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## IN CASE OF EMERGENCY

Policy: Keys to the premises, and security codes, are issued to staff against a signature

Policy: Staff members are deemed to be responsible for the facility, equipment whilst at work – in particular if working early or late;

Policy: Before leaving, ensure that:

- ✓ All loose papers, documents etc are filed in the appropriate folder or in a filing cabinet - closed as a precaution against dust or fire;
- ✓ All equipment, air conditioning, lighting etc are switched off;
- ✓ Applicable store rooms, emergency escapes etc are locked + the premises are alarmed;

**In the event of an emergency....** Use your initiative - Raise the alarm !

Ambulance	10 177
Emergencies	1022
Emergency Johannesburg	011 375 59 11
Cellphone emergency	112
Hospitals	011 375 59 11
Police (Flying Squad)	10 111
Nertcare 911	082 911
Johannesburg Electricity	011 375 55 55
Johannesburg Water	011 688 15 00
Johannesburg Gas	011 726 31 38 / 011 726 47 02 ah
Poison info centre	0800 333 44 44
EISA Offices	011 381 60 00 (Maria)

Fire extinguisher	Ground floor foyer: Near JBCC office, passage at fire exit and toilets
Fire hose reel	Ground floor foyer: Near JBCC office, passage at fire exit and toilets
First Aid Box	With JBCC Administrator
Escape	Through passage past toilets to the east – to outside Through ‘front door’ to the north – to outside
Water	Main valve, located in street in driveway to parking garage
Electricity	If possible, switch off at main DB - next to ground floor toilets
Air Conditioning	If possible, switch off at main DB - next to ground floor toilets

## JBCC – GOVERNANCE: Founding Statement

Joint Building Contracts Committee (retype Uwe 2015-10-26, typing errors corrected)

### CONSTITUTION

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August 1994

### JOINT BUILDING CONTRACTS COMMITTEE

#### 1. NAME

There is hereby established a juristic person to be known as the "Joint Building Contracts Committee". The committee has been established in terms of this constitution by the defined constituent bodies.

#### 2. DEFINITIONS

- 2.1 "Adviser" means a person with specialist skills not directly connected to the activities of the constituent bodies who is co-opted to the committee, for example, legal adviser
- 2.2 "Committee" means the chairman and representatives nominated by the constituent bodies
- 2.3 "Constituent bodies" are the following:  
 Association of South African Quantity Surveyors  
 Building Industries Federation (South Africa)  
 Institute of SA Architects  
 South African Association of Consulting Engineers  
 South African Property Owners Association  
 Specialist Engineering Contractors Committee
- 2.4 "Member" means the representatives nominated by the constituent bodies and who are not paid officials of these bodies
- 2.5 "Observer" means a person who is invited to attend specific meetings who is entitled to participate in discussions but who may not vote
- 2.6 "Year" means a calendar year  
 Unless inconsistent with the context, words and expressions in the masculine gender include the feminine and words signifying the singular include the plural

#### 3. OBJECT

The object of the committee is to prepare, review, issue, publish and interpret conditions of contract documentation including nominated/selected sub-contract documentation and recommend their use in all sectors of the building industry: provided that the constituent bodies shall have the prior right, and be afforded the opportunity to consider and approve any documentation before publication and issue

#### 4. MEMBERSHIP

- 4.1 the committee will comprise a chairman and sixteen representatives from the following constituent bodies, each body having the power to nominate the number of representatives as set out below:

Association of South African Quantity Surveyors	2	
Building Industries Federation (South Africa)		2
BIFSA nominees representing contractors tendering for major contracts	2	
BIFSA nominees representing sub-contractors	2	
Institute of South African Architects	2	
South African Association of Consulting Engineers	2	
South African Property Owners Association	2	
Specialist Engineering Contractors Committee		2

4.2 Subject to the provisions of paragraph 4.5, members are nominated to serve for a period not exceeding 4 (four) years. However, each constituent body may replace one of its members after 2 (two) years, or such shorter period as it may decide or replace a member due to vacation of office in terms of paragraph 4.3 or 4.4 below, or resignation, death or any other reason. The initial member to be replaced shall be identified by each constituent to the committee. Such requirement for replacement may be overridden by unanimous decision of the committee.

4.3 Any member who fails to attend 2 (two) consecutive meetings without notification to the committee, shall vacate his office. The chairman shall thereupon request the constituent body to nominate a replacement for that member.

4.4 4.4.1 At the first meeting in each second year commencing in 1992, a chairman and a vice-chairman shall be elected from and by the members to serve for that

year  
4.4.2 No individual may serve as chairman for a period of more than 2 (two) consecutive years unless the committee unanimously decides otherwise

4.4.3 After the election of a chairman, the constituent body that he represents shall have the right to nominate an additional member to maintain the number of its representation. This additional nomination will fall away at the end of the chairman's period of office as chairman

4.5 Subject to paragraph 4.6 on completion of a term of office, whether this term is 4(four) years or less, a member may retire but can be re-nominated for a further term of office

4.6 Any member who is nominated to replace a member who vacates his appointment in terms of paragraph 4.2, 4.3 or 4.4, shall serve for the remainder of the period that would have been served by the member he replaces

4.7 The committee may co-opt advisers. The term of office of an adviser shall end at the conclusion of the relevant business for which that person was co-opted. The Co-opted advisers shall not have a vote

4.8 The committee may appoint observers. The term of office of an observer shall end at the conclusion of the relevant business for which that person was appointed. Observers shall not have a vote

4.9 The committee may co-opt advisers and other persons to serve on sub-committees. The terms of office of these members of subcommittees shall be length of time the sub-committee requires to complete its business or until the sub-committee is disbanded by the committee. The committee shall determine the terms of reference of sub-committees appointed by it and the sub-committee must report to the committee. The convener of a sub-committee shall be nominated from the members of the committee. The chairman of the committee may not serve on any sub-committee

## 5. ALTERNATES

5.1 For every member of the committee appointed in terms of paragraph 4 (four) there may be an alternate member appointed in the same manner: provided that in the case of the chairman no alternate shall be so appointed

5.2 Any alternate so appointed may attend and take part in the proceedings as a member of any meeting of the committee whenever the member for whom he has been appointed as alternative member is absent from such meeting

## 6. POWERS OF THE COMMITTEE

The committee shall have the power:

6.1 to receive and accept donations, grants and other moneys;

6.2 to employ a secretary or make use of a professional secretarial service. No person shall be eligible as a secretarial service if he is in the employment of any of the constituent bodies;

