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BOARD NOTICE

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BOARD NOTICE

BOARD NOTICE 56 OF 2009



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

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INTRODUCTION

This gazette contains documentation that the SACLAP is required to publish in the Government Gazette for comment and for general notification. The following documentation is included:

FOR COMMENT

IDENTIFICATION OF WORK - DRAFT IDENTIFICATION OF WORK DOCUMENT FOR PUBLIC COMMENT

In terms of the Section 26.(1) c of the Landscape Architectural Profession Act No. 45 of 2000 the SACLAP must prepare an Identification of Work Document that sets out the type of landscape architectural work which may be performed by persons registered in terms of the Act. SACLAP hereby gives notice of the Draft Identification of Work Document for public comment in order to comply with the Statutory requirement of Section 26.(2) of the above stated Act. This document can also be found and downloaded from www.saclap.org.za as from 24 April 2009. Comments are to be submitted in writing to the Secretary (see details above) no later than 24 May 2009.

DRAFT PROFESSIONAL FEES GUIDELINE DOCUMENT

This document proposes amendments to the previous documentation and sets out the fees that may be charged for the Landscape Architectural Standard and Special Services. This document can also be found and downloaded from www.saclap.org.za as from 24 April 2009. Comments are to be submitted in writing to the Secretary (see details above) no later than 24 May 2009.

DRAFT REQUIREMENTS FOR REGISTRATION AS A VOLUNTARY ASSOCIATION WITH SACLAP

In terms of the Section 25 of the Landscape Architectural Profession Act No. 45 of 2000 the SACLAP must submit a framework for the requirements for recognition of a voluntary association. This draft document sets out proposed amendments to the previous documents. This document can also be found and downloaded from www.saclap.org.za as from 24 April 2009. Comments are to be submitted in writing to the Secretary (see details above) no later than 24 May 2009.

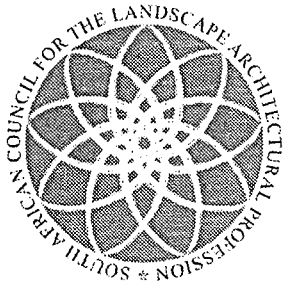
FOR NOTIFICATION

REGISTRATION REQUIREMENTS FOR BECOMING A REGISTERED FOR PROFESSIONAL WITH SACLAP

This document sets out the updated and amended registration requirements for all categories of registration (Section 18 of the Landscape Architectural Profession Act No. 45 of 2000 the SACLAP).

REGISTRATION REQUIREMENTS FOR BECOMING A REGISTERED FOR PROFESSIONAL WITH SACLAP

In terms of Section 34 (2) of the Landscape Architectural Profession Act No. 45 of 2000 the SACLAP is to publish guideline professional fees. This document sets out the latest professional fees in terms of the hourly rates as well as adjustments to the sliding scale of professional fees. NOTE THAT THESE FEES ARE APPLICABLE RETROSPECTIVELY TO JANUARY 2009.



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

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IDENTIFICATION OF WORK

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

Date: April 2009

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Acknowledgement:

Council for the Built Environment for the Policy and Templates for the Six Built Environment Councils on Identification of Work

1. DEFINITIONS

In this recommendation, unless the context otherwise indicates:

- 1.1 “**Act**” means the Landscape Architectural Profession Act No. 45 of 2000;
- 1.2 “**Categories of Registration**” means the categories in which a person who is competent to undertake the range of work specified in Schedules 1, 2 and 3 in respect of each category and is appropriately registered in terms of section 18(1(a) of the **Act** provided that **specialised services** may only be performed by a registered person meeting the defined requirements;
- 1.3 “**CBE**” means the Council for the Built Environment established in terms of section 2 of the Council for the Built Environment Act, 2000;
- 1.4 “**Council**” means the South African Council for the Landscape Architectural Profession established in terms of Section 2 of the Act;
- 1.5 “**environment**” “means the surroundings in which humans exist, and that is made up of:
- i. the land, water and atmosphere of the earth,
 - ii. micro-organisms, plant and animal life,
 - iii. any part or combination of (i) and (ii) and the interrelationships among and between them, and
 - iv. the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being” (National Environmental Management Act No 107 of 1998)

Furthermore:

“Everyone has the right to an environment that is not harmful to their health or well-being and to have the environment protected for the benefit of present and future generations, through reasonable legislative and other measures that:

- i. prevent pollution and degradation,
- ii. promote conservation, and
- iii. secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.” (Constitution of the Republic of South Africa Act No 108 of 1996)

- 1.6 “**EIA**” means Environmental Impact Assessment as defined by the National Environmental Management Act No. 107 of 1998;
- 1.7 “**heritage**” means any site or artefact of cultural or historical significance as described in the National Heritage Resources Act No 25 of 1999;
- 1.8 “**HIA**” means Heritage Impact Assessment as defined in Section 38 of the National Heritage Act no. 25 of 1999
- 1.9 “**landscape architectural work**” It is defined as the art and science of analysis, planning, design, management, conservation and rehabilitation of the land. It encompasses both the environmental planning by initially assessing potential impact, providing guidance to avoid ecologically significant areas, and design disciplines in providing well-managed design and development plans. While having a working knowledge of the environment, architecture, civil engineering, urban design and spatial planning, Landscape Architects take elements from each of these fields to design meaningful places that resolve and address the inter-relationships of people with the land. It comprises the business and management of the process of investigating, assessing, defining, conceptualising and designing a physical intervention in the environment, and processing the design through technological development and co-ordination of the input of professionals from other disciplines, to produce documentation which can be utilized for the tendering and construction of the project and which the Landscape Architectural professional will use for the administration, cost and quality control of the construction process, while the ultimate purpose is one of delivering an landscape architectural product which responds to the client’s requirements in a manner which exemplifies design excellence, enhancement of the environment, social responsibility, appropriate technology and quality of construction and the whole executed in an ethical, competent and professional manner;

- 1.10 **“professional”** means a person who is registered in terms of section 19(2)(a) of the Act; therefore and subscribes to the professional Code of Conduct.
- 1.11 **Project Complexity** levels are as defined below:
- **“low complexity projects”** means simple projects with low impact on its environments. These are projects with simple utilitarian character, design and detail requiring standard low technology construction methods.
 - **“medium complexity projects”** means projects with a medium impact on its environments. These are projects of average utilitarian character, design and detail, which require non-complex landscape and civil engineering construction methods and could normally be handled by design-supply specialist contractors,
 - **“high complexity projects”** means a projects with complicated layout and with a significant impact on its environs. These are projects demanding a sophisticated level of design and detail content to respond to specialised requirements. Complex projects will usually incorporate comparatively large or specialised landscape, civil engineering and other specialist installations, or be of complex landscape, structural or civil design.
- 1.12 **“registered person”** means a person registered in one of the categories referred to in section 18 of the Act;
- 1.13 **“registration”** means the process of assessment of competency of applicants for the propose of registration under section 19 of the Act;
- 1.14 **“SACLAP”** means the South African Council for the Landscape Architectural Profession established in terms of Section 2 of the Act;
- 1.15 **“site sensitivity”** means the inherent importance of the site in environmental or heritage terms, as defined by the National Heritage Resources Act No 25 of 1999, the National Environmental Management Act No 107 of 1998 and the Local Government Municipal Systems Act No 32 of 2000;
- Site sensitivity** levels are as defined below:
- **“low sensitivity site”** means a site that is not identified as, nor exhibits, any evidence of environmental or **heritage** significance and do not require **EIA, HIA** or **SIA** studies to be undertaken before development. **Low sensitivity sites** are normally, but not exclusively, within already developed urban areas;
 - **“medium sensitivity site”** means a site which exhibits some evidence of environmental or **heritage** significance which may require **EIA, HIA** or **SIA** studies dependent on the government agencies involved, for example in **urban conservation areas**;
 - **“high sensitivity site”** means a site identified as of special environmental or **heritage** significance which will require **EIA, HIA** or **SIA** studies to be undertaken to define the parameters for development, for example declared **protected areas** and urban conservation areas;
- 1.16 **“specialized services”** means services falling outside the normal competencies of a registered professional which require additional qualifications or experience/skills and/or registration with another relevant statutory body.
- 1.17 **“Urban Design”** means the shaping of the interaction between people and places, environment and urban form, and nature and built fabric, and influencing the processes which lead to successful villages, towns and cities.
- 1.18 **“VIA”** means Visual Impact Assessments as defined by the National Environmental Management Act No. 107 of 1998.

2. INTRODUCTION

The South African Council for the Landscape Architectural Profession (SACLAP) is charged with the protection of the public's interest by ensuring that all landscape architectural work, that affects the human and natural environments, is only carried out by professionals who are suitably qualified, registered in the appropriate category, competent, ethical and who adhere to a Professional Code of Conduct of SACLAP.

One of the mechanisms that SACLAP must apply in order to protect the public, human and natural environment is to identify the work that each Category of Professional Landscape Architect is competent to do. Sections 18 and 26 of the Landscape Architectural Profession Act 45 of 2000 (hereafter referred to as the Act) provide requirements regarding the identification of work.

Only persons who are registered in one of the Categories of Registration referred to in Section 18(1)(a) of the Act, may undertake landscape architectural work, if such work is identified for the relevant category as set out in Table 5. A person who is registered in a particular category may also perform the work identified for lower categories.

Section 26 of the Act requires SACLAP to make recommendations to the Council for the Built Environment (CBE), regarding the work identified in terms of subsection (1) and prohibits a person not registered in terms of this Act to perform any kind of work identified for any category of professional registered in terms of this Act.

The purpose of this document is to fulfil this requirement by identifying the work that each Category of Professional Landscape Architect is competent to undertake.

3. POLICY GOALS AND OBJECTIVES

The objectives of this policy are to:

- comply with legislative requirements,
- protect the public by defining the work that each registration category of the Landscape Architectural Profession can undertake,
- protect the environment,
- provide a framework for the identification of work and the demarcation of identified work between professions,
- provide an effective and efficient mechanism for addressing and recognising overlaps and duplication between work identified by different professions,
- ensure that where work is to be carried out by different categories of professionals, there are clear and transparent ways of determining the category of profession to carry out the work,
- ensure the transparency and accountability of the identification of work process, and
- facilitate the most economically, socially and technically efficient use of the built environment professions and their categories of registration with a view to attaining maximum benefit for the public.

4. BACKGROUND INFORMATION TO THE IDENTIFICATION OF WORK

4.1 Description of the Profession

Landscape Architecture is described as the science, technique and art of ecological, functional and aesthetic planning and design of exterior and open spaces for human use and enjoyment and for environmental conservation and rehabilitation.

As stated above, the profession is a regulated profession in terms of the Landscape Architectural Professional Act, 45 of 2000.

Landscape architecture, in practical terms, has two branches namely the environmental planning branch that should ideally inform all and any planning and the landscape architecture branch which should be a full partner in the building project / design team or even the team leader of projects (such as in other countries).

The environmental planning process typically identifies the opportunities and constraints of a site to accommodate a specific development. This process assists in avoiding costly development necessitated by unidentified site conditions prior to planning and also in complying with specialist reporting/investigations where environmental authorisation would be required for development.

Landscape architecture contributes to a wide range of projects within and allied to the built environment professions. Projects could be from the level of landscape master planning right through to detail design and implementation of the landscape. The projects range from institutional projects (public sector) to corporate (private sector), recreational and sports facilities (both public and private sectors), urban and rural facilities (mostly public sector), transport facilities (public sector), urban planning (mostly public sector), landscape restoration and rehabilitation, nature and game parks (public and private sectors) and house gardens(private sector). Below follows a detailed overview of the projects that the landscape architectural profession typically gets involved in.

4.2 Typical projects and services

The type of projects that landscape architects typically get involved in are quite diverse. The table below lists the categories and examples of projects within each category.

Table 1: Typical projects the landscape architectural professionals participate in

| | |
|---|---------------------|
| Institutional and corporate | |
| Correctional facilities | Roof gardens |
| Religious/spiritual grounds | Museums |
| College and university campuses | Wine estates |
| Hospitals and clinics | Historical gardens |
| Public buildings | Farms yards |
| Schools | Marinas |
| Libraries | Casinos |
| Sewerage Works | Landfill sites |
| Public squares | |
| Recreation and Sport | |
| Golf Courses | Caravan Parks |
| Sports fields with services | Camping facilities |
| Sports fields without services | Chalet sites |
| Sports Centres | Urban trails |
| Stadia | Marinas |
| Urban and Rural Facilities | |
| Parks with services | Show grounds |
| Parks without services | Public squares |
| Playgrounds | Exhibit spaces |
| Cemeteries | |
| Transportation | |
| Modal interchange nodes | Parking areas |
| Airports and air strips | Sidewalks |
| Streetscaping | Cycle ways |
| Roads and highways | Ranks and terminals |
| Urban planning | |
| Townships | Courtyards |
| Industrial townships | Golf Course Estates |
| Estate planning | Low cost housing |
| Industrial and commercial sites | Marinas |
| Office parks | Roof gardens |
| Shopping centres | Casinos |
| Hotel sites | |
| Landscape restoration and rehabilitation | |
| Mining operations | Derelict land |
| Quarries and borrow pits | Landfill sites |
| Road reserves | |
| House gardens | |

| | |
|---|------------------------|
| Nature and game parks | |
| Camping areas Rest camps Caravan Parks | Chalet sites Trails |
| Detail elements | |
| Street furniture design Landscape Structures | Public art |

For the projects listed above, either Landscape Master Planning or Landscape Sketch planning services are generally undertaken by the landscape architectural professionals. A detailed outline of what the landscape master planning and sketch planning typically entails is attached in Schedule 1. The deliverable with the associated activities required to accomplish the deliverable together with the category of registration that can undertake this work are set out in detail in this Schedule.

