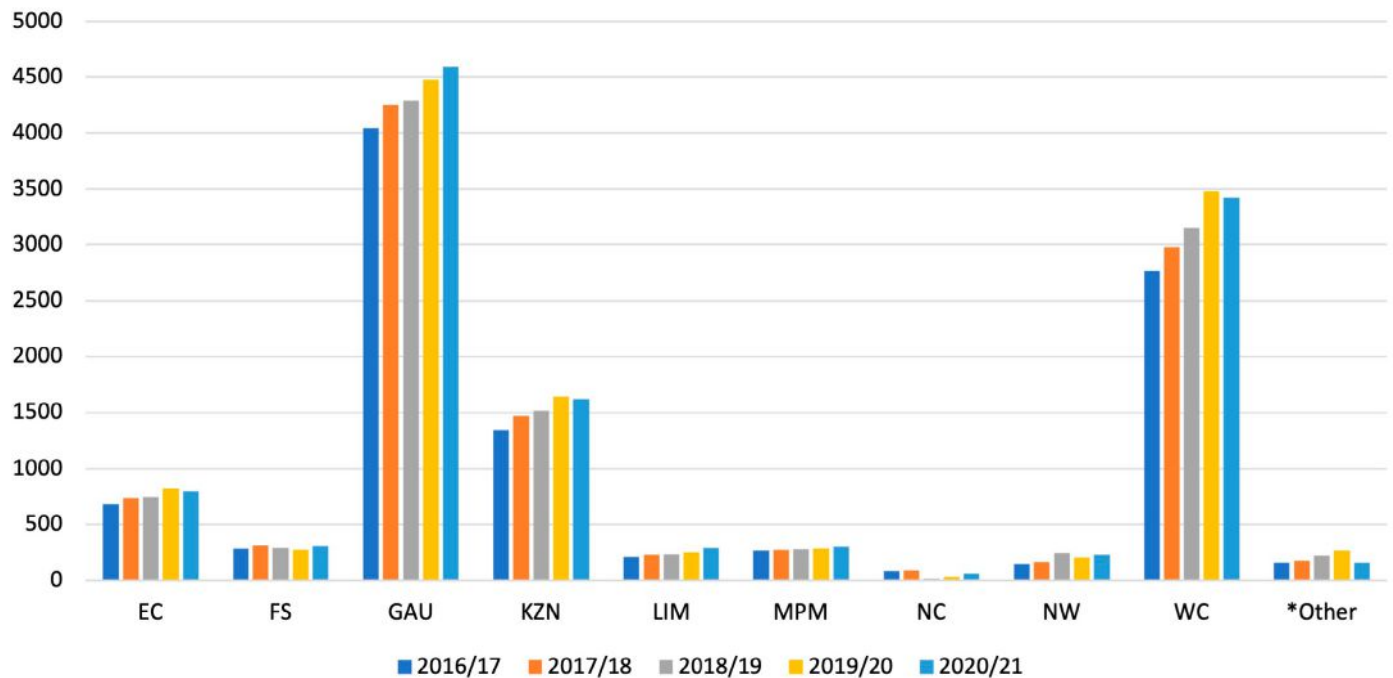
*Other: Registered persons residing/practicing outside of South Africa

Registered persons by province

	2016/17	2017/18	2018/19	2019/20	2020/21
EC	682	733	746	822	795
FS	281	310	287	274	302
GAU	4 044	4 248	4 286	4476	4 592
KZN	1 346	1 471	1 517	1643	1619
LIM	205	227	237	253	288
MPM	266	272	276	285	299
NC	86	88	17	33	60
NW	149	164	245	202	228
WC	2 769	2 976	3 152	3485	3423
*Other	160	176	219	266	157
Total	9 988	10 665	10 982	11 739	11 763

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

Registered persons by province over last five years





CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The aim of CPD is to ensure that Registered Professionals continuously develop their skills.

CPD is compulsory for all Registered Professionals in all categories of professional registration. Candidates are not required to undertake CPD, as they still submit monthly training records (MTRs).

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

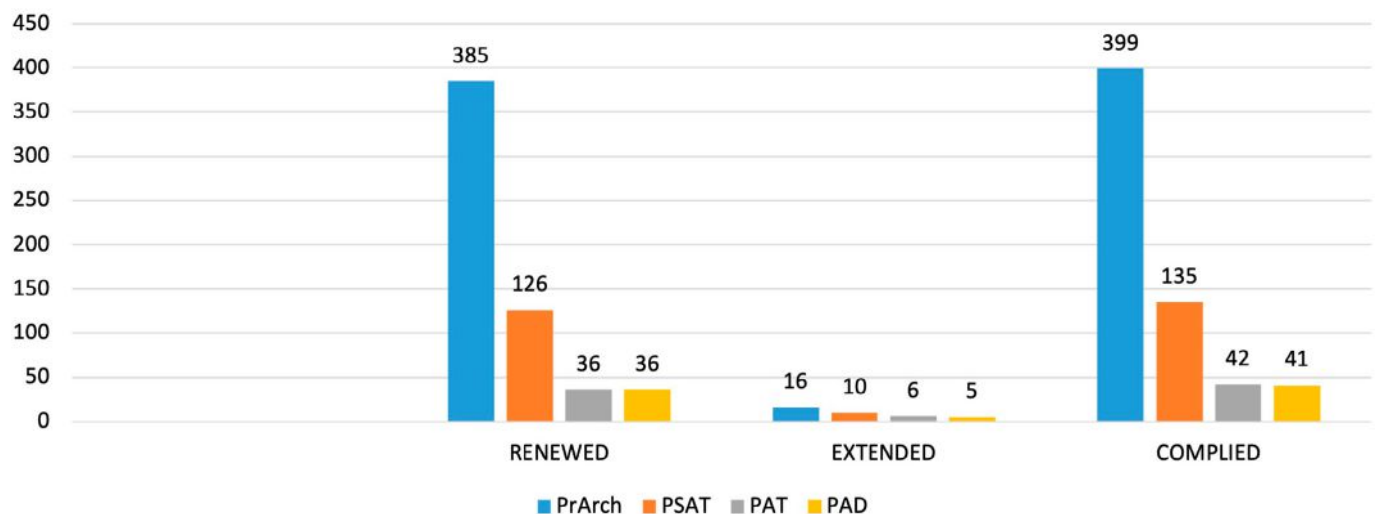
As a result of Covid-19, the Council gave all Registered Professionals who had to renew their registration in 2020 an additional 12 months to comply with the CPD conditions for the renewal of registration to obtain and claim their CPD points.

A total of 905 Registered Professionals were due for renewal of the registration by January 2020, in terms of the CPD conditions.

RENEWAL OF REGISTRATION IN TERMS OF CPD CONDITIONS

Category		For Renewal	Renewed	Extended	Complied
Professional Architect	PrArch	545	385	16	399
Professional Senior Architectural Technologist	PSAT	199	126	10	135
Professional Architectural Technologist	PAT	74	36	6	42
Professional Architectural Draughtsperson	PAD	87	36	5	41
TOTAL		905	583	37	617

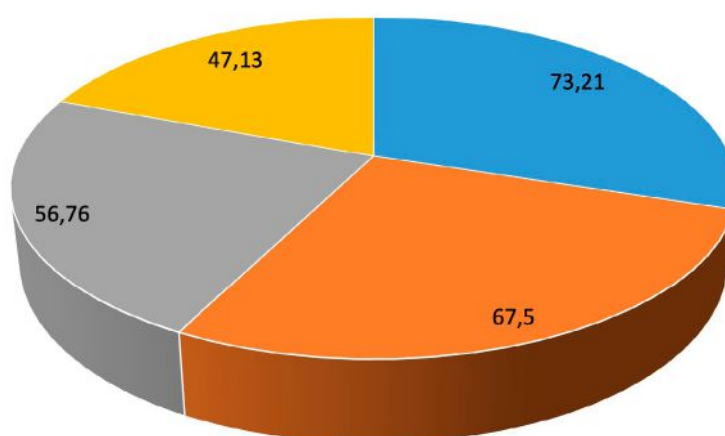
CPD: 2020 RENEWALS



Percentage compliance

Category		Percentage Compliance
Professional Architect	PrArch	73.21
Professional Senior Architectural Technologist	PSAT	67.5
Professional Architectural Technologist	PAT	56.76
Professional Architectural Draughtsperson	PAD	47.13
TOTAL		68.1

CPD: Percentage complied





RECOGNITION OF PRIOR LEARNING (RPL)

The purpose of RPL is to assess previously acquired skills, knowledge and experience. This is with the view to provide a Registered Professional with an opportunity to articulate to the next level of professional registration.

The RPL programme allows only for access to elevated professional registration and is not an academic qualification. Articulating within the profession will uplift the professional status of successful applicants and is expected to help them unlock more lucrative work opportunities. The highest registration category is that of Professional Architect.

