RESOLUTION No. 11 OF 2002

CONSTITUTION OF THE PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL
AMENDMENT TO THE PSCBC’S CONSTITUTION

Scope

1. This agreement binds,
   
   (a) the employer,
   
   (b) the employees of the employer who are members of the trade union parties to this agreement; and
   
   (c) the employees of the employer who are not members of any trade union parties to this agreement, but who fall within the registered scope of Council.

Noting

2. Noting that the Council has been in existence since 13 October 1997, a need arose to comprehensively amend its constitution to align it with new circumstances and changes to the legislative framework.

Agreement

3. Therefore the Council resolves that the constitution, as registered by the Registrar of Labour Relations on 13 October 1997, be amended as per the attached Constitution to this resolution, as Schedule 1.

4. The constitution at Schedule 1 takes effect from the date of its certification by the Registrar of Labour Relations in terms of section 57(4) of the Labour Relations Act 66 of 1995.

5. If there is a dispute about the interpretation or application of this agreement, any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.

6. The Council will monitor the implementation of this agreement.
ENTERED INTO AND SIGNED AT Pretoria THIS 9th DAY OF October 2002.

ON BEHALF OF THE STATE AS EMPLOYER

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ON BEHALF OF TRADE UNION PARTIES

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CONSTITUTION
OF
THE PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL
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CONSTITUTION OF THE PUBLIC SERVICE CO-ORDINATING BARGAINING COUNCIL

Name

1. The name of the Bargaining Council is the Public Service Co-ordinating Bargaining Council.

Registered scope

2. In terms of section 36 of the Act,\(^1\) read with section 213, the registered scope of the Council is the public service in respect of those matters that—

(a) are regulated by uniform rules, norms and standards that apply across the public service; or

(b) apply to terms and conditions of service that apply to two or more sectors; or

(c) are assigned to the State as employer in respect of the public service that are not assigned to the State as employer in any sector.

Objectives

3. The objectives of the Council, within its registered scope, are to—

(a) generally enhance labour peace in the public service;

(b) promote a sound relationship between the employer and its employees;

(c) in terms of the Act and this constitution, negotiate and bargain collectively to reach agreement on matters of mutual interest to the employer and employees represented by admitted trade unions in the Council;

(d) provide mechanisms for the prevention and resolution of disputes between—

(i) the employer and trade unions admitted to the Council;

(ii) the employer and trade unions not admitted to the Council; and

(iii) the employer and employees,

where the employer has the requisite authority to resolve such disputes;

(e) conclude, supervise and enforce collective agreements;

(f) comply with its powers and duties in terms of the Act and this constitution;

(g) consider and deal with such other matters as may affect the interests of the parties to the Council; and

(h) promote effective communication and co-ordination between the Council and sectors designated in terms of clause 21.3.

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\(^1\) An italicised word or phrase indicates that the word or phrase is defined in clause 28.
Powers and duties

4. The powers and duties of the Council are to—

(a) negotiate and conclude collective agreements in respect of matters regulated by section 36(2) of the Act, which may include negotiating minimum standards on such matters;

(b) supervise and enforce collective agreements concluded in the Council;

(c) prevent and resolve labour disputes;

(d) resolve disputes between the parties to Council in terms of the Act and the dispute resolution procedures of the Council;

(e) resolve the disputes of parties who are not parties to the Council, but who fall within the registered scope of the Council, in terms of section 51(3) of the Act and the dispute resolution procedures of the Council;

(f) establish and administer a fund to be utilised for resolving disputes, collective bargaining and general administration of the Council and the Sectoral Councils;

(g) develop proposals for submission to NEDLAC or any other appropriate forum on policy and legislation that may affect labour relations in the public service;

(h) determine by collective agreement the matters which may not be an issue in dispute for strike or a lock out;

(i) designate sectors, vary their scope, amalgamate or disestablish Sectoral Councils in the public service;

(j) co-ordinate, among the Sectoral Councils, and between such Councils and the Council, the functions and operations of such Councils, including those related to collective bargaining and administration;

(k) determine, in consultation with Sectoral Councils, appropriate standards of financial control and service that such Councils must maintain;

(l) provide operational services to Sectoral Councils, if it contributes to efficiency or administrative convenience, and is appropriate for the sharing of skills, expertise or resources, including the following:

(i) providing policy and guidelines regarding appointment, training and payment of panellists;

(ii) management and maintenance of case management systems and policy;

(iii) training of users and parties regarding the dispute resolution framework in the public service;

(iv) provision to the public, the parties and the Sectoral Councils of information services relevant to the functions of the Council;

(v) providing accommodation to Sectoral Councils; except for ELRC.

(vi) formulation and maintenance of human resources policy and systems for the Council and Sectoral Councils, and training of their staff;
(vii) collection of uniform levies from employees and the employer, and proportional disbursement of such levies to Sectoral Councils; and

(viii) the determination of uniform levies by the Council and the effective date thereof.

(m) where a Sectoral Council becomes dysfunctional in the view of the Council, and in consultation with such Council, provide such assistance and fulfil such functions as are required;

(n) raise, borrow, lend, levy and invest funds; and

(o) exercise any other power or duty that may be necessary or desirable to achieve the objectives of the Council.

5. Council’s power in respect of clause 4 (l) will be exercised in agreement with the relevant Sectoral Council should the parties fail to reach an agreement, the Council’s dispute resolution mechanism will apply.

Parties to Council

6. The parties to the Council are the employer and all trade unions admitted to the Council.

Application of trade unions for admission to Council

7.1 Any single trade union party may apply for admission to the Council if it—

(a) meets the threshold requirement of 50 000 members; and

(b) is admitted to a Sectoral Council.

7.2 Any two or more trade unions acting together as a single party (referred to as a combined trade union party), may apply for admission to the Council if—

(a) their combined membership meets the threshold requirement of 50 000 members; and

(b) each constituent party of the combined trade union party, on its own or acting together (as a single party), is admitted to a Sectoral Council.

7.3 A single trade union applying for membership in terms of clause 7.1, must submit—

(a) a copy of its constitution, fully updated with all amendments as registered and duly authenticated by the signature of the chief executive officer;

(b) a certified copy of the trade union’s certificate of registration;

(c) the full names of the trade union’s chief executive officer, permanent street and postal addresses, the full telephone number and the full telefax number of its head office;

(d) a list of national or provincial departments or organisational components in which the trade union has members with regard to whom stop-orders

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2 The founding parties to the Council were the parties to the Education Labour Relations Council, the National Negotiating Forum and the former Central Chamber of the Public Service Bargaining Council as at the date of registration of the Council.
have already been implemented, with an indication, per such national or provincial department, or organisational component of their names, identity numbers, PERSAL numbers (where applicable) and the occupational classes to which they belong;

(e) **audited membership figures** of all members of the trade union falling within the scope of the Council and proof that the trade union satisfies the threshold requirements; and

(f) any other information on which the trade union relies in support of its application.

7.4 A combined trade union applying for membership in terms of clause 7.2, must submit—

(a) the documentation referred to in clause 7.3 in respect of each constituent trade union;

(b) the agreement between the constituent trade unions addressing material aspects of their acting together arrangement, including—
   (i) the name under which that combined trade union party will be acting;
   (ii) the allocation of agency fees between the trade unions; and
   (iii) the period of validity which must be at least until the Council’s Annual General Meeting in the year following the year within which the combined trade union party applies for membership.

7.5 The Council must—

(a) within 90 calendar days of receiving an application for admission to the Council, decide whether or not to grant the application;

(b) within 21 working days of reaching such a decision, advise the applicant of its decision; and

(c) if the applicant satisfies the admission criteria, admit the applicant as a party forthwith.

**Change to position of admitted trade unions**

**Acting together between admitted trade unions**

8.1 When two or more admitted trade unions form a combined trade union, they must submit the information referred to in clause 7.4(b) to the Secretary.

8.2 Once the Secretary receives the required information, he/she must inform the Council at its next meeting of the formation of such combined trade union.

8.3 The Council must recognise the combined trade union as a party to Council.

8.4 The validity of the acting together arrangement of the combined trade union, must be at least until the next Annual General Meeting of the Council.

**Acting together between admitted and non-admitted trade unions**

8.5 When an admitted trade union forms a combined trade union with a non-admitted trade union, the admitted trade union must submit to the Secretary—
(a) the information referred to in clause 7.3 (read with the necessary changes) in respect of the non-admitted trade union; and

(b) the information referred to in clause 7.4(b).

8.6 Once the Secretary receives the required information, he/she must inform the Council at its next meeting of the formation of such combined trade union.

8.7 The Council must recognise the combined trade union as a party to Council.

8.8 The validity of the acting together arrangement of the combined trade union, must be at least until the next Annual General Meeting of the Council.

