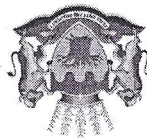


**LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT
POLICY DEVELOPMENT FRAMEWORK FOR THE
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



Ref: 2/2/1 P

Reviewed version 2017

Date of approval: 8 March 2017

Recommended by:

Head of Department

(Maisele, RJ)

Approved by:

Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

Date

28/03/2017

Date

2017-03-07

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1. Acronyms and abbreviations

DISCUSSION:

The acronyms and abbreviations will at all times be the first matter to be addressed in any policy.

Acronyms should be arranged alphabetically and care should be taken that:

- a) All acronyms used within the policy be captured
- b) Only acronyms used within the policy be captured

EXAMPLE:

HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Committee

All policies in all government departments need to be aligning with the Provincial Framework and therefore all government departments (including the LDARD) has to have a policy development framework which align with that of the Limpopo Province. All government policies form part of the Provincial Policy Repository and will eventually be in the public domain. It is therefore of the utmost importance that all the policies within the LDARD meet the standard set by the Provincial Government. This is applicable to Frameworks, Policies, Guidelines and Standard Operating Procedures.

EXAMPLE:

The introduction will be sketching the relevant historical/other background for the specific policy and the reason for presenting the policy in its particular way.

DISCUSSION:

3. Introduction

approval process.

It also addresses matters regarding the cover page, footers to be used and the

- 13) Enquiries
- 12) Termination & review conditions
- 11) Inception date
- 10) Default
- 9) Policy pronouncements
- 8) Definitions
- 7) Scope of application
- 6) Legal Framework
- 5) Authority of the policy
- 4) Purpose & objectives
- 3) Introduction
- 2) Executive summary
- 1) Acronyms & abbreviations

It refers to the cover page and table of contents as well as to matters such as:

The Framework on Policy development is addressing all matters regarding the alignment of current policies to the framework and all matters regarding the development of new policies.

EXAMPLE:

The Executive summary will always start on a new page. It is a condensed version of what is addressed in the policy. Policy owners should start developing a policy by firstly writing the executive summary – which will enable them to elaborate on all matters captured in the summary.

DISCUSSION:

2. Executive summary

4. Purpose and objectives of the policy

DISCUSSION:

The purpose and/or objectives of the specific policy is spelled out under this heading, i.e the aims/targets which need to be achieved through this policy.

EXAMPLE:

The purpose and objectives of the Framework on Policy Development, can be summarized as follows:

- 1) To give direction regarding the development and alignment of policies
- 2) To ensure that all policies within the department comply with the standards set by the Limpopo Provincial Government
- 3) To ensure that all matters regarding the specific subject matter are taken into consideration.

5. Authority of the policy

DISCUSSION:

All policies within the Limpopo Department of Agriculture and Rural Development, are issued under the authority of the Head of Department (as Accounting Officer) and the Hon MEC for Agriculture as the Executive Authority.

EXAMPLE:

The Framework on Policy Development is issued under the authority of the Head of Department as Accounting Officer of the LDARD and the Hon MEC as Executive Authority.

6. Legal framework

DISCUSSION:

This section indicates the specific Acts & legislation that governs the policy. The dates of Acts should be included at all times.

EXAMPLE:

The Framework on Policy Development is embedded in a complex relationship of national and provincial as well as local policy making processes and is guided by, amongst others, the following:

- The Provincial Policy Development Framework
- Departmental Policy Procedure Manual (2009)
- The Constitution of the Republic of South Africa 1998 (Act 108 of 1998)
- The Millennium Development Goals
- The National Spatial Development Perspective (NSDP)
- New Growth Path
- National Development Plan (Vision 2030)
- Limpopo Development Plan (LDP 2015-2019)

- The cover page need to display the following:
- 1) The logo of the Limpopo Department of Agriculture and Rural Development (in the middle at the top of the page)
 - 2) The exact full name of the policy/framework/guidelines/standard operating procedure
 - 3) a) The file reference number of the specific document
b) The version/date of the specific document (indicating whether it is a revised version – if applicable)

The cover page and the page(s) for the table of contents is a separate document from the rest of the policy. The reason being that these pages need not have to be numbered. Page numbering only starts with the “Acronyms and Abbreviations”.