4.3 Complementary projects and services

These listed services are associated with the landscape architectural profession and are either undertaken by a Professional Landscape Architect himself/herself or with the assistance of other landscape architectural professionals. It has been indicated in instances where other occupations undertake the work as well.

4.3.1 Procurement of plants

Projects that take place in sensitive environments, or that have specific planting requirements in terms of the legally binding environmental approvals or that are of a very large scale often require the assistance of landscape architects to source and secure plants for the project. The role of the landscape architect would include the preparation of the planting palette, the sourcing of the identified plants in terms of quality and quantity and potentially assisting in setting up the specifications for the establishment of an on or off site nursery. Regular inspections of the nursery follow until the plants are delivered to site. This function is also at times fulfilled by the landscape contractors and plant brokers.

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.3.2 Facilitation and co-ordination of the incorporation of public art

Often public projects in particular require the inclusion of art work in the landscape. The role of the landscape architect would be to source artists who can undertake the artwork, deal with the contractual aspects on behalf of the client, and facilitate the integration of the construction of the art work into the overall project programme. Within this sphere of involvement, there are art brokers or public art consultants that also fulfil this role.

4.3.3 Preparation of Landscape Maintenance Specifications and auditing thereof

The preparation of Landscape Maintenance Specifications and auditing thereof is a service typically undertaken by landscape architects to assist facilities managers. This involves assisting with the preparation of the landscape maintenance specifications, drawing up the tender documentation together with the client, going out to tender, adjudicating the tenders and making a recommendation to the facilities manager in term of whom to appoint. Once the landscape maintenance contractor is appointed, the landscape architect assists the client in evaluating the performance of the landscape maintenance contractor by undertaking regular audits. This function can at times be undertaken by landscape contractors.

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.4 Specialized projects and services

These services are typically only undertaken by a Professional Landscape Architect who complies with the definition of 'specialised' as stated in Section 1.

4.4.1 Principal Agent Function

The landscape architect may fill the role of co-ordinator on the site where large scale landscape construction is to be carried out by contractors. In such an event the landscape architect will co-ordinate the execution of work on site by the various contractors in respect of services to be installed, e.g. roads, play structures, parking areas, site lighting, water reticulation and other utility services. This role is at time fulfilled by Project and Construction Managers, Engineers and Architects.

4.4.2 Energy efficient design

Landscape Architects form part of project teams that are involved in the overall process of constructing a Green Building. The involvement of the Landscape Architect is mainly focused on the establishment of an appropriate landscape i.e. low maintenance and water wise and assisting in establishing an effective and efficient irrigation system.

4.4.3 Peer review of work

At times clients or Authorities from Government Departments that lack expertise in a specific field e.g. Visual Impact Assessment, request a landscape architect, usually senior and very experienced in the particular field, to undertake a peer review of work that has been undertaken by another landscape architect and to advise on the quality and the outcome of the work undertaken.

4.4.4 Expert opinion

At times clients or Authorities from Government Departments that lack expertise in a specific field request a landscape architect, usually senior and very experienced in the particular field, to provide an expert opinion around a specific aspect relating to landscape architecture. Often this expert opinion is required in Mediation and/or Arbitration cases.

4.4.5 Urban Design

Urban design concerns the arrangement, appearance and functionality of towns and cities, and in particular the shaping and uses of urban public space. Urban design theory deals primarily with the design and management of public space (i.e. the 'public environment', 'public realm' or 'public domain'), and the way public places are experienced and used. Public space includes the totality of spaces used freely on a day-to-day basis by the general public, such as streets, plazas, parks and public infrastructure. *(Adapted text).*

Urban designers, that predominantly undertake this type of work.

4.4.6 Basic Assessment

Basic Assessment is the level of environmental assessment applied to activities listed in Listing 1. These are smaller scale activities, the impacts of these activities are generally known and can be easily managed. Typically, Basic Assessment is applied to activities that are considered less likely to have significant environmental impacts and, therefore, unlikely to require a full-blown and detailed Environmental Impact Assessment.

A Basic Assessment Report is a more concise analysis of the environmental impacts of the proposed activity than a Scoping and EIA Report. However, Basic Assessment still requires public notice and participation, consideration of the potential environmental impacts of the activity, assessment of possible mitigation measures, and an assessment of whether there are any significant issues or impacts that might require further investigation.

The Basic Assessment Report must provide the Competent Authority with sufficient information to consider the Application and to reach a decision. If the Competent Authority is however unable to decide the Application based on the Basic Assessment report alone, the Competent Authority may request an Applicant/Developer to subject the Application to the more thorough Scoping and EIA process. *(Adapted from text from the Endangered Wildlife Trust website)*

This type of study is also undertaken by numerous other occupations such as environmental consultants, engineers, architects, town planners etc.

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.4.7 Environmental Impact Assessment

An environmental impact assessment (EIA) is an assessment of the possible impact—positive or negative—that a proposed project may have on the natural environment. The purpose of the assessment is to ensure that decision makers consider the ensuing environmental impacts to decide whether to proceed with the proposed project or not.

The International Association for Impact Assessment (IAIA) defines an environmental impact assessment as "the process of identifying, predicting, evaluating and mitigating the biophysical, social, and other relevant effects of development proposals prior to major decisions being taken and commitments made." After an EIA, the precautionary and polluter pays principles may be applied to prevent, limit, or require strict liability or insurance coverage to a project, based on its likely harms.

In South Africa EIAs are undertaken in line with the National Environmental Management Act and associated Regulations. (*Adapted text*).

This type of study is also undertaken by numerous other occupations such as environmental consultants, engineers, architects, town planners etc.

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.4.8 Preparing Environmental Management Plans

According to the World Bank definition, Environmental Management Plans (EMP) provide a link between the impacts predicted and the mitigation measures outlined in the EIA report, and the implementation and operational activities of the project. EMPs outline the environmental impact, the mitigation measures, the roles and responsibilities, timeframes and the cost implications of mitigation. The preparation of EMPs is also undertaken by numerous other occupations such as environmental consultants, engineers, architects etc. (*Adapted from text from DEAT Book 7 Document*)

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.4.9 Environmental Management Plan Audits

The landscape architect is involved in auditing the compliance of the contractor with the EMP (as described in Section 4.3.4 above). These audits are undertaken at intervals stated in the EMP or as agreed with the relevant Authority, an Environmental Audit Report is compiled and submitted to the relevant parties. The EMP Audits is also undertaken by numerous other occupations such as environmental consultants, engineers, architects etc.

4.4.10 Environmental Feasibility Study

These studies are undertaken to assess what the environmental opportunities and constraints are that one will have to address prior to a project actually going ahead and a full Basic Assessment or EIA being undertaken. The purpose of such a study is to assist in the decision making process regarding the overall feasibility of pursuing a project. This type of study is also undertaken by numerous other occupations such as environmental consultants, engineers, architects, town planners etc.

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.4.11 Independent Environmental Audits

On very large or sensitive projects, the contractor as well as the client would appoint persons to undertake audits in terms of the EMP. The Landscape Architect is involved in auditing the compliance of the contractor with the EMP (as described in Section 4.3.4 above). These audits are undertaken at intervals stated in the EMP or as agreed with the relevant Authority, an Environmental Audit report is compiled and submitted to the relevant parties.

4.4.12 Strategic Environmental Assessment

The Strategic Environmental Assessment (SEA) has evolved complimentary to the EIA to determine the environmental implications of policies, plans and programmes. The role of the SEA is to allow the decision maker to proactively determine the most suitable development type prior to development proposals being formulated. SEAs can have both an advocacy role where its purpose is to raise the profile of the environment or an integrative role where the focus is on combining environmental, social and economic considerations. (*Adapted from text from DEAT Book 5 Document*)

This type of study is also undertaken by numerous other occupations such as environmental consultants, environmental engineers, town planners etc.

Refer to Schedule 1 for the detailed breakdown of the deliverables and associated activities.

4.4.13 Cultural Heritage Assessment

A Heritage Impact Assessment is defined in Section 38 of the National Heritage Act no. 25 of 1999. Landscape Architects provide a specialist service in writing reports on the cultural significance of certain landscapes. This function is at times also fulfilled by Archaeologists and Historians.

4.4.14 Visual Impact Assessments

A visual impact assessment is undertaken to assess the visual impact that a proposed development may have on the receiving environment. This impact may be a positive, neutral or negative impact and is guided by a sense of place.

4.5 Typical Clients of the Landscape Architectural Profession

The client base of the landscape architectural profession is both the public and the private sector. Typical public sector departments that use the services of landscape architects are the Department of Public Works (DPW), Department of Environmental Affairs and Tourism (DEAT), Department of Water Affairs and Forestry (DWAF), and the Roads Department. Furthermore numerous municipal councils appoint landscape architects to assist with landscape design, environmental and open space planning issues.

In the private sector landscape architects are appointed by developers, investors, home owners etc. Architectural professionals, town planners and engineering professionals often bring landscape architects on board to assist in materialising the ultimate vision of a project or to assist in meeting the legal obligations of the client in terms of the environmental legislation of our country.

4.6 Description of the various registration categories

The Act empowers the SACLAP to register professionals and candidates in four categories (refer to Section 18 of the Act) namely Professional Landscape Architect, Professional Landscape Technologist, Professional Landscape Technician and Professional Landscape Assistant. These categories will, pending on the level of competence either perform or assist in performing the activities required to accomplish the projects listed above. For each of these registration categories, the qualifications required to register together with the number of years of experience that are needed are summarised in Table 2.

Table 2: Summary of registration categories and entry

| Registration Category | Qualifications required | Years of minimum experience |
|-------------------------------------|---|-----------------------------|
| Professional Landscape Architect | PhD MLArch (UCT) ML Prof (UP) BL (Prior 2000) | 2 |
| Professional Landscape Technologist | BSC LA (Hons) BL (Hons) (UCT) BSc (LA) (UP) BTech (CPUT/TUT/DUT) | 2 |
| Professional Landscape Technician | Adv.Dip (CPUT, TUT, DUT) H.Dip 2yrs | 2 |
| Professional Landscape Assistant | Advanced Certificate | 5 |

4.6.1 Professional Landscape Architect

The Professional Landscape Architect is expected to be proficient in all aspects of professional practise and landscape design with basic skills in the area of environmental planning. Professional practise includes project and contract management, ethics, office management and administration. Landscape design aspects include landscape master planning, landscape design, working drawings and documentation for the landscape installation, cost estimation of the value of the landscape works and technical skills. Environmental planning relates to site evaluation that would inform the planning process. Environmental management, rehabilitation (waste disposal sites, mine dumps, pipelines and roads), impact assessment, and landscape character analysis is part of this process. A thorough knowledge of legislation, regulations and policies and guidelines pertaining to landscape design and particularly environmental planning is crucial.

The typical competencies are set out in Table 3 below.

4.6.2 Professional Landscape Technologist

The roles and responsibilities of a technologist are very similar to those of a Professional Landscape Architect except that the scale of the projects should be smaller i.e. more of a domestic scale and limited complexity on a low sensitivity site. This is applicable to the site as well as to the design. The individual should have an overall basic understanding and proficiency of the profession.

The typical competencies are set out in Table 3 below.

4.6.3 Professional Landscape Technician

These individuals are expected to have a general awareness of all the core competencies of the profession. The main area of involvement in the office and on projects is to assist with the working drawings and documentation phase of landscape design projects and to have well developed technical skills.

The typical competencies are set out in Table 3 below.

4.6.4 Professional Landscape Assistant

These individuals are predominantly involved in assisting with the working drawings and documentation phase of landscape design projects. On a professional involvement level a general awareness of professional practice and office administration aspects related to projects is expected in order to assist the project team with ad hoc tasks as and when required.

The typical competencies are set out in Table 3 below.

Table 3: Core Competencies

| | | NQF 9 & 10 | NQF8 | NQF7 | NQF6 |
|------------------------------|---|------------|-----------|-----------|-----------|
| | | PrLArch | PrLTechno | PrLTechni | PrLAssist |
| Professional Practice | | | | | |
| 1 | Project Management <i>Co-ordinate of role players, meetings and procedures</i> | B | B | C | NONE |
| 2 | Contract Management <i>Relates specifically to landscape installation: Programming, phasing, delivery, cost control, quality control. Quantification, certification, site inspections, landscape management, monitoring maintenance and contract administration</i> | A/B | B | C | NONE |
| 3 | Professional Practice <i>Letter of appointment, client/Landscape Architect agreement, methods of payment, disbursement charges, invoicing and payments, liaising with specialist and sub-consultants, knowledge of insurances and legal requirements</i> | A | B | C | C |
| 4 | Office Management <i>Cash flow, resourcing and staff allocation, marketing</i> | A | A/B | C | C/NONE |
| 5 | Office Administration <i>Trade and technical literature filing, project administration and filing, fax, emails, printing, word processing, timesheets, telephone communication skills</i> | B | B | C | C |
| 6 | Ethics | A | A | A | A |
| Landscape Design | | | | | |
| 7 | Landscape Master Planning/Design Framework <i>Site survey, site analysis, site evaluation, recommendations and reports</i> | A | B | C | NONE |
| 8 | Landscape Design <i>Interpretation of brief, collation of data, services and relevant planning and design information, evaluation of skills, communication skills, sketch design proposals, presentation drawings, budget cost estimates, motivational reports, plans approval</i> | A | B | C | NONE |

| | | NQF 9 & 10 | NQF8 | NQF7 | NQF6 |
|----|---|------------|-----------|-----------|-----------|
| | | PrLArch | PrLTechno | PrLTechni | PrLAssist |
| | <i>and local authority requirements</i> | | | | |
| 9 | Working drawings & Documentation associated with Landscape implementation <i>Detail drawings, grading plans, planting plans, technical hard construction, irrigation data basing, specifications, bills of quantities, general conditions of contact</i> | A | A | B | C |
| 10 | Cost Estimation of Landscape Installations <i>Quantification and measuring , sources rates</i> | A | A/B | C | NONE |
| 11 | Technical Skills associated with Landscape Architecture <i>Drafting, presentation techniques, photography, computer literacy</i> | A | A | B | C |

| Environmental Planning | | | | | |
|------------------------|---|---|---|---|------|
| 12 | Environmental Management <i>Drafting of environmental management plans</i> | B | C | C | NONE |
| 13 | Environmental Planning <i>Integrated Environmental Management, understanding the legal requirements (in terms of current legislation), knowledge of guideline documents of various Authorities (DEAT, DWAF, Municipal by-laws etc.</i> | A | B | C | NONE |
| 14 | Impact Assessment <i>Understanding of the listed activities as set out in Environmental Legislation, legal processes (EIA, Basic Assessment etc.), public participation and meetings</i> | B | C | C | NONE |
| 15 | Rehabilitation <i>Aspects of rehabilitation associated with the change in the landforms, appropriate soil preparation, erosion protection, planting, etc.</i> | B | C | C | NONE |
| 16 | Government Legislation, Regulations, Policies & Guidelines <i>Pertains particularly to the Environmental Legislation as well as municipal by-laws etc.</i> | A | A | C | C |
| 17 | Landscape Character Analysis <i>This relates directly to the sense of place and how development could change the landscape.</i> | A | B | C | NONE |

NOTE:

Core Competencies are based on the minimum requirements for professional registration.