Amalgamation of admitted trade unions

8.9 When an admitted trade union amalgamates with another admitted trade union in terms of the Act, the new amalgamated trade union must, within one month of registration by the Registrar of Labour Relations, notify the Secretary of such amalgamation and submit to him/her the information referred to in clause 7.3(a), (b) and (c).

8.10 Once the Secretary receives the required information, he/she must inform the Council at its next meeting of the establishment of the new amalgamated trade union.

8.11 The Council must recognise the new amalgamated trade union as a party to Council.

8.12 Clauses 8.9 to 8.11 apply (with the necessary changes) when all the constituent trade unions of a combined trade union party amalgamate.

Amalgamation of admitted trade union with non-admitted trade union

8.13 When an admitted trade union amalgamates with a non-admitted trade union in terms of the Act, the new amalgamated trade union must, within one month of registration by the Registrar of Labour Relations, notify the Secretary of such amalgamation and submit to him/her the information referred to in—

(i) clause 7.3(a), (b) and (c); and

(ii) clause 7.3(d), (e) and (f) in respect of the previously non-admitted trade union.

8.14 Once the Secretary receives the required information, he/she must inform the Council at its next meeting of the establishment of the new amalgamated trade union.

8.15 Subject to clause 8.16, the Council must recognise the new amalgamated trade union as a party to Council.

8.16 If a constituent trade union of a combined trade union party amalgamates with a non-admitted trade union, the new amalgamated trade union will be recognised as a constituent trade union of the combined trade union party.

Change to composition of combined trade union party

8.17 When the composition of the constituent trade unions of a combined trade union party changes by the withdrawal or expulsion of a member of the combined trade union party, the remaining member(s) of such combined trade
union party must, within one month of such change, notify the Secretary of such change.

8.18 The Secretary must determine whether or not the combined trade union party still complies with the threshold requirements. If the party still complies, the Secretary must notify the Council of the change. If the party no longer complies, the provisions of clauses 9.1 and 9.2 become applicable.

Change of name of admitted trade union

8.19 An admitted trade union must, within one month of registration by the Registrar of Labour Relations of the change of its name, notify the Secretary of such change.

8.20 Once the Secretary receives the notification, he/she must inform the Council, at its next meeting, of the change of name of the admitted trade union.

8.21 The Council must note the name change of the admitted trade union.

Record of admitted trade unions to Council

8.22 The Secretary must maintain a register of admitted trade unions and, in respect of a combined trade union party, also the names of the constituent trade unions of such combined trade union party.

Termination of membership of Council

9.1 The Council must terminate the membership of an admitted trade union when—

(a) it receives a notice of resignation of such membership from the trade union;

(b) the trade union dissolves, winds up in terms of its constitution or is liquidated;

(c) the Registrar of Labour Relations cancels the trade union's registration;

(d) the trade union no longer complies with the threshold requirements;

(e) a combined trade union party, because of the loss of a constituent union(s), no longer complies with the threshold requirement; or

(f) it fails to comply with a requirement referred to in clause 10.3(b) or (c).

9.2 Before the Council terminates the membership of an admitted trade union in terms of clause 9.1(d), (e) or (f), the trade union must be afforded a reasonable opportunity to submit representations to the Council as to why its membership should not be terminated.

9.3 An admitted trade union disputing the termination of its membership may refer the dispute to the Council in terms of its dispute resolution procedures.

Review of trade union membership of Council

10.1 Each admitted trade union must submit to the Secretary by 31 March each year its audited or verified membership figures (as the case may be) as at 31 December of the previous year with regard to its members who fall within the
registered scope of the Council and according to the sectors falling within the registered scope of the Council as referred to in section 100(a) of the Act. The Council will determine during which years audited membership figures and during which years verified membership figures must be submitted.

10.2 The Secretary must determine the membership figures of the trade unions concerned and report it to the Council not later than 14 May of each year.

10.3 The Secretary must—

(a) afford a trade union which has not submitted its audited or verified membership figures by 31 March of a specific year, the opportunity to submit such figures by 30 April;

(b) after the deadline provided for in clause 10.3(a) has passed, request the trade union concerned to provide reasons within 5 working days for non-compliance with these requirements and, if the trade union does not provide reasons within that period, then the admission of the trade union to the Council terminates; and

(c) if the trade union timeously supplies reasons, extend the period for submission of the relevant membership figures for a further 14 working days of receipt of the reasons and, if the trade union does not provide the requested figures within that period, then the admission of the trade union to the Council terminates.

Determination of basis of votes

11.1 The voting rights of an admitted trade union in the Council must be determined on the basis of the number of members in good standing of such a trade union who are employees as on 31 December of the previous year in proportion to the number of members who are employees represented by all the trade unions admitted to the Council.

11.2 The Secretary must determine the number of votes of each admitted trade union based on the membership figures in clause 10.1.

11.3 The Secretary must, by 14 May of each year—

(a) serve a notice upon every admitted trade union, indicating the number of votes it has in the Council and the number of members it has in each designated sector; and

(b) inform the Council of the number of votes that each admitted trade union has in the Council and the number of members that each has in a designated sector.

11.4 Subject to clauses 11.5, 11.6, 11.7 and 11.8, the voting rights determined by the Secretary apply from one Annual General Meeting to the next Annual General Meeting.

11.5 When a trade union referred to in clause 7.1 or 7.2 is admitted to the Council, the Secretary must immediately redetermine the number of votes of the admitted trade unions to the Council and, within 5 working days take the steps indicated in clause 11.3.

11.6 When two or more admitted trade unions form a combined trade union or amalgamate, the Secretary must combine the votes of such trade unions as determined by him/her in terms of clause 11.2. The combined votes apply from the date on which the Council recognises the combined or amalgamated
trade union as an admitted trade union until the next Annual General Meeting.

11.7 When an admitted trade union's membership is terminated in terms of clause 9.1, the Secretary must immediately redetermine the number of votes of each remaining admitted trade union, based on the audited membership figures applicable from the last Annual General Meeting, and, within 5 working days take the steps indicated in clause 11.3.

11.8 When the composition of a combined trade union changes as a result of the withdrawal or expulsion of a constituent trade union, the Secretary must, if such withdrawal or expulsion does not result in the termination of the membership of the combined trade union, immediately redetermine the number of votes of the combined trade union as well as the other admitted trade unions and then, within 5 working days, take the steps indicated in clause 11.3.

11.9 When an admitted trade union forms a combined trade union or amalgamates with a non-admitted trade union, the membership of the previously non-admitted trade union is not taken into account for purposes of the votes of the combined or amalgamated trade union until the next Annual General Meeting.

11.10 When a constituent trade union of a combined trade union party amalgamates with a non-admitted trade union, the membership of the previously non-admitted trade union is not taken into account for purposes of the votes of the combined trade union until the next Annual General Meeting.

11.11 When an admitted trade union changes its name, its number of votes will remain unaffected.

11.12 Any admitted trade union that disputes a determination of votes by the Secretary in terms of clauses 11.2, 11.5, 11.6, 11.7 and 11.8 may refer such a dispute to the Council in terms of its dispute resolution procedures.

11.13 The employer has an equal number of votes to that of the admitted trade unions collectively and the voting rights in the Council must at all times be divided on an equal basis between the trade unions collectively, on the one hand, and the employer on the other hand.

Appointment of representatives

12.1 The employer is represented in the Council by authorised representatives.

12.2 Each admitted trade union to the Council is represented by three representatives for the first 50 000 members, then one additional representative for every additional 30 000 members or part thereof up to a maximum of five representatives. The expression “part thereof” means members in excess of 15 000 members.

12.3 The Secretary must in all instances that he/she is required to act in terms of clause 11.3 also notify each admitted trade union and inform Council of the number of representatives that each admitted trade union is entitled to.

Chairperson and Vice-chairpersons

Chairperson

13.1 The Chairperson is elected during the Annual General Meeting of the Council in terms of the procedure set out in clauses 13.3 to 13.7.
13.2 Subject clause 13.14, the Chairperson holds office for a term of 24 months.

13.3 The outgoing Chairperson presides over the Annual General Meeting of the Council and must call for nominations for a Chairperson for the forthcoming term of office (when applicable) at the conclusion of such meeting.

13.4 A person other than a representative of a party to Council who has consented to his/her nomination, may also be nominated as Chairperson.

13.5 A person to be nominated must be duly proposed and seconded.

13.6 The person receiving the highest percentage of the total votes, is the duly elected Chairperson. In the event of a deadlock the Secretary must draw lots in accordance with clause 13.7 to determine the duly elected Chairperson.

13.7 If an equal number of votes are cast for two or more candidates, the Secretary must, in the presence of the meeting, write the name of each candidate on a separate piece of paper and place such papers in a suitable container and draw one of the papers from the container. The candidate whose name is so drawn is deemed to have been duly elected.

