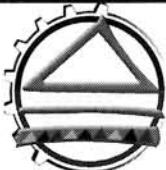


<p style="text-align: center;">OTHER PARTIES</p> <p>If more than one party is referring the dispute or if the dispute is referred against more than one party, write down the additional names and particulars on a separate piece of paper and attach details to this form.</p> <p style="text-align: center;">OTHER INSTRUCTIONS</p> <p>A copy of this form must be served on the other party.</p> <p>Proof that a copy of this form has been served on the other party must be supplied by attaching and of the following:</p> <ul style="list-style-type: none"> ▪ A copy of a registered slip from the Post Office; or ▪ A copy of a signed receipt if hand delivered; or ▪ A signed statement confirming service by the person delivering the form; or ▪ A copy of a fax confirmation slip; or ▪ A copy of an email confirmation slip or sent email; or ▪ Any other satisfactory proof of service. <p>The CCMA may be requested to assist with service.</p> <p style="text-align: center;">CHECK!</p> <p>Have you attached proof that this form has been served on the other party?</p>	<p>7. RETRENCHMENTS ARE CONTEMPLATED IN THE FOLLOWING REGIONS OR WORK-PLACE LOCATIONS: (Please indicate expected numbers.)</p> <p>.....</p> <p>.....</p> <p>8. HOW MANY EMPLOYEES HAS THE EMPLOYER DISMISSED FOR OPERATIONAL REQUIREMENTS IN THE PAST 12 MONTHS AND IN WHICH REGIONS OR WORK-PLACE LOCATIONS? (Please indicate numbers.)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>9. ATTACH THE SECTION 189(3) NOTICE ISSUED BY THE EMPLOYER TO THIS FORM. (The matter cannot be processed without a complete s189(3) notice.)</p> <p>10. WHAT ARE THE REASONS FOR THE CONTEMPLATED DISMISSALS FOR OPERATIONAL REQUIREMENTS?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>11. WHAT ALTERNATIVES TO RETRENCHMENT HAVE BEEN CONSIDERED?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
	Please turn over

<p>LRA Form 7.21 Section 200A(3) Labour Relations Act, 1995</p>	<p>REQUEST FOR ADVISORY AWARD ON WHETHER A PERSON IS AN EMPLOYEE</p>	 <p>CCMA</p>
<p style="text-align: center;">READ THIS FIRST</p> <p style="text-align: center;">↓</p> <p>WHAT IS THE PURPOSE OF THIS FORM?</p> <p>This form is a request to the CCMA to issue an advisory award determining whether a person is an employee.</p> <p>If there is more than one employee to the dispute and the referring party is not a trade union, then each employee must supply his/her personal details and signature on a separate page, which must be attached to this form.</p> <p>WHO FILLS IN THIS FORM?</p> <p>The parties to any working arrangement may request an advisory award provided the affected person/s earn equal to or less than the threshold.</p> <p>WHERE DOES THIS FORM GO?</p> <p>The Registrar, Regional Office of the CCMA.</p> <p>WHAT WILL HAPPEN WHEN THIS FORM IS SUBMITTED?</p> <p>The CCMA will appoint a commissioner to hear the matter and issue an advisory award.</p>	<p>1. DETAILS OF PARTY REQUESTING THE ADVISORY AWARD</p> <p>As the referring party, are you:</p> <p><input type="checkbox"/> An employee <input type="checkbox"/> A trade union</p> <p><input type="checkbox"/> An employer <input type="checkbox"/> An employers' organisation</p> <p>(a) Name of the party if the requesting party is an employee</p> <p>Name:.....</p> <p>Surname: (if applicable).....</p> <p>ID Number:.....</p> <p>Postal Address:.....</p> <p>..... Postal Code:.....</p> <p>Tel:..... Cell:.....</p> <p>Fax:..... Email:</p> <p>Contact person:.....</p> <p>(b) Name of the party if the requesting party is an employer, employers' organisation or trade union, or if the employers' organisation is assisting a member to the dispute</p> <p>Name:.....</p> <p>Surname: (if applicable).....</p> <p>Postal Address:.....</p> <p>..... Postal Code:.....</p> <p>Tel:..... Cell:.....</p> <p>Fax:..... Email:</p> <p>Contact person:.....</p>	
	<p>CCMA Case Number.....</p>	<p>Please turn over →</p>

Parties may, at their own cost, bring interpreters for languages other than the official South African languages. Please indicate this under 'other'

Special features might be the urgency of the matter, the large number of people involved, important legal or labour issues, etc. Reasons why an advisory arbitration award is requested, may also be included.