ASSESSMENT PROCESS

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

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

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

ASSESSMENTS COMPLETED DURING 2019/20

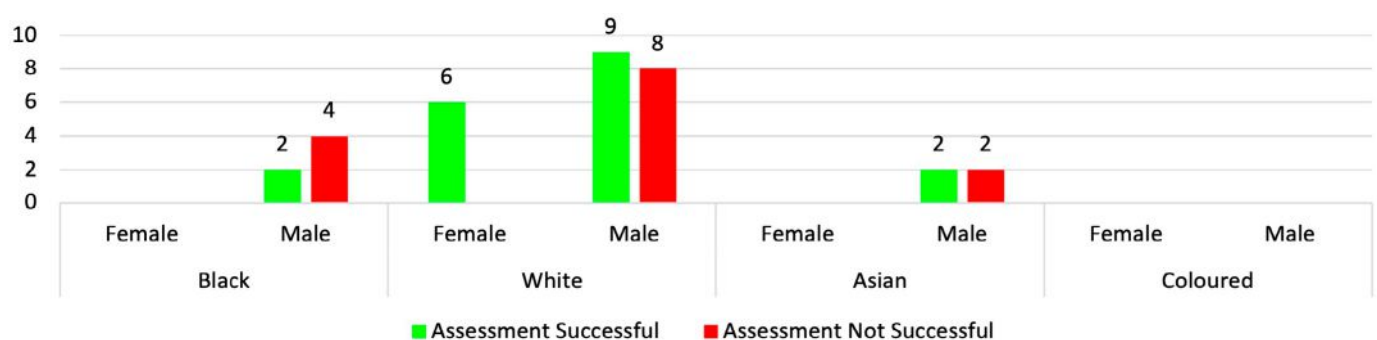
A total of 33 RPL assessments were finalized during the 2020/21 financial year.

19 Of the Applicants were successful and could apply for an upgrade to the next registration category. 14 Applicants were not successful.

Race	Black		White		Asian		Coloured		TOTAL
Gender	Female	Male	Female	Male	Female	Male	Female	Male	
SUCCESSFUL / NOT SUCCESSFUL	SUCCESSFUL	NOT SUCCESSFUL	SUCCESSFUL	NOT SUCCESSFUL	SUCCESSFUL	NOT SUCCESSFUL	SUCCESSFUL	NOT SUCCESSFUL	
PROVINCE									
Western Cape			3		2	3			8
Northern Cape					1				1
Gauteng	1	3	2		5	4	1	2	18
Kwa-Zulu Natal		1	1		1		1		4
Limpopo	1					1			2
Total	2	4	6		9	8	2	2	33

SUCCESSFUL / NOT SUCCESSFUL	Black		White		Asian		Coloured		TOTAL
	Female	Male	Female	Male	Female	Male	Female	Male	
Assessment Successful		2	6	9		2			19
Assessment Not Successful		4		8		2			14
TOTAL		6	6	17		4			33

RPL assessments finalised



ACCREDITATION ARCHITECTURAL LEARNING SITES (ALS)

11 ALSS' ACCREDITED BY A VALIDATION BOARD EVERY FIVE YEARS

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

Professional Practice Examination (PPE)

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

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

Due to the national lockdown in 2020, SACAP took the PPE online as to allow the opportunity for candidates to still upgrade to professional

status. The first online examination take place in July 2020, 227 candidates wrote. Of the 227 candidates who wrote 203 passed.

The October 2020 PPE saw 307 candidates who wrote. Of the 307 who wrote the PPE, 292 passed. The statics are as per the below tables; SACAP supported three (3) architectural programme offerings by Private Institutions in 2020/2021.

This Private Institution and their programmes were;

STADIO:	Postgraduate Diploma in Architecture and Masters in Architecture.
CAD4ALL:	Interior Design Diploma and Advanced Diploma in Integrated Architectural Technology.
The Box Learning Studio:	Higher Certificate in Architectural Technology and the Diploma in Architectural Technology.

Canberra Accord

About The Canberra Accord on Architectural Education

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

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

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

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

SACAP had applied in 2020 to take on the function of the CA secretariat. This responsibility is scheduled to begin in January 2022, but as an interim function SACAP will understudy the current NAAB secretariat from June 2021 to gauge the work that needs to be achieved.

The secretariat shall be responsible for the following activities in support of the Accord:

- Facilitate all meetings, including General and Interim Meetings and conference calls.
- Maintain a record of the deliberations and decisions made at General and Interim Meetings and conference calls.
- Facilitate and record exchanges of information between signatory systems.
- Maintain the Accord website.
- Undertake periodic evaluations and analyses of the conditions, criteria, and procedures used by signatory systems.
- Undertake periodic analyses of the effect of the Accord on the profession within signatory systems.



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

VALIDATION BOARD ACCREDITATION VISITS

There were no validation visits for 2020/2021. Below is the list of ALSs' that were accredited for the fourth term council. Validation visits for the fifth term council begin in 2021.

Date of Validation Board	Institution	Qualification accredited	Type of validation
05–07 April 2017	University of the Free State (UFS)	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies (BAS) (Hons) 3. Master of Architecture (Professional) (M. Arch)	Unconditional continued validation
22–24 May 2017	Namibian University of Science & Technology (NUST)	1. Bachelor of Architecture 2. Bachelor of Architecture (Hons)	Initial unconditional validation
12–14 August 2017	Tshwane University of Technology (TUT)	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies [BAS (Hons)] 3. Master of Architecture (Professional) (M.Arch)	Unconditional continued validation
24–27 May 2015	Nelson Mandela University (NMU)	1. Bachelor of Architectural Studies (BAS) 2. Master of Architecture (March)	Unconditional continued validation
28–30 September 2015 and 15–16 August 2016	Cape Peninsula University of Technology (CPUT)	1. National Diploma: Architectural Technology 2. Bachelor of Technology: Architectural Technology	Conditional continued validation (in 2015) Unconditional continued validation (in 2016)
16–18 November 2015	University of KwaZulu-Natal (UKZN)	1. Bachelor of Architectural Studies (BAS) 2. Master of Architecture (March)	Unconditional continued validation
17–20 April 2016	Durban University of Technology (DUT)	1. National Diploma: Architectural Technology 2. (ND: Architectural Technology) 3. Bachelor of Technology: Architectural Technology 4. (BTech: Architectural Technology)	Unconditional continued validation
07–09 September 2016	University of Cape Town (UCT)	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies [BAS (Hons)] 3. Master of Architecture (Professional) (M. Arch)	Unconditional continued validation
12–14 September 2016	University of the Witwatersrand	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies [BAS (Hons)] 3. Master of Architecture (Professional) (M. Arch)	Unconditional continued validation
27 February 2017 – 01 March 2017	University of Pretoria (UP)	1. Bachelor of Architectural Studies (BAS) 2. Bachelor of Architectural Studies [BAS (Hons)] 3. Master of Architecture (Professional) (M. Arch)	Unconditional continued validation
Scheduled for April 2018	University of Johannesburg (UJ)	1. National Diploma: Architectural Technology 2. BTech: Architectural Technology 3. MTech: Architectural Technology	Unconditional continued validation

IDENTIFICATION OF WORK (IDOW)

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

GUIDELINES PROFESSIONAL FEES

Section 34 of the Act mandates the Council annually, after consultation with the voluntary associations, to determine guideline professional fees and publish those fees in the Gazette. The guideline professional fees were published on 7 August 2020.

VOLUNTARY ASSOCIATIONS (VAS)

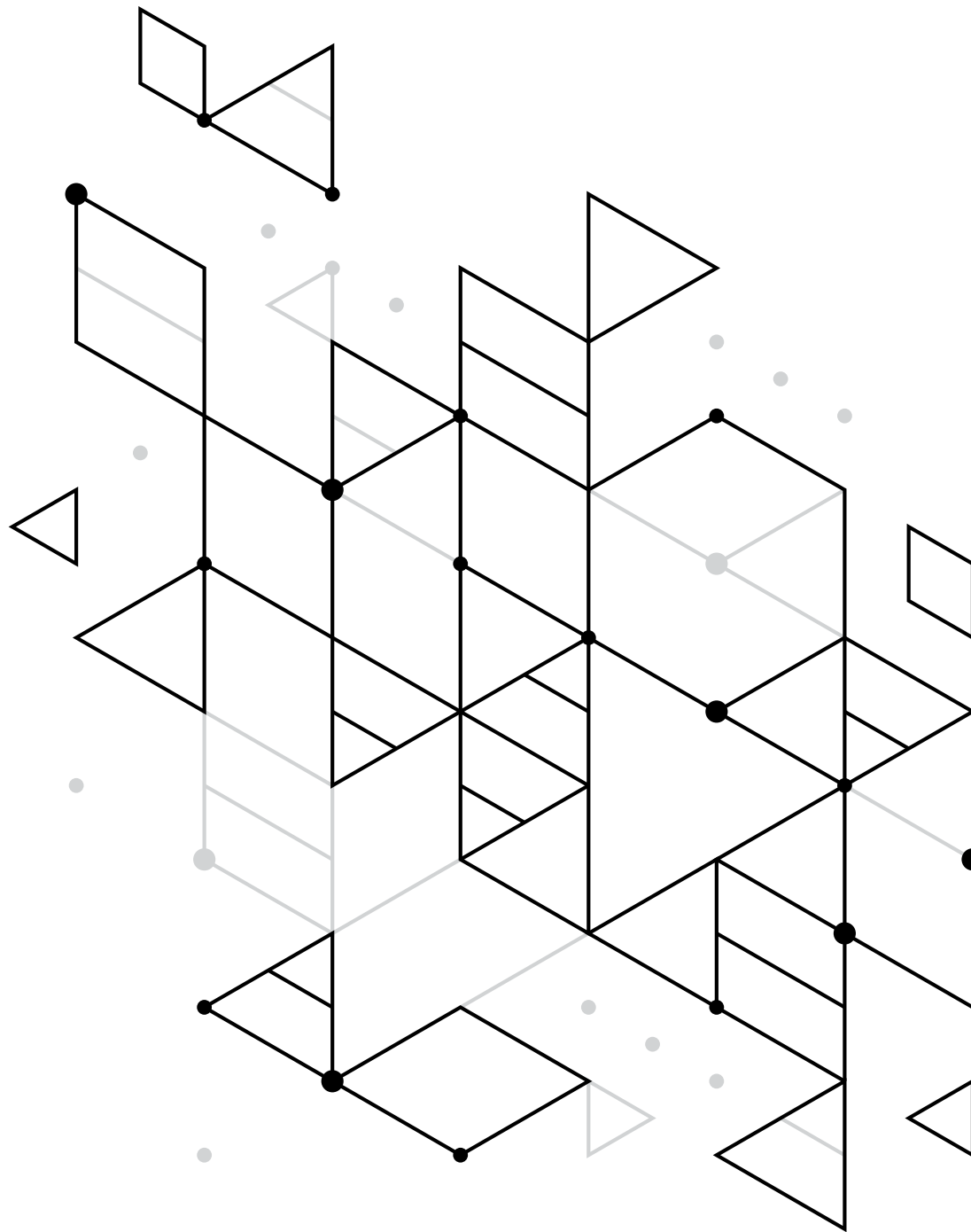
VAs are independent organizations which promote and protect the interests of their members. They have an essential role to play in the profession, amongst other things, the implementation of CPD, in that they can accredit and offer Category One CPD activities.