13.8 The Chairperson must—
(a) preside over all meetings of the Council;
(b) enforce order at all meetings at which he or she is present in accordance with normal meeting procedures;
(c) sign the minutes of a meeting after confirmation thereof by the Council;
(d) endorse accounts for payment and financial statements after approval by the Council; and
(d) perform such other duties as by usage and custom pertain to the office of Chairperson.

13.9 Where applicable, the Council must from time to time determine a honorarium payable to the Chairperson of the Council. If it becomes necessary or desirable to retain the services of the Chairperson on a full time basis, the Council must determine the salary and other conditions of employment of the Chairperson.

Vice-chairpersons

13.10 Clauses 13.1 and 13.2, read with the necessary changes, apply in respect of the election of two Vice-chairpersons of the Council, one of who must be elected by the employer and the other by the admitted trade unions.

13.11 When the Chairperson is not available, the Vice-chairpersons must alternately act as Chairperson and must exercise the powers and perform the duties of the Chairperson.

Provisions applicable to both Chairperson and Vice-chairpersons

13.12 When both the Chairperson and the two Vice-chairpersons are absent or unable to act at a meeting, the representatives present must elect from their number, a person to act as chairperson at that meeting.

13.13 The Chairperson or the Vice-chairpersons may not vote on any matter: Provided that if any of the Vice-chairpersons have not been replaced by another representative of that party to the Council, such Vice-chairperson may vote on any matter and the same applies to a representative elected to act as Chairperson in the absence of both the Chairperson and the Vice-
chairpersons.

13.14 The term of office of a Chairperson or Vice-chairperson may be terminated by written notice of either such Chairperson or Vice-chairperson, or the Council consequent to a decision to that effect.

13.15 The Chairperson and Vice-chairpersons of the Council are not personally liable for any loss suffered by any person as a result of an act performed or omitted in good faith while performing their functions for or on behalf of the Council.

**Secretary and other personnel**

14.1 The Council must appoint a part-time or full-time Secretary or may request the employer that an employee be placed at its disposal, or be directed, to act as Secretary.

14.2 The Secretary must—

(a) conduct all correspondence of the Council;

(b) keep originals of letters received and copies of those despatched;

(c) attend the meetings of the Council and the Executive Committee and record the minutes of the meetings;

(d) ensure that minutes of all committee and task team meetings of the Council, other than those referred to in clause 14.2(c), be recorded;

(e) administer the dispute resolution procedures of the Council;

(f) keep books of account in accordance with general accepted accounting practices and the instructions of the Council;

(g) bank all monies received on behalf of the Council within 3 working days of receipt thereof;

(h) submit statements of the financial position of the Council whenever required to do so by the Council and in accordance with the provisions of the Act and this constitution;

(i) once every calendar year, submit the books of account of the Council to a public auditor appointed by the Council for auditing;

(j) countersign cheques signed by the Chairperson or a Vice Chairperson, on the banking account of the Council;

(k) determine the number of votes of admitted trade unions in terms of clauses 11.2, 11.5, 11.6, 11.7 and 11.8;

(l) appoint an acting Secretary to act when the Secretary is not able to fulfil his or her functions, unless the Executive Committee has made such appointment in terms of clause 19.4(e);

(m) enter into agreements duly delegated by the Executive Committee;

(n) assist in the co-ordination by the Council of the functions and operations of the Sectoral Councils and the Council as provided in clause 4(j);

(o) fulfil any functions assigned to the Secretary by this constitution, including annexures to it; and

(p) perform such other duties as the Council or Chairperson may direct or
which is required by the Act.

14.3 The Secretary must keep in safe custody at the offices of the Council—
   (a) the approved minutes of every meeting of the Council, duly signed by
       him/her and by the person who presided at such meeting;
   (b) the original signed Resolutions of the Council; and
   (c) the statements referred to in clause 20.9(a) and (b) and all records in
       relation thereto.

14.4 The Secretary may, in all instances with the prior approval of the Council or of
the Executive Committee—
   (a) appoint such part-time or full-time personnel as he/she considers
       necessary, subject to the budget, staff structure, salary structure,
       conditions of service and policies as adopted by the Council; or
   (b) request that an employee of the employer be placed at the disposal of
       the Council or that such employee be directed to perform duties
       necessary for the administration of the Council.

14.5 In the case of personnel appointed in terms of clause 14.4(a), the Secretary
may—
   (a) determine the salary and other conditions of employment of such
       personnel, provided that it falls within the applicable policies of the
       Council, and the budget allocated for such use;
   (b) terminate their employment after following due process.

14.6 Where applicable, the Council must determine the salary and other conditions
of employment of the Secretary.

14.7 Where applicable, the employment of the Secretary may be terminated on
one month’s notice on either side. Termination of services by the Council
must be done upon a decision of the Council as contemplated in clause 17.3.

14.8 The services of the Secretary or other personnel of the Council may be
terminated for serious neglect of duty, misconduct or incapacity after following
due process.

14.9 The functions of the Secretary may be performed by any of the other
personnel of the Council acting under the directions of the Secretary.

Meetings of Council

General provisions regarding meetings

15.1 The Council must meet once every month, unless it decides otherwise. One
such meeting must be the Annual General Meeting.

15.2 The Chairperson may on his/her own initiative, or must at the request of a
party to the Council, call a meeting of the Council to deal with an urgent
matter, if the employer plus a number of admitted trade unions representing a
majority of the votes on the side of labour consent thereto.

15.3 The Secretary must serve on the parties to the Council a written notice of a
meeting referred to in clause 15.1 or 15.2 showing the date, time and the
business to be transacted—
(a) in the case of clause 15.1, at least 5 working days before the date of such meeting; or

(b) in the case of clause 15.2, as the Chairperson determines before the date of such meeting.

15.4 Copies of the minutes of the meeting held immediately prior to the relevant meeting, must be made available to the parties concerned at least 5 working days prior to the said meeting, and must, after confirmation by the meeting, be signed by the Secretary and the person who chaired the relevant meeting.

15.5 Subject to clause 15.4, copies of the minutes of all meetings must be forwarded by the Secretary to all parties concerned within a period of 21 working days subsequent to a meeting, unless the Council determines a shorter period at such meeting.

15.6 Every meeting of the Council must be conducted in private unless the Council decides otherwise.

15.7 The Council may, on its own initiative or on request of a Secretary of a Sectoral Council, permit the Secretary of a Sectoral Council to attend a Council meeting. If so permitted, such Secretary may address the Council.

Annual General Meetings

15.8 The Council must hold an Annual General Meeting during the month of June of each year.

15.9 The following matters must be dealt with at the Annual General Meeting:

(a) The election of a Chairperson and Vice-chairpersons, if necessary in terms of this constitution;

(b) the election/appointment of members and alternates of the Executive Committee in terms of this constitution;

(c) the appointment of a panel of conciliators and a panel of arbitrators for purposes of conducting dispute resolution;

(d) the appointment of auditors, if necessary;

(e) the financial statements of the Council;

(f) the report of the auditor in respect of the financial statements referred to in clause 20.12;

(g) the annual report of the Council;

(h) the approval of the budget of the Council;

(i) the levies to be imposed on the parties to the Council; and

(j) a report as to the number of votes held by each party in the Council, as determined by the Secretary in accordance with clause 11.2.

15.10 The Council may deal with any other urgent matter at the Annual General Meeting.

Quorums

15.11 The employer plus the number of admitted trade unions representing a majority of the votes on the side of labour constitute a quorum at any duly constituted meeting of the Council.

15.12 If, within 30 minutes of the time fixed for any meeting, a quorum is not present, the meeting stands adjourned to such other date, time and place to
be determined by the Chairperson after consultation with the parties present, on condition that the Secretary notifies the relevant parties accordingly. At such a reconvened meeting the parties present form a quorum. The date and time for such reconvened meeting shall not be later than 10 working days after the date of the original meeting.

**Negotiating procedure on matters of mutual interest**

16.1 Any party to the Council may submit a written proposal regarding a matter of mutual interest to the Secretary for consideration by the Council. The Council must determine the procedure for placing a proposal on the agenda of the Council.

16.2 If it is decided that the Council will deal with a proposal, it must meet within 21 working days after receipt of a proposal submitted in terms of clause 16.1 or any time thereafter, if the party who made the proposal agrees thereto.

16.3 At the meeting referred to in clause 16.2, the Council must attempt to agree on a negotiation process which may include the following:
   (a) The submission of counter proposals;
   (b) the establishment of a negotiating committee;
   (c) the appointment of one or more facilitators, if necessary, to facilitate the negotiations and chair the meetings; and
   (d) the timetable for negotiations.

16.4 If the Council agrees to facilitation in terms of clause 16.3(c) but fails to agree, within a period of 5 working days from the decision to appoint a facilitator(s), on which facilitator(s) to appoint, the Secretary must in his or her own discretion decide how many facilitators to appoint and appoint the facilitator(s), taking into consideration the views of the parties.

