DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM

DEPARTMENT OF AGRICULTURE, ENVIRONMENTAL AFFAIRS, RURAL DEVELOPMENT AND LAND REFORM
Private Bag X6102
2025 -03- 27
OFFICE OF THE HOD
CORRESPONDENCE RECEIVED

ROUTE FORM FOR DOCUMENTATION

DOCUMENT DETAIL		
CLASSIFICATION:	REF NO:	SUBJECT
CONFIDENTIAL		**SOP Development and management of DAERL Policies**

COMPILER DETAIL:			
SECTION:	Chief Directorate: Strategic Management		
TYPE OF DOCUMENT:	SOP		
NAME OF COMPILER:	RANK/CAPACITY:	SIGNATURE AND DATE:	STATUS/PURPOSE:
T Moilwa	ASD Policy Analysis	27/03/2025	[x] Attention [ ] Comment [X] Approval

DOCUMENT ROUTE:				
NAME:	RANK/CAPACITY:	SIGNATURE:	DATE RECEIVED:	DATE DISPATCHED:
Dr L Banda	Executive manager		27/03/2025	27/03/25
Adv. Thulani Binase	Acting Head of Department	28/03/2025	27/03/2025	28/03/2025

OFFICE OF THE HOD
INSTRUCTIONS/COMMENTS:

STANDARD OPERATING PROCEDURE: DEVELOPMENT AND MANAGEMENT OF DAERL POLICIES

agriculture, environmental affairs, rural development and land reform Department: agriculture, environmental affairs, rural development and land reform NORTHERN CAPE PROVINCE REPUBLIC OF SOUTH AFRICA	**Approval Date**	28 March 2025
	Periodical review	3 years
	Commencement Date	28 March 2025
	Review Date	28 March 2028

STANDARD OPERATING PROCEDURE: DEVELOPMENT AND MANAGEMENT OF DAERL POLICIES

Tittle of SOP	Procedure for the Development and Management of DAERL Policy
SOP number	Strategic Management: Policy Analysis - 001
Purpose	To provide a procedure for the Development and Management of DAERL Policies in order to establish a consistent and enforceable system for the development, approval, implementation and review of policy documents. These documents provide a mechanism to ensure that DAERL policies are compliant with the strategic direction of the Department and with relevant legislation, and are designed and managed consistently.
Scope	This policy will apply to all "policy custodians" of the Department of Agriculture, Environmental Affairs, Rural Development and Land Reform.
Definitions and Acronyms	**"New Policy"** A new policy should be developed when a requirement for standardising practice in a particular area, not covered by an existing policy, arises. In the case where a new policy, code, standard or rule is needed,

	"Administrative amendment" An administrative amendment to a policy is a change that is superficial or administrative in nature. Administrative amendments may reflect editorial changes, or updates to external references, names, or titles.
	"Major amendment" A major amendment is a change to a current policy that is likely to impact upon the intent of the policy and/or on other related policies, stakeholders, aligned procedures, systems, DAERL rules or codes of practice or conduct.
	"Minor amendment" A minor amendment is a change to a current policy that is of an insubstantial nature, not affecting the meaning or intent of the policy. Minor amendments may reflect changes to responsibilities or operational aspects of a process.
Key Performance Indicator	Coordinate and facilitate the development of all policies within the Department.

STEP BY STEP GUIDE Consolidation of Legislative Oversight reports						
Nr	**Task Name**	**Task Procedure**	**Responsibility**	**Time Frame**	**Supporting Documentation**	**Service standard**
1.	**Need Analysis**	The Policy Custodian should identify all issues that could trigger the development of a new policy or review of a policy. Triggers can include: • The review date for the policy • Policy gaps which may come through the committee process, faculties, consultation with stakeholders, or changes in the environment within or	Policy custodian		The policy custodian should draft and maintain a policy log whish should capture issues captured during the implementation and use of the policy. It can be used to capture knowledge and inform future reviews. In identifying policy issues a decision will need to be made by the Policy Custodian or delegate about the	

