



SAFCEC

READY TO DELIVER

MEMBERS' GUIDE

SOUTH AFRICAN FORUM OF CIVIL ENGINEERING CONTRACTORS

ISO9001
CERTIFIED





With over 75 years of experience, the South African Forum of Civil Engineering Contractors (SAFCEC) is now a humanised, harmonised and democratised, member-focused and member-driven employers' organisation, which is ISO9001 certified.

It is a civil engineering contracting industry knowledge and information repository through, inter alia, its regular State of the Industry Report and highly specialised support and advisory services; and is demographically representative of the diverse interests of all its members, empowering them to ensure readiness to deliver on the country's infrastructure developmental goals.

Strategic Corner Stones

1 Professionalism

Actively striving to enable our members in delivering construction services to their clients in a professional manner.

2 Knowledge

We encourage continuous development in providing knowledge to our members and their clients.

3 Credibility

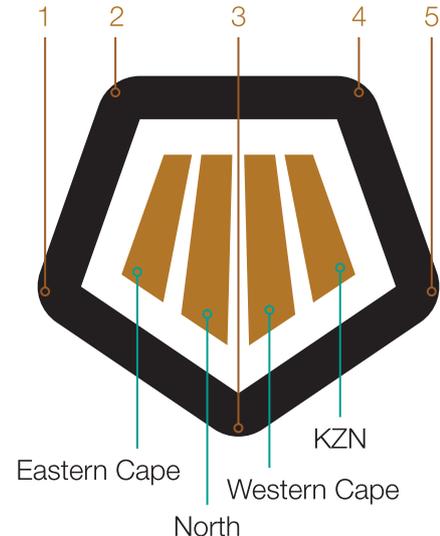
We promote a fair and equitable business environment in which our members can conduct their business in a credible manner.

4 Development

We provide a foundation for the development of our members to enable them to grow in the industry.

5 Care

We encourage our members to take care of the safety and welfare of their employees, the environment and community.



Our Vision

To be the leading construction industry representative body in South Africa. Our vision is what we strive for at all times. It ensures we all pull in the same direction.

Our Values

Humanity | Harmony | Democracy

Our values enhance our strategic corner stones, guide our behaviour as an organisation and underpin the way we do business and support our members.

Our Mission

To promote the image of the civil engineering constructing industry by enabling members to deliver a professional construction service and encourage them to take care of their employees' safety and welfare, the environment and the community, thus providing a foundation for our country's development.



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The South African Forum of Civil Engineering Contractors (SAFCEC) is – the leading voluntary employers' organisation for the civil engineering contracting industry in South Africa registered under the Labour Relations Act (Act No. 66 of 1995) as amended. The organisation was founded in 1939 as the South African Federation of Civil Engineering Contractors. SAFCEC supports established and emerging contractors, whether they are small, medium or large contracting companies, in the civil engineering sector.

Today we are known as the South African Forum of Civil Engineering Contractors. In addition to serving our members we are also a united voice on issues affecting the civil engineering contracting industry. Although we are united by our professionalism and desire to collaborate, we offer our members different areas of expertise and outlook.

At SAFCEC we acknowledge that our members are diverse. We support them by meeting their individual needs for Human Resources & Labour Relations, Training, Transformation & Development, Health & Safety, Contractual and Economic advice, irrespective of their company size, so that they can stay informed and operative in an ever changing demanding environment. At SAFCEC, we enable our members to deliver a professional construction service by assisting them in taking care of their employees' safety and welfare, the environment and the community so that they can provide a foundation for our country's development.

We support our members by meeting their individual needs for Human Resources & Labour Relations, Training, Transformation & Development, Health & Safety, Contractual and Economic advice irrespective of their company size, so that they can stay informed and operative in an ever changing demanding environment.

Be part of a united voice on issues affecting the industry

Although we are united by our professionalism and desire to collaborate, SAFCEC offers you different areas of expertise and outlook. We are your voice in the industry, allowing you to stay and flourish in an environment that allows you to be your very best.

Tools to improve your business performance and positioning

We support you in delivering your Corporate Social Responsibility mandates and enable you to deliver a professional construction service by assisting you in taking care of your employees' safety and welfare, the environment and the community.

