

BUILDING A TRANSFORMED, & competent ethical PROFESSION

ANNUAL REPORT 2024/2025



South African Council
for the Architectural Profession



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general information
PART A





GENERAL INFORMATION

Registered name	South African Council for the Architectural Profession (SACAP)
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External auditors	Nexia SAB&T
Bankers	First National Bank Nedbank ABSA

LIST OF ABBREVIATIONS

STAKEHOLDERS (NATIONAL)

BCO	Building Control Officer
CBE	Council for the Built Environment
CBEPs	Councils for the Built Environment Professions
CC	Competition Commission
CETA	Construction Education and Training Authority
CHE	Council on Higher Education
CIDB	Construction Industry Development Board
DASC	Department of Arts, Sports and Culture
DEAT	Department of Environmental Affairs and Tourism
DALRRD	Department of Agriculture, Land Reform and Rural Development
DHET	Department of Higher Education and Training
DEL	Department of Employment and Labour
DPWI	Department of Public Works and Infrastructure
DTIC	Department of Trade, Industry and Competition
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
SAHRA	South African Heritage Resources Agency
DCOGTA	Department of Cooperative Governance and Traditional Affairs
COGTA Free State	Department of Cooperative Governance and Traditional Affairs - Free State Province
CoGHSTA Limpopo	Department of Cooperative Governance, Human Settlement and Traditional Affairs – Limpopo Province
EAPASA	Environmental Assessment Practitioners Association of South Africa
DNT	Department of National Treasury



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)

AUA	African Union of Architects
ARB	Architectural Regulations Board (UK)
ARB - UG	Architectural Regulations Board (Uganda)
ARB - BW	Architectural Regulations Board (Botswana)
CA	Canberra Accord
CAA	Commonwealth Association of Architects
NCARB	National Council of Architectural Registration Boards
UIA	Union of International Architects

STAKEHOLDERS (ARCHITECTURAL LEARNING SITES)

AIE	The Academic Institute of Excellence
CPUT	Cape Peninsula University of Technology
DUT	Durban University of Technology
NMU	Nelson Mandela University
UCT	University of Cape Town
UFS	University of the Free State
UJ	University of Johannesburg
UKZN	University of Kwa-Zulu Natal
UP	University of Pretoria
TUT	Tshwane University of Technology
WITS	University of the Witwatersrand
INSCAPE	Inscape Education group
NUST	Namibian University of Science & Technology
STADIO	School of Engineering and Architecture
SEA	School of Explorative Architecture

RECOGNISED STAKEHOLDERS (VOLUNTARY ASSOCIATION)

CIfA	The Cape Institute for Architecture
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 - a Region of SAIA
SAIA EC	SAIA Eastern Cape - a Region of Eastern Cape
SAIA FS & NC	SAIA Free State - a Region of Free State and Northern Cape
SAIA KZN	SAIA Kwa Zulu Natal - a Region of SAIA
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
SAIA L	South African Institute of Architecture Limpopo - a Region of SAIA
SAIA MP	South African Institute of Architecture Mpumalanga - a Region of SAIA
SAIAP	South African Institute of Architectural Professionals NPC

SACAP PROGRAMMES

RPL	Recognition of Prior Learning
SC	Special Consent

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
ISA	International Standards on Auditing (ISAs)
MOU	Memorandum of Understanding
MTR	Monthly Training Record
PDI	Previously Disadvantaged Individuals
PPE	Professional Practice Exam
PDP	Performance Development Plan
RP	Registered Person
SR	Stakeholder Relations
CSIR	Council for Scientific and Industrial Research
SABS	South African Bureau of Standards

FOREWORD Prepervising & ADVANCING

FOREWORD by the President



As President of the South African Council for the Architectural Profession (SACAP) and the Sixth Term Council, I am honoured to present the 2024/25 Annual Report. Unfortunately, this report is being published when the architectural profession is facing one of its most challenging periods in the era of our democracy. The profession is at an inflection point - one that demands resilience, decisive leadership, policy reform, and systemic advocacy.

The external environment remains profoundly difficult. The continued economic downturn and stagnation in the construction industry have severely impacted architectural professionals across the country. Work opportunities have dried up, firms are downsizing or closing, and many architectural graduates cannot find mentorship or structured pathways to registration. This has become a protracted crisis with far-reaching implications for the future of our profession.

In the midst of these challenges, SACAP's Fifth Term Council laid a strong foundation, ticking all regulatory and governance boxes. The Sixth Term Council, now in office, has been focused on restoring the architectural profession to its rightful leading place in the infrastructure value chain. Unfortunately, our profession is still not accorded the respect or recognition it deserves. Despite architects being the primary designers and conceptual leaders in infrastructure development, they are often sidelined, with their roles diluted or delegated to other disciplines.

The turnkey model currently favoured in government procurement epitomises this displacement. Contractors are appointed to oversee entire projects, including design, thereby relegating architectural professionals to subcontractors who must answer to contractors rather than lead the design process. This not only undermines the quality and integrity of the built environment but places public interest at risk. Architectural Professionals, as

trained designers and custodians of space and form, must be restored to the leadership role in infrastructure delivery, where they belong.

Identification of Work

This sidelining is further exacerbated by the exclusion of SACAP's gazetted Identification of Work (IDoW) framework from public sector bid documents. The IDoW is a regulatory tool designed to protect the public and ensure the integrity of our built environment. It clearly defines which categories of architectural professionals are qualified to undertake projects, matching the complexity of a project with the qualifications and competencies of the professional appointed to undertake it. The IDoW distinguishes between low-, medium- and high-complexity buildings. A small-scale housing unit, for example, is vastly different in technical demand from a hospital or high-rise development. The professional appointed must have the skills and experience suited to that level of complexity.

Before 2020, when the amendments to the IDoW were gazetted, the scope of work was limited by building size. With the updated framework now hinging on complexity, more work opportunities are available to Registered Professionals (RPs) within the different professional registration categories. It also ensures the right professional is assigned to a job. Despite this, government departments continue to ignore this legally binding framework when issuing tenders. As a result, professionals may be appointed to projects beyond their level of qualification, exposing projects to risk, compromising public safety, and sometimes resulting in costly rework.

We have engaged several departments to resolve this misalignment, and while some have acknowledged the oversight, real change will only happen when National Treasury integrates the IDoW into its procurement policy frameworks. SACAP will continue to advocate for this alignment, not only as a legal obligation, but as a necessary step toward good governance in public infrastructure delivery.



Guideline Professional Fees

Moreover, the Guideline Professional Fees—another pillar of professional regulation—is being reviewed to transition towards a task and deliverable-based remuneration model. This shift is intended to support the financial sustainability of professional practices, many of which are under strain due to economic pressures and delayed project payment cycles. The new model will enable professionals to be paid as they complete defined tasks, rather than having to wait for the completion of entire projects that may span multiple years.

Building Plan Approvals

Adding to the crisis is the highly inefficient building plan approval process across municipalities, urban and rural alike. Delays in plan approvals are crippling practices, leading to lost clients, stalled projects, and a loss of investment. In Johannesburg, Cape Town, Durban, and beyond, professionals wait months, sometimes years, for approvals. This dysfunction has serious economic consequences, driving away both local and international investors interested in construction projects or leading to the cancellation of projects altogether.

We have now declared this a national crisis, and formed a task team under the President's Forum—comprising SACAP and voluntary association presidents—to address this matter at the highest levels of government. Our call is clear: fix the system, or risk collapse of a sector that drives economic development and job creation.

Mentorships

Mentorship for new graduates is another area that must be urgently addressed. We are calling on the Department of Public Works and Infrastructure to open its multibillion-rand projects to architectural graduates for training and mentorship. Government projects—because they are publicly funded—must come with an obligation to develop future professionals. Firms awarded government infrastructure projects should be mandated to mentor graduates. These graduates would be paid through project budgets. This will help address the challenge of candidates struggling to obtain the two years of mandatory experience needed to sit for the Professional Practice Examination and register as professionals. If this model works in the public sector, it can become a blueprint for the private sector too.

Voluntary Associations

Voluntary Associations (VAs) play a crucial role in advocating for the profession, but their efforts are often limited by a lack of resources. Many professionals are struggling to keep up with the Association's annual fees due to economic hardship, undermining our collective voice. SACAP would like to encourage RPs to join a VA. They offer several benefits such as CPD courses, access to professional standards, support, and networking opportunities.

Acknowledgements

As we reflect on the year under review, I wish to reaffirm SACAP's commitment to deepening our engagement with Voluntary Associations. These bodies play a vital role in strengthening the profession, and we stand ready to collaborate more closely, offering support wherever possible to advance our shared objectives.

I would like to express my sincere appreciation to Advocate Toto Fiduli and the SACAP administration team, whose unwavering commitment ensures that the Council continues

to operate with integrity and purpose—even under significant financial constraints. Despite the pressures of a shrinking budget and a challenging economic environment, they remain focused on delivering on SACAP's mandate with professionalism and resolve.

To the members of the Sixth Term Council, I extend my heartfelt gratitude. Your steadfast dedication to restoring the standing of the architectural profession and safeguarding the public interest is both visible and impactful. Together, we are actively addressing the encroachment on architectural work by other professions and unregistered persons, reaffirming the value and standards that define our discipline.

I wish to thank the Council for the Built Environment whose contributions assist with building sustainability in the architectural profession. I also acknowledge the RPs across the country who, despite daily challenges, continue to champion excellence in practice, mentorship, and professional development. Your resilience and dedication are the foundation on which we build a stronger, more respected profession.

Looking Ahead

Our vision is to reposition architecture at the forefront of South Africa's infrastructure development agenda. We aim to restore the profession's rightful influence, ensure the effective enforcement of regulatory frameworks such as the Identification of Work (IDoW), create inclusive and sustainable pathways for emerging professionals, and uphold our regulatory duties with fairness, consistency, and transparency.

When architectural professionals are empowered, society as a whole benefits—from well-designed cities and inclusive public spaces to infrastructure that enhances quality of life. Now is the time for the profession to lead—with purpose, with vision, and with confidence in the value we bring to the built environment and the nation.

Mr Ntsindiso Charles Nduku

President

BUILDING A TRANSFORMED, competent & ethical PROFESSION



REGISTRAR'S Overview

The South African Council for the Architectural Profession (SACAP) remains firmly committed to operating as an efficient, accountable and performance-driven regulatory body, underpinned by ethical conduct and a culture of service excellence.

I commend the 6th Term Council for its steadfast leadership throughout the 2024/2025 financial year. Despite significant external pressures, the Council has continued to advance the architectural profession's growth, integrity, and long-term sustainability. These efforts, together with the dedication of the SACAP administrative team, are reflected in the Council's sustained record of unqualified clean audits, consistent on-time service delivery, and high-quality service provision across key functional areas: registration, recognition of prior learning, accreditation, Professional Practice Examination, Continuing Professional Development, and education.

SACAP remains resolute in its statutory mandate to protect the public and the profession from unethical conduct by Registered Persons (RPs) and unregistered individuals delivering architectural services under false pretences.

Guided by the SACAP Strategic Plan (2024–2029), the Council prioritises developing a competent, transformed,

ethical, and sustainable architecture profession. We are pleased to report that 90% of the 2024/2025 Annual Performance Plan targets were successfully achieved.

While SACAP's internal environment remained stable during the year under review, the external operating context presented ongoing challenges for the profession. The protracted stagnation of South Africa's construction sector, driven by poor economic growth, escalating input costs, delays in public infrastructure rollouts and delays in planning application decisions directly and adversely impacted many practitioners. Architectural practices faced shrinking project pipelines, mounting fee pressures and declining profitability, with emerging practitioners and small firms particularly hard hit.

In addition, local authorities' widespread and persistent delays in building plan approvals further exacerbated these pressures. Excessive backlogs, vastly inadequate communication and, in some cases, the misplacement of submissions have disrupted projects and threatened the viability of numerous practices.

In response, SACAP has constituted a dedicated task team, working in partnership with Voluntary Associations, to engage directly with municipalities and relevant



stakeholders to address these systemic inefficiencies and advocate for lasting, structural improvements in the plan approval process.

To address this urgent challenge, SACAP has established a task team, in collaboration with Voluntary Associations (VAs), to engage with local authorities and work towards systemic solutions.

SACAP-CETA Candidate Programme

The ongoing challenges within the construction sector have made it increasingly difficult for architecture graduates to secure positions in architectural firms to obtain practical experience – an essential requirement for completing the two-year candidacy period (three years for Candidate Architectural Draughtspersons) before writing the Professional Practice Examination (PPE) and registering as professionals.

To address this gap, SACAP partnered with the Construction Education and Training Authority (CETA) to implement the SACAP-CETA Candidate Programme. This initiative facilitates mentorship placements for graduates, provides stipends, and ensures that candidates receive the practical experience necessary for professional progression.

During the reporting period, 28 candidates were successfully placed. However, implementation challenges emerged, notably the failure of some mentors to submit mandatory quarterly reports and assessments. These are critical for SACAP to evaluate whether candidates have received adequate exposure and met the experiential requirements to be deemed PPE-ready.

Of the 28 mentees placed, four withdrew. Of the remaining 24, only 15 received assessments, while nine candidates were left without formal evaluations.

SACAP remains committed to strengthening oversight, improving accountability, and ensuring all candidate professionals receive the support required for registration.

Continuing Professional Development (CPD)

In a rapidly evolving professional landscape, shaped by technological advancements and the rise of artificial intelligence, CPD is vital for maintaining relevance and competence. Beyond its developmental value, CPD is a statutory requirement under Section 13(k) of the Architectural Profession Act, 2000 (Act 44 of 2000), which mandates SACAP to prescribe conditions for the renewal of registration.

SACAP's CPD Board Notice outlines the requirements for professionals to maintain and expand their knowledge and skills. Voluntary Associations (VAs) must align their offerings with these requirements to ensure accessibility and quality.

As of January 2024, 1,321 RPs were due for registration renewal. Of these, 810 (61.3%) renewed, while 83 (6.3%) were granted extensions. In total, 893 Ps (67.6%) complied with CPD requirements.

The highest compliance was recorded among Professional Architects (PrArch), with 539 out of 752 (71.7%) either

renewing or receiving extensions, representing 60% of all compliant professionals.

The shortfall in compliance underscores persistent challenges related to access, awareness, and motivation. Non-compliance poses reputational risks and undermines quality assurance within the profession.

In the 2024/25 financial year, SACAP approved 53,843 CPD points, rejected 901, and remediated 2,578.

Professional Practice Examination performance

SACAP's Professional Practice Examination (PPE) is held biannually, in May and October, and is administered online.

In May 2024, 299 candidates sat for the examination, with 247 passing and 52 failing. In October 2024, 266 candidates wrote the PPE, of which 199 passed and 67 failed. The overall pass rate for the year was 78.9%.

However, the October sitting saw a marked increase in the failure rate, rising to 25.2% from 17.4% in May. The 119 unsuccessful candidates reflect the persistent challenges in achieving registration readiness.

To address this, SACAP introduced targeted interventions, including PPE-focused webinars aimed at bridging knowledge gaps, strengthening exam preparation, and reinforcing key areas of professional competence.

Identification of Work

SACAP's Identification of Work (IDoW) policy defines the scope of work applicable to each category of registered architectural professional. Professionals may only undertake work within their registration category unless formally exempted.

The current IDoW, first gazetted under Board Notice 27 of 2021 (Government Gazette No. 44405), is undergoing review. SACAP is currently in consultation with the Council for the Built Environment (CBE) prior to finalisation of the policy. This review includes the addition of new building typologies classified by complexity and the competencies required to undertake them.

As part of the revision, the Special Limited Dispensation—previously permitting professionals to perform work beyond their registration category based on experience—was discontinued.

Registered Persons seeking recognition for extensive experience must now apply through the Special Consent (SC) or Recognition of Prior Learning (RPL) processes.

During the reporting period:

- 27 RPL applications were assessed, with 13 approved and 14 declined.
- 10 SC applications were processed, with 8 approved.
- 3 Special Candidacy exemption applications were granted.

To support enforcement and transparency, SACAP developed a Certificate of Competence for each registration category (Professional Senior Architectural

Technologist, Professional Architectural Technologist, and Professional Architectural Draughtsperson). This certificate, accessible via a unique URL, lists the building types each professional is competent to undertake.

The Certificate of Competence assists local authorities in verifying whether the RP submitting a planning application is competent to perform such work and obtain a permit. It provides a reliable tool for ensuring only suitably qualified professionals tender for architectural projects.

Accreditation

SACAP accredited two learning institutions during FY24/25. The Academic Institute of Excellence's Midrand Campus received Unconditional Accreditation for its Higher Certificate in Architectural Technology (NQF 5). The School of Explorative Architecture in Cape Town received Unconditional Accreditation for its Bachelor of Architectural Studies (BAS).

Education Fund

Per Section 15(5) of the Architectural Profession Act, 2000 (Act No. 44 of 2000), the Council is mandated to establish and administer an education fund to support the education, training, and continuing professional development of registered persons and students within the architectural profession.

Pursuant to this legislative obligation, SACAP has established an Education Fund and adopted a formal policy framework to govern its administration.

For the 2024/2025 financial year, SACAP awarded bursaries to ten deserving students, each valued at R40,000. Of the recipients, two are enrolled in Master's programmes, two in Honours programmes, and six in undergraduate programmes. In alignment with SACAP's transformation agenda, six bursaries were awarded to female students and four to male students.

All beneficiaries were selected from financially disadvantaged backgrounds. The total approved budget for the bursary programme amounted to R440,000, covering full tuition and the cost of prescribed books.

Knowledge Hub

The SACAP Knowledge Hub was established as an online resource centre to support candidates and RPs by providing easy access to critical industry information. Accessible via the SACAP website through a user's profile login, the Hub is a digital library containing key documents such as the Code of Conduct, standards, updated SANS 10400, and other professional guidelines. Professionals can log in anytime to download and consult the relevant documents for their practice.

Complaints, disciplinary action, and public protection

Over the year, 43 matters were enrolled before the Disciplinary Tribunal. Of these, 38 were finalised, with 37 resulting in guilty verdicts. Four matters were postponed, one was withdrawn due to the respondent's passing,

and one remained pending at the close of the 2024/25 financial year.

The protection of the public is our core statutory mandate. In FY24/25, SACAP reported 60 complaints from the public of unregistered persons doing architectural work to the South African Police Services for prosecution. Two of these have been convicted, with 13 cases still pending.

In relation to complaints of improper conduct, 32 complaints were carried over from the previous financial year, with 129 new complaints received during the 2024/2025 reporting period. A total of 161 complaints were addressed, with 137 investigations undertaken and concluded.

Guideline Professional Fees

The Guideline Professional Fees were published on 26 September 2024. Historically, these fees have been calculated based on either project costs or hourly rates. In line with efforts to improve practice sustainability, SACAP is actively exploring task-based deliverable fees, which provide compensation upon completion of specific deliverables before progressing to subsequent phases. A dedicated task team has been established to develop this model further.

To support alignment with the newly published Guideline Professional Fees, SACAP also reviewed the Professional Fees Calculator, ensuring its accuracy and continued relevance.

SACAP also hosted a 'Work on Risk' webinar for RPs to address the widespread industry practice of undertaking design work before project funding approval. While common, this practice places undue financial strain on architectural practices. SACAP advocates for RPs to be compensated for overheads incurred under 'work on risk' conditions to ensure practices' financial viability.

Candidate to Professional Interventions

SACAP remains committed to supporting candidate professionals on the pathway to registration. In the 2024/25 financial year, two PPE preparation webinars were held in May and October, offering guidance and support for candidates preparing for the examination and professional transition.

In addition, a dedicated webinar was hosted for individuals seeking candidacy exemption, providing clarity on eligibility, requirements, and the application process.

Registration application processing

During the 2024/25 financial year, SACAP achieved substantial progress in improving the efficiency of its registration application processing. In line with its service delivery standard, the Council committed to processing all applications, whether approved or declined, within seven working days of receipt.

A total of 1,526 registration applications were received during the year. Of these, 98.4% were processed



within the target timeframe, reflecting consistently high operational performance across all quarters.

Only 24 applications were processed beyond the prescribed timeframe, demonstrating SACAP's continued commitment to service excellence, responsiveness, and effective regulatory administration.

Registration of architectural students

Students enrolled at the twelve accredited architectural learning sites in South Africa are eligible to register with SACAP. Student registration introduces future professionals to the statutory framework of the profession, including the ethical standards and conduct expected of registered persons. Registered students also gain access to SACAP's digital Knowledge Hub, which includes library resources and reference materials that support academic and professional development. During the 2024/25 financial year, 339 architectural students were registered with SACAP.

Positioning Architecture within the STEM landscape

Architecture exists at the confluence of engineering, technology, and mathematics and should be promoted as a core discipline within the broader STEM (Science, Technology, Engineering, and Mathematics) framework.

To this end, SACAP developed a concept paper advocating for architecture's inclusion in STEM and subsequently became a registered member of the National Science and Technology Forum (NSTF). Following constructive engagements, Architecture has formally integrated into the NSTF's science, engineering, technology, and innovation awareness campaigns.

Public engagement and awareness

In pursuit of its mandate to promote and protect the architectural profession, SACAP undertook 160 public engagement initiatives during the 2024/2025 financial year to raise awareness of professional registration, encourage ethical practice, and broaden public understanding of the architectural landscape.

Key initiatives included:

- **Local Authority Roadshows:** SACAP engaged with municipal officials to promote compliance with legislation, emphasising that building plan submissions must come exclusively from SACAP-registered persons. SACAP also addressed the delays in approving building plans.
- **Career and STEM Awareness Campaigns:** Conducted across high schools, career expos, and local communities, these campaigns introduced learners and the public to architecture as a viable and rewarding STEM-related career and highlighted the value of professional registration.
- **Public Awareness Campaigns:** These initiatives focused on educating the broader community about the different registration categories, the importance of engaging RPs, and the risks associated with unregistered practice.

- **Architectural Profession Awareness Campaigns:** Accessing building standards; improving building plan approval rates; and webinars on Guideline Professional Fees, Code of Conduct, Registration and RPL, MTR, CPD, candidacy exemption, referrals and IDoW.
- **Radio and TV Engagements:** SACAP President Charles Nduku participated in several radio and television interviews, using the platform to inform and educate listeners on professional standards and SACAP's role in safeguarding the built environment.
- **YouTube Content:** SACAP produced a range of educational videos covering topics such as the importance of using RPs, understanding building plans, and architecture as a career. These resources helped demystify the Identification of Work (IDoW) and the scope of services linked to each registration category.
- **Stakeholder Newsletters:** Four newsletters were published during the year, providing updates on SACAP's programmes, regulatory developments, and sector-related initiatives.
- **Social Media Outreach:** SACAP leveraged platforms including X (formerly Twitter), Facebook, and TikTok to share informative content on architectural regulations, professional conduct, registration categories, and consumer protection.
- **Engagements with Tribal Authorities:** A dedicated engagement strategy was developed to work with traditional leaders, tribal councils, and communities. These interactions emphasised the importance of appointing registered architectural professionals qualified to design structures that meet safety and environmental standards, particularly in areas prone to floods and extreme weather.
- **Engagements with municipalities:** Engagements on reasons for referrals to improve the building plans approval rate.