6.3 to invest the funds of the committee or any portion thereof in such manner as the committee may from time to time determine and to vary or transpose such investments in its discretion;

- 6.4 to open and operate banking accounts and savings accounts with registered banking institutions and registered building societies;
- 6.5 to apply and use the funds and income of the committee to promote the objects of the committee;
- 6.6 to institute and defend legal proceedings;
- 6.7 to enter into service agreements and to authorise the settling of the terms of and the signature of any agreement or any other document;
- 6.8 to interpret any clause of the constitution if any dispute arises as to its meaning, such interpretation being binding on the members of the committee;
- 6.9 generally to do whatever the committee deems necessary to enable it to carry out the objects of the committee and to exercise the powers and to perform the functions and discharge the duties given to or imposed upon it in terms of the constitution

#### 7. MEETINGS OF THE COMMITTEE

- 7.1 The committee shall meet at least twice per year;
- 7.2 At least 4 (four) weeks notice of meetings shall be given to members;
- 7.3 unless unanimously agreed otherwise, Meetings shall be held during normal working office hours

#### 8. PROCEDURE AT MEETINGS

- 8.1 The procedure of the committee and its sub-committees shall be by consensus of opinion except with regard to the appointment of chairmen and vice-chairmen of the committee and of sub-committees as described in the constitution and in the case of winding up of the committee in terms of clause 14, where a majority decision shall be binding
- 8.2 Each member shall have one vote with the exception of the chairman who shall not have a deliberative vote, unless there is a deadlock in an issue which requires a vote, in which case he shall have a casting vote. In the case of the vice-chairman acting as chairman in terms of paragraph 4.4.4, his voting rights will be that of the absent chairman and the constituent body that he represents shall have the right to appoint an alternate to attend that meeting to vote in his stead
- 8.3 A quorum for the meetings shall be at least one member from each constituent body in addition to the member acting as chairman. In the event of the quorum not being present he meeting shall be adjourned for 10 (ten) minutes, during which time the office of the constituent body or bodies not represented shall be telephoned to provide them with the opportunity of sending their representative or the appointed alternate. After the adjournment of 10 (ten) minutes, those members present shall constitute a quorum

#### 9. COMMITTEE OFFICES

The offices of the committee shall be situated at such place as the committee may from time to time determine

#### 10. FINANCIAL AFFAIRS

- 10.1 Constituent bodies will be called upon to fund the business of this committee in proportion to the members they nominate in terms of paragraph 4.1. An annual budget shall be approved at the first meeting of any year and submitted to the constituent bodies for their information and comment
- 10.2 Travelling and other expenses incurred in attending meetings shall be borne by the constituent bodies and no salaries or fees shall be payable by the committee to its members: provided that this rule shall not apply to advisers who are not members of the constituent bodies
- 10.3 In the event of any surplus funds becoming available after meeting all expenses of the committee at the end of any financial year, this money shall be incorporated into the budget for the ensuing year and so reduce the contributions of the constituents. The committee shall not print nor sell documents to the public. The committee shall also not be entitled to obtain any royalty from the constituents for the preparation and servicing of the documents issued by the committee
- 10.4 The committee shall keep proper records of all transactions and provide constituent bodies with annual financial statements checked annually by a qualified person nominated by the committee and approved by the constituent bodies

#### 11. INDEMNITY

Every member of the committee or of any sub-committee appointed by it, shall be indemnified by the committee against any claims made against him in or about the execution of his duties, except claims, losses or expenses arising from his own fraud or wilful default

## 12. LIMITATION OF LIABILITY

- 12.1 Neither the members nor the constituent bodies shall have any liability for any commitments undertaken by the committee. All members shall be deemed to contract or deal with the committee on this basis
- 12.2 The liability of any constituent body is limited to the payment to the committee of any outstanding contributions and settlement of any other debts to the committee which it may have incurred

## 13. AMENDMENT OF CONSTITUTION

The constitution may be amended provided that:

- 13.1 Such amendments are unanimously approved by the members of JBCC present at the relevant meeting;
- 13.2 At least 90 (ninety) days notice of the proposed amendment is given to the constituent bodies;
- 13.3 No objection thereto is lodged by any of the constituent bodies during such period, and
- 13.4 The amendments are approved by a two-thirds majority of the constituent bodies

## 14. WINDING UP

The committee may be wound up by a majority decision of the members: provided that at least 90 (ninety) days notice of the proposed winding up is given to the constituent bodies. On winding up, any shortfall shall be contributed by the constituent bodies in proportion to the number of members that they may nominate in terms of paragraph 4.1, and, should there be a surplus, this shall be paid or distributed among the constituent bodies in proportion to their contributions

### JBCC – GOVERNANCE: Statutory registrations

Data: Company Registration Number – 1997/017676/08

Data: Income Tax Reference Number – 9 524 295 848

Data: VAT Number – 4 280 169 774

Data: PAYE Registration Number – 7 230 730 469

### JBCC – GOVERNANCE: Accreditations

#### Policy: BBEE Compliance

JBCC annual turnover is below R 10 000 000.00, no further compliance required

#### Policy: Accreditation for CPD credits for professionals of JBCC presented seminars

ASAQS CPD 2014/007  
CESA 812-01.2019  
SAIA CPD 1602  
SACPCMP CPD 13/007

#### Policy: Accreditation CIDB use of JBCC Documentation for public sector projects

Current editions of JBCC Agreements are accredited by the CIDB for use by Organs of State

## JBCC – PROMOTION OF ACCESS TO INFORMATION ACT, 2 of 2000

Section 51 Manual of The Joint Building Contracts Committee Incorporated  
(Registration number: 1997/017676/08)

### 1. Contact

Head of business:	Uwe Putlitz	Information officer:	Uwe Putlitz
Postal address:	PO Box 3137 Houghton Johannesburg 2041	Physical address:	14 Park Road Richmond Johannesburg 2092
Telephone	0114823102	Fax number:	0114824299
E-mail address:	<a href="mailto:info@jbcc.co.za">info@jbcc.co.za</a>		
Website:	<a href="http://www.jbcc.co.za">www.jbcc.co.za</a>		

### 2. Introduction

To compile contract documentation with an equitable distribution of contractual risk in the building industry.

### 3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 887-3600.

### 4. Facilitation of a request for access to information

Information which is not readily available as indicated in this manual, may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from The Joint Building Contracts Committee Incorporated.