OTHER INSTRUCTIONS

A copy of this form must have been served on the other party.

Proof that a copy of this form has been served on the other party must be supplied by attaching any of the following:

- A copy of a registered slip or fastmail from the Post Office; or
- A copy of a signed receipt if hand delivered; or
- A signed statement con-firming service by the person delivering the form; or
- A copy of a fax confirmation slip; or
- A copy of an email confirmation slip or sent email; or
- Any other satisfactory proof of service.

The CCMA may be requested to assist with service.

5. SECTOR

- | | |
|---|--|
| <input type="checkbox"/> Retail | <input type="checkbox"/> Safety/Security (Private) |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Domestic |
| <input type="checkbox"/> Building & Construction | <input type="checkbox"/> Food & Beverage |
| <input type="checkbox"/> Business/Professional Services | <input type="checkbox"/> Transport (Private) |
| <input type="checkbox"/> Agriculture/Farming | |
| <input type="checkbox"/> Other..... | |

6. INTERPRETER SERVICES

Is an interpreter required? **Yes / No**

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Afrikaans | <input type="checkbox"/> IsiNdebele | <input type="checkbox"/> IsiZulu |
| <input type="checkbox"/> IsiXhosa | <input type="checkbox"/> Sepedi | <input type="checkbox"/> SeSotho |
| <input type="checkbox"/> Setswana | <input type="checkbox"/> IsiSiswati | <input type="checkbox"/> Xitsonga |
| <input type="checkbox"/> Sign Language | <input type="checkbox"/> Tshivenda | <input type="checkbox"/> Other |

7. SPECIAL FEATURES / ADDITIONAL INFORMATION

Briefly outline any special features / additional information the CCMA needs to note:

.....

8. CONFIRMATION OF ABOVE DETAILS

Form submitted by:



.....
 (please print name)

Signature:

Position:



Date:

Place.....

<p style="text-align: center;">LRA Form 9.1 Section 205(1) Labour Relations Act, 1995</p>	<div style="text-align: right;">  </div> <p style="text-align: center;">EMPLOYER'S RECORD OF EMPLOYEES' EARNINGS, DEDUCTIONS AND TIME WORKED</p>																																	
<p style="text-align: center;">READ THIS FIRST</p> <div style="text-align: center;">  </div> <p style="text-align: center;">WHAT IS THE PURPOSE OF THIS FORM?</p> <p>This form is a record of employees' hours of work and their wages. The form assists inspectors and designated agents to check that certain minimum standards in terms of any collective agreement, award or determination is kept by employers.</p> <p style="text-align: center;">WHO FILLS IN THIS FORM?</p> <p style="text-align: center;">The Employer.</p> <p style="text-align: center;">OTHER INSTRUCTIONS</p> <p>State employers that fall within the jurisdiction of the Public Service Co-ordinating Bargaining Council do not have to fill in this form.</p>	<p>1) GENERAL INFORMATION</p> <p>Date:</p> <p>Shifts worked</p> <p>a) from to</p> <p>b) from to</p> <p>c) from to</p> <p>2) EMPLOYEE INFORMATION</p> <p>Name:</p> <p>ID number:</p> <p>Occupation:</p> <p>Status (full time or piece worker)</p> <p>Age:</p> <p>3) ORDINARY TIME WORKED (INCLUDES SHIFT WORK IF APPLICABLE AND EXCLUDES OVERTIME WORK)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Day of the week</th> <th style="text-align: left;">Hours worked</th> <th style="text-align: left;">Shift a), b) or c)</th> </tr> </thead> <tbody> <tr><td>Sunday</td><td>.....</td><td>.....</td></tr> <tr><td>Monday</td><td>.....</td><td>.....</td></tr> <tr><td>Tuesday</td><td>.....</td><td>.....</td></tr> <tr><td>Wednesday</td><td>.....</td><td>.....</td></tr> <tr><td>Thursday</td><td>.....</td><td>.....</td></tr> <tr><td>Friday</td><td>.....</td><td>.....</td></tr> <tr><td>Saturday</td><td>.....</td><td>.....</td></tr> <tr><td>Total hours</td><td>.....</td><td>.....</td></tr> <tr><td>Ordinary rate per hour</td><td>.....</td><td>.....</td></tr> <tr><td>Amount due</td><td>.....</td><td>.....</td></tr> </tbody> </table>	Day of the week	Hours worked	Shift a), b) or c)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total hours	Ordinary rate per hour	Amount due
Day of the week	Hours worked	Shift a), b) or c)																																
Sunday																																
Monday																																
Tuesday																																
Wednesday																																
Thursday																																
Friday																																
Saturday																																
Total hours																																
Ordinary rate per hour																																
Amount due																																