Acknowledgments

The Council extends its sincere appreciation to all those who contributed to SACAP's progress and achievements during the 2024/2025 financial year. We acknowledge the 6th Term Council's strategic guidance, steadfast leadership, and commitment to good governance. Their oversight has been instrumental in steering the Council through a challenging external environment while maintaining operational stability and service excellence.

We further recognise the dedication and professionalism of the SACAP administrative team, whose collective efforts continue to drive the implementation of our strategic priorities and ensure the effective delivery of our mandate.

Our appreciation goes to the CBE, the Department of Public Works and Infrastructure, and the VAs for their

continued partnership and engagement in advancing the profession's interests.

We are grateful to our Registered Persons and broader stakeholder community for your trust, participation, and collaboration. Your ongoing support remains vital to the sustainability, transformation, and continued relevance of the architectural profession in South Africa.

Looking Ahead

As SACAP enters the next phase of its Strategic Plan (2024–2029), the Council remains focused on strengthening its role as a high-performing, ethical, and responsive regulator serving the architectural profession and the public.

Building on the strong foundations laid during the 2024/2025 financial year—including sustained clean audits, high service delivery standards, and progress in professional transformation—SACAP will continue to drive targeted interventions that support professional growth, improve regulatory effectiveness, and enhance public confidence.

In the year ahead, the Council will deepen its engagement with external stakeholders to address sector-wide challenges and continue to advance the implementation of key policies and operational priorities. The Council looks forward to building on the progress made, adapting with agility to emerging challenges, and working collaboratively with stakeholders to ensure the continued advancement and integrity of the architectural profession in South Africa.



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 2025.

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 SACAP. The mission is as follows:

- a) A capacitated sustainable Architectural Profession
- b) A transformed Architectural Profession
- c) An Architectural Profession committed to professional ethics

VALUES

Responsibility: Being accountable for our decisions and actions

Excellence: Promoting high standards

Integrity: Ethical behaviour, honesty, and trustworthiness

Respect: Ethos of dignity, tolerance, and consideration

Transparency: Appropriate disclosure of information and open debate

Cohesiveness: Shared, coherent values and aspirations

LEGISLATIVE AND POLICY MANDATES

South African Council for the Architectural Profession (SACAP) is legally mandated to regulate the architectural profession in South Africa in terms of the Architectural Profession Act 44 of 2000 (the Act). The categories of registration include professional architects, professional senior architectural technologists, professional architectural technologists, professional draughtspersons, specified categories, and candidates in each of the categories of registration, all of whom are required to be registered with SACAP.

The following mandates are prescribed to SACAP by its founding legislation, the Architectural Profession Act 44 of 2000.

1) REGISTER

- a. Keeping a register of registered persons;
- b. Decide on the form of certificates and the register to be kept;
- c. Maintaining the register and issuing of certificates of registration;
- d. Reviewing the register and certificates, including the procedures for making alterations;
- e. Determine conditions for the renewal of registration;
- f. Cancelling the registration of a registered person, as prescribed under Section 20 of the Architectural Profession Act 44 of 2000.

2) DETERMINATION OF FEES AND CHARGES

- a. Determine application fees, registration fees, and annual fees, or portion thereof, in respect of a part of a year;
- b. Determine the date on which any fee or charge is payable;
- c. Determine the fees, or portion thereof, payable in respect of any examination referred to in section 19(2)(ii), conducted by or on behalf of the Council;



3) EDUCATION IN ARCHITECTURE

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

4) GENERAL MANDATES OF COUNCIL

- a. Determine, subject to section 25, the requirements with which a Voluntary Association must comply to qualify for recognition by the Council;
- b. The Council may, if the Voluntary Association complies with the requirements determined in terms of section 14(d), recognise that association and issue it with a certificate of recognition;
- c. Advise the Minister, any other Minister, or the CBE on any matter relating to the architectural profession;
- d. Encourage and itself undertake research into matters relating to the architectural profession;
- e. Take any steps it considers necessary for the protection of the public in their dealings with registered persons for the maintenance of the integrity and the enhancement of the status of the architectural profession;
- f. Take any steps it considers necessary for the improvement of the standards of services rendered by registered persons;
- g. Create an awareness amongst registered persons of the importance of protecting the environment against unsound architectural practices;
- h. Take any steps which it considers necessary, where, as a result of architectural-related undertakings, public health and safety are prejudiced;
- i. Print, circulate, sell, and administer the publication of, and generally take any steps necessary to publish, any publication relating to the architectural profession and related matters.

5) FINANCIAL MANDATE

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

6) PRACTISING ARCHITECTURE

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

7) IDENTIFICATION OF WORK

- a. Council must consult with all Voluntary Associations; any person, anybody, or any industry, regarding the identification of the type of architectural work which may be performed by persons registered; and
- b. After the process of consultation, the council must submit recommendations to the CBE regarding the work identified in terms of section 26(1) of the Act, for its consideration and identification in terms of section 20 of the Council for the Built Environment Act, 2000.



8) PROFESSIONAL GUIDELINE FEES

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

9) PROFESSIONAL CONDUCT

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

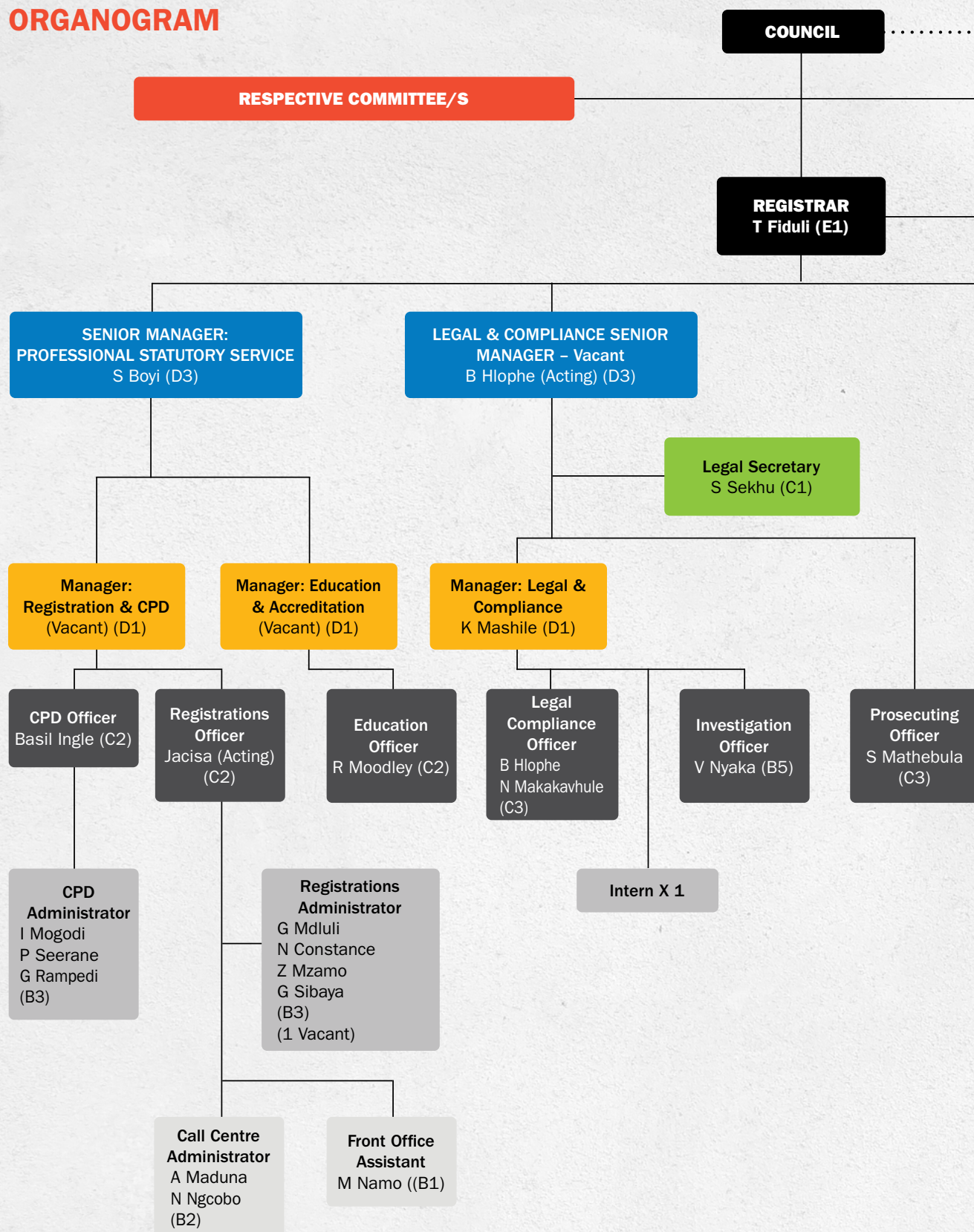
10) INVESTIGATION OF CHARGE OF IMPROPER CONDUCT

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

11) APPEALS

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

ORGANOGRAM





RESPECTIVE COMMITTEE/S

PA to Registrar
I Sibiya
(C1)

MANAGER: SECRETARIAT
N. Ndabana (D1)

**SENIOR MANAGER: ORGANISATIONAL
PERFORMANCE AND ICT SERVICES**
M. Chiunda (D3)

CHIEF FINANCIAL OFFICER
M Segobola (D3)

Systems Administrator
W Muhlari (C3)

**Manager: Stakeholder
Relations, Marketing &
Communications**
B Phake (D1)

**Manager: Human
Resources**
(Vacant) (D1)

**Business
Analyst
(Research and
Development)**
Temp
V Moema

Finance Manager
M Mothapo (D1)

**Committee
Coordinator**
R Rampedi
T Semanya
G Rampedi(C2)

SR Officer
M Makumula
(C2)

HR Officer
R Mohwasa
(C5)

Accountant
O Morake (C5)

**Assistant SR
Administrator**
T Koma (B2)

**SR
Administrator**
S Nyembe (B3)

ICT Technician
(Vacant) (B3)

**Procurement
Admin**
E Ndou (B5)

IT Intern

**General
Assistant**
X Kunene
(A3)

**Facilities
Administrator/
Driver**
R Sadan (B2)

**Data &
Quality
Administrator**
D Malapane

**Creditors
Administrator**
B Zukane
M Sebapu
(B5)

**Debtors
administrators**
L Rakgetsi
S Ramasodi
L Ndhlovu
M Mogashwa
(B5)

STAFF COMPLEMENT: 55





performance information
PART B





SITUATIONAL ANALYSIS



DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE



Council for the Built Environment



South African Council
for the Architectural
Profession



South African Council
for the Quantity
Surveying Profession



Engineering Council
of South Africa



SA Council for the
Landscape Architectural
Profession



SA Council for the
Property Valuers
Profession



SA Council for the
Project and Construction
Management Profession

SITUATIONAL ANALYSIS

SERVICE DELIVERY ENVIRONMENT

The performance report for the 2024/2025 financial year reaffirms that SACAP remains a resilient and efficient statutory regulatory body. During this period, SACAP set 210 annual performance targets and successfully achieved 189 of them, resulting in a performance rate of 90%. This steady performance improvement is the result of ongoing refinement in our planning, implementation, monitoring, and evaluation processes.

SACAP has fostered a stronger culture of accountability and responsibility, further entrenched through rigorous quarterly reviews, staff performance assessments, and active oversight by the Council and its Committees. The 6th Term Council remained fully functional during the 2024/2025 period, continuing its oversight role by reviewing quarterly performance and financial reports, approving strategic documents such as the Annual Performance Plan (APP) and budget, and adopting governance policies to guide day-to-day operations.

Governance continues to be the foundation of SACAP's success. The Council and its Committees were actively involved throughout the year, supporting the administration in meeting its targets. Regular reviews ensured alignment with the APP and facilitated responsive actions to address any performance deviations. The Council also approved critical policies and demonstrated effective stewardship in financial and strategic management.

The training and development of employees are crucial for improving the service delivery environment. This initiative helps employees become more proficient in their roles and overcome performance gaps resulting from a lack of knowledge or skills. Furthermore, it enhances their productivity, efficiency, and effectiveness, thereby assisting SACAP in meeting its annual targets. All SACAP employees signed performance agreements, with each employee's performance reviewed biannually.

SACAP continues to uphold values of transparency through effective communication with both internal and external stakeholders. We have reached out to schools, educational institutions, local authorities, government entities, state organs, and members of the public to promote SACAP and the architectural profession. Overall, we conducted 15 public and career awareness campaigns, engaged with 18 state organs, and connected with 15 tribal authorities. Through our social media platforms, we issued over 80 updates, significantly improving communication with our stakeholders.

The architectural profession, like other built environment professions, faces challenges such as delays by local authorities in making decisions on planning applications, a lack of mentorship opportunities for graduates, and a high attrition rate between graduates and registered candidates. SACAP is aware that these challenges, particularly the decline in the construction industry and procurement policies that do not support the transformative objectives of the Constitution, negatively impact registered persons. While we remain focused on meeting SACAP's current statutory goals, these challenges affect the sustainability and future growth of the architectural profession.



PERFORMANCE, INFORMATION BY PROGRAMME

QUARTERLY PERFORMANCE REPORT 2024/25

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
15 on SACAP/CETA mentorship program	1	Assigning of 15 mentees to the respective practices / mentors	Achieved: 28 mentees have been assigned to mentors - (13 from Project 01 were assigned on the 1st of April 2024 and 15 from Project 02 were assigned on 01 May 2024)			
	2	Assess the mentees' progress	Partially Achieved: 8 out of 15 mentees' progress from project 01 have been assessed Reason for deviation The 7 mentees who were not assessed due to dropouts and replacements Remedial action The mentees from project 2 were only assigned in May and assessments will be done together with project 1 in the second quarter.	1	Assess the mentees' progress	Achieved: All mentees have been monitored offsite and online. The progress was assessed and is commendable. There were three drop outs on both projects. The education unit is currently processing claims for payment. Challenges: Two mentors have not submitted documentation but the unit is following through.
6 x intervention to convert candidates to professionals	3	1 x PPE webinar to address gaps identified	Achieved: A webinar was held for the PPE on the 3rd and 4th May 2024	2	Call for applications for persons to apply for candidacy exemption.	Achieved: A webinar was held on the 3rd and 4th of October to prepare candidates for the administration of PPE.
				3	1 x Webinar on MTRs	Achieved: MTR webinar was held on 30 September 2024
Approve or decline registration applications within 7 working days of the receipt of the applications	4	Approve or decline registration applications within seven (7) working days of the receipt of the applications	Not Achieved: There were 355 registration applications completed in the first quarter, of which five (5) applications took longer than seven (7) days Reason for Deviation Tasks may have been overlooked or notifications not sent to the assessors or moderators Remedial Action Less reliance will be placed on the notification, instead the dashboard will be checked	4	Approve or decline registration applications within seven (7) working days of the receipt of the applications	Not Achieved: There were 427 registration applications completed in the first quarter, of which 18 applications took longer than seven (7) days Reason for Deviation Tasks may have been overlooked or notifications not sent to the assessors or moderators Remedial Action Less reliance will be placed on the notification, instead the dashboard will be checked



No.	Q3	Actual achievements	No.	Q4	Actual achievements
1	Assess the mentees' progress	Not Achieved: Out of 27 mentees, 3 dropped out and only 4 out of the remaining 24 mentees were assessed. Reason for Deviation Mentors failed to assess and submit the reports Remedial Action The follow-up will be conducted	1	Assess the mentees progress	Not Achieved 15 out of 24 mentees' progress assessed and additional meetings to support candidates held in the quarter. Reason for Deviation Mentors failed to assess and submit the reports Remedial Action The follow-up will be conducted
2	Application for the new SACAP/CETA mentorship program	Achieved: The second CETA program was implemented in May 2024. The timing of advertisement of the discretionary grants was moved forward by CETA			
3	1 x PPE webinar to address gaps identified	Achieved: PPE Webinar was held as follows: Paper 1: 02 October 2024- Paper 2: 03 October 2024"	2	Call for applications for persons to apply for candidacy exemption.	Not Achieved The call was not sent out Reasons for Deviation Education department did not provide required information to be sent out. Remedial Action The call will be issued in May 2025
			3	1 x Webinar on MTRs	Achieved The MTRs Webinar Was held on 31st January 2025.
4	Approve or decline registration applications within seven (7) working days of the receipt of the applications	Not Achieved: A total of 249 applications received; 248 processed within seven (7) working days and only 1 processed outside of the seven (7) working days. Reason for Deviation Failure to keep track of the application Remedial Action To keep track of applications by creating pop up notifications	4	Approve or decline registration applications within even (7) working days of the receipt of the applications	Achieved 495 application were received, all were processed within seven (7) working days

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
5 x interventions to improve compliance with CPD				5	1 x CPD webinar	Achieved: CPD Webinar was held on 23 August 2024
	5	Code of Conduct Webinar	Achieved: The Code of Conduct webinar was held on 27 June 2024			
	6	CPD communication plan	Not Achieved: CPD renewals communication plan was not prepared in the first quarter Reason for Deviation Failure to prepare the plan by relevant department Remedial Action The plan will be finalised in August 2024			
2 x accreditations visits undertaken	7	Undertake 1 accreditation	Achieved: The Academic Institute of Excellence was visited on 6 – 8 May 2024.			
Publish guideline professional fees	8	Professional fees webinar	Achieved: The Work on Risk Webinar was held on 21 June 2024	6	Publish guideline professional fees	Achieved: The guideline professional fees was sent for publishing on 26 September 2024
	9	1 x Fees survey	Achieved: The survey was circulated to practices on 28 June 2024			
Review and publish of IDoW				7	Review and publish of IDoW	Not Achieved: Review and publish of IDoW not yet completed Reason for deviation: The review of building types took more time for the committee to conclude it's work Remedial Action: Registered persons, VAs, and ALS have all been consulted as part of the review process .Furthermore, following the consultations between SACAP and CBE, the CBE is now preparing to engage with additional stakeholders. This will take place once they have received all relevant documentation requested from SACAP



No.	Q3	Actual achievements	No.	Q4	Actual achievements
5	IDoW webinar	Achieved: The Webinar took place on 29 November 2024.	5	Registration & RPL webinar	Achieved The Registration and RPL Webinar took place on 20 March 2025.
6	Undertake 1 accreditation	Achieved: The School of Explorative Architecture (SEA) accreditation visit was conducted on 4–5 Dec 2024.			
			6	Review the Professional Fees Calculator	Achieved: Updated with 2024/2025 professional fees

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
160 x public engagement initiatives conducted and establish engagements with relevant stakeholders to facilitate outreach program	10	Review of the communication plan	Achieved: The communication plan recommended by the SR committee on 14 May 2024 for Council approval	8	Conduct multimedia outreach analysis	Achieved: The Multimedia outreach analysis was completed.
	11	1x Engagement with architectural practices	Achieved: 1 x Red Crystal Architectural Firm; 30 May 2024. 1 x TectArch (Pty) Ltd; 13 June 2024	9	1 x Engagement with Educational Institutions	Achieved: Engagement with educational Institutions was held on 21 August 2024
	12	1x local authority road show.	Achieved: Conducted 3 road shows at the following local authority: • Ekurhuleni Municipality on 3 May 2024; • Mangaung Metro Municipality -19 June 2024; • Emfuleni Municipality- 21 June 2024.	10	1x local authority road show. 1 x engagement with local authorities to link SACAP website with them.	Achieved: Conducted 2 road shows at the following local authority: King Sabata Dalindyebo municipality 16 August 2024, Eastern cape Online workshop ; Midvaal Local Municipality, 29th August 2024;
				11	1 x Radio interview	Achieved : The radio interview was held on 18 September 2024, featuring SACAP President Mr. Charles Nduku



No.	Q3	Actual achievements	No.	Q4	Actual achievements
7	Targeted messages to primary and secondary stakeholders	Achieved: The targeted key messages were aligned to the communication plan and the needs of the stakeholders: 1. Internal staff through the newsletter. 2. CPD Requirements for Registered Professionals on; 18 November 2024; 3. Registration Renewal on; 20 November 2024 Retired Persons and architectural professionals providing expert services related to architecture 25 November 2024. 4. How to Lodge a complaint; on 27 November 2024.			
8	1 x Engagement with state organs	Achieved: SACAP held an engagement with the following organ states; • South African Police Service (SAPS) in Potchefstroom - 13 November 2024 • North West Department of Public Works-26 November 2024 • Gauteng Department of Human Settlements - 14 November 2024 • Midrand Magistrate Court - 11 November 2024	7	1 x Engagement with community organisations in township and rural areas	Achieved: Engaged with Mbombela community at Mbombela Taxi Rank on 6 February 2025"
9	1x local authority road show.	Achieved: We had 2 x engagements: • Knysna Local Municipality: 31 October 2024 • Ray Nkonyeni Local Municipality: 06 November 2024	8	1x local authority road show.	Achieved: Engaged with Mogale City Local Municipality on 20 March 2025
10	"2 x Radio interviews 2 x TV interview"	Not achieved: Our President had 2x TV interviews and 1x Radio interview: • 1x with Newzroom Afrika on 16 November 2024. • 1x with SABC News on 30 November 2024. • 1x Radio interview with Ukhozi FM on 01 December 2024. Reason for deviation: 1 x Radio Interview could not be secured Remedial Action: Engage more radio stations	9	1 x Radio interview	Achieved: Registrar's interview with Vuma FM held on 15 January 2025

