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**No. 37959**

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**IMPORTANT ANNOUNCEMENT****Closing times *PRIOR TO PUBLIC HOLIDAYS* for  
GOVERNMENT NOTICES, GENERAL NOTICES,  
REGULATION NOTICES AND PROCLAMATIONS****2014**

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

- ▶ **18 September**, Thursday, for the issue of Friday **26 September 2014**
- ▶ **11 December**, Thursday, for the issue of Friday **19 December 2014**
- ▶ **15 December**, Monday, for the issue of Wednesday **24 December 2014**
- ▶ **19 December**, Friday, for the issue of Friday **2 January 2015**

Late notices will be published in the subsequent issue, if under special circumstances, a late notice is accepted, a double tariff will be charged

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**BELANGRIKE AANKONDIGING****Sluitingstye *VOOR VAKANSIEDAE* vir  
GOEWERMENTS-, ALGEMENE- & REGULASIE-  
KENNISGEWINGS ASOOK PROKLAMASIES****2014**

Die sluitingstyd is stiptelik **15:00** op die volgende dae:

- ▶ **18 September**, Donderdag, vir die uitgawe van Vrydag **26 September 2014**
- ▶ **11 Desember**, Donderdag, vir die uitgawe van Vrydag **19 Desember 2014**
- ▶ **15 Desember**, Maandag, vir die uitgawe van Woensdag **24 Desember 2014**
- ▶ **19 Desember**, Vrydag, vir die uitgawe van Vrydag **2 Januarie 2015**

Laat kennisgewings sal in die daaropvolgende uitgawe geplaas word. Indien 'n laat kennisgewing wel, onder spesiale omstandighede, aanvaar word, sal 'n dubbeltarief gehef word

Wanneer 'n **APARTE Staatskoerant** verlang word moet die kopie drie kalenderweke voor publikasie ingedien word

# GOVERNMENT NOTICES GOEWERMENTSKENNISGEWINGS

## SOUTH AFRICAN REVENUE SERVICE SUID-AFRIKAANSE INKOMSTEDIENS

No. R.659

5 September 2014

CUSTOMS AND EXCISE ACT, 1964  
AMENDMENT OF SCHEDULE NO. 1 (NO. 1/1/1495)

In terms of section 48 of the Customs and Excise Act, 1964, Part 1 of Schedule No. 1 to the said Act is hereby amended to the extent set out in the Schedule hereto.



M JONAS  
DEPUTY MINISTER OF FINANCE

### SCHEDULE

By the substitution of the following:

Heading / Subheading	CD	Article Description	Statistical Unit	Rate of Duty			
				General	EU	EFTA	SADC
8545.11	5	-- Of a kind used for furnaces	kg	free	free	free	free

No. R. 659

5 September 2014

DOEANE- EN AKSYNSWET, 1964,  
WYSIGING VAN BYLAE NO. 1 (NO. 1/1/1495)

Kragtens artikel 48 van die Doeane- en Aksynswet, 1964, word Deel 1 van Bylae No. 1 by bogenoemde Wet hiermee gewysig in die mate in die Bylae hierby aangeleen.

  
M. JONAS  
ADJUNKMINISTER VAN FINANSIES

## BYLAE

Deur die vervanging van die volgende:

Pos / Subpos	TS	Artikel Beskrywing	Statistiese Eenheid	Skaal van Reg			
				Algemeen	EU	EFTA	SAOG
8545.11	5	-- Van 'n soort in smeltkroese gebruik	kg	vry	vry	vry	vry

**DEPARTMENT OF LABOUR  
DEPARTEMENT VAN ARBEID**

No. R. 660

5 September 2014

**LABOUR RELATIONS ACT, 1995****CANCELLATION OF GOVERNMENT NOTICE****SOUTH AFRICAN ROAD PASSENGER BARGAINING COUNCIL: MAIN COLLECTIVE  
AGREEMENT**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby, in terms of section 32(7) of the Labour Relations Act, 1995, cancel Government Nos. R. 605 of 16 August 2013, and R505 of 27 June 2014 with effect from .....  
2014-09-15


  
**MINISTER OF LABOUR**  
20/8/2014

No. R. 660

Usuku: 5 kuMandulo 2014

**UMNYANGO WEZABASEBENZI  
UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995  
UKUHOXISWA KWESAZISO ZIKAHULUMENI****UMKHANDLU WASENINGIZIMU AFRIKA WOKUXOXISANA PHAKATHI KWABAQASHI  
NABASEBENZI BEMBONI YOKUHANJISWA KWABANTU EMGWAQWENI: ISIVUMELWANO  
ESIYINGQIKITHI SABAQASHI NABASEBENZI**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe Wezabasebenzi ngokwesigaba 32(7) soMthetho Wobudlelwano Kwezabasebenzi ka-1995, ngihoxisa iZaziso zikahulumeni ezinguNombolo R. 605 somhla-ka 16 kuNcwaba 2013 ne R. 505 somhla-ka 27 kuNhlangulana 2014 kusukela mhla-ka .....  
2014-09-15

  
**UNGQONGQOSHE WEZABASEBENZI**  
20/8/2014

No. R. 661

5 September 2014

**LABOUR RELATIONS ACT, 1995****SOUTH AFRICAN ROAD PASSENGER BARGAINING COUNCIL:  
EXTENSION TO NON-PARTIES OF THE MAIN COLLECTIVE RE-ENACTING  
AND AMENDING AGREEMENT**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby in terms of section 32(2) read with 32 (3) (b) and (c) of the Labour Relations Act, 1995, declare that the collective agreement which appears in the Schedule hereto, which was concluded in the South African Road Passenger Bargaining Council 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  
2014 -09- 1 5  
..... and for the period ending 30 June 2015.

  
**MINISTER OF LABOUR**  
20/8/2014

No. R. 661

5 kuMandulo 20

**UMNYANGO WEZABASEBENZI****UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995**

**UMKHANDLU WASENINGIZIMU AFRIKA WOKUXOXISANA PHAKATHI KWABAQASHI NABASEBENZI BEMBONI YOKUHANJISWA KWABANTU EMGWAQWENI: UKWELULELWA KWESIVUMELWANO PHAKATHI KWABAQASHI NABASEBENZI ESIYINGQIKITHI SAKHIWE KABUSHA FUTHI ESICHIBIYELAYO SELULELWA KULABO ABANGEYONA INGXYENYE YESIVUMELWANO**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe Wezabasebenzi ngokwesigaba 32(2) sifundwa nesigaba 32(3) (b) ne (c) soMthetho Wobudlelwano Kwezabasebenzi ka-1995, ngazisa ukuthi isiVumelwano phakathi kwabaqashi nabasebenzi esitholakala kwiSheduli yesiNgisi exhunywe lapha, esenziwa uMkhandlu waseningizimu Afrika Wokuxoxisana phakathi Kwabaqashi Nabasebenzi Bemboni Yokuhanjiswa Kwabantu Emgwaqeni, ngokwesigaba 31 soMthetho Wobudlelwano Kwezabasebenzi ka 1995, esibopha labo abasenzayo, sizobopha bonke abaqashi nabasebenzi kuleyo Mboni kusukela mhlaka. ....kuze kube ngu 31 kuNhlangulana 2015.

  
**UNGQONGQOSHE WEZABASEBENZI**  
20/8/2014




No. R. 662

5 September 2014

## LABOUR RELATIONS ACT, 1995

SOUTH AFRICAN ROAD PASSENGER BARGAINING COUNCIL: EXTENSION OF  
PERIOD OF OPERATION OF THE MAIN COLLECTIVE AGREEMENT

I, MILDRED NELISIWE OLIPHANT, the Minister of Labour, hereby, in terms of section 32(6)(a)(i) of the Labour Relations Act, 1995, extend the period fixed in Government Notice No. R. 661 of 2014-09-05 by a further period ending 30 June 2015.

  
MINISTER OF LABOUR  
20/8/2014

No. R. 662

5 kuMandulo 2014

## UMNYANGO WEZABASEBENZI

## UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995

UMKHANDLU WASENINGIZIMU AFRIKA WOKUXOXISANA PHAKATHI  
KWABAQASHI NABASEBENZI BEMBONI YOKUHANJISWA KWABANTU  
EMGWAQWENI: UKWELULWA KWESIKHATHI SOKUSEBENZA  
KWESIVUMELWANO SABAQASHI NABASEBENZI ESIYINGQIKITHI

Mina, MILDRED NELISIWE OLIPHANT, onguNgqongqoshe Wezabasebenzi, lapha ngokwesigaba 32(6)(a)(i) soMthetho Wobudlelwano Kwezabasebenzi, ka-1995, ngimemezela ukuthi izihlinzeko zeZaziso zikaHulumeni enombolo R. 661 somhla-ka 2014-09-05 ziyasebenza kusukela osukwini lokushicilelwa kawalesisaziso kuze kube mhlaka 30 kuNhlangulana 2015.

  
UNGQONGQOSHE WEZABASEBENZI  
20/8/2014

**SCHEDULE:****SOUTH AFRICAN ROAD PASSENGER BARGAINING COUNCIL (SARPBAC)****RE-ENACTMENT AND AMENDMENT OF MAIN COLLECTIVE AGREEMENT**

in accordance with the provisions of the Labour Relations Act, 1995, made and entered into  
by and between the:

**SOUTH AFRICAN BUS EMPLOYERS' ASSOCIATION****AND****COMMUTER BUS EMPLOYERS' ASSOCIATION**


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

**SOUTH AFRICAN TRANSPORT AND ALLIED WORKERS UNION****TRANSPORT AND ALLIED WORKERS UNION OF SOUTH AFRICA****AND****TRANSPORT AND OMNIBUS WORKERS UNION**

(hereinafter referred to as the "employees" or the "trade unions"), of the other part,  
being the parties to the South African Road Passenger Bargaining Council (SARPBAC)

(hereinafter referred to as the "Bargaining Council")

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## **1. SCOPE OF APPLICATION**

### **1.1. SCOPE OF APPLICATION**

The terms of this agreement shall be observed in the Road Passenger Transport Trade:

- 1.1.1. by all Employers who are members of the Employers' Association and by all Eligible Employees who are members of the trade unions.
- 1.1.2. by all Employers and Eligible Employees within the Road Passenger Transport Trade in the Republic of South Africa, the agreement shall also apply and be binding upon all Parties and/or Individuals to whom the operation of the collective agreement is extended in terms of Section 32 of the Labour Relations Act (LRA) of 1995.
- 1.1.3. Clauses 1.1.1. and 1.2, of this Agreement shall not apply to Employers and Employees who are not members of the Employers' Association and trade unions respectively.

## **2. CLAUSE 1.2. PERIOD OF AGREEMENT**

This Agreement shall come into operation for the parties to this Agreement on 1 July 2014 and for non parties on such date as may be decided upon by the Minister of Labour in terms of section 32 of the Labour Relations Act, 1995 and shall remain in force until 30 June 2015 or until replaced by a subsequent agreement and shall be applicable to all Eligible Employees.

## **3. SPECIAL PROVISIONS**

The provisions of clause 36.1 of the Agreement published under Government Notice R.604 of 16 August 2013 as extended by Government Notice No. R.505 of 27 June 2014 (hereinafter referred to as the Former Agreement, as further extended, renewed, re-enacted and amended from time to time, shall only apply to employers and employees who are members of the employers' association and the trade unions, respectively.

#### 4. GENERAL PROVISIONS

The provisions of clauses 2 to 35 and clauses 36.2 to 41 and Annexure 1 to 3 of the Former Agreement shall apply to employers and employees

#### 5. CLAUSE 3. ACROSS THE BOARD INCREASE

Substitute the following for sub-clause 3.2

"3.2 An across-the-board increase of 9.5% on the base rate of pay with effect from the coming into operation of this agreement until 30 June 2015.

#### 6. CLAUSE 4. MINIMUM BASIC WAGE

Substitute the following for clause 4

The minimum hourly wage for Employees will not be less than R24.25 per hour with effect from the coming into operation of this agreement until the 30 June 2015.

#### 7. CLAUSE 6: ORDINARY HOURS OF WORK AND OVERTIME

Substitute the following for clause 6.8

7.1. **Sunday** – Employees working on a Sunday which is not their weekly day off will be compensated at a rate of 1.5 times their normal rate for each hour worked on the Sunday.

#### 8. CLAUSE 9. SUBSISTENCE & TRAVEL ALLOWANCE

Substitute the following for clause 9:

#### CLAUSE 9. SUBSISTENCE & TRAVEL ALLOWANCE

9.1 An Employee, who is away from his Employer's establishment on special hire/charter duties or on instructions from his

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Employer and is, as a consequence thereof and at the instruction of the Employer, required to sleep out, will be paid an allowance of R460.00 for each night that he is required to sleep out to cover the costs of meals and accommodation.

9.2 An Employee, who is away from his Employer's establishment, for more than 7 hours and 20 minutes, on special hire/charter duties or on the instruction of the Employer, but is not required/instructed by the Employer to sleep out, will be paid a meal allowance of R6.80 per hour for each completed hour of such special hire/charter or absence.

9.3 The above allowances will not be paid where, in terms of the Employer procedures, the Employer or a third party provides accommodation and/or food, pays for such expenses directly or where accommodation and/or food are made available at no cost to the Employee."

#### 9. **CLAUSE 10. NIGHT SHIFT ALLOWANCE**

Substitute the following for clause 10:

#### **CLAUSE 10: NIGHT SHIFT ALLOWANCE**

A night-shift allowance of R6.20 per hour will be payable to Employees for work performed between 20:00 and 03:00 (including meal breaks)."

#### 10. **CLAUSE 12: CROSS BORDER EXPENSES**

Substitute the following for clause 12:

#### **CLAUSE 12: CROSS BORDER EXPENSES**

When an employee is required by the employer to cross the South African National border into a foreign country, the employer will:

12.1 Reimburse the employee for the required expenses of obtaining a passport, visa, medical certificate and medication.

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- 12.2 Pay the employee who is away from the Employer's establishment on special hire/charter duties or on the instruction of the employer and is as a consequence thereof and at the instruction of the employer required to sleep out outside of South Africa, an allowance of R520-00 for each night that the employee is required to sleep out to cover the costs of meals and accommodation.
- 12.3 Pay an employee, who is away from his Employer's establishment, for more than 7 hours and 20 minutes on special hire/charter duties or on the instruction of the employer, but is not required/instructed by the employer to sleep out outside the border of South Africa, a meal allowance of R 8.00 per hour for each completed hour of such special hire/charter or absence.
- 12.4 The above allowance will not be paid where in terms of the Employer's procedures, the employer or a third party provides accommodation or food or pays for the food directly and where food and accommodation are available at no cost to the employee.
- 12.5 Where this clause applies, then clause 9 does not apply."

