LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF PUBLIC WORKS

POLICY DEVELOPMENT
FRAMEWORK

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ACRONYMS AND ABBREVIATIONS

EA	Executive Authority
MANCO	Executive Management Committee
HOD	Head of Department
HRD	Human Resource Development
MEC	Member of the Executive Council
SPU	Strategic Planning Unit

1. INTRODUCTION

Department of Public Works seeks to provide a greater understanding of policy development and the implementation of policies. It is envisaged that the understanding will ultimately lend towards the achievement of the Departmental objectives in a coordinated and aligned manner. This document spells out the principle of providing well informed and researched line function and transversal policy issues of the department guided by approved policy development framework.

2. PURPOSE AND OBJECTIVES OF THE POLICY

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

2.1 To outline the principles that guides the development and management of policy.

2.2. To promulgate the responsibilities for policy development and management.

2.3. To provide for and outline the procedures and processes of policy development and management in line with the following steps:

    a. Development of a policy agenda

    b. Policy formulation and drafting (including consultation)

    c. Policy adoption/approval

    d. Policy implementation

    e. Policy Monitoring and Evaluation

3. AUTHORITY OF POLICY

This policy is issued under the authority of the Executing Authority and the Accounting Officer for the Department of Public Works.

4. SCOPE OF APPLICATION

4.1 This policy, except where otherwise indicated, is applicable to all employees of the Department.

4.2 The directives outlined in this document relate only to the development and management of developmental policies, that is, policies, procedures and guidelines that are applicable to the whole Department.

4.3 Policies that have already been approved in terms of previous process will remain in force. The revision, abandonment, or withdrawal of these, as well as the development of any new policy should be in line with this policy.

5. LEGAL FRAMEWORK

5.1 The Constitutional of the Republic of South Africa no 195 of 1996
5.2 The Public Service Act (Act 103 of 1994, as amended)
5.3 The Promotion of Access to information Act (Act 2 of 2000, as amended
5.4 The Promotion to Administrative Justice Act (Act 3 of 2000, as amended
5.5 The National Archives and Records Service of South Africa Act (Act 43 0f 1996, as amended)
5.6 The Labour Relations Act (Act 66 of 1995, as amended)

6. DEFINITIONS

The following definitions are applicable for the purposes of this policy document:-

6.1 Policy: a "predetermined course of action established a s guide toward acceptable business strategies and objectives".

6.2 Procedure: a "mentioned by which a policy should accomplished; it provides the instructions necessary to carry out a policy statement".

6.3 Policy Agenda: 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.

6.4 Policy Sponsor. A member of the executive management committee under whose authority or guidance the policy will b e drafted and who will promote the policy within the executive management committee and any higher authority.

7. POLICY PRONOUNCEMENTS

Policy development and management within the Department of Public Works shall be guided by the following principles:

7.1 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.

7.2 Information. All employees who are affected by the policy should be informed about the prescript within the policy.

7.3 Batho Pele. Policies that are developed within the Department 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 Department.

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

8.1 The roles, responsibilities and powers for Policy Development and management within the Department of Public Works are outlined below. These roles, responsibilities and powers apply to Departmental policies:

Authority /Office	Policy Agenda	Formulation & Drafting policies	Policy Approval	Policy Implementation	Monitoring & Evaluation
Executive Authority	Approve of new policies	Might direct certain policy formulation	Approves all policies applicable to the Department	Delegated as per Delegates	Approves amendment of policy resulting from a review
Accounting Officer	Contributes to policy agenda Can approve policy in line with powers conferred by law or Delegations	Recommends approval of draft policy	Can approve policy in line with powers conferred by law or Delegations	Oversees the implementation of policies	Can approve policy in line with powers conferred by law or Delegations
Executive Management	Inputs to policy agenda	Recommend the draft policy to Executive Authority	None	Ensure that policy implementation	Monitor and evaluate implementation of the policies at a strategic level
Strategic Planning	Inputs to policy agenda	Support all units in the drafting of policies and coordinate consultation process	Facilitate policy approval	Ensure that all policies are implemented	Supports programmes in monitoring & evaluating policies within the Department
Staff/ Personnel	Inputs to policy agenda	None	None	Comply with policies	Monitor and Evaluate implementation

8.2 The policy developments process within the Department follow the following steps:

STEP 1: Development of a Policy Agenda
- A higher authority such as the MEC, HOD or Executive Management may identify the need for a policy or review of current policy.
- Once the need for a policy has been identified it shall be approved by the MEC/EA.
- The policy sponsor shall inform the Strategic Planning directorate of the proposed policy.

STEP 2: Policy Formulation and Drafting
- Relevant program to develop a draft document in consultation with the policy unit.
- Format to structure a policy document is attached as annexure A.

STEP 3: Policy Approval Process
- The draft policy shall be presented to the MANLAB and Executive Management for inputs prior to submission to the HOD or MEC.
- The memorandum covering the draft policy shall contain a summary of the key policy pronouncement as well as outline the consultative process followed.
- The original signed copy shall be kept at the main registry and the Strategic Planning shall keep copies of all policies.

STEP 4: Policy Implementation
- The Policy sponsor must ensure that within 30 days after approval by the MEC/EA the policy is brought to the attention of all employees of the Department and other relevant stakeholders.
- Communication section to post the approved policy on the departmental website.
- Policy unit and relevant program will conduct workshops on approved policies.
- The HRD unit must ensure that all new employees are informed of all policies applicable within the Department of Public Works.
- The committee should discuss and adopt the final draft.

STEP 5: Policy Monitoring and Evaluation
> The Strategic Planning Unit and responsible program responsible for the issues addressed by the policy shall device a mechanism for monitoring and evaluating the implementation of the policy.

8. DEFAULT
> Any policy, produce, or guideline that does not follow the procedures and processes outlined in this policy will not be approved by the Authority.

9. INCEPTION DATE

> The inception date for this framework will be within 30 days after the approval by the Executive Authority.

10. TERMINATION AND REVIEW CONDITIONS

This policy Development Framework will be reviewed by the Office of the Premier's SPPC directorate at least every 24 months based on the comments and inputs from H the stakeholders.

11. ENQUIRIES
Enquiries regarding this framework should, in the first instance, be directed to the Strategic Planning Unit.

RECOMMENDED / NOT RECOMMENDED *In the future we must include the section on the Impact of the Policy on Gender, Youth & People with Disability.*

_____   02/10/2012
MR. MADIDIMALO C CHAAMANO   DATE
HEAD OF DEPARTMENT

APPROVED / NOT APPROVED/DIRECTIVE
_____
_____
_____
_____

_____   5/10/12
MR. MBUYI DONDASHE   DATE
ACCOUNTING OFFICER- SECTION 100 (1) (b)
CONSTITUTION OF RSA

Annexure A

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 Limpopo Provincial Government

- 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 APLICATION

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 organizational 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 reviewed or terminated.

15. ENQUIRIES

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