saice
GROWING FORWARD TOGETHER

VOLUNTEERS' HANDBOOK



GROWTH
EXCELLENCE
SUSTAINABILITY

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01 GETTING TO KNOW SAICE



Introduction

The South African Institution of Civil Engineering (SAICE) has been the leading industry body for civil engineers in South Africa for over 120 years and currently represents approximately 15 000 members. This guide introduces SAICE's structure, governance, and member benefits.



SAICE structure

SAICE is made up of various committees, panels, divisions, and chapters, all driven by volunteer members. At the core is the **SAICE Council**, which oversees policies and strategy, approves budgets, and elects leaders. The **Executive Board (EB)** manages operational and financial matters, while multiple committees focus on education, ethics, membership, and finance.



Key SAICE committees and panels

- **Growing Forward Champions:** Promote ethics, inclusivity, skills development, and industry advocacy.
- **Membership Committee:** Handles applications, retention, and engagement.
- **Education and Training Committee:** Oversees CPD courses, mentorship programmes, and bursaries.
- **Finance and Audit Committee:** Ensures financial accountability and governance.
- **Future Leaders Panel (FLP):** Supports young professionals under 36.
- **Sustainable Infrastructure Working Group (SIWG):** Focuses on infrastructure reporting and policy influence.
- **Alternative Dispute Resolution Panel (ADR):** Manages arbitration and mediation services.
- **Diversity and Inclusivity Panel (D&I):** Advocates for equal opportunities in the profession.
- **Journal and Magazine Editorial Panels:** Oversee SAICE's technical publications.



SAICE membership

SAICE offers various membership categories:

- **Corporate Members** (Members, Fellows, Honorary Fellows): For professionals with recognised qualifications and experience.
- **Non-Corporate Members** (Associate Members, Students, Participants): For those engaged in or studying civil engineering.
- **Retired and Senior Members:** Special status for long-serving members over 65.



Regional branches and technical divisions

SAICE operates **19 branches** across South Africa and **11 technical divisions**. Branches provide a home for SAICE members in the location in which they work or live, while the technical divisions support professional development and industry standards within their field of specialisation.



Student chapters

SAICE has **18 student chapters** at universities and technical institutions throughout South Africa, helping students transition into the profession through networking, training, and mentorship.



National Office and subsidiaries

- The **SAICE National Office** in Midrand manages operations, membership, training, and publications.
- **SAICE (Pty) Ltd** oversees revenue-generating activities.
- **SAICE-PDP** supports professional development and engineering capacity building.

For more information, contact membership@saice.org.za

02 GOVERNANCE AND CODE OF ETHICS



Mission statement

SAICE aims to advance civil engineering knowledge, uphold professional ethics, and promote sustainable infrastructure for societal benefit.



SAICE Code of Ethics

Civil engineering shapes society, requiring ethical decision-making to balance environmental, social, and economic impacts. SAICE members must uphold integrity, fairness, and public interest, ensuring their work benefits current and future generations.



Core ethical values

- Act with integrity and competence.
- Protect life, the environment, and public safety.
- Promote sustainable and cost-effective solutions.
- Foster socio-economic development and quality of life.
- Adhere to laws and professional standards.
- Reject dishonesty and unsafe practices.
- Continuously develop skills and share knowledge.



Professional guidelines

- Maintain fairness, transparency, and ethical judgment.
- Avoid conflicts of interest and misrepresentation.
- Prioritise sustainability, minimising waste and risks.
- Ensure accountability in supervision and decision-making.
- Report unethical conduct or public safety concerns.

SAICE members are expected to uphold these principles, ensuring civil engineering serves society responsibly and ethically.

03 CONSTITUTION



Institution and mission

SAICE exists to support civil engineers, promote ethical practice, and advance sustainable infrastructure. It upholds legal compliance and fosters professional growth.

Governance and membership

- **Council:** SAICE's highest decision-making body, responsible for strategy, policy, budgets, and leadership elections.
- **Executive Board:** Manages operations, financial oversight, and appointments.
- **Membership:** Includes Corporate Members (Fellows, Members), Non-Corporate Members (Associates, Students), and Participants. Members must adhere to ethical and professional standards.

Meetings and decision-making

- **Annual General Meeting (AGM):** Reviews financials, elects auditors, and addresses key issues.
- **Council meetings:** Held at least twice a year, with voting on policies and appointments.
- **Executive Board meetings:** Conducted regularly to oversee SAICE's operations.

Structures and divisions

- **Branches:** 19 regional branches support local members.
- **Technical divisions:** 11 divisions cover specialisations such as water, transport, and structural engineering.
- **Student chapters:** Provide university-level engagement and career development.

Finance and legal compliance

SAICE operates as a separate legal entity, ensuring financial accountability and statutory compliance. Funds must further the institution's mission, with no personal financial benefit to members.

Amendments and dissolution

- The **Constitution** can only be amended by a two-thirds corporate member vote.
- SAICE can be dissolved or merged if 25% of corporate members vote in favour.

For more information on the SAICE Constitution, visit https://saice.org.za/wp-content/uploads/2022/11/SAICE-approved-Constitution-2025.pdf

04 BY-LAWS

The SAICE By-Laws are a set of rules and regulations established to guide the institution's operations, governance, and member conduct.

To access the by-laws visit https://saice.org.za/wp-content/uploads/2022/11/SAICE-approved-Bylaws-October-2024.pdf

05 BRANCHES AND DIVISIONS

Objectives

Branches and divisions aim to:

- Promote civil engineering excellence and advancement.
- Engage with the community and public on civil engineering matters.
- Organise conferences, seminars, and workshops.
- Provide input on public documents related to the profession.
- Conduct regular meetings, excursions, and social functions.
- Maintain financial accountability.