9.1 The cover page

9. Policy pronouncements

- **Framework:** refers to the specific prescribed guideline to be used in the alignment and development of policies
- **Standard Operating Procedure:** refers to the generally accepted and approved procedure which provide guidance regarding the operation of the matter at hand
- **Policy:** refers to a document developed to govern a specific matter and which has been recommended by the Accounting Officer of the Department and which which has been approved by the Executive Authority.

EXAMPLE:

application of the terminology.
Since the meaning of a term may vary, it is advised that all terminology be explained under this heading to ensure that there are no misunderstandings regarding the

DISCUSSION:

8. Definitions

- This Framework on Policy Development is applicable to:
- a) All policies/Frameworks/Guidelines/Standard Operating Procedures/Strategies within the LDARD (including Head Office, the Research Stations and the Districts)
 - b) All policies with regards to the Agricultural Training Colleges

EXAMPLE:

The scope of application refers to all parties/persons/entities/matters who will be affected or will need to adhere to the policy. In some instances it will be internal employees/matters of the LDARD and in some instances it might be external persons/matters.

DISCUSSION:

7. Scope of application

9.2 The policy / Framework / Guidelines / Standard Operating Procedure / Strategy

- 6) A black frame/border will be applied to the first page of the cover page only.
- 5) The cover page and page of contents will always have a footer indicating the full name of the policy/framework/etc but no page numbers will appear on these pages. The page numbers will however be indicated next to the specific topic in the table of contents.
- 4) Space for the signatures of:
- The HOD (and date of signature) – recommendation. (i.e. recommended by)
 - The Hon MEC (and date of signature) – approve. (i.e. approved by)
- (In both these cases, also indicate the Surname & Initials of the person.)

The "body" of the Policy/Framework/Guidelines/Standard Operating Procedure/Strategy is following on the next pages and will:

- always form a new document (separate from the cover page)
- always follow the same sequence, namely:

1. Acronyms & abbreviations

2. Executive summary

3. Introduction

4. Purpose & objectives

5. Authority of the policy

6. Legal Framework

7. Scope of application

8. Definitions

9. Policy pronouncements

10. Default

11. Inception date

12. Termination & review conditions

13. Enquiries

- always have a footer with page numbers inserted

- differ from policy to policy regarding contents in order to suit the specifications of the particular Directorate

Should any additional information need to be added (which does not fit in under the heading "policy pronouncements", it can be added as an annexure after "enquiries" - at the end of the document.

The last page will make provision for the recommendation & signature (including the date) of the HOD and approval & signature of the Hon MEC (including the date.)

Once a policy is approved, Strategic Planning & Policy Coordination will fill in the date (inception/approval date) and facilitate the process of filing, e-filing and dissemination.

9.3 Numbering, Footers, etc.

Page numbers will only appear in the "body" of the policy and never on the cover page or table of contents page.

A footer will appear on all pages – indicating the full & complete name of the policy/framework/etc.

Bullets can only be used in cases such as the Legal Framework or Definitions, because it creates problems when referring to a specific clause within a policy. Numbers (be it numerical numbering, roman numbering, or alphanumeric numbering) should be utilised to ensure easy reference.

9.4 Approval process

All Policies/Frameworks/Standard Operating Procedures/Guidelines/Strategies start with the directorate – who is the policy owner. All approved policies end up at the Provincial Repository where it becomes public domain.

The role of the Strategic Planning and Policy Coordination Directorate, is to support policy owners and advise policy owners within the LDARD and the Agricultural Training Colleges, to streamline and facilitate the approval process and to ensure that the policies are delivered to the Office of the Premier for purposes of the Provincial Policy Repository.

