



RULES

Updated 2024

RULES FOR THE CONDUCT OF PROCEEDINGS BEFORE THE DRC

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PART ONE

SERVING AND FILING DOCUMENTS

1 How to contact the DRC

- 1) The addresses, telephone numbers and email addresses numbers of the offices of the DRC are listed in Rule 2 of these Rules.
- 2) Documents may only be filed with the DRC at the addresses and email addresses listed in Rule 2 and/or any applicable Regional Office of the Motor Industry Bargaining Council.

2 Addresses and Office hours of the DRC

DRC Head Office

276 Oak Avenue

Ferndale

RANDBURG

P. O. Box 3717, Randburg 2194

Tel: (0861) 664 – 226

Office hours: 08:15 – 16:30

DRC Highveld, Free State & Northern Cape Regions

276 Oak Avenue

Ferndale

RANDBURG

P. O. Box 3717, Randburg 2194

Tel: (0861) 664 – 226

Email: DRC.HV@mibco.org.za

Office hours: 08:15 – 16:30

DRC Western & Eastern Cape Regions

3 Tyger Terraces, Bellville Business Park

Off Mike Pienaar Boulevard

BELLVILLE

P. O. Box 2556, Bellville 7535

Tel: (0861) 664 – 226

Email: DRC.WC@mibco.org.za

Office hours: 08:15 – 16:30

DRC Kwazulu-Natal Region

10A Caversham Road, Hagart Road Industrial

PINETOWN

P. O. Box 17263, Congella 17263

Tel: (0861) 664 – 226

Email: DRC.KZN@mibco.org.za

Office hours: 08:15 – 16:30

DRC Northern Region

1st Floor Prima House, 1119 Burnette Street

HATFIELD, PRETORIA

Postnet Suite #215, Private Bag X15, Menlopark 0102

Tel: (0861) 664 – 226

Email: DRC.NR@mibco.org.za

Office hours: 08:15 – 16:30

3 How to calculate time periods in these Rules

- 1) For the purpose of calculating any period of time in terms of these Rules -
 - a) day means a calendar day; and
 - b) the first day is excluded and the last day is included, subject to Rule 3(2).
- 2) The last day of any period must be excluded if it falls on a Saturday, Sunday, public holiday or on a day during the period between 16 December to 7 January.

4 Who must sign documents

- 1) A document that a party must sign in terms of the Act or these Rules may be signed by the party or by a person entitled in terms of the Act or these Rules to represent that party in the proceedings.
- 2) If proceedings are jointly instituted or opposed by more than one employee, documents may be signed by an employee who is mandated by the other employees to sign documents. A list in writing of the employees who have mandated the employee to sign on their behalf must be attached to the referral document.
- 3) If the proceedings relate to the enforcement of the Council's Collective Agreements,
 - a) the referring documentation may be signed by an authorised Designated Agent, or by a person entitled to represent the Council in the proceedings; and
 - b) documents contemplated in Rule 31 of these Rules may be signed by authorised Designated Agents, Legal and Senior Legal Officers of the Motor Industry Bargaining Council, or by a person entitled to represent a party in the proceedings.

- 4) Where a document has not been signed or was signed by a person who is not entitled to represent a party in terms of the Act or these Rules, the intention of that party to submit that document may be confirmed by the subsequent appearance of the party at the convened proceedings, or by any other method of confirmation that may be placed on record at the DRC.
- 5) For purposes of these Rules, a signature includes an electronic signature.

5 How to serve documents on other parties

- 1) A party must serve a document on the other parties –
 - a) by handing a copy of the document to –
 - i) the person concerned;
 - ii) a representative authorised in writing to accept service on behalf of the person;
 - iii) a person who appears to be at least 16 years old and in charge of the person's place of residence, business or place of employment premises at the time; or
 - iv) a person identified in Rule 5(2);
 - b) by leaving a copy of the document at –
 - i) an address chosen by the person to receive service; or
 - ii) any premises in accordance with Rule 5(3);
 - c) by emailing or otherwise transmitting an electronic copy of the document to the person, or the persons' nominated representative's email or cellular number;
 - d) by sending a copy of the document by registered post to the last known address of the person, or the persons' nominated representative.

2) A document may also be served -

- a) on a company or other body corporate by handing a copy of the document to a responsible employee of the company or body at its registered office, its principal place of business within the Republic or its main place of business within the magisterial district in which the dispute first arose;
- b) on an employer by handing a copy of the document to a responsible employee of the employer at the workplace where the employees involved in the dispute ordinarily work or worked;
- c) on a trade union or employers' organisation by handing a copy of the document to a responsible employee or official at the main office of the union or employers' organisation or its office in the magisterial district in which the dispute arose, or at its address/es that it provides to the DRC from time to time;
- d) on a partnership, firm or association by handing a copy of the document to a responsible employee or official at the place of business of the partnership, firm or association or, if it has no place of business, by serving a copy of the document on a partner, the owner of the firm or the chairman or secretary of the managing or other controlling body of the association, as the case may be;
- e) on a statutory body, by serving a copy of the document on the secretary or similar officer or member of the board or committee of that body, or any other person acting on behalf of that body;
- f) on the State or a province, a state department or a provincial department, a minister, premier or a member of the executive committee of a province by handing a copy to a responsible employee at the head office of the party or to a responsible employee at any office of the State Attorney.

- 3) If no person identified in Rule 5(2) is willing to accept service, service may be effected by affixing a copy of the document to -
 - a) the main door of the premises concerned; or
 - b) if this is not accessible, a post-box or other place to which the public has access.
- 6) The provisions of this Rule do not apply to the service of a subpoena issued in terms of Rule 36.
- 7) The DRC or a Commissioner may direct or accept service in a manner other than prescribed in this Rule.

5A Notice of proceedings before the DRC

The DRC may provide notice of a conciliation or arbitration hearing, or any other proceedings before it, by means of any of the methods prescribed in Rule 5 and may, in addition, give notice by means of short message service (sms).

