

PROVINCE OF THE EASTERN CAPE



DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

GUIDE ON POLICY MAKING

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DEFINITIONS

This section provides a list of definition of terms, concepts and acronyms to clarify the meaning of key words used in the policy document.

1. INTRODUCTION

Policies are required in the Department to guide service delivery, promote corporate governance, and ensure alignment and standardisation. Departmental policies are designed to respond to national policies and legislations in such a way that they are tailor made to respond to provincial and departmental environment. Therefore this guide on policy making provides policy framework on how policy should be developed and coordinated in the Department.

2. OBJECTIVES

- 2.1. To provide a uniform approach to the development, review, approval, implementation, communication, monitoring and evaluation of departmental policies.
- 2.2. Standardise policy formulation and management in the Department.
- 2.3. To ensure a clear audit trail and audit process for all policies.
- 2.4. To enhance organisational performance by applying best practises, supported by constructive policies.
- 2.5. Promote participation by relevant stakeholders in policy development and review processes.
- 2.6. Promote easy access and comprehension of departmental policies to employees, stakeholders, clients and general public.

3. REGULATORY FRAMEWORK

- 3.1. All legislations applicable to and regulating any particular policy must be considered and highlighted when developing or reviewing a policy.
- 3.2. Policy developed or reviewed must have clear linkages to other existing departmental policies (e.g. mechanisation policy linked to food production policy).

4. PRINCIPLES, VALUES AND PHILOSOPHY

- 4.1. Policy defines what must or must not be done in the course of action to achieve the strategic goals and to ensure good governance.
- 4.2. Policy is developed and applied where necessary to ensure consistent interpretation of approach on service delivery and implementation.
- 4.3. Line Management is held accountable for implementation of policy.
- 4.4. Policy is intended to be enabling in ensuring service delivery.
- 4.5. Policy must reflect values adopted by the Department.
- 4.6. Policy should be a product of extensive consultation of identified stakeholders.

5. SCOPE OF APPLICABILITY

- 5.1. This policy applies to all stakeholders engaged in the process of policy development
- 5.2. Stakeholders for the purpose of this policy are:
 - 5.2.1. Farmers, communities, traditional leaders, business, NGO's or any stakeholder who may be affected or have vested interest in the policy being developed or reviewed
 - 5.2.2. Top management
 - 5.2.3. Office of the MEC
 - 5.2.4. Managers, districts, institutions and staff
 - 5.2.5. Policy development Directorate
 - 5.2.6. Policy Task team

6. ROLES AND RESPONSIBILITIES

6.1. Line Management

- 6.1.1. Line Managers in their respective branches are to map the business processes which drive the policy in consultation with the policy development directorate.
- 6.1.2. Formulate the required policy statements and compile a draft policy document in consultation with the policy development directorate.
- 6.1.3. Responsibility managers are to present draft policies in company with the Director: policy development to the Top Management for approval.

6.2. Policy and Legislation development support directorate

- 6.2.1. The Policy development directorate is responsible for coordination of policy development process, refinement and formatting of policies.
- 6.2.2. Provide technical support and advice on policy development, monitoring and appraisal.
- 6.2.3. Facilitate the establishment of a policy task team to draft policies
Technical support on legislation development.

6.3. Policy Task Team (PTT)

- 6.3.1. A Policy Task Team consisting of policy development unit and line function and relevant directorates draft policies.
- 6.3.2. Considers policy requiring review.
- 6.3.3. All requests for review and/or recommendations are considered by the PTT who make their final recommendations to the Top Management.
- 6.3.4. Review Process conducted by the PTT requires consultation with those who need to implement the policy and those who may be affected by its outcomes.
- 6.3.5. Policies requiring further review and/or amendments are referred back to the PTT

6.4. Accounting officer and the MEC

- 6.4.1. Operational/micro policies are approved by the Superintendent General in consultation with the Top Management
- 6.4.2. Service delivery/macro policies are recommended by the Superintendent General and approved by the MEC

7. Resource implications

All policies developed must be funded and necessary resources be made available by the line function.

