



**agriculture  
& rural development**

Department:  
agriculture  
& rural development  
**PROVINCE OF KWAZULU-NATAL**

**BUSINESS CONTINUITY PLAN IN  
RESPONSE TO CORONAVIRUS  
FOR  
KZN DEPARTMENT OF  
AGRICULTURE AND RURAL  
DEVELOPMENT.**

**MARCH 2020**

## **OVERVIEW**

The President of the Republic of South Africa has pronounced a lockdown on 23<sup>rd</sup> of March 2020 in response to an increase in transmission rate of coronavirus by South Africans. Lessons learnt from other countries showed that lockdown decreases transmission. The lockdown will commence from midnight of 26<sup>th</sup> March 2020 to the 16<sup>th</sup> of April 2020 i.e 21 days.

This pronouncement has significant implications on the department's ability to provide normal services to its clients hence a business continuity plan must be developed to ensure that operations are not halted completely.

The purpose of this plan is therefore to ensure that critical and essential services offered by the department continues during lockdown.

## **COMPONENTS OF THE PLAN**

The following components are building blocks of our business continuity: -

- Activation of departmental crisis management committee;
- Identification of critical and essential services personnel;
- Measure taken to limit exposure and ensure protection of those identified staff members;
- Key staff members that will be operating from home;
- IT support required to enable continued operations; and
- Communication with staff during lockdown.

### **a) ACTIVATION OF DEPARTMENTAL CRISIS MANAGEMENT COMMITTEE.**

The MEC will spearhead the Departmental command centre whilst the HOD and DDG: RD will be ensuring the implementation of all decision taken at the command centre. The following members are part of a departmental crisis management committee:-

<b>Job Title</b>	<b>Name</b>	<b>Surname</b>	<b>Contact details</b>
Head of Department	Siza	Sibande	0674124444
DDG: Rural Development	Jerry	Mfusi	0824192881
DDG	Carlos	Boldogh	0828233359
Acting DDG:CS	Kisa	Dlamini	0828840411
Chief Director: AS	Zibusiso	Dlamini	0829219382
Chief Director: Research and TI	Nomfuzo	Mkhize	0824415511
Chief Director: Vet Services	Themba	Sikhakhane	0827849254
Chief Financial Officer	Ayanda	Madlala	0829773077
Acting Chief Director: BSS	Thabani	Mkhize	0829590424
Chief Director: HRM&D	Nonhlanhla	Zwane-Dlomo	0768218105
Acting CEO: Mjindi	Thuledu	Khumalo	0823332159
Acting CEO: ADA	Zenzele	Ndela	0648804774
Head of Ministry	Qayiso	Ntuli	0769265957
MEC's Technical Advisor	Thulani	Khumalo	0823220373
Director: Internal Control	Babalwa	Bodlani	0824618179
Director: Security	Zethembe	Mbatha	0823377181
Director: OHOD	Busi	Xulu	0827812672
Director: Legal Services	Nishi	Seegobin	0824192884
Director: Engineering Services	Elias	Thekiso	0828596562
Director: ICT	Nhlanhla	Xhakaza	0825764444

Command centre Sec.	Mpumi	Ndlovu	0820827977
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The abovementioned committee will engage remotely every day at 14h00 to assess operations safety of critical and essential staff as well as communication of further developments on Covid-19. Teams software will be installed to facilitate these engagements. The existing WhatsApp group will also be used to keep crisis management team updated.

## 2) IDENTIFICATION OF CRITICAL AND ESSENTIAL SERVICES PERSONNEL

CATEGORY	PURPOSE	NUMBERS	AVAILABILITY	
Extensions & Advisory	To provide field support on food production	All	Full time	Standby X as per extension works programme. Can use technology.
Project Management	To ensure implementation of funded projects	District project steering committee (District Director, Local Manager, Project Officer and Agric. Advisor)		X as per steering committee schedule. Can engage remotely using teams software.
Farm Aids in all research stations	To care for livestock that is used in research trials	All	X rotation plan is in place	
Laboratory Services	Production of sanitisers for staff and			X

	other provincial departments and soil analysis services			
Research Services	To manage trials that have already commenced	2		X
State Veterinary	To deal with import and export permit.	11		X
Engineering Services	To deal with irrigation scheme maintenance.	9 plus Technicians in districts		X
Communication	To disseminate Information and update stakeholders	1		X
Security Services	To safeguard state property and monitor	3	X	
Minor Works	To provide emergency maintenance services	12		X
Facilities Management	To keep working environment hygienic	2	X a rotation plan is required	
SCM	To facilitate procurement of essential goods and services.	3		X
HRA	To process appointments and overtime	3 at a given time		X
EWP & OHS	To provide therapic services and medical care for officials on site	4		X

NB: Even though specific officials have been identified as critical or essential, all employees should make themselves available as and when required. It should be clear that lockdown is not a form of a holiday, operations continue even if it done remotely.