16.5 In the event of the Council not meeting within the period provided for in clause 16.2, or at the meeting not agreeing upon a negotiating procedure in terms of clause 16.3, the parties must within 2 working days from the expiry of the period provided for in clause 16.2 commence negotiations.

16.6 If the parties do not conclude a Resolution of Council during a period of 21 working days from the date of the expiry of the period referred to in clause 16.2, or such longer period as agreed between the parties, and the matter is not settled, any party may refer the matter for conciliation in terms of the dispute resolution procedures.

16.7 If the matter is not resolved during the conciliation process, parties to the Council may exercise their rights in terms of the Act.

**Decisions and Resolutions of Council**

17.1 The Chairperson may require that a proposal by the employer or an admitted trade union be submitted in writing and be read by him or her as a prerequisite to any debate or decision in respect thereof.

17.2 No proposal shall be considered unless it has been duly seconded.

17.3 Any decision of the Council requires the vote of the employer together with a majority of votes of the admitted trade union parties.
17.4 Voting in the Council must be by a show of hands by the chief spokesperson of each party who shall carry the votes of the party, unless a party requests a secret ballot.

17.5 The Secretary must act as electoral officer.

17.6 The Council may decide any procedural matters not regulated in this constitution.

17.7 A person who is not a representative as referred to in clauses 12.1 and 12.2 may be allowed to address the Council subject to a decision of Council.

17.8 Any decision of Council may be made a Resolution of Council.

17.9 Before a Resolution of Council becomes binding, it must be signed by the employer and by a number of admitted trade unions who represent the majority of votes on the side of labour in the Council.

17.10 The following provisions apply to the adoption of a Resolution of Council:

(a) The Secretary must –
   (i) prepare a draft resolution on the matter;
   (ii) within 21 working days of the Council concluding on the matter, present the draft resolution for signature to the employer and the chief executive officer (or his or her delegate) of each of the admitted trade unions;
   (iii) if not signed within the period referred to in clause 17.10(a)(ii) by sufficient parties to comply with clause 17.9 table the draft resolution at the next meeting of the Council to confirm the parties’ position.

(b) If there is no majority support at the Council meeting referred to in clause 17.10(a)(iii)—
   (i) the draft resolution falls away; or
   (ii) the matter may, by decision of the Council, be reopened for discussion or negotiation.

(c) The Secretary must, within 5 working days after a majority signature has been achieved in respect of any draft resolution, provide copies of the signed Resolution of Council to each party to Council.

17.11 Each party signing a draft Resolution of Council must note the date on which it signs the draft resolution. However, failure to do so shall not invalidate the Resolution.

17.12 The date of the Resolution of Council is the first date on which clause 17.9 is complied with, and the Secretary must insert such date as the date of the Resolution at the end of the Resolution.

17.13 The Secretary must number each Resolution of Council, “Resolution No x of y”, where y is the year in which clause 17.9 is complied with, and x is a number allocated sequentially in one year relative to the date on which clause 17.9 is complied with.

Committees and chambers of Council
18.1 The Council may from time to time establish committees in terms of section 55 of the Act subject to such conditions as it may determine, and may delegate any of its functions to any such committee. However, the Council may not delegate the powers, and duties contemplated in clauses 7.5, 15.9, 25.1, 25.4 and 26.1 and the power of the Council to delegate.

18.2 Any decision or action of a committee contemplated in clause 18.1 must be reported to the Council for consideration and may be ratified, set aside or varied by the Council.

18.3 By delegating any of its functions, the Council is not divested of any of its powers nor is it relieved of any of its duties.

18.4 A committee established in terms of clause 18.1 must consist of an equal number of representatives of the admitted trade unions collectively and the employer as determined by Council.

18.5 A committee is chaired by the Chairperson, one of the Vice-chairpersons of the Council or a person designated by the Council to act as chairperson of such committee.

18.6 At least 50% of the employer representatives plus 50% of the representatives of the admitted trade unions referred to in clause 18.4, constitute a quorum for a meeting of a committee.

18.7 Secretarial or other services shall be rendered to a committee of the Council by the Secretary or other personnel of the Council.

18.8 Clauses 18.1 to 18.7 apply with the necessary changes to any other committees appointed or established in terms of this constitution, unless otherwise provided.

18.9 The Council may, by Resolution of Council, establish chambers of the Council subject to such conditions at it may determine.

**Executive Committee**

19.1 The Executive Committee of the Council consists of—

(a) the Chairperson and the two Vice-chairpersons of the Council by virtue of their respective offices; and

(b) 4 representatives appointed/elected by the employer side and 4 representatives appointed/elected by the admitted trade unions collectively at the Annual General Meeting.

19.2 The employer and the admitted trade unions must, respectively, elect/appoint an alternate for each of their 4 representatives in the Executive Committee.

19.3 The Secretary must attend meetings of the Executive Committee, but may not participate in the taking of decisions.

19.4 Subject to the directions and control of the Council, the Executive Committee may—

(a) exercise and perform the powers, functions and duties of the Council relating to the supervision and control of the day-to-day management and administration of the Council;
(b) investigate and report to the Council on any matter connected with the registered scope of the Council;

(c) do anything necessary to give effect to decisions of the Council;

(d) monitor and enforce collective agreements concluded in the Council;

(e) appoint an acting Secretary to act when the Secretary is not able to fulfil his or her functions, or cancel the appointment of an acting Secretary that was made by the Secretary in terms of clause 14.2(l) and appoint a different person to act as Secretary;

(f) exercise and perform any power and duty that is conferred or imposed on the Executive Committee by or in terms of this constitution or that is delegated by the Council to the Executive Committee. However, the Council may not delegate to the Executive Committee the powers, and duties contemplated in clauses 7.5, 15.9, 25.1, 25.4 and 26.1 and the power of the Council to delegate;

(g) facilitate bilateral meetings between the various employer structures, admitted trade unions and Sectoral Councils; and

(h) make recommendations to the Chairperson of the Council to discuss urgent matters that need resolution.

19.5 A member of the Executive Committee holds office for 12 months unless withdrawn by the employer or admitted trade union parties who appointed/elected the member, and is eligible for re-election at the end of that term.

19.6 A member of the Executive Committee whose term of office has expired and who is not re-elected, may nevertheless continue to act as a member of the Executive Committee until the member’s successor assumes office.

19.7 A member of the Executive Committee—

(a) may resign from the committee at any time after having given at least one month’s notice in writing to the Secretary;

(b) must vacate office immediately—

(i) in the case of resignation, when the resignation takes effect; or

(ii) upon ceasing to be a representative of the Council;

(c) who fails to attend 3 consecutive meetings of the Executive Committee without submitting a prior and formal apology to the Chairperson or without arranging for the alternate to attend in his or her place, shall cease to be a member from that day.

19.8 The Executive Committee may reinstate a member referred to in clause 19.7(c) if it is satisfied that there was an acceptable reason for his or her failure to attend at least one of the meetings that he or she failed to attend. If the Executive Committee does not reinstate such former member within a period of one month from the date on which he or she ceased to be a member, the employer or the admitted trade unions that elected or appointed him or her must elect or appoint another member.

19.9 If the seat of a member of the Executive Committee becomes vacant, it must be filled by the employer or the admitted trade unions, whichever is applicable.
19.10 A member appointed to fill a vacant seat holds that seat for the unexpired portion of the predecessor’s term of office.

19.11 The Executive Committee must hold a meeting at least once every 3 months.

19.12 A special meeting of the Executive Committee—
   (a) may be called by the Chairperson with a view to disposing of urgent business; and
   (b) must be called by the Chairperson within 5 working days of receiving a request for that purpose, stating the purpose of the special meeting and agreed to by the employer and at least 2 members of the admitted trade unions elected/ appointed to the Executive Committee.

19.13 The Secretary must, not later than 5 working days before the date of the meeting, notify each member of the Executive Committee showing the date, time and venue of the meeting and the business to be transacted. However, the Chairperson may authorise shorter notice for a special meeting.

19.14 At least 2 of the employer representatives plus 2 of the representatives elected/ appointed to the Executive Committee by the trade unions, shall constitute a quorum for a meeting of the committee.

19.15 All decisions of the Executive Committee shall be taken by consensus. If consensus cannot be reached, the matter must be referred back to the Council for a decision.

19.16 The Secretary must provide the parties to the Council with reports and minutes of all Executive Committee meetings.

Financial matters of Council

20.1 The expenses of the Council must be met from a fund approved by the Council.

20.2 The Council must decide at which bank to keep its accounts.

20.3 The Secretary must deposit all monies within 3 working days after receipt thereof at the bank referred to in clause 20.2.