#### 11. **CLAUSE 19: LEAVE FOR TERMINALLY ILL EMPLOYEES**

Substitute the following for clause 19

##### **CLAUSE 19: LEAVE FOR TERMINALLY ILL EMPLOYEES**

A terminally ill Employee who requires treatment designed to counter the effects of the defined condition will be provided with terminally ill leave subject to the following conditions:

- 19.1 The leave will be made available solely for the purpose of hospitalisation or treatment that will require more than 2 days of absence as prescribed by a company appointed and/or approved certified specialist physician.
- 19.2 The Employee will be allowed a maximum of 18 working days leave in any one year at normal basic rates of pay.
- 19.3 The Employee must, prior to any leave being granted in terms of this clause, first have exhausted all his/her sick leave.
- 19.4 An Employee will be required to provide the Employer with prior notice of every treatment session as well as written proof, from the institution providing the prescribed treatment, of having undergone such treatment.

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- 19.5 Where companies provide sick leave in excess of the combined benefits that would accrue from clause 17 of this agreement and this clause, Employees working for such companies will not be entitled to the terminally ill benefit as provided for herein.
- 19.6 Leave provided in terms of this clause is not cumulative.
- 19.7 It is agreed that no further demands will be made until the negotiations of the agreement for 2018/2019 in relation to the number of days leave to be provided in terms of this clause when negotiating substantive conditions of employment.

## 12. CLAUSE 22. STUDY LEAVE

Substitute the following for clause 22:

### CLAUSE 22: STUDY LEAVE

Employees shall be entitled to paid study leave as follows:

- 22.1 days prior to and 1 day on the day of the examination per approved course, subject to a maximum of 12 days per annum for approved courses.
- 22.2 Approved course (as referred to in Annexure "D") for purposes of this clause, means a course approved in line with the existing company policy or a course included in the SARPBAC list of "Accredited Courses"
- 22.3 Study leave benefits are only applicable to examinations in courses undertaken at registered institutions of higher learning within South Africa.
- 22.4 Eligibility for the above benefit shall be subject to:-
- 22.4.1 Applications for Study Leave in terms of clause 22, setting out the details of the course(s) of study and the educational institution, must be received by the Employer not later than January in the year which the course(s) of study are to be undertaken.
- 22.4.2 Applications will be considered by the Employer in accordance with the Employer's operational requirements (the ability of the employer to efficiently and effectively operate its business)

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22.4.3 Employees whose applications are approved must, at least one month prior to embarking on any study leave in terms of clause 22, provide the employer with documentary proof of the employee's eligibility to write the exam.

22.5 Should a dispute arise out of the application of clause 22, the matter must be dealt with in terms of the companies' grievance procedure.

### 13. **CLAUSE 30. STATUS QUO**

Substitute the following for clause 30:

#### **CLAUSE 30: STATUS QUO**

All substantive terms and conditions of employment and benefits that were applicable at an employer as at the effective date of this agreement and are not regulated by the agreement, shall remain in force and effect. Further any existing substantive terms and condition of employment and benefits that were applicable as at the effective date of this agreement at a level higher/better than regulated in the agreement, such higher/better terms and conditions of employment and benefits shall continue to apply.

Therefore no employer shall reduce such substantive conditions of employment and benefits to the level of what is contained in the Main Agreement."

### 14. **39. LEVIES**

Substitute the following for clause 39:

#### **CLAUSE 39: LEVIES**

39.1 Employees for whom minimum basic wages are prescribed an amount of R 3.46 per week or R 15.00 per month of an Employee's normal basic wage shall be deducted by an Employer from the basic wage of every Employee.

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- 39.2 Other employees in the bargaining unit for which minimum basic wages are not prescribed, but who qualify for the across the board increases as per clause 3.2, an amount of R 3.46 per week or R 15.00 per month of an Employee's normal basic wage shall be deducted from the basic wage of every Employee, in his or its employ who works one or more days a week.
- 39.3 To the amounts deducted in terms of clause 39.1 and 39.2, the Employer shall add a like amount and pay the total by no later than the 7<sup>th</sup> of each month over to the council at First floor, Stonefountain House, 95 Klipfontein Road, Rondebosch, 7700, or into the councils bank account: SARPBAC, First National Bank, Account no. 62289781752, Branch Code 202409."

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15.....ANNEXURE A

Substitute the following for ANNEXURE A"

ANNEXURE A**JOB TITLES, GRADES, MINIMUM HOURLY RATES**

Job Title	Purpose Statement	Occupations Included	Range of Grades	Minimum Rate Per Hour from period of operation of the agreement to:
Artisan	Qualified artisan who holds the relevant trade papers. Artisan could include Diesel Mechanic, Auto Electrician, Body Builder, Painter, Welder and Spray Painter. Typical work would include the service, repair, maintenance, upgrade of vehicles/components, inspections. Conducts road tests, recovers breakdowns, and identifies / diagnoses faults/defects. Artisans may supervise and assist in training unqualified staff.	Artisan, Artisan Auto Electrician, Artisan Body Builder, Auto Electrician, Body Builder, Mechanic, Diesel Mechanic, Painter, Spray Painter, Welder.	P13-P10	R 48.68
Bus Driver	Drives a bus to transport passengers on scheduled services over established routes. Controls lighting, heating and ventilation for the passengers. Observes prescribed speeds, traffic, travelling conditions and signals to ensure the safe arrival of passengers. Ensures passengers arrive at destinations on time. Holds the appropriate licence and a PrDP. This category is restricted to commercial contracts which are not subsidized by government.	Bus Driver	P15-P14	R 28.55

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Cabin Attendant	Provides assistance to passengers on a Luxury Coach. Tasks include serving of refreshments and ensuring passengers experience a comfortable journey.	Cabin Attendant	P14	R 42.96
Canteen Attendant	Maintains the cleanliness of the canteen and assists in the preparation and serving of food and beverages. Keeps the canteen clean and tidy.	Canteen Assistant Meals, Canteen Assistant Tea, Canteen Attendant	P18-P17	R 24.25
Cashier	Receives cash from drivers and/or ticket sellers and banks all cash received.	Cashier, Cashier - Ex DC.	P14-P12	R 24.25
Cleaner	Cleans and maintains office / yard / workshop / buses / vehicle parts / bellows, utilising the appropriate cleaning agents and cleaning tools.	Bellow Cleaner, Bus Cleaner, Bus Washer, Office Cleaner, Steam Cleaner, Steam Jenny Cleaner, Workshop Cleaner, Yard Cleaner.	P19-P18	24.25
Clerk	Performs administrative / clerical / stores / technical duties. Tasks may include filing, recording of data, copying, typing, handling petty cash, ordering of stationery/groceries, reporting, receiving and issuing of stock/parts or stock-taking. Additional duties may include attending to client queries/complaints, supervising and/or coordinating the workload of subordinates and/or operating on a senior administrative level.	Clerk, Assistant Contract Clerk, Receiving and Recon Clerk, Tyre Clerk, Taco Clerk, Operations Clerk, Planning Clerk, Terminal Clerk, Private Hire Clerk, Reservations Clerk, Scheduling Clerk, Technical Clerk, Waybill Clerk, Contract Clerk, Revenue Office Assistant, Special Hire Clerk, Stores Clerk, Engineering Clerk, Senior Clerk, Senior Store Clerk, Systems Clerk. Data Capturer.	P15 - P11	R 30.07
Cook	Prepares and serves meals to staff members. Compiles a weekly menu and assists in canteen administration. Supervises Canteen Attendants.	Chef	P15	R 34.35

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Despatcher	Books and despatches drivers on allocated routes to ensure buses depart on schedule and executes administrative-related functions. Duties may include signing on/off shifts for Bus Drivers, reporting of any incidents and analysing the AM and PM operation.	Depot Despatcher, Despatcher, Sub Depot Despatcher.	P13 - P12	R 37.22
Driver / Conductor	Drives a bus or luxury coach to transport passengers on the scheduled services over established routes. May issue tickets and collect fares. Controls lighting, heating and ventilation for the passengers. Observes prescribed speeds, traffic, travelling conditions and signals to ensure safe arrival of passengers. Ensures that passengers arrive at destinations on time. Holds the appropriate licence and a PrDP. Includes all BRT operations.	Driver / Conductor, Duty Bus Driver, Luxury Coach Driver, Coach Driver, OMO.	P14-P12	R 37.22
Driver Instructor	Provides training to drivers and conducts evaluations on drivers.	Driver Instructor, Driver Training Instructor.	P12 - P11	R 42.96
ETM Technician	Services, repairs and maintains Electronic Ticket Machines.	ETM Repairer, ETM Technician, Wayfarer Mechanic, Setright Mechanic, Senior Setright Mechanic.	P14 - P10	R 31.51
Forklift Driver	Operates a forklift to move equipment within the premises.	Forklift Driver	P18	R 31.51
Fuel Attendant	Refuels buses /company vehicles.	Fuel Attendant, Diesel/Fuel Attendant.	P17-P16	R 24.25
Gardener	Maintains gardens, lawns, shrubs and trees. Loads and unloads goods and materials. May provide assistance in the washing of company cars and cleaning of windows.	Gardener, Garden Labourer, General Worker.	P18	R 24.25
Handyman	Performs general building maintenance and repair work for plumbing, electrical, building and paving activities.	Handyman, Handyman Building Maintenance, Handyman Electrical	P16-P11	R 32.92

Help Desk Administrator	Handles passenger complaints, issues refund-vouchers to passengers, issues trip vouchers, assists passengers with dead tags, records customer complaints, visits head office and provides feedback.	Help Desk Administrator	P14	R 41.66
Hospitality Representative	Meets and greets clients at airports and ensures that the correct vehicles are boarded.	Hospitality Representative	P13	R 29.95
Inspector	Executes and carries out inspection duties to investigate irregularities and ensure compliance to company policy - performs physical vehicle checks, evaluates driver compliance, monitors scheduled trips and audits the issuing of tickets and the collection of revenue.	Inspector	P13 - P11	R 37.34
Maintenance Assistant	Assists a qualified Artisan and has sufficient relevant experience to perform the work required.	Semi-skilled Body Builder, Semi-skilled Electrician, Semi-skilled Mechanic, Semi-skilled Shift Mechanic; Junior Body Builder, Junior Electrician, Junior Glazier, Junior Mechanic, Junior Body Builder, Junior Spray Painter, Operative B.	P14-P13	R 34.35
Maintenance Technician	Unqualified Artisan who is able to perform all technical duties not performed by an Artisan (auto electrician/body builder/diesel mechanic), but does not have the qualification (i.e. trade certificate).	B Artisan ( Auto Electrician, Body Builder, Diesel Mechanic), Workshop Operative, Honorary Artisan, Auto Elec Operative, Body Shop Operative, Operative A.	P13-P12	R 37.34
Messenger	Delivers and collects mail / documents and runs errands as required by the operation. May be required to drive a motorcycle or vehicle and hold the applicable license.	Messenger	P18-P15	R 24.33
Mobile Driver	Drives a light motor vehicle to transport personnel to and from the required location. Holds a code 08 (EB) license.	Mobile Driver	P18-P15	R 24.33

Porter	Loads and off loads luggage at major centres in an intercity environment.	Porter	P19	R 24.25
Receptionist	Performs front desk duties, operates the switchboard to attend to incoming calls, receives visitors to the organisation and responds to general enquiries. Performs clerical duties when required e.g. photocopying, handling mail, handling faxes.	Receptionist, Receptionist/Switchboard Operator, Switchboard Operator.	P14	R 31.51
Regulator	Records arrival and departure times of buses at terminal points to ensure buses keep to routes and schedules. Liaises with passengers on the service provided.	Regulator, Point Controller.	P14-P12	R27.20
Route Controller ✓	Ensures that specific routes are covered for passengers to arrive on time at destinations.	Route Controller	P12 - P11	R 68.70 <i>Stellen</i>
Security Guard	Patrols and guards company assets and personnel and provides secure access control to the property.	Security Guard, Gatekeeper.	P17 - P16	R 25.79
Senior Cashier	Supervises Cashiers in the receipt and banking of cash received. Tasks include reconciling cash to ticket sales, liaising with customers, controlling safes, ensuring the smooth running of equipment at depots and conducting periodic depot spot checks.	Senior Cashier, Chief Cashier, Senior Cashier T/Seller	P13-P12	R 37.34
Senior Inspector	Supervisors a team of inspectors, works according to a pre-determined schedule and performs adhoc investigations. Liaises with passengers and driver conductors. Carries out a census.	Senior Inspector	P12-P11	<i>S/S</i> R 42.96
Senior Regulator	Supervises operational duties of Regulators, maintains an effective passenger information system and monitors passengers at platforms.	Senior Regulator, Senior Point Controller.	P12-P13	R 37.34

*A.K.*  
13 *Amf.*

Shunter Driver	Moves buses on company premises and between sections for maintenance activities. Road test buses as and when required by Artisans and workshop supervisors. Parks buses in stipulated areas. Drives buses through bus wash machines. Drives vehicles onto and off pits. Requires the applicable license.	Shunter Driver, Shunter Driver- Maintenance.	P16-P15	R 25.79
Stores Driver	Performs driving duties for stores e.g. collection of parts and other store items. Requires the applicable license.	Stores Driver	P15	R 24.33
Storeman	Establishes and maintains minimum and maximum stock levels, controls and checks the delivery of stock, issuing of parts and spares, keeps stock cards up to date, receives and books out spares, performs stock take, conducts spot checks on stocks, etc.	Storeman, Storeman Buyer, Storeman / Counterhand.	P15 - P12	R 31.51
Stores Assistant	Assists the Storeman with the issuing and receiving of parts in the store, physically moves stock (packing, unpacking) and drives a forklift to load and unload spares from delivery vehicles. Requires the applicable licence.	Stores Assistant	P16-P14	30.20
Tea Person	Make tea and coffee and wash dishes	Tea Person	P18	R 24.25 <i>u/s</i>
Technical Driver	Performs driving duties for the Technical Department inclusive of shunting vehicles from the wash bay to check pits and to the workshop, fuelling of vehicles, taking vehicles for COF and towing busses in for repairs. Requires the applicable licence.	Technical Driver	P15	R 24.33
Terrain Controller	Supervises the dispensing of diesel, oil and water. Supervises, shunting, parking and despatching of buses. Supervises the cleaning and washing of the exterior and interior of buses. Supervises the	Terrain Controller, Yard Supervisor.	P13 - P12	R 48.18

A.K. 14  
*[Signature]* *Am?*

	cleaning of the yard, offices, buildings, equipment and premises.			
Ticket Admin Clerk	Performs cashier and ticket selling duties, inclusive of selling trips and tags to passengers and the maintenance of stock. Handles cash, cashes up drivers' modules, drivers' tickets and standby waybills, pays in at a Cashier, cashes up daily sales. Is responsible for the banking of money, assisting customers with complaints, checking that ETM's are working and reporting defaults, requesting stock, stationery and float, and rotating between depots.	Ticket Admin Clerk, Ticket Office Clerk, Admin Clerks (Tickets).	P14-P13	R 32.92
Ticket Seller	Sells tickets to passengers from a mobile vehicle or at a point identified by the company. May require the applicable license.	Ticket Seller, Pre Seller, Season Ticket Seller.	P14-P12	32.92
Transport Officer	Signs Bus Drivers/ Driver Conductors On & Off. Reports any incidents that have a negative effect on the smooth running of the operation in the occurrence book. Analyses the AM and PM Operation.	Transport Officer	P11	R 37.34
Typist	Types documents and performs clerical duties for a department, e.g. Operations.	Typist, Typist Clerk.	P15-P13	R 32.92
Tyre Attendant	Removes and replaces tyres on vehicles. Checks tyres for defects, damage and pressures. Removes and inspects rims for damage and replaces rims.	Tyre Attendant, Tyre Operator.	P17-P14	R 24.25
Tyre Controller	Supervises tyre attendants and ensures optimal work output.	Tyre Supervisor	P13	R 48.18

A.K.  
15  
10/9.