Committee structure

Committees consist of:

- **Chairperson** (2 years)
- **Chairperson Elect** (1 year)
- **Immediate Past Chairperson** (2 years)
- **Secretary** (1 year)
- **Treasurer** (1 year)
- **Council representative** (2 years)
- **Under-36 member** (1 year)
- **Graduate member** (1 year)
- Additional members as needed.

Roles and responsibilities

- **Chairperson:** Leads, represents SAICE locally, and oversees programmes.
- **Vice-chairperson:** Supports the chairperson, leads in their absence.
- **Secretary:** Manages communication, records, and meeting logistics.
- **Treasurer:** Handles budgeting and financial reporting.
- **Council representative:** Represents the branch/division at Council meetings.
- **Under-36 member:** Engages young members and leads projects.
- **Other members:** Support initiatives like events, social media, and competitions.

Key dates

- **Council meetings:** Held in April and October; reports due before each.
- **Nominations:** Sent to members by 15 September, submitted by 15 October.
- **Committee list submission:** Due by 30 November.

Support from National Office

- **Website and bulletin:** Updates and event listings.
- **Membership database:** Available monthly upon compliance with confidentiality policies.
- **Bulk mail services:** Assistance for official communication.
- **Additional resources:** Includes policies on sponsorships, travel, and public relations.

General requirements

- Committees generate event ideas, seek sponsors, and ensure teamwork.
- Monthly meetings and events should be planned, including a mandatory annual SAICE presidential visit.
- Annual programme and financial reports must be submitted for funding.

Financial matters

- **Sponsorships:** Must be processed via SAICE Finance Department.
- **Venue and purchases:** Require quotes and approvals.
- **Reimbursements:** Scanned receipts must be submitted for repayment.

Confidentiality agreement

- Access to SAICE databases requires adherence to the Protection of Personal Information Act.
- Members must store data securely and delete outdated information.

Reporting

- **Council reports:** Summarise committee, membership, events, and financials.
- **Annual General Meetings:** Include elections, financial reports, and strategic updates.

Revenue and invoicing procedures

- All invoices must be raised by SAICE National Office (NO) using Sage.
- Must request NO to generate invoices, which will be forwarded to debtors.
- Invoices must be sequentially numbered to ensure proper tracking.
- Debtors pay directly into the branch or division bank account.
- Monthly debtors' reports will be provided by NO, with the branch/division responsible for follow-ups.

VAT handling

- SAICE and its branches and divisions are considered a single entity for VAT purposes.
- All revenue invoices must include VAT and comply with SARS regulations.
- Suppliers must issue invoices addressed to SAICE, including VAT registration details.

New suppliers

- Suppliers must complete a SAICE supplier application form.
- Required details: company name, registration number, VAT number, address, B-BBEE certificate, and bank confirmation.

Existing suppliers and payments

- Payment requests must be approved by the treasurer and chairperson and submitted to NO.
- Payment runs occur on Wednesdays and Fridays. Submission cut-off is 12:00 PM on Tuesdays and Thursdays.
- All invoices must be SARS-compliant; non-compliant invoices will be returned for correction.

VAT submissions

- NO manages VAT submissions and calculations for branches and divisions.
- Output VAT and input VAT will be allocated accordingly, with settlements made quarterly.

Enquiries

- **Bookkeeper:** Thembisile Mathebula (thembisile@saice.org.za)
- **Accountant:** Khanyisile Nkuna (khanyisile@saice.org.za)

06 STUDENT CHAPTERS

Establishment process

- A group of student members submits a request to the local SAICE branch.
- The branch reviews and approves hosting the chapter.
- The group drafts chapter rules as per the SAICE guidelines.
- The branch submits the rules for approval to the Finance and Administration (F&A) Committee.
- Upon approval, the chapter forms a steering committee and holds elections for office bearers.
- The branch applies for initial grant funding from the SAICE National Office (NO).
- The chapter must participate in branch events and maintain representation within the branch committee.

Governance and administration

- Student chapters operate under SAICE's Constitution, By-Laws, and Chapter Rules.
- A committee must be formed, including a chairperson, vice-chairperson, secretary, treasurer, and additional roles as needed.
- The chapter submits an annual report to SAICE Council and an expenditure report to the F&A Committee.
- The Council may disband a chapter if deemed necessary.

Financial management

- New chapters receive an initial R5,000 start-up grant and R5,000 annually thereafter.
- Funds are managed via a separate branch account or, in exceptional cases, a dedicated student chapter account.
- Chapters are encouraged to seek additional sponsorships and fundraising opportunities.

Membership and conduct

- Members must uphold professionalism and academic priorities.
- Meetings and events require full committee participation unless valid justification is provided.
- Expenses incurred for official duties must have prior approval and supporting documentation.

Disciplinary process

- A structured disciplinary process includes a first and second written warning before termination.
- Decisions are made by the chairperson, vice-chairperson, and secretary.
- Terminations require a three-week notice and recommendation for a replacement.

Activity timeline (guide)

- **Term 1:** Recruitment, SAICE event, site visit, presidential visit (if scheduled).
- **Term 2:** SAICE event, internal water competition, site visit.
- **Term 3:** Recruitment (if applicable), bridge building competition, SAICE event, committee nominations.
- **Term 4:** Elections, SAICE event, site visit.

Review and reporting

- Chapters should conduct annual reviews and submit event reports to SAICE NO.
- Activities should align with SAICE's mission and uphold its reputation.

The success of a student chapter depends on committed leadership and strong branch support. Chapters provide students with networking, professional development, and a platform for industry engagement.

Organising student chapter events and projects

Student chapters serve as a bridge between students and the civil engineering industry, providing networking opportunities and professional development. While chapters should share local branch events, they are also encouraged to organise their own. Below are key event ideas and guidelines.

Presentations and lectures

Invite guest speakers to discuss topics such as:

- Company projects, job opportunities, and bursaries.
- Engineering challenges (e.g. sustainability, ethics, leadership).
- Professional registration and career development.

Planning

- Select a topic and speaker.
- Secure a venue, date, and time.
- Provide refreshments (seek sponsorship if possible).
- Market the event via email, posters, and class announcements.