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	4) OVERTIME	
	Day of the week	Hours worked
	Sunday
	Monday
	Tuesday
	Wednesday
	Thursday
	Friday
	Saturday
	Total overtime hours
	Overtime rate per hour
	Amount due
	5) PAY	
	Earnings	
	Amount from ordinary work
	Amount from overtime work
	Any other allowance
	Total
	Deductions	
	P.A.Y.E.
	Canteen
	Loan
	Other
	Total take home pay
	I,certify that this information is correct.	
(employer's name)		
Signature:		
Date:		

<p>LRA Form 9.2 Section 205(3)(a) Labour Relations Act, 1995</p>	<p align="center">RECORD OF STRIKE, LOCK-OUT OR PROTEST ACTION</p> 
<p align="center">READ THIS FIRST</p>  <p align="center">WHAT IS THE PURPOSE OF THIS FORM?</p> <p>An employer must keep a record of any strike, lock-out or protest action involving its employees.</p> <p align="center">WHO FILLS IN THIS FORM?</p> <p>The Employer / relevant Employers' Organization</p> <p align="center">WHERE DOES THIS FORM GO?</p> <p>The Director-General, Department of Labour, Private Bag x117, Pretoria, 0001 Tel: (012) 309 4004 Fax: (012) 309 4406 E-mail: Strikes@labour.gov.za</p> <p>OTHER INSTRUCTIONS</p> <p>The employer must submit this form within seven days of the completion of the strike, lockout or protest action.</p> <p>If a strike, lockout or protest action occurs in more than one workplace of a single employer then a separate form must be completed for each workplace.</p>	<p align="center">RECORD OF DETAILS OF STRIKE, LOCKOUT OR PROTEST ACTION TO BE KEPT BY EMPLOYER IN TERMS OF SECTION 205(3)(a)</p> <p>1) EMPLOYER DETAILS</p> <p>Name company:.....</p> <p>Contact Person.....</p> <p>Physical address:</p> <p>Province:</p> <p>Tel: Fax:</p> <p>E-mail address:</p> <p>Industry:</p> <p>Sub-Sector / Nature of business</p> <p>2) EMPLOYEE DETAILS</p> <p>2.1 Total number of workforce:</p> <p>2.2 Working time <i>(Please complete where applicable)</i></p> <p>Number of ordinary <i>hours</i> worked per day: / Shift.....</p> <p>Number of ordinary <i>days</i> worked per week: / Shift</p> <p>3) DETAILS OF THE ACTION (see definition on Page 3)</p> <p>3.1 Nature of action:</p> <p><input type="checkbox"/> Strike in company only</p> <p><input type="checkbox"/> Multi-employer strike</p> <p><input type="checkbox"/> Lockout</p> <p><input type="checkbox"/> Stay-away, protest action</p> <p><input type="checkbox"/> Other industrial action, specify</p> <p>.....</p>

-- please turn over -->

If the action was a strike. Did the employer lockout the strikers? (defensive lockout)

Yes	No
-----	----

How was the industrial action resolved?

Was replacement labour used?

