



PHWSBC

PUBLIC HEALTH & WELFARE
SECTORAL BARGAINING COUNCIL

PUBLIC HEALTH & WELFARE SECTOR BARGAINING COUNCIL RESOLUTION NO.: 2 OF 2003 LEVY AGREEMENT

Objective

1. The objective of this agreement is to put into effect the PSCBC resolution 5 of 2003. It endorses the mechanisms on how the PHWSBC is going to access the levy for the purpose of meeting its obligations.

Scope

2. This agreement binds:
 - (a) the employer;
 - (b) the employees of the employer who are members of the trade union parties to this agreement; and
 - (c) the employees of the employer who are not members of any trade union party to this agreement, but who fall within the registered scope of Council.

Noting

3. Noting that -
 - (a) since the signing of PSCBC Resolution 2 of 1998, the expenditure of the PSCBC and Sectoral Councils has increased and the current

levies collected have become insufficient to run the operations of the PSCBC and Sectoral Councils.

- (b) PSCBC Resolution 2/2000 determines the allocation of funds to the Sectoral Councils and the PSCBC's responsibilities in respect of the financing of Human Resource and Dispute Resolution costs.
- (c) the PSCBC Resolution 5 of 2003 provides -
 - (i) for the mechanism on how the levy is going to be accessed by PUBLIC HEALTH AND WELFARE SECTORAL BARGAINING COUNCIL (PHWSBC) and GENERAL PUBLIC SERVICE SECTORAL BARGAINING COUNCIL (GPSSBC) , with effect from 1 August 2003,
 - (ii) that the PHWSBC, with effect from 1 September 2003, will be responsible for resourcing of provincial chambers and its own operational, human resources, collective bargaining including dispute resolution costs.

Agreement

Parties agree to the following:

- 4. That with effect from 1 August 2003 the PHWSBC shall receive its levy in terms of the PSCBC Constitution and PSCBC Resolution 5 of 2003.
 - 4.1. PHWSBC shall receive a levy of R2-00 per month per employee and the employer shall contribute an equal amount for each and every employee employed, and who falls within the scope of the council.
- 5. The total amount referred to in paragraph 4 above will be received directly by PHWSBC via the Persal system.
- 6. With effect from 1 September 2003, the PHWSBC will take full responsibility for costs, including management and resourcing, of -
 - (a) collective bargaining,
 - (b) human resources,
 - (c) dispute resolution,
 - (d) administration,

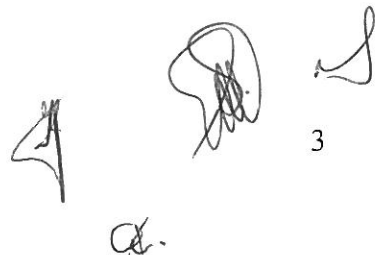


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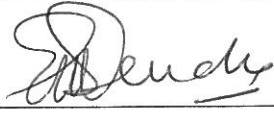



(e) chambers.

General Provisions

7. This agreement shall come into effect on 1 August 2003.
8. 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.
9. The Council will monitor the implementation of this agreement.



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ON BEHALF OF THE EMPLOYER		
	Name	Signature
State as the Employer	G. SEKOBÉ	
ON BEHALF OF UNION PARTIES		
Trade Union	Name	Signature
DENOSA	T. A. Gumbo	
HOSPERSA		
NEHAWU	MOLUTHAMPO SIBIYA	
PSA		LA Gilbert



11 AUG 2003

260 Basden Ave, Lyttelton Office Village, 0046

Tel: (012) 644 8100

P O Box 11467

Fax: (012) 664 8045

Centurion

email: phwsbc@mweb.co.za

0046




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Contract between the
PUBLIC SECTOR CO-ORDINATING BARGAINING COUNCIL
hereafter "(PSCBC)"
and the
PUBLIC HEALTH AND WELFARE SECTOR BARGAINING COUNCIL
hereafter "(PHWSBC)"

Purpose

1. To enter into an agreement with the PSCBC to deal with transitional arrangements with regard to functions previously administered by PSCBC on behalf of the PHWSBC.

Scope

2. This agreement binds:
 - (a) the PSCBC and
 - (b) the PHWSBC.

Noting

3. Noting that -
 - (a) PHWSBC Resolution 5 of 2003 and Clause 7 of PSCBC Resolution 5 of 2003 states that with effect from 1 September 2003 that Sectoral Councils will take full responsibility for costs, including management and resourcing, of-
 - (i) collective bargaining,
 - (ii) human resources,
 - (iii) dispute resolution,
 - (iv) administration,
 - (v) in respect of the establishment of chambers.
 - (c) Clause 14 of PSCBC Resolution 5 of 2003 states that Sectoral Councils may enter into separate contracts with PSCBC to deal with transitional arrangements with regard to functions previously performed by PSCBC.

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Agreement

4. Parties agree to the following:
- (a) from **1 January 2004 up to 30 April 2004** the PSCBC will administer, on behalf of the PHWSBC, the following functions:
 - (i) payment of total salary packages, in line with relevant policies,
 - (ii) payment of panellists' claims and dispute resolution costs, in line with relevant dispute resolution policies.
 - (b) the administration fee to be charged is in the amount of R2640.00 per month for the abovementioned period as per attached annexure A, and to be paid over to the PSCBC by the 7th of the following month.
 - (c) The PHWSBC undertakes to calculate each month the total salary packages and dispute resolution costs and transfer the funds over to PSCBC before processing commences.
 - (d) the administrative details will be agreed between the Secretaries of the PSCBC and the PHWSBC.
 - (e) The period agreed to in (a) can be extended by the parties.