Site visits and field trips

Students benefit from firsthand exposure to engineering projects. Visits may include completed or ongoing sites like the Gautrain or Berg River Dam.

Planning

- Identify a project, set a date, and obtain necessary permissions.
- Arrange transport and safety equipment.
- Provide refreshments and seek sponsorship.
- Promote the visit with a first-come, first-served policy.

Networking events

Events like career expos and cocktail evenings connect students with professionals.

Planning

- Choose a format (e.g. cocktail evening).
- Secure a venue, date, and corporate participation.
- Arrange sponsorship for refreshments and logistics.
- Promote the event widely.

Competitions

Engage students through challenges like bridge building, water competitions, or cube crushing.

Planning

- Select a competition and gather necessary materials.
- Partner with a lecturer and secure industry sponsorship.
- Arrange prizes and refreshments.
- Promote participation.

Additional event ideas

- Movie nights.
- Quiz evenings.
- Sports days.
- Company visits.
- Career guidance sessions.

Student chapter finances

Chapters need funds for events, projects, and promotions. While SAICE NO provides an annual R5,000 allowance, additional funding may be needed.

Banking options

Option 1: Managed by SAICE branch

- Funds are managed between the branch and student chapter treasurer.
- Payments and reimbursements are processed through the branch account.
- Annual financial statements must be submitted to the branch.

Option 2: Independent bank account

- Requires setup through SAICE NO.
- The chapter manages its own funds and records.
- Annual financial reports are required.

Securing sponsorships

Since SAICE's allowance is limited, chapters should actively seek sponsorships.

Sponsorship proposal tips

- Introduce the chapter and its mission.
- Clearly describe the event and funding needs.
- Include a detailed budget to build credibility.
- Target companies with aligned interests.
- Highlight marketing exposure for sponsors.

Transparency and accountability

Maintain accurate financial records and provide reports to ensure accountability.

Contact information

For assistance, contact:

- **Local SAICE branch**
- **SAICE FLP:** saiceflp.org.za
- **SAICE National Office:** (011) 805-5947 / 48 / 53.

SAICE student membership

Joining SAICE as a student member connects you to South Africa's largest civil engineering network, offering career-enhancing benefits from the start.

Eligibility

- Full-time civil engineering students at a recognised tertiary institution.

Benefits

- Discounts on SAICE courses, books, and events.
- Monthly digital magazine and quarterly technical journal.
- SAICE bulletin with industry news and opportunities.
- Awards for technical excellence and competitions.
- SAICE Connect – mentorship and CV support.
- Invitations to SAICE webinars and networking events.

SAICE Patrons Engineering Bursary Scheme (SPEBS) Eligibility

- **National diploma**: Open to S2, S3, and S4 civil engineering students.
- **Degree**: Open to 2nd, 3rd, and 4th-year civil engineering students.

Cost

FREE for full-time students with proof of registration.
For a second-year extension, submit proof of registration or academic record (January to March) with a fee suspension request to membership@saice.org.za.

Applying for student membership

Apply through one of the following:

1. **Online membership portal** (click here)
   - Step 1: Register under "Interested in Becoming a SAICE Member"
   - Step 2: Apply with a certified ID copy and proof of registration.
2. **Manual application**
   - Enquire with the SAICE Membership Department at membership@saice.org.za.

Upgrading and membership changes

- **Graduates**: Upgrade to Associate Membership via the membership portal at memberportal.saice.org.za or by emailing membership@saice.org.za with certified ID, qualifications, and CV.
- **Membership cancellation**: Must be requested via email with all fees paid up to date.
- **Contact updates**: Keep your details current by updating them via the membership portal at memberportal.saice.org.za or emailing membership@saice.org.za with any changes.

07 SAICE PATRONS' ENGINEERING BURSARY SCHEME (SPEBS)

SPEBS, administered by SAICE, provides financial aid to academically deserving yet financially needy students pursuing a **national diploma** or **degree in civil engineering** at a South African tertiary institution.



Eligibility

- **National diploma:** Open to S2, S3, and S4 students who have passed S1.
- **Degree:** Open to 2nd, 3rd, and 4th-year students who have completed their first year.
- **Academic performance:** Applicants must have completed all subjects from prior study levels. Selection is merit-based, with strong academic results increasing chances of success.
- **Funding:** Covers partial registration, tuition, and books, with bursaries of **up to R6,500 per semester** (subject to donor conditions).



Application process

- **Closing dates:**
  - **31 January** (first semester)
  - **31 July** (second semester)
- **How to apply:**
  - Applications open annually, with notifications sent to tertiary institutions.

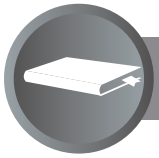
Forms available on the SAICE website (saice.org.za/spebs-saice-patrons-engineering-bursary-scheme), from SAICE National Office, and university HODs.

- Completed applications with supporting documents must be submitted to the SAICE Academy.



Selection and awarding

- **Screening:** Verify academic records, registration, and financial need.
- **Selection:** A panel reviews applications, determines available funding, and selects recipients.
- **Awarding:** Successful candidates must accept the bursary via a **legally binding contract.**
- **Disbursement:** Funds are paid directly to the academic institution, referencing the recipient's student number.



Post-award requirements

- Recipients must become SAICE student members.
- SAICE branches and student chapters engage bursars for mentorship and networking.
- Donors are updated on recipient details and fund utilisation.

Note: Only South African students are eligible.

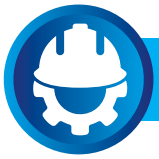
More information and applications: SAICE SPEBS website.

08 CAREER GUIDANCE



What is civil engineering?

Civil engineering is a professional discipline focused on designing, constructing, and maintaining infrastructure such as roads, bridges, dams, and buildings.



Who are civil engineering practitioners?

