

ACCESS TO ARCHITECTURE IS A HUMAN RIGHT

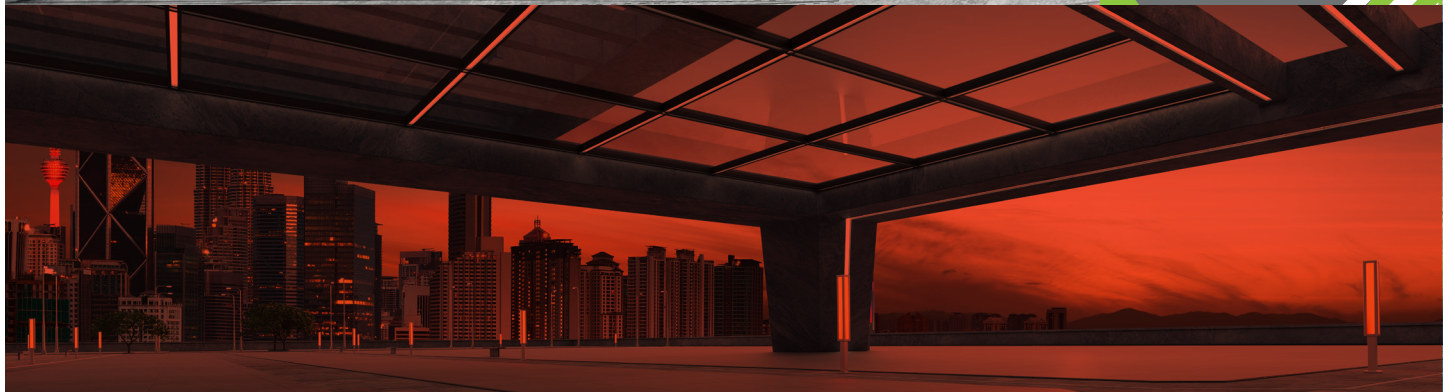
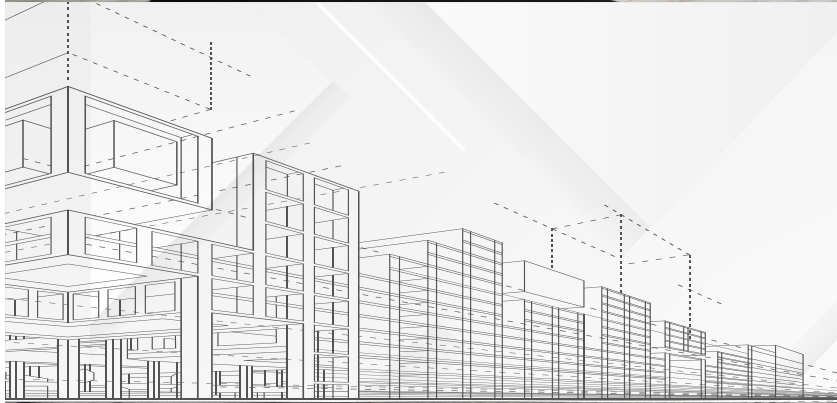
ANNUAL
REPORT

2023

2024



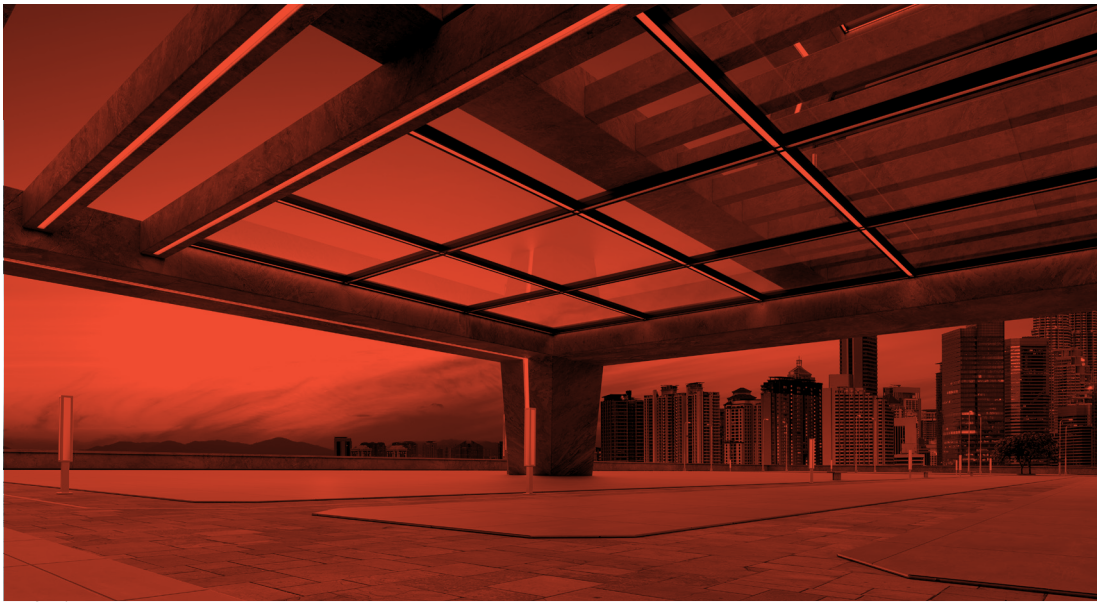
South African Council
for the Architectural Profession





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PART A

General Information





GENERAL INFORMATION

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

LIST OF ABBREVIATION

STAKEHOLDERS (NATIONAL)

BCO	Building Control Officer
CBE	Council for the Built Environment
CBEPs	Councils for the Built Environment Professions
CC	Competition Commission
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
DTI	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



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	Architects Registration Board (Uganda)
ARC - BW	Architects Registration Council (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)

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

RECOGNISED STAKEHOLDERS (VOLUNTARY ASSOCIATION)

CIfA	The Cape Institute for Architecture, a region of SAIA
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	Border-Kei Institute, a region of SAIA
SAIA EC	South African Institute of Architects - a region of Eastern Cape
SAIA FS & NC	South African Institute of Architects – a region of Free State and Northern Cape
SAIA KZN	Kwa-Zulu Natal Institute of Architecture, 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 Architects Limpopo - a region of the SAIA
SAIA MP	South African Institute of Architects Mpumalanga - a region of the SAIA
SAIAP	South African Institute of Architectural Professionals NPC

SACAP PROGRAMMES

RPL	Recognition of Prior Learning
SC	Special Consent
LSD	Limited Special Dispensation

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

OUTSTANDING ACCOMPLISHMENTS OF THE 5TH TERM COUNCIL

FOREWORD

by the President

I extend my deepest gratitude to the registered persons (RPs) and the 6th Term Council for their vote of confidence in my leadership of the SACAP.

The outstanding accomplishments of the 5th Term Council have established a robust foundation for the 6th Term Council to build upon. Noteworthy achievements included the gazetting of the Identification of Work, the publication of Guideline Professional Fees, the establishment of the Social and Ethics Committee, sustained efforts towards securing transformation of the profession, and consistently securing unqualified audits throughout its tenure.

Since its appointment in December 2023, the 6th Term Council has made significant strides by nurturing vital relationships with RPs, VAs, and the Government. The Council welcomed five new members who brought fresh perspectives, innovative ideas, and new skill sets. Combined with the expertise and institutional knowledge of the six reappointed Councillors, I am confident the 6th Term Council is well-positioned to advance the architectural profession, ensuring its long-term sustainability and effectively addressing any challenges that may arise. In alignment with the achievements of the 5th Term Council, the 6th Term Council also achieved an unqualified audit for the 2023/2024 financial year. We take pride in successfully transforming SACAP into an organization that prioritizes governance and ethics as paramount considerations. The Social and Ethics Committee continues to educate the Council on ethical conduct and governance, strengthening our transparency and governance abilities.

External operating environment

The architectural profession continues to navigate a challenging environment. The persistent slump in the construction industry and constrained government spending on infrastructure projects pose significant hurdles. Anti-transformative procurement policies prioritizing price over quality continue to threaten the sustainability of our profession, forcing RPs to reduce their fees to unsustainable levels just to secure projects. As the 6th Term Council, we remain committed to engaging with the Government on these critical issues, emphasizing the indispensable role that RPs must play in the Government's infrastructure development programs.



Reclaiming our leadership position

Unity in our profession is the key to reclaiming our leadership position within the built environment value chain. For too long, architectural professionals have observed other disciplines assume the leadership roles that RPs should occupy. Historically, architectural professionals were the principal agents, overseeing projects from design to completion to ensure safety, and build quality and that materials used were fit for purpose, whether in constructing buildings. However, the role of the principal agent has been diluted, now often commencing only at the construction phase, with other professions stepping into the role. These professionals may not always have the requisite knowledge to ensure proper construction according to design specifications for structural integrity. The growing trend of turnkey (design and build) projects, where contractors, at times without the requisite qualifications, dictate terms to professionals, can lead to devastating outcomes such as bridge and building collapses, resulting in tragic loss of life.

I am pleased to see a shift starting to take place, with the gradual recognition of the vital contribution APs bring to a project. When RPs are appointed principal agents, especially in government projects, they ensure superior project outcomes.

Voluntary associations

VAs play a crucial role in advancing the interests of architectural professionals. SACAP encourages all RPs to consider being members of a VA, as it provides numerous benefits. VAs offer invaluable CPD courses, access to professional standards, networking, and essential support for professional growth. These resources ensure the maintenance of high standards within the architectural profession.

Presidents' Forum

In the past financial year, SACAP launched the Presidents' Forum, comprising the Presidents of all VAs and the President of SACAP. The forum's primary objective is to devise a comprehensive strategy to advance the architectural profession and address the industry's critical challenges. Key concerns identified include:

- Prolonged Municipal Approval Processes: Lengthy delays in municipal approval of building plans significantly hinder project timelines and adversely affect the incomes of architectural professionals.
- Legislative Challenges in Government Procurement: The current legislative framework for government procurement is anti-transformative. It threatens the sustainability of architectural practices and the livelihoods of RPs due to aggressive price competition.
- Exclusion from Low-Income Housing Design: Architectural professionals are excluded from the design of low-income housing projects. The existing funding structure for these projects fails to allocate costs for architectural services, undermining the profession and risking the construction of substandard structures.

The Presidents' Forum aims to present a united front in lobbying the Government on these and other critical issues. Additionally, the forum plans to host a Housing Indaba soon, providing a platform for the profession to demonstrate to the Government the significant value architectural expertise can bring to the construction of low-cost housing.

Mentorships

We are in discussions with the DPWI to open its infrastructure projects to architectural graduates. The initiative aims to cultivate a pipeline of skilled professionals by providing students and graduates with the practical training needed to complete the requirements for professional registration. Given the economic downturn and depressed construction sector, many of our candidates struggle to secure mentorships. There is still a need for greater government appreciation of the role of RPs in the infrastructure delivery program.

Education

We are committed to strengthening the relationship between architectural learning sites and the profession. Feedback from architectural firms indicates that graduates are often inadequately prepared for practical application, as ALS tends to focus more on theoretical education. We are engaging with the ALS we accredit to address this, ensuring their curricula align more closely with the profession's practical demands.

Guideline Professional Fees

We are conducting ongoing surveys at architectural practices to gather detailed information on the cost of designing projects. This initiative aims to ensure that our Guideline Professional Fees accurately reflect the current built environment cost of providing architecture services.

We are also developing a new fee guideline approach based on tasks and deliverables to prevent excessive fee discounting. By itemizing services, RPs can align discounts with a corresponding reduction in service rather than discounting fees. Clients will receive a detailed list of services and costs, enabling them to make informed decisions about which items to exclude to meet their budgets and ensure the services provided align with the fee paid.

Identification of Work

In response to feedback from RPs regarding IDoW, we are reviewing the IDoW to ensure that it is exclusionary while not compromising on the competency required. This review will ensure that RPs can engage in a broader range of professional activities, enhancing their career prospects and contributions to the built environment.

Accreditation

SACAP is dedicated to accrediting Architectural Learning Sites that are responsive to transformation acknowledge Indigenous knowledge systems and address local challenges. We have integrated these objectives into our accreditation rules and will assess the progress of these ALS during the accreditation visit. This ensures that ALSs are committed to achieving these critical milestones, fostering a more inclusive and relevant educational environment for future professionals.

Acknowledgments

I would like to thank the 5th Term Council for their groundbreaking work in the 2022/2023 financial year, which significantly advanced the profession, and the 6th Term Council members for electing me to lead the Council. Thank you for your support, dedication, and camaraderie, which have greatly facilitated my role as President of SACAP. I am enthusiastic about the new initiatives introduced under

your guidance, which are already fostering unity within the profession and developing innovative solutions to longstanding challenges.

I wish to thank Registrar Advocate Toto Fiduli and his administrative team for their exceptional work and dedication in implementing Council resolutions, often under challenging circumstances. I sincerely appreciate their efforts to advance the profession and hold APs to a higher standard.

I am also grateful for the support of the VAs and the CBE, whose positive contributions are crucial to the sustainability of the architectural profession. Furthermore, I acknowledge the improved relations between SACAP and the DPWI, which were made possible by the efforts of Intergovernmental Relations.

Finally, I extend my thanks to the registered persons, many of whom are actively engaged in improving and upholding our profession's standards despite the many challenges they face. Your commitment and resilience are truly commendable.

Looking Ahead

We envision RPs as leaders in development across the public and private sectors, adopting a proactive approach to creating and identifying opportunities for private construction projects and government infrastructure initiatives. By taking the initiative rather than waiting for opportunities to arise, RPs can significantly benefit society while ensuring that the architectural profession remains relevant, impactful, and sustainable.



Mr Ntsindiso Charles Nduku
President





OVERVIEW

ACCESS TO ARCHITECTURE IS A HUMAN RIGHT

- Elias Baumgarten

REGISTRAR'S

Overview

It's my distinct pleasure to warmly welcome the 6th Term Council of the SACAP. My team and I look forward to our continued working relationship to ensure the enduring sustainability and growth of the architectural profession in South Africa. Working alongside the VAs, registered persons, and all key stakeholders, I am confident we can successfully navigate and overcome any challenges that may arise and move our profession forward.

As we turn our attention to the 2023/2024 financial year, I am pleased to report that SACAP's internal environment remained stable despite significant external challenges. A notable obstacle was the delay in appointing the 6th Term Council by the Minister of Public Works and Infrastructure. This delay, extended to November 2023, 6 months after the conclusion of the 5th Term Council's term of office, impeded our ability to convene Committee and Council meetings which are crucial for our operations and achieving certain targets. Consequently, we achieved just over 80% of our targets. Moving forward, the appointment of Council members should be handled efficiently in line with the timelines stipulated in the legislative requirements.

Despite these setbacks, I am pleased to report that the 6th Term Council is fully engaged in executing its well-defined strategic plans and oversight responsibilities, which aim to enhance the profession and achieve SACAP's core mandates. We have transitioned into the implementation phase of the strategy through an annual performance plan and the 6th term Council has approved the necessary budgets.

A primary focus of the 6th Term Council was to develop a 5-year strategy. The Council's approach has evolved to be more developmental and transformative, emphasizing capacitating registered persons. Our objective is to ensure the highest education standards at accredited institutions, with qualifications that align internationally. Furthermore, we are dedicated to ensuring that architectural practices

provide quality mentorship to registered candidates. Upon receiving professional registration, this will ensure that they have the tools, knowledge, and expertise necessary to build successful careers and effectively serve their communities.

Continuous Professional Development

A strong emphasis on CPD is vital to keeping registered persons abreast of advancements in the profession. To this end, we have meticulously designed training programs to assist registered persons with a better understanding of the National Building Regulations and South African National Standards 10400. Mastery of these Regulations and Standards is crucial for reducing local authorities' disapproval rates of building plan applications. Pursuant to the above, several local authorities have provided SACAP with a list of common referrals on building plans, leading to building plan application refusal. Using this information, SACAP has developed targeted training materials and hosted webinars to address these knowledge gaps and enhance proficiency.

Accumulation of CPD points is important to keep registration, during the 2023/2024 financial year, registered professionals claimed a total of 22454 CPD points, of which 1711 or 7,62% were declined. All CPD points claims were processed within an average of one day. Reasons for declining points included incorrect data submissions and instances where unregistered persons attended courses on behalf of registered persons. All supporting documentation must be submitted and properly signed so that SACAP can approve the CPD points claims.

Registration

Our foremost objective was to improve the handling of registration applications. While some areas still require enhancement, we have significantly improved our processing timelines. Of the 1626 applications received, 1494 (85%) were processed within our target timeframe of five days, with 132 processed outside of this period.

In April 2024, SACAP introduced a new online registration portal called My Membership. The system facilitates the entire registration process online, allowing registered persons to register, upload all pertinent information, including CPD documentation, and monitor their CPD compliance. The new portal enables SACAP to generate reports, conduct analysis, and integrate seamlessly with our finance system for online transactions.

Towards the end of 2023, SACAP mandated compulsory complimentary registration for architectural students. Since this implementation, 28 architectural students have registered. This number is insignificant given that registration of students is now compulsory. We urge ALS to comply with these new rules and ensure their architectural students register accordingly.

Accreditation

During the 2023/2024 financial year, we conducted accreditation visits to five ALS, a process required every four years. All ALS, including Nelson Mandela University, Cape Peninsula University of Technology, University of Johannesburg, University of KwaZulu-Natal, and STADIO, met the requirements and were granted unconditional accreditation. This ongoing commitment to accreditation ensures that educational standards remain high and that our professionals receive quality education and training.

Curricula engagement

Throughout the 2023/2024 financial year, we continued our engagement with ALS to include the National Building Regulations and South African National Standards education into their curricula. Additionally, we encouraged the inclusion of Indigenous African architecture to foster a more Afrocentric rather than Eurocentric approach. The African environment calls for design solutions tailored to its unique context. We have seen some progress in this area.

Support structures for students and graduates

Recognizing the importance of supporting students and graduates on their journey to professional registration, we have introduced compulsory, complimentary student registration. This initiative allows us to monitor their progress and provide targeted support, ensuring a seamless transition from education to professional practice. This will enable us to monitor the intake and throughput of students studying architecture. We intend to collaborate with ALS to achieve this objective.

SACAP Mentorship Programme

To address the shortage of mentorship and employment opportunities for architecture graduates seeking to complete their practical training, SACAP has entered into a Memorandum of Understanding (MOU) with the CETA, for the SACAP – CETA Candidate Programme. This agreement facilitates funding for graduates in mentorship programs, covering annual fees and providing stipends. This initiative bridges the gap between academic training and professional practice, ensuring that new graduates are well-prepared for the profession's demands, enabling them to take their PPE and register as professionals.

Promoting diversity in the profession

Increasing the diversity of registered professionals is a priority. Efforts include the mentorship program, student registration, and a focus on tracking and supporting black students throughout their education and early careers. While the current register shows limited change, these initiatives are expected to yield significant improvements in diversity over the next few years. ALS such as the University of Johannesburg are already producing more black graduates, contributing to this positive trend.

Local authorities

Efforts to streamline building plan approvals at local authorities continue. Registered Professionals face significant impediments due to prolonged delays and poor communication from inefficient local authorities, which hinders construction activities. We initiated discussions with various municipalities to address slow decision-making processes and inadequate communication. These engagements have yielded some improvements, but ongoing efforts are necessary to ensure more consistent and efficient building plan approval processes across all municipalities.

Identification of Work

The implementation of the IDoW ensures that professionals only undertake work they are competent to perform. We are working with local authorities to ensure compliance with the IDoW. We have introduced a Certificate of Competence



that simplifies the competence verification process for local authorities. The certificate of competence outlines the specific building types a professional is qualified and competent to design, enhancing compliance and quality standards. It must be submitted to the local authority with the building plan application.

Upon implementing the IDoW, numerous concerns were raised by professional architectural draughtspersons and professional architectural technologists, who felt the IDoW policy was exclusionary and had limited their work opportunities due to the restricted range of building types assigned to their category of registration. In response, the IDoW Committee thoroughly reassessed the skills and competencies within each category to determine if additional building types could be appropriately included. Consequently, we are working on expanding the range of building types where it is clear that these professionals could undertake the work without compromising quality. The final IDoW policy will be published in the new financial year.

Guideline Professional Fees

The Guideline Professional Fees were published on 11 August 2023. Traditionally, our Guideline Professional Fees have been based on project costs or hourly rates. We are exploring additional methods, such as rate per square meter and task-based deliverable fees. The latter, a more itemised approach, will compensate registered persons for completing specific tasks before moving on to the next, thus aiding the profession's sustainability. Implementation is planned for the 2025/2026 financial year.

Complaints, disciplinary action, and public protection

Public protection remains our core statutory mandate. SACAP held meetings with the NPA and the SAPS to address issues related to unregistered persons performing architectural work. These engagements aim to ensure that cases are correctly categorized under Architectural Profession Act 44 of 2000 offences and fraud offences for proper investigation and prosecution by these law enforcement agencies.

In the 2023/2024 financial year, SACAP received 120 complaints from the public against unregistered persons. SACAP reported 108 of those to the police. 2 were found guilty by the criminal court for carrying out illegal work. At the end of the financial year, 12 cases were still pending assessment by SACAP.

SACAP also received 140 complaints against registered persons. The Investigating Committee investigated 79 of these, with 61 still pending investigation. This means that only 56% of complaints of improper conduct against registered persons were investigated by the Investigating Committee, falling short of our target of 80%. This shortfall was due to time constraints in the financial year and the delays in the Minister's appointment of the 6th Term Council. Efforts are ongoing to improve the efficiency of our complaint-handling processes.

SACAP's Disciplinary Tribunal adjudicated 42 matters against registered professionals for improper conduct. Of these, more than 80% were found guilty of improper conduct.

Audit and Governance

SACAP achieved an unqualified audit in the 2023/2024 financial year. The Council is properly constituted and has

appointed committees to assist with its functions. All committees have terms of reference approved by the Council, and members have signed the SACAP Code of Conduct and Confidentiality Agreement. The Council has reviewed and approved numerous policies to ensure alignment and accountability.

Retention Strategy

SACAP continued its retention strategy of extending the period for registered persons to pay their annual fees from 60 days to six months.

Public Awareness Campaigns

SACAP conducted several public and career awareness campaigns to promote the architecture profession among students and the general public:

- **Roadshows:** Roadshows were held at ALS to engage students about the architecture profession and registration requirements.
- **Roadshows** were conducted at local authorities to promote registration and ensure that building plan applications accepted by local authorities are exclusively from SACAP-registered persons.
- **Career Awareness Campaigns:** Career awareness campaigns were organised throughout the year, targeting learners and the general public.
- **Public Awareness Campaigns:** Public awareness campaigns were initiated to educate the broader community about the importance of professional registration and the different registration categories in the architectural profession.
- **Radio & TV interviews:** We participated in radio and television interviews. These platforms allowed us to discuss the importance of engaging registered professionals and outline the various registration categories and their associated scope of work as per the IDoW.
- **Webinars:** Throughout the year, we held webinars covering topics such as Recognition of Prior Learning, the Code of Conduct, CPD, IDoW, registration, referrals, the new online registration system, and a special webinar for women in the profession.
- **Service Satisfaction Survey:** A service satisfaction survey revealed that most registered persons were pleased with our services, although areas such as responsiveness to calls and communication were highlighted for improvement. This feedback is crucial for our ongoing efforts to enhance our support and services.
- **Newsletters:** We published the newsletter 4 times this financial year to share with our stakeholders the work of SACAP.
- **Social media:** To empower our stakeholders, we published social media updates on various aspects of regulation.
- **Outreach to tribal authorities:** We have begun reaching out to tribal authorities in rural areas, encouraging them to appoint registered professionals who are competent

in designing structures that can withstand environmental challenges such as floods and strong winds.