A platform for policy advocacy and joint liaison with Government

We ensure that the interests of all contractors are protected and a fair and equitable business environment is developed at national, provincial and local level, including the CiDB and Treasury.

Participate in the development of the industry

Participate and provide input at national and regional level on matters that affect the civil engineering contracting industry, in order to provide a foundation for our country's development.

Strategic partnerships with built environment associations

SAFCEC facilitates the co-operation and development of strategic partnerships with associations from the built environment and suppliers of materials and services on matters affecting the construction industry.

SAFCEC support documents and publications

Our support publications give you a continuous dialogue, enabling you to stay informed and operative in your environment. Publications available range from General Conditions of Contract for Construction Works to Subcontract Agreements and Provisions of Sub-contract, Standard Joint Venture Agreements to FIDIC contracts and health and safety booklets, induction DVD's and OSH Acts.

Access information, specialised support and advisory services

Access industry related information to stay informed and operative in an ever changing, demanding environment. Information and advisory services are available on economic, contractual, human resources, labour relations, occupational health and safety, training and transformation enabling you to stay informed and operative in an ever changing, demanding environment.

Networking opportunities with fellow contractors

Networking will keep you connected and "in the know" in your industry. It is important to establish business contacts and develop win-win relationships. Networking accelerates professional development, boosts your reputation and helps expand your client base.

Online member platform and tender bulletin

Maintain your member profile, manage your membership and account, grow your professional network and access exclusive member zones on our website. Our member-only tender bulletin is updated daily and delivered straight to your inbox.

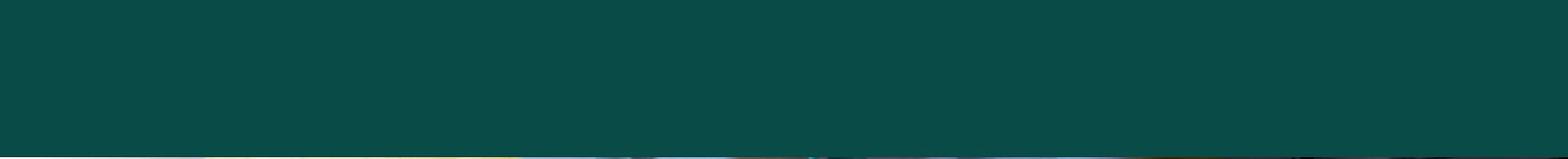
Human Resources & Industrial Relations

The need to manage people, remuneration and conditions of employment led to what we know today as the Human Resources department. As early as 1941, we initiated exploratory discussions with certain trade unions to discuss the issues around conditions of employment. During the sixties we took the initiative to establish statutory minimum wages for the industry. And again, during the early nineties we took the initiative in preparing for collective bargaining with labour unions that were becoming stronger. With the advent of democracy, the legal environment regulating labour relations has undergone a revolutionary change.

The new labour legislation has changed the face of labour relations completely. The challenge is to make this legislation work in ways that will not inhibit growth and efficiency in the industry, and which will not deprive it of its greatest attribute, that of being a leading creator of employment. The opening of international markets is raising a further need - to understand companies' rights of moving people and the legal framework in the host countries.

Member Benefits

- We are co-founding members of the Bargaining Council for the Civil Engineering Industry (BCCEI)
- National negotiations on substantive conditions of employment are conducted annually with trade unions. Agreements are published by the Minister of the Department of Labour to the civil engineering industry via a Sectoral Determination
- Our advice is available to all members on labour relations issues. These include the implementation of labour legislation, collective agreements, disciplinary matters, and retrenchments
- We provide advice to members regarding Labour Law, Labour Relations and Human Resources matters
- We advise members on dispute resolution
- We facilitate the writing and grading of civil engineering industry job descriptions for Task Grades 1 to 9 employees
- We handle collective bargaining
- We liaise with the Department of Labour
- We negotiate substantive conditions of employment on a national platform
- We keep members informed on matters affecting them directly, such as agreements that apply in the workplace as well as changing legislation
- SAFCEC represents members at the Construction Industry Retirement Benefit Fund (CIRBF), ensuring that best interests of beneficiaries are always ensured



Contractual Affairs



We are here to assist our members with new legislation relating to procurement as well as assist our members with contract documentation and other related issues. Conditions of tendering and contracting are monitored and assistance rendered where necessary to ensure equity and transparency. We also liaise with relevant clients on reported cases of irregular contract awards.

