



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID AFRIKA

*Regulation Gazette*

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# Closing times for **ORDINARY WEEKLY** **REGULATION GAZETTE** **2017**

*The closing time is **15:00** sharp on the following days:*

- **29 December**, Thursday, for the issue of Friday **06 January 2017**
- **06 January**, Friday, for the issue of Friday **13 January 2017**
- **13 January**, Friday, for the issue of Friday **20 January 2017**
- **20 January**, Friday, for the issue of Friday **27 January 2017**
- **27 January**, Friday, for the issue of Friday **03 February 2017**
- **03 February**, Friday, for the issue of Friday **10 February 2017**
- **10 February**, Friday, for the issue of Friday **17 February 2017**
- **17 February**, Friday, for the issue of Friday **24 February 2017**
- **24 February**, Friday, for the issue of Friday **03 March 2017**
- **03 March**, Friday, for the issue of Friday **10 March 2017**
- **10 March**, Friday, for the issue of Friday **17 March 2017**
- **16 March**, Thursday, for the issue of Friday **24 March 2017**
- **24 March**, Friday, for the issue of Friday **31 March 2017**
- **31 March**, Friday, for the issue of Friday **07 April 2017**
- **06 April**, Thursday, for the issue of Thursday **13 April 2017**
- **12 April**, Wednesday, for the issue of Friday **21 April 2017**
- **20 April**, Thursday, for the issue of Friday **28 April 2017**
- **26 April**, Wednesday, for the issue of Friday **05 May 2017**
- **05 May**, Friday, for the issue of Friday **12 May 2017**
- **12 May**, Friday, for the issue of Friday **19 May 2017**
- **19 May**, Friday, for the issue of Friday **26 May 2017**
- **26 May**, Friday, for the issue of Friday **02 June 2017**
- **02 June**, Friday, for the issue of Friday **09 June 2017**
- **08 June**, Thursday, for the issue of Thursday **15 June 2017**
- **15 June**, Thursday, for the issue of Friday **23 June 2017**
- **23 June**, Friday, for the issue of Friday **30 June 2017**
- **30 June**, Friday, for the issue of Friday **07 July 2017**
- **07 July**, Friday, for the issue of Friday **14 July 2017**
- **14 July**, Friday, for the issue of Friday **21 July 2017**
- **21 July**, Friday, for the issue of Friday **28 July 2017**
- **28 July**, Friday, for the issue of Friday **04 August 2017**
- **03 August**, Thursday, for the issue of Friday **11 August 2017**
- **11 August**, Friday, for the issue of Friday **18 August 2017**
- **18 August**, Friday, for the issue of Friday **25 August 2017**
- **25 August**, Friday, for the issue of Friday **01 September 2017**
- **01 September**, Friday, for the issue of Friday **08 September 2017**
- **08 September**, Friday, for the issue of Friday **15 September 2017**
- **15 September**, Friday, for the issue of Friday **22 September 2017**
- **21 September**, Thursday, for the issue of Friday **29 September 2017**
- **29 September**, Friday, for the issue of Friday **06 October 2017**
- **06 October**, Friday, for the issue of Friday **13 October 2017**
- **13 October**, Friday, for the issue of Friday **20 October 2017**
- **20 October**, Friday, for the issue of Friday **27 October 2017**
- **27 October**, Friday, for the issue of Friday **03 November 2017**
- **03 November**, Friday, for the issue of Friday **10 November 2017**
- **10 November**, Friday, for the issue of Friday **17 November 2017**
- **17 November**, Friday, for the issue of Friday **24 November 2017**
- **24 November**, Friday, for the issue of Friday **01 December 2017**
- **01 December**, Friday, for the issue of Friday **08 December 2017**
- **08 December**, Friday, for the issue of Friday **15 December 2017**
- **15 December**, Friday, for the issue of Friday **22 December 2017**
- **20 December**, Wednesday, for the issue of Friday **29 December 2017**

## LIST OF TARIFF RATES FOR PUBLICATION OF NOTICES

**COMMENCEMENT: 1 APRIL 2016**

### NATIONAL AND PROVINCIAL

Notice sizes for National, Provincial & Tender gazettes 1/4, 2/4, 3/4, 4/4 per page. Notices submitted will be charged at R1000 per full page, pro-rated based on the above categories.

| Pricing for National, Provincial - Variable Priced Notices |                          |               |
|--|--------------------------|---------------|
| Notice Type  | Page Space               | New Price (R) |
| Ordinary National, Provincial                              | 1/4 - Quarter Page       | 250.00        |
| Ordinary National, Provincial                              | 2/4 - Half Page          | 500.00        |
| Ordinary National, Provincial                              | 3/4 - Three Quarter Page | 750.00        |
| Ordinary National, Provincial                              | 4/4 - Full Page          | 1000.00       |

### EXTRA-ORDINARY

All Extra-ordinary National and Provincial gazette notices are non-standard notices and attract a variable price based on the number of pages submitted.

The pricing structure for National and Provincial notices which are submitted as **Extra ordinary submissions** will be charged at **R3000** per page.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

The **Government Printing Works (GPW)** has established rules for submitting notices in line with its electronic notice processing system, which requires the use of electronic *Adobe Forms*. Please ensure that you adhere to these guidelines when completing and submitting your notice submission.

### CLOSING TIMES FOR ACCEPTANCE OF NOTICES

1. The *Government Gazette* and *Government Tender Bulletin* are weekly publications that are published on Fridays and the closing time for the acceptance of notices is strictly applied according to the scheduled time for each gazette.
2. Please refer to the Submission Notice Deadline schedule in the table below. This schedule is also published online on the Government Printing works website [www.gpwonline.co.za](http://www.gpwonline.co.za)

All re-submissions will be subject to the standard cut-off times.

**All notices received after the closing time will be rejected.**

| Government Gazette Type                       | Publication Frequency               | Publication Date                               | Submission Deadline                                  | Cancellations Deadline                       |
|---|-------------------------------------|--|--|--|
| National Gazette                              | Weekly                              | Friday   | Friday 15h00 for next Friday                         | Tuesday, 12h00 - 3 days prior to publication |
| Regulation Gazette                            | Weekly                              | Friday   | Friday 15h00, to be published the following Friday   | Tuesday, 12h00 - 3 days prior to publication |
| Petrol Price Gazette                          | As required                         | First Wednesday of the month                   | One week before publication                          | 3 days prior to publication                  |
| Road Carrier Permits                          | Weekly                              | Friday   | Thursday 15h00, to be published the following Friday | 3 days prior to publication                  |
| Unclaimed Monies (justice, labour or lawyers) | January / As required<br>2 per year | Any  | 15 January / As required                             | 3 days prior to publication                  |
| Parliament (acts, white paper, green paper)   | As required                         | Any  |  | 3 days prior to publication                  |
| Manuals                                       | As required                         | Any  | None   | None   |
| State of Budget (National Treasury)           | Monthly                             | Any  | 7 days prior to publication                          | 3 days prior to publication                  |
| Legal Gazettes A, B and C                     | Weekly                              | Friday   | One week before publication                          | Tuesday, 12h00 - 3 days prior to publication |
| Tender Bulletin                               | Weekly                              | Friday   | Friday 15h00 for next Friday                         | Tuesday, 12h00 - 3 days prior to publication |
| Gauteng                                       | Weekly                              | Wednesday                                      | Two weeks before publication                         | 3 days after submission deadline             |
| Eastern Cape                                  | Weekly                              | Monday   | One week before publication                          | 3 days prior to publication                  |
| Northern Cape                                 | Weekly                              | Monday   | One week before publication                          | 3 days prior to publication                  |
| North West                                    | Weekly                              | Tuesday  | One week before publication                          | 3 days prior to publication                  |
| KwaZulu-Natal                                 | Weekly                              | Thursday                                       | One week before publication                          | 3 days prior to publication                  |
| Limpopo                                       | Weekly                              | Friday   | One week before publication                          | 3 days prior to publication                  |
| Mpumalanga                                    | Weekly                              | Friday   | One week before publication                          | 3 days prior to publication                  |
| Gauteng Liquor License Gazette                | Monthly                             | Wednesday before the First Friday of the month | Two weeks before publication                         | 3 days after submission deadline             |
| Northern Cape Liquor License Gazette          | Monthly                             | First Friday of the month                      | Two weeks before publication                         | 3 days after submission deadline             |
| National Liquor License Gazette               | Monthly                             | First Friday of the month                      | Two weeks before publication                         | 3 days after submission deadline             |
| Mpumalanga Liquor License Gazette             | 2 per month                         | Second & Fourth Friday                         | One week before                                      | 3 days prior to publication                  |

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****EXTRAORDINARY GAZETTES**

3. *Extraordinary Gazettes* can have only one publication date. If multiple publications of an *Extraordinary Gazette* are required, a separate Z95/Z95Prov *Adobe* Forms for each publication date must be submitted.

**NOTICE SUBMISSION PROCESS**

4. Download the latest *Adobe* form, for the relevant notice to be placed, from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za).
5. The *Adobe* form needs to be completed electronically using *Adobe Acrobat / Acrobat Reader*. Only electronically completed *Adobe* forms will be accepted. No printed, handwritten and/or scanned *Adobe* forms will be accepted.
6. The completed electronic *Adobe* form has to be submitted via email to [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za). The form needs to be submitted in its original electronic *Adobe* format to enable the system to extract the completed information from the form for placement in the publication.
7. Every notice submitted **must** be accompanied by an official **GPW** quotation. This must be obtained from the *eGazette* Contact Centre.
8. Each notice submission should be sent as a single email. The email **must** contain **all documentation relating to a particular notice submission**.
  - 8.1. Each of the following documents must be attached to the email as a separate attachment:
    - 8.1.1. An electronically completed *Adobe* form, specific to the type of notice that is to be placed.
      - 8.1.1.1. For *National Government Gazette* or *Provincial Gazette* notices, the notices must be accompanied by an electronic Z95 or Z95Prov *Adobe* form
      - 8.1.1.2. The notice content (body copy) **MUST** be a separate attachment.
    - 8.1.2. A copy of the official **Government Printing Works** quotation you received for your notice .  
(Please see *Quotation* section below for further details)
    - 8.1.3. A valid and legible Proof of Payment / Purchase Order: **Government Printing Works** account customer must include a copy of their Purchase Order. **Non-Government Printing Works** account customer needs to submit the proof of payment for the notice
    - 8.1.4. Where separate notice content is applicable (Z95, Z95 Prov and TForm 3, it should **also** be attached as a separate attachment. (Please see the *Copy Section* below, for the specifications).
    - 8.1.5. Any additional notice information if applicable.
9. The electronic *Adobe* form will be taken as the primary source for the notice information to be published. Instructions that are on the email body or covering letter that contradicts the notice form content will not be considered. The information submitted on the electronic *Adobe* form will be published as-is.
10. To avoid duplicated publication of the same notice and double billing, Please submit your notice **ONLY ONCE**.
11. Notices brought to **GPW** by "walk-in" customers on electronic media can only be submitted in *Adobe* electronic form format. All "walk-in" customers with notices that are not on electronic *Adobe* forms will be routed to the Contact Centre where they will be assisted to complete the forms in the required format.
12. Should a customer submit a bulk submission of hard copy notices delivered by a messenger on behalf of any organisation e.g. newspaper publisher, the messenger will be referred back to the sender as the submission does not adhere to the submission rules.

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****QUOTATIONS**

13. Quotations are valid until the next tariff change.
  - 13.1. **Take note:** GPW's annual tariff increase takes place on **1 April** therefore any quotations issued, accepted and submitted for publication up to **31 March** will keep the old tariff. For notices to be published from 1 April, a quotation must be obtained from **GPW** with the new tariffs. Where a tariff increase is implemented during the year, **GPW** endeavours to provide customers with 30 days' notice of such changes.
14. Each quotation has a unique number.
15. Form Content notices must be emailed to the eGazette Contact Centre for a quotation.
  - 15.1. The *Adobe* form supplied is uploaded by the Contact Centre Agent and the system automatically calculates the cost of your notice based on the layout/format of the content supplied.
  - 15.2. It is critical that these *Adobe* Forms are completed correctly and adhere to the guidelines as stipulated by **GPW**.
16. **APPLICABLE ONLY TO GPW ACCOUNT HOLDERS:**
  - 16.1. **GPW** Account Customers must provide a valid **GPW** account number to obtain a quotation.
  - 16.2. Accounts for **GPW** account customers **must** be active with sufficient credit to transact with **GPW** to submit notices.
    - 16.2.1. If you are unsure about or need to resolve the status of your account, please contact the **GPW** Finance Department prior to submitting your notices. (If the account status is not resolved prior to submission of your notice, the notice will be failed during the process).
17. **APPLICABLE ONLY TO CASH CUSTOMERS:**
  - 17.1. Cash customers doing **bulk payments** must use a **single email address** in order to use the **same proof of payment** for submitting multiple notices.
18. The responsibility lies with you, the customer, to ensure that the payment made for your notice(s) to be published is sufficient to cover the cost of the notice(s).
19. Each quotation will be associated with one proof of payment / purchase order / cash receipt.
  - 19.1. This means that **the quotation number can only be used once to make a payment.**

**GOVERNMENT PRINTING WORKS - BUSINESS RULES****COPY (SEPARATE NOTICE CONTENT DOCUMENT)**

20. Where the copy is part of a separate attachment document for Z95, Z95Prov and TForm03

20.1. Copy of notices must be supplied in a separate document and may not constitute part of any covering letter, purchase order, proof of payment or other attached documents.

The content document should contain only one notice. (You may include the different translations of the same notice in the same document).

- 20.2. The notice should be set on an A4 page, with margins and fonts set as follows:

Page size = A4 Portrait with page margins: Top = 40mm, LH/RH = 16mm, Bottom = 40mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

Page size = A4 Landscape with page margins: Top = 16mm, LH/RH = 40mm, Bottom = 16mm;  
Use font size: Arial or Helvetica 10pt with 11pt line spacing;

**CANCELLATIONS**

21. Cancellation of notice submissions are accepted by **GPW** according to the deadlines stated in the table above in point 2. Non-compliance to these deadlines will result in your request being failed. Please pay special attention to the different deadlines for each gazette. Please note that any notices cancelled after the cancellation deadline will be published and charged at full cost.
22. Requests for cancellation must be sent by the original sender of the notice and must be accompanied by the relevant notice reference number (N-) in the email body.

**AMENDMENTS TO NOTICES**

23. With effect from 01 October 2015, **GPW** will not longer accept amendments to notices. The cancellation process will need to be followed according to the deadline and a new notice submitted thereafter for the next available publication date.

**REJECTIONS**

24. All notices not meeting the submission rules will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)). Reasons for rejections include the following:
- 24.1. Incorrectly completed forms and notices submitted in the wrong format, will be rejected.
- 24.2. Any notice submissions not on the correct *Adobe* electronic form, will be rejected.
- 24.3. Any notice submissions not accompanied by the proof of payment / purchase order will be rejected and the notice will not be processed.
- 24.4. Any submissions or re-submissions that miss the submission cut-off times will be rejected to the customer. The Notice needs to be re-submitted with a new publication date.



**GOVERNMENT PRINTING WORKS - BUSINESS RULES****APPROVAL OF NOTICES**

25. Any notices other than legal notices are subject to the approval of the Government Printer, who may refuse acceptance or further publication of any notice.
26. No amendments will be accepted in respect to separate notice content that was sent with a Z95 or Z95Prov notice submissions. The copy of notice in layout format (previously known as proof-out) is only provided where requested, for Advertiser to see the notice in final Gazette layout. Should they find that the information submitted was incorrect, they should request for a notice cancellation and resubmit the corrected notice, subject to standard submission deadlines. The cancellation is also subject to the stages in the publishing process, i.e. If cancellation is received when production (printing process) has commenced, then the notice cannot be cancelled.

**GOVERNMENT PRINTER INDEMNIFIED AGAINST LIABILITY**

27. The Government Printer will assume no liability in respect of—
  - 27.1. any delay in the publication of a notice or publication of such notice on any date other than that stipulated by the advertiser;
  - 27.2. erroneous classification of a notice, or the placement of such notice in any section or under any heading other than the section or heading stipulated by the advertiser;
  - 27.3. any editing, revision, omission, typographical errors or errors resulting from faint or indistinct copy.

**LIABILITY OF ADVERTISER**

28. Advertisers will be held liable for any compensation and costs arising from any action which may be instituted against the Government Printer in consequence of the publication of any notice.

**CUSTOMER INQUIRIES**

Many of our customers request immediate feedback/confirmation of notice placement in the gazette from our Contact Centre once they have submitted their notice – While **GPW** deems it one of their highest priorities and responsibilities to provide customers with this requested feedback and the best service at all times, we are only able to do so once we have started processing your notice submission.

**GPW** has a 2-working day turnaround time for processing notices received according to the business rules and deadline submissions.

Please keep this in mind when making inquiries about your notice submission at the Contact Centre.

29. Requests for information, quotations and inquiries must be sent to the Contact Centre ONLY.
30. Requests for Quotations (RFQs) should be received by the Contact Centre at least **2 working days** before the submission deadline for that specific publication.

## GOVERNMENT PRINTING WORKS - BUSINESS RULES

### PAYMENT OF COST

31. The Request for Quotation for placement of the notice should be sent to the Gazette Contact Centre as indicated above, prior to submission of notice for advertising.
32. Payment should then be made, or Purchase Order prepared based on the received quotation, prior to the submission of the notice for advertising as these documents i.e. proof of payment or Purchase order will be required as part of the notice submission, as indicated earlier.
33. Every proof of payment must have a valid **GPW** quotation number as a reference on the proof of payment document.
34. Where there is any doubt about the cost of publication of a notice, and in the case of copy, an enquiry, accompanied by the relevant copy, should be addressed to the Gazette Contact Centre, **Government Printing Works**, Private Bag X85, Pretoria, 0001 email: [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za) before publication.
35. Overpayment resulting from miscalculation on the part of the advertiser of the cost of publication of a notice will not be refunded, unless the advertiser furnishes adequate reasons why such miscalculation occurred. In the event of underpayments, the difference will be recovered from the advertiser, and future notice(s) will not be published until such time as the full cost of such publication has been duly paid in cash or electronic funds transfer into the **Government Printing Works** banking account.
36. In the event of a notice being cancelled, a refund will be made only if no cost regarding the placing of the notice has been incurred by the **Government Printing Works**.
37. The **Government Printing Works** reserves the right to levy an additional charge in cases where notices, the cost of which has been calculated in accordance with the List of Fixed Tariff Rates, are subsequently found to be excessively lengthy or to contain overmuch or complicated tabulation.

### PROOF OF PUBLICATION

38. Copies of any of the *Government Gazette* or *Provincial Gazette* can be downloaded from the **Government Printing Works** website [www.gpwonline.co.za](http://www.gpwonline.co.za) free of charge, should a proof of publication be required.
39. Printed copies may be ordered from the Publications department at the ruling price. The **Government Printing Works** will assume no liability for any failure to post or for any delay in despatching of such *Government Gazette(s)*.

## GOVERNMENT PRINTING WORKS CONTACT INFORMATION

**Physical Address:**
**Government Printing Works**

149 Bosman Street

Pretoria

**Postal Address:**

Private Bag X85

Pretoria

0001

**GPW Banking Details:**
**Bank:** ABSA Bosman Street

**Account No.:** 405 7114 016

**Branch Code:** 632-005

**For Gazette and Notice submissions:** Gazette Submissions:

**For queries and quotations, contact:** Gazette Contact Centre:

**E-mail:** [submit.egazette@gpw.gov.za](mailto:submit.egazette@gpw.gov.za)
**E-mail:** [info.egazette@gpw.gov.za](mailto:info.egazette@gpw.gov.za)
**Tel:** 012-748 6200

**Contact person for subscribers:** Mrs M. Toka:

**E-mail:** [subscriptions@gpw.gov.za](mailto:subscriptions@gpw.gov.za)
**Tel:** 012-748-6066 / 6060 / 6058

**Fax:** 012-323-9574

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GOVERNMENT NOTICES • GOEWERMENTSKENNISGEWINGS

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## DEPARTMENT OF LABOUR

NO. R. 425

12 MAY 2017

## LABOUR RELATIONS ACT, 1995

**BUILDING INDUSTRY BARGAINING COUNCIL (CAPE OF GOOD HOPE):  
EXTENSION OF CONSOLIDATED COLLECTIVE AGREEMENT TO NON-  
PARTIES**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby in terms of section 32(2) read with section 32(8) of the Labour Relations Act, 1995, declare that the provisions of the collective agreement which appears in the Schedule hereto, with the exclusion of clauses 1(1)(a), 2, 50 and 51 thereof, which was concluded in the **Building Industry Bargaining Council (Cape of Good Hope)** and is binding in terms of section 31 of the Labour Relations Act, 1995, on the parties which concluded the agreement, shall be binding on the other employers and employees in that Industry, with effect from the date of publication of this agreement and for the period ending 31 October 2019.

  
**M N OLIPHANT****MINISTER OF LABOUR**

25/04/2017

**UMNYANGO WEZABASEBENZI**

R. ....

USUKU: .....

