



Khasho



News for NPA staff, friends and stakeholders

November/December 2007



WITNESS TO AIDS: Judge Edwin Cameron addresses the graduation ceremony for Aspirant Prosecutors. In his speech Judge Cameron focused on HIV-Aids as part of the NPA's World Aids Day commemorations. See page 4

Raising Aids awareness

The NPA's Employee Wellness Programme put together activities for World Aids Day.

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Getting the NPA out there

This month Khasho looks at the NPA's communications unit and the work they do.

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Involving the community

Prosecutors Suren Naidoo and Cathy Zam are reluctant to be in the limelight but are eager to highlight their work.

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Thank you for all your hard work!

It is that time of the year when we need to take a moment and reflect on the year that is coming to an end.

As we look forward to the holiday season, we take this time to acknowledge that it has been a fruitful year, despite the many challenges that we have had to face.

I wish to thank each and every employee who has worked tirelessly to ensure that we deliver on our mandate and promise to the people of South Africa.

We are now wrapping up the process that will lead ultimately to the adoption of key values that guide us in carrying out our duties. I am particularly happy that this has been an open process that has allowed each and every member of our organisation to participate in the selection of these values.

I extend my appreciation to all those who seized the opportunity to take part in this initiative. I'm confident that very early next year, we will adopt and launch the values.

In recent months several matters have once again put us in the media spotlight. These matters are so serious they almost threatened the credibility of the work we do.

I want to reassure you that as management, we have been hard at work making sure that we retain the South African public's confidence in our institution.

Let me first deal with the reports on the case against Gerrie Nel, the head of the Directorate of Special Operations (DSO) in Gauteng. We have been in contact with the South African Police Service so that we could familiarise ourselves with the contents of the docket.

We have noted the contents and we



Acting National Director of Public Prosecutions Adv Mokotedi Mpshe

have requested that they conclude their investigations as speedily as possible because we are aware that this case creates uncertainty.

We will make the necessary decisions and announcements at the correct time, once all necessary processes have been

“I want to take this opportunity to thank all our prosecutors who are always hard at work making sure that we are able to deliver on our mandate.”

followed.

You should be aware already that the Review Panel, which had been tasked with re-looking the case against National Police Commissioner Jackie Selebi, has concluded its work. I have received their report and I am taking time to go through the contents of the report. I shall be making a decision soon on how we will proceed with this matter.

All in all, this has been a good year despite all the challenges we've had to face. I want to take this opportunity to thank all our prosecutors who are always hard at work, making sure that we are able to deliver on our mandate.

To all the support staff at all levels, I also want to salute you for working so hard to sustain the prosecutors.

I wish all of you happy holidays and urge that you remain responsible and be good ambassadors for the NPA in all your endeavours during the festive season.

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CHANGING ATTITUDES: The Employee Wellness Programme saw several activities take place around the country to commemorate World Aids Day.

Raising awareness on Aids Day

This year's commemoration of World Aids Day on December 1 was aimed at raising awareness on available HIV-Aids services within the NPA while also creating an environment where employees felt safe to access these services, said Phuti Semenya, Senior Manager of the NPA's Employee Wellness Programme (EPW).

According to Semenya, the EPW forms part of the Human Resource Management and Development Department and is considered to be of utmost importance.

Several activities and events were organized across the country to do the following:

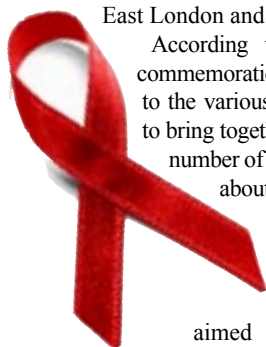
- Promote employees' timeous access to the prevention, treatment, care and support services offered by the NPA and other external stakeholders.
- Eradicate stigma and discrimination against employees living with or affected by HIV-Aids.
- Promote the benefits of the voluntary counselling and testing services.
- Aim for the creation of a caring and supportive environment in the NPA.

"In a broader sense, the World Aids Day events were aimed at helping to break the silence and eradicate the 'othering' attitudes that prevent people from accessing the necessary help.

"The NPA seeks to create a non-discriminatory work environment. Discrimination against persons on the basis of their actual or perceived HIV status will not be tolerated within the organisation," said Semenya.