- More work still needs to be done to promote the profession and the value that they bring to design safe and habitable buildings for all South Africans in rural or urban areas.

Professional Practice Examination

In the 2023/2024 financial year, PPEs were held in May and October. Of the 244 candidates who sat for the May examinations, 208 passed, and 37 failed. In the October examinations, out of 296 candidates, 224 passed and 72 failed.

We implemented remedial measures to support candidates who had not passed their PPEs or had been registered for an extended period without taking the examination. These included issuing ultimatums to long-registered candidates to enrol for the PPE and for those who did not meet the requirements to come forward so that we could assist them. We also introduced preparatory webinars and free study guides to prepare registered candidates for their PPEs, which resulted in a notable decrease in failures. Financial constraints remain a challenge for some registered candidates; hence, we are working to bridge this gap by assisting those who cannot afford the study guides or webinars.

Education Fund

Despite unsuccessful efforts to secure additional funding for the Educational Fund in the 2023/2024 financial year, we awarded bursaries prioritizing female postgraduate students. Eight female and three male students received bursaries valued at R40,000 annually. Our focus remains primarily on postgraduate students, as the National Student Financial Aid Scheme typically covers undergraduate funding.

Recognition of Prior Learning

RPL is critical for registered professionals with extensive practical experience but lacking formal qualifications corresponding to their registration category. These applicants submit a portfolio of evidence demonstrating their work and competencies, which we thoroughly assess. Successful candidates upgrade to the next category for registration.

We received 22 RPL portfolios in the 2023/2024 financial year. Seven of these were successful. To improve the success rate of RPL applications SACAP has approached service providers to develop courses addressing competency gaps identified during assessment to assist registered professionals who seek to advance to the next professional category through RPL. We aim to secure funding for these courses to support professionals who cannot afford the RPL fees. For a successful application, portfolios of evidence must align with the ten SACAP competencies.

Limited Special Dispensation (LSD)

We also handled a notable number of special dispensation applications. This process involves evaluating registered professionals who have gained substantial experience and developed competencies to undertake work beyond their registered category. By reviewing their portfolios, we determine

if their work meets the required standards and, if so, grant them the necessary exemptions.

Service Charter and query resolution

Our commitment to excellent service is reflected in our Service Charter, which promises to acknowledge all queries from social media and emails within one working day and strive to resolve them within three working days. The average response time has been two working days. Our recent satisfaction survey confirmed a high level of satisfaction with the query ``

Acknowledgments

We extend our profound gratitude to the 6th-term Council for their unwavering support and diligent oversight. I would also like to commend my team for their dedication and exceptional contributions toward advancing our vision and mission for the architectural profession. Additionally, we acknowledge the invaluable support from the CBE, the VAs, and the Department of Public Works and Infrastructure. To our Registered Persons and other stakeholders, we sincerely thank you for your ongoing support and collaboration.

Vision for the Future

The vision of the 6th Term Council seeks to develop highly skilled and competent architectural professionals, build a sustainable architectural profession, take steps to transform and diversify the profession in line with the South African demographics and create an ethical profession.

In conclusion, the Sixth Term Council's inauguration marks a promising new chapter for the architectural profession. With a clear strategy and a commitment to developmental and transformative approaches, the Council is well-positioned to navigate the challenges ahead and drive the profession towards greater heights.



Advocate Toto Fiduli
Registrar



STATEMENT OF RESPONSIBILITY AND CONFIRMATION OF ACCURACY FOR THE ANNUAL REPORT

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

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

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

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

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

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

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

In our opinion, the Annual Report fairly reflects the operations, the performance information, the human resources information and the financial affairs of the public entity for the financial year that ended 31 March 2023.

Yours faithfully

ADVOCATE TOTO FIDULI
Registrar

MR NTSINDISO CHARLES NDUKU
President



STRATEGIC OVERVIEW

VISION

Transformed Architectural leaders serving society in a sustainable built environment

MISSION

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

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

VALUES

Responsibility: Being accountable for our decisions and actions

Excellence: Promoting high standards

Integrity: Ethical behaviour, honesty and trustworthiness

Respect: Ethos of dignity, tolerance and consideration

Transparency: Appropriate disclosure of information and open debate

Cohesiveness: Shared, coherent values and aspirations





LEGISLATIVE MANDATES

SACAP is legally charged to regulate the architectural profession in South Africa in terms of the Architectural Profession Act No. 44 of 2000 ("the Act"). The profession includes professional architectural professionals, 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.

Below are the mandates as prescribed by the Architectural Profession Act:

1) REGISTER

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

2) DETERMINATION OF FEES AND CHARGES

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

3) EDUCATION IN ARCHITECTURE

- a. Subject to sections 5 and 7 of the Higher Education Act, 1997 (Act No. 101 of 1997), conduct accreditation visits to any educational institution which has a department, school or faculty of architecture, but must conduct at least one such visit during its term of office.
- b. Conditionally or unconditionally grant, refuse or withdraw accreditation to all educational institutions and their educational programmes with regard to architecture;
- c. Consult with the Council on Higher Education established in terms of the Higher Education Act, 1997, regarding matters relevant to education in architecture;
- d. Consult with the South African Qualifications Authority established by the National Qualifications Framework Act 67 of 2008., or anybody established by it and the VAs, to determine competency standards for the purpose of registration.
- e. Establish mechanisms for RPs 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, VAs or examining body with regard to educational facilities for and the training and education of registered persons and prospective RPs;
- j. conduct any examination for the purposes of section 19; and
- k. Determine, after consultation with the VAs and RPs, 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 RPs and students in the architectural profession.

4) GENERAL MANDATES OF COUNCIL

- a. Determine, subject to section 25, the requirements with which a VA must comply to qualify for recognition by the Council;
- b. The Council may, if the VA 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 AP;
- e. Take any steps it considers necessary for the protection of the public in their dealings with RP for the maintenance of the integrity and the enhancement of the status of the AP;
- f. Take any steps it considers necessary for the improvement of the standards of services rendered by RPs;
- g. Create an awareness amongst RPs of the importance to protect the environment against unsound architectural practices;
- h. take any steps which it considers necessary, where, as a result of architectural related undertakings, public health and safety is prejudiced;
- i. Print, circulate, sell and administer the publication of, and generally take any steps necessary to publish, any publication relating to the architectural profession and related matters.

5) FINANCIAL MANDATE

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

6) PRACTISING ARCHITECTURE

- a. A person may not practice in any of the categories contemplated in subsection (1), unless he or she is registered in that category;
- b. A person who is registered in the category of candidate must perform work in the architectural profession only under the supervision and control of a professional of a category as prescribed;
- c. A RP must use his or her title in all architectural reports and other documentation relating to his or her work in the architectural profession, prepared by or for him or her;
- d. The council may determine abbreviations or acronyms for the titles referred to in subsection (1);
- e. A person who is not registered in terms of this Act, may not perform any kind of work identified for any category of RP; 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 RP or any name or title referred to in section 18 or 21; or perform any act indicating, or calculated to lead persons to believe, that he or she is registered in terms of this Act.
- f. (4) Subsection (3)(a) of section 26 of the Act may not be construed as prohibiting any person from performing work identified in terms of this section, if such work is performed in the service of or by order of and under the direction, control, supervision of or in association with a RPs 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 VAs; any person; anybody; or any industry, regarding the identification of the type of architectural work which may be performed by persons registered; and
- b. After the process of consultation, the council must submit recommendations to the CBE regarding the work identified in terms of subsection (1), for its consideration and identification in terms of section 20 of the Council for the Built Environment Act, 2000.

8) PROFESSIONAL GUIDELINE FEES

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

9) PROFESSIONAL CONDUCT

- a. Council must, in consultation with the CBE, VAs and RPs, draw up a CoC for RPs;
- b. Council must administer the CoC and must ensure that the code is available to all members of the public at all reasonable times.

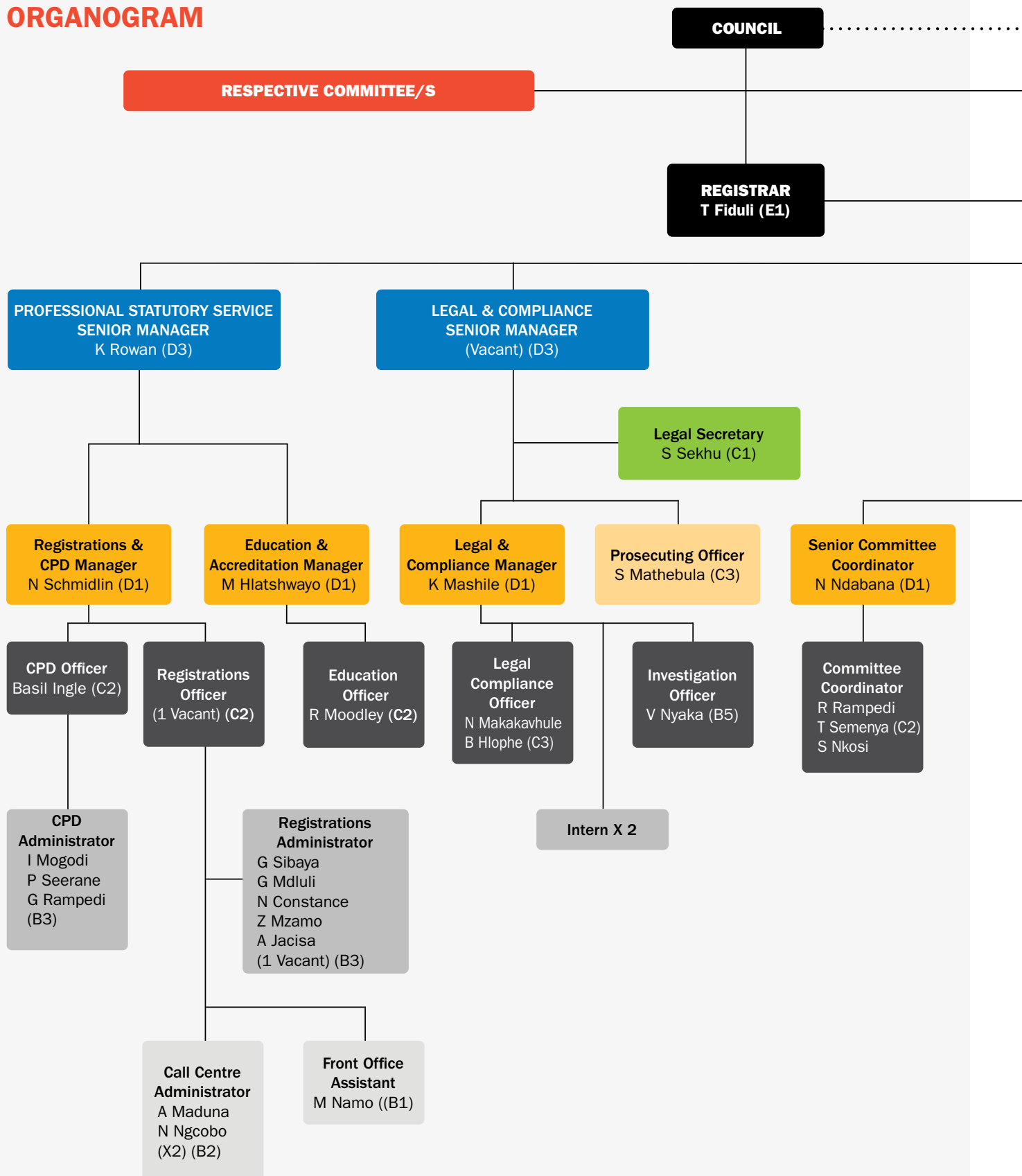
10) INVESTIGATION OF CHARGE OF IMPROPER CONDUCT

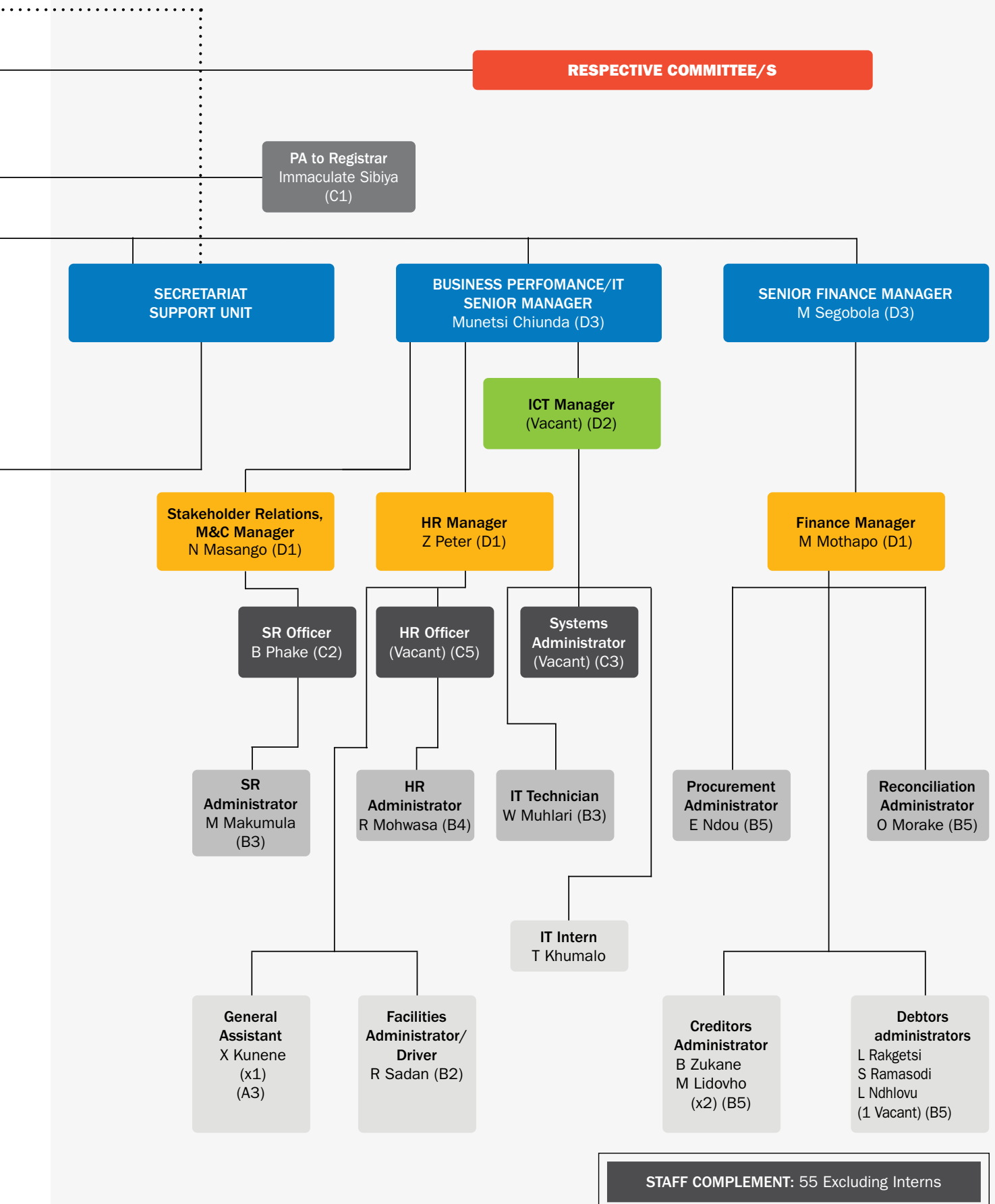
- a. Council must investigate any complaint where Council has reasonable grounds to suspect that a RP has committed an act which may render him or her guilty of improper conduct; or a complaint, charge or allegation of improper conduct has been brought against a RP by any person;
- b. If the Council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

11) APPEALS

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

ORGANOGRAM





EXECUTIVE MANAGEMENT

ADV. TOTO FIDULI
Registrar



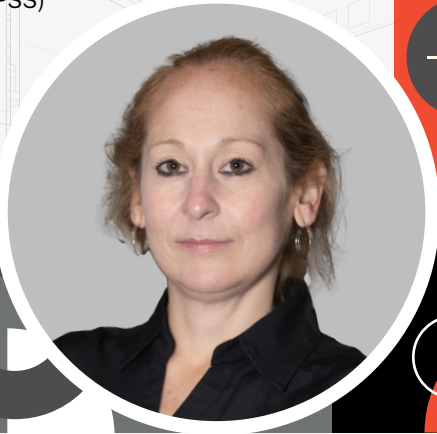
SENIOR MANAGEMENT

MR MADUWELE SEGOBOLA CA(SA)
Chief Financial Officer



SENIOR MANAGEMENT

MS KIMBERLEY ROWAN
Senior Manager: Professional Statutory
Services (PSS)



SENIOR MANAGEMENT

MS NOTHEMBA LUGAJU
Senior Manager Legal & Compliance
Resigned 26 June 2023

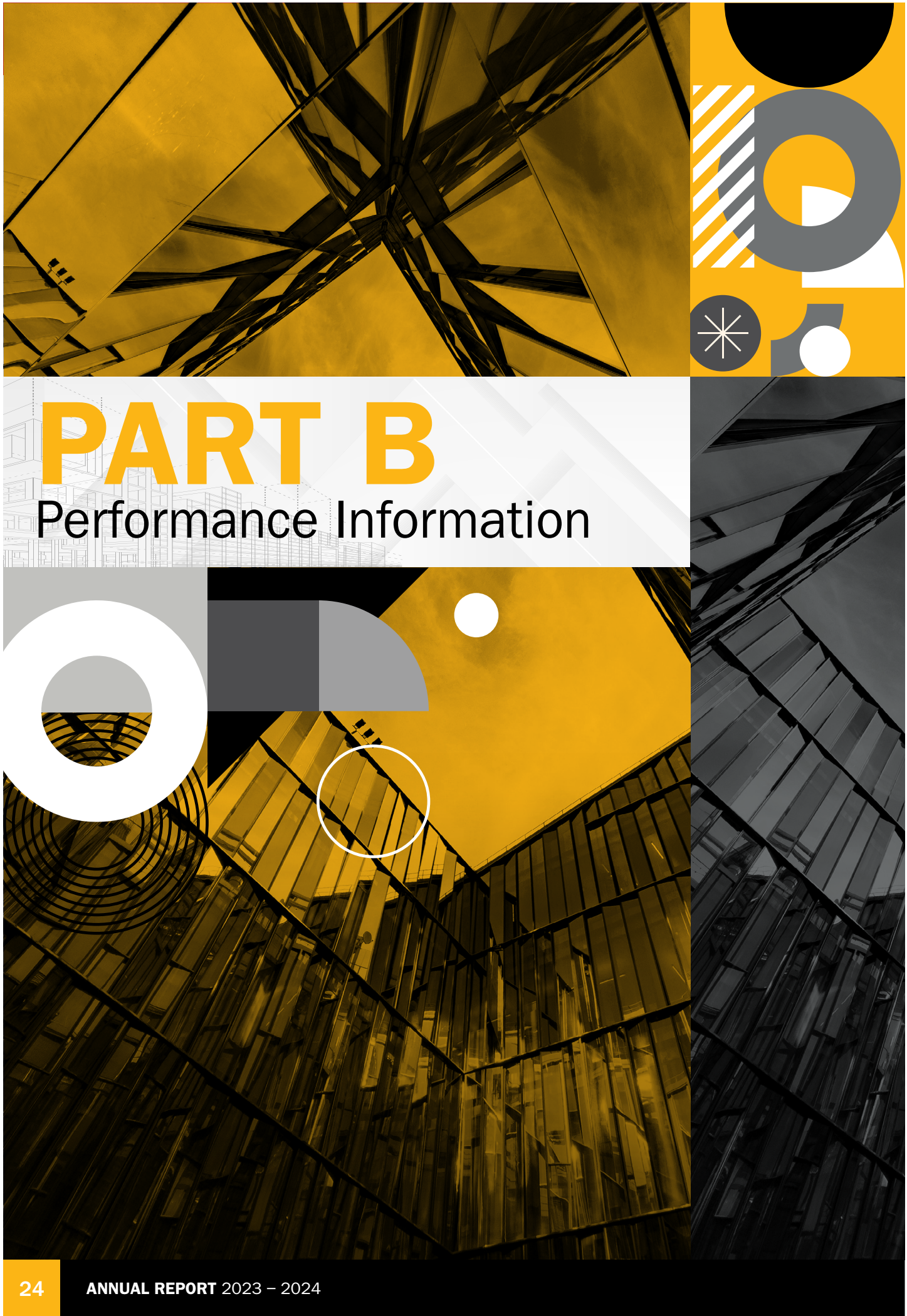


SENIOR MANAGEMENT

MR MUNETSI CHIUNDA
Senior Manager Organisational Performance
and ICT Services







PART B

Performance Information



SITUATIONAL ANALYSIS



DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE



Council for the Built Environment



South African Council
for the Architectural
Profession



South African Council
for the Quantity
Surveying Profession



Engineering Council
of South Africa



SA Council for the
Landscape Architectural
Profession



SA Council for the
Property Valuers
Profession



SA Council for the
Project and Construction
Management Profession

SITUATIONAL ANALYSIS

SERVICE DELIVERY ENVIRONMENT

The 2023/24 performance report demonstrates that SACAP is an efficient organisation. We have achieved 80.2% of our annual targets.

We have improved the culture of responsibility and accountability with the organisation. Through proper planning, budgeting, implementing, reporting, monitoring and evaluation, SACAP is able to perform significantly well and meet its goals.

Governance is essential for the stability, sustainability, and ethical operation of SACAP. During the financial year, 5th term Council and its Committees was fully operational. The Council approved the 2023/4 APP and the budget. It approved policies to ensure that management performs its day-to-day functions in accordance with approved policies. The Council and Committees monitored performance of SACAP through reviewing of performance and financial quarterly reports. Throughout the year, Council and Committees actively supported the administration to achieve the annual targets.

Training and development of employees is critical to improve the service delivery environment. This helps employees to become better at their jobs and overcome performance gaps that are based on lack of knowledge or skills. Moreover, this enable employees be more productive and efficient and effective on their work, thus helping SACAP to meet its annual targets. All employees of SACAP signed performance agreements and performance of each employee was reviewed biannually. Over 30 employees were trained during this financial year to ensure that knowledge gaps are addressed. This has helped SACAP to achieve 80% of the annual targets.

SACAP continues to practice values of transparency through effective communication with internal and external stakeholders. We have reached out to schools, educational institutions, local authorities, members of the public and other stakeholder to promote SACAP and the profession. Overall, we had 20 activities on public and career awareness campaigns. Through our social media platforms, we issued over 30 social media updates. These activities improved communication with our stakeholders across board.

The architectural profession, just like other built environment professions faces challenges such as delays by local authorities to make decision on planning applications, lack of mentorship opportunities for graduates, and high attrition rate between graduates and registration of candidates. SACAP is aware that these challenges, particularly declining construction industry, and procurement policies that do not support transformative objectives of the Constitution negatively impact of the RPs. While we are focused to meet the current statutory goals of SACAP, these challenges impacts on the sustainability and future growth of the architectural profession.

This year, we have since an increase in the number of complaints against unregistered persons. We have been very effective in handling these complaints in terms of conducting preliminary evaluations and if there is prima facie evidence, refer them to the SAPS for further investigation. As a result, we have seen a number of unregistered persons been found guilty for practicing architecture without registration.

We have embarked on a campaign to raise awareness about the offences created by the Architectural Profession Act. This year, we had engagement with the NPA and the SAPS in various regions. This has help us to work with the SAPS and the NPA to investigate and prosecute unregistered persons.

During the financial year, we ensured that SACAP finances are used prudentially to meet its statutory mandates. As result of this approach, 80% of the targets that were approved by the Council we met. More financial resources are required to advance the mandate of SACAP of training and development of students, candidates and registered professionals.