Workshop Assistant	Assists a qualified artisan in the trade (Body Builder, Auto Electrician, Vehicle Checker, Greaser, Diesel Mechanic and Spray Painter) through supplying the correct tools, cleaning of components, and assisting with the service, repair, maintenance and upgrade of vehicles/components. Performs general housekeeping in keeping the work area safe and clean. Not an apprentice. Reports into an Artisan.	Trade Worker P15 & P16. Trade Assistant: Auto Electrician, Trade Assistant Diesel Mechanic, Handyman Assistant, Mechanical Shop Assistant, Assistant Electrician, Assistant Glazier, Workshop Assistant, Workshop Operator Assistant, Builder Assistant, Assistant Mechanic, Assistant Spray Painter, Auto Electrical Assistant, Grade C and D Operatives, Electrical Shop Assistant, Body Shop Assistant, Artisan Assistant, Greaser, General Worker, Labourer, Tyre Shop Assistant, Upholstery Assistant, Vehicle Checker.	P19-P15	R 24.25
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16.

**ANNEXURE "D"**


Insert ANNEXURE D

**APPROVED STUDY COURSES**

1. Graduate, Certificate or Diploma Courses in:
  - a. Human Resources Management
  - b. Labour Relations Management
  - c. Financial Management
  - d. IT Management
  - e. Risk Management
  - f. Occupational Health and Safety Management
  - g. Procurement Management
  - h. Technical Management
  - i. Clerical / Administration
  - j. Public Relations Management
2. Apprentice or Learnership Courses
  - a. Mechanical
  - b. Auto Electrical
  - c. Body Building

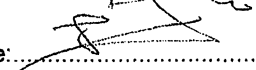
A.K.  
16  
A.D.

Signed on this 26<sup>th</sup> day of MAY 2014.

Sabea: G.R. Fleetwood Signature: 

Cobeo: RMJ RAMELA Signature: 

Satawu: A.K. MATABOGE Signature: 

Tawu: A.S. MOLEKANE Signature: 

Towu: FUA DINGU Signature: 

No. R. 663

5 September 2014

**LABOUR RELATIONS ACT, 1995****CANCELLATION OF GOVERNMENT NOTICES****NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS  
INDUSTRY: MAIN COLLECTIVE AGREEMENT**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby, in terms of section 32(7) of the Labour Relations Act, 1995, cancel Government Notice Nos. R. 4 of 6 January 2012, R. 884 of 2 November 2012, R. 1101 of 28 February 2012, R. 31 of 25 January 2013 and R 448 of 31 January 2014, with effect from .....  
2014 -09- 1 5

  
**MINISTER OF LABOUR**  
20/8/2014


No. R. 663

5 kuMandulo 2014

**UMNYANGO WEZABASEBENZI****UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995****UKUHOXISWA KWEZAZISO ZIKAHULUMENI**

**UMKHANDLU KAZWELONKE WOKUXOXISANA PHAKATHI KWABAQASHI  
NABASEBENZI BEMBONI YOKUHLELWA KOKUTHUTHWA KANYE NOKUTHUTHWA  
KWEMPAHLA EMGWAQWENI : ISIVUMELWANO ESIYINGQIKITHI SABAQASHI  
NABASEBENZI**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe Wezabasebenzi ngokwesigaba 32(7) soMthetho Wobudlelwano Kwezabasebenzi ka-1995, ngihoxisa iZaziso zikahulumeni ezinguNombolo R. 4 somhla-ka 6 kuMasingana 2012, R. 884 somhla-ka 2 kuLwezi 2012, R. 1101 somhla-ka 28 kuNhlolanja 2012, R. 31 somhla-ka 25 kuMasingana 2013 ne R 448 somhla-ka 31 kuMasingana 2014 kusukela mhla-ka .....  
2014 -09- 1 5


  
**UNGQONGQOSHE WEZABASEBENZI**  
20/8/2014

No. R. 664

5 September 2014

**LABOUR RELATIONS ACT, 1995****NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND  
LOGISTICS INDUSTRY: EXTENSION TO NON-PARTIES OF THE MAIN RE-  
ENACTMENT AND AMENDING COLLECTIVE AGREEMENT**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby in terms of section 32(2) read with section 32(5) of the Labour Relations Act, 1995, declare that the collective agreement which appears in the Schedule hereto, which was concluded in the National Bargaining Council for the Road Freight and Logistics Industry 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 2014-09-15 ..... and for the period ending 29 February 2016.

  
**MINISTER OF LABOUR**  
20/8/2014

No. R. 664

5 kuMandulo 2014

**UMNYANGO WEZABASEBENZI****UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995**

**UMKHANDLU KAZWELONKE WOKUXOXISANA PHAKATHI KWABAQASHI  
NABASEBENZI BEMBONI YOKUHLELWA KOKUTHUTHWA KANYE  
NOKUTHUTHWA KWEMPAHLA EMGWAQWENI: UKWELULELWA  
KWESIVUMELWANO PHAKATHI KWABAQASHI NABASEBENZI  
ESIYINGQIKITHI SAKHIWE KABUSHA FUTHI ESICHIBIYELAYO  
SELULELWA KULABO ABANGEYONA INGXYENYE YESIVUMELWANO**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe Wezabasebenzi ngokwesigaba 32(2) sifundwa nesigaba 32(5) soMthetho Wobudlelwano Kwezabasebenzi ka-1995, ngazisa ukuthi isiVumelwano phakathi kwabaqashi nabasebenzi esitholakala kwiSheduli yesiNgisi exhunywe lapha, esenziwa uMkhandlu kazwelonke Wokuxoxisana phakathi Kwabaqashi Nabasebenzi Bemboni Yokuhlelwa Kokuthuthwa Kanye Nokuthuthwa Kwempahla Emgwaqweni, ngokwesigaba 31 soMthetho Wobudlelwano Kwezabasebenzi ka 1995, esibophezela labo abasenzayo, sizobophezela bonke abaqashi nabasebenzi kuleyo Mboni kusukela mhlaka. 2014 -09- 15 .....

  
**UNGQONGQOSHE WEZABASEBENZI**  
20/8/2014

**SCHEDULE****NATIONAL BARGAINING COUNCIL FOR THE ROAD FREIGHT AND LOGISTICS INDUSTRY****RE-ENACTMENT AND AMENDMENT OF MAIN COLLECTIVE AGREEMENT**

In accordance with the provisions of the Labour Relations Act, 1995 made and entered into by and between the -

**ROAD FREIGHT ASSOCIATION (RFA)****NATIONAL EMPLOYERS' ASSOCIATION OF SOUTH AFRICA (NEASA)**

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

**SOUTH AFRICAN TRANSPORT AND ALLIED WORKERS' UNION (SATAWU)****MOTOR TRANSPORT WORKERS' UNION OF SOUTH AFRICA (MTWU)****TRANSPORT AND ALLIED WORKERS' UNION OF SOUTH AFRICA (TAWU)**

**PROFESSIONAL TRANSPORT AND ALLIED WORKERS' UNION OF SOUTH AFRICA (PTAWU)**  
**(ACTING JOINTLY WITH TRANSPORT AND ALLIED WORKERS' UNION OF SOUTH AFRICA IN**  
**TERMS OF CLAUSE 6.14 OF THE NBCRFLI CONSTITUTION)**

(hereinafter referred to in this Agreement as the "employees" or the "trade unions"), of the other part,  
being the parties to the National Bargaining Council for the Road Freight and Logistics Industry.  
(hereinafter referred to in this Agreement as the "Bargaining Council")

**1. SCOPE OF APPLICATION**

- (1) The terms of this Agreement shall be observed in the Road Freight and Logistics Industry:
- (a) by all the employers who are members of the employers' organisations and by all employees who are members of the trade unions, and who are engaged and employed in the said Industry, respectively.

- (b) In the Republic of South Africa.
- (2) Notwithstanding the provisions of sub-clause (1), this Agreement shall apply to -
- (a) employees for whom minimum wages are prescribed in this Agreement and to the employers of such employees;
  - (b) other categories of employees, for whom minimum wages are not prescribed, but qualify for the across the board increases and to the employers of such employees; and
  - (c) owner-drivers and their employees only insofar hours of work and limitations on hours of work and registration with the Council is concerned.
- (3) The provisions of clause 1 (1) (a) and 1.A of this Agreement shall not apply to employers and employees who are not members of the employers' organisations and the trade unions, respectively, who entered into this Agreement.

## **2. CLAUSE 1A: PERIOD OF OPERATION OF AGREEMENT**

This Agreement shall come into operation on such a date as determined by the Minister of Labour in terms of Section 32 of the Labour Relations Act, 1995, and shall remain in force until 29 February 2016.

## **3. GENERAL PROVISIONS**

The provisions contained in clauses 3 to 72 (2), and 73 (2) to 75, and Schedule 1 to 6 of the Agreement published under Government Notice No.4 of 6 January 2012, as amended, corrected and extended by Government Notices No's R. 884 of 2 November 2012, R. 1101 and R. 1102 of 28 December 2012, R. 31 of 25 January 2013 and R. 48 of 31 January 2014 (hereinafter referred to as the "Former Agreement"), as further amended, extended, renewed and re-enacted from time to time, shall apply to employers and employees.

## **4. SPECIAL PROVISIONS**

The provisions contained in clause 73 (1) of the Former Agreement (as further amended, extended, renewed and re-enacted from time to time), shall apply to employers and employees who are members of the parties to the collective agreement.


**5. SCHEDULE 5: REMUNERATION AND OTHER MONETARY BENEFITS**

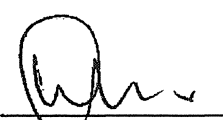
(1) Insert a new sub-item 7:


“7 Membership: Provident/Pension Fund

- (a) Every employee for whom minimum wages are prescribed in Schedule 5 of this Collective Agreement shall at all times be a member of a provident or pension fund which is registered in terms of the provisions of the Pension Funds Act, 24 of 1956 as amended.
- (b) The non-payment of provident/pension fund contributions deducted by employers is a criminal offence in terms of the Financial Services Laws Amendment Act, 45 of 2013.”

Signed at Johannesburg for and on behalf of the parties to the Council on this 2<sup>nd</sup> day of June 2014.

  
J Dube  
Chairperson of the Council

  
F Meier  
Deputy Chairperson of the Council

  
T Ströh  
Acting National Secretary  
of the Council

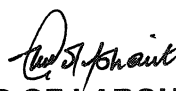


No. R. 665

5 September 2014

**LABOUR RELATIONS ACT, 1995****CANCELLATION OF GOVERNMENT NOTICE****BARGAINING COUNCIL FOR THE LAUNDRY, CLEANING AND DYEING INDUSTRY  
(KWA ZULU NATAL): MAIN COLLECTIVE AGREEMENT**

I, **MILDRED NELISIWE OLIPHANT**, Minister of Labour, hereby, in terms of section 32(7) of the Labour Relations Act, 1995, cancel Government Nos. R. 556 of 30 April 1999, R. 70 of 26 January 2001, R. 101 of 12 October 2010, R. 358 of 22 March 2002, R. 213 of 14 February 2002, R. 1046 of 25 July 2003, R. 1084 of 17 September 2004, R. 764 and R. 765 of 5 August 2005, R. 764 of 28 July 2006, R. 827 of 11 August 2006, R. 585 of 13 July 2007, R. 713 of 17 August 2007, R. 794 and R. 795 of 25 July 2008, R. 624 and R. 625 of 5 June 2009, R. 527 and R. 528 of 18 June 2010, R. 658 and R. 659 of 19 November 2011, R. 592 of 3 August 2012, and R. 882 of 2 November 2012 with effect from ..... 2014 -09- 15

  
**MINISTER OF LABOUR**  
20/8/14

No. R. 665

5 kuMandulo 2014

**UMNYANGO WEZABASEBENZI****UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995****UKUHOXISWA KWESAZISO ZIKAHULUMENI****UMKHANDLU WOKUXOXISANA KWABAQASHI NABASEBENZI EMBONINI****YAMALONDOLO, UKUHLANZWA NOKUDAYWA KWEMPAHLA (KWA ZULU NATAL):****ISIVUMELWANO ESIYINGQIKITHI SABAQASHI NABASEBENZI**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe Wezabasebenzi ngokwesigaba 32(7) soMthetho Wobudlelwano Kwezabasebenzi ka-1995, ngihoxisa iZaziso zikahulumeni ezinguNombolo R. 556 somhlaka 30 kuMbaso 1999, R. 70 somhlaka 26 kuMasingana 2001, R. 101 somhlaka 12 kuMfumfu 2010, R. 358 somhlaka 22 kuNdasa 2002, R. 213 somhlaka 14 kuNhlolanja 2002, R. 1046 somhlaka 25 kuNtulikazi 2003, R. 1084 somhlaka 17 kuMandulo 2004, R. 764 kanye nesingu R. 765 somhlaka 5 kuNcwaba 2005, R. 764 somhlaka 28 kuNtulikazi 2006, R. 827 somhlaka 11 kuNcwaba 2006, R. 585 somhlaka 13 kuNtulikazi 2007, R. 713 somhlaka 17 kuNcwaba 2007, R. 794 kanye nesingu R. 795 somhlaka 25 kuNtulikazi 2008, R. 624 kanye nesingu R. 625 somhlaka 5 kuNhlangulana 2009, R. 527 kanye nesingu R. 528 somhlaka 18 kuNhlangulana 2010, R. 658 kanye nesingu R. 659 somhlaka 19 kuLwezi 2011, R. 592 somhlaka 3 kuNcwaba 2012, kanye nesingu R. 882 somhlaka 2 kuLwezi 2012 kusukela mhlaka

2014 -09- 15

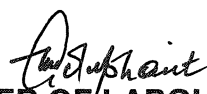
  
**UNGQONGQOSHE WEZABASEBENZI**  
20/8/2014

No. R. 666

5 September 2014

**LABOUR RELATIONS ACT, 1995****BARGAINING COUNCIL FOR THE LAUNDRY CLEANING AND DYEING  
INDUSTRY (KWA ZULU NATAL): EXTENSION TO NON-PARTIES OF THE  
MAIN COLLECTIVE AGREEMENT**

I, MILDRED NELISIWE OLIPHANT, Minister of Labour, hereby in terms of section 32(2) read with 32(3) (b) and (c) of the Labour Relations Act, 1995, declare that the collective agreement which appears in the Schedule hereto, which was concluded in the Bargaining Council for the Laundry Cleaning and Dyeing Industry (Kwa Zulu Natal) 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 ..... 2014 -09- 15 ..... and for the period ending 31 December 2018.