The NPA's Employee Wellness Programme put together many activities for World Aids Day as part of their fight against HIV-Aids

Commemorations took place across the regions and saw major events in Kimberley, East London and Polokwane.



According to Semenya the commemorations were taken to the various regions in order to bring together the maximum number of employees to talk about HIV-Aids.

"Employees were mobilised and took part in programmes aimed at keeping the NPA's promise to combat HIV-Aids," she said.

Services provided to NPA employees include:

- The HIV-Aids policy has been revised and this will now further mitigate the impact of the pandemic in the NPA. The policy advocates the offering of services which promote the prevention of HIV infections as well as providing support services which prolong the lives of those employees living with HIV-Aids.
- Awareness workshops are held in conjunction with Quantum Space Wellness to raise awareness of HIV-Aids among managers and employees. Quantum Space Wellness also offers professional and confidential services to

employees to help them cope with HIV-Aids issues.

Programmes have already successfully been implemented in Kimberley, Upington, Mmabatho, SCCU: JHB, DPP JHB, the Mokerong Magistrate's Office, Evander and Bethlehem.

Semenya said the workshops have had a positive impact on employees' attitudes towards and perceptions of HIV-Aids.

"Our goal is to have these awareness workshops up and running in all the NPA's regional offices no later than May 2009," said Semenya. "The workshops aim to equip managers and supervisors with knowledge and skills to foster a safe and supportive environment in the workplace."

"The counselling services are effective in that they not only look at the psychological well-being of the infected or affected employees but also advise them of other available resources offered by our strategic partners for comprehensive treatment, care and support services. Information on positive living is also shared during counselling sessions," she said.

The NPA has ensured that they have a distribution programme to provide easy access to condoms.

"Both male and female condoms should be available at the workplace," said Semenya.

Drunk driving cases put spotlight on AFU

Drunk driving is a crucial issue during the holiday period. A look at the statistics collated by the Road Traffic Management Corporation highlights the seriousness of this problem.

On South African roads last year a fatal accident involving an intoxicated driver occurred every four hours and a pedestrian fatality every three hours.

According to a Medical Research Council report 50,88% of drivers killed in road accidents in 2004 exceeded the legal blood-alcohol limit.

The NPA's Asset Forfeiture Unit (AFU) has come under the spotlight since the Supreme Court of Appeal judgement in the Van Staden matter two years ago where the SCA ruled that vehicles driven by drunk drivers may be seized under the Prevention of Organised Crime Act (POCA).

"The judgement opened the door to the AFU to seize and ultimately forfeit vehicles to the State, even if the driver has not yet been convicted of the offence," said former regional head of the AFU Peter Volmink.

"The SCA ruled that POCA is designed to reach beyond organised crime and extends to individual wrongdoing, which includes cases of drunk driving.

"Secondly, the court pointed out that whilst the seizure of drunk drivers' vehicles should not be a substitute for ordinary prosecution, it could be used to supplement existing criminal remedies.

"Thirdly, the court held that because the vehicle involved is the very means that is used to commit the offence, it qualifies as an "instrumentality" and thus becomes

Landmark ruling has opened the way for the Asset Forfeiture Unit to seize vehicles.



STOP THEM: The AFU can seize the cars of drunk drivers.

liable to seizure.

"Fourth, the court emphasised that in order to avoid overreaching and abuse, a court may refuse a forfeiture order if it would be disproportionate to the seriousness of the offence," Volmink said.

Recent media attention has focused on the case of Benjamin Kleinbooi, who was the first to have his car seized and restrained for drunk driving in terms of POCA.

Kleinbooi and Toyota Financial Services, who financed the car, are opposing the forfeiture application by the NPA.

Kleinbooi, a municipal worker from Laingsburg, had been caught driving under the influence of alcohol on two occasions.

"The aspect of proportionality is the major issue in these matters," said Advocate Klaas van Zyl of the AFU.

Proportionality relates to whether the forfeiture of the vehicle is proportional to the seriousness of the offence and the impact on the individual.

"This has become even more of an issue after the Mohunram judgement which dealt with gambling offences.

