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Environment & Nature Conservation
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

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DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

**BAMBANANI CARE GROUP POLICY
11 JUNE 2012
CORPORATE SERVICES**

A PROSPEROUS AND EQUITABLE SOCIETY LIVING IN HARMONY WITH NATURE

Q/M

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1. CONCEPTUAL BACKGROUND

The Department of Environment and Nature Conservation (DENC) understands that individual staff members may at one time or the other be faced with a situation of stress and thus understands the deep impact that death and ill health can have on individuals. The department also understands the joys that individuals experience in their lifetime. Hence, this policy was sanctioned and developed so that it could share the joys of its employees and show compassion in situations of emotional stress.

1.2 LEGISLATIVE REQUIREMENTS

- **Government Motor Transport (GMT), transport circular 6 of 2007**
- **Government Employees Pension Fund, guidelines and benefits 2003**
- **DENC Policy on leave of absence**
- **Public Service Regulations, 2001, on the leave of absence**

2. POLICY STATEMENT AND APPLICATION SCOPE

2.1 POLICY STATEMENT

- To identify the family members who may possibly be regarded as the next of kin by the department.
- To give guidelines as to how to inform the department in the case of a situation covered by the policy.
- To inform members of the responsibilities of the department and directorates should staff members experience such situations.
- To inform staff members of what could reasonably be expected from the department in such situations.

2.1.1 *Who is covered by the policy?*

For the purpose of this policy the following are regarded as the next of kin:

- Spouse including same sex marriages i.e. married couples in terms of common law and traditional law as well as cohabitating couples.
- Biological parents
- Own and legally Adopted children NB. Proof of relationship must be submitted in terms of this category, a certified copy of adoption from the registrar of adoption is a prerequisite.

2.1.2 *Composition of the care group*

The care group will be constituted as follows:

- A representative from each directorate in the department.
- The Care Group shall have the powers to co-opt other staff members from time to time
- Expertise of various staff members of the department may be called upon from time to time.

2.1.3 *Reporting procedures:*

- It remains the responsibility of the staff member to inform the department of any situation of distress or otherwise. This can also be done by the family member or a colleague.
- All situations must be reported to the supervisors, or managers and the representative of the directorate on the Care Group by the staff members.
- Relative or supervisors are also to report any situations to the department.
- The representative of the directorate will inform the Care Group and a meeting of the committee will be convened.
- In the absence of the representative, the supervisor or manager must inform the Director: Corporate Services or any member of the Care Group who will then convene the meeting of the Care Group. Representation of the unit or directorate in the meeting is however a must.

- The Care Group shall inform the department about the situation and also keep the department abreast of developments generally.

2.1.4 Condolences:

2.1.4.1 In the case of death of a staff member:

Contributions

- Voluntary contributions will be collected by the representatives of the directorates and will be given to the family.
- A bouquet of flowers and condolences message to the amount of R300 (this amount will increase annually) will be sent to the family covered in the policy.

In the case of next of kin

- Voluntary contributions must be left to the discretion of the individual staff member.

Memorial services or devotion

- A memorial service will be arranged in the case of the death of a staff member only
- No catering for local memorials services,
- Venue and all related equipment will be organized only for the Memorial Services of the staff member and the expense of the directorate.
- Wherever possible a devotion service will be arranged in the case of the death of a next of kin covered by the policy (from 13h00- 14h00).
- Units may arrange devotions after hours for persons not covered by the policy.

Staff Conduct

Staff members who are allowed to attend occasions as representatives of the department are encouraged to commensurate with behavior consistent with the department's rules; regulations and image. The department expects all officials to promote and enhance the image of the department in a positive light. Thus, it is imperative that officials promote behavior that is commensurate with the department's duties as a public entity. Consequently, the conduct of officials should promote this end, rather than detract from it.