8. Communication

- 8.1. Line function where the policy resides is responsible for communicating it to a wider audience for implementation.

- 8.2. Developed and reviewed policies are communicated to all stakeholders on approval by way of bulk email and workshops.
- 8.3. Annual induction on policies is conducted by human resource directorate to New Employees.
- 8.4. The Communications Directorate after receiving the approved policy is responsible for placing policy on the intranet as well as updates and maintenance.

9. Monitoring and evaluation

All policies must factor in monitoring and evaluation mechanisms.

10. Policy review

This guide on policy making will be reviewed after 5 years or when there are significant changes on the service delivery environment and mandate.

11. Breach of this policy

- 11.1. A clear audit trail holds management accountable for the implementation of, and compliance with policies in their areas.
- 11.2. Non compliance to this policy may result in a disciplinary action

12. POLICY MAKING PROCESS

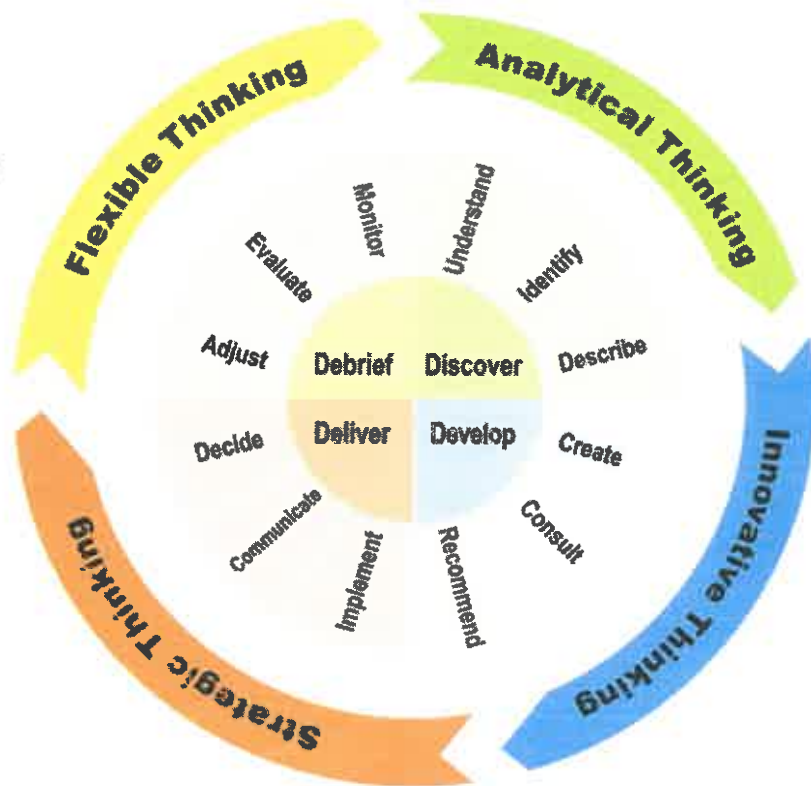


DIAGRAM 1

13. Format of the Policy Document

All policy documents within the Department conform to the policy development process as outlined in the diagram and the policy template attached in Appendix A in this policy. This is to ensure consistency of structure, expression and communication.