**UMTHETHO WOBUDLELWENO KWEZABASEBENZI KA-1995****UMKHANDLU WOKUXOXISANA PHAKATHI KWABAQASHI  
NABASEBENZI EMBONINI YEZOKWAKHA (IKAPA ELIHLE  
LESITHEMBISO):****UKWELULELWA KWESIVUMELWANO ESAKHA KABUSHA SABAQASHI  
NABASENZI SELULELWA KULABO ABANGEYONA INGXENYE  
YESIVUMELWANO**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe WezabaSebenzi, ngokwesigaba 32(2) esifundwa nesigaba 32(8) soMthetho Wobudlelwano KwezabaSebenzi ka-1995, ngazisa ukuthi isiVumelwano sabaqashi nabasebenzi esitholakala kwiSheduli yesiNgisi exhunywe lapha, ngokushiya ngaphandle kohlamvu lwamazwi alandelayo ku 1(1)(a), 2, 50 kanye naku 51 esenziwa **uMkandlu Wokuxoxisana phakathi Kwabaqashi Nabasebenzi Embonini yezokwakha (ikapa elihle lesithembiso)**, futhi ngokwesigaba 31 soMthetho Wobudlelwano kwezabaSebenzi, ka 1995 esibopha labo abasenzayo, sizobopha bonke abanye abaqashi nabasebenzi kuleyomboni, siyokuqala ukusebenza ngosuku lokushicilelwa kwalesiVumelwano futhi kuze kube ngomhlaka 31 kuMfumfu 2019.

  
**M N OLIPHANT****UNGQONGQOSHE WEZABASEBENZI**

25/04/2017

**SCHEDULE****BUILDING INDUSTRY BARGAINING COUNCIL (CAPE OF GOOD HOPE)****COLLECTIVE AGREEMENT**

in accordance with the provisions of the Labour Relations Act, No. 66 of 1995, made and entered into by and between the

**Boland Meesterbouers en Verwante Bedrywe Vereniging**  
**Master Builders and Allied Trades' Association, Western Cape**

(hereinafter referred to as the "employers" or the "employers' organisations"), of the one part, and the

**Building, Construction and Allied Workers' Union**  
**Building, Wood and Allied Workers' Union of South Africa**  
**Building Workers' Union**  
**National Union of Mineworkers (NUM)**

(hereinafter referred to as employees or the "trade unions"), of the other part, being the parties to the Building Industry Bargaining Council (Cape of Good Hope).

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**CHAPTER ONE: SCOPE OF APPLICATION, PERIOD OF APPLICATION, INDUSTRIAL ACTION, LEVELS  
OF BARGAINING AND DEFINITIONS**

**1. SCOPE OF APPLICATION**

(1) The terms of this Agreement shall be observed in the Building and the Monumental Masonry Industries-

- (a) by all employers who are members of the employers' organisations and by all employees who are members of the trade unions;
- (b) by all employers who are not members of the employers' organisations and by all employees who are not members of the trade unions;
- (c) The Building Industry, as defined hereunder excluding all electrical activities undertaken in the Magisterial Districts of Bellville, Goodwood, Kuils River, Malmesbury, Mitchells Plain, Paarl, Simonstown, Somerset West, Stellenbosch, Strand, The Cape, Wellington, Wynberg and the Local Municipality of Overstrand.
- (d) The manufacture and erection of gravestones and cemetery memorials of all types in the Magisterial Districts of Bellville, Goodwood, Kuils River, Malmesbury, Mitchells Plain, Paarl, Simonstown, Somerset West, Stellenbosch, Strand, The Cape, Wellington, Wynberg and the Local Municipality of Overstrand.

(2) Notwithstanding the provisions of sub clause (1), the terms of this Agreement shall apply to-

- (a) employees in the Industry undergoing training consistent with the provisions of the Skills Development Act, 1998;
- (b) temporary employment services, labour-only contractors, working partners, working directors, principals, contractors and working members of close corporations who do work in the Building Industry.

(2) Notwithstanding the provisions of sub clause (1) (a), the terms of this Agreement shall not apply to-

- (a) clerical employees, supervisory staff and administrative staff, unless hourly paid
- (b) university students and graduates in Building Science, and to construction supervisors, construction surveyors and other persons doing practical work in completion of their academic training and non-parties in respect of clauses 47 and 48 of this Agreement.

## 2. PERIOD OF OPERATION OF AGREEMENT

This Agreement shall come into operation on the date fixed by the Minister of Labour to be the effective date from which the Agreement shall be extended to become binding on non-parties, or the date on which the Minister of Labour declines to extend the Agreement to non-parties, and the Agreement shall remain in force until 31 October 2019.

## 3. INDUSTRIAL ACTION

No person who is subject to the provisions of this Collective Agreement entered into by the parties shall engage or participate in a strike or lockout or any conduct in furtherance of a strike or lockout in respect of any matter regulated by this Agreement for its duration.

## 4. LEVELS OF BARGAINING

The Council shall be the sole forum for negotiating all matters pertaining to all Agreements entered into by the Council.

## 5. DEFINITIONS

- (1) Any expressions used in this Agreement which are defined in the Labour Relations Act, 1995, shall have the same meaning as in that Act, and any reference in this Agreement to an Act shall include any amendment to such Act; further, unless the context otherwise indicates-

**"Act"** means the Labour Relations Act, 1995;

**"Aluminium Installer/Fixer"** means an employee who exclusively works on a construction site as a non-designated Artisan in terms of clause 17 of this Agreement and is engaged in all of the following activities:

- (a) Using tools of the trade effectively;
- (b) Identifying and transferring datum and grid lines;
- (c) Setting out and marking out accurately;
- (d) Drilling holes at correct centres, plumb and square;
- (e) Using correct lengths of plugs and screws;
- (f) To accurately and effectively install windows, doors, shop fronts, curtain walls, glass assemblies, glass balustrades, roof tiles, attached correct ironmongery, apply silicone sealant accurately and neatly.

Such an employee shall be registered as an Artisan and shall be remunerated at an Artisan's rate and receive the benefits of an Artisan.

**"Aluminium Manufacturing Worker"** means an employee registered as a Tradesman Class 3 of this Agreement and is engaged in all of the following activities:

- (a) Interpreting the working drawing for a particular product including relevant details;
- (b) Doing all setting out activities and making up all materials for machining or further processing;
- (c) Processing material with on-programmable machine/tools;
- (d) Reporting technical complications and effectively performing his/her function within the production line as prescribed by such working drawing.

**"Area A"** means the Magisterial Districts of The Cape, Wynberg, Simonstown, Goodwood, Mitchells Plain, Bellville, Kuils River, Somerset West and Strand.

**"Area B"** means the Magisterial Districts of Paarl, Wellington, Stellenbosch.

**"Area C"** means the Magisterial District of Malmesbury.

**"Area D"** means the Municipal Area of Overstrand.

**"apprenticeship"** means a Learner/Apprentice registered with the Construction SETA as an apprentice.

**"Apprentice 3<sup>rd</sup> Year"** means an employee who has completed 75%-99% of credits applicable to his trade, but has not completed a trade test, but could be regarded as proficient in the relevant trade.

**"Apprentice 2<sup>nd</sup> Year"** means an employee who has completed 55%-74% of credits applicable to his trade, but has not completed a trade test, but could be regarded as proficient in the relevant trade.

**"Apprentice 1<sup>st</sup> year"** means an employee who has completed less than 55% of credits applicable to his trade, but has not completed a trade test, but could be regarded as proficient in the relevant trade.

**"Artisan"** means a person who is registered as such in terms of clause 17 of this Agreement

**"assistant floor layer"** means an employee who is registered as such with the Council and who works under the supervision of a floor layer.

**"block"** means a walling unit of which the face dimensions exceed either 300mm in length or 150mm in height.

**"blocklayer"** means any person who is registered as a Tradesman Class 2 with the Council and who is engaged in the laying of blocks as defined in this Agreement, on any type of construction, or the laying of paving slabs, precast concrete channels and kerbs.

**"Building Industry" or "Industry"** means, subject to the provisions of any demarcation determination made in terms of section 76 of the Labour Relations Act, 1956, and without in any way limiting the ordinary meaning of the expression, the industry in which employers and their employees are associated for the purpose of erecting, completing, renovating, repairing, maintaining or altering buildings or structures and/or making articles for use in the erection, completion or alteration of buildings or structures, whether the work is performed, the material is prepared or the necessary articles are made on the sites of the buildings or structures or elsewhere: Provided that such manufacturing activities shall be limited to the specific manufacturing activities that are mentioned in the following trades or subdivisions thereof, and shall further be limited to the carrying out of such activities by an employer who is associated with his employees for the purpose of erecting, completing, renovating, repairing, maintaining or altering buildings or structures for use by him in the conducting of building work, and includes all work executed or carried out by persons therein who are engaged in the following trades or subdivisions thereof, including excavations and the preparation of sites for buildings as well as the demolition of buildings, unless such demolitions were not carried out for the purpose of preparing the sites for building operations but does not include clerical employees and administrative staff, nor the wiring of or installation in buildings of lighting, heating or other permanent electrical fixtures, and the installation, maintenance or repair of lifts in the buildings:

*Alternative building systems* : including all alternative building systems utilized for the purpose of erecting, completing, renovating, repairing, maintaining or altering buildings or structures. These systems include, but are not limited to the following type of activities:

- Tilt-up construction techniques
- Use of Interlocking or self-locking blocks
- Hollowcore walling technique
- Metal containers to form a structure

*Asphalting*, which includes covering floors or flat and/or sloping roofs, waterproofing or damp-proofing basements or foundations, whether or not with prepared roll roofing or asphalt sheeting having glazed or unglazed surfaces, whether or not using tar, macadam, or any other type of solid or semi-solid asphalt, mastic or emulsified asphalt or bitumen's, applied either hot or cold to such roofs, floors, basements or foundations;

*bricklaying*, which includes concreting and fixing glass bricks, concrete blocks, slabs or plates, tiling walls and floors, jointing brickwork, pointing, paving, mosaic work, facing work in slate, in marble and in composition, drain laying, slating, roof tiling, cement-caulking earthenware pipes, bituminous work, asphalting and sheeting, and the erecting of prefabricated concrete structures or garden walls and/or boundary walls with posts or slabs;

*concrete work*, which includes the supervision of concrete being placed in situ and levelling the surfaces thereof;

*French polishing*, which includes polishing with a brush or pad, and spraying with any composition;

*"Floor laying and wall covering"* – Flooring which includes laying and fixing of floors of wood, mosaic, composition, rubber or any other material; sandpapering of same, and the fixing of all types of flooring or wall coverings in tile or sheets, including resilient flooring, linoleum, inlaid linoleum, althoid, asphalt tiles or asphalt based materials, cork, rubber, carpeting, vinyl and plastic compositions; supervision of artisan's assistants engaged on floor laying and floor and wall covering.

*glazing*, which includes the cutting and/or fixing of all kinds of glass or other like products into the rebates formed in wooden or metal doors, windows, frames or like fixtures, and all operations incidental thereto;

*joinery*, which includes the fixing of all wooden fittings and the manufacture of all articles of joinery incidental to such fittings, whether or not the fixing in the building or structure is done by the person making or preparing the article used, including cupboards, kitchen dressers or other kitchen fixtures which accrue to the building as a permanent part thereof;

*masonry*, which includes stone masonry, stone-cutting and building (also the cutting and building of ornamental and monumental stonework), concreting, and fixing or building pre-cast or artificial stone or marble, paving, mosaic work, pointing, wall and floor tiling, operating a portable spinner and flexible cutting, finishing and other stone working machine, stone-polishing machinery, and sharpening mason's tools and drawing, designing and setting out of letters and enrichments; cutting and carving of letters by hand and pneumatic hammer; final surfacing and finishing of the material whether or not the fixing in the building or structure is done by the person making or preparing the article used;

*Mass-manufacturing section*: means that section of the building industry in which activities are carried out in connection with the mass-manufacturing in off-site workshops, using repetitive processes of articles and/or component parts for articles and/or the assembly of articles which are manufactured for use in the erection, completion, renovation, repair, maintenance or alteration of building or structures and include all work executed or carried out by persons in such workshops, excluding clerical employees and administrative staff, who are engaged in the mass manufacture and/or assembly of roof trusses, laminated beams, mouldings, skirting boards, panelling, ceiling boards, hollowcore floor panels, cantilevers, lintels, precast staircases, floor blocks, building blocks including those manufactured from alternative materials, windows / doors / window frames and door frames made of wood, aluminium or other material, kitchen cupboards and other kitchen fittings, partitioning, shop, office and bank fittings and other fixtures which are built in and/or affixed to buildings and structures. . This section includes the manufacture of wooden components which includes but is not limited to the cutting and edging of chipboard, laminating chipboard with melamine, or any other type of laminate, the manufacture of post form tops which include, but is not limited to the cutting and edging thereof with melamine.

*metal work*, which includes aluminium and includes the fixing of steel ceilings, metal windows, metal doors, builder's smith work, metal frames and metal stairs and architectural metal work, together with the manufacture and/or fixing of drawn metal and sheet and extruded metal, whether or not the fixing in the building or structure is done by the person making or preparing the article used;

*painting*, which includes decoration, paperhanging, glazing, distempering, lime and colour washing, staining, varnishing, graining, marbling, spraying, wall decoration, applying primer and undercoat, enamelling, gilding, lining, stencilling, wax polishing, and woodwork preservation, using rope access to apply paint and which also includes paint removal, scraping, washing and cleaning painted or distempered walls and washing and cleaning woodwork when such removal, scraping, washing and cleaning are preparatory to any of the said processes;

*plastering*, which includes moulding, mould-making, facing casts to moulds, making and fixing plaster board ceilings and fibrous plaster or other compositions, granolithic, terrazzo and composition floor-laying, composition wall covering and polishing, operating a portable spinner and flexible cutting and finishing machine, pre-cast or artificial stone work, wall and floor tiling or cladding, paving and mosaic work, metal lathing, acoustic spraying and all processes incidental to the completion of ceilings and walls, whether or not the fixing in the building or structure is done by the person making or preparing the article used;

*plumbing*, which includes brazing and welding, lead burning, gas fitting, sanitary and domestic engineering, drain laying, caulking, ventilating, heating, hot and cold water fitting, fire prevention installation and the manufacture and fitting of all sheet metal work, whether or not the fixing in the building or structure is done by the person making or preparing the article used;

*shop, office and bank fitting*, which includes the manufacture and/or fixing of shop fronts, window enclosures, showcases, counters, screens and interior fittings and fixtures;

*steel reinforcing*, which includes the making and erecting of shuttering and supervising the bending, placing and fixing in position of steel;

*steel construction*, which includes the fixing of metal or steel roof sheeting and/or wall cladding, all classes of steel or other metal columns, girders, steel joints or metal in any form which forms part of a building: Provided that the on-site assembly, placing and fixing in position and erection of the metal or steel framework (excluding metal or steel roof sheeting and/or wall cladding) that is to form part of a building shall be excluded from this definition when such activities are carried out by the employees of an employer who manufactures such metal or steel framework;

*woodworking*, which includes carpentry and veneer panelling and the polishing and sandpapering of same,



woodworking, the manufacture of fixtures to specification for installation in specified buildings and the manufacture of stocks, machining, turning, carving, fixing corrugated iron or asbestos tile, shingling and other roof coverings, sound and acoustic material, cork and asbestos insulation, wood-lathing, composition ceiling and wall covering, plugging walls, covering woodwork with metal and covering metal with woodwork, block and other flooring, including wood, linoleum, rubber composition, asphalt-based floor covering or cork, and the sandpapering of same, operating a of portable spinner and flexible cutting, finishing and polishing machine, shuttering and/or preparing forms of moulds for concrete, cork carpeting and any class or kind of linoleum when fixed in any building or structure, and the application of asphaltic saturated felt or fabrics to floors and/or walls and/or roofs, whether or not the fixing in the building or structure is done by the person making or preparing the article used. For the purposes of this definition "structure" means structure in the nature of, or incidental to, a building;

**"carpet fitter"** means an employee who is registered as such with the Council and who, under the supervision of a carpet layer, is engaged in one or more of the following activities: a) Fixing of all types of carpet wall coverings, excluding gauging, panelling, marking out and setting out; b) Laying and/or fixing and/or fitting and/or stretching of all types of carpeting, excluding marking out and setting out.

**"carpet layer"** means an employee who is registered as such with the Council and who is engaged in one or more of the following activities: The laying and/or fixing and/or fitting and/or stretching of all types of carpeting and carpet wall coverings, including the supervision of employees engaged in carpet fitting and the fitting of carpet wall coverings, and of general workers;

**"ceiling and/or partition worker"** means an employee who is registered as such with the Council and who, under the supervision of a ceiling and/or partition erector, is engaged in one or more of the following activities: all operations connected with the fixing of metal partition grids, excluding plumbing and levelling; all operations connected with the suspension of metal ceiling grids, excluding levelling; applying dry-wall tape and jointing compound; cutting and fitting of ceiling panels to metal grid systems; fitting dry-wall sheets; fitting partitions panels; fitting pre-cut glass; fitting skirting, glazing beads and cover strips; operating a compressed air nailing machine; operating a spray gun to apply glue or plaster mix; square cutting, using an aluminium cut-off saw; using a drilling machine; using a dry-wall screwdriver.

**"clerical worker"** means an hourly paid worker receiving benefits applicable to Tradesman Class 3.

**"continuous employment"** means any period during which an employee has been continuously employed by the same employer, and for this purpose periods of employment with the same employer broken by not more than 60 days from date of termination of employment to re-engagement of the employee owing to the discharge or retrenchment of the employee by the employer shall be deemed to be continuous service;



**"Council"** means the Building Industry Bargaining Council (Cape of Good Hope), registered in terms of section 29 of the Act;

**"Designated Glazier"** means an employee registered as an Artisan and shall be remunerated as an Artisan and shall receive the benefits of an Artisan with the Council in terms of clause 17 of this Agreement and is engaged in one or more of the following activities has completed the SAQA requirements for a Designated Glazier:

- (a) Performing all the following functions independently as prescribed on the workshop drawings; identify glass; gaskets; beads; cut glass; accurately position packers; glaze windows; glaze shop fronts; glaze curtain walls; glass and assemblies and flush glaze;
- (b) Engaged in the final fitting of glass into frames;

**"driver"** means an employee who is engaged in driving a motor vehicle, and for the purposes of this definition, "driving a motor vehicle" includes all periods of driving and any time spent by the driver on work connected with the vehicle or the load and all periods during which he is obliged to remain on duty in readiness to drive; further, for the purposes of this Agreement, a driver shall be classified in one of the following categories:

- (a) Drivers of vehicles which require the driver to be in possession of a Code C1 licence or above;
- (b) drivers of vehicles which require the driver to be in possession of a Code A, A1 or B licence or below;

**"employee"** means-

any person, excluding an independent contractor, who works for another person and who receives, or is entitled to receive, any remuneration; and any other person who in any manner assists in carrying on or conducting the business of the employer;

**"employer"** means any person, including an independent contractor, who employs or provides work to any person and remunerates or expressly or tacitly undertakes to remunerate him or who permits any person in any manner to assist him in the carrying on or conducting of his business; including ensuring registration with the BIBC of sub-contractor and their respective sub-contractors.

**"fixed-term contract"** means a contract terminating on a special date stipulated in the contract;

**"floor layer"** means an employee who is registered as such with the Council and who is engaged in one or more of the following activities: laying and fixing of all types of floor or wall coverings, including wood, composite rubber, resilient flooring, linoleum, asphalt tiles, or asphalt based materials, cork, rubber, vinyl, and plastic composition or any other similar material excluding carpeting, and supervising of assistant floor layers and

general workers.

**"general worker"** means not a Labourer but a person who has developed specific skills recognised by his employer.

**"general fund"** means Council funds excluding Sick Fund, Medical Aid Fund, Tool Fund, Pension and Provident Funds, Holiday and Bonus Funds.

**"glazier"** means an employee who is engaged in the final fitting and fixing of glass into frames who is registered with the Council as such and who has been issued with a registration card.

**"industrial action"** means any action contemplated in terms of the definition of "strike" and "lockout", respectively, in the Act;

**"joinery assembler"** means an employee who is registered as a Tradesman Class 3

**"labourer"** is an employee responsible for cleaning and carrying out various unskilled manual and mechanised tasks, relating to the mixing and placing of materials, for incorporation into the final building elements, as well as those required in temporary or false works, as well as all unskilled aspects of work pertaining to the general preparation of construction sites for the erection, alteration to and modification of, structures and buildings, including the unloading, moving, placing and loading of raw materials, plant and equipment and the operation and cleaning of small construction machinery, such as concrete mixers, compactors and concrete vibrating equipment.

**"leading hand/junior foreman"** means an hourly paid person in a supervisory position receiving benefits applicable to an artisan.

**"Machine Operator"** means an employee who is registered as a Tradesman Class 2 and is engaged in all of the following activities:

- (a) Interpreting the working drawings and details for machining;
- (b) Independently setting out and marking up all material for machining and processing;
- (c) Independently operating a programmable machine to cut or cut out openings/slots/grooves on materials as per details on working drawings;
- (d) Write up formulae for programmable machine;
- (e) Performing minor checks and minor machine repair.