Yes	No
-----	----

3.2 Strike duration:

Began:
(Date) (Time)

Ended:
(Date) (Time)

Duration in workdays (or hours if relevant)

3.3 Employees involved

Number of employees participating¹:

Number of employees affected²:

Total work-hours lost:

Total wages not paid (in Rands):.....

3.4 Unions involved:

Yes	No
-----	----

Name of Trade Union	Number of employees involved per union
TOTAL	

--- please turn over --->

3.5 Compliance with the Act

Was the action in compliance with the Act? (e.g. procedural or un-procedural)

Yes	No	Don't know
-----	----	------------

3.6 Strike reasons:

<ul style="list-style-type: none"> <input type="checkbox"/> Wages only (If the action was a wage strike, kindly indicate the following):- Percentage demanded by Union..... Percentage offered by employer Percentage agreed on by both parties..... <input type="checkbox"/> Bonuses and other compensation <input type="checkbox"/> Retrenchments / Dismissals <input type="checkbox"/> Working conditions <input type="checkbox"/> Socio-economic / political conditions 	<ul style="list-style-type: none"> <input type="checkbox"/> Refusal to bargain <input type="checkbox"/> Secondary action from another dispute <input type="checkbox"/> Grievances <input type="checkbox"/> Disciplinary matters <input type="checkbox"/> Organizational rights
<ul style="list-style-type: none"> <input type="checkbox"/> Any other reason, (please specify)..... <p>¹ Workers <i>participating</i> are those workers who went on strike or were locked out as a result of the dispute.</p> <p>² Workers <i>affected</i> are those workers not involved in the strike but could not continue with their normal duties as a result of the strike.</p> <p>Name of employer (<i>in full</i>):</p> <p>Signature of employer: Date:</p>	

-- please turn over -->

DEFINITIONS

Strike:

The partial or complete concerted refusal to work, or the retardation or obstruction of work, by persons who are or have been employed by the same employer or by different employers, for the purpose of remedying a grievance or resolving a dispute in respect of any matter of mutual interest between employer and worker, and every reference to work in this definition includes overtime, whether it is voluntary or compulsory (section 213).

Lockout:

The exclusion by an employer of workers from the employer's workplace. For the purpose of compelling the workers to accept a demand in respect of any matter of mutual interest between employer and worker, whether or not the employer breaches those workers' contracts of employment in the course of or for the purpose of that exclusion.

Secondary strike:

A strike in support of a strike by other employees against their employer. The strikers have no issue with their employer, but that employer might be in a strong position (due to there being a close business relationship as either an important customer or supplier) to pressurise the employer who is in dispute.

Protest action:

The partial or complete refusal to work, or the retardation or obstruction of work, for the purpose of promoting or defending the socio-economic interest of workers, but not for a purpose referred to in the definition of "strike".

Stay away:

Industrial action by a group of employees in the form of absenting themselves from work without permission in support of some socio-economic issue which does not relate to their employment situation.

Work hours:

Hours during which an employee is obliged to work. Work hours lost is calculated by multiplying the number of **all workers** involved in each stoppage by the number of hours the stoppage lasted.

Working days lost:

Days during which an employee is obliged to work working days is calculated by multiplying the number of workers involved in each stoppage by the duration of the stoppage in days lost and adding the totals for all stoppages during the reference period.

LABOUR RELATIONS ACT 1995 (ACT, NO. 66 OF 1995)
ESSENTIAL SERVICE COMMITTEE REGULATIONS

The Minister of Labour has under section 70F(1) of the Labour Relations Act, 1995 (Act No. 66 of 1995), and after consulting the Essential Service Committee, made the Regulations in the schedule.

SCHEDULE

PART A – ESSENTIAL SERVICE INVESTIGATION

1. Request for investigation

A Bargaining Council or any interested party may in writing request the Committee to investigate whether the whole or part of any service should be designated as an essential service.