Start

Title: DRDAR: Policy on Policy Making

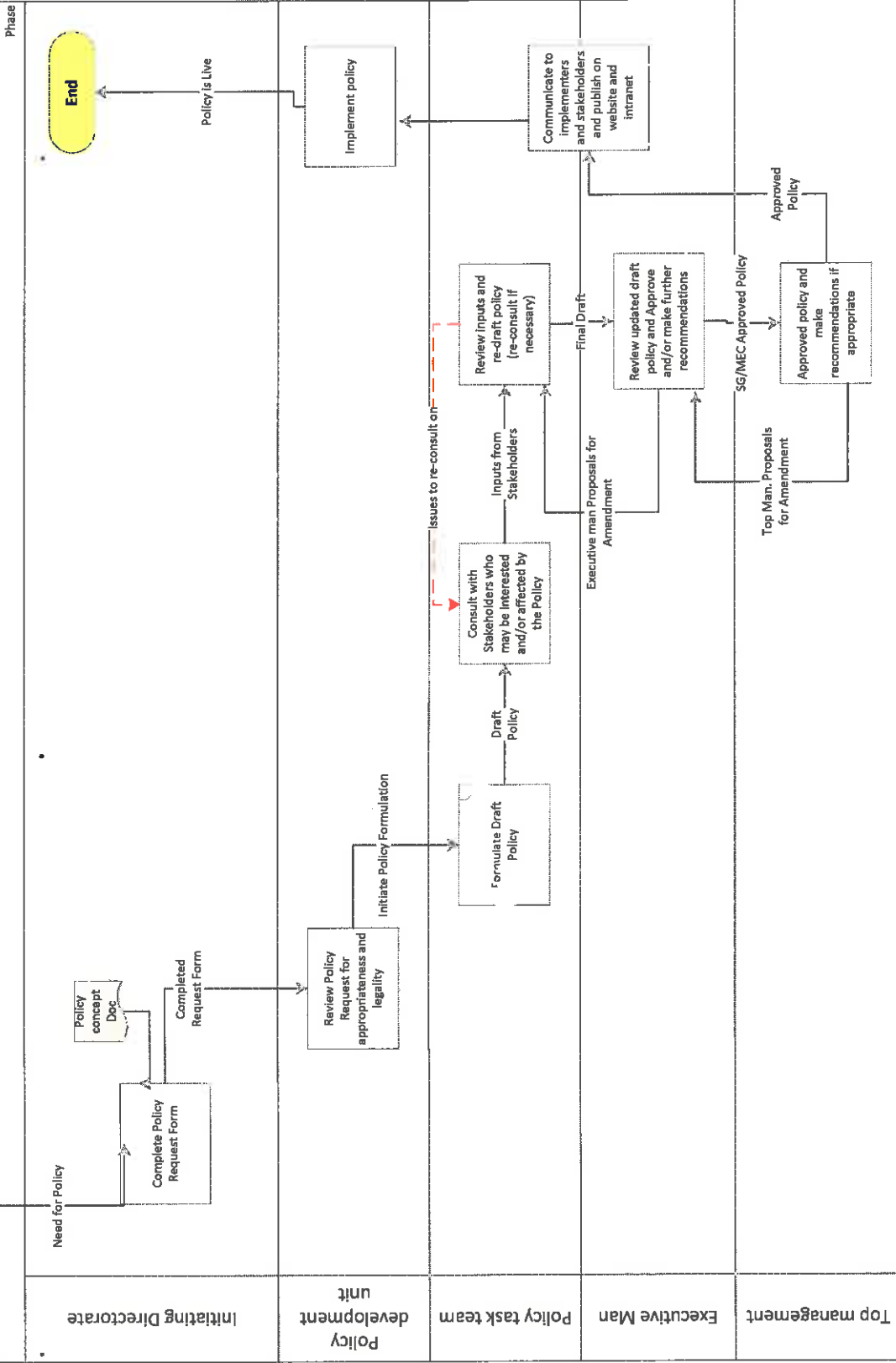
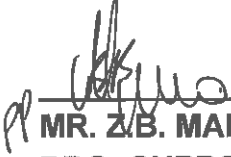


DIAGRAM 2

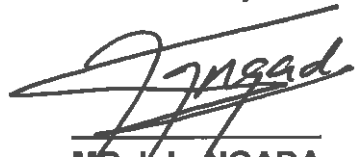
14. RECOMMENDATIONS AND APPROVAL

Comments: Strongly recommended for approval


MR. Z.B. MAKINA
DDG: SUPPORT AND ADMIN
DATE 27/03/2018

Approved / ~~No~~ ~~Approved~~

Comments _____


MR. L.L. NGADA
HOD (DRDAR)
DATE 27/03/2018