### 5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 BBBEE Act 53 of 2003
- 5.3 Companies Act 61 of 1973
- 5.4 Companies Act 71 of 2008
- 5.5 Consumer Protection Act 68 of 2008
- 5.6 Copyright Act 98 of 1978
- 5.7 Electronic Communications and Transactions Act 25 of 2002
- 5.8 Financial Intelligence Centre Act 38 of 2001
- 5.9 Income Tax Act 58 of 1962
- 5.10 Protection of Information Act 84 of 1982
- 5.11 Promotion of Access to Information Act 2 of 2000
- 5.12 South African Revenue Services Act 34 of 1997

Telephone: 086 100 JBCC (5222) or 011 482 3102

Fax: 086 542 JBCC (5222) or 011 482 4299

Email: [info@jbcc.co.za](mailto:info@jbcc.co.za)

Web: [www.jbcc.co.za](http://www.jbcc.co.za)

Physical address: 14 Park Road, Richmond 2092

Postal address: PO Box 3137, Houghton, 2041, Johannesburg, RSA

Registration 1997 / 017 676 / 08

VAT 4 280 169 774



- 5.13 Skills Development Levies Act 9 of 1999
- 5.14 Skills Development Act 97 of 1998
- 5.15 Unemployment Contributions Act 4 of 2002
- 5.16 Unemployment Insurance Act 63 of 2001
- 5.17 Value Added Tax Act 89 of 1991

**6. Information automatically available**

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Pricelists
- 6.4 Marketing and promotional material
- 6.5 [www.jbcc.co.za](http://www.jbcc.co.za)

**7. Information available in terms of The Act**

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

**7.1 Accounting records**

- 7.1.1 Annual financial statements and
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables,
- 7.1.4 Bank statements
- 7.1.5 Customer and supplier statements
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns
- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Auditor's reports
- 7.1.15 Inventory records (including stock
- 7.1.16 Record of assets
- 7.1.17 Record of liabilities
- 7.1.18 Record of loans to related parties
- 7.1.19 Record of liabilities and obligations
- 7.1.20 Record of revenue
- 7.1.21 Record of expenses

**7.2 Auditors**

- 7.2.1 Correspondence

### 7.3 Information Technology

- 7.3.1 Agreements
- 7.3.2 Capacity and utilisation of current systems
- 7.3.3 Client database
- 7.3.4 Disaster recovery processes and procedures
- 7.3.5 Hardware
- 7.3.6 Internet
- 7.3.7 Licenses
- 7.3.8 Operating systems
- 7.3.9 Software packages
- 7.3.10 Telephone exchange equipment
- 7.3.11 Telephone lines, leased lines and data lines

### 7.4 Insurance

- 7.4.1 Claim records
- 7.4.2 Details of coverage, limits and insurers
- 7.4.3 Insurance policies

### 7.5 Intellectual Property

- 7.5.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, use agreements, joint venture agreements and joint development agreements.
- 7.5.2 Copyrights

### 7.6 Personnel Records

- 7.6.1 Attendance register
- 7.6.2 Disciplinary records
- 7.6.3 Employee evaluation and
- 7.6.4 Employee information records
- 7.6.5 Employee loans
- 7.6.6 Employee remuneration
- 7.6.7 Employment applications
- 7.6.8 Employee date of birth
- 7.6.9 Employment contracts
- 7.6.10 Expense accounts
- 7.6.11 IRP 5 and IT 3 certificates
- 7.6.12 Letters of appointment
- 7.6.13 Leave applications
- 7.6.14 Maternity leave policy
- 7.6.15 Name and occupation of each
- 7.6.16 Payroll
- 7.6.17 Particulars of each employee
- 7.6.18 Pension fund information

- 7.6.19 Personnel file
- 7.6.20 Recruitment and appointments
- 7.6.21 Salary and wage registers
- 7.6.22 Salary slips and wage records
- 7.6.23 Time records
- 7.6.24 UIF, PAYE and SDL returns
- 7.6.25 Workmen's Compensation documents
- 7.7 Sales and Marketing
  - 7.7.1 Brochures, newsletters and marketing material
  - 7.7.2 Customers
  - 7.7.3 Domestic and export orders
  - 7.7.4 Products
  - 7.7.5 Sales
  - 7.7.6 Service and product information
- 7.8 Statutory Company Records
  - 7.8.1 Annual Statutory Returns
  - 7.8.2 Certificate of Change of Name
  - 7.8.3 Certificate of Incorporation
  - 7.8.4 Certificate to Commence Business
  - 7.8.5 Directors' attendance register
  - 7.8.6 Memorandum and Articles of Association
  - 7.8.7 Minutes of director's meetings
  - 7.8.9 Register of company secretary and auditors
  - 7.8.10 Register of directors and offices
  - 7.8.11 Register of past directors
  - 7.8.11 General resolutions
  - 7.8.12 Special resolutions
  - 7.8.13 Resolutions
- 7.9 Tax
  - 7.9.1 Income tax returns
  - 7.9.2 Provisional tax returns
  - 7.9.3 Tax assessments
  - 7.9.4 Documents relating to where the objection and appeal is lodged
  - 7.9.5 Records relating to taxable gain or assessed capital loss
  - 7.9.6 VAT documents
  - 7.9.7 Vendors information

7.9.8 Documentary proof substantiating the zero rating of supplies

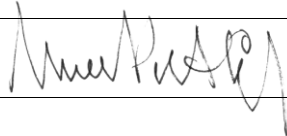
8. Requesting procedures

A person who wants access to the records must complete the necessary request form, that is available at the offices of The Joint Building Contracts Committee Incorporated, or can be accessed on [www.sahrc.org.za](http://www.sahrc.org.za). The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of The Joint Building Contracts Committee Incorporated, from the South African Human Rights Commission and at [www.jbcc.co.za](http://www.jbcc.co.za).