"By a narrow majority of six to five, the Constitutional Court ruled that the further away the underlying offence on which the forfeiture is based is from the objectives of POCA, the prevention of organised crime being the primary rationale underlying POCA, the more compelling the circumstances must be to make a forfeiture order appropriate," he said.

"To ensure we address proportionality issues properly, the AFU chooses its cases carefully and focuses only on the most aggravated ones," Van Zyl said.

The unit has four matters being argued in court at the moment, including the Kleinbooi and Lewis matters in Cape Town, and the Vermaak matter in the SCA.

The AFU seized Wilhemina Vermaak's car after it was proved she had driven it on several occasions with blood alcohol levels of up to eight times the legal limit.

"While we are still litigating the legal principles, we have not actively sourced new cases, so we are dealing with relatively few matters at present," Van Zyl said. However, they do identify suitable matters to take forward, he said.

NPA appoints 136 new prosecutors

The NPA has welcomed 136 new prosecutors to its ranks.

The mainly young men and women were the successful graduates of the Aspirant Prosecutor Programme, a project of the National Prosecuting Service.

Speaking at the graduation ceremony on 6 December, acting National Director of Public Prosecutions, Adv Mokotedi Mpshe said: "The role of a prosecutor carries with it many responsibilities and pressures.... Seek solutions and strategies to fight crime together with your communities. In this way you can truly be called people's lawyers."

Urging the new prosecutors to serve the country with integrity, he said: "Never be

caught involving yourselves in corruption activities in the course of your work. We expect you to do your work with absolute diligence and dedication because we have to rid our country of crime."

The Aspirant Prosecutor Programme is an internship initiative that allows graduates with law degrees an opportunity to be trained as prosecutors. It is a 6 month programme during which law graduates are subjected to an intensive and rigorous in-service training after which competent candidates are appointed to entry level prosecutorial positions.

Head of the project Advocate Daphney Rangaka sees the project as bridging a gap: "We have realised that there is a gap

between the theory that students learn at University and the challenges that come with practical implementation once they become prosecutors. So this programme works very well as a bridging mechanism," she said.

The initiative also forms part of the NPA's Strategy 2020, which seeks to ensure that the organisation is well equipped to meet its vision of ensuring justice in society.

Keynote speaker at the graduation ceremony, Judge Edwin Cameron reminded the new prosecutors that: "You are vital to the success of the constitution, you are the people on whom the faith of the public depends." The new prosecutors will be employed at courts across the country.

NO EASY WALK

TEAM SPIRIT: The prosecutors at Goodwood District Court in Port Elizabeth showed their excellent team spirit by participating in a number of outreach projects in the local communities. They have T-shirts which they use and distribute with the words “Crime issi Cool” printed on them. Five prosecutors, who had got fit running up and down the corridors during the course of their duties, entered a big walk wearing these T-shirts. They received a positive reaction from the public and were complimented on their message by the Public Announcer as they crossed the finish-line.

The role of a Labour Relations Officer

Labour relations officers at the NPA play a meaningful and important role in ensuring a dynamic workplace.

Not only are they relationship builders, but they also build capacity and help to prevent conflict.

The current labour relations system in South Africa is very dynamic and impacts on South African organisations at large including the NPA.

It is dynamic because of the constant environmental changes that affect various workplaces in different geographical areas. These environmental changes require all parties in a tripartite employment organisation – employers, employees and the State – to ensure sound and healthy employment relations. The greater share of contribution is, however, expected from the labour relations department.

At the NPA, the labour relations officer's function is integrated in the personnel/human resources function. Although labour relations functions rely heavily on the successful implementation of human resources policies, they also engage in the advice and formulation of these aspects to meet changing needs.

The labour relations officer's role at the NPA is to oversee the facilitation and development of the work relationship within the organisation across the board. In this function, the labour relations officer

Ensuring a dynamic workplace and resolving conflicts are all part of a day's work, writes Bheki Tshabalala, an NPA labour relations officer.

deals with the internal (management and employees) and external stakeholders (unions), and also acts as a change agent.

As a facilitator, the labour relations practitioner's role includes interfacing with people at various levels.

As conflict is a part of the employment relationship, the labour relations unit is entrusted with the role of training NPA management and staff on labour relations, including conflict-management to alleviate conflict and promote labour peace at work.

