



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

SERVICE STANDARDS 2023/24

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ACRONYMS

AET	Adult Education and Training
AG	Auditor General
AGRISETA	Agricultural Sector for Education and Training
AIDS	Acquired Immune Deficiency Syndrome
APP	Annual Performance Plan
BAS	Basic Accounting System
BCEA	Basic Condition of Employment Act
CARA	Conservation of Agricultural Research Act
CASP	Comprehensive Agricultural Support Programme
CGICTPF	Corporate Governance of Information Communication Technology Policy Framework
COBIT	Control Objectives for Information and Related Technology
COID	Compensation for Occupational Injuries and Diseases
CORE	Code of Remuneration
COVID	Corona Virus Diseases
CRDP	Comprehensive Rural Development Programme
DALRRD	Department of Agriculture, Land Reform and Rural Development
DPSA	Department of Public Service and Administration
DR	Disaster Recovery
EAPA	Employee Assistance Professional Association
EEA	Employment Equity Act

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EHW	Employee Health and Wellness
EPWP	Expanded Public Works Programme
FMD	Foot & Mouth Disease
FPSU	Farmer Production Support Units
GEPF	Government Employees Pension Fund
GG	Government owned vehicles
GIAMA	Government Immovable Asset Management Act
GIS	Geographical Information System
GITO	Government Information Technology Office
GPAA	Government Pensions Administration Agency
GPSSBC	General Public Service Sectorial Bargaining Council
GRAP	General Recognized Accounting Practice
GWMES	Government Wide Monitoring and Evaluation System
Ha	Hectares
HAS	Hygiene Assessment System
HCT	HIV Counselling and Testing
HIV	Human Immune Virus
HOD	Head of Department
HRM	Human Resource Management
ICT	Information and Communication Technology
IDP	Integrated Development Plan
IRM	Infrastructure Reporting Model
ISO	International Standardization Organization

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IT	Information Technology
ITIL	Information Technology Infrastructure Library
JE	Job Evaluation
LDARD	Limpopo Department of Agriculture and Rural Development
LDP	Limpopo Development Plan
LED	Local Economic Development
LRA	Labour Relations Act
MEC	Member of the Executive Council
MISS	Minimum Information Security Standard
MMS	Middle Management Service
MPL	Member of Provincial Legislature
MPSS	Maximum Physical Security Standard
MTEF	Medium Term Expenditure Framework
M&E	Monitoring and Evaluation
NARS	National Archives and Record Services
NSP	National Strategic Plan on HIV, STI's and TB
OHS	Occupational Health & Safety
OIE	Office of International Epizootic
OSD	Occupational Specific Dispensation
OTP	Office of the Premier
PA	Performance Agreement
PAIA	Promotion on Access to Information Act
PAJA	Promotion of Administrative Justice Act

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PBS	Programme and Budget Structure
PERSAL	Personnel Salary
PFMA	Public Finance Management Act
PILIR	Policy and Procedure on Incapacity Leave & Illness Retirement
PMDS	Performance Management Development System
PME	Performance Monitoring and Evaluation
PMoVs	Performance Means of Verifications
POPIA	Protection of Personal Information Act
PSA	Public Service Act
PSCBC	Public Service Coordinating Bargaining Council
PSR	Public Service Regulations
PSP	Provincial Strategic Plan on HIV, STI's and TB
PWD	People with Disabilities
QPR	Quarterly Performance Reviews
RLP	Recognition of Prior Learning
RSA	Republic of South Africa
RWOPS	Remunerative Work outside the Public Service
SADC	Southern African Development Community
SAHRC	South African Human Research Council
SANAS	South African National Accreditation System
SCM	Supply Chain Management
SCOA	Standard Chart of Account
SDA	Skills Development Act

SHERQ	Safety Health Environment Risk and Quality
SMME	Small and Medium Micro Enterprise
SMS	Senior Management Service
SOP	Standard Operation Procedure
SSA	State Security Agency
STI	Sexual Transmitted Infection
TB	Tuberculosis
TOR	Terms of Reference
UN	United Nations

VISION

United, prosperous, and productive sector for sustainable rural communities.

