



DEPARTMENT OF AGRICULTURE

MEMORANDUM

Date: 03 OCTOBER 2012
To: HEAD OF DEPARTMENT
Cc: Honourable MEC
From: GENERAL MANAGER: STRATEGIC MANAGEMENT
Subject: REQUEST FOR APPROVAL OF POLICY DEVELOPMENT
FRAMEWORK
Reference: 2/2/2
Enquiries: MASHIANE RL

1. PURPOSE

To request for the approval of Policy Development Framework for the Department of Agriculture.

2. BACKGROUND.

The Office of the Premier is responsible for the coordination of Policy Development Framework in Limpopo. The Office of the Premier would like to establish a central repository for all policies from all departments in Limpopo.

This has led to a need for all the Departments to develop Policy Development Frameworks and submit such frameworks to Office of the Premier.

3. DISCUSSION

The Limpopo Department of Agriculture has developed a framework, which must be approved by the Head of Department and the Honourable MEC for the Department. The framework was presented to a panel of Top Management, wherein inputs were made and filtered through into the framework.

REQUEST FOR APPROVAL OF POLICY DEVELOPMENT FRAMEWORK

The Strategic Planning and Policy Coordination sub-branch of the Limpopo Department of Agriculture needs to submit the approved framework as a matter of urgency.

4. RECOMMENDATIONS

It is therefore requested that the framework be approved as on page 12 of the LDA Policy Development Framework


.....
GENERAL MANAGER:
STRATEGIC MANAGEMENT

04.10.2012
.....
DATE



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE

POLICY DEVELOPMENT FRAMEWORK

JULY 2012

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ACRONYMS AND ABBREVIATIONS

EPWP	EXPANDED PUBLIC WORKS PROGRAMME
EWP	EMPLOYEE WELLNESS PROGRAMME
HOD	HEAD OF DEPARTMENT
HR	HUMAN RESOURCES
HRD	HUMAN RESOURCE DEVELOPMENT
LDA	LIMPOPO DEPARTMENT OF AGRICULTURE
LEGDP	LIMPOPO EMPLOYMENT, GROWTH AND DEVELOPMENT
MEC	MEMBER OF THE EXECUTIVE COUNCIL
NSDP	NATIONAL SPATIAL DEVELOPMENT PERSPECTIVE
SPPC	STRATEGIC PLANNING AND POLICY COORDINATION

1.INTRODUCTION AND BACKGROUND

The Limpopo Department of Agriculture is responsible for providing coherent strategic leadership and direction in Departmental policy formulation and review. The aim of this policy framework is to establish a consistent, coherent, integrated and shared policy framework for the Limpopo Department of Agriculture and to develop, implement, monitor and evaluate policies. This is done by outlining processes that the department should go through to ensure that policy harmonization is created as a means towards the attainment of policy outcomes.

The Framework emphasizes the need for a shared policy approach to align different Directorates to the Departmental policy imperatives and also serve as a practical tool to inform, shape and guide a shared policy approach.

The Framework also serves as a practical device to inform, clarify, shape and guide policy development approaches and create linkages between policy development initiatives and processes and LDA policy imperatives, mandates and outcome.

The development and review of Departmental policies should be thoroughly planned before they are presented for approval and this should be the line function or Directorate's initiative as they are the most knowledgeable about their requirements, needs and processes.

2.PURPOSE AND OBJECTIVES OF THE POLICY DEVELOPMENT FRAMEWORK

The purpose of this policy framework is to guide the development and management of policy within the Limpopo Department of Agriculture as well as achieve the following objectives:

- To outline the principles that guides the development and management of policy.
- To promulgate the responsibilities for policy development and management.
- To provide for and outline the process of policy development and management.

3. SCOPE OF APPLICATION

This policy framework, except where otherwise indicated, is applicable to all employees and structures related to Limpopo Department of Agriculture, as a department.

The directives outlined in this document relate only to the development and management of departmental policies.

Policies that have already been approved in terms of previous process will remain in force. The revision, amendment, or withdrawal of these policies should be in line with this framework.

4.CUSTODIAN OF THE POLICY

This Policy Development Framework is issued under the authority of both the Member of Executive (MEC) for Agriculture as the Executive Authority of the LDA, and the Head of Department (HOD) as the Accounting Officer of LDA in Limpopo.

