



Department of Public Works, Roads and Transport
MPUMALANGA PROVINCIAL GOVERNMENT

POLICY DEVELOPMENT TEMPLATE

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

ANNEXURE A

STRUCTURING A POLICY DOCUMENT

1. POLICY COVER

- 1.1 Provincial Coat of Arms must be pasted on top middle of the page (Arial 22);
- 1.2 Department of Public Works Roads and Transport must be written under the Coat of Arms (Arial 16);
Mpumalanga Province Government must be written under the name of the Department (Arial 20 Bold);
- 1.3 The name of the policy must be in the middle (Arial 16 Bold);
- 1.4 Issue number, Responsible Section and date of approval must be written at the bottom;
- 1.5 All pages must bear the Provincial Logo at the bottom middle page (Arial 11)
- 1.6 The Policy must be written in (Arial 12); and
The front cover page should not be numbered.

2. TABLE OF CONTENTS

2.1 TEMPLATE

The table of content must start with the Topic/Item and Page Number only and must be structured as follows:

- 2.1.1. Abbreviations
- 2.1.2. Definitions
- 2.1.3. Introduction
- 2.1.4. Objectives
- 2.1.5. Regulatory Framework
- 2.1.6. Scope of Application
- 2.1.7. Policy Statement
- 2.1.8. Roles and Responsibilities
- 2.1.9. Monitoring and Evaluation
- 2.1.10. Policy Review
- 2.1.11. Deviation
- 2.1.12. Implementation
- 2.1.13. Approved

3. ABBREVIATIONS AND DEFINITIONS

- 3.1. Abbreviations must precede definitions;
- 3.2. Abbreviations and Definitions must not be numbered;
- 3.3. Abbreviations and Definitions must be in alphabetical order;
- 3.4. Define unfamiliar or technical terms;
- 3.5. Define Terms with special meanings; and
- 3.6. The definitions be in table form with three columns (word/phrase, means and definitions).

4. NUMBERING OF HEADINGS AND CONTENT

- 4.1. Main headings uppercase, font Arial 12 (bold) and subheadings must be the same but not bolded. Statements must be numbered numerically, alphabets and roman figures must be used to avoid long numerical numbers.
- 4.2. The Page numbering starts on the Table of Contents bottom right before the Provincial logo; and
- 4.3. Definitions and Abbreviations must start on a new page.

5. WRITING STYLE

All documents must be written with the intend to be;

- 5.1. Clear;
- 5.2. Concise;
- 5.3. Active verbs/voice.

6. INTRODUCTION

- 6.1. Background information; and
- 6.2. Brief explanatory statement of the policy problem and the context within which it exists.

7. OBJECTIVES

- 7.1. Statements which indicate the situation that the policy seeks to achieve; and
- 7.2. Statements to reflect the vision and mission of the Department.

8. REGULATORY FRAMEWORK

- 8.1. List all prescripts guiding the objectives of the policy; and
- 8.2. Ensure that legislations are written correctly e.g. Public Service Act, 2001 (Act No. 103 of 2001)

9. SCOPE OF APPLICATION

- 9.1. Indicate work area, staff categories that are targeted by the policy;
- 9.2. Who are the primary and secondary beneficiaries of the policy; and
- 9.3. Indicate people that are affected by the policy and those exempted.

10. POLICY STATEMENT

- 10.1. It is a major sub-body of the policy document;
- 10.2. Extensively provide policy statements in detail;
- 10.3. Provide sub-headings for various aspects;
- 10.4. A body of policy statements in which principles are well articulated; and
- 10.5. Procedures to be articulated or annexed where appropriate.

11. ROLES AND RESPONSIBILITIES

- 11.1 There has to be clear classifications of role players and their responsibilities.

12. MONITORING AND EVALUATION

- 12.1. The policy must spell out how and when it will be monitored and evaluated;
- 12.2. All policies of the department shall have standard Monitoring & Evaluation statement which entrust the responsibility of monitoring and implementation to the Programme concerned.

13. POLICY TERMINATION AND REVIEW CONDITION

- 13.1. Determine the circumstances that would lead to the review of the policy.
- 13.2. There has to be uniformity in terms of policy termination and review, e.g;
"The policy shall be reviewed to factor changes in legal frameworks, organisational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation." and
- 13.3 Indicate probable frequencies of policy review.

14. DEVIATION

The Accounting Officer can approve deviation to the policy provided such deviation does not contravenes prescripts.

15. INCEPTION DATE

The inception date of any policy in the department shall be the date of signing by the head: Public works, Roads and Transport.

16. APPROVAL

The final approval of the policy shall be done by the Accounting Officer.

17. ANNEXURE

Relevant information specifying the details of the policy must be attached to the policy as required.