



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTOR GENERAL

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Reference: 3P

DEPARTMENTAL CIRCULAR NO: 06 of 2020

Ministry	: For Information
All Deputy Directors General or Equivalent Ranks	: For Implementation
All Chief Directors or Equivalent Ranks	: For Implementation
All Directors or Equivalent Ranks	: For Implementation
All Staff	: For Implementation

PROCESS FOR THE IMPLEMENTATION OF THE COVID-19 RISK-ADJUSTED APPROACH REGULATIONS AS AMENDED

1. The purpose of this Circular is to outline the processes for the implementation of the COVID-19 Risk-Adjusted Approach Regulations as announced by President Ramaphosa on 23 April 2020.
2. Following the presidential announcement of the Risk-Adjusted Approach of COVID-19 which introduced Alert Level 4, Agriculture and Deeds were listed as one of the essential services which must resume work to provide their services. Alert Level 4 of the revised Regulations state that the Minister may designate some functions. It is for this reason that some officials performing these functions within the Department are required to resume work effective **13 May 2020** in order to render their services.
3. The Department has developed a Comprehensive Plan on the Gradual Return to Work which outlines all the activities to be carried out in preparation of employees returning to work. The Plan focuses on the following points:
 - 3.1 Decontamination of all buildings;
 - 3.2 Health Screening at all entrance and exit points of the Departments' buildings;
 - 3.3 Provision of Personal Protective Equipment (PPEs);
 - 3.4 Provision of relevant tools of trade for employees working remotely;
 - 3.5 Office sitting/seating arrangements;
 - 3.6 Gradual opening of schools;



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- 3.7 Domestic travel of officials;
 - 3.8 Psychological counselling and support;
 - 3.9 Communication strategy and plan; and
 - 3.10 Training and awareness of the COVID-19 pandemic.
4. Only one-third (1/3) of the Departmental establishment may return to work as indicated by the President. It is estimated that a maximum of 2 763 employees are expected to report to the office on a full-time basis as per the one-third (1/3) regulation. The majority of employees will continue to work remotely until the current regulations are reviewed and amended.
 5. The tables below outline the lists of Offices that will gradually return to work on 13 May 2020 and numbers as per Alert Level 4 of the COVID-19 Lockdown:

National Office:

Branch Name	Office	Remote	Standby
Chief Registrar of Deeds	0	108	108
Economic Development, Trade and Marketing	18	70	64
Corporate Services Support	45	177	100
Restitution	22	49	12
SPLUM	0	41	13
Rural Development	0	42	34
Financial Management Services	130	29	110
Office of Director General	26	100	27
Agricultural Production, Health, Food Safety and Disaster Management	521	397	364
National Geomatics Management Services	12	53	64
Land Redistribution & Tenure Reform	25	49	39
Food Security and Agrarian Reform	20	7	139
Provincial Operations	6	14	0
Total	825	1136	1062

Provincial Shared Services Centre:

Name of Province	Office	Remote	Standby
Eastern Cape	34	63	100
Free State	75	44	55
Gauteng	55	73	40
KwaZulu Natal	52	110	135
Limpopo	77	136	56
Mpumalanga	48	80	58
North West	152	63	210
Northern Cape	10	9	24
Western Cape	29	49	79
Total	532	627	757



NGMS Provincial Offices:

Branch NGMS	Office	Remote	Standby
Western Cape	31	8	37
Eastern Cape	17	4	25
KwaZulu Natal	26	14	41
Northern Cape	15	4	26
Gauteng	13	35	68
Mpumalanga	0	22	31
Limpopo	20	1	27
Free State	17	2	28
North West	4	15	26
Total	143	105	309

Provincial Deeds Offices:

Branch Deeds	Office	Remote	Standby
Bloemfontein	36	1	47
Cape Town	18	1	166
Johannesburg	42	1	134
Kimberley	7	1	22
King William's Town	15	1	32
Limpopo	20	1	10
Mpumalanga	21	1	40
Pietermaritzburg	14	1	122
Pretoria	90	1	126
Umtata	5	0	11
Vryburg	15	1	14
Total	283	10	724



Offices of the Regional Land Claims Commissioner:

Branch Restitution	Office	Remote	Standby
KwaZulu Natal	70	39	0
Mpumalanga	68	38	0
Limpopo	67	30	0
Eastern Cape	43	19	0
Gauteng	40	20	0
Western Cape	40	24	0
Northern Cape	20	12	0
North West	40	27	0
Free State	20	14	0
TOTAL	428	223	0

6. In order to prepare for the return of officials in the various offices, the Branch Heads and Provincial Heads are required to do the following:
 - 6.1 Inform all officials from their respective Branches and Provinces who can work from home and those that must report at the office on a full-time basis (as per the tables above).
 - 6.2 Provide the resources required such as laptops, cellphones, 3G and data to create an enabling environment for those officials who are required to work remotely.
 - 6.3 Confirm with Facilities Management that the decontamination and disinfection of buildings were finalised prior to employees reporting for duty on 13 May 2020.
 - 6.4 Ensure that all staff members observe social distancing at ALL times.
 - 6.5 Ensure that all officials situated in open plan offices seat at least 1.5 metres apart from each other.
 - 6.6 Ensure that the seating arrangement of 1.5 metres is observed in all offices and visitor areas including reception and holding rooms.



7. The Department has also categorized the following employees as vulnerable groups who should work remotely from home:
 - 7.1 All employees who are 60 years and older.
 - 7.2 All officials who have underlying health conditions. It remains the responsibility of the employees to submit proof of their condition to the employer through the designated Compliance Officers. The contact email address is COVID19@dalrrd.gov.za.
8. Decontamination/Disinfection of buildings
 - 8.1 The Department of Agriculture, Land Reform and Rural Development (DALRRD) has a responsibility to ensure the safety of its officials and clients.
 - 8.2 To ensure the safety of all officials and clients, the Department has taken a decision to decontaminate/disinfect all buildings across the country. Evidence shows that when a person infected with the COVID-19 virus coughs, touches surfaces or objects, that that environment becomes contaminated and other people can become infected if they touch the same surfaces or objects. The COVID-19 virus can survive for hours and days on surfaces such as steel, wood, plastic, ceramics, glass, etc.
 - 8.3 The Department is currently in the process of decontaminating all departmental buildings - this process will be finalised before officials return to the office.
 - 8.4 Stock levels of Personal Protective Equipment (PPEs) such as sanitizers, gloves and masks) are being replenished and will continuously be monitored to ensure continuous provision of PPEs to officials.
9. This Circular has taken into consideration the DPSA Circular No. 18 of 2020 on the "*State of Disaster COVID-19: Public Service Return to Work Guidelines after the easing of the National Lockdown*"
10. All enquiries related to this Circular may be directed to Ms Kgomo Kgang (082 901 9117), Mr Siphon Ngomane (076 510 0427) or Mr Bhekiki Gutshwa (073 001 5041).


MR PM SHABANE

ACTING DIRECTOR-GENERAL: AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

DATE: 8.5.2020



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