10. Signature

<b>We confirm, to the best of our knowledge, and belief, the accuracy and completeness of the information provided</b>	
<b>Name of Information Officer:</b>	Uwe Putlitz
<b>Signature:</b>	
<b>Date:</b>	05/12/2011

**JBCC – GOVERNANCE: Committee members**

**Board of Management**

Telephone: 086 100 JBCC (5222) or 011 482 3102

Fax: 086 542 JBCC (5222) or 011 482 4299

Email: [info@jbcc.co.za](mailto:info@jbcc.co.za)

Web: [www.jbcc.co.za](http://www.jbcc.co.za)

Physical address: 14 Park Road, Richmond 2092

Postal address: PO Box 3137, Houghton, 2041, Johannesburg, RSA

Registration 1997 / 017 676 / 08

VAT 4 280 169 774

Directors: Larry Feinberg – ASAQS, Pierre Fourie - MBSA, Jacques Jacobs - ACPM, Paul Kgole - SABTACO, Rod Oosthuizen (Chair-Executive) - SAPOA, Godfrey Ramalisa - CESA, Barney Richardson – SECC, Stan Segal (Chair - Board of Directors + Technical Committee) - SAIA, CEO: Uwe Putlitz Pr Architect + Prj Manager M.Sc (Bldg) (Wits) B.Arch (Wits) Dip Fin Mgt (Wits)

**Directors** Stan Segal, (Chair), Uwe Putlitz – *ex officio*, Roy Mnisi, Paul Kgole, Godfrey Ramalisa, Barney Richardson, Jacques Jacobs, Larry Feinberg

**Meetings** Twice a year including the annual general meeting

**Venue** Country Club Johannesburg – Auckland Park

**Executive Committee**

**Members** Larry Feinberg (chair), Uwe Putlitz – *ex officio*, Danie de Villiers, Roy Mnisi, Stan Segal,

**Meetings** Four times a year

**Venue** MBSA Midrand

**Technical Committee**

**Members** ACPM: Jacques Jacobs, Jorge Patricio, ASAQS: Prof Tinus Maritz, Prof Ronnie Schloss, CESA: Craig Clarke, Michelle Rivarola, MBSA: Jim Garner, Craig Bain; Contractors: Danie de Villiers; Subcontractors: Barney Richardson SARACCA, NDPW: - SABTACO:Paul Kgole; SAIA - Stan Segal (Chair); SAPOA – Kumarsen Thamburan; SECC: Hans Schefferlie, AAAMSA Lucas Bowles ECSA, Callie Pieterse ECSA JBCC - Uwe Putlitz– *ex officio*

**Meetings** Generally on the 4<sup>th</sup> Monday of the month

**Venue** AAAMSA Boardroom, Midrand

**JBCC – GOVERNANCE: Committees – members curriculum vitae**

**Curriculum vitae: Uwe Putlitz**

**Position:** Chief Executive Officer

Name of Firm: The Joint Building Contracts Committee

Name: Uwe P U T L I T Z

Profession: Professional Architect and Project Manager

Date of Birth: Johannesburg 1950-08-28, South African Citizen

JBCC: From May 2009 part time, as CEO from January 2011

**Curriculum vitae: Allison Kuhn**

**Curriculum vitae: Sylvia Molefe**

## JBCC – GOVERNANCE: Corporate Social Responsibility

The JBCC is committed to operate a business that is sustainable in future for people and planet.

### Workplace

**Telephone:** 086 100 JBCC (5222) or 011 482 3102

**Fax:** 086 542 JBCC (5222) or 011 482 4299

**Email:** info@jbcc.co.za

**Web:** www.jbcc.co.za

**Physical address:** 14 Park Road, Richmond 2092

**Postal address:** PO Box 3137, Houghton, 2041, Johannesburg, RSA

**Registration**1997 / 017 676 / 08

**VAT** 4 280 169 774

**Directors:** Larry Feinberg – ASAQS, Pierre Fourie - MBSA, Jacques Jacobs - ACPM, Paul Kgole - SABTACO, Rod Oosthuizen (Chair-Executive) - SAPOA, Godfrey Ramalisa - CESA, Barney Richardson – SECC, Stan Segal (Chair - Board of Directors + Technical Committee) - SAIA, CEO: Uwe Putlitz Pr Architect + Prj Manager M.Sc (Bldg) (Wits) B.Arch (Wits) Dip Fin Mgt (Wits)

The JBCC is committed to providing a safe, stimulating and pleasant working environment  
The JBCC is committed to developing all staff to achieve their individual maximum potential

The JBCC encourages a two way exchange of ideas and knowledge between Management and staff

### Environment

The JBCC is dedicated to incorporate environmentally responsible practices in its procedures, publications and presentations to minimise the impact of the business on the environment, where practical - using local (BBBEE) suppliers to reduce carbon footprint

The JBCC seeks to combine meetings / choose relatively neutral locations. The JBCC for business travel uses of public transport where practicable

The JBCC uses energy efficient equipment where possible

The JBCC will continue to use 80g/m<sup>2</sup> paper for standard printing throughout the business and ensure this paper is from a recycled source. The JBCC encourages electronic filing where practicable, and recycles paper, ink cartridges, cartons, cardboard, tins, glass and confidential waste

### Community

The JBCC is committed to providing its publications free of charge to final year students in the various building related fields at South African tertiary institutions

The JBCC is committed to helping emerging firms and allied trades improve their environmental impact.

### Marketplace

The JBCC seeks to develop & provide a high quality product of choice at a fair price – Intellectual property in the form of printed documents and educational material - to the end user

The JBCC supports its products through an @mail query service and regular public training seminars

## JBCC – INTELLECTUAL PROPERTY: Trademark / Copyright

### Policy: Intellectual property

Telephone: 086 100 JBCC (5222) or 011 482 3102

Fax: 086 542 JBCC (5222) or 011 482 4299

Email: info@jbcc.co.za

Web: www.jbcc.co.za

Physical address: 14 Park Road, Richmond 2092

Postal address: PO Box 3137, Houghton, 2041, Johannesburg, RSA

Registration 1997 / 017 676 / 08

VAT 4 280 169 774

Directors: Larry Feinberg – ASAQS, Pierre Fourie - MBSA, Jacques Jacobs - ACPM, Paul Kgole - SABTACO, Rod Oosthuizen (Chair-Executive) - SAPOA, Godfrey Ramalisa - CESA, Barney Richardson – SECC, Stan Segal (Chair - Board of Directors + Technical Committee) - SAIA, CEO: Uwe Putlitz Pr Architect + Prj Manager M.Sc (Bldg) (Wits) B.Arch (Wits) Dip Fin Mgt (Wits)

- Policy: The content of JBCC publications and presentations remains the intellectual property of The Joint Building Contracts Committee – regardless of who (Staff, committee members or suggestions from the public used) may have contributed to such publications or presentations – and is subject to copyright in terms of the Copyright Act No 98 of 1978 as amended
- ❖ The JBCC Name and logo is a registered trademark
  - ❖ Copyright infringement may be followed up in terms of the Act

