



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON SPORT AND RECREATION

Version 3
(April 2021)

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1. DEFINITIONS AND ACRONYMS

"CMCs"	Core Management Criteria.
"Department / DR&PW"	Means Department of Roads and Public Works, Northern Cape Province.
"GAFs"	Generic Assessment Factors.
"HOD"	Head of Department.
"HRM&D"	Human Resource Management and Development.
"KPAs"	Key Performance Areas.
"KRAs"	Key Responsibility Areas.
"MMS"	Middle Management Service.
"Non-physical Recreation"	Means recreation defined as any activity, other than physical and sporting activities, which contributes to the general health, total well-being and economic, social and developmental dimensions of the individual.
"Physical Recreation"	Means a guided process of voluntary participation in any physical activity that contributes to the improvement of general health, well-being and skills of both the individual and the society.
"SMS"	Senior Management Service.
"Sport"	Means an activity that requires a significant level of physical involvement and in which participants engage in either a structured or unstructured environment, for purposes of declaring a winner, though not solely so; or for pure relaxation, personal satisfaction, physical health, emotional growth and development.

2. INTRODUCTION

Sport and recreation forms an integral part of the physical and psychological preparation and conditioning of employees. Physical fitness is achieved through physical training programmes, which include sport and recreational activities. It is not always possible to attain the required state of physical preparedness only by physical training. In order to supplement physical training, employees participate in sport and recreational activities.

This policy is applicable to all employees of the Department of Roads and Public Works who participate in departmental sporting and recreational activities for the purpose of relaxation, personal satisfaction, physical health, emotional growth, and development.

Sport ought to be harnessed to add value to the workplace as a large portion of our time is spent at work. Sport can contribute to lowering tension, fatigue and general anxiety in the workplace, thus leading to increased productivity.

3. REGULATORY FRAMEWORK

This departmental Sport and Recreation policy is informed by, among others, the following:

- 3.1 Constitution of the Republic of South Africa Act, Act No.108 of 1996.
- 3.2 The Public Service Act, Act No. 103 of 1994.
- 3.3 The Directive on Leave of Absence in the Public Service.
- 3.4 The Public Finance Management Act, Act No. 1 of 1999.
- 3.5 The Sport Commission Act, Act No.109 of 1998.
- 3.6 The National Sport and Recreation Act, Act No. 110 of 1998.
- 3.7 The Skills Development Act, Act No. 97 of 1998.
- 3.8 The Occupational Health and Safety Act, Act No. 85 of 1993.
- 3.9 The Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993.
- 3.10 The Employment Equity Act, Act No. 55 of 1998.
- 3.11 The Boxing and Wrestling Control Act, Act No. 39 of 1954, as amended.
- 3.12 The South African Institute for Drug-Free Sport Act, Act No. 14 of 1997.
- 3.13 Relevant collective agreements.

4. OBJECTIVES

The Sport and Recreation policy of the DR&PW shall strive to pursue the following objectives:

- 4.1. To encourage, through sport and recreation, the spirit of togetherness that is required among employees to better realize the mission and strategic objectives of the DR&PW.
- 4.2. To create an opportunity for employees to enhance their general health and fitness levels.
- 4.3. To function as a wellness programme aimed at minimizing the levels of stress and fatigue among employees.
- 4.4. To foster interracial and cross cultural relations among employees on all levels and to facilitate equity and respect in the DR&PW through sport and recreation.
- 4.5. To develop and maintain the love and support for sport and recreation among employees, for them to further pass this on to their families and communities.
- 4.6. To facilitate communication outside the formal structures of the DR&PW.
- 4.7. To implement policy, assign responsibilities and prescribe procedures to ensure successful management and execution of sporting and recreational activities.

5. PRINCIPLES, VALUES AND PHILOSOPHY

This policy is intended to reflect the DR&PW's commitment to the principles, goals and ideals described in the Department's vision and core values. When applying this policy, the Department as employer, shall be fair, consistent and responsible.

6. SCOPE OF APPLICABILITY

This policy is applicable to all employees of the Department. All employees of the DR&PW should take responsibility for their own physical fitness and health by maintaining a lifestyle that promotes optimal health and fitness. They should be given the opportunity to maintain fitness standards through participation in regular exercise programmes. This policy aims at providing guidelines to employees and their managers / supervisors who wish to participate in departmental sport and recreation activities.

