

*Please complete the survey and return by no later than 31 July 2001!!*

Please fax to:  
The SA Association of Consulting Engineering  
Fax: +27(11) 463-7383

Ref No:

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**SAACE Management Information Survey: July 2001**

All questions have to be completed for the six-month period from 1 **January 2001** to **30 June 2001**, unless stated otherwise.

**Please note that all financials should exclude VAT!!!**

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**SECTION A: GENERAL QUESTIONS**

1. What is your total number of **employees**?
2. What was the firm's **gross salary** bill for the past 6 months (including directors' fees and monthly partners' drawings)?  
 R
3. What was the total value of the firms' **gross income** for the past 6 months?  
 R
4. What is the **projected gross income** for the next 6 months (July – December 2001)?  
 R
5. What % of your total turnover is outsourced to enterprises or individuals outside the boundaries of your organisation?  
 %

6. **Please complete the attached table, given below, regarding a further breakdown of employees, by race and gender. Please note the purpose of this question is to monitor industry performance i.r.o. employment equity.**

**Table 1: Employment Breakdown**

Description	Black		Coloured		Asian		White		Total	
	M	F	M	F	M	F	M	F	M	F
Partners/Directors										
Associates										
Pr.Eng / Pr.Tech.Eng										
Professional Architects										
Professional Quantity Surveyors										
Professional Other										
Graduate Engineers										
Other Graduates										
Technologists										
Technicians										
Technical Assistants										
Draughtspersons										
Laboratory / Survey Assistants										
Administration / Support Staff (ie accounting, secretarial, marketing, maintenance)										
Site Staff										
<b>Total (must equate to number of employees given in question 1)</b>										

Grand Total = number of employees →

**Table 2: Disabled Personnel (included in Table1)**

Description	Black		Coloured		Asian		White		Total	
	M	F	M	F	M	F	M	F	M	F
Disabled Personnel										

7. What **type of work** did your company engage in during the past 6 months?  
(%)

	<b>Description</b>	<b>% of income</b>
A	Acoustics	%
B	Agriculture	%
C	Architecture	%
D	Building Services	%
E	Chemical	%
F	Civil	%
G	Development	%
H	Dispute Resolution / Expert witness	%
I	Electrical	%
J	Electronic	%
K	Environmental	%
L	Facilities / Maintenance Management	%
M	Geotechnical	%
N	Industrial	%
O	Information Systems / Technology	%
P	Land Surveying	%
Q	Marine	%
R	Mechanical	%
S	Mining	%
T	Management Consulting	%
U	Process Engineering	%
V	Project Management	%
W	Quantity Surveying	%
X	Structural	%
Y	Town Planning	%
Z	Transportation	%
	<b>Total (MUST ADD UP TO 100%)</b>	<b>100%</b>

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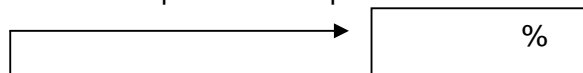
8. **Income distribution per province**, during the past 6 months (%)

	<b>Province</b>	<b>% of Income</b>
A	Gauteng	%
B	Kwazulu Natal	%
C	Western Cape	%
D	Eastern Cape	%
E	Northern Cape	%
F	Mpumulanga	%
G	Free State	%
H	Northern Province	%
I	North West	%
J	African countries	%
K	International / Other (excl African countries)	%
	<b>Total (MUST ADD UP TO 100%)</b>	<b>100%</b>

9. **Income distribution per client**, during the past 6 months (%)

	<b>Client</b>	<b>% of Income</b>
A	Central government	%
B	Provincial government	%
C	Local government / Metropolitan council	%
D	Parastatals	%
E	Private sector	%
	<b>Total (MUST ADD UP TO 100%)</b>	<b>100%</b>

10. What percentage of your total gross income during the past 6 months, was derived from joint ventures with either the private or the public sector?



