Enq. SB Sekwane
Ext. 6761
Ref No. 19/5/P

## MEMORANDUM

**TO**      : **CHIEF DIRECTORS**
              **DIRECTORS**
              **ALL EMPLOYEES**

**FROM**      : **SB MONA**
              **(A) DDG: CORPORATE STRATEGY**

**RE**      : **POLICY DEVELOPMENT GUIDELINES**

1. kindly be informed that Mr SB Sekwane has been appointed Acting Director: Policy, Research and Development with effect from the 2nd of May 2023

2. All matters that relates to Policy and Research will now be communicated with his office.

3. In terms of policy development, all employees are required to follow the approved Policy Development Guidelines as attached.

4. I trust that you will give him the necessary support.

Kind regards

**SB MONA**
**(A)DDG: CORPORATE STRATEGY**
**DATE:** 16 06 2023

Cc : MC Morolo
       HEAD: Public Works, Roads and Transport

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Department of Public Works, Roads and Transport

# MPUMALANGA PROVINCIAL GOVERNMENT

# POLICY DEVELOPMENT GUIDELINES

Issue:.................................................................................................................3.0
Responsible Section:.....................................................Policy, Research and Development
Date of Approval ...................................................22/05/2023...................

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# 1. INTRODUCTION

The guidelines provide for an integrated framework for operational policies and give an understanding of how a policy intended to drive the strategic objectives of the Department can be developed. Policies are important in that they are a statement of intent and an expression of mandates. It is an instrument through which the departmental vision gets to be implemented.

# 2. A GUIDE FOR DEVELOPING A POLICY

## STEP 2.1    CONDUCT NEEDS ANALYSIS OR RESEARCH

a) Identify a need for an operational policy intervention to a particular situation/challenge;

b) The need must be evidence driven to justify the introduction of the new policy or amendment of the existing policy.

c) Analyse data and make recommendations based on the need; and

d) Consult with all relevant prescripts and directives.

## STEP 2.2    DEVELOP A DRAFT POLICY

a) Relevant Programme must develop a draft policy document in consultation with all the relevant stakeholders.

b)  Obtain a format on the formulation of a policy structure document from Policy Unit.

c) The relevant Programme must co-ordinate Stake-holder engagement on the proposed policy.

## STEP 2.3    FORWARD A DRAFT POLICY TO THE POLICY UNIT

a) **A draft policy must be forwarded to the Office of the Deputy Director General: Corporate Strategy.**

b) All policies must be accompanied by source documents;

c) The Office of the Deputy Director General: Corporate Strategy will refer the draft Policy to the Policy Unit for quality assurance and circulation to all officials of the Department through the Communication Section for comments.

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d) Policy unit in consultation with the Programme will consolidate Inputs made to the draft policy by stakeholders.

## STEP 2.4    PRESENTATION OF THE FINAL DRAFT TO POLICY COMMITTEE

a) The Policy Unit will convene a Policy Committee meeting to consider the proposed draft Policy.

b) The Policy Unit must circulate the draft Policy including source document to the Policy Committee members 7 (seven) days before the sitting.

c) The members comments must be sent back to the Policy Unit 2 days before the sitting of the committee for consolidation;

d) The Policy Unit must ensure that the Policy Committee meeting to consider the draft policy meets the required quorum.

e) The Relevant Programme must present the draft policy to the Policy Committee.

f) The Policy Unit must present the comments of the draft to the Policy Committee for deliberation.

g) The Policy Unit must ensure that the inputs of the Committee are well captured and incorporated into the final policy.

h) After the discussion in the Committee, the Policy Committee must recommend if the policy should be adopted or not.

i) If the policy is not adopted it will be referred back to the Programme for improvements and it must be resubmitted to the Policy Unit for assessment by the Policy Committee.

j) If the Committee resolved to adopt the Policy, a submission has to be sent to the Deputy Director General: Corporate Strategy for recommendation to the Head of Department.

## STEP 2.5    POLICY APPROVAL

a) For the purpose of policy approval the Policy Unit must submit a memorandum of the proposed draft policy recommended by the Head of the Programme, supported by the Deputy Director-General for the approval of the Head of Department.

b) The draft policy must be accompanied by all the supporting documents to be approved by the Head of Department

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**STEP 2.6    IMPLEMENTATION OF APPROVED POLICY**

a) The Director General will inform the Policy Unit about the approved policy.

b) The Policy Unit will then inform the relevant Programme of the approved policy.

c) The Policy Unit must file the original copy of the approved policy for record keeping;

d) A copy of the approved policy must be circulated to all officials through the Communication Section; and

e) The Policy Unit and the relevant Programme shall conduct advocacy workshops to promote compliance to the approved policy.

**STEP 2.7    MONITORING AND EVALUATION**

a) Approved policies must be periodically monitored for legal compliance by Programmes;

b) Enforcement of Compliance to the policy implementation is the responsibility of Line Managers and other policy stakeholders; and

c) Where applicable responsible Programmes must provide resources for policy implementation.

**STEP 2.8    DEVIATIONS**

a) Any deviation from the guidelines must be approved by the Head of Department but such deviation should not be in contrary to prescripts and legislations.

b) Any employee who contravenes the procedure prescribed in this guideline document will be in violation of the Public Service Code of Conduct, or other policies.

**STEP 2.9    POLICY TERMINATION AND REVIEW CONDITIONS**

a) Policy changes shall be effected due to the following reasons;

      I. Changing legal frameworks, political and economic trends;

      II. Organizational development;

      III. Medium Term Expenditure Framework; and

      IV. Monitoring and Evaluation outcomes;

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b) Final approval of the policy must be done by the Head of Department.

c) Withdrawal of policies must be done by the Head of the Department

d) Review of policies must be done by the relevant Programme in consultation with the Policy Unit.

e) All approved policy are valid for three (3) years but a policy can be reviewed at any given time if so needed and some Finance policies must be reviewed annually.

## STEP 2.10   INCEPTION DATE

a) A policy shall come into effect from the date of approval by the Head of the Department.

## 3.   REVIEW OF THE POLICY GUIDELINES

a) Policies are not static and must be regularly reviewed to adapt to changing circumstances.

b) The departmental Policies shall be reviewed as and when dictated by the prescripts, organizational mandates and other directives.

## 4.   APPROVED / NOT APPROVED

SB MONA
ACTING DDG: CORPORATE STRATEGY
DATE: 22|05| 2 023

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