7. PROCEDURES

- 7.1. The needs of the public and the DR&PW's service delivery responsibilities take precedence over sport and recreation. The latter should not be allowed to jeopardize service delivery to the clients of the Department.
 - 7.2. No departmental event involving sport and recreation shall be staged without the prior approval of the HOD or her/his delegate.
 - 7.3. Where an employee is absent for part of the day due to sport and recreational activities, the manager / supervisor must record such time off in a register and special leave forms must be completed for every eight (8) hour fractions taken.
 - 7.4. Committee meetings will be regarded as official working hours.
 - 7.5. Sporting officials that want more hours to practice have to work more hours during the week to cover their workload.
 - 7.6. The approval of itineraries, trips and the use of state vehicles must remain the responsibility of all Managers / delegates in line with existing delegations and prescripts. Trip Authorization forms shall be completed and signed for sporting trips by the managers who are involved in sporting activities.
 - 7.7. The Chief Director: Corporate and Management Services shall be the Programme Manager of Sport and Recreation in the DR&PW.
 - 7.8. There shall be District Office and Head Office structures constituted by representatives elected from their respective substructures. Portfolios shall be allocated in terms of an election process.
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- 7.9. The District Manager, who is responsible for all activities and employees in a particular region, shall control each region. In the case of Head Office, the responsibility rests with the Chief Director: Corporate and Management Services.
 - 7.10. The District and the Head Office structures, shall nominate delegates who will constitute the Departmental Sport and Recreation Committee, which will in turn be accountable to the Chief Director: Corporate and Management Services and shall provide her with monthly reports.
 - 7.11. The Departmental Sport and Recreation Committee shall develop a Terms of Reference under the ambit of this policy to govern the operations of the different structures.
 - 7.12. The management, promotion and co-ordination of Departmental sporting and recreational activities will be the responsibility of the Departmental Sport and Recreation Committee who must ensure that club infrastructure exists and that it is properly managed.
 - 7.13. The Departmental Sport and Recreation Committee must identify priority sport and recreation codes, to which the Department's resources will be focused, monitor their progress and intervene where necessary.
 - 7.14. The Committee shall submit a year program / proposal to the Chief Director: Corporate and Management Services and the costs involved for purposes of budgeting. The budget must be submitted to the Accounting Officer for approval annually before the start of the new financial year.
 - 7.15. The Sport and Recreation Committee will have its own financial account in order to fund sporting and recreational functions and events.
 - 7.16. The departmental financial rules and regulations shall apply in respect of all funding of, and payment for, resources and services rendered.
 - 7.17. The departmental sport and recreation events are treated as official and the rules and regulations applicable to the workplace also apply thereto.
 - 7.18. Rules and regulations applicable to preparations for and staging of departmental sport and recreation events shall be uniform throughout the DR&PW.
 - 7.19. Notices of departmental sport and recreational activities shall originate from the desk of the chairperson and channelled through the departmental line of command not less than fourteen (14) days before the date of such an event unless circumstances call for a special meeting.
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- 7.20. The departmental Sport and Recreation Committee as well as its sub-structures shall hold a general meeting once every month, or as the need arises.
- 7.21. Minutes of meetings are official documents, which shall be kept and made available whenever required.
- 7.22. Events falling within the jurisdiction of the District offices shall be organized by the respective regional organizers.
- 7.23. Officials who are in possession of subsidized vehicles must utilize those vehicles to travel to and from departmental sport and recreational activities, and they must provide free transport to official passengers travelling to and from the same destination.
- 7.24. Officials whose remuneration packages make provision for a motor vehicle allowance are to utilize their own vehicles when participating in departmental sport and recreation activities and they must provide free transport to official passengers travelling to and from the same destination.
- 7.25. Managers play a monitoring role and are mandated to address issues of non-compliance. Employees who do not comply with these rules as well as the departmental Policy on Working Hours and Overtime to accommodate operational needs will be subject to disciplinary procedures.
- 7.26. Sanctions for non-compliance will be addressed as follows:
- The Senior Management Service (SMS)
 - Addressed within the ambit of Performance Agreements (KRA's and CMC's, as applicable).
 - Ministerial Directive: Disciplinary Code and Procedure for the SMS apply, as applicable.
 - Managers, Supervisors and Employees
 - Addressed within the ambit of Performance Agreements (KPA's, CMC's and GAF's as applicable).
Departmental Disciplinary Code and Procedure for MMS, Supervisors and Employees apply, as applicable.

8. ROLES AND RESPONSIBILITIES

- Employees:
 - Maintain a 40-hour workweek.
 - The Department cannot be held responsible for any damage, loss and / or injury.
 - Senior Managers / Managers / Supervisors:
 - Regulate and monitor the working hours of employees in terms of the Policy on Working Hours and Overtime to accommodate operational needs.
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- Must ensure that time taken off is recorded in a register and maintain and update such a register.
- Must ensure that Special Leave forms are completed for every eight (8) hour fraction taken.

- The Chief Director: Corporate and Management Services
 - Shall be the Head and Programme Manager of Sport and Recreation in the DR&PW.

- The HOD:
 - Shall allow at least four (4) working days a year for sport and recreation purposes where employees will be regarded as on duty. However, should an additional day/s be required, prior approval need to be obtained from the HOD in writing.
 - Shall appoint the Sport and Recreation Committee members.

9. MONITORING AND EVALUATION

The Accounting Officer is the official who has overall responsibility for the proper implementation and monitoring of this policy.