  
**MINISTER OF LABOUR**  
20/8/2014

No. R. 666

5 kuMandulo 2014

**UMNYANGO WEZABASEBENZI****UMTHETHO WOBUDLELWANO KWEZABASEBENZI KA-1995****UMKHANDLU WOKUXOXISANA KWABAQASHI NABASEBENZI EMBONINI  
YAMALONDOLO, UKUHLANZWA NOKUDAYWA KWEMPAHLA (KWA  
ZULU NATAL): UKWELULWA KWESIVUMELWANO SABAQASHI  
NABASEBENZI SELULELWA KULABO ABANGEYONA INGXENYE YASO**

Mina, **MILDRED NELISIWE OLIPHANT**, uNgqongqoshe Wezabasebenzi ngokwesigaba 32(2) sifundwa nesigaba 32(3) (b) no (c) soMthetho Wobudlelwano Kwezabasebenzi ka-1995, ngazisa ukuthi isiVumelwano phakathi kwabaqashi nabasebenzi esitholakala kwiSheduli yesiNgisi exhunywe lapha, esenziwa eMkhandlwini Wokuxoxisana Kwabaqashi Nabasebenzi Embonini Yamalondolo, Ukuhlanzwa Nokudaywa Kwempahla (Kwa Zulu Natal), futhi ngokwesigaba 31 soMthetho Wobudlelwano Kwezabasebenzi ka 1995, esibopha labo abasenzayo, sizobopha bonke abaqashi nabasebenzi kuleyo Mboni kusukela mhlaka. .... 2014 -09- 15 .....kuze kube ngu 31 kuZibandlela 2018.

  
**UNGQONGQOSHE WEZABASEBENZI**  
20/8/2014

**SCHEDULE**  
**BARGAINING COUNCIL FOR THE LAUNDRY, CLEANING AND DYEING INDUSTRY**  
**(KWA ZULU NATAL)**  
**MAIN COLLECTIVE AGREEMENT**

in accordance with the provisions of the Labour Relations Act, 1995, made and entered into by and between the –

**Kwa Zulu Natal Laundry, Dry Cleaners' and Dyers' Employers Association**

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

**Southern African Clothing and Textile Workers' Union (SACTWU)**

(hereinafter referred to as the "employees" or the "trade union", of the other part, being the parties to the Bargaining Council for the Laundry, Cleaning and Dyeing Industry (Kwa Zulu Natal'

**PART A**

**1. SCOPE OF APPLICATION OF AGREEMENT**

- 1.1 The terms of this Agreement shall be observed in the Laundry, Cleaning and Dyeing Industry as defined in the registered scope of the Council.

"Laundry, Cleaning and Dyeing Industry" means without in any way limiting the ordinary meaning of the expression, the industry carried on in establishments, laundromats/laundrette, in house laundries within commercial sites where articles are laundered, cleaned or dyed to the order of the customers, and shall include depots and/or vehicles where such articles are received in order to be laundered, cleaned or dyed to the customers.

"Laundromats/Laundrette" is an established engaged in the washing, drying and ironing of primary domestic laundry, through coin/token operated automatic machines, using no steam from fuel fired boilers, and available for public use:

"In-house laundries" means laundries that are based within commercial sites that do commercial work for those establishments where articles are laundered, cleaned or dyed.

- (a) In the Province of Kwa-Zulu Natal
- (b) by all employers who are members of the employers' organisation and who are engaged in the Laundry, Cleaning and Dyeing Industry (Kwa Zulu Natal), and by all employees who are members of the trade union and who are employed in the said Industry;
- 1.2 Notwithstanding the provisions of clause 1, the terms of this Agreement shall apply only to employees for whom minimum wages are prescribed in this Agreement and to employers of such employees.
- 1.3 The terms of the Agreement do not apply to non-parties in respect of clauses Part A,(1) (1) (b) and 2.



**2. PERIOD OF OPERATION**

- 2.1 This Agreement shall come into operation on a date to be fixed by the Minister of Labour in terms of section 32 (2) of the Labour Relations Act, of 1995, and shall remain in force until 31 December 2018.

**PART B: REMUNERATION****3. MINIMUM WAGES**

- 3.1 Minimum wages are prescribed for the Industry in the wage schedule to this Agreement.
- 3.2 Every employer must pay each employee a wage that is not less than the minimum wage prescribed in the wage schedule for that employee's grade and experience.
- 3.3 In grading an employee for this purpose he must be put into the grade in which he works most.
- 3.4 Any employee earning more than the minimum in the wage schedule will continue to receive the higher wage, which will be regarded as his prescribed basic wage.
- 3.5 The prescribed wages will be negotiated annually.

**4. ANNUAL BONUS**

- 4.1 Every employee with a full year's service in December each year will receive a bonus as per Annexure A, excluding incentive, attendance or other bonuses.
- 4.2 Employees having less than a full year's service in December will be paid a pro rata amount for the period worked.

**5. OVERTIME RATE**

- 5.1 (a) Subject to this clause an employer may not require or permit an employee –  
(i) to work overtime except in accordance with an agreement;  
(ii) to work more than three hours' overtime a day; or  
(iii) ten hours', overtime a week.
- (b) An employer must pay an employee at least one and one half times the applicable rates in the Schedule referred to in clause 3 for overtime worked.
- 5.2 All work done in a laundry or dry cleaner's on a Saturday must be paid at the overtime rate.
- 5.3 Employees may be required to work overtime on any normal working day, and to work on public holidays, Saturdays and Sundays and will be obliged to work such overtime when requested to do so: Provided they are given at least twenty four hours' notice for ordinary overtime. (24 Hours' Notice)

**6. BASIS OF CONTRACT**

- 6.1 The basis of contract in this industry for permanent employees is weekly and monthly paid.

**7. CALCULATION OF WAGES**

- 7.1 All calculations of wages or deductions must be based on the weekly rate. Any fraction of a cent after completing the calculation must be adjusted to the next higher cent.
- 7.2 An hourly rate is calculated by dividing the weekly rate by the number of ordinary hours in a week.

- 7.3 A monthly wage is calculated by multiplying the weekly by 4,333.

## **8. CHANGE IN OCCUPATION**

- 8.1 If an employer requires or permits an employee to work for longer than five hours in an occupation or skill level for which a higher wage is prescribed, then the employer must pay that employee at the higher wage for all the ordinary hours worked on that day even if that employee did not work all hours in that higher level.

## **9. CASUAL EMPLOYEES**

- 9.1 An employer must pay a casual employee for each day, or part of a day worked, the prescribed weekly wages set out in the wage schedule for his class of work.
- 9.2 An employer may not employ more than 10% of the number of permanent workers on contract.
- 9.3 Contract employees are deemed to be permanent after six months.

## **10. DEDUCTIONS**

- 10.1 An employer may not fine or levy an employee or charge an employee a fee.
- 10.2 An employer may not deduct an amount from an employee's wages except an amount –
- (a) required by law; or
  - (b) required or permitted by this Agreement.
- 10.3 An employee may authorise the employer to deduct from the employee's wage for –
- (a) a registered sick benefit, medical aid, pension or provident fund;
  - (b) insurance, annuity, savings or holiday schemes approved by the Council;
  - (c) dues to the union which is a party to the Council;
  - (d) any other reason, provided both parties are in agreement.
- 10.4 The authorisation referred to in clause 10.3 –
- (a) must be in writing;
  - (b) does not apply to any fund or scheme established by the Council.

## **11. PAYMENT OF REMUNERATION**

### **11 (a): LONG SERVICE ALLOWANCE**

- 11.1 (a): An employer must pay a long service allowance of R0.50 cents per week, after ten years of continuous service with the company and thereafter increase this rate annually by R0.10 cents.
- 11.1.1 Every employer must pay to an employee all the remuneration due each week. By agreement remuneration may be paid fortnightly or monthly, when it may be paid cheque or electronic transfer into the employee's bank account.
- 11.2 Payment may be made by cheque, bank deposit or cash with the agreement of the employee.
- 11.3 Payment must be accompanied by a pay-slip giving the following details:
- (a) The name of the employer;
  - (b) the name, identity/clock/fund number of the employee;
  - (c) employee's occupation/grade;
  - (d) total ordinary hours worked;
  - (e) overtime hours worked;
  - (f) rate of pay;

- (g) any bonuses or allowances;
  - (h) all deductions made;
  - (i) remuneration due;
  - (j) period for which payment is made.
- 11.4 Payment must be made –
- (a) in respect of monthly paid employees, during the last week of the month;
  - (b) in respect of weekly paid employees, at the end of each working week;
  - (c) in respect of casual employees, at the end of each day or period of employment.
- 11.5 Payment in cash must be made –
- (a) in a sealed envelope or container; and
  - (b) during working hours or within 20 minutes at the end of day, or
  - (c) on termination of employment if this occurs before the usual pay day; or
  - (d) when an employee on short time finishes work for the week.
- 11.6 No payment may be made to or accepted by an employer either directly or indirectly in respect of employment or in-house training of an employee.
- 11.7 An employer may not require his employee to purchase any goods from him or from any shop or person nominated by him.
- 11.8 An employer may not require his employee to board and/or lodge with him or with any person or at any place nominated by him.

## **12. TRANSPORT ALLOWANCE**

- 12.1 A transport allowance shall be paid by employers to their employees who are required to work on Sundays.
- 12.2 The transport allowance shall be R42.80 per day.

## **PART C: HOURS OF WORK**

### **13. ORDINARY HOURS OF WORK**

- 13.1 Ordinary hours of work on weekdays (except for a watchman/security guard) must be those hours which may be worked between 06:00 and 18:00.
- 13.2 An employer may not require or permit an employee to work more than –
- (a) in the case of driver, 45 hours/and nine hours on any one day;
  - (b) for all employees employed in a laundry sector, dry cleaner's , and in house laundries 44 hours per week and nine hours on any one day;
  - (c) for casual employees, nine hours on any one day;
  - (d) in the case of an employees employed in a Laundromat, 45 hours per week and nine hours on any one day.
- 13.3 Ordinary hours of work are consecutive except for the specified tea and meal breaks.
- 13.4 The ordinary times of starting and finishing work in clause 13.1 above do not apply to boiler attendants as follows;
- (a) where only one boiler attendant is employed, he may start before 06:00.
  - (b) where two boiler attendants are employed, one may finish later than 18:00.
- 13.5 Working owners and/or working partners engaged in factory production must observe the working hours laid down in this clause.

### **14. SHORT TIME**

- 14.1 An employer may reduce the number of ordinary hours in a day or week on one day's notice to the employees;
- 14.2 The weekly wage may be reduced in respect of each hour of such reduction, provided that irrespective of the number of hours worked, an employer must pay to each employee working short time not less than two-thirds of the ordinary wage.



14.3 If the short time arises because of a general breakdown of plant or machinery, accident or other unforeseen emergency, the first hour of such period must be paid unless notice has been given the day before.

14.4 All decisions to work short time, for whatever reason, must be conveyed to the Secretary of the Council within three days.

#### **15. MEAL AND OTHER INTERVALS**

15.1 An employer may not require or permit an employee to work more than five hours continuously without a meal interval of at least one hour, or 30 minutes by agreement.

15.2 No work may be performed during a meal interval.

15.3 The meal interval is not part of the ordinary or overtime hours worked, except that any time taken by a watchman/security guard as a meal interval is part of that employee's ordinary/overtime hours.

15.4 A driver of a motor vehicle or canvasser will remain responsible for a vehicle and its load and will be deemed not to have worked during such interval.

15.5 Intervals of less than one hour, or 30 minutes by agreement, are part of the ordinary or overtime hours of work.

15.6 Every employee must be given at least two rest breaks, one of not less than 15 minutes at about the middle of the first period of the day and another of not less than 10 minutes at about the middle of the second period of the day. These breaks are part of ordinary time.

15.7 The provisions regarding rest intervals may be varied to apply to boiler, attendants, canvassers, canvasser's assistants, delivery hands, drivers and watchmen/security guards.

#### **16. PUBLIC HOLIDAYS**

16.1 An employer may not require or permit employees, apart from watchmen/security guards, to work on a public holiday except in accordance with the provision of this Agreement.