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

RECOGNISED VOLUNTARY ASSOCIATIONS (VAS)

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

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





PART C

Governance



INTRODUCTION

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

This Annual Report focuses on qualitative and quantitative activities arising in 2020/21 that are material to SACAP's business operations and strategic objectives. Materiality was determined through extensive consultation with stakeholders, and by taking into consideration, SACAP's core objectives and how its value chain operate. SACAP is mandated within six months from the close of each financial year, provide the CBE with a report regarding its activities during that financial year.

EXECUTIVE AUTHORITY

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

COMPOSITION OF THE COUNCIL

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

THE ROLE OF THE COUNCIL

Council sets the overall strategic direction for the organization.

COUNCIL CHARTER AND COMMITTEE FUNCTIONING GUIDELINES

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

Composition of the Council					
Name	Designation (in terms of the public entity Board Structure)	Date appointed	Qualifications	Other committees or task teams (e.g.: Audit Committee/ Ministerial Task Team)	Number of meetings attended
Mr Charles Ntsindiso Nduku	President	April 2019	M.Arch, B.Arch, BAS	Professional Fees Committee, Transformation Committee, Recognition of Prior Learning	24
Ms Letsabisa Shongwe nëe Lerotholi	Vice President Chairperson: Professional Fees and stakeholder Relations from 2021	April 2019	M. Arch, B.Tech Arch, N.Dip Arch	Professional Fees Committee, Registration Committee, Recognition of Prior Learning, Stakeholder Relations	22
Mr Lufuno Nematswerani	Chairperson: Remuneration Committee (REMCO)	April 2019	MBA, Post Graduate Diploma in management, Hons Degree in Human Resources Development	Audit and Risk Committee, Investigating Committee, Social & Ethics Committee	25
Mr Kevin Bingham	Chairperson: Education Committee (EdCom) and Recognition of Prior Learning (RPL)	April 2019	M.Arch	Recognition of Prior Learning (RPL)	24
Ms Mandisa Pepeta- Daki	Chairperson: Investigating Committee	April 2019	N.Dip Arch	Continuous Professional Development (CPD), Transformation and RPL	30
Mr Mohammed Mohidien	Chairperson: Registration Committee	April 2019		Continuous Professional Development (CPD), Transformation and RPL	30
Mr Rowan Graham Nicholls		April 2019	B.Comm. CA(SA) CIA Computer Audit Qualification – NACCA	Audit and Risk Committee (ARC), REMCO Committee	17
Mr Vusi Phailane	Chairperson: IDoW Committee	April 2019	M.Arch, B.Arch, BAS	REMCO, Investigating Committee	31
Dr Sitsabo Dlamini	Chairperson: Continuous Professional Development	April 2019	MSc in International Construction Management, PhD in Political Economics,	Education Committee, RPL Committee	28
Ms Karuni Naidoo	Chairperson: Transformation Committee (until December 2020)	April 2019	B.Arch	Stakeholder Relations Committee, RPL Committee	20
Ms Lwazikazi Ngodwane	Chairperson: Stakeholder Relations Committee (until December 2020)	April 2019	M.Arch	Transformation Committee, RPL Committee	17



FIFTH TERM COUNCIL



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



MRS LETSABISA R SHONGWE NÊE LEROTHOLI:
M. ARCH, B.TECH ARCH, N.DIP ARCH
Chairperson: Professional Fees Guidelines Committee Active 2019-2023



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



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



MR KEVIN BINGHAM:
M.Arch, B.Arch, BAS
Chairperson: Education Committee Active 2019-2023



MS MANDISA DAKI:
N.Dip Arch
Chairperson: Investigating Committee Active 2019-2023



MS LWAZIKAZI NGODWANE (STATE REPRESENTATIVE):
M.Arch, B.Arch, BAS
Chairperson: Stakeholder Relations Committee Active 2019-2023



MS KARUNI NAIDOO:
B.Arch, BAS
Chairperson: Transformation Committee Active 2019-2023



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



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



MR VUSI PHAILANE:
M.Arch, B.Arch, BAS
Chairperson: IDoW Committee Active 2019-2023

Council Meeting Attendance			
Name	Number of Council and Committee Meetings attended	Number of special SR Events attended	Total Honoraria paid to each Councilor for each Council Meeting and SR Events Meetings
Mr. CNN Nduku (President)	24	30	R346 490,00
Ms. LR Shongwe née Lerotholi (Vice President)	22	2	R150 573,00
Mr. L Nematswerani	25	3	R247 504,00
Mr. K Bingham	24	4	R174 960,00
Ms. K Naidoo	20	1	R124 902,00
Mr. V Phailane	31	10	R303 750,00
Mr. M Mohidien	31	4	R209 952,00
Mr. RN Nicholls	17	1	R157 926,00
Ms. M Daki	30	4	R237 168,00
Dr. S Dlamini	28	5	R194 400,00
Ms. L Ngodwana	17	1	R94 734,00

REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS

In terms of section 10 of the Architectural Profession Act, the Council may determine the remuneration and allowances payable to its members or the members of any Committee of the Council. The rate for honorariums for all Council and Committees is determined in line with the Treasurer Guidelines. Travel is paid at R3.82 per kilometer as per the SA Revenue Services (SARS) guideline. Council and Committee members receive honorariums for preparation and actual attendance of meetings.

Honoraria paid to each Council member, per meeting

President of Council	R5 230,00
Vice President of Council	R 4445,00
Chairperson of the Audit and Risk Committee	R8 687,00
Audit and Risk Committee Members	R7 239,00
Chairpersons of Committees	R3 888,00
Committee Members	R2 109,00



RISK MANAGEMENT

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

In the year under review, the approved Supply Chain Management Policy continued to be implemented by Council in order to direct the procurement process in line with SACAP's strict adherence to corporate governance principles. The SACAP's Council continued to use the reports of Internal Audit service provider to guide the development of a Risk Management Plan, including an internal Risk Register.

The SACAP continued to implement the Risk Management Framework, Risk Management Policy, Fraud Prevention Policy as well as Fraud Prevention plan in order to ensure that risks are identified, registered, managed and mitigated against. Furthermore, there are formulated, approved and implemented policies by each of SACAP's departments to ensure that processes and controls are in place to mitigate against unacceptable levels of risk.

INTERNAL CONTROL

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

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

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

- Follow up of Prior Year Audit findings;
- Revenue management;
- Supply Chain Management;
- IT application system – YM System;
- Stakeholder management review; and
- Audit of performance information

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

LEGAL, COMPLIANCE AND COMPLAINTS

INVESTIGATION OF COMPLAINTS OF IMPROPER CONDUCT

The Architectural Professions Act 44 of 2000 enjoins SACAP to take any steps it considers necessary for the protection of the public in their dealings with Registered Persons. The objective is to maintain the integrity and the enhancement of the status of the architectural profession.

To that end, complaints of improper conduct against Registered Persons are lodged by any aggrieved member of the public in an affidavit form, under oath or affirmation. In cases where the Council has reasonable grounds to suspect that a Registered Person has committed an act which may render him or her guilty of improper conduct, the Council has powers to initiate a complaint. The Investigating Committee (“InvCom”) is delegated by Council to investigate all complaints of improper conduct and to obtain evidence to determine whether or not, in its opinion, a Registered Person may be charged with improper conduct for contravention of the Code of Professional Conduct and, if so, whether it seeks to lay a charge (or charges) of improper conduct against the Registered Person.

Furthermore, the InvCom undertakes measures to determine trends in relation to contraventions of the Code of Professional Conduct in the architectural profession, and initiates preventative measures against acts of improper conduct. To this end, SACAP continuously provides workshops on Rules of Professional Conduct to Registered Persons and disseminate instances of improper conduct to the profession.

The investigation of complaints of improper conduct and subsequent actions against Registered Persons found guilty of improper conduct are intended to protect the public and safeguard the reputation or image of the Architectural Profession and maintain professional standards.