Member Benefits

- Conditions of tendering and contracting are monitored and assistance rendered where necessary to ensure equity and transparency
- Reported cases of irregular contract awards are taken up by SAFCEC with the relevant clients and/or authorities
- Legislation affecting the industry receives comment and input by SAFCEC, and members are assisted with the interpretation and application of new regulations
- Indices used in the civil engineering industry's escalation formula are monitored, collated and made readily available to members

Education, Training & Development

The modern workplace recognises the importance of investing in training and development and appreciates its valuable benefits. Being skilled and educated makes the workforce more effective, efficient and productive.

At SAFCEC, we facilitate various national education, training and development initiatives through our National Training Committee (NTC). We support the Quality Council for Trades & Occupation's (QCTO) role as potential Development and Assessment Quality Partner for the industry and have recently embarked on an inclusive process consulting members, community of experts, and organised labour in the development of three Artisan career paths i.e. Roadworks, Structures and Drainage and Services.

In addition, we support government and industry stakeholders in their efforts to build capacity in South Africa in the interest of all our members. Our Diamond Academy aims to produce the next generation of industry leaders through training and mentorship of emerging member enterprises.

Member Benefits

- A training needs analysis conducted on an annual basis to identify the strategic needs, requirements and gaps
- A unified training plan developed which defines career paths and also focuses on the necessary training material for technical employees, supervisors, foremen, leaders, surveyors and operators
- Involvement and support with curriculum development at colleges and higher education institutions
- Youth participation is encouraged within the industry by hosting teacher education sessions, organised career exhibitions, and Young Professionals Forums, which provide a platform for networking
- CETA liaison
- Members are informed about changing legislation and provide input on possible changes





The SAFCEC Diamond Academy is a high-level learning program aimed to equip business managers and owners of developing companies with the necessary business management skills and knowledge. Modules are delivered by SAFCEC specialised support services as well as industry experts who share their knowledge and experience. The Academy allows for the opportunity to network with both peers and SAFCEC Established Contractors.

The following sessions are presented according to the needs of the developing contractors identified through the SAFCEC Enterprise Development Program:

Section 1

Tendering, pricing, P & G breakdown, sourcing suppliers

Section 2

Contract documentation, claims, interacting with clients, costing

Section 3

Project planning, production measuring, measuring progress against tender. Measuring progress against claim against tender

Section 4

IR/HR. Implementing health and safety and ensuring the safety of your staff – your responsibility as a business owner

On completion of the Diamond Academy, SAFCEC follows this learning process with interactive half-day workshops.

Transformation

The Construction Sector Charter Council on Broad Based Black Economic Empowerment and the Construction Codes of Good Practice provide a firm foundation and shared commitment to promote a transformed, vibrant and competitive construction sector.

We provide trusted advice and solutions on implementing transformation targets, enterprise development facilitation, and emerging contractor development support.

In order to deliver the transformation agenda, we focus on the following key performance areas:

- Provide an advisory service on the BBBEE Construction Charter Scorecard
- Facilitate the role and development of Emerging Contractors through the Diamond Academy
- Present an Enterprise Development Program
- Facilitate Corporate Social Investment and Enterprise
- Development participation through the Construction Cares Fund
- Liaise with industry stakeholders and members to facilitate industry transformation

Our Enterprise Development Program is tailored to suit any sized company and is linked to a mentor-mentee relationship to ensure the transfer of business skills. This Program takes into consideration the developing company's capacity and needs and enables it to achieve independent operations at its maximum potential.

Member Benefits

- Facilitation of the implementation of a well-structured company to company mentoring model
- Regular workshops for SMME Contractors on the day-to-day management of a construction site
- On the spot advisory service on the latest transformation legislation
- Collective representation on legislation amendments in relevant business and state institutions
- As a party to the Construction Sector Charter Council, SAFCEC plays a pivotal role in the development and evolution of the Construction Codes

Safety, Health, Environment, Risk and Quality (SHERQ) is a crucial part of any modern construction site, with an increase in awareness and legislation there is growing emphasis on more than just safety. SAFCEC has met these changes by evolving its SHERQ support function to assist members in all matters relating to SHERQ. With dedicated SHERQ advisors, SAFCEC offers a national support service to members in the form of site visits, site audits, assistance in system development and incident investigations. The SAFCEC advisors are driven by member mandate and adapt to meet member requirements where they can.