16.2 The public holidays are the following:

- |     |  |   |                        |
|-----|--|---|------------------------|
| (a) | January 1  | : | New Year's Day;        |
| (b) | March 21   | : | Human Rights Day;      |
| (c) | -  | : | Good Friday;           |
| (d) | -  | : | Family Day;            |
| (e) | April 27   | : | Freedom Day;           |
| (f) | May 1  | : | Worker's Day;          |
| (g) | June 16  | : | Youth Day;             |
| (h) | August 9   | : | National Women's Day;  |
| (i) | September 24   | : | Heritage Day;          |
| (j) | December 16  | : | Day of Reconciliation; |
| (k) | December 25  | : | Christmas Day;         |
| (l) | December 26  | : | Day of Goodwill; and   |
| (m) | Any other day declared to be a public holiday under section 2A of the Public Holidays Act, 1994. |   |                        |

- 16.3 A public holiday may be exchanged for any other day by agreement.
- 16.4 If a public holiday falls on a Sunday, the following Monday must be a public holiday.
- 16.5 An employer must pay an employee their daily basic wage on public holidays.
- 16.6 If an employee works on a public holiday then the employer must pay that employee his basic wage for the hours worked in addition to the payment in 16.5 above.
- 16.7 A casual employee must be paid at the normal casual rate for the day.
- 16.8 If an employee reports for duty at the request of the employer and is not given work he must be paid for four hours at ordinary rates of pay for that day.
- 16.9 If an employer chooses to shut down on any other religious holiday, the employees must be paid as if they had worked on that day.
- 16.10 If an employer requires employees to work on a public holiday he must give them adequate notice thereof on the previous day.

#### **17. SATURDAYS**

- 17.1 All work done on a Saturday must be paid at overtime rates. If an employee reports for duty on a Saturday at the request of the employer and is given no work; he must be paid not less than four hours' at overtime rates of pay.

#### **18. SUNDAYS**

- 18.1 If employees work for less than four hours on a Sunday, then the employer must pay those employees their daily basic wage for the day.
- 18.2 If an employee works for longer than four hours on a Sunday, then the employer must pay that employee either –
  - (a) the greater of double the basic hourly rate for the time worked or double the basic daily wage; or
  - (b) 1,333 times the basic hourly rate for the time worked and grant that employee one paid day off work in the next week if the employee agrees.
- 18.3 If an employee reports for duty at the request of the employer and is given no work, he must be paid not less than four hours at ordinary rates of pay.

#### **19. EXCEPTIONS**

- 19.1 The provisions concerning meal and rest intervals, consecutive hours of work and limitation of overtime in this Part, do not apply to employees engaged in work required because of a breakdown in machinery or plant or as a result of any other unforeseen emergency: Provided the Secretary of the Council is notified of such breakdown or emergency within three days.

### **PART D: LEAVE**

#### **20. ANNUAL LEAVE**

- 20.1 Every employer must grant to each employee, other than a watchman/security guard, on completion of each year of continuous service with him, a minimum of three consecutive weeks' leave on full pay.
- 20.2 An employer of a watchman/security guard must grant to such employee on completion of each year of continuous service with him, three consecutive weeks' leave on full pay.



- 20.3 Every employer must grant to each employee having at least four years continuous service with him, three consecutive weeks' leave on full pay at the completion of the fourth year and for each completed year of employment thereafter, and for each employee having a minimum of more than 10 years continuous service with him, four consecutive weeks' leave on full pay at the completion of more than 10 years for each year completed of employment thereafter.
- 20.4 Annual leave must be taken by agreement within two months of the anniversary of engagement.
- 20.5 Annual leave may not run concurrently with sick or maternity leave or any period of notice.
- 20.6 An employee whose employment terminates before annual leave has been taken must be paid in respect of his leave entitlement for each completed month of employment since his last leave fell due or his employment started.
- 20.7 Leave pay must be calculated on the basic wage payable at the time the leave is taken, or on the termination of service.
- 20.8 If any public holiday falls within a period of leave, one day on full pay shall be added to the leave period for each such holiday.
- 20.9 An employer may deduct from such period of leave any days taken at the request of the employee during the year to which it relates.
- 20.10 For employees on weekly pay, annual leave pay must be paid at the start of the period of leave or the date of termination and must be paid in a separate envelope carrying full details, for which the employer must get a receipt from the employee.
- 20.11 Period of employment in the same establishment will be continuous regardless of any change in ownership which might occur and the new owner will be responsible for all the obligations and liabilities of the previous owner as they relate to the length of service and the annual leave due to the employees.
- 20.12 Every employer must keep a register of annual leave taken and must give not less than seven days' notice of the date on which annual leave will start.

## 21. SICK LEAVE

- 21.1 In this Agreement, "sick leave cycle" means the period of 36 months employment with the same employer immediately following-
- (a) an employee's commencement of employment; or
  - (b) the completion of that employee's prior sick leave cycle.
- 21.2 During every sick leave cycle, an employee is entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of six weeks.
- 21.3 Despite subsection 21.2, during the first six months of employment, an employee is entitled to one day's paid sick leave for every 26 days worked.
- 21.4 During an employee's first sick leave cycle, an employer may reduce the employee's entitlement to sick leave in terms of sub-clause 21.2 by the number of days' sick leave taken in terms of sub-clause 21.3
- 21.5 Subject to clause 22, an employer must pay an employee for a day's sick leave -
- (a) the wage the employee would ordinarily have received for work on that day; and
  - (b) on the employee's usual pay day.
- 21.6 An agreement may reduce the pay to which an employee is entitled in respect of any day's absence in terms of this section if-
- (a) the number of days of paid sick leave is increased at least commensurately with any reduction in the daily amount of sick pay; and
  - (b) the employee's entitlement to pay-
    - (i) for any day's sick leave is at least 75 per cent of the wage payable to the employee for the ordinary hours the employee would have worked on that day; and

- (ii) for sick leave over the sick leave cycle is at least equivalent to the employee's entitlement in terms of sub-clause 21.2.

## 22. PROOF OF INCAPACITY

- 22.1 An employer is not required to pay an employee in terms of section 21 if the employee has been absent from work for more than two consecutive days or on more than two occasions during an eight-week period and, on request by the employer, does not produce a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury.
- 22.2 The medical certificate must be issued and signed by a medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professional council established by an Act of Parliament.
- 22.3 If it is not reasonably practicable for an employee who lives on the employer's premises to obtain a medical certificate, the employer may not withhold payment in terms of sub-clause 22.1 unless the employer provides reasonable assistance to the employee to obtain the certificate.

## 23. MATERNITY LEAVE

- 23.1 Every female employee who has worked for at least 12 months may be granted up to six months' maternity leave. Employers must pay employees 43% of their basic rate of pay for a period of three months. The balance of the period on maternity leave shall be unpaid.
- 23.2 On her return any replacement will cease to be employed unless a suitable alternative vacancy exists.
- 23.3 Maternity leave does not constitute a break in service.
- 23.4 Annual leave, sick leave and annual bonus benefits do not accumulate during maternity leave; however, the employee returning from maternity leave may, if she so chooses elect to pay her outstanding contributions to the Provident Fund and if she does so, then the employer must pay a similar amount to the Fund in the usual way.

## 24. FAMILY RESPONSIBILITY LEAVE

- 24.1 This clause 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 the employer
- 24.2 An employer must grant an employee, during each annual leave cycle, at the request of the employee, 5 days paid leave to take-
  - (a) when the employee's child is born
  - (b) when the employee's child is sick; or
  - (c) in the event of death of-
    - (i) the employee's spouse or life partner; or
    - (ii) the employee's parents, adoptive parents, grandparents, child, adopted child, grand child or sibling.
- 24.3 An employer must pay an employee for one 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.
- 24.4 An employee may take family responsibility leave in respect of the whole or part of a day.
- 24.5 Before paying an employee for leave in terms of this section, an employer may require reasonable proof of an event contemplated in sub-clause 24.2 for which the leave was required.
- 24.5 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.

**PART E: EMPLOYEE BENEFITS****25. PROVIDENT FUND**

- 25.1 The fund known as the "Natal Laundry, Cleaning and Dyeing Industry Provident Fund" ("the Fund") established in terms of Government Notice R. 805 of 12 May 1972, continues as part of this Agreement.
- 25.2 All employers and employees must remain or become members of the Fund. An exemption may be granted for those members who participate in a pension or provident fund, whose benefits are not less favourable than those of this Fund.
- 25.3 All employers and employees agree to be bound by the rules of the Fund.
- 25.4 For the purpose of the Fund both employer and employee contribution shall be increased annually by 0.5% on the 01 March each year effectively.

**26. MEDICAL ASSISTANCE SCHEME**

- 26.1 All employers and employees must contribute to a medical assistance scheme.
- 26.2 The contribution towards the medical assistance scheme is contained in the contribution schedule in Annexure A.

**27. BURSARY SCHEME**

- 27.1 The union has established the SACTWU Education Bursary Scheme for the purpose of providing bursaries for its members and their dependants.
- 27.2 Every employer must pay to Council an amount of 20 cents per week in respect of each SACTWU member employed by him.
- 27.3 Payments must be paid to the Council on or before the 7th day of the month following and the details of payment must be stated in the form of Annexure A.
- 27.4 The Council shall pay to SACTWU the amount collected in terms of 27.2 above, by the 7th day of the month following collection thereof.

**28. PERSONAL PROTECTIVE EQUIPMENT**

- 28.1 Every employer shall supply and maintain in good condition and free of charge overalls and/or protective clothing or equipment which he may require his employees to wear or which is required by the Occupational Health and Safety Act, 1993.

**PART F: TERMINATION OF EMPLOYMENT****29. TERMINATION OF EMPLOYMENT**

- 29.1 An employer or employee who wants to terminate the contract of employment during the first four weeks of employment must give at least one week's notice or pay one week's wages.
- 29.2 An employer or employee who wants to terminate the contract of employment after the first four weeks but not more than one year of employment must give at least two week's written notice or pay two weeks' wages.
- 29.3 An employer or employee who wants to terminate the contract of employment after the first year of employment must give at least four weeks' written notice or pay four weeks' wages.
- 29.4 Notice of terminations must –
- (a) be given in writing;
  - (b) not be given during any period of annual or sick leave;

- (c) not run concurrently with any period of annual or sick leave
- 29.5 If an employee fails to adhere to the provisions in this clause then an employer may deduct from any money the employer owes the employee, the employee's basic hourly wage for every hour of notice not worked.
- 29.6 Nothing in this clause affects the right of an employer or an employee to terminate a contract of employment without notice for any cause recognised in law; or the right of an employee put on short time for more than a week to leave without giving notice.
- 29.7 The employer must notify the Council of any termination of service.
- 29.8 An employee who stays away from work for not less than seven consecutive working days without advising his employer of the reason for his absence, will be deemed to be a deserter and will give up his right of notice.
- 29.9 An employer must obtain a receipt for all moneys paid to an employee on termination of his service.
- 29.10 No notice may be given, or summary dismissal take place until a disciplinary measure, until a hearing has been conducted; and no hearing may take place until the employee has –
  - (a) been informed of the nature of the offence and the details of the charge;
  - (b) received not less than 24 hours' notice of the hearing;
  - (c) been advised that he may appoint a representative, call witnesses and request an interpreter.
- 29.11 An employer must, on termination of service, give an employee, other than a casual employee, a certificate of service

#### **PART G: ORGANISATIONAL RIGHTS**

##### **30. TRADE UNION REPRESENTATION ON THE COUNCIL**

- 30.1 Every employer must give employees who are representatives or attend on the Council every reasonable facility to attend to their duties arising from their work on the Council.
- 30.2 Union officials, authorised by the union and the Council in writing, must apply to employers for permission to enter their premises during times acceptable to the employer, for the purpose of talking to members or handing out notices, and such permission may not be unreasonably withheld.
- 30.3 Union members of the Council Executive must be given ten days' paid leave per annum to attend to union matters, on notification by the union to the employer concerned.

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

##### **31. LIMITATION ON THE RIGHT TO STRIKE OR LOCKOUT**

- 31.1 No person may take part in a strike or lockout or any conduct in contemplation or furtherance of a strike or lockout in respect of any dispute about –
  - (a) the interpretation or application, including enforcement, of this Agreement.
  - (b) the alteration of any of the provisions of this Agreement.
- 31.2 Notwithstanding the provisions of clause 31 (1)(a) above, strikes and lockouts in respect of disputes about the alteration of provisions in the wage schedules are permitted, after the operative dates referred to in those schedules have expired.

##### **32. EXEMPTIONS**

- 32.1 The Council hereby establishes an exemptions body, constituted of persons independent of the Council, to consider all applications for exemptions of the Council's Collective

Agreements. The exemption body shall decide on an application for exemption within 30 days of receipt. In terms of section 32(3)(e) of the Act, the Council establishes an Independent Body to hear and decide as soon as possible any appeal brought against the Exemptions Body's refusal of a non-party's application for exemption from the provisions of a collective agreement or withdrawal of a non-party exemption by the Exemptions Body or Council. The Independent Body shall hear and decide as soon as possible and not later than 30 days after the appeal has been lodged against the decision of the exemptions body. 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 Body.

32.2 Applications for Exemptions shall be in writing on the appropriate application form contained in Annexure D.

32.3 All applications for exemption shall be motivated in accordance with the exemption criteria set out below:

- (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) Be accompanied by relevant supporting data and financial information.
- (d) Applications that affect employees' conditions of service shall not be considered unless the employees or their representatives have been properly consulted and their views fully recorded in an accompanying document.
- (e) 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.

32.4 (a) Upon receipt of a valid application Council shall refer it 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.

- (b) In the event of the Exemptions Body refusing to grant an application, the applicant shall have the right to appeal in writing against the decision to the Independent Body. An appeal to the Independent Body must be noted in writing within one month of the Applicant becoming aware of the Exemptions Body's decision, or such further time as the Independent Body may allow but not later than 30 days of the appeal being lodged. The notice of appeal must set out the grounds on which the applicant's appeal is based.
- (c) In the event of the Exemptions Body granting an application, the Council or any other interested party shall have the right to appeal against the decision to the Independent Body and the provisions of 32.4(b) with the necessary changes to its context will apply.
- (d) The Exemptions Committee of Council appoint not more than four persons who shall be entitled to attend all meetings of the Exemptions Body which applications for exemptions, are considered, to make representations to the Exemption Body on any of the applications.