Dispute Resolution

5. (a) Any dispute arising from the provision of this resolution shall be referred to the Executive Committees of the PSCBC and the PHWSBC for resolution.
- (b) In the event of the dispute being unresolved, the PSCBC shall, in consultation with the PHWSBC, appoint an arbitrator to dispose of the matter.


THIS DONE AND SIGNED AT Centurion ON THIS THE
30th DAY OF January 2004.

cl-


BY THE SECRETARY OF THE PSCBC, ON BEHALF OF PSCBC

SECRETARY	NAME	SIGNATURE
S. N. HULUMAN	PSCBC	

BY THE SECRETARY OF THE PHWSBC, ON BEHALF OF PHWSBC

SECRETARY	NAME	SIGNATURE
CR. Mhlabane	PHWSBC	

Contract between the
PUBLIC SECTOR CO-ORDINATING BARGAINING COUNCIL
hereafter "(PSCBC)"
and the
PUBLIC HEALTH AND WELFARE SECTOR BARGAINING COUNCIL
hereafter "(PHWSBC)"

Purpose

1. To enter into an agreement with the PSCBC to deal with transitional arrangements with regard to functions previously administered by PSCBC on behalf of the PHWSBC.

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 - (a) PHWSBC Resolution 5 of 2003 and Clause 7 of PSCBC Resolution 5 of 2003 states that with effect from 1 September 2003 that Sectoral Councils will take full responsibility for costs, including management and resourcing, of-
 - (i) collective bargaining,
 - (ii) human resources,
 - (iii) dispute resolution,
 - (iv) administration,
 - (v) in respect of the establishment of chambers.
 - (c) Clause 14 of PSCBC Resolution 5 of 2003 states that Sectoral Councils may enter into separate contracts with PSCBC to deal with transitional arrangements with regard to functions previously performed by PSCBC.

Agreement

4. Parties agree to the following:
- (a) from 1 September 2003 up to 30 November 2003 the PSCBC will administer, on behalf of the PHWSBC, the following functions:
 - (i) payment of total salary packages, in line with relevant policies,
 - (ii) payment of panellists' claims and dispute resolution costs, in line with relevant dispute resolution policies.
 - (b) the administration fee to be charged is in the amount of R2640.00 per month for the abovementioned period as per attached annexure A, and to be paid over to the PSCBC by the 7th of the following month.
 - (c) The PHWSBC undertakes to calculate each month the total salary packages and dispute resolution costs and transfer the funds over to PSCBC before processing commences.
 - (d) the administrative details will be agreed between the Secretaries of the PSCBC and the PHWSBC.
 - (e) The period agreed to in (a) can be extended in writing by the parties.


Dispute Resolution

5. (a) Any dispute arising from the provision of this resolution shall be referred to the Executive Committees of the PSCBC and the PHWSBC for resolution.
- (b) In the event of the dispute being unresolved, the PSCBC shall, in consultation with the PHWSBC, appoint an arbitrator to dispose of the matter.

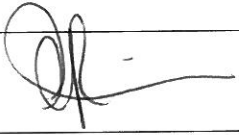
 

THIS DONE AND SIGNED AT CENTURION ON THIS THE
6 DAY OF OCTOBER 2003.

BY THE SECRETARY OF THE PSCBC, ON BEHALF OF PSCBC

SECRETARY	NAME	SIGNATURE
PSCBC	SHAMIRA HULUNAN	

BY THE SECRETARY OF THE PHWSBC, ON BEHALF OF PHWSBC

SECRETARY	NAME	SIGNATURE
PHWSBC	Calvin Romie Mhlabane	

ANNEXURE A



Administration fees for the payment of PHWSBC DR and HR costs

A DISPUTE RESOLUTION

1. PAYMENT ACTIVITIES

The following services will be provided and related costs incurred:

- **Sorting and preparation of payment requisitions**
- **Checking and authorization**
- **Capturing and system authorization**
- **Cheque/Transfer payments**
- **Transaction Costs**
- **Time taken to perform these additional duties**

2. COSTING

PHWSBC

Activity	Performed by	Time taken	Cost/hr	Total cost/activity
Sorting preparations	Finance Officer	5hrs	22.28	111.40
Capturing to Pastel	Senior Finance Officer	4hrs	65.27	261.08
Checking & authorization	Finance Manager & Secretary	3hrs	298.89	896.67
Capturing banking system & cheque	Finance Officer	2hrs	22.28	44.56
Transaction costs Cheque/Transfer	Banking			240.00
Post payment activities	Finance officer	4hrs	22.28	86.29
Total for a month				R1640.00

Handling fee per Sector

Printing, copying, handling of queries and record keeping R200.00 per month

B. PAYROLL

1 PAYMENT ACTIVITIES

The following payroll administration services will be provided and related costs incurred:

- **Sorting and preparation of payment requisitions**
- **Checking and authorization**
- **Capturing and system authorization**
- **Cheque/Transfer payments**
- **Transaction Costs**
- **Time taken to perform these additional duties**
- **Production and distribution of payslips**
- **Monthly reconciliation (PAYE, UIF, RSC Levy, SDL, Medical aid, Provident Fund and other sundry deductions)**

It takes approximately two days to process all the above activities on the system. This total cost for the above activities is R800.00 per month.

The total admin costs amounts to R2 640.00 per month.

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