Before recommendation to MEC for approval, the relevant policy/framework/etc. is presented to the Executive Committee of the LDARD. No policy will be sent to the Executive Committee if it has not been approved by the Policy Committee. The Policy Committee consist of persons appointed by the HOD and is structured as follows:

- 1) Representation from Strategic Planning & Policy Coordination
- 2) Representation from the Unions
- 3) Representation from HR
- 4) Representation from both Crop production, Animal production & animal health
- 5) Representation from the Office of the HOD
- 6) Representation from Legal Unit
- 7) Other expertise which might be requested to attend from time to time
- 8) Representation from the Agricultural Training Colleges – as and when needed

The approval process for all Policies within the LDARD is as follows:

10. Default

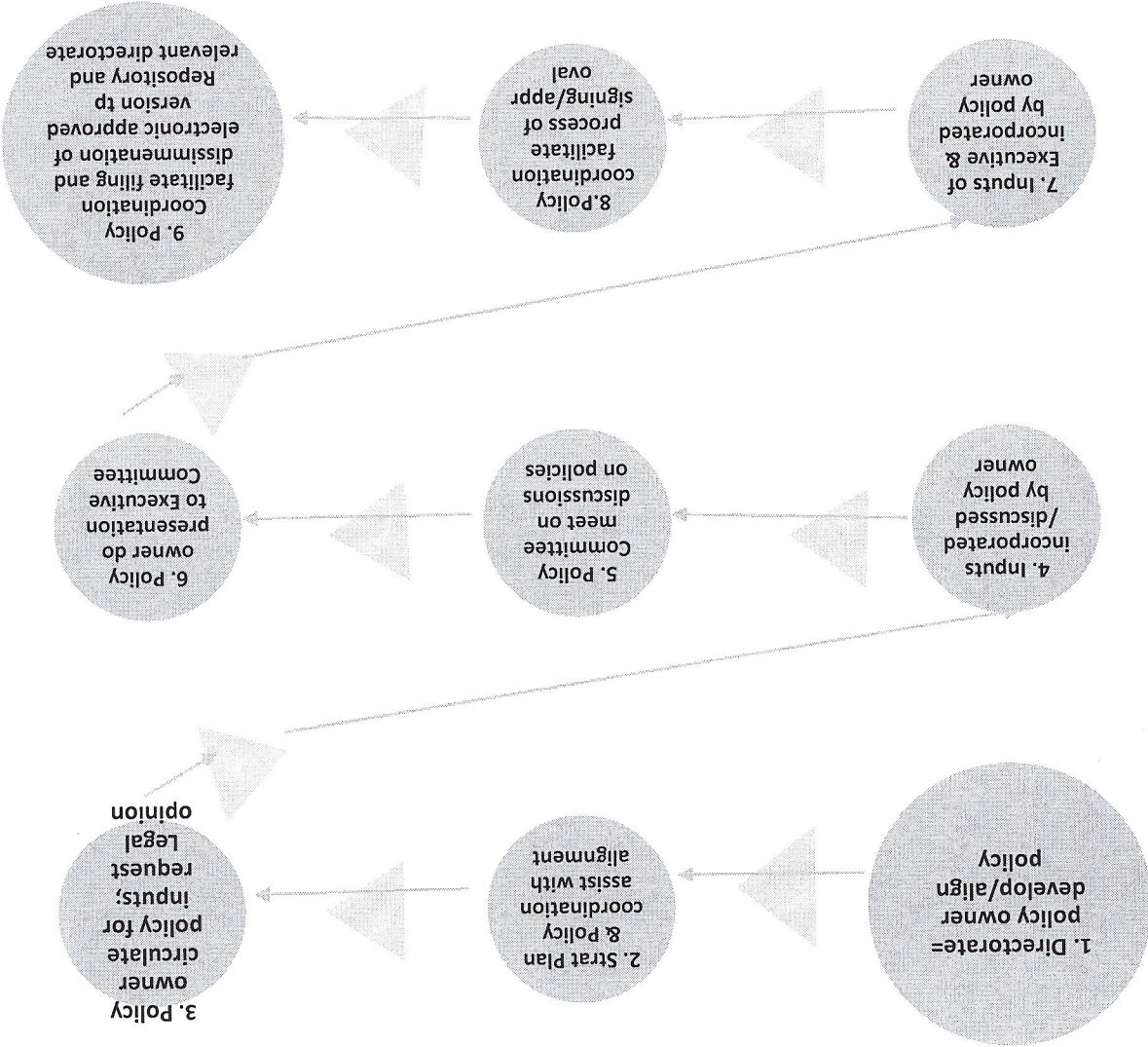
DISCUSSION:

This is referring to the fact that the Policy/Standard Operating Procedure/Strategy will be applicable under all circumstances and that no deviation will be tolerated. Should any deviation (for whatever reason) be considered, the written permission of the HOD will be needed at all times.

EXAMPLE:

Non-compliance and deviations from this Framework on Policy development is not acceptable. Should it be necessary to deviate from this Framework, the written permission and motivation from the HOD will be required.

11. Inception date



DISCUSSION: The inception date will always be the date of approval of the document (by MEC). It is therefore not possible to add the date in advance. (As can be seen from the cover page, there is a specific place for the date of signature/approval & inception). This date will also determine the date of revision.

EXAMPLE: *The date of inception of this Framework on Policy Development, is the date of approval (as indicated on the cover page of this Framework).*

12. Termination and review conditions

DISCUSSION: All policies need to be reviewed after a period of 2 years (24 months). Provision can be made for a possible exception.

EXAMPLE: *The Framework on Policy Development will be reviewed 2 years after the date of inception OR as and when a need arise.*

13. Enquiries

DISCUSSION:

Since any member of the public shall have access to the LDARD policies, it is necessary to indicate where enquiries need to be directed to. In the event of Departmental Policies, it will mostly be directed towards Head Office. In the event of Agricultural Training Policies, it will mostly be directed towards the specific College. Do not include the name of any staff member. Do include the name of the Directorate.

EXAMPLE: *Enquiries regarding the Framework on Policy Development, can be directed towards Strategic Planning & Policy Coordination, Limpopo Department Of Agriculture and Rural Development, Private Bag X 9487, POLOKWANE, 0700 / Tel 015 294 3000.*

Recommended by:

.....
Maisele, RJ
(Head of Department)

Approved by:

Hon Member of Executive Council
Mapula Mokaba-Phukwana (MPL)

.....
Date

.....
Date

Annexure A:

Template for cover page

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

Ref: 2/2/1 P

Revised version 2016

Date of approval:.....

Recommended by:

Head of Department

(Surname & Initials)

Approved by:

Hon MEC for Agriculture and Rural Development Date

(Surname & Initials

08/03/17

Date

13.	Enquiries
12.	Termination and review conditions
11.	Inception date
10.	Default
	9.4 Approval Process
	9.3 Numbering, footers, etc.
	Operating Procedure/Strategy
	9.2 The Policy/Framework/Guidelines/Standard
	9.1 The cover page
	9. Policy pronouncements
	8. Definitions
	7. Scope of application
	6. Legal framework
	5. Authority of the policy
	4. Purpose and objectives of the policy
	3. Introduction
	2. Executive summary
	1. Acronyms and abbreviations

Annexure B:
Template for all Policies/Frameworks/Standard Operating
procedures/ Guidelines

1. Acronyms and abbreviations
2. Executive summary
3. Introduction
4. Purpose and objectives of the policy
5. Authority of the policy
6. Legal framework
7. Scope of application
8. Definitions
9. Policy pronouncements
- 9.1 The cover page
- 9.2 The policy/framework/guidelines/
Standard Operating Procedure/Strategy
- 9.3 Numbers, Footers, Etc.
- 9.4 The approval Process
10. Default
11. Inception date
12. Termination and review conditions
13. Enquiries

**(Please note that both the HOD & Hon MEC should sign at the end of each policy as well as the cover page. If there is an annexure, the annexure should also be signed.)*

(Surname & Initials)

Hon MEC for Agriculture and Rural Development Date

.....


Approved by:

(Surname & Initials)

Head of Department

.....


Recommended by:

Date

.....
08/03/17

.....
2017-03-07

Annexure *(if necessary)