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
160 x public engagement initiatives conducted and establish engagements with relevant stakeholders to facilitate outreach program	13	1 x YouTube video	Achieved: Registered vs Unregistered Professionals - 24 June 2024; Importance of using a Registered Professional - 24 June 2024	12	1 x YouTube video	Achieved: Arrested for Practicing Architecture without being registered- 02 July 2024 - What to look out for when you see a building plan. - 02 September 2024 Rule 1 of the Code of Conduct: Integrity -26 September 2024 Rule 2 of the Code of Conduct: Competency - 26 September 2024 Rule 3 of the Code of Conduct: Promotion of Services - 26 September 2024 Rule 4 of the Code of Conduct: Administrative Functions - 26 September 2024 Architecture as a career of choice - 28 September 2024 Building plans should always be approved before building - 28 September 2024 Choose Architecture as a Career of Choice - 30 September 2024
	14	1 x external newsletter	Achieved: The external newsletter was published on 28 June 2024	13	1 x external newsletter	Achieved : The newsletter was published on 30 September 2024.
	15	15 x Xposts	Achieved: 38 posts were posted on X (formerly Twitter)	14	15 x Xposts	Achieved: 59 posts were posted on X (formerly twitter)
	16	15 x Facebook Messages	Achieved: 50 posts were posted on Facebook	15	15 x Facebook Messages	Achieved: 57 Posts were posted on Facebook
	17	3 x content on TikTok	Achieved: Three (3) x videos related to the Construction Expo were uploaded on TickTock-05 and 06 June 2024 One (1)x video posted on TikTok; 24 June 2024 Two (2) videos to be posted on 24 June 2024. Three (3) x video posted on 28 June 2024	16	3 x content on TikTok	Achieved: Three (3) videos related to the Tribal Authority visit were uploaded on TikTok on 26 July 2024. One(1) video video related to the SACAP and SAID workshop was posted on 13 August 2024 . One(1) TikTok video by the influencer was posted on 02 September 2024 Three(3) videos related to the Mangaung STEAM expo were uploaded on TikTok - 10-11 September 2024 Two (2) videos to be posted on 22 September 2024 . Three (3) x video posted on 23 September 2024



No.	Q3	Actual achievements	No.	Q4	Actual achievements
11	1 x YouTube video	Achieved: 1 x YouTube video has been posted on YouTube.	10	1 x YouTube video	Achieved: 3x YouTube videos
12	"1 x external newsletter"	Achieved: The external newsletter was published on 13 December 2024	11	1 x external newsletter	Achieved: 1x external newsletter
13	15 x Xposts	Achieved: 56 posts done	12	15 x Xposts	Achieved: 70x X posts
14	15 x Facebook Messages	Achieved: 60 posts done	13	15 x Facebook Messages	Achieved: 70 x Facebook posts
15	3 x content on TikTok	Achieved: 3 video post done	14	3 x content on TikTok	Achieved: 3x contents on TikTok

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
Development of a tribal leaders' Engagement Strategy 12 engagements with tribal leaders	18	Development of a tribal leaders' Engagement Strategy	Achieved: The Tribal leader engagement strategy was developed			
	19	3 x engagements with tribal leaders	Achieved: 5 x engagements was undertaken. 1. Marota-A-Makgane Traditional Council; 05 June 2024 2. Kone Maloma Tribal Authority; 6 June 2024 3. Marota Tjatane Tribal Authority, 12 June 2024; 4. Bakone Ba Tisane Tribal Authority; 12 June 2024; 5. Morwangoato Tribal Authority, 13 June 2024	17	3 x engagements with tribal leaders	Achieved: 4x engagements have been undertaken. KwaMkoloza Tribal Council; 22 July 2024 Sigcawu Mbashe/Bashee Tribal Council; 23 July 2024 Amabhala Tribal Council; 24 July 2024 Keti Traditional leaders; 26 July 2024
Develop a Concept document and MoU and 8 (STEM)-related campaigns	20	Develop a Concept document	Achieved: STEM concept document			
	21	Identify relevant stakeholders for career awareness initiatives"	Achieved: The National Science and Technology Forum was identified as a stakeholder focused on career awareness initiatives. SACAP is now registered as a forum member.	18	Development of career awareness video	Achieved: The career awareness video was developed and posted on SACAP social media platforms on 30 September 2024
	22	2 x (STEM)-related campaigns	Achieved: 5 x STEM-related campaigns were conducted at the following: 1. Ditsobotla Local Municipality, North West; 16 April 2024 2. West Rand District Municipality, Ramosa Hall Mohlakeng; 17 April 2024 3. West Rand District Municipality, Hoerskool Wonderfontein in Caltonville; 18 April 2024 4. Sefogole Sepeke Secondary School - Sekhukhune; 6 June 2024 5. Care enough empowerment winter expo; Durban; 27-28 June 2024	19	2 x (STEM)-related campaigns	Achieved: 3x engagements have been undertaken • Wesbank High School: 25 July 2024 • Gonubile high school: 25 July 2024 • Mangaung STEAM Expo; 09-11 September 2024



No.	Q3	Actual achievements	No.	Q4	Actual achievements
16	3 x engagements with tribal leaders	Achieved: We collaborated with COGTA Free State to engage with Traditional Councils within Thabo Mofutsanyane District Municipality on 31 October 2024 The following tribal leaders were in attendance during the engagement: • Mabolela Traditional Council • Namahali Traditional Council • Monontsha Traditional Council • Thibella Traditional Council • Kholokoe Traditional Council • Dinkweng Traditional Council • Makgalong Traditional Council • Thaba Bosiu Traditional Council • Phomolong Traditional Council • Matsieng Traditional Council	15	3 x engagements with tribal leaders	Achieved 3x engagements with tribal leaders: Disaneng Tribal Council/Batlharo Ba Ga Masibi Tribal Council on 3 March 2025; Barolong Boo Ratshidi Tribal Council on 4 March 2025; Morekeng Tribal Council on 6 March 2025
17	2 x (STEM)-related campaigns	Achieved: SACAP attended the Gauteng City Region Academy (GCRA) career awareness on 16-17 October 2024. We had an engagement with Boitumelong Secondary School on 11 December 2024 to promote architecture as a career of choice.	16	2 x (STEM)-related campaigns	Achieved 3x (STEM)-related campaigns: Khetsalwati Secondary School on 5 February 2025; Lundanda Primary School on 6 February 2025; Christiana School for the Blind and Partially Sighted on 27 February 2025"

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
4 interventions to improve the building plans approval rate	23	3 x Engagements with municipalities on reasons for referrals	Achieved: 3 x Engagements were conducted 1. Cape Town on 23 April 2024. 2. City of Johannesburg 22 May 2024 3. Mangaung Metro Municipality 19 June 2024	20	3 x Engagements with municipalities on reasons for referrals	Achieved: 3 x engagements took place: Ekurhuleni Municipality; 24 July 2024 City of Cape town; 31 July 2024 Mangaung Municipality; 19 August 2024.
	24	1 x Referrals webinar	Achieved: 4 x Referral webinars were conducted Session 1- 17 April 2024 Session 2 - 24 April 2024 Session 3 - 8 May 2024 Session 4 - 15 May 2024			
				21	Design the Artificial intelligence system to identify the building plans shortcomings	Achieved: A prototype AI Plan submission system has been developed
	25	1 x SABS subscription	Achieved: SABS subscription was done and the Standards uploaded on the MM Standard portal			
2 x assessments of stakeholder satisfaction						
	26	Call rating report x 1	Achieved: 1 x Call rating report was generated 30 June 2024"	22	Call rating report x 1	Achieved: 1 x Call rating report was generated 30 September 2024
4 x engagements with Software developers and 1 with SEDA.	27	1 x engagements with Software Developers	Achieved: Three (3) engagements with Software developers. Autodesk: 16 May 2024. Micrographics: 31 May 2024 Caddie: 6 June 2024			
	28	1x engagement with SEDA.	Achieved: A meeting with SEDA was held on 4 June 2024.	23	1 x engagement with Software Developers	Achieved: A meeting with Caddie was held on 15 August 2024
4 x awareness campaigns on accessing building standards	29	1 x awareness campaign on accessing building standards	Achieved: The awareness campaign poster was posted on the website on 17 May 2024 and circulated to the professionals on 20 May 2021.	24	1 x awareness campaign on accessing building standards	Achieved: The awareness campaign was developed and shared on the website, social media, and circulated to Registered Professionals on 07 August 2024
Establishment of a Knowledge Hub	30	Establishment of a Knowledge Hub	Achieved: The knowledge Hub (Library) portal was developed on the MM			
				25	1 x Email awareness campaign about Knowledge Hub	Achieved: The knowledge hub was created and RPs were directed to the library on their profile. The poster was circulated to RPs, posted on social media on 28 August 2024



No.	Q3	Actual achievements	No.	Q4	Actual achievements
18	1 x Engagement with municipalities on reasons for referrals	Achieved: Engagement with City of Johannesburg on the 18th of November 2024.	17	1x Engagement with municipalities on reasons for referrals	Achieved: 1x engagement with Mangaung Metropolitan Municipality on 17 February 2025
			18	Conduct 1 x customer satisfaction survey	Achieved: 1x Survey circulated on 11 February 2025
19	Call rating report x 1	Achieved: The call rating reports were finalised	19	Call rating report x 1	Achieved: 3 x call rating reports were finalised
20	1 x engagement with Software Developers	Achieved: Engaged with Caddie on 13 November 2024 and further signed an MOU at the SACAP offices.	20	1 x engagement with Software Developers	Achieved: 1x engagement with Autodesk on 12 Feb 2025
21	1 x awareness campaign on accessing building standards	Achieved: The SANS Awareness poster was posted on social media, circulated to professionals, and posted on the website.	21	1 x awareness campaigns on accessing building standards	Achieved: Poster on How to Access Building Standards was uploaded on social media and circulated to RPs
22	1 x article in the external newsletter	Achieved: An article titled ""Tips for traveling safely this season "" was published in the external newsletter on 13 December 2024.			

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
Achieve 90% of the targets under support services	31	100% of invoices to be paid within 30 days of receipt of the invoice by finance department	Achieved: 100% of all invoices were paid within 30 days of receipts	26	100% of invoices to be paid within 30 days of receipt of the invoice by finance department	Achieved: 100% of all invoices were paid within 30 days of receipts
	32	Issuing invoice for all active RPs	Achieved: Annual fee invoices were issued to active members from 09 April 2024	27	Send reminders	Achieved: 2 reminders were send out to Registered Persons in the second quarter
	33	50% of procurement awarded to service providers with level 1 & 2 BEE rating	Achieved: 64% of procurement was awarded to service providers with level 1& 2 BEE rating	28	50% of procurement awarded to service providers with level 1 & 2 BEE rating	Achieved: 59% of procurement was awarded to service providers with level 1& 2 BEE rating
				29	Unqualified audit outcome	Achieved: SACAP obtained an Unqualified Audit Report
	34	Production of 1 Quarterly finance report detailing actuals versus budget	Achieved: 2023/24 FY 4rth quarter finance report detailing actual vs budget was prepared and presented to REMCO, ARC and COUNCIL in the first quarter of 2024/25 FY	30	Production of 1 Quarterly finance report detailing actuals versus budget	Achieved: 1st quarter finance report detailing actual vs budget was prepared and presented to REMCO, ARC and COUNCIL in the second quarter of 2024/25 FY
	35	Generate a report on monitoring and review of system logs.	Achieved: System logs monitored and reports generated Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally.	31	Generate a report on monitoring and review of system logs.	Achieved: System logs monitored and reports generated Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally.
	36	Content Updating	Achieved: Website Content was updated monthly this quarter. News and Press releases were added to the website portal. The SACAP page layout and the backend committee and management was amended adding new positions and photos.	32	Content Updating	Achieved: Website Content was updated monthly this quarter. News and Press releases were added to the website portal.
	37	Resolved 90% of ICT queries received within the quarter within 24 hours.	Achieved: All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log.	33	Resolved 90% of ICT queries received within the quarter within 24 hours.	Achieved: All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log.
	38	Ensure 99% of high availability cluster during the quarter.	Achieved: The high availability cluster was operational at 100% during the quarter without any failure that impacted the SACAP operation.	34	Ensure 99% of high availability cluster during the quarter.	Achieved: The high availability cluster was operational at 100% during the quarter without any failure that impacted the SACAP operation.
	39	Signing of performance agreements effective April 2024.	Achieved: All performance Agreement was signed by the end of April 2024	35	Conduct performance reviews.	Achieved: Performance reviews were done



No.	Q3	Actual achievements	No.	Q4	Actual achievements
23	100% of invoices to be paid within 30 days of receipt of the invoice by finance department	Achieved: 100% of all invoices were paid within 30 days of receipts	22	100% of invoices to be paid within 30 days of receipt of the invoice by finance department	Achieved: 100% of all invoices were paid within 30 days of receipts
24	Telephonically contact 90% of RPs whose annual fees are outstanding prior to suspension	Achieved Telephonically contacted over 90% of RPs whose annual fees were outstanding for cancellation	23	Contact suspended RPs to remind them about the re-registration policy	Achieved In the 4th quarter, remaining cancelled RPs were contacted to remind them of their outstanding annual fee.
25	50% of procurement awarded to service providers with level 1 & 2 BEE rating	Achieved: 83% of procurement was awarded to service providers with level 1& 2 BEE rating	24	50% of procurement awarded to service providers with level 1 & 2 BEE rating	"Achieved: 94% of procurement was awarded to service providers with level 1& 2 BEE rating"
26	Production of 1 Quarterly finance report detailing actuals versus budget	Achieved: 2st quarter finance report detailing actual vs budget was prepared and presented to REMCO, ARC and COUNCIL in the third quarter of 2024/25 FY	25	Production of 1 Quarterly finance report detailing actuals versus budget	Achieved: 3rd quarter finance report detailing actual vs budget was prepared and presented to REMCO, ARC and COUNCIL in the fourth quarter of 2024/25 FY
27	Generate a report on monitoring and review of system logs.	Achieved: System logs monitored and reports generated Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally.	26	Generate a report on monitoring and review of system logs.	Achieved: System logs monitored and reports generated
28	Content Updating	Achieved: Website content was refreshed on a monthly basis this quarter, incorporating news, press releases, events, and job advertisements.	27	Content Updating	Achieved: Website content uploaded upon request this includes news, documents, press releases, events, and job advertisements.
29	Resolved 90% of ICT queries received within the quarter within 24 hours.	Achieved: All IT support services for remote workers were successfully delivered within 24 hours, and these activities were noted in the ICT Help Desk log.	28	Resolved 90% of ICT queries received within the quarter within 24 hours.	Achieved: All IT support service were successfully delivered within 24 hours, and are recorded noted in the ICT Help Desk log.
30	Ensure 99% of high availability cluster during the quarter.	Achieved: The high availability cluster ran smoothly at full capacity throughout the quarter, with no significant failures affecting the SACAP operation.	29	Ensure 99% of high availability cluster during the quarter.	Achieved: The high availability cluster ran smoothly at full capacity throughout the quarter, with no significant failures affecting the SACAP operation.
			30	Conduct performance reviews.	Performance review for 41 Employees was performed

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
Achieve 90% of the targets under support services	40	Training of 5 employees	Achieved: 6 x Target Training of staff was achieved.	36	Training of 10 employees	Achieved: 28 x Employees was trained
	41	Identify critical roles and competency analysis of the roles	Achieved: Critical roles were identified, and Competency analysis of the roles was conducted on 28 June 2024	37	Identify potential successors and gap analysis of potential successors	Achieved: Succession planning is in place, gap analysis template under review.
	42	3 x Employee recognition award	Achieved: 6 X employee Recognition Awarded	38	"3 x Employee recognition award 3 x team building activities"	Achieved 5 x recognition award certificates given to 5 employees 3 activities took place in the quarter, namely: Walk-the-talk on 28 July 2024, Women's Day held on 08 August 2024, Heritage Day 26 September 2024
	43	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 days before the meeting date.	Achieved: 11 out of 11 (100%) Committee meeting packs for meetings held during May/June 2024 were circulated within the prescribed timelines.	39	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 days before the meeting date.	Achieved: 10 out of 11 (91%) Committee meeting packs for meetings held during August/September 2024 were circulated within the prescribed timelines.
	44	All Committees & Council minutes are produced within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Committee meeting minutes for meetings held in May/June 2024 were produced within 14 working days.	40	All Committees & Council minutes are produced within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Committee meeting minutes for meetings held in August/September 2024 were produced within 14 working days.



No.	Q3	Actual achievements	No.	Q4	Actual achievements
31	Training of 10 employees	Achieved: 10x employees trained	31	Training of 10 employees.	Achieved: 23x employees trained"
			32	1 x organogram and operating model review	Achieved: Organogram has been reviewed
32	Put the successors on the training programs	Not achieved No successor related training programs were conducted Reason for deviation: Lack of internal capacity Remedial action: To fill the HR manager position	33	Number of employees to be ready for succession planning	Achieved: Succession planning is in place, gap analysis has been completed.
33	"3 x Employee recognition award 1 x team building activity"	Achieved: 5 x Employee Recognition 1 x team building activities: Hiking - 1 November	34	3 x Employee recognition award	Achieved: 3 x Employee Recognition
			35	Prepare and obtain approval of the SACAP activity calendar	Achieved: Corporate calander has been prepared and approved.
34	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 days before the meeting date.	Not Achieved: 36% 4 out of 11 Committee meeting packs were submitted within the stipulated timeframe. 5 packs were submitted late by 1 day, and 2 packs by 4 days Reason for deviation Committee Coordinators did not submit on time Remedial Action To put controls in place to make sure packs are submitted on time	36	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 days before the meeting date.	Achieved: 11 out of 11 (100%) Committee meeting packs for meetings held during February/ March 2025 were circulated within the prescribed timelines.
35	All Committees & Council minutes are produced within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Committee meeting minutes for meetings held in August/ September 2024 were produced within 14 working days.	37	All Committees & Council minutes are produced within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Committee meeting minutes for meetings held in February/March 2025 were produced within 14 working days.

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
Achieve 90% of the targets under support services	45	Action list and resolutions submitted to the line managers within 14 working days after the meeting.	Not Achieved: 10 out of 11 Action lists were submitted within the stipulated timeframe. And 1 was submitted late by 3 days Reason for deviation Misunderstanding of the target by new Committee Coordinator Remedial Action To comply in the next quarter	41	Action list and resolutions submitted to the line managers within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Action Lists for meetings held in August/September 2024 were produced within 14 working days.
	46	All queries acknowledged within 1 working day. All queries to be resolved within 3 working days. If such a reply cannot be issued within three working days timeframe, then an interim reply will be issued, informing a stakeholder that the matter is continuing to receive attention	Finance - Achieved: All queries were acknowledged within 1 working day by an auto-reply with a timeframe to finalise the query and other relevant information. On average, the emails/queries were attended to/resolved on an average of 2 working days Legal: Achieved Received 648 and all were finalised within 1 working day SR: Achieved 525 queries were received and responded to on an average of 1 working day. PSS - Achieved: All queries are answered within 1 working day	42	All queries acknowledged within 1 working day. All queries to be resolved within 3 working days. If such a reply cannot be issued within three working days timeframe, then an interim reply will be issued, informing a stakeholder that the matter is continuing to receive attention	Finance - Achieved: All queries were acknowledged within 1 working day by an auto-reply with a timeframe to finalise the query and other relevant information. On average, the emails/queries were attended to/resolved on an average of 1 working days Legal: Achieved Received 722 and all were finalized within 1 working day SR: Achieved 1054 queries were received and responded to on an average of 1 working day. PSS - Achieved: All queries are answered within 1 working day
	47	Compliance with all policies, procedures and governance principles	Not Achieved 1 policy was not adhered to Reason for Deviation Due to failure by the responsible manager Remedial Action Consequence management on employees who do not follow the policies will be exercised	43	Compliance with all policies, procedures and governance principles	Achieved: Complied with all policies, procedures and governance principles



No.	Q3	Actual achievements	No.	Q4	Actual achievements
36	Action list and resolutions submitted to the line managers within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Action Lists for meetings held in August/September 2024 were produced within 14 working days.	38	Action list and resolutions submitted to the line managers within 14 working days after the meeting.	Achieved: 11 out of 11 (100%) Action Lists for meetings held in February/March 2025 were produced within 14 working days.
37	All queries acknowledged within 1 working day. All queries to be resolved within 3 working days. If such a reply cannot be issued within three working days timeframe, then an interim reply will be issued, informing a stakeholder that the matter is continuing to receive attention	Finance - Achieved: All queries were acknowledged within 1 working day by an auto-reply with a timeframe to finalise the query and other relevant information. On average, the emails/queries were attended to/resolved on an average of 2 working days.	39	All queries acknowledged within 1 working day. All queries to be resolved within 3 working days. If such a reply cannot be issued within three working days timeframe, then an interim reply will be issued, informing a stakeholder that the matter is continuing to receive attention	Finance - Achieved: 608 queries were acknowledged within 1 working day by an auto-reply with a timeframe to finalise the query and other relevant information. On average, the emails/queries were attended to/resolved on an average of 2 working days. Legal: Achieved: 437 queries were answered with an average of 1 working day SR: Achieved: 498 queries were answered with an average of 1 working day. PSS - Achieved: 5665 queries were answered with an average of 1 working day
38	Compliance with all policies, procedures and governance principles	Achieved: Complied with all policies, procedures and governance principles	40	Compliance with all policies, procedures and governance principles	Achieved: Complied with all policies, procedures and governance principles

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
2 x participations in industry panels and conferences				44	1 x participation in industry panels and conferences	Achieved: The President was part of the panel discussion at the CBE National Stakeholder Engagement on 26 July 2024.
2 x media coverage				45	1 x media coverage	Achieved: The president published the article on 19 August on Sunday World and the other article would be published on the handbook.
4 x workshops on how to prepare RPL and special consent application	48	1 x workshop on how to prepare RPL and special consent application	Achieved: 1 x RPL and SC applications workshop held on the 07th June 2024	46	1 x workshop on how to prepare RPL and special consent application	Achieved: 1 x RPL and SC applications workshop held on the 18 September 2024
1 x research on RPs from designated groups involved in state infrastructure projects						
5 x advisory engagements with the relevant ministries and Director Generals				47	1 x advisory engagement	Partially Achieved: The initial email was sent on 12 September 2024, to the Gauteng Department of Human Settlements MEC's office. Following numerous reminders, the MEC's office finally responded on 7 October 2024, indicating that they will engage with the MEC and revert. The confirmed meeting will be held on 14 November 2024
	49	1 x engagement to DPWI	Achieved: The engagement was held on 12 April 2024.	48	1 x engagement to DPWI	Not Achieved: Engagements did not take place Reason Following numerous reminders to Mr. Mashaba, he finally responded on 19 September 2024, noting that securing the availability of all parties involved has been challenging. He further indicated that he will continue to pursue the engagement and advise on a suitable date. Remedial action: The minister's office will be engaged to provide the date



No.	Q3	Actual achievements	No.	Q4	Actual achievements
			41	1 x participations in industry panels and conferences	Not Achieved There was not opportunity to participate Remedial Action: First industry panel discussion to take place in May 2025
39	1 x media coverage	Achieved: 1 x media coverage: about Embracing Sustainability, by SACAP President published on Sustainability Handbook October 2024 10th Edition			
40	1 x workshop on how to prepare RPL and special consent application	Achieved: 1 x RPL and SC applications workshop held on the 18 September 2024	42	1 x workshop on how to prepare RPL and special consent application	Achieved: 1 x RPL and SC applications workshop held on the 25 and 26 February 2025
41	1 x research on RPs from designated groups involved in state infrastructure projects and developmental initiatives	Achieved: 1 x Survey was conducted on RPs from designated groups involved in state infrastructure projects and developmental initiatives: 27 November 2024			
42	1 x engagement to DPWI	Achieved: SACAP had an engagement with DPWI on Monday, 02 December 2024.	43	1 x engagement to DPWI	Achieved Engagement was held on 18 march 2025