### JBCC – INTELLECTUAL PROPERTY: Contracts on Demand Agreement 2010

Policy: The JBCC has entered into an agreement with Contracts on Demand as the sole provider of JBCC documents in an electronic format for sale to the public. This is the only license granted in terms of the JBCC trademark conditions

### JBCC – INTELLECTUAL PROPERTY: Non Disclosure Non Circumvention clauses

#### Policy: Non Disclosure – Non Circumvention Agreement

Policy: All members of staff, service providers and outside consultants will be required to enter into a “non disclosure – non circumvention” agreement

#### Policy: Visitors

Policy: Visitors are welcome on appointment  
Trade representatives can provide useful information – but !!! such meetings must take place in a meeting space to avoid insight into possibly confidential work

### JBCC – INTELLECTUAL PROPERTY: Technical Committee

The Technical Committee, representative of the constituent member organizations, generally meets once a month in Johannesburg to guide the content of all JBCC publications and debate practical ‘issues’ – to find appropriate solutions in future editions. Information so created remains the intellectual property of the JBCC and not that of individual delegates or constituents

### JBCC – INTELLECTUAL PROPERTY: Legal review of JBCC documents

New JBCC publications are vetted by legal practitioners in the field of Construction Contract Law in South Africa and throughout Africa to ensure no obvious legal contradictions or loopholes exist in the text that may lead to problems for the users.



## JBCC – DOCUMENT SALES: Vendors

The JBCC® documents are obtainable from constituent members' regional offices in South Africa listed on this page. The JBCC® does not sell directly to users but may be contacted at [info@jbcc.co.za](mailto:info@jbcc.co.za) for further information

ASAQS	Midrand	Telephone	+2711 3154140	E association@asaqs.co.za
ASAQS	Western Cape	Telephone	+2721 424 7742	E bmatthee@talani.co.za
CESA	Bryanston	Telephone	+2711 4632022	E patience@cesa.co.za
MBA Boland	Paarl	Telephone	+2721 8633330	E info@mbaboland.org.za
MBA W-Cape	Cape Town	Telephone	+2721 6852625	E ruth@mbawc.org.za
MBA E-Cape	Port Elizabeth	Telephone	+2741 3651835	E membership@ecmba.org.za
MBA FreeState	Welkom	Telephone	+2757 3526269	E hendrina@mbafs.co.za
MBA North	Midrand	Telephone	+2711 8056611	E reception@mbanorth.co.za
MBA KZN	Durban	Telephone	+2731 2667070	E jhan@masterbuilders.co.za
MBA N-Boland	Worcester	Telephone	+2723 3426964	E mbagb@telkomsa.net
MBA N-Cape	Kimberley	Telephone	+2753 8321762	E ncmba@xsinet.co.za
SAIA BKIA	East London	Telephone	+2743 7481156	E bkia@sainet.co.za
SAIA CIFA	Cape Town	Telephone	+2721 4247128	E info@cifa.org.za
SAIA E-Cape	Port Elizabeth	Telephone	+2741 5858037	E ecia@iafrica.com
SAIA Free State	Bloemfontein	Telephone	+2751 4474909	E fsadmin@saia.org.za
SAIA GIFA	Johannesburg	Telephone	+2711 403 0954	E info@gifa.org.za
SAIA KZN	Durban	Telephone	+2731 2017590	E info@kznia.org.za
SAIA LIMIFA	Polokwane	Telephone	+2715 2915914	E admin@saialimpopo.co.za
SAIA MPIA	Nelspruit	Telephone	+2713 7570029	E n.admin@orbic.co.za
SAIA N-Cape	Kimberley	Telephone	+2753 8324371	E admin@saia.org.za
SAIA N-West	Klerksdorp	Telephone	+2718 4626978	E sure@ab4.co.za
SAIA PIA	Pretoria	Telephone	+2712 3461051	E finance@pia.org.za
SAIAT	Bedfordview	Telephone	+2711 6223168	E info@saiat.org.za

Documents may also be purchased in electronic format from Contracts on Demand at [www.contractsondemand.co.za](http://www.contractsondemand.co.za)

## JBCC – DOCUMENT SALES: Printing

**Policy** JBCC has established good working relationships with Gauteng based firms for the printing of JBCC hard copy documents.

## JBCC – DOCUMENT SALES: Packaging / Post / Courier

**Policy:** JBCC does not sell directly to the public – only through accredited vendors in South Africa = offices of constituent members

**Policy:** Document orders - are sent by courier, usually on the same day if the order was placed before 11:00 (cost included in the selling price)

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## JBCC – SEMINARS: Intellectual property

JBCC prepares presentations to teach the appropriate application of the suite of documents to a variety of audiences ranging from professionals in practice to university students as well as to (emerging) contractors. This material represents intellectual property as and is subject to copyright

## JBCC – SEMINARS: Sales – database

Generally, the JBCC only processes the Personal Information that has been directly supplied to it by an individual from attendance at a JBCC presented training event, or from published membership lists of the constituent bodies

In terms of s12(2) of POPI, the JBCC may also process Personal Information retrieved from external sources apart from the individual directly supplying the Personal Information, including the following:

- where Personal Information has been taken from a public record;
- where collection of the Personal Information would not prejudice the individual's legitimate interests;
- where it was not reasonably practicable to get the Personal Information directly from the individual
- where the Personal Information was required for the JBCC to comply with legislation; and
- where the Personal Information was required for the conducting of legal proceedings

An individual, having provided adequate proof of identity, may contact the JBCC to update, correct or delete their Personal Information if such information is incorrect or has become irrelevant.