STEP BY STEP GUIDE Consolidation of Legislative Oversight reports						
Nr	**Task Name**	**Task Procedure**	**Responsibility**	**Time Frame**	**Supporting Documentation**	**Service standard**
		external to the Department. • Legislative change. The Governance Unit can provide advice in relation to policy development, related policies, policies that may be superseded by the new policy and legislation and approval pathways. This information will assist in determining the scope and impact of the policy and the timeframe for completion. In some instances, it may be useful to consult with experts in the field and/or critical stakeholders as this information may be of assistance in identifying gaps in the current policy.			urgency of the issues and whether to: • Log the issues for a later review or development • Address the problem through mechanisms other than the policy process or • Proceed with a review or new policy development.	
2.	**Research**	The Policy Custodian shall analyse any relevant information that could inform the policy development/ review. This may include data analysis, literature review and best practice. The implications of the policy development/ review should be determined with consideration of the impact on other policies, stakeholders, administration and systems development. Identify stakeholders and mechanisms for consultation with stakeholders for action in Stages of drafting and consulting.	• Policy custodian	1 week	• Provide subordinate documents	

STEP BY STEP GUIDE Coordination of Development stages						
Nr	**Task Name**	**Task Procedure**	**Responsibility**	**Time Frame**	**Supporting Documentation**	**Service standard**
4.	**Consultation**	The stakeholders identified in Stage One and Two will be consulted regarding the policy. A range of stakeholder consultation tools will be available on the Policy Directory. It is good practice to send feedback to stakeholders who participate in the consultation process. Depending on the constraints operating on the policy, it may not always be possible to consult with all stakeholder groups, however these constraints should be made clear.	• Stakeholders • Senior Managers	2 weeks 1 day		
5.	**Approval**	The policy shall be approved by the Accounting Officer/ Head of Department (who must approve all new policies, changes to existing operational policies, codes or standards and any new or amended rules). After the policy has been accepted by the highest delegated authority, the policy is then considered 'approved'.	• Head of Department	4 days		

		The policy should be accompanied by a Framework (Communication and Implementation Plan). Any policies that are superseded should be identified in the Communication and Implementation Plan. The intent of the communication and Implementation Plan is that Policy Custodians consider and outline how policy will be implemented. The policy will then be submitted, in PDF form, to the Policy Analysis Unit so that it can be placed in the Policy register				

STEP BY STEP GUIDE Consolidation of Legislative Oversight reports						
Nr	**Task Name**	**Task Procedure**	**Responsibility**	**Time Frame**	**Supporting Documentation**	**Service standard**
6.	**Implementation and Communication**	The policy may require revision depending on feedback received as the policy moves through the implementation pathway. The Policy Custodian should maintain a record of progress against the Communication and Implementation Plan.	• Policy Custodian	Annual	• Implementation plan • Record of progress	

STEP BY STEP GUIDE Consolidation of Legislative Oversight reports						
Nr	**Task Name**	**Task Procedure**	**Responsibility**	**Time Frame**	**Supporting Documentation**	**Service standard**
7.	**Maintenance and Review**	In terms of policy development practices and procedures the policy custodian should perform reviews with the support of the corporate policy unit. The Policy Custodian is responsible for implementing the policy in accordance with the Communication and Implementation Plan The Policy Issues Log should be maintained by the Policy Custodian throughout implementation and use of the policy. The log will record feedback regarding the policy and will be used to inform further reviews of the policy. In order to ensure that the policy is being followed, it may be necessary to audit compliance with the policy or evaluate the policy.	• Policy Custodian • Policy analysis unit.	2 days 2 days	• Policy issues log • Review log	

PROCESS RISKS

Non-compliance with review dates	Non-compliance with the review dates specified in the policies.	Medium	Medium	• Remind policy custodians a month before next review date • Escalate to Chief director for intervention	Manual

LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION

DOCUMENT NAME	DOCUMENT DESCRIPTION
Public Service Coordinating Bargaining Council Resolution 3 of 1999	
Public Service Regulations 2001, as amended	

Authorization:	Name:	Signature:	Comment:	Date:
Strategic Management: Policy Analysis Unit	**T Moilwa**		**COMPILER AND RECOMMENDER**	27 March 2025
Chief Director Strategic Planning	**Dr. L Banda**		**SUPPORTED AS RECOMMENDED**	27 March 2025
Approved by Head of the Department	**Adv Thulani Binase**	28/03/2025	**APPROVED**	28 March 2025
Distribution and Use of SOP	Chief Directors, Directors, District Managers etc.			