6 How to prove that a document was served in terms of the Rules

- 1) A party must prove to the DRC or a Commissioner that a document was served in terms of these Rules, by providing the DRC or a Commissioner -
 - a) with a copy of proof that the document has been mailed by registered post to the other party;
 - b) if a document was served by hand -
 - i) with a copy of a receipt signed by, or on behalf of, the other party clearly indicating the name and designation of the recipient and the place, time and date of service; or
 - ii) with a statement confirming service signed by the person who delivered a copy of the document to the other party or left it at any premises in terms of Rule 5; and

- c) if a document was served by email, internet or other form of electronic communication, with a copy of the sent email report or internet or other electronic reply indicating the successful dispatch of the document and any attachments concerned.
- 2) If proof of service in accordance with Rule 6(1) is provided, it is presumed, until the contrary is proved, that the party on whom it was served has knowledge of the contents of the document. The relevant provisions, in particular Parts 1 and 2 of the Electronic Communications and Transactions Act 25 of 2002 are applicable in respect of any issue concerning service by email, internet and other electronic communication, as well as service by the DRC of notices to parties by way of short message service (sms) in terms of Rule 5A
- 3) The DRC or a Commissioner may accept proof of service in a manner other than prescribed in this Rule as sufficient.

7 How to file documents with the DRC

- 1) A party must file documents with the DRC -
 - a) by handing the document to the Head Office or Regional Office of the DRC or the Motor Industry Bargaining Council at the address listed in Rule 2;
 - b) by sending a copy of the document by registered post to the Head Office or Regional Office of the DRC or the Motor Industry Bargaining Council at the address listed in Rule 2; or
 - c) by faxing or emailing the document to the Head Office or Regional Office of the DRC or the Motor Industry Bargaining Council at the address listed in Rule 2.
- 2) A document is filed with the DRC when -
 - a) the document is handed to the Head Office or Regional Office of the DRC or the Motor Industry Bargaining Council;

- b) a document sent by registered post is received by the Head Office or a Regional Office of the DRC or the Motor Industry Bargaining Council; or
 - c) the email is received in the office of the Head Office or Regional Office of the DRC or the Motor Industry Bargaining Council.
- 3) A party must file the original of a document only if requested to do so by the DRC or a Commissioner. A party must comply with a request to file an original document within seven (7) days of the request.

8 Documents and notices sent by registered post

Any document or notice sent by registered post by a party, or the DRC is presumed, until the contrary is proved, to have been received by the person to whom it was sent seven (7) days after it was posted.

9 How to seek condonation for documents delivered late

- 1) This Rule applies to any referral document or application delivered outside of the applicable time period prescribed in the Act, applicable employment law, or these Rules.
- 2) A party must apply for condonation, in terms of Rule 31, when delivering the document to the DRC.
- 3) An application for condonation must set out the grounds for seeking condonation and must include details of the following:
 - a) the degree of lateness;
 - b) the reasons for the lateness;
 - c) the referring parties' prospects of succeeding with the referral and obtaining the relief sought against the other party;
 - d) any prejudice to the other party; and
 - e) any other relevant factors.
- 4) The DRC may assist parties to comply with this Rule.

PART TWO

CONCILIATION OF DISPUTES

10 How to refer a dispute to the DRC for conciliation

- 1) A party must refer a dispute to the DRC for conciliation by delivering a signed and completed LRA Form 7.11, or any form prescribed or permitted by the DRC or, in relation to a Collective Agreement Enforcement dispute, a form prescribed or accepted by the DRC ('the referral document').
- 2) The referring party must -
 - a) sign the referral document in accordance with Rule 10(1);
 - b) attach to the referral document written proof, in accordance with Rule 6, that the referral document was served on the other parties to the dispute;
 - c) if the referral document is filed out of time, attach an application for condonation in accordance with Rule 9(3) read with Rule 31;
- 3) The DRC must accept, but may refuse to process, a referral document until Rule 10(2) has been complied with. This Rule does not apply if proof of service of the referral document on the other party is not attached to the referral.

11 What notice must the DRC give of a conciliation

The DRC must notify the parties in writing of a conciliation hearing at least fourteen (14) days prior to the scheduled date, unless the parties agree to a shorter period, or reasonable circumstances require a shorter period. The time period of fourteen (14) days runs from the date the notification is sent by the DRC. If a notification is sent by registered mail an additional seven (7) days must be allowed.

12 DRC may seek to resolve a dispute before conciliation

- 1) The DRC or a Commissioner may contact the parties by telephone or other means, prior to the commencement of the conciliation, in order to seek to resolve the dispute.
- 2) The Managing Commissioner, or a Commissioner delegated by the Managing Commissioner for that purpose, may make a determination that the DRC lacks jurisdiction to hear a dispute without holding a hearing if, in the opinion of the Managing Commissioner, or such delegated Commissioner, it is unnecessary to convene a meeting for that purpose.

13 What happens if a party fails to attend at conciliation

- 1) If a party on whose behalf a matter has been referred fails to attend the Commissioner may –
 - a) continue with the proceedings;
 - b) adjourn the conciliation to a later date within the 30-day period; or
 - c) conclude the proceedings by issuing a certificate that the dispute remains unresolved.
- 1A) If the dispute relates to section 64 of the Act, a certificate may not be issued unless there is a binding collective agreement regulating picketing, a party had provided the DRC or the presiding Commissioner with a signed picketing rules agreement, or picketing rules had been established as required by section 69(6A) of the Act.
- 2) In exercising a discretion in terms of Rule 13(1) a commissioner should take into account amongst other things-
 - a) whether the party has previously failed to attend a conciliation in respect of that dispute;
 - b) any reason given for that party's failure to attend;
 - c) whether conciliation can take place effectively in the absence of one or more of the parties;

- d) the likely prejudice to the other party of the Commissioner's ruling;
and,
- e) any other relevant factors.

14 How to determine whether a Commissioner may conciliate a dispute

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

15 Issuing of a certificate in terms of Section 135(5)

A certificate issued in terms of Section 135(5) that the dispute has or has not been resolved, must identify the nature of the dispute and the parties as described in the referral document or as identified by the Commissioner during the conciliation proceedings.

16 Conciliation proceedings may not be disclosed

- 1) Conciliation proceedings are private and confidential and are conducted on a without prejudice basis. No person may refer to anything said at conciliation proceedings during any subsequent proceedings, unless the parties agree in writing or as ordered otherwise by a court of law.
- 2) No person, including a Commissioner, may be called as a witness during any subsequent proceedings in the DRC or in any court to give evidence about what transpired during conciliation unless as ordered by a court of law or a Commissioner conducting an arbitration.