In terms of the qualifications and the core competencies above, the day to day work, duties, and skills for each of the categories of the profession are tabulated for illustration purposes below.

Table 4: Summary of the work, duties, and skills for the various categories

| Registration Category | Overview of the nature of work performed | Specific skills and competencies |
|-------------------------------------|--|---|
| Professional Landscape Architect | <ul style="list-style-type: none"> • Study the requirements of the client, the site, any legislative procedures and to advise upon a programme of development for the project. This is applicable to projects of <u>all</u> scales. • Setting out in writing the services that are to be rendered, the fee to be charged and the method of payment i.e. preparing a Client / landscape architect agreement. • Preparing environmental reports and management plans. • Establish landscape concept, philosophy and design for projects. • Prepare drawings and documents relating to the landscaping works. • Prepare a contract for the actual execution of the work on site. • Act on behalf of the client in the direction and supervision of the work. • Inform the client of financial obligations towards the contractor. • Act as Arbitrator, if necessary, in any area of dispute between the Client and Contactor. • Advise on the need for consultants or other specialist services in respect of landscape work. • Advise on specialist suppliers of goods and services if necessary and to incorporate their work in a contract or contracts to be supervised on site. • Issue instruction on behalf of the Client for the installation of the landscaping and, with the approval of the client make variations to the documents as may be found necessary during the work in order to achieve the planned results. • Supervision of the landscape architectural work as may be required to ensure proper completion. • Nominate or approve the Clerk of Works if necessary and direct him/her accordingly. • Examine the work executed by the landscape contractor and check the valuation of the work for the purposes of issuing progress payment certificates. | Refer to the Core Competency Table above. |
| Professional Landscape Technologist | <ul style="list-style-type: none"> • Study the requirements of the client, the site, any legislative procedures and to advise upon a programme of development for the project of <u>domestic</u> scale. • Setting out in writing the services that are to be rendered, the fee to be charged and the method of payment i.e. preparing a Client / landscape architect agreement. • Provide input into environmental reports and management plans. • Establish landscape concept, philosophy and design for projects. • Prepare drawings and documents for the landscape works. • Prepare a contract for the actual execution of the landscape work on site. • Act on behalf of the client in the direction and supervision of the work. | Refer to the Core Competency Table above. |

| Registration Category | Overview of the nature of work performed | Specific skills and competencies |
|-----------------------------------|--|---|
| | <ul style="list-style-type: none"> • Inform the client of financial obligations towards the contractor. • Advise on the need for consultants or other specialist services in respect of landscape work. • Advise on specialist suppliers of goods and services if necessary and to incorporate their work in a contract or contracts to be supervised on site. • Issue instruction on behalf of the Client for the landscape installation and, with the approval of the client make variations to the documents as may be found necessary during the work in order to achieve the planned results. • Supervision of the work as may be required to ensure proper completion. • Nominate or approve the Clerk of Works if necessary and direct him/her accordingly. • Examine the work executed by the landscape contractor and check the valuation of the work for the purposes of issuing progress payment certificates. | |
| Professional Landscape Technician | <ul style="list-style-type: none"> • Assist in obtaining all information required to undertake the project. • Collate all the information. • Provide input into environmental reports and management plans as directed by seniors in the office. • Prepare drawings and provide inputs into documents as requested by seniors. • Assist the seniors in the office with the supervision of the site work. • Assist the seniors in the office with the following up of outstanding items etc. | Refer to the Core Competency Table above. |
| Professional Landscape Assistant | <ul style="list-style-type: none"> • Assist in obtaining all information required to undertake the project. • Provide input into environmental reports and management plans as directed by seniors in the office. • Prepare drawings and provide inputs into documents as requested by seniors. | Refer to the Core Competency Table above. |

NOTE:

The section above is an overview and is not limited to the activities listed.

For more detail regarding the roles and responsibilities of the various registration categories refer to Schedule 1 below for a more detailed breakdown in relation to specific type of projects.

5. LEGISLATIVE PROVISIONS

In terms of The Act, Section 18, individuals that meet certain criteria can be registered with the SACLAP. These registered professionals may then undertake work as identified by SACLAP according to the provisions set out in Section 26 of The Act. Section 26 (3) goes on to state that a person who is not registered in terms of The Act may not:

- a. 'perform any kind of work identified for any category of registered persons,
- b. Falsely claim 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,
- c. Use the name of any registered person or any name or title referred to in section 18 or 21, or
- d. Perform any act indicating, or calculated to lead persons to believe, that he or she is registered in terms of this Act.'

Subject to section 26(3) and (4) of The Act, any person who undertakes landscape architectural work without being registered with SACLAP, is contravening the Act and is guilty of an offence.

A professional person capable of performing landscape architectural work which is not identified as falling within his or her Category of Registration may, on application to SACLAP, be granted exemption from the relevant identification of work rule in respect of such work.

Should any dispute arise from the interpretation of the definitions or the Schedules in this document, the SACLAP shall adjudicate such a dispute and its decision shall be final and binding on the registered person.

A professional who intends to undertake specialised services as defined in Section 1.16 and identified in Section 4.4, the list of which is not exclusive or comprehensive, must have the relevant competency to undertake such work and be registered with the relevant statutory body where applicable.

With the new regulations the responsibility resides directly with registered professionals to not undertake commissions for which they are not qualified, or for which they are not specifically exempted for by SACLAP. Non-compliance with this requirement will place a professional in breach of the SACLAP Code of Conduct, and under censure with the possibility of a fine or removal from the register. Should the consequence of such non-compliance by the professional be to endanger human life or have detrimental environmental effects, the professional would be open to prosecution under the law.

6. PROFESSIONS THAT CARRY OUT SIMILAR WORK TO THAT IDENTIFIED

Both regulated and non regulated/registered profession provide services that are identified by the SACLAP as being reserved for Landscape Architects. The regulated professions are:

- Architectural Professionals – get involved in particularly environmental aspects of projects by way of environmental impact assessment offering to undertake the process or to be part of the team providing specialist services in the form of Visual Impact Assessments.
- Engineering Professionals - get involved in particularly environmental aspects of projects by way of environmental impact assessment offering to undertake the process. Furthermore numerous engineering professionals offer the service of preparing Environmental Management Plans and fulfilling the function of Environmental Control Officer.
- Town Planners - get involved in particularly environmental aspects of projects by way of environmental impact assessment, strategic environmental assessments, environmental feasibility studies.
- Quantity Surveyors – industry practice has it that professional landscape architects measure and quantify the extent of the landscape work. This measuring and quantification can also be undertaken by a Quantity Surveyor.

Non regulated/registered professions are:

- Environmental Consultants - get involved in environmental aspects of projects by way of environmental impact assessment offering to undertake the process. Furthermore they also offer the service of preparing Environmental Management Plans, Strategic Environmental Assessments, Environmental Feasibility Studies etc. and fulfilling the function of Environmental Control Officer.
- Urban Designers – undertake urban design aspects that landscape architects get involved in too.
- Landscape Designers and Landscape Contractors– often undertake the work of landscape architects in terms of landscaping of residential and commercial properties.

SACLAP has been part of the process whereby Environmental Impact Assessors will be registering with a new body that is to be formed in terms of Section 24Hof the National Environmental Management Amendment Act, Act No 8 of 2004.

It should be noted that professionals who are registered with other Councils can apply for registration with the SACLAP in any of the registration categories provided that they can show proficiency with the core competencies applicable to the category.

The aspect of the overlapping of services with other professions both regulated or not is to be resolved.

7. IDENTIFIED WORK TO BE RESERVED FOR PROFESSIONALS

In light of the background that has been established above, the following identification of work is proposed. This table should be read in conjunction with the information set out above that describes each of the typical activities (Section 4.2, 4.3, 4.4)) and core competencies (Table 3)

Table 5: Identification of work

| Identified work | Specific skills and competences required |
|--|---|
| General / typical services | |
| Landscape Master Planning | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Master Planning/Design Frameworks Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Landscape Sketch Planning | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Design Landscape Working Drawings & Documentation Landscape Cost Estimation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Complementary services | |
| Procurement of plants | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Cost Estimation Government Legislation, Regulations, Policies and Guidelines |
| Facilitation and coordination of the incorporation of public art | Project Management Contact Management Professional Practice Office Management Office Administration Ethics |

| | |
|--|--|
| Preparation of Landscape Maintenance Specifications and Auditing thereof | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Cost Estimation |
| Specialized Services | |
| Principle Agent Function on Landscape Contracts | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Master Planning/Design Frameworks Landscape Design Landscape Working Drawings & Documentation Landscape Cost Estimation Government Legislation, Regulations, Policies and Guidelines |
| Urban Design | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Government Legislation, Regulations, Policies and Guidelines |
| Energy efficient design – landscape component of the Green Building approach | Ethics Landscape Master Planning/Design Frameworks Landscape Design Landscape Working Drawings & Documentation Landscape Cost Estimation Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Peer review of landscape related work | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Master Planning/Design Frameworks Landscape Design Landscape Working Drawings & Documentation Landscape Cost Estimation Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Expert Opinion on landscape related work | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Landscape Master Planning/Design Frameworks Landscape Design Landscape Working Drawings & Documentation |

| | |
|--|--|
| | Landscape Cost Estimation Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Basic assessments | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Environmental Impact Assessments | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Preparing Environmental Management Plans | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Environmental Management Plan Audits | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Management Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Environmental Feasibility Studies | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Planning |

| | |
|-------------------------------------|---|
| | Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Independent Environmental Audits | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Strategic Environmental Assessments | Project Management Contact Management Professional Practice Office Management Office Administration Ethics Environmental Management Environmental Planning Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Cultural Heritage Assessments | Project Management Professional Practice Office Management Office Administration Ethics Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |
| Visual Impact Assessments | Project Management Professional Practice Office Management Office Administration Ethics Impact Assessment Rehabilitation Government Legislation, Regulations, Policies and Guidelines Landscape Character Analysis |

Table 6: Demarcation of work

| Describe the type or work requiring identification | Give reasons for the identification of work | Are there special conditions that must be met for the work to be identified? | What category of professional is eligible to carry out the work? | Are there any other professions who carry out the work in the course of their duties? |
|--|--|--|--|---|
| General / typical services | | | | |
| Landscape Master Planning | | | Refer to Schedule 1 | Landscape designers |
| Landscape Sketch Planning | | | | Landscape designers |
| Complementary services | | | | |
| Procurement of plants | A skill that augments the outcome of a project designed by the professional landscape architect as the diversity and quantity of particularly indigenous species is limited. | | Refer to Schedule 1 | Plant brokers Landscape Contractors |
| Facilitation and coordination of the incorporation of public art | A skill that augments the outcome of a project designed by the professional landscape architect. | | Professional Landscape Architect | Public Art Facilitators |
| Preparation of Landscape Maintenance Specifications and Auditing thereof | A skill that augments the original design intent of the professional landscape architect i.e. original intention of the design is maintained. | | Refer to Schedule 1 | Landscape Maintenance Contractors |
| Specialized Services | | | | |
| Principle Agent Function on Landscape Contracts | Specialist skill | | Professional Landscape Architect | Project Managers |
| Urban Design | Protection of the environment and the public. | | Professional Landscape Architect | Urban Designers |
| Energy efficient design – landscape component of the Green Building approach | | | Professional Landscape Architect | Architects Engineers |
| Peer review of landscape related work | Specialist skill | | Professional Landscape Architect | No |
| Expert Opinion on landscape related work | Specialist skill | | Professional Landscape Architect | No |

| Describe the type or work requiring identification | Give reasons for the identification of work | Are there special conditions that must be met for the work to be identified? | What category of professional is eligible to carry out the work? | Are there any other professions who carry out the work in the course of their duties? |
|--|--|--|--|---|
| Basic assessments | Protection of the environment and the public. Specialist skill | | Refer to Schedule 1 | Architects Engineers Environmental Consultants |
| Environmental Impact Assessments | | | Refer to Schedule 1 | Architects Engineers Environmental Consultants |
| Preparing Environmental Management Plans | Protection of the environment and the public. | | Refer to Schedule 1 | Architects Engineers Environmental Consultants |
| Environmental Management Plan Audits | | | Professional Landscape Architect | Architects Engineers Environmental Consultants |
| Environmental Feasibility Studies | Informs the client of the impact that the proposed project has on the environment, so a credible professional is to undertake this work. | | Refer to Schedule 1 | Architects Engineers Environmental Consultants |
| Independent Environmental Audits | Protection of the environment and the public. | | Professional Landscape Architect | Architects Engineers Environmental Consultants |
| Strategic Environmental Assessments | Informs the client of the impact that the proposed development may have on the broader receiving environment, so a credible professional is to undertake this work. Significantly complex as many other disciplines are involved in the process as specialist consultants. | | Professional Landscape Architect | Architects Engineers Environmental Consultants |
| | | | | |
| Cultural Heritage Assessments | Protection of the environment and the public. Specialist skill | | Professional Landscape Architect | Architects Heritage consultants Environmental Consultants |
| Visual Impact Assessments | | | Professional Landscape Architect | Architects Engineers Environmental Consultants |