2. Representations to Committee

- (1) If the Committee has given notice of an investigation in terms of section 71 (1) of the Act as to whether the whole or part of any service should be designated as an essential service, any interested party may submit written representations to the Committee within the time periods specified in the notice.
- (2) An interested party submitting written representations in terms of sub-regulation (1) must -
 - (a) state the nature of its interest in the investigation;
 - (b) indicate whether or not they require an opportunity to make oral representations to the Committee, as contemplated by section 71(2)(b) of the Act;
 - (c) specify in an affidavit the factual evidence which forms the basis of its representations to the Committee;

- (d) identify any expert witness it intends to call and provide an affidavit containing a summary of that witness' evidence.
 - (e) provide a statement of the legal issues that arise from the material facts, containing sufficient particularity to enable other interested parties to reply;
 - (f) list any documents it intends to rely upon as part of its representations and attach a copy of those documents to its affidavit; and
 - (g) specify a physical, postal and electronic address at which it will receive notices and other documents.
- (3) The Committee may request interested parties to file additional written representations on issues specified by the Committee, within a period specified in the request.
- (4) The Committee may direct parties to –
- (a) serve their representations in terms of sub-regulation (1), and any additional representations in terms of sub-regulation (3), on other interested parties;
 - (b) file with the Committee proof that they have served such representations, at an address specified by such a party in terms of sub-regulation 2(g).

3. Notice of hearing

- (1) The Committee must notify all interested parties in terms of section 71(5) of the Act of the place and time at which the Committee will hold a hearing, unless no interested party has requested an opportunity to make oral representations.
- (2) In addition to the notification in terms of sub-regulation (1), the Committee must at least 21 days before a hearing, publish a notice stating the place and time of the hearing –
- (a) in a national newspaper; or

- (b) if the investigation is limited to a specified area, in a newspaper circulating in that area.

4. Pre-hearing conference

- (1) The chairperson, or in his absence the deputy chairperson person may –
 - (a) prior to holding a hearing, request all or some of the interested parties who have requested an opportunity to make oral representations to attend a pre-hearing conference; and
 - (b) at any stage, direct that a pre-hearing conference held in terms of paragraph (a) be chaired by the chairperson, the deputy chairperson or a senior commissioner.
- (2) The purpose of a pre-hearing conference is to attempt to reach consensus between the parties on:
 - (a) identifying facts that are common cause between some or all of the interested parties;
 - (b) identifying facts that are in dispute between some or all of the interested parties;
 - (c) identifying issues on which oral representations may be made;
 - (d) the preparation of documents for submission to the Committee and exchange of documents among interested parties;
 - (e) the necessity for on-the-spot inspections; and
 - (f) dealing with any other matter which may facilitate or expedite the conduct of the hearing.
- (3) The interested parties attending a pre-hearing conference must prepare and sign a minute of the pre- hearing conference.
- (4) In the case of a conference contemplated by sub-regulation 1(b), the person chairing the conference must prepare the minute for signature by the parties.

5. Persons appointed to assist Committee conduct investigation

- (1) A person appointed to assist the Committee in terms of section 70B(3) of the Act may be –
 - (a) a senior commissioner,
 - (b) any other commissioner, with appropriate expertise
 - (c) any other person, who the Committee considers to have appropriate expertise.
- (2) The Committee must specify in writing the matters that a person who has been appointed in terms of this regulation must submit a report on to the Committee.
- (3) The Committee may request a person appointed in terms of this regulation to include in their report a recommendation as to whether –
 - (a) the whole or part of a service should be designated as an essential service;
 - (b) the Committee should issue an order in terms of section 72(1)(a) of the Act directing one or more registered trade unions and employers' organisations or employers to negotiate a minimum services agreement in respect of the whole or part of a service that has been designated as an essential service.
- (4) The Committee may call any person who has prepared a report in terms of this regulation to give evidence to the Committee.

6. Inspection and copying of representations

- (1) An interested party may inspect written representations made in terms of section 71(2) at the Commission's head office.
- (2) The prescribed fee for obtaining a copy of, or extract from, a written representation is R2.50 per page or such other amount as may be determined by the Committee from time to time.

7. Hearing of evidence

- (1) An interested party may make oral representation to the Committee –
 - (a) if it has filed written representations in compliance with regulation 2; or
 - (b) if it has not filed written representations in compliance with regulation 2, the interested party shows good cause for its failure to do so.