- Creative problem-solvers with logical thinking skills.
- Passionate about improving quality of life.
- Environmentally conscious and enjoy nature.
- Confident, adaptable, and work well in teams.
- Strong communicators, both verbally and graphically.
- Systematic in their approach to work.
- Eligible for professional registration with the Engineering Council of South Africa (ECSA).



What do civil engineers do?

- Plan, design, and oversee infrastructure projects.
- Assess environmental impact and conduct technical analysis.
- Communicate with stakeholders to address needs and concerns.
- Supervise project planning, budgeting, and execution.
- Ensure quality standards are met and monitor infrastructure performance.



What other skills are involved in civil engineering?

- Information technology and project management.
- Contract law and business development.
- Survey techniques and arbitration.
- Social and communication skills for risk management.



What career opportunities are available in civil engineering?

- Construction and infrastructure.
- Government agencies and engineering consulting firms.
- Environmental and sustainability organisations.
- Oil, gas, and energy industries.
- Mining and transportation sectors.
- Academia and research institutions.
- Real estate development.
- National and international career prospects.



Where to study civil engineering?

Universities:

- Stellenbosch University
- University of Cape Town
- University of Johannesburg
- University of KwaZulu-Natal
- University of Pretoria
- University of the Witwatersrand
- IIE - Varsity College.

Universities of technology:

- Cape Peninsula University of Technology
- Central University of Technology
- Durban University of Technology
- Mangosuthu University of Technology
- Nelson Mandela University
- Tshwane University of Technology
- University of Johannesburg
- University of South Africa
- Vaal University of Technology
- Walter Sisulu University.

09 PUBLIC RELATIONS POLICY

Executive summary

The SAICE Public Relations (PR) and Communications Policy establishes a structured approach to media and public engagement, ensuring consistency in messaging and reinforcing SAICE's leadership in the civil engineering sector. The National Office (NO) marketing and PR team coordinates all media engagements, with Pulse Communication contracted on a six-month renewable basis for media management. Social media and thought leadership pieces are integral to SAICE's PR strategy, with all official accounts adhering to communication standards. The policy also includes approval processes for press releases and external communications, as well as monitoring and reporting procedures to track media coverage.

Authorised media liaisons

SAICE's PR team, led by the Head of Marketing and PR, Nthabeleng Lentsoane, and Marketing and PR Coordinator, Siyabuka Markeni, manages all media activities. Official spokespeople include:

- CEO
- President
- Vice presidents
- Chairperson of the SAICE Advocacy Panel
- SAICE division chairpersons
- Select knowledge area specialists.

Only these individuals may address the media or speak on behalf of SAICE.

Media engagement

SAICE maintains a WhatsApp platform to keep spokespeople informed of industry developments. Media engagement follows these processes:

- **Proactive outreach:** Publishing thought leadership pieces and participating in media opportunities.
- **Media inquiries:** Responding to media requests through a structured process to ensure message alignment.
- Media requests must be referred to the SAICE NO for coordination and approval.
- Only designated spokespeople or individuals authorised by the CEO or Head of Marketing and PR may engage with the media.

Branch, division, and member PR guidelines

All PR activities by branches, divisions, or members must be coordinated through SAICE NO. If approached by media, members must notify NO, which will manage the response. Planned PR initiatives should be discussed with NO at least two weeks in advance. Members are encouraged to contribute expert opinions to SAICE's PR efforts to maintain industry relevance.

Approval process

- All individuals quoted in articles must approve the content within one day of receiving the draft.
- Press releases and external communications require prior approval from NO.
- These measures ensure message consistency and alignment with SAICE's strategic objectives.

Monitoring and reporting

NO actively tracks media coverage, compiling monthly reports and maintaining a Google Drive for members to access key media insights. This process enhances transparency, encourages member involvement, and ensures proactive media engagement.

The SAICE PR policy ensures a coordinated approach to media relations, upholding SAICE's reputation and core values. Member participation is encouraged, as contributions to PR efforts play a vital role in advocating for civil engineering advancements. Together, we can enhance SAICE's impact in the industry.

10 GRAPHIC DESIGN POLICY

Purpose

This policy ensures a standardised, efficient approach to SAICE's graphic design projects, from briefing to final delivery, maintaining brand consistency and timely execution.

Scope

Applies to all SAICE departments, teams, and stakeholders requesting design work for print, digital, web, presentations, social media, and promotional materials.

Design request process

- Requests must be submitted via the SAICE graphic design request form.
- Briefs must include project name, objectives, audience, design type, format, brand elements, deadlines, and stakeholder details.
- Submit requests at least 10 working days in advance (allow 15 to 20 days for complex projects). Rush requests (<5 days) may not be accommodated.
- Content (text, images, logos) must be final, proofread, and high resolution.

Design process

- The design team reviews requests within 2 working days.
- An initial consultation may be scheduled for complex projects.
- Designs must adhere to SAICE branding (logos, colours, fonts, and style).
- The first draft is submitted within 2 working days.

Review and feedback

- Requestors provide consolidated feedback within 2 to 3 working days.
- Up to three rounds of revisions are included; additional changes may require new timelines.
- Final approval is required before publication or distribution.

Reverts, urgent requests and scope changes

- Changes after approval are treated as new requests.
- Urgent requests are considered based on workload.
- Scope changes may impact timelines and must be communicated immediately.

Branding guidelines

- Strict adherence to SAICE branding (logos, colours, typography) is required. The SAICE CI guideline is available here.
- External logos must comply within these brand guidelines as well if they need to coexist with the SAICE logo.

Copyright and ownership

- SAICE retains ownership of all design files.
- Design work is for SAICE projects only; modifications require marketing approval.
- Third-party resources (e.g. stock images) must comply with licensing agreements.

Compliance and review

- All staff and contractors must comply with this policy.
- Annual reviews ensure alignment with industry standards.

Approval process

- Sign-off required before design begins and after final approval.
- Requestors must complete the design approval form before distribution.