Table 7: - Benefits of the Identification of Work

| Type of work requiring identification | Qualitative / quantitative costs or risks of not reserving work i.e. What are the risks if the work is not done by a Prof. L Arch? | Impact on the market for services and on competition | Parties who bear these costs | Benefits of identifying the work | Parties who will reap the benefits | Alternative approaches to reserving the work |
|--|---|--|--|--|--|---|
| General / typical services | | | | | | |
| Landscape Master Planning | Potential degradation of the environment | People will have to register as landscape architectural professionals. | Unregistered people. | Better implementation of Health and Safety Regulations, higher standard of work with in the Build Environment, more registered professionals protection of the public against incompetent service providers with in the Build Environment. | The public at large and private clients. Registered landscape architectural professionals | None |
| Landscape Sketch Planning | | | | | | |
| Complementary services | | | | | | |
| Procurement of plants | Plants of insufficient size and poor quality may be delivered to site. | | | | | None |
| Facilitation and coordination of the incorporation of public art | | | | | | None |
| Preparation of Landscape Maintenance Specifications and Auditing thereof | Facilitates managers may be paying for services that they are not receiving. | | | | | None |
| Specialized Services | | | | | | |
| Principle Agent Function on Landscape Contracts | Project many not be managed as smoothly, contractual issues may slip. | Ultimately it will be the clients problem. | The client. | Competent individuals will be undertaking the work so a certain minimum standard can be expected. | The client | Establish agreement regarding overlap of work |
| Urban Design | | | | | | |
| Energy efficient design – landscape component of the Green Building approach | The landscape aspects may not be seamlessly integrated into the scheme. | Reflect badly on the profession. | The client and the profession of landscape architecture. | | The client and the profession of landscape architecture | |

| Type of work requiring identification | Qualitative / quantitative costs or risks of not reserving work i.e. What are the risks if the work is not done by a Prof. L Arch? | Impact on the market for services and on competition | Parties who bear these costs | Benefits of identifying the work | Parties who will reap the benefits | Alternative approaches to reserving the work | |
|--|---|---|------------------------------|--|--|--|---|
| Peer review of landscape related work | Outcome of the review may not be accurate | Negative reflection on the profession of landscape architecture | The client | Competent individuals will be undertaking the work so a certain minimum standard can be expected. | The client and the public. | None | |
| Expert Opinion on landscape related work | | | | | | | |
| Basic assessments | Potential degradation of the environment | | The client | | | | Establish agreement regarding overlap of work |
| Environmental Impact Assessments | Potential degradation of the environment | | The client | | | | |
| Preparing Environmental Management Plans | Degradation of the environment. | Others will have to pay for the consequential damages. | The public | | The public | | |
| Environmental Management Plan Audits | Degradation of the environment. | Others will have to pay for the consequential damages. | The public | | Better control of the compliance of the development with the EMP which is a legally binding document. Can an assist the environmental authorities by being the ears and eyes for them. | | The public |
| Environmental Feasibility Studies | Degradation of the environment. | Others will have to pay for the consequential damages. | The public | | The public | | |
| Independent Environmental Audits | Degradation of the environment. | Others will have to pay for the consequential damages. | The public | Better control of the compliance of the development with the EMP which is a legally binding document. Can an assist the environmental authorities by being the ears and eyes for them. | The public | | |
| Strategic Environmental Assessments | Degradation of the environment. | Others will have to pay for the consequential damages. | The public | | The public | | |

| Type of work requiring identification | Qualitative / quantitative costs or risks of not reserving work i.e. What are the risks if the work is not done by a Prof. L Arch? | Impact on the market for services and on competition | Parties who bear these costs | Benefits of identifying the work | Parties who will reap the benefits | Alternative approaches to reserving the work |
|---------------------------------------|---|--|------------------------------|---|------------------------------------|--|
| Cultural Heritage Assessments | | | The client | Competent individuals will be undertaking the work so a certain minimum standard can be expected. | | |
| Visual Impact Assessments | | | The client | | | None |

SCHEDULES

SCHEDULE 1: IDENTIFICATION & DEMARCATION OF WORKS TABLE

SCHEDULE 1

Work breakdown structure based on deliverables, activities and which category is eligible to carry out the work

| | | Category of professional eligible to carry out the work | | | |
|--|--|---|-------------------------------------|-----------------------------------|----------------------------------|
| | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | | | | |
| Project start up and understanding the brief (applicable to all projects) | | | | | |
| | Meet with the client | x | x | | |
| | Develop an understanding of the client's needs and the expected outcome of the project | x | x | | |
| | Confirm the scope of work with the client | x | x | | |
| | Confirm the fees payable | x | x | | |
| | Prepare client/landscape professional agreement | x | x | | |
| | Develop a programme, including milestones & deliverables for undertaking the work | x | x | | |
| Project administration during project (applicable to all projects) | | | | | |
| | Regular contact with the client and feedback in form of progress reports | x | x | | |
| | Allocate resources to the project | x | x | | |
| | Follow up outstanding information | x | x | | |
| | Liaise with project team | x | x | x | x |
| Project close out (applicable to all projects) | | | | | |
| | Ensure that all outstanding items have been addressed | x | x | | |
| | Follow up final payments | x | x | | |
| | Prepare project file - electronic and hard copies for archiving | x | x | x | x |
| | Archive the project | x | x | x | x |
| Landscape Master Planning | | | | | |
| Site and Need Analysis | | | | | |
| | Collect all relevant/applicable data | x | x | x | x |
| | Liaise with the client | x | x | | |
| | Liaise with other consultants on the team | x | x | x | |
| | Collate the data | x | x | x | |
| | Analyse the data | x | x | | |
| | Map the collated data | x | x | x | |
| | Meet with the client to present outcome/feedback | x | x | | |
| Sensitivity mapping and identification of land-uses | | | | | |
| | Interpret the collated data | x | x | | |
| | Collect any additional information that may be required | x | x | x | x |
| | Prepare a plan indicating appropriate land-uses/activities based on sensitivity | x | | | |
| | Draft the necessary plans | x | x | x | x |
| | Present findings to the client/project team | x | x | | |

Category of professional
eligible to carry out the work

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|--|----------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| Concept drawings | | | | | |
| | Prepare the various alternative conceptual layouts together with the design philosophy | x | x | | |
| | Draft the necessary documentation | x | x | x | x |
| | Prepare a presentation to the client/project team | x | x | x | |
| | Present the proposed alternatives to the client and other key consultants on the team | x | x | | |
| | Accompany the landscape architect to the meeting with the client/project team | | x | x | |
| Master Plan | | | | | |
| | Develop the preferred conceptual layout into a master plan | x | x | | |
| | Draft the master plan | x | x | x | x |
| | Consult with other consultants on the team | x | x | | |
| | Prepare a presentation to the client/project team | x | x | x | |
| | Present the master plan to the client/project team | x | x | | |
| | Amend the master plan to include comments from the client/other consultants | x | x | x | |
| | Submit the final Master Plan to the client for approval | x | x | | |
| Cost estimate | | | | | |
| | Consult with contractors and suppliers for pricing of items | x | x | x | |
| | Measure the landscape work and prepare a bills of quantities | x | x | x | x |
| | Prepare a cost estimate based on current building industry prices | x | x | | |
| | Present the cost estimate to the client | x | x | | |
| Phasing | | | | | |
| | Prepare the phasing of the project in line with the client's needs | x | x | x | |
| Landscape Sketch Planning | | | | | |
| Site and needs analysis | | | | | |
| | Collect all relevant/applicable data | x | x | x | x |
| | Liaise with the client | x | x | | |
| | Liaise with other consultants on the team | x | x | x | |
| | Collate the data | x | x | x | |
| | Analyse the data | x | x | | |
| | Map the collated data to indicate ideal landscape zoning | x | x | x | |
| | Meet with the client to present outcome/feedback | x | x | | |
| Concept plan | | | | | |
| | Prepare the various alternative conceptual layouts together with the design philosophy | x | x | | |
| | Draft the necessary documentation | x | x | x | x |
| | Prepare a presentation to the client/project team | x | x | x | |
| | Present the proposed alternatives to the client and other key consultants on the team | x | x | | |
| | Accompany the landscape architect to the meeting with the client/project team | | x | x | |

Category of professional
eligible to carry out the work

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|---|----------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| <u>Sketch plan</u> | | | | | |
| | Develop the preferred conceptual layout into a sketch plan | x | x | | |
| | Draft the sketch plan | x | x | x | x |
| | Consult with other consultants on the team | x | x | x | |
| | Prepare a planting palette together with the hard landscaping palette | x | x | x | |
| | Prepare a presentation to the client/project team | x | x | x | x |
| | Present the sketch plan to the client/project team | x | x | | |
| | Amend the sketch plan to include comments from the client/other consultants | x | x | x | x |
| | Submit the final Sketch plan to the client for approval | x | x | | |
| <u>Cost estimates</u> | | | | | |
| | Consult with contractors and suppliers for pricing of items | x | x | x | |
| | Measure the landscape work and prepare a bills of quantities | x | x | x | x |
| | Prepare a cost estimate based on current building industry prices | x | x | | |
| | Present the cost estimate to the client | x | x | | |
| <u>Working drawings</u> | | | | | |
| | Obtain approval of sketch plan and costing from the client | x | x | | |
| | Prepare working drawings | x | x | x | x |
| <u>Specifications</u> | | | | | |
| | Prepare specification documentation | x | x | x | |
| <u>Bills of quantities</u> | | | | | |
| | Measure the full extent of the landscape work | x | x | x | x |
| | Prepare the bills of quantities | x | x | x | |
| <u>Final cost estimate</u> | | | | | |
| | On the final bills of quantities prepare the final cost estimate | x | x | | |
| | Present the final costs to the client and obtain approval | x | x | | |
| <u>Tender and contract documentation</u> | | | | | |
| | Collate the working drawings, specifications and bills of quantity for tender purposes | x | x | x | x |
| | Invite potential landscape contractors to tender | x | x | x | x |
| | Arrange and minute a site briefing meeting | x | x | | |
| | Receive the completed landscape tenders | x | x | | |
| | Adjudicate the completed landscape tenders | x | x | x | |
| | Prepare a tender adjudication report and make a recommendation as to the contractor that is to be appointed | x | x | | |
| | Meet with the client to present the tender adjudication report | x | x | | |
| | May have to appoint the landscape contractor on behalf of the client | x | x | | |
| <u>Site supervision documentation</u> | | | | | |
| | Meet the contractor on site regularly for site inspections | x | x | x | |
| | Minute the site meeting | x | x | x | |

**Category of professional
eligible to carry out the work**

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|---|----------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| | | | | | |
| | Issue site instructions and variation orders | x | x | | |
| | Prepare payment certificates | x | x | | |
| | Attend the project team site meetings as and when required | x | x | x | |
| | Address all site queries | x | x | | |
| | Co-ordinate all design and supply items e.g. irrigation | x | x | | |
| | | | | | |
| | As-built drawings | | | | |
| | Obtain as-built information from the contractor | x | x | x | |
| | Prepare as-built drawings for the hard and soft landscaping | x | x | x | x |
| | Obtain the as-built drawings for the design and supply items | x | x | x | |
| | Obtain all warranties, guarantees and manuals and submit them to the responsible project team members | x | x | | |
| | | | | | |
| | Plant Procurement | | | | |
| | Planting palette & estimated quantities | | | | |
| | Prepare the planting palette for the project | x | x | x | |
| | Prepare and estimate the plant quantities | x | x | x | |
| | Identify and decide on plants that will be contract grown | x | x | | |
| | | | | | |
| | Nursery Visits | | | | |
| | Contact the growers to determine availability and stock | x | x | x | |
| | Set up nursery visits to assess quality of the plants | x | x | x | |
| | Undertake nursery visits | x | x | | |
| | Prepare a report of the findings to the client and make recommendations | x | x | | |
| | | | | | |
| | Tender and contract documentation | | | | |
| | Collate the specifications and bills of quantity for tender purposes | x | x | x | |
| | Invite potential tenderers | x | x | x | x |
| | Receive the completed tenders | x | x | | |
| | Adjudicate the completed tenders | x | x | x | |
| | Prepare a tender adjudication report and make a recommendation as to the contractor/grower that is to be appointed | x | x | | |
| | Meet with the client to present the tender adjudication report | x | x | | |
| | May have to appoint the contractor/grower on behalf of the client | x | x | | |
| | | | | | |
| | Nursery Inspections | | | | |
| | Undertake nursery inspections on a two monthly period | x | x | | |
| | Prepare a report, with photographs of the conditions of the plants | x | x | | |
| | Submit report to the client | x | x | | |
| | | | | | |
| | Landscape Maintenance Specifications and Auditing | | | | |
| | Specifications | | | | |
| | Undertake a site visit and meet with the client to understand the needs and the scope of the landscape maintenance work | x | x | | |
| | Establish the role and responsibility of the landscape professional with the client | x | x | | |
| | Establish how upgrading of the facility is to be addressed and incorporated | x | x | | |

