



Department of Public Works, Roads and Transport
MPUMALANGA PROVINCIAL GOVERNMENT

POLICY COMMITTEE TERMS OF REFERENCE

Issue:.....3.0
Responsible Section:.....Policy, Research and Development
Date of Approval08/06/2023

TERMS OF REFERENCE FOR THE POLICY COMMITTEE

1. INTRODUCTION

The terms of reference are hereby provided to the appointed members of the Policy Committee for guidance during their term of office. The purpose is to ensure that all programmes have approved policies which are in line with the relevant prescripts and legislations. To ensure that there is adherence to approved Departmental Policy Guidelines.

2. OBJECTIVES

The objectives are to:

- 2.1 Provide guidance for policy committee members to recommend for approval of the Departmental policies by the Accounting Officer;
- 2.2 Ensure that there is balance representation in the Policy Committee.
- 2.3 Ensure that policies introduced by sections promotes operational efficiency and effectiveness.
- 2.4 Align sectional policies to the departmental policy format and strategic objectives.

3. COMPOSITION OF COMMITTEE

- 3.1 Committee members shall constitute of officials appointed by the Accounting Officer.
- 3.2 The Chairperson shall be the Director of the Policy Development & Research;
- 3.3 The Secretariat shall be officials from the Policy Development & Research
- 3.4 The term of office for the Policy Committee shall be two years and
- 3.5 Recognized unions shall nominate one representative each to the Policy Committee.

4. MEETINGS OF THE COMMITTEE

- 4.1. The Policy Committee shall meet monthly and/or when it is required.
- 4.2. Members shall be notified five (5) working days prior to the meeting;
- 4.3. The quorum of the committee shall be fifty percent (50%) plus one (1).
- 4.4. All apologies from the members shall be directed to the Secretariat in writing.
- 4.5. Then committee will have to recommend for the replacement of any member who absents himself/herself for three consecutive meetings with or without an apology.

5. ROLES AND RESPONSIBILITIES:

5.1 CHAIRPERSON

- a) The Chairperson shall convene the meetings of the Policy Committee according to the agreed annual meeting plan, and as and when it is necessary;
- b) The Chairperson shall chair the meetings of the committee;
- c) Encourage members to participate and make input in the policies;
- d) Summarize discussions on behalf of the committee.
- e) Ensures that decisions enjoys the support of simple majority.
- f) The Policy Committee shall nominate one of its members to chair the meeting in the absence of the appointed chairperson; and
- g) The nominated chairperson shall perform all the functions as stipulated above.

5.2 SECRETARIAT

The secretariat shall be responsible for all logistics, including the following:

- a) Coordination;
- b) Invitations;
- c) Confirmations;
- d) Book venue;
- e) Minutes taking;
- f) Agenda;
- g) Attendance register;
- h) Distribution.

5.3 COMMITTEE MEMBERS

All members are responsible:

- a) To honour invitations and attend all committee meetings as invited;
- b) For ensuring that they apologise in writing to the Secretariat in an event they are unable to attend the committee meeting.
- c) To ensure that all policies developed are in line with the Departmental Policy Development Template.
- d) To ensure that policies are in-line with relevant prescripts and directives.
- e) For recommendations of policy approval by the Accounting Officer; and
- f) Advise the Department on policy matters.

5.4 ADOPTION OF THE TERMS OF REFERENCE

- a) The Terms of Reference have been adopted during the first meeting of the Committee.
- b) The Terms of Reference have been adopted by a quorum (50 plus 1).
- c) Any changes to the Terms of Reference shall require a quorum to be adopted.