PART THREE

CON-ARB PROCEEDINGS

17 Conduct of con-arb in terms of Section 191(5A)

- 1) The DRC must notify the parties in writing of a con-arb hearing at least fourteen (14) days prior to the scheduled date, unless the parties agree to a shorter period or reasonable circumstances require a shorter period. The time period of fourteen (14) days runs from the date the notification is sent by the DRC unless sent by registered mail in which case an additional seven (7) days must be allowed.
- 2) A party that intends to object to a dispute being dealt with in terms of Section 191(5A), must deliver a written notice to the DRC and the other party, at least seven (7) days prior to the scheduled date in terms Rules 7 and 5 respectively.
- 3) Rule 17(2) does not apply to a dispute concerning the dismissal of an employee for any reason related to probation or an unfair labour practice relating to probation.
- 4) If a party fails to appear or be represented at a hearing scheduled in terms of this rule, the Commissioner must conduct the con-arb on the date specified in the notification issued in terms of Rule 17(1).
- 5) Rule 17(4) only applies where no notice of objection to arbitration was lodged in terms of Rule 17(2).
- 6) The provisions of these Rules that are applicable to conciliation and arbitration respectively, including rules on representation, apply with the changes required by the context, to the conciliation and arbitration parts of con-arb proceedings, respectively.
- 7) In the event of an objection having been delivered under Rule 17(2) and conciliation failing, a request for arbitration must be filed before the DRC may enroll the dispute for arbitration.

- 8) If, for a reason other than an objection having been filed, the arbitration,
 - a) does not proceed; or
 - b) proceeds, but is not concluded on the date specified in terms of the notice in Rule 17(1),

the DRC may schedule the matter for arbitration either in the presence of the parties or by notifying the parties in terms of Rule 21 without the need to file a request for arbitration.

17A. Con-arb proceedings in terms of Section 33A of Act 66 of 1995¹

- 1) The DRC may enrol any unresolved dispute concerning compliance with any provision of a collective agreement for resolution by way of con-arb proceedings (provided that the referral to the DRC is supported by an affidavit which set out clearly and concisely –
 - (a) the names, description and addresses of the parties;
 - (b) a statement of the material facts, in chronological order, on which the application is based, in sufficient detail to enable any person wishing to oppose the Council's claim to reply to the facts;
 - (c) a statement of legal issues that arise from the material facts, in sufficient detail to enable any party to reply to the document.
- 2) The DRC must notify the parties in writing that the matter has been scheduled for con-arb in terms of Section 33(A) of the Act at least fourteen (14) days prior to the scheduled date, unless the parties agree to a shorter period.

¹ Section 33A refers to the resolution of disputes concerning compliance with any provision of the Motor Industry Bargaining Council's Collective Agreements.

- 3) A party that intends to object to a dispute being dealt with in terms of the con/arb process must deliver a written notice to the DRC and the other party at least seven days prior to the scheduled date in terms of Rules 7 and 5 respectively.
- 4) If a party fails to appear or be represented at a hearing scheduled in terms of Rule 17A(1), the Commissioner must conduct the con-arb on the date specified in the notice issued in Rule 17A(2).
- 5) Rule 17A(4) only applies where no notice of objection to arbitration was lodged in terms of Rule 17A(3).
- 6) The provisions of the Act and the Rules that are applicable to conciliation and arbitration respectively apply to con-arb proceedings, with the changes required by the context.
- 7) In the event of an objection having been delivered under Rule 17A(5) and conciliation failing, request for arbitration must be filed before the DRC may enrol the dispute for arbitration.
- 8) If, for a reason other than an objection having been filed, the arbitration,
 - a) does not proceed; or
 - b) proceeds, but is not concluded on the date specified in terms of the notice in Rule 17A(1),

the DRC may schedule the matter for arbitration either in the presence of the parties or by notifying the parties in terms of Rule 21 without the need to file a request for arbitration.

PART FOUR ARBITRATIONS

18 How to request arbitration

- 1) A party may request the DRC to arbitrate a dispute by delivering a document in the form of Annexure LRA 7.13, or any form prescribed or permitted by the DRC, including an electronic request. Such forms must be signed by the referring party authorised to do so in terms of the Act, subject to the provisions of Rule 4(2) or, in respect of a Collective Agreement Enforcement dispute, by the Council.
- 2) The referring party must -
 - a) sign the referral document in accordance with Rule 4;
 - b) attach to the referral document written proof that the referral document was served on the other parties to the dispute in accordance with Rule 6; and
 - c) if the referral document is served out of time, attach an application for condonation in accordance with Rule 9.
- 3) The DRC must accept, but may refuse to process, a referral document until Rule 18(2) has been complied with.
- 4) This Rule only applies to con-arb proceedings in the event of an objection having been received in terms Rules 17(2) and 17A(3).

19 When must the parties file statements

- 1) The DRC or a Commissioner may direct -
 - a) the referring party in an arbitration to deliver a statement of case; and
 - b) the other parties to deliver an answering statement.

- 2) A statement in terms of Rule 19(1) must -
 - a) set out the material facts upon which the party relies and the legal issues that arise from the material facts; and
 - b) be delivered within the time-period specified by the Commissioner.
- 3) The Commissioner has a discretion to continue with the matter despite non-compliance with the DRC or Commissioner's directive. However, any non-compliance may be taken into account when considering costs at the conclusion of the arbitration hearing.

