

HEFMA 2024

ANNUAL REPORT



1. President's Message
2. Immediate Past President's Message
3. HEFMA Secretariat
4. The HEFMA Advisory Committee
5. Integration With TVET Colleges
6. Directors Report
7. Financial Overview
8. Strategic Partners
9. Our Contact Details

DEAR HEFMA MEMBERS, GUESTS AND INTERESTED PERSONS.



Lindokuhle Mzolo
HEFMA President (2023-2024)

It is my pleasure to give an overview of the HEFMA 2023/24 Annual report which is an account of the year that was for the executive committee.

- The annual general meeting (AGM) 2023 in which this exco was confirmed gave it a clear mandate. The key priorities of this mandate encompassed the following; urgent infusion of TVET colleges.
- Developing and exploring a business case for hosting of 2024 conference
- Vigorous promotion of HEFMA to foster growth and expand business partnerships
- Joining Africa Facilities Management Association.

I am delighted to report that all the AGM mandated priorities and those which exco set for itself were successfully achieved within this term of office. At its strategic breakaway, exco developed an actionable plan aimed at operationalizing these decisions with a sole aim of achieving the set goals.

It has not been an easy journey but it took commitment to the cause to realize the progress we have made. We declared 2024 the year of growth and intensified collaboration and indeed in 2024 we have seen this manifest. Through collaboration with the Department of Higher Education and Training we successfully infused all 50 TVET Colleges into HEFMA, with their membership fees paid up by DHET for the next three years, we further joined AFM and I am glad that its Vice Chair Mme Maria Morapedi is graced our 2024 conference.

It was an honour to be invited by DHET to the session with COOs and/or DVCs of Operations of all South African universities on the 9th February 2024, we were encouraged by this esteemed gathering's words of support. HEFMA aims to establish a standing COOs/DVCs forum. We also initiated another collaborative platform which comprises of DHET, USAF, PURCO & HEFMA and the first session explored Capacity Development for University Infrastructure Project.

HEFMA continues to play a role in ISO Facilities Management working groups to inform standards. 2024 has showcased the power of collaboration in growth and in conclusion I can say that the future of sustainable campuses is intertwined with the future of sustainable collaborations.

I wish to thank exco members, institutional forum members and broader HEFMA community and our partners for the role they have played and continue to play for the success and sustainability of HEFMA. Let's continue to work together to make an impact in Post School Education Sector as we explore the future of sustainable campuses that will outlive us.



Mrs Maureen Malaka
HEFMA Immediate Past
President (2023-2024)

I would like to provide all HEFMA constituency with an overview on the strategic milestones and progress that HEFMA has achieved over the past year. Also, in assuming my role as the Immediate Past President of the HEFMA Executive Committee in October 2023, I had committed to supporting the important work that HEFMA is facilitating across all institutions in the facilities and infrastructure platform.

One of the key strategic milestones that HEFMA have reached was enhancing the collaboration of new education institutions. Through partnerships with Department of high education training (DHET) and Strategic partnerships, HEFMA was able to increase collaboration efforts. HEFMA has also made significant strides in ensuring benchmarking across different institutions, by participating in the benchmarking survey this will equip HEFMA constituency with a tool to assist institutions in a facility, infrastructure platform in the education sector.



Mr Hendrik Esterhuizen
HEFMA President Elect
(2023-2024)

As we look ahead to the coming year, I urge you to continue your dedication to excellence in facilities management.

Your work is essential to the success of our colleges and universities, and I am confident that together we can achieve even greater milestones in the future.

My journey in the HEFMA presidency office is now coming to an end and it was a journey filled with the positives and good challenges.

I would like to thank you all Institutional members for the undying support during myturner. To my institution Sol Plaatje University Management, thank you for the support. To the HEFMA Exco Committee members, thank you for the opportunity to serve.



Mr Kabelo Mocwane
HEFMA Secretary

The duties of the HEFMA Secretary include amongst others, recording and maintaining the minutes of the Annual General Meeting, of the Executive Committee meetings and of meetings of the Institutional Members Forum.

□ **Further, the Secretary is expected to communicate information in line with the constitutional mandatory dates as below:**

- 2024 Conference – 14th – 17th Oct
- 1st AGM Notice Date – 6 Months prior
- 2nd AGM Notice Date – 3 Months Prior
- 3rd AGM Notice Date & Agenda – 1 Month Prior
- Call for Nominations – 30st August 2024

Following the HEFMA Exco “Strategic Planning Breakaway” at Wits Rural early in 2024, the Secretary reviewed the proposed annual meetings’ dates in harmonization with the HEFMA training schedule and developed the integrated HEFMA year plan.