2020/2021 Statistics

Number of Complaints	2020/2021
Complaints received	127
Complaints investigated by InvCom	122
Disciplinary hearings concluded	13
Pleas of Guilt secured	32
Cases opened with the SAPS against persons who are not registered	33
Persons who practice architecture during the period in which registration is cancelled	11
Complaints currently under investigation	3
Matters held in abeyance	2
Appeals received in the reporting period	0

Complaints Received per Category of Registration in 2020/2021

Professional Category of Registration	Number Of Complaints
Professional Architect	29
Candidate Architect	0
Professional Senior Architectural Technologist	6
Candidate Senior Architectural Technologist	0
Professional Architectural Technologist	17
Candidate Architectural Technologist	5
Professional Architectural Draughtsperson	22
Candidate Architectural Draughtsperson	17
Complaints against persons who are not registered	33
Total	129



FRAUD AND CORRUPTION

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

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

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

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

MINIMIZING CONFLICT OF INTEREST

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

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

CODE OF CONDUCT

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

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

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

HEALTH SAFETY AND ENVIRONMENTAL ISSUES

INTERNAL: SACAP STAFF

The South African Council for the Architectural Profession as an employer considers its employees to be its most valuable assets and undertakes to safeguard them through providing and maintaining a working environment that is safe and without risk to the health of its employees. In ensuring a safe and healthy working environment, all the Council employees work closely together with the employer in minimizing any risk that might jeopardize the health and safety of employees of the Council.

Management of SACAP ensures that activities are undertaken to ensure compliance with the Occupational, Health and Safety Act. To this end, in the reporting period:

- An emergency evacuation plan was compiled and circulated to all staff members
- The COVID19 measures to mitigate risk posed by the ongoing pandemic have been developed and implemented
- All Council and Committee meetings are held online

Council also reports that in the period under review, there were:

- No reported cases of accidents or incidents
- Few reported cases of COVID19 pandemic

CORPORATE SOCIAL RESPONSIBILITY

SACAP considers the interests of communities and stakeholders in all its aspects of its operations. With transformation at the epic center of SACAP vision, SACAP made a donation to a value of R20 000.00 to Jicama 89 in celebration of the centenary year of the global icon, Nelson Rolihlahla Mandela, whose selfless contribution to the improvement of the lives of others is commemorated around the world on 18 July – his birthday – . Jicama 89 is a registered company incorporating Section 21, registered Section 18A and a registered Non-Profit Organization whose primary purpose is to support deserving organizations in their efforts to meeting the needs of those less fortunate and able.

Jicama 89 is involved in supporting children in the care of the Sibonile School, which is based in Klipriver, South of Johannesburg. This profile seeks to make individuals and the public aware of the task of educating children with visual impairment. The Sibonile School provides schooling, accommodation, food and clothing for 210 children, who are partially sighted, totally blind or deaf and blind. Sibonile had thought of establishing a vocational training Centre for the blind (inner vision center), where the visually impaired would be empowered in: Self-awareness training, Health education and healing, Small business courses, Self-employment or making the impaired employable, Adult basic education and Skills training in production of goods. The amount of R20 000 donation to Jicama 89 will assist 210 Sibonile school learners who are visually impaired and living with disability, to get apex braille notes taking system.

MANDELA DAY CELEBRATION



SACAP STUDENT BURSARIES

SACAP is mandated by section 15 (5) of the Architectural Profession Act, No. 44 of 2000 to establish and administer an education fund for the purpose of education, training and continuing education and training for registered persons and students within the architectural profession.

In 2020 SACAP invited all interested students who are enrolled to study architecture at all accredited Architectural Learning Sites (ALSs) to apply for a bursary.

One deserving student at each of the 11 SACAP validated ALSs was awarded a SACAP bursary to further their studies.



AUDIT & RISK COMMITTEE (ARC) REPORT FOR THE PERIOD ENDING 31 MARCH 2021

The Audit and Risk Committee is pleased to present our report for the Financial Year ended 31 March 2021.

1. AUDIT AND RISK COMMITTEE ATTENDANCE 2020/2021

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

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

Name of the Member	Date appointed	Number of meetings attended
Ms Nocwaka Oliphant - Independent Chairperson	May 2019	5
Mr Tshepiso Poho -Independent Member	May 2019	5
Ms Zelda Tshabalala -Independent Member	August 2019	4
Mr Lufuno Nematswerani - Council Representative	May 2019	5
Mr Rowan Graham Nicholls- Council Representative	May 2019	5

2. AUDIT AND RISK COMMITTEE RESPONSIBILITY

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

3. THE EFFECTIVENESS OF INTERNAL CONTROLS

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

4. Risk Management

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

5. INTERNAL AUDIT

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

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

1. Supply Chain Management review
2. Stakeholder Management
3. IT Application Controls - YM System
4. Revenue management
5. Follow Up of Prior year Audit Findings – Legal and Compliance, Governance and Compliance, Human Capital Management, Professional Statutory Services

Internal Audit's overall opinion is that:

Reasonable assurance can be given that existing organisational governance, risk management, and internal control systems are adequate and partially effective with regards to management of risks that threaten the achievement of organisational strategic, sustainability, operational, compliance and financial objectives. However, some control processes and business practices need improvement. The following issues identified could have some material impact on the control environment and management attention is required to address these issues.

- Control weaknesses were identified in respect of the IT environment. The Your Membership (YM) System that is used for registration and invoicing of members require management focus to rectify weakness identified
- The security of assets was also noted as an area of concern as incidents of office robbery and break-in were reported.

- Vacant positions that have been existing for more than a year remains a recurring finding.
- Gaps were identified in the business processes audited i.e., Supply chain management, Stakeholder management. The root causes of the audit findings stems from non-adherence to policies and procedures.
- Some gaps were also identified on some policies and procedures, i.e., SCM Policy and Stakeholder management Policy.

6. EVALUATION OF THE FINANCE FUNCTION

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

7. EVALUATION OF ANNUAL FINANCIAL STATEMENTS (TO BE UPDATED AFTER THE REVIEW AND AUDIT OF FINANCIAL STATEMENTS)

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

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

8. AUDITOR'S REPORT

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

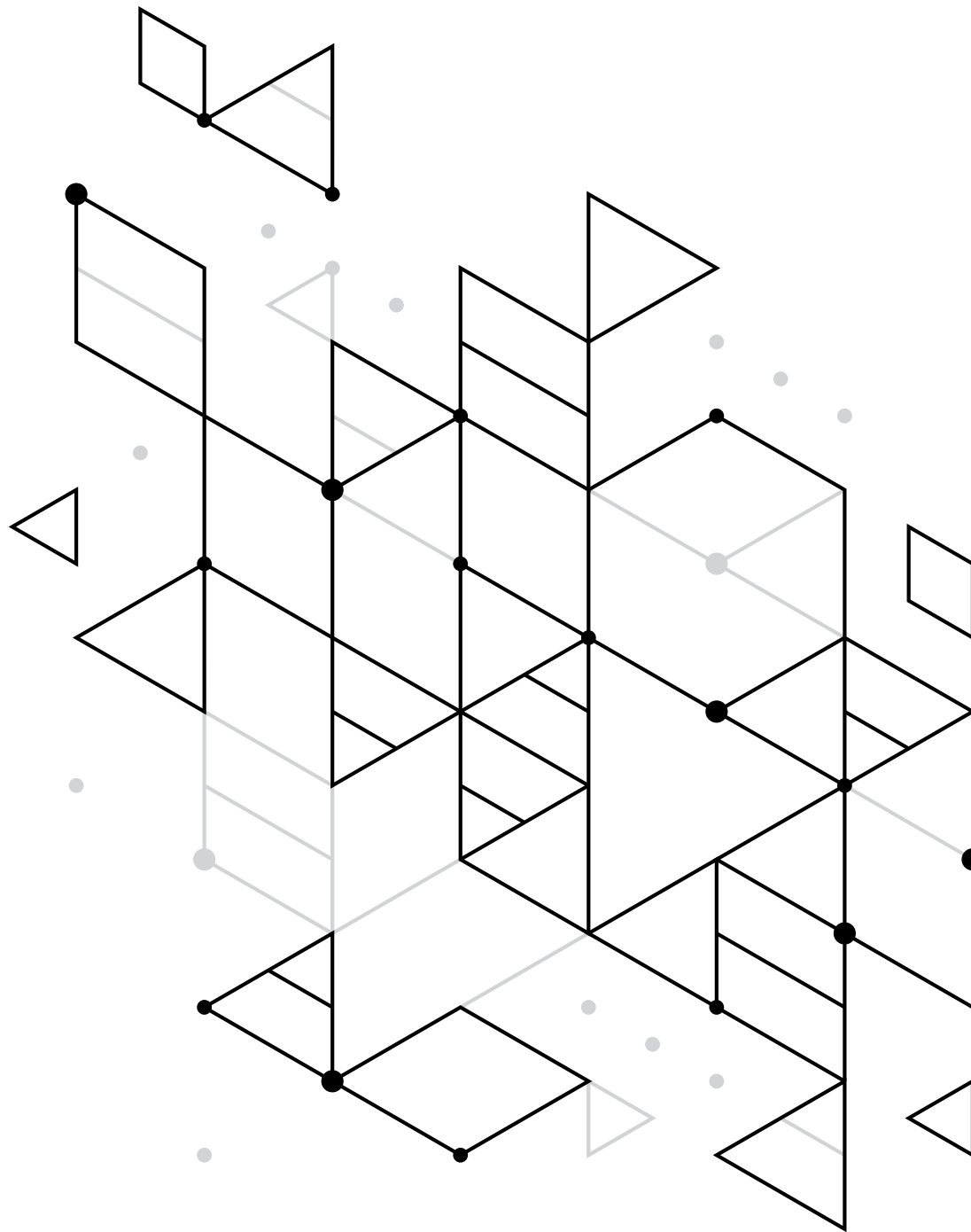
9. APPRECIATION

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



MS NOCWAKA OLIPHANT

Chairperson of the Audit Committee SACAP





PART D

Human Resources



INTRODUCTION

HR PRIORITIES UNDER THE REVIEW PERIOD

Human Resource Management (HRM) systems are a critical component of every organisation and encompass models, practices, orientations and other vital elements, which impact on the efficiency and relevance of the services and other related outputs provided to users. The associated successes and failures of HRM systems ultimately have a significant impact on the organisation.