- (2) The Committee:
 - (a) must determine which persons, including any person identified by an interested party in their representations, may give evidence;
 - (b) must administer an oath or accept an affirmation from any witness in accordance with section 142 (1)(e) of the Act;
 - (c) may permit any interested party to present the evidence of a witness identified by that party;
 - (d) may address questions to any witness; and
 - (e) may permit any other interested party to cross-examine a witness on any relevant issue in respect of which there is a dispute of fact.

8. Variation or cancellation of the whole or part of a designation of an essential service

Parts A and C of these regulations apply, with the changes required by the context, to any request for, or investigation into, the variation or cancellation of the designation of the whole or part of a service as an essential service in terms of section 71(9) of the Act.

PART B: DISPUTES AND REFERRALS**9. Disputes about whether a service is an essential service**

- (1) Any party who alleges that a dispute as contemplated by section 73(1)(a) or (b) of the Act exists may refer the dispute by submitting Form "LR 4.2" together with an affidavit setting out the evidence and legal submissions on which it relies.
- (2) If the applicant in a dispute relating to section 73 of the Act alleges that the referral is urgent, the applicant must state in its affidavit the grounds of urgency in sufficient detail for the Committee to make a determination on the issue of urgency.
- (3) The other parties to a dispute in terms of section 73(1) of the Act may submit written representations in the form of an affidavit within 21 days of receiving the referral or, in the case of a referral which is urgent, such shorter period as the Committee may determine.
- (4) The Committee may require the parties to submit any further information relevant to the dispute or application in writing within such a period as the Committee may determine, including argument on any legal issue raised by the dispute.
- (5) The Committee may request the parties to the dispute to attend a pre-hearing conference in order to expedite the hearing of the matter. In the case of an urgent matter, the Committee may give any directive regarding a pre-hearing conference, including a directive that a pre-hearing conference not be held due to the urgency of the matter.
- (6) If the Committee decides that a matter is urgent, the Committee may make an interim order in respect of the dispute or application pending a final determination.
- (7) The Committee, when determining the matter is urgent, may give its decision to the parties as soon as is practically possible; however, full reasons for the decision may be given at a later stage.

10. Determination of minimum services

- (1) Any party who alleges that a dispute about minimum services as contemplated by section 73(1)(c) or (d) exists may refer the dispute by submitting Form LRA

Form 4.8A together with an affidavit setting out the factual grounds upon which it relies.

- (2) Regulations 9 (2) to (7) apply to any dispute referred in terms of this sub-regulation (1).
- (3) The Committee may determine the minimum services that are required to be maintained in an essential service, irrespective of whether any party has referred a dispute to it in terms of section 73(1)(d) of the Act.

11. Ratification of collective agreement providing for maintenance of minimum services

- (1) A request by parties to a collective agreement to have the agreement ratified in terms of section 72(3) of the Act must be made by attaching the collective agreement to Form LR 4.8.
- (2) The Committee may require the parties to submit further written representations in regard to any matter relevant to the request for ratification.
- (3) The Committee may require the parties to appear before it in order to deal with any matter relevant to the request.
- (4) As soon as is reasonably practical after receiving the request, the Committee must either ratify or refuse to ratify the relevant provisions of the collective agreement and notify the parties of its decision in writing.
- (5) The Committee must, within 21 days of a request by any party to a collective agreement, provide brief reasons for its refusal to ratify the provisions of the collective agreement in terms of this regulation.

12. Application for maintenance service determination

- (1) An application in terms of section 75(2) of the Act must be made on Form LR 4.3, together with an affidavit.
- (2) The provisions of regulation 9(2) to (7) apply, with the changes required by the context, to any referral in terms of this regulation.