20.4 The Secretary may, in terms of the financial policy of the Council, invest any surplus funds not required for the expenses of the Council.

20.5 Travelling, subsistence and other expenses of representatives and alternates shall be for the parties' own account unless otherwise agreed.

20.6 All expenses to be made from the fund of the Council shall be approved of by the Chairperson or a Vice-chairperson and shall be paid by cheque signed by the Chairperson, or if applicable a Vice-chairperson, and countersigned by the Secretary, unless the procedure is amended by the Council.

20.7 Funds required for a petty cash account must—
   (a) be kept safely in such a manner as the Council may determine from time to time;
   (b) be provided by the drawing of a cheque; and
not exceed the petty cash limit as determined by the Council from time to time.

20.8 The Secretary must every 6 months submit to the Council, statements of the income and expenditure that reflect the financial position of the Council.

20.9 The Secretary must, prior to the Annual General Meeting of each year, in respect of the financial year ending on 31 March of that specific year prepare a statement, according to generally accepted accounting practices, principles and procedures, which must include but not be restricted to—

(a) a statement showing—
   (i) monies received; and
   (ii) expenditure incurred under inter alia the following headings:

   (aa) salaries and other payments to personnel;

   (bb) office accommodation;

   (cc) printing and stationery; and

   (dd) miscellaneous expenditure; and

(b) a statement indicating the assets and liabilities of the Council.

20.10 The financial year of the Council shall be from 1 April of a particular year to 31 March of the following year.

20.11 The statements referred to in clause 20.9—

(a) must be countersigned by the Chairperson; and

(b) must be submitted for audit to a public accountant and auditor appointed by the Council.

20.12 Certified copies of the audited statements and of the audit report thereon must be made available for inspection at the office of the Secretary.

20.13 Certified copies of the audited statements and the auditor’s report must be transmitted to the Registrar of Labour Relations, within one month after the Annual General Meeting.

20.14 There shall be a joint financial committee (“joint fincom”), consisting of at least—

(a) one employer representative and one employee representative from the Council;

(b) one employer representative and one employee representative from each Sectoral Council;

(c) the Secretary of the Council and the Secretaries of each of the Sectoral Councils;

(d) the Financial Manager/Officer of the Council and of each of the Sectoral Councils.
The power and functions of the joint fincom are to—
(a) consider recommendations from Sectoral Councils that have financial implications for the Council, including those that are exceptions to the norm;
(b) give input to the Council's budgetary process, primarily from the perspective of the Sectoral Councils;
(c) make recommendations to the Executive Committee in the above regard.

The joint fincom shall meet at least once every quarter. Meetings of the joint fincom shall be called and co-ordinated by the Secretary.

At least 50% of the employer representatives plus 50% of the representatives of the admitted trade unions, referred to in clause 20.14(a) and (b), shall constitute a quorum for a meeting of the committee.

The office-bearers referred to in clause 20.14(c) and (d) may not participate in the decision-making process of the joint fincom.

The Secretaries of Sectoral Councils may attend a meeting of the Executive Committee when a recommendation of the joint fincom is considered and may participate in the discussions on the matter (unless the Executive Committee decides otherwise), but may not participate in the taking of decisions.

All decisions of the joint fincom shall be taken by consensus. If consensus cannot be reached, the matter must be referred to the Executive Committee.

Procedure for designating sectors and establishing bargaining councils for such sectors

Any party to the Council may request the Council to consider the designation of a further sector in the public service in terms of section 37(1) of the Act.

In considering a request for the designation of a sector, the Council must take into account—
(a) whether the State as employer in that sector has the requisite authority to deal with matters concerning the specific sector;
(b) representations by trade unions which are sufficiently representative of employees in the specific sector; and
(c) the need to negotiate sector specific matters in a separate bargaining council as well as the effect that such an arrangement will have on existing bargaining councils.

The Council must consider the request and take a decision thereon in terms of clauses 17.3 and if applicable, conclude a Resolution of Council in terms of clause 17.9.

If the Council decides to designate a sector, the Secretary must publish a notice in the Government Gazette inviting the relevant employer and the trade unions with members employed in the sector to attend a meeting to establish a bargaining council for the sector on a date determined by the Council.

The Council must appoint a chairperson for the meeting referred to in clause 21.4 to facilitate the conclusion of an agreement on—
(a) the trade unions to be the initial parties to the bargaining council for that
sector; and
(b) a constitution for the bargaining council that must meet the requirements of section 30 of the Act, read with the necessary changes) and must be consistent with this constitution.

21.6 If agreement is concluded, the Registrar must be approached to register the bargaining council in terms of the Act.

21.7 If no agreement is concluded on a constitution or any part thereof, the Registrar must be approached to determine the constitution that meets the requirements of section 30 of the Act and register the bargaining council in terms of the Act.

Variation of designation or amalgamation of Sectoral Councils

22.1 The Council may, in terms of section 37(1) of the Act, vary the designation of, or amalgamate, Sectoral Council(s) by Resolution of Council.

22.2 Before varying the designation of, or amalgamating Sectoral Council(s), the Council—
(a) must first consult the Sectoral Council(s) concerned; and
(b) may not take a decision regarding a proposed variation or amalgamation before 45 working days have passed since it has notified such Sectoral Council(s) of such proposed variation or amalgamation.

22.3 Once the Council has adopted a Resolution of Council in terms of clause 22.1, the Secretary must inform the Registrar of Labour Relations about such variation or amalgamation.

Disestablishment of bargaining councils in the public service

23.1 The Council may, in terms of section 37(1) of the Act, disestablish a bargaining council in the public service by Resolution of Council.

23.2 Once the Council has adopted a Resolution of Council in terms of clause 23.1, the Secretary must inform the Registrar of Labour Relations about such disestablishment.

23.3 Before disestablishing a Sectoral Council, the Council—
(a) must first consult the Sectoral Council concerned; and
(b) may not take a decision regarding a proposed disestablishment before 45 working days have passed since it has notified such Sectoral Council of such proposed disestablishment.
Relationship between Council and Sectoral Councils

24.1 The objective of interaction between the Council and the Sectoral Councils will be to cooperate and coordinate with, and contribute to, one another.

24.2 Decisions of the Council in as far as they affect the Sectoral Councils, bind such Councils.

24.3 Each Sectoral Council is a juristic person with autonomy on aspects that it can implement itself. However, it cannot make decisions that bind the Council.

24.4 A Sectoral Council may make recommendations to the Council. If the Council receives a recommendation for its consideration from a Sectoral Council, it must discuss and consider it. However, the Council is free to make any decision falling within the scope of this Constitution regarding such recommendation.

Amendment of constitution of Council

25.1 This constitution may be amended by Resolution of Council provided the employer, together with a number of admitted trade unions representing 66% of the votes on the side of labour vote in favour of amending the constitution.

25.2 A proposed amendment to, or replacement of, the constitution of the Council may only be considered if at least one month’s prior notice of the proposed amendment has been given to the Secretary, unless the Council agrees otherwise.

25.3 Such notice must be transmitted to all representatives at least two weeks prior to the meeting at which it is to be considered.

25.4 The Council may, by Resolution of Council adopted unanimously, amend the constitution without notice.

25.5 If the Council by way of Resolution of Council in terms of clause 25.1 or 25.4 amends the threshold requirements, any admitted trade union that, in terms of its membership figures reported to the last Annual General Meeting in terms of clause 15.9(I), does not comply with the amended threshold requirements may, within a period of 90 calendar days after the adoption of the Resolution, or before the certification of the amendment by the Registrar of Labour Relations, whichever is the later, submit proof, in the form of audited or verified membership figures (whichever is applicable), to the Secretary that the trade union complies with such increased threshold requirements. If the Secretary determines that the trade union complies with such increased threshold requirements, the trade union remains a party to Council.

25.6 Once the Council has adopted a Resolution of Council in terms of clause 25.1 or 25.4, the Secretary must inform the Registrar of Labour Relations about the amendment to, or replacement of, the constitution.

25.7 Any amendment to, or replacement of, this constitution takes effect on the date it is certified by the Registrar of Labour Relations in terms of section 57(3) of the Act.

Winding up
26.1 If section 35 of the Act is repealed and there is no statutory requirement for the existence of the Council, the Council may be wound up as follows:

(a) At a special meeting called for that purpose, the Council may, by Resolution of Council, decide to wind up the Council.

(b) Upon adoption of such Resolution, the Secretary must take the necessary steps to ensure that—

(i) application is immediately made to the Labour Court for an order giving effect to the resolution; and

(ii) the Council’s books and records of account and an inventory of its assets, including funds and investments, are delivered to the liquidator appointed by the Labour Court, and that whatever may be necessary is done to place the assets, funds and investments of the Council at the disposal and under the control of the liquidator.

26.2 Each party to the Council remains liable for any unpaid liabilities to the Council as at the adoption of the Resolution to wind up the Council.