The SAFCEC SHERQ function operates as a single point of contact into the Civils industry on all matters relating to SHERQ. As such it has been instrumental in legislation development, best practice development and other tripartite initiatives such as the Construction Health and Safety Accord.

The SAFCEC SHERQ department also takes advantage of a mutually beneficial relationship with the Federated Employers Mutual Association (FEM) through an annual safety grant as well as collaboration on various health and safety initiatives for the betterment of health and safety in the civil sector.

Member Benefits

- Mandate in all legislative and best practice developments
Access to first hand feedback on legislative and best practice developments
- Facilitated knowledge and idea sharing through various SHERQ forums
- Support in SHERQ compliance and systems development
Support in dealing with industry stakeholders, such as the Department of Labour



On-Site Mobile Training

Address and promote safety needs on site with the SAFCEC mobile training vehicle. Custom-fitted with a flat screen, PA system and office.

- Site Induction
- Safety Awareness Sessions
- Safety Campaigns



Training Products

Provide effective training on health & safety requirements with globally recognised information including signs, colours and symbols. All training material is available in English, Afrikaans, isiZulu and isiXhosa.

- HSE Induction Booklets
- HSE Induction Videos

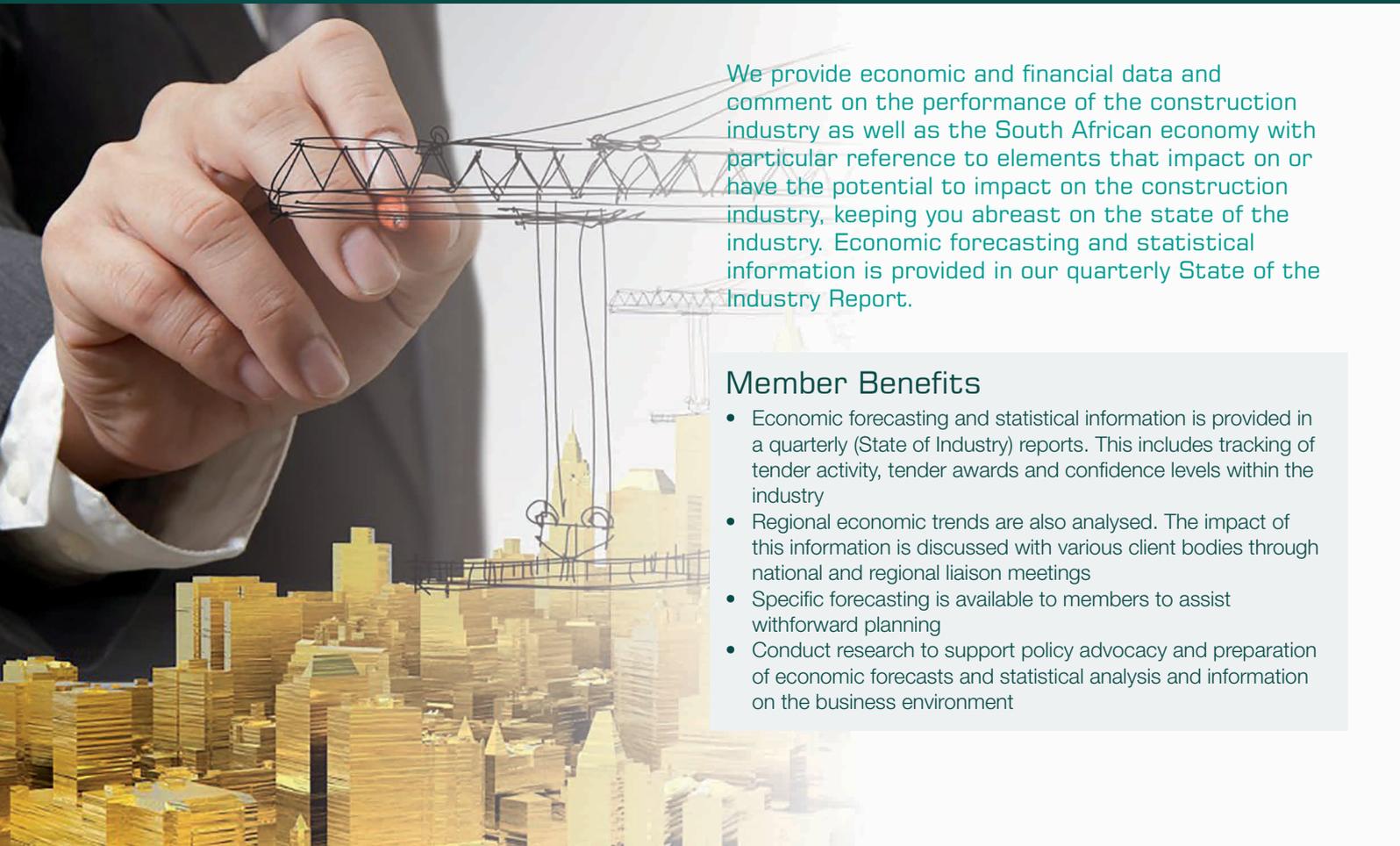
E-Learning

Globally recognised health & safety qualifications by SHEilds SA are available to SAFCEC members as an exclusive offer on registration, exam fees and payment terms.

Safety Equipment and Workwear

G.Fox is South Africa's premier supplier of Personal Protective Equipment (PPE), cleaning chemicals, paper products, and industrial consumable supplies. With distribution throughout South Africa, G. Fox products are available to SAFCEC members at exclusive rates.

Economic Affairs

A hand in a dark suit jacket and white shirt cuff holds a small, intricate wireframe model of a construction crane. The background is a blurred cityscape with various buildings and another crane visible in the distance. The overall scene suggests a focus on construction and economic analysis.

We provide economic and financial data and comment on the performance of the construction industry as well as the South African economy with particular reference to elements that impact on or have the potential to impact on the construction industry, keeping you abreast on the state of the industry. Economic forecasting and statistical information is provided in our quarterly State of the Industry Report.