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
3 x education and training programmed to address developmental shortcomings				49	1 x education and training programmes to address developmental shortcomings	Not Achieved: Target not achieved Reason: Failure to find service provider to do the work Remedial action: Education and training programmes to address developmental shortcomings will be done in the 4th quarter"
Approve or decline RPL/SC applications within 90 working days	50	Approve or decline RPL/SC applications within 90 days	Not Achieved RPL/SC applications not completed within 90 days Reason for Deviation Failure by senior manager responsible to prepare applications on time Remedial action Applications will be assessed in the second quarter	50	Approve or decline RPL/SC applications within 90 days	Not Achieved RPL/SC applications not completed within 90 days Reason for Deviation Failure by senior manager responsible to prepare applications on time Remedial action Assessment Panel was appointed and the date set for the RPL and SC assessment
80% of guilty verdict on matters referred to the Disciplinary Tribunal	51	80% of guilty verdicts on matters referred to the Disciplinary Tribunal	Achieved: Seven (7) matters were enrolled for a Disciplinary Tribunal. Six (6) cases proceeded and were finalised, and guilty verdicts were secured on all cases (100%). One matter was postponed due to the Respondent's ill health.	51	80% of guilty verdicts on matters referred to the Disciplinary Tribunal	Achieved: Ten (10) matters were enrolled for a Disciplinary Tribunal. Seven (8) cases proceeded and were finalised, and guilty verdicts were secured on all cases (100%). one (1) matter were postponed and one (1) was withdrawn due to the Respondent being deceased.
Investigate 80% of complaints of improper conduct against registered persons						



No.	Q3	Actual achievements	No.	Q4	Actual achievements
43	1 x education and training programmes to address developmental shortcomings	Achieved: The PPE Webinar was held on the 2 & 3rd Oct 2024	44	1 x education and training programmes to address developmental shortcomings	Achieved: RPL and Education Webinar was held on 25 March 2025
44	Approve or decline RPL/SC applications within 90 days	Not Achieved The assessment which were not finalised within the 3rd quarter relate to legacy application. Reason for Deviation: Failure to assess applications on time Remedial Action: The applications will be done in the 4th quarter	45	Approve or decline RPL/SC applications within 90 days	Achieved RPL 19 carried forward RPL applications and concluded. 8 RPL applications received in this quarter were processed and approved within 90 days. SC 8 carried forward SC applications were concluded, and 2 SC applications received this quarter were processed and approved within 90 days.
45	80% of guilty verdicts on matters referred to the Disciplinary Tribunal	Achieved: Sixteen(16) matters were enrolled for a Disciplinary Tribunal. Fifteen (15) cases proceeded and all were finalized, and guilty verdicts were secured on all cases 15 matters (100%) was achieved. One (1) matter was postponed for further particulars.	46	80% of guilty verdicts on matters referred to the Disciplinary Tribunal	Achieved 89% : Ten (10) matters were enrolled for a Disciplinary Tribunal. Nine (9)cases proceeded and were all finalized, and eight (8) were guilty verdicts, 1 is pending a Tribunal ruling, and is still within the 30-day timeframe. 1 matter was postponed.
			47	Investigate 80% of complaints of improper conduct against registered persons	Achieved (85%): 32 complaints were carried forward from the previous 2023/2024, and 129 were received in this FY. In Total 161 complaints were handled, and 137 complaints were investigated.

Annual Target	No.	Q1	Actual achievements	No.	Q2	Actual achievements
80% of criminal cases received from Gauteng Province must be registered with the SAPS within 30 working days from the date of the complaint receipt.	52	80% of criminal cases received from Gauteng Province must be registered with the SAPS within 30 working days from the date of the complaint receipt.	Achieved: 2 cases were received from GP and were reported within 30 days	52	80% of criminal cases received from Gauteng Province must be registered with the SAPS within 30 working days from the date of the complaint receipt.	Achieved: 6 cases were received from GP, 5 were reported within timeline and 1 pending SAPS referral still within 30 days
80% of criminal cases received from outside the Gauteng Province must be registered with the SAPS within 60 working days from the date of the complaint receipt	53	80% of criminal cases received from outside the Gauteng Province must be registered with the SAPS within 60 working days from the date of the complaint receipt	Achieved: Of 9 cases which were reported, 8 (89%) of them were reported within 60 days.	53	80% of criminal cases received from outside the Gauteng Province must be registered with the SAPS within 60 working days from the date of the complaint receipt	Achieved: Of 10 cases received, five (5) matters were reported within timeline, and (5) five matters pending SAPS referral and still within 60 days
8 engagements with law enforcement agencies	54	2 engagements with law enforcement agencies	Achieved: 1 x NPA Bloemfontein in conjunction with SAPS Bloemfontein on 07 May 2024 and 1 x SAPA Midrand on 12 June 2024	54	2 engagements with law enforcement agencies	Achieved: 2 x engagement with KZN Provincial SAPS on 15 August 2024 and Pretoria West SAPS on 05 September 2024
4 x engagements and consultations with other regulatory bodies to share best practices	55	1 x engagement and consultations with other regulatory bodies to share best practices	Achieved: Best practice consultation with ECSA on 10 June 2024	55	1 x engagement and consultations with other regulatory bodies to share best practices	Achieved: 2 x engagements Best practice consultations with HPCSA on 26 August 2024 and SAICA; 02 August 2024



No.	Q3	Actual achievements	No.	Q4	Actual achievements
46	80% of criminal cases received from Gauteng Province must be registered with the SAPS within 30 working days from the date of the complaint receipt.	Achieved: Nine (9) cases were received from GP, Eight (8) were reported within the timeline one (1) is matter pending SAPS referral still and its within 30days. 100% was achieved.	48	80% of criminal cases received from Gauteng Province must be registered with the SAPS within 30 working days from the date of the complaint receipt.	Achieved 100%: One (1) case was carried forward from the 3rd quarter, and four (4) cases were received from GP All five (5) were reported within the timeline.
47	80% of criminal cases received from outside the Gauteng Province must be registered with the SAPS within 60 working days from the date of the complaint receipt	Achieved: Of eleven (11) cases received, one (1) matter was reported within the timeline, and Ten(10) matters pending SAPS referral and are still within 60 days	49	80% of criminal cases received from outside the Gauteng Province must be registered with the SAPS within 60 working days from the date of the complaint receipt	Achieved 100%: Ten (10) cases were carried forward from the third quarter and thirteen (13) cases were received, twelve (12) cases were reported within the timeline, and Eleven(11) cases are pending SAPS referral and are still within 60 days
48	2 engagements with law enforcement agencies	Achieved: 2 x engagement with Midrand Magistrate District Court Control Prosecutor on 11 November 2024 and North West (Potchefstroom) SAPS on 13 November 2024	50	2 engagements with law enforcement agencies	Achieved: 2 x engagement with Lyttenton Police in Centurion on 19 February 2025 and Krugersdorp Magistrate Court Control Prosecutor on 20 March 2025
49	1 x engagement and consultations with other regulatory bodies to share best practices	Achieved: 1 x engagements Best practice consultations with SACQSP on 03 December 2024	51	1 x engagement and consultations with other regulatory bodies to share best practices	Achieved 1x engagement with South African Council for Educators on 25 Feb 2025

REGISTRATIONS 2024/25

In accordance with Section 19 of the Architectural Profession Act, the Council is mandated to register applicants in the appropriate category of registration and to issue a registration certificate to successful applicants.

This is contingent upon the Council being satisfied that the applicant has demonstrated competence as measured against the standards set for the relevant category and has passed any additional examinations prescribed by the Council.

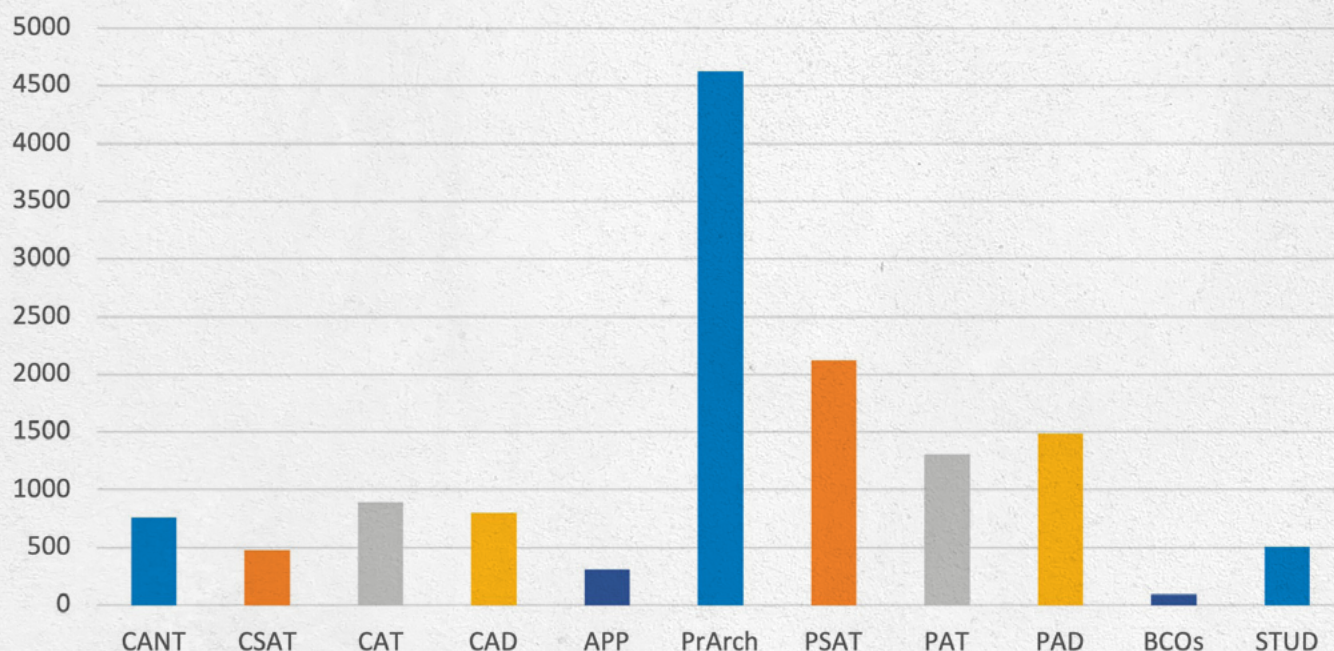
Below are the statistics of applicants who have met the required standards and successfully passed the Professional Practice Examination. The statistics are reflected in tables and graphs.

CUMULATIVE TOTAL OF REGISTERED PERSONS

As at the end of the financial year, the SACAP database reflected the following number of registered persons:

Category		2024/25
Candidate Architect	CANT	758
Candidate Senior Architectural Technologist	CSAT	481
Candidate Architectural Technologist	CAT	891
Candidate Architectural Draughtsperson	CAD	803
Apprentices	APP	309
Professional Architect	PrArch	4624
Professional Senior Architectural Technologist	PSAT	2125
Professional Architectural Technologist	PAT	1307
Professional Architectural Draughtsperson	PAD	1488
Building Control Officers	BCOs	97
Students	STUD	511
TOTAL		13394

Cummulative total of registered persons

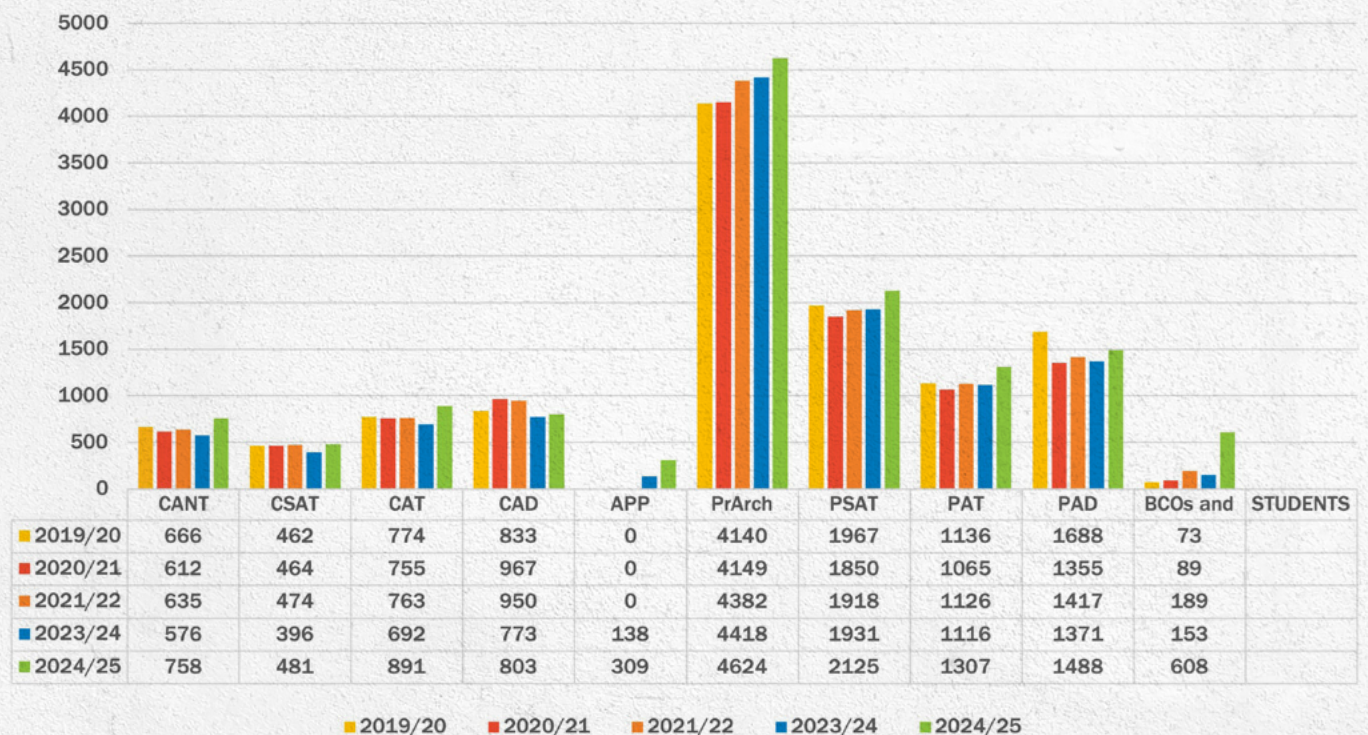




Comparison of the total number of registered persons over the past five years

Category		2020/21	2021/22	2022/23	2023/24	2024/25
Candidate Architect	CANT	666	612	635	576	758
Candidate Senior Architectural Technologist	CSAT	462	464	474	396	481
Candidate Architectural Technologist	CAT	774	755	763	692	891
Candidate Architectural Draughtsperson	CAD	833	967	950	773	803
Apprentices	APP	0	0	59	138	309
Professional Architect	PrArch	4140	4149	4382	4418	4624
Professional Senior Architectural Technologist	PSAT	1967	1850	1918	1931	2125
Professional Architectural Technologist	PAT	1136	1065	1126	1116	1307
Professional Architectural Draughtsperson	PAD	1688	1355	1417	1371	1488
Specialised Categories	BCOs and STUDENTS	73	89	189	153	608
TOTAL		11739	11407	11913	11564	13394

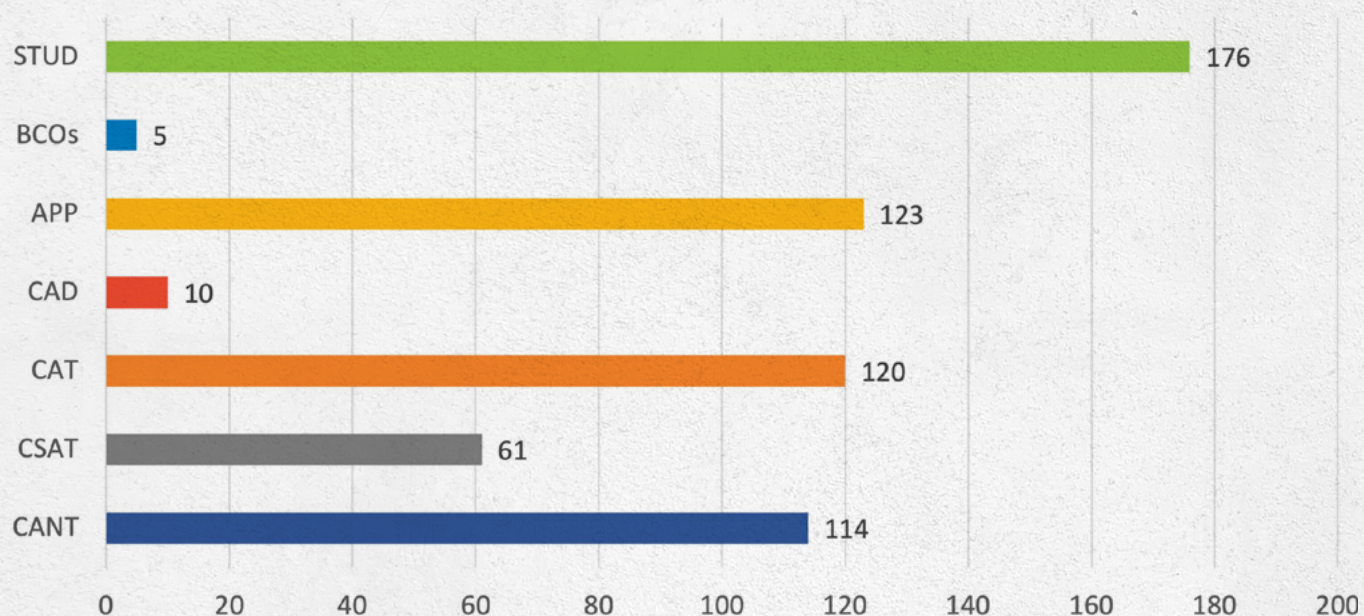
Comparison over the last five years



New candidates registered during 2024/25

Category		2024/25
Candidate Architect	CANT	114
Candidate Senior Architectural Technologist	CSAT	61
Candidate Architectural Technologist	CAT	120
Candidate Architectural Draughtsperson	CAD	10
Apprentices	APP	123
Building Control Officers	BCOs	5
Students	STUD	176
TOTAL		609

New registered during 2024/25

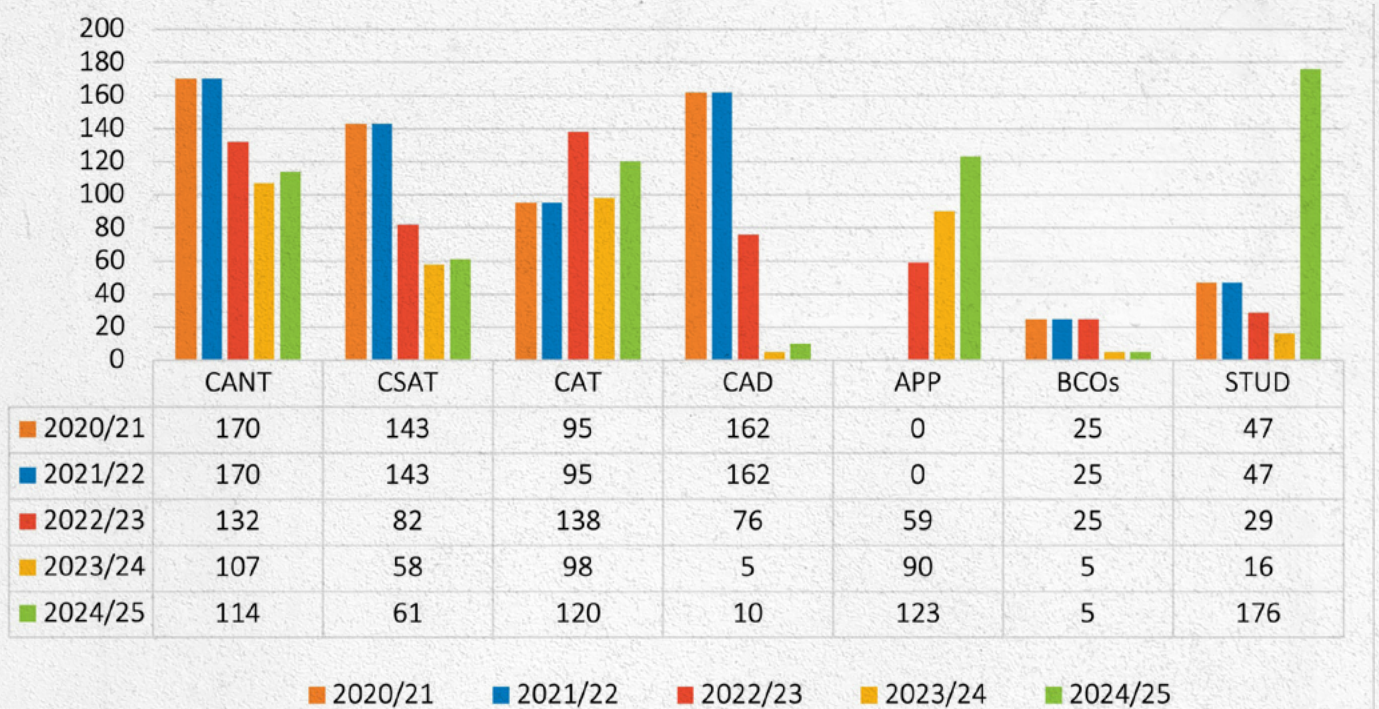




Comparison of new registrations over the past five years

Category		2020/21	2021/22	2022/23	2023/24	2024/25
Candidate Architect	CANT	170	170	132	107	114
Candidate Senior Architectural Technologist	CSAT	143	143	82	58	61
Candidate Architectural Technologist	CAT	95	95	138	98	120
Candidate Architectural Draughtsperson	CAD	162	162	76	5	10
Apprentice	APP	0	0	59	90	123
Building Control Officers	BCOs	25	25	25	5	5
Students	STUD	47	47	29	16	176
TOTAL		744	639	642	541	609