HR plays an essential role in ensuring that the organization has a workforce that has the critical skill, qualification and experience to execute the strategy. Training and development are also vital in ensuring that the current workforce is developed to perform their duties at their peak and support the strategy.

WORKFORCE PLANNING FRAMEWORK AND KEY STRATEGIES

SACAP developed a 5-year strategy and reviewed the organizational structure to ensure that SACAP has capacity to implement the strategy. Structure and strategy are dependent on each, a good strategy must be supported by a competent and qualified workforce. SACAP has not been able to fill in critical positions due to budgetary constraints. This has had serious impact on the implementation of the strategy.

EMPLOYEE PERFORMANCE MANAGEMENT FRAMEWORK

SACAP has an effective performance review process which is creating the best possible environment for employees to succeed in their roles. For the organization to be successful, employees are allowed to give and receive constructive feedback, identify their strengths and scope for improvement, and support their individual growth and development.

EMPLOYEE WELLNESS PROGRAMMES

An employee wellness program includes any activity designed to support better health at work and/or to improve health outcomes. These programs often include medical screenings, incentives, behaviour change interventions, fitness programs, social support or competitions.

For the year under review there were no activities undertaken due to COVID 19 Pandemic.

POLICY DEVELOPMENT

Human resource policies are in place to recruit, develop, assess, and reward employees. Having policies written is essential so that it is clear to all what the policies are and that they are applied consistently and fairly across the organization. For the year under review, the SACAP has neither developed any new policies nor amended any existing policies.

FUTURE HR PLANS AND GOALS

The advent of the Corona Virus pandemic has caused a strain on the financial status of the organisation and this will negatively impact the filling of existing vacancies, however all attempts will be made to ensure that critical positions are prioritised for the effective running of the organisation. Recruitment on its own is a costly process, and if not done correctly, this might cost the company more if the incumbent doesn't fit in and end up resigning.

HUMAN RESOURCE OVERSIGHT STATISTICS

EMPLOYMENT AND VACANCIES

Programme/ activity/objective	2019/2020 Approved Posts	2019/2020 N. of Employees	2020/2021 No. of Employees	2019/2020 Vacancies	% of vacancies
Top Management	1	1	1	0	0
Senior Management	4	1	1	3	75%
Professional qualified	23	21	19	4	17%
Skilled	26	25	23	3	12%
Semi-skilled	2	2	1	1	50%
Unskilled	0	0	0	0	0
TOTAL	56	50	45	11	20%

There are currently 11 positions that need to be filled within SACAP as per the approved organogram. Due to budget constraints in the 2019/2020, the 11 positions could not be filled, but much strategic planning has been put in place. Due to the Corona-19 pandemic, it will be challenging to fill the vacant positions in the 2021/2022 financial year as a different approach has to be considered in saving costs without affecting the current workforce.

EMPLOYMENT CHANGES

Salary Band	Employment at beginning of period	Appointments	Terminations	Employment at end of the period
Top Management	1	0	0	1
Senior Management	1	0	0	1
Professional qualified	19	0	1	18
Skilled	22	1	1	22
Semi-skilled	1	0	0	1
Unskilled	0	0	0	0
Total	44	1	2	43

THE FOLLOWING APPOINTMENT WAS MADE IN THE FINANCIAL YEAR:

- Xoli Kunene – General Assistant

REASONS FOR STAFF LEAVING

Reason	Number	% of total no. of staff leaving
Death	0	0
Resignation	2	4%
Dismissal	0	0
Retirement	0	0
Ill health	0	0
Expiry of contract	0	0%
Other (Retrenchment)	0	0
Total	2	4%

THE FOLLOWING EMPLOYEES LEFT SACAP DURING THE FINANCIAL YEAR:

- Kgoahla Mafa – Registration Administrator
- Leticia Molokwane – HR Officer



LABOUR RELATIONS: MISCONDUCT AND DISCIPLINARY ACTION

Nature of disciplinary Action	Number
Verbal Warning	2
Written Warning	0
Final Written warning	0
Dismissal	0

EQUITY TARGET AND EMPLOYMENT EQUITY STATUS

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

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

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



PART E

Financial Information



ANNUAL FINANCIAL STATEMENTS OF SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION

(Established under the Architectural Profession Act no 44 of 2000)
Annual Financial Statements for the year ended 31 March 2021

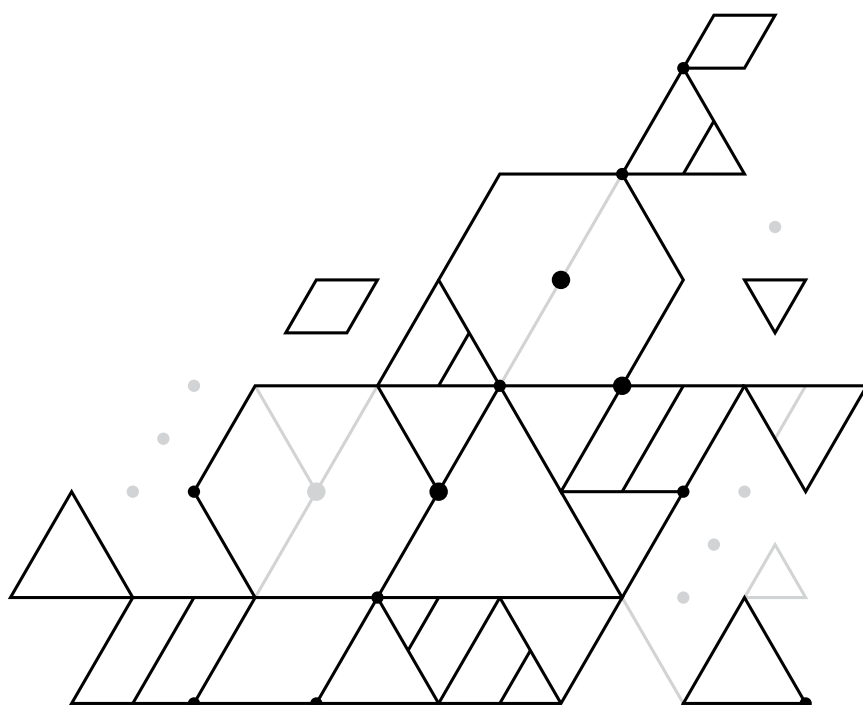
The reports and statements set out below comprise the annual financial statements presented to the Council:

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

Detailed Income Statement	113 - 115
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GENERAL INFORMATION

Country of Incorporation and Domicile

South Africa

Nature of Business and Principal Activities

Statutory body that regulates the registration of Architectural Profession in South Africa

Registered Office

51 Wessel Road
Right Wing
Rivonia
2128

Business Address

51 Wessel Road
Right Wing
Rivonia
2128

Council

During the year end up to the date of this report the Council was constituted as follows:

Mr NC Nduku – President

Ms LR Shongwe née Lerotholi – Vice-President

Ms K Naidoo (terminated on 02 December 2020)

Ms N Daki

Ms L Ngodwane (terminated on 02 December 2020)

Dr S Dlamini

Mr V Phailane

Mr K Bingham

Mr MA Mohidien

Mr RG Nicholls

Mr L Nematswerani

Bankers

First National Bank
Nedbank
Investec Bank

Auditor

Nexia SAB&T
Registered Auditors

Level of Assurance

These Annual Financial Statements have been audited in compliance with the applicable requirements of Architectural Profession Act, no 44 of 2000

Preparer

The annual financial statement were compiled by
Maphuti Mothapo CA(SA): Finance Manager

Published

2 September 2021



INDEPENDENT AUDITOR'S REPORT

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

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinion

We have audited the financial statements of South African Council for the Architectural Profession set out on pages

92 to 112, which comprise the statement of financial position as at 31 March 2021, and the statement of comprehensive income, statement of changes in equity and statement of cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of South African Council for the Architectural Profession as at 31 March 2021, and its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards and the requirements of the Architectural Profession Act no 44 of 2000.

Basis for Opinion

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

Other Information

The Council Members are responsible for the other information. The other information comprises the information included in the document titled "South African Council for the Architectural Profession Annual Financial Statements for the year ended 31 March 2021", which includes the Registrar's Report. The other information does not include the financial statements and our auditor's report thereon.

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

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

Responsibilities of the Council Members for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than

for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council Members.
- Conclude on the appropriateness of the Council Members' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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



Nexia SAB&T

Y Soma

Director

Registered Auditor

2 September 2021



COUNCIL MEMBERS RESPONSIBILITIES AND APPROVAL

The Council members are required by the Architectural Profession Act No 44 of 2000 to maintain adequate accounting records and are responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements satisfy the international financial reporting standards as to form and content and present fairly the statement of financial position, results of operations and business of the Council, and explain the transactions and financial position of the business of the Council at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the Council and supported by reasonable and prudent judgements and estimates.

The Council members acknowledge that they are ultimately responsible for the system of internal financial control established by the Council and place considerable importance on maintaining a strong control environment. To enable the Council members to meet these responsibilities, the Council sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the Council and all employees are required to maintain the highest ethical standards in ensuring the Council's business is conducted in a manner that in all reasonable circumstances is above reproach.

The focus of risk management in the Council is on identifying, assessing, managing and monitoring all known forms of risk across the Council. While operating risk cannot be fully eliminated, the Council endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

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

The going-concern basis has been adopted in preparing the financial statements. Based on forecasts and available cash resources the Council members have no reason to believe that the Council will not be a going concern in the foreseeable future. The annual financial statements support the viability of the Council.