**"manufacturing worker"** means an employee who is registered as a Tradesman Class 4,

**"Monumental Masonry Industry"** means the Industry in which employers and employees are associated for the purpose of making and erecting gravestones and cemetery memorials of all types.

**"Non-Designated Glazier"** means an employee registered as a Tradesman Class 2 and shall be remunerated as a Tradesman Class 2 and receives the benefits of a Tradesman Class 2 and is engaged in all of the following activities but has not completed the requirements for a Designated Glazier:

- (a) Performing all the following functions independently as prescribed on the workshop drawings; identify glass; gaskets; beads; cut glass; accurately position packers; glaze windows; glaze shop fronts; glaze curtain walls; glass and assemblies and flush glaze;
- (b) Engaged in the final fitting of glass into frames;

**"normal working hours"** means the number of hours that a particular employer has contracted with an employee to be worked on any normal working day, but excluding all overtime hours worked on any day;

**"normal working day"** means any day that a particular employer has contracted with an employee to be a normal working day including public holidays that fall on a normal working day, but excludes all other days that do not fall on a normal working day, that are to be remunerated at overtime rate of pay;

**"off-site workshop"** means any premises which is not situated on a site where building construction activities are being carried out and which are registered or are liable for registration as a 'factory' in terms of the provisions of the Occupational Health and Safety Act 85 of 1993 as amended, and on which any activities in connection with the mass-manufacturing of the building industry, using woodworking machines including, but not limited to, portable electric and/or pneumatic tools, are being carried out."

**"paving"** is a surface that is constructed by manual or mechanical means utilising pre-manufactured segmental, slab, brick, block or cobble units laid to form a hard surfacing. Areas of application shall be deemed to include all sites requiring such surfacing. This includes, but is not limited to, parking areas, pavements, driveways, pool surrounds, patios, roads and forecourts.

**"period determined by the Council"** means a period prescribed to be not later than the 7th day of each month in respect of every employee employed by the employer during the preceding month;

**"plant operator"** means a person operating a power-driven plant, and for the purposes of this Agreement, a plant operator shall be classified in one of the following categories:

Operators of plant which requires the plant operator to be in possession of a Code C1 licence or above;  
operators of plant which requires the plant operator to be in possession of a Code A, A1 or B licence;  
"crane drivers" with proven competencies as per the Driven Machinery Regulations Code C41 (tower crane top slewing) or Code C42 (tower crane bottom slewing).

**"roofer"** means an employee who is a Tradseman Class 2 who is responsible for the setting out of a roof from drawings or otherwise, who determines the positions of battens, slates, tiles, sheets and other roofing materials, including shingles, thatch, etc. who may fix flashings, gutters and downpipes to roofs, who is in charge of and supervises the work of others engaged in roof construction.

**"scaffold"** means any structure of framework used for the support of persons, equipment and material in elevated positions in connection with building or excavation work.

**"scaffold erector"** means an employee able to identify, erect and dismantle all types of scaffolding systems according SANS 10085.

**"structure"** includes walls, boundary, garden and retaining walls and monuments.

**"security guard"** means any employee who is engaged in protection or safeguarding property and/or premises in any manner, including but not limited to guarding, patrolling, watching over of security property and/or premises;

**"skills and education trust"** means the MBAWC Skills and Education Trust, trust deed number IT1029/2001;

**"temporary employment service"** or Labour Broker means any person who, for reward, procures for or provides to a person (hereinafter referred to as the 'client') other persons-

- (a) who render services to, or perform work for, the client; and
- (b) who are remunerated by the temporary employment services;

**"wage"** means the basic wage prescribed in terms of clause 19 of this Agreement in respect of the ordinary hours laid down in clause 20.

**"waterproofing worker"** means an employee who is registered as such with the Council and who, is engaged in one or more of the following activities: Waterproofing and damp proofing of all horizontal, sloping or vertical surfaces (including all types of tanking) with all types of roofing membranes, sheetings and liquid or semi-liquid or mastic coatings; Applying protective paint and/or coating to waterproofing surfaces; All other work in connection with waterproofing and damp proofing.

- (2) Any person who works for or renders services to any other person is presumed, until the contrary is proved, to be an employee, regardless of the form of the contract, if any one or more of the following factors are present;
- (a) the manner in which the person works is subject to the control or direction of another person;
  - (b) the person's hours work are subject to the control or direction of another person;
  - (c) in the case of a person who works for an organisation, the person is a member of that organisation;
  - (d) the person has worked for that other person for part of a working day over the last three months.
  - (e) the person is economically dependent on the other person for whom that person works or renders services;
  - (f) the person is provided with tools of trade or work equipment by the other person; or
  - (g) the person only works for or renders service to one person.
- (3) Sub clause (2) does not apply to any person who earns in excess of the amount determined from time to time by the Minister of Labour in terms of section 6(3) of the Basic Conditions of Employment Act, 1997.
- (4) In this Agreement, unless the context indicates otherwise words importing the singular shall include the plural and vice versa, words importing any gender shall include the other gender and words importing persons shall include partnership and bodies corporate or any other format of business.

## **CHAPTER TWO: GENERAL DUTIES OF EMPLOYERS AND SUB-CONTRACTING PARTIES**

### **6. REGISTRATION OF EMPLOYERS**

- (1) Every employer in the Industry who falls within the registered scope of the Council shall register with the Council within 14 (fourteen) calendar days of operating within such scope of this Agreement.
- (2) (a) An employer shall register with the Council by furnishing the required particulars to the Council on the prescribed form and shall warrant thereon that application has been made for registration with the South African

Revenue Services for employee tax and value-added tax (if applicable), registration with the Unemployment Insurance Fund and registration under the Compensation for Occupational Injuries and Diseases Act.

- (b) The Council may refuse to register any person or legal entity as an employer if such employer or entity consists of substantially the same person or persons as a previously registered person or entity and there remains a debt due to the Council by the previously registered person or entity. Where the Council agrees to such a registration, the registration shall be subject to that person providing a wage guarantee equal to not less than 10 general workers' employment for three months.
- (3) Every employer shall notify the Council in writing of any change in the particulars furnished on registration or of ceasing operations in the Industry within 14 days of such change or of ceasing operations.
- (4) A certificate of registration signed by either the Chairman or the Secretary of the Council shall be issued to each employer registered.
- (5) A newly registered employer shall be entitled to receive from the Council free orientation training on employment legislation, this Agreement and the preparation of wage records.
- (6) (a) The Council shall have the right at any time to call upon any employer to submit a return, in a form and manner prescribed by the Council, a schedule of all sub-contractors, the number of employees and their category of employment engaged by all contractors on any project or site from time to time.
- (b) The Council shall without prejudice to any other rights it may have against the employer, apply the guarantee as per clause 6(2)(b), should it be proven that the employer has breached this Collective Agreement three or more times over a 12 month rolling period.
- (c) A newly registered employer shall be regarded as being compliant for a period of two weeks which period shall commence from the date of registration with this Council, if the employer is new to the Building Industry.
- The Council shall without prejudice to any other rights it may have to require an employer, who at time of registration has not registered any employees, to submit a wage guarantee as described in clause 6(2)(b) of this Agreement.

## **7. COMPLIANCE BY EMPLOYERS, SUBCONTRACTING AND USE OF TEMPORARY EMPLOYMENT SERVICES**

- (1) The Council shall keep a register of employers in good standing and a register of employers not in good standing which registers shall be generally made known and published and shall be available to any person on request.
- (2) An employer shall be in good standing with the Council for purposes of this clause if:
  - (a) the employer is registered as an employer with the Council; and
  - (b) the employer is compliant with all obligations provided for in this Agreement to be fulfilled by an employer.
- (3) No employer ("the subcontracting party") may subcontract any work (this includes the provision of temporary employment services) that falls under the definition of "Building Industry" or "Industry" in clause 5 of this Agreement, to another person who is subject to this Agreement ("the subcontractor"), unless both the subcontracting party and the subcontractor are, at all times during the subcontracting, employers in good standing.
- (4) Regardless of whether or not sub clause (3) above has been complied with, the subcontracting party and the subcontractor (or the temporary employment service) are jointly and severally liable if the subcontractor, in respect of any of its employees, contravenes:
  - (a) This Agreement or any other Council agreement regulating terms and conditions of employment and/or benefits;
  - (b) A binding arbitration award that regulates or relates to terms and conditions of employment; or
  - (c) The Basic Conditions of Employment Act, No 75 of 1997, as amended from time to time.
- (5) No person may utilize a temporary employment service or Labour Broker for work in connection with the Building Industry unless, both the person and the temporary employment service are, at all times during the use of the temporary employment service, employers in good standing with the Council. The provisions of section 198 of the Act, shall apply to any person who enters an agreement to utilize a temporary employment service or Labour Broker for work in connection with the Building Industry.

## 8. REGISTRATION OF EMPLOYEES

- (1) All persons employed in the Building Industry shall be registered with the Council and the employer of such employee shall be responsible for the registration of the employee, including apprentices and learners, with the Council within ten (10) working days of commencement of employment, provided that all provisions of this agreement are applicable retrospectively from the later of the first day of employment or from the date on which this Agreement takes effect.

- (2) The Council shall issue to each registered employee a Bargaining Council identity card and the employee shall be required to retain that card at all times whilst engaged in work in the Building Industry.
- (3) The Council shall bear the initial costs of the Bargaining Council identity card, but the employee may be liable for the costs of the replacement of any identity card.
- (4) Every employee who has been registered in terms of this clause shall, upon accepting employment in the Industry, produce his/her BIBC identity card to his/her employer and also to any Agent of the Council on request.



## 9. WAGE PAYMENT PROCEDURE

### (1) Payment of wages:

- (a) An employee shall receive payment of his wages at a time and place determined by his employer: Provided that payment shall be made-
  - (i) at weekly, fortnightly or monthly intervals;
  - (ii) in cash, by cheque or by means of electronic bank transfer, as agreed, between the employer and the employee; and
  - (iii) not later than close of business on the final working day of each pay interval.
- (b) With the exception of payment by means of electronic bank transfer, an employee's remuneration shall be paid to him on the site where he is employed, or at the office or workshop of the employer.
- (c) An employee whose services are terminated shall receive payment of the appropriate wage on or before the date of termination of his services.
- (d) Every employer shall provide each of his employees the following information in writing (payment advise or payslip) on each day the employee is paid:
  - (i) The employer's name and physical address;
  - (ii) the employee's name and occupation;
  - (iii) the period for which the payment is made;
  - (iv) the employee's remuneration in money;
  - (v) the amount and purpose of any deduction made from the remuneration including contributions to the Council stipulating each contribution separately;
  - (vi) the actual amount paid to the employee;
  - (vii) the employee's rate of remuneration and overtime rate;

(viii) the number of ordinary and overtime hours worked by the employee during the period for which the payment is made;

(ix) the number of hours worked by the employee on a Sunday or public holiday during that period;

(x) The payslip shall indicate the calculation of the employee's gross remuneration, deductions, overtime payments, allowances and net remuneration.

(e) All payment advices and payments made in cash shall be enclosed in a sealed envelope.

(f) An employer shall, at the time of payment of an employee's remuneration, make the requisite benefits payment to the Council via the benefit code system within the prescribed period.

(2) **Deductions from wages:** An employer shall be entitled to make deductions from an employee's wages-

(a) in respect of deductions prescribed in the following clauses:

(i) 33(4) in terms of the Pension Fund or Provident Fund;

(ii) 45(1) in terms of the Council levy;

(iii) 48 and 50 in terms of trade union subscriptions;

(iv) 53 in terms of the WP Building and Allied Trades' Sick Fund;

(v) 35(3) in terms of the Medical Aid Fund;

(b) if he is entitled or required to do so by law; and

(c) if there was an error made in the payment to the employee by the employer or by Council.

(d) in respect of any other matter, with the employee's written consent.

## 10. RECORD KEEPING

### (1) Written particulars of employment

An employer must supply an employee, when the employee commences employment, with the following particulars in writing—

- (a) the full name and address of the employer;
- (b) the name and occupation of the employee, or a brief description of the work for which the employee is employed;
- (c) the place of work, and, where the employee is required or permitted to work at various places, an indication of this;
- (d) the date on which the employment began;
- (e) the employee's ordinary hours of work and days of work;
- (f) the employee's wage or the rate and method of calculating wages;
- (j) how frequently remuneration will be paid;
- (k) any deductions to be made from the employee's remuneration;
- (n) a description of the Council
- (o) any period of employment with a previous employer that counts towards the employee's period of employment;
- (p) a list of any other documents that form part of the contract of employment, indicating a place that is reasonably accessible to the employee where a copy of each may be obtained.

### (2) When any matter listed in subsection (1) changes—

- (a) the written particulars must be revised to reflect the change; and
- (b) the employee must be supplied with a copy of the document reflecting the change.

### (3) If an employee is not able to understand the written particulars, the employer must ensure that they are explained to the employee in a language and in a manner that the employee understands.

### (4) Written particulars in terms of this section must be kept by the employer for a period of three years after the termination of employment.

### (5) Keeping of records:

Every employer must keep a record containing at least the following information:

- (a) the employee's name and occupation;
- (b) the time worked by each employee;

- (c) the remuneration paid to each employee;
  - (d) the identity number or other available identification number; and
  - (e) any other information prescribed by any law.
- (6) No person may make a false entry in a record maintained in terms of subsection (5).

#### **11. STORAGE AND PROVISION OF TOOLS**

- (1) Every artisan, learner or apprentice shall be required at all times to be in possession of such tools as are necessary to perform the designated category of work in respect of which he is registered, and shall further be required to maintain such.
- (2) Every employee shall be required to provide his own toolbox, which is capable of being securely locked, for the storing of his tools when not in use.
- (3) An employer shall provide a suitable place to store an employee's toolbox at each site, and shall ensure that such place is locked at all times. This provision shall not apply to jobbing work.

#### **12. SHELTER AND ABLUTION FACILITIES**

- (1) At any site where the building operations are being carried out employers shall provide suitable accommodation (refer to clause 27 for overnight accommodation) in terms of the construction regulations-
- (a) to serve as shelter for employees during wet weather; and/or
  - (b) to serve as a change room: Provided that the provisions of this sub clause shall not apply to jobbing work and on sites where fewer than ten employees are employed or where the circumstances peculiar to the site or the nature of the work in progress do not permit of accommodation for a change room.
  - (c) Such accommodation may be any lockable shed, room or similar place constructed of walls and a roof composed of concrete, brickwork, wood, iron or any combination thereof or any other material approved by the Council and the whole to be so constructed as to provide a place for employees to change their clothes, to wash and to take shelter.
  - (d) Such accommodation may include clothes lockers or similar lock-up facilities in which employees can safely store changes of clothing and other personal possessions while at work.
- (2) An employer shall provide proper and adequate sanitary accommodation on each job, which shall at all times be maintained in a hygienic and proper condition, and shall further conform to the legislation of the local authority in whose area the job is situated.

#### **13. NOTICE BOARD**

- (1) Every employer and all employers working in partnership shall, wherever building operations are being carried out, display in a conspicuous place, accessible to the public, a notice- board of a size not less than 60 cm by 45 cm or a notice board approved by the Council showing clearly the name and trading name of the company or partnership and address of such employer or partnership in letters not less than 75 mm high, provided that sub-contractors may use letters not less than 50mm high.

#### 14. HEALTH AND SAFETY

- (1) Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees.
- (2) Without derogating from the generality of an employer's duties under subsection (1), the matters to which those duties refer include in particular-
- (a) the provision and maintenance of systems of work, plant and machinery that, as far as is reasonably practicable, are safe and without risks to health;
  - (b) taking such steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees, before resorting to personal protective equipment;
  - (c) making arrangements for ensuring, as far as is reasonably practicable, the safety and absence of risks to health in connection with the production, processing, use, handling, storage or transport of articles or substances;
  - (d) establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed, any article or substance which is produced, processed, used, handled, stored or transported and any plant or machinery which is used in his business, and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work, article, substance, plant or machinery in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures;

- (e) providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees;
- (f) as far as is reasonably practicable, not permitting any employee to do any work or to produce, process, use, handle, store or transport any article or substance or to operate any plant or machinery, unless the precautionary measures contemplated in paragraphs (b) and (d), or any other precautionary measures which may be prescribed, have been taken;
- (g) enforcing such measures as may be necessary in the interest of health and safety;
- (h) ensuring that work is performed and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented; and
- (i) causing all employees to be informed regarding the scope of their authority as contemplated in this section.

(3) Every employee shall at work-

- (a) take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions;
- (b) as regards any duty or requirement imposed on his employer, co-operate with such employer or person to enable that duty or requirement to be performed or complied with;
- (c) carry out any lawful order given to him, and obey the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health or safety;
- (d) if any situation which is unsafe or unhealthy comes to his attention, as soon as practicable report such situation to his employer or to the health and safety representative for his workplace or section thereof, as

the case may be, who shall report it to the employer; and

(e) if he is involved in any incident which may affect his health or which has caused an injury to himself, report such incident to his employer or to anyone authorized thereto by the employer, or to his health and safety representative, as soon as practicable but not later than the end of the particular shift during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he shall report the incident as soon as practicable thereafter.

(4) No person shall intentionally or recklessly interfere with, damage or misuse anything which is provided in the interest of health or safety.

(5) An employee will only be permitted on site if wearing protective clothing as provided by the employer.

(6) No employer shall in respect of anything which he is in terms of this section required to provide or to do in the interest of the health or safety of an employee, make any deduction from any employee's remuneration or require or permit any employee to make any payment to him or any other person.

### **CHAPTER THREE: CATEGORIES OF EMPLOYMENT**

#### **15. GENERAL PROVISIONS**

- (1) All Employees shall be registered as defined in Clause 5 and receive the benefits and wages associated with the categories of employment.
- (2) Employers must contact the Council on the first day of employment to establish the employee's registered category.

#### **16. LEARNER/APPRENTICESHIP**

- (1) **Learner/Apprentice:** A registered employer or an employers' organisation acting in terms of a group scheme may employ a person as a Learner/Apprentice under a contract of Learner/Apprenticeship in accordance with the Skills Development Act, 1998 as amended, and the Council shall register such person as a Learner/Apprentice subject to the following terms and conditions:

- (a) The person has first been registered as a Learner/Apprentice by the Construction Education Training Authority (CETA).
- (b) The Learner/Apprentice shall be entitled to perform work in a designated trade only once the Council has received from the CETA a valid certificate of registration for the Learner/Apprentice in respect such trade.
- (c) For purposes of his Learner/Apprenticeship, the Learner/Apprentice shall be entitled to undergo training with his employer or under the auspices of any accredited training institution.
- (d) Upon successful completion by the Learner/Apprentice of the necessary group of credits in respect of a course of training as provided for in sub clause (2) below, the Council shall re-register the Learner/Apprentice in the appropriate tradesman category.
- (e) A Learner/Apprentice shall be entitled to the payment of wages in accordance with the wage prescribed in terms of clause 19 in respect of the category of tradesman in which he is registered from time to time.