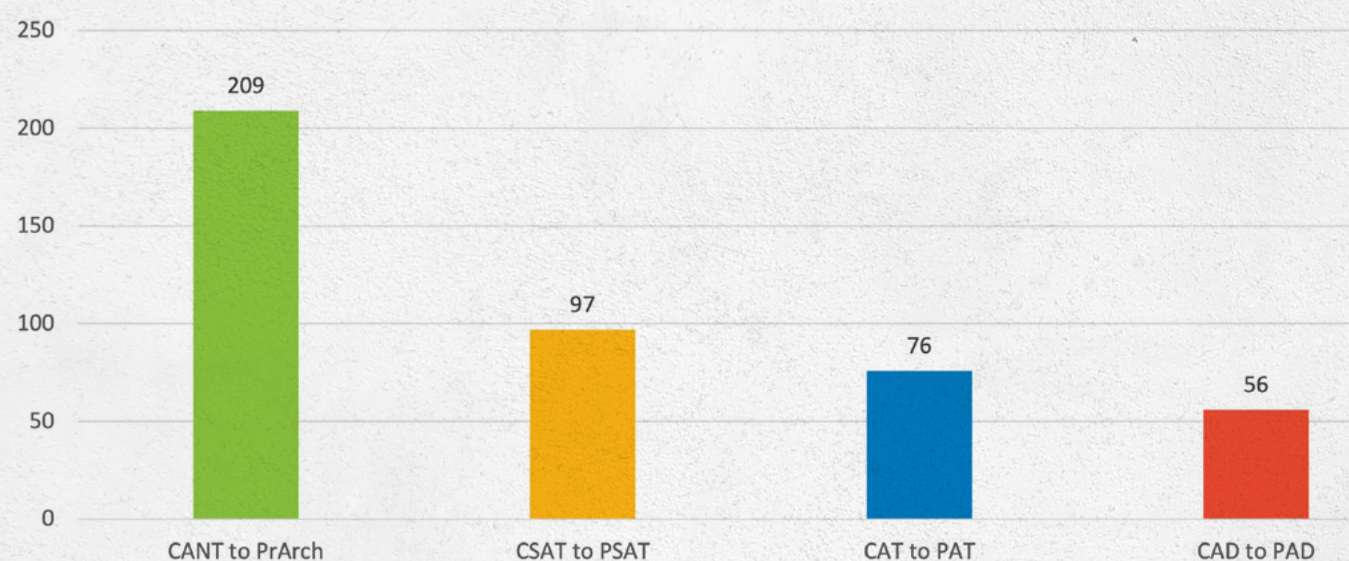
Comparison of new registrations over the past five years



APPLICANTS UPGRADED AFTER COMPLETION OF CANDIDACY AND PASSING THE PPE UPGRADES DURING 2024/25

Category		2024/25
Candidate Architect to Professional Architect	CANT to PrArch	209
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	97
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	76
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	56
TOTAL		438

Upgrades after passing the PPE during 2024/25

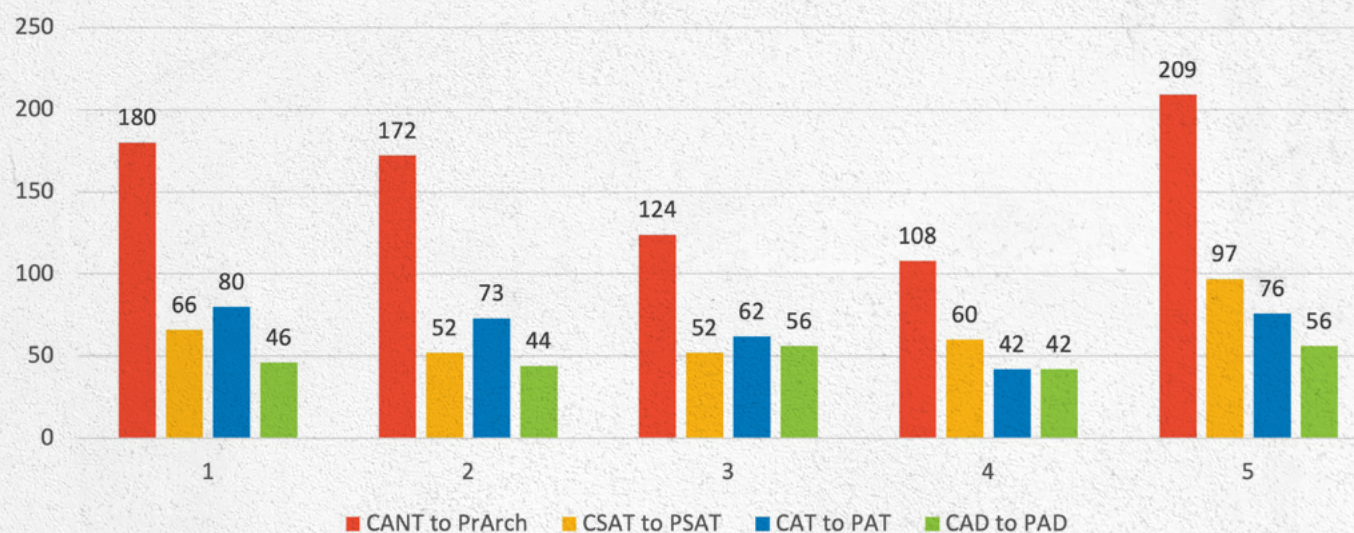




Comparison of upgrades after completing candidacy and passing the PPE, over the past five years

Category		2020/21	2021/22	2022/23	2023/24	2024/25
Candidate Architect to Professional Architect	CANT to PrArch	180	172	124	108	209
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	66	52	52	60	97
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	80	73	62	42	76
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	46	44	56	42	56
TOTAL		372	341	294	252	438

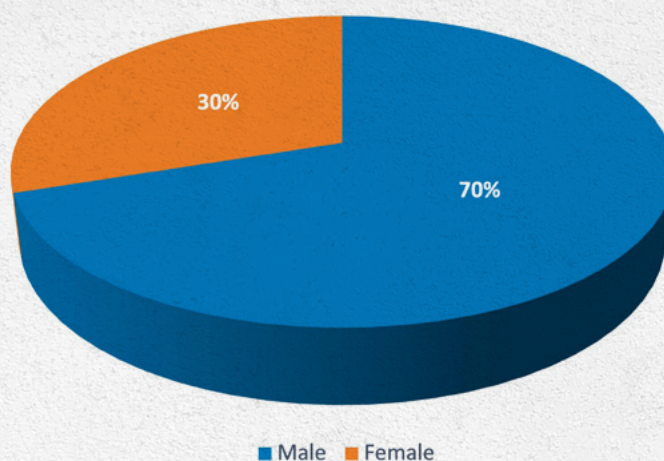
Upgraded past 5 years after completing candidacy and passing PPE



GENDER

Gender representation of the SACAP Database

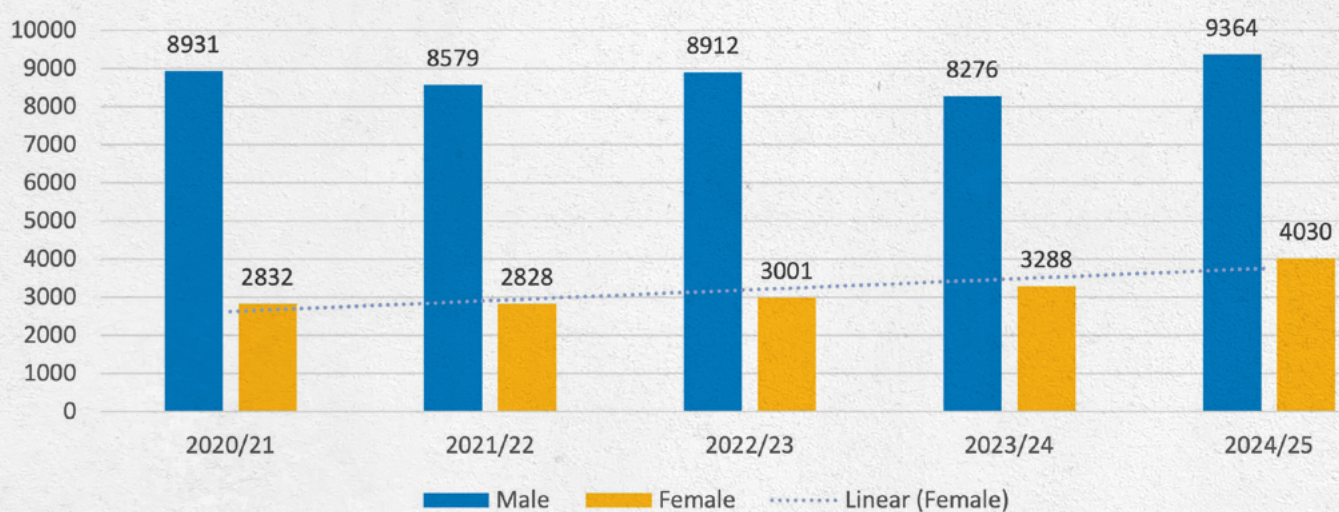
Gender	Total
Male	9364
Female	4030
TOTAL	13394



Gender representation of the database over the past five years

Financial Year	Male	Female	TOTAL
2020/21	8931	2832	11763
2021/22	8579	2828	11407
2022/23	8912	3001	11913
2023/24	8276	3288	11564
2024/25	9364	4030	13394

Gender representation over the past five years

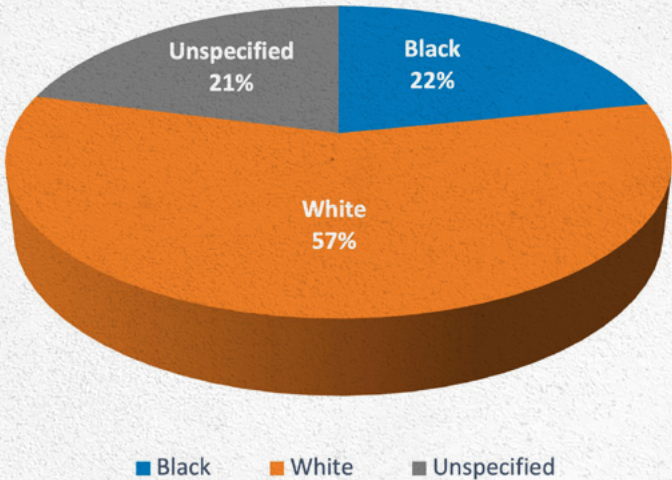




RACE

Representation by Race of the SACAP Database

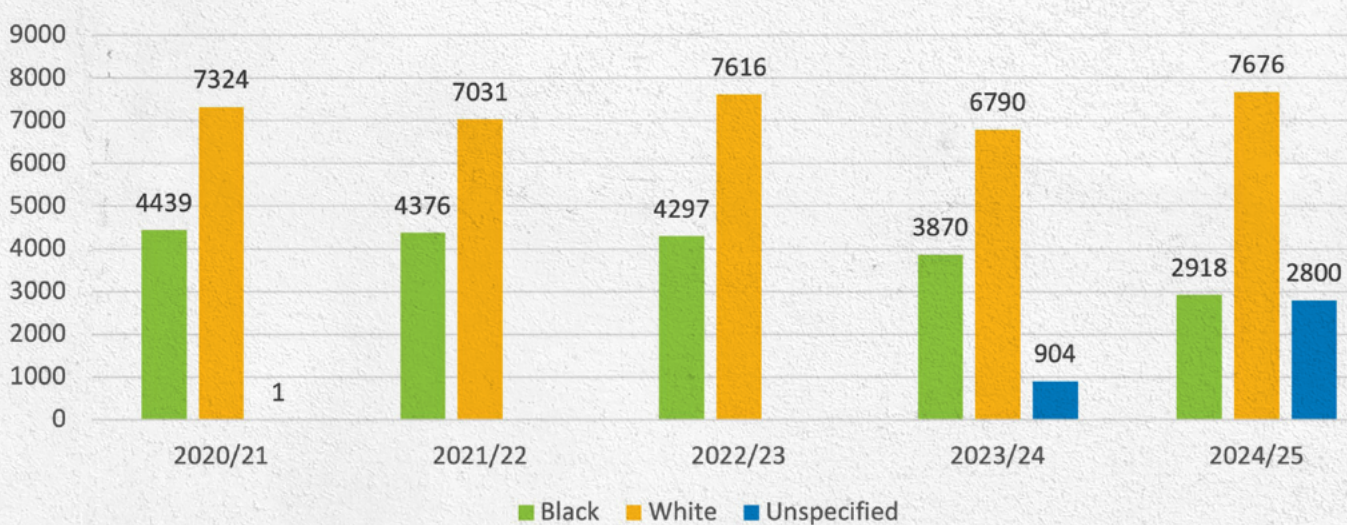
Race	Total
Black	2918
White	7676
Unspecified	2800
TOTAL	13394



Representation by race over the past five years

Race	2020/21	2021/22	2022/23	2023/24	2024/25
Black	4439	4376	4297	3870	2918
White	7324	7031	7616	6790	7676
Unspecified	1			904	2800
TOTAL					13394

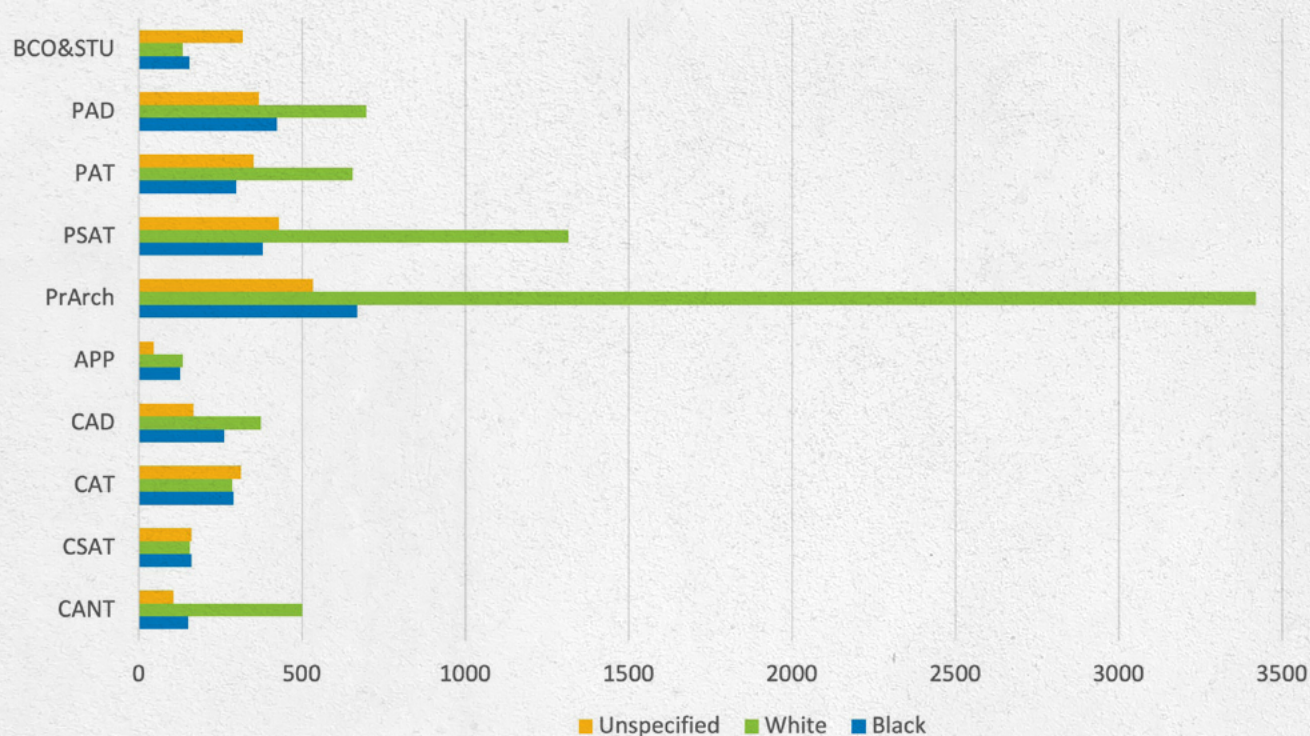
Representation by race over the past five years



Racial representation, by registration category, for 2023/24

Category		Black	White	Unspecified	Total
Candidate Architect	CANT	151	501	106	758
Candidate Senior Architectural Technologist	CSAT	162	157	162	481
Candidate Architectural Technologist	CAT	291	286	314	891
Candidate Architectural Draughtsperson	CAD	261	374	168	803
Apprentices	APP	128	135	46	309
Professional Architect	PrArch	669	3421	534	4624
Professional Senior Architectural Technologist	PSAT	380	1315	430	2125
Professional Architectural Technologist	PAT	299	655	353	1307
Professional Architectural Draughtsperson	PAD	423	697	368	1488
Specialised: BCO& Students	BCO&STU	154	135	319	608
TOTAL		2918	7676	904	13394

Racial representation by categories for 2024/25



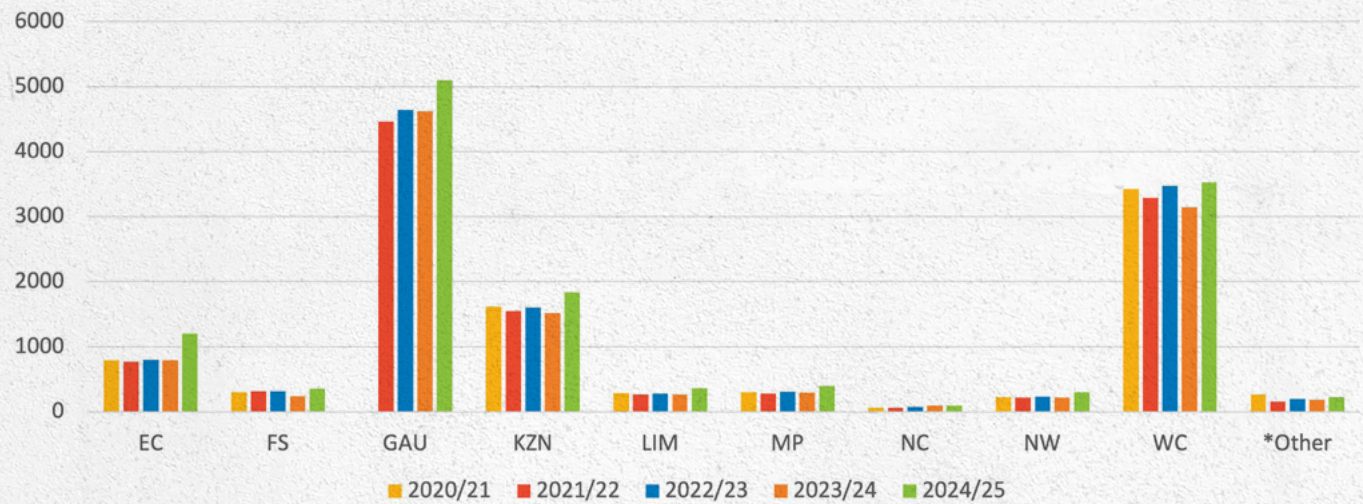


REGISTERED PERSONS PER PROVINCE

PROVINCE	2020/21	2021/22	2022/23	2023/24	2024/25
EC	795	770	801	795	1199
FS	302	316	315	236	356
GAU	4 592	4461	4640	4621	5095
KZN	1619	1549	1601	1512	1835
LIM	288	266	279	268	365
MP	299	280	307	292	395
NC	60	62	75	93	98
NW	228	220	233	216	303
WC	3423	3286	3474	3144	3525
*Other	266	157	197	188	223
TOTAL	11 763	11407	11913	11564	13394

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

Registered persons by province over the last five years



CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

In terms of Section 13(k) of the Architectural Profession Act, SACAP is mandated to determine, after consultation with Voluntary Associations (VAs) and registered persons, the conditions relating to, and the nature and extent of, Continuing Professional Development (CPD). CPD is a statutory requirement that ensures Registered Professionals continually enhance their skills and remain up to date within the profession. It is compulsory for all Registered Professionals across all categories of professional registration.

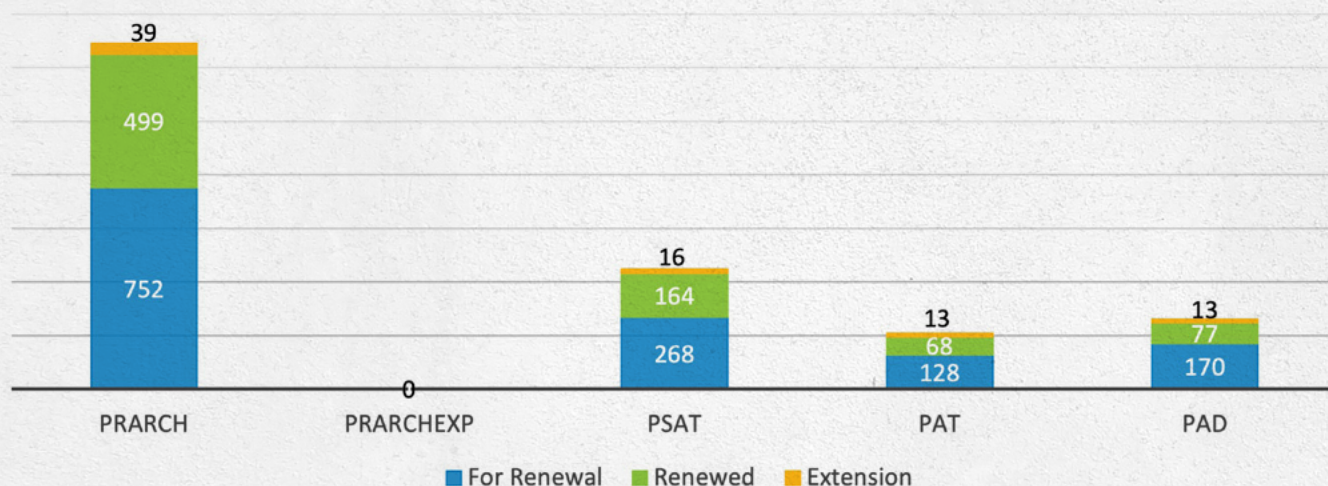
To support this mandate, the CPD guidelines have been formalised into a Board Notice aimed at improving both the quality and accessibility of CPD activities within the architectural profession. All recognised VAs are required to adhere to these guidelines to ensure consistency and value in CPD offerings.

The date for renewal of registration is aligned with the individual Registered Professional's date of initial registration or most recent re-registration. In line with these conditions, a total of 1,319 Registered Professionals were due for renewal by January 2024.