Contact information

- Graphic design enquiries should be directed to Sibongile Mamatu on 011 805 5947 or sibongile@saice.org.za.

11 SPONSORSHIP AND ADVERTISING POLICY

Purpose

This policy outlines the process for SAICE divisions, branches, panels, student chapters, and Growing Forward Champions to secure sponsorships, as well as the role of SAICE National Office (NO) in facilitating and coordinating sponsorship opportunities. It also defines the relationship between SAICE and its official sponsorship partner, The Avenue Company.

Scope

This policy applies to all sponsorship and advertising activities by SAICE divisions, branches, panels, student chapters, and Growing Forward Champions, ensuring consistency and alignment with SAICE's goals and standards.

Objectives

- Streamline the sponsorship request process across all SAICE bodies.
- Align sponsorship activities with SAICE's mission, values, and strategic goals.
- Leverage national partnerships for greater reach and impact, particularly through The Avenue Company.
- Ensure transparency, fairness, and consistency in sponsorship practices.

Sponsorship process for SAICE bodies

Requesting sponsorship assistance from SAICE NO

- Identify the event, programme, or initiative requiring sponsorship, including objectives, target audience, and expected outcomes.
- Assess the potential value for sponsors in terms of visibility, branding, and alignment with their values.

Submission of sponsorship request

- Complete a sponsorship request form (available from SAICE NO).
- Provide details including budget, sponsorship tiers (if applicable), and proposed benefits.
- Submit the request at least 6 to 8 weeks before the event.

Review and feedback

- SAICE NO will review the request and provide feedback within 2 business days.
- Further details, meetings, or adjustments may be requested.

Approval and coordination

- Once approved, the relevant SAICE body will coordinate the sponsorship approach, including engaging with potential sponsors and facilitating introductions.
- Work closely with NO for consistency in communication and agreements.

Sponsorship guidelines

Sponsorship tiers

- Proposals should include tiered packages offering a range of benefits, such as branding opportunities and event access.
- NO may provide templates for consistency.

Ethical considerations

- All sponsorship activities must comply with SAICE's values of integrity, professionalism, and ethics.
- SAICE reserves the right to decline sponsorship from organisations whose values conflict with those of the institution.

Monitoring and reporting

- A summary report, including sponsor feedback, outcomes, and financial contributions, must be submitted to SAICE NO within 30 days after the event. This ensures effective tracking of sponsorship impact.

The Avenue Company as SAICE's sponsorship partner

SAICE partners with The Avenue Company for all major sponsorship and advertising initiatives. The Avenue Company provides:

- Expertise in creating tailored sponsorship packages.
- A network of corporate contacts aligned with SAICE's goals.
- Ongoing support and advice on sponsorship best practices.

Partner role

- The Avenue Company assists in identifying and securing sponsors for SAICE's events.
- SAICE bodies should submit requests through NO, which will forward them to The Avenue Company for large-scale or high-profile events.

Collaboration protocol

- SAICE NO serves as the primary liaison with The Avenue Company to ensure streamlined communication and collaboration.
- All sponsorship requests should be submitted through NO, which will facilitate the process with The Avenue Company.

Contact information

For enquiries or to submit a sponsorship request, please contact:

SAICE marketing team
marketing@saice.org.za
Nthabeleng Lentsoane (Head of Marketing)
011 805 5947
nthabeleng@saice.org.za

12 PRESIDENTIAL VISIT GUIDELINES

To ensure successful presidential visits, SAICE branches should collaborate closely with the National Office (NO) for careful planning and coordination. These visits are an excellent opportunity to engage with regional members, stakeholders, and universities, while addressing key regional issues and strengthening connections.

Below is a condensed outline for planning a branch visit.



Selecting date(s) for the visit

The president and delegation will visit various regions between February and October. Dates should be selected to avoid conflicts with major events, holidays, or university schedules.

Branch committees must submit their preferred dates to SAICE's head of marketing and PR and copy the president. The NO will assist with joint visits if multiple branches or universities are close together.



Presidential visit planning meeting

After confirming dates, the NO will coordinate a planning meeting to develop the visit's itinerary, including stakeholder and university engagements.

The meeting will assign roles, confirm CPD applicability, and plan potential site visits to infrastructure projects and areas with challenges.



Detailed itinerary

A finalised itinerary, including engagement times, locations, key participants, site visit details, and activity overviews, must be submitted to the NO at least three weeks prior to the event.



Presidential visit programme

Stakeholder engagement: A session for discussing regional challenges with key stakeholders. The SAICE President will lead discussions, aiming for collaborative solutions.

University visits: These will promote SAICE's benefits, bridge academia and industry, and gather student feedback on their needs and challenges.

Site visits: Highlight infrastructure projects and challenges, promoting innovation and development in the region.

Branch address: A breakfast, lunch, or dinner where the president will provide feedback on the visit's outcomes and engage with members.

CPD: Points will be awarded for technical content, with details discussed during the planning session.

Roles and responsibilities

Activity	Branch responsibility	National Office responsibility
Date selection	Coordinate availability with stakeholders	Ensure president and delegation availability
Itinerary preparation	Provide detailed itinerary with engagements	Review, finalise, and approve the itinerary
University engagement	Liaise with university contacts for programme	Provide promotional materials for university visit
Stakeholder engagement	Organise and communicate objectives in advance	Prepare talking points and facilitate discussion
Branch committee attendance	Confirm branch attendees	Assist with organising and coordinating logistics
Branding and promotional material	Bring SAICE banners to meetings	Provide promotional materials (flyers, reports, etc.)
CPD	Ensure technical content of engagements	Assess and validate engagement for CPD points
Travel and accommodation	Confirm date, time, and location for bookings	Book flights and accommodation for president and delegation
After the visit	Provide participant feedback	Compile summary report, issue CPD certificates, and prepare action items

By adhering to these guidelines, branches will ensure a smooth and effective presidential visit, enhancing regional engagement and addressing key industry challenges.