Transport arrangements in terms of GMT (funerals of staff members only)

- **Only officials within the directorate will be allowed to represent the department at the funeral of a staff member at the expense of the directorate and the approval of the HOD. This includes expenditure for transport, accommodation and meals).**
- Should any of the colleagues not be able to attend the funeral of a staff member the space could be allocated to any other official.
- Transport will be limited to ten (10) representatives
- **There will no official representation and thus no official transport from the department for the attendance of other members covered by the policy**

- Directorates that are affected by a situation must organise transport, accommodation, breakfast and dinner depending on the distance

2.1.4.2 In the case of ill health:

- A bouquet of flowers or fruit basket to the amount of R300 and a message of goodwill will be sent to the employee by the department, if an employee has been hospitalized for three (3) days and more.
- Flowers will be taken to the member directly at home or hospital and only in cases where family refuses visitation will it be handed to the family.
- Staff members in the directorate are free to make their own contributions and visits outside of working hours.
- In the case of trauma of the member, the situation will be reported to the EHW unit if the individual so wishes.

2.1.4.3 In the case of memorable occasions:

- This will include birth, wedding, retirement, etc.
- For birth a bouquet of flowers or fruit basket or a present to the amount of R300 and a message of congratulations will be offered to the individual staff member
- For weddings a gift voucher to the amount of R300 and a message of congratulations
- Staff members in the directorate are free to make their own contributions.

2.1.5 Relationship of the policy to other policies of government

- In the application, utilization and/or implementation of this policy, the general rules and regulations governing the granting of leave of absence and the use of government resources such as transport and other government resources shall apply or shall take precedence.

2.2 APPLICATION SCOPE

This policy will apply to all officials of the Department of Environment and Nature Conservation.

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3. POLICY FRAMEWORK

3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS

Senior management, through presentations
Middle management, through presentations and e-mails
All staff of DENC, through presentations and e-mails

3.2 TIMEFRAMES

The first draft was compiled in 2005. It was also presented at a senior management meeting in 2005 and the second was presented in 2007. A Bamabanani meeting was held on the 20th February 2008 to assess and effect new changes in the policy draft. This draft policy was scrutinized at the senior managers meeting on the 7th July 2008 and send back to the legislative development unit on the 9th July 2008. The review of this policy commenced on the March 23, 2012 and concluded on June 8, 2012.

3.3 IMPLEMENTATION STRATEGY

Records

Records of all the contributions made will be kept by a designated member of the care group.

Meetings

- The Care Group shall meet once a quarter to review the policy.
- A meeting of the care group will be convened as soon as situation is reported.
- The purpose of the meeting will be to devise means of ensuring a response by the department and to ensure that the department is kept abreast of developments relating to the situation

The implementation date for this policy is July 2012

3.4 FINANCIAL IMPLICATIONS

- This policy will be funded by each directorate in which the members are affected by any of the situations mentioned above.

3.5 COMMUNICATION

The care group will consist of members who will be appointed on a rotational basis by the directorates. They can be contacted in person or via the telephone or email.

3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

Members of the care group shall as far as possible be rotated to expose and capacitate all officials. Meetings will only be held when a situation arises.

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3.7 POLICY REVIEW

This policy will be reviewed when the need arises or in case of the occurrence of extenuating circumstances (political mitigation, or pronouncement by legislation and/or regulations). The contact person for this policy will be required to submit all relevant information pertaining to this policy in conjunction with a signed memo with all amendments (addition or omission) during the third quarter annually.

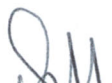
The exception, the Policy development unit will be conducting all extenuating reviews throughout the year, therefore it is paramount that any new information received be submitted to this unit, in order to coordinate the review process of this policy.

3.8 POLICY IMPACT

The desire of this policy is to show that the department takes great joy in its assets (human capital), and will most certainly take pride in supporting them not only in good times but also in their time of grief.

3.9 INTERIM MEASURES

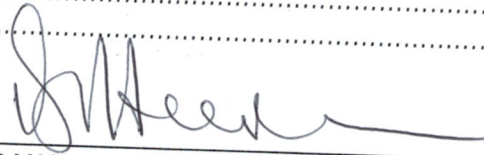
This policy is an interim document for the department until such time that a provincial policy has been developed.



4. ADOPTION OF POLICY

Approved / ~~Not Approved~~
Comments:

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D VAN HEERDEN
HEAD OF DEPARTMENT

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DATE