Information technology is critical for SACAP to perform its functions and offer regulatory services to the public and the profession. During the year, SACAP had 99% of high availability cluster. All information technology related remote support services were resolved within 24 hrs. This increased productivity and efficiency within SACAP.

The service delivery environment at SACAP enables us to perform our statutory functions efficiently and effectively.



PERFORMANCE, INFORMATION BY PROGRAMME

QUARTERLY PERFORMANCE REPORT

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Professional Statutory Services	All Registration applications are assessed and concluded within 05 working days. (Registration= New Registration + Re-registration and reinstatement of RPs who were suspended in the previous financial years)	Approve or decline registration applications within 5 working days of the receipt of the applications.	Not Achieved: The total number of registrations received: 283. Processed within 5 days: 176. Processed over more than 5 days: 64. There were 43 applicants who had outstanding documentation. Remedial Action The registration process has been reviewed, gaps identified. We have put in place process mapping system to monitor the entire registration process, and Senior Manager to sign off on every application.	Approve or decline registration applications within 5 working days of the receipt of the applications.	Not Achieved: The total number of registrations received: 642. Processed within 5 days: 336. Processed over more than 5 days: 39. There were 267 applicants who had outstanding documentation. Remedial Action There are still shortfalls where the deadline is not met. Moving onto the new MM system should track the processes followed better, with more accurate times recorded for each phase, as it will not be done by the system automatically, provided that all the parties involved follow the correct process.
	Approve or decline RPL/SC applications within 60 working days.	Approve or decline RPL/SC applications within 60 working days.	Information outstanding RPL applications received were 11 in Quarter 1. The application could not be concluded due to outstanding information from the RPs. In addition, 106 applications remain outstanding from the previous financial year due to incomplete information.	Approve or decline RPL/SC applications within 60 working days.	Information outstanding: 13 Applications for RPL were received during this quarter. None of these applicants have submitted their Portfolio of Evidence to date, and the Authentication could therefore not be completed. A total of 5 RPL Assessments were done in September 2023, 1 of which was a re-assessment. The outcomes are awaited.
	Schedule 2 PPEs for all registered candidates that qualify to sit for the examination.	1st PPE scheduled	Achieved: The PPE examination was conducted on the 9th & 10th May 2023"	-	-
	Evaluation of all CPD points within 30 days of receipt.	Evaluation of all CPD points received this quarter within 30 days of receipt.	Achieved: The 2970 CPD points were received and evaluated within 30 days. 2658 were approved and 312 were denied.	Evaluation of all CPD points received this quarter within 30 days of receipt.	Achieved: 6831 CPD were claimed during this period. These were all evaluated within the 30-day turn-around time. 6152 claims were approved and 579 were denied
	6 Accreditation visits to educational institutions.	5 accreditation visits	Achieved: CPUT, NMU South campus, NMU North Campus, UJ GSA and UJ DoA were accredited.	1 accreditation visit	Achieved: The UKZN accreditation visit was conducted on the 18th - 20th September 2023
	Undertake 4 roadshows at accredited ALS to promote SACAP and the registration of students.	Undertake 1 roadshow at accredited ALS to promote SACAP and the registration of students.	Achieved: 1 roadshow conducted at TUT on the 29th of May 2023 to promote the registration of students.	Undertake 1 roadshow at accredited ALS to promote SACAP and the registration of students.	Achieved: Undertake 1 roadshow at accredited ALS to promote SACAP and the registration of students.
	Publish 1 article on the Canberra Accord (CA)	-	-	-	-



Q3	Actual Achievements	Q4	Actual Achievements
Approve or decline registration applications within 5 working days of the receipt of the applications.	<p>Not Achieved The total number of registrations received: 450. Processed within 5 days 403, Processed over more than 5 days: 9. There were 38 applicants who had outstanding documents.</p> <p>Remedial Action The 9 applications that were not completed were a handover from the previous Registration Officer. The Registration unit appointed 2 Registrations Administrators to process the 403. However, they were unable to process 9 within the stipulated timeframe, due to the backlog that had been created. The backlog has since been dealt and the processing has become more effective and is being monitored daily.</p>	Approve or decline registration applications within 5 working days of the receipt of the applications.	<p>Not Achieved The total number of registrations received is 599. Applications processed within 5 days= 579, Application processed over than 5 days = 20.</p> <p>Remedial Action Reallocation of responsibilities to ensure that bottlencks are addressed.</p>
Approve or decline RPL/SC applications within 60 working days.	<p>Not Achieved 5 completed Portfolios were received during this quarter. 5 Were assessed on 8 December 2023. However, the Committee has not declined or approved due to the delay to appoint the 6th term Council by the Minister</p> <p>Remedial action The RPL & Registration committee shall approve or decline the applications in the 4th quarter.</p>	Approve or decline RPL/SC applications within 60 working days.	<p>Not Achieved: We received 11 complete RPL portfolios, however no applications were approved or declined within 60 days mainly due to assessments not being set up</p> <p>Remedial action: RPL assessments have been arraged to take place in the first Quarter of the new financial year.</p>
2nd PPE scheduled	<p>Achieved The PPE examination was conducted on the 10th & 11th October 2023</p>	-	-
Evaluation of all CPD points received this quarter within 30 days of receipt.	<p>Achieved: 9114 CPD claims were submitted during the period. These were all evaluated within the 30-day turnaround time. 8343 Submissions were approved and 771 were denied.</p>	Evaluation of all CPD points received this quarter within 30 days of receipt.	<p>Achieved: Received and evaluated 3539 CPD entries. Approved 3490 and declined 49 CPD entries.</p>
-	-	-	-
Undertake 1 roadshow at accredited ALS to promote SACAP and the registration of students.	<p>Not Achieved: We could not schedule a roadshow with the Architectural Learning Sites due to examination.</p> <p>Remedial Action: Schedule the roadshow in the 4th quarter.</p>	Undertake 1 roadshow at accredited ALS to promote SACAP and the registration of students.	<p>Achieved: A roadshow to Wits University was undertaken on the 5th Febraury 2024.</p>
-	-	Publish 1 article on the CA.	<p>Achieved: An article on the CA was drafted and published in the Jan-March Magazine</p>

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Finance & Support	Buying of updated SANS 10400 for RPs. Extension of the period of payment of annual fees for RPs.	1x Purchase updated SANS for the architectural profession.	Achieved: The updated SANS for the architectural profession were purchased	Extend the period of payment of annual fees by 5 months.	Achieved: Extended the period of payment of annual fees by 5 months.
	100% of invoices are to be paid within 30 days of receipt of the invoice.	100% of invoices are to be paid within 30 days of receipt of the invoice.	Achieved: All invoices were paid within 30 days	100% of invoices are to be paid within 30 days of receipt of the invoice.	Achieved: All invoices were paid within 30 days
	Collection of 90% of all invoices issued. All quotations and tenders shall comply with the SCM.	Collect 30% of all invoices issued. All quotations and tenders shall comply with the SCM.	Achieved: 72% of all invoices were collected Achieved: All quotations and tenders complied with the SCM policy.	Collect 30% of all invoices issued. All quotations and tenders shall comply with the SCM.	Achieved: 82% of all invoices were collected up to 30 September 2023 Achieved: All quotations and tenders complied with the SCM policy.
	50% of procurement awarded to service providers with level 1&2 BEE rating.	50% of procurement awarded to service providers with level 1&2 BEE rating.	Achieved: 95% of procurement was awarded to service providers with level 1&2 BEE ratings.	50% of procurement awarded to service providers with level 1&2 BEE rating.	Achieved: 81% of procurement was awarded to service providers with level 1&2 BEE ratings.
	Unqualified audit outcome	-	-	-	-
	Alignment of the approved budget and annual targets. Production of quarterly reports detailing the actuals versus budgets.	Production of quarterly reports detailing the actuals versus budgets.	Achieved: Actuals vs Budgets was quarterly report was produced.	Production of quarterly reports detailing the actuals versus budgets.	Achieved: Actuals vs Budgets was quarterly report was produced and will be presented at the next ARC, REMCO & Council for approval
Stakeholder Relations (SR)	Conduct 9 free CPD webinars	Offer 2 free CPD webinars	Achieved: Offered 2 free CPD webinars; Registration Webinar: 02 June 2023. IDoW: 08 June 2023	Offer 3 free CPD webinars	Achieved: Women's Webinar -18 August. CoC Webinar 15 September RPL webinar planned for 29 September
	Undertake 4 roadshows at local authorities to promote the use of RPs to perform architectural work for the public.	1 Roadshow	Achieved: 1 Roadshow conducted Nelson Mandela Municipality 21 June 2023	1 Roadshow	Achieved: 22 June Mossel Bay Municipality. 6 July – Msunduzi Municipality



Q3	Actual Achievements	Q4	Actual Achievements
Waiving of reregistration fees for 2 months.	Achieved: The waiving of reregistration fees for 2 months was implemented in November and December 2023	-	-
100% of invoices are to be paid within 30 days of receipt of the invoice.	Achieved: 100% of invoices were paid within 30 days.	100% of invoices are to be paid within 30 days of receipt of the invoice.	Not Achieved: All invoices, except 1, were paid within 30 days. The one invoice that was paid outside of 30 days relates to an incident where a wrong supplier was paid in December 2024 due to payments being made under pressure resulting in mistakes in capturing of banking details. However, the funds were recovered and remedial actions were implemented. Remedial Action As a control measure, the old and unused creditors banking details will be removed from the FNB and there will be an additional layer of review by an independent personnel and on a monthly basis, all payments are included in the Registrar's report for noting.
"Collect 20% of all invoices issued. All quotations and tenders shall comply with the SCM.	Achieved: 92% of all invoices were collected up to 31 December 2023 Achieved: All quotations and tenders complied with the SCM policy.	Collect 10% of all invoices issued. All quotations and tenders shall comply with the SCM.	Achieved: 93% of all invoices were collected up to 31 March 2024 Achieved: All quotations and tenders complied with the SCM policy.
50% of procurement awarded to service providers with level 1&2 BEE rating.	Achieved: 82% of procurement was awarded to service providers with level 1&2 BEE ratings.	50% of procurement awarded to service providers with level 1&2 BEE rating.	Achieved: 84% of procurement was awarded to service providers with level 1&2 BEE ratings.
Unqualified audit outcome	Achieved: SACAP received and Unqualified Audit Report	-	-
Production of quarterly reports detailing the actuals versus budgets.	Achieved: Actuals vs Budgets quarterly report was produced and will be presented at the next ARC, REMCO & Council for approval	Alignment of the approved budget and annual targets.	Achieved: Actuals vs Budgets quarterly report for quarter 2 & 3 were approved by Council on 26 March 2024 and the quarter 4 report will be produced and presented at the next ARC, REMCO & Council for approval The 2024/25 Budget was aligned with the set targets for the new financial year and was approved by Council in March 2024.
Offer 1 free CPD webinar	Not Achieved The webinars were put on hold following the expiry of the 5th term Council term of office and the delay by the Minister to appoint the 6th term Council. Remedial action: The webinar will be provided in the 4th quarter.	Offer 3 free CPD webinars activities	Achieved: Webinar on referral with CoJ – 16 February Webinar on the use new system (MM) 2 March Webinar on Code of Conduct 22 March
1 Roadshow	Not Achieved: Failure to comply with the plan by the SR Department. Remedial action: Roadshow will be undertaken in the 4th quarter.	1 Roadshow	Achieved: Matzikama Municipality on 27 February

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Stakeholder Relations (SR) (Continued)	"Undertake stakeholder engagement campaigns: 2 Radio interviews 1 Television interview"	-	-	1 Radio interview	Achieved: Radio interview with mix FM 02 August 2023 1 TV interview (SpeakOut) 14 Sep 2023
	Undertake 1 survey to measure the effectiveness of the Service Charter.	-	-	-	-
	Annual publication and gazetting of Guideline Professional Fees.	Publication of Guideline Professional Fees.	Not Achieved: Professional fees guideline was delayed due to consultation with VAs stakeholders, and consideration of all comments by the Fees Committee. Remedial Action: The guideline fees will be published in the Q2	-	-
	Issue a circular on the reviewed IDoW	-	-	-	-
	Consultation with the CC, recognised VAs and registered persons on the review of the IDoW.	Engagement with CC South Africa on draft revised IDoW.	Not Achieved: Consultation with CC was delayed due to IDoW policy not yet finalised by the Committee. Remedial Action: Consultation with CC will be done in quarter 2 once the IDoW has been finalised.	Engagement with RPs and recognised VAs.	Achieved: 9 June - Engagement with RPs. 6-7 June Engagement with VAs
	1x Transformation Indaba Webinar.	-	-	-	-
	1x Architectural students' convention webinar.	1x Architectural students' convention webinar	Achieved: Architectural students convention Webinar held on 30 June.	-	-
	1x Engagement with international architectural regulators to share best practices.	-	-	-	-



Q3	Actual Achievements	Q4	Actual Achievements
1 Radio interview 1 TV interview	Achieved: 2 Radio interviews with: • mix FM 04 Oct 2023 • SA FM 3 Oct 2023	-	-
-	-	Undertake 1 survey to measure the effectiveness of the Service Charter.	Achieved: The Service satisfaction survey was conducted. The findings of the survey indicate positive stakeholder sentiments
-	-	-	-
Issue a circular on the reviewed IDoW	Not Achieved: The IDoW policy is still under review. Remedial action: Circular will be issued once the review of the IDoW is complete.	-	-
Publish and gazette the revised IDoW.	Not Achieved: The IDoW policy is still under review. Remedial action: The IDoW will be published and placed on a gazette once the review is complete.	-	-
1x Transfor- mation Indaba Webinar	Not Achieved: The Transformation Webinar will be held once every 2 years. Remedial action: The Webinar will be hosted in the next 2024/2025 financial year	-	-
-	-	-	-
1x Engage- ment with international architectural regulators to share best practices.	Not Achieved: The engagement with international architectural regulators to share best practices was put on holding following the expiry of the 5th term Council term of office. Remedial Action: Engagement with international architectural regulators to share best practices will be held in the 4th quarter.	-	-

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Stakeholder Relations (Continued)	6 Career awareness campaigns. 12 Public awareness campaigns. 1 VA Forum	"2x Career awareness campaigns 3x Public awareness campaigns"	Achieved: Career awareness; 1. Tshwane West District career expo 24 May. 2. Kuruman Northern Cape 25-26 May Public awareness campaigns; 3. Soweto 12 May 2023. 4. Soshanguve 25 May 2023. 5. Gqeberha 21 June	2x Career awareness campaigns 3x Public awareness campaigns	Achieved: Career awareness; 6 July DPWI winter school camp career expo 14 July DPWI Winter School Camp Career Expo 22 July -National Science Week career expo (University of Venda) 24 July -Zakariya Park Combined School Career Expo Public awareness campaigns; Achieved: 1 x Public awareness campaign conducted in KZN Newcastle. 2 August 1x Public awareness campaign conducted in Free state -15 August 1x Public awareness campaign conducted in Eastern Cape -24 August
	4 editions of newsletter published annually.	1 Edition of newsletter published per quarter	Achieved: 1x Quarterly newsletter published	1 Edition of newsletter published per quarter	Achieved: 1x Quarterly newsletter published
	30 updates on social media accounts.	7 updates on social media accounts.	"Achieved: 15 Social media updates"	7 updates on social media accounts.	Achieved: 7 Social media Updates on; <ul style="list-style-type: none"> • Fees Calculator • Unregistered persons • Demographics of architectural profession • Numbers of graduates by qualifications • Sustainability of the architectural profession • PPE • Transformation survey
	4x Flyer productions 1x Annual report	1x Flyer production	Achieved: 1x Public awareness municipal flyer production done	1x Flyer production	Achieved: Flyer production for; <ul style="list-style-type: none"> • About Architecture • CPD • Foreign qualification • RPL • Registration • Student Registration • 1 x annual report production finalised.
	2x Videos published	-	-	1x Video	Achieved: 2 x videos were developed on the introduction of My Membership (MM) system.
	1x Engagement with NHBRC on possible partnership.	-	-	1x Engagement with NHBRC on possible partnership.	"Achieved: 21 September- Project meeting with NHBRC."
	12x Engagements with local authorities	3x Engagements with local municipalities.	Achieved: 1x Engagement with Mangaung Municipality 12 May 2023. 1x Engagement with City of Johannesburg 25 May 2023. 1x Engagement with Mossel Bay local Municipality 25 April	3x Engagements with local municipalities.	"Achieved: City of Cape Town- 3 July City of Mangaung- 20 September Nelson Mandela Bay Municipality- 26 September"



Q3	Actual Achievements	Q4	Actual Achievements
"1x Career awareness campaign. 3x Public awareness campaigns."	Achieved 3x Public awareness campaign conducted in: • Mamelodi Pretoria 27 Oct • Dawn Park Boksburg 13 Dec • Kempton Park Johannesburg 13 Dec	1x Career awareness campaign. 3x Public awareness campaigns. 1 VA Forum	Achieved: 2 x Career awareness campaign Gauteng Region Academy for ReAga-Mmogo Gauteng Construction Expo 15 February 2024. WSU Career Expo held on February 28th, 2024. 3x Public Awareness Campaigns conducted at: Soshanguve (PTA) Katlehong (JHB) Olivenhoutbosch (JHB) VA Forum was held on 5 April due to the number of holidays during in March.
1 Edition of newsletter published per quarter	Achieved: The newsletter was published on 12 December 2023	1 Edition of newsletter published per quarter	Achieved: 4th quarter newsletter was published.
8 updates on SACAP social media accounts.	Achieved: Below were Q3 social media updates: 1. World Architecture Day 2. Transformation Survey 3. PPE x 3 posts 4. Practising architectural work without being registered 5. Strengthening Partnerships with the SAPS 6. October PPE 7. 6th term council President and Vice President.	8 updates on SACAP social media accounts.	Achieved: 1. SACAP association partner of SIDSSA. 2. Workshop on integrating sustainable development and technological innovations 3. Sunrise Secondary School Career Expo 4. SIDSSA SACAP exhibition 5. SACAP President speaker at SIDSSA 6. Olivenhout public awareness 7. Unregistered persons alert list 8. How to claim CPD points
1x Flyer production 1x Annual report	Achieved: 1x production of accreditation booklet print production. The annual report was produced on the 2nd quarter.	1x Flyer production	Achieved: 3 flyers were produced: Registration CPD About SACAP
-	-	1x Video	Achieved: 1 CPD video production done.
-	-	-	-
3x Engagements with local municipalities.	"Achieved: 1x meeting with the City of Cape Town Municipality 3 October 1x meeting with JB Marks municipality 4 December 1x meeting with Mangaung Municipality 13 December 2023"	3x Engagements with local municipalities.	"Achieved: 1 x engagement with the Goven Mbeki Local Authority on 22 January 1x City of Ekurhuleni Municipality 5 February 2024 1x Matzikama Municipality 27 February"

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Legal & Compliance	Obtain an 80% guilty verdict on matters referred to the Disciplinary Tribunal.	Obtain an 80% guilty verdict on matters referred to the Disciplinary Tribunal.	Achieved: 10 matters were referred to the Disciplinary Tribunal between 12-15 June 2023. Obtained 9 guilty verdicts. 1 matter was withdrawn due death of the RP.	Obtain an 80% guilty verdict on matters referred to the Disciplinary Tribunal.	"Not Achieved: 10 matters were referred to the Disciplinary Tribunal between 06 and 13 September 2023. Obtained 70% guilty verdict. 2 matters were taken off the roll due to legal technicalities and 1 RPs was found not guilty. Remedial Action: Develop a Tribunal Checklist to ensure that Respondents are aware of the set down notices."
	80% of criminal cases received from outside the Gauteng Province must be registered with the SAPS within 30 working days from the date of the complaint receipt.	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.	Not Achieved: 1 criminal case is carried forward from 2018 to 2022. In the first quarter of 2024, 6 cases were received and reported to SAPS.	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: 15 cases carried forward from 2018 to 2022; 10 cases were reported and 5 were closed as unfounded. In the 2nd quarter 6 cases were received and 5 were reported 1 will be carried forward to the 3rd the quarter
	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.	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.	Not Achieved: 55 criminal cases are carried forward from 2018 to 2022. In the first quarter of 2024, 10 cases were reported to SAPS.	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.	Not Achieved: 35 Criminal cases were carried out from 2018 to 2022. From the first quarter, 22 cases were carried forward from the 1st quarter and were reported in the 2nd quarter. In the 2nd quarter, 9 cases were received and, 5 cases were reported, and 4 will be carried to the 3rd quarter. Remedial Action: A new resource was brought on board to assist with reporting cases.
	80% of complaints of improper conduct investigated by the Investigating Committee with recommendations submitted annually from the date of the complaint receipt.	-	-	-	-
	4x Lists of unregistered persons alert compiled and submitted for publication.	1x Unregistered persons publication	Achieved: 1 list of unregistered persons was published.	1x Unregistered persons publication	Achieved: 1 list of unregistered persons was published in August 2023
	"2x Engagements with the (NPA), or 2x Engagements with the SAPS."	1x Engagement with NPA or SAPS	1x Engagement with Umkomaas SAPS in KZN on 27 June 2023.	1x Engagement with NPA or SAPS	Achieved: 1 Engagement with Limpopo NPA on 8 September 2023"



Q3	Actual Achievements	Q4	Actual Achievements
Obtain an 80% guilty verdict on matters referred to the Disciplinary Tribunal.	" Achieved: 12 matters were referred to the Disciplinary Tribunal between 04-07 December 2023. 11 of the 12 were guilty verdicts (Obtained 92% guilty verdicts).1. The matter was partly heard and was postponed for further hearing."	Obtain an 80% guilty verdict on matters referred to the Disciplinary Tribunal.	"Achieved: Obtained 83.3% guilty verdict on matters adjudicated at the disciplinary tribunal on 04 March 2024."
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.	Not Achieved: 7 Criminal cases were handle this quarter. 1 case carried forward and 6 cases were received this quarter. Overall 4 were reported were reported to the police. Remedial action The criminal cases will be reported in the 4th quarter.	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: 83.3% of criminal cases received from Gauteng Province were registered with the SAPS within 30 days of receipt ."
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.	Not Achieved: The total number of criminal cases handled in the third quarter is 45. 7 criminal cases were received this quarter and 38 were carried forward. Of the 45 criminal cases, 23 were referred to SAPS, 6 cases were referred within 60 days, and 17 were referred after 60 days. 15 cases were closed. 7 criminal cases are still within the 60 days' timeline. Remedial Action: All cases to be reported to the SAPS in the 4th quarter	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% of criminal cases received outside Gauteng Province were reported to the SAPS within 60 days.
-	-	80% of complaints of improper conduct investigated by the investigating Committee with recommendations submitted annually from the date of the complaint receipt.	Not Achieved: 56% complaints of improper conduct received annually were investigated by the Investigating Committee Remedial action: The investigations committee will sit as per the approved calender to address the backlog of complaints
1x Unregistered persons publication	Achieved: 1 x list of unregistered persons was published on 01 December 2023"	1x Unregistered persons publication	Achieved: List of unregistered persons sent to SR for publication on 25 March 2024.
1x Engagement with NPA or SAPS	Achieved: 1 x Engagement with Pretoria SAPS on 17 October 2023 and 1 x Engagement with Mpumalanga NPA on 12 December 2023"	1x Engagement with NPA or SAPS	Achieved: 1 x Engagement held with SAPS Muizenburg on 26 February 2024