The 2024 year has been great in terms of the above duties and expectations, wherein most meetings took place as per the integrated year plan. The set back has been on the Institutional Forum meetings in that some meetings were rescheduled due to low attendance.

The HEFMA secretary was further involved in the following, amongst others:

- Setting-up of Conference Organizing Committee (CoC) meetings, preparation and distribution of the related minutes.
- Advertisement, evaluation, and adjudication of the appointment of the Conference Planner.
- Kick-off meeting with the successful/appointed Conference Planner.
- Meeting with the conference sponsors and exhibitors.
- Attendance of meetings with the Department of Higher Education and Training, Universities South Africa, etc.
- Attendance of the AUDE 2024 conference in Newcastle, United Kingdom, and
- Contribution on various HEFMA strategic discussions and initiatives.

HEFMA Past-Presidents Advisory Committee Report 2024

- ❑ The Terms of Reference of this committee was listed as follows:
 - This committee was chaired by the HEFMA 2024 Immediate Past President Mrs Maureen Khati.
 - The committee reported back to the President before concluding recommendation contained in reports on matters addressed to the committee.

Matters that the Chair sought advice from the committee or members.

- ❑ The Chair requested advise of the application for the AUDE Summers school as this was the first year that HEFMA included all TVET colleges in South Africa.
- ❑ At the start of 2024 several applicants from TVET colleges applied for this AUDE summer school program although there was limited space available in this program.
- ❑ The AUDE summer school Bursary program was initiated by AUDE in 2018 which allows for one person working full time within Facility Management at a University to attend this program in June each year.
- ❑ The bursary only covers the course fees and the successful applicant's university needs to pay the flights, Visa and daily allowances.
- ❑ HEFMA matched this bursary with the same conditions as stated above. This then meant that two Facility Management professionals could attend this AUDE Summer school each year.
- ❑ The Immediate Past President advised on the selection and allowed for the first Facility Management Professional from a TVET college to attend the program.
- ❑ This was truly a historic moment for HEFMA as it was also the first time that all TVET colleges attended the 2024 HEFMA annual conference at Mpumalanga University.



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

- The Year 2024 marks a significant milestone in the history of the association as for the first time through collaboration with DHET HEFMA infused all 50 South African TVET colleges into the association. This has seen their active participation in HEFMA programs including sharing their experiences and asserting the type of support they require in their quest for effective management of their huge infrastructure portfolio. HEFMA has undertaken not less than Nine workshops with particular focus on meaningful integration of the colleagues. Significant work in this regard also takes place at regional chapters level.



Mr Israel Mogomotsi
Director: Business Partnerships & Professional Affairs

DEVELOP A SECTION DETAILING SPONSORSHIPS FOR THE YEAR, INCLUDING MAJOR SPONSORS, CONTRIBUTIONS, AND PARTNERSHIPS.

- The mandate of the Director for Business Partners and Professional Affairs is to fully contribute to the HEFMA Executive committee. The role I believe I performed well to fulfill my responsibilities
- I have raised issues related to professional standards contact, professional subjects around the core competencies of facilities management at Exco meetings and conference organizing committee, matters relating to the importance of maintaining financial sustainability of HEFMA by limiting unnecessary expenditure.
- I assist in relation to the awards program at the conference dinner, serve as liaison officer with other associations and professional bodies and lastly maintain and identify potential HEFMA Partners to ensure continuous growth of the Business Partner membership category which supports the association through long term sponsorship of HEFMA events.

<h2>PLATINUM</h2>	<h2>GOLD</h2>
<ul style="list-style-type: none"> • Armatura • Diba Bes Logo • Tsebo Facilities Solution • BIDVEST FM 	<ul style="list-style-type: none"> • Impact Cleanig • Gallagher Security
<h2>BRONZE</h2>	<h2>SILVER</h2>
<ul style="list-style-type: none"> • Swift Consulting • SACPCMP • FS Systems • Evolving Management Solutions • Phambili Services 	<ul style="list-style-type: none"> • Tsebo FM • Discovery • BVI Consulting • Premo Consulting • BEECA



THE SECOND KEY PERFORMANCE AREA AMONG OTHERS FOR THIS PORTFOLIO IS TO BUILD THE HEFMA BRAND THROUGH PARTNERSHIP WITH PROFESSIONAL BODIES, AND IN SO DOING WE HAVE SIGNED A MEMORANDUM OF UNDERSTANDING WITH THE FOLLOWING LOCAL PARTNERS.