13 CPD POLICY AND PROCEDURES

Introduction

SAICE is a Voluntary Association recognised under the Engineering Professions Act. Its mission is to serve the engineering interests of its members, promoting sustainable quality of life and the responsible use of natural and human resources. The institution aims to advance the science and practice of civil engineering and foster transformation through skills and professional development.

SAICE as an ECSA-approved licensing body

SAICE is recognised by the Engineering Council of South Africa (ECSA) as a licensing body, allocated reference number SP_028/2025. This empowers SAICE to evaluate training providers seeking to offer CPD activities in line with the ECSA CPD Policy. SAICE is also mandated to validate CPD activities for these providers using prescribed ECSA forms, supported by an automated system for efficiency.

ECSA CPD process

SAICE has distinct processes for internal (SAICE-organised) and external (non-SAICE) providers. External providers must first achieve recognition as an ECSA CPD service provider before submitting CPD event validation requests. Internal SAICE entities, such as branches and divisions, are automatically recognised as CPD service providers under SAICE.

Application for recognition as an ECSA CPD service provider

To apply for recognition as an ECSA CPD service provider, external training providers must meet the following criteria:

- Established relationship with SAICE.
- Track record of high-quality CPD courses and events.
- Long-term collaboration with SAICE.

Once these criteria are met, SAICE will send a link to initiate the application process. Providers will need to complete the ECPD7 form on SAICE's secure SharePoint site, submit supporting documents, and undergo a quality check before receiving official recognition.

Application for validation of a CPD activity

Both internal and external providers must validate CPD activities using the ECPD2 form. External providers must follow a similar process to recognition, while internal providers can directly access the SAICE ECPD SharePoint site. Once the ECPD2 form is completed and saved, it is submitted for review. Upon approval, the provider will upload supporting documents, which will be checked by SAICE. If all documentation is correct, the activity is validated, and the provider receives a certificate and validation number for submission to ECSA.

This streamlined process ensures that CPD activities meet the required standards and contribute to the continuous professional development of engineers.

14 TRAVEL AND ACCOMMODATION POLICY

Purpose

The purpose of these instructions/policies and standard operating procedures (SOPs) is to promote responsibility and accountability in the management of travel and subsistence expenditure within SAICE. These guidelines define the roles and responsibilities of employees and office bearers regarding payment processing, ensuring consistent application. They also serve as a resource for educational and training purposes.

Scope

These instructions/policies and SOPs apply to all employees and office bearers of SAICE, including those in branches and divisions.

Abbreviations, definitions, and descriptions

Key terms and abbreviations used in these procedures are as follows:

- **CEO:** Chief Executive Officer
- **CFO:** Chief Financial Officer
- **DPSA:** Department of Public Service and Administration
- **SARS:** South African Revenue Services
- **SOP:** Standard Operating Procedure(s)

Key definitions are as follows:

- **Domestic travel:** Travel within South Africa.
- **Foreign travel:** International travel outside the borders of South Africa.
- **Employee:** A person employed by SAICE.
- **Office bearer:** An elected member of any SAICE committee, including branches and divisions.
- **Food and beverages:** Purchases of food and drinks during travel.
- **Incidental costs:** Minor expenses like phone bills, parking fees, etc.
- **Km allowance (domestic):** Compensation for using private transport for official duties, based on SARS rates.
- **Place of work:** The primary location of an employee's official duties.
- **Service provider:** Organisations supplying goods and services.
- **Shuttle service:** Transport service for travellers between locations, such as to and from the airport.
- **Traveller:** Any individual traveling for SAICE, including employees, office bearers, contractors, interviewees, and others invited by the institution.

Accommodation

- **Domestic:** Bookings must be made via SAICE Travel Coordinator Paula van Niekerk at paula@saice.org.za.
- **Foreign:** Bookings must be made via the SAICE CEO's assistant, Sharon Mugeri, at sharon@saice.org.za.

Air travel

- **Domestic:** Bookings for domestic flights, including taxes and luggage handling fees, but excluding agency fees, must be made via SAICE Travel Coordinator Paula van Niekerk at paula@saice.org.za.
- **Foreign:** Bookings for international flights, including taxes, luggage handling, VAT, ticket cost, and agency fees, must be made via the CEO's assistant, Sharon Mugeri, at sharon@saice.org.za.

Daily allowance

- **Special daily allowance:** This is given for international travel lasting 24 hours or more, covering accommodation and a fixed daily amount as determined by DPSA annually.
- **Fixed daily allowance:** For international travel, a fixed daily rate is provided when actual expenses aren't claimed.

Traveller requirements

Travellers must adhere to all internal controls, both manual and electronic, to ensure compliance with policies. They must ensure travel arrangements comply with instructions and cost containment measures, obtaining proper authorisation as per the delegation of authorities before booking travel. Costs should be incurred only when necessary to fulfil the mandate of SAICE.

Non-compliance

Any departure from these policies and procedures without prior written approval from the CEO or CFO will be considered financial misconduct. Disciplinary or criminal action may be taken if necessary.

Monitoring, oversight, and maintenance

To ensure the effectiveness of these policies, users must report any required changes to their managers. Any changes in payment processing must be reviewed for appropriateness. These policies will be periodically reviewed, and any amendments will need approval from the SAICE Executive Board.

For enquiries and clarity, please contact:
Sarlette Vermaak (CFO)
sarlette@saice.org.za

Paula van Niekerk (PA to CFO)
paula@saice.org.za

Sharon Mugeri (PA to CEO)
sharon@saice.org.za

15 FINANCIALS

Introduction

As a volunteer within a branch or division of SAICE, you play a key role in supporting our mission. While volunteering is typically unpaid, we acknowledge that certain expenses may arise. This section outlines how finances are managed for volunteers, including reimbursement policies, allowances, and budgeting procedures. Our aim is to ensure support for volunteers while maintaining transparency and aligning with ethical standards.

