
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.

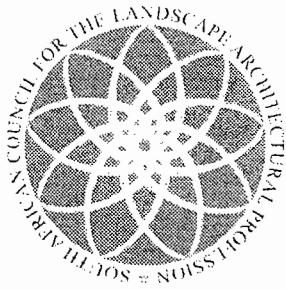
FOR NOTIFICATION

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

TABLE OF CONTENTS

1. Definitions.....	2
2. Introduction.....	4
3. Policy Goals And Objectives.....	4
4. Background Information To The Identification Of Work.....	4
4.1 Description Of The Profession.....	4
4.2 Typical Projects And Services	5
4.3 Complementary Projects And Services	6
4.4 Specialized Projects And Services	6
4.5 Typical Clients Of The Landscape Architectural Profession.....	9
4.6 Description Of The Various Registration Categories.....	9
5. Legislative Provisions	14
6. Professions That Carry Out Similar Work To That Identified	14
7. Identified Work To Be Reserved For Professionals.....	15

SCHEDULES

Schedule 1: Identification & Demarcation Of Works Table
Schedule 2: Exemptions
Schedule 3: Process Followed In The Identification Of Work
Schedule 4: Public Participation Followed In The Identification Of Work Process
Schedule 5: Work Committee – Awaiting Sonette To Elaborate On This
Schedule 6: Comments From Stakeholders & The Public.....
Schedule 7: Incorporation Of Comments Into Document

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	Chalet sites
Rest camps	Trails
Caravan Parks	
Detail elements	
Street furniture design	Public art
Landscape Structures	

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 from 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 24H of 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		The public	
Environmental Feasibility Studies	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	
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

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
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	