Member Benefits

- Economic forecasting and statistical information is provided in a quarterly (State of Industry) reports. This includes tracking of tender activity, tender awards and confidence levels within the industry
- Regional economic trends are also analysed. The impact of this information is discussed with various client bodies through national and regional liaison meetings
- Specific forecasting is available to members to assist with forward planning
- Conduct research to support policy advocacy and preparation of economic forecasts and statistical analysis and information on the business environment

Government, National & Client Liaison

Government Liaison

In any democracy, policy-makers need the input of industry stakeholders to enrich policy and legislative proposals and to keep in check government actions and decisions that may affect the interests of the industry, thereby ensuring the development of a fair and equitable business environment.

At SAFCEC, we value policy advocacy and always endeavour to liaise with the government at all levels with a view to creating a sustainable and mutually beneficial relationship as we regard the government not only as a client, but also as a key strategic partner in the development and qualitative delivery of our country's social and economic infrastructure.

National & Client Liaison

A crucial function of the organisation is regular liaison with Government (the Industry's biggest client) on economic, legislative and other issues affecting the construction industry. This puts us in a position to work with our members on a national, provincial and local level to improve delivery and contractual conditions.

We also endeavour to facilitate co-operation with other client bodies, Built Environment Professionals (BEPs) and suppliers on matters affecting the industry at large.

As good corporate citizens, we and our members are more and more involved in supporting government and community programs in delivering a better life for all in South Africa. We are very proud to have been the prime moving force behind the establishment and promulgation of a Construction Transformation Charter and Code of Good Practice in terms of the BBBEE Act.



Online Member Platform

A close-up photograph of a person's hand holding a small, rectangular, light-colored sign. The sign is held in the center of the frame and features the words "MEMBERS ONLY" in a bold, black, sans-serif font. The background is a blurred, bright, and warm-toned image of a person's face and upper body, suggesting a professional or medical setting. The lighting is soft and natural, highlighting the texture of the hand and the sign.