Opening an FNB account

The chairperson must send a request to the SAICE CFO, Sarlette Vermaak (sarlette@saice.org.za), to open a new account, along with the meeting minutes where approval was granted. The process is as follows:

- The CFO instructs FNB to open the account, and FNB sends account details to National Office (NO).
- The chairperson or treasurer must provide identification, mobile number, and email address for user profile setup.
- Users will receive a temporary password and sign in details for electronic banking.
- The process should take 3 to 5 working days.
- NO can arrange for FNB consultant assistance for first-time sign in.
- Payments are authorised by two signatories, with NO handling the second authorisation.
- Alternatively, payment requisitions with supporting invoices can be emailed to the CFO and bookkeeper (Thembisile Mathebula, thembisile@saice.org.za) for processing.

Updating signatories

To update signatories:

- Send an email to NO (sarlette@saice.org.za) with minutes from the committee meeting and certified IDs of the new chairperson and treasurer.
- NO will update the FNB user profiles and send sign in details to the officials.
- New officials will log into FNB and change the temporary password.
- An FNB consultant can assist with the first sign in on request.

New customers/clients

For raising invoices, the following information is required:

Companies/legal entities

- Trading name, legal name, registration number, VAT number (if applicable), postal and physical addresses.

Individual/sole proprietors

- Full name, ID number, VAT number (if applicable), postal and physical addresses.
- A completed customer application form must be sent to NO to create a debtor profile on SAGE.

Existing customers/clients:

- Complete the accounts receivable invoice request form and email it to NO (thembisile@saice.org.za, rose@saice.org.za).
- NO will generate the invoice and email it to the requesting entity.
- Branch/division administrators send invoices to customers/clients and follow up on outstanding payments.

New suppliers

New suppliers must complete SAICE's supplier application form, providing the required details for companies or individuals. The completed form must be sent to NO to create a creditor profile on SAGE.

Payment processing

1. Complete a payment request form with the quote/pro-forma invoice.
2. Email the request to NO (thembisile@saice.org.za or khanyisile@saice.org.za).
3. Payment runs are scheduled for Wednesdays and Fridays, with documentation required by Tuesday/Thursday midday.
4. A proper tax invoice must follow a prepayment/booking confirmation.

Payment of supplier invoices

1. Complete a payment request form with the supplier invoice.
2. Email the request to NO.
3. The bookkeeper verifies the invoice compliance with SARS's tax invoice requirements.

Branch and division financial expectations

Income

- Requests for invoices should be sent to Rose Magagula at rose@saice.org.za.
- Branches and divisions are responsible for following up on payments and should not collect cash payments.

Annual administration grant

Branches and divisions will receive an annual grant, calculated based on membership. To qualify, the branch/division must submit an annual report, acceptable financial statements, and an activity plan.

Student chapter grant

Student chapters receive a R5,000 grant, managed by the branch. Funds cannot be used for regular branch activities.

Financial payments

- Complete an EFT requisition form with supporting invoices/claims and send to Thembisile Mathebula at thembisile@saice.org.za.
- Advance payments must be settled within 7 working days after the event, with receipts attached.
- No payment will be made without bank confirmation of the beneficiary.

VAT payments

SAICE pays VAT on a payment/cash basis. The NO handles the VAT calculation and submission to SARS.

Disallowed input VAT

- Food/drinks/refreshments (unless related to income-generating events).
- Car rentals.

Only proper tax invoices are eligible for VAT claims.

16 BRIDGE BUILDING COMPETITION

Background

SAICE launched the Bridge Building Competition in 1991 to encourage high school learners to apply mathematics and science in engineering and grow the profession. Over the years, it has become a successful initiative, reaching schools across South Africa and neighbouring countries like Namibia, Swaziland, and Zimbabwe.

The competition fosters engagement with civil engineering, particularly among learners from previously disadvantaged schools, while promoting the profession through hands-on experience. Local SAICE branches organise regional competitions, with winners advancing to the International Bridge Building Competition, held by SAICE National Office. The competition is regarded as a prestigious event, on par with academic and sports achievements.

Bridge Building Competition history

The competition began in 1991 under the leadership of Carlos Mendes, then Chair of the SAICE Durban Branch. Modelled on Namibia's Young Engineer competition, it emphasised both the construction of physical bridges and symbolic bridges for community building in a new South Africa. The first event, held at the University of Natal, was won by Westville Boys' High School. Since then, the competition has been an annual event, aiming to:

- Stimulate learners' interest in civil engineering.
- Expose learners, parents, and the public to the profession.
- Provide an engaging and challenging competition.
- Promote nation-building through collaboration.

The 1993 event saw the competition expand internationally, with teams from various countries, including Lesotho, Namibia, Swaziland, competing. This international aspect has continued to enhance the competition, with teams from around the world participating annually.

The competition's rules have evolved over time, particularly regarding bridge kits and design parameters, fostering innovation and fresh approaches.

Procedure

- **Team composition:** Each team consists of three learners, typically from grades 8 and 9, to encourage younger students to explore engineering as a potential career.
- **Building bridges:** Teams construct model bridges using 600 mm pine sticks (4 mm × 4 mm), glue, and string, following technical guidelines and rules.
- **Annual international final competition:** The competition is held annually in Gauteng, with teams flown in, accommodated, and provided with meals. The competition spans two days: the first for preparation, and the second for testing and the final event. Following the testing phase, teams prepare to depart the next morning.

Sponsorship and sustainability

To ensure the competition's success and sustainability, efforts must be made to engage rural schools, offering training for both students and teachers to enhance skills and techniques. Sponsorship is vital for covering these costs and providing the means to expand participation, benefiting sponsors through exposure and branding opportunities.

For more information, contact Memory Scheepers on memory@saice.org.za.

17 AQUALIBRUIM COMPETITION

Introduction

Water distribution systems are essential for providing safe, clean drinking water. Many communities in South Africa lack this service, often relying on polluted sources. This competition offers insights into water distribution systems and their complex design. For more details, visit aqualibriumeducation.com/pages/the-challenge.