### **3) MEASURES TAKEN TO ENSURE PROTECTION OF CRITICAL AND ESSENTIAL SERVICE STAFF MEMBERS FROM COVID-19 EXPOSURE.**

- Provision of individual sanitisers, masks and temperature monitoring device;
- Ensure that hand sanitizers are placed at strategic locations in all offices where critical and essential services staff operate from;
- Sterilise and disinfect all hard surfaces i.e door handles, desks, chairs, telephones on an hourly basis;
- Provide ongoing awareness programme through electronic medium;
- Ensure constant communication to receive feedback and disseminate information about the departmental response to this pandemic.

### **4) KEY STAFF MEMBERS THAT WILL BE OPERATING FROM HOME**

Key staff members who will operate from their homes to ensure that operations continue, includes the following:-

- EXCO members with the exception of HOD.
- Other MANCO members not mentioned in any of critical and essential services;
- All Deputy Directors and officials on OSD who are on an equivalent level to DD's.

### **5) PROVISION OF IT SUPPORT REQUIRED DURING LOCKDOWN**

- Install team software to enable the remote engagement of crisis management team as well as project management personnel;
- Provision of extra data to all key staff members that will be operating from home;
- Co-ordination of help desk support by IT;

**6) COMMUNICATION WITH STAFF, CLIENTS AND SUPPLIERS**

- KZN DARD website will remain operational to disseminate information.
- Only communication unit is allowed to engage media on any matter that might arise during lockdown
- The possibility of creating units' whatsapp groups to aid engagement will be explored. Currently EXCO and MANCO whatsapp group is in place.
- Use of print media and translation of such into IsiZulu as a dominating language in KZN.

**7) CONTACT LIST FOR CRITICAL AND ESSENTIAL SERVICES DURING LOCKDOWN.**

NAME OF A SERVICE	SERVICE RENDERED	CONTACT DETAILS
Agricultural Services	Food security, Agricultural Extension and Advisory Services	<p><b>Head Office</b> Mr ZN Dlamini 0829219382 Mr N. Ntshangase 0765107450</p> <p><b>Umgungundlovu District Office</b> Ms P Shozi 0714924074</p> <p><b>Harry Gwala District Office</b> Mr L Jongisa 0829220880</p> <p><b>Ilembe District Office</b> Mr GM Dlamini 0824547321</p> <p><b>Ethekwini Durban Metro</b> Mr S. Msibi 0769453276</p> <p><b>Amajuba District Office</b> Ms N. Ndlovu 0769416681</p> <p><b>King Cetshwayo District</b> Ms S. Shandu 0824548041</p>

		<p><b>Zululand District Office</b> Mr TH Ngcobo 0824157277</p> <p><b>Umkhanyakude District Office</b> Ms B Mncwango 0820852774</p> <p><b>Uthukela District Office</b> Ms T Nkosi 076 5200710</p> <p><b>Umzinyathi District Office</b> Mr N Gumede 0827387894</p> <p><b>Ugu District Office</b> Ms M.P Gwala 0764111719</p>
Veterinary Services	Provision of permits for import and exports as well as animal diseases control	<p><b>Head Office</b> Dr TA Sikhakhane 0827849254</p> <p><b>Vet Support: South</b> Dr PD Ngobese 0795062105</p> <p><b>Vet Support: North</b> Dr C Kutwana 0829220249</p> <p><b>Umgungundlovu District</b> Dr Chisi 0795062077</p> <p><b>Umzinyathi District</b> Dr DT Nogwebela 0716785520</p> <p><b>Amajuba District</b> Dr Gree- Thompson 0716875531</p> <p><b>Ugu District District</b> Dr M. Masegeme 0609751190</p>



		<b>Zululand District</b> Dr WI Ngwenya 0723545639  <b>Umkhanyakude District</b> Mr W McCall 0716875621  <b>Ethekwini Durban Metro</b> Dr S Dhanilall 0795061991  <b>Uthukela District</b> Dr J Preiss 0796930857
Laboratory Services	Production of sanitisers for the KZN Provincial Government officials	<b>Head Office</b> Dr N Mkhize 0824415511  <b>Dr F. Qwabe</b> 0609668877/0827109701  <b>Dr H De Villiers</b> 0829223027
Engineering Services	Maintenance of irrigation system	<b>Head Office</b> Mr T. Mantje 0828596562

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**HEAD OF AGRICULTURE AND RURAL DEVELOPMENT**

**MR SD SIBANDE**

DATE:

27/03/2020