32.5 In considering the application, the Exemptions Body and Independent Body shall take into consideration all relevant factors, which may include, but shall not be limited to, the following criteria:

- (a) The applicant's past record (if applicable) of compliance with the provisions of this agreement, its amendments and Exemptions Certificate.
- (b) any special circumstance that exist;
- (c) any precedent that might be set;
- (d) the period for which the exemption will operate
- (e) it is fair to both the employer, its employees and other employees in the sector;
- (f) it does not undermine this Agreement;
- (g) it will make a material difference to the viability of a business;



- (h) it will assist with unexpected economic hardship occurring during the currency of the Agreement and will save unnecessary job losses.
  - (i) the interest of the industry as regards:
    - (i) unfair competition;
    - (ii) collective bargaining;
    - (iii) potential for labour unrest;
    - (iv) increased employment;
  - (g) 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
  - (k) the interest of the employer as regards:
    - (i) financial stability;
    - (ii) impact on productivity;
    - (iii) future relationship with employees' trade union;
    - (iv) operational requirements
- 32.6 The Exemptions Body or Independent Body must decide the exemption or appeal as the case may be within 14 days of the last date of the hearing and notify the parties of the decision and the reasons therefore, which reasons may be given at a later time but not later than 30 days after the decision.
- 32.7 If the application is granted, the Exemptions Body or Independent Body shall issue an exemption certificate, signed by its Chairman and Secretary, containing the following particulars:
- (a) the full name of the applicant(s);
  - (b) the trade name;
  - (c) the provisions of the Agreement from which exemption is granted;
  - (d) the period for which then exemption shall operate;
  - (e) the date of issue;
  - (g) the condition(s) of the exemption granted
- 32.8 The Exemptions Body or Independent Body shall;
- (a) retain a copy of the certificate and number each certificate consecutively;
  - (b) forward a copy of the certificate to the Secretary of the Council; and
  - (c) forward to the employer a copy of a certificate issued to an employee.
- 32.9 An employer to whom a certificate has been issued shall at all times have the certificate available for inspection at his establishment.

### 33. ADMINISTRATION

- 33.1 The Council is responsible for the administration of this Agreement.
- 33.2 The Council must appoint a secretary on such terms and conditions as it may deem fit, and may vary such conditions.
- 33.3 The Council may issue guidelines to employers and employees regarding the implementation and interpretation of this Agreement.
- 33.4 The Council may request the Minister to appoint designated agents to monitor and enforce the provisions of this Agreement.
- 33.5 It will be the duty of every employer to give access to such designated agents and to co-operate with them in their investigations, enquiries and interviews, and their examination and seizure of books and records, for which they must give a receipt.



**34. DESIGNATED AGENTS**

- 34.1 The Council may request the Minister of Labour to appoint one or more specified persons as designated agents to assist in enforcing the terms of this and all other Agreements of the Council.
- 34.2 A designated agent may-
- 34.2.1 secure compliance with the Council's Collective Agreements by-
- 34.2.1.1 conducting inspections;
- 34.2.1.2 investigating complaints
- 34.2.1.3 investigating means of conciliation;
- 34.2.1.4 issuing a compliance order requiring any person bound by this Agreement to comply with this Agreement within a specified period; or
- 34.2.1.5 using any other means the Council may adopt;
- 34.2.1.6 perform any other functions that are conferred or imposed on the designated agent by the Council
- 34.3 A designated agent must report all disputes concerning compliance with any provisions of this and any other Agreement of the Council to the Council Secretary.
- 34.4 Within the registered scope of the Council, a designated agent of the Council has all the following powers;
- 34.4.1 A designated agent may, without warrant or notice at any reasonable time, enter any workplace or any other place where an employer carries on business or keeps employment records; that is not a home, in order to monitor or enforce compliance with a Collective Agreement concluded in the Council.
- 34.4.2 A designated agent may only enter a home or any place other than a place referred to in clause 34.4.1-
- 34.4.2.1 with the consent of the owner or occupier; or-
- 34.4.2.2 if authorized to do so by Labour Court in terms of clause 34.4.3.
- 34.4.3 The Labour Court may issue an authorisation contemplated in clause 34.4.2.2 only on written application by a designated agent who states under oath or affirmation the reasons for the need to enter a place, in order to monitor or enforce compliance with the collective agreement concluded in the Council
- 34.4.4 If it is practicable to do so, the employer and a trade union representative must be notified that the designated agent is present at a workplace and be given the reason for the designated agent's presence. The Council may develop a policy to give further effect to this provision.
- 34.4.5 In order to monitor or enforce compliance with a Collective Agreement a designated agent may-
- 34.4.5.1 require a person to disclose information, either orally or in writing, and either alone or in the presence of witness, on a matter to which a Collective Agreement relates, and require that disclosure to be under oath or affirmation;
- 34.4.5.2 inspect and question a person about any record or document to which a Collective Agreement relates;
- 34.4.5.3 copy any record or document referred to in clause 34.4.5.2 or remove these to make copies or extracts;
- 34.4.5.4 require any person to produce or deliver to a place specified by the designated agent any record or document referred to in clause 34.4.5.2 for inspection;
- 34.4.5.5 inspect, question a person about, and if necessary remove, an article, substance or machinery present at a place referred to in clause 34.4.5.1 and 34.4.5.2
- 34.4.5.6 question a person about any work performed; and

- 34.4.5.7 perform any other described function necessary for monitoring or enforcing compliance with a Collective Agreement.
- 34.4.5.8 perform any other function necessary in the execution of their function as prescribed by the Council and/ or the provisions of the employment law.
- 34.4.6 A designated agent may be accompanied by an interpreter and any other person reasonably required to assist in conducting an inspection
- 34.4.7 A designated agent must-
  - 34.4.7.1 produce on request a copy of the authorization referred to in clause 34.4.3;
  - 34.4.7.2 provide a receipt for any record or document removed in terms of clause 34.4.5 and return any removed records, document or item within a reasonable period.
- 34.4.8 Any person who is questioned by a designated agent in terms of clause 34.4.5.2 must answer all questions lawfully put to that person truthfully and to the best of that persons' ability.
- 34.4.9 An answer by any person to a question by a designated agent in terms of this clause may not be used against that person in any criminal proceedings, except proceeding in respect of a charge of perjury or making a false statement.
- 34.4.10 Every employer and each employee must provide any facility and assistance at a workplace that is reasonably required by a designated agent to effectively perform the designated agent's functions.
- 34.4.11 The Council may apply to the Labour Court for an appropriate order against any person who-
  - 34.4.11.1 refuses or fails to answer all questions lawfully put to that person truthfully and to the best of that person's ability; or
  - 34.4.11.2 refuses or fails to comply with any requirement of the designated agent in terms of this clause; or
  - 34.4.11.3 hinders the designated agent in the performance of the agent's functions in terms of this clause; and
  - 34.4.11.4 for the purposes of this clause, a Collective Agreement shall be deemed to include any basic condition of employment which constitutes terms of contract of employment in terms section 49(1) of the Basic Conditions of Employment Act No. 75 of 1997.

### **35. COUNCIL LEVIES**

- 35.1 Each employer must deduct the levy amount determined in Annexure A from the wages of each employee.
- 35.2 Employers must pay an equivalent amount to that deducted from all their employees.
- 35.3 Every employer must pay the levies deducted in terms of this clause to the Council before the 7th day of the next month, accompanied by a statement in the form of Annexure B.
- 35.4 The council levy deduction should be made by the employer to both casual and permanent employees

### **36. FAILURE TO MAKE PAYMENTS TO THE COUNCIL**

- 36.1 If any amount that is payable to the Council in terms of this Agreement is not paid by the stipulated date-
  - (a) interest accrues on that amount from the stipulated date of payment; and
  - (b) the employer becomes liable for any legal costs incurred by the Council for recovery of the amounts due.
- 36.2 The interest referred to in 36.1 (a) is calculated at the rate of 15.5% which will become payable by the employer for non payment of contributions and levies.

### **37. REGISTRATION OF EMPLOYERS**

- 37.1 Every new employer entering the Industry must within one month from the start of the business send to the Secretary the following information on the relevant form:
- (a) His name and address;
  - (b) title of his business and all trade names;
  - (c) date of commencement;
  - (d) nature of licences held;
  - (e) hours of start and finish on weekdays;
  - (f) addresses and names of depots;
  - (g) number of employees;
  - (h) names and addresses of agents/contractors.
- 37.2 In the case of a partnership or a company the following information, where applicable, is also required:
- (a) names and addresses of all partners, directors, managers, secretary and company officials;
  - (b) addresses of registered office, head office, branch office, etc.
- 37.3 The Secretary of the Council must keep a register of employers and any changes must be forwarded to the Council within 14 days.
- 37.4 Every new employer registering with the Council will have to pay a registration fee as per Annexure A.

#### **38. REGISTRATION OF EMPLOYEES AND RECORDS**

- 38.1 Every employer must keep a record of the time worked and the wages paid and/or other particulars required by regulation; and must keep these records on the premises and make them available to the designated agents when asked to do so.
- 38.2 Every employer in the Industry and entering the Industry must complete the application for registration form as per Annexure C supplied by the Council which must be sent to the Council at the end of the first month of employment.
- 38.3 Any later update of registration or information requested by the Council from time to time must be completed and returned without delay.

#### **39. PROHIBITIONS**

- 39.1 Piecework or task-work is prohibited except when an employee who is receiving not less than the prescribed wage may be remunerated on the quantity or output of work done in the form of a production bonus or incentive scheme which must be shown separately in the wage records.
- 39.2 An employer may not employ any person under the age of 15 years.

#### **40. LOGBOOKS**

- 40.1 Where hours of work of canvassers, drivers and collectors are not recorded mechanically, an employer must provide a logbook in an acceptable form to record the hours and details of their employment.

#### **41. EXHIBITION OF AGREEMENT AND NOTICES**

- 41.1 Every employer must make this Agreement available to employees in the workplace.
- 41.2 Every employer must display on their premises (including depots) in a place to which the employees have access, their notices of the union which is party to the Council that have been approved by the Council.



**42. DISPUTES ON INTERPRETATION, APPLICATION OR ENFORCEMENT OF THIS AGREEMENT**

- 42.1 Any person may lodge a complaint or refer a dispute about the interpretation, application or enforcement of this Agreement to the Secretary of the Council for resolution.
- 42.2 The Secretary may require a designated agent to investigate, to endeavour to resolve the matter by conciliation and to report back to him within seven days on the outcome thereof.
- 42.3 If, in the course of performing his duties, an agent discovers what appears to be a breach of the Agreement, he must follow the same procedure as in 34.4.5 above
- 42.4 On receipt of a report the Secretary may, if necessary –
- (a) call for more information or investigation;
  - (b) appoint a conciliator from the Council panel;
  - (c) refer the matter for conciliation;
  - (d) issue a compliance order; or
  - (e) refer the dispute to arbitration in terms of this Agreement.
- 42.5 If further conciliation is required the Secretary must arrange the date, time and venue and must serve notice on the parties to the dispute.
- 42.6 If a compliance order is issued, that order must be served on the party allegedly in breach of the Agreement.
- 42.7 The party on whom the order is served may object in writing to the Council within 10 days, on receipt of which the Secretary must take any of the steps in 42.4 above as may be necessary, excluding paragraph (e).
- 42.8 If a party fails to object, the Secretary may at any time apply to have the order made an arbitration award.
- 42.9 If the dispute is referred to arbitration, the Secretary must appoint an arbitrator and, in consultation with him, must decide the date, time and venue of the arbitration hearing.
- 42.10 The Secretary must serve notice of arbitration hearing on the parties to the dispute and any person who may have a legal interest in the outcome of the arbitration.
- 42.11 The arbitrator must conduct the arbitration in a manner which he considers to be appropriate in order to determine the dispute fairly and quickly, but must deal with the substantial merits of the dispute with the minimum of legal formalities.
- 42.12 Subject to the arbitrator's discretion as to the appropriate form of the proceedings, a party to the dispute, including the Council, may give evidence, call witnesses, question witnesses of any other party and address concluding arguments to the arbitrator.
- 42.13 The arbitrator may suspend the arbitration proceedings and attempt to resolve the dispute by conciliation if the Council and the parties to the dispute consent to this.
- 42.14 In any arbitration proceedings, a party to the dispute must appear in person and may be assisted by a legal practitioner, an office-bearer or official of that party's union or organization and, if the party is a juristic person, by a director or employee.
- 42.15 If the party who referred the dispute to the Council fails to appear in person or to be represented at the arbitration proceedings, the arbitrator may dismiss the matter.
- 42.16 If the other party to the dispute fails to appear in person or to be represented at the arbitration proceedings the arbitrator may continue with the proceedings in their absence, or may adjourn the proceedings to a later date.
- 42.17 The Secretary may refer disputes to expedited arbitration if he is satisfied that –
- (a) a compliance order has been issued and the party on which the order has been issued has not objected; or
  - (b) the dispute is capable of being determined by written evidence only; or
  - (c) the dispute is about the interpretation of the Agreement only; or
  - (d) the parties to the dispute agree.
- 42.18 Notwithstanding the provisions of this clause the arbitrator may determine the dispute and make the compliance order an award without hearing oral evidence if he is satisfied that the parties have been properly served and it is appropriate in circumstances to do so.

- 42.19 Within 14 days of the conclusion of the arbitration proceedings the arbitrator must issue an arbitration award with reasons, signed by him, and the Council must serve a copy of the award on each party to the dispute.
- 42.20 On good cause shown, the Secretary of the Council may extend the period in which the arbitration award and the reasons are to be served and filed.
- 42.21 The Secretary of the Council may apply to make the arbitration award an order of the Labour Court under section 158 (1) of the Act.
- 42.22 The provisions of this dispute procedure stand in addition to any other legal remedy through which the Council may enforce a collective agreement.

#### 43. OTHER CONDITIONS OF EMPLOYMENT

- 43.1 All other terms and conditions of employment shall be prescribed in employment law.
- 43.2 The employment of labour brokers is not allowed.

#### 44. DEFINITIONS

Any expressions used in this Agreement which are defined in the Labour Relations Act, 1995, shall have the same meaning as in that Act, any reference to any Act shall include any amendments to such Act, and unless the contrary intention appears, words importing the masculine gender shall also include females; further, unless inconsistent with the context –

**“Act”** means the Labour Relations Act, 1995 (Act No. 66 of 1995);

**“boiler attendant”** means a person who is responsible for firing a boiler and maintaining the water level and steam pressure and attending to maintenance, cleanliness and safety, and may be assisted by a fellow employee who shovels coal;

**“casual” or “casual employee”** means an employee who is employed by the same employer for not more than three days in any week;

**“cavasser/collector”** means a person who represents the establishment and invites, solicits or canvasses orders for goods to be laundered, cleaned or dyed, and may deliver goods to customers, issue dockets and accept payment;

**“checker/packer”** means a person who checks article against customers “list or firms” invoices, makes up orders, assembles, wraps and parcels up articles, mass-measure and/or counts and records quantities, books out parcels and/or completes stereotyped forms for costing and records purposes;

**“counterhand”** means a person who receives, checks, dockets, tags garments and docket, notes fabrics, blemishes, labels and sends them to plant and delivers completed job to customer on production of duplicate slip and collects payment;

**“council”** means the Bargaining Council for the Laundry, Cleaning and Dyeing Industry (Kwa Zulu Natal);

**“dependant”** means a person in respect of whom the member is legally liable for maintenance;

**“depot” or “receiving depot”** means any premises or portion of any premises to which the public has access, in which the business of receiving or collecting articles for dry-cleaning, dyeing or laundering or distributing or delivering articles which have been dry-cleaned, dyed or laundered, is carried on, and includes a stationary vehicle used for this purpose;

**“depot supervisor”** means a person who receives, checks, docket, tags garment and docket notes fabrics, blemishes, labels and send them to plant, delivers completed job to customer on production of duplicate slip and collects payment; deals with customers, cashes up, does banking, opens and closes premises and supervises other employees;

**“dry cleaner”** A facility or premises designed to clean clothing, fabric etc with a solvent, other than water such as white spirits, or perchloroethylene.)