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

The financial statements have been audited by the independent audit firm, Nexia SAB&T, who have been given unrestricted access to all financial records and related data, including minutes to all meetings of the Council. The Council members believe that all representations made to the independent auditors during the audit were valid and appropriate. The external auditors' unqualified audit report is presented on page 87 to 88.

The annual financial statements as set out on pages 92 to 94 were approved by the Council on 2 September 2021 and were signed on their behalf by:

Mr Ntsindiso Charles Nduku
President

Ms Letsabisa Shongwe né Lerotholi
Vice-President

REGISTRAR'S REPORT

The Registrar presents his report for the year ended 31 March 2021.

1. REVIEW OF ACTIVITIES

Main business and operations

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

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

Mission

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

Vision

Transformed Architectural leaders serving society in a sustainable built environment.

2. GOING CONCERN

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

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

3. EVENTS AFTER REPORTING DATE

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

4. COUNCIL MEMBERS

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

Mr NC Nduku – President
Ms LR Shongwe née Leretholi – Vice-President
Ms K Naidoo (terminated on 02 December 2020)
Ms N Daki
Ms L Ngodwane (terminated on 02 December 2020)
Dr S Dlamini
Mr V Phailane
Mr K Bingham
Mr MA Mohidien
Mr RG Nicholls
Mr L Nematswerani



5. OPERATING RESULTS

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

The net surplus of R5.1 million (2020: net surplus of R6.5 million) was recorded in the year ended 31 March 2021. The decrease in net surplus in comparison to the previous financial year was mainly as a result of the following:

- R2.2 million of unallocated receipts was released to Income Statement in the current financial year which was less than the previous financial year of R5.5 million.
- The Honorarium expenses increased by R0.7 million mainly as a result of more emergency meetings held by Council to develop measures implemented in response to the impact of COVID19 pandemic on SACAP's operation as well as on Registered Persons.

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

- Lower variance amounting to R0.7 million on Tribunal expenses in comparison to the previous financial year due to lower tribunal meetings held and more Registered Persons opting for settlement agreements instead of tribunal hearings.
- R1.5 million decrease in travel and catering expenses resulting from restricted movements of persons due to strict health protocols implemented by the National Government in response to the COVID19 pandemic and the decision by Council to hold all meetings online.

6. ANNUAL FINANCIAL STATEMENTS

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

Adv Toto Fiduli

Registrar

2 September 2021

STATEMENT OF FINANCIAL POSITION

as at 31 March 2021

Figures in Rand	Notes	2021	2020
Assets			
Non-Current Assets			
Property, plant and equipment	6	16 353 223	16 500 971
Intangible assets	7	473 334	586 803
		16 826 557	17 087 774
Current Assets			
Financial assets	8	-	3 035 080
Trade and other receivables	9	2 078 185	825 387
Cash and cash equivalents - Education Fund	10	1 878 604	2 255 795
Cash and cash equivalents - Council	10	16 116 674	8 970 654
		20 073 463	15 086 916
Total Assets		36 900 020	32 174 690
Equity and Liabilities			
Equity			
Retained earnings		32 909 762	27 759 934
		32 909 762	27 759 934
Non-Current Liabilities			
Finance lease liabilities	11	171 208	-
		171 208	-
Current Liabilities			
Trade and other payables	12	3 738 413	4 337 392
Current portion of finance lease liabilities	11	80 637	77 364
		3 819 050	4 414 756
Total Equity and Liabilities		36 900 020	32 174 690

The short term investments amounting to R3 million reached maturity during the year and were reclassified to "cash and cash equivalent".



STATEMENT OF COMPREHENSIVE INCOME

as at 31 March 2021

Figures in Rand	Notes	2021	2020
Revenue	13	37 958 790	34 343 736
Other income	14	682 089	1 396 036
Student grants		(440 000)	(520 000)
Operating costs		(33 665 144)	(30 182 294)
Operating Surplus		4 535 735	5 037 478
Finance income	16	619 796	1 434 398
Finance costs	17	(5 703)	(13 088)
Surplus for the year		5 149 828	6 458 788
Other comprehensive surplus		-	-
Total comprehensive surplus		5 149 828	6 458 788

STATEMENT OF CHANGES IN EQUITY

as at 31 March 2021

Figures in Rand	Retained earnings	Total
Balance at 1 April 2019	21 301 146	21 301 146
Total comprehensive surplus for the year		
Surplus for the year	6 458 788	6 458 788
Total comprehensive surplus for the year	6 458 788	6 458 788
Balance at 31 March 2020	27 759 934	27 759 934
Balance at 1 April 2020	27 759 934	27 759 934
Total comprehensive surplus for the year		
Surplus for the year	5 149 828	5 149 828
Total comprehensive surplus for the year	5 149 828	5 149 828
Balance at 31 March 2021	32 909 762	32 909 762

STATEMENT OF CASH FLOW

as at 31 March 2021

Figures in Rand	Notes	2021	2020
Net cash generated by/(utilised in) operations	18	5 923 440	6 834 498
Working capital changes			
(Increase)/decrease in trade and other receivables		(1 252 798)	3 576 868
Increase/(decrease) in trade and other payables		(598 979)	(9 730 595)
Net cash generated by operations		4 071 663	680 771
Finance income	16	619 796	1 434 398
Finance costs	17	(5 703)	(13 088)
Net cash generated by operating activities		4 685 756	2 102 081
Cash flows used in investing activities			
Property, plant and equipment acquired	6	(689 512)	(1 881 023)
Intangible assets acquired	7	(178 662)	(894 893)
Proceeds on disposals of property, plant and equipment		-	2 955
(Increase)/Decrease in financial asset		3 035 080	3 056 456
Net cash flows used in investing activities		2 166 906	283 495
Cash flows used in financing activities			
Finance lease repayment		(83 833)	(84 418)
Net cash flows used in financing activities		(83 833)	(84 418)
Net increase in cash and cash equivalents		6 768 829	2 301 158
Cash and cash equivalents at beginning of the year		11 226 449	8 925 291
Cash and cash equivalents at end of the year	10	17 995 278	11 226 449



ACCOUNTING POLICIES

1. GENERAL INFORMATION

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

2. BASIS OF PREPARATION

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

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

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

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

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

New Standards and Interpretations

Standards and interpretations effective and adopted in the current year

At the date of authorisation of these financial statements for the year ended 31 March 2021, there were no new standards that were adopted.

Standards and interpretations not yet effective.

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

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

IFRS/IFRIC	Title and details	Effective	Expected Impact
IFRS Framework material impact	Amendments updating a reference to the Conceptual Framework	Annual periods commencing on or after 1 January 2022	Unlikely to have a material impact
Amendments to IAS 1	IAS 1 Classification of Liabilities as Current and Non-current	Annual periods commencing on or after 1 January 2022	Unlikely to have a material impact
IAS 37 Provisions, Contingent Liabilities and Contingent Assets	Amendments regarding the costs to include when assessing whether a contract is onerous	Annual periods commencing on or after 1 January 2022	Unlikely to have a material impact

All applicable standards will be complied with in the financial statements for the period ending 31 March 2021. Compliance with these amendments, revisions and improvements require additional disclosure compared to that required in terms of existing IFRS.

Management performed an assessment of the impact of all applicable standards that will apply for the period ending 31 March 2021.

3.1 Property, Plant and Equipment

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

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

3.1.1 Owned assets

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

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

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

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

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

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

3.1.2 Right of use assets

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

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

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

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

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

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

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

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



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

3.2 Intangibles

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

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

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

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

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

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

Intangible assets have the following estimated useful life:

Item	Average useful life	Depreciation method
Softwares	3 Years	Straight line

3.2.1 Amortisation

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

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

3.3 Financial assets

3.3.1 Loans and receivables

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

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

(i) Classification and measurement

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

(ii) Impairment of financial assets

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

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

(iii) Derecognition

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

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

There however is no significant difference between the application of IAS 39 and IFRS 9 to the financial instruments identified in the 2021 financial year for classification and measurement. Although the impact of impairment is immaterial, the expected

credit loss simplified approach to trade receivables was applied. Trade receivables are mostly current and the impact of that default would be immaterial.

3.3.2 Accounts receivables

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

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

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

3.3.3 Cash and cash equivalents

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

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

3.4 Financial liabilities

3.4.1 Accounts payables

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

3.4.2 Lease liabilities

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

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

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

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

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

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

Subsequently, the lease liability is measured by:

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



3.5 Post-employment benefits and short-term employee benefits

Post-employment benefit plans

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

Short-term employee benefits

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

3.6 Revenue Recognition

IFRS 15 establishes a comprehensive framework for determining whether, how much and when revenue is recognised. It replaces IAS 18 Revenue.

IFRS 15 Revenue from Contracts with Customers (applicable from 1 March 2018).

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

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

Annual and Administration Fees

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

Exam Fee

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

Registration and Re-registrations

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

Renewals

Revenue is recognised when renewals takes effect.

Continuing Professional Development (CPD)

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

Upgrades

Revenue is recognised when the upgrade application has been approved.

Recognition of Prior Learning (RPL)

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

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

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

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

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

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

3.7 Finance income

Interest income is recognised using the effective interest method.

3.8 Other income

Other income comprises mainly professional misconduct fines and recoveries.