26.3 If all the liabilities of the Council have been discharged, the Council must transfer any remaining assets to—

(a) a bargaining council with the same or similar scope; or

(b) the CCMA if—

(i) there is no bargaining council with the same or similar scope; or

(ii) the parties to the Council fail to agree on a bargaining council that is to receive the remaining assets.

General

27.1 For purposes of section 30(1)(k) of the Act, the Council must consider and dispose of applications for exemption from the provisions of any Resolution of Council.

27.2 Press and media statements by the Council must be released by the Secretary after approval by the Council.

27.3 Press and media statements by individual parties to the Council shall not be prohibited, unless an unanimous decision is taken by the Council to limit such statements in respect of a specific matter.

27.4 A Resolution of Council must determine the domicilium executandi of the Council.

Definitions and interpretation

28.1 Unless the context indicates otherwise—

“audited membership figures” means membership figures of a trade union as reflected in stop orders or other auditable methods audited by the registered auditor appointed by such trade union and verified by the registered auditor appointed by the Council.

“CCMA” means the Commission for Conciliation, Mediation and Arbitration;
“chief executive officer” means, in the case of an admitted trade union, the person finally responsible for administrative matters in that trade union, irrespective of the terms used within that trade union to name that position;

“chamber” means a chamber established by the Council in terms of clause 18.9;

“combined trade union party” means two or more trade unions acting together as a single party for the purposes of clause 7.2;

“Council” means the Public Service Co-ordinating Bargaining Council;

“decision of Council” means a decision of Council that complies with the requirements of clause 17.3;

“dispute resolution procedures” means the Council’s dispute resolution procedure contained in Annexure A to this constitution and which forms part of this constitution;

“employee” means—
(a) any person, excluding an independent contractor, who works for the employer and who receives, or is entitled to receive, any remuneration; and
(b) any other person who in any manner assists in carrying on or conducting the business of the employer,

and “employed” and “employment” have corresponding meanings, and “employee” includes, regarding any dispute on an alleged unfair labour practice referred to in the Employment Equity Act 55 of 1998, an applicant for employment;

“employer” means the State as employer falling within the registered scope of the Council;

“Executive Committee” means the Executive Committee referred to in clause 19.1;

“member” means an employee who has paid the initial entry fee laid down in the constitution of the trade union and who is not more than 3 months in arrears with the payment of his or her membership fees payable in terms of that constitution;

“month” means a calendar month, measured from any day in the month up to the day before the day with the same number one month later, and excludes the first and includes the last such day; in the case of there being no day with the same number in the latter month, the last day of such month will apply;

“mutual interest” means any matter of mutual interest between—
(a) on the one side—
(i) one or more trade unions;
(ii) one or more employees; or
(iii) one or more trade unions and one or more employees; and
(b) on the other side—
(i) one or more employers’ organisations;
(ii) one or more employers; or
(iii) one or more employers’ organisations and one or more employers;

“official”, in relation to a trade union or federation of trade unions, means a person employed as the secretary, assistant secretary or organiser of a trade union or federation, or in any other capacity prescribed by regulation in terms of section 208 of the Act, whether or not that person is employed in a full-time capacity;

“party to Council” means the employer or a trade union admitted to the Council;

“public service” means the national departments, provincial administrations, provincial departments and organisational components contemplated in section 7(2) of the Public Service Act, 1994 (promulgated by Proclamation 103 of 1994), and includes any organisational component contemplated in section 7(4) of that Act and specified in the first column of Schedule 2 to that Act, but excluding—
(a) the members of the South African National Defence Force;
(b) the National Intelligence Agency; and
(c) the South African Secret Service;

“remuneration” means any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for the employer;

“Resolution of Council” means a Resolution of Council that complies with the requirements of clause 17.9;

“Secretary” means the Secretary of the Council appointed in terms of clause 14.1 or any person appointed as acting Secretary in terms of clause 14.2(l) or 19.4(e);

“sector” means any part of the public service which is designated as a sector in terms of section 37(1)(a) of the Act;

“Sectoral Council” means a bargaining council—
(a) established in terms of section 37(2) of the Act; or
(b) deemed, by item 31 of Schedule 7 to the Act, to have been established in terms of section 37(2),

and includes all the structures (including committees and chambers) of such councils;

“serve” means—
(a) to effect personal service of the notice on the party concerned;
(b) to post a registered letter containing the notice to the office of the party concerned;
(c) to telefax the notice to the office of the party concerned provided that the telefax receipt shows that the notice has been transmitted to the addressee; or
(d) to hand the notice to an official of a trade union party or a head of department or person delegated by that department;

“the Act” means the Labour Relations Act 66 of 1995;
“threshold requirements” means the threshold requirements as provided in clause 7.1(a) or 7.2(a);
“trade union” means an association of employees whose principal purpose is to regulate relations between employees and employers and include a combined trade union party, unless inconsistent with the context: Provided that—
(a) the trade union and each trade union forming part of a combined trade union party is registered in terms of the Act;
(b) the trade union has organisational rights with an employer falling within the registered scope of the Council; or
(c) two or more trade unions acting together as a single party have organisational rights with an employer falling within the registered scope of the Council, either jointly or separately;
“verified membership figures” means membership figures of a trade union as reflected in stop orders or other auditable methods submitted to the Council for it to be audited by the registered auditor of the Council (and not the registered auditors of the trade unions);
“working days” means all days excluding Saturdays, Sundays and public holidays, and excludes the first and includes the last such day.
28.2 Words used in this constitution in the singular include the plural, unless the context indicates otherwise.
28.3 References in this constitution to the male gender include the female gender and vice versa.
ANNEXURE A

DISPUTE RESOLUTION PROCEDURES OF COUNCIL

Application

1.1 Sectoral Councils may use these procedures to establish their own procedures. The procedures may be amended in accordance with the needs of that particular council.

1.2 These procedures apply to all disputes that arise within the public service in respect of those matters that:

(a) are regulated by uniform rules, norms and standards that apply across the public service;
(b) apply to terms and conditions of service that apply to two or more sectors; or
(c) are assigned to the State as employer in respect of the public service that are not assigned to the State as employer in any sector.

1.3 If there is a dispute that arises in a bargaining council in the public service that is not capable of being determined by that bargaining council as the employer in that council does not have the requisite

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3 An italicised word or phrase indicates that the word or phrase is defined in clause 28 of the constitution or in paragraph 12 of this Annexure.
4 The following disputes are not dealt with by the Council but, must, in terms of the provisions of the Act, be dealt with by the CCMA:
(a) disclosure of information - sections 16 and 89 of the Act
(b) organisational rights - chapter III part A of the Act
(c) agency shop disputes - section 25 of the Act
(d) closed shop disputes - section 26 of the Act
(e) interpretation or application of collective bargaining provisions - section 63(1) of the Act
(f) picketing disputes - section 69 of the Act
(g) workplace forum disputes - sections 86 and 94 of the Act
authority to resolve the dispute, the dispute will be referred to the Council and these procedures apply.

1.4 Individual rights disputes may not be dealt with by the Council but must be dealt with by the bargaining council that has the requisite authority. If a bargaining council does not have the authority to resolve the matter, these procedures may be employed by the Council.

1.5 If there is a jurisdictional dispute between the Council and a Sectoral Council as to whether these procedures or the Sectoral Council’s procedures apply, any party to the dispute may refer the dispute to the CCMA in terms of section 38 of the Act for conciliation and arbitration.

**Mutual interest disputes**

2.1 If a dispute is declared by a party to Council in terms of clause 16.6 of the constitution, the Secretary must appoint a conciliator and convene a dispute meeting which the conciliator must conciliate. If the dispute is not settled at that meeting, the conciliator must attempt to obtain agreement on—

(a) further conciliation meetings to settle the dispute;
(b) the referral of the dispute to voluntary arbitration; or
(c) if the dispute must be referred to arbitration, the appointment of the arbitrator.

2.2 If no collective agreement exist on (a) the establishment of a minimum service in any essential service, (b) rules about the conduct of a strike or lockout, or (c) picketing rules, the conciliator must attempt to obtain agreement thereon.

2.3 If the dispute is not settled, the parties to the dispute may exercise their rights in terms of the Act.
2.4 Any employee party who refers a dispute to the Council that concerns a unilateral change to terms and conditions of employment may, in the referral, and for the period referred to in clause 16.2 of the constitution—

(a) require the employer not to implement unilaterally the change to terms and conditions of employment; or

(b) if the employer has already implemented the change unilaterally, require the employer to restore the terms and conditions of employment that applied before the change.