**“dry-cleaning finishing hand”** means a person who irons, presses or steams articles to shape after they have been dry-cleaned, operates up to four machines simultaneously and carries out adjustments to such machine and conducts first-line quality control;

**“electric laundry”** is a laundry where the washing process is heated with electrical elements

**“establishment”** means any premises in or in connection with the one or more employees are engaged in the industry;

**“factory clerk”** means a person who check docket, pricing and missing docket and totals daily agency docket (computer or book).

**“ front person”** means a person who receives/issues laundry/dry cleaning, takes cash, supplies token or docket, load machines with laundry and answers the phone;

**“fund”** means the Provident Fund for the Laundry, Cleaning and Dyeing Industry (Kwa-Zulu Natal) continued by and under this Agreement;

**“handyman”** means a person who makes minor repairs and adjustments to machinery, plant, building or other equipment under the direction of an artisan;

**“heavy-duty van driver”** means a person who checks and drives vehicles, collects and deliver goods, is responsible for vehicle and goods, could handle cash, accounts, etc, cleans van and may keep a logbook;

**“in-house laundries”** means laundries that are based within commercial sites that do commercial work for those establishments where those articles are laundered, cleaned or dyed i.e. hotels, hospitals, bed & breakfast establishments and old age homes.

**“invisible mender”** means a person who mends or repairs articles made of woven or knitted material by hand or machine using the stitching, fine-drawing or reentering processes as required;

**“ironer”** means a person who irons or presses articles that have been laundered with flat iron or electrically-operated roller, and who may fold, clean machines' etc.;

**“labourer”** means a person who does manual tasks under direction/supervision, and may assist an artisan, boilerman, etc.;

**“laundry finishing hand”** means a person who irons or presses articles that have been laundered, and provides first-line quality checks;

**“Laundry, Cleaning and Dyeing Industry”** means without in any way limiting the ordinary meaning of the expression, the industry carried on in establishments, Laundromats/laundrette, in-house laundries within commercial sites where articles are laundered, cleaned or dyed to the order of customers, and shall



include depots and/or vehicles where such articles are received in order to be laundered, cleaned or dyed to the customers.

"Laundromats/Laundrette" is an established engaged in the washing, drying and ironing of primary domestic laundry, through coin/token operated automatic machines, using no steam from fuel fired boilers, and available for public use:

"In-house laundries" means laundries that are based within commercial sites that do commercial work for those establishments where articles are laundered, cleaned or dyed.

"**machine hand**" means a person who feeds work into or out of a machine such as a calendar, tumbler, extractor, etc';

"**machine operator (washing/dry-cleaning or carpet)**" means a person who operates and cleans one or more of the above machines, and who could also do the work of a sorter, spotter or quality checker;

"**Management Committee**" or "**Committee**" means the Committee appointed to administer the Provident Fund in accordance with the provisions of this Agreement;

"**marker**" means a person who marks articles, either manually or mechanically, for identification;

"**member**" means every employee who has been employed in the Industry continuously by the same employer for not less than one month and who works in a job category for which wages are prescribed in the Agreement, excluding casual employees;

"**nominee**" means any person appointed by a member and to whom any benefits accruing to such member in the event of his death shall be paid in the absence of any dependants;

"**plain sewer**" means a person who makes simple alterations and/or repairs garments or other articles;

"**quality controller**" means a person who examines articles for faults and/or blemishes before or after cleaning and decides what process is necessary to remedy the problem to prescribed standards;

"**retirement date**" means –

- (a) the last day of the month in which a member reaches the retirement age and retires from service in the Industry;
- (b) the last day of the month in which a member who is over the retirement age must terminate his service in the Industry;
- (c) the last day of the month in which a member must terminate his service in the Industry owing to ill-health or permanent disability.

"**retirement age**" means the age 65;

"**Rules**" means the rules made by the Council for the Provident Fund;

"**same employer**" includes "**one employer**" and "**same establishment**", and means the same employer firm, whether or not such firm changes ownership as a going concern, or changes name or location during the period of service of the employee;

"**scooter driver**" means a person who drives a two-wheeled vehicle used to deliver and collect goods, letters, cheques, etc.;

"**security guard**" means a person who guards premises or other property by day or night, and conducts routine patrols and/or gate control;

**“short time”** means a temporary reduction in the number of ordinary hours of work of an employee owing to a general breakdown of plant or machinery or a threatened breakdown of buildings caused by accident or unforeseen emergency or to slackness of trade or shortage of raw material;

**“Small business”** means a separate and distinct business entity, managed by one owner or more which including its branches or subsidiaries operating in the Laundry, Cleaning and Dyeing Industry (Kwa Zulu Natal) which is classified as micro, a very small, a small or medium enterprises in accordance with the descriptive matrix below:

	Number of full times employees
Micro	Up to 5
Very small	Up to 20
Small	Up to 50
Medium	Up to 200

**“spotter”** means a person who is solely engaged in spotting and/or the removal of stains from articles before, during or after cleaning, with a high level of expertise in the correct use of solvents, etc.

**“steam boiler”** is a specifically designed pressure vessel that is designed to withstand a working pressure of steam at 6.9bar)

**“steam laundry”** is a laundry that has washing machine(s) connected via high pressure steam pipes to a steam boiler)

**“sorter”** means a person who sorts articles, either before or after cleaning, according to their colours, types and identification;

**“van assistant”** means a person who does not drive, but fetches, carries, loads, unloads, checks loads, contents, numbers, etc, answers to driver and helps clean the van;

**“van driver”** means a person who checks and drives vehicles, collects and delivers goods, is responsible for van and goods, could handle cash, accounts, etc, cleans vans and may keep a log book;

**“wage”** means that portion of remuneration payable to an employee in money in respect of his ordinary hours of work prescribed in clause 3 or such higher amount as an employer regularly pays an employee in respect of his ordinary hours of work.

#### 45. ULTRA VIRES

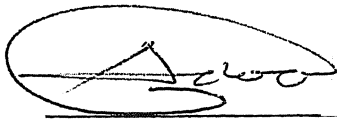
- 45.1 Should any of the provisions of this Agreement be declared ultra vires by any competent court of law, the remaining provisions of this Agreement shall be deemed to be the Agreement and shall remain in operation for the unexpired period of this Agreement.





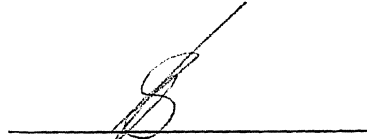
**46. ATTESTATION**

This Agreement signed in Durban on the 25<sup>th</sup> day of July 2014.

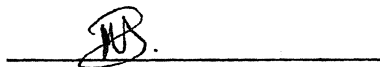


A NAIDOO

Kwa Zulu Natal Laundry, Dry Cleaners'  
and Dyers' Employers Association

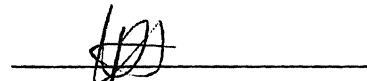


Witness



D. MALULEKA

SACTWU



Witness



B NKABINDE

SECRETARY



Witness

**ANNEXURE A****1. COUNCIL LEVIES**

For the purpose of Council levies, it is compulsory that every employer must on each pay day deduct from the wages of each employee who has worked in any week an amount of R6-50 and the employer is to add a like amount per week per employee.

**2. PROVIDENT FUND**

For the purpose of the Fund, it is compulsory that every employer must deduct from the wages of each employee who has worked in any week or monthly, an amount of 7.5 % of basic wage and the employer is to add a like amount per week or per month per employee.

**3. MEDICAL ASSISTANCE FUND**

For the purpose of the Fund every employer must on each pay day deduct from wages of each member who has worked in any week an amount of R28.12 and the employer is to add a like amount per week per employee.

**4. ANNUAL BONUS**

- 4.1 Every employer must pay an annual bonus of eleven (11) days' basic wage.
- 4.2 The annual bonus shall be paid as follows:
  - (a) one week's wages, payable by no later than 20 December of each year.
  - (b) the balance of one week's wages, payable by no later than the last pay day March.
- 4.3 The annual bonus is based on a full calendar year of service as at 31 December of the year.
- 4.4 An employee who has less than one calendar year of service as at 31 December of the year, shall receive an annual bonus pro-rated to the actual completed months of service calculated at such employees' basic weekly wage rate.
- 4.5 An employee whose employment is terminated before 31 December is not entitled to an annual bonus.

**5. NIGHT SHIFT ALLOWANCE**

An employer must pay a night shift allowance to each employee who works a shift, or part of a shift, between 18h00 and 06h00. The night shift allowance must be calculated at 10% of the basic hourly rate for hours worked on night shift.

**6. HIV/AIDS AWARENESS**

In the interest of the industry and the economy, training in HIV/AIDS awareness must continue to be given to all employees by a shop steward or other nominated employee, on the understanding that this training will not disrupt the normal flow of work. The employers have agreed that they contribute 30c/week/employee to the SACTWU AIDS PROJECT. The amount so agreed must be accumulated on a monthly basis and submitted to the Bargaining Council as part of the employee's monthly return.

**7. COMPLIANCE LEVY/ENFORCEMENT LEVY**

Each employer in the industry must pay an amount of R50.00 (fifty rands) per month in respect of funds needed to pursue compliance/enforcement in the industry.

8. LONG SERVICE ALLOWANCE

An employer must pay a long service allowance of R0.50 cents per week, after ten years of continuous service with the company.



## ANNEXURE B

**BARGAINING COUNCIL FOR THE LAUNDRY, CLEANING AND DYEING INDUSTRY (KWA ZULU NATAL)**

JAMES BOLTON HALL  
127 GALE STREET  
DURBAN  
4001

P O Box 18294  
DALBRIDGE  
4014  
Telephone : (031) 301 2293/2374  
Fax: 0867706562  
E-mail: [bennet@bclcdikzn.co.za](mailto:bennet@bclcdikzn.co.za)

**SCHEDULE OF PAYMENTS**

RETURN OF LEVIES FOR THE MONTH OF: .....  
TO BE FORWARDED TO THE COUNCIL NOT LATER THAN THE SEVENTH DAY OF THE MONTH FOLLOWING

NAME OF FIRM: .....

ADDRESS: .....

FOR WEEK ENDED	NUMBER OF EMPLOYEES
* TOTAL	

**COUNCIL LEVIES**

\*Total number ..... @ R6.50 per employee/per week .....

Add: Employer's equal contribution ..... ..

**MEDICAL ASSISTANCE FUND (SICK FUND)**

\*Total number ..... @ R28.12 per week .....

Add: Employer's equal contribution ..... ..

**UNION SUBSCRIPTIONS**

Number of union members ..... @ 1 % of the basic weekly wage - minimum R9.10 maximum R15.85

Number of union members ..... @ R1.80 per week (funeral fund) .....

**SACTWU BURSARY SCHEME**

Number of SACTWU members ..... @ 20c per week .....

**HIV/AIDS AWARENESS**

\*Total number of employees ..... @ 30c per week .....

**LAUNDRY ASSOCIATION SUBSCRIPTIONS: R30.00 PER MONTH PLUS**

\*Total number of employees ..... @ R1.00 per month .....

**COMPLIANCE/ENFORCEMENT LEVY: R50.00 PER MONTH****TOTAL REMITTANCE**

PAID BY: ☐ CHEQUE ☐ BANK ☐ TRANSFER

SIGNATURE OF EMPLOYER

DATE

**BANKING DETAILS:**

FIRST NATIONAL BANK (DAVENPORT)

BRANCH CODE 220-226

ACCOUNT NUMBER: 50781173494

ANNEXURE C

**BARGAINING COUNCIL FOR THE LAUNDRY, CLEANING AND DYEING INDUSTRY  
(KWA- ZULU NATAL)**

*All correspondence to be addressed to:*

Tel: (031) 301 2293/2374

Fax: 0867706562

Email: bennet@bclcdikzn.co.za

1<sup>st</sup> FLOOR JAMES BOLTON HALL, 127 MAGWAZA MAPHALALA STREET (GALE STREET), UMBILO, 4001

P O BOX 18294  
DALBRIDGE,  
4014

**EMPLOYERS REGISTRATION FORM**

Company Name (Registered Name)	
-----------------------------------	--

Trade Name	
------------	--

Is the Company a: (✓ appropriate block):

Sole Proprietor		(Pty) Limited		Partnership		Close Corporation	
-----------------	--	---------------	--	-------------	--	-------------------	--

**Business Address:**

Physical			
	Postal Code		

Postal			
	Postal Code		

Tel Number	( )		
------------	-----	--	--

Fax Number	( )		
------------	-----	--	--

E-Mail Address			
----------------	--	--	--

Date of Commencement of Business			
----------------------------------	--	--	--

Reg/CK No			
-----------	--	--	--

Dept of Labour Ref.No.			
------------------------	--	--	--

UIF Reg No			
------------	--	--	--

SARS Reg. No			
--------------	--	--	--

Number of Employees at date of registration with Council (This will be those employees who fall within the scope of the Council's Collective Agreement)	
--	--

Total number of persons employed by the business (The figure is inclusive of all employees who fall within and outside the scope of the Council's Collective Agreement)	
--	--

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**Payment of Wages: (✓ appropriate block):**

Weekly Only		Monthly Only		Weekly & Monthly	
-------------	--	--------------	--	------------------	--

**Method of Payment: (✓ appropriate block):**

Cash or Cheque		Electronic Bank Transfer	
----------------	--	--------------------------	--