Category of professional
eligible to carry out the work

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|--|----------------------------------|-------------------------------------|-----------------------------------|----------------------------------|
| | Prepare the landscape maintenance specifications for the site | x | x | | |
| | Establish a bills of quantities | x | x | | |
| | Establish a checklist against which audits will take place | x | x | | |
| | Present the draft documents to the client for approval | x | x | | |
| Tender and contract documentation | | | | | |
| | Make the amendments proposed by the client | x | x | x | |
| | Collate the specifications and bills of quantity for tender purposes | x | x | x | |
| | Invite potential tenderers | x | x | x | x |
| | Receive the completed tenders | x | x | | |
| | Adjudicate the completed tenders | x | x | x | |
| | Prepare a tender adjudication report and make a recommendations as to the contractor that is to be appointed | x | x | | |
| | Meet with the client to present the tender adjudication report | x | x | | |
| | May have to appoint the contractor on behalf of the client | x | x | | |
| Auditing of the site | | | | | |
| | Undertake site inspections on a monthly basis, audit the standard of the landscape maintenance against the checklist | x | x | | |
| | Prepare a report, with photographs of the condition of the site | x | x | | |
| | Submit report to the client | x | x | | |
| Environmental Management Plan | | | | | |
| Environmental Management Plan | | | | | |
| | Obtain the available project documentation - plans, EIA, Record of Decision etc. | x | x | x | x |
| | Study the available project documentation - plans, EIA, Record of Decision etc. | x | x | | |
| | Undertake a site visit if necessary | x | x | | |
| | Establish the roles and responsibilities of the various role players | x | x | | |
| | Establish the mitigation measures for the planning, construction, operational and close out phase of the project | x | x | | |
| | Prepare the Environmental Management Plan | x | x | x | |
| | Prepare an Environmental Management Plan checklist for quick reference | x | x | x | |
| | Present the draft documents to the client for approval | x | x | | |
| | Submit the Environmental Management Plan to the Authorities for approval | x | x | | |
| Auditing of the site | | | | | |
| | Undertake site inspections on a monthly basis, audit the environmental compliance against the checklist | x | x | | |
| | Prepare a report, with photographs | x | x | | |
| | Submit report to the client and the authorities | x | x | | |
| Basic Assessment | | | | | |
| Project Initiation | | | | | |
| | Obtain all the relevant site information | x | x | x | x |
| | Set up and undertake a site visit with the client and authorities (if possible) | x | x | | |

Category of professional
eligible to carry out the work

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|--|-------------------------------------|--|--------------------------------------|-------------------------------------|
| | Collect the baseline information required | x | x | x | x |
| | Collate the baseline information required | x | x | x | |
| Public Participation | | | | | |
| | Identify Interested and Affects Parties | x | x | | |
| | Prepare the notifications of the environmental impact assessment process | x | x | x | |
| | Place an advertisement in the newspaper | x | x | x | x |
| | Erect site notices | x | x | x | x |
| | Deliver written notice to the adjacent lands owners | x | x | x | x |
| | Prepare for the public meeting | x | x | | |
| | Undertake the public meeting | x | | | |
| | Prepare minutes and circulate to all I&APs | x | x | x | |
| | Register all issues and concerns raised by the I&APs | x | x | x | x |
| | Prepare an Issues and response register for inclusion in the report | x | x | x | |
| Preparation of the final draft Basic Assessment Report | | | | | |
| | Describe the proposed activity and property where the proposed project is to take place | x | x | | |
| | Describe the physical and bio-physical environment | x | x | x | |
| | Describe all the legislation and policies that have been considered in preparation of the Basic Assessment | x | x | | |
| | Describe the public participation process | x | x | x | |
| | Discuss the motivation for the project as well as the feasible alternatives that were considered | x | x | | |
| | Identify the environmental impacts | x | x | | |
| | Assess each of the environmental impacts as described in the Regulations | x | | | |
| | Propose mitigation measures for each of the environmental impacts | x | x | | |
| | Synthesize and include the specialist inputs, if there were any, into the report | x | | | |
| Preparation and submission of the final Basic Assessment Report | | | | | |
| | Submit the draft report to the client | x | x | x | x |
| | Circulate the draft report to the public | x | x | x | x |
| | Amend the report in line with the comments received | x | x | | |
| | Submit the final report to the relevant authorities | x | x | x | x |
| | Follow up the decision and approval from the authorities | x | x | x | x |
| | Notify the proponent and the identified I&APs in accordance with the regulations | x | x | x | |
| Environmental Impact Report | | | | | |
| Phase 1 - Scoping | | | | | |
| Project Initiation | | | | | |
| | Obtain all the relevant site information | x | x | x | x |
| | Set up and undertake a site visit with the client and authorities (if possible) | x | x | | |
| | Collect the baseline information required | x | x | x | x |
| | Collate the baseline information required | x | x | x | |
| | Prepare and submit a notification and declaration of interest document | x | x | | |
| Draft Scoping Report | | | | | |

**Category of professional
eligible to carry out the work**

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|--|---|--|--|---|
| | Describe the activity and the alternatives | x | x | | |
| | Describe the property and location | x | x | x | |
| | Describe the receiving environment | x | x | x | |
| | Identify applicable legislation and guidelines | x | x | | |
| | Describe all the potential environmental issues and potential impacts | x | x | | |
| | <u>Public Participation</u> | | | | |
| | Identify Interested and Affects Parties | x | x | | |
| | Prepare the notifications of the environmental impact assessment process | x | x | x | |
| | Place an advertisement in the newspaper | x | x | x | x |
| | Erect site notices | x | x | x | x |
| | Deliver written notice to the adjacent lands owners | x | x | x | x |
| | Prepare for the public meeting | x | x | | |
| | Undertake the public meeting | x | | | |
| | Prepare minutes and circulate to all I&APs | x | x | x | |
| | Register all issues and concerns raised by the I&APs | x | x | x | x |
| | Prepare an Issues and response register for inclusion in the report | x | x | x | |
| | <u>Final Scoping Report</u> | | | | |
| | Complete the issues and concerns register | x | x | | |
| | Incorporate any further impacts that may have been identified | x | x | | |
| | Prepare the Plan of Study for EIA | x | x | | |
| | Circulate Scoping Report to the public for comment | x | x | | |
| | Make the necessary amendments | x | x | x | |
| | Submit final scoping report to the authorities | x | x | x | x |
| | Obtain approval for the Scoping Report and Plan of Study | x | x | | |
| | <u>Phase 2 - EIR Phase</u> | | | | |
| | <u>Preparation of the Draft Environmental Impact Assessment Report</u> | | | | |
| | Describe the proposed activity and property where the proposed project is to take place | x | x | | |
| | Describe the physical and bio-physical environment | x | x | x | |
| | Describe all the legislation and policies that have been considered in preparation of the Basic Assessment | x | x | | |
| | Describe the public participation process | x | x | x | |
| | Discuss the motivation for the project as well as the feasible alternatives that were considered | x | x | | |
| | Synthesize and include the specialist inputs, if there were any, into the report | x | x | | |
| | Identify the environmental impacts | x | x | | |
| | Assess each of the environmental impacts as described in the Regulations | x | | | |
| | Propose mitigation measures for each of the environmental impacts | x | x | | |
| | <u>Public Participation</u> | | | | |
| | Keep the Interested and Affects Parties register updated | x | x | | |
| | Prepare the notifications of the environmental impact assessment process | x | x | x | |
| | Place an advertisement in the newspaper | x | x | x | x |
| | Erect site notices | x | x | x | x |
| | Deliver written notice to the adjacent lands owners | x | x | x | x |

Category of professional
eligible to carry out the work

| NOTE: This table is to be read in conjunction with the core-competencies table to understand the level of involvement and responsibility of the various professionals. | | Professional Landscape Architect | Professional Landscape Technologist | Professional Landscape Technician | Professional Landscape Assistant |
|--|---|-------------------------------------|--|--------------------------------------|-------------------------------------|
| | Prepare for the public meeting | x | x | | |
| | Undertake the public meeting | x | | | |
| | Prepare minutes and circulate to all I&APs | x | x | x | |
| | Register all issues and concerns raised by the I&APs | x | x | x | x |
| | Prepare an Issues and response register for inclusion in the report | x | x | x | |
| Final Environmental Impact Assessment Report | | | | | |
| | Complete the issues and concerns register | x | x | | |
| | Incorporate any further impacts that may have been identified | x | x | | |
| | Complete the assessment in terms of the cumulative impact and ensure that all the impacts have been assessed in line with the Regulations | x | x | | |
| | Circulate Environmental Impact Assessment Report to the public for comment | x | x | x | |
| | Make the necessary amendments | x | x | x | |
| | Submit final Environmental Impact Assessment report to the authorities | x | x | x | x |
| | Obtain the decision on the approval/rejection of the project | x | x | | |
| | Notify all I&APs | x | x | x | |
| Environmental Feasibility Study | | | | | |
| Site and needs analysis | | | | | |
| | Collect all relevant/applicable data | x | x | x | x |
| | Liaise with the client | x | x | | |
| | Liaise with other consultants on the team and relevant authorities | x | x | x | |
| | Collate the data | x | x | x | |
| | Analyse the data | x | x | | |
| | Map the collated data to establish the sensitive areas | x | x | x | |
| | Prepare recommendations to the client | x | x | | |
| | Meet with the client to present outcome/feedback | x | x | | |

SCHEDULE 2: EXEMPTIONS

Notwithstanding the aforementioned rules which identify landscape architectural work for various categories of persons registered with the SACLAP, the following persons may in the course of their profession perform any overlapping functions which their education, training and experience have specifically rendered them competent to perform such functions:

Persons registered by the –

- (a) Engineering council of South Africa in terms of the Engineering Profession Act, No. 46 of 2000;
- (b) South African council for the Architectural Profession in terms of the Architectural Profession Act, No. 44 of 2000;
- (c) South African Council for the Property Valuers Profession in terms of the Property Valuers Profession Act, No. 47 of 2000;
- (d) South African Council for the Quantity Surveying Profession in terms of the Quantity Surveying Profession Act, No. 49 of 2000;
- (e) South African Council for the Project and Construction Management Profession terms of the Project and Construction Management Act No. 48 of 2000;
- (f) The South African Council for Planners in terms of the Planning Profession Act No. 36 of 2002
- (g) Interior Architects – not currently covered under any legislation

These provisions also apply in respect of a person who is registered as a candidate in terms of Section 18(3) of the Act. Provided that such functions are performed under the direction, control and direct supervision of a person registered as a professional in terms of the same Act.

SCHEDULE 3: PROCESS FOLLOWED IN THE IDENTIFICATION OF WORK

A process proposed by the Council for the Built Environment (CBE) for the preparation of the Identification of Work Document was used as the base for the preparation of this framework. SACLAP followed the following process:

1. Formed an Identification of Work Committee that has a representative from all the categories of registration with in the Landscape Architecture Profession.
2. Identified the landscape architectural work for every category of registration.
3. Invited comments from the public, stakeholders and government.
4. Incorporated the comments into the Identification of Work document.
5. Submitted the document to the CBE for assessment.
6. Amended the document in line with the comments received from the CBE.
7. The CBE submitted the final draft to the Competitions Commission for review.
8. Once approval was attained from the Competitions Commission, the Gazetting of the Identification of Work document into legislation was undertaken by the CBE.

SCHEDULE 4: PUBLIC PARTICIATION FOLLOWED IN THE IDENTIFICATION OF WORK PROCESS**Commenting Process:**

The public, stakeholders and Government were invited to comments in the following ways:

1. Circulated the document to all the SACLAP registered professionals of all registration categories.
Document was circulated to the working group during various stages of the document development.

Document was circulated as a final draft after a workshop with the working group held on 27 January 2009.

2. Arrange meetings with members from the voluntary organisation (ILASA) to discuss document.
The draft IDoW document was tabled at the ILASA AGM. No specific comments were received.

3. Identify contact persons in all the affected Councils and professions (Architects, Engineering Professionals, Planners, Urban Designers etc.), Green Industry (Richard Mathieson and Sandy Gilmore), IAIA, IIA & ICB circulate document to them and set up meetings to discuss overlap.
 - Document was circulated to the above stated organisation.
4. Advertise the document in all the major newspapers and give 30 days for commenting. An advertisement was placed in the Sunday Times on the 3rd of May 2009. Furthermore the draft document and notice for commenting was published in the Government Gazette of 24 April 2009.
5. Arrange public meetings in Johannesburg, Durban and Cape Town. This will be arranged pending the outcome of the commenting period.
6. Make hard copies of the document available at the CBE and professional practices in Johannesburg, Pretoria and Cape Town.
7. Place the document on SACLAP's website.

SCHEDULE 5: WORK COMMITTEE

The Work Committee comprise of the following members:

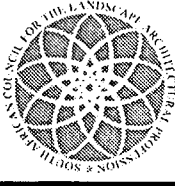
- Professional Landscape Architects: Sonette Smit, David Gibbs, Megan Anderson, Claire Burgess, Hendrik van der Hoven, Bernadette Vollmer
- Professional Landscape Architect Technologists: Bernice Rumble and Jason Turner
- Candidate Professional Landscape Architect Technician: Elaine Skitmore

SCHEDULE 6: COMMENTS FROM STAKEHOLDERS & THE PUBLIC

To be completed once commenting period has been undertaken.