MISSION

To promote food security and economic growth through sustainable agricultural development.

CORE VALUES

We value:

- Professionalism: We deliver excellent work with positive attitude using best practice in a professional approach.
- Integrity: We act in an ethical manner with trust, honesty, reliability, and credibility.
- Innovation: We continuously introduce new ways of doing our work.
- Caring: We want the best for our clients and staff, treat them with respect and empathy whilst embracing diversity.
- Teamwork: We believe in the “together we can do more” philosophy through shared visionary leadership.

The Programme and Budget Structure (PBS) of the LDARD is as follows:

PROGRAMME	SUB- PROGRAMME
1. ADMINISTRATION	1.1 Office of the MEC 1.2 Senior Management 1.3 Corporate Services 1.4 Financial Management 1.5 Communication and Liaison Services
2. SUSTAINABLE RESOURCE USE AND MANAGEMENT	2.1 Agricultural Engineering Services 2.2 Land Care 2.3 Land Use Management 2.4 Disaster Risk Reduction
3. AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT	3.1 Producer Support Services 3.2 Extension and Advisory Services 3.3 Food Security
4. VETERINARY SERVICES	4.1 Animal Health 4.2 Veterinary International Trade Facilitation 4.3 Veterinary Public Health 4.4 Veterinary Diagnostic Services 4.5 Veterinary Technical Support Services

5. RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES	5.1 5.2 5.3	Agricultural Research Technology Transfer Services Research Infrastructure Support Services
6. AGRICULTURAL ECONOMIC SERVICES	6.1 6.2 6.3	Production Economics & Marketing Support Agro-Processing Support Macro Economics Support
7. AGRICULTURAL EDUCATION AND TRAINING	7.1 7.2	Higher Education and Training Agricultural Skills Development

PART 1 TRANSVERSAL SERVICE STANDARDS**1.1. DIRECTORATE: RISK MANAGEMENT**

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Risk Assessments conducted	5	Section 38 and Section 45 of the PFMA Risk Management Strategy and Risk Management Policy	Management	LDARD employees	Quarter 4	5 Risk Assessments will be conducted for LDARD management during 4 th quarter in line with Sections 38 and 45 of the PFMA and Risk Management Strategy, Risk Management Policy and Risk Assessment reports will be developed
Departmental Risk Management Committee Meetings	24	Risk Committee Charter Section 38 and 45 of the PFMA and Risk Management	Management	LDARD employees	Quarterly	4 Departmental Risk Committee meetings and 20 Districts Sub Risk Management Committees will be coordinated quarterly for LDARD management in line with

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		Strategy				Risk Committee Charter, Sections 38 and 45 of the PFMA and Risk Management Strategy
Conduct investigations of cases reported	80%	Fraud Prevention Plan, Anti – Corruption Strategy, Fraud and Whistle Blowing Policy	All employees	LDARD employees	Monthly	80% of the reported cases will be investigated monthly for management and other stakeholders in terms of Fraud Prevention Plan, Anti-Corruption Strategy, Fraud and Whistle Blowing Policy
Risk Management and anti-fraud and corruption education and awareness campaigns	8	Section 38 and Section 45 of the PFMA Departmental Fraud Prevention Plan and Risk Management Strategy	All employees	LDARD employees	Quarterly	4 Risk management, 4 Anti-Fraud and Corruption awareness campaigns will be conducted for LDARD employees on a quarterly basis in line with Section 38 and Section 45 of the PFMA and Departmental Fraud Prevention Plan and Risk Management Strategy

1.2. DIRECTORATE: INTERNAL CONTROL

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Compliance Monitoring reports completed	02	Public Finance Management