Goal of the competition

The objective is to evenly distribute water across three reservoirs using a pipe network. Participants will be judged based on the efficiency of their design after the building and testing phases.

Equipment

The competition kit can be sourced from SAICE or created using materials from local hardware or pet stores and include:

- Competition sheet
- Source water container (4ℓ+)
- Stand for water container
- 3 × 1ℓ reservoirs
- Measuring cylinder or scale
- Main supply pipe
- 12 × 6 mm pipes (28 cm)
- 12 × 3 mm pipes (28 cm)
- 3 × 15 cm reservoir pipes (6 mm)
- 8 × straight connectors
- 8 × 90° bends (3 mm)
- 8 × T-junctions (3 mm)
- 8 × four-way connectors (3 mm)
- 1 × shut-off valve

Note: Expanders are needed for 6 mm diameter connectors.

Method

1. Place the competition sheet horizontally and position the source container.
2. Judges designate three points on the grid for reservoir connections.
3. Construct a pipe network with the provided materials, ensuring alignment with the grid and proper junction connections.
4. Teams have one hour to build and test their network.
5. To remove air, water is poured into the source container, and pipes are adjusted.
6. Prepare for the final run by emptying containers while keeping pipes full of water.
7. 3ℓ of tap water is added to the source container.
8. At the signal, open the shut-off valve to begin the distribution.
9. After distributing 3ℓ, close the valve.
10. Measure the water in each reservoir and calculate penalty points.

Calculating penalty points

The ideal distribution is 1ℓ in each reservoir. Penalty points are the difference between the actual water amount and 1,000 mℓ per reservoir. The total penalty is the sum of individual differences, converted to positive values.

Example of calculation

If the reservoirs contain 950 mℓ, 990 mℓ, and 1045 mℓ, the penalty points would be:

- 50 (950 mℓ)
- 10 (990 mℓ)
- 45 (1045 mℓ)

Total: 105 points.

Note: A total volume other than 3ℓ results in additional penalty points. Accuracy is key to minimising penalties.

For more information, contact Memory Scheepers at memory@saice.org.za.

18 SAICE MAGAZINE

Introduction

Civil Engineering is SAICE's official monthly digital magazine, distributed to the institution's approximately 15,000 members. It covers all civil engineering sub-disciplines and welcomes article contributions that are educational, informative, and non-promotional.

Content requirements

Article submissions must be original or republished with permission, ensuring no legal or copyright breaches.

- Submit in MS Word format.
- Include author's name, affiliation, email, and a high-resolution photo.
- Length: 500 to 2000 words.
- References (if any) should follow the Harvard system.

Image requirements

- Images must be owned by the author or used with permission and attribution.
- High-resolution images (300 DPI) should be supplied in JPG or PNG format (images embedded in a Word document cannot be used).
- Graphs and figures should be in Excel format.
- Include captions and indicate image placement in the text.
- Videos can be embedded with a YouTube link.

2025 features list

- **January/February:** Water engineering, IT, International news/projects, presidential address | Deadline: 13 January.
- **March**: Structural engineering | Deadline: 3 February.
- **April**: Geotechnical engineering | Deadline: 3 March.
- **May**: Transport, railway, coastal and marine engineering | Deadline: 7 April.
- **June**: Water engineering | Deadline: 5 May.
- **July**: Construction and project management | Deadline: 2 June.
- **August**: Environmental engineering, fire engineering, mining, renewable energy | Deadline: 7 July.
- **September**: Structural engineering, urban/rural infrastructure | Deadline: 4 August.
- **October**: Transport engineering | Deadline: 1 September.
- **November**: 2025 SAICE Awards (finalists and winners) | Deadline: 20 September.
- **December**: Geotechnical engineering, standards and codes | Deadline: 27 October.

Features and deadlines are subject to change and article submissions are subject to approval by the editor.

Guidelines

For more information on article guidelines and how to submit, click here.

Contact information

Editorial enquiries
Danielle Petterson
danielle@saice.org.za

Advertising enquiries
Barbara Spence
082 881 3454
barbara@avenue.co.za

19 SAICE JOURNAL

Introduction

The *Journal of the South African Institution of Civil Engineering* is published quarterly in March, June, September, December. It features research across civil engineering disciplines and related topics, with a focus on Southern Africa and the African continent. Articles are peer-reviewed under the guidance of the SAICE Editorial Panel.

Classification of articles

- **Technical papers**: In-depth, well-researched, fully referenced papers (up to 6,000 words), including 'softer sciences' papers with technical relevance.
- **Technical notes**: Short, focused articles (up to 2,000 words) on specific technical issues.
- **Review papers**: Original works synthesising and analysing existing research.
- **Discussions**: Contributions on previously published articles (up to 1,500 words) are welcome within six months of publication.

Language

Manuscripts should be in English, with expanded English abstracts for submissions in other South African languages.

Original work

Papers must be original and not under consideration elsewhere. Authors must confirm that all co-authors approve the manuscript. Permissions for publishing experimental data or copyrighted material must be obtained, with proof supplied.

Submission procedures and format

- **Online submission**: Manuscripts must be uploaded as PDF files (max 4 MB).
- **Format**: Use MS Word, double spaced with 25 mm margins. Line numbers must be applied, and pages numbered.
- **First page**: Include paper title, word count, authors' names, professional status, contact details, and five keywords.
- **Figures/tables**: Submit in colour with captions and mark positions in the text. Use Times New Roman 9 pt font for tables.
- **Mathematical expressions**: Should be clear and use SI units. Symbols and variables should match throughout the document.

Final article

- **Copyright**: Authors must transfer copyright to SAICE upon acceptance.
- **Photos**: Provide recent, high-resolution headshots of authors.
- **Proofs**: Authors will receive a PDF for final verification, with only minor corrections allowed.

Contact information

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