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Human Resources	Performance management of all employees through the signing of performance agreements and performance reviews.	Signing of performance agreements effective April 2023.	Achieved: All Employee Performance Agreements were signed by the end of April 2023	Conduct performance reviews.	Achieved: Reviews Conducted. Awaiting for Registrar's direct reports documents.
	Training of 20 employees.	Training of 5 employees.	Achieved: 13 Employees were trained within the 1st quarter	Training of 5 employees.	Achieved: More than 5 employees were trained within the 2nd quarter
	Review of the organisational structure by the 2nd quarter.	-	-	Review of the organizational structure by the 2nd quarter.	Achieved: Organisational Structured Reviewed
	Quarterly Review of all policies that are due.	Quarterly Review of all policies that are due.	Achieved: All policies that were due for review were reviewed	Quarterly Review of all policies that are due.	Achieved: All policies that were due for review, were reviewed and approved in August 2023.
	Fill in 4 positions in this financial year.	Fill in 1 position	Achieved: 1X Debtors Administration 2x Temps (Data Entry Clerks)	Fill in 2 positions	Achieved: 1X Registration Administrator 1X Legal Prosecutor
	Effective implementation of succession planning and quarterly reporting.	Report on coaching, mentoring and transferring of skills.	Not Achieved: A new dashboard will be created and implemented in the 2nd quarter, where the managers will report on coaching, mentoring and skills transferring progress.	Report on coaching, mentoring and transferring of skills.	Achieved: New Dash board in place all the information populated on the new dash board.
	Development of the retention plan and the effective implementation of retention planning and regular reporting.	Developing and drafting a retention plan.	Achieved: A draft retention plan has been developed	Approved and signed retention plan	Not Achieved: The draft Retention plan is ready to be presented to REMCO. Once the 6th term Council is appointed, 6th term REMCO will be appointed by the Council. Thereafter, REMCO will consider the draft and make a decision
Registrar	Obtain approval of the 2024/25 APP	-	-	-	-
	Annual report on the state of governance within SACAP	-	-	Establishment of an Ethics Management Committee.	Not Achieved: The target was not achieved Remedial action: Establishment of an Ethics Management Committee will be done in the 3rd quarter
	Annual report on the state of ethics within SACAP	-	-	-	-
	Establishment of an Ethics Management Committee."	-	-	-	-



Q3	Actual Achievements	Q4	Actual Achievements
-	-	Conduct performance reviews.	Achieved: All the reviews conducted by managers
Training of 5 employees.	Achieved: 10 Employees Trained	Training of 5 employees.	Achieved: Employees trained for this Quarter 10
-	-	-	-
Quarterly Review of all policies that are due.	Not Achieved: Policies that were due for review were not reviewed due to delay in appointment of Council Remedial Action: Policies will be table at Council in the fourth quarter for approval	Quarterly Review of all policies that are due.	Not Achieved: Not all policies that were due for review were reviewed Remedial Action: Policies will be table at Council in the first quarter of 2024/25 financial year
Fill in 1 position	Achieved: 1 x Committee Coordinator role filled	-	-
Report on coaching, mentoring and transferring of skills.	Achieved: All departmental coaching, mentoring, and skills-transferring activities have been captured and reported in the Dashboard.	Report on coaching, mentoring and transferring of skills.	Achieved: All departmental coaching, mentoring, and skills-transferring activities have been conducted and reported in the Developmental Dashboard report
Staff Engagement Session (Indaba) Exposure to training and Job Shadowing	Not Achieved: Staff Engagement Session (Indaba) Exposure to training and Job Shadowing was not done in the 3rd quarter Remedial action: Exposure to training and Job Shadowing will be conducted in the 4th quarter	Conduct an internal employee survey to measure employee job satisfaction	Achieved: The survey was conducted"
-	-	Obtain approval of the 2024/25 APP	Achieved Council approved the 2024/25 APP on 26 March 2024"
Annual report on the state of ethics within SACAP	Achieved: The Ethics Management Committee was established, and an ethics assessment survey was conducted by an external provider who then provided a report about the state of ethics within SACAP	Annual report on the state of governance within SACAP	Not Achieved: CBE no longer performs governance assessments of Councils every quarter Remedial Action: CBE will be requested to perform the governance assessment for SACAP in the new financial year

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Secretariat	Preparation of the SACAP activity calendar and approval by the Council.	-	-	-	-
	Council and Committee meeting packs are to be circulated 7 days before the meeting date.	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 working days before the meeting date.	Achieved: 100% (2 out of 2) Committee meeting packs were circulated 7 working days before the meeting.	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 working days before the meeting date.	Not Achieved: 70% (7 out of 10) Committee meeting packs were circulated within 7 working days before the meeting. Remedial action: The target will be remedied in the 3rd quarter"
	Minutes for all Committees & Council produced within 14 working days after the meeting. Action list and resolutions submitted to the line managers within 14 working days of the meeting.	All Committees & Council minutes are produced within 14 working days after the meeting. Action list and resolutions submitted to the line managers within 14 working days after the meeting.	Achieved: 100% (5 out of 5) Committee minutes were produced within 14 working days after the meeting. Achieved: 100% (3 out of 3) Committee action lists were circulated 14 working days after the meeting "	All Committees & Council minutes are produced within 14 working days after the meeting. Action list and resolutions submitted to the line managers within 14 working days of the meeting.	Achieved: 100% (9 out of 9) Committee minutes were produced within 14 working days after the meeting. Achieved: 100% (9 out of 9) Committee action lists were circulated 14 working days after the meeting "
Information and Communications Technology	Setting up and implementing Your Membership System within SACAP	Setting up and implementing Your Membership System within SACAP	Not achieved: Reasons for deviation FNB is one of the third parties that must integrate into the new system. FNB delayed the integration because they wanted to verify the integrity of the system. Remedial plan: The team is engaging with FNB to allay their security concerns, the website has been updated to meet the 3D Secure VISA and MasterCard requirements.	-	-
	Setting up and implementing a professional fees calculator integrated into SACAP Website.	Setting up and implementing a professional fees calculator integrated into SACAP Website.	Achieved: Fees Calculator has been implemented and integrated on the website	-	-



Q3	Actual Achievements	Q4	Actual Achievements
-	-	Obtain approval of the SACAP activity calendar.	Achieved: The activity calendar was approved by Council on 26 March 2024
For 80% of Council and Committee meetings, meeting packs are to be circulated 7 working days before the meeting date.	Not Achieved: Due to the delay of the appointment of the 6th term Council. Appointment of Committees was delayed. Therefore, no Committee meeting took place.	For 80% of Council and Committee meetings, meeting packs are to be circulated 7 working days before the meeting date.	Not Achieved: 61.54% (8 out of 13) of Committee meeting packs were circulated within 7 working days before the meeting. The delay was caused by the late appointment of the Council as a result committee members were appointed late and meetings were also scheduled late Remedial action: Committee meeting invites have been sent out for the rest of the new financial year and this will assist SACAP in planning and adhering to stipulated timelines
All Committees & Council minutes are produced within 14 working days after the meeting. Action list and resolutions submitted to the line managers within 14 working days of the meeting.	Achieved: 100% (1 out of 1) Special Council minutes were produced within 14 working days after the meeting. Achieved: 100% (1 out of 1 Special Council meeting) action lists were circulated 14 working days after the meeting	All Committees & Council minutes are produced within 14 working days after the meeting. Action list and resolutions submitted to the line managers within 14 working days of the meeting.	Achieved: 100% (13 out of 13) Council and Committee minutes and action lists were produced and submitted within 14 working days after the meeting.
-	-	-	-
-	-	-	-

Unit	Annual Target	Q1	Actual achievements	Q2	Actual achievements
Information and Communications Technology (Continued)	Generate quarterly reports on monitoring and review of system logs.	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. All servers are monitored regularly this quarter to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak. Weekly Server backups are performed	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. All servers are monitored regularly this quarter to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak. Weekly Server backups are performed
	Quarterly updating of website content.	Content updating	Achieved: Website Content was updated monthly this quarter – News and Press release were added to the website portal. eCommerce website compliance policy pages were added.	Content updating	Achieved: Website Content was updated monthly this quarter – News and Press releases were added to the website portal. eCommerce website compliance policy pages were added.
	Ensure that 90% of ICT queries are resolved within 24 hours. Ensure 99% of high availability cluster.	Resolved 90% of ICT queries received within the quarter within 24 hours. Ensure 99% of high availability cluster during the quarter.	Achieved: All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log.	"Resolved 90% of ICT queries received within the quarter within 24 hours. Ensure 99% of high availability cluster during the quarter."	Achieved: All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log.
All Units	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.	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.	Partially Achieved: Finance department: All queries were acknowledged within one day via auto-reply. Due to the volume of emails in the first quarter as the end of 60 days payment terms for issued invoices approached, the turnaround time for some invoices was up to 7 days. PSS Unit: The average turnaround time for the PSS unit on responding to the email was one and a half days. The Call Centre escalates queries within one day of receiving emails. SR queries are resolved on average within 1 working day. Legal and Compliance: The average turnaround time is one day.	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.	Achieved: Legal and Compliance: The average turnaround time is one working day. Finance department: All queries were acknowledged within one day via auto-reply. The average turnaround time for the quarter is 2 working days. PSS Unit: The average turnaround time for the PSS unit on responding to the email was one and a half days. The Call Centre escalates queries within one day of receiving emails. SR: Queries are resolved on average within 1 working day



Q3	Actual Achievements	Q4	Actual Achievements
Generate a report on monitoring and review of system logs.	<p>Achieved: System logs monitored and reports generated Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally.</p> <p>All servers are monitored regularly this quarter to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak.</p> <p>Weekly Server backups are performed</p>	Generate a report on monitoring and review of system logs.	<p>Achieved: System logs monitored and reports generated Quarterly Workstation service and maintenance performed on all laptops so as to perform optimally.</p> <p>All servers are monitored regularly this quarter to ensure that the servers are protected from attacks and that no intrusion into the servers to ensure that they operate at their peak.</p> <p>Weekly Server backups are performed</p>
Content up-dating	<p>Achieved: Website Content was updated monthly this quarter – News and Press releases were added to the website portal. About SACAP page layout and the backend committee and management were added.</p>	Content up-dating	<p>Achieved: Website Content was updated monthly this quarter – News and Press releases were added to the website portal. URL links pointing to YM has been removed</p>
Resolved 90% of ICT queries received within the quarter within 24 hours. Ensure 99% of high availability cluster during the quarter.	<p>Achieved: All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log.</p>	Resolved 90% of ICT queries received within the quarter within 24 hours. Ensure 99% of high availability cluster during the quarter.	<p>Achieved: All IT-related remote support services were provided to employees within 24 hrs and activities are recorded in the ICT Help Desk log. 100% high availability cluster</p>
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 time-frame, then an interim reply will be issued, informing a stakeholder that the matter is continuing to receive attention.	<p>Achieved: Legal and Compliance: The average email query turnaround time is one day.</p> <p>PSS Unit: The average turnaround time for the PSS unit on responding to the email was one day. The Call Centre escalates queries within one day of receiving emails.</p> <p>Finance department: All queries were acknowledged within one day via auto-reply. The average turnaround time for the quarter is 2 working days.</p> <p>Stakeholders Relations: Queries are resolved on average within 1 working day.</p>	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 time-frame, then an interim reply will be issued, informing a stakeholder that the matter is continuing to receive attention.	<p>Achieved: Finance department: All queries were acknowledged within one day via auto-reply. The average turnaround time for the quarter is 2 working days.</p> <p>PSS unit: The average turnaround time for the PSS unit on responding to the email was one day. The Call Centre escalates queries within one day of receiving emails.</p> <p>Stakeholders Relations: Queries are resolved on average within 1 working day.</p> <p>Legal department: Queries are resolved on average within 1 business day"</p>

REGISTRATIONS 2023/24

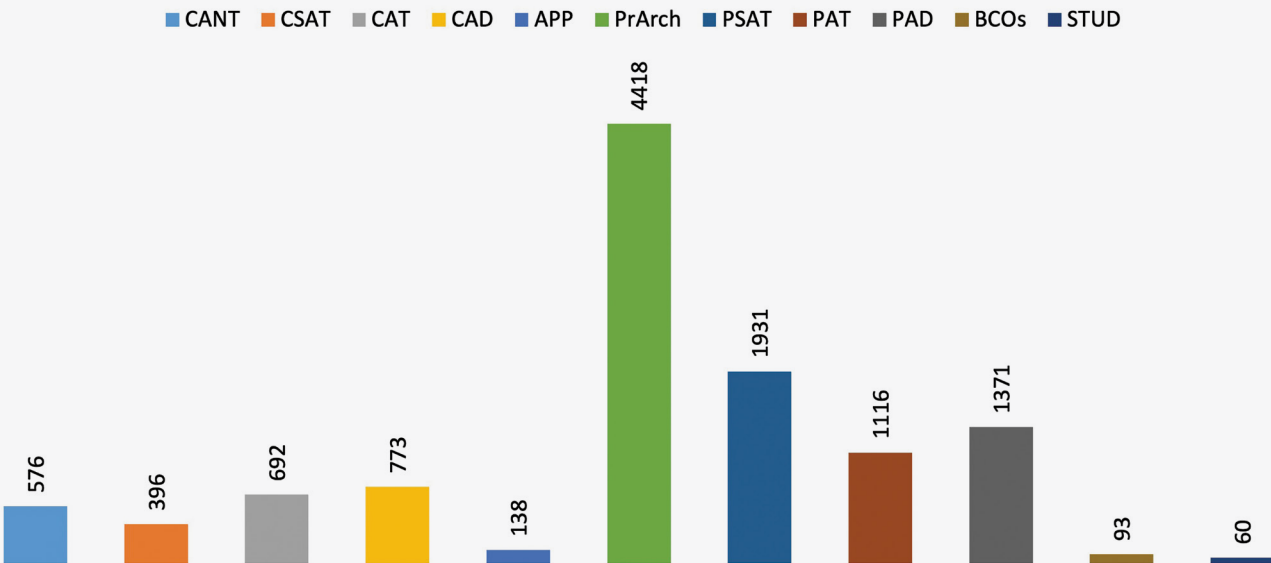
Section 19 of the Act mandates the Council to register applicants in the relevant category of registration and issue a registration certificate to the successful applicant if the Council is satisfied that the applicant has demonstrated his or her competence as measured against standards determined by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

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

CUMULATIVE TOTAL OF REGISTERED PERSONS

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

Cummulative total of registered persons

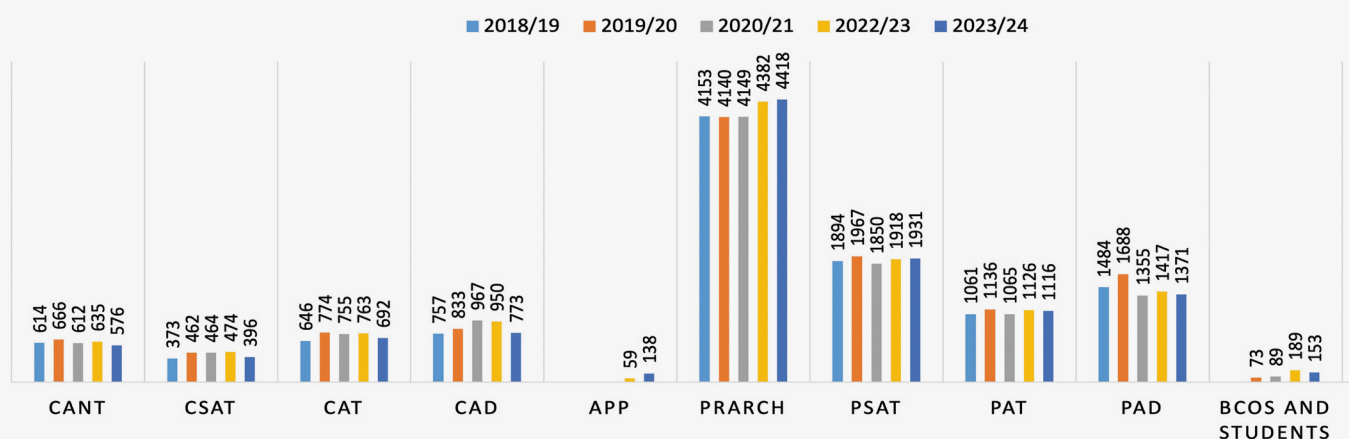




Comparison of the total number of registered persons over the past five years

Category		2018/19	2019/20	2020/21	2022/23	2023/24
Candidate Architect	CANT	614	666	612	635	576
Candidate Senior Architectural Technologist	CSAT	373	462	464	474	396
Candidate Architectural Technologist	CAT	646	774	755	763	692
Candidate Architectural Draughtsperson	CAD	757	833	967	950	773
Apprentices	APP				59	138
Professional Architect	PrArch	4153	4140	4149	4382	4418
Professional Senior Architectural Technologist	PSAT	1894	1967	1850	1918	1931
Professional Architectural Technologist	PAT	1061	1136	1065	1126	1116
Professional Architectural Draughtsperson	PAD	1484	1688	1355	1417	1371
Specialised Categories	BCOs and STUDENTS		73	89	189	153
TOTAL		10982	11739	11407	11913	11564

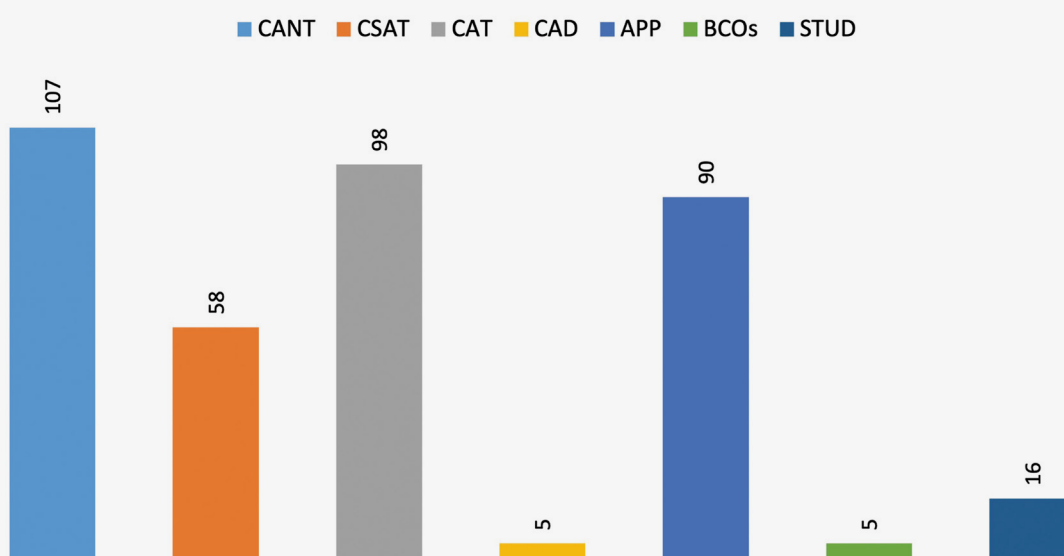
Comparison over the last five years



New candidates registered during 2023/24

Category		2023/24
Candidate Architect	CANT	107
Candidate Senior Architectural Technologist	CSAT	58
Candidate Architectural Technologist	CAT	98
Candidate Architectural Draughtsperson	CAD	5
Apprentices	APP	90
Building Control Officers	BCOs	5
Students	STUD	16
TOTAL		379

New candidates registered during 2023/24

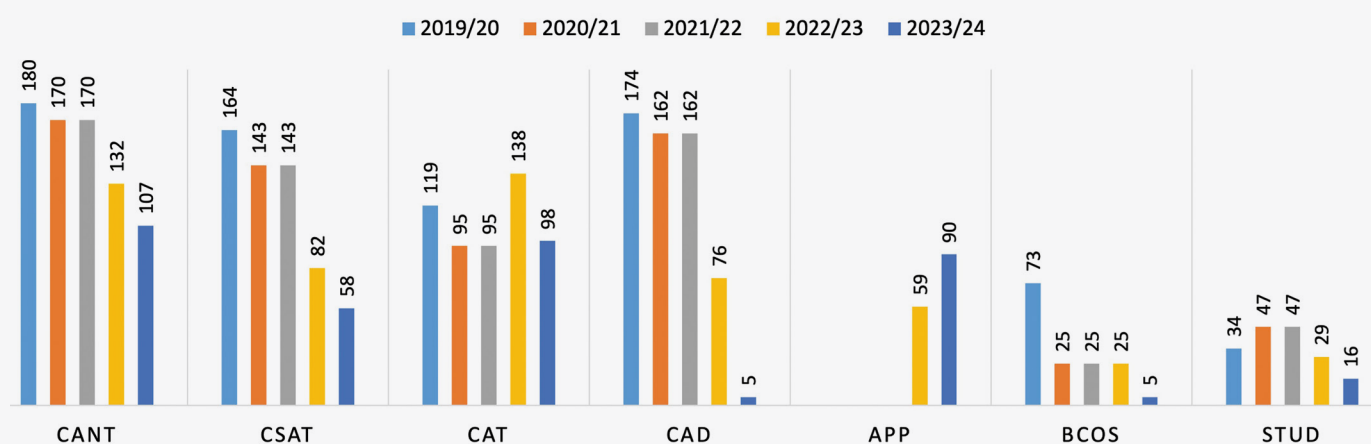




Comparison of new registrations over the past five years

Category		2019/20	2020/21	2021/22	2022/23	2023/24
Candidate Architect	CANT	180	170	170	132	107
Candidate Senior Architectural Technologist	CSAT	164	143	143	82	58
Candidate Architectural Technologist	CAT	119	95	95	138	98
Candidate Architectural Draughtsperson	CAD	174	162	162	76	5
Apprentice	APP				59	90
Building Control Officers	BCOs	73	25	25	25	5
Students	STUD	34	47	47	29	16
TOTAL		744	639	642	541	379

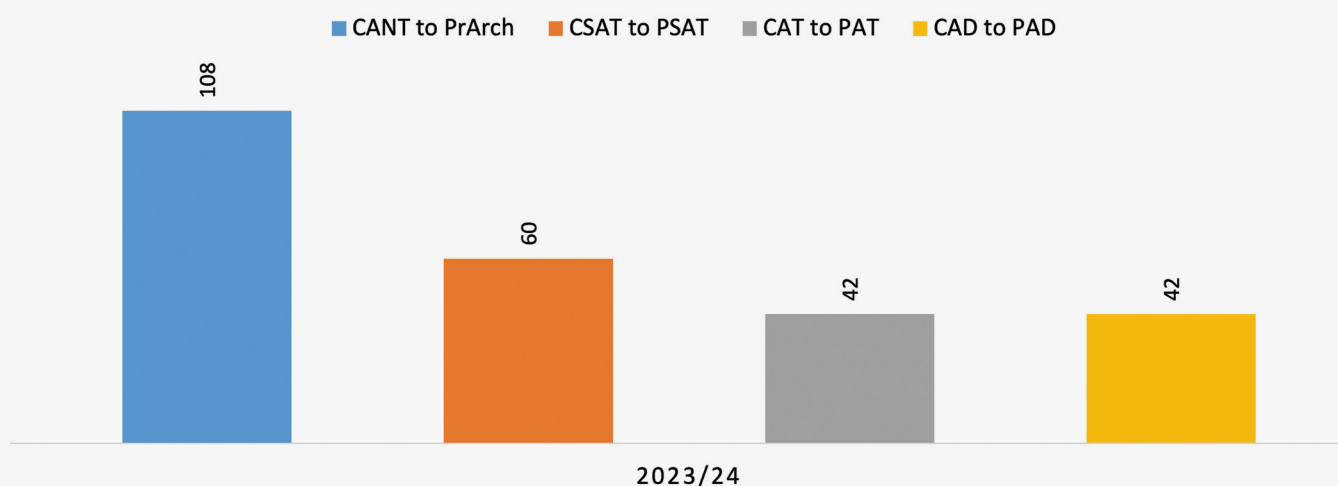
Comparison of new registrations over the past five years