SCHEDULE 7: INCORPORATION OF COMMENTS INTO DOCUMENT

To be completed once commenting period has been undertaken.



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

DRAFT PROFESSIONAL FEES GUIDELINE DOCUMENT FOR COMMENT

IN RESPECT OF SERVICES RENDERED BY PERSON(S) REGISTERED IN TERMS OF SECTION 19 (2) OF THE ACT IN PRIVATE CONSULTING PRACTICE

1. Introduction

The Landscape Architect's Service

2. Context

A client appoints a landscape architectural professional to provide a service for a project as contemplated by the Landscape Architectural Professions Act, Act No 45 of 2000.

The landscape architectural professional accepts the appointment to exercise reasonable professional skill, care and diligence in the performance of obligations, for an appropriate fee.

The landscape architectural professional is authorised to act as agent for the client, and fulfils a landscape architectural professional's service using the current standard forms of contract and procedures as is standard practice in the built environment industry, such as the JBCC suite of contract documentation. For the construction stage of a project, the relationship between the client, contractor and landscape architectural professional as agent, or principal agent is defined in the building agreement.

The professional enters into a contract of agency in a suitable agreement. Typical agreements provide for a standard service, partial services or special services. A standard service comprises appointment as Landscape Architectural Professional, usually not as the Principal Consultant or Principal Agent.

The parties to an agreement select the landscape architect's service applicable to the project. Additional services may be selected, as the parties may deem appropriate.

3. Fees description

3.1 Project 'cost based fees'

Fees are calculated based on estimated and ultimately the 'project cost'. The fees calculated on a percentage of project cost are derived from the percentage sliding scale – the smaller the project cost the higher the percentage value and *vice versa*.

3.2 Time charges

Where fees for **landscape architects** services are time charge fees, these are based on an hourly rate according to the latest published hourly rates applicable to the level of service rendered. The hourly rates are reviewed annually by the Council and should be adjusted accordingly during the duration of the project.

4. Standard service

In a standard service the Landscape Architectural Professional is appointed to fulfil the obligations provided for as described as a full service. Should the service include project management, principal consultant and or principal agent, this is described as an additional specialist service. The essential functions of each work stage relevant to the service are identified herein as:

Stage 1: Inception

Receive, appraise and report on the client's requirements with regard to:

- o the client's brief
- o the site, rights and constraints
- o the budgetary constraints
- o the need for additional consultants
- o the anticipated project programme
- o the methods of contracting and appointment

Stage 2: Concept and viability

- o Prepare a conceptual / initial design and site layout
- o Advise on site arrangements and planning relationships
- o Proposed materials and intended site services
- o Establish the technical and functional characteristics of the design
- o Check the conformity of the concept with the rights to use of the land
- o Review the anticipated costs of the project
- o Review the project programme

Stage 3: Design development

- o Confirm the scope and complexity
- o Review the design and consult with local and statutory authorities
- o Develop the design, construction system, materials and components
- o Incorporate site services and coordinate with the work of consultants
- o Review the design, costing and programme with the consultants

Stage 4: Documentation and procurement

- o Complete technical documentation and complete primary co-ordination with other consultants
- o Confirm material specifications and extent of works for implementation
- o Review the costing and programme with the consultants
- o Obtain the client's authority
- o Complete construction documentation
- o Confirm method of tendering and proceed with the process of calling for tenders
- o Adjudication of tenders received and compile recommendation report
- o Obtain the client's authority for the execution of the works
- o Finalise documentation for the execution of the works (working drawings)

Stage 5: Construction

- o Administer the landscape contract or subcontract
- o Issue construction documentation and related instructions
- o Initiate and /or check sub-contract design and documentation as appropriate
- o Inspect the works for conformity to the contract documentation
- o Administer and perform the duties and obligations assigned to the clients agent in terms of the obligations provided for the forms of contract
- o Oversee commissioning of equipment
- o Issue the certificate of practical completion portion of responsibility

Stage 6: Close out

- o Monitor establishment of landscape elements
- o Facilitate the project close-out, including the preparation of the necessary documentation to effect completion, handover and operation of the project
- o After the contractor's obligations with respect to the landscape contract are fulfilled, issue the certificates related to contract completion
- o Provide the client with as-built drawings and relevant technical and contractual undertakings by the contractor and sub-contractors

5. Partial services

Partial services may be agreed to. The options most regularly utilized are:

1. appointed as principal consultant but not as landscape architectural professional
2. appointed as design landscape architectural professional (design only)
3. appointed as landscape architectural professional of record (design by others, can be principal agent)
4. appointed as principal agent only

5. appointed as landscape architectural professional for any individual stage of work
6. appointed to perform additional services (formerly described as 'specialist services')

A reduced fee can be agreed for partial services, based on the apportionment of fees applicable to the appropriate work stages, plus 10% of the total applicable fee. A fee of 1% is recommended to be added if the landscape architectural professional does perform the duties of principal agent and a further 1% as the principal consultant.

6. Fees for professional services

6.1 Basis of fees agreement

The client agrees to pay the landscape architectural professional the fees for the defined services as recorded in the agreement. The final fee is calculated on the final and total cost of the relevant works where a 'project cost based fee' is applied as described in 3.1.

6.2 Project cost based fees for standard and partial services

The fees consist of a percentage of anticipated project cost, adjusted as soon as a more accurate or final cost of the works have been confirmed. The percentage fee is based on a sliding scale. The brackets of which will be reviewed annually and are determined as and when required by publishing a SACLAP board notice in the Government Gazette.

For a partial service, the fee is a 'project cost based fee' with the percentage relevant to each work stage to be performed, agreed between client and professional.

7. Fee schedule

7.1 Apportionment of fees between work stages:

The fee applicable to each work stage (as set out in Section 4) is apportioned according to the table below and may be adjusted by agreement:

| Work stages 1 to 6 | Proportion of fee | Cumulative total |
|---------------------------|--------------------------|-------------------------|
| 1 | 5% | 5% |
| 2 | 15% | 20% |
| 3 | 15% | 40% |
| 4 | 30% | 65% |
| 5 | 32% | 97% |
| 6 | 3% | 100% |

7.2 Time charge fees

Where fees for the landscape architectural professionals services are time charge fees, the hourly rate shall be according to the published rates and shall be adjusted annually.

7.3 Fees for additional services:

Unless otherwise agreed, the fee for additional services is a time charged based on hourly rates as recommended in the current SACLAP Board Notice of that time. Whenever these rates are revised, the new rates shall apply to work performed after the date of publication of such revision.

7.4 Fees for additions and / or alterations

Unless otherwise agreed, the fee for work that includes alterations is based on the recommended tariff of fees published by SACLAP.

7.5 Fees for a project that has additional considerations

The fee is adjusted according to the formula for such work contained here-in.

The fee for modifying drawings and related documents and preparing site plans due to alterations by others and of no fault by the landscape architect shall be on a time charge for the modifications, or by adding a premium of 15% to the applicable work stage of the fee based cost onto the final cost of the project.

The fee for inspecting and administering a landscape contract only shall be 35% of the fee based on the final cost of the project plus a premium of 15% of the total fee.

7.6 Deployment of employees

Where an employee of the landscape architectural professional is deployed on site for extended inspection or other agreed purpose, the amount of the reimbursement shall be the total cost of employment plus 30% or as agreed on proven cost.

8. Adjustment of fees and disbursements

The client and the landscape architectural professional acknowledge and agree that the fees and disbursement are based on the following parameters:

- Scope of services
- Scope of the project/works
- Project programme
- Cost of the works
- Cost of the project
- Appointment of other consultants
- Appointment of contractor

Should any material variation to the parameters as stated occur, the fees and disbursements shall be adjusted.

9. Invoicing

The landscape architectural professional's invoices shall comply the relevant statutory requirements and may be transmitted electronically if originals are made available on request.

The landscape architectural professional shall be entitled to render interim invoices, based on an agreed cash flow or proven work completed.

Re-imbusement of expenses: the client shall reimburse the landscape architectural professional for all reasonable expenses and disbursements incurred.

Fee and re-imbusement invoices may be invoiced separately.

10. Payment of invoices

The landscape architectural professional's invoices are due and payable on presentation.

Invoiced amounts are to be paid to the landscape architectural professional by one of these methods as agreed by the parties and a record of payment shall be provided to the landscape architectural professional concurrently:

- Electronic transfer into the bank account of the landscape architectural professional
- Direct deposit into the bank account of the landscape architectural professional
- Cheque, hand delivered to the physical address of the landscape architectural professional

11. Interest on overdue invoices

Should the client not have paid any invoice within thirty (30) days of presentation thereof, the client shall be liable for interest for late payment. Such interest shall be calculated at a rate of two (2) percentage points above the rate of interest applicable from time to time to prime borrowers at the landscape architectural professional's bank from the due date for payment.

12. Disputed invoices

Should the client dispute any aspect of an invoice submitted by the landscape architectural professional, the client shall give written notice within 14 days of presentation of the invoice for payment and shall not delay payment of the undisputed portion amount.

13. Extended construction period:

In the event that the construction period is exceeded by more than 10% the landscape architectural professional is to be remunerated for all additional work resulting from the extension of time at the hourly rates according to the current **SACLAP** Board notice together with related reimbursable expenses.

The fee where the inspecting and administering a **landscape contract** is extended due to late completion of the responsible or other contractor by more than 10% shall be on a time and cost basis. Or the fee will be increased by the percentage by which the original contract period has been extended. If a new contractor is appointed, the full stage fee will be escalated by 15% to compensate for the additional time to wrap up the original contractor and initiate the new contractor.

14. Claims to be separate and no set-off

Should the client allege a claim against the landscape architectural professional, a **contractor** or any other party involved in the project, such claim shall be dealt with on its own merits.

The **client** is not entitled to withhold payment of fees or disbursements or part thereof due to the landscape architectural professional based on the alleged claim. The client shall make payment without any set-off and waives all rights to any such set-off.

15. Fees on termination, Suspension or Deferment

Where the agreement between the client and the landscape architectural practitioner is terminated, the client shall pay for that portion of the work that has been executed.

Should the whole or any part of the project be terminated, suspended or deferred at any work stage the fee shall be:

For each completed work stage, the fee calculated according to apportionment between work stages.

For each interrupted work stage the fee calculated for work stages prorated to the work done where the termination, suspension or deferment of the project is not directly attributed to the landscape architectural professional as surcharge of 10% of the fee shall apply.

Should the project be reinstated or resumed without significant change within one year of the date of deferment, the original fee determined shall be considered partial payment of the fee that will be determined on the revised cost of the project.

Should the project be reinstated after a year, the project shall be considered a new commission and fees shall be charged for such additional services on a time basis.

The project or any part thereof shall be considered as having been terminated where:

- The client so informs the landscape architectural professional in writing.
- It is deferred for longer than one year.
- Instructions necessary for the firm to continue work on the project are not received from the client within 3 months after instructions are requested in writing by the landscape architectural professional.

16. Damage to or destruction of the works

Where the works or any part thereof is damaged or destroyed before completion of the works and the works are reinstated, the client shall pay the landscape architectural professional an additional fee to be determined according to the nature and scope of the professional services rendered.

17. Travelling time

Where the firm's fee is on a percentage basis, time charges shall apply only where the round trip distance between the destination and the firm's place of practice exceeds 50 kilometres.

Where the firm's fee is on a time basis, time charges shall apply to the full round trip regardless of distance.

18. Landscape Architectural Professional as expert witness, mediator or arbitrator

For acting as expert witness, mediator or arbitrator, the fee shall be as recommended by the Association of Arbitrators.

19. Re-Imbursement of Expenses

In addition to the fees set out in this schedule, the client shall reimburse the firm for all reasonable disbursements properly incurred.

The expenses contemplated may include the following:

- Printing, photocopying, maps, models, presentation materials, photography and similar documentation including all reproduction or purchase costs of documents.
- Hotel, subsistence and travelling expenses, including kilometre allowances at current Automobile Association rates for vehicle usage and other similar disbursements.
- All payments made by the landscape architectural practitioner, including fees and other charges for specialised professional and other services incurred on behalf of the client.
- Telephonic, electronic and facsimile communication, special postage and courier deliveries any other disbursements that may be agreed by the client.

20. Definitions and Interpretations

Where the words and phrases are highlighted in the text of this agreement they shall bear the meaning assigned to them and where such words and phrases are not highlighted they shall bear the meaning consistent with the context

20.1 Definitions

In this document, unless the context otherwise indicates, an expression or word hereunder shall mean:

landscape architect means a person registered as a Professional Landscape Architect in terms of the Landscape Architects' Act no 45 of 2000 or the Professional Landscape Architects practice constituted as a legal persona appointed to provide the landscape architects service for the project.

Landscape architectural professional means a person including landscape architects registered in terms of the Architects Act No 45 of 2000 or the landscape architectural professional's practice constituted as a legal persona appointed to provide the landscape architectural professional's service for the project.

Budget means the anticipated cost of the project and /or works, provided that estimates on which the budget is based, shall be deemed to be valid for a period not exceeding 3 months.

Building Contract means the JBCC 'Principal Building Agreement' (PBA) or such other building agreement entered into between the client and the contractor.

Client means the party appointing the landscape architect to perform the services or any part thereof referred to in this document and referred to as the 'employer' in the JBCC PBA.

Contract means an agreement entered into by the client with a contractor for the execution of the works or part thereof.

Contractor means the entity or entities contracting with the client for the execution of the works or part thereof.

Consultant means professional persons or entities appointed by the client to provide services with respect to the project.

Construction documentation means graphic representations, plans, sections, elevations, site plans, specifications, construction details, service co-ordination information, schedules and such other details and descriptions as are within the reasonable competence of an architect which are sufficient to indicate the scope of the works.