**MEMBERS
ONLY**

One of the most important needs for SAFCEC as an employers' organization is to communicate with our members in order to disseminate and acquire information on the immediate environment. Sharing knowledge internally and promoting our capabilities and successes externally, is especially important in an environment where reputation for excellence in service delivery is key. Our communication strategy is very much member-driven and is designed to promote SAFCEC in a strategic and consistent way, both to the public and to our members.

Our membership platform is an effective interactive communication tool between members and the organisation, as well as the online community as a whole.

- Connect and collaborate with other members
- Share information by creating your own website and uploading your company profile
- Create your own blogs and forums
- Upload and search for CV's

- Subscribe to newsletters
- Keep your profile updated in the online member database
- Exclusive member access to member zones such as
 1. CPAF (Contract Price Adjustment Formula) Indices by month and year;
 2. CPAF Coefficient Guidelines;
 3. Escalation Formula in General Conditions of Contract (GCC);
 4. Construction Law Alerts;
 5. Current Minimum Wages;
 6. Tender Bulletin
 - * We provide local leads and tenders to small, medium and large members throughout South Africa. We collect enquiry and tender information throughout South Africa and Namibia, giving our members a comprehensive list of nationwide tender information.
 - * Tender and Request for Quotes (RFQ's) are collated on a daily basis from over 100 websites, gazettes, tender bulletins and various newspapers and distributed to members on a daily basis.

Member Subscription Definition

Established Member

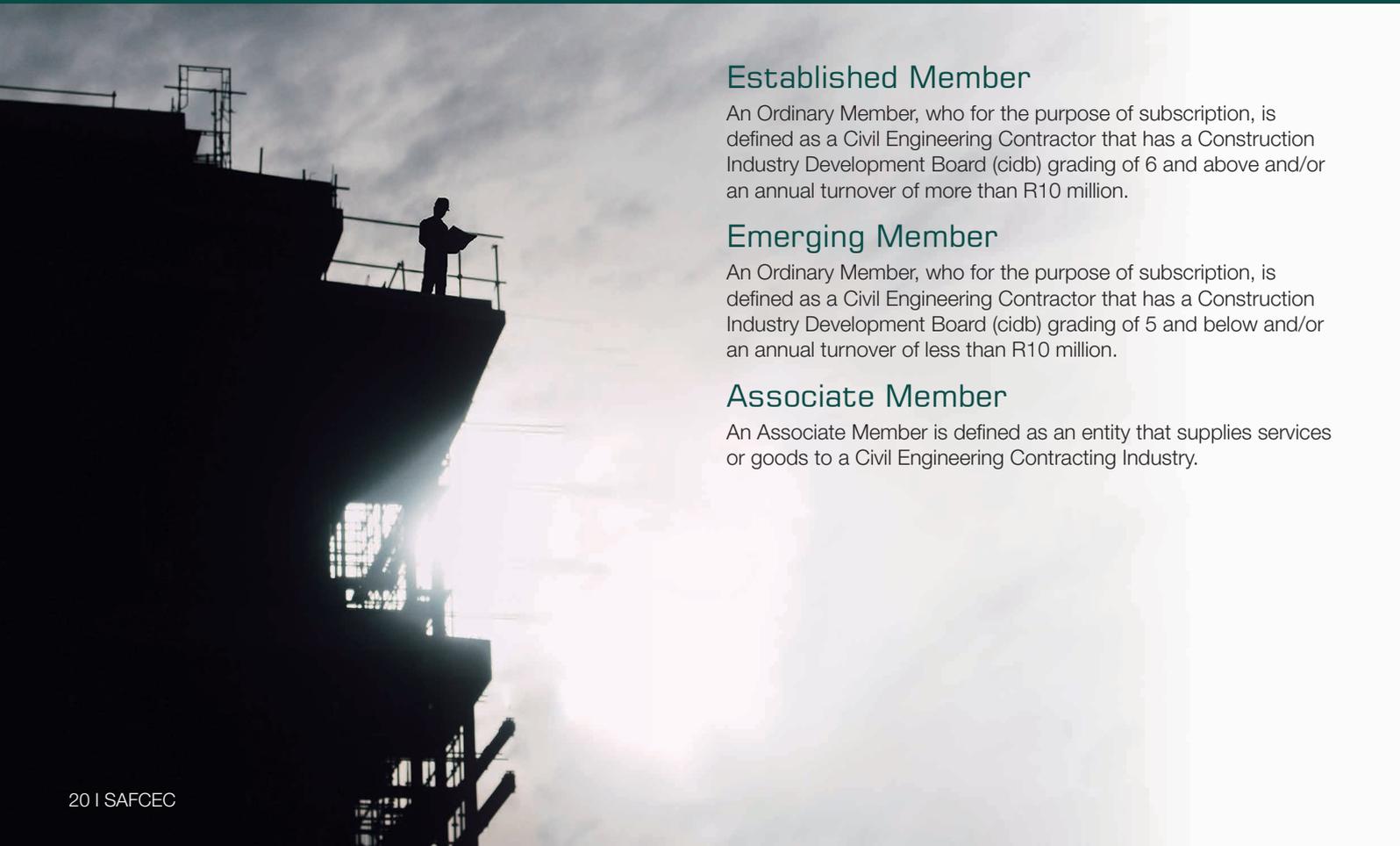
An Ordinary Member, who for the purpose of subscription, is defined as a Civil Engineering Contractor that has a Construction Industry Development Board (cidb) grading of 6 and above and/or an annual turnover of more than R10 million.