APPLICANTS UPGRADED AFTER COMPLETION OF CANDIDACY AND PASSING THE PPE UPGRADES DURING 2023/24

Category		2023/24
Candidate Architect to Professional Architect	CANT to PrArch	108
Candidate Senior Architectural Technologist to Professional Senior Architectural Technologist	CSAT to PSAT	60
Candidate Architectural Technologist to Professional Architectural Technologist	CAT to PAT	42
Candidate Architectural Draughtsperson to Professional Architectural Draughtsperson	CAD to PAD	42
TOTAL		252

Upgrades after passing the PPE

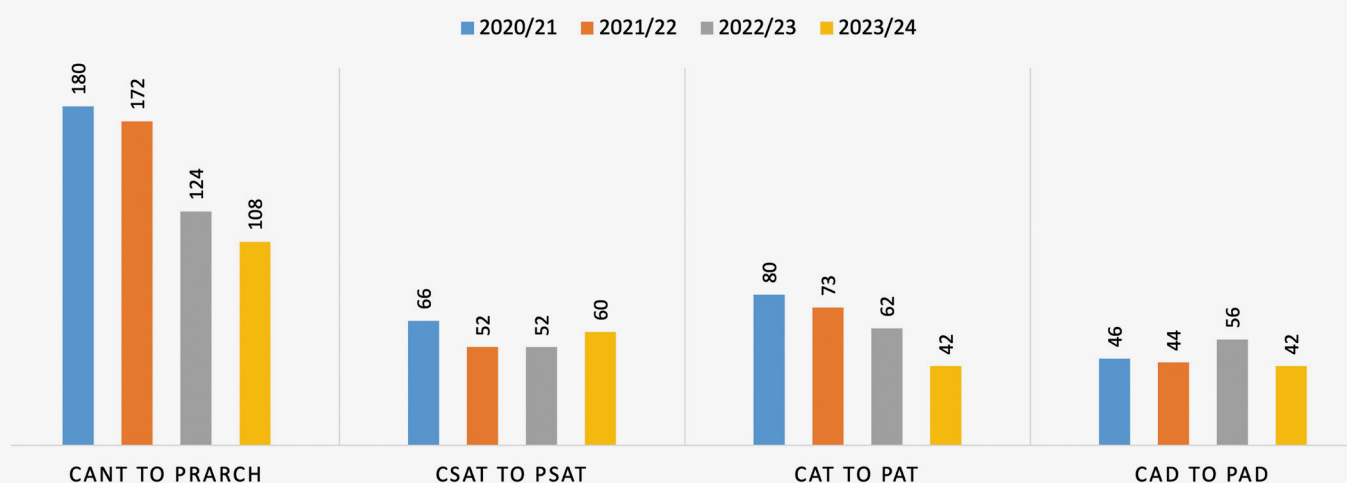




Comparison of upgrades after completing candidacy and passing the ppe, over the past five years

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

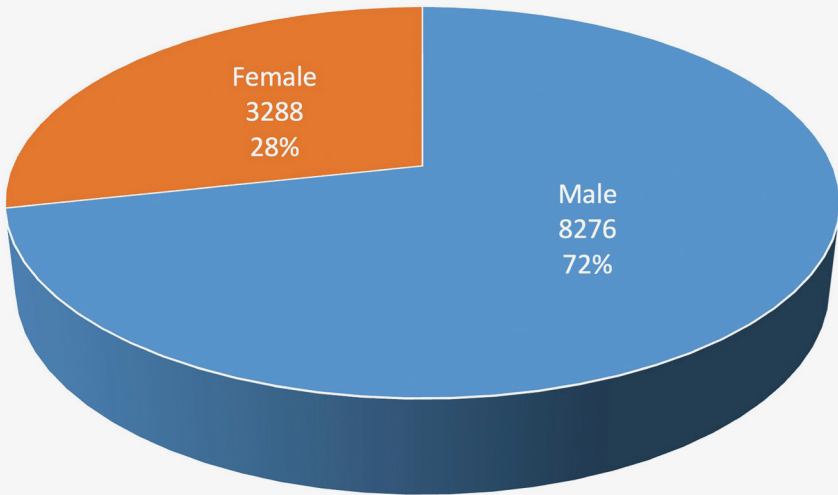
Upgraded past 5 years after completing candidacy and passing PPE



GENDER

Gender representation of the SACAP Database

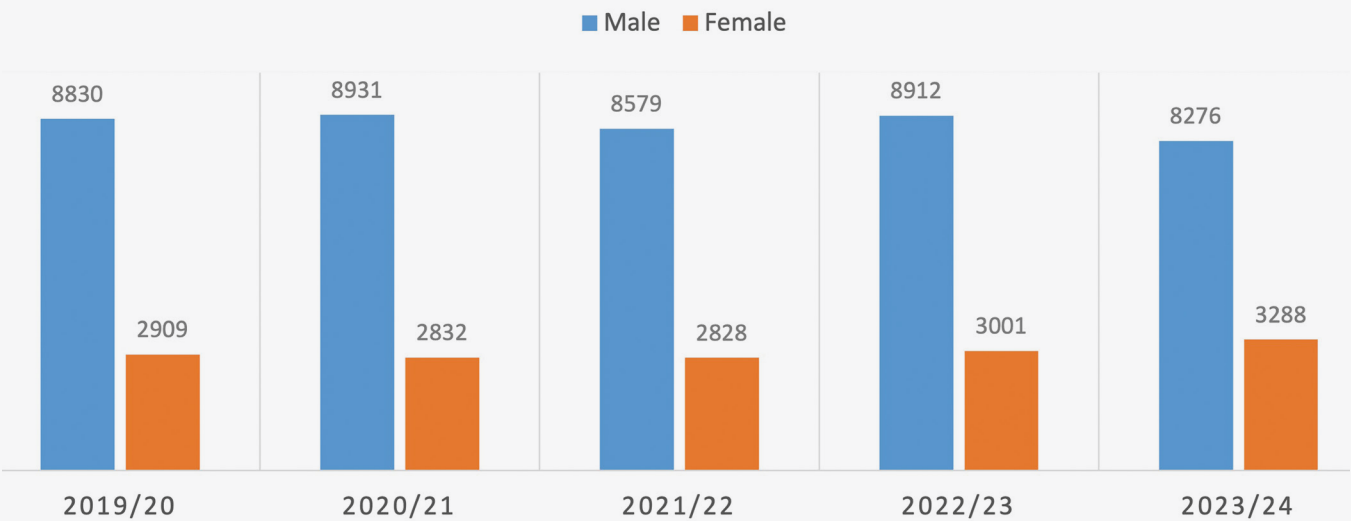
Gender	Total
Male	8276
Female	3288
TOTAL	11913



Gender representation of the database over the past five years

Financial Year	Male	Female	TOTAL
2019/20	8830	2909	11739
2020/21	8931	2832	11763
2021/22	8579	2828	11407
2022/23	8912	3001	11913
2023/24	8276	3288	11564

Gender representation over the past five years

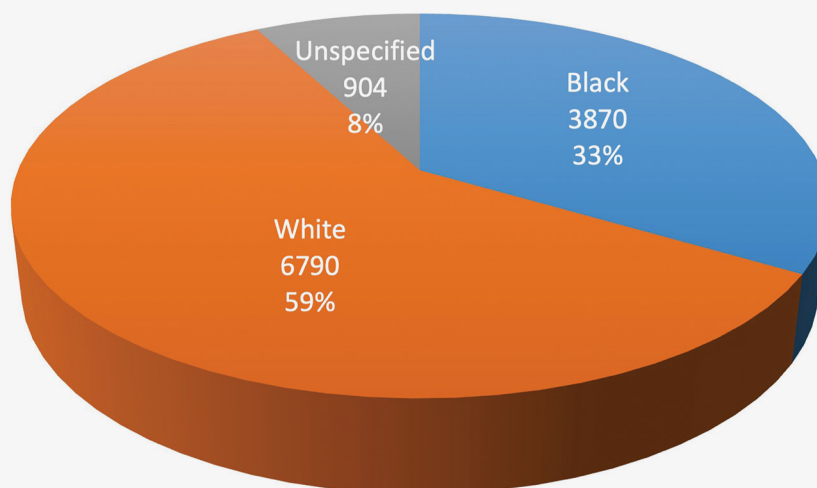




RACE

Representation by Race of the SACAP Database

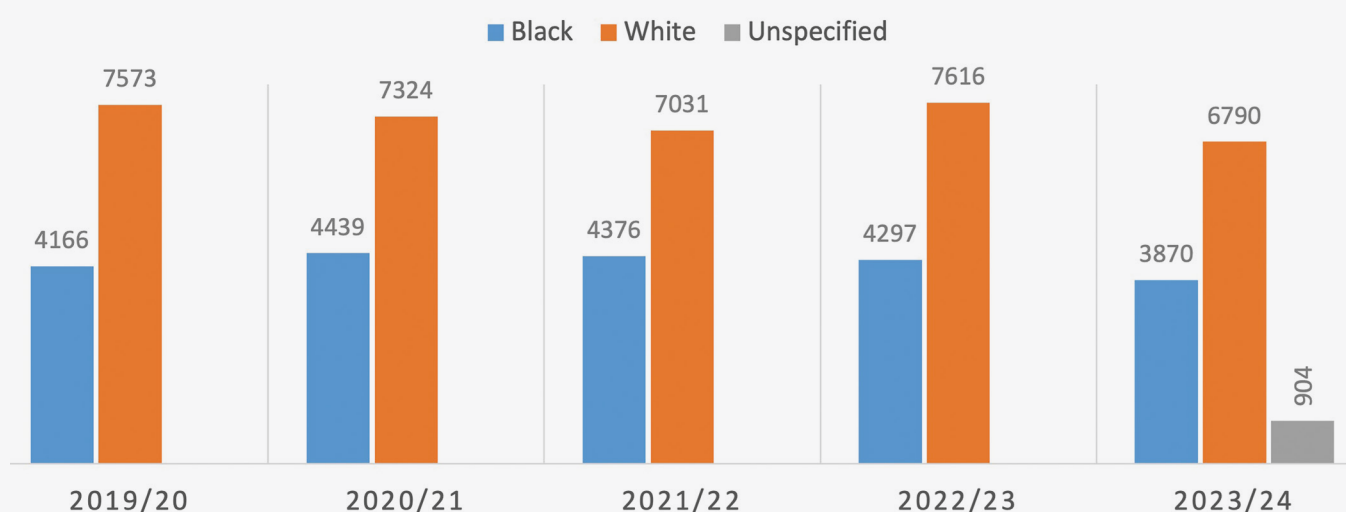
Race	Total
Black	3870
White	6790
Unspecified	904
TOTAL	11564



Representation by race over the past five years

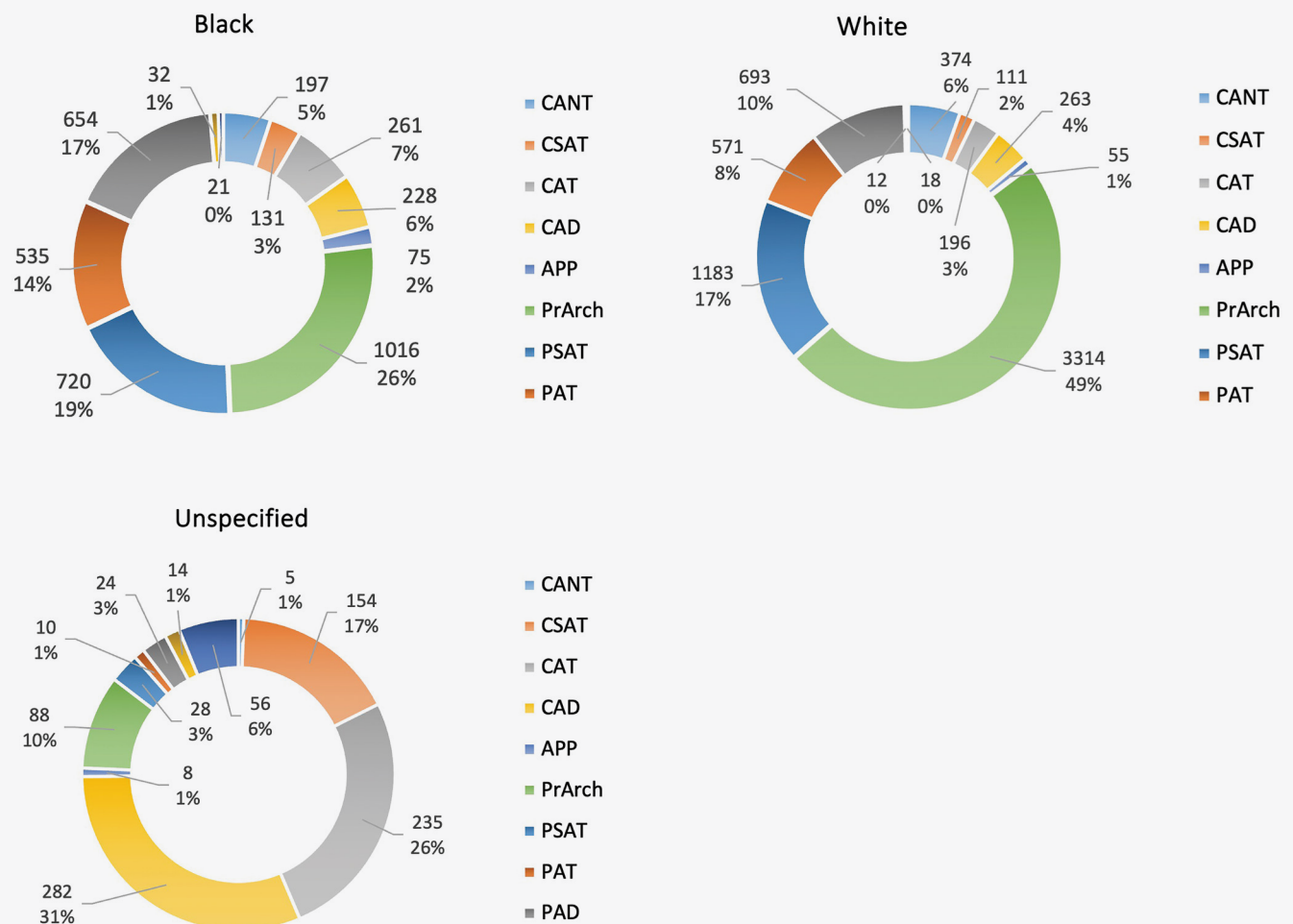
Race	2019/20	2020/21	2021/22	2022/23	2023/24
Black	4166	4439	4376	4297	3870
White	7573	7324	7031	7616	6790
Unspecified	1				904
TOTAL					11564

Representation by race over the past five years



Racial representation, by registration category, for 2023/24

Category		Black	White	Unspecified	Total
Candidate Architect	CANT	197	374	5	576
Candidate Senior Architectural Technologist	CSAT	131	111	154	396
Candidate Architectural Technologist	CAT	261	196	235	692
Candidate Architectural Draughtsperson	CAD	228	263	282	773
Apprentices	APP	75	55	8	138
Professional Architect	PrArch	1016	3314	88	4418
Professional Senior Architectural Technologist	PSAT	720	1183	28	1931
Professional Architectural Technologist	PAT	535	571	10	1116
Professional Architectural Draughtsperson	PAD	654	693	24	1371
Building Control Officers	BCO's	32	12	14	93
Students	STUD	21	18	56	60
TOTAL		3870	6790	904	11564



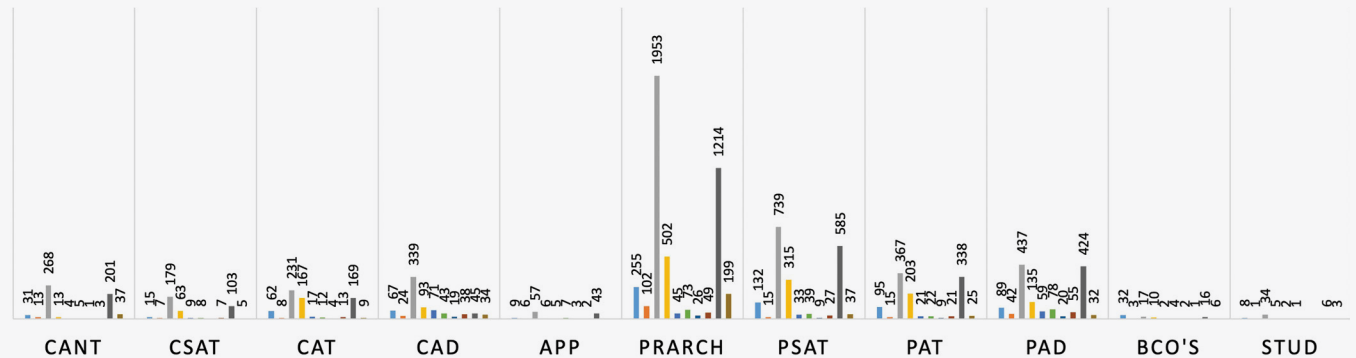


REGISTERED PERSONS PER PROVINCE

	Candidate Architect	Candidate Senior Architectural Technologist	Candidate Architectural Technologist	Candidate Architectural Draughtsperson	Apprentice	Professional Architect	Professional Senior Architectural Technologist	Professional Architectural Technologist	Professional Architectural Draughtsperson	Building Control Officers	Students	
PROVINCE	CANT	CSAT	CAT	CAD	APP	PrArch	PSAT	PAT	PAD	BCO's	STUD	TOTAL
EC	31	15	62	67	9	255	132	95	89	32	8	795
FS	13	7	8	24	6	102	15	15	42	3	1	236
GAU	268	179	231	339	57	1953	739	367	437	17	34	4621
KZN	13	63	167	93	6	502	315	203	135	10	5	1512
LIM	4	9	17	71	5	45	33	21	59	2	2	268
MPM	5	8	12	43	7	73	39	22	78	4	1	292
NC	1		4	19	3	26	9	9	20	2		93
NW	3	7	13	38	2	49	27	21	55	1		216
WC	201	103	169	45	43	1214	585	338	424	16	6	3144
Other*	37	5	9	34		199	37	25	32	6	3	387
TOTAL	576	396	692	773	138	4 418	1 931	1 116	1371	93	60	11564

* Other: RPs residing/practicing outside of South Africa

Registered persons per province

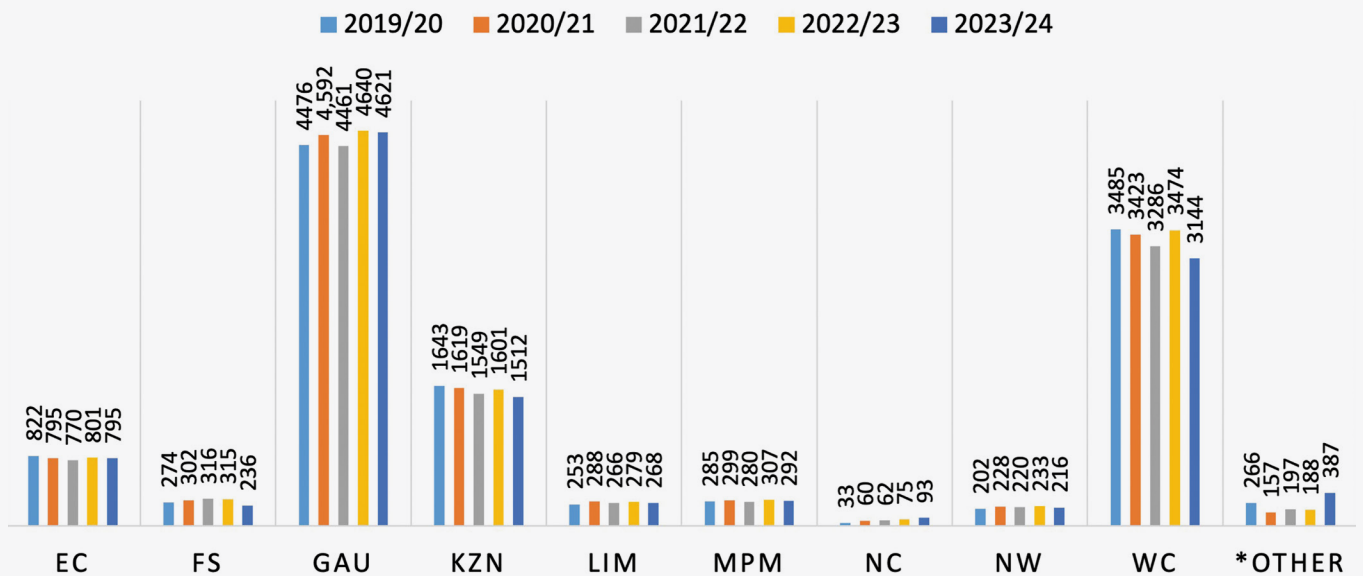


Registered persons by province over the last five years

Province	2018/19	2019/20	2020/21	2021/22	2022/23
EC	822	795	770	801	795
FS	274	302	316	315	236
GAU	4476	4 592	4461	4640	4621
KZN	1643	1619	1549	1601	1512
LIM	253	288	266	279	268
MPM	285	299	280	307	292
NC	33	60	62	75	93
NW	202	228	220	233	216
WC	3485	3423	3286	3474	3144
*Other	266	157	197	188	387
TOTAL	11 739	11 763	11407	11913	11564

* Other: RPs residing/practicing outside of South Africa

Registered persons over the last 5 years





CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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

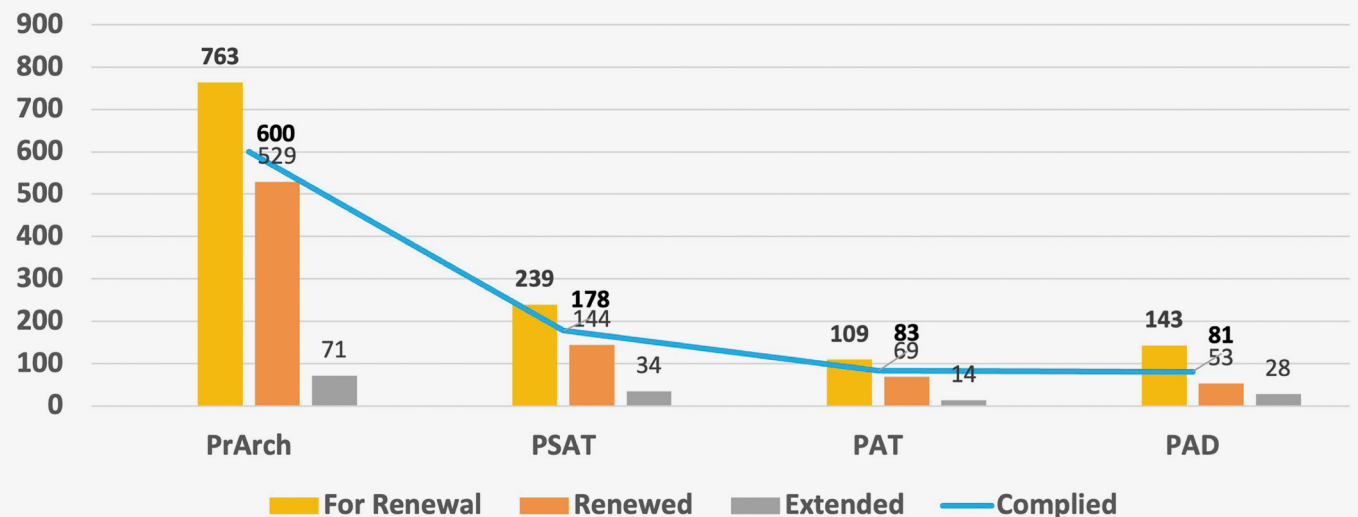
The guidelines have been drafted into the CPD board notice to improve the quality and accessibility of CPDs in the architectural profession. All VAs are required to comply with the requirements to improve the quality and accessibility of CPD activities.