Labour relations officers in this organisation also establish processes and structures aimed at minimising conflict and promoting co-operation and integration.

Managers and employees are advised by labour relations officers at all times, where

necessary, in the use of organisational grievances, disciplinary procedures and the implementation of sound and fair practice.

The functions of a labour relations officer in the organisation are of such a nature that they should not be placed in the forefront of negotiations with unions, be used to chair disciplinary hearings or to handle problematic employees, except as a counselling function.

The labour relations officer does not only concentrate on attending conciliation and arbitration disputes or being a mediator, but also strives to prevent conflict within the organisation through pro-active identification of possible areas of conflict and addressing them as quickly as possible.

The labour relations officer therefore, should be seen as a relationship-builder and a role-player in the building of meaningful relationships between management, employees and their trade unions.

In order to share knowledge between themselves and management, labour relations officers strive to build capacity in this area by creating networks, serving as information centres and by providing advice to management and employees.

Labour relations officers play a role in bringing management and employees closer by holding discussions with both parties simultaneously, so as to promote co-operation and integration in the workplace.

Getting the NPA out there

There is more to the NPA's Communications Unit than making posters and organising events.

Managing the reputation of the NPA rests squarely on the shoulders of the unit.

"It is our role to raise the profile of the NPA," says Bulelwa Makeke, Executive Manager: Communications.

However, according to Makeke, some staff at the NPA are still not certain what the unit's function is.

"We manage how the public perceives the NPA. The organisation has to be independent, professional, render a service and live up to the expectations of the public. Our role is to guard these perceptions," she says.

"It's easy to get entangled in the politics of the day," Makeke adds. "In all of that, we need to maintain the image and reputation of the organisation.

"This entails working closely with the National Director of Public Prosecutions, particularly on how the NPA relates to cases and how its work is being done," she says.

"The unit would like to strengthen its advertising and marketing and improve its media relations.

"We want it to become evident to the media what the day-to-day work of the NPA is and not just have the focus on the high-profile cases.

"Granted, the work of the Directorate of Special Operations is important but we also want to educate the media so they report on grass-roots level too," Makeke says.

The unit also aims to enhance their representation regionally.

"For now, our unit is based here at head office. We're in the process of recruiting so that by the end of January, we'll have a communications representative in each region," she says.

The biggest challenge for the unit is that less than half the staff of the NPA has access to computers.

"Therefore information doesn't get to all the staff at the same time. Many rely on the grapevine and people in the regions tend to feel left out," Makeke says.

When Makeke joined the unit in 2005 a communications audit was carried out that identified problem issues.

"Since then, we've tried to work around them. It's still a challenge but we're always trying to come up with creative ways to address the issues," she says.

In this regard, *Khasho* has been a success. The monthly newsletter is sent out

The Communications Unit is responsible for internal information as well as the NPA's public profile. Khasho spoke to Bulelwa Makeke about this challenging job.



MANAGER: Bulelwa Makeke is the Executive Manager: Communications

via email to all NPA staff as a pdf file and hard copies are dispatched to the regions.

"We've managed to communicate news about head office to the regions so that people in the organisation have a good understanding of what happens here.

"Also, it provides a medium for the regions to disseminate the important issues

"We are always trying to come up with creative ways to address the issues."

they face," Makeke says.

To assist in closing information gaps, the Communications Unit has introduced the *NPA Bulletin*.

This is a weekly electronic newsletter that includes news that can not wait for publication in the monthly *Khasho*.

"Due to the *Bulletin* being an electronic medium, we still face the challenge that not everyone is able to access it. We rely on the corporate managers and chief prosecutors to pass on the information to their staff.

"This is sometimes a battle, as

prosecutors are often busy in court and are hardly ever in the office," Makeke says.

She adds that they are considering a partnership with the Department of Justice (DOJ) which will facilitate putting up NPA communication material in the courts to improve communication with prosecutors.

"At this stage, we can't freely send material to the courts as we do not own the courts. Partnering with the DOJ will go a long way in addressing this," she says.

The NPA's intranet is another tool used by the Communications Unit.

"It covers all internal issues, policy guidelines, office administration and general information. It has recently been spruced up so it's now much easier to navigate and we've added a news column," she says.