4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

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

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

Useful lives of property, plant and equipment

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

5. ANNUAL FINANCIAL STATEMENTS

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



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

6. PROPERTY, PLANT AND EQUIPMENT

Figures in Rand	2021			2020		
	Cost	Accumulated depreciation	2021 Carrying value	Cost	Accumulated depreciation	2020 Carrying value
<i>Owned assets</i>						
Buildings	16 012 259	(1 489 066)	14 523 193	15 982 309	(1 169 111)	14 813 198
Motor vehicles	573 005	(573 005)	-	537 005	(537 005)	-
Furniture and fittings	980 623	(663 444)	317 179	976 362	(596 501)	379 861
Office equipment	219 591	(182 956)	36 635	219 591	(158 211)	61 380
IT equipment	3 477 115	(2 254 908)	1 222 207	2 913 215	(1 729 597)	1 183 618
	21 262 593	(5 163 379)	16 099 214	20 628 482	(4 190 425)	16 438 057
<i>Right of use assets</i>						
IT Equipment	258 314	(4 305)	254 009	377 483	(314 569)	62 914
	258 314	(4 305)	254 009	377 483	(314 569)	62 914
Total property, plant and equipment	21 520 907	(5 167 684)	16 353 223	21 005 965	(4 504 994)	16 500 971

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

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

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

6. PROPERTY, PLANT AND EQUIPMENT *continued*

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

2020 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Depreciation on disposal/ scrapped	Disposal/ Scrapped	Depreciation	2020 Carrying value at end of year
<i>Owned assets</i>						
Buildings	15 185 913	-	-	-	(372 715)	14 813 198
Motor vehicles	98 451	-	-	-	(98 451)	-
Furniture and fittings	441 174	25 117	106 677	(118 062)	(75 045)	379 861
Office equipment	62 621	21 194	1 754	(1 754)	(22 435)	61 380
IT equipment	123 830	1 834 712	109 607	(109 792)	(774 739)	1 183 618
	15 911 989	1 881 023	218 038	(229 608)	(1 343 385)	16 438 057
<i>Right of use asset</i>						
IT Equipment	134 855	-	-	-	(71 941)	62 914
	134 855	-	-	-	(71 941)	62 914
Total property, plant and equipment	16 046 844	1 881 023	218 038	(229 608)	(1 415 326)	16 500 971



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

7. INTANGIBLES ASSETS

Figures in Rand	2021			2020		
	Cost	Accumulated Amortisation	2021 Carrying value	Cost	Accumulated Amortisation	2020 Carrying value
Intangible assets (software)	1 764 945	(1 291 611)	473 334	1 586 284	(999 481)	586 803
Total intangible assests	1 764 945	(1 291 611)	473 334	1 586 284	(999 481)	586 803

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

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

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

2020 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Amortisation disposal	Disposal	Amortisation	2020 Carrying value
Intangible assets (software)	64 989	894 893	-	-	(373 079)	586 803
Total intangible assests	64 989	894 893	-	-	(373 079)	586 803

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

8. Financial assets

Figures in Rand		2021	2020
Investments with banks	Λ	-	3 035 080
Financial assets		-	3 035 080

Λ The short term investments amounting to R3 million reached maturity during the year and were reclassified to "cash and cash equivalent".

9. Trade and other receivables

Figures in Rand		2021	2020
Net trade receivables	(a)	1 376 640	416 689
Trade receivables		4 616 940	1 342 887
Allowance for credit loss		(3 240 300)	(926 198)
Value Added Tax		649 045	403 896
Staff advances		52 500	4 802
		2 078 185	825 387

(a) The increase in net debtors is mainly due to higher professional misconducts and PPE exams invoices which were open at 31 March 2021. All annual fees invoices were provided for at year end.

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

Figures in Rand	2021	2020
At start of the year	926 198	5 131 312
Increase in loss allowance	2 314 102	926 198
Amounts written off	-	(5 131 312)
At end of the year	3 240 300	926 198

Expected credit loss provision matrix:

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

Write-off provision matrix

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



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

10. Cash and cash equivalents

Figures in Rand		2021	2020
Cash balances			
Banks - Council	Λ	16 116 674	8 970 654
		16 116 674	8 970 654
Cash balances			
Banks - Education Fund		1 878 604	2 255 795
		1 878 604	2 255 795

Λ - The short term investments amounting to R3 million reached maturity during the year and were reclassified to "cash and cash equivalent". R6 million of this balance was re-invested in April 2021.

11. Finance lease liabilities

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

Figures in Rand	2021	2020
Future minimum lease payment fall due as follows		
- no later than one year	95 712	81 065
- later than one year but no later than five years	183 448	-
Future finance cost	-27 315	-3 701
Lease liability	251 845	77 364
Analysed as follows:		
Current portion	80 637	77 364
Long term portion	171 208	-
	251 845	77 364

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

12. Trade and other payables

Figures in Rand	2021	2020
Trade and other payables	1 531 024	1 000 682
Unallocated receipts	1 109 474	2 660 316
Employee savings	110 825	101 745
Accrual for leave pay	987 090	572 367
Credit Card	-	2 282
	3 738 413	4 337 392

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

13. Revenue

Figures in Rand	2021	2020
Annual Fees	31 139 510	26 894 542
Administration Fees	1 276 255	1 712 008
Registration and Re-registrations	983 510	2 918 542
Renewals	1 464 776	635 253
Exams and CPD	1 894 836	1 365 667
Upgrades	1 153 221	701 625
RPL	46 682	116 099
	37 958 790	34 343 736

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

14. Other Income

Figures in Rand	2021	2020
Other Income	335 589	225 036
Professional Misconduct Fines	346 500	1 171 000
	682 089	1 396 036



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

15. Operating surplus

Figures in Rand	2021	2020
Operating surplus is arrived at after taking into account the following items:		
Expenditure		
Impairment/loss on disposal of assets	(10 350)	(8 615)
	(10 350)	(8 615)
Depreciation and amortisation		
Owned assets		
Land and buildings	(319 955)	(372 715)
Motor vehicles	-	(98 451)
Furniture and fittings	(66 942)	(75 045)
Office equipment	(24 745)	(22 435)
IT equipment	(606 363)	(774 739)
	(1 018 005)	(1 343 385)
Right of use assets		
IT Equipment	(67 219)	(71 941)
	(67 219)	(71 941)
Intangible assets		
Amortisation	(292 131)	(373 079)
	(292 131)	(373 079)
Auditors' remuneration		
Audit fees		
-External	289 000	195 500
-Internal	800 394	274 437
	1 089 394	469 937

16. Finance income

Figures in Rand	2021	2020
Finance income	619 796	1 434 398
	619 796	1 434 398

17. Finance costs

Figures in Rand	2021	2020
Finance cost	5 703	13 088
	5 703	13 088

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

18. Net cash generated by operations

Figures in Rand	2021	2020
Surplus for the year	5 149 828	6 458 788
Adjustments for:		
Finance costs	5 703	13 088
Depreciation and amortisation of assets	1 377 355	1 788 405
Finance income	(619 796)	(1 434 398)
Loss on disposal of property, plant and equipment	10 350	8 615
Operating cash flow before working capital change	5 923 440	6 834 498

19. Taxation

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

20. Related party transactions

RELATIONSHIP

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

RELATED PARTY BALANCES

Figures in Rand	2021	2020
Related party transactions Included in operation expenses		
Council for the Building Environment - levies	438 690	406 161

KEY MANAGEMENT

Figures in Rand	Relationship	Transactions	2021	2020
Adv Toto Fiduli	Registrar	Salary	1 503 371	1 438 623
			1 503 371	1 438 623
Maduwele Segobola CA(SA) (appointed July 2019)	Senior Manager: Finance	Salary	1 254 000	900 000
			1 254 000	900 000



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

20. Related party transactions continued

NON - EXECUTIVE - COUNCIL AND AUDIT AND RISK COMMITTEE MEMBERS

Figures in Rand	COUNCIL AND OTHER COMMITTEES EXCL AUDIT AND RISK COMMITTEE		AUDIT AND RISK COMMITTEE		TOTAL	
	2021	2020	2021	2020	2021	2020
	Honorarium	Honorarium	Honorarium	Honorarium	Honorarium	Honorarium
Mr NC Nduku - President	346 490	273 200			346 490	273 200
Ms LR Shongwe née Lerotholi - Vice-President	150 573	184 953			150 573	184 953
Ms K Naidoo	124 902	163 296			124 902	163 296
Ms N Daki	237 168	124 902			237 168	124 902
Ms L Ngodwane	94 734	157 470			94 734	157 470
Dr S Dlamini	194 400	116 640			194 400	116 640
Mr V Phailane	303 750	176 904			303 750	176 904
Mr K Bingham	174 960	111 169			174 960	111 169
Mr MA Mohidien	209 952	116 640			209 952	116 640
Mr RG Nicholls	85 536	50 007	72 390	14 478	157 926	64 485
Mr L Nematswerani	175 114	123 879	72 390	50 673	247 504	174 552
Mr T Poho			72 390	50 673	72 390	50 673
Ms N Oliphant - Chairperson			86 870	69 496	86 870	69 496
Mrs Z Tshabalala			57 912	14 478	57 912	14 478
Mr P Serote				8 687	-	8 687
Mr K Manyathela - (Former) (Appointed 01 December 2017 until 3 May 2019)		3 888			-	3 888
Mr R Lekota - (Former) (Appointed 15 April 2014 until 3 May 2019)		7 776			-	7 776
Mr K Ranchod - (Former) (Appointed 08 September 2014 until 3 May 2019)		7 776			-	7 776
	2 097 579	1 618 500	361 952	208 485	2 459 531	1 826 985

COUNCIL MEMBERS THAT ARE ARCHITECTURAL PROFESSIONALS

Figures in Rand	Category	2021	2020
		Fees	Fees
VJ Phailane	Pr Arch	3 460	3 174
LR Shongwe née Lerotholi	Pr Arch	3 460	3 174
N Nduku	Pr Arch	3 460	3 174
M Daki	PAT	3 460	3 174
K Naidoo	Pr Arch	3 460	3 174
L Ngodwane	Pr Arch	3 460	3 174
S Dlamini	PSAT	3 460	3 174
K Bingham	Pr Arch	3 460	3 174
MA Mohidien	PAD	3 460	3 174
		31 140	28 566

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

21. Financial instruments

21.1 FINANCIAL ASSETS BY CATEGORY

Figures in Rand

31 March 2021	Loans and Receivables	Total
Current financial assets		-
Trade and other receivables (refer note 9)	1 429 140	1 429 140
Cash and cash equivalents (refer note 10)	17 995 278	17 995 278
31 March 2020	Loans and Receivables	Total
Non-current financial assets		
Financial assets	3 035 080	3 035 080
Current financial assets		
Trade and other receivables (refer note 9)	421 491	421 491
Cash and cash equivalents (refer note 10)	11 226 449	11 226 449

Trade and other receivables excludes VAT.