## JBCC – SEMINARS: Venues

### Johannesburg **Country Club Johannesburg – Auckland Park Campus**

1 Napier Road, Richmond, Johannesburg  
GPS South 26 10' 59.00" | East 028 00' 46.26"  
Tel 011 710 6400

### Midrand **Bytes Conference Centre**

241 Third Road, Halfway Gardens, Midrand  
GPS South 26 10.870 | East 028 01.885  
Tel 011 205 71 51

### Durban **Sica's Guest House**

19 Owen Avenue, Berea, Durban  
GPS South 29 52' 0.64" S | East 30 59' 3.9"  
Tel 031 261 27 68

East London **Garden Court**

Cnr John Baillie Road and Moore Street – Quigney, East London  
GPS South 33°0'41.39" | East 27°55'17.01"  
Tel 043 722 7260

Port Elizabeth **Beach Hotel**

Marine Drive, Humewood, Port Elizabeth  
GPS  
Tel 041 583 21 61

Cape Town **Garden Court – Eastern Boulevard**

Nelson Mandela Boulevard - Cnr Melbourne Avenue, Woodstock - Cape Town  
GPS South 33G56'5.88" | East 18G 26'54.56"  
Tel 021 448 41 23

Bloemfontein

Polokwane

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## JBCC – OPERATIONS: Cash-flow

### Policy: PURCHASES

Policy: **Conflict of interest:** In order to adequately and expediently identify an actual, potential or perceived Conflict of Interest, an Interested Person must, in addition to using common sense and reasonable foresight, ask the following questions:

- Do my personal and private interests through a related connection linked to the JBCC, or potentially linked to the JBCC, result in a personal financial or other gain;
- Will I be able to act independently, impartially and professionally with the JBCC's stakeholders; and
- Will I be able to act in the best interests of the JBCC and not that of another person or myself, which could or would result in a Conflict of Interest?

Should there be any actual, potential or perceived Conflict of Interest, this must be resolved forthwith or be reported to the Board of Management in a written notice. The Board of Management must by way of simple majority vote determine if a Conflict of Interest exists, and how to effectively and speedily resolve the situation

Policy: A purchase order is issued with a serial number by the administrator stating:-  
Description of item(s) required  
Supplier  
Purpose – Project cost – cost recoverable

Policy: Payment  
Within 3 (three) working days of receipt of a valid VAT invoice

Policy: Suppliers  
To use B-BBEE compliant suppliers, where practical

## JBCC – OPERATIONS: Audit

Data: JBCC Financial year coincides with the calendar year  
Auditor: BRF & Co, Tel 011 482 8419

Policy: Complies with the 'International Financial Reporting Standard for Small + Medium-sized Entities' as required by the Companies Act of South Africa

Policy: Turn over below ZAR 10 000 000.00 for B-BBEE certification

## JBCC – OPERATIONS: Insurance

- Policy: To insure the assets of the JBCC and its staff in the course of performing duties
- Data Broker: Protector Insurance Brokers, Tel 011 781 15 18
- Policy: All Risks policy
- Group Personal Accident
  - Directors & Officers Liability
  - Professional Indemnity

## JBCC – OPERATIONS:

### Policy: Practice Management Agenda: 1<sup>st</sup> Monday every month

- Pre meeting: - Document sales previous month / need to order / advertising sales  
- Seminar sales previous month / need to publicise / venue + travel bookings

- AGENDA Review: **Cashflow - Identify forthcoming bills / late payments**
- Review: **Sales: Order printed documents / advertising sales**
- Review: **Sales: Seminars / Venues / Travel arrangements**
- Review: **Committees / Staff**
- Review: **Accreditation of courses / Agreements**
- Review: **Equipment / Data / Premises**
- Review: **Marketing – Opportunities?**

### Policy: Documentation: Archive 'old' documents

- Policy: On completion of the annual audit - files are weeded to retain original documents relating to the property, contracts, payment, all taxes and compliance certificates
- Archive files are labelled and stored per the financial year: Documents / Seminars/ Governance / Intellectual property / Operations / Premises / Staff

Policy: Sanitized documentation is stored on the server with back up copies in electronic and paper form stored off site.

**Policy: Documentation: Filing**

Policy: The JBCC filing system uses the same headings for E-filing as for hard copy filing so that any person in the office can easily store and retrieve information

Policy: Outgoing documents are issued under cover of a transmittal slip, based on the document order. *Items sent by post are recorded in 'post register'(no longer used)*

**Policy: Documentation: Minutes of meetings**

Policy: Minutes are a record of events and decisions and constitute a legal document

Policy: Minutes must record salient events concisely; the proforma minute writing template is divided into sections with repeat sub-headings to act as an aide memoire to record details, action items and key dates as well as cost variations

Policy: Minutes are working documents and must be published and circulated within two working days.

**Policy: Documentation: "Standard" letters**

Generally not applicable

**Policy: Library & loose equipment**

Policy: JBCC seeks to maintain a typical "contract" documents, related books and articles

Policy: Maintenance of the library is the responsibility of the administrator

Policy: Items removed must be recorded by the administrator / noted when returned

Policy: Items returned must be filing correctly – when in doubt ask!

Policy: Laptop computer(s)

Policy: Video projector(s)

## JBCC – WEBPAGE: Lesoba Difference

**Policy:** To operate and maintain a user friendly website to provide information to users about JBCC publications, where they may be obtained, and to guide the successful application by accessing the ‘documents’ – ‘support’ section.  
Similarly information about forthcoming JBCC presented seminars is provided

## JBCC – INFORMATION & COMMUNICATION TECHNOLOGY ICT

ICT Governance exists to inform and align decision-making for information technology planning, policy and operations in order to;

- meet business objectives;
- ascertain that risks are managed appropriately, and
- verify that resources are being used responsibly and strategically

ICT activities are to be undertaken to:

- achieve the successful and cost-effective support of JBCC operations in general;
- ensure applications have functional value and enterprise value where appropriate;
- ensure system quality and reliability; and provide cost effective solutions to business problems, and
- early identification of threats to ICT provides an opportunity to develop and employ risk mitigation plans to bring the ICT back on track or provide for a decision point with respect to the project

### ICT Resources

The JBCC’s ICT resources and facilities include, but are not limited to: Email, telephones, mobile phones, voice mail, SMS, computers, printers, scanners, etc that the JBCC owns, or leases.

### ICT Inappropriate Use

The JBCC’s email systems and services are not to be used for purposes that may cause excessive strain on JBCC systems. The following activities are deemed inappropriate and are prohibited:

- Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses);
- Use of email in any way that violates the JBCC policies, rules, or administrative orders;
- Viewing, copying, altering, or deletion of email accounts or files belonging to JBCC or another individual without authorised permission;
- Sending of unreasonably large email attachments. The total size of an individual email message sent (including attachment) should not exceed ten (10) MB or less;
- Opening email attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution;
- Sharing email account passwords with another person or attempting to obtain another person’s email account password. Email accounts are only to be used by the registered user;
- The JBCC permits limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. The JBCC prohibits personal use, political campaigning, dissemination of chain letters, and use by non-employees;
- Use of email to distribute executable files (exe, dll, vbs, pif, etc) or applications of any kind;
- Use of email to distribute video clips, audio clips, music, etc. with no work related-matter.