11. Of the total **income derived from these joint ventures (question 10)**, please give an indication of the purpose for which the joint venture was ventured into (%)

A	Advising Public Sector	%
B	Advising Private Sector	%
C	Equity Partner	%
	<b>Total (MUST ADD UP TO 100%)</b>	<b>100%</b>

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**SECTION B: ECONOMIC CYCLE INDICATORS**

12. During January – June 2001, the **tempo** of consulting activity within your firm was: (Mark with X)

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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13. During July – December 2001, (the next 6 months), the **tempo** of consulting activity within your firm, is expected to be: (Mark with X)

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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14. During January – June 2002, (the following 6 months), the **tempo** of consulting activity within your firm, is expected to be: (Mark with X)

Very quiet	Quiet	Satisfactory	Quite busy	Very busy
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15. During January – June 2001, **competition** for work was: (Mark with X)

Very low	Low	Keen	Very keen	Fierce
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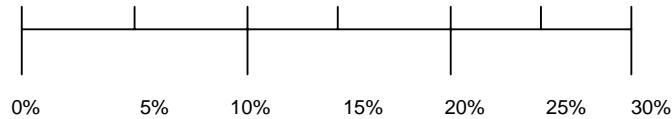
16. During January – June 2001, the developing trend of **profit margins** was:  
(Mark with X)

Receding	Static	Improving
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17. During January – June 2001, **profit margins** were: (Mark with X)

Unsatisfactory	Satisfactory	Good	Exceptional
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18. **Profitability as a % of total turnover** over the past 6 months was (incl directors' fees and partners' drawings as costs) (Mark with X)



### SECTION C: PRODUCT CYCLE INDICATORS

19. Over the past 6 months, were your **business indicators** receding, static or improving? (Mark with X)

	Indicator	Receding	Static	Improving
A	Enquiries			
B	Pre-feasibility study / Proposal preparation			
C	Preliminary planning			
D	Detailed planning and design			
E	Tender adjudication and appoint contractor			
F	Construction or execution			

### SECTION D: HUMAN RESOURCES

20. Do you see **employment figures** changing in the following categories over the next 6 months?

	Type of personnel	Decrease	Static	Increase
A	Engineers			
B	Other technical staff			
C	Support staff			

21. Do you experience problems recruiting the right people? (Mark with X)

	Type of personnel	YES	NO
A	Engineers		
B	Other technical staff		
C	Support staff		
D	Previously disadvantaged engineers		
E	Previously disadvantaged technicians		

22. What was your firms' total expenditure (salaries and direct training cost) on **"IN-HOUSE" training** during the past 6 months?

R
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23. What was the total amount, which your firm has committed to **BURSARIES**, during the past 6 months?

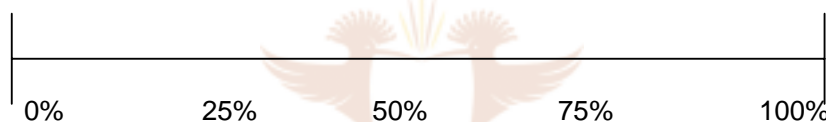
	Recipients	Number	Value
A	Previously disadvantaged students		R
B	Other		R

### SECTION E: CAPACITY UTILISATION

24. During the past 6 months, how many **hours, on average, per week** has your company worked? (normal time = 40 hours per week)

Short time (less than 40 hours)	Normal time (40 hours)	5 hours overtime	10 hours overtime	10+ hours overtime (more than 50 hours)

25. **Capacity utilisation** of existing staff during the past 6 months?



26. How will your **capacity utilisation change** over the next 6 months? (Mark with X)

Increase	Static	Decrease
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### SECTION F: NON-PAYMENT OF ACCOUNTS BY CLIENTS

27. What is the total **rand value** (*please note: no percentages*) of fees outstanding for work already completed?

Client	Period Outstanding			
	0-30 days	31 – 60 days	61- 90 days	More than 90 days
Central government	R	R	R	R
Provincial government	R	R	R	R
Local government / Metropolitan councils	R	R	R	R
Parastatals	R	R	R	R
Private Sector	R	R	R	R

**THANK YOU FOR COMPLETING THE SURVEY!**