20 When the parties must hold a pre-arbitration conference

- 1) The parties to an arbitration must hold a pre-arbitration conference dealing with the matters referred to in Rule 20(2), if directed to do so by the Director, a Managing Commissioner, or the Commissioner arbitrating the dispute, provided that the arbitrating Commissioner may only order a pre-arbitration conference to be held after consulting either the Director or the relevant Managing Commissioner.
- 2) In a pre-arbitration conference, the parties must attempt to reach consensus on the following:
 - a) any means by which the dispute may be settled;
 - b) facts that are agreed between the parties;
 - c) facts that are in dispute;
 - d) the issues that the DRC is required to decide;
 - e) the precise relief claimed and if compensation is claimed, the amount of the compensation and how it is calculated;
 - f) the sharing and exchange of relevant documents, and the preparation of a bundle of documents in chronological order with each page numbered;
 - g) the manner in which documentary evidence is to be dealt with, including any agreement on the status of documents and whether documents, or parts of documents, will serve as evidence of what they appear to be;

- h) whether evidence on affidavit will be admitted with or without the right of any party to cross-examine the person who made the affidavit;
 - i) which party must begin;
 - j) the necessity for any on-the-spot inspection;
 - k) securing the presence at the DRC of any witness;
 - l) the resolution of any preliminary points that are intended to be taken;
 - m) the exchange of witness statements;
 - n) expert evidence;
 - o) any other means by which the proceedings may be shortened;
 - p) an estimate of the time required for the hearing;
 - q) the right of representation; and
 - r) whether an interpreter is required and, if so, for how long and for which languages.
- 3) Unless a dispute is settled, the parties must draw up and sign a minute setting out the facts on which the parties agree or disagree.
 - 4) A minute in terms of Rule 20(3) may also deal with any other matter listed in Rule 20(2).
 - 5) The referring party must ensure that a copy of the pre-arbitration conference minute is delivered to the DRC, Director or relevant Managing Commissioner within seven (7) days of the conclusion of the pre-arbitration conference.
 - 6) The Director or relevant Managing Commissioner may, after receiving a pre-arbitration minute -
 - a) enroll the matter for arbitration;
 - b) direct the parties to hold a further pre-arbitration conference; or
 - c) issue any other directive to the parties concerning the conduct of the arbitration.
 - 7) The parties to an arbitration may agree to hold a pre-arbitration conference in terms of Rule 20(2).

8) Should any, or both, of the parties fail to comply with the provisions of this Rule or the directive/s of the Director or relevant Managing Commissioner issued in terms of this Rule, the Commissioner arbitrating the dispute has a discretion to:

- a) continue with the arbitration proceedings despite such non-compliance; and/or
- b) consider such non-compliance when considering the awarding of costs at the conclusion of the arbitration hearing.

21 What notice must the DRC give of an arbitration

The DRC must notify the parties in writing of an arbitration hearing at least twenty-one (21) days prior to the scheduled date, unless the parties agree to a shorter period, or reasonable circumstances require a shorter period. The time period of twenty-one (21) days runs from the date the notification is sent by the DRC unless sent by registered mail in which case an additional seven (7) days must be allowed.

22 How to determine whether a Commissioner may arbitrate a dispute

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

23 How to postpone an arbitration

- 1) An arbitration may be postponed -
 - a) by written confirmation between the parties; or
 - b) by application and on notice to the other parties in terms of Rule 23(3).

- 2) The DRC must postpone an arbitration without the parties appearing if -
 - a) all the parties to the dispute confirm in writing to the postponement;
and
 - b) the written confirmation is received by the DRC at least seven (7) days prior to the scheduled date of the arbitration.
- 3) If the conditions of Rule 23(2) are not met, any party may apply in terms of Rule 31 to postpone an arbitration by delivering an application to the other parties to the dispute and filing a copy with the DRC before the scheduled date of the arbitration.
- 4) After considering the written application, the DRC or relevant Managing Commissioner may -
 - a) without convening a hearing, postpone the matter; or
 - b) keep the dispute enrolled for the arbitrating Commissioner to make an appropriate ruling after considering submissions from both parties.

PART FIVE
RULES THAT APPLY TO CONCILIATIONS, ARBITRATIONS AND CON-
ARBS

24 Where a conciliation or arbitration will take place

- 1) A dispute must be conciliated, arbitrated, or the con-arb process held in the province in which the cause of action arose, unless a Managing Commissioner directs otherwise on consideration of submissions by the parties.
- 2) The DRC determines the venue for the hearing, which may include an online hearing held via a digital platform.
- 3) Despite Rule 24(2), the relevant Managing Commissioner may direct otherwise on consideration of fairness and/or convenience, or after considering written submissions by any of the parties.

25 Representation of parties before the DRC

- 1) (a) In any proceedings before the DRC, a party to the dispute may appear in person or be represented only by-
 - i) if the party is an employer, a director or employee of that party and in addition, if it is a closed corporation a member of that close corporation;
 - ii) any office bearer, or official of that party's registered trade union or registered employer's organisation;
 - iii) if the party is a registered trade union, any office bearer or official of that trade union authorised to represent the trade union party; or
 - iv) if the party is a registered employer's organisation any office bearer or official of that employer's organisation authorised to represent the employer's organisation.
 - v) if the party is a registered bargaining council, by a designated agent, an official or employee of that bargaining council.

(b) Subject to paragraph (c), in arbitration proceedings a party to the dispute may appear in person or be represented only by-

- i) a legal practitioner;
- ii) a candidate attorney; or
- iii) an individual entitled to represent the party in terms of Rule 25(1)(a).

(c) If the dispute being arbitrated is about the fairness of a dismissal and a party has alleged that the reason for the dismissal relates to the employee's conduct or capacity, or the proceedings relate to section 69(5)² of the LRA, a party is not entitled to be represented by a legal practitioner or candidate attorney in the proceedings unless:

- i) the commissioner and all the other parties consent;
- ii) the commissioner concludes that it is unreasonable to expect a party to deal with the dispute without legal representation after considering-
 - a) the nature of the question of law raised by the dispute;
 - b) the complexity of the dispute;
 - c) the public interest; and
 - d) the comparative ability of the opposing parties or their representatives to deal with the dispute.

2) (a) If a party to the dispute objects to the representation of another party to the dispute or the Commissioner suspects that the representative of a party does not qualify in terms of the Act, the Commissioner must call upon the representative to establish why the representative should be permitted to appear.

² Section 69(5) refers to the determining of picketing rules by a Conciliation Commissioner before issuing a certificate in terms of s64(1)(a)(i)

- (b) Notwithstanding the provisions of Rule 25(2)(a), all Commissioners shall endeavor to establish the bona fides of all representatives appearing before them at any proceedings scheduled by the DRC.
 - (c) An application for legal representation must be made at least seven (7) days prior to the scheduled arbitration date.
- 4) A representative must tender any documents requested by the Commissioner in terms of this Rule, including constitutions, pay-slips, contracts of employment, documents and forms, recognition agreements and proof of membership of a trade union or employers' organisation.

