



SAFETY AND SECURITY SECTORAL BARGAINING COUNCIL

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| AGREEMENT NUMBER | 03/2015 |
| DATE | 19 MAY 2015 |

AGREEMENT ON THE ADOPTION OF GUIDELINES FOR LOWER BARGAINING STRUCTURES

NOTING THAT:

Clause 15.6 (d) of the SSSBC Constitution provides for Provincial Chambers to establish lower consultation / bargaining structures;

Parties to the Safety and Security Sectoral Bargaining Council hereby agree to conclude a collective agreement on the adoption of the Guidelines for Lower Bargaining Structures as Annexure A to this Agreement.

1. The purpose of these guidelines is to:
 - 1.1 Assist Provincial Chambers to establish Lower Bargaining Structures within the areas of their jurisdiction.
 - 1.2 Ensure uniformity in terms of the functioning of Lower Bargaining Structures.
 - 1.3 Regulate consultation at lower levels within the South African Police Service.
2. Parties agree to formulate Guidelines for Lower Bargaining Structures for Divisions in line with the Constitution of the SSSBC within six months of the date of implementation.
3. This agreement does not preclude engagement and consultation at station / unit level.



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4. The representatives of all parties concerned undertake to take every reasonable step necessary to ensure the implementation of this agreement.
5. The provisions of this agreement are applicable to all employees appointed in terms of the South Africa Police Service Act, 1995 and Public Service Act, 1994, excluding employees appointed to Senior Management Service.
6. If there is a dispute about the interpretation or application of this agreement any party may refer the matter to the Council for resolution in terms of the dispute resolution procedure of the Council.
7. This agreement binds the parties to the agreement and all employees who are not members of registered trade unions admitted to the Council, who are not parties to this agreement.
8. Date of Implementation: **19 May 2015**

This Agreement signed on behalf of the South African Police Service as Employer and the relevant employee organizations all signatories being duly authorised thereto at **CENTURION** on this **19th** day of **May 2015**.



SOUTH AFRICAN POLICE SERVICE



POLICE AND PRISONS CIVIL RIGHTS UNION



SOUTH AFRICAN POLICING UNION




 J. K. M. M. V.



GUIDELINES FOR LOWER BARGAINING STRUCTURES

1. PRINCIPLES

The following are guidelines for the establishment of the structure:

- 1.1 Commitment by all parties
- 1.2 Mutual trust and respect
- 1.3 Joint responsibility and accountability
- 1.4 Effective communication

2. STRUCTURE (WHERE)

- 2.1 Lower Bargaining Structures must be established in all Clusters of the South African Police Service.
- 2.2 The structure shall take the form of all joint committee between representatives of management and recognized unions.

3. SCOPE OF THE STRUCTURE

The Lower Bargaining Structures shall function in the Clusters within which it is established and within the registered scope of the SSSBC.

4. POWERS AND FUNCTIONS

The powers and functions of the structure are to:

- 4.1 Improve Labour Relations and enhance efficiency in the workplace
- 4.2 Deal with matters of mutual interest on which the Cluster / Station Commander has the requisite authority to make a final decision.



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- 4.3 Implement and monitor collective agreements concluded at SSSBC and its Provincial Chambers.
- 4.4 Prevent and resolve labour disputes within area of their jurisdiction.
- 4.5 Deal with any matter referred or delegated to it by the Chamber.
- 4.6 Promote synergy between Chambers and Clusters.

5. PARTIES TO THE LOWER BARGAINING STRUCTURES

Parties to the Lower Bargaining Structures shall be the employer and unions admitted to the Council in accordance with the SSSBC Constitution.

6. COMPOSITION

The composition of the structures shall be as follows:

- 6.1 Chairperson elected by the parties
- 6.2 Secretary elected by the parties
- 6.3 Equal number of representatives from employer and union(s); with the maximum of 4 members from each side.

7. FREQUENCY OF MEETINGS

- 7.1 The Lower Bargaining Structure will meet at least bimonthly as agreed between parties.
- 7.2 Any party may request the meeting of the structure in writing by communicating such request to the Secretary, who will determine a date, time and venue for the meeting.
- 7.3 The provisions of the SSSBC Constitution in relation to meeting procedure shall apply to the structures. A quorum will be constituted as per SSSBC Constitution.



Handwritten signatures and initials:
J. K. M. V. A. H.

- 7.4 In the event parties cannot reach consensus on an issue tabled on the agenda, the parties shall refer such a matter to the Provincial Chamber via their Provincial Offices.

8. MONITORING AND EVALUATION

- 8.1 The Lower Bargaining Structure will report directly to the Provincial Chamber.
- 8.2 Quarterly reports outlining the activities of the Lower Bargaining Structure must be submitted to the Provincial Chamber.
- 8.3 Any decisions, action of a Lower Bargaining Structure shall be reported to the Provincial Chamber for consideration and the Chamber may ratify, set aside or vary the decision.
- 8.4 The Provincial Chamber may from time to time conduct visits to the Lower Bargaining Structure to monitor and evaluate their performance.
- 8.5 The Provincial Chambers shall provide six monthly reports to the Council on the activities of the Lower Bargaining Structures.



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