RENEWAL OF REGISTRATION IN TERMS OF CPD CONDITIONS

Category		For Renewal	Renewed	Extended	Complied
Professional Architect	PrArch	752	499	39	538
PrArch Expert Services	PrArchexp	1	0	0	0
Professional Senior Architectural Technologist	PSAT	268	164	16	180
Professional Architectural Technologist	PAT	128	68	13	81
Professional Architectural Draughtsperson	PAD	170	77	13	90
TOTAL		1319	808	81	889

2023 Renewal of registration

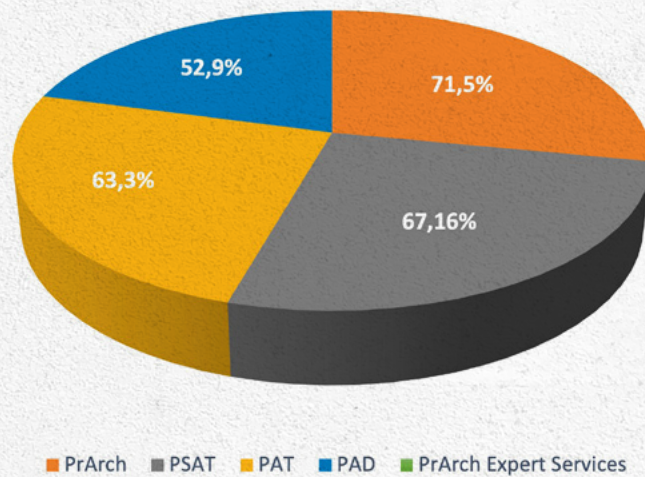




Percentage compliance

Category		Percentage Compliance
Professional Architect	PrArch	71.5%
PrArch Expert Services	PrArchexp	0.0
Professional Senior Architectural Technologist	PSAT	67.16%
Professional Architectural Technologist	PAT	63.3%
Professional Architectural Draughtsperson	PAD	52.9%
TOTAL		67.40%

Percentage compliance



ACCREDITATION ARCHITECTURAL LEARNING SITES (ALS)

ACCREDITATION

The Council is mandated by section 13(a) and (b) of the Act to conduct accreditation visits to any educational institution that has a department, school, or faculty of architecture. The council is empowered to either conditionally or unconditionally refuse or withdraw accreditation. The council conducts an accreditation visit once during its term of office..

Accreditation visits

Date	Institution	Qualification accredited	Accreditation
06-08 May 2024	Academic Institute of Excellence (AIE) Midrand Campus	Higher Certificate in Architectural Technology, NQF 5	Unconditional Accreditation
14-16 August 2024	Academic Institute of Excellence (AIE) Cape Town Campus	Higher Certificate in Architectural Technology, NQF 5	Deferred Accreditation
04-05 December 2024	School of Explorative Architecture	Bachelor of Architectural Studies (BAS)	Unconditional Accreditation

ADVISORY VISIT TO COLLEGES

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

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

In May and August 2024, the SACAP Accreditation Board (AB) undertook an accreditation visit to AIE as contemplated by section 13 (i) of the Act. The accreditation visit examined the Higher Certificate in Architectural Technology, NQF 5, to ensure it complies with SACAP competencies.

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

In December 2024, the SACAP Accreditation Board (AB) undertook an accreditation visit as contemplated by section 13 (i) of the Act to SEA. The Accreditation visit was conducted to scrutinise the Bachelor of Architectural Studies (BAS) and ensure it complies with SACAP competencies.

ASSISTANCE PROVIDED BY SACAP TOWARDS THE PROFESSIONAL PRACTICE EXAMINATION (PPE)

SACAP hosts a free PPE preparation workshop for all candidates for the upcoming PPE. These workshops target areas that pose the most challenges to candidates. This is guided by the Stats provided below and the examiners'/moderators' reports.

Guidance is given to all voluntary associations (VAs) hosting PPE preparation workshops in line with the professional practice examination papers.

SACAP encourages Peer and Peer support amongst all candidates.

Professional Practice Examination (PPE)

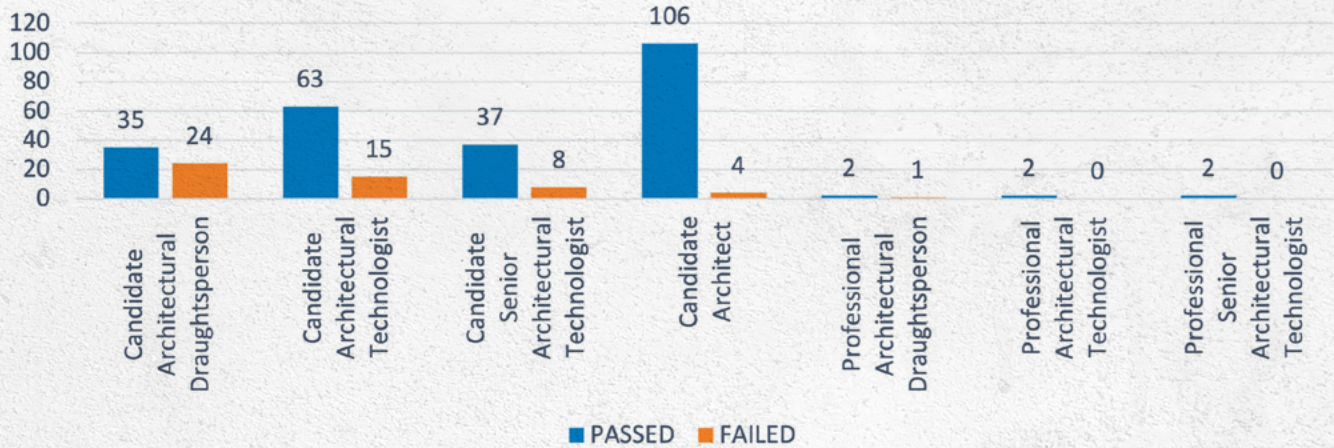
Section 19 (1) (b) (iii) mandates the Council to register candidates with educational qualifications and who have passed the PPE as determined by the Council. A person registered as a Candidate can only apply to write the PPE if he/she has completed the full period of required recognized practical experience. This implies that the Candidates must have been registered as follows:

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

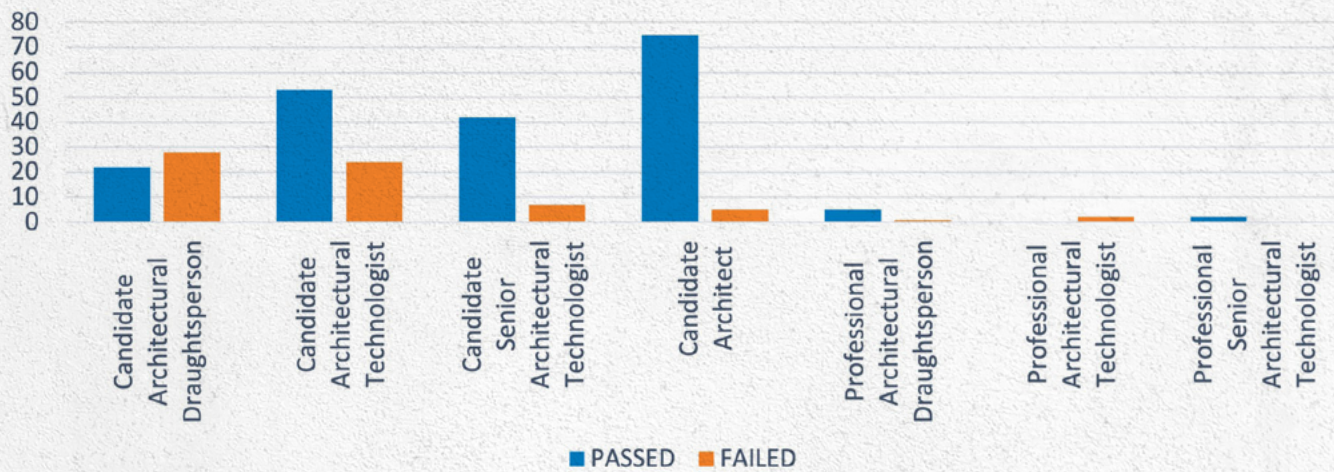
All PPE examinations have been administered online. To ensure great efficiency and effectiveness in the PPE process, SACAP has introduced an online marking process. In May 2024, 299 candidates wrote the PPE exam, of which 247 candidates passed and 52 candidates failed. In October 2024, there were 266 who wrote the PPE, of which 199 passed and 67 failed.



May 2024 PPE Pass / Failure rate per category of registration



October 2024 PPE Pass / Failure rate per category of registration

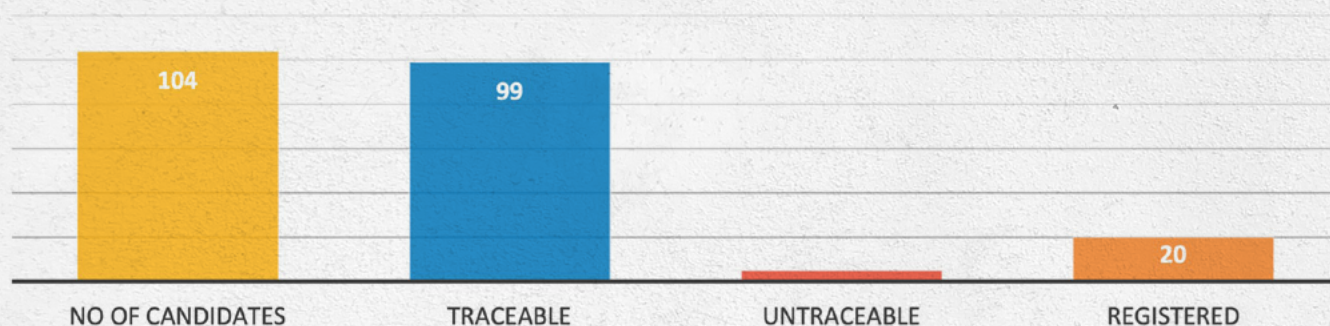


TRACING OF CANDIDATES OVER 5 YEARS

Candidate Tracking and Tracing

A tracing group has been appointed to conduct the tracing of candidates over 5 years who have registered with SACAP. Already 20 candidates have been called, and the contacts are positive.

Items	Total
No of Candidates	104
Traceable	99
Untraceable	5
Registered	20



SACAP is currently doing a follow-up on all candidates who are traceable to ensure that they register with SACAP. Regular follow-ups will be done to ensure that candidates comply.



IDENTIFICATION OF WORK COMMITTEE REPORT

The Identification of Work (IDoW) Committee is appointed in terms of section 17(1)(a) of the Act. Its mandate is to assist Council in ensuring that the IDoW framework for the architectural profession is in place, thereby safeguarding that only persons certified as competent perform architectural work appropriate to their category of registration.

The IDoW policy defines the type of work each category of registered professionals may undertake, aligned to their education, training, and experience. It prescribes the work a registered professional is competent to perform in accordance with their registration category. No professional may undertake work outside their designated category unless formally exempted.

The Scope of Practice Matrix specifies the building types for which each category of registration is competent. In the interest of public safety, the built environment, and public health, all registered professionals must restrict their practice to work identified for their registration category.

During the reporting period, the Committee reviewed IDoW Board Notice 27 of 2021. This review introduced new building types and corresponding competencies into the Scope of Practice Matrix under Schedule 2 of the policy. The revised IDoW also brought an end to the Special Limited Dispensation. The only remaining mechanisms available to professionals with extensive work-based experience are **Special Consent (SC)** and **Recognition of Prior Learning (RPL)**.

During the period under review, the following applications

- **RPL applications:** 27 assessed – 13 successful, 14 unsuccessful.
- **SC applications:** 10 assessed – 8 successful, 2 unsuccessful.
- **Special Candidacy Exemptions:** 3 assessed – all 3 successful.

The Committee further developed a **Certificate of Competence** for Professional Senior Architectural Technologists, Professional Architectural Technologists, and Professional Architectural Draughtspersons. The certificate, accessible via unique URLs in real time, enumerates the specific building types each professional is competent to undertake.

This innovation enhances regulatory efficiency by enabling building control functionaries to easily verify whether a professional is competent to design and submit building plan applications for specific building types. The Certificate of Competence also supports procurement processes by ensuring that only suitably competent architectural professionals tender for projects.

GUIDELINES PROFESSIONAL FEES

In accordance with Section 34 of the Architectural Profession Act, the Council is mandated to annually determine guideline professional fees, after consultation with the VAs, and to publish them in the Government Gazette. The Guideline Professional Fees for 2024 were published on 4 October 2024 under Board Notice 672 of 2024.

To support this process, SACAP conducted a Professional Fees Survey on 28 May 2024, encouraging all RPs to participate. The survey was a critical step in informing the determination of guideline fees in line with SACAP's statutory obligations and to ensure that the fees remain relevant and reflective of current industry practices.

In addition, a Professional Fees Webinar was held on 21 June 2024. The session provided valuable insights to Registered Professionals on various types of fee structures, adjustments, and variations. It also addressed the impact of current fee practices within the profession and reinforced the importance of participating in the benchmarking process.

To further assist the profession, a Fee Calculator was developed and made available on the SACAP website. Plans are underway to enhance this tool by developing it into a mobile application, enabling Registered Professionals to easily calculate applicable project fees. The app will also be accessed from the SACAP website.

VOLUNTARY ASSOCIATIONS (VA)

In terms of section 14 (d) read with section 25 (2), (3), of the Act, the Council is enjoined to determine the requirements with which a VA must comply with to qualify for recognition. The Board Notice 129 of 2021 for the Requirements for recognition and maintenance of recognition of a Voluntary Association was published in a gazette.

The mission of recognized VAs is to act in the interests of members and work towards the common goal of promoting and improving the architectural profession. VAs champion their members' interests by providing resources, information, and opportunities. VAs provide unparalleled networking opportunities, allowing members to connect with their peers, mentors, and other leaders in the profession. Members of VAs are in the unique position to attend conventions, seminars, and awards ceremonies.

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

RECOGNISED VAs:

Cifa	SAIA
FACE	SAIBD
GIFA	SAID
PIA	IID
SAIA BKIA	SAIAT
SAIA-EC	SAIA L
SAIA FS & NC	SAIA MP
SAIA KZN	SAIAP

STRENGTHENING STRATEGIC COLLABORATION WITH VAS

During the 2024/2025 financial year, SACAP enhanced its engagement with VAs through structured and ongoing platforms such as the VA Forums and focused meetings on CPD. These engagements created critical spaces for open, solution-driven discussions on key issues affecting the architectural profession. One major topic of discussion was the need to improve access to CPD.

SACAP and the VAs collaborated to find ways to make CPD more inclusive, affordable, and accessible for all Registered Professionals, regardless of their geographic location or registration category. The conversations also addressed systemic challenges faced by registered professionals, including delays in municipal building plan approvals, poor communication from municipal officials, and the approval of plans submitted by unregistered persons. These challenges undermine both professional integrity and public safety.

In addition, concerns included administrative inefficiencies that continue to impact daily practice. The VA Forum also played a crucial role in establishing a unified strategic direction, identifying collective focus areas such as mentorship, targeted skills development, equitable procurement processes, mutual recognition of professional qualifications, and increased public and career awareness of the architectural profession. As a result of these collaborative efforts, several impactful initiatives have been introduced, including student bursaries and policy advocacy. These initiatives reflect a shared

and ongoing commitment to fostering a more inclusive, professionally supported, and future-oriented architectural landscape in South Africa.



INVESTIGATION COMMITTEE REPORT

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. This is aimed at strengthening the maintenance of 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, in its opinion, a Registered Person may be charged with improper conduct for contravention of the Code of 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 Conduct in the architectural profession, and initiates preventative measures against acts of improper conduct. To this end, SACAP continuously provides workshops on the Rules of Professional Conduct to Registered Persons.

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.

Below are the annual complaints of improper conduct.

2024/2025 STATISTICS

Number of complaints	2024/2025
Complaints received	129
Complaints carried forward from the previous financial year	32
Total number of complaints for the financial year	161
Complaints investigated by InvCom	137
Complaints are carried over to the 2025/6 financial year	24

governance **Part C**





INTRODUCTION

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

EXECUTIVE AUTHORITY

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

COMPOSITION OF THE COUNCIL

The Council is appointed in terms of Section 4 of the Act, and it comprises of seven registered persons, excluding candidates, of which at least four must actively practice in the architectural profession, two professionals in the service of the State nominated by any sphere of government, of whom at least one must be nominated by the department; and two members of the public nominated through a public participation process.

THE ROLE OF THE COUNCIL

Council sets the overall strategic direction for the organization. Therefore, the Council is responsible for strategic aims of SACAP, provides the leadership for the implementation of the strategy, supervises the management of SACAP and report to the Minister of Public Works & Infrastructure on their stewardship of SACAP.

THE COUNCIL CHARTER AND COMMITTEE FUNCTIONING GUIDELINES

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

Composition of the 6th Term Council

Name	Designation (in terms of the public entity Board Structure)	Date appointed	Qualifications/ Experience	Other committees or task teams (e.g.: Audit Committee/ Ministerial Task Team)	Number of meetings attended
Mr. Charles Ntsindiso Nduku	President	17 November 2023	M.Arch, B.Arch, BAS	Professional Fees, Transformation	18
Ms. Letsabisa Shongwe nêe Lerotholi	Vice President Chairperson: Professional Fees Committee	17 November 2023	M. Arch, B.Tech Arch, N.Dip Arch	Investigating Committees, Transformation	25
Mr. Lufuno Nematswerani	Chairperson: Remuneration Committee	17 November 2023	MBA, Post Graduate Diploma in management, Hons Degree in Human Resources Development	Audit and Risk (ARC), Social & Ethics Committees.	21
Mr. Kevin Bingham	Chairperson: Education Committee	17 November 2023	M.Arch	Identification of Works, Recognition of Prior Learning and Registration, IDoW/EDU Task Team	22
Ms. Mandisa Pepeta	Chairperson: Transformation Committee	17 November 2023	N.Dip Arch	Investigating, Continuous Professional Development Committees, IDoW/EDU Task Team, RPL Assessment	27
Mr. Vusi Phailane	Chairperson: Identification of Works Committee	17 November 2023	M.Arch	Professional Fees, Education Committees, RPL Assessment	20
Ms. Singalakha Bongela	Chairperson: Investigating Committee	17 November 2023	M.Arch	Stakeholder Relations, Continuous Professional Development Committees IDoW/EDU Task Team, RPL Assessment	25
Dr. Jeniffer Mirembe	Chairperson: Stakeholder Relations Committee	17 November 2023	B.Arch, Masters in City Planning and Urban Design, PhD Town Planning	Education, Stakeholder Relations Committee	17
Mr. Rolihlahla Vuzane	Council Member	17 November 2023	CA(SA), MTP(SA) Master of Accounting, B Com law, CTA	Remuneration, Social and Ethics, Audit and Risk Committees	23
Ms. Kaylee Cupido	Chairperson: Continuous Professional Development	17 November 2023	Diploma Architecture, Diploma Business Management	Stakeholder Relations, IDoW Committees	20
Mr. Dhanashwar Basdew	Chairperson: Recognition of Prior Learning and Registration Committee	17 November 2023	Diploma Project Management	CPD Committees, Identification of Work Committees	18



6TH TERM TERM COUNCIL



MR. CHARLES NTSINDISO NDUKU
PRESIDENT
M.Arch, B.Arch, BAS
Active 2023-2027



MS. LETSABISA SHONGWE NÊE LEROTHOLI
VICE PRESIDENT
M. ARCH, B.TECH ARCH, N.DIP ARCH
Chairperson: Professional Fees Committee
Active 2023-2027



MR. LUFUNO NEMATSWERANI
MBA, Post Graduate Diploma in management,
Hons Degree in Human Resources Development
Chairperson: Remuneration Committee (REMCO)
Active 2023-2027



MR KEVIN BINGHAM
M.Arch
Chairperson: Education Committee (EdCom)
Active 2023-2027



MS MANDISA PEPETA- DAKI
N.Dip Arch
Chairperson: Transformation Committee
Active 2023-2027



MR. VUSI PHAILANE
M.Arch
Chairperson: Identification of Works Committee
Active 2023-2027



MS. SINGALAKHA BONGELA
M.Arch
Chairperson: Investigating Committee
Active 2023-2027



DR. JENNIFER MIREMBE
B.Arch, Masters in City Planning and
Urban Design, PhD Town Planning
Chairperson: Stakeholder Relations Committee
Active 2023-2027



MR. ROLIHLAHLA VUZANE
CA(SA), MTP(SA) Master of Accounting,
B Com law, CTA
Council Member
Active 2023-2027



MS. KAYLEE CUPIDO
Diploma Architecture, Diploma Business
Management
Chairperson: Continuous Professional Development
Active 2023-2027



MR. DHANASHWAR BASDEW
Chairperson: Recognition of Prior
Learning and Registration Committee
Diploma Project Management
Active 2023-2027

5th and 6th Term Council Meeting Attendance

Name	Number of Council and Committee Meetings attended	Number of special SR Events attended	Total Honoraria paid to each Councillor for each Council Meeting and SR Events Meetings
Mr. CNN Nduku (President)	18	38	R440,937.50
Ms. LR Shongwe née Lerotholi (Vice President)	25	18	R356 175.71
Mr. L Nematswerani	21	1	R260,435.66
Mr. K Bingham	22	2	R223 415.04
Mr. V Phailane	23	2	R291,475.34
Ms. M Pepeta	27	9	R313,914.64
Mr. R Vuzane	23	1	R271,975.41
Mr. D Basdew	18	1	R209,047.10
Ms. Kaylee Cupido	20	3	R210,522.10
Dr. Jennifer Mirembe	17	6	R167,728.96
Ms. Singalakra Bongela	25	1	R240 438.52

REMUNERATION OF COUNCIL AND COMMITTEE MEMBERS

In terms of section 10 of the Architectural Profession Act, the Council may determine the remuneration and allowances payable to its members or the members of any Committee of the Council. The rate for honorariums for all Council and Committees is determined in line with the Treasurer Guidelines. Travel is paid at R4.64 per kilometre as per the SA Revenue Services (SARS) guideline. Council and Committee members receive honorariums for preparation and actual attendance of meetings.

Honoraria paid to each Council member, per meeting

President of Council	R6,170.25
Vice President of Council	R5,244.13
Council members	R4,586.98
Chairperson of the Audit and Risk Committee	R10,248.75
Audit and Risk Committee Members	R8,540.43
Chairpersons of Committees	R4,327.34
Committee Members	R2,488.16

RISK MANAGEMENT

In line with SACAP's governance protocols, the Audit and Risk Committee operated during the reporting period under the leadership of an independent Chairperson and adhered fully to corporate governance principles. During the review year, all approved finance policies, including the Supply Chain Management Policy, were implemented by the Council to guide financial processes, reflecting SACAP's strong commitment to corporate governance.

SACAP reviewed and approved the Fraud Prevention Policy and continued implementing the Risk Management Framework, the Risk Management Policy, and the Fraud Prevention Plan. These measures are designed to ensure that risks are effectively identified, recorded, managed, and mitigated.

Fraud and corruption prevention training, including guidance on how to use the fraud prevention and ethics hotline, was provided to all SACAP staff, as well as to members of the Audit and Risk Committee and the Social and Ethics Committee. Additionally, each of SACAP's departments has formulated, approved, and implemented policies to ensure that internal processes and controls are in place to address unacceptable levels of risk. The Risk Management Subcommittee continued to meet quarterly to tackle strategic, operational, fraud-related, and ethics risks, while also reviewing and monitoring compliance checklists and risk registers.