13. Conduct of hearings in terms of section 73 or 75 of the Act

- (1) As soon as reasonably practical after receiving the referral application in terms of section 73 or 75 of the Act respectively, the Committee must notify the parties in writing of the place and time of the hearing. The place and time of the hearing must be determined with due regard to urgency.
- (2) The Committee may decide that the dispute or application is capable of determination on the written representations or that it will hear oral evidence.
- (3) If the Committee decides that the matter is capable of determination on the written submissions before it, the Committee may hear argument from the parties and then make its determination.
- (4) If the Committee decides that it requires oral evidence, it must identify the issues on which it wishes to hear evidence and notify the parties of its decision in this regard at least seven days before the hearing.
- (5) Despite the provisions of sub-regulation (3), the Committee may during a hearing, direct that oral evidence be heard in which case the provision of sub-regulation (4) will apply.
- (6) The provisions of regulation 7 apply if oral evidence is heard.
- (7) If the Committee decides that a matter is urgent, the Committee may make an interim order in respect of the dispute or application pending a final determination.
- (8) The Committee, when determining the matter is urgent, may give its decision to the parties as soon as is practically possible; however, full reasons for the decision may be given at a later stage.

PART C: GENERAL PROVISIONS**14. Appointment of panels**

- (1) The chairperson, or in his absence the deputy chairperson, has the power to appoint a senior commissioner to preside at a panel hearing in terms of section 70C(2) of the Act.
- (2) An invitation to the employer and trade union parties participating in a hearing to nominate an assessor in terms of either section 70C(4)(b) or 5(b) of the Act, must be made in writing to –
 - (a) the employer and trade union parties participating in the hearing; and
 - (b) in the case of an investigation in terms of section 70(1) of the Act, the employer and trade union parties that have made written representations in terms of section 71(2) of the Act and requested an opportunity to make oral representations

15. Condonation

The Committee may, at the request of any party to any proceedings before the Committee and on good cause shown, condone any non-compliance with the provisions of these regulations, subject to such conditions as the Committee may in the circumstances consider appropriate.

16. Service and filing of documents

- (1) Any party filing a notice, representation or other document with the Committee in terms of the Act or the regulations must file the original and three copies with the head office of the Commission, as specified from time to time in the Rules of the Commission.
- (2) If a matter is being dealt with by a panel of five members, the Committee may require interested parties to file five copies of all notices, representations or documents.
- (3) The provisions of Part One of the Rules of the Commission, read with the changes required by the context, apply to the service and filing of any notice,

representation or other document in respect of proceedings before the Commission.

17. Powers of Committee

- (1) The Committee may exercise any of the powers of a Commissioner in terms of section 142(1) to (7) of the Act, read with the changes required by the context.
- (2) Contempt of the Committee is regulated by sections 142(8) to (12) of the Act, read with the changes required by the context.
- (3) No proceedings of the Committee shall be invalid by reason of the fact that any member was not present during the whole or part of any proceedings.

18. Postponements

The provisions of Rule 23, read with the relevant provisions of Rule 31, of the Rules of the Commission and the changes required by the context, apply to any application for a postponement.

19. Recordings of Committee's proceedings

The provisions of Rule 36 of the Rules of the Commission, read with the changes required by the context, apply to the recording of the proceedings of the Committee.

20. Definitions

In these regulations, any word defined in the Act has that meaning, unless the context indicates otherwise, and -

“Act” means the Labour Relations Act, 1995 (Act No. 66 of 1995) and any reference to a form refers to the relevant form published in the Labour Relations Regulations, 2014;

“Committee” means the Essential Services Committee established in terms of section 70 of the Act and, in these regulations, any reference to:

- (a) the chairperson or deputy chairperson is a reference to the chairperson or deputy chairperson of the Committee;

- (b) the Committee includes a panel appointed in terms of section 70C, in respect of a matter assigned to such a panel.
- (c) "Commission" means the Commission for Conciliation, Mediation and Arbitration established in terms of section 112 of the Act;
- (d) "Rules of the Commission" means the Rules for Conduct of Proceedings before the Commission, in force at any time;
- (e) "Senior Commissioner" means a senior commissioner contemplated by section 70C(3) of the Act.

21. Short title and commencement

These regulations shall be known as the Essential Service Committee Regulations.

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
 - Maps : 012 748 6061/6065 BookShop@gpw.gov.za
 - Debtors : 012 748 6060/6056/6064 PublicationsDebtors@gpw.gov.za
 - Subscription : 012 748 6054/6055/6057 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 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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