**(2) Learner/Apprentice/Apprentice:**

- (a) An Apprentice in a specified category shall be registered as follows:
  - (i) In respect of Apprentice (1<sup>st</sup> year), where he has completed less than 55 per cent of the credits of the prescribed course.
  - (ii) In respect of Apprentice (2<sup>nd</sup> year), where he has completed 55 to 74 per cent of the credits of the prescribed course,
  - (iii) In respect of Apprentice (3<sup>rd</sup> year), where he has completed 75 to 99 per cent of the credits of the prescribed course.
- (b) Employers and trade unions shall endeavour to ensure that Learner/Apprentices complete their training within the specified time.
- (c) Subject to the employee agreeing, any person who has been employed within or outside the registered scope of the Council as a skilled worker, other than an artisan qualified in terms of sub clause 17, shall be required to undergo a prior learning assessment with an accredited training provider in order to determine the unit standards in which he/she is competent and in respect of which he/she should be



credited with and, pursuant thereto, shall be registered as a Learner/Apprentice in a particular category, as follows:

|        | <i>Proficiency</i>    | <i>Class</i>              |
|--------|-----------------------|---------------------------|
| (i).   | Below 55 per cent     | Learner/Apprentice Year 1 |
| (ii).  | 55-74 per cent        | Learner/Apprentice Year 2 |
| (iii). | 75-99 per cent        | Learner/Apprentice Year 3 |
| (iv).  | Completed all credits | Artisan                   |

#### 17. ARTISANS

- (1) An employee shall be registered as an artisan once he has completed and passed the trade test or has completed the number of credits that qualify him to work as an artisan and his employer has requested registration in writing. An artisan shall be entitled to the payment of wages in accordance with the wage prescribed for his category in terms of clause 19.
- (2) If at any stage an employer is of the opinion that a registered artisan is not performing his duties to an acceptable level of proficiency, the employer may, at its own cost, require that artisan to undergo a proficiency test, in which case the artisan shall be obliged to undergo such test.
- (3) In this clause, a credit means a credit as defined from time to time under the regulations made under the South African Qualifications Authority Act, 1995 as amended.
- (4) The registered trades shall be as follows:

| UNIT<br>STD | TRADE                 | DESCRIPTION   |
|-------------|-----------------------|---|
| 641201      | Bricklayer            | Bricklayers & related works lay bricks, pre-cut stones & other types of building blocks in mortar to construct and repair walls, partitions, arches & other structures  |
| 641301      | Stonemason            | Stonemasons, stonecutters, splitters & carvers cut and shape hard and soft stone blocks and slabs for the construction and maintenance of stone structures and monumental masonry, and carve designs and figures in stone |
| 641303      | Refractory<br>Mason   | Stonemasons, stonecutters, splitters & carvers cut and shape hard and soft stone blocks and slabs for the construction and maintenance of stone structures and monumental masonry, and carve designs and figures in stone |
| 641501      | Carpenter &<br>Joiner | Carpenters & Joiners cut, shape, assemble, erect, maintain & repair various types of structures and fittings made from wood and other materials   |
| 641502      | Carpenter             | Carpenters & Joiners cut, shape, assemble, erect, maintain & repair various types of structures and fittings made from wood and other materials   |

|        |                      |  |
|--------|----------------------|--|
| 641503 | Joiner               | Carpenters & Joiners cut, shape, assemble, erect, maintain & repair various types of structures and fittings made from wood and other materials  |
| 642201 | Wall and Floor Tiler | Floor layers & tile setters install, maintain & repair flooring , and cover floors walls and other surfaces with tiles or mosaic panels for decorative and other purposes                            |
| 642302 | Plasterer            | Plasterers install, maintain and repair plasterboard in buildings and apply decorative and protective coverings of plaster, cement and similar material to the interiors and exteriors of structures |
| 642501 | Glazier              | Glaziers measure , cut, finish, fit and install flat glass and mirrors   |
| 642601 | Plumber              | Plumbers & pipe fitters assemble, install, repair and maintain pipe systems , fittings and fixtures for water, gas, drainage, sewerage systems, and hydraulic and pneumatic equipment                |
| 643101 | Painter              | Painters & related workers prepare surfaces of buildings and other structures for painting , apply protective coatings to manufactured items or structures   |
| 682303 | Wood                 | Woodworking machine tool setters and operators set-up or operate and monitor   |

|        |             |  |
|--------|-------------|--|
|        | Machinist   | automatic or semi-automatic woodworking machines, such as precision sawing, shaping, planning, boring, turning and woodcarving machines to fabricate or repair wooden parts  |
| 682304 | Wood Turner | Woodworking machine tool setters and operators set-up or operate and monitor automatic or semi-automatic woodworking machines, such as precision sawing, shaping, planning, boring, turning and woodcarving machines to fabricate or repair wooden parts |

## CHAPTER FOUR: MINIMUM WAGES, WAGE AND BENEFIT PARITY

### 18. WAGE PARITY

- (1) Wage and Benefit Parity between the areas within the scope of this agreement: The areas within the scope of the agreement shall be on par with the wages and benefits of Area A as at:

Area C: 1 November 2018

Area D: 1 November 2022

### 19. MINIMUM BASIC WAGES

- (1) **Basic Wages:**

- (a) The basic wages in the Industry shall be as follows:

From the date of coming into operation of this Agreement to 31 October 2017:

| Category of Employee  | Minimum Wage Per Hour | Minimum Wage Per Hour | Minimum Wage Per Hour | Minimum Wage Per Hour |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
|   | Area A                | Area B                | Area C                | Area D                |
|   | R                     | R                     | R                     | R                     |
| (i) Labourer  | 24.43                 | 24.43                 | 23.59                 | 22.53                 |
| (ii) General Worker <i>u/s</i>  | 31.75                 | 31.75                 | 30.62                 | 27.86                 |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector <i>u/s</i>   | 34.65                 | 34.65                 | 33.82                 | 32.63                 |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 38.22                 | 38.22                 | 37.65                 | 36.59                 |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer, Driver Code EC1 and above; Tower Crane Operator                                      | 52.10                 | 52.10                 | 50.79                 | 48.92                 |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above   | 43.49                 | 391.41<br>per day     | 373.00<br>per day     | 352.41<br>per day     |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 32.75                 | 294.70<br>per day     | 280.13<br>per day     | 263.88<br>per day     |
| (viii) Artisan (including a bricklayer, stonemason, Carpenter, Joiner, Tiler, Plasterer, Glazier, Plumber, Painter aluminium installer/fixer, leading hand and junior foreman) <i>u/s</i> | 69.78                 | 69.78                 | 67.92                 | 65.39                 |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 293.45<br>per day     | 293.45<br>per day     | 278.48<br>per day     | 261.98<br>per day     |
| (x) Apprenticeship Year 1   | 24.43                 | 24.43                 | 23.78                 | 22.53                 |
| (xi) Apprenticeship Year 2  | 34.89                 | 34.89                 | 33.96                 | 32.70                 |
| (xii) Apprenticeship Year 3   | 52.34                 | 52.34                 | 50.94                 | 49.04                 |

For the period 1 November 2017 to 31 October 2018

| Category of Employee   | Minimum Wage Per Hour | Minimum Wage Per Hour | Minimum Wage Per Hour | Minimum Wage Per Hour |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
|  | Area A                | Area B                | Area C                | Area D                |
|  | R                     | R                     | R                     | R                     |
| (i) Labourer   | 26.45                 | 26.45                 | 25.99                 | 24.62                 |
| (ii) General Worker  | 34.37                 | 34.37                 | 33.77                 | 30.71                 |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector   | 37.51                 | 37.51                 | 37.07                 | 35.57                 |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler  | 41.37                 | 41.37                 | 41.12                 | 39.76                 |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer, Driver Code EC1 and above; Tower Crane Operator                           | 56.40                 | 56.40                 | 55.72                 | 53.32                 |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above  | 47.08                 | 423.70<br>per day     | 413.66<br>per day     | 386.95<br>per day     |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence   | 35.45                 | 319.01<br>per day     | 311.09<br>per day     | 290.01<br>per day     |
| (viii) Artisan (including a bricklayer, stonemason, Carpenter, Joiner, Tiler, Plasterer, Glazier, Plumber, Painter aluminium installer/fixer, leading hand and junior foreman) | 75.54                 | 75.54                 | 74.55                 | 71.33                 |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)   | 317.66<br>per day     | 317.66<br>per day     | 309.44<br>per day     | 288.10<br>per day     |
| (x) Apprenticeship Year 1  | 26.45                 | 26.45                 | 26.10                 | 24.62                 |
| (xi) Apprenticeship Year 2   | 37.77                 | 37.77                 | 37.27                 | 35.67                 |
| (xii) Apprenticeship Year 3  | 56.66                 | 56.66                 | 55.91                 | 53.49                 |

For the period 1 November 2018 to 31 October 2019

| Category of Employee   | Minimum Wage Per Hour | Minimum Wage Per Hour | Minimum Wage Per Hour | Minimum Wage Per Hour |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
|  | Area A                | Area B                | Area C                | Area D                |
|  | R                     | R                     | R                     | R                     |
| (i) Labourer   | 28.63                 | 28.63                 | 28.63                 | 26.91                 |
| (iii) General Worker   | 37.21                 | 37.21                 | 37.21                 | 33.84                 |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector   | 40.60                 | 40.60                 | 40.60                 | 38.77                 |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler  | 44.78                 | 44.78                 | 44.78                 | 43.20                 |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer, Driver Code EC1 and above; Tower Crane Operator                           | 61.05                 | 61.05                 | 61.05                 | 58.12                 |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above  | 50.96                 | 458.66<br>per day     | 458.66<br>per day     | 424.87<br>per day     |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence   | 38.37                 | 345.33<br>per day     | 345.31<br>per day     | 318.72<br>per day     |
| (viii) Artisan (including a bricklayer, stonemason, Carpenter, Joiner, Tiler, Plasterer, Glazier, Plumber, Painter aluminium installer/fixer, leading hand and junior foreman) | 81.77                 | 81.77                 | 81.77                 | 77.81                 |
| (x) Security Guard   | 343.87<br>per day     | 343.87<br>per day     | 343.87<br>per day     | 316.82<br>per day.    |
| (x) Apprenticeship Year 1  | 28.63                 | 28.63                 | 28.63                 | 26.91                 |
| (i) Apprenticeship Year 2  | 40.89                 | 40.89                 | 40.89                 | 38.91                 |
| (xiii) Apprenticeship Year 3   | 61.33                 | 61.33                 | 61.33                 | 58.36                 |

(b) Nothing in this clause shall prevent an employer from paying more than the prescribed basic wage: Provided that no party to this Agreement, nor any employee, shall be entitled to embark upon industrial action to compel an employer to pay more than the basic wage prescribed in this Agreement.

(c) Provided that if an employer regularly pays an employee a wage higher than the basic wage in respect of the ordinary hours, the prescribed basic wage shall mean such higher amount and the employee shall qualify for the equivalent amount of increase in the basic wage for that category of employee on 1 November each year.

- (d) The basic wage payable in terms of sub clause (1) shall be deemed to include allowances for inclement weather, walking time and transport costs.

## CHAPTER FIVE: TERMS OF EMPLOYMENT

### 20. ORDINARY HOURS OF WORK

- (1) No employee shall ordinarily be required to work more than the following hours:

| "Category" |                          | AREA A             |              | AREA, B, C AND D |              |
|------------|--------------------------|--------------------|--------------|------------------|--------------|
|            |                          | Daily hours        | Weekly hours | Daily hours      | Weekly hours |
| (i).       | Security guard           | 9 hours            | 45 hours     | 9 hours          | 45 hours     |
| (ii).      | Driver                   | 8 hours 45 minutes | 42 hours     | 9 hours          | 45 hours     |
| (iii).     | General worker, Labourer | 8 hours 30 minutes | 41 hours     | 9 hours          | 44 hours     |
| (iv).      | All other employees      | 8 hours            | 40 hours     | 9 hours          | 44 hours"    |

- (2) With the exception of security guards, who shall be required to work not more than six consecutive days in any week, ordinary hours shall be worked daily between 7:00 and 19:00, Mondays to Fridays.

### 21. OVERTIME

- (1) An employee shall be entitled to payment in respect of overtime worked in accordance with this clause as follows: Provided that in areas B, C and D the first hour of overtime worked Mondays to Thursdays shall be at the basic rate:



| Days worked | Multiple of basic wage          |     |
|-------------|---------------------------------|-----|
| (i).        | Mondays to Saturdays, inclusive | 1 ½ |
| (ii).       | Sundays                         | 2   |

- (2) All time worked in excess of the number of ordinary working hours on any day shall be overtime.
- (3) An employer may request, which request shall not be unreasonably rejected, an employee to work, overtime for a period not exceeding three hours daily, from Mondays to Fridays, and not exceeding eight hours on Saturdays or Sundays: Provided that the maximum number of hours' overtime worked in any week shall not exceed the maximum hours' overtime prescribed in the Basic Conditions of Employment Act: Provided further that an employer and any employee who is required to drive motor vehicles may agree and contract that a maximum of one hour's overtime prior to the commencement or ordinary hours of work and a maximum of one hour's overtime at the conclusion or ordinary hours of work each day be compulsory overtime for the purpose of transporting employees to and from their place of work, subject to the requirement for an employee to transport workers being included in a separate agreement between employer and employee.
- (4) An employee who is engaged in a continuous process of work shall be obliged to work until that process has been completed and shall be paid at overtime rates, if applicable.

## 22. FLEXIBLE WORKING HOURS

- (1) An employer and an employee may contract to work either a compressed working week or to average the hours of work.
- (2) **Compressed working week:** an agreement in writing may require or permit an employee to work up to twelve hours in a day, inclusive of the intervals required in terms of clause 23 without receiving overtime pay.
- (3) An agreement in terms of sub-clause (2) may not require or permit an employee to work
- (a) more than 45 ordinary hours of work in any week:

- (b) more than ten hours' overtime in any week; or
  - (c) on more than five days in any week.
- (4) **Averaging hours of work:** the ordinary hours of work and overtime of an employee may be averaged over a period of up to four months in terms of an agreement in writing.
- (5) An employer may not require or permit an employee who is bound by a written agreement in terms of sub clause (4) to work more than
- (a) an average of 45 ordinary hours of work in a week over the agreed period.
  - (b) an average of five hours' overtime in a week over the agreed period.
- (6) A written agreement in terms of sub clause (4) lapses after 12 months.
- (7) Sub clause (6) only applies to the first two collective agreements concluded in terms of sub clause (4).

### **23. INTERVALS/LUNCH AND TEA BREAKS**

- (1) Every employee shall be entitled to daily meal and/or rest intervals totalling not more than 60 minutes, which shall not form part of ordinary working hours, and shall be at such times as agreed on with his employer.
- (2) No employer shall require an employee to work for more than five hours continuously without an interval.

### **24. SHIFT WORK**

- (1) An employer may require his employees to work shifts: Provided that no employee shall be required to work more than one 8-hour or 12-hour shift in any period of 24 hours.
- (2) An employee who works any shift other than the shift during the ordinary hours of work shift shall receive the basic wage payable under clause 19, plus 15%: Provided that the provisions of this sub clause shall not apply to security guards.

- (3) Notwithstanding any other clause in this Agreement, security guards are required to work shifts in accordance with the employer's operational requirements: Provided that no security guard shall be required to work more than 13 hours during a night shift and 11 hours during a day shift.
- (4) Notwithstanding anything contained in sub clauses (1) to (4) above, if a security guard's shift work includes work on a Sunday or public holiday, payment in respect of such Sunday or public holiday work shall be at the ordinary basic rate, unless it constitutes overtime in accordance with clause 21 above in which case payment shall be at a rate of one and a half of the ordinary basic rate.

## 25. PUBLIC HOLIDAYS

- (1) The public holidays proclaimed in terms of the Public Holidays Act, 1994, shall be recognized as paid public holidays if they fall on a normal working day
- (2) The annual holiday payment made by the Council within the annual shutdown period shall be inclusive of payment for all the public holidays that fall within the three-week shutdown period, and, effective from December 2015, shall include payment for the public holiday that falls on the 16<sup>th</sup> of December, notwithstanding whether or not it falls within the annual shutdown period. Notwithstanding the above, Public Holidays that fall within the annual shutdown period, but is declared after the commencement of the benefit year, will not be included in the annual holiday payment made by the Council.
- (3) An employee who is not required to work on a public holiday, which would normally be a working day, shall receive his normal daily basic wage in respect of that public holiday.
- (4) An employee who is required to work on a public holiday, which would normally be a working day shall, in addition to wages paid in terms of paragraph (a), be paid at a rate equal to his ordinary basic wage in respect of all hours worked on that day.
- (5) An employee who is required to work on a public holiday which falls on a Saturday or Sunday shall be remunerated in accordance with normal overtime rates, and shall not be entitled to any additional payment on such a public holiday.

## 26. DANGEROUS WORK

- (1) In addition to the wages prescribed in clause 19 (1), an employer shall pay his employee 10% of such wage in respect of each hour or part of an hour during which such employee is engaged in performing dangerous work. For the purpose of this sub clause, "dangerous work" means any work classified as dangerous in any statute, provincial ordinance, municipal by-law or regulation relating to the Building Industry.

## 27. OVERNIGHT ALLOWANCE AND ACCOMMODATION

- (1) An employee who is required to work away and spend a night away from his ordinary place of residence shall be paid a living-away allowance of a minimum of the amounts as per the table below per day and the employee shall be provided with suitable accommodation by the employer in respect of each night he is required to spend away from his ordinary place of residence.

| Overnight Allowance Amount per day   |                                   |                                  |
|--|-----------------------------------|----------------------------------|
| From the date of coming into operation of this Agreement to- 31 October 2017 | 1 November 2017 - 31 October 2018 | 1 November 2018- 31 October 2019 |
| R  | R                                 | R                                |
| 150  | 162                               | 175                              |

- (2) Suitable accommodation: the accommodation shall be appropriate for its location and be clean, safe and, at a minimum, meet the basic needs of workers. It must take into account, but is not restricted, to the following considerations: the provision of minimum amounts of space for each worker; provision of sanitary, laundry and cooking facilities, potable water; the location of accommodation in relation to the workplace; any health, fire safety or other hazards; the provision of first aid and medical facilities; and heating and ventilation.

## **28. TRANSPORT FOR EMPLOYEES**

- (1) Employers shall not be compelled either to provide transport for employees or to pay any additional transport allowance.
- (2) If an individual employer deems it necessary for operational or logistical reasons such employer may negotiate with employees on a specific site regarding transport arrangements or additional transport allowances where no public transport exists and such employees shall be entitled to trade union representation.

## **29. PERFORMANCE STANDARD CONTRACTS**

- (1) An employer and an employee may enter into a written performance standard contract subject to agreement being reached at least five working days before the task is to commence.
- (2) Remuneration under a performance standard contract shall not be less than the basic wage plus benefits prescribed for the particular category of employee in this Agreement for normal working hours and provided that all statutory provisions for employment contracts, including unemployment insurance, income tax deductions and all provisions of this Agreement shall be observed.

## **30. PROBATIONARY PERIOD**

- (1) Any probationary period for a contract of employment shall be dealt with in accordance with the Act, and the Code of Good Practice, referred to in Schedule 8 of the Act, before termination of employment is to be made, provided that the probation period shall not be longer than three (3) months and that contributions towards employee benefits in terms of this Agreement shall be from the first day of employment, regardless of when the employee is registered at the Council.

## **CHAPTER SIX: EMPLOYEE BENEFIT SCHEMES**

### **31. EMPLOYEE BENEFITS: GENERAL PROVISIONS**

- (1) Every employee who works at least 7 hours on a normal working day, or who is entitled to be off duty on a public holiday that falls on a normal working day, shall be entitled to receive benefits in terms of this Agreement, and shall for the purposes of this Agreement be deemed to be an eligible employee: Provided that an employee who works for an employer on any normal working day, but is prevented from working the full normal working hours owing to circumstances beyond his control, or for any good reason accepted by his employer, shall also be deemed to be an eligible employee in respect of that day.

- (2) An employee who has been laid off in terms of sub clause 42(1) shall not be entitled to benefits.
- (3) An employer shall purchase benefits in the prescribed manner from the Council for the purpose of making the contributions prescribed in this Agreement in respect of eligible employees.
- (4) The Council shall retain each eligible employee's benefits record, and the benefits so purchased by the employer shall be indicated on the employee's payslip.
- (5) An employee who contracts to work compressed working weeks of less than five normal working days shall be entitled to benefits for five days for each compressed working week that is worked.
- (6) An employer who does not pay to the Council the levies and contributions payable by him and his employees each week within the period determined by the Council as defined in Clause 5 shall be liable for any benefit that would have been due to the employee in terms of this Collective Agreement.
- (7) If an employer is assessed for arrear benefits, the employer will be liable for both the employer and employee portions of the arrear benefits.