1. ACUHO-I (The Association of College and University Housing Officers)
2. SAFMA (South African Facilities Management Association)
3. SAAMA (South African Asset Management Association)
4. GBCSA (Green Building Council of South Africa)
5. PURCO SA (Purchasing Consortium Southern Africa)

INTERNATIONAL PARTNERSHIP

The responsibility for the international partnership is mainly handled by the presidency as they are the delegated representatives of HEFMA at international conferences, however the report back from all the international conferences is that APPA, AUDE and TEFMA remain committed to our partnership, and they pledged to continue with the long-term partnership.

BUSINESS PARTNERS AND PROFESSIONAL AFFAIRS DIRECTORATE ACHIEVEMENTS IN BRIEF.

Firstly, I would like to convey my appreciation to the HEFMA Institutional Members for nominating me to serve this association for the past three years, I am grateful for the opportunity, and I wish the next Exco Members best of luck. I want to also appreciate the current and previous HEFMA leadership that contributed to the success and the achievements of this association so far.

THE DIRECTORATE ACHIEVED SIGNIFICANT MILESTONES, JUST TO MENTION A FEW.

- ❑ HEFMA signed MOU's for the first time with ACUHO-I (The Association of College and University Housing Officers), SAFMA (South African Facilities Management Association), SAAMA (South African Asset Management Association), GBCSA (Green Building Council of South Africa) in 2022 and 2023, and PURCOSA (Purchasing Consortium SA).
- ❑ We have identified new business partners and have managed to retain most of them for the past three years.
- ❑ We have managed to sponsor in excess of over R800,000.00 for HEFMA
- ❑ I have participated in the organizing committee in preparation for HEFMA to host the annual conference in partnership with University of Mpumalanga for the first time.
- ❑ This directorate was instrumental in facilitating the membership of HEFMA at AFRICA FM Association.
- ❑ Relationship Management meetings were held with all the HEFMA MOU signatories, to recommit.
- ❑ I have facilitated the HEFMA new Exco strategic planning sessions at Wits Rural Campus in Mpumalanga and have planned the HEFMA Strategy workshop to take



Mr MZAMO KABANYANE
HEFMA TRAINING AND
DEVELOPMENT

TRAINING AND DEVELOPMENT: BACKGROUND AND PURPOSE

The purpose of this report is to provide progress in Training and Development Directorate of HEFMA, in respect of the following objectives:

- ❑ To ensure continuous development of HEFMA members.
- ❑ To highlight and bring awareness to HEFMA members on aspects and concepts that seek to ensure the SUSTAINABILITY of the sector.
- ❑ To advance HEFMA member's knowledge and skill sets and instilling greater motivation to enhance better performance of the Facilities Management function within the sector.

HEFMA 2023 ANNUAL PROFESSIONAL DEVELOPMENT & TRAINING SCHEDULE

No.	Workplace Topic	Date	Venue	Presenter
1.	What does it mean to have a smart campus. Demonstration: Building a management system.	29 February 2024	Virtual	Huawei. The workshop included a live demo from a live site.
2.	Overview of the contract regime for the facilities and practical.	30 March 2024	Virtual	Gavin Weiman Training consultant from consulting engineers South Africa.
3.	Infrastructure procurement and delivery management-Principles and practices.	04 April 2024	Virtual	Prepared and presented by Dr. Ron Watermeyer. One the leading exponents of IPDM in South Africa.
4.	Space management in a university context current and future trend.	25 April 2024	Virtual	Mr. Aslam Mohamed Business Development Manager. Tsebo Workplace Design.
5.	Back to basics: How to determine the product rate of your cleaning staff. Ensuring the correct levels of staffing.	23 May 2024	Virtual	Mr. Trevor Ackerman Impact cleaning BECCA

