



RESTRICTED

LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE

DATE : 29 July 2011
TO : HEAD OF DEPARTMENT
FROM : SPECIAL PROGRAMS
SUBJECT : FUNCTIONALITY OF DISABILITY FORUM IN THE DEPARTMENT
REFERENCE : S.9/4/3

1. Purpose:

This document seeks to provide Limpopo Department of Agriculture, with specific guidelines that would support implementation and ensure that all programmes within LDA subscribe to legislations of disabilities, as well as expectations. It is meant to share information in a critical manner with a view of increasing the level of services and accountability afforded towards people with disabilities.

The forum will form part of the departmental institutional arrangement that informs the basis of operation to various stakeholders within the disability sector. Amongst others, the responsibilities of the forum will be to raise awareness, advocate, and facilitate inter-governmental relations on the planning and implementation of programmes of people with disabilities, and specifically the sector's involvement in such programmes.

2. Background:

Section 1 of the Constitution of the Republic of South Africa, 1996 alludes to the following founding principles:

- (a) *Human dignity, the achievement of equality and the advancement of human rights and freedoms*

Section 3(2) indicates that all citizens are:

- (a) Equally entitled to the rights, privileges and benefits of citizenship; and
- (b) Equally subject to the duties and responsibilities of citizens.

Section 7 of the same constitution "enshrines the right of all people in our country and affirms the democratic values of human dignity, equality and freedom.

The LDA department has the total staff of around 4 898 and 2.3% are people with disabilities who are mainly concentrated on lower levels.

3. Functions of the forum

- To guide the department to include disability issues in all areas of planning and development
- Educate departmental employees and make them aware of disability issues, and by doing that we get rid of old prejudices
- Ensure that departmental policies are disability-friendly
- Advise the department on challenges experienced
- Provide a platform for persons with disabilities to voice issues affecting them in a workplace
- Influence the budget allocations towards inclusion of disability issues
- Ensure that Special Programmes initiatives of disability are being mainstreamed into the core functions of LDA, jointly with all branches and sub-branches.
- Facilitate the active participation and establishment of District and Provincial forums in the department.
- To facilitate Departmental overall engagements on activities of the forum, and will elect office bearers of Chairperson, Deputy Chairperson, Secretary, Deputy Secretary and Treasurer and 5 additional members.

4. Composition

- The forum shall be established at district committee and Provincial levels, with 10 members (five officials and 5 additional members)
- The term of the forum will be limited to three years
- Where there are insufficient numbers of employees/members at a particular workstation, the forum will use its discretion on how the consultation with that workstation will be addressed.

5. Working Procedure

- The forum meetings will take place on a bi-monthly basis, however; the chairperson may call for early meetings as and when required.
- A quorum of forum shall be 50% plus 1 standing member.
- Meetings of the forum are open to all officials of the Department per request to attend as observers with full rights to participate in discussions or deliberations. Such request should be communicated to the secretariat 5 working days prior to the sitting.
- The observer status request shall be allocated as one official per program.

6. Financial Implications

No financial implications to be incurred by the department.

7. Legal Implications

No legal implications known at this stage.

8. RECOMMENDATION

It is recommended that the HOD grant approval that this document be used to guide the functionality of the disability forum in the department.

FUNCTIONALITY OF DISABILITY FORUM IN THE DEPARTMENT

[Handwritten Signature]

SENIOR MANAGER: SPECIAL PROGRAMS

DATE: 29/07/2011

Recommended/ ~~Not Recommended~~

[Handwritten Signature]

GENERAL MANAGER: HRM

DATE: 2011-08-03

Recommended/ ~~Not Recommended~~

[Handwritten Signature]

CHIEF FINANCIAL OFFICER

DATE: 2011/08/25

Recommended/ ~~Not Recommended~~

[Handwritten Signature]

HOD: DEPARTMENT OF AGRICULTURE

DATE: 10/08/11

Approved /~~Not approved~~

[Handwritten Signature]

MEC: DEPARTMENT OF AGRICULTURE

DATE: 24/08/2011