### **32. HOLIDAY FUND AND BONUS FUND**

- (1) The Holiday Fund and Bonus Fund is hereby continued and shall continue to be administered by the Council for the purpose of providing eligible employees with leave and bonus pay for the annual leave period in terms of clause 39. Moneys contributed to the Fund by employers shall be invested as provided for in terms of section 53(5) of the Act.
- (2) An employer shall contribute to the Holiday Fund and Bonus Fund on behalf of an eligible employee in respect of each normal working day that the employee remains in his employ ("a contribution day"), an amount which shall be calculated as follows:

From the date of coming into operation of this Agreement to 31 October 2017

| Category of Employee  | Holiday Fund Amount per day |        |        | Bonus Fund Amount per day |        |        |
|---|-----------------------------|--------|--------|---------------------------|--------|--------|
|   | Area A and B                | Area C | Area D | Area A and B              | Area C | Area D |
|   | R                           | R      | R      | R                         | R      | R      |
| (i) Labourer  | 15.54                       | 15.00  | 14.33  | 12.26                     | 11.85  | 11.31  |
| (ii) General Worker   | 20.19                       | 19.47  | 17.72  | 15.94                     | 15.37  | 13.99  |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and scaffold erector  | 21.50                       | 20.98  | 20.25  | 16.97                     | 16.57  | 15.98  |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 23.71                       | 23.36  | 22.70  | 18.72                     | 18.44  | 17.92  |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 32.32                       | 31.51  | 30.35  | 25.52                     | 24.88  | 23.96  |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 28.33                       | 27.00  | 25.51  | 22.37                     | 21.31  | 20.14  |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 21.33                       | 20.28  | 19.10  | 16.84                     | 16.01  | 15.08  |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 43.29                       | 42.14  | 40.57  | 34.18                     | 33.27  | 32.03  |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 22.76                       | 21.60  | 20.32  | 17.97                     | 17.05  | 16.04  |
| (x) Apprenticeship Year 1   | 15.16                       | 14.75  | 13.98  | 11.97                     | 11.65  | 11.04  |
| (xii) Apprenticeship Year 2   | 21.65                       | 21.07  | 20.29  | 17.09                     | 16.63  | 16.02  |
| (xiii) Apprenticeship Year 3  | 30.76                       | 29.94  | 28.82  | 25.64                     | 24.95  | 24.02  |

For the period 1 November 2017 to 31 October 2018

| Category of Employee  | Holiday Fund Amount per day |        |        | Bonus Fund Amount per day |        |        |
|---|-----------------------------|--------|--------|---------------------------|--------|--------|
|   | Area A and B                | Area C | Area D | Area A and B              | Area C | Area D |
|   | R                           | R      | R      | R                         | R      | R      |
| (i) Labourer  | 16.82                       | 16.53  | 15.66  | 13.28                     | 13.05  | 12.36  |
| (ii) General Worker   | 21.86                       | 21.48  | 19.53  | 17.26                     | 16.96  | 15.42  |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and scaffold erector  | 23.27                       | 23.00  | 22.07  | 18.37                     | 18.16  | 17.42  |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 25.67                       | 25.51  | 24.67  | 20.26                     | 20.14  | 19.47  |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 34.99                       | 34.57  | 33.08  | 27.62                     | 27.29  | 26.12  |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 30.67                       | 29.94  | 28.01  | 24.21                     | 23.64  | 22.11  |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 23.09                       | 22.52  | 20.99  | 18.23                     | 17.78  | 16.57  |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 46.87                       | 46.25  | 44.25  | 37.00                     | 36.51  | 34.94  |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 24.63                       | 24.00  | 22.34  | 19.45                     | 18.95  | 17.64  |
| (x) Apprenticeship Year 1   | 16.41                       | 16.19  | 15.27  | 12.96                     | 12.78  | 12.06  |
| (xi) Apprenticeship Year 2  | 23.43                       | 23.12  | 22.13  | 18.50                     | 18.25  | 17.47  |
| (xii) Apprenticeship Year 3   | 33.30                       | 32.86  | 31.44  | 27.75                     | 27.38  | 26.20  |



For the period 1 November 2018 to 31 October 2019

| Category of Employee  | Holiday Fund<br>Amount per day |        | Bonus Fund Amount<br>per day |        |
|---|--------------------------------|--------|------------------------------|--------|
|   | Area A, B<br>and C             | Area D | Area A, B<br>and C           | Area D |
|   | R                              | R      | R                            | R      |
| (i) Labourer  | 18.21                          | 17.11  | 14.37                        | 13.51  |
| (ii) General Worker   | 23.66                          | 21.52  | 18.68                        | 16.99  |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and scaffold erector  | 25.19                          | 24.05  | 19.89                        | 18.99  |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 27.78                          | 26.80  | 21.93                        | 21.16  |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 37.88                          | 36.06  | 29.90                        | 28.47  |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 33.20                          | 30.75  | 26.21                        | 24.28  |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 25.00                          | 23.07  | 19.73                        | 18.21  |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 50.73                          | 48.27  | 40.05                        | 38.11  |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 26.67                          | 24.57  | 21.05                        | 19.40  |
| (x) Apprenticeship Year 1   | 17.76                          | 16.70  | 14.02                        | 13.18  |
| (xi) Apprenticeship Year 2  | 25.37                          | 24.14  | 20.03                        | 19.06  |
| (xii) Apprenticeship Year 3   | 36.05                          | 34.30  | 30.04                        | 28.58  |

(3) Every employer shall pay the contribution to the Council within the period determined by the Council for such purposes.

(4) The Council shall determine a date before the commencement of the annual leave period in terms of clause 39 upon which eligible employees shall receive payment of the amount standing to their credit in the Holiday and Bonus Fund: Provided that no payment shall be made from the Holiday and Bonus Fund-

- (a) in respect of benefits contributed by an employer after 31 October each year, which benefits shall be deemed to have been issued during the following year;
  - (b) in respect of more than 245 daily benefits in any single year ending on 31 October of that year;
  - (c) if an employee fails to claim the value of the benefits within six months of the commencement of the annual leave period, unless the Council in its discretion decides otherwise, in which event the value of the benefits shall accrue to the general funds of the Council;
  - (d) in respect of deductions made in respect of an employee's Holiday and Bonus Fund entitlement in terms of clause 41(3);
  - (e) subject to the provisions of sub clause (5), prior to the date determined by the Council in terms of this clause.
- (5) In the event of an eligible employee's death, all amounts to his credit in the Holiday and Bonus Fund shall be paid to his duly appointed nominee, if any. Should no nominee survive the employee, or should a surviving nominee fail to claim payment within 12 months of the date of the employee's death, the amount to his credit shall be paid into his estate.
- (6) Subject to the provisions of sub clause (5), the amount standing to an employee's credit in the Holiday and Bonus Fund shall not be transferable, and any employee who attempts to assign, transfer cede, pledge or lend any benefits contribution shall forfeit the value to the general funds of the Council.
- (7) Notwithstanding the expiry or cancellation of this Agreement, the Council shall continue to administer the Holiday and Bonus Fund until such time as it is liquidated or transferred to any other fund created for the purpose of providing annual leave pay to employees.
- (8) In the event of the Council being wound up or dissolved, the Holiday and Bonus Fund shall continue to be administered by a committee appointed for such purpose by the parties before the winding up or dissolution of the Council, which committee shall consist of an equal number of employer and employee representatives. In the event of such committee being unable to carry out its duties for any reason, the parties shall appoint a trustee or trustees to carry out the duties of the committee and such trustees shall have the same powers as the committee for this purpose.
- (9) In the event of there being no Council in existence at the time of expiry of this Agreement, the Holiday and Bonus Fund shall be liquidated by the committee or trustee appointed in terms of sub clause (8).
- (10) In the event of the liquidation of the Holiday and Bonus Fund in terms of sub clauses (7) or (8) the moneys remaining after the payment of all claims against the Holiday and Bonus Fund, including administration and liquidation expenses, shall be paid into the general funds of the Council. In the event of the Council having been wound up before the liquidation of the Holiday and Bonus Fund the monies

remaining shall be distributed equally among the parties to the Council immediately prior to its dissolution.

### 33. PENSION/PROVIDENT FUND

- (1) (a) The Building Industry Pension Scheme (WP) (the "Pension Fund") and the Building Industry Provident Fund (Western Province) (the "Provident Fund") are hereby continued and shall continue to be administered by the Council in accordance with the provisions of the Act for the purpose of providing pensions to employees in respect of whom contributions are made in terms of this clause.
- (b) Every employee for whom a contribution is required in the table in sub clause (3) below shall be a member of either the Pension Fund or the Provident Fund, subject always to the rules of the said funds.
- (2) For the purpose of achieving the objects of this clause, the Council shall be entitled to enter into any agreements it deems fit and shall further be entitled to make rules in respect of the operation and administration of any fund established in terms of this clause, which may be amended from time to time.
- (3) An employer shall contribute the following amounts to the Pension Fund or the Provident Fund, as the case may be, on behalf of each eligible employee in respect of each contribution day worked:

From the date of coming into operation of this Agreement to 31 October 2017

| Category of Employee  | Amount per day | Amount per day | Amount per day |
|---|----------------|----------------|----------------|
|   | Area A and B   | Area C         | Area D         |
|   | R              | R              | R              |
| (i) Labourer  | 16.03          | 15.48          | 14.78          |
| (ii) General Worker   | 20.83          | 20.09          | 18.28          |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 22.18          | 21.65          | 20.89          |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 24.46          | 24.10          | 23.42          |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 33.34          | 32.51          | 31.31          |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 29.23          | 27.85          | 26.31          |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 22.01          | 20.92          | 19.70          |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 44.66          | 43.47          | 41.85          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 23.48          | 22.28          | 20.96          |
| (x) Apprenticeship Year 1   | 15.64          | 15.22          | 14.42          |
| (xi) Apprenticeship Year 2  | 22.33          | 21.73          | 20.93          |
| (xiii) Apprenticeship Year 3  | 33.50          | 32.60          | 31.39          |

For the period 1 November 2017 to 31 October 2018

| Category of Employee  | Amount per day | Amount per day | Amount per day |
|---|----------------|----------------|----------------|
|   | Area A and B   | Area C         | Area D         |
|   | R              | R              | R              |
| (i) Labourer  | 17.35          | 17.05          | 16.15          |
| (ii) General Worker   | 22.55          | 22.16          | 20.14          |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 24.01          | 23.72          | 22.77          |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 26.48          | 26.31          | 25.45          |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 36.10          | 35.66          | 34.13          |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 31.64          | 30.89          | 28.89          |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 23.82          | 23.23          | 21.65          |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 48.35          | 47.71          | 45.65          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 25.41          | 24.76          | 23.05          |
| (x) Apprenticeship Year 1   | 16.93          | 16.70          | 15.75          |
| (xi) Apprenticeship Year 2  | 24.17          | 23.85          | 22.83          |
| (xii) Apprenticeship Year 3   | 36.26          | 35.78          | 34.24          |

For the period 1 November 2018 to 31 October 2019

| Category of Employee  | Amount per day  | Amount per day |
|---|-----------------|----------------|
|   | Area A, B and C | Area D         |
|   | R               | R              |
| (i) Labourer  | 18.78           | 17.65          |
| (ii) General Worker   | 24.41           | 22.20          |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 25.98           | 24.81          |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 28.66           | 27.65          |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 39.07           | 37.20          |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 34.25           | 31.72          |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 25.78           | 23.80          |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 52.33           | 49.80          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 27.51           | 25.35          |
| (x) Apprenticeship Year 1   | 18.32           | 17.23          |
| (xi) Apprenticeship Year 2  | 26.17           | 24.90          |
| (xii) Apprenticeship Year 3   | 39.25           | 37.35          |

- (2) Every employer shall further deduct a contribution from the remuneration of each eligible employee in respect of each contribution day, which shall be calculated as follows:

From the date of coming into operation of this Agreement to 31 October 2017

| Category of Employee  | Amount per day | Amount per day | Amount per day |
|---|----------------|----------------|----------------|
|   | Area A and B   | Area C         | Area D         |
|   | R              | R              | R              |
| (i) Labourer  | 15.02          | 14.51          | 13.85          |
| (ii) General Worker   | 19.53          | 18.82          | 17.14          |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 20.79          | 20.29          | 19.58          |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 22.93          | 22.59          | 21.96          |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 31.26          | 30.47          | 29.35          |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 27.40          | 26.11          | 24.67          |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 20.63          | 19.61          | 18.47          |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 41.87          | 40.75          | 39.24          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 22.01          | 20.89          | 19.65          |
| (x) Apprenticeship Year 1   | 14.66          | 14.27          | 13.52          |
| (xi) Apprenticeship Year 2  | 20.93          | 20.38          | 19.62          |
| (xii) Apprenticeship Year 3   | 31.40          | 30.56          | 29.42          |

For the period 1 November 2017 to 31 October 2018

| Category of Employee  | Amount per day | Amount per day | Amount per day |
|---|----------------|----------------|----------------|
|   | Area A and B   | Area C         | Area D         |
|   | R              | R              | R              |
| (i) Labourer  | 16.27          | 15.98          | 15.14          |
| (ii) General Worker   | 21.14          | 20.77          | 18.88          |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 22.51          | 22.24          | 21.34          |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 24.82          | 24.67          | 23.86          |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 33.84          | 33.43          | 31.99          |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 29.66          | 28.96          | 27.09          |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 22.33          | 21.78          | 20.30          |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 45.32          | 44.73          | 42.80          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 23.82          | 23.21          | 21.61          |
| (x) Apprenticeship Year 1   | 15.87          | 15.66          | 14.77          |
| (xi) Apprenticeship Year 2  | 22.66          | 22.36          | 21.40          |
| (xiii) Apprenticeship Year 3  | 34.00          | 33.55          | 32.10          |



For the period 1 November 2017 to 31 October 2018

| Category of Employee  | Amount per day  | Amount per day |
|---|-----------------|----------------|
|   | Area A, B and C | Area D         |
|   | R               | R              |
| (i) Labourer  | 17.61           | 16.55          |
| (ii) General Worker   | 22.88           | 20.81          |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 24.36           | 23.26          |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 26.87           | 25.92          |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 36.63           | 34.87          |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 32.10           | 29.74          |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 24.17           | 22.31          |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 49.06           | 46.68          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 25.79           | 23.76          |
| (x) Apprenticeship Year 1   | 17.18           | 16.15          |
| (xi) Apprenticeship Year 2  | 24.53           | 23.35          |
| (xiii) Apprenticeship Year 3  | 36.80           | 35.01          |

(3) Every employer shall pay the above contributions to the Council within the period determined by the Council.

(4) (a) Subject to an eligible employee's right to nominate a beneficiary to receive any amounts which may become due in terms of the Pension Fund or Provident Fund in the event of his death before retirement, any pension benefits accruing to an employee in terms of this Agreement, shall not be transferable, and may not be ceded or pledged.

(b) When an employee fails to qualify for death, disability, and/or funeral benefits in terms of the Pension Fund and/or the Provident Fund because an employer has failed to pay contributions owing by it in respect of

the employee's membership, such employer shall be liable to pay to such employee or his beneficiary an amount of money equal to the death, disability and/or funeral benefits that would have been payable to the employee under the rules of the applicable fund had the contributions been paid by the employer.

- (5) In the event of the Council's being dissolved, wound up or ceasing to operate during the currency of this Agreement, the parties shall appoint a trustee or trustees before such dissolution, winding up or ceasing to operate to perform the functions of the Council set out in this clause, and such trustees shall have all the powers vested in the Council for this purpose.

### **34. SICK PAY FUND**

- (1) The Sick Pay Fund for the Building Industry ("the Fund") is hereby continued and shall continue to be administered by the Council for the purposes of recompensing employees during periods of absence from work due to incapacity, and paying gratuities to employees in the event of permanent disability, in accordance with the rules of the Fund.
- (2) The fund shall be administered by the Council in accordance with the rules which it may make from time to time for this purpose ("the Rules"), and all moneys of the Fund shall be administered, invested and paid out in accordance with the Rules. Copies of the Rules shall be available for inspection at the offices of the Council.
- (3) Every employer shall contribute to the Fund in respect of each normal working day that an eligible employee works, an amount which shall be calculated as follows:

From the date of coming into operation of this Agreement to 31 October 2017

| Category of Employee  | Amount per day | Amount per day | Amount per day |
|---|----------------|----------------|----------------|
|   | Area A and B   | Area C         | Area D         |
|   | R              | R              | R              |
| (i) Labourer  | 1.15           | 1.10           | 1.06           |
| (ii) General Worker   | 1.50           | 1.42           | 1.30           |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 1.60           | 1.54           | 1.50           |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 1.77           | 1.72           | 1.68           |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 2.41           | 2.32           | 2.24           |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 2.11           | 1.96           | 1.87           |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 1.59           | 1.47           | 1.40           |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 4.52           | 4.33           | 4.20           |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 1.70           | 1.57           | 1.49           |
| (x) Apprenticeship Year 1   | 1.13           | 1.08           | 1.03           |
| (xi) Apprenticeship Year 2  | 1.62           | 1.55           | 1.50           |
| (xii) Apprenticeship Year 3   | 2.42           | 2.32           | 2.25           |

For the period 1 November 2017 to 31 October 2018

| Category of Employee  | Amount per day | Amount per day | Amount per day |
|---|----------------|----------------|----------------|
|   | Area A and B   | Area C         | Area D         |
|   | R              | R              | R              |
| (i) Labourer  | 2.71           | 2.66           | 2.52           |
| (ii) General Worker   | 3.52           | 3.46           | 3.15           |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 3.75           | 3.71           | 3.56           |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 4.14           | 4.11           | 3.98           |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 5.64           | 5.57           | 5.33           |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 4.94           | 4.83           | 4.51           |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 3.72           | 3.63           | 3.38           |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 10.58          | 10.44          | 9.99           |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 3.97           | 3.87           | 3.60           |
| (x) Apprenticeship Year 1   | 2.65           | 2.61           | 2.46           |
| (xi) Apprenticeship Year 2  | 3.78           | 3.73           | 3.57           |
| (xii) Apprenticeship Year 3   | 5.67           | 5.59           | 5.35           |

For the period 1 November 2018 to 31 October 2019

| Category of Employee  | Amount per day  | Amount per day |
|---|-----------------|----------------|
|   | Area A, B and C | Area D         |
|   | R               | R              |
| (i) Labourer  | 2.93            | 2.76           |
| (ii) General Worker   | 3.81            | 3.47           |
| (iii) Tradesman Class 4, manufacturing worker, waterproofing worker and Scaffold erector  | 4.06            | 3.88           |
| (iv) Tradesman Class 3 and clerical worker, joinery assembler   | 4.48            | 4.32           |
| (v) Tradesman Class 2, machine operator, glazier, assistant floor layer, carpet fitter, block layer                               | 6.11            | 5.81           |
| (vi) Drivers/Plant operators of motor vehicles that require a code C1 licence, per day or above                                   | 5.35            | 4.96           |
| (vii) Drivers of all other vehicles that require a code A, A1 or B licence  | 4.03            | 3.72           |
| (viii) Artisan (including a roofer, carpet layer, floor layer, ceiling and/or partition erector, leading hand and junior foreman) | 11.45           | 10.89          |
| (ix) Security Guard (Employees engaged in patrolling premises and guarding property)  | 4.30            | 3.96           |
| (x) Apprenticeship Year 1   | 2.86            | 2.69           |
| (xi) Apprenticeship Year 2  | 4.09            | 3.89           |
| (xii) Apprenticeship Year 3   | 6.13            | 5.84           |

- (4) An employee shall receive payment in the amount set out in the table below in respect of each working day, including public holidays, that he is absent owing to illness or injury in a cycle of 365 calendar days:

| Normal working days absent | Class of employee | % of minimum basic wage prescribed in clause 19(1) |
|----------------------------|-------------------|--|
| 1st-10th                   | All employees     | 80%  |
| 11th-130th                 | All employees     | 33%  |

- (5) Subject to the Rules of the Fund, an employee shall not be entitled to sick pay-

- (a) until 90 consecutive days' contributions have been made to the Fund in respect of such employee: Provided that contributions interrupted by a period of unemployment or a change of employer shall be deemed to be consecutive;
- (b) for more than 130 days in any 365-day cycle, calculated from the first day in respect of which the employee is entitled to sick pay;
- (c) if he is absent from work owing to an accident compensable under the Compensation for Occupational Injuries and Diseases Act, 1993;
- (d) if his absence from work is related to the use of alcohol or illegal drugs, or he is incapacitated through sickness owing to his own negligence or misconduct;
- (e) if he fails to observe the instructions of a medical practitioner, or has in the opinion of that practitioner aggravated his condition or retarded his recovery through his own actions;
- (f) if he suffers from an injury for which a third party is liable to pay or does pay compensation to him;
- (g) while he undergoes treatment prescribed by any person other than a registered medical practitioner;
- (h) if he fails to provide the Council with any relevant information which it may require;
- (i) if he is found by the Council to be fit to resume his employment or to be permanently disabled, in which event he shall cease to be entitled to sick pay from a date fixed by the Fund for this purpose; and

- (j) at any time when the amount to the credit of the Fund drops below R100 000,00 and until such time as the amount to the credit of the Fund exceeds R500 000,00.
- (6) The Fund shall be entitled to recover any amount paid to an employee-
- (a) in consequence of false information furnished to the Fund or on behalf of such employee; and
  - (b) if the employee fails to notify the Fund timeously of any change in his circumstances which could lead to the amount of the benefits being reviewed or withdrawn, in which event the Fund may claim from the employee any money overpaid to him.
- (7) In the case of any employee taking maternity leave, the Fund shall pay that employee 33% of her current wages for a maximum period of 120 days.
- (8) The Fund shall continue to pay employer contributions to the Holiday and Bonus Fund and the Building Industry Medical Aid Fund on behalf of an employee during a period of one or more consecutive days in any pay week that the employee receives sick pay in terms of this clause.
- (9) In the event of the expiration of this Agreement, the dissolution or winding up of the Council or a cessation of its operations, the provisions of clause 32(7), (8) and (9) relating to the Holiday and Bonus Fund shall apply equally to this Fund.

### 35. MEDICAL AID FUND

- (1) The Building Industry Medical Aid Fund ("the Fund") is hereby continued and shall continue to be administered by the Council in terms of the Act for the purposes of-
- (a) assisting members in regard to the cost of medical services incurred by them or their dependants, as may be provided in the rules of the Fund;
  - (b) taking such measures as the Council deems necessary for the prevention of sickness and for the improvement and promotion of health amongst members and their dependants;

(c) contracting with any medical practitioner, hospital, nursing home, convalescent home or other similar institution, person or authority in respect of medical services; and

(d) meeting the cost of such arrangements and the medical expenses of members or their dependants as provided in the rules of the Fund.

(10) The Fund shall be managed by the Council in accordance with the Rules which it may make from time to time for this purpose ("the Rules"), and all moneys of the Fund shall be administered, invested and paid out in accordance with the Rules, copies of which shall be available for inspection at the offices of the Council. The Council shall appoint auditors to audit the books of account of the Fund annually.