**Representation:**

Is your company a member of an Employer Organisation	Yes	No
If Yes, Name		

Are any of your employees members of a trade union	Yes	No
If Yes, which union		

**Contact details of person responsible for submission of Bargaining Council Levy and other returns:**

Name:	Tel No:
-------	---------

**Details of Depots:**

Name:	Address:
Name:	Address:
Name:	Address:
Name:	Address:

**Which of the following best describes your manufacturing operations: (✓ appropriate block)**

GROUP 'A'	Laundromat / Laundrette doing domestic work only, site bound, less than four employees	
GROUP 'B'	Laundromats doing commercial work, Steam and Electric Laundries, Dyers and / or Dry Cleaners or in house laundries	

**Directors/Partners/Members/Owner**

*Please add in additional names of Directors if necessary. A photocopy of each Director's ID document must accompany this registration form.*

*If the business is registered as a close corporation and the registered owner is a nominee, please be sure to provide the name of the actual owner.*

Full Names	Residential Address	I.D Number	Cell No.
1. _____	_____	_____	_____
_____	_____	_____	_____
2. _____	_____	_____	_____
_____	_____	_____	_____
3. _____	_____	_____	_____
_____	_____	_____	_____
4. _____	_____	_____	_____
_____	_____	_____	_____
5. _____	_____	_____	_____
_____	_____	_____	_____

*I hereby confirm that I have full authority on behalf of the Company to accept registration and that the information contained herein is to the best of my knowledge true and correct.*

Signature of Employer or authorised Agent:	_____	Name:	_____
--	-------	-------	-------

Capacity:	_____	Date:	_____
-----------	-------	-------	-------

**FOR OFFICE USE:**

Date of Registration with Council and	_____	Registration Fees:	_____
Contribution/s From	_____	Other Conditions:	_____
SIGNATURE:	_____	Date:	_____

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## ANNEXURE D

**BARGAINING COUNCIL  
FOR THE  
LAUNDRY, CLEANING AND DYEING INDUSTRY  
(KWA ZULU NATAL)**

Tel: (031) 301 2293 /2374  
Fax: 0867706562  
Email: bennet@bclcdikzn.co.za

*All correspondence to be addressed to:*  
P O BOX 18294  
DALBRIDGE, 4014

1<sup>st</sup> FLOOR JAMES BOLTON HALL, 127 MAGWAZA MAPHALALA STREET (GALE STREET), UMBILO, 4001

**APPLICATION FOR EXEMPTION**

1. NAME OF COMPANY: \_\_\_\_\_
2. NO. OF EMPLOYEES AFFECTED: \_\_\_\_\_ & IN THE COMPANY \_\_\_\_\_
3. NO. OF EMPLOYEES WITHIN THE COUNCILS JURISDICTION: \_\_\_\_\_
4. NO. OF EMPLOYEES WHO ARE MEMBERS OF THE PARTY UNION: \_\_\_\_\_
5. AGREEMENT CLAUSE/S FROM WHICH EXEMPTION IS SOUGHT: \_\_\_\_\_  
\_\_\_\_\_
6. DURATION OF EXEMPTION SOUGHT: \_\_\_\_\_ TO \_\_\_\_\_
7. HAS PREVIOUS APPLICATION BEEN MADE FOR THE SAME EXEMPTION: YES/NO? \_\_\_\_\_
8. IF YES, WAS IT GRANTED? \_\_\_\_\_ (INSERT DATE)
9. SPECIFIC CONDITIONS WHICH WILL APPLY IF EXEMPTION IS GRANTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. GROUNDS/MOTIVATION FOR EXEMPTION: (APPLICANT TO ATTACH SUPPORTING LETTERS/DOCUMENTS/AGREEMENTS/ETC.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. HAS THE PARTY TRADE UNION BEEN CONSULTED? \_\_\_\_\_
12. DOES THE PARTY TRADE UNION SUPPORT THE APPLICATION? YES / NO \_\_\_\_\_
13. IF NO, PLEASE GIVE AN EXPLANATION: \_\_\_\_\_  
\_\_\_\_\_
14. NAME OF UNION ORGAINSER INVOLVED: \_\_\_\_\_
15. SIGNED ON BEHALF OF THE UNION: \_\_\_\_\_ DATE \_\_\_\_\_
16. SIGNED ON BEHALF OF THE COMPANY: \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

1. CHECKED BY SECRETARY/AGENT \_\_\_\_\_ DATE \_\_\_\_\_
2. RATIFIED BY EXECUTIVE COMMITTEE ON \_\_\_\_\_
3. ANY OTHER CONDITIONS: \_\_\_\_\_





## WAGE SCHEDULE

## (a) COMMERCIAL: LAUNDRY, DRY CLEANERS AND STEAM LAUNDRY

GRADE	CURRENT HOURLY RATE	INCREASE PER HOUR	NEW MINIMUM HOURLY RATE	NEW WEEKLY RATE
<b>A1 Commercial</b> eg: Labourer eg: Finishing Hand eg: Marker eg: Van Assistant	R18.95	R1.33	R20.28	R892.32
<b>A2 Commercial</b> eg: Watchman eg: Sorter eg: Plain Sewer eg: Checker/packer	R19.15	R1.34	R20.49	R901.56
<b>A3 Commercial</b> eg: Dry Cleaner Operator	R19.32	R1.35	R20.67	R909.48
<b>B1 Commercial</b> eg: Machine Operator eg: Depot Supervisor eg: Van Driver (08) eg: Invisible Mender	R19.55	R1.37	R20.92	R920.48
<b>B2 Commercial</b> eg: Boiler Operator eg: Spotter (C/C) eg: Truck Driver (10) eg: Quality Controller	R20.88	R1.46	R22.34	R982.96
<b>B3 Commercial</b> eg: Supervisor	R21.93	R1.54	R23.47	R1032.68

## (b) NON COMMERCIAL: LAUNDROMATS

The parties have agreed that Laundromats may obtain further exemption from the above wage rates only if owner/proprietor makes a personal application for this exemption at the Council offices. Such an exemption may be granted if:

1. the establishment cleans domestic laundry;
2. the establishment remains "site bound", and
3. it employs four or less employees

Provided that exemption has been granted, the minimum hourly rate which is based on 70% of the commercial rate is as follows:

A

GRADE (NON COMMERCIAL)	CURRENT HOURLY RATE	INCREASE PER HOUR	NEW MINIMUM HOURLY RATE	NEW WEEKLY RATE
A1	R 13.28	R0.92	R14.20	R639.00
A2	R 13.40	R0.94	R14.34	R645.30
A3	R 14.53	R1.01	R15.54	R699.30

\*Based on 45 hrs per week

#### PAY RATES FOR DRIVERS

The parties have agreed that the pay rate for Drivers will be as follows:

Code 08 (Van Driver)	R22.80
Code 10 (Truck Driver)	R24.39



**NATIONAL TREASURY  
NASIONALE TESOURIE****No. R. 667****5 September 2014****DETERMINATION OF AMOUNTS FOR PURPOSES OF THE MILITARY PENSIONS  
ACT, 1976 (ACT 84 OF 1976)**

1. The Minister of Finance has, in terms of the provisions of sections 1 and 5 of the Military Pensions Act, 1976 (Act 84 of 1976), read with section 3 (2) of the Act, determined that, with effect from 1 April 2014—
  - (a) for the purposes of formula I as defined in section 1 of the said Act, factor A of the said formula shall represent an amount—
    - (i) mentioned in the Schedule; or
    - (ii) the amount as determined by the Director-General to a minimum of **R 65 787.06** according to which one of the said amounts is the most advantageous to the member:
  - (b) for the purposes of formula II, as defined in section 1 of the said Act, factor C of the said formula shall represent the amount of **R10 920.24** and
  - (c) the gratuity payable to the member who suffers from a pensionable disability which has in terms of the said Act been determined at 10 per cent or less shall be **R 7 282.00**;
  - (d) the gratuity payable to a member who suffers from a pensionable disability which has in terms of the said Act been determined at more than 10 per cent but less than 20 per cent shall be **R 14 561,00**.
2. All members who are in possession of a three-year bachelor's degree or a matriculation certificate and who have, immediately prior to 1 April 1998, received an amount as contemplated in paragraph 1 (a) of Government Notice No. R.1280 of 3 October 1997 shall receive an amount as set out in the Schedule.
3. Government Notice **No. R 776 of 18 October 2013** is hereby withdrawn.

**Nhlanhla Nene, MP**  
**Minister of Finance**

**SCHEDULE OF ANNUAL PENSIONS**

Percentage disablement	Basic pension	Matriculation certificate	Three- year bachelor's degree
100 .....	65 787.05	68 738.64	78 049.97
90 .....	59 208.08	61 864.88	70 244.72
80 .....	52 629.95	54 991.19	62 440.31
70 .....	46 050.76	48 117.04	54 634.96
60 .....	39 472.34	41 243.54	46 830.26
50 .....	32 893.78	34 369.66	39 025.42
40 .....	26 314.85	27 495.41	31 219.97
30 .....	19 736.29	20 621.77	23 414.87
20 .....	13 157.24	13 747.64	15 609.92

No. R. 667

5 September 2014

**BETALING VAN BEDRAE VIR DOELEINDES VAN DIE WET OP MILITÊRE  
PENSIOENE, 1976 (WET 84 VAN 1976)**

1. Die Minister van Finansies het kragtens die bepalings van artikels 1 en 5 van die Wet op Militêre Pensioene, 1976 (Wet 84 van 1976), saamgelees met artikel 3 (2) van die Wet, met ingang van 1 April 2014—
  - (a) vir die doeleindes van formule I, soos omskryf in artikel 1 van vermelde Wet, faktor A van bedoelde formule I, 'n bedrag voorstel—
    - (i) die toepaslike bedrag volgens die Bylae; of
    - (ii) die bedrag soos deur die Direkteur-generaal bepaal tot 'n minimum van **R 65 787.06** na gelang van watter een van sodanige bedrae vir die lid die voordeligste is;
  - (b) vir die doeleindes van formule II, soos omskryf in artikel 1 van vermelde Wet, faktor C van bedoelde formule die bedrag van **R10 920.24** voorgestel; en
  - (c) die gratifikasie betaalbaar aan 'n lid wat ly aan 'n pensioengewende ongeskiktheid wat ingevolge vermelde Wet op 10 persent of minder vasgestel is, bedra **R 7 282.00**;
  - (d) die gratifikasie betaalbaar aan 'n lid wat ly aan 'n pensioengewende ongeskiktheid wat ingevolge vermelde Wet op meer as 10 persent en minder as 20 persent vasgestel is, bedra **R 14 561.00**
2. Alle lede wat in besit van 'n driejarige baccalaureusgraad of 'n matrikulasie sertifikaat is en wat onmiddellik voor 1 April 1998 'n bedrag bedoel in paragraaf 1 (a) van Goewermentskennisgewing No. R.1280 van 3 Oktober 1997 ontvang het, moet 'n bedrag soos uiteengesit in die Bylae ontvang.
3. Goewermentskennisgewing **No. R 776 of 18 Oktober 2013** word hierby herroep.

**Nhlanhla Nene, LV**  
**Minister van Finansies**

**BYLAE VAN JAARLIKSE PENSIOENE**

Persentasie ongeskiktheid	Basiese pensioen	Matrikulasie-sertifikaat	Driejarige baccalaureus-graad
100 .....	65 787.05	68 738.64	78 049.97
90 .....	59 208.08	61 864.88	70 244.72
80 .....	52 629.95	54 991.19	62 440.31
70 .....	46 050.76	48 117.04	54 634.96
60 .....	39 472.34	41 243.54	46 830.26
50 .....	32 893.78	34 369.66	39 025.42
40 .....	26 314.85	27 495.41	31 219.97
30 .....	19 736.29	20 621.77	23 414.87
20 .....	13 157.24	13 747.64	15 609.92

**DEPARTMENT OF TRADE AND INDUSTRY  
DEPARTEMENT VAN HANDEL EN NYWERHEID**

No. R. 668

5 September 2014

**NATIONAL REGULATOR FOR COMPULSORY SPECIFICATIONS ACT  
(Act 5 of 2008)**

**REGULATIONS RELATING TO THE GAZETTING OF LEVY PERIODS**

It is hereby made known under Section 36 of the National Regulator for Compulsory Specifications Act, (Act 5 of 2008) that I, Dr Rob Davies, the Minister of Trade and Industry, hereby with effect from date of publication, amend the Regulations published by Government Notice R924 dated 15 October 2010 by declaring the levy period for the National Regulator for Compulsory Specifications, under Section 2 (4) and (5), as follows:

Period 1: 1 January – 30 June, of each year

Period 2: 1 July – 31 December, of each year

I further introduce mandatory levy declaration as follows:

Type of submission to NRCS	Levy declaration 1	Levy period 1	Levy declaration 2	Levy period 2
Period covered	1 January – 31 March of each year	1 January – 30 June of each year	1 July – 30 September of each year	1 July – 31 December of each year
Submission purpose	Levy declaration	Levy declaration and payment	Levy declaration	Levy declaration and payment



**Dr Rob Davies, MP**

**Minister of Trade and Industry**

**NOTICE – CHANGE OF TELEPHONE NUMBERS: GOVERNMENT PRINTING WORKS**

As the mandated government security printer, providing world class security products and services, Government Printing Works has adopted some of the highly innovative technologies to best serve its customers and stakeholders. In line with this task, Government Printing Works has implemented a new telephony system to ensure most effective communication and accessibility. As a result of this development, our telephone numbers will change with effect from 3 February 2014, starting with the Pretoria offices.

The new numbers are as follows:

- Switchboard : 012 748 6001/6002
- Advertising : 012 748 6205/6206/6207/6208/6209/6210/6211/6212
- Publications Enquiries : 012 748 6052/6053/6058 [GeneralEnquiries@gpw.gov.za](mailto:GeneralEnquiries@gpw.gov.za)
  - Maps : 012 748 6061/6065 [BookShop@gpw.gov.za](mailto:BookShop@gpw.gov.za)
  - Debtors : 012 748 6060/6056/6064 [PublicationsDebtors@gpw.gov.za](mailto:PublicationsDebtors@gpw.gov.za)
  - Subscription : 012 748 6054/6055/6057 [Subscriptions@gpw.gov.za](mailto:Subscriptions@gpw.gov.za)
- SCM : 012 748 6380/6373/6218
- Debtors : 012 748 6236/6242
- Creditors : 012 748 6246/6274

Please consult our website at [www.gpwonline.co.za](http://www.gpwonline.co.za) for more contact details.

The numbers for our provincial offices in Polokwane, East London and Mmabatho will not change at this stage.

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