Emerging Member

An Ordinary Member, who for the purpose of subscription, is defined as a Civil Engineering Contractor that has a Construction Industry Development Board (cidb) grading of 5 and below and/or an annual turnover of less than R10 million.

Associate Member

An Associate Member is defined as an entity that supplies services or goods to a Civil Engineering Contracting Industry.



Scope of Membership

Employers trading in South Africa who are engaged as contractors in the civil engineering industry which includes, without in any way limiting the ordinary meaning of the expression, work in connection with any one or more of the following activities – Excavating, backfilling or stabilizing work or the construction, alteration, demolition, dismantling, erection, improvement, installation, maintenance, reconstruction, rehabilitation, reinstatement, removal, renewal, renovation or repair of adits; aerodrome aprons, runways or taxiways; aqueducts; bins or bunkers; breakwaters; bridges; cable ducts; caissons; canals; causeways; coffer dams; cooling, water or other towers; culverts; dams; docks; earthworks; effluent treatment works; embankments; encasements, housing or supports for plant, machinery or equipment; factory or works chimneys; filter beds, flood protection works; footbridges; foundations; gabions; gas holders; groynes; grouting; harbours, jetties, quays or wharves; land protection or reclamation works; lift shafts; marine or river works; mine headgears or shaft collars; parking areas; pavings or surfacings; piers; piling; pipelines; power stations; pre- or post-tensioning; railways; reduction works; reservoirs; retaining walls; roads or streets; rock anchors; sewage treatment works; sewers; shafts or tunnels, sidewalks; silos; sports grounds; sports stadia or stands; stormwater drainage works; storage tanks; swimming pools and baths; underground parking garages or other underground structures; underpinning; viaducts; water purification works; or water reticulation, Excavation and bulk earthworks; bush clearing and destumping; topsoil stripping; drilling and blasting; preparation of bench areas, drilling pre-split

holes and blast holes, grade control drilling and sampling; re-drilling of holes, blasting and or cast-blasting; secondary blasting; loading, hauling and dumping of mineralized and or waste material to waste dumps or processing plant feed (ROM pad) stockpiles; production dozing of topsoil, inter-burden or waste material; pumping and dewatering of storm and or contaminated water, construction and maintenance of access and haul roads; ramps; waste and processing plant feed (ROM pad) areas; safety berms; high-walls; benches; storm water systems, catch drains, bund walls, surge dams; trimming, scaling or chain dragging of batters, heap-leach pads, tailings dams; dust suppression of loading areas, haul roads and dumping areas; rehabilitation of earth work areas or waste dumps; topsoil spreading, hydro-seeding and watering and further includes any other work of a similar nature involving problems of a civil engineering character, shall be eligible for membership of the Forum: provided that prospective members shall satisfy a Regional or National Management Committee that they are reputable contractors and have the technical, organisational and financial resources necessary to carry out work competently.



Offices



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