Makeke said she was also looking at using more electronic media as a means of improving communication at the NPA.

"I believe it to be a powerful way of communicating with NPA staff," she says.

Communication is defined by dialogue and the give-and-take aspects are important, Makeke says.

"We don't know everything. We rely on staff to tell us what's happening and share their news. It's more interesting this way."

PUBLIC PROFILE



WELCOMING FACES: Andries Mashishi and Caroline Molopyane are two of the staff members who greet people at reception when they visit the NPA's Head Office in Silverton, Pretoria.

Transformation stays on track

The NPA's transformation programme is going from strength to strength.

Serurubele, the NPA's transformation programme, has not lost momentum after the resignation of its head Mariaan van Kaam in September.

Following discussions with the acting CEO and the acting NDPP, a proposal was drawn up to ensure activities for the transformation programme remain on track.

"The NPA Programme Management Office (PMO) is to become fully functional in its role, with project management oversight of strategic projects," says Deputy Director of Public Prosecutions Bradley Smith.

Smith will be acting as the Executive Manager: NPA PMO until the position is filled.

"Transformation as a programme – a group of aligned projects – will fall under the PMO for oversight and continue to run with its three main streams: governance, delivery and resourcing," he says.



Karen van Rensburg will pick up responsibility for strategy, enterprise performance and governance. She will also continue with her leadership role in transformation-delivery and strategic-delivery projects.

"Van Rensburg is to become the acting Executive Manager: Strategy and Risk while Pat Achary continues with functional responsibilities for Enterprise Risk Management. He will take over the thought leadership role for governance and strategic governance projects, supported by Van Rensburg," Smith says.

The research component will continue

to be managed by Marthi du Plessis, while the library component is managed by Krista Verster.

"These are in terms of their secondment and duties on projects in transformation and the strategic projects. They will report to the PMO," Smith says.

Zola Ntolosi continues as programme manager and Nick Johnson and Sandra Reddy maintain their positions as thought leaders for resourcing and oversight of strategic resourcing projects.

"The remaining management team stays intact as it is," Smith says.

The PMO will oversee all projects. Van Rensburg, Du Plessis and Achary report to the office in their roles on projects while reporting to the acting CEO in their functional roles, he says.

Community involvement is vital in the fight against crime

Prosecutors Suren Naidoo and Cathy Zam are reluctant to be in the limelight but are eager to highlight their work.

Suren Naidoo and Cathy Zam are Senior Prosecutors who believe that the only way to contribute towards the prevention of crime is through the community and police working together.

They are from the Witwatersrand Local Division Directorate of Public Prosecutions and notably run various community forums which tackle communal issues and crime.

"The purpose and sole aim of the community crime-prevention groups which we set up is to involve the community in crime prevention and to work with our stakeholders and partners," says Zam.

The crime prevention forums, named Against Crime Together are run with stakeholders including the South African Police Service, Johannesburg Metro Police Department, city councillors, the University of Johannesburg, NGOs, state departments and community forums and leaders.

"We try to take a holistic view on problems to make sure the community as a whole is empowered."

"These forums are set out in their different districts, because each district has its own unique problems," adds Zam.

District problems are identified and rated on a priority scale of 1-5 and further broken into short, medium and long-term issues.

Solutions are then planned and monitored in monthly meetings with the various stakeholders.

"We always try to take a holistic view on problems, so that we make sure that the community as a whole is empowered," says Zam.



GREAT GOALS: Suren Naidoo

The two prosecutors also facilitate a number of sub-projects under the forums.

One is the diversion programme.

"In several instances where the community requested that people be arrested for petty crimes or minor offences, the accused persons are diverted into a clean up campaign in partnership with Pikitup and Together Against Gangsterism, a community organisation," says Naidoo.

These offenders clean streets in their communities and work in hospitals.

"The overall effect of the projects has seen a decline in crime in general as evident in the decline of case backlogs in Brixton. There is a visible difference in some areas, according to city councillors," adds Zam.

Another sub-project sees NPA officials meeting with immigration officials and forming sub-task teams which deal with illegal immigrants.

"The NPA also has training forums which train members in respect of drug and alcohol related offences, whilst the Asset Forfeiture Unit is steering training on all AFU matters," says Naidoo.