10. POLICY REVIEW

- 10.1 The assessment to determine the effectiveness and appropriateness of this policy will be done five (5) years after its effective date. The assessment could be performed earlier than five (5) years to accommodate any substantial structural or other organizational changes at the Department or any change required by law.
- 10.2 The policy shall be reviewed to specifically factor in changes in legal frameworks, organisational development, political and economic trends, as well as the outcomes of monitoring and evaluation processes.
- 10.3 Deviations from this policy must be approved by the HOD.
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11. APPROVAL OF THE POLICY AND DATE OF EFFECT

This policy is Approved / ~~Not Approved~~

Comments:

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HEAD OF DEPARTMENT

31/05/2021
DATE



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

INTERNAL MEMO

DATE:	03 MAY 2021	REF. NO.	
TO:	THE DIRECTOR: STRATEGIC PLANNING MANAGEMENT		
FROM:	THE DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES		
SUBJECT:	SUBMISSION FOR APPROVAL OF REVIEWED AND AMENDED DEPARTMENTAL POLICY ON SPORT AND RECREATION		

Dear Ms. Bekebeke

Please find attached the amended draft of the reviewed departmental Policy on Sport and Recreation, for your perusal and consideration. The above mentioned policy document is hereby submitted for approval by the Acting Head of Department (HOD).

Regards,

Mr. T. Ferreira
Manager: Policy and Research Management Services



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

**EVIDENCE OF CONSULTATION WITH
DEPARTMENTAL STAKEHOLDERS**

**REVIEWED AND AMENDED
DEPARTMENTAL POLICY ON:**

🏆 SPORT AND RECREATION.

**SUBMISSION FOR APPROVAL
03 MAY 2021**

T Ferreira - REVIEW OF THE DR&PW SPORT AND RECREATION POLICY

From: DRPW-Info

To: A AMokwadi; A Maina; A van Staden; ABrand; ACLouw; AFemblers; AKula; ALesotho; ALSishi; AMasisi; AMiller; AMkhize; AMoeti; AMofokeng; AMotlagodisa; Andre Jooste; Andrew Pulen; Anne AMPotsang; APulen; ARudman; ASwanepoel; AvanHeerden; B BDamon; Baatiletumeleng; Babalwa Bekebeke; BBarends; BBobeje; BChotelo; BCloete; BGaonakala; BKapanda; BMazwi; BMeruti; BMontshiwa; BonoloMakoko; BosmanP; Bradley Slingers; BSedisho; BSemau; BSlingers; BValentine; C CvanRooi; C Robertson; CABrahams; CAdams; CBailey; CChakela; CDenysschen; CFourie; ChanelFourie; ChantelleCloete; ChristinaF; CKakora; Clive Bailey; CMrwebi; CNdebele; CRabaji; CRobertson; CValentine; D DMokoena; D DMwembo; DBingwa; DBingwane; Denice Bingwane; DGaehete; DKowa; DMAqutyana; DMAqutyana; DMokgathe; DMonyamane; DPhele; DRPW-Info; DRPW-Switchboard; DSolo; DTsoai; DvdMerwe; EbenSwartbooi; EBeukes; EBreytenbach; Ed Simon; EduPlessis; Edward Simon; EJonkers; EKhatwane; ELeewedi; Ella Modise; EMichaels; ENodoba; EPino; EricksenA; ESimon; FDooling; FMogojie; FPetoro; FvanVuuren; GAppels; Garnett Keyser; GCloete; GJacobs; Gladwyn Stuurman; GMoabi; GMolale; GNakana; GPIetersen; GPino; GSalimana; GSeftotho; GThupe; GTopkin; Harold Roberts; Henry De Wee; HPuley; HvanderMerwe; IBulane; ICAROLUS; IITHopile; IMichaels; IFredericks; ILottering; IMolore; IOliphant; IRammutla; Isaac Prins; J Esterhuysen; J JHanekom; JillianWilliams; JMarx; JMhlongo; JMhlongo; JMoale; JMoncho; JSehume; JSeptember; JSibiya; JSitler; JSpetember; JTawine; June Erasmus; K KMaarman; K KMatonkonyane; K Malgask; KAaron; KagishoModise; KatzS; KBeuzana; KBopape; KChomi; KDennis; KEricksen; KHenyekane; KKgomo; KKross; KLawrence; KLeboko; KLeserwane; KNdaba; KPike; KPMogorosi; KRifles; KrugerS; KSegwai; L AnthonyL; L Llibang; L LieBreton; L LSeobi; L MolemaL; LATwel; LawrenceM; LBuffel(...)

Date: 3/18/2021 2:12 PM

Subject: REVIEW OF THE DR&PW SPORT AND RECREATION POLICY

Attachments: DR&PW Policy on Sport & Recreation.docx

Good day Colleagues,

Please find the attached DR&PW Policy on Sport and Recreation in MS Word format. The due date for inputs/feedback is Thursday, 25 March 2021 and inputs can be e-mailed to tferreira@ncpg.gov.za.

Thank you



DRPW-Info@ncpg.gov.za
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Trendsetters in Infrastructure delivery to change the economic landscape of the province'