2.5 The employer must comply with a requirement referred to in paragraph 2.4.

2.6 If the dispute must be referred to arbitration, the procedures contained in paragraph 6 apply.

Other mutual interest disputes

3.1 In paragraphs 3.2 to 3.9, a “dispute” means any dispute of interest, other than one contemplated in paragraph 2.1, between the employer and a party to the Council or the employer and a non party to the Council, which concerns a matter of mutual interest contemplated in section 134 of the Act.

3.2 The provisions contained in paragraphs 6 and 7 apply to a dispute contemplated in paragraphs 3.3 to 3.9.

3.3 If there is a dispute about whether or not the matter is a matter contemplated in section 134 of the Act, the dispute must be referred to expedited arbitration in terms of paragraph 6.

3.4 If the dispute is about a refusal to bargain, a party to the dispute may request the conciliator to issue an advisory award and the conciliator must issue the advisory award—

(a) within 14 days of the request; and

(b) before notice is given in terms of section 64(1) of the Act.
3.5 If the parties do not conclude a collective agreement within 30 days after the matter has been raised by a party with another party, any party may declare a dispute. The Secretary must convene a dispute meeting that the conciliator must conciliate. If the dispute is not settled at that meeting, the conciliator must attempt to obtain agreement on—
(a) further conciliation meetings to settle the dispute;
(b) the referral of the dispute to voluntary arbitration;
(c) if the dispute must be referred to arbitration, the appointment of the arbitrator.

3.6 If no collective agreements exist on (a) the establishment of a minimum service in any essential service, (b) rules about the conduct of a strike or lockout, or (c) picketing rules, the conciliator must attempt to obtain agreement thereon.

3.7 If the dispute is not settled, the parties to the dispute may exercise their rights in terms of the Act.

3.8 Any employee party who refers a dispute to the Council that concerns a unilateral change to terms and conditions of employment may, in the referral, and for the period referred to in paragraph 3.5—
(a) require the employer not to implement unilaterally the change to terms and conditions of employment;
(b) if the employer has already implemented the change unilaterally, require the employer to restore the terms and conditions of employment that applied before the change.

3.9 The employer must comply with a requirement referred to in paragraph 3.8.

Disputes of right
4.1 In paragraphs 4.2 to 4.4 a "dispute" means any dispute, other than a mutual interest dispute contemplated in paragraphs 2 and 3, that must be referred to the Council for—
   (a) conciliation;
   (b) arbitration;\(^5\) or
   (c) conciliation and arbitration.\(^6\)

4.2 If the dispute is one that is contemplated in terms of paragraph 4(1)(a), the conciliation procedure contained in paragraph 5 applies.

4.3 If the dispute is one that is contemplated in terms of paragraph 4(1)(b), the arbitration procedure contained in paragraph 6 applies.

4.4 If the dispute is one that is contemplated in terms of paragraph 4(1)(c), the procedures contained in paragraphs 5 and 6 apply.

**Conciliation by Council**

5.1 A party to a dispute may refer a dispute in writing to the Secretary within the period stipulated in the Act (if any).

5.2 The party who refers a dispute to the Council must satisfy the Secretary that a copy of the referral has been served on all the other parties to the dispute.

5.3 If the Secretary is satisfied that the referral has been properly served, the Secretary must—
   (a) appoint a conciliator to attempt to resolve the dispute through conciliation within 30 days of the date of the referral;
   (b) decide the date, time and venue of the conciliation meeting; and
   (c) notify the parties to the dispute of such details.

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\(^5\) For example a dispute about the interpretation and application of the constitution (section 30(1)(h) of the Act).
5.4 If the parties to a dispute have agreed on a particular conciliator, the Secretary must appoint the person agreed upon if that person is available to conciliate the dispute within the 30 day period or any agreed period. If the parties do not agree upon a conciliator, the Secretary must appoint the conciliator.

5.5 The conciliator appointed to conciliate the dispute must determine the process to attempt to resolve the dispute which may include—

(a) mediating the dispute;
(b) conducting a fact-finding exercise;
(c) making a recommendation to the parties, which may be in the form of an advisory award; and
(d) arbitrating the dispute immediately if all the parties to the dispute request the conciliator to do so.

5.6 In the conciliation proceedings a party to the dispute may appear in person or be represented only by a member, an office bearer or official of that party’s trade union or by an employee of any national department or provincial administration.

5.7 If a party to the dispute fails to appear in person or to be represented at the conciliation, the conciliator may—

(a) dismiss the matter; or
(b) continue with the conciliation in the absence of the party; or
(c) adjourn the conciliation to a later date.

5.8 Any party to the dispute may, at least 5 working days before the date of the conciliation, inform the Secretary and any other party to the dispute in writing that it is not in position to settle the matter in conciliation. If so informed, the Secretary must request a conciliator to issue an outcome certificate indicating that the matter remains unresolved.

Arbitration by Council

6 For example a dispute about the interpretation or application of a collective agreement (section 24 of the Act); a dispute in an essential service (section 74); a dispute about an unfair dismissal (section 191); a dispute about an unfair labour practice (item 2 of Schedule 7).
6.1 A party to a dispute may refer the dispute in writing to the Secretary within the period stipulated in the Act (if any), if—

(a) the matter is a matter referred to in paragraph 4.1(b); or
(b) the conciliator in terms of paragraph 5 issued an outcome certificate indicating that the matter remains unresolved.

6.2 The party who refers a dispute to the Council must satisfy the Secretary that a copy of the referral has been served on all the other parties to the dispute.

6.3 If the Secretary is satisfied that the referral has been properly served and—

(a) the parties to a dispute have agreed on an arbitrator, the Secretary must appoint the person agreed upon; or
(b) the parties do not agree upon an arbitrator, the Secretary must appoint an arbitrator.

6.4 If all the parties to the dispute agree thereto, the arbitrator must attempt to resolve the dispute through conciliation.

6.5 The Secretary must decide the date, time and venue of the arbitration hearing meeting and must notify the parties to the dispute of these details.

6.6 The arbitrator appointed to arbitrate in the dispute must determine the procedure to be followed in the arbitration in order to resolve the dispute as fairly and quickly as possible, but must deal with the merits of the dispute with a minimum of legal formalities. The procedure must be in accordance with the rules of natural justice.

6.7 In any arbitration proceedings, a party to the dispute may appear in person or be represented only by a legal practitioner, a member, office bearer or official of that party’s trade union or an employee of a national department or a provincial administration.
6.8 If the party to the *dispute* fails to appear in person or to be represented at the arbitration proceedings, the *arbitrator* may—

(a) dismiss the matter;
(b) continue with the arbitration proceedings in the absence of the party; or
(c) adjourn the arbitration proceedings to a later date.

6.9 Within 14 days of the conclusion of the arbitration proceedings—

(a) the *arbitrator* must issue an arbitration award with reasons signed by him/her; and
(b) the *Secretary* must *serve* a copy of the award on each party to the *dispute* or to the person who represented a party in the arbitration proceedings.

6.10 On good cause shown, the *Secretary* may extend the period within which the arbitration award and the reasons are to be filed.

**Costs**

7.1 The *Council* must, subject to paragraphs 7.4, 7.5 and 10.7, pay the costs of the *arbitrators* and *conciliators* in the proceedings. Each party to the *dispute* must pay its own costs with regard to travelling, meals, legal representation (if applicable) and other related expenses.

7.2 If at the conclusion of an arbitration, the *arbitrator* is satisfied that the referral to arbitration was made in a vexatious manner or without reasonable cause, the *arbitrator* may, on application by the respondent party, make an appropriate order for costs against the referring party including the costs of the arbitration.

7.3 Costs awarded by the *arbitrator* may include—

(a) the costs of the arbitration;
(b) legal and professional costs and disbursements;
(c) other expenses which a party has incurred in the conduct of the
dispute; and
(d) expenses of witnesses.

7.4 If a party to a dispute withdraws a referral less than 5 workings days
before the scheduled date of the conciliation or arbitration, that party
must bear the cost of the conciliator or arbitrator, unless the withdrawal
is the result of a settlement agreement.

Panels of conciliators and arbitrators

8.1 The Council must, in terms of clause 15.9(c) of the constitution, at its
Annual General Meeting appoint from the nominations received from
the parties for a period of one year—
(a) a panel of conciliators to conciliate disputes; and
(b) a panel of arbitrators to arbitrate disputes.

8.2 In making such appointment the Council must ensure that the panels—
(a) are drawn from each of the 9 provinces having regard to the
anticipated number of disputes that are likely to arise in each
province and the number of employees employed in national and
provincial departments in the various provinces;
(b) have skill and experience in labour relations, knowledge about
the public service and knowledge or experience in conciliation
and/or arbitration; and
(c) are broadly representative of South African society.

8.3 All conciliators and arbitrators will conduct themselves in accordance
with the Code of Conduct in Addendum A.

8.4 The Council may remove a member of the panels from office—
(a) because of serious misconduct;
(b) because of incapacity;
(c) by a decision of the Council.