Schools are also part of the community and they are also included in these forums.

"Training programmes for learners,

parents and teachers on drugs and gangsterism is taking place in a number of schools in Brixton and Sophiatown," adds Zam.

Learners are trained on a train-the-trainer basis. Regular raids at schools are also held.

Clubs are arranged during school holidays for children in disadvantaged areas so they don't turn to crime.

"These holiday clubs are always well attended and we are confident that they make a difference in these children's lives," continues Naidoo.

Universities are also involved in the forums. The University of Johannesburg (UJ) is working with the NPA in creating a computer programme to reduce the administrative burden of the police.

"Final-year IT students are creating a computer programme that will enable the police to print the offender's file by merely registering their finger print," continues Zam.

Once the offender is diverted to the clean-up programme, such information can be loaded into the system and Pikitup can have a comprehensive list of offenders being referred to them.

Other projects with UJ include community development, training and counselling.

Faith groups are being involved in some of the community forums. "The idea is to mobilise faith-based organisations in our fight against crime. They are used, with state departments, to address the vulnerable groups, something which we are not equipped nor mandated to address," says Zam.

These prosecutors agree that the only way of addressing crime is if the community helps with the solution.

"We want to facilitate these forums so the communities feel they have a hand in shaping their communities, instead of leaving everything to the police," says Naidoo.

Zam says that the only way to prevent crime is to change people's mindsets and their values, which is something communities have asked them to assist with.

"Until we change the hearts of people, crime won't change," says Zam.

It would not be realistic to say that they can put an end to crime but these prosecutors are confident that if their plan could achieve even a 30% reduction, it would be good for the community as a whole.

New Khasho is one year old

Q: Since the re-launch of *Khasho* in October 2006, what has the response from staff been like?

A: The response has been mainly positive. The most important thing is that we have a lot more people reading our newsletter.

Q: How does the communications department see *Khasho* developing?

A: Our goal is to get to a place where NPA staff view *Khasho* as their most important source of information and we are able to give a holistic view of what is going on in the organisation on a monthly basis.

This is the one tool we have that enables us to reach all employees including those in the most remote areas.

We want to make sure that all employees at all levels are fully informed about what the organisation is doing, what it stands for and what its vision for the future is.

We want our own staff to be able to inform and engage members of the public confidently about the work of the NPA whenever the need arises.

Khasho then becomes one of the most powerful tools we have and we are confident this goal is achievable.

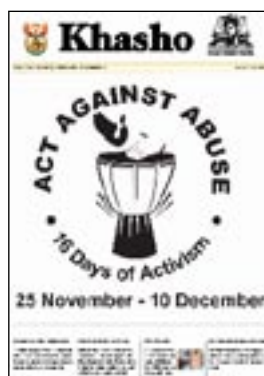
Q: What do you see as challenges for *Khasho* and how will these be addressed?

A: We still struggle with getting information from regional offices and business units.

This often interferes with the production process and may have a negative effect on the quality of our content.

We are hoping to get a point where we have total buy-in from all important stakeholders within the organisation so that we are able to maintain the high standard we have set for *Khasho*.

It has been a year since *Khasho*'s relaunch. We spoke to Editor Phumzile Kotane about it.



KHASHO FEEDBACK

Help us improve your reading experience

- Do you receive your copy of *Khasho* regularly?
- What sort of news do you enjoy reading in *Khasho* and what would you like us to feature more often?
- Do you feel our coverage of the NPA is representative of all the regions and business units?
- Are there any units that you feel deserve more coverage?
- What would you change about *Khasho*?

Send your responses to
pkotane@npa.gov.za

All you ever wanted to know

Khasho undertook to find answers to the 10 questions which are most frequently asked by employees.

Q: How will the skills audit assist in me getting developed by the NPA?

A: One of the major outcomes of this project is a Personal Development Plan (PDP) for each participant.

This plan will outline all the skills gaps that have been identified through the skills audit project.

Q: What procedure do I follow in ensuring that I get trained in the current financial year?

A: Upon receiving your PDP, you and your manager decide on the way forward in terms of addressing the identified skills gaps.

Keep in mind that skills gaps are not only addressed through formal training programmes. Mentoring and coaching can also be a very useful method of learning.