### JBCC – PREMISES: Lease agreement

Policy: To maintain and keep safe lease agreements for property and or equipment leased

### JBCC – PREMISES: Data – Telkom / MWEB

JBCC Fax2Email – 086 542 52 22(JBCC)

JBCC Golden Number – 0861 00 52 22(JBCC) linked to 011 482 3102

### JBCC – PREMISES: Equipment / maintenance agreements

Nil

### JBCC – PREMISES: Services

Nil

### JBCC – PREMISES: Asset register

Policy To maintain and update a comprehensive asset register of furniture and equipment belonging to the organisation for management, audit and insurance purposes



## JBCC – STAFF: Policies

### Policy: **Staff records**

#### Policy: **PERSONAL DATA**

Completed form of personal details + Certified copy of valid driver's license  
Certified copy of ID Document, and / or a valid Passport (for travel purposes)  
Copy of Income Tax registration – reference number and SARS office  
Copies of academic or professional qualifications / applicable references  
Copies of medical certificates where special medication etc is required  
Next of Kin = Contact names / phone numbers /@mail / addresses

#### Policy: **DISCLOSURE**

Applicants warrant that information provided is complete and correct regarding health conditions, previous employment. Non disclosure may result in termination of employment

#### Policy: **APPOINTMENT – PROBATION PERIOD**

An applicant is provisionally appointed for a 90 calendar day probation period;

#### Policy: **PROBATION PERIOD – PERMANENT APPOINTMENT NOT CONFIRMED**

During the probation period either party can give 24 hours notice. The JBCC is under no obligation to confirm an appointment at any time during or at the end of the probation period.

#### Policy: **APPOINTMENT – PERMANENT**

On successful completion of the probation period, applicant may be appointed as “staff”;  
All staff are appointed on the basis of a two year renewable contract;  
Permanent staff may not engage in extra mural work for remuneration without written consent;  
The JBCC retains copyright on all projects staff may work on – Staff will be required to sign a non- Disclosure and non-Circumvention Agreement;  
After leaving the employment of JBCC past staff may not join or start a competitor business in South Africa, or communicate with JBCC's client base, suppliers and vendors.  
Membership of professional bodies – where part of the job description - paid by the JBCC

#### Policy: **TERMINATION**

By either party – by 12:00 of the first working day of the month. The staff member may leave immediately after notice – the notice month will be paid, but no leave will accrue.

#### Policy: **RETRENCHMENT**

Where necessary - in terms of the current guidelines issued by the Department of Labour.

#### Policy: **I.T. POLICY**

Staff may not use the JBCC IT System to view or download, or send pornographic material

Policy: **DISCIPLINARY PROCEDURES**

Staff not following JBCC procedures may be reprimanded i.t.o. labour relations act and, if found to 'guilty', will be dismissed

Policy: **RETURN OF JBCC PROPERTY**

All equipment provided by the JBCC must be returned in good working condition with ancillary cables, bags, software on the last working day – the cost of repairs to damaged equipment may be recovered from the final salary payment

Policy: **SUBSTANCE ABUSE**

Staff presenting for work after consuming alcohol, or indulging in other substance abuse will have to subject themselves to testing i.t.o. labour relations act and, if found to be unfit for work, will be dismissed

Policy: **SALARY PACKAGES**

Individual salary packages include an amount of money to cover medical aid and pension / provident fund contributions – less statutory deductions – PAYE, UIF etc  
Payments – by electronic funds transfer - into the staff member's personal account, with details of earnings, statutory deductions + reimbursements where due, shown on the monthly payslip,

Policy: No personal loans will be made;

Policy: Salary review – every December, effective from January the following year to allow for inflation;

Policy: Salary increases – at the discretion of the Executive Committee, based on merit;

Policy: Bonus: If circumstances permit, at the discretion of the Executive Committee. Where a staff member has less than 12 month service such bonus may be pro rata to the time served

**Policy: Working time / leave / sick leave**

Policy: **WORKING HOURS**

Office hours are from 07:30 until 16:00 Monday – Thursday, and 07:30 until on 14:00 Friday

Policy: **LEAVE – ANNUAL**

Leave is accrued at the rate of one working day per month of completed service;  
Leave may only be taken after six months completed service;  
The JBCC office is closed from 15 December until the Monday in the 2<sup>nd</sup> week of January;  
The JBCC office may be closed where a Monday where the Tuesday is a public holiday or on a Friday where the Thursday is public holiday ...

Policy: **LEAVE – ACCUMULATED**

Leave may not be accumulated in excess of 10 working days in a calendar year and must be taken in the following year, or be forfeited.

Policy: **LEAVE – COMPASSIONATE**

Compassionate leave must be agreed with the Administrator to suit the circumstances;

Policy: **LEAVE – ILLNESS**

No fixed number of days sick-leave are allocated. Sick-leave will be granted on presentation of a doctor's certificate to suit the needs at the time

**Policy: Personal development**

Policy: The JBCC may support staff (time off, course fees) wishing to attend particular skill development courses of benefit to the organization and the individual at the discretion of the Administrator

**Policy: Staff : business travel**

Policy **CAR – Practice**

The JBCC owns no vehicles – business travel by car of a staff member must be authorized

Policy **CAR – Personal**

Record trip details (distance travelled, toll fees, parking etc) as an office cost;  
In the event of an accident – record all information on the 'accident form' in the logbook;  
Report an accident to the police for a case number, report to the insurance with all details;  
Disbursements will be paid at Automobile Association rates, actual cost;

Policy **CAR – Hire**

Authorize trip with the CEO;  
Bookings made via internet / booking agent – or by a constituent;  
Vehicle – suitable for the purpose, generally the cheapest class;  
Insurance – always;  
In the event of an accident – record all information on the 'accident form' in the logbook;  
Report an accident to the police for a case number, report to the insurance with all details;

Policy **AIR – Commercial**

Authorize trip with the CEO;  
Bookings made via internet / booking agent – or by a constituent;  
Generally fly Economy Class – Business Class on overseas travel by client agreement only;  
Insurance – always;

Policy **AIR – Charter**

Discouraged!