Inspection means such periodic visits, or in connection with the works by the landscape architect as are necessary to establish conformity of the work to the contract documentation, and to provide on-site clarification and further information during the progress of the work.

Practical completion means the stage of completion where the works of a section thereof, as certified by the principal agent, is substantially complete and can effectively be used for the purpose intended.

Principal agent means the person appointed to full the obligations of the JBCC. Principal building Agreement (as currently provided for in clause 5 of the JBCC PBA), or fulfil the similar obligations provided for in other forms of contract.

Principal consultant means the person authorized by the client to lead the consultants.

Project means the development for which the landscape architect and consultants are appointed and may not be limited to the works.

SACLAP means the South African Council for the Landscape Architectural Profession, the Statutory Council governing the Landscape Architectural Profession.

ILASA means the Institute of Landscape Architects of South Africa.

Works means all work executed or intended to be executed according to the building contract.

20.2 Interpretations

Any legislation referred to in this recommended fee scale shall be that which was applicable on the date of compilation of this document.

In this document, unless inconsistent with the context:

The word "deemed" shall be conclusive that something is fact, regardless of the objective truth.

The words "advise", "appoint", "approve", "authorise", "certify", "consent", "decide", "delegate", "designate", "instruct", "issue", "notify", "object", "reply", "request", and "specify" shall indicated an act required to be carried out in writing.

The masculine gender includes the feminine and neuter genders and vice versa, the singular includes the plural and vice versa and persons shall include corporate bodies.

The headings of clauses are for references purposes only and shall not be taken into account in constructing the context thereof.

All monetary amounts exclude tax, which tax shall be added to any amounts, which become due and payable.

21. Procedure to determine appropriate fees

This recommended fee scale is provided as a guideline for the determining of appropriate fees by the contracting parties where the landscape architectural professional is to provide a professional service for a project as contemplated by the Landscape Architectural Professions Act, Act No 45 of 2000.

The professional service is deemed to be subject to an appropriate formal agreement, in which the obligations of the parties to one another and the conditions of service are clearly recorded.

The expectation is that the agreed fees are based on a budget for the works for fee purposes to ensure that the fee calculated on anticipated final project cost, is applied to a realistic value of the work to be done.

Professional Fees Guidelines prepared by: Johan Barnard
On behalf of the South African Council for the Landscape Architectural Profession

| | | | |
|----------|-------------|-----------|---------------------------|
| Care of: | P O Box 868 | email | secretariat@saclap.org.za |
| | Randburg | Telephone | 011 789 1384 |
| | 2160 | Fax | 011 789 1385 |



SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL PROFESSION

FOR COMMENT

REQUIREMENTS WITH WHICH A VOLUNTARY ASSOCIATION SHALL COMPLY IN TERMS OF SECTION 14(d) OF THE LANDSCAPE ARCHITECTURAL PROFESSION ACT, 2000 (ACT 45 OF 2000) IN ORDER TO QUALIFY FOR RECOGNITION UNDER SECTION 25 OF THE SAID ACT

SCHEDULE

In this schedule, unless contrary to the context, an expression or a word to which a meaning has been assigned in the Landscape Architectural Profession Act, 2000 (Act 45 of 2000), shall bear the same meaning and

- "association" means an association of natural persons engaged in the landscape architectural profession within any of the categories specified in section 18(a) of the Act
- "built environment councils" means a council referred to in section 1(iv) of the Council for the Built Environment Act, 2000 (Act No. 43 of 2000);
- "Council" means the South African Council for the Landscape Architectural Profession;
- "multi-professional association" means an association of natural persons engaged in any of the professions in the built environment contemplated in section 1(iv) of the Council for the Built Environment Act, 2000 or any of the scientific professions contemplated in Section A and B of Schedule I of the Natural Scientific Professions Act, 1993 (Act No. 106 of 1993)
- "the Act" means the Landscape Architectural Profession Act, 2000 (Act 45 of 2000)
- "governing body" means the highest authority of an association charged with controlling the affairs of an association

CATEGORIES OF VOLUNTARY ASSOCIATIONS

2. The following categories of voluntary associations are hereby established:

2.1 Category A

Associations whose membership consists of natural persons who, subject to the applicable provisions of Rule 3, are:

- (a) Practising in any particular discipline or sub-discipline of landscape architecture; or
- (b) Practising in any particular category of registration contemplated in section 18 of the Act.

2.2 Category B

Associations whose membership consists of natural persons who, subject to the applicable provisions of Rule 4, are:

- (a) practising in landscape architecture or in any of the professions in the built environment contemplated in section 1(iv) of the Council for the Built Environment Act, 2000; or
- (b) practising in landscape architecture or in any of the scientific professions contemplated in Section A and B of Schedule I of the Natural Scientific Professions Act, 1993 (Act No. 106 of 1993).

ASSOCIATIONS

3. In order to qualify for recognition as a voluntary association, an association shall comply with the following:

- 3.1 The association shall be established as a juristic person with the main objects of promoting the landscape architectural profession and the professional interests of its members;
- 3.2 The association shall have a constitution which provides for:
- o The management structure, nomination procedure and requirements with which members nominated for office shall comply;
 - o The association's administrative powers in general and for the enrolment of members, termination of membership and associated matters;
 - o The requirements for membership in different classes and rules for cancellation and reinstatement thereof;
- 3.6 A code of professional conduct for its members which is not in conflict with the Council's code and a system of disciplinary procedures which includes appropriate sanctions when the code is contravened;
- 3.7 A minimum of **25** of the members of the association shall be registered with the Council in terms of section 18 of the Act;
- 3.8 An association shall not have less than **50** natural persons that are members with full voting rights; and
- 3.9 Applications for recognition in terms of section 25(2) of the Act should include a copy of an association's constitution.
4. Multi-disciplinary Associations
- A multi-disciplinary association is eligible for recognition if:
- 4.1 It has been established as a juristic person with the main objects of promoting the professional interests of its members;
- 4.2 It has a constitution which complies with clause 3.2 above;
- 4.3 A majority of its voting members are persons registered with any of the built environment councils or with the South African Council for the Natural Scientific Professions, as the case may be
- 4.4 The number of members with full voting rights is at least **75**;
- 4.5 At least **25** of the members are registered in any of the categories specified in section 18(a) of the Act;
- 4.6 A majority of the governing board are persons registered with any of the built environment councils or with the South African Council for the Natural Scientific Professions, as the case may be: Provided that at least 10% of such governing body must be registered in any of the categories specified in section 18(a) of the Act; and
- 4.7 Applications for recognition in terms of section 25(2) of the Act should include a copy of an association's constitution.
5. The Council, has in terms of section 36(1) of the Landscape Architectural Profession Act, 2000 (Act 45 of 2000) made the rules, as set out in the Schedule, in relation to the recognition of voluntary associations as contemplated in Sections 14(d) and 25 of the Act.
- In terms of **Section 25** of Landscape Architectural Profession Act, 2000 (Act 45 of 2000), any voluntary association may apply to the council to be recognised as such. The council may, if the Voluntary Association (VA) complies with the requirements determined in terms of Section 14(d) of the Act, recognise that association and issue it with a certificate of recognition.
- 5.1 A certificate of recognition is valid for a period of five years from the date of issue. A Voluntary Association must display its certificate of recognition in a prominent place at its head office.
- 5.2 The recognition of a VA lapses if –
- the association no longer complies with requirements contemplated in section 14(d); or
 - at the expiry of the five-year period referred to in subsection (5.1).
- 5.3 VA must, at least three months prior to the expiry of its recognition, apply in the prescribed manner to the council for the renewal thereof.

- 5.4 VA whose recognition has lapsed must, within 30 days from the date on which it is so directed in writing by the council, return its certificate of recognition.

APPLICATION FOR RECOGNITION

- 6 Such additional information as the Council may determine in each particular case. Any association wishing to be recognised as a voluntary association must submit an application, in the format prescribed in these rules, to the Council and provide all the information required therein, and

RECOGNITION AS A VOLUNTARY ASSOCIATION AND DURATION OF RECOGNITION

7. If, after consideration of an application referred to in rule 8, the Council is satisfied that the association meets the relevant requirements for recognition as set out in these rules, the Council must recognise such association as a voluntary association in the appropriate category and issue it with a certificate of recognition in terms of section 25(3) of the Act.
- 7.1 The certificate of recognition is valid for a period of five years from the date of issue, which date is deemed to be the date on which the Council resolves to recognise the voluntary association.
- 7.2 The voluntary association must display its certificate of recognition in a prominent place at its head office and may display Council's logo on its stationery as an indication of its recognition status.
- 7.3 The Council must, within 30 days from the date on which it recognises a voluntary association, publish the name of such voluntary association on its website, and thereafter make it known in such other manner as it may deem appropriate.

RENEWAL AND LAPSING OF RECOGNITION

- 8.1 The recognition of a voluntary association remains in effect for as long as it meets the requirements for recognition in terms of these rules.
- 8.2 The recognition of a voluntary association lapses in terms of section 25(6) (a) of the Act
- if that voluntary association no longer complies with the requirements set out in these rules; or
 - at the expiry of the five-year period referred to in rule 5(2).
- 8.3 A voluntary association must at least three months prior to the expiry of its recognition, apply in the prescribed manner to the Council for the renewal thereof.
- 8.4 Every voluntary association must provide the Council, by no later than 30 months prior to the expiry date contemplated in rule 5(2), with information on its membership profile to enable the Council to monitor whether the requirements for recognition are still being met.
- 8.5 A voluntary association who is required to comply with the relevant ratios specified in rule 5(3), must annually submit the required information by no later than the appropriate deadline specified therein.
- A voluntary association who does not comply with a deadline specified in rules 5(3) as the case may be, will be deemed to have failed to comply with the requirements for recognition and the provisions of rule 10(3) will apply.
- 8.6 Every voluntary association must advise Council of any changes to its constitution and/or by-laws, within 60 days of the date on which the changes were approved.
- 8.7 If at any time during the period of five years referred to in rule 5(2) a voluntary association becomes aware that it no longer complies with the requirements, it must notify the Council forthwith in writing of such fact and provide the reasons for it.
- 8.8 If the Council is satisfied that a voluntary association has ceased to comply with the requirements specified in these rules, the recognition of such voluntary association lapses in terms of section 25(6)(a) of the Act on the date on which the Council resolves that the voluntary association ceased to comply.

AMENDMENT OF THE REQUIREMENTS FOR RECOGNITION

9. If the Council at any stage decides to amend the requirements for recognition referred to in rules 3 to 6; the Council must:

- Inform all voluntary associations of this decision and provide them with the proposed amendments;
 - Call for comment on the amendments from the voluntary associations; and
 - Prescribe such amendments in terms of section 36 of the Act.
- 10.1 If an amendment of the requirements so prescribed results in a voluntary association ceasing to comply with the requirements, that voluntary association must, within twelve months from the date on which the amended requirements have been prescribed, take the necessary steps to comply with the amended requirements, and provide the Council with proof that it does comply.
- 10.2 The Council may at its discretion extend the period of 12 months by an additional period not exceeding 12 months, if the Council is satisfied that the voluntary association in question has taken definite steps to comply with the requirements, but has nevertheless not succeeded in the time allowed.
- 10.3 If a voluntary association fails or refuses to comply with any of the amended requirements within the period allowed, its recognition as a voluntary association lapses on the day when the Council resolves that the voluntary association ceased to comply with the requirements.

RETURN OF RECOGNITION CERTIFICATE

11. A voluntary association whose recognition has lapsed must, within 30 days from the date on which it is so directed in writing by the Council, return its certificate of recognition.

RIGHTS AND OBLIGATIONS OF COUNCIL AND VOLUNTARY ASSOCIATIONS

12. The Council is obliged to consult with the voluntary association in terms of the following sections of the Act:
- Section 3(1) (a) (i) Nominating persons as members of Council
 - Section 4(1) - Nominating persons as members of Council
 - Section 13(d) Determining Competency Standards
 - Section 13(k) Determining Continuing Professional Development (CPD) requirements
 - Section 26(1) (a) Identification of work
 - Section 27(1) Drafting of Code of Professional Conduct
 - Section 34(1) & (2) Determining Professional Fees
 - Section 38(2) & (3) Minister consults: Rules of Exemption
13. The Council undertakes to:
- 13.1 Give preference to persons nominated by voluntary associations for purposes of appointment as members of the Council and any of its committees: Provided that this provision may not be construed as precluding Council from engaging in constructive co-operation with any other association, institute, society or interested group in sourcing persons with the necessary expertise in fulfilling its functions under the Act;
- 13.2 Promote a greater awareness among registered persons of the advantages of membership of voluntary associations; and.
- 13.3 Grant, in terms of section 12(2) of the Act, a reduction in annual fees payable by registered persons who are members in good standing of a voluntary association.

Appendix A

Application Form for the Recognition as a Voluntary Association in terms of Section 25(2) of the Landscape Architectural Profession Act, 2000 (Act 45 of 2000)

Name of Association:

Domicilium (physical address):.....

.....

.....

Postal Address:.....

.....

.....

Telephone:..... Fax:.....

E-mail:.....Website:.....

Name of CEO / Executive Director / National Secretary:.....

I,..... In my capacity as.....

of theand on behalf of the

hereby make application for recognition as a Voluntary Association in terms of Section 25(2) of the Landscape Architectural Profession Act (Act No. 45 of 2000), and specifically for recognition as a

Category

| | |
|---|--|
| A | |
|---|--|

| | |
|---|--|
| B | |
|---|--|

 * Voluntary Association.

* Tick (✓) in appropriate block.

I enclose the required information in substantiation of the application and confirm that the information, to my best knowledge, is accurate and complete.