HRD will plan in-house training interventions based on the following:

- Skills gaps in PDPs
- Business Unit priorities
- NPA 2020 Strategy
- Availability of funding
- Business units that receive their own funding for training can also use the PDPs to plan their training interventions.

Q: How do I qualify for a bursary in the NPA?

A: By being permanently employed (probation confirmed); by applying for courses that are relevant to your current job and to address the respective BU's plans and NPA strategy 2020; and by applying within the specified period and attaching all the required documents.

Q: Is there a financial limit in awarding a bursary in the NPA?

A: Yes. This is determined by the Training Forum based on the allocated budget.

They use their prerogative to allocate as many relevant and priority junior degrees/diplomas as possible.



Q: Is the NPA complying with the Employment Equity (EE) regulations in recruitment?

A: Filling of posts is not entirely linked to the EE plan. When short-listing is done emphasis is still on formal qualifications.

Q: Why should panels be EE representative?

A: EE representation needs to reflect the demographics of the NPA and include all groups.

Q: How do I access the NPA wellness services?

A: The Employee Wellness Programme offers both counselling and pro-active services. Counselling service is accessible 24/7 through the toll free number 0800 239355. For proactive programmes contact EWP Unit on 012 845 6928 or 084 250 3523

Q: Do I have to inform my manager when I use counselling?

A: The EWP recognises the employees' rights to privacy. The aim of management is, therefore, to assist employees and not to interfere in their private lives. Whereas a manager has a right to know where his or her

subordinate is during working hours, he/she does not have the right to know what the problem is, or which psycho-social support service the employee is attending, or indeed that he/she is receiving such support service.

Q: What procedure should be followed with regard to transportation of goods in terms of resettlement?

A: Three quotations:

- must include cost of move, packaging, insurance, VAT, storage (if applicable) etc

- quotes cannot be older than one month

- quotes must be on letterhead of supplier (no emails)

- no upfront payment to suppliers (must except government orders)

- copy of appointment letter (first page and acceptance of offer page)

Requested from employee:

- Original Log 1 form - signed by Chief User

- BAS entity form for each supplier (if not on procurement database – please check with Procurement)

- 2 weeks needed for approval of request (HR) and issuing of order number (Procurement)

- Office will be notified when request was submitted to Procurement – thereafter please check with Procurement for order number

- Employee cannot move furniture before order number has been issued.

Q: What benefits am I entitled to as a contract worker in the NPA?

A: The Acting CEO has approved the granting of 37% in lieu of service benefits for contract workers, as per PSCBC Resolution 1 of 2007.



DRIVING A WEDGE: The new parking system at the head office building was necessary but it's not popular

Much ado about parking at VGM

The recent decision by the Fleet and Facilities Management Component of Corporate Services to introduce a new parking system at the head office (VGM building) has caused quite a stir.

While in the past employees were allocated personal parking space, the new system compels staffers to park on a first come, first served basis.

The biggest issue with the new system is the fact many people had enjoyed the convenience of parking much closer to the main building.

But, as Johan Lucas of the facilities unit explains, the previous system was difficult to manage.

"We spent a lot of time dealing with queries about decisions related to the allocation of space. While we did have a policy in place, some people did not adhere to it," he said.

"In addition we found that employees generally had no respect for the visitors'

Johan Lucas of the facilities unit gives the ins and outs of the controversial new system at Head Office.

and disabled parking and there were those who decided to allocate themselves parking when they learnt of a colleague's resignation."

Lucas said they also had to deal with complaints about cars being in the sun, being wet by irrigation systems and grass landing on cars when it was being cut.

Another concern, Lucas said, was the increasing number of requests from employees who wanted to be allocated parking closer to the main building because of health concerns like back operations and pregnancy.

"We realised that some of the issues were valid but we needed to deal with this in a manner that would allow us the time to focus on the core business of our unit.

"Also, we have made sure that a shuttle service will be available throughout the day, so that we cater for those who have serious needs," said Lucas.

The new system, he said, excludes the executive and visitors parking area.

"All executives will be given a sticker for their cars for access to the parking area. No other officials will be allowed into it."

According to Lucas parking for employees is not necessarily a right.