26 How to join or substitute parties to proceedings

- 1) A Commissioner, including a Managing Commissioner may, at any stage prior to the conclusion of an arbitration hearing, join any number of persons as parties in proceedings if their right to relief depends on substantially the same question of law or fact.
- 2) A Commissioner, including a Managing Commissioner may make an order joining any person as a party in the proceedings if the party to be joined has a substantial interest in the subject matter of the proceedings.
- 3) A Commissioner or Managing Commissioner may make an order in terms of Rule 26(2) -
 - a) of his or her own accord;
 - b) on application by a party; or
 - c) if a person entitled to join the proceedings applies at any time during the proceedings to intervene as a party.
- 4) An application in terms of this Rule must be made in terms of Rule 31.
- 5) When making an order in terms of Rule 26(2), a Commissioner or Managing Commissioner may -

- a) give appropriate directions as to the further procedure in the proceedings; and
 - b) make an order of costs in accordance with these Rules.
- 6) If in any proceedings it becomes necessary to substitute a person for an existing party, any party to the proceedings may apply to the DRC or the presiding Commissioner for an order substituting that party for an existing party, and the Commissioner, including the relevant Managing Commissioner, may make such order or give appropriate directions as to the further procedure in the proceedings.
- 7) An application to join any person as a party to proceedings or to be substituted for an existing party must be accompanied by copies of all documents previously delivered, unless the person concerned or that person's representative is already in possession of the documents. The application may be made at any stage prior to the conclusion of an arbitration hearing.
- 8) Subject to any order made in terms of Rules 26(5) and (6), a joinder or substitution in terms of this Rule does not affect any steps already taken in the proceedings.

27 How to correct the citation of a party

If a party to any proceedings has been incorrectly or defectively cited the DRC, presiding Commissioner or relevant Managing Commissioner, may, of its own accord, by consent of the parties or on application and on notice to the parties concerned, correct the error or defect.

28 When the DRC may consolidate disputes or separate hearings

The DRC, relevant Managing Commissioner or the presiding Commissioner may, of its own accord, by consent of the parties or on application, and on notice to the parties concerned, consolidate more than one dispute so that the disputes may be dealt with in the same proceedings and it may order separate

hearing to be held in respect of separate disputes referred as a single dispute or previously consolidated.

29 Disclosure of documents

- 1) At any time after the request for arbitration, but not less than fourteen (14) days prior to the hearing date, either party may request a Commissioner to make an order as to the disclosure of relevant documents or other evidence.
- 2) The party to whom the request was made must respond to the request within five (5) days from the date on which the request was received.
- 3) The presiding Commissioner may, either before or during the proceedings and of his/her own accord or on application, make an order as to the disclosure of relevant documents or other evidence.
- 4) Notwithstanding the above, the parties may agree on the disclosure of documents or other relevant evidence.

30 What happens if a party fails to attend arbitration proceedings before the DRC

- 1) If a party to the dispute fails to attend or be represented at any arbitration proceedings before the DRC, and that party-
 - a) had referred the dispute to the DRC, a Commissioner may dismiss the matter by issuing a written ruling; or
 - b) had not referred the matter to the DRC, the Commissioner may -
 - i) continue with the proceedings in the absence of that party; or
 - ii) adjourn the proceedings to a later date.

- 2) A Commissioner must be satisfied that the party had been properly notified of the date, time and venue of the proceedings, before making any decision in terms of Rule 30(1).
- 3) If a matter is dismissed, the DRC must send a copy of the ruling to the parties within 14 days of receipt of the ruling by the DRC.

PART SIX

APPLICATIONS

31 How to bring an application

- 1) This Rule applies to any -
 - a) application for condonation, joinder, substitution, variation, rescission, consolidation, separation or postponement;
 - b) application in a jurisdictional dispute; and
 - c) other preliminary or interlocutory application.
- 2) An application must be brought at least fourteen (14) days prior to the date of the hearing on notice to all persons who have an interest in the application.
- 3) The party bringing the application must sign the notice of application in accordance with Rule 4 and must state -
 - a) the title of the matter;
 - b) the case number assigned to the matter by the DRC, if available;
 - c) the relief sought;
 - d) the address at which the party delivering the document will accept delivery of all documents in the proceedings;
 - e) that any party that intends to oppose the matter must deliver a notice of opposition and answering affidavit within fourteen (14) days after the application has been delivered to it;
 - f) that the application may be heard in the absence of a party that does not comply with subparagraph (e); and
 - g) that a schedule is included listing the documents that are material and relevant to the application.

- 4) The application must be supported by an affidavit. The affidavit must clearly and concisely set out -
 - a) the names, description and addresses of the parties;
 - b) a statement of the material facts, in chronological order, on which the application is based, in sufficient detail to enable any person opposing the application to reply to the facts;
 - c) a statement of legal issues that arises from the material facts, in sufficient detail to enable any party to reply to the document;
 - d) if the application is filed outside the relevant time period, grounds for condonation in accordance with Rule 9; and
 - e) if the application is brought urgently, the circumstances why the matter is urgent and the reasons why it cannot be dealt with in accordance with the time frames prescribed in these Rules.
- 5)
 - a) Any party opposing the application may deliver a notice of opposition and an answering affidavit within fourteen (14) days from the day on which the application was served on that party.
 - b) A notice of opposition and an answering affidavit must contain, with the changes required by the context, the information required by Rules 31(3) and (4) respectively.
- 6)
 - a) The party initiating the proceedings may deliver a replying affidavit within seven (7) from the day on which any notice of opposition and answering affidavit are served on it.
 - b) The replying affidavit must address only issues raised in the answering affidavit and may not introduce new issues of fact or law.
- 7) A Commissioner may permit the affidavits referred to in this Rule to be substituted by a written statement.
- 8) In an urgent application, the relevant Managing Commissioner, or a Commissioner instructed by the DRC to determine the application may -

- a) dispense with the requirements of this Rule; and
 - b) may only grant an order against a party that has had reasonable notice of the application.
- 9) a) The DRC may allocate a date for the hearing of the application once a replying affidavit is delivered, or once the time limit for delivering a replying affidavit has lapsed, whichever occurs first.
- b) The DRC must notify the parties of the date, time and place of the hearing of the application.
- c) Applications may be heard on a motion roll.
- 10) Despite this Rule, the DRC or a Commissioner may determine an application in any manner it deems fit, provided that the DRC shall hold a hearing in the event that it receives written notification from a party to the dispute that such party requires a hearing.
- 11) The DRC may assist parties to comply with this Rule.