5.SERVICE DELIVERY PRIORITIES

This framework is aimed at contributing to the broader Departmental development pathways through a coherent policy development approach. Therefore, LDA is underpinned by the following electorally mandated priorities:

- 5.1 Creation of decent work and sustainable livelihoods e.g. EPWP Unit
- 5.2 Education e.g. HRD Unit
- 5.3 Health e.g. EWP Unit
- 5.4 Rural development e.g. Transport Infrastructure
- 5.5 The fight against crime and corruption e.g. Anti-fraud and Corruption Unit

6. LEGAL FRAMEWORK

The policy framework is embedded within a complex relationship of national, provincial and local government policy making processes. This policy framework is guided by the following:

- 6.1 The Provincial Policy Development Framework
- 6.2 Departmental Policy Procedure Manual (2009)
- 6.3 The Constitution of the Republic of South Africa, 1998 (Act 108 of 1998)
- 6.4 The Millennium Development Goals
- 6.5 Vision of Government 2014
- 6.6 The National Spatial Development Perspective (NSDP)
- 6.7 Limpopo Employment, Growth and Development Plan (LEGDP)
- 6.8 New Growth Path
- 6.9 National Development Plan (Vision 2030)

7. DEFINITIONS

The following definitions are applicable for the purpose of this policy framework document:

Policy: A policy is a "predetermined course of action established as a guide toward accepted business strategies and objectives."

Procedure: A procedure is a "method by which a policy should be accomplished; it provides the instructions necessary to carry out a policy statement."

Policy Approach: refers to reinforcing actions from policy imperatives.

Policy Guidelines: General policy principles, rules, advice to achieve an action.

Policy Agenda: A policy agenda is a formal recognition by an organisation that there is a need to develop or review certain policies in order to address specified organisational challenges with a time-frame for the development/review of such policies.

Policy sponsor: A member of the Executive Management Committee under whose authority or guidance the policy will be drafted and who will promote the policy within the Executive Management Committee and any higher authority.

8. POLICY PRONOUNCEMENTS

Policy development and management within the Limpopo Department of Agriculture shall be guided by the following principles:

- **Consultation.** All the key stakeholders that are expected to affect or be affected by the implementation of the policy should be consulted at all stages of the development or review of the policy.
- **Information.** All employees who are affected by the policy should be informed about the prescript within the policy.
- **Batho Pele.** Policies that are developed within the Limpopo Department of Agriculture should consider the principles of "People First" in the first instance in relation to the external clients and secondly in relation to the employees of the Office.

9. ROLES, RESPONSIBILITIES AND POWERS

The roles, responsibilities and powers for policy development and management within the Limpopo Department of Agriculture are outlined in the table below. These roles, responsibilities and powers apply to departmental policies.

Authority/ Office	Policy Agenda	Formulation & Drafting Policies	Policy Approval	Policy Implementation	Monitoring & Evaluation
MEC	<ul style="list-style-type: none"> Contributes to policy agenda Approves development of new policies 	<p>Contributes to policy agenda</p> <p>Approves development of new policies</p>	Approves all policies applicable to LDA	Oversees policy relationship of policy implementation with electoral mandates.	Approves amendment of policy resulting from a review
HOD	<ul style="list-style-type: none"> Contributes to policy agenda Can approve development of new policies in line with powers conferred by law or delegation 	Recommends approval of draft policy to The MEC on advise of Executive Management	Can approve policies relevant to LDA in line with powers conferred by law or delegation	Oversees implementation of policies	Can approve amendments to policies relevant to LDA in line with powers conferred by law or delegation
Executive Management	Inputs into policy agenda	Recommend the draft policy before submission to HOD and/or The MEC	None	Implement policy within area of responsibility	Monitor and evaluate implementation of the policies at a strategic level
Senior Management	Inputs into policy agenda	Draft policy within the area of responsibility (as policy sponsor)	None	Implement policy within area of responsibility	Monitors & evaluates implementation of policies within areas of responsibility
SPPC	Inputs into policy agenda	<ul style="list-style-type: none"> Supports all branches in the drafting 	None	None	Supports branches and the Executive

		of policies; • Coordinate the consultation process			Authority/ Accounting Officer in monitoring & evaluating implementation of policies
Human Resource Management	None	None	None	Ensure that all new employees are informed of all policies applicable within the Limpopo Department of Agriculture.	None

10. POLICY DEVELOPMENT APPROACH/PROCESS

The policy development process within the Limpopo Department of Agriculture will follow the following six steps:

Step 1: Development of a policy agenda.