The date of renewal of registration is determined by the Registered Professional's date of registration or re-registration. A total of **1254** Registered Professionals were due for renewal of their registration by January 2023, in terms of the CPD conditions.

RENEWAL OF REGISTRATION IN TERMS OF CPD CONDITIONS

Category		For Renewal	Renewed	Extended	Complied
Professional Architect	PrArch	763	529	71	600
Professional Senior Architectural Technologist	PSAT	239	144	34	178
Professional Architectural Technologist	PAT	109	69	14	83
Professional Architectural Draughtsperson	PAD	143	53	28	81
TOTAL		1254	795	147	942

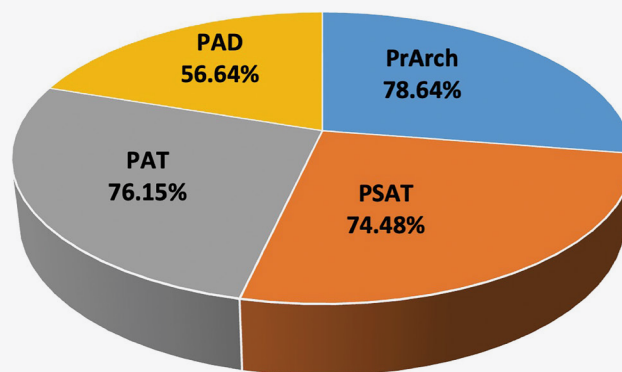
2023 Renewal of registration



Percentage compliance

Category		Percentage Compliance
Professional Architect	PrArch	78.64%
Professional Senior Architectural Technologist	PSAT	74.48%
Professional Architectural Technologist	PAT	76.15%
Professional Architectural Draughtsperson	PAD	56.64%
TOTAL		75.12%

Percentage compliance



■ PrArch ■ PSAT ■ PAT ■ PAD

ACCREDITATION ARCHITECTURAL LEARNING SITES (ALS)

ACCREDITATION

The Council is enjoined by section 13 (a) of the Architectural Profession Act subject to sections 5 and 7 of the Higher Education Act to undertake accreditation visits to ALSs and either conditionally or unconditionally grant, refuse, or withdraw accreditation to such Institutions.

Accreditation visits

Date	Institution	Qualification accredited	Accreditation
17 – 19 April 2023	NMU South Campus	Diploma in Architectural Technology Advance Diploma in Architectural Design, and Advance Diploma in Architectural Technology	Unconditional accreditation
24 – 26 April 2023	NMU North Campus	Bachelor of Architectural Studies Bachelor of Architectural Studies Honors, Master of Architecture.	Unconditional accreditation
24 – 26 April 2023	Cape Peninsula University of Technology	Diploma in Architectural Technology Advance Diploma in Architectural Technology, An Extended Curriculum Programme (ECP)	Unconditional accreditation
8 – 10 May 2023	University of Johannesburg DOA	Diploma in Architecture, Advanced Diploma in Architecture, and Bachelor of Architecture.	Unconditional accreditation



Date	Institution	Qualification accredited	Accreditation
15 – 17 May 2023	University of Johannesburg GSA	Bachelor of Architecture Honors (B. Arch Hons), Master of Architecture (M. Arch).	Unconditional accreditation
18 – 20 September 2023	University of KwaZulu Natal	Bachelor of Architectural Studies (BAS), Bachelor of Architecture Honors (BAS Hons), and Master of Architecture (M. Arch).	Unconditional accreditation
6 – 8 March 2024	STADIO	Higher Certificate in Architectural Practice	Unconditional Accreditation

ADVISORY VISIT TO COLLEGES

In terms of section 13 (i) of the Act, the Council may give advice or render assistance to any educational institution, VA or examining body regarding educational facilities and the training and education of RPs and prospective RPs.

The Private Institution, CAD4ALL advisory visit

In February 2024 SACAP conducted an advisory visit to the CAD4ALL for their Programme: Higher Certificate in Architectural Technology (NQF 6) which was endorsed by Council for Higher Education. SACAP's role in the process was to give guidance to CAD4ALL before offering the Programme.

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

The Academic Institute of Excellence (AIE) was visited for an advisory visit for the Higher Certificate in Architectural Technology. The ALSs' Programme has been supported by SACAP and they will be re-visited on the 6 – 8 May 2024 for full accreditation.

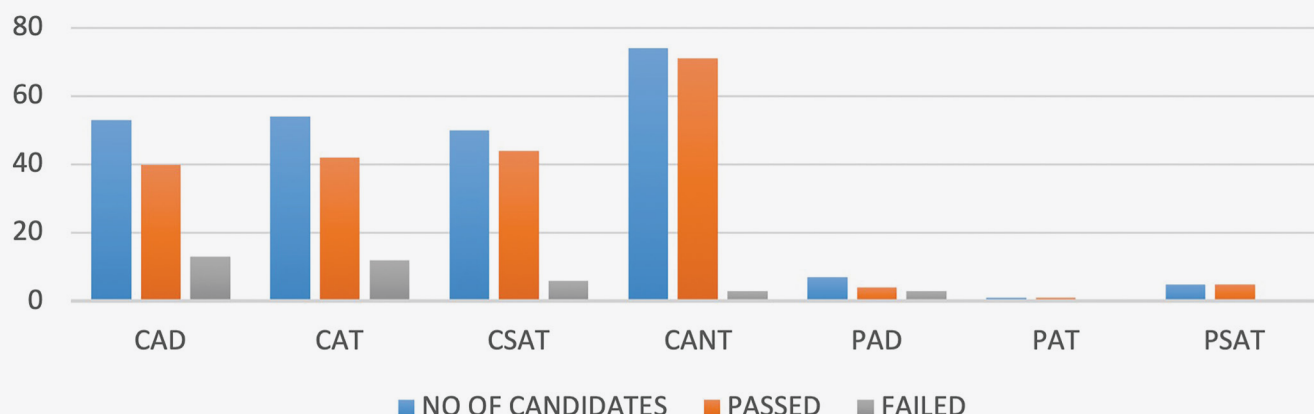
PROFESSIONAL PRACTICE EXAMINATION

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

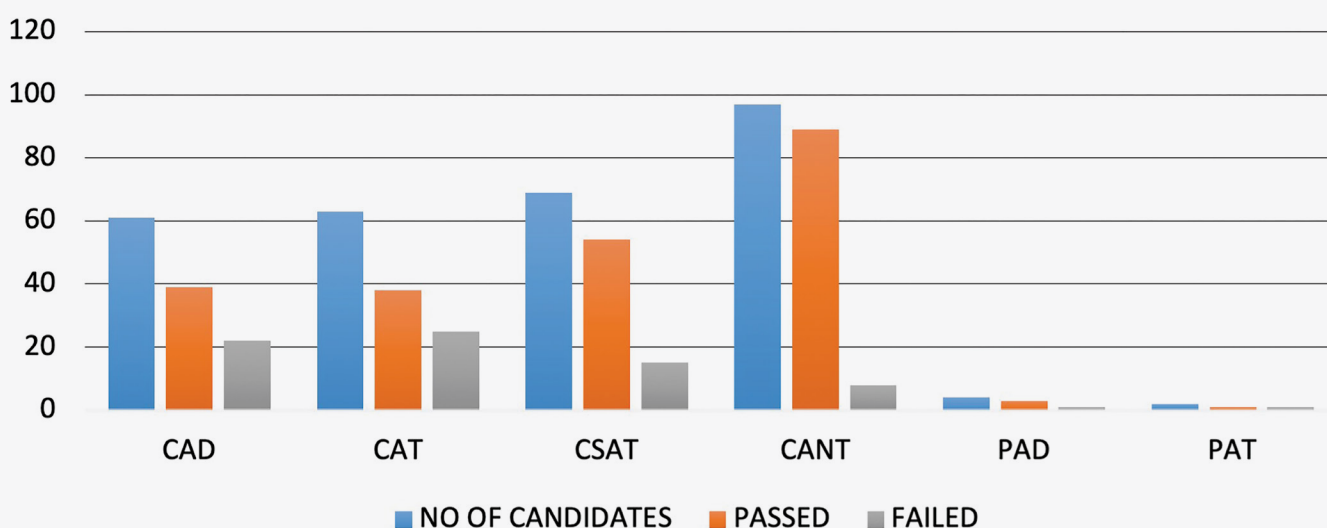
- A minimum of two years for persons registered as CANTs, CSARs and CATs;
- Complies with the 24 Monthly Training Records (MTRs) requirement;
- Obtain a minimum of 400 value units during the period of practical training;
- A minimum of three years for persons registered as Candidate Architectural Draughtspersons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

On 15 July 2020, SACAP introduced the first online PPE. The introduction of the online PPE has eased the burden on candidates to travel to various venues to sit for the PPE. Since then, all PPE examinations have been administered online. In May 2023, 244 candidates wrote the PPE exam with 207 candidates having passed and 37 candidates having failed. In October 2023, there were 296 who wrote the PPE of which 213 passed and 83 failed.

MAY 2023 PPE - STATS Per Categories of Registration: Passed / Failed Rate



OCT 2023 PPE - STATS per category of registration: Passed/Failed



SACAP report on the Canberra Accord activities

At the general meeting of the CA held in Hong Kong in June 2023, a task force was appointed to review CA Rules and Procedures. The work of the task force will be presented at the interim meeting in June 2024. CA member had discussions around provisional membership of Union of International Architects (UIA), however UIA withdrew its application to attain full signatory status from the CA.

The CA members also considered the schedule for the 2024 periodic review visits. SACAP accreditation system was successfully reviewed. The CA also elected a new Chairperson, following the election, the Institute of Engineering Education Taiwan (IEE-TW) was elected as the Chair of the CA. The next general meeting of the CA will be held China in 2025.



IDENTIFICATION OF WORK

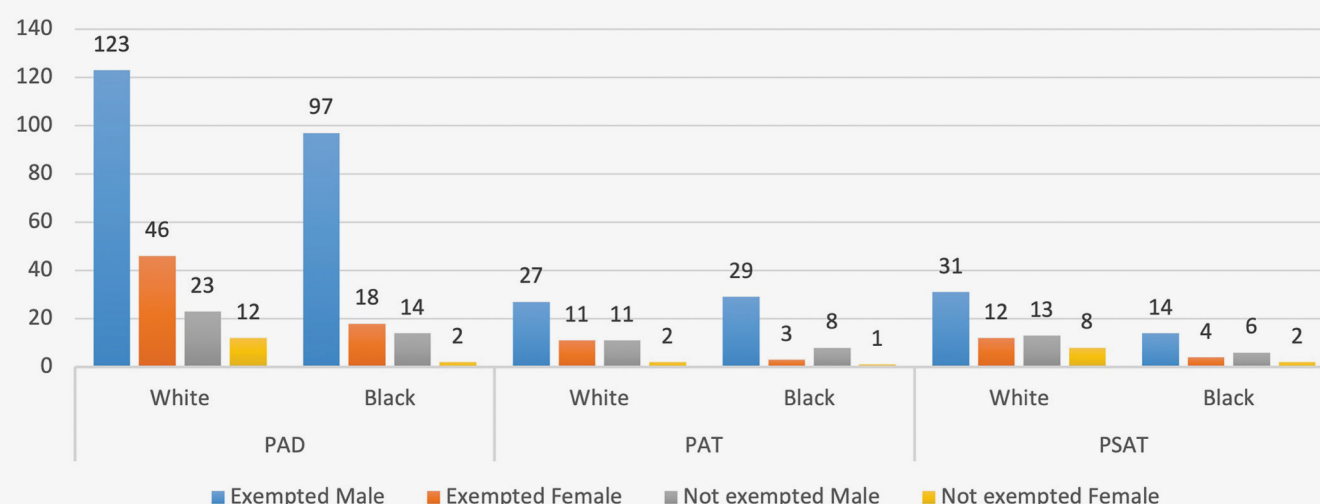
LIMITED SPECIAL DISPENSATION

The Identification of Work, Board Notice 27 of 2021 introduced exemption mechanism. Within one year from the date of the publication of the IDoW policy for the architectural profession, any registered professional undertaking architectural work outside his or her category of professional registration, was required to submit a portfolio of evidence to prove skills and competency to qualify for the exemption and be specifically exempted

We 517 completed portfolios for LSD. In total 415 Registered Professions received exemption and 102 did not receive exemption.

		Exempted		Not Exempted		TOTAL
		Male	Female	Male	Female	
PAD	White	123	46	23	12	204
	Black	97	18	14	2	131
PAT	White	27	11	11	2	51
	Black	29	3	8	1	41
PSAT	White	31	12	13	8	64
	Black	14	4	6	2	26
TOTAL		321	94	75	27	517

LSD assessments



GUIDELINES PROFESSIONAL FEES

Section 34 of the Act mandates the Council annually, after consultation with the VAs, to determine guideline professional fees and publish them in the Gazette. The guideline professional fees for 2023 were published in the gazette on 11 August 2023 under Board Notice 471 of 2023.

A professional fees webinar was also held during the financial year. webinar assisted RPs with the understanding of different types of fees and the fee adjustments and variations. It also evaluated the impact of current fees practices in the profession and the importance of participating in the benchmarking fees survey.

The fee calculator was developed and placed on the website. We intend to develop it into an app so that RPs can download it and use it to calculate applicable fees for the project. The app will also be accessed from the SACAP website.

VOLUNTARY ASSOCIATIONS

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 VAs 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 member's interests by providing resources, information, and opportunities. VAs provide unparalleled networking opportunities, allowing members to connect with their peers, mentors, and other leaders in the profession. Members of VAs are in the unique position to attend conventions, seminars, award dinners and other related events with like-minded members.

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

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

RECOGNISED VAs

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

LEGAL, COMPLIANCE, AND COMPLAINTS

The Architectural Professions Act 44 of 2000 enjoins the SACAP to take any steps it considers necessary for the protection of the public in their dealings with RPs and to take any steps it considers necessary, where, as a result of architectural related undertakings, public health and safety is prejudiced. The objective is to maintain the integrity and the enhancement of the status of the architectural profession.

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

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

Below are the annual complaints of improper conduct that served before the Investigating Committee and subsequent actions against RPs. Furthermore, we set out below complaints against unregistered persons which were referred to the SAPS for Investigation and Prosecution.



1ST QUARTER REPORT

TABLE 1: 1ST QUARTER COMPLAINTS OF IMPROPER CONDUCT

1.	Number of complaints received	20
2.	Number of complaints carried forward from the previous financial year against RPs	46
3.	Number of complaints investigated (including cases reported in previous quarters)	28
4.	Complaints referred for further information	0
5.	Number of complaints dismissed due to lack of evidence of improper conduct.	4
6.	Number of Complaints held in abeyance	1
7.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against RPs	23
8.	Number of complaints received against unregistered persons/carried forward	16 received in the quarter & 55 carried Forward from previous quarter. Total cases are 71
9.	Plea of guilt and settlement agreements	0
10.	Number of matters adjudicated by the Disciplinary Tribunal.	10 of which 1 was withdrawn due to Respondent becoming deceased

Complaints referred to the Disciplinary Tribunal

TABLE 2: 1ST QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

No.	Charge(s) to be preferred	Number of charges
1.	Perform professional work without entering into a written agreement with the client setting out requirements – Rule 4.1 (a) – (i)	12 charges were preferred
2.	Entering a professional relationship or association with a person who is not a RPs or a registered professional of a closely allied profession without the permission of Council	5 charges were preferred
3.	Failure to issue an accurate environmental report	1 charge was preferred
4.	Failure to attend to amendments on building plans as requested by the local authority.	1 charge was preferred
5.	Failure to submit drawings to the local authority for approval.	4 charges were preferred
6.	Failure to perform as per the appointment by the client.	1 charge was preferred
7.	Failure to notify the Council within 30 days of establishing an architectural practice.	3 charges were preferred
8.	Failure to perform architectural work for a client within a reasonable time.	1 charge was preferred
9.	Failure to inform the client in writing about the progress of work undertaken on their behalf within a reasonable time.	1 charge was preferred
10.	Failure to promote services in a truthful and responsible manner.	1 charge was preferred
11.	Failure to adequately communicate with the client regarding architectural work undertaken.	1 charge was preferred
12.	Performing architectural work for the public during the period the registration is suspended/cancelled.	7 charges were preferred
13.	Failure to perform architectural work under the direction, control and/or continual supervision of a registered professional entitled to perform such work and who must assume responsibility for any such work performed by the candidate.	1 charge was preferred
14.	Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and the category of registration of principals.	10 charges were preferred
15.	A RPs recommended to the client to commence with the erection of a building without the approval of the local authority.	1 charge was preferred
TOTAL		50 charges to preferred

Complaints referred to the SA

TABLE 3: 1ST QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS

No.	Charge(s) to be preferred	Number of charges
1.	Number of compliant reported to SAPS	16
2.	Withdrawn/nolle prosequi	0
3.	Referred to Senior Public Prosecutor for decision (including cases reported in previous quarters)	4
4.	Pending prosecution	2
5.	Prosecuted and sentenced	1
TOTAL		50 charges to preferred

2ND QUARTER REPORT**TABLE 1: 2ND QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL**

1.	Number of complaints received	20
2.	Number of complaints investigated (including cases reported in previous quarters)	22
3.	Complaints referred for further information	0
4.	Number of complaints dismissed due to lack of evidence of improper conduct.	5
5.	Number of Complaints held in abeyance	6
6.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against RPs	16
7.	Number of complaints received against unregistered persons	15
8.	Plea of guilt and settlement agreements	2
9.	Number of matters adjudicated by the Disciplinary Tribunal.	10 of which 2 cases were removed from the roll due to legal technicalities

Complaints referred to the Disciplinary Tribunal

TABLE 2: 2ND QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

No.	Charge(s) to be preferred	Number of charges
1.	Perform professional work without entering into a written agreement with the client setting out requirements – Rule 4.1 (a) – (i)	9 charges were preferred
2.	Entering a professional relationship or association with a person who is not a RPs or a registered professional of a closely allied profession without the permission of Council	1 charge was preferred
3.	Failure to attend to the amendments on the drawings as request by the local authority.	2 charges were preferred
4.	Failure to submit drawings to the local authority for approval.	4 charges were preferred
5.	Failure to perform as per the appointment by the client	1 charge was preferred
6.	Failure to notify the Council within 30 days of establishing an architectural practice.	2 charges were preferred
7.	Failure to perform architectural work for a client within a reasonable time.	1 charge was preferred
8.	Failure to attend to all corrections requested by the local authority on the drawings prepared by them within a reasonable time	2 charges were preferred
9.	Failure to inform the client in writing about the progress of work undertaken on their behalf within a reasonable time.	1 charge was preferred
10.	Failure to promote services in a truthful and responsible manner.	2 charges were preferred
11.	Failure to adequately communicate with the client regarding architectural work undertaken.	1 charge was preferred
12.	Failure to perform architectural work under the direction, control, and/or continual supervision of a registered professional entitled to perform such work and who must assume responsibility for any such work performed by the candidate.	2 charges were preferred



TABLE 2: 2ND QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

No.	Charge(s) to be preferred	Number of charges
13.	Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers and category of registration of principals.	8 charges were preferred
14.	Provided architectural services outside the employment relationship without the knowledge and/or consent of the employer.	1 charge was preferred
15.	A RPs used the architectural work prepared by another registered professional without written authority from the originating registered professional.	1 charge was preferred
16.	Failure to sign or otherwise identify as having been issued by them, any building plan or document of which their architectural practice is the bona fide author or where such building plan or document has been prepared under their direct supervision.	1 charge was preferred
17.	A candidate, established an architectural practice, and acted as a principal or a Shareholder in an architectural practice.	1 charge was preferred
18.	A RPs practice portrays itself by the name to be in a higher category than that of the registered principals who own the practice	1 charge was preferred
TOTAL		41 charges were preferred

Complaints referred to the SAPS

TABLE 3: 2ND QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS

No.	Criminal case investigation status	Number of cases
1.	Number of compliant reported to SAPS	20
2.	Withdrawn/nolle prosequi	5
3.	Referred to Senior Public Prosecutor for decision (including cases reported in previous quarters)	21
4.	Pending prosecution	0
5.	Prosecuted and sentenced	0
TOTAL		46

3RD QUARTER REPORT

TABLE 1: 3RD QUARTER COMPLAINTS OF IMPROPER CONDUCT

1.	Number of complaints received	27
2.	Number of complaints investigated	0
3.	Complaints referred for further information	0
4.	Number of complaints dismissed due to lack of evidence of improper conduct.	0
5.	Number of Complaints held in abeyance (carried forward from previous quarter)	6
6.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a RPs	0
7.	Number of complaints received against unregistered persons	13
8.	Plea of guilt and settlement agreements	0
9.	Number of matters adjudicated by the Disciplinary Tribunal.	12 of which 11 matters were finalised and guilty verdicts secured. 1 case was partly heard.

Complaints referred to the SAPS

TABLE 2: 3RD QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS

No.	Criminal case investigation status	Number of cases
1.	Number of compliant reported to SAPS	28
2.	Withdrawn/nolle prosequi	0
3.	Referred to Senior Public Prosecutor for decision (including cases reported in previous quarters)	2
4.	Pending prosecution	1
5.	Prosecuted and sentenced	0
TOTAL		31

4TH QUARTER REPORT**TABLE 1: 4TH QUARTER COMPLAINTS OF IMPROPER CONDUCT**

1.	Number of complaints received	28
2.	Number of complaints investigated (including cases reported in previous quarters)	29
3.	Complaints referred for further information	5
4.	Number of complaints dismissed due to lack of evidence of improper conduct.	3
5.	Number of Complaints held in abeyance	5
6.	Number of complaints the Investigating Committee decided that sufficient grounds exist for charge(s) to be preferred against a RPs	21
7.	Number of complaints received against unregistered persons	20
8.	Plea of guilt and settlement agreements	0
9.	Number of matters adjudicated by the Disciplinary Tribunal.	10 of which 6 were finalized and guilty verdicts secured. 2 were postponed at the instance of the respondents. 1 was withdrawn.

