



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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File : 21/1/R

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR ON LABOUR RELATION REPORTING TEMPLATES

1. As part of implementing Outcome 12, one of the key activities is to ensure compliance with timeframes regarding disciplinary processes.
2. Accordingly on 20 September 2011 the National Labour Relations (NLR) Forum adopted the reporting templates which will henceforth be utilized as the supplementary reporting tool on labour relations matters. The required data should also be captured in the different reporting systems (PERSAL and IFMS where applicable). Attached for your attention are the labour relations reporting templates.
3. Monitoring the operational implementation of reporting on the templates will be done through quarterly reports which must be forwarded to DPSA by all departments at the end of each quarter. There is a need for consist reporting and departments are therefore required to provide information on the following areas as contained in the relevant templates:

3.1 Labour Relations/ IR

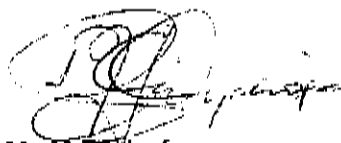
- Financial Misconduct Register
- Grievances Register
- Misconduct Register
- Dispute Register

- Dispute Register
- Strike Register

3.2 Statistics Register Report

- Summary of Grievances Cases
- Summary of Misconduct Cases
- Summary of Dispute Resolution
- Summary of Strike information

4. Kindly be reminded that the reporting mechanism is integral to the monitoring and evaluation process. The primary purpose for reporting is to evaluate the effectiveness and efficiencies of the employment relations strategies employed by the public service. DPISA will consolidate and analyze the information to, among others, periodically report to FOSAD.
5. Your attention is therefore drawn to the provisions of section 16A of the Act, in terms of which an Executive Authority shall immediately take appropriate disciplinary steps against a head of department who does not comply with a provision of the Act or a regulation, determination or directive made thereunder.
6. You are further hereby kindly reminded to effectively utilize the reporting mechanism at your disposal on areas of labour relations, and your office may direct enquiries for assistance to DPISA (for attention Mr Koos Shabangu at 012-336 1274 e-mail koos@dpsa.gov.za or Ms Dorothy Ngqolombe at 012-336 1049 e-mail dorothy@dpsa.gov.za).



Mr M Diphofa
Director General

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