(11) An employee who is eligible in terms of the Rules to become a member of the Fund shall contribute half of the total contribution and his employer shall contribute the remaining half of the contribution for each normal working day that the employee remains in his employ, which contribution shall be as follows:

| Category of Employee          | Amount per day   |                                   |                                   |
|-------------------------------|--|-----------------------------------|-----------------------------------|
|                               | From the date of coming into operation of this Agreement to- 31 October 2017 | 1 November 2017 - 31 October 2018 | 1 November 2018 - 31 October 2019 |
|                               | R  | R                                 | R                                 |
| Artisan Member Employee       | 27.03  | 29.26                             | 31.67                             |
| Employers Portion Per Artisan | 27.03  | 29.26                             | 31.67                             |

(12) Every employer shall deduct a contribution from the remuneration of each eligible employee in respect of each contribution day and the employer shall add to it an equal amount.



(13) Every employer shall pay the above contributions to the Council within the period determined by the Council for such purpose.

(14) In the event of the expiration of this Agreement, the dissolution or winding up of the Council or a cessation of its operations, the provisions of clause 32(7), (8) and (9) relating to the Holiday and Bonus Fund shall apply equally to this Fund.

## **CHAPTER SEVEN: LEAVE**

### **36. MATERNITY LEAVE**

(1) An employee is entitled to at least four consecutive months' maternity leave.

(2) An employee may commence maternity leave—

(a) at any time from four weeks before the expected date of birth, unless otherwise agreed; or

(b) on a date from which a medical practitioner or a midwife certifies that it is necessary for the employee's health or that of her unborn child.

(3) No employee may work for six weeks after the birth of her child, unless a medical practitioner or midwife certifies that she is fit to do so.

(4) An employee who has a miscarriage during the third trimester of pregnancy or bears a stillborn child is entitled to maternity leave for six weeks after the miscarriage or stillbirth, whether or not the employee had commenced maternity leave at the time of the miscarriage or stillbirth.

(5) An employee must notify an employer in writing, unless the employee is unable to do so, of the date on which the employee intends to—

(a) commence maternity leave; and

(b) return to work after maternity leave.

(6) Notification in terms of subsection (5) must be given—

(a) at least four weeks before the employee intends to commence maternity leave; or

- (b) if it is not reasonably practicable to do so, as soon as is reasonably practicable.
- (7) The payment of maternity benefits will be determined by the Minister subject to the provisions of the Unemployment Insurance Act, 1966 (Act No. 30 of 1966).
- (8) No employer may require or permit a pregnant employee or an employee who is nursing her child to perform work that is hazardous to her health or the health of her child.
- (9) During an employee's pregnancy, and for a period of six months after the birth of her child, her employer must offer her suitable, alternative employment on terms and conditions that are no less favourable than her ordinary terms and conditions of employment, if—
  - (a) the employee is required to perform night work or her work poses a danger to her health or safety or that of her child; and
  - (b) it is practicable for the employer to do so.

### 37. FAMILY RESPONSIBILITY LEAVE

(1) This section applies to an employee—

- (a) who has been in employment with an employer for longer than four months; and
  - (b) who works for at least four days a week for that employer.
- (2) An employer must grant an employee, during each annual leave cycle, at the request of the employee, three days' paid leave, which the employee is entitled to take—
- (a) when the employee's child is born;
  - (b) when the employee's child is sick; or
  - (c) in the event of the death of—
    - (i) the employee's spouse or life partner; or
    - (ii) the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

(3) Subject to subsection (5), an employer must pay an employee for a day's family responsibility leave—

(a) the wage the employee would ordinarily have received for work on that day; and

(b) on the employee's usual pay day.

(4) An employee may take family responsibility leave in respect of the whole or a part of a day.

(5) Before paying an employee for leave in terms of this section, an employer may require reasonable proof of an event contemplated in subsection (1) for which the leave was required.

(6) An employee's unused entitlement to leave in terms of this section lapses at the end of the annual leave cycle in which it accrues.

### **38. LEAVE FOR TRADE UNION ACTIVITIES**

(1) An employee who is an office-bearer of a representative trade union, or of a federation of trade unions to which the representative trade union is affiliated, is entitled to take reasonable leave during working hours for the purpose of performing the functions of that office.

(2) The representative trade union and the employer may agree to the number of days of leave, the number of days of paid leave and the conditions attached to any leave.

(3) An arbitration award in terms of section 21(7) of the Labour Relations Act, 1995, regulating any of the matters referred to in subsection (2) remains in force for 12 months from the date of the award.

### **39. ANNUAL LEAVE**

(1) Every employee shall be entitled to 15 working days annual leave during the annual Building Industry shutdown period, the dates of which shall be determined by the Council not later than 30 June every year.

(2) Notwithstanding the provisions of paragraph (a), an employee may agree with his employer to work during the annual leave period and shall be paid the basic wage laid down in clause 19(1) for any time worked during such period, subject to the employer granting a minimum of 10 working days during the annual shut down period.

(3) Security guards and other employees who work during the annual leave period shall, by agreement with their employers, be granted leave equal to the period worked during annual shutdown.

**40. SICK LEAVE**

- (1) An employee shall be entitled to sick leave in accordance with the provisions of the Sick Pay Fund for the Building Industry and clause 34 of this Agreement, and to payment for the period of such sick leave in terms thereof.

## **CHAPTER EIGHT: TERMINATION OF EMPLOYMENT**

### **41. TERMINATION OF CONTRACT OF EMPLOYMENT**

- (1) An employer or employee who intends terminating a contract of employment shall give the other party at least one week's written notice of termination of such contract, which notice shall be given before 12:00 on any working day, and shall commence as from 08:00 on the following working day if such contract has been for up to six months, continuous employment and two weeks written notice if such contract has been for longer than six months' continuous employment.
- (2) Notwithstanding the provisions of paragraph (a), either party shall be entitled to terminate the contract of employment without notice by making payment in lieu of the required notice.
- (3) In the event of an employee's absconding, or not making the appropriate payment in lieu of notice, and where the employer has proven such, the employer shall be entitled to deduct the appropriate notice pay from any moneys due to the employee in terms of the Holiday and Bonus Fund.
- (4) Nothing in this sub clause shall affect the right of an employer or employee to terminate a contract of employment without notice.
- (5) A contract of employment shall be terminated automatically if an employee is absent from work without the employer's consent for a continuous period of five working days, unless the employee's absence is due to circumstances beyond his control: Provided that the employer shall investigate the absence of the employee and apply fair procedures to determine if the termination is to be made effective.

### **42. LAY-OFF AND SUSPENSION**

- (1) An employer shall be entitled to lay off an employee temporarily-
  - (a) on account of inclement weather: Provided that the employer shall pay the equivalent of two hours' wages for short notice before the lay-off period commences; or
  - (b) on account of a shortage of materials, due to circumstances beyond the employer's control: Provided that the employer shall pay the equivalent of two hours' wages for short notice before the lay-off period commences;

on account of a temporary shortage of work: Provided that one day's written notice shall be given, and that such notice include the reason for the lay-off and the period of the lay-off: Provided further that the employer shall not be liable to pay the employee any remuneration or employee benefits except as specified above during a lay-off:

- (2) An employee may be laid off for a continuous period not exceeding 20 working days and if at the end of such period the employer wishes to extend the lay-off period for a further 20 working days the employee shall first be given the option of being retrenched in accordance with the procedure laid down in clause 43: Provided that if the employee opts for the second period of lay-off of 20 working days the employer shall commence the retrenchment procedure laid down in sub clause (10) not later than 10 working days before the expiry of the second lay-off period: Provided further that employees shall be entitled to apply for unemployment benefits during the period of lay-off.
- (3) No employer shall unilaterally suspend or temporarily lay off an employee from work for any period as a disciplinary measure.

#### **43. RETRENCHMENT**

- (1) An employer who proposes retrenchment shall, not later than ten working days before the proposed date of notice of the termination of any employee's services, provide any of the trade unions of which, to his knowledge, prospective retrenches may be members, with the following information in writing:
- (a) The number of employees who may be retrenched, together with their names, duration of service, Council Holiday Fund numbers, and job categories;
  - (b) the proposed date of retrenchment;
  - (c) the reasons for the proposed retrenchment, including all alternatives which the employer has considered and the reasons for rejecting them;
  - (d) the proposed selection criteria in respect of retrenchees;
  - (e) the proposed date for consultations with the trade union(s) and/or employee(s) likely to be affected;
  - (f) the proposed severance pay; and

- (g) the employer's proposals for assistance to retrenchees, including the possibility of re-employment.
- (2) In the event of an employee likely to be affected by the proposed retrenchment not being a union member, the information referred to in paragraph (a) shall be forwarded direct to that employee.
- (3) The trade union(s) and/or the employee(s) shall provide the employer with a written response to its retrenchment proposals by not later than three working days before the proposed date of consultation, which shall include all of its/their proposals in respect of the retrenchment.
- (4) The employer shall attempt to reach consensus with the trade union(s) and/or employee(s) on the retrenchment proposals through consultation: Provided that should consensus not be reached before the expiry of the ten-day period referred to in paragraph (a), the employer shall be entitled to implement its retrenchment proposals.
- (5) The employer shall be entitled to implement its retrenchment proposals at any stage if the trade union(s) and/or employee(s) do not provide written responses or refuse and/or fail to consult with the employer in accordance with this sub clause.
- (6) An employee who is retrenched in terms of this sub clause shall be entitled to severance payment of one week of that employee's current remuneration per completed year of continuous service with his employer.:

**CHAPTER NINE: COUNCIL ADMINISTRATION****44. AUDIT AND ACCOUNTING**

The Council shall ensure that proper books of account and records are kept in respect of each of the Funds administered by it, and that an annual audit of each of the Funds is performed in accordance with the provisions of the Act and the Council's Constitution.

**45. EXPENSES OF THE COUNCIL**

- (1) Every employer shall deduct an amount as reflected in the table below per normal working day from the wages of each eligible employee and shall add an equal amount to the amount so deducted.

| Category of Employee | Amount per day   |                                   |                                  |
|----------------------|--|-----------------------------------|----------------------------------|
|                      | From the date of coming into operation of this Agreement to- 31 October 2017 | 1 November 2017 - 31 October 2018 | 1 November 2018- 31 October 2019 |
|                      | R  | R                                 | R                                |
| All Employees        | 1.86   | 2.01                              | 2.18                             |
| All Employers        | 1.86   | 2.01                              | 2.18                             |

- (2) Every employer shall pay the contributions referred to in sub clause (1) to the Council within the period determined by the Council.
- (3) The contribution paid to the Council in terms of this clause shall be utilized for the purpose of meeting its general expenses, and shall be administered in accordance with the provisions of the Council's Constitution.



**46. EXHIBITION OF AGREEMENT**

- (1) The parties agree that the English version of this Agreement shall determine the meaning and the intention of the parties and the translations in Afrikaans and Xhosa shall be made available by the Council for inspection by any person during working hours at the offices of the Council.
- (2) Any person may acquire a copy of this Agreement by paying to the council the sum of R10,00.
- (3) Each party to this Agreement shall receive two free copies of the Agreement and Constitution.

**47. VALUE ADDED TAX (VAT)**

- (1) All monetary values listed below are inclusive of value added tax:
  - (a) Council levies in terms of Clause 45
  - (b) Master Builders Association (MBA) Skills And Education Trust levy in terms of Clause 52

**CHAPTER TEN: PARTY ARRANGEMENTS****48. TRADE UNION SUBSCRIPTIONS**

- (1) Every employer shall deduct the Trade Union Subscription Amount (as amended by the Trade Unions from time to time) from an employee who is a member of a registered trade union and for whom wages are prescribed in clauses 19 of this Agreement.
- (2) An employer shall pay the amounts deducted by him in terms of paragraph (b) (i) to the Council within the period determined by the Council.
- (3) Each month the Council shall pay over to the trade unions all moneys so collected by the employers in terms of paragraph sub clause (2) above.

**49. TRADE UNION ACCESS**

- (1) Officials of trade union parties shall in the ordinary course of their duties have access to building sites and workshops during working hours.

- (2) Trade Union Officials shall not be allowed to interfere with the continued performance of work by any employee or approach any employee without the prior consent of the employer or his duly authorized representative, which consent shall not unreasonably be withheld.

#### **50. SPECIAL MEMBERSHIP LEVY: EMPLOYERS**

- (1) Each member of an employers' organisation shall pay a membership levy to that employers' organisation in respect of each employee employed by such member entitled to benefits in terms of this Agreement.
- (2) An employers' organisation shall be entitled to use the facilities of the Council for the collection of such levies.
- (3) Each month the Council shall pay over to the employers' organisation all moneys so collected from the employers in terms of paragraph (1).

#### **51. MASTER BUILDERS ASSOCIATION (MBA) SKILLS AND EDUCATION TRUST**

- (1) Every member employer of the MBA Western Cape shall pay to the Council the contribution prescribed by the MBAWC Skills and Education Trust.
- (2) Each month the Council shall pay over the collected funds to the MBAWC Skills and Educational Trust.

#### **52. WESTERN PROVINCE BUILDING AND ALLIED TRADES' SICK FUND**

- (1) Deductions of Sick Fund contributions may be authorized only by the affected employee in writing.
- (2) Every employer shall deduct an amount equal to an amount as set by the fund from time to time of the normal working day wage of an employee who is a member of the fund and for whom wages are prescribed in clause 19 of this Agreement.
- (3) Each month the Council shall pay over to the Western Province Building and Allied Trades' Sick Fund all moneys so collected by the employers in terms of sub-clause (2) above.

### **CHAPTER ELEVEN: COMPLIANCE AND MONITORING OF THE COLLECTIVE AGREEMENT**

#### **53. PROCEDURE TO ENFORCE COMPLIANCE WITH THIS AGREEMENT**

- (1) The Council shall take all reasonable steps necessary to ensure compliance with this Agreement.

(2) If, whether through its own investigations or through any other source, it appears as if the provisions of this Agreement have been breached then the following procedure shall apply to enforce compliance:

(a) The Secretary of the Council shall appoint a designated agent to investigate the alleged breach.

(b) If, upon completion of the investigation, the designated agent has reason to believe that this Agreement has been breached, the agent shall issue a compliance order.

(c) The Secretary of the Council may-

(i) impose a fine in terms of sub clause 58 (1); or

(ii) refer the matter to arbitration in terms of this Agreement if the respondent party does not consent to the compliance order or the fine, in which case the respondent party may be ordered to pay the costs of the process; or

(iii) take such other steps as he may deem reasonable:

(3) The Secretary of the Council may apply to have an arbitration award made an order of the Labour Court in terms of section 158 (1) of the Act.

(4) Notwithstanding any the provisions of this Collective Agreement the Council may utilise section 33A of the LRA 1995 (as amended) in conjunction with Annexure "A" (Rules for conciliating and arbitrating disputes in the Building Industry Bargaining Council) to monitor and enforce compliance with its collective agreement and to conciliate and arbitrate LRA, 1995 disputes.

#### **54. POWERS OF DESIGNATED AGENTS**

(1) A designated agent appointed by the Minister in terms of section 33 (1) of the Act to attempt to resolve a dispute or to investigate any alleged contravention and for purposes of routine inspection to enforce compliance with this Agreement may-

(a) subpoena for questioning any person who may be able to give information or whose presence at the conciliation or arbitration proceedings may help to resolve the dispute;

(b) subpoena any person who is believed to have possession or control of any book, document or object relevant to the resolution of the dispute to appear before the designated agent to be questioned or to produce that book, document or object;

- (c) administer an oath or accept affirmation from any person called to give evidence or be questioned;
  - (d) at any reasonable time, but only after obtaining the necessary written authorisation-
    - (i) enter and inspect any premises on or in which any book, document or object relevant to the resolution of the dispute is to be found or is suspected on reasonable grounds of being there;
    - (ii) examine, demand and production of, and seize any book, document or object that is on or in those premises and that is relevant to the resolution of the dispute; and
    - (iii) take a statement in respect of any matter relevant to the resolution of the dispute from any person on the premises who is willing to make a statement;
  - (e) inspect, and retain a reasonable period, any of the books, documents or objects that have been produced to, or seized by, the designated agent.
- (2) A subpoena issued for any purpose in terms of sub clause (1) shall be signed by the Secretary of the Bargaining Council and shall-
- (a) specifically require the person named in it to appear before the designated agent;
  - (b) sufficiently identify the book, document or object to be produced; and
  - (c) state the date, time and place at which the person is to appear.
- (3) The written authorisation referred to in sub clause (1) (d)-
- (a) if it relates to occupied residential premises, may be given only by a judge of the Labour Court and with due regard to section 14 of the Constitution of the Republic of South Africa, and then only on the application of the designated agent setting out under oath or affirmation the following information:
    - (i) The nature of the dispute;
    - (ii) the relevance of any book, document or object to the resolution of the dispute;
    - (iii) the presence of any book, document or object on the premises; and

- (iv) the need to enter, inspect or seize the book, document or object; and
  - (b) in all other cases, may be given by the Secretary of the Council.
- (4) The owner or occupier of any premises that a designated agent is authorised to enter and inspect, and every person employed by that owner or occupier, shall provide facilities that a designated agent requires to enter those premises and to carry out the inspection or seizure.
- (5) The appointed person shall issue a receipt for any book, document or object seized in terms of sub clause (1).
- (6) The law relating to privilege, as it applies to a witness subpoenaed to give evidence or to produce any book, document or object before a court of law, applies equally to the questioning of any person or the production or seizure of any book, document or object in terms of this clause.
- (7) The appointed person shall pay the specified witness fee to each person who appears before him in response to a subpoena issued.
- (8) A person shall be in contempt of the designated agent-
- (a) if, after having been subpoenaed to appear before him, the person without good cause does not attend at the time and place stated in the subpoena;
  - (b) if, after having appeared in response to a subpoena, that person fails to remain in attendance until excused by the designated agent;
  - (c) by refusing to take the oath or to make an affirmation as a witness when a designated agent so requires;
  - (d) by refusing to answer any question fully and to the best of that person's knowledge and belief, subject to sub clause (6);
  - (e) if the person, without good cause, fails to produce the book, document or object specified in a subpoena to a designated agent;

- (f) if the person wilfully hinders a designated agent in performing any function conferred by or in terms of the Act;
  - (g) if the person insults, disparages or belittles a designated agent, or prejudices or improperly influences an
  - (h) by wilfully interrupting the conciliation or arbitration proceedings or misbehaving in any other manner during investigation or improperly anticipates the designated agent's recommendations; those proceedings;
  - (i) by doing anything else in relation to the designated agent which, if done in relation to a court of law, would have been contempt of court.
- (9) The designated agent may refer any contempt to the Labour Court for an appropriate order.
- (10) A designated agent may decline to investigate and follow up on a complaint made by an employee who reports the dispute to the Council more than 17 weeks after the dispute arose: Provided that the employer of the complainant shall be assessed for the full period of non-compliance including interest and penalties as prescribed in this Agreement.
- (11) A designated agent may decline to investigate and follow up on a complaint made by a trade union if the trade union has not attempted first to resolve the alleged dispute directly with the employer party to the alleged dispute.

#### **55. ARBITRATION PROCEDURES TO ENFORCE COMPLIANCE WITH THIS AGREEMENT**

- (1) If the Secretary to the Council decides to refer the matter for arbitration, he shall appoint an arbitrator to hear and determine the alleged breach of this Agreement.
- (2) The Secretary, in consultation with all parties who may have a legal interest in the outcome of the arbitration, shall decide the date, time and venue of the arbitration hearing.
- (3) The Secretary of the Council shall serve notice of the date, time and venue of the arbitration on all parties who may have a legal interest in the outcome of the arbitration.

- (4) Any party who has a legal interest in the outcome of the arbitration shall have the right to-
- (a) give evidence;
  - (b) call witnesses;
  - (c) question the witnesses of any other party;
  - (d) address the concluding arguments to the arbitrator;
  - (e) be represented by a legal practitioner or co-employee or an office-bearer or official of his trade union or employers' organisation and, if the party is a juristic person, by a director or employee thereof.
- (5) Any award made by the arbitrator, together with any reasons, shall be served on all interested parties by the Council.
- (6) The Secretary of the Council may apply to make the arbitration award an order of the Labour Court in terms of section 158 (1) of the Act.
- (7) The provisions of this procedure shall stand in addition to any other legal remedy which the Council may apply to enforce a collective agreement.

#### **56. POWERS OF AN ARBITRATOR**

- (1) The arbitrator shall have the following general powers:
- (a) To determine whether there has been a breach of this Agreement.
  - (b) To make any appropriate award that gives effect to the Collective Agreement and to ensure compliance therewith.
  - (c) To determine the appropriate form of and the procedure to be followed at the arbitration proceedings.
  - (d) To make any order as to costs that he deems appropriate.