Complaints referred to the Disciplinary Tribunal

TABLE 2: 4TH QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

No.	Charge(s) to be preferred	Number of charges
1.	Perform professional work without entering into a written agreement with the client setting out requirements – Rule 4.1 (a) – (i)	14 charges were preferred
2.	Entering a professional relationship or association with a person who is not a RPs or a registered professional of a closely allied profession without the permission of Council	2 charges were preferred
3.	Failure to attend to amendments on building plans as requested by the local authority.	5 charges were preferred
4.	Failure to submit drawings to the local authority for approval.	6 charges were preferred
5.	Failure to perform as per the appointment by the client.	3 charges were preferred
6.	Failure to notify the Council within 30 days of establishing an architectural practice.	4 charges were preferred
7.	Failure to perform architectural work for a client within a reasonable time.	3 charges were preferred
8.	Failure to attend to all corrections requested by the local authority on the drawings they prepared within a reasonable time.	5 charges were preferred
9.	Failure to promote services truthfully and responsibly.	1 charge was preferred
10.	Failure to adequately communicate with the client regarding architectural work undertaken.	1 charge was preferred
11.	Failure to perform architectural work under the direction, control, and/or continual supervision of a registered professional entitled to perform such work and who must assume responsibility for any such work performed by the candidate.	1 charge was preferred
12.	Failure to ensure that the letterhead of the practice displays the names of principals, registration numbers, and the category of registration of principals.	12 charges were preferred



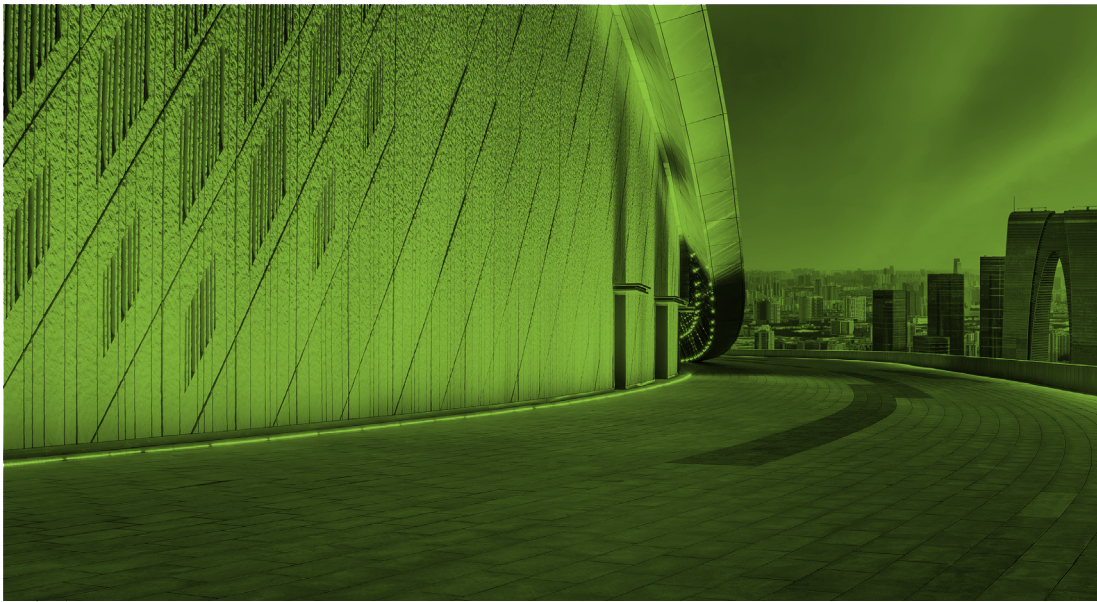
TABLE 2: 4TH QUARTER – BREAKDOWN OF COMPLAINTS REFERRED TO THE DISCIPLINARY TRIBUNAL

No.	Charge(s) to be preferred	Number of charges
13.	Using the architectural work prepared by another registered professional without written authority from the originating registered professional.	1 charge was preferred
14.	A candidate established an architectural practice and acted as a principal or a	2 charges were preferred
15.	Practiced architecture during the period in which his registration was suspended in terms of section 20(1) (a) (iii) of the Act, due to failure to pay prescribed annual registration fees	1 charge was preferred
TOTAL		61 charges were preferred

Complaints referred to the SAPS

TABLE 3: 4TH QUARTER - CRIMINAL CASES (UNREGISTERED PERSONS) REPORTED TO THE SAPS

No.	Criminal case investigation status	Number of cases
1.	Number of compliant reported to SAPS	20
2.	Withdrawn/nolle prosequi	0
3.	Referred to Senior Public Prosecutor for decision (including cases reported in previous quarters)	2
4.	Pending prosecution	3
5.	Prosecuted and sentenced	1
TOTAL		26



PART C

Governance





INTRODUCTION

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

EXECUTIVE AUTHORITY

The Minister of the DPWI is responsible for the appointment of SACAP Council members.

The CBE is responsible for ensuring that there is a uniform application of norms and guidelines set by Councils and ensures 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 RPs, 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 objectives of SACAP, provides the leadership for the implementation of the strategy, supervises the management of SACAP and report to the Minister of DPWI on their stewardship of SACAP.

THE COUNCIL CHARTER AND COMMITTEE FUNCTIONING GUIDELINES

The purpose of the Charter is to provide an overview of the SACAP Council's composition, role, responsibilities, meeting procedures, remuneration, and other related matters. In addition.

The Committee functioning guidelines is a governance tool that provide an overview of the composition of Committees, roles, meeting procedures, and other related requirements.

The Council has developed a Code of Conduct for persons serving on Council and Committees, whose purpose is to provide a framework to regulate the behaviour of members of the Council and other persons appointed to SACAP Committees by the Council in a way that supports SACAP's Vision, Mission, and Objectives.

Composition of the 5th term Council

Name	Designation (in terms of the public entity Board Structure)	Date appointed	Qualifications/ Experience	Other committees or task teams (e.g.: Audit Committee/ Ministerial Task Team)	Number of meetings attended
Mr. Charles Ntsindiso Nduku	President	April 2019 – 16 November 2023	M.Arch, B.Arch, BAS	Professional Fees, Transformation, RPL Committees.	7
Ms. Letsabisa Shongwe nêe Lerotholi	Vice President Chairperson: Professional Fees and SR Committees	April 2019 – 16 November 2023	M. Arch, B.Tech Arch, N.Dip Arch	Professional Fees, Registration, RPL, SR, Transformation Committees.	7
Mr. Lufuno Nematswerani	Chairperson: Remuneration Committee (REMCO)	April 2019 – 16 November 2023	MBA, Post Graduate Diploma in management, Hons Degree in Human Resources Development	Audit and Risk (ARC), Investigating & Social & Ethics Committees.	7
Mr. Kevin Bingham	Chairperson: Education and RPL Committees	April 2019 – 16 November 2023	M.Arch	RPL Assessment and Heads of Schools tasks.	8
Ms. Mandisa Pepeta	Chairperson: Investigating and Transformation Committees	April 2019 – 16 November 2023	N.Dip Arch	CPD (CPD), RPL SR Committees.	6
Mr Mohammed Mohidien	Chairperson: Registration Committee	April 2019 – 16 November 2023	Experience	Identification of Works (IDoW), RPL Committees, LSD (LSD), RPL	23
Mr Rowan Graham Nicholls		April 2019 – 16 November 2023	B. Comm.CA (SA) CIA Computer Audit Qualification – NACCA	ARC and REMCO Committees.	4
Mr. Vusi Phailane	Chairperson: IDoW Committee	April 2019 – 16 November 2023	M.Arch, B.Arch, BAS	REMCO, Investigating, RPL Committees, LSD Assessment, RPL Assessment	27
Dr. Sitsabo Dlamini	Chairperson: CPD Committee	April 2019 – 16 November 2023	MSc in International Construction Management, PhD in Political Economics	Education Committee, RPL Committees	3



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	8
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	10
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.	10
Mr. Kevin Bingham	Chairperson: Education Committee	17 November 2023	M.Arch	Identification of Works, RPL and Registration, IDoW/EDU Task Team	9
Ms. Mandisa Pepeta	Chairperson: Transformation Committee	17 November 2023	N.Dip Arch	Investigating, CPD Committees, IDoW/EDU Task Team	10
Mr. Vusi Phailane	Chairperson: Identification of Works Committee	17 November 2023	M.Arch	Professional Fees, Education Committees	9
Ms. Singalakha Bongela	Chairperson: Investigating Committee	17 November 2023	M.Arch	SR, CPD Committees IDoW/EDU Task Team	12
Dr. Jeniffer Mirembe	Chairperson: SR Committee	17 November 2023	B.Arch, Masters in City Planning and Urban Design, PhD Town Planning	Education, SR Committee	9
Mr. Rolihlahla Vuzane		17 November 2023	CA(SA),MTP(SA) Master of Accounting, B Com law, CTA	Remuneration, Social and Ethics, Audit and Risk Committees	10
Ms. Kaylee Cupido	Chairperson: CPD	17 November 2023	Diploma Architecture, Diploma Business Management	SR, IDoW Committees	10
Mr. Dhanashwar Basdew	Chairperson: RPL and Registration Committee	17 November 2023	Diploma Project Management	CPD Committees, Identification of Work Committees	9

5TH AND 6TH TERM TERM COUNCIL



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



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



DR SITSABO DLAMINI
MSc in International
Construction Management,
PhD in Political Economics,
Chairperson: (CPD)
Active 2019-2023



MR LUFUNO NEMATSWERANI
MBA, Post Graduate Diploma in
Management, Hons Degree in
Human Resources Development
**Chairperson: Remuneration
Committee (REMC0)**
Active 2019-2023



MR KEVIN BINGHAM
M.Arch, B.Arch, BAS
**Chairperson: Education
Committee (EdCom) and
Recognition of Prior Learning
(RPL)**
Active 2019-2023



MS MANDISA PEPETA
N.Dip Arch
**Chairperson: Investigating
Committee and
Transformation committee**
Active 2021-2023



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



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



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



MR. ROLIHLAHLA VUZANE:
CA(SA), MTP(SA) Master of
Accounting, B Com law, CTA
Active 2023



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



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



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



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



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)	15	20	R396,827
Ms. LR Shongwe née Lerotholi (Vice President)	17	13	R269,774
Mr. L Nematswerani	17	0	R129,820
Mr. K Bingham	17	1	R207,032
Mr. V Phailane	36	2	R337,533
Mr. M Mohidien	23	1	R205,589
Mr. RN Nicholls	4	1	R50,575
Ms. M Pepeta	16	3	R189,233
Dr. S Dlamini	3	1	R60,171
Mr. R Vuzane	10	0	R62,037
Mr. D Basdew	9	0	R174,276
Ms. Kaylee Cupido	10	0	R78,259
Dr. Jennifer Mirembé	9	0	R70,436
Ms. Singalakha Bongela	12	0	R86,898

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	R5,820,99
Vice President of Council	R4 947,29
Council members	R4,327,34
Chairperson of the Audit and Risk Committee	R9,668,63
Audit and Risk Committee Members	R8,057,01
Chairpersons of Committees	R4,327,34
Committee Members	R2,347,34

RISK MANAGEMENT

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

In the year under review, all the approved finance policies, including the Supply Chain Management Policy, continued to be implemented by Council in order to direct the finance related processes in line with SACAP's strict adherence to corporate governance principles.

SACAP has reviewed and approved the Risk Management Framework and Risk Management Policy and continued to implement the Fraud Prevention Policy as well as Fraud Prevention plan in order to ensure that risks are identified, registered, managed, and mitigated. Furthermore, there are formulated, approved, and implemented policies by each of SACAP's departments to ensure that processes and controls are in place to mitigate unacceptable levels of risk. On a quarterly basis, the Risk Management subcommittee continued to engage in order to deal with strategic, operational, and fraud risk registers as well as compliance checklist.

INTERNAL CONTROL

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

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

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

- Audit of Performance Information
- Audit of Legal and Compliance (Including Governance)
- Audit of Human Capital Management
- Audit of Professional Statutory Services
- Audit of Information Communication Technology – Post Implementation "My Membership"
- Audit of Supply Chain Management / Procurement
- Audit of Finance Discipline (Including Revenue Management)

Auditor reports are submitted to the ARC (where the Internal Auditors were also invited to present the report).

FRAUD AND CORRUPTION

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

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

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

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



MANAGING CONFLICT OF INTEREST

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

CODE OF CONDUCT

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

By accepting an appointment as a SACAP Councillor or Committee member, a person will automatically be required to abide by this Code and SACAP's policies in general and to sign a copy of the Code in confirmation of his/her undertaking to be bound by the Code. The Code applies to all Councillors and Committee members and as such, all Councillors and Committee members sign this Code and relevant annexures 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 has not been any reported Health and Safety incidences at SACAP. All employees are adhering to SACAP H&S Protocols that was rolled out by the safety Officer. Fire Drill sessions are combined with Health and Safety protocol learnings.

Updated Health and Safety charts are mounted for all the staff to constantly reminds them about on H&S matters.

Staff members were equipped with the below mentioned skills:

Winter is approaching; therefore, the current focus is on cautioning staff to be extra vigilant about communicable respiratory diseases such as coronavirus disease etc.

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

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

SOCIAL RESPONSIBILITY

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.

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





AUDIT & RISK COMMITTEE (ARC) REPORT FOR THE YEAR ENDED 31 MARCH 2024

The Audit and Risk Committee is pleased to present our report for the Financial Year ended 31 March 2024.

1. AUDIT AND RISK COMMITTEE ATTENDANCE 2023/2024

The ARC meets at least four times per annum in line with its approved charter. Four 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	4
Mr Tshepiso Poho -Independent Member	May 2019 - October 2023	3
Ms Zelda Tshabalala -Independent Member	August 2019	4
Mr Lufuno Nematswerani - Council Representative	May 2019	4
Mr Rowan Graham Nicholls- Council Representative	May 2019 - October 2023	3
Mr Rolihlahla Vuzane CA(SA)- Council Representative	February 2024	1
Mr Thabiso Moletsane- Independent Member	February 2024	1

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.

3. THE EFFECTIVENESS OF INTERNAL CONTROLS

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

4. RISK MANAGEMENT

The ARC is responsible for oversight of the risk management processes. 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 it 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 the risk management processes. The risk management processes are also reviewed by Internal Audit and the results of the reviews are reported to the ARC. 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 and has made recommendations to management to enhance risk management where necessary.

5. INTERNAL AUDIT

SACAP's Internal Audit function is outsourced and was operational for the entire year under review. The independence of the Internal Audit is ensured by it reporting to the ARC functionally. The Internal Audit plan 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 following internal audits were completed during the year under review:

- Legal and Compliance (including Governance);
- Human Capital Management;
- Professional Statutory Services;
- Supply Chain Management;
- Internal Financial Controls (including Revenue);
- Follow - up Reviews.



Internal audit's overall opinion is:

Based on the samples tested for the period under review and the results of the audit work performed for the year under review, the existing control environment "Needs Improvement" in order to provide reasonable assurance that the organization's goals and objectives are being achieved. There were areas where the internal control systems were identified as requiring immediate corrective action. Management focus should be on Supply Chain Management, Professional Statutory Services and Legal and Compliance. Internal audit also performed follow-up audits on all processes covered and most previous findings were addressed.

6. EVALUATION OF THE FINANCE FUNCTION

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

7. EVALUATION OF ANNUAL FINANCIAL STATEMENTS

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

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

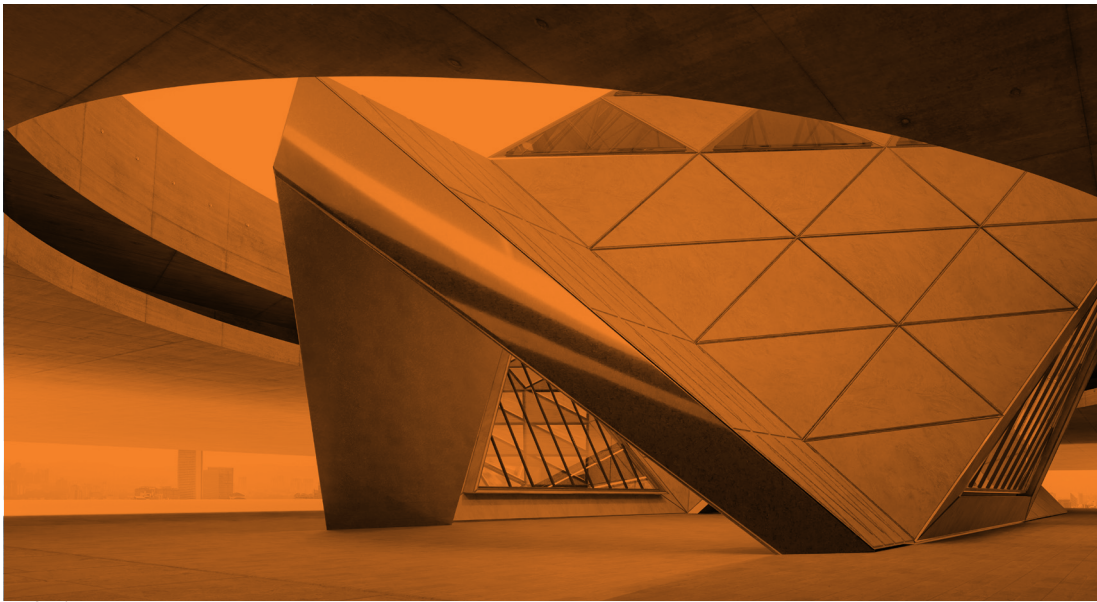
8. EXTERNAL AUDITOR'S REPORT

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

9. APPRECIATION

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

Ms Nocwaka Oliphant
Chairperson of the Audit and
Risk Committee SACAP



PART D

Human Resources





INTRODUCTION

HR OVERVIEW DELIVERABLES UNDER THE REVIEW PERIOD

Human Resources has been instrumental in shaping the culture at SACAP, driving performance management, training and development, facilitating sourcing, and onboarding new colleagues, while reinforcing SACAP's core values.

Under a clear mandate from SACAP, HR and the leadership team have fostered an environment where performance excellence thrives, enabling individuals to develop, thrive, and excel in their roles. This commitment to cultivating a High-Performance Culture has significantly enhanced performance across all departments. Continuous performance reviews have contributed to the overall organisational improvement.

HR has successfully led the internal incentives program, resulting in heightened employee performance and satisfaction. The department also managed the recruitment process effectively, achieving a current retention rate of 8.3%. Furthermore, new employee retention and engagement programs have been implemented to bolster workforce stability.

Each employee at SACAP has a Personal Development Plan in place, addressing training gaps and fostering growth. Regular check-ins with employees regarding their PDPs have been conducted to ensure alignment with organizational goals.

SACAP's application for Mandatory Grants for FY 2023 was meticulously prepared and met all criteria set by the CETA, securing a grant amount of R48,289.47.

Additionally, the department has prioritised the mental health and well-being of SACAP's staff, partnering with our service provider, KAELO Team, to deliver exceptional support and services.

These initiatives underscore HR's pivotal role in driving SACAP's growth and fostering a supportive and high-performing organisational culture.

HUMAN RESOURCE OVERSIGHT STATISTICS

EMPLOYMENT AND VACANCIES

Programme/activity/objective	2022/2023 No. of Employees	2022/2023 No. of Vacancies	2023/2024(start) No. of Employees	2023/2024(start) No. of Vacancies
Top Management	1	1	1	0
Senior Management	2	0	3	1
Professional qualified	18	0	17	1
Skilled	24	2	23	2
Semi-skilled	1	1	2	0
Unskilled	0	0	0	0
TOTAL	46	4	46	7

There are currently 8 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	Terminations	Employment at end of the period (closing)
Top Management	1	0	1	1
Senior Management	3	0	0	3
Professional qualified	16	3	2	17
Skilled	24	2	1	25
Semi-skilled	2	0	0	2
Unskilled	0	0	0	0
Total	46	5	4	48

REASONS FOR STAFF LEAVING

Reason	Number	% Attrition Rate
Death	0	0
Resignation	3	0
Dismissal	1	0
Retirement	0	0
Ill health	0	0
Expiry of contract	0	0
Other (Retrenchment)	0	0
Total	4	8.3 %

LABOUR RELATIONS: MISCONDUCT AND DISCIPLINARY ACTION

Nature of disciplinary Action	Number
Verbal Warning	4
Written Warning	2
Final Written warning	3
Dismissal	1
Disciplinary hearing	4



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



PART E

Financial Information



ANNUAL FINANCIAL STATEMENTS OF SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION

(Established under the Architectural Profession Act no 44 of 2000)
Annual Financial Statements for the year ended 31 March 2024

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

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

Detailed Income Statement	114 - 115
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GENERAL INFORMATION

Country of Incorporation and Domicile

South Africa

Nature of Business and Principal Activities

Statutory body that regulates the Architectural Profession in South Africa

Registered Office

51 Wessel Road
Right Wing
Rivonia
2128

Business Address

51 Wessel Road
Right Wing
Rivonia
2128

Council

During the financial year ended 31 march 2024 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

Dr S Dlamini (Term ended on 17 November 2023)

Mr V Phailane

Mr K Bingham

Mr MA Mohidien (Term ended on 17 November 2023)

Mr RG Nicholls (Term ended on 17 November 2023)

Mr L Nematswerane

Mr R Vuzane (Appointed 17 November 2023)

Mr. D Basdew (Appointed 17 November 2023)

Ms. K Cupido (Appointed 17 November 2023)

Dr.J Mirembe (Appointed 17 November 2023)

Ms. S Bongela (Appointed 17 November 2023)

Bankers

First National Bank
Nedbank
Investec Bank

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

07 August 2024



INDEPENDENT AUDITOR'S REPORT

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

We have audited the financial statements of SACAP set out on pages 90 to 113, which comprise the statement of financial position as at 31 March 2024, 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 2024, 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 Profession Act no 44 of 2000.

BASIS FOR OPINION

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

OTHER INFORMATION

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

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

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

RESPONSIBILITIES OF THE COUNCIL MEMBERS FOR THE FINANCIAL STATEMENTS

The Council Members are responsible for the preparation and fair presentation of the financial statements in accordance with 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 skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Council's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Council Members.
- Conclude on the appropriateness of the Council Members' use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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



Nexia SAB&T

Y Soma Director

Registered Auditor

07 August 2024



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 page 85 to 86.

The annual financial statements as set out on pages 99 to 113 were approved by the Council on 06 August 2024 and were signed on their behalf by:

Mr Ntsindiso Charles Nduku

President

Ms Letsabisa Shongwe né Lerotholi

Vice-President

REGISTRAR'S REPORT

The Registrar presents his report for the year ended 31 March 2024.

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.

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

Vision

Transformed Architectural leaders serving society in a sustainable built environment.

Mission

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

2. GOING CONCERN

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

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

3. EVENTS AFTER THE REPORTING DATE

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

4. COUNCIL MEMBERS

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

Mr NC Nduku - President

Ms LR Shongwe - Vice-President

Ms N Pepeta

Dr S Dlamini (Term ended on 17 November 2023)

Mr V Phailane

Mr K Bingham

Mr MA Mohidien (Term ended on 17 November 2023)

Mr RG Nicholls

Mr L Nematswerane

Mr R Vuzane (Appointed 17 November 2023)

Mr. D Basdew (Appointed 17 November 2023)

Ms. Kaylee Cupido (Appointed 17 November 2023)

Dr. Jennifer Mirembe (Appointed 17 November 2023)

Ms. Singalakh Bongela (Appointed 17 November 2023)



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 R3 million (2023: net deficit of R0.4 million) was recorded in the year ended 31 March 2024.

The increase in net deficit in comparison to the previous financial year was mainly as a result of the increase in total operating expenses by R4.5 million, offset by the increase in total income by R2.1 million.

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

- R0.2 million increase in consulting fees relating to the new membership system that went live in the current financial year.
- Increase of R3.4 million in staff costs as a result of filling of vacant positions in the current financial year.
- tribunal expenses increased by R0.5 million due to more tribunal cases being referred to tribunal by investigation committee for RPs who are not adhering to the SACAP code of conduct.
- increase of R0.5 million in legal fees due to an appeal on an interdict against Home Owner Associations architectural guidelines, that exclude other categories of registration from performing architectural for home owners in the estates and for contravention of the IDoW policy.
- increase in travel expense by R0.7 million due to more travels in the current financial year by SACAP officials to promote the mandate of SACAP

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 CA. SACAP is the current secretariat of the CA up to 31 December 2025.