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 continued to be implemented for each SACAP department.

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

- Audit of Performance Information
- Audit of Legal and Compliance (Including Governance)
- Audit of Human Capital Management
- Audit of Professional Statutory Services
- Audit of Supply Chain Management / Procurement
- Audit of Finance Discipline (Including Revenue Management)
- Fraud Risk Assessment
- Audit of Data Migration to the new membership system

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

FRAUD AND CORRUPTION

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

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

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

- Toll-free telephone number: 0800 004 007
- WhatsApp number: 0860 004 004
- SMS: 48691
- Secure email address: sacap@behonest.co.za
- Online and chat: www.behonest.co.za
- Free Post: BNT165, Brooklyn Square, 0075

During the year under review, there were no incidences of fraud detected or cases reported to the fraud and ethics line.

MINIMIZING CONFLICT OF INTEREST

The Supply Chain Management policy is strictly adhered to when goods and services are procured for SACAP, as well as during tender processes. The policy outlines the required processes to be followed in the procurement of goods and services. No conflict of interest had been identified during the reported period.

CODE OF CONDUCT

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

By accepting an appointment as a SACAP Council 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 Council and Committee members and as such, all Council and Committee members sign this Code and relevant annexures upon their appointment as a Councillor or as a member of a committee. A Council member will be in breach of the Code should he or she 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

There have not been any reported Health and Safety incidents at SACAP. All employees are adhering to SACAP H&S Protocols. A strong health and safety culture reduces workplace accidents, illnesses, and absenteeism, which in turn enhances productivity and lowers costs related to medical care, compensation claims, and downtime. It also boosts employee morale and confidence, as workers feel valued and protected in a secure environment.

Updated Health and Safety charts are imported for all the staff it constantly reminding employees about Health and Safety matters and ensuring that employees comply with workplace safety regulations, such as those enforced by OHS, which aims to reduce injuries and fatalities in the workplace.

SACAP practices fire drills quarterly because they are important in the workplace, and they prepare employees to respond quickly and safely in the event of a real fire or emergency. Regular drills help ensure that everyone knows the correct evacuation routes, assembly points, and procedures, reducing panic and confusion during an actual incident. Promoting a culture of preparedness and responsibility. Ultimately, they play a crucial role in protecting lives, minimizing injuries, and ensuring compliance with workplace safety regulations.

SOCIAL RESPONSIBILITY

Corporate Social Responsibility (CSR), represents a long-term investment that serves to strengthen our operations. Outside the scope of SACAP responsibility to fulfil the statutory mandates and realize its strategic objectives, the SACAP leadership is also committed to using its resources to benefit and uplift communities in need of assistance.

MANDELA DAY CELEBRATION

Introduction

In alignment with our commitment to community engagement and social responsibility, SACAP proudly participated in the Mandela Day celebration at the Andries Meyer Old Age Home (AMOA) on Tuesday, 18th July 2023. This event served as a poignant reminder of the importance of honouring and supporting our elderly population, who have contributed immensely to our society and continue to play a vital role in our communities.

About Andries Meyer Old Age Home (AMOA)

AMOA stands as a beacon of inclusivity and compassion in our community. As a non-racial and non-sexist organization, AMOA is dedicated to providing quality care for the elderly within their underprivileged community. Their noble mission aligns closely with our values at SACAP, making them a natural partner for our Mandela Day celebration.

Event Highlights

The Mandela Day celebration at AMOA was a truly heartwarming experience for all involved. SACAP team members, alongside volunteers from the community, came together to spend time with the residents of AMOA. The day was filled with laughter, storytelling, and moments of genuine connection as we shared in the company of the elderly residents.

Commitment to Continued Support

As we reflect on the success of our Mandela Day celebration, SACAP reaffirms its commitment to supporting organisations like AMOA. We recognise the importance of providing ongoing care and companionship to our elderly community members, ensuring that they are respected, valued, and included in society.

Conclusion

In conclusion, SACAP's participation in the Mandela Day celebration at AMOA was a profound expression of our dedication to social responsibility and community engagement. We extend our heartfelt gratitude to the residents and staff of AMOA for welcoming us with open arms and allowing us to share in their stories and experiences. Moving forward, we remain steadfast in our commitment to making a positive impact in the lives of others and building a more inclusive and compassionate society for all.

MANDELA DAY CELEBRATION



BURSARY FUND

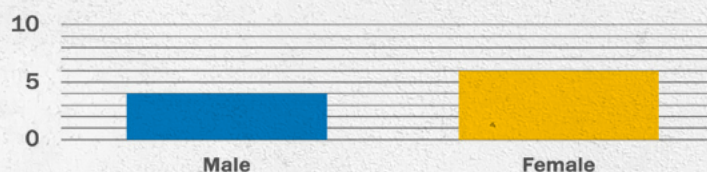
SACAP received a total of 175 bursary applications and shortlisted ten (10) candidates for the 2025 SACAP Bursary Programme. The selection process considered race, gender, and placement at SACAP-accredited public institutions, in line with the bursary policy.

The allocation of funds was guided by the following criteria:

- 20% of the budget allocated to Master's students
- 40% of the budget allocated to Honours students
- 40% of the budget allocated to undergraduate students, with a focus on black female applicants

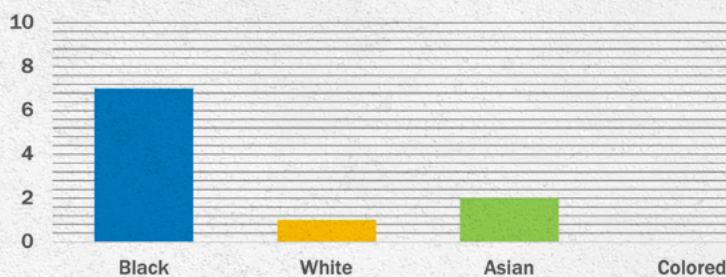
GENDER BREAKDOWN

Gender	
Male	4
Female	6
Total	10



RACE BREAKDOWN

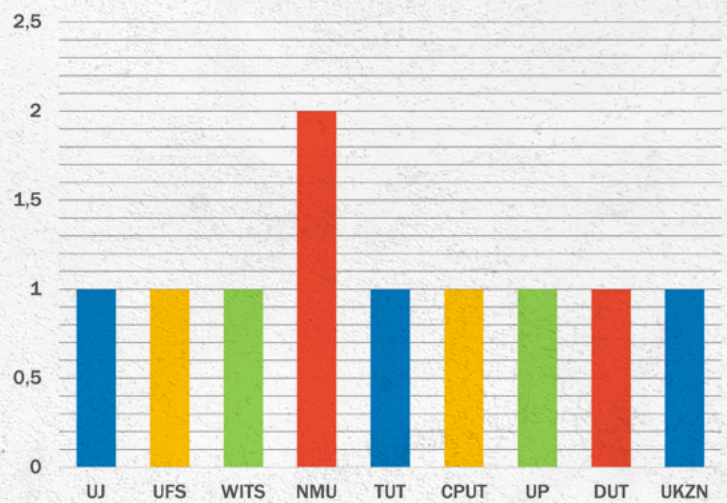
Race	
Black	7
White	1
Indian	2
Coloured	0
Total	10





BURSARS ARE STUDYING AT THE FOLLOWING ALSs

ALS Placements	
UJ	1
UFS	1
WITS	1
NMU	2
TUT	1
CPUT	1
UP	1
DUT	1
UKZN	1
Total	10



AUDIT & RISK COMMITTEE (ARC) REPORT FOR THE YEAR ENDED 31 MARCH 2025

The Audit and Risk Committee is pleased to present our report for the Financial Year ended 31 March 2025.

1. AUDIT AND RISK COMMITTEE ATTENDANCE 2024/2025

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

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

Name of the Member	Date appointed	Number of meetings attended
Ms Nocwaka Oliphant - Independent Chairperson	May 2019	5
Ms Zelda Tshabalala -Independent Member	August 2019	5
Mr Lufuno Nematswerani - Council Representative	May 2019	5
Mr Rolihlahla Vuzane CA(SA)- Council Representative	February 2024	5
Mr Thabiso Moletsane- Independent Member	February 2024	5

2. AUDIT AND RISK COMMITTEE RESPONSIBILITIES

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

3. RISK MANAGEMENT

The Council has delegated responsibility for oversight of risk management to the ARC. The Council has adopted a risk management framework, strategy and relevant policies for managing risks at SACAP. These are reviewed every year and updated where necessary. The ARC established a risk management sub-committee to assist in discharging its oversight responsibilities for risk management. The sub-committee consists of SACAP management and is chaired by one of the independent ARC members to ensure that risk management oversight is afforded adequate attention by the ARC. The sub-committee reports quarterly to the ARC and the ARC reports quarterly to the Council on risk management. The risk management processes are also reviewed by Internal Audit and the results of the reviews are reported to the ARC and the Council. There has been an improvement in the risk management processes of SACAP over the year. The ARC is satisfied with the overall risk management at SACAP.

4. INTERNAL CONTROLS

The ARC obtains assurance from management, internal audit and external auditors on the effectiveness of governance, risk management and internal controls in the areas of financial management, performance management, compliance with applicable laws and regulations, and Information Communication and Technology (ICT).

Some weaknesses in the system of internal control were identified during the period under review and were raised with management for attention and correction. Management has already attended to and corrected most of the weaknesses identified. Internal Audit has assessed the existing control environment as "Needs Improvement". Weaknesses in controls were identified in the following areas:

- Professional Statutory Services
- Information and Communication Technology
- Performance Information
- Assessment of useful lives of assets with nil value which are still in use
- Expenses and accruals not reviewed/cut-off not maintained
- Bank reconciliations not performed correctly

5. INTERNAL AUDIT

SACAP's Internal Audit function is outsourced and was operational for the entire year under review. The independence of the Internal Audit function is ensured by it reporting functionally to the ARC and administratively to the Registrar. The Internal Audit Charter, plans and reports issued during the year under review were reviewed and approved by the ARC. Internal Audit follows a risk-based approach, which incorporates the Council's risk assessment. The ARC is satisfied that Internal Audit performed its duties in accordance with the approved internal audit plan.



6. EVALUATION OF THE FINANCE FUNCTION

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

7. EVALUATION OF ANNUAL FINANCIAL STATEMENTS

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

- Significant financial reporting judgements and estimates contained in the annual financial statements.
- Clarity and completeness of disclosures and whether disclosures made have been set properly in context.
- Compliance with accounting standards and legal requirements.
- Significant adjustments and/or unadjusted differences resulting from the audit.
- Asset valuations and revaluations.
- Levels of general and specific provisions.
- Write-offs.
- The basis for the going concern assumption, including any financial sustainability risks and issues.

8. EXTERNAL AUDITOR

The external auditors are independent of the entity and the objectivity of the engagement director, and the audit staff is not compromised. The external auditors did not provide any non-audit services which may reasonably be thought to bear on their independence and the objectivity of the audit engagement director and the audit staff.

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

9. APPRECIATION

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

Ms Nocwaka Oliphant
Chairperson Audit and Risk Committee
SACAP

human resources
PART D



INTRODUCTION

HR OVERVIEW DELIVERABLES UNDER THE REVIEW PERIOD

The Human Resources Department has been entrusted with managing all people-related functions within SACAP covering both high-level executives and the broader workforce. The department has embedded its systems and established a streamlined performance management process, resulting in greater consistency and accuracy across the organisation.

In collaboration with the Council and the Remuneration Committee, the Human Resources Department developed and reviewed HR policies and manuals, enhancing compliance with South African labour legislation. The department has also successfully compiled and organised employee data into a secure, easily accessible database—an achievement reflected in the positive audit outcomes.

The department effectively managed the recruitment process, contributing to an 8.3% employee retention rate. In addition, new employee retention and engagement programmes were developed and implemented. The department also led the design and rollout of an internal incentives programme, which has positively impacted overall employee performance.

SACAP's ongoing drive to foster a high-performance culture continues to yield positive results across departments. Recognising that continuous performance improvement is vital, the department has implemented regular training and development initiatives for all employees. Ongoing employee engagement sessions with the leadership team also form part of this approach.

Employee health and well-being remain a priority. Increased utilisation of the wellness programme has been noted, particularly in areas such as career guidance and work-study balance support.

The SACAP application for Mandatory Grants for the 2024 financial year was assessed and approved by the Construction Education and Training Authority (CETA), in line with CETA's grant criteria. SACAP has received R44,838.43 in Mandatory Grants.

A focused investment in people development has resulted in 95% of SACAP staff receiving training for the 2024/2025 financial year.

TRAINING



HUMAN RESOURCE OVERSIGHT STATISTICS

EMPLOYMENT AND VACANCIES

Programme/activity/ objective	2023/2024 No. of Employees	2023/2024 No. of Vacancies	2024/2025 No. of Employees	2024/2025 No. of Vacancies
Top Management	1	0	1	0
Senior Management	3	1	3	1
Professional qualified	7	0	3	3
Skilled	12	1	11	0
Semi-skilled	24	2	27	2
Unskilled	1	0	1	0
TOTAL	48	4	46	6

There are currently 6 positions that need to be filled within SACAP as per the approved organogram. The process to fill all the vacant roles is currently underway.

EMPLOYMENT CHANGES

Salary Band	Employment at beginning of period	Appointments	Promotions	Terminations	Employment at end of the period(closing)
Top Management	1	0	0	0	1
Senior Management	3	1	0	1	3
Professional qualified	7	0	1	4	4
Skilled	12	1	5	2	16
Semi-skilled	24	8	-6	5	21
Unskilled	1	0	0	0	1
TOTAL	48	10	6	12	46

REASONS FOR STAFF LEAVING

Reason	Number	% Attrition Rate
Death	0	25%
Resignation	8	
Dismissal	0	
Retirement	1	
Ill health	0	
Expiry of contract	3	
Other (Retrenchment)	0	
TOTAL	12	

LABOUR RELATIONS: MISCONDUCT AND DISCIPLINARY ACTION

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



EQUITY TARGET AND EMPLOYMENT EQUITY STATUS

Levels	MALE							
	African		Coloured		Indian		White	
	Current	Target	Current	Target	Current	Target	Current	Target
Top Management	1	1	0	0	0	0	0	0
Senior Management	2	2	0	0	0	0	0	0
Professional qualified	7	8	1	1	1	1	0	0
Skilled	6	9	0	0	0	0	0	0
Semi-skilled	0	0	1	1	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0
TOTAL	16	20	2	2	1	1	0	0

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	0	0	0	1	1
Professional qualified	6	8	0	0	0	0	1	1
Skilled	17	17	1	1	0	1	0	0
Semi-skilled	1	1	0	0	0	0	0	0
Unskilled	0	0	0	0	0	0	0	0
TOTAL	24	25	1	1	0	1	2	2

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

financial information
Part E





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 2025

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

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Statement of Changes in Equity	95
Statement of Cash Flows	96
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Notes to the Annual Financial Statements	103 - 116

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

Detailed Income Statement	117 - 118
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GENERAL INFORMATION

Country of Incorporation and Domicile

South Africa

Nature of Business and Principal Activities

Statutory body that regulates the Architectural Profession in South Africa

Council

During the financial year ended 31 March 2025 and up to the date of the report, the Council was composed as follows:

Mr NC Nduku - President

Ms LR Shongwe - Vice- President

Ms N Pepeta

Mr V Phailane

Mr K Bingham

Mr L Nematswerane

Mr R Vuzane CA(SA)

Mr. D Basdew

Ms. K Cupido

Dr. J Mirembe

Ms. S Bongela

Registered Office

51 Wessel Road
Right Wing
Rivonia
2128

Business Address

51 Wessel Road
Right Wing
Rivonia
2128

Bankers

First National Bank
Nedbank
ABSA

Auditor

Nexia SAB&T

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
Ms Maphuti Mothapo CA(SA): Finance Manager

Reviewer

The annual financial statements were reviewed by
Mr Maduwele Segobola CA(SA): Chief Financial Officer

Published

06 August 2025



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 IFRS Accounting Standards as issued by the International Accounting Standards Board as to form and content and present fairly the statement of financial position, results of operations and business of the Council, and explain the transactions and financial position of the business of the Council at the end of the financial year. The annual financial statements are based upon appropriate accounting policies consistently applied throughout the Council and supported by reasonable and prudent judgements and estimates.

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

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

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

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

The financial statements have been audited by the independent audit firm, Nexia SAB&T, who have been given unrestricted access to all financial records and related data, including minutes to all meetings of the Council. The Council members believe that all representations made to the independent auditors during the audit were valid and appropriate. The external auditors' unqualified audit report is presented on pages 90 to 91.

The annual financial statements as set out on pages 94 to 116 were approved by the Council on 06 August 2025 and were signed on their behalf by:

Mr Ntsindiso Charles Nduku

President

Ms Letsabisa Shongwe né Lerotholi

Vice-President

INDEPENDENT AUDITOR'S REPORT

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

OPINION

We have audited the financial statements of South African Council for the Architectural Profession set out on pages 94 to 116, which comprise the statement of financial position as at 31 March 2025, 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 2025, and its financial performance and cash flows for the year then ended in accordance with IFRS Accounting Standards as issued by the International Accounting Standards Board and the requirements of the Architectural Professional Act no 44 of 2000.

BASIS FOR OPINION

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

OTHER INFORMATION

The Council Members are responsible for the other information. The other information comprises the information included in the document titled "South African Council for the Architectural Profession Annual Financial Statements for the year ended 31 March 2025", 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 IFRS Accounting Standards as issued by the International Accounting Standards Board 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

Nexia SAB&T

Y Soma

Director

Registered Auditor

22 August 2025

REGISTRAR'S REPORT

The Registrar presents his report for the year ended 31 March 2025.

1. REVIEW OF ACTIVITIES

Main business and operations

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

Vision

Transformed Architectural leaders serving society in a sustainable built environment.

Mission

The mission matches the impact statements developed by SACAP. The mission is as follows:

- a) A capacitated sustainable Architectural Profession
- b) A transformed Architectural Profession
- c) An Architectural Profession committed to professional ethics

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

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.

At the time of finalising the report, the Council is confident that the adequate measures have been implemented to ensure that SACAP continues to operate as a going concern.

3. EVENTS AFTER 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 - Vice-President

Ms N Pepeta

Mr V Phailane

Mr K Bingham

Mr L Nematswerane

Mr R Vuzane CA(SA)

Mr. D Basdew

Ms. K Cupido

Dr. J Mirembe

Ms. S Bongela



5. OPERATING RESULTS

The operating results and Statement of Financial Position of the Council are fully set out in the annual financial statements. The net deficit of R1.8 million (2024: net deficit of R3 million) was recorded in the year ended 31 March 2025.

The decrease in net deficit in comparison to the previous financial year was mainly as a result of the increase in total revenue by R2.8 million, offset by the increase in total expenses by R1 million.

The R2.8 million increase in revenue is mainly attributable to the following:

- R2 million increase in professional annual fees mainly as a result of the Retention Strategy that was implemented by Council during the 2024/25 financial year, whereby Registered Persons (RPs) were allowed to pay via debit orders and extended payment terms.
- R 1.5 million increase in renewal fees as a result of the one year extension of renewal that was given to the RPs during the 2023/24 financial year. Most renewals were effected during the 2024/25 final year.

The R1 million increase in expenses is mainly attributable to:

- The cost of living adjustments on salaries and honorarium expenses. There were more appeals adjudicated by Council during the 2024/25 financial year compared to the previous financial year.

6. ANNUAL FINANCIAL STATEMENTS

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

This annual financial statements include the cost and fees for Canberra Accord. SACAP is the current secretariat of the Canberra Accord.

Adv Toto Fiduli

Registrar

06 August 2025

STATEMENT OF FINANCIAL POSITION

as at 31 March 2025

Figures in Rand	Notes	2025	2024
Assets			
Non-Current Assets			
Property, plant and equipment	6	14,270,860	14,830,521
Intangible assets	7	76,225	101,294
		14,347,085	14,931,815
Current Assets			
Trade and other receivables	8	1,080,653	1,194,610
Cash and cash equivalents - Council	9	20,554,071	23,889,173
Cash and cash equivalents - Education Fund	9	–	731,165
		21,634,724	25,814,948
Total Assets		35,981,809	40,746,763
Equity and Liabilities			
Equity			
Retained earnings		29,935,170	31,769,902
Non-Current Liabilities			
Finance lease liabilities	10	15,029	102,300
		15,029	102,300
Current Liabilities			
Trade and other payables	11	5,944,339	8,783,519
Current portion of long term liabilities	10	87,271	91,042
		6,031,610	8,874,561
Total Equity and Liabilities		35,981,809	40,746,763



STATEMENT OF COMPREHENSIVE INCOME

for the year ended 31 March 2025

Figures in Rand	Notes	2025	2024
Revenue	12	44,947,311	41,531,042
Other income	13	1,791,565	635,274
Operating costs		(50,014,878)	(47,605,437)
Student grants		(440,000)	(440,000)
Operating Deficit		(3,716,002)	(5,879,121)
Finance income	15	1,899,188	2,931,493
Finance costs	16	(17,918)	(29,255)
Deficit for the year		(1,834,732)	(2,976,883)
Other comprehensive deficit			
Total comprehensive deficit		(1,834,732)	(2,976,883)

STATEMENT OF CHANGES IN EQUITY

as at 31 March 2025

Figures in Rand	Retained earnings	Total
Balance at 1 April 2023	34,746,785	34,746,785
Total comprehensive deficit for the year		
Deficit for the year	(2,976,883)	(2,976,883)
Total comprehensive deficit for the year	(2,976,883)	(2,976,883)
Balance at 31 March 2024	31,769,902	31,769,902
Balance at 1 April 2024	31,769,902	31,769,902
Total comprehensive deficit for the year		
Deficit for the year	(1,834,732)	(1,834,732)
Total comprehensive deficit for the year	(1,834,732)	(1,834,732)
Balance at 31 March 2025	29,935,170	29,935,170

STATEMENT OF CASH FLOW

as at 31 March 2025

Figures in Rand	Notes	2025	2024
Operating cash flow before working capital change	17	(2,876,146)	(5,052,885)
<i>Working capital changes</i>			
Decrease / (increase) in trade and other receivables		320,553	(353,602)
(Decrease) / increase in trade and other payables		(3,045,776)	2,078,658
Net cash flows used in operations		(5,601,369)	(3,327,829)
Finance income		1,899,188	2,931,493
Finance costs		(17,918)	(29,255)
Net cash generated by operations		(3,720,099)	(425,591)
Cash flows used in investing activities			
Property, plant and equipment acquired	6	(262,857)	(459,386)
Intangible assets acquired	7	(30,299)	(35,960)
Proceeds on disposals of property, plant and equipment		38,040	–
Net cash flows used in investing activities		(255,116)	(495,346)
Cash flows used in financing activities			
Finance lease payments		(91,052)	(98,906)
Net cash flows (used in) / from financing activities		(91,052)	(98,906)
Net decrease in cash and cash equivalents		(4,066,267)	(1,019,843)
Cash and cash equivalents at beginning of the year		24,620,338	25,640,181
Cash and cash equivalents at end of the year	9	20,554,071	24,620,338



ACCOUNTING POLICIES

1. GENERAL INFORMATION

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

2. BASIS FOR PREPARATION

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

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 Accounting Standards as issued by the International Accounting Standards Board 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 2025, there were no new standards that were adopted.