- (2) The arbitrator shall have the power to make an award in the absence of a party who is alleged to have breached the Agreement, if-
- (a) such party fails to appear in person or to be represented at the arbitration proceedings;
  - (b) proof is presented that such party has been notified of the proceedings: Provided that notice of the arbitration proceedings shall be deemed to have been given if proof is presented that written notification has been forwarded to such party-
    - (i) by registered mail to such party's last-known address and 14 days have elapsed since such notification has been mailed; or
    - (ii) by fax transmission to such party's last-known fax number; or
    - (iii) by hand delivery to such party's last-known business or residential address; or
    - (iv) an electronic mail has been sent to such party
  - (c) prima facie evidence has been presented to the arbitrator that the party in question has failed to comply with this Agreement.
- (3) The arbitrator shall have the power to vary, rescind or amend any arbitration award made by him or any arbitrator . The arbitrator shall have this power if-
- (a) the award was erroneously sought or erroneously made in the absence of any party affected by the award;
  - (b) the award is ambiguous or contains an obvious error or omission, but only to the effect of that ambiguity, error or omission;
  - (c) the award was granted as a result of a mistake common to the parties to the proceedings.
  - (d)
- (4) If the arbitrator finds that any party to the dispute has failed to comply with a provision of any of the Council's Collective Agreements which are binding on that party, then the arbitrator shall, in addition to any other appropriate order, impose a fine on the non-compliant party in accordance with clause 52.

#### **57. FINES, ARBITRATION COSTS AND INTEREST**

- (1) The fine that the Secretary may impose and an arbitrator shall impose for a failure to comply with a provision of a Collective Agreement-
- (a) not involving a failure to pay an amount due to an employee/party in terms of any provision, shall be the fine determined in terms of Table One; or
  - (b) involving a failure to pay an amount due to an employee/party, shall be the greater of the amount determined in terms of Table One or Table Two:



| TABLE ONE  |  |
|--|--|
| No previous failure to comply  | R100 per employee in respect of whom the failure to comply occurs.           |
| A previous failure to comply in respect of the same provision  | R200 per employee in respect of provision whom the failure to comply occurs. |
| A previous failure to comply in respect of the same provision within the previous 12 months or two previous failures to comply in respect of the same provision within three years | R300 per employee in respect of whom the failure to comply occurs.           |
| Three previous failures to comply in respect of the same provision within three years  | R400 per employee in respect of whom the failure to comply occurs.           |
| Four previous failures to comply in respect of the same provision within three years   | R500 per employee in respect of whom the failure to comply occurs.           |

| TABLE TWO   |  |
|---|--|
| No previous failure to comply   | 25% of the amount due, including any interest owing on the amount at the date of the order.  |
| A previous failure to comply in respect of the same provision within three years  | 50% of the amount due, including any interest owing on the amount at the date of the order.  |
| A previous failure to comply in respect of the same provision within the previous 12 months or two previous failures to comply in respect of the same provision with-in three years | 75% of the amount due, including any interest owing on the amount at the date of the order.  |
| Three previous failures to comply in respect of the same provision within three years   | 100% of the amount due, including any interest owing on the amount at the date of the order. |
| Four or more previous failures to comply in respect of the same provision within three years  | 200% of the amount due, including any interest owing on the amount at the date of the order. |

(2) A cost award by an arbitrator may include the following costs or any costs which in the opinion of the arbitrator should be awarded:

- (a) Fee of the arbitrator including travelling and accommodation;
- (b) venue costs;
- (c) administration fee of the Council;
- (d) costs of issuing subpoenas;

- (e) representative's fee which is to be taxed by the Labour Court;
  - (f) cost of the designated agent or other staff of the Council who have to attend the arbitration.
- (3) An employer who does not pay to the Council the levies and contributions payable by him and his employees each week within the period determined by the Council as defined in Clause 5 shall pay interest to the Council at the prime bank rate charged by the Council's bank plus 2%, calculated from the due date of payment.

#### **58. PROCEDURE FOR THE RESOLUTION OF DISPUTES ABOUT THE APPLICATION OR INTERPRETATION OF THIS AGREEMENT**

- (1) Any person who falls within the registered scope of the Council may refer a dispute about the interpretation or application of this Agreement to the Council for resolution in terms of this Agreement.
- (2) If a dispute is so referred to the Council, it shall attempt to resolve the dispute through conciliation and, if the dispute remains unresolved after conciliation, the Council shall appoint an arbitrator to arbitrate the dispute.
- (3) The powers of the arbitrator shall be the same as in sub clause 57 above.

#### **59. COMPLIANCE COMMITTEE**

- (1) The Council shall nominate a subcommittee to be known as the "Compliance Committee" that will be responsible for the effective investigation and enforcement action in respect of non-compliance with this Agreement.
- (2) The Compliance Committee shall-
  - (a) Consist of the Chairman of the Council, the Vice Chairman of the Council, five (5) employer body representatives and five (5) Trade union representatives.
  - (b) establish guidelines and principles covering all aspects of the enforcement of this Agreement, which are acceptable to the parties to this Agreement and which shall provide fair, cost-effective, unbiased and corruption free enforcement of this Agreement;

- (c) actively monitor and ensure that the guidelines and principles so established are adhered to by the agents of the Council;
- (d) provide open communication in regard to the actions of the Council or the Compliance Committee with all employers and employees interested in these actions;
- (e) investigate positive methods for promoting compliance especially amongst informal sector employers and employees and including the lobbying of all persons and institutions responsible for the preparation of tender documents to provide for compulsory compliance with this Agreement by the employers who are successful in winning such tenders;
- (f) provide for quick and cost-effective conciliation or arbitration of disputes between the Council and employers or employees.

#### **60. EXEMPTIONS**

- (1) All applications for exemption shall be in writing (on an application form as provided by the Council) and shall be addressed to the Secretary of the Council.
- (2) The Council hereby establishes an Exemptions Body constituted of the Compliance Committee appointed by the Council to consider all applications for exemptions of the Council's Collective Agreement.
- (3) Any person subject to the constitution/agreement may apply for exemption.
- (4) The Council shall decide an application for exemption within 30 days of receipt.
- (5) All applicants for exemption shall be substantiated, and such substantiation shall include the following details:
  - (a) The period for which the exemption is required;
  - (b) the Agreement and clauses or sub-clauses of the Agreement from which exemption is required; and
  - (c) proof that the exemption applied for has been discussed by the employer, his employees and their respective representatives, and the responses resulting from such consultation, either in support of or against the application, are to be included with the application.
- (6) Upon receipt of a valid application by the Council it shall immediately refer the application to the Exemptions Body which may, if deemed expedient, request the applicant to attend the meeting at which the application is considered, to facilitate the deliberations.

- (7) The authority of the Council is to consider applications for exemptions and grant exemptions.
- (8) In considering the application, the Council or the Independent Exemptions Body in the case of an appeal, shall take into consideration all relevant factors, which may include, but shall not be limited to, the following exemption criteria:
- (a) The period for which the exemption is sought.
  - (b) The number of employees affected and how many of such employees are members of a registered trade union.
  - (c) The written and verbal substantiation provided by the applicant
  - (d) Be accompanied by relevant supporting data and financial information.
  - (e) the terms of the exemption;
  - (f) the effect of the exemption on any employee benefit fund or training provision in relation to the alternative comparable bona fide benefit or provision, including the cost to the employee, transferability, administration management and cost, growth and stability;
  - (g) The employer must consult with the workforce, through a trade union representative or, where no trade union is involved, with the workforce itself, and must include the views expressed by the workforce in the application.
  - (h) Where the views of the workforce differ from that of the employer, the reasons for the views expressed must be submitted with the application.
  - (i) An application for exemption shall not be considered unless the employees or their representatives have been properly consulted and their views fully recorded in an accompanying document. Where an agreement between the employer and the workforce is reached, the signed written agreement must accompany the application.
  - (j) If the nature of the relief sought dictates, the application shall be accompanied by a plan reflecting the objectives and strategies to be adopted to rectify the situation giving rise to the application and indicating a time frame for the plan.
  - (k) The applicant's past record (if applicable) of compliance with the provisions of this agreement, its amendments and Exemptions Certificate.
  - (l) any precedent that might be set;

- (m) it is fair to both the employer, its employees and other employees in the sector;
- (n) it does not undermine this Agreement;
- (o) reporting requirements by the applicant and monitoring and re-evaluation processes; and
- (p) it will make a material difference to the viability of a business;
- (q) it will assist with unexpected economic hardship occurring during the currency of the Agreement and will save unnecessary job losses.
- (r) the interest of the industry as regards:
  - (i) unfair competition;
  - (ii) collective bargaining;
  - (iii) potential for labour unrest;
  - (iv) increased employment;
- (s) the interest of employees' as regards:
  - (i) exploitation;
  - (ii) job preservation;
  - (iii) sound conditions of employment;
  - (iv) possible financial benefits;
  - (v) health and safety;
  - (vi) infringement of basic rights
- (t) the interest of the employer as regards:
  - (i) financial stability;
  - (ii) impact on productivity;
  - (iii) future relationship with employees' trade union;
  - (iv) operational requirements

any special circumstance that exist;

- (10) In the event of the Council or the Independent Exemptions Body granting, partially granting or refusing to grant an application, the applicant shall be informed of the decision and the reasons for the decision within 14 normal working days and non-parties shall have the right to appeal in writing against the decision to the Independent Body within 14 days from the date of being informed of the outcome. Such an appeal shall be fully reasoned.

- (11) In terms of section 32(3)(e) of the Act, the Council hereby establishes an Independent Body to be known as the "Independent Exemption Board" to hear and decide any appeal brought against-
- (a) the Council's refusal of a non-party's application for exemption from the provisions of this Agreement;
  - (b) the withdrawal of such an exemption by the Council.
  - (c) an appeal shall be decided within 30 days.
- (12) No representative, office bearer, or official of the Council, trade union or employers' organisation party to the Council may be a member or participate in the deliberations of the Independent Exemptions Board.
- (13) The Council may also refer any application for exemption directly to the Independent Exemptions Board. The Independent Exemptions Board's decision regarding the granting or denying of the exemption will be final and both the applicant and the Council will be bound to the decision of the Independent Exemption Board.
- (14) The Secretary of the Council shall submit the appeal, together with the Council's decision regarding the application for exemption, to the Independent Exemptions Board which shall as soon as possible and not later than 30 days hear and decide the matter with reference to the exemption criteria set out in sub clause (8) hereof and when requested by the applicants or objectors to do so, may interview applicants or any objectors at its following meeting: Provided that the Independent Exemptions Board may defer a decision to a following meeting if additional motivation, information or verbal representations are considered necessary to decide on the application for exemption.
- (15) When the Independent Exemptions Board decides against granting an exemption or part of an exemption requested it shall advise the applicant(s) within 14 normal working days of the date of such decision and shall provide the reason or reasons for the decision not to grant an exemption.
- (16) Once the Council has granted an exemption or the Independent Exemptions Board has decided to uphold the appeal and grant an exemption it shall issue a certificate and advise the applicant(s) within 14 normal working days of the date of the decision, clearly specifying-
- (a) the full name of the applicant(s) or enterprise concerned;
  - (b) the trade name; the provisions of the Agreement from which exemption has been granted;
  - (c) the period for which the exemption shall operate;
  - (d) the date of issue and from which the exemption shall operate;

- (e) the condition(s) of the exemption granted; the area in which the exemption applies
  - (f) the reporting requirements by the applicant and the monitoring and re-evaluation processes.
- (17) The Council or Independent Exemptions Body shall;
- (a) retain a copy of the certificate
  - (b) forward the original certificate to the Secretary of the Council; and
  - (c) a copy of the exemption certificate is sent to the applicant
- (18) An employer to whom a certificate has been issued shall at all times have the certificate available for inspection at his establishment.
- (19) Unless otherwise specified in the certificate of exemption, any exemption from this Agreement shall be valid only in the region of the Council in which the application was made.

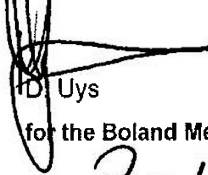


Signed at Bellville on this ..... day of .....2016



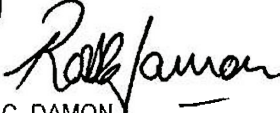
A BODILL

for the Master Builders' and Allied Trades' Association, Western Cape



D. Uys

for the Boland Meesterbouers en Verwante Bedrywe Vereniging



R. C. DAMON

for the Building Workers' Union



P. HLENGISA

for the National Union of Mineworkers (NUM)



W PONI

for the Building, Wood and Allied Workers' Union of South Africa

J. BROWN

For the Building Construction and Allied Workers Union



**ANNEXURE A: RULES FOR CONCILIATING AND ARBITRATING DISPUTES IN THE BUILDING INDUSTRY**  
**BARGAINING COUNCIL (RULES)**

**ARRANGEMENT OF RULES**

**PART A: SERVING AND FILING DOCUMENTS**

1. Council addresses at which documents must be filed
2. How to calculate time periods
3. Who must sign documents
4. How to serve documents on other parties
5. How to prove that a document was served in terms of the Rules
6. How to file documents with the Council
7. Documents and notices sent by registered post
8. How to seek condonation for documents delivered

**PART B: CONCILIATION OF DISPUTES**

9. How to refer a dispute to the Council for conciliation
10. What notice the Council is to give of a conciliation hearing
11. Council may seek to resolve a dispute before a conciliation hearing
12. What happens if a party fails to attend or is not represented at a conciliation hearing
13. How to determine whether or not a Council commissioner may conciliate a dispute
14. Issuing of a certificate in terms of section 135(5) of the Act

15. Conciliation proceedings may not be disclosed

#### **PART C: CON-ARB**

16. Conduct of con-arb in terms of section 191 (5A) of the Act

#### **PART D: ARBITRATIONS**

17. How to request arbitration
18. When parties may be directed to file statements
19. When parties may be directed to hold a pre-arbitration conference
20. What notice the Council is to give of an arbitration hearing
21. How to determine whether or not a commissioner may arbitrate a dispute
22. How to postpone an arbitration

#### **PART E: RULES THAT APPLY TO CONCILIATIONS, ARBITRATIONS AND CON-ARBS**

23. Who may represent a party at the Council
24. How to join or substitute parties to proceedings
25. How to correct the citation of a party
26. When the Council may consolidate disputes
27. Disclosure of documents
28. What happens if a party fails to attend proceedings in rights disputes

29. What happens if a party fails to attend proceedings in interest disputes

#### **PART F: APPLICATIONS**

30. How to bring an application

31. How to apply to vary or rescind arbitration awards or rulings

32. How to refer a dismissal dispute to the Labour Court

#### **PART G: PRE-DISMISSAL ARBITRATIONS**

33. How to request a pre-dismissal arbitration in terms of section 188A of the Act

#### **PART H: GENERAL**

34. Unrepresented applicants without postal addresses and fax numbers

35. Condonation for failure to comply with the Rules

36. Recordings of Council proceedings

37. How to have a subpoena issued

38. Payment of witness fees

39. Taxation of bills of cost

40. What words mean in these Rules

**PART A****SERVING AND FILING DOCUMENTS****1. *Council addresses at which documents must be filed***

- (1) The addresses, telephone numbers and telefax numbers of the offices of the Council are listed in Schedule 1.
- (2) Documents may be filed with the Council only at those addresses or telefax numbers listed in Schedule 1.

**2. *How to calculate time periods***

- (1) For the purpose of calculating any period of time in terms of these Rules-
  - (a) a day means any day of the week including Saturdays, Sundays and public holidays, but excludes the days from the 16th of December to the 7th of January, both days inclusive.

**Example 1**

Rule 7 refers to seven days of the date the document was posted. If the document was posted on a Friday then the seven days would include the next Saturday and Sunday.

**Example 2**

Rule 7 refers to seven days of the date the document was posted. If the date of postage was on a Friday, the 12th of December, the first four days would be counted (the days before the 16th) and final three days would be counted from 7th of January, in other words the period would run from the 12th of December to the 10th of January.

- (b) the first day is excluded and the last day is included, subject to sub rule (2).

**Example 3**

Rule 10 refers to a 14 days' notice period for conciliation. If notice was faxed on Thursday 10 October, the conciliation must be scheduled on Friday 25 October or any day thereafter.

- (2) The last day of any period must be excluded if it falls on a Saturday, Sunday, public holiday or any day between 16 December and 7 January.

**3. *Who must sign documents***

- (1) A document that a party must sign in terms of the Act or these Rules may be signed by the party or by a person entitled in terms of the Act or these Rules to represent that party in the proceedings.
- (2) If proceedings are jointly instituted or opposed by more than one employee, documents may be signed by an employee who is mandated by the other employees to sign documents. A written list of the names of the employees who have mandated the employer to sign on their behalf must be attached to the referral document.

#### **4. How to serve documents to other parties**

- (1) A party must serve a document on the other parties to a dispute-
  - (a) by handing a copy of the document to-
    - (i) the person if that person is a party to the dispute;
    - (ii) a person authorized in writing to accept service on behalf of the party to the dispute;
    - (iii) a person who appears to be at least 16 years old and in charge of the party's place of residence, business or employment;
  - (b) by faxing or telexing a copy of the document to that party;
  - (c) by sending a copy of the document by registered post or telegram to the last-known address of the party or to an address chosen by the party to receive service.
  - (d) Via electronic mail.

#### **5. How to prove that a document was served in terms of the Rules**

- (1) A party must prove to the Council that a document was served in terms of these Rules, by providing the Council or a council commissioner with the following:
  - (a) A copy of proof of mailing the document by registered post to the other party;
  - (b) a copy of the telegram or telex communicating the document to the other party;
  - (c) a copy of the telefax transmission report indicating the successful transmission of the whole document to the other party;
  - (d) an electronic mail tracking report; or
  - (e) if a document was served by hand-
    - (i) a copy of a receipt by, or on behalf of, the other party clearly indicating the name and designation of the recipient and the place, time and date of service; or
    - (ii) a statement confirming service signed by the person who delivered a copy of the document to the other party or left it at any premises.
- (2) If proof of service in accordance with sub rule (1) is provided, it is presumed, until the contrary is proved, that the party on whom it was served has knowledge of the contents of the document.
- (3) The Council may accept proof of service in a manner other than prescribed in this rule, as sufficient.

#### **6. How to file documents with the Council**

- (1) A party must file documents with the Council-
- (a) by handing the document in at an office of the Council;
  - (b) by sending a copy of the document by registered post to the Council;
  - (c) by sending an electronic mail; or
  - (d) by faxing the document to the Council.

- (2) A document is filed with the Council when-
- (a) the document is handed to the office of the Council;
  - (b) a document sent by registered post is received by the Council;
  - (c) the electronic mail has been delivered; or
  - (d) the transmission of a fax is completed.

**7. Documents and notices sent by registered post**

Any document sent by registered post is presumed, until the contrary is proved, to have been received by the person to whom it was sent seven days after it was posted.

**8. How to seek condonation for documents delivered late**

- (1) This rule applies to any document, including a referral or an application, delivered outside of a time period prescribed in the Act or these Rules.
- (2) A party must apply for condonation, in terms of rule 30, when delivering the document to the Council.
- (3) An application for condonation must set out the grounds for seeking condonation and must include details of the following:
- (a) The degree of lateness;
  - (b) the reasons for the lateness and degree of fault;
  - (c) the referring party's prospects and succeeding with the referral and obtaining the relief sought against the other party;
  - (d) any prejudice to the other parties; and
  - (e) any other relevant factors.

**PART B**

**CONCILIATION OF DISPUTES**

**9. How to refer a dispute to the Council for conciliation**

- (1) A party must refer a dispute to the Council for conciliation by completing the Council's referral form and serving it on the Council.
- (2) The referring party must-
- (a) sign the referral form;
  - (b) attach written proof that the referral form was served on the other parties to the dispute;
  - (c) if the referral form is filed late, attach an application for condonation in accordance with rule 8.

(3) The Council must refuse to accept a referral document until sub rule (2) hereof has been compiled with.

**10. *The notice the Council is to give of a conciliation hearing***

The Council must give the parties at least 14 days' written notice of a conciliation hearing, unless the parties agree to a shorter period of notice.

**11. *Council may seek to resolve a dispute before a conciliation hearing***

The Council commissioner may contact the parties by telephone or by other means, prior to the commencement of the conciliation, in order to seek to resolve the dispute.

**12. *What happens if a party fails to attend or is not represented at a conciliation hearing***

If a party to a dispute fails to attend in person or to be represented at a conciliation hearing, the Council commissioner may deal with it in terms of rule 22.

**13. *How to determine whether or not Council commissioner may conciliate a dispute***

If it appears during conciliation proceedings that a jurisdictional issue has not been determined, the Council must require the referring party to prove that the Council has the jurisdiction to conciliate the dispute.

**14. *Issuing a certificate in terms of section 135 (5) of the Act***

A certificate issued in terms of section 125 (5) of the Act stating that the dispute has or has not been resolved, must identify the nature of the dispute as described in the referral document or as identified by the commissioner during the conciliation process.

**15. *Conciliation proceedings may not be disclosed***

- (1) Conciliation proceedings must be treated as private and confidential and conducted without prejudice. No person may refer to anything said at conciliation proceedings during any subsequent proceedings, unless the parties agree to this in writing.
- (2) No person, including a commissioner, may be called as a witness during any subsequent proceedings in the Council or in any court to give evidence about what transpired during conciliation.

**PART C**

**CON-ARB**

**16. *Conduct of con-arb in terms of section 191 (5A) of the Act***

- (1) The Council must give the parties at least 14 days' written notice that a matter has been scheduled for con-arb in terms of section 191 (5A) of the Act.
- (2) A party that intends to object to a dispute being dealt with in terms of section 191 (5A) must serve a written notice on the Council and the other party, at least seven days prior to the scheduled date in terms of sub rule (1).