32 Variation or rescission of arbitration awards or rulings

An application for the variation or rescission of an arbitration award or ruling must be made within fourteen days of the date on which the applicant became aware of the arbitration award or ruling.

PART SEVEN
Section 188A INQUIRY BY AN ARBITRATOR

33 How to request an Inquiry in terms of Section 188A

- 1) An employer requesting the DRC to conduct an inquiry must do so by delivering a completed LRA Form 7.19 to the DRC.
- 2) The employee must sign the LRA Form 7.19 unless the employee has agreed in terms of Section 188A(4)(b)³ to the inquiry in a contract of employment or the inquiry is held in accordance with a collective agreement, in which case a copy of the contract or the collective agreement must be attached to the Form.
- 3) When filing the LRA Form 7.19, the employer must pay the prescribed fee to the DRC. Payment of the fee may only be made by electronic transfer into the bank account of the Motor Industry Bargaining Council.
- 4) Within seven (7) days of receiving a request in terms of Rule 33(1) and payment of the prescribed fee, the DRC must notify the parties to the inquiry of when and where the inquiry will be held.
- 5) Unless the parties agree otherwise, the DRC must give the parties at least seven (7) days' notice of the commencement of the Inquiry.
- 5) The DRC is only required to refund a fee paid in terms of Rule 33(3), if the DRC is notified of the resolution of the matter prior to issuing a notice in terms of Rule 33(4).
- 7) The DRC, Director, or relevant Managing Commissioner may, in its discretion, dispense with the payment of the prescribed fee.

³ Only an employee whose earnings exceed the amount determined by the Minister from time to time in terms of section 6(3) of the Basic Conditions of Employment Act, (R254 371.67 per annum as of the 1st of April 2024) may consent to an inquiry by an arbitrator in a contract of employment

PART EIGHT

GENERAL

34 Condonation for failure to comply with the Rules

- 1) The DRC, relevant Managing Commissioner or a Commissioner may condone any failure to comply with any provision of these Rules, on good cause shown.
- 2) In exercising its powers and performing their functions the DRC, the relevant Managing Commissioner or Commissioner may act in such a manner as they deem expedient in the circumstances to achieve the objects of the Act. In doing so they shall have regard to substance rather than form, save where the Act provides otherwise.

35 Recordings of DRC proceedings

- 1) The DRC must keep a record of -
 - a) all processes except conciliations, unless otherwise stated in these Rules;
 - b) any arbitration award or ruling made by a Commissioner.
- 2) The record must be kept by means of a digital recording and, if practically possible, also by legible notes.
- 3) A party may request a copy of the record, or a portion of a record kept in terms of Rule 35(2).

36 How to have a subpoena issued

- 1) Any party who requires the DRC or a Commissioner to subpoena a person in terms of Section 142(1) of the Act, must file a completed LRA Form 7.16 together with a written motivation setting out why the evidence of the person to be subpoenaed is necessary.

- 2) A party requesting the DRC to waive the requirement for the party to pay witness fees in terms of Section 142(7) (c) must set out the reasons for the request in writing at the time of requesting the DRC to issue a subpoena in respect of that witness. The DRC's decision must be made in writing and delivered when issuing the subpoena.
- 3) An application in terms of sub-rule (1) must be filed with the DRC at least fourteen (14) days prior to the arbitration hearing, or as directed by the relevant Managing Commissioner.
- 4) The DRC, relevant Managing Commissioner or a Commissioner may refuse to issue a subpoena if-
 - a) the party does not establish why the evidence of the person is necessary;
 - b) the party subpoenaed does not have seven (7) days in which to comply with the subpoena;
- 5) A subpoena must be served on the witness subpoenaed by the person who has requested the issuing of the subpoena, or by the Sheriff, at least seven (7) days prior to the scheduled date of the arbitration by:
 - a) handing the subpoena to the witness in person; or
 - b) by sending it electronically by way of email, fax or other electronic transmission;
 - c) by sending a copy of the subpoena to the witness by registered post to the witness' residential address, postal address, place of business or place of employment.

36A Expert witnesses

A party intending to call an expert witness shall give seven (7) days, prior to the hearing, notice thereof to the DRC and the other party to the dispute together with a summary of the proposed evidence of such witness, any document on which the witness will rely during evidence and the basis on which the witness

is regarded to be an expert to enable the other party to consider the summary and obviate the need for any postponement.

37 Payment of witness fees

- 1) A witness subpoenaed in any proceedings in the DRC must be paid a witness fee in accordance with the tariff of allowances published by notice in the *Government Gazette* in terms of Section 142(7) of the Act.⁴
- 2) The witness fee must be paid by the party who requested the DRC to issue the subpoena.
- 3) Despite Rule 37(1), a Commissioner may, in appropriate circumstances, order that a witness receives no fee or reasonable travel costs and subsistence expenses or only part of such fees or expenses.

38 Order of costs in an arbitration

- 1) In any arbitration proceedings, the Commissioner may make an order for the payment of costs according to the requirements of law and fairness and when doing so should have regard to -
 - a) the measure of success that the parties achieved;
 - b) considerations of fairness that weigh in favour of or against granting a cost order;
 - c) any with prejudice offers that were made with a view to settling the dispute;
 - d) whether a party or the person who represented that party in the arbitration proceedings acted in a frivolous and vexatious manner –

⁴ Currently R300 for each day or part of a day as per Government Gazette Nr 38317 of 19 December 2014

- i) by proceeding with or defending the dispute in the arbitration proceedings, or
 - ii) in its conduct during the arbitration proceedings;
 - e) the effect that a cost order may have on a continued employment relationship;
 - f) any agreement concluded between the parties to the arbitration concerning the basis on which costs should be awarded;
 - g) the importance of the issues raised during the arbitration to the parties as well as to the labour community at large;
 - h) any other relevant factor.
- 2) A Commissioner may make an award of costs in favour of a party who is represented in arbitration by a person contemplated by Rule 26(1)(b) in respect of reasonable disbursements actually incurred in the conduct of its case in the arbitration.
- 3) A Commissioner may make an award of costs in respect of the legal fees of a party that is represented in an arbitration by a legal practitioner, only if the other parties to the arbitration were also represented by a legal practitioner.
- 4) If a Commissioner finds in an arbitration proceedings:
- a) a dismissal to be procedurally unfair only;
 - b) that proceedings before the DRC were instituted or conducted in a frivolous or vexatious manner; or
 - c) that the postponement of proceedings had been unreasonably caused by a party, or both parties, failing to comply with Rule 31,

the Commissioner may order the party or parties responsible for such unfairness, proceedings or postponement, as the case may be, to pay an arbitration fee to the DRC in an amount not exceeding the amount as determined by the DRC Management Board from time to time.