8.5 If for any reason there is a vacancy in a panel, the Council may appoint a new member to the relevant panel for the unexpired term of office.

8.6 A member of the panel, whose term of office expires, will be eligible for re-appointment.

8.7 If the parties are unable to agree on an appointment to a vacancy, the matter must be referred to the Director of the CCMA, who in consultation with the Minister for the Public Service and Administration must appoint a suitably qualified person to fill the vacancy.

Time periods and condonation

9.1 Late applications can be condoned on good cause shown.

9.2 Despite the time periods stipulated in this agreement, the parties may agree to longer time periods for the resolution of any dispute.

Postponements

10.1 If all the parties to the dispute agree in writing to a postponement and the request for the postponement is received by the Secretary at least 5 working days before the scheduled date of the conciliation or arbitration, the Secretary must grant the postponement without the parties having to appear before the conciliator or arbitrator.

10.2 The Secretary must inform in writing the conciliator or arbitrator and all parties to the dispute of the postponement.

10.3 If the parties cannot agree to postpone a conciliation or arbitration, any party to the dispute may request a postponement provided that it is received by the Secretary and the other parties to the dispute at least 7 working days before the scheduled date of the conciliation or arbitration.

10.4 A party that does not agree to a postponement as contemplated in paragraph 10.3, may make written representations to the Secretary at least 5 workings days before the scheduled date of the conciliation or arbitration.
10.5 After due consideration of any written representations received in terms of paragraph 10.4, the Secretary must decide whether or not to grant a request for postponement in terms of paragraph 10.3 and convey his/her decision in writing to the conciliator or arbitrator and all parties to the dispute.

10.6 If a party to a dispute fails to comply with the time periods referred to in paragraph 10.1 or 10.3, the conciliation or arbitration must take place on the scheduled date, unless the Secretary on good cause shown grants a postponement and conveys his/her decision in writing to the conciliator or arbitrator and all parties to the dispute.

10.7 If a conciliator or arbitrator adjourns conciliation or arbitration proceedings in terms of paragraph 5.7(c) or 6.8(c), the party or parties responsible for the adjournment must bear the cost of adjournment.

**Joinder of dispute**

11. The Secretary may, of his/her own accord or on application, combine cases or join parties in conciliation or arbitration proceedings, if the disputes deal with substantially the same question of law or fact.

**Definitions**

12.1 In this Annexure and the Appendix 1 hereto, unless the context otherwise indicates—

“conciliator” means a conciliator appointed by the Council in terms of paragraph 6;

“arbitrator” means an arbitrator appointed by the Council in terms of paragraph 7;

“dispute” means—

(a) a dispute that exists in respect of matters that—

   (i) are regulated by uniform rules, norms and standards that apply across the public service;
(ii) apply to terms and conditions of service that apply to two or more sectors; or

(iii) are assigned to the State as employer in respect of the public service that are not assigned to the State as employer in any sector; or

(b) a dispute of right that must be referred to the Council for conciliation or arbitration or both,

12.2 Any other expression used in this Annexure not defined in paragraph 12.1 which is defined in the Labour Relations Act 66 of 1995 or the constitution of the Council has the same meaning as in the Act and the constitution.
ADDENDUM 1

CODE OF CONDUCT FOR CONCILIATORS AND ARBITRATORS

Purpose

1. The purpose of this code is to—
   (a) assist in maintaining the good repute of the conciliation, mediation and arbitration processes; and
   (b) provide guidance to all conciliators and arbitrators on matters of professional conduct and practice generally.

General attributes of conciliators and arbitrators

2. In order for conciliation, mediation and arbitration processes to be seen to be fair and just, conciliators and arbitrators shall—
   (a) act with honesty, impartiality, due diligence and independent of any outside pressure in the discharge of their functions;
   (b) conduct themselves in a manner that is fair to all parties and shall not be swayed by fear of criticism or by self-interest;
   (c) not solicit appointment for themselves. This shall not however preclude conciliators and arbitrators from indicating a willingness to serve in any capacity;
   (d) accept appointments only if they believe that they are available to conduct the process promptly and are competent to undertake the assignment;
   (e) avoid entering into any financial, business or social relationship which is likely to affect their impartiality or which might reasonably create a perception of partiality or bias;
   (f) not influence any of the parties in disputes by improper means, including gifts or other inducements; and
   (g) support sound labour relations in the public service.
Conflict of interest and disclosure

3.1 Conciliators and arbitrators should disclose any interest or relationship that is likely to affect their impartiality or which might create a perception of partiality. The duty to disclose rests on the conciliators and arbitrators.

3.2 Conciliators and arbitrators appointed to intervene in any matter should, before accepting, disclose this to the Secretary:

(a) any direct or indirect financial or personal interest in the matter;
(b) any existing or past financial, business, professional, family or social relationship which is likely to affect impartiality or may lead to a reasonable perception of partiality or bias;
(c) if the circumstances requiring disclosure are unknown to conciliators and arbitrators prior to accepting appointments, disclosure must be made when such circumstances become known to the conciliators and arbitrators. The disclosure in this regard could in arbitration proceedings, include witnesses who may have a relationship with the conciliators and arbitrators;
(d) after appropriate disclosure conciliators and arbitrators may serve if both parties so desire but should withdraw if they believe that a conflict of interest exists irrespective of the view expressed by the parties;
(e) in the event where there is no consensus on whether conciliators and arbitrators should withdraw or not, conciliators and arbitrators should not withdraw if the following circumstances exist:
   (i) if the terms of reference provide for a procedure to be followed for determining challenges to the conciliators and arbitrators then those procedures should be followed;
(ii) if conciliators and arbitrators, after carefully considering the matter, determine that the reason for the challenge is not substantial and that they can nevertheless act impartially and fairly, and that the withdrawal would cause unfair delay or would be contrary to the ends of justice.

Hearing conduct

4.1 Conciliators and arbitrators should conduct proceedings fairly, diligently and in an even-handed manner.

4.2 Conciliators and arbitrators should have no casual contact with any of the parties or their representatives while handling a matter without the presence or consent of the other.

4.3 Conciliators and arbitrators should be patient and courteous to the parties and their representatives or witnesses and should encourage similar behaviour by all participants in the proceedings.

4.4 Agreements by the parties for the use of mechanical recording should be respected by arbitrators.

4.5 In determining whether to conduct an ex parte hearing, an arbitrator must consider the relevant legal, contractual and other pertinent circumstances.

4.6 A conciliator or arbitrator must be satisfied before proceeding ex parte that a party refusing or failing to attend the hearing has been given adequate notice of the time, place and purpose of the hearing.

4.7 In an event of more than one conciliator or arbitrator acting as either a conciliator, mediator or arbitrator, the conciliator or arbitrator should afford each other a full opportunity to participate in the proceedings.
4.8 Conciliators and arbitrators should not delegate their duty to intervene in any matter to any other person without prior notice to and the consent of the Secretary.

Post-hearing

5.1 Arbitrators should not disclose a prospective award to either party prior to its simultaneous issuance to both parties.

5.2 Arbitrators' awards should be definite, certain and as concise as possible.

5.3 No clarification or interpretation of an award is permissible without the consent of both parties.

5.4 Under agreements which permit or require clarification or interpretation of an award, arbitrators shall afford each party an opportunity to be heard.

Confidentiality

6. Information disclosed to conciliators in confidence by a party during the course of conciliation, should be kept by conciliators in the strictest confidence and should not be disclosed to the other party or to third parties unless authority is obtained for such disclosure.

Jurisdiction

7.1 Conciliators and arbitrators must observe faithfully both the limitation and inclusions of the jurisdiction conferred by an agreement or by statute under which they serve.

7.2 A direct settlement by the parties of some or all issues in a case, at any stage of the proceedings, must be accepted by conciliators and
arbitrators as relieving him or her of further jurisdiction in respect of such issues.

Reliance on other arbitrators’ awards and independent research

8. Conciliators and arbitrators issuing advisory or binding awards may have regard to other arbitrators’ awards, decided cases or independent research but must assume full and unimpaired responsibility in each matter for the decision reached.

Avoidance of delays

9.1 Conciliators and arbitrators have the duty to plan their work schedules in a manner that ensures that commitments to the Council are fulfilled timeously.

9.2 Conciliators and arbitrators should co-operate with the parties and the Council to avoid delays.

9.3 On completion of a hearing, arbitrators must adhere to the time limits for issuing an award.

Fees and expenses

10.1 Conciliators and arbitrators should be governed by the fee structure of the Council and should not enter into any arrangement with the parties regarding fees.

10.2 Conciliators and arbitrators must maintain adequate records to support charges for services and expenses and must account timeously to the Council.

Competency
11. *Conciliators and arbitrators* should decline appointment, withdraw or request technical assistance when they decide that a matter is beyond their competence.