- (3) Sub rule (2) does not apply to a dispute concerning-
  - (a) the dismissal of an employee for any reason related to probation; or
  - (b) an unfair labour practice relating to probation.
- (4) If the respondent party fails to appear or to be represented at a hearing schedule in terms of sub rule (1), the Council commissioner must conduct the con-arb on the date specified in the notice issued in terms of sub rule (1) or adjourn the proceeding until a later date.
- (5) Sub rule (4) applies irrespective of whether or not a party has lodged a notice of objection in terms of sub rule (2).
- (6) The provisions of the Act and these Rules that are applicable to conciliation and arbitration, respectively apply, with the changes required by the context, to con-arb proceedings.
- (7) If the arbitration does not commence on the dates specified in terms of the notice referred to in sub rule (1), the Council must schedule the matter for arbitration either in the presence of the parties or by issuing a notice in terms of rule 20.

#### **PART D**

#### **ARBITRATIONS**

**[Part D does not apply to arbitrations in respect of failure to comply with the provisions of a collective agreement in terms of section 33A (4) of the Act]**

##### **17. *How to request arbitration***

- (1) A party may request the Council to arbitrate a dispute by delivering a document in the form of Annexure LRA7.13 ("the referral document").
- (2) The referring party must-
  - (a) sign the referral document in accordance with rule 3;
  - (b) attach to the referral document written proof that the referral document was served on the other parties to the dispute in accordance with rule 5; and
  - (c) if the referral document is served out of time, attach an application for condonation in accordance with rule 8.
- (3) The Council must refuse to accept a referral document until sub rule (2) has been complied with.
- (4) This rule does not apply to con-arb proceedings held in terms of section 191 (5A).

##### **18. *When parties may be directed to file statements***

- (1) The Council or a Council commissioner may direct-
  - (a) the referring party in an arbitration to file a statement of case within a specified time period; and
  - (b) the other parties to file an answering statement within a specified time period.
- (2) A statement in terms of sub rule (1) must-

- (a) set out the material facts upon which the party relies and the legal issues that arise from the material facts;
- (b) be filed within the time period specified by the Council or the Council commissioner.

**19. *When parties may be directed to hold a pre-arbitration conference***

The parties to an arbitration must hold a pre-arbitration conference dealing with the matters referred to in sub rule 18 (2) above if directed to do so by the Secretary of the Council.

**20. *What notice the Council is to give of an arbitration hearing***

The Council must give the parties at least 14 days' written notice of an arbitration hearing, unless the parties agree to a shorter period.

**21. *How to determine whether a Council commissioner may arbitrate a dispute***

If, during the arbitration proceedings, it appears that a jurisdictional issue has not been determined, the Council commissioner must require the referring party to prove that the Council has jurisdiction to arbitrate the dispute.

**22. *How to postpone an arbitration***

- (1) The Council must postpone an arbitration without the parties appearing if-
  - (a) all the parties to the dispute agree in writing to the postponement; and
  - (b) the written agreement for the postponement is received by the Council more than seven days prior to the scheduled date of the arbitration; and
  - (c) there are compelling reasons to postpone.
- (2) Any party may apply in terms of rule 30 to postpone an arbitration by serving an application on the other parties to the dispute and filing a copy with the Council before the scheduled date of the arbitration.

**PART E**

**RULES THAT APPLY TO CONCILIATIONS, ARBITRATIONS AND CON-ARBS**

**23. *Who may represent a party at the Council***

- (1) A party to the dispute may appear in person at any proceedings before the Council or be represented by-
  - (a) a legal practitioner;
  - (b) a member, official or office bearer of a registered trade union of which the party was a member at the time the dispute arose;
  - (c) an official or office bearer of a registered employers' organisation, or registered employer federation of which the party was a member at the time the dispute arose;
  - (d) a director, employee, trustee or partner in a partnership of that party;
  - (e) another party to the dispute if proceedings are brought or opposed by more than one party.

- (2) Notwithstanding sub rule (1)(a), if the dispute is about the fairness of a dismissal and a party has alleged that the reason for the dismissal relates to the employee's conduct or incapacity, the parties are not entitled to be represented by practising lawyers in the proceedings unless-
- (a) the Council commissioner and the other parties consent;
  - (b) the Council commissioner concludes that it is unreasonable to expect the party to deal with the dispute without legal representation, after considering-
  - (c) the nature of the questions of law raised by the dispute;
  - (d) the complexity of the dispute
  - (e) the public interest; and
  - (f) the comparative ability of the opposing parties or their representatives to deal with the dispute.

#### **24. *How to join or substitute parties to proceedings***

- (1) The Council or a Council commissioner may join any number of persons as parties in proceedings if their right to relief depends on substantially the same questions of law or fact.
- (2) A Council commissioner may make an order joining any person as a party in the proceedings if the party to be joined has a substantial interest in the subject matter of the proceedings.
- (3) A Council commissioner may make an order in terms of sub rule (2)-
  - (a) of the Council commissioner's own accord;
  - (b) on application by a party; or
  - (c) if a person entitled to join the proceedings applies at any time during the proceedings to intervene as a party.
- (4) An application in terms of this rule must be made in terms of rule 30.
- (5) If in any proceedings it becomes necessary to substitute a person for an existing party, any party to the proceedings may apply to the Council for an order substituting that person for an existing party, and a Council commissioner may make such order or give appropriate directions as to the further procedure of the proceedings.
- (6) An application to join any person as a party to proceedings or to be substituted for an existing party must be accompanied by copies of all documents previously delivered, unless the person concerned or that person's representative is already in possession of the documents.
- (7) Subject to any order made in terms of sub rules (2) and (5), a joinder or substitution in terms of this rule does not affect any steps already taken in the proceedings.

#### **25. *How to correct the citation of a party***

If a party to any proceedings has been incorrectly or defectively cited, the Council may, on application and on notice to the parties concerned, correct the error or defect.

#### **26. *When the Council may consolidate disputes***

The Council or a Council commissioner, of its own accord or on application, may consolidate more than

one dispute so that the disputes may be dealt with in the same proceedings.

**27. *Disclosure of documents***

Any party may request a Council commissioner to make an order requiring any other party to the dispute to disclose  
all relevant documents.

**28. *What happens if a party fails to attend proceedings in rights disputes***

- (1) In a rights dispute, if a party to the dispute fails to attend or be represented at any proceedings before the Council, and that party-
  - (a) had referred the dispute to the Council, a Council commissioner may dismiss the matter by making an order; or
  - (b) had not referred the matter to the Council, the Council commissioner may-
    - (i) continue with the proceedings in the absence of that party; or
    - (ii) adjourn the proceedings to a later date.
- (2) A Council commissioner must be satisfied that the party had been properly notified of the date, time and venue of the proceedings, before making any decision in terms of sub rule (1).
- (3) If a matter is dismissed, the Council must send a copy of the ruling to the parties.

**29. *What happens if a party fails to attend proceedings in interest disputes***

- (1) In an interest dispute, if a party to the dispute fails to attend the conciliation hearing or be represented at the hearing, and that party-
  - (a) had referred the dispute to the Council, a Council commissioner may extend the conciliation period for another thirty days and notify the parties of the extension in writing; or
  - (b) had not referred the dispute to the Council, the Council commissioner may immediately issue a certificate stating that the dispute remains unresolved.
- (2) A Council commissioner must be satisfied that the party had been properly notified of the date, time and venue of the proceedings, before making any decision in terms of sub rule (1).

**PART F  
APPLICATIONS**

**30. *How to bring an application***

- (1) An application must be brought on notice to all persons who have an interest in such application.
- (2) The party bringing the application must sign the notice of application and must state-
  - (a) the title of the matter;
  - (b) the case number assigned to the matter by the Council;
  - (c) the relief sought;

- (d) the address at which the party delivering the document will accept delivery of all documents and proceedings;
  - (e) that any party that intends to oppose the matter must deliver a notice of opposition and answering affidavit within 14 days after the application has been delivered to it;
  - (f) that the application may be heard in the absence of a party that does not comply with subparagraph (e);
  - (g) a schedule is included listing the documents that are material and relevant to the application.
- (3) The application must be supported by an affidavit that must clearly and concisely set out-
- (a) the names, description and addresses of the parties;
  - (b) a statement of the material facts, in chronological order, on which the application is based, in sufficient detail enable any person opposing the application to reply to the facts;
  - (c) a statement of legal issues that arise from the material facts, in sufficient detail to enable any party to reply to the document;
  - (d) if the application is filed outside the relevant time period, grounds for condonation in accordance with rule 8; and
  - (e) if the application is brought urgently, the circumstances why the matter is urgent and the reasons why it cannot be dealt with in accordance with the time frames prescribed in these Rules.
- (4) Any party opposing the application may deliver a notice of opposition and an answering affidavit within 14 days from the day on which the application was served on that party.
- (5) A notice of opposition and an answering affidavit must contain, with the changes required by the context, the information required by sub rules (2) and (3), respectively.
- (6) The party initiating the proceedings may deliver a replying affidavit within seven days from the day on which any notice of opposition and answering affidavit are served on it.
- (7) The replying affidavit must address only issues raised in the answering affidavit and may not introduce new issues of fact or law.
- (8) The Council commissioner may permit the affidavits referred to in this rule to be replaced by a written statement.
- (9) In an urgent application, the Council or a Council commissioner may-
- (a) dispense with the requirements of this rule; and
  - (b) grant an order only against a party that has had reasonable notice of the application.
- (10) The Council must allocate a date for a hearing of the application once a replying affidavit is delivered, or once the time limit for delivering a replying affidavit has lapsed, whichever occurs first.
- (11) The Council must notify the parties of the date, time and place of the hearing of the application.
- (12) Applications may be heard on a motion roll on a day determined by the Council.
- (13) Notwithstanding this rule, the Council or a Council commissioner may determine an application in any manner it deems fit.

### **31. *How to apply to vary or rescind arbitration awards or rulings***

- (1) An application for the variation or rescission of an arbitration award or ruling must be made within 14 days of the date on which the application became aware of-
  - (a) the arbitration award or ruling; or
  - (b) a mistake common to the parties to the proceedings.
- (2) A ruling made by a Council commissioner which has the effect of a final order, will be regarded as a ruling for the purposes of this rule.

### **32. *How to refer a dismissal dispute to the Labour Court***

- (1) An application in terms of section 191 (6) of the Act to refer a matter to the Labour Court, must be made within 14 days of the dispute being certified unresolved in conciliation.
- (2) Notwithstanding sub rule (1), a party that requests arbitration may not thereafter make an application in terms of section 191 (6).
- (3) The application must state the grounds on which a party relies in requesting that the dispute be referred to the Labour Court.
- (4) If any party to the dispute objects to the matter being referred to the Labour Court, that party must state the grounds for the objection within seven days of receipt of the application.
- (5) The Council must notify the parties of its decision in terms of section 191 (8) within 14 days of receiving the objection.

## **PART G**

### **PREDISMISSAL ARBITRATIONS**

#### **33. *How to request a pre-dismissal arbitration in terms of section 188A of the Act***

- (1) An employer requesting the Council to conduct a pre-dismissal arbitration must do so by delivering a completed referral form to the Council.
- (2) The employee must sign the referral form consenting to pre-dismissal arbitration. If an employee has consented in terms of section 188A(4)(b)1, the referral form does not have to be signed by the employee, but a copy of the contract containing the consent must be attached to the form.
- (3) When filing the referral form, the employer must pay the prescribed fee to the Council. Payment of the fee may only be made by-
  - (a) bank guaranteed cheque; or
  - (b) electronic transfer into the bank account of the Council.
- (4) Within 14 days of receiving a request in terms of sub rule (1) and payment of the prescribed fee, the Council must notify the parties to the pre-dismissal arbitration when and where the pre-dismissal arbitration will be
- (5) Unless the parties agree otherwise, the Council must give the parties at least 14 days' notice of the held. commencement of the pre-dismissal arbitration.
- (6) The Council will be required to refund a fee paid in terms of sub rule (3), only if the Council is notified of the resolution of the matter prior to issuing a notice in terms of sub rule (4).

## PART H GENERAL

### 34. *Unrepresented applicants without postal addresses and fax numbers*

- (1) An unrepresented applicant who intends to refer a dispute to the Council and who does not have a postal address or fax number must hand-deliver the referral form to the Council.
- (2) If a referral form is received by hand delivery by an unrepresented applicant, the Council must provide the applicant with a case number and written instructions to contact the Council by telephone or in person, within seven days of the date of referral, in order for the Council to notify the applicant of the details of the hearing.
- (3) The administrator who notifies the applicant of the hearing in terms of sub rule (2) must record on the case file and on the case management system that the applicant has been notified of the details of the hearing.
- (4) The record made in terms of sub rule (3) will constitute proof that the applicant was notified of the hearing.

### 35. *Condonation for failure to comply with the Rules*

The Council or a Council commissioner may condone any failure to comply with the time frames in these Rules, on good cause shown.

### 36. *Recordings of Council proceedings*

- (1) The Council must keep a record of-
  - (a) any evidence given in an arbitration hearing;
  - (b) any sworn testimony given in any proceedings before the Council; and
  - (c) any arbitration award or ruling made by a Council commissioner.
- (2) The record may be kept by legible handwritten notes or by means of an electronic recording.
- (3) A party may request a copy of the transcript of a record or a portion of a record kept in terms of sub rule (2), on payment of the costs of the transcription.
- (4) After the person who makes the transcript of the record has certified that it is correct, the record must be returned to the Council.
- (5) The transcript of a record certified correct in terms of sub rule (4) will be presumed to be correct, unless the Labour Court decides otherwise.

### 37. *How to have a subpoena issued*

- (1) Any party who requires the Council or a Council commissioner to subpoena a person in terms of section 142 (1) of the Act, must file a completed subpoena form, requesting a subpoena together with a written substantiation setting out why the evidence of the person to be subpoenaed is necessary.
- (2) A party requesting the Council to waive the requirement for the party to pay witness fees in terms of section 142(7)(c) must set out the reasons for the request in writing at the time of requesting the Council to issue a subpoena in respect of that witness.
- (3) An application in terms of sub rule (1) must be filed with the Council at least 10 days before the arbitration hearing, or as directed by the Council commissioner hearing the arbitration.



- (4) The Council or a Council commissioner may refuse to issue a subpoena if-
- (a) the party does not establish why the evidence of the person is necessary;
  - (b) the party subpoenaed does not have a reasonable period in which to comply with the subpoena;
  - (c) the Council or a Council commissioner is not satisfied that the party has made arrangements to pay the witness fees and the reasonable travel costs of the person subpoenaed.
- (5) A subpoena must-
- (a) be served on the witness subpoenaed by the person who has requested the subpoena or by the sheriff, at least seven days before the scheduled date of the arbitration;
  - (b) if so directed by the Council, be accompanied by payment of the prescribed witness fees for one day in accordance with the tariff of allowances published by notice in the Gazette in terms of section 142 (7) of the Act and the witnesses' reasonable travel costs.
- (6) Sub rules 4(c) and 5(b) do not apply if the Council, in terms of section 142(7)(c), has waived the requirement for the party to pay witness fees.

### **38. *Payment of witness fees***

- (1) A witness subpoenaed in any proceedings in the Council must be paid a witness fee in accordance with the tariff of allowances published by notice in the Gazette in terms of section 142 (7) of the Act.
- (2) The witness fee must be paid by-
- (a) the party who requested the Council to issue the subpoena; or
  - (b) the Council, if the issue of the subpoena was not requested by a party or if the Council waives the requirement to pay witness fees in terms of section 142(7)(c).
- (3) Notwithstanding sub rule (1), the Council commissioner may, in appropriate circumstances, order that a witness receive no fee or only part of the prescribed fee.

### **39. *Taxation of bills of cost***

- (1) The basis on which a Council commissioner may make an order as to costs in any arbitration is regulated by section 138 (10) of the Act.
- (2) The Secretary of the Council may appoint taxing officers to perform the functions of a taxing officer in terms of these Rules.
- (3) The taxing officer must tax any bill of costs for services in connection with proceedings in the Council, on Schedule A of the prescribed Magistrates' Courts tariff, in terms of the Magistrates' Courts Act, No. 32 of 1944, unless the parties have agreed to a different tariff.
- (4) At the taxation of any bill of costs, the taxing officer may call for any book, document, paper or account that in the taxing officer's opinion is necessary to properly determine any matter arising from the taxation.
- (5) Any person requesting a taxation must complete a referral form requesting taxation and must satisfy the taxing officer-
- (a) of that party's entitlement to be present at the taxation; and
  - (b) that the party liable to pay the bill has received notice of the date, time and place of the taxation.



- (6) Notwithstanding sub rule (4), notice need not be given to a party-
- (a) who failed to appear or to be represented at the hearing; or
  - (b) who consented in writing to the taxation taking place in that party's absence.
- (7) Any decision by a taxing officer is subject to review by the Labour Court.

#### 40. *What words mean in these Rules*

Any expression in these Rules that is defined in the Labour Relations Act, 1995 (Act No. 66 of 1995), has the same meaning as in that Act and-

**"Act"** means the Labour Relations Act, 1995 (Act No. 66 of 1995), and includes any regulation made in terms of that Act;

**"con-arb"** means proceedings held in terms of section 191(5A) of the Act, where an arbitration commences immediately after certifying that the dispute remains unresolved in conciliation;

**"Council"** means the Building Industry Bargaining Council registered in terms of section 29 of the Act;

**"Council commissioner"** means an individual appointed by the Council to resolve disputes;

**"deliver"** means serve on other parties and file with the Commission;

**"dispute of interest"** means any dispute concerning a matter of mutual interest; excluding any dispute that a party has the right to refer to arbitration or to the Labour Court under the Act, a collective agreement or an arbitration agreement.

**"dispute of right"** means a legal claim of which a party in the employment relationship is entitled by virtue of the employment contract, a collective agreement, a statute or the common law;

**"Director"** means the Director of the Commission appointed in terms of section 118 of the Act, and includes any person delegated by the Director to perform any of the functions of the Director;

**"file"** means to lodge with the Council in terms of rule 6;

**"Labour Court"** means the Labour Court established by section 151 of the Act and includes any judge of the Labour Court;

**"party"** means any party to proceedings before the Council;

**"legal practitioner"** means a practicing advocate, a practicing attorney and a candidate attorney;

**"public holiday"** means a public holiday referred to in section 1 of the Public Holidays Act, 1994 (Act No. 36 of 1994). These currently include-

- 1 January, New Year's Day
- 21 March, Human Rights Day
- Easter Friday and Monday
- 27 April, Freedom Day
- 1 May, Worker's Day
- 16 June, Youth Day
- 9 August, National Women's Day
- 24 September, Heritage Day
- 16 December, Day of Reconciliation

25 December, Christmas Day

26 December, Day of Goodwill,

and any public holiday declared as such in terms of section 2A of the Public Holidays Act, 1994.

**"Rules"** means these rules;

**"Secretary"** means the secretary of the Council;

**"serve"** means to serve in accordance with rule 4 and "service" has a corresponding meaning; and

**"taxing officer"** means any competent person appointed by the Secretary in terms of rule 32.

#### SCHEDULE 1 REGISTERED ADDRESSES OF THE COUNCIL

|   |                                      |   |
|---|--------------------------------------|---|
| The Secretary<br>81 Voortrekker Road<br>BELLVILLE<br>7530 | Private Bag X29<br>BELLVILLE<br>7535 | Tel.: (021) 950-7400<br>Fax.: (021) 950-7405<br>E-mail: bibc@bibc.co.za |
| Garlink Building<br>29 Lady Grey Street<br>PAARL<br>7646  | P O Box 323<br>PAARL<br>7620         | Tel.: (021) 872-1505<br>Fax: (021)872-2301                              |
| 7 Oak Street<br>Seven Oak centre<br>SOMERSET WEST<br>7130 |                                      | Tel.: (021) 851 -2160   |
| 21A Mimosa Street<br>HERMANUS<br>7200                     | PO Box 1825<br>HERMANUS<br>7200      | Tel.: (028) 312 2861<br>Fax: (028) 312 2866                             |

# **WARNING!!!**

## **To all suppliers and potential suppliers of goods to the Government Printing Works**

The Government Printing Works would like to warn members of the public against an organised syndicate(s) scamming unsuspecting members of the public and claiming to act on behalf of the Government Printing Works.

One of the ways in which the syndicate operates is by requesting quotations for various goods and services on a quotation form with the logo of the Government Printing Works. Once the official order is placed the syndicate requesting upfront payment before delivery will take place. Once the upfront payment is done the syndicate do not deliver the goods and service provider then expect payment from Government Printing Works.

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To confirm the legitimacy of purchase orders, please contact:

Renny Chetty (012) 748-6375 ([Renny.Chetty@gpw.gov.za](mailto:Renny.Chetty@gpw.gov.za)),

Anna-Marie du Toit (012) 748-6292 ([Anna-Marie.DuToit@gpw.gov.za](mailto:Anna-Marie.DuToit@gpw.gov.za)) and

Siraj Rizvi (012) 748-6380 ([Siraj.Rizvi@gpw.gov.za](mailto:Siraj.Rizvi@gpw.gov.za))

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