PROVINCE OF THE EASTERN CAPE

DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM

GUIDE ON POLICY MAKING

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Definitions

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

1. Introduction

Policies are required in the Departmmet 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 and 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 legislation 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 will or will 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 intepretation 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 procuct 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*

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. Implementation procedures

6.1. Policies are not confidential and are accessible to all employees and stakeholders and copies must also be kept in the registry.

6.2. Policies are available on the departmental intranet.

6.3. Branch Management in consultation with the policy implementers decides on and determines what policies are to be in place

6.4. Line function directorate in consultation with Policy development directorate is responsible for reviewing/developing and recommending policies for approval by the Executive Committee.

6.5. Policy documentation follows the format of this Guide to Policy Making and is consistent across all policies.

6.6. The policies are written in simple language and in present tense to simplify its auditing.

7. Roles and responsibilities

7.1. Line Management

7.1.1. Line Managers in their respective branches are to map the business processes which drive the policy in consultation with the policy development directorate.

7.1.2. Formulate the required policy statements and compile a draft policy document in consultation with the policy development directorate.

7.1.3. Responsibility managers are to present draft policies in company with the Dirctor: policy development to the Top Management for approval.

7.2. Policy and Legislation development support directorate

7.2.1. The Policy development directorate is responsible for coordination of policy development process, refinement and formatting of policies.

7.2.2. Provide technical support and advice on policy development, monitoring and appraisal.

7.2.3. Facilitate the establishment of a policy task team to draft policiesTechnical support on legislation development.

7.3. Policy Task Team (PTT)

7.3.1. A Policy Task Team consisting of policy development unit and line function and relevant directorates draft policies.

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7.3.2. Considers policy requiring review.

7.3.3. All requests for review and/or recommendations are considered by the PTT who make their final recommendations to the Top Management.

7.3.4. 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.

7.3.5. Policies requiring further review and/or amendments are referred back to the PTT.

7.4. Accounting officer and the MEC

7.4.1. Operational/micro policies are approved by the Superintendent General in consultation with the Top Management.

7.4.2. Service delivery/macro policies are recommended by the Superintendent General and approved by the MEC.

8. Resource implications

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

9. Communication

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

9.2. Developed and reviewed policies are communicated to all stakeholders on approval by way of bulk email and workshops.

9.3. Annual induction on policies is conducted by human resource directorate to New Employees.

9.4. The Communications Directorate after receiving the approved policy is responsible for placing policy on the intranet as well as updates and maintenance.

10. Monitoring and evaluation

All policies must factor in monitoring and evaluation mechanisms.

11. Policy review

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

12. Breach of this policy

12.1. A clear audit trail holds management accountable for the implementation of, and compliance with policies in their areas.

12.2. Non-compliance to this policy may result in a disciplinary action.

13. Format of the Policy Document

All policy documents within the Department conform to the policy template described in Appendix B in this policy. This is to ensure consistency of structure, expression and communication

14. RECOMMENDATIONS & APPROVALS

Approved/~~Not Approved~~

Comments:

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MR. B DAYIMANI
ACTING HEAD OF DEPARTMENT: DRDAR
DATE: 24/04/2024

Title: DRDAR: Policy on Policy Making

Phase

Swimlanes:
- Initiating Directorate
- Policy development unit
- Policy task team
- Executive Man
- Top management

Start → Need for Policy → Complete Policy Request Form

Policy concept Doc

Completed Request Form → Review Policy Request for appropriateness and legality

Initiate Policy Formulation → Formulate Draft Policy

Draft Policy → Consult with Stakeholders who may be interested and/or affected by the Policy

Inputs from Stakeholders → Review Inputs and re-draft policy (re-consult if necessary)

Issues to re-consult on

Final Draft → Review updated draft policy and Approve and/or make further recommendations

Executive man Proposals for Amendment

SG/MEC Approved Policy → Approved policy and make recommendations if appropriate

Top Man. Proposals for Amendment

Approved Policy → Communicate to implementers and stakeholders and publish on website and Itranet

→ Implement policy

Policy is Live → **End**

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