- The primary responsibility to determine the need for a policy resides with the sub -branch or directorate which is responsible for the issues addressed by the policy.
- A higher authority such as the MEC, HOD or Executive Management may identify the need for a new policy or review of current policy.
- Once the need for a policy has been identified it shall be approved by the MEC with input from the executive management and the SPPC directorate.
- The policy sponsor shall inform the SPPC directorate of the proposed policy.
- The SPPC directorate shall maintain a record of the policy agenda.

Step 2: Policy formulation and drafting.

- The directorate under which the policy issue resides will undertake the necessary research and consult with the relevant stakeholders including the Legal Services Unit.
- The policy shall be drafted to conform to the letter and spirit of legislation and higher level policies such as white papers and provincial policies.
- The policy shall be drafted in line with the formatting guidelines in Annexure 1.

Step 3: Policy approval process.

- The draft policy shall be presented to the executive management committee for inputs prior to submission to the MEC for approval.
- The memorandum covering the draft policy shall contain a summary of the key policy pronouncements as well as outline the consultative process followed.
- All submissions for approval of draft policies shall provide space for comment by the policy sponsor as well as the SPPC directorate.
- The original signed copy shall be kept at the main registry and the SPPC directorate shall keep copies of all policies.

Step 4: Policy implementation.

- The policy sponsor must ensure that within 30 days after approval by the MEC, the policy is brought to the attention of all employees of the Limpopo Provincial Administration and other relevant stakeholders.
- The HR unit must ensure that all new employees are informed of all policies applicable within the Limpopo Department of Agriculture.

Step 5: Policy monitoring and evaluation.

- The directorate responsible for the issues addressed by the policy shall device a mechanism for monitoring and evaluating the implementation of the policy.
- The SPPC directorate shall confirm that all policies are subjected to a monitoring and evaluation process.
- Where it is concluded that a policy is not achieving the desired results, a policy review process, along the same lines as the policy development process, shall be undertaken.

Step 6: Policy monitoring and compliance

- All management team will ensure that all policies are monitored and evaluated

11. REVIEW AND TERMINATION OF DEPARTMENTAL POLICIES

Limpopo Department of Agriculture policies will need to be reviewed periodically for improvement. Where it is concluded that a policy is not achieving the desired results, a policy review process, along the same lines as the policy development process, shall be undertaken and changes /amendments made during the policy review session should be recorded. However, where it is deemed to be not necessary to review the policy, evidence of the process leading to such decision should be recorded.

All policies will be reviewed by the relevant directorate/branch at least every 24 months based on the comments and inputs received from the stakeholders.

A policy will remain in force until and unless it has been withdrawn and amended by the Accounting Officer.

12. MONITORING AND EVALUATION

The six guiding principles for evaluation are:

- a. Pluralism - Evaluation implies considering in a balanced manner all the legitimate points of view the various stakeholders expressed about the evaluated activity.
- b. Independence: Evaluation is carried out impartially and independently of programme management and decision-making processes. This independence serves to safeguard the public decision-makers' freedom of choice. Evaluation professionals inform their partners of any possible conflict of interests.
- c. Competence: Specific competencies are needed to design, manage and commission evaluations, collect data and interpret findings. Evaluation professionals must update their skills consistently and explicitly mention their limitations. Recognized methods should be used, particularly those used by the international evaluation community.
- d. Respect: Participants in the evaluation process must respect the rights, integrity and safety of all affected parties. They may not disclose the sources of any information or opinions they collect without the agreement of the persons concerned.
- e. Transparency: At the beginning of an evaluation it should be decided how findings will be disseminated. Presentations must clearly describe the object of the evaluation, its purpose, its intended audience, the questions asked, the methods used and their limitations, and the arguments and criteria which led to these findings. The findings of evaluations should be made public. The integrity of findings should be respected.
- f. Responsibility: At the beginning of an evaluation, clear responsibility must be assigned for each function in the evaluation (defining the brief, the management process, research and analysis, formulating findings and recommendations, disseminating findings).