IFRS/IFRIC	Title and details	Effective	Expected Impact
IAS 1	Classification of Liabilities as Current or Non-current - Amendment	Annual periods commencing on or after 1 January 2024	The impact of the amendments is not material
IAS 1	Presentation of Financial Statements Classification of debts with covenants	Annual periods commencing on or after 1 January 2024	The impact of the amendments is not material
IAS 16	Leases - Clarifying how a seller- lessee subsequently measures sale and leaseback transactions.	Annual periods commencing on or after 1 January 2024	The impact of the amendments is not material
IAS 7 and IFRS 7	Statement of Cash Flow and Financial Instruments Disclosures - supplier finance arrangement disclosures.	Annual periods commencing on or after 1 January 2024	The impact of the amendments is not material

Standards and interpretations not yet effective.

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

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

IFRS/IFRIC	Title and details	Effective	Expected Impact
IFRS 18	Presentation and Disclosure in financial statements – requirements to improve companies' reporting of financial performance	Annual periods commencing on or after 1 January 2027	Unlikely to have a material impact

All applicable standards will be complied with in the financial statements for the period ending 31 March 2025. 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 2025.

3.1 Revenue recognition

Revenue comprises net invoiced fees to Registered Person excluding VAT and other non-operating income.

The Council's revenue with registered persons 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 fees to registered persons 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. 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. 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.

3.2 Finance Income

Interest income is recognised using the effective interest method.

3.3 Other income

Other income comprises mainly professional misconduct fines and recoveries.

3.4 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.

The residual value, depreciation method and useful life of each asset are reviewed at each annual reporting period if there are indicators present that there has been significant change from the previous estimates.

Depreciation is charged so as to allocate the cost of assets less their residual values over their estimated useful lives, using the straight-line method. The following rates are used for the depreciation of property, plant and equipment:

3.4.1 Owned assets

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

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

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

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

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

Item	Average useful life	Depreciation method
Building	50 years	Straight line
Motor Vehicle	5 years	Straight line
Office equipment	5 to 10 years	Straight line
Computer equipment	3 to 7 years	Straight line
Furniture and fittings	10 to 12 years	Straight line

3.4.2 Right of use asset

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

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

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

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

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

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

Item	Average useful life	Depreciation method
Leased assets	Over the lease term	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.

3.5 Intangible assets**Intangibles**

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

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

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

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

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

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

Intangible assets have the following estimated used full life:

Item	Average useful life	Amortisation method
Softwares	3 years	Straight line

3.5.1 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.

3.6 Financial assets**3.6.1 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 2025 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.

3.6.2 Accounts receivables

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

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

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

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

3.6.3 Cash and cash equivalent

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.

3.7 Financial liabilities

3.7.1 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.

3.7.2 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:

Subsequently, the lease liability is measured by:

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

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

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

Subsequently, the lease liability is measured by:

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

3.8 Employee benefit obligations

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.

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.

5. ANNUAL FINANCIAL STATEMENTS

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

5.2 SACAP is currently a Secretariat of Canberra Accord. All activities and impact thereof have been included in the annual financial statements.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

6. PROPERTY, PLANT AND EQUIPMENT

Figures in Rand	2025			2024		
	Cost	Accumulated depreciation	2025 Carrying value	Cost	Accumulated depreciation	2024 Carrying value
<i>Owned assets</i>						
Land and buildings	16,026,899	(2,770,779)	13,256,120	16,026,899	(2,450,243)	13,576,656
Motor vehicles	759,827	(626,134)	133,693	759,827	(581,569)	178,258
Furniture and fittings	795,088	(688,595)	106,493	795,088	(644,660)	150,428
Office equipment	673,340	(288,890)	384,450	533,927	(198,429)	335,499
IT equipment	3,164,936	(2,880,581)	284,355	3,161,334	(2,769,850)	391,484
	21,420,090	(7,254,979)	14,165,111	21,277,075	(6,644,751)	14,632,325
<i>Right of use assets</i>						
IT equipment	207,507	(101,758)	105,749	207,507	(9,311)	198,196
	21,627,597	(7,356,737)	14,270,860	21,484,582	(6,654,061)	14,830,521

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:

2025 Reconciliation					
Figures in Rand	Carrying value at beginning of year	Additions	Disposals	Depreciation	2025 Carrying value at end of year
<i>Owned assets</i>					
Land and buildings	13,576,656	–	–	(320,536)	13,256,120
Motor vehicles	178,258	–	–	(44,565)	133,693
Furniture and fittings	150,428		–	(43,935)	106,493
Office equipment	335,499	141,133		(92,182)	384,450
IT equipment	391,484	121,724	(12,376)	(216,477)	284,355
	14,632,325	262,857	(12,376)	(717,695)	14,165,111
<i>Right of use assets</i>					
IT equipment	198,196	–	–	(92,447)	105,749
	14,830,521	262,857	(12,376)	(810,142)	14,270,860

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

2024 Reconciliation					
Figures in Rand	Carrying value at beginning of year	Additions	Disposals	Depreciation	2024 Carrying value at end of year
<i>Owned assets</i>					
Land and buildings	13,897,195	–	–	(320,539)	13,576,656
Motor vehicles	222,822	–	–	(44,564)	178,258
Furniture and fittings	182,720	27,078	–	(59,370)	150,428
Office equipment	61,058	322,854	–	(48,413)	335,499
IT equipment	488,853	109,454	(5,406)	(201,417)	391,484
	14,852,648	459,386	(5,406)	(674,303)	14,632,325
<i>Right of use assets</i>					
IT equipment	78,929	207,507	–	(88,240)	198,196
	14,931,577	666,893	(5,406)	(762,543)	14,830,521



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

7. INTANGIBLES ASSETS

Figures in Rand	2025			2024		
	Cost	Accumulated Amortisation	2025 Carrying value	Cost	Accumulated Amortisation	2024 Carrying value
Intangible assets (softwares)	1,415,259	(1,339,034)	76,225	1,384,960	(1,283,666)	101,294
	1,415,259	(1,339,034)	76,225	1,384,960	(1,283,666)	101,294

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

2025 Reconciliation					
Figures in Rand	Carrying value at beginning of year	Additions	Amortisation	Disposal	2025 Carrying value
Intangible assets (softwares)	101,294	30,299	(55,368)	–	76,225
	101,294	30,299	(55,368)	–	76,225

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

2024 Reconciliation					
Figures in Rand	Carrying value at beginning of year	Additions	Amortisation	Disposal	2024 Carrying value
Intangible assets (softwares)	123,587	35,960	(58,253)	–	101,294
	123,587	35,960	(58,253)	–	101,294

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

8. TRADE AND OTHER RECEIVABLES

Figures in Rand

	2025	2024
Net trade receivables	822,208	1,190,027
Trade receivables	5,286,795	4,079,366
Allowances for credit losses	(4,464,587)	(2,889,339)
Other receivables	51,850	4,583
Value Added Tax	206,595	–
	1,080,653	1,194,610

* Increase in trade receivables was due to one year extension of renewal that was given to the RPs during the 2023/24 financial year. Most renewals were effected during the 2024/25 final year.

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

Figures in Rand

	2025	2024
At start of the year	2,889,339	3,278,457
Increase in loss allowance	2,749,456	2,407,914
Amount written off	(1,134,596)	(2,797,032)
At end of the year	4,464,587	2,889,339

Credit quality of trade and other receivables

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

Fair value of trade and other receivables

The carrying value of accounts receivable approximates fair value as this amount is short term in nature, and the loss allowance takes into account long outstanding amounts owed by members for whom the recoverability is unlikely. In determining the recoverability of debtors, the Council considers the ageing of the receivable, the debtors membership status and historical payment trends. The concentration of credit risk is higher due to the large membership base and that the Council do not hold any collateral in respect of members.

Exposure to credit risk

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

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

Expected credit loss provision matrix:

31 March 2025	<30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	>120 DAYS	TOTAL
Estimated gross carrying amount	390,595	40,960	164,445	1,838	4,480,029	5,077,866
Lifetime ECL	149,936	8,543	109,082	1,838	4,195,190	4,464,587
Weighted average expected credit loss rate	38%	21%	66%	100%	94%	

Expected credit loss provision matrix:

31 March 2024	<30 DAYS	31-60 DAYS	61-90 DAYS	91-120 DAYS	>120 DAYS	TOTAL
Estimated gross carrying amount	504,957	182,761	206,710	93,905	2,769,122	3,757,455
Lifetime ECL	144,011	45,831	110,152	92,705	2,496,640	2,889,339
Weighted average expected credit loss rate	29%	25%	53%	99%	90%	



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

9. CASH AND CASH EQUIVALENTS - EDUCATION FUND

Figures in Rand	2025	2024
Cash balances		
Banks - Canberra	566,692	636,520
Banks - Council	Λ 19,987,379	23,252,653
Sub-total (Council and Canberra)	20,554,071	23,889,173
Bank - Education fund	* –	731,165
Total Cash and Cash equivalent	20,554,071	24,620,338

Λ The Council's cash and cash equivalent balance included the fixed interest instrument with an investment of R14 644 912 which was due to mature in May 2025. The matured funds was subsequently re-invested in a twelve (12) months fixed interest instrument in May 2025.

* Education fund investment was held under cash and cash equivalent in the current financial year. An investment amount of R667 304 matured in April 2024. A portion of the matured funds was utilised to pay for student grants and the remaining funds were transferred to a call account.

Fair value of cash and cash equivalents.

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

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

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

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

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

10. FINANCE LEASE LIABILITIES

Figures in Rand	2025	2024
Future minimum lease payment fall due as follows		
- no later than one year	93,970	108,960
- later than one year but no later than five years	15,850	109,820
Future finance cost	(7,520)	(25,438)
	102,300	193,342
Analysed as follows:		
Current portion	87,271	91,042
Long term portion	15,029	102,300
	102,300	193,342

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

Commitments

SACAP entered into an agreement with E2 Solutions for a period of 5 year to provide the new Membership System . The New System went live during the previous financial year in September 2023.

Figures in Rand	2025	2024
Future minimum commitments fall due as follows		
- no later than one year	878,119	828,414
- later than one year but no later than five years	2,338,496	3,216,615
Total Commitments	3,216,615	4,045,029

11. TRADE AND OTHER PAYABLES

Figures in Rand	2025	2024
Trade creditors	682,530	891,322
Accruals	2,184,742	2,566,979
Sundry creditors	1,401,405	3,299,564
Income received in advance	215,749	212,069
Value Added Tax	–	533,415
Accrual for leave pay	1,292,508	1,121,861
Employee savings	167,405	158,309
	5,944,339	8,783,519



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

12. REVENUE

Figures in Rand	2025	2024
Annual Fees	36,130,154	33,872,572
Administration fees	1,338,151	1,243,053
Registration and Re-registrations	691,736	1,550,517
Upgrades	1,227,820	1,130,399
Renewals	1,947,151	2,922
Exams and CPD	3,011,177	3,166,500
CA Membership	250,287	264,107
RPL	350,835	300,972
	44,947,311	41,531,042

An increase in renewals was due to renewals for 2024 and 2025. SACAP implemented a new system and an extension for validity of certificates was provided to RPs due to the transition from Your Membership to My Membership system.

13. OTHER INCOME

Figures in Rand	2025	2024
Professional Misconduct Fines	604,499	253,847
Recoveries and other income	1,187,066	381,427
	1,791,565	635,274

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

14. OPERATING SURPLUS

Figures in Rand	2025	2024
Operating surplus is arrived at after taking into account the following items:		
Expenditure		
Profit on sale of property , plan and equipment	25,651	–
Assets written off from property, plant and equipment	–	(5,047)
Depreciation and amortisation		
<i>Owned assets</i>		
Land and Building	(320,536)	(320,539)
Motor Vehicles	(44,565)	(44,564)
Furniture and Fittings	(43,935)	(59,370)
Office Equipments	(92,182)	(48,413)
IT Equipments	(216,477)	(201,417)
	(717,695)	(674,303)
<i>Right of use assets</i>		
IT Equipment	(92,447)	(88,240)
	(92,447)	(88,240)
<i>Intangible assets</i>		
Amortisation	(55,368)	(58,253)
	(55,368)	(58,253)
Auditor's remuneration		
Audit fees		
-External	(352,844)	(301,401)
-Internal	(403,073)	(471,484)
	(755,917)	(772,885)

15. FINANCE INCOME

Figures in Rand	2025	2024
Finance income	1,899,188	2,931,493
	1,899,188	2,931,493

16. FINANCE COSTS

Figures in Rand	2025	2024
Finance cost	17,918	29,255
	17,918	29,255



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

17. NET CASH GENERATED BY OPERATIONS

Figures in Rand	2025	2024
Deficit for the year	(1,834,732)	(2,976,883)
Adjustments for:		
Finance costs	17,918	29,255
Depreciation and amortisation of assets	865,507	820,830
Finance income	(1,899,188)	(2,931,493)
(Profit)/loss on disposal of assets	(25,651)	5,406
Operating cash outflow before working capital change	(2,876,146)	(5,052,885)

18. 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)

19. RELATED PARTY TRANSACTIONS

Relationship

Members of key management	Adv Toto Fiduli - Registrar
	Mr Maduwele Segobola - Chief Financial Officer
	Mr Munetsi Chiunda - Senior Manager: Organisational Performance & ICT Services
	Ms Kimberly Rowan - Senior Manager : Professional Statutory Service (PSS)-(resigned 14 October 2024)
	Mr Sandile Boyi - Senior Manager : Professional Statutory Service (PSS)-(appointed 17 February 2025)
	Ms Bessie Hlophe - Acting Senior Manager - Legal and Compliance
Executive authority	DPWI
Governing body	The Council
Relationship governed by law	Council for the Building Environment

Related party balances

Figures in Rand	2025	2024
Related party transactions Included in operation expenses		
Council for the Building Environment - levies	714,350	422,331

The increase in CBE levies was due to over 300% increase in levies per active member imposed by CBE effective 1 August 2024

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

19. RELATED PARTY TRANSACTIONS *continued*

Key Management

Figures in Rand			
Relationship	Transactions	2025	2024
Registrar	Salaries and other benefit	2,351,106	2,142,553
	Performance Bonus	158,977	149,979
		2,510,083	2,292,532
Chief Financial Officer	Salaries and other benefit	1,946,535	1,836,354
	Performance Bonus	116,792	110,181
		2,063,327	1,946,535
Senior Manager: Organisational Performance & ICT Services	Salaries and other benefit	1,714,938	1,505,058
	Performance Bonus	95,722	90,304
		1,810,660	1,595,362
Senior Manager : Professional Statutory Service (PSS) (resigned 14 October 2024)	Salaries and other benefit	670,455	1,150,825
	Performance Bonus	75,264	46,033
		745,719	1,196,858
Senior Manager : Professional Statutory Service (PSS) (appointed 17 February 2025)	Salaries and other benefit	127,596	–
		127,596	–
Acting Senior Manager : Legal and Compliance (acting from 1 June 2024)	Salaries and other benefit	819,254	–
	Performance Bonus	30,776	–
		850,030	–



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

19. RELATED PARTY TRANSACTIONS continued

Non - Executive - Council and ARC Members

	COUNCIL AND OTHER COMMITTEES EXCLUDING AUDIT AND RISK COMMITTEE		AUDIT AND RISK COMMITTEE		TOTAL	
	2025	2024	2025	2024	2025	2024
	Honorarium		Honorarium		Honorarium	
Figures in Rand						
Mr NC Nduku - President	440,938	396,827	–	–	440,938	396,827
Ms LR Shongwe née Lerotholi - Vice-President	356,176	269,774	–	–	356,176	269,774
Ms N Pepeta	313,915	189,233	–	–	313,915	189,233
Dr S Dlamini - (Term ended on 17 November 2023)	–	60,171	–	–	–	60,171
Mr V Phailane	291,475	337,533	–	–	291,475	337,533
Mr K Bingham	223,415	207,032	–	–	223,415	207,032
Mr MA Mohidien - (Term ended on 17 November 2023)	–	205,589	–	–	–	205,589
Mr. D Basdew	209,047	174,276	–	–	209,047	174,276
Ms. K Cupido	210,522	78,259	–	–	210,522	78,259
Dr. J Mirembé	167,729	70,436	–	–	167,729	70,436
Ms. S Bongela	240,439	86,898	–	–	240,439	86,898
Mr R Vuzane CA(SA)	186,571	62,037	85,404	16,114	271,975	78,151
Mr RG Nicholls - (Term ended on 17 November 2023)	–	50,575	–	48,342	–	98,917
Mr L Nematswerane	175,032	129,820	85,404	64,456	260,436	194,276
Mr T Moletsane	–	–	136,647	–	136,647	–
Mr T Poho - (Term ended on 17 November 2023)	–	–	–	65,456	–	65,456
Ms N Oliphants - ARC Chairperson	–	–	134,654	88,518	134,654	88,518
Mrs Z Tshabalala	–	–	87,741	49,842	87,741	49,842
	2,815,259	2,318,460	529,850	332,728	3,345,109	2,651,188

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

19. RELATED PARTY TRANSACTIONS *continued*

Council members that are Architectural professionals

Figures in Rand		2025	2024
Names	Category	Fees	Fees
VJ Phailane	Pr Arch	4,101	3,869
LR Shongwe née Lerotholi	Pr Arch	4,101	3,869
N Nduku	Pr Arch	4,101	3,869
M Pepeta	PAT	4,101	3,869
D Basdew	PSAT	4,101	3,869
J Mirembe	Pr Arch	4,101	3,869
S Dlamini - (Term ended on 17 November 2023)	PSTA	–	3,869
K Bingham	Pr Arch	4,101	3,869
MA Mohidien	PAD	4,101	3,869
K Cupido	PAD	4,101	3,869
		36,909	38,690

20. FINANCIAL INSTRUMENTS

20.1 The Group has classified its financial assets in the following categories:

Figures in Rand				
31 March 2025	Fair value through profit loss	Debt instruments at amortised cost	Equity instruments	Total
Current financial assets				
Trade and other receivables (refer note 8)	–	1,080,653	–	1,080,653
Cash and cash equivalents (refer note 9)	–	20,554,071	–	20,554,071

Financial assets by category

Figures in Rand				
31 March 2024	Fair value through profit loss	Debt instruments at amortised cost	Equity instruments	Total
Current financial assets				
Trade and other receivables (refer note 8)	–	1,194,610	–	1,194,610
Cash and cash equivalents (refer note 9)	–	24,620,338	–	24,620,338



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

21. RISK MANAGEMENT

21.1 Credit risk

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

Receivables comprise of fees owed by RPs in terms of the Architectural Profession Act, No. 44 of 2000. Receivables comprises of a wide spread RPs base. Receivables are monitored for impairment on an ongoing basis. Non-payment by RPs 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	2025	2024
Trade and other receivable (refer note 8)	1,080,653	1,194,610
Banks (refer note 9)	20,554,071	24,620,338

21.2 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.

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 - Group

Figures in Rand	Less than 1 year	Between 1 and 5 years	Over 5 years
31 March 2025			
Trade and other payables (refer note 11)	5,944,339	–	–
Finance lease liabilities (refer note 10)	87,271	15,029	–
31 March 2024			
Trade and other payables (refer note 11)	7,661,658	–	–
Finance lease liabilities (refer note 10)	91,042	102,300	–

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

21. RISK MANAGEMENT continued

21.3 Interest rate risk

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

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

Figures in Rand	Balances 31 March 2025	Decrease in basis points -100 bp	Increase in basis points +100 bp
Banks Council	19,987,379	17,988,641	21,986,117
Banks Canberra	566,692	510,023	623,361
Total Cash and Cash equivalent	20,554,071	18,498,664	22,609,478

21.4 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.

21.5 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	2025	2024
Gross Revenue		
Annual Fees	36,130,154	33,872,572
Administration Fees	1,338,151	1,243,053
CA Membership Fees	250,287	264,107
Exam Fees and CPD	3,011,177	3,166,500
Registration and re-registration fees	691,736	1,550,517
Renewals	1,947,151	2,922
RPL	350,835	300,972
Upgrades	1,227,820	1,130,399
	44,947,311	41,531,042
Other Income		
Finance Income	1,899,188	2,931,493
Professional Misconduct Fines	604,499	253,847
Recoveries	1,161,415	381,427
	3,690,753	3,566,767
	48,638,064	45,097,809

DETAILED INCOME STATEMENTS

Figures in Rand

	2025	2024
Expenditure		
Advertising	408,090	167,671
Amortisation - Intangible assets	55,368	58,252
Annual report expenses	104,400	122,400
Auditors' remuneration	352,844	301,401
Bank charges	392,447	125,820
Body Corporate rates	877,173	763,832
CBE Levies	714,350	422,331
Computer expenses	736,397	625,518
Consulting fees	1,567,566	1,695,768
Corporate Identity	283,921	133,093
Data & Document Management	54,190	57,821
Depreciation - Tangible assets	810,139	762,578
Electricity and water	626,190	609,114
Expected credit loss	2,709,844	2,407,914
Finance costs	17,918	29,255
General expenses	1,005,791	1,276,904
Honoraria (Council and other committees)	4,609,545	3,253,753
Insurance	433,869	394,503
Internal Audit	403,073	471,484
Lease rental on operating lease	–	105,394
Legal Fees	1,037,635	1,103,405
Motor vehicle expense	97,339	63,621
Outreach , Roadshows and Exhibition	526,187	349,872
Postage	111,467	120,667
Printing and stationery	54,604	44,174
Recruitment	34,805	6,586
Repairs and maintenance	42,303	61,708
Salaries and other benefits	28,447,637	27,216,098
Staff welfare	392,364	375,844
Student Grants	440,000	440,000
Subscriptions	104,664	311,627
Telephone and fax	508,925	573,061
Training	317,837	262,909
Travel - local	840,623	983,904
Travel - overseas	–	241,918
Tribunals	1,179,193	1,275,521
Validation CAA rep	117,485	428,354
Website maintatance	55,613	130,617
	50,472,796	48,074,692
Deficit for the year	(1,834,732)	(2,976,883)





ANNUAL REPORT 2024/2025



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