"There are very few people who are entitled to parking based on the current policy. In fact, at present no one is paying for parking, despite the policy compelling everyone who does get parking to pay a monthly fee."

Skills audit is running smoothly, says manager

The NPA skills audit is going very well, says Marsha Möller, the Project Manager.

"The project is running smoothly with the help we are receiving from our regional co-ordinators, especially the chief prosecutors," she says.

The first skills audit sessions commenced on 15th October nationally.

To date, 51 audit sessions have been finalised out of the 119 scheduled.

"This number is still increasing as more and more offices are scheduling

their sessions on a daily basis, says the project manager.

"We hope to finalise the audit by the first week of December and present the feedback early in 2008," continues Möller.

She says that she is confident that the project will continue running smoothly and will manage to keep up with the 84% participation rate which they have experienced on average.

"We are confident that the NPA will be satisfied with the end results, being

a comprehensive and well informed Workplace Skills Plan, an effective Learning Management System as well as Personal Development Plans for each NPA employee that participated in the project," says Möller.

"These outcomes will assist Human Resources Department to improve the training and development services that we render to the organisation and put skills development at the top of the priority list, where it belongs," she says.

VIPs attend dinner for prosecutors

Mmabatho prosecutors were recently honoured with a gala dinner for their hard work and their dedication.

Hosted by Chief Prosecutor in the Mmabatho Cluster, Rachel Nengovhela, the glittering event was attended by 250 guests, including several dignitaries such as MEC for Transport, Roads and Community Safety, Frans Vilakazi; the Judge President of North West, Justice Mogoeng Mogoeng and the Acting National Director of Public Prosecutors, Adv Mokotedi Mpshe (SC).

Trophies and cash prizes were given out at the event, the theme of which was an interdisciplinary approach to fighting crime.

Best Regional Court Prosecutor was awarded to Reginah Letsholo (Vryburg),

Best District Court Prosecutor to Benjamin Sekoadi (Pampierstad), Most Improved Prosecutor was Lawrence Letsapa (Atamelang), while Best Control Prosecutor went to Bethuel Mudau (Lehurutshe).

Most Consistent Prosecutor was awarded to Oscar Murovhi (Molopo) and Best Maintenance Prosecutor to Maria Nteo (Vryburg). Vryburg Regional Court was voted Best Court for 2007.

A Chief Prosecutor Special Award went to Mariana Badenhorst (Molopo).

In his keynote address, Mogoeng praised Nengovhela for bringing different role players together to be addressed on winning the battle against crime. He emphasised that there is no place in the criminal justice system for corrupt officials and for those

who do not respect the rule of law.

Mogoeng said appointments must take place on merit and condemned nepotism and favouritism in the work place.

He encouraged guests to teach their children well because good moral values at home are the key to bringing up responsible children who will not get involved in crime.

In his address, Mpshe said that all was not lost in the fight against crime and that there were many officials who give of their best. He stressed the good working relations between the different role players is vital to winning the fight against crime.

Vilakazi's speech was filled with humour but he stressed that a steadfast approach and total commitment are needed to deal with violent criminals.

Notices

DPP BISHO

Appointments:

I A Erasmus – Junior State Advocate
I K Jairam – Junior State Advocate

CP EAST LONDON

Appointment:

I S Rafuza – Senior Public Prosecutor
in Mdantsane Magistrate's Office

DPP BLOEMFONTEIN

Appointments:

I Phumzile Khutswayo – Principal
Admin Assistant: Finance
I Thabiso Kobese – Admin
Assistant: Documents
I Amanda Swartz – Switchboard
Operator
I Primrose Swarts – Principal Admin
Assistant: Documents
I Chris Stassen – Advocate Tax Unit
I S Sampisi – Snr Advocate Tax Unit

Promotions:

I Lieb Loots – Senior Prosecutor
Botshabelo



COMMUNICATIONS DEPARTMENT

Appointments:

Senior Manager:
Public Relations
– Janet de Jager
(top left)

Admin Assistant:
Communications
– Basetsana Maletle
(top right)

Senior Manager:
Internal
Communication
– Lisa Combrinck
(bottom left)

Corporate Manager:
Communications
– Bryce Makuse
(bottom right)



Send your news – serious and funny – as well as letters to the editor to Khasho at pkotane@npa.gov.za
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