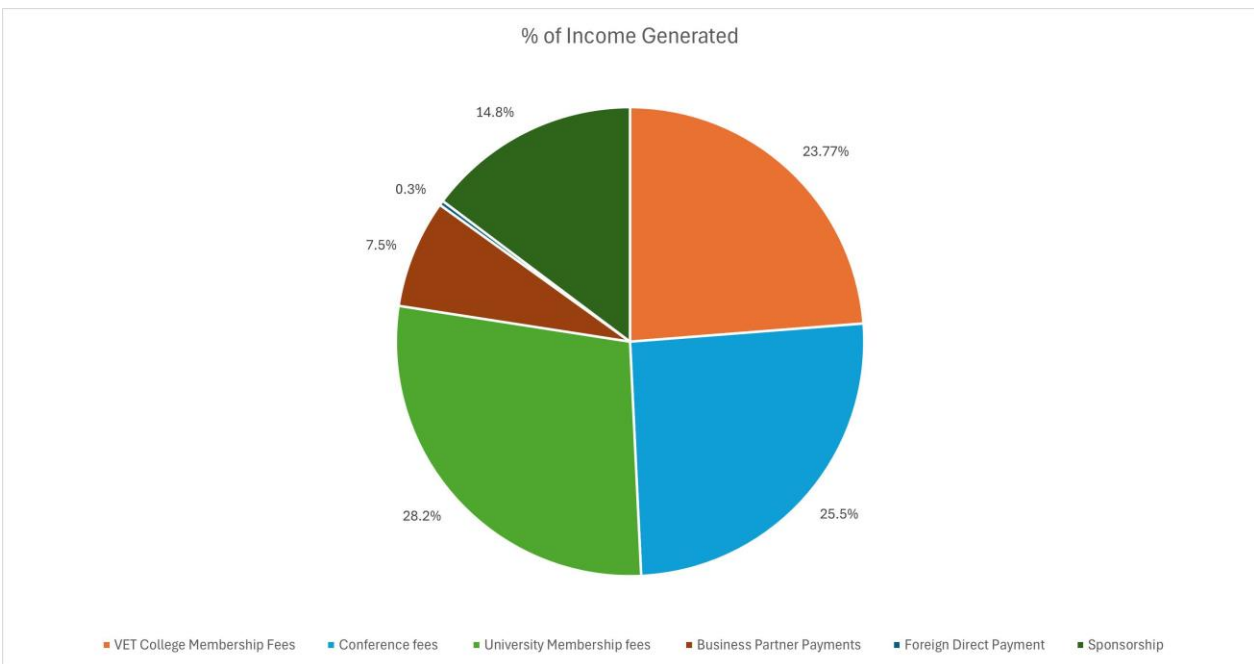
6.	Back to Basics: Maintenance Planning in the Facilities Management	27 June 2024	Virtual	Mr. Wandile Hlatshwayo Workshop Cancelled Product Manager at ARMATURA, South Africa
7.	Partner Workshop: ARMATURA Smart Campus Solutions	9 July 2024	Virtual	Ms. Elaine Jack GPMA Director, University of South Africa
8.	Leveraging on Collaboration: City Improvement District	25 July 2024	Virtual	Mr. Nick Erasmus Head of CID, Johannesburg Central
9.	Building Information Modelling and Design	22 August 2024	Virtual	Mr. Nicholas Brown BIM and Real Estate Data Specialist
5.	Grant Expenditure and Financial Reporting	26 September 2024	Virtual	Mr. Moleseu Sebolao CFO, Johannesburg University
10.	Infrastructure Delivery and Procurement Management	14 October 2024	Conference	Dr. Hendrik Motaung Advisor for DHET on Infrastructure Delivery and System Management
11.	Public Private Partnership Perspective: A Higher Education	14 October 2024	Conference	Panel: AUDE and Townsend, South African Perspective



Hlamarisa Kubayi
HEFMA Treasurer

To ensure long-term financial sustainability, the following strategies are recommended:

- ❑ Cost Containment: Target a 10% reduction in operating expenses, particularly by optimizing conference-related costs.
- ❑ Budget Development: Implement a structured budgeting process to enhance financial forecasting and monitoring.
- ❑ Diversification of Income Sources: Develop new fundraising initiatives aimed at increasing total revenue by 15% in the next fiscal year, setting a target of approximately R2,576,511.25.



Documentation of Expenditure Guidelines: Establish clear guidelines for expenditure to promote fiscal discipline.

CONCLUSION

HEFMA is in a strong financial position with a healthy balance sheet. By focusing on cost management and exploring new revenue opportunities, the organization can strengthen its financial sustainability and support future initiatives.



STRATEGIC PARTNERS

HEFMA Relationship With DHET

BUILDING FUTURES, TOGETHER

- ❑ HEFMA continues to maintain a good relationship with DHET.
- ❑ This relationship is growing and has been cemented by collaboration in infusion of TVET colleges into the association.
- ❑ DHET recognizes HEFMA as the strategic collaboration and benchmarking platform for institutions of higher learning.



HEFMA Relationship With Strategic Partners

(AUDE, TEFMA & APPA)

- ❑ The alliance of HEFMA, AUDE, APPA & TEFMA remains a strategic platform for collaboration & benchmarking at an international level.
- ❑ The hallmarks of this strategic alliance include the accommodation of HEFMA Students in the AUDE Summer school, a program whose objective is to skill and prepare emerging directors of estates for strategic leadership roles.
- ❑ Not less than Six (6) HEFMA members are beneficiaries of this joint program, this year's school saw a student from a TVET College participate in the school.
- ❑ There is also cooperation with TEFMA regarding sustainability as HEFMA intensively advocates for the transition to smart and sustainable campuses.





OUR CONTACT DETAILS



www.hefma.org

admin@hefma.org



THANK YOU
TO ALL