39 Taxation of bills of cost

- 1) The Director or relevant Managing Commissioner may appoint taxing officers to perform the functions of a taxing officer in terms of these rules.
- 2) The taxing officer must tax any bill of costs for services rendered in connection with proceedings in the DRC on Schedule 1 of the Rules
- 3) At the taxation of any bill of costs, the taxing officer may call for any book, document, paper or account that, in the taxing officer's opinion, is necessary to properly determine any matter arising from the taxation.
- 4) Any person requesting a taxation must complete the LRA Form 7.17 and must satisfy the taxing officer –
 - (a) of that party's entitlement to be present at the taxation; and
 - (b) that the party liable to pay the bill has received notice of the date, time and place of the taxation.
- 5) Despite Rule 39(4), notice need not be given to a party –
 - a) who failed to appear or to be represented at the hearing; or
 - b) who consented in writing to the taxation taking place in that party's absence.
- 6) Any decision by a taxing officer is subject to review by the Labour Court.

40 Certification of arbitration awards

- 1) An application to have an arbitration award issued under the auspices of the DRC certified by the CCMA must be made to the DRC on LRA Form 7.18A.
- 2) Any arbitration award that has been certified in terms of Section 143 of the Act that -
 - a) orders the payment of an amount of money may be enforced by execution against the property of the employer party by the Sheriff of the court in the Magisterial district where the employer party resides, or conducts business;
 - b) orders the performance of an act other than the payment of money may be enforced by way of contempt proceedings instituted in the Labour Court.
- 3) For the purposes of Rule 40(2), an arbitration award includes an award of costs in terms of Section 138(10), a taxed bill of costs in respect of an award of costs and an arbitration fee charged in terms of Section 140(2).

41 What words mean in these Rules

Any expression in these rules that is defined in the Labour Relations Act⁵ 1995 (No. 66 of 1995) has the same meaning as in the Act and

“Act” means the Labour Relations Act, 1995 (Act No. 66 of 1995), and includes any Regulation made in terms of the Act;

“Agreement enforcement disputes” refer to those disputes emanating from the Motor Industry Bargaining Council’s Collective Agreements;

⁵ The following words used in the rules are defined in the Act: (s213): “dispute, dismissal, employee, employer’s organisation, essential service, legal practitioner, lock-out, strike, trade union, workplace, this Act, workplace forum”.

“CMO” means a Case Management Officer;

“Commissioner” means a CCMA part time Commissioner and/or an accredited panelist, appointed to the DRC’s panel of conciliators and arbitrators by the Management Board of the DRC, Director or a Managing Commissioner;

“Council” means the Motor Industry Bargaining Council;

“Deliver” means serve on other parties and file with the DRC;

“Director” means the Director of the DRC appointed by the Management Board of the DRC;

“DRC” means the Dispute Resolution Centre of the Motor Industry Bargaining Council (MIBCO);

“File” means to lodge with the DRC in terms of rule 7;

“Labour Court” means the Labour Court established by Section 151 of the Act and includes any judge of the Labour Court;

“Party” means any party to proceedings before the DRC;

“Managing Commissioner” means the Managing Commissioner of the DRC who is the head of a particular region. The four regions are represented by the following offices;

- The DRC provincial offices in Randburg (Highveld Region), that administers matters/disputes emanating from Gauteng South of Midrand (including the West- and East Rand), the North West Province South of the N4 Highway, the Free State, the Northern Cape, Mpumalanga South of the N4 Highway and the Northern Cape;

- The DRC provincial office in Pretoria (Northern Region), that administers matters/disputes emanating from Gauteng North of Midrand, the North West Province North of the N4 Highway, Limpopo Province and Mpumalanga north of the N4 highway;
- The DRC provincial office in Cape Town (Western and Eastern Cape Region), that administers matters/disputes emanating from the Western- and Eastern Cape;
- The DRC provincial office in Durban (KZN Region), that administers matters/disputes emanating from Kwa-Zulu Natal.

“Public holiday” means a public holiday referred to in Section 1 of the Public Holidays Act, 1994 (Act No. 36 of 1994);

“Rules” means these rules and includes any footnote to a rule;

“Serve” means to serve in accordance with rule 5 and “service” has a corresponding meaning; and

“Taxing officer” means any suitably qualified person appointed by the Director in terms of Rule 40.

42 Repeal of old DRC Rules

These rules repeal the old DRC rules that have been effective since 2019.

43 Interpretation

These rules also apply to the conciliation and arbitration of Collective Agreement Enforcement disputes unless they are specifically, or by implication, excluded.

SCHEDULE ONE – GUIDELINES FOR FEES & DISBURSEMENTS

	DESCRIPTIONS OF FEES AND DISBURSEMENTS	FEES & DISBURSEMENTS APPLICABLE TO LEGAL PRACTITIONERS	DISBURSEMENTS APPLICABLE TO: TRADE UNION & EMPLOYERS' ORGANISATIONS OFFICIALS EMPLOYEES ACTING ON BEHALF OF THEIR EMPLOYERS THE COUNCIL
1.	Taking instructions to refer or to defend a disputed.	R950,00	R950,00 or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an hourly rate whichever is the lowest.
2.	Completion of the referral document.	R144,00	R144,00 or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an half hourly rate whichever is the lowest.
3.	Service and filing of the referral document.	Any disbursement reasonably incurred to give effect to the provisions of Rules 5, 6 & 7.	Any disbursement reasonably incurred to give effect to the provisions of Rules 5, 6 & 7.
4.	Attending conciliation meeting.	R852,00 per hour or part thereof.	R852,00 per hour, or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an hourly rate whichever is the lowest.
5.	Taking instructions to request arbitration.	R950,00	R950,00 or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to a half hourly rate whichever is the lowest.
6.	Completion of the request for arbitration.	R144,00	R144,00 or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to a half hourly rate whichever is the lowest.
7.	Making copies of the certificate issued in terms of Section 135 of the Act for service	R6,00 per page	R6,00 per page