Persons and institutions involved in the evaluation process should make available appropriate resources and the information required to carry out the evaluation. They are jointly responsible for properly implementing the guiding principles set out in the signed charter.

13. INSTITUTIONAL ARRANGEMENTS

Limpopo Department of Agriculture shall utilise the following structures for policy development and review:

Departmental Policy Committee:

It shall oversee the coordinated development and implementation of Departmental policies by directorates within the Department and this will be done in consultations with labour unions.

Executive Management Committee

The Executive Management Committee shall be the structure to ratify policies that have been consulted with labour unions. Such ratified policies shall then be processed for approval by the MEC or HOD so delegated.

14. DEFAULT

- Any policy, procedure, or guideline that does not follow the procedures and processes outlined in this policy will not be approved by the relevant authority.
- Any employee who contravenes the provisions of this policy which may lead to violations of the Public Service Code of Conduct or any rules or policies, that employee shall be charged with misconduct and the necessary disciplinary measures will be taken against him or her.

15. INCEPTION DATE

The inception date for this policy will be its date of approval.

16. ENQUIRIES

Enquiries with regard to any matter relating to a policy shall be directed to the Strategic Planning and Policy coordination sub-branch or the branch responsible for drafting such a policy.

17. RECOMMENDATION AND APPROVAL

Recommended for approval by:



Mr Manny KCM

HEAD OF DEPARTMENT



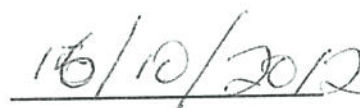
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Approved by:



Mr Marule JBO

MEMBER OF THE EXECUTIVE COUNCIL



DATE

FORMAT FOR DRAFTING POLICY DOCUMENTS

1. COVER PAGE

- 1.1. The cover sheet is the first page of the policy that any reader will come in contact with and has to include the following information:
 - The fact that the policy is that of the Office of the Premier, Limpopo Province
 - The name of the policy
 - The revision/ version of the policy
- 1.2. The design of the cover page has to be in line with the province's corporate image.

2. CONTENTS PAGE

- 2.1. The contents page should at the very minimum indicate on which page the main headings indicated in this annexure appear within the policy.
- 2.2. A policy containing less than 5 pages does not need to have a contents page.

3. ACRONYMS AND ABBREVIATIONS

- 3.1. All the acronyms and abbreviations should be clarified in this section of the document.

4. EXECUTIVE SUMMARY

- 4.1. It is not always necessary to include an Executive Summary, however if the policy is more than ten (10) pages it is advisable that it should be included.
- 4.2. The Executive Summary should not exceed a page and always starts on a new page.

5. INTRODUCTION

- 5.1. The introduction should provide the necessary background and context of the policy as well as any preamble.
- 5.2. The introduction should always start on a new page.

6. PURPOSE AND OBJECTIVES OF THE POLICY

- 6.1. The purpose as well as all the objectives of the policy should be included in this section. These form the basis of the policy pronouncements.

7. AUTHORITY OF POLICY

- 7.1. This section will mention the authority which issues the policy and thus reinforce the scope of application.

8. LEGAL FRAMEWORK

- 8.1. This section will list all the legal prescripts that form the basis and authority for the policy pronouncements within the policy.

9. SCOPE OF APPLICATION

- 9.1. A statement along the following lines will almost always be part of this section: "This policy, except otherwise indicated, is applicable to ..."
- 9.2. The scope could be clarified in terms of the type of activities and/or programmes the policies covered as well as the organisational depth and width of the policy.

10. DEFINITIONS

- 10.1. Special focus should be on defining words and concepts with special meanings or interpretation.

11. POLICY PRONOUNCEMENTS

- 11.1. This section is the core of the policy document and requires to be particularly well crafted and explain the expectations.
- 11.2. Every objective of the policy has to be addressed by the policy pronouncements.

12. DEFAULT

- 12.1. This section should state the consequences of non-compliance with the policy.

13. INCEPTION DATE

- 13.1. Extreme caution should be taken regarding backdating the inception date of a policy; this should generally be avoided.

14. TERMINATION AND REVIEW CONDITIONS

- 14.1. This section should indicate under which conditions would the policy be reviewed or terminated.

15. ENQUIRIES

- 15.1. The unit, rather than the individual officer, to which enquiries on the policy should be directed should be stated here.