Adv Toto Fiduli

Registrar

06 August 2024

STATEMENT OF FINANCIAL POSITION

as at 31 March 2024

Figures in Rand	Notes	2024	2023
Assets			
Non-Current Assets			
Property, plant and equipment	6	14,830,521	14,931,613
Intangible assets	7	101,294	123,587
		14,931,815	15,055,200
Current Assets			
Trade and other receivables	8	1,194,610	841,008
Cash and cash equivalents - Council	9 ^Λ	23,889,173	24,530,193
Cash and cash equivalents - Education Fund	9 *	731,165	1,109,988
		25,814,948	26,481,189
Total Assets		40,746,763	41,536,389
Equity and Liabilities			
Equity			
Retained earnings		31,769,902	34,746,785
		31,769,902	34,746,785
Non-Current Liabilities			
Finance lease liabilities	10	102,300	–
		102,300	–
Current Liabilities			
Trade and other payables	11	8,783,519	6,704,863
Current portion of finance lease liabilities	10	91,042	84,741
		8,861,480	6,789,604
Total Equity and Liabilities		40,746,763	41,536,389

^Λ The Council's cash and cash equivalent balance included the fixed interest instrument with an initial investment of R13 497 052.92 which was due to mature in April 2024. The matured funds were subsequently re-invested in a twelve (12) months fixed interest instrument in May 2024.

* Education fund investment is held under cash and cash equivalent in the current financial year. An initial investment amount of R667 304.1 is due to mature in April 2024. A portion of the matured funds were subsequently utilised to pay for student grants and the remaining funds were subsequently transferred to a call account.



STATEMENT OF COMPREHENSIVE INCOME

for the year ended 31 March 2024

Figures in Rand	Notes	2024	2023
Revenue	12	41,531,042	39,993,975
Other income	13	635,274	1,159,980
Student grants		(440,000)	(440,000)
Operating costs		(47,605,437)	(42,913,713)
Operating (Deficit)		(5,879,121)	(2,199,758)
Finance income	15	2,931,493	1,826,324
Finance costs	16	(29,255)	(9,245)
Deficit for the year		(2,976,883)	(382,679)
Other comprehensive deficit		-	-
Total comprehensive deficit		(2,976,883)	(382,679)

STATEMENT OF CHANGES IN EQUITY

as at 31 March 2024

Figures in Rand	Retained earnings	Total
Balance at 1 April 2022	35,129,464	35,129,464
Total comprehensive deficit for the year		
Deficit for the year	(382,679)	(382,679)
Total comprehensive deficit for the year	(382,679)	(382,679)
Balance at 31 March 2023	34,746,785	34,746,785
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

STATEMENT OF CASH FLOW

as at 31 March 2024

Figures in Rand	Notes	2024	2023
Operating cash flow before working capital change	17	(5,052,884)	(1,296,851)
<i>Working capital changes</i>			
(Increase)/decrease in trade and other receivables		(353,602)	212,946
Increase in trade and other payables		2,078,656	1,907,159
Net cash generated by operations		(3,327,830)	823,254
Finance income	15	2,931,493	1,826,324
Finance costs	16	(29,255)	(9,245)
Net cash generated by operating activities		(425,592)	2,640,333
Cash flows (used in) / from investing activities			
Property, plant and equipment acquired	6	(459,386)	(482,347)
Intangible assets acquired	7	(35,960)	(26,157)
Proceeds on disposals of property, plant and equipment		–	45,771
Decrease in financial asset	*	–	1,022,234
Net cash flows (used in)/from investing activities		(495,346)	559,501
Cash flows used in financing activities			
Finance lease repayment		(98,905)	(86,467)
Net cash flows used in financing activities		(98,905)	(86,467)
Net increase in cash and cash equivalents		(1,019,843)	3,113,367
Cash and cash equivalents at beginning of the year		25,640,181	22,526,814
Cash and cash equivalents at end of the year	10 ^Λ *	24,620,338	25,640,181

Λ The Council's cash and cash equivalent balance included the fixed interest instrument with an initial investment of R13 497 052.92 which was due to mature in April 2024. The matured funds were subsequently re-invested in a twelve (12) months fixed interest instrument in May 2024.

* Education fund investment is held under cash and cash equivalent in the current financial year. An initial investment amount of R667 304.1 is due to mature in April 2024. A portion of the matured funds were subsequently utilised to pay for student grants and the remaining funds were subsequently be transferred to a call account.



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 2024, there were no new standards that were adopted.

IFRS/IFRIC	Title and details	Effective	Expected Impact
IAS 1	Disclosure of accounting policies - Amendment	Annual periods commencing on or after 1 January 2023	The impact of the amendments is not material
IAS 1	Classification of Liabilities as Current or Non-current - Amendment	Annual periods commencing on or after 1 January 2023	The impact of the amendments is not material
IAS 8	Definition of accounting estimates - Amendment	Annual periods commencing on or after 1 January 2023	The impact of the amendments is not material

Standards and interpretations not yet effective.

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

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

IFRS/IFRIC	Title and details	Effective	Expected Impact
IAS 16	Lease Liability in a Sale and Leaseback	Annual periods commencing on or after 1 January 2024	Unlikely to have a material impact
IAS 1	Classification of Liabilities as Current or Non-current: Narrow-scope amendments to IAS 1 to clarify how to classify debt and other liabilities as current or non-current.	Annual periods commencing on or after 1 January 2024	Unlikely to have a material impact

All applicable standards will be complied with in the financial statements for the period ending 31 March 2024. 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 2024.

3.1 Property, Plant and Equipment

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

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

3.1.1 Owned assets

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

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

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

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

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

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



3.1.2 Right of use assets

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

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

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

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

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

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

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

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

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

3.2 Intangibles

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

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

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

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

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

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

Intangible assets have the following estimated used full life:

Item	Average useful life	Amortisation method
Softwares	3 Years	Straight line

3.2.1 Amortisation

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

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

3.3 Financial assets

3.3.1 Loans and receivables

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

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

(i) Classification and measurement

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

(ii) Impairment of financial assets

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

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

(iii) Derecognition

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

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

There however is no significant difference between the application of IAS 39 and IFRS 9 to the financial instruments identified in the 2023 financial year for classification and measurement. Although the impact of impairment is immaterial, the expected credit loss simplified approach to trade receivables was applied. Trade receivables are mostly current and the impact of that default would be immaterial.

3.3.2 Accounts receivables

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

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

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

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

3.3.3 Cash and cash equivalents

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

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



3.4 Financial liabilities

3.4.1 Accounts payables

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

3.4.2 Lease liabilities

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

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

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

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

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

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

Subsequently, the lease liability is measured by:

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

3.5 Post-employment benefits and short-term employee benefits

Post-employment benefit plans

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

Short-term employee benefits

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

3.6 Revenue Recognition

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

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

Annual and Administration Fees

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

Exam Fee

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

Registration and Re-registrations

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

Renewals

Revenue is recognised when renewals takes effect.

Continuing Professional Development (CPD)

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

Upgrades

Revenue is recognised when the upgrade application has been approved.

Recognition of Prior Learning (RPL)

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

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

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

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

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

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

3.7 Finance income

Interest income is recognised using the effective interest method.

3.8 Other income

Other income comprises mainly professional misconduct fines and recoveries.

4. CRITICAL ACCOUNTING JUDGEMENTS AND KEY SOURCES OF ESTIMATION UNCERTAINTY

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

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

Useful lives of property, plant and equipment

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

5. ANNUAL FINANCIAL STATEMENTS

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 CA up to 31 December 2025. 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	2024			2023		
	Cost	Accumulated depreciation	2024 Carrying value	Cost	Accumulated depreciation	2023 Carrying value
<i>Owned assets</i>						
Buildings	16,026,899	(2,450,243)	13,576,656	16,026,899	(2,129,704)	13,897,195
Motor vehicles	759,827	(581,569)	178,258	759,827	(537,005)	222,822
Furniture and fittings	795,088	(644,660)	150,428	768,010	(585,255)	182,755
Office equipment	533,927	(198,428)	335,499	211,073	(150,014)	61,059
IT equipment	3,161,334	(2,769,850)	391,484	3,075,135	(2,586,282)	488,853
	21,277,075	(6,644,750)	14,632,325	20,840,944	(5,988,260)	14,852,684
<i>Right of use assets</i>						
IT Equipment	207,507	(9,311)	198,196	258,314	(179,385)	78,929
Total property, plant and equipment	21,484,582	(6,654,061)	14,830,521	21,099,258	(6,167,645)	14,931,613

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:

2024 Reconciliation						
Figures in Rand	Carrying value at beginning of year	Additions	Depreciation on disposal	Disposal	Depreciation	2024 Carrying value at end of year
<i>Owned assets</i>						
Buildings	13,897,195	–	–	–	(320,539)	13,576,656
Motor vehicles	222,822	–	–	–	(44,564)	178,258
Furniture and fittings	182,755	27,078	–	–	(59,405)	150,428
Office equipment	61,059	322,854	–	–	(48,413)	335,499
IT equipment	488,853	109,454	17,849	(23,256)	(201,417)	391,484
	14,852,684	459,386	17,849	(23,256)	(674,338)	14,632,325
<i>Right of use assets</i>						
IT Equipment	78,929	207,507	–	–	(88,240)	198,196
	78,929	207,507	–	–	(88,240)	198,196
Total property, plant and equipment	14,931,613	666,893	17,849	(23,256)	(762,578)	14,830,521

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

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



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

7. INTANGIBLES ASSETS

Figures in Rand	2024			2023		
	Cost	Accumulated Amortisation	2024 Carrying value	Cost	Accumulated Amortisation	2023 Carrying value
Intangible assets (software)	1,384,960	(1,283,666)	101,294	1,349,001	(1,225,414)	123,587
Total intangible assets	1,384,960	(1,283,666)	101,294	1,349,001	(1,225,414)	123,587

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	Disposal	Amortisation	2024 Carrying value
Intangible assets (software)	123,587	35,960	–	–	(58,253)	101,294
Total intangible assets	123,587	35,960	–	–	(58,253)	101,294

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

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

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

8. TRADE AND OTHER RECEIVABLES

Figures in Rand

	2024	2023
Net trade receivables	1,190,027	828,308
Trade receivables	4,079,366	4,106,765
Allowance for credit loss	(2,889,339)	(3,278,457)
Staff advances	4,583	12,700
	1.194,610	841,008

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

Figures in Rand

	2024	2023
At start of the year	3,278,457	2,669,080
Increase in loss allowance	2,407,914	2,979,149
Amounts written off	(2,797,032)	(2,369,772)
At end of the year	2,889,339	3,278,457

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 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%	

Expected credit loss provision matrix:

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



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

9. CASH AND CASH EQUIVALENTS

Figures in Rand

	2024	2023
Cash balances		
Banks - Council	23,252,653	23,925,037
Banks - Canberra	636,520	605,156
Sub-total (Council and Canberra)	Λ 23,889,173	24,530,193
Banks - Education Fund	* 731,165	1,109,988
Total Cash and Cash equivalent	24,620,338	25,640,181

Λ The Council's cash and cash equivalent balance included the fixed interest instrument with an initial investment of R13 497 052.92 which was due to mature in April 2024. The matured funds was subsequently re-invested in a twelve (12) months fixed interest instrument in May 2024.

* Education fund investment is held under cash and cash equivalent in the current financial year. An initial investment amount of R667 304.1 is due to mature in April 2024. A portion of the matured funds were subsequently utilised to pay for student grants and the remaining funds were subsequently be 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

SACAP extended rental agreement with Konica Minolta for a period of 24 months commencing in February 2024 and will end in January 2026. The total monthly instalments, payable in advance, is R7 495 with a 0% escalation per annum. SACAP also entered into a rental agreement with Cofee Unplugged for a coffee machine for a period of 36 months commencing in February 2024 and will end in January 2027. The total monthly instalment, payable in advance, is R1 585 with a 0% escalation per month.

Figures in Rand	2024	2023
Future minimum lease payment fall due as follows		
- no later than one year	108,960	87,736
- later than one year but no later than five years	109,820	–
Future finance cost	(25,438)	(2,995)
Lease liability	193,343	84,741
Analysed as follows:		
Current portion	91,042	84,741
Long term portion	102,300	–
	193,343	84,741

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 in September 2023

Figures in Rand	2024	2023
Future minimum commitments fall due as follows		
- no later than one year	737,760	706,000
- later than one year but no later than five years	2,489,657	3,517,417
Total Commitments	3,227,417	4,223,417

11. TRADE AND OTHER PAYABLES

Figures in Rand	2024	2023
Trade and other payables	* 3,670,370	2,588,481
Sundry Creditors	^ 3,299,564	2,577,668
Employee savings	158,309	126,221
Accrual for leave pay	1,121,861	1,389,880
Value Added Tax	533,415	22,613
	8,783,519	6,704,863

* Trade and other payables are interest-free and are also unsecured. The increase in trade and other payables was as a result of increase in accrual of 3rd party payments, which were subsequently paid after year end. SACAP has not defaulted on any of the capital or interest instalment on trade and other payables during the year. The fair value of trade and other payables approximates its carrying value, due to the short-term nature of trade and other payables.

^ Sundry creditors include credit balances as a result of payments received in advance as well as payments from RPs who remained suspended at the end of the financial year. The increase in the credit balances was mainly due to more RPs paying annual fees after cancellation in the current year in comparison to the previous financial year. The credit balances for those who paid post cancellation will be offset against their re-registration fees on request.



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

12. REVENUE

Figures in Rand	2024	2023
Annual Fees	33,872,572	31,253,603
Administration Fees	1,243,053	928,122
Registration and Re-registrations	1,550,517	2,151,092
Renewals	2,922	963,456
Exams and CPD	3,166,500	2,680,486
Upgrades	1,130,399	1,009,832
RPL	300,972	226,811
CA Membership	264,107	780,573
	41,531,042	39,993,975

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

13. OTHER INCOME

Figures in Rand	2024	2023
Recoveries	381,427	728,780
Professional Misconduct Fines	253,847	431,200
	635,274	1,159,980

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

14. OPERATING SURPLUS

Figures in Rand	2024	2023
Operating surplus is arrived at after taking into account the following items:		
Expenditure		
Loss on sale of property, plant and equipment	–	(14,936)
Assets written off from property, plant and equipment	Λ (5,407)	–
Depreciation and amortisation		
Owned assets		
Land and buildings	(320,539)	(320,392)
Motor vehicles	(44,564)	-
Furniture and fittings	(59,405)	(64,492)
Office equipment	(48,413)	(18,908)
IT equipment	(201,417)	(306,595)
	(674,337)	(710,387)
Right of use assets		
IT Equipment	(88,240)	(88,975)
	(88,240)	(88,975)
Intangible assets		
Amortisation	(58,253)	(86,871)
	(58,253)	(86,871)
Auditors' remuneration		
Audit fees		
-External	(301,401)	(282,500)
-Internal	(471,484)	(333,553)
	(772,885)	(616,053)

Λ During the current financial year one of our employees lost the SACAP laptop and phone and these assets were written off from the assets register.

15. FINANCE INCOME

Figures in Rand	2024	2023
Finance income	2,931,493	1,826,324
	2,931,493	1,826,324

16. FINANCE COSTS

Figures in Rand	2024	2023
Finance cost	29,255	9,245
	29,255	9,245



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

17. NET CASH GENERATED BY OPERATIONS

Figures in Rand	2024	2023
Deficit for the year	(2,976,883)	(382,679)
Adjustments for:		
Finance costs	29,255	9,245
Depreciation and amortisation of assets	820,831	887,971
Finance income	(2,931,493)	(1,826,324)
Loss on disposal of property, plant and equipment	5,406	14,936
Operating cash flow before working capital change	(5,052,884)	(1,296,851)

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)
Executive authority	DPWI
Governing body	The Council
Relationship governed by law	Council for the Building Environment

Related party balances

Figures in Rand	2024	2023
Related party transactions Included in operation expenses		
Council for the Building Environment - levies	^ 422,331	539,217

^ The decrease in CBE levies for the current financial year was due to a decrease in number of active members as at 31 March 2024 as a result of more RPs being cancelled compared to the previous financial year for non-payment of annual fees per requirement of section 20 of the Achitectural Act 2000 .

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

19. RELATED PARTY TRANSACTIONS *continued*

Key Management

Figures in Rand			
Relationship	Transactions	2024	2023
Registrar	Salary	2,142,553	1,839,296
	Performance Bonus	149,979	99,439
		2,292,532	1,938,735
Chief Financial Officer	Salary	1,836,354	1,557,410
	Performance Bonus	110,181	82,945
		1,946,535	1,640,355
Senior Manager: Organisational Performance & ICT Services	Salary	1,505,058	1,244,866
	Performance Bonus	90,304	64,120
		1,595,362	1,308,986
Senior Manager : Professional Statutory Service (PSS)	Salary	1,150,825	1,032,739
	Performance Bonus	46,033	41,002
		1,196,858	1,073,741



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

19. RELATED PARTY TRANSACTIONS continued

Non - Executive - Council and ARC Members

Figures in Rand	COUNCIL AND OTHER COMMITTEES EXCL AUDIT AND RISK COMMITTEE		AUDIT AND RISK COMMITTEE		TOTAL	
	2024	2023	2024	2023	2024	2023
	Honorarium		Honorarium		Honorarium	
Mr NC Nduku - President	396,827	378,066	–	–	396,827	378,066
Ms LR Shongwe née Lerotholi - Vice-President	269,774	301,516	–	–	269,774	301,516
Ms N Pepeta	189,233	309,222	–	–	189,233	309,222
Dr S Dlamini (Term ended on 17 November 2023)	60,171	190,506	–	–	60,171	190,506
Mr V Phailane	337,533	387,292	–	–	337,533	387,292
Mr K Bingham	207,032	253,183	–	–	207,032	253,183
Mr MA Mohidien (Term ended on 17 November 2023)	205,589	327,857	–	–	205,589	327,857
Mr. D Basdew (Appointed 17 November 2023)	174,276	–	–	–	174,276	–
Ms. K Cupido (Appointed 17 November 2023)	78,259	–	–	–	78,259	–
Dr. J Mirembé (Appointed 17 November 2023)	70,436	–	–	–	70,436	–
Ms. S Bongela (Appointed 17 November 2023)	86,898	–	–	–	86,898	–
Mr R Vuzane (Appointed 17 November 2023)	62,037	–	16,114	–	78,151	–
Mr RG Nicholls (Term ended on 17 November 2023)	50,575	57,433	48,342	76,733	98,917	134,166
Mr L Nematswerane	129,820	174,627	64,456	76,733	194,275	251,361
Mr T Poho	–	–	65,456	140,120	65,456	140,120
Ms N Oliphant - Chairperson	–	–	88,518	103,245	88,518	103,245
Mrs Z Tshabalala	–	–	49,842	63,387	49,842	63,387
	2,318,460	2,379,702	332,728	460,218	2,651,187	2,839,920

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

19. RELATED PARTY TRANSACTIONS *continued*

Council members that are Architectural professionals

Figures in Rand		2024	2023
Names	Category	Fees	Fees
VJ Phailane	Pr Arch	3,869	3,633
LR Shongwe née Lerotholi	Pr Arch	3,869	3,633
N Nduku	Pr Arch	3,869	3,633
M Pepeta	PAT	3,869	3,633
D Basdew (Appointed 17 November 2023)	PSAT	3,869	–
J Mirembe (Appointed 17 November 2023)	Pr Arch	3,869	–
S Dlamini (Term ended on 17 November 2023)	PSAT	3,869	3,633
K Bingham	Pr Arch	3,869	3,633
MA Mohidien (Term ended on 17 November 2023)	PAD	3,869	3,633
K Cupido (Appointed 17 November 2023)	PAD	3,869	–
		38,690	25,431

20. FINANCIAL INSTRUMENTS

20.1 Financial assets by category

Figures in Rand			
31 March 2024		Loans and Receivables	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
31 March 2023		Loans and Receivables	Total
Current financial assets			
Trade and other receivables (refer note 8)		841,008	841,008
Cash and cash equivalents (refer note 9)		25,640,181	25,640,181



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

20. FINANCIAL INSTRUMENTS *continued*

20.2 Financial liabilities by category

Figures in Rand

31 March 2024	Financial Liabilities at Amortised Costs	Total
Non-current financial liabilities		
Finance lease liabilities (refer note 10)	102,300	102,300
Current financial liabilities		
Trade and other payables (refer note 11)	7,661,658	7,661,658
Current portion of finance lease liability (refer note 10)	91,044	91,044
31 March 2023	Financial Liabilities at Amortised Costs	Total
Current financial liabilities		
Trade and other payables (refer note 11)	5,314,983	5,314,983
Current portion of finance lease liability (refer note 11)	84,741	84,741

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	2024	2023
Trade and other receivable (refer note 8)	1,194,610	841,008
Banks (refer note 9)	24,620,338	25,640,181

NOTES TO THE ANNUAL FINANCIAL STATEMENTS

21. RISK MANAGEMENT continued

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.

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

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

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

Summary quantitative data

Figures in Rand	Less than 1 year	Between 1 and 5 years	Total
31 March 2024			
Trade and other payables (refer note 11)	7,661,658	–	7,661,658
Finance lease liabilities (refer note 10)	91,044	102,300	193,344
31 March 2023			
Trade and other payables (refer note 11)	5,314,983	–	5,314,983
Finance lease liabilities (refer note 10)	84,741	–	84,741

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 2024	Decrease in basis points -100 bp	Increase in basis points +100 bp
Banks - Council	23,252,653	20,972,388	23,485,179
Banks - Canberra	636,520	572,868	642,885
Sub-total (Council and Canberra)	23,889,173	21,500,256	24,121,064
Banks - Education Fund	731,165	658,049	738,477
Total Cash and Cash equivalent	24,620,338	22,158,304	24,866,541



NOTES TO THE ANNUAL FINANCIAL STATEMENTS

21. RISK MANAGEMENT continued

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	2024	2023
Gross Revenue		
Annual Fees	33,872,572	31,253,603
Administration Fees	1,243,053	928,122
CA Membership fees	264,107	780,573
Exam Fees and CPD	3,166,500	2,680,486
Registration and re-registration Fees	1,550,517	2,151,092
Renewals	2,922	963,456
RPL	300,972	226,811
Upgrades	1,130,399	1,009,832
	41,531,042	39,993,975
Other Income		
Finance income	2,931,493	1,826,324
Professional Misconduct Fines	253,847	431,200
Recoveries	381,427	728,780
	3,566,767	2,986,304
	45,097,809	42,980,279



DETAILED INCOME STATEMENTS

Figures in Rand	2024	2023
Expenditure		
Advertising	167,671	335,737
Amortisation - Intangible assets	58,252	88,609
Annual Report	122,400	115,700
Auditors Remuneration	301,401	282,500
Bank charges	125,820	98,769
Body Corporate Rates	763,832	703,492
CBE Levies	422,331	539,217
Computer expenses	625,518	494,073
Consulting fees	1,695,768	1,353,289
Corporate Identity	133,093	76,317
Database & Document Management	57,821	40,977
Depreciation - Tangible assets	762,578	799,362
Electricity and water	609,114	570,888
Employee benefits	4,563,754	4,136,534
Entertainment	375,844	263,907
Expected credit loss	2,407,914	2,979,149
Finance costs	29,255	9,245
General expenses	1,276,904	786,682
Honorarium	3,253,753	4,153,869
Insurance	394,503	335,806
Internal Audit Fees	471,484	333,553
Lease rental on operating lease	105,394	113,007
Legal Fees	1,103,405	582,248
Motor vehicle expense	63,621	83,429
Outreach , Roadshow & Exhibitions	349,872	135,675
Performance bonuses	1,427,636	544,179
Postage	120,667	53,901
Printing and stationery	44,174	42,751
Recruitment	6,586	12,028
Repairs and maintenance	61,708	43,879
Salaries	21,524,708	19,608,846
Students Grants	440,000	440,000
Subscriptions	311,627	330,480
Telephone and fax	573,061	519,001
Training	262,909	238,550
Travel - local	983,904	531,411
Travel - overseas	241,918	-
Tribunals	1,275,521	805,623
Validation CAA reps	428,354	485,421
Website maintenance	130,617	294,854
	48,074,692	43,362,958
Surplus for the year	(2,976,883)	(382,679)

ANNUAL REPORT

2023
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