Policy **ACCOMMODATION**

Authorize trip with the CEO;  
Bookings made via internet / booking agent – or by the Client;  
Generally 3 star accommodation / local bed and breakfast;  
Meals – lunch if an all day trip, breakfast and dinner on an overnight trip;

Policy **OUT OF POCKET EXPENSES**

Parking, toll road charges etc will be reimbursed on submission of payment slips;  
Where a cash advance is made, this must be reconciled / paid back on the next working day;

Policy **TIME OUT OF OFFICE**

Travelling generally does not create an ‘overtime’ claim;

**JBCC – STAFF: Job descriptions**

Title CHIEF EXECUTIVE OFFICER  
Reports to The JBCC Board of Management / Executive Committee

**1.0 Purpose of the job**

To lead and represent the JBCC within the building industry, and to organs of state and tertiary educational institutions

**2.0 Key areas of responsibility**

- 2.1 Manage a cost efficient JBCC office / providing speed operation / staff morale /
- 2.2 Ensure JBCC publications remain relevant to the (Southern African) building industry
- 2.3 Provide and present training material to users

**3.0 Knowledge and skills**

- 3.1 Specific qualifications: Building related degree, possibly Masters degree
- 3.2 Experience ? Building industry, say 20 years as a professional consultant
- 3.3 Relevant skills ? Competent use of language, arithmetic + basic computer skills
- 3.4 Personal attributes: Appealing personality, accurate work, quick response to public
- 3.5 Specific knowledge ? JBCC and other building contracts, appropriate applications

**4.0 Behavioural competencies**

- 4.1 Strategy delivery Essential
- 4.2 Performance through people Essential
- 4.3 Service orientation Essential

## 5.0 Problem solving

- 5.1 How far does the incumbent have to think and plan activities? Months ? 5-10 years ?
- 5.2 The incumbent 's problem solving ability is limited to ...
  - 5.2.1 Follow detailed rules + instructions under rigid supervision ? Create rules
  - 5.2.2 Use standard procedures and practices under close supervision ? Set Standards
  - 5.2.3 Follow pre set objectives under available direction ? Executive guidelines
  - 5.2.4 Implement general policies and principles ? Applicable
  - 5.2.5 Develop business philosophies a principles ? Applicable
- 5.3 To what extent is the incumbent required to work with others ? Extensive
  - 5.3.1 Works independently ? Applicable
  - 5.3.2 Needs to be aware of work by others ? Yes

Title ADMINISTRATOR

Reports to Chief Executive Officer

### 1.0 Purpose of the job

To manage the JBCC office and the public image of JBCC by telephone / Emails / functions

### 2.0 Key areas of responsibility

- 2.1 Smooth running of the office document procurement + sales, Seminar arrangements
- 2.2 Deal with general enquiries from the public / suppliers and vendors
- 2.3 Invoicing of Document sales / follow up payments / compilation of sales statistics
- 2.4 Invoicing of Seminar bookings / follow up payments / compilation of attendance statistics
- 2.5 Attend Board Meetings as secretary

### 3.0 Knowledge and skills

- 3.1 Essential that the incumbent has matric and/or technical diploma and/or university degree
- 3.2 Specific qualifications: Business principles and procedures, dealing with the public
- 3.3 Relevant skills ? Dealing with constituents and vendors on telephone / good language and arithmetic skills, basic computer skills
- 3.4 Specific knowledge ? Implement JBCC systems
- 3.5 Interactions with – internally? CEO, Admin Assistant, Book keeper  
Interactions with – externally? JBCC Constituents, Vendors, general public

### 4.0 Behavioural competencies

- 4.1 Strategy delivery Apply JBCC office guidelines / review if required
- 4.2 Performance through people Yes
- 4.3 Service orientation Essential

## 5.0 Problem solving

- 5.1 How far does the incumbent have to think and plan activities? 6-12 months? 1-3 years ?
- 5.2 The incumbent 's problem solving ability is limited to ...
  - 5.2.1 Follow detailed rules + instructions under rigid supervision ? Create rules
  - 5.2.2 Use standard procedures and practices under close supervision ? Set Standards
  - 5.2.3 Follow pre set objectives under available direction ? Executive guidelines
  - 5.2.4 Implement general policies and principles ? Assist CEO
  - 5.2.5 Develop business philosophies a principles ? Assist CEO
- 5.3 To what extent is the incumbent required to work with others ? Extensive
  - 5.3.1 Works independently ? Applicable
  - 5.3.2 Needs to be aware of work by others ? Yes

Title ADMINISTRATIVE ASSISTANT

Reports to Administrator

### 1.0 Purpose of the job

To be the JBCC receptionist and to manage and distribute JBCC document stock

### 2.0 Key areas of responsibility

- 2.1 Receptionist to JBCC office – keep the office neat and tidy – general office tasks
- 2.2 Answer telephone / operate switchboard / respond to Email orders for JBCC documents
- 2.3 Collate, pack and send orders to JBCC vendors, invoicing information to Administrator
- 2.4 Keep control of stock on a weekly basis / alert the Administrator to order stock timeously
- 2.5 Maintain and file vendor order forms and Seminar registrations etc

### 3.0 Knowledge and skills

- 3.1 Essential that the incumbent has matric ? / technical diploma=no / university degree=no
- 3.2 Relevant skills ? Dealing with constituents and vendors on telephone / basic language and arithmetic skills, basic computer skills
- 3.3 Personal attributes: Accuracy when compiling orders /
- 3.4 Specific knowledge ? Implement JBCC systems
- 3.5 Interactions with – internally ? Office Manager, Book keeper, CEO
- Interactions with – externally ? JBCC Constituents, Vendors,

### 4.0 Behavioural competencies

- 4.1 Strategy delivery Not applicable
- 4.2 Performance through people Not applicable
- 4.3 Service orientation Not applicable

## 5.0 Problem solving

- 5.1 How far does the incumbent have to think and plan activities? 1-2 months=yes
- 5.2 The incumbent 's problem solving ability is limited to ...
  - 5.2.1 Follow detailed rules + instructions under rigid supervision ? work to rules
  - 5.2.2 Use standard procedures and practices under close supervision ? work to rules
  - 5.2.3 Follow pre set objectives under available direction ? work to rules
  - 5.2.4 Implement general policies and principles ? Assist Administrator
  - 5.2.5 Develop business philosophies a principles ? Not applicable
- 5.3 To what extent is the incumbent required to work with others ? Limited
  - 5.3.1 Works independently ? Applicable
  - 5.3.2 Needs to be aware of work by others ? Yes

### JBCC – STAFF: Contract staff

#### Policy: Contract Staff

- Policy: Appointment of 'contract staff' requires approval by the JBCC Executive Committee. Appointment of 'contract staff' is discouraged – Exceptions:
- ❖ Appointment of a Bookkeeper as JBCC cannot justify a full time appointment
  - ❖ Appointment of others to perform specified projects