	and filing.		
8.	Service and filing of the request for arbitration.	Any disbursement reasonably incurred to give effect to the provisions of Rules 5, 6 & 7.	Any disbursement reasonably incurred to give effect to the provisions of Rules 5, 6 & 7.
9.	Taking instructions to make or to oppose an application as provided in Parts 5 and 6 of the DRC Rules.	R950,00	R950,00 or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an hourly rate whichever is the lowest.
10.	Drafting and drawing up of documents in support of or in opposition to an application made in terms of Parts 5 and 6 of the DRC Rules.	R36,00 per folio	R36,00 per folio or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to a quarter hourly rate per folio whichever is the lowest.
11.	Service and filing of any application made or opposed in terms of Parts 5 and 6 of the DRC Rules.	Any disbursement reasonably incurred to give effect to the provisions of Rules 5, 6 & 7.	Any disbursement reasonably incurred to give effect to the provision of Rules 5, 6 & 7.
12.	Making copies of documents to be filed and served for purposes of an application in terms of Parts 5 and 6 of the DRC Rules.	R6,00 per page	R6,00 per page
13.	Drafting and drawing subpoena in terms of Rule 36.	R34,00 per folio	R34,00 per folio.
14.	Service and filing of any subpoena.	Any disbursement reasonably incurred to give effect the provisions of Rules 5, 6 & 7.	Any disbursement reasonably incurred to give effect to the provisions of Rules 5, 6 & 7.
15.	Preparation for arbitration hearing and consulting with witnesses.	R874,00 per hour.	R874,00 per hour, or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an hourly rate whichever is the lowest.
16.	Attending an arbitration hearing or section 191(5A) hearing, including waiting time, time spent on attending	R213,00 per quarter hour or part thereof.	R213,00 per quarter hour, or an amount equal to the salary fo the official or the authorised person, who was tasked to attend to the matter, converted to a quarter hourly rate whichever is the

	inspection in loco and travelling time to and from the arbitration venue.		lowest.
17.	Sorting, arranging and pagination of documents and compiling index for purposes of an arbitration hearing.	R144 per quarter hour or part thereof.	R144 per quarter hour, or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to a quarterly rate whichever is the lowest.
18.	Any necessary telephone call for purposes of the orderly process of determining the dispute between the parties, including the disbursements incurred in making on receiving the telephone call.	R34,00	R34,00
19.	Any necessary letter written or received for purpose of the orderly process of determining the dispute between the parties, including any disbursement incurred in sending or receiving the letter.	R34,00	R34,00
20.	Attending a pre-arbitration conference as provided for in terms of Rule 21, including waiting time and travelling time to and from the conference venue.	R852,00 per hour or part thereof.	R852,00 per hour or part thereof, or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an hourly rate whichever is the lowest.
21.	Travelling costs for the purposes of attending conciliation, con-arb, pre-arbitration conference, arbitration hearing and taxation.	R7,50 per kilometer.	R7,50 per kilometer.

22.	Drawing bill of costs.	11% Calculated on fees only	11% Calculated on fees only
23.	Attending to taxation.	R213.00	R213.00, or an amount equal to the salary of the official or the authorised person, who was tasked to attend to the matter, converted to an hourly rate whichever is the lowest.

GENERAL

Instead of specifying and motivating each and every letter written or received a party may elect to claim a maximum amount of R680,00 in terms of item 19.

Instead of specifying and motivating each and every telephone call made and received a party may elect to claim a maximum of R680,00 in terms of item 18.

One folio consists of two hundred and fifty (250) words or part thereof.

SCHEDULE TWO – GUIDELINES FOR THE LEVYING OF FINES

- 1) Until such time as the *Minister* promulgates a notice in terms of Section 33A (13) of the Act, an arbitrator conducting an arbitration in terms of section 33A of the Act may impose a fine in terms of section 33A (8) (b) of the Act subject to the maximum fines set out in Table one and Two of this item.

- 2) The maximum fine that may be imposed by an arbitrator in terms of section 33 A (8) (b) of the Act –
 - a) for a failure to comply with a provision of a *collective agreement* not involving a failure to pay any amount of money, is the fine determined in terms of Table One; and

 - b) involving a failure to pay an amount due in terms of a *collective agreement*, is the greater of the amounts determined in terms of Table One and Table Two.

**TABLE ONE: MAXIMUM PERMISSIBLE FINE NOT INVOLVING AN
UNDERPAYMENT**

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

**TABLE TWO: MAXIMUM PERMISSIBLE FINE INVOLVING AN
UNDERPAYMENT**

No previous failure to comply	25% of the amount due, including any interest owing on the amount at the date of the order
A previous failure to comply in respect of the same provision within three years	50% of the amount due, including any interest owing on the amount at the date of the order
A previous failure to comply in respect of the same provision within a year, or two previous failures to comply in respect of the same provision within three years	75% of the amount due, including any interest owing on the amount at the date of the order
Three previous failures to comply in respect of the same provision within three years	100% of the amount due, including any interest owing on the amount at the date of the order
Four or more previous failures to comply in respect of the same provision within three years	200% of the amount due, including any interest owing on the amount at the date of the order

PARTIES TO THE COUNCIL IN AGREEMENT WITH THE RULES:

1. FULL NAME of TRADE UNION: NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA

NAME OF OFFICIAL: Moegamet Yassim SIGNATURE: _____



DATE: 24 July 2024

2. FULL NAME of TRADE UNION: MOTOR INDUSTRY STAFF ASSOCIATION

NAME OF OFFICIAL: Tiekie Moche

SIGNATURE: _____



DATE: 29 July 2024

1. FULL NAME of EMPLOYERS ORGANISATION: FUEL RETAILERS ASSOCIATION

NAME OF OFFICIAL: Aruna Ranchod

SIGNATURE: _____



DATE: 29 July 2024

2. FULL NAME of EMPLOYERS ORGANISATION: RETAIL MOTOR INDUSTRY ORGANISATION

NAME OF OFFICIAL: Jeffrey Molefe

SIGNATURE: _____



DATE: 29 July 2024