21.2 FINANCIAL LIABILITIES BY CATEGORY

Figures in Rand

31 March 2021	Financial Liabilities at Amortised Costs	Total
Non-current financial liabilities		
Finance lease liabilities (refer note 11)	171 208	171 208
Current financial liabilities		
Trade and other payables (refer note 12)	3 738 413	3 738 413
Current portion of finance lease liabilities (refer note 11)	80 637	80 637
31 March 2020	Amortised cost	Total
Current financial liabilities		
Trade and other payables (refer note 12)	4 337 392	4 337 392
Current portion of finance lease liabilities (refer note 11)	77 364	77 364



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

22. Risk Management

22.1 RISK MANAGEMENT

CREDIT RISK

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

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

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

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

Figures in Rand	2021	2020
Financial assets (refer note 8)	-	3 035 080
Trade and other receivable (refer note 9)	2 078 185	825 387
Banks (refer note 10)	17 995 278	11 226 449

22.2 LIQUIDITY RISK

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

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

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

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

Summary quantitative data

Figures in Rand	Less than 1 year	Between 1 and 5 years	Total
31 March 2021			
Trade and other payables (refer note 12)	3 738 413	-	3 738 413
Finance lease liabilities (refer note 11)	80 637	171 208	251 845
31 March 2020			
Trade and other payables (refer note 12)	4 337 392	-	4 337 392
Finance lease liabilities (refer note 11)	77 364	-	77 364

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

22. Risk Management *continued*

22.3 INTEREST RATE RISK

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

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

Sensitivity on interests rate with an increase/decrease of 100 bp

Figures in Rand	Balances 31 March 2021	Decrease in basis points -100 by	Increase in basis points 100 by
Cash and cash equivalents - Education Fund	1 878 604	1 859 818	1 897 390
Cash and cash equivalents - Council	16 116 674	15 955 507	16 277 841
	17 995 278	17 815 325	18 175 231

22.4 CAPITAL RISK MANAGEMENT

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

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

22.5 FINANCIAL RISK MANAGEMENT

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

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



DETAILED INCOME STATEMENTS

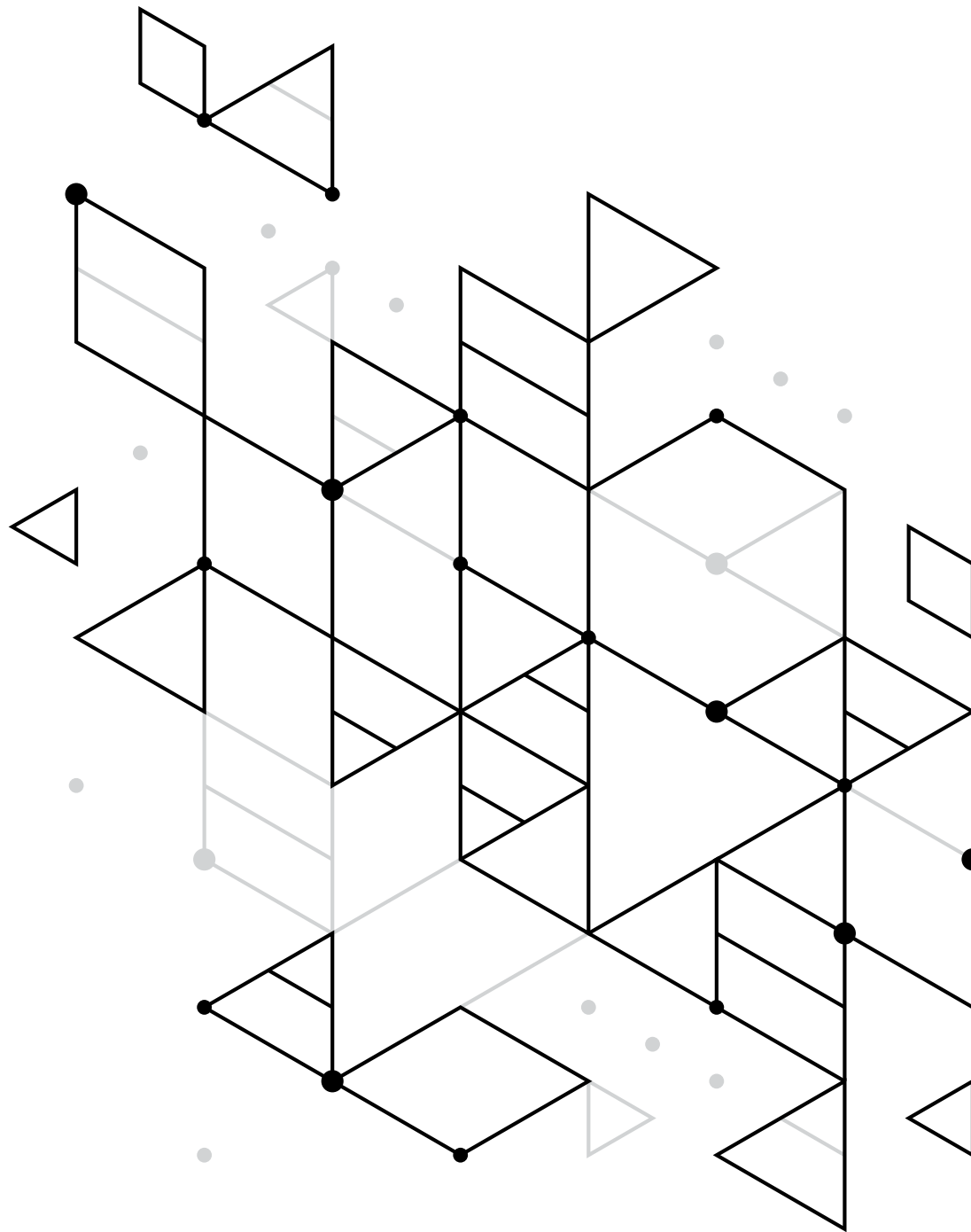
Figures in Rand	2021	2020
Gross Revenue		
Annual Fees	31 139 510	26 894 542
Administration Fees	1 276 255	1 712 008
Exam Fees	1 153 221	701 625
Extensions and Exemptions	1 894 836	1 365 667
Registration and re-registration Fees	983 510	2 918 542
Renewals	1 464 776	635 253
RPL	46 682	116 099
	37 958 790	34 343 736
Other Income		
Finance income	619 796	1 434 398
Other Income (recoveries)	-	209 904
Professional Misconduct Fines	346 500	1 171 000
Sundry Income	335 589	15 132
	1 301 885	2 830 434
	39 260 675	37 174 170

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

DETAILED INCOME STATEMENTS

Figures in Rand	2021	2020
Expenditure		
Advertising	289 689	770 671
Amortisation - Intangible assets	292 131	373 079
Annual Report	105 700	128 010
Auditors Remuneration	289 000	195 500
Bank charges	77 122	94 949
Body Corporate Rates	740 682	653 880
CBE Levies	438 690	406 161
Computer expenses	567 868	289 553
Consulting fees	140 409	440 512
Corporate Identity	198 385	39 972
Database & Document Management	53 908	53 062
Depreciation - Tangible assets	1 085 224	1 415 326
Electricity and water	558 932	609 524
Employee benefits	3 206 865	2 809 601
Entertainment	87 324	127 515
Expected credit loss	2 342 261	(1 701 659)
Finance costs	5 703	13 088
Fines and penalties	-	1 242
General expenses	572 750	683 101
Honorarium	3 225 805	2 532 085
Impairment/loss on disposal of assets	10 350	8 615
Insurance	245 890	181 920
Internal Audit Fees	800 394	274 437
Lease rental on operating lease	352 363	363 092
Legal Fees	897 877	836 058
Motor vehicle expense	15 758	46 296
Outreach , Roadshow & Exhibitions	92 750	116 370
Postage	38 867	64 446
Printing and stationery	81 865	186 489
Recruitment	435	370 108
Repairs and maintenance	23 496	15 852
Salaries	15 535 727	13 960 436
Student Grants	440 000	520 000
Subscriptions	151 943	69 173
Telephone and fax	435 863	430 822
Training	43 535	179 803
Travel - local	-	1 534 613
Tribunals	342 807	1 085 014
Validation CAA reps	66 444	277 138
Website maintenance	256 035	259 529
	34 110 847	30 715 383
Surplus for the year	5 149 828	6 458 788

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ISBN: 978-1-991215-99-4 – SACAP Annual Report 2020 | 2021

