

Mpumalanga Provincial Government



Department of Public, Works Roads and Transport SPORTS POLICY

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ABBREVIATIONS

MEC – Member of the Executive Council responsible for the Department of Public Works, Roads and Transport

SMS – Senior Management Services as outlined in Chapter IV of the Public Service Regulation, 2001

DEFINITIONS

Department means the Department of Public Works Roads and Transport.

Employee means a person appointed to a post according to Public Service Regulation 2001, as well as individual officials contracted to the department.

Subsidized vehicle means a motor transport which is utilized by an officer in terms of the public service regulations

Special leave means a leave that is granted occasionally by the relevant authority as provided for in the Departmental special leave policy

The Head of Department means the Head of Department of Public Works, Roads and Transport

Wellness Activities means all sporting and exercise activities organized by the Employee Health and Wellness section

1. INTRODUCTION

Realizing the need for wellness of all employees, the Department seeks to afford as many employees as possible, including those that are not part of the mainstream public sport, an opportunity to participate in wellness activities of their choice at a social level. Moreover, create interest amongst employees to participate in sports.

2. OBJECTIVES

The objective of the policy is to:

- 2.1. Provide operational guidelines to the employees in the Department on all matters relating to wellness activities;
- 2.2. Promote a healthy organizational culture and sense of belonging;
- 2.3. Build unity and promote friendship at all levels in the Department through employee wellness activities;

3. REGULATORY FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa of 1996
- 3.2. Labour Relations Act, 1995 (Act No.66 of 1995)
- 3.3. Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)
- 3.4. Compensation of Occupational Injuries and Diseases Act, 1993 (Act No.130 of 1993)
- 3.5. DPSA Policy Framework on Employee Health and Wellness of 2008
- 3.6. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- 3.7. Public Service Regulation, 2001
- 3.8. SMS Handbook
- 3.9. Ministerial handbook
- 3.10. Departmental Wellness Management Policy, 2008
- 3.11. Departmental Special Leave Policy
- 3.12. Procedure Manual for Leave Management

4. SCOPE OF APPLICATION

This policy shall be applicable to all employees of the Mpumalanga Department of Public Works, Roads and Transport.

5. POLICY STATEMENT

5.1. CONDITIONS FOR PARTICIPATION

- 5.1.1. Employees of the Department shall as basic rule attend wellness activities as set out in this policy
- 5.1.2. Participation in the games shall remain an individual choice. Under no circumstances shall an employee be forced to participate against his/her own will
- 5.1.3. Officials with disabilities should indicate their participation so that necessary arrangements can be made
- 5.1.4. The Head of Department or a delegated official shall ask an official to remain in office or on duty and not partake in wellness activities on a particular day if work requires
- 5.1.5. The Department shall assist up to a level where the regulations allows for any injuries suffered by employees during their participation in wellness activities.
- 5.1.6. Officials shall sign indemnity forms before they are allowed to participate in any Departmental wellness activities
- 5.1.7. Permission shall be granted to all registered wellness participants for practice sessions.
- 5.1.8. Special leave shall be granted to all officials who are selected to represent the Department in a national event in line with the Departmental special leave policy.
- 5.1.9. The Department shall recognize sick leave resulting from injuries suffered by employees through their participation.

5.2. CONDITIONS FOR ATTENDING HEALTH AND WELLNESS ACTIVITIES

- 5.2.1. The Department shall be responsible for the expenses of transport, accommodation and meals over the duration of the trip and an employee shall be entitled to incidental and subsistence claims.
- 5.2.2. Government vehicles shall be utilized for the purpose of attending games and such provision shall depend on the distance to be traveled, number of participants and the availability of the vehicles.
- 5.2.3. Employees from salary level 2 – 12 shall be responsible for their travelling documentation when travelling to other countries.
- 5.2.4. Travelling documentation for SMS and MEC shall be organized in line with the conditions set out in the SMS and Ministerial handbook.

5.3. SPORT GEAR AND EQUIPMENTS

- 5.3.1. The Department shall be responsible for purchase of sports gear and equipments for all sporting codes
- 5.3.2. No employee shall use or be in possession of the Departmental team's sports gear or equipment without the knowledge of the Caretaker and the Wellness Committee.

5.4. COMPOSITION OF WELLNESS COMMITTEES

The Head of Department shall appoint two committees that shall be composed as follows:

- 5.4.1. The Departmental Wellness Coordinating Committee shall consist of one representative from the chairperson of each District and two from Head Office (including an Employee Health and Wellness representative) and they shall all be elected democratically from their respective offices.
- 5.4.2. The District Wellness Committee shall consist of at least one representative from each cost centre and two from the District Office (including the District Coordinator) and they shall be democratically elected in their respective offices.
- 5.4.3. Term of office for the committees shall be two years.

6. ROLES AND RESPONSIBILITIES

- 6.1. Departmental Wellness Coordinating Committee shall:
 - 6.1.1. Be responsible for the promotion of wellness activities in the Department
 - 6.1.2. Represent the Department in sports meetings.
 - 6.1.3. Develop an annual wellness programme and the rollout thereof.
 - 6.1.4. Communicate with the Head of Department about all planned wellness activities

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6.2. District Wellness Committee shall:

- 6.2.1. Coordinate and promote wellness activities at a district level
- 6.2.2. Provide for the election of the Departmental Wellness Coordinating Committee
- 6.2.3. Advise, monitor and make recommendations to the departmental Coordinating Committee
- 6.2.4. Facilitate and maintain sports gear and equipments on behalf of the teams.
- 6.2.5. Be responsible for selecting coaching staff

7. MONITORING AND EVALUATION


The Employees' Health and wellness section shall monitor the implementation of the policy and shall report any deviations to the Head of the Department in writing.

8. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organizational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

9. APPROVAL

APPROVED


KM MOHLASEDI
HEAD OF DEPARTMENT

DATE : 28/5/2012