I confirm that the Association has consistently complied in all respects with its Constitution and By-laws, since its establishment, or 1 December 2000, whichever is the earlier.

I confirm that the Association has committed itself to adhere to the applicable provisions of Section 25 of the Act, once recognised as a Voluntary Association.

Signed on this day of month & year.

Capacity

Date

Information & Supporting Documents:

| | | | |
|---|---|----|-------------------------------|
| 1. Current Serving President / Chairperson: | | | |
| (a) | Date of Inauguration | | |
| (b) | Date of Termination of Term | | |
| 2. Constitution and Bylaws: (Must be attached) | | | |
| (a) | Date formally adopted (most recent amendments) | | |
| (b) | Quote most recent resolution of adoption | | |
| (c) | Please attach a copy of the Minutes of the Association's most recent Annual General Meeting | | |
| 3. Code of Conduct: | Yes | No | (If "Yes", submit) (* Tick ✓) |
| 4. Membership Profile: (Detailed analysis must be submitted) | | | |
| Category A | | | |
| (a) | Number of Voting Members | | |
| (b) | Number of Persons Registered with SACLAP | | |
| Category B | | | |
| (a) | Number of Voting Members | | |
| (b) | Number of Persons Registered with SACLAP | | |
| (c) | Number of Persons Registered with other BE Councils | | |
| (d) | Number of Persons Registered with SACNAP | | |
| 5. Council (Governing Body) Profile: (Detailed analysis must be submitted) | | | |
| Category A | | | |
| (a) | Number of Members (| | |
| (b) | Number of Persons Registered with SACLAP | | |
| Category B | | | |
| (a) | Number of Members | | |
| (b) | Number of Persons Registered with SACLAP | | |
| (c) | Number of Persons Registered with other BE Councils | | |
| (d) | Number of Persons Registered with SACNAP | | |
| 6. Relationship with Foreign Bodies and Proof of Autonomy: (Describe relationship and provide confirmation of autonomy from direct foreign influence on policy.) | | | |
| | | | |
| 7. Statements of Commitment: | | | |
| Categories A + B: | | | |
| If not complying with the principal requirement set out in the preamble of Rules 3 or 4, please provide proof that the Association complies with Rules 3.7 or 4.4, as the case may be, as well as a detailed, and motivated, analysis of how the Association plans to meet the requirements of these rules. | | | |
| Declaration: | | | |



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

P.O. BOX 868 Ferndale 2160

Tel: 011 789 1384

Fax: 011 789 1385

secretariat@saclap.org.za

**REGISTRATION REQUIREMENTS FOR ALL CATEGORIES OF REGISTRATION
WITH THE SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE ARCHITECTURAL
PROFESSION**

The registration process and requirements which have to be complied with in order to become a registered Candidate Landscape Architect, Candidate Landscape Technologist, Candidate Landscape Technician and Candidate Landscape Assistant are as follows:

1. REGISTRATION AS A CANDIDATE FOR A PERIOD OF TWO YEARS

- 1.1. Complete the **application form** that is found on the website and return a completed copy to the Secretariat (details are stated below).
- 1.2. A certified copy of your **identity document & qualification certificate(s)** as well as a detailed **Curriculum vitae** are to accompany the application form.
- 1.3. A once off administration fee is levied. The proof of payment is to accompany the application form. The administration fee for the various categories is as follows:

| | |
|----------------------------------|---------|
| Candidate Landscape Architect | R250.00 |
| Candidate Landscape Technologist | R225.00 |
| Candidate Landscape Technician | R202.50 |
| Candidate Landscape Assistant | R182.25 |
- 1.4. Annual registration fees will be due for a minimum of the two years of 'Candidate' registration and are as follows:

| | |
|----------------------------------|------------------|
| Candidate Landscape Architect | R500.00 per year |
| Candidate Landscape Technologist | R450.00 per year |
| Candidate Landscape Technician | R405.00 per year |
| Candidate Landscape Assistant | R364.50 per year |

This fee is revised annually. In addition to this, a levy payable to the Council for the Built Environment will be added. This is R30.00 currently and is also reviewed annually.

- 1.5. An invoice will be forwarded to you in due course on receipt of the above (1.1 – 1.3).
- 1.6. The registered Candidate will be informed of their registration and sent a suggested reading list within 8 weeks of receipt of the application documentation.

2. PRACTICAL EXPERIENCE

- 2.1. As a Candidate Landscape Architect, Candidate Technologist, Candidate Technician, Candidate Landscape Assistant you are required to work for a minimum of **two years** (after graduating), under a mentor who is a Registered Professional Landscape Architect with SACLAP or registered in the same category as being applied for. A candidate may be employed by this person, alternatively the Registration Committee will recommend an

appropriate Registered Professional for the candidate to approach and request that they monitor their professional development on an annual basis.

2.2. On completion of two years of practical training, Candidates may apply to the Registrar before the end of November of each year, to write the exam in March the following year.

2.3. Candidates must include with this application:

- a) a Log Book detailing the work undertaken in the two year training period;
- b) a signed letter and evaluation form from their mentor;
- c) proof of payment of their annual fees.

3. SACLAP PROFESSIONAL EXAMINATION IN MARCH

3.1. All information regarding the examination will be provided on receipt of your application to write the examination. This information is to be submitted by the end of the November prior to the March exam that the candidate is to write and includes:

- The log book completed with the signed affidavit
- The portfolio
- The signed letter and evaluation form from the mentor/sponsor
- Proof of payment of registration and examination fees.

3.2. An examination fee is applicable. This fee is revised on an annual basis. Current fees are as follows:

| | |
|----------------------------------|---------|
| Candidate Landscape Architect | R600.00 |
| Candidate Landscape Technologist | R600.00 |
| Candidate Landscape Technician | R300.00 |
| Candidate Landscape Assistant | R300.00 |

4. REGISTRATION AS PROFESSIONAL

4.1. You will be informed in writing of your examination results within 4 months of the date of the examination.

4.2. If your results were favorable you would be entitled to register as a professional.

4.3. You will receive a registration number and a certificate.

4.4. An annual registration fee will be due. The fees are currently:

| | |
|-------------------------------------|----------|
| Professional Landscape Architect | R1153.00 |
| Professional Landscape Technologist | R1038.00 |
| Professional Landscape Technician | R935.00 |
| Professional Landscape Assistant | R841.50 |

A CBE levy of R48.00 will be added to the SACLAP fee.

4.5. Your name will be placed on the official register of Landscape Architectural Professionals that is published on the website.

4.6. Your name may be removed from the register in terms of the Act due to non payment of fees or due to poor conduct or negligence.

4.7. Furthermore, as of the date of registration the registered professional is responsible for ensuring adherence to the Continued Professional Development system that is in place. Details are on the website (www.saclap.org.za).

**DETAILS OF THE SECRETARIAT TO WHOM ALL DOCUMENTS AND QUERIES ARE TO BE
SUBMITTED IN HARD AND SOFT COPIES**

Please send all the above to:

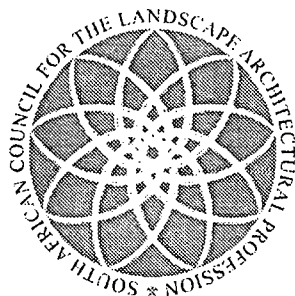
The South African Council for the Landscape Architectural Profession
The Secretariat
P.O. Box 868
Ferndale
2160

Contact Person: Cynthia Badenhorst
Email: Cynthia@vdw.co.za
Tel: 011 789 1384

Direct Bank Payment into:

Bank: NEDBANK
Branch Code: Parktown 19440560
Account Name: THE SOUTH AFRICAN COUNCIL FOR THE LANDSCAPE
ARCHITECTURAL PROFESSION
Account Number: 1944033351

**Please fax (011 789 1385) a copy of the deposit transaction to Secretariat, clearly
indicating what you are paying for.**



**SOUTH AFRICAN COUNCIL
FOR THE
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secretariat@saclap.org.za

**South African Council for the Landscape Architectural Profession
Landscape Architectural Profession Act, 2000 (Act 45 of 2000)**

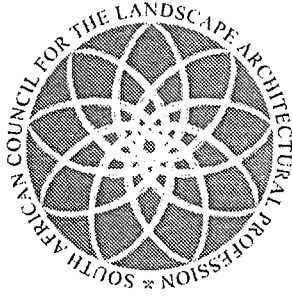
Annual update of the professional tariff of fees in terms of Section 34 of the Act

The time based fee table published as Board Notice 40 of 2006 in the Government Gazette No. 28847, dated 26 May 2006 are hereby amended as follows:

| Recommended time based fees | | | |
|---|------------------|---|---|
| Tariff of fees reference | Category: | | Rate per hour |
| As per Section 34 of the Landscape Architectural Profession Act, Act 45 of 2000 | 1. | Principle Landscape Architect with more than 10 years of experience | R 1,100.00 |
| | 2. | Principle Landscape Architect with less than 10 years of experience | R 800.00 |
| | 3. | Associates and managers performing work of landscape architectural nature | 17,5 percent of each R100.00 or part thereof of total annual cost of employment or R 600,00 |
| | 4. | Staff performing work of a landscape architectural nature and carrying direct responsibility for one or more specific activities related to a project | 15.0 percent of each R100.00 or part thereof of total annual cost of employment or R 400,00 |
| | 5. | Other staff performing work of a landscape architectural nature under direction and control of one of the above | 12,5 percent of each R100.00 or part thereof of total annual cost of employment or R 200,00 |

The above rates EXCLUDE value added tax.

The provisions shall become effective as from 1 January 2009.



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secretariat@saclap.org.za

**South African Council for the Landscape Architectural Profession
Landscape Architectural Profession Act, 2000 (Act 45 of 2000)**

Update of the professional tariff of fees based on the project value

Scale of Fees

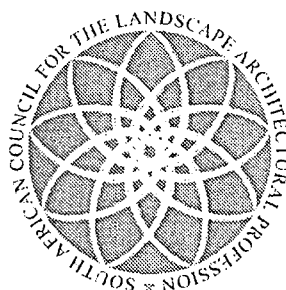
| | |
|--------------|--------|
| 400 000.00 | 14.00% |
| 500 000.00 | 13.53% |
| 600 000.00 | 13.16% |
| 700 000.00 | 12.86% |
| 800 000.00 | 12.62% |
| 900 000.00 | 12.42% |
| 1 000 000.00 | 12.25% |
| 1 200 000.00 | 11.95% |
| 1 400 000.00 | 11.70% |
| 1 600 000.00 | 11.45% |
| 1 800 000.00 | 11.21% |
| 2 000 000.00 | 10.99% |
| 2 400 000.00 | 10.64% |
| 2 800 000.00 | 10.39% |
| 3 500 000.00 | 9.94% |
| 5 000 000.00 | 9.92% |
| 9 000 000.00 | 9.90% |

A graph of the above is available on request from the secretariat (secretariat@saclap.org.za).

Project value of ≤ R400,000.00 – based on published hourly rates.

Project value greater than R9,000,000.00 – the applicable fee percentage is negotiable.

The provisions shall become effective as of 1 January 2009



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Revised Work Stages - 2009

1. Standard service:

In a standard service agreement the Landscape Architectural Professional is appointed to fulfil the obligations provided as described below. The essential functions of each work stage relevant to the standard service are identified herein as:

Stage 1: Inception

Receive, appraise and report on the client's requirements with regard to:

- the client's brief
- the site, rights and constraints
- the budgetary constraints
- the need for additional consultants
- the anticipated project programme
- the methods of contracting and appointment

Stage 2: Concept and viability

- Prepare a conceptual / initial design and site layout
- Advise on site arrangements and planning relationships
- Proposed materials and intended site services
- Establish the technical and functional characteristics of the design
- Check the conformity of the concept with the rights to use of the land
- Review the anticipated costs of the project
- Review the project programme

Stage 3: Design development

- Confirm the scope and complexity
- Review the design and consult with local and statutory authorities
- Develop the design, construction system, materials and components
- Incorporate site services and coordinate with the work of consultants
- Review the design, costing and programme with the consultants

Stage 4: Documentation and procurement

- Complete technical documentation and complete primary co-ordination with other consultants
- Confirm material specifications and extent of works for implementation
- Review the costing and programme with the consultants
- Obtain the client's authority
- Complete **construction documentation**
- Confirm method of tendering and proceed with the process of calling for tenders
- Adjudication of tenders received and compile recommendation report
- Obtain the client's authority for the execution of the works
- Finalise documentation for the execution of the works (working drawings)

Stage 5: Construction

- Administer the landscape contract or subcontract
- Issue construction documentation and related instructions
- Initiate and /or check sub-contract design and documentation as appropriate

- Inspect the works for conformity to the contract documentation
- Administer and perform the duties and obligations assigned to the clients agent in terms of the obligations provided for the forms of contract
- Oversee commissioning of equipment
- Issue the certificate of **practical completion** portion of responsibility

Stage 6: Close out

- Monitor establishment of landscape elements
- Facilitate the **project** close-out, including the preparation of the necessary documentation to effect completion, handover and operation of the project
- After the contractor's obligations with respect to the landscape contract are fulfilled, issue the certificates related to contract completion
- Provide the client with as-built drawings and relevant technical and contractual undertakings by the contractor and sub-contractors

2. Apportionment of fees between work stages:

The fee applicable to each work stage is apportioned according to the table below and may be adjusted by agreement:

| Work stages 1 to 6 | Proportion of fee | Cumulative total |
|--------------------|-------------------|------------------|
| 1 | 5% | 5% |
| 2 | 15% | 20% |
| 3 | 15% | 40% |
| 4 | 30% | 65% |
| 5 | 32% | 97% |
| 6 | 3% | 100% |

The provisions shall become effective as of 1 January 2009

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