



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA


DEPARTMENT OF AGRICULTURE

DEPARTMENT SERVICE EXCELLENCE AWARDS POLICY

Ref.: S9/2/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~



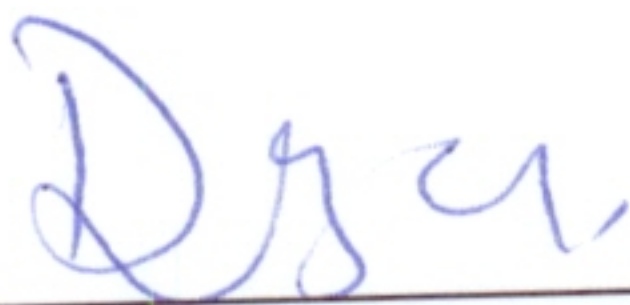
Prof. AE NESAMVUNI
HEAD OF DEPARTMENT

05/07/10

DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: _____



Me. D.B. LETSATSI-DUBA
MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010

DATE

ACRONYMS

- LDA:** The Limpopo Department of Agriculture,
PSC: Public Service Commission
PSR: Public Service Regulations
DPSA: Department of Public Service and Administration
PMDS: Performance Management Development System
PI: Performance Instrument
EA: Executive Authority

1. DEFINITION

- (a) **Award-** reward given to an employees in kind or cash
- (b) **Entries-** registering as a competitor or participant
- (c) **Adjudication-** making a decision in a competition
- (d) **Criteria-** principles or standards by which something may be decided upon
- (e) **Sponsorship-** contribution to the payment of costs of an event or prize by an outside person.
- (f) **Forfeiture-** losing or being deprived of a prize or award as a penalty for wrong doing.

2. PURPOSE

The purpose is to recognise and reward excellent performance of departmental employees

3. LEGISLATIVE FRAMEWORK

- a) The Constitution of the Republic of South Africa,
- b) Promotion of Administrative Justice Act(PAJA)
- c) Promotion of Access to Information Act(PAIA)
- d) The White paper on the Transformation of the Public Service, and
- e) The Public Service Regulations confer constitutional mandate to the Public Service to be responsive to people's needs and demands.

4. OBJECTIVES OF THE POLICY

- 4.1 To present awards for service excellence in order to promote and encourage commitment to quality service delivery.
- 4.2 To promote innovation and encourage application of best practices in the department.

5. SCOPE OF APPLICATION

This policy is applicable to all employees within the Limpopo Department of Agriculture

6. POLICY STATEMENT

6.1 ENTRIES

- 6.1.1 Candidates shall complete and submit prescribed entry forms and questionnaires for assessment and supporting documents.
- 6.1.2 On quarterly basis submission of excellent performers shall be made to the committee for assessment.
- 6.1.3 Winners of the annual departmental awards shall automatically be entered into the Premier Service Excellence awards.
- 6.1.4 Candidates shall have complied with the departmental Performance Management and Development System.(PMDS)

6.2 ADJUDICATION

- 6.2.1 The adjudication process shall be conducted by the approved committee.
- 6.2.2 Appointment of the committee shall be done in terms of HR departmental delegations.
- 6.2.3 The committee may conduct site visits to verify information.
- 6.2.4 Recommendations of the committee shall be approved by the MEC or her/his delegate.
- 6.2.5 The judging of the entries shall be completed within fourteen working days after the closing date
- 6.2.6 All entrants shall be given feedback of the adjudication process.

6.3 CRITERIA FOR SELECTION

- 6.3.1 The Premier Service Excellence criteria shall be used to assess candidates.
- 6.3.2 Performance as per quarterly PMDS reviews shall be considered.

6.4 AWARDS CEREMONY

- 6.4.1 Prizes for winners shall be given at the annual departmental awards ceremony.
- 6.4.2 The hosting of the award ceremony and the value of the prize shall be determined by the Department based on the availability of funds.

6.5 SPONSORSHIP

- 6.5.1 Sponsorship for the awards shall be dealt with in terms of Treasury regulations and supply chain management procedures
- 6.5.2 There shall be a memorandum of understanding between the department and the sponsor.

6.6 FORFEITURE OF AN AWARD

- 6.6.1 The Department shall have the right to withdraw the awards in cases where the candidate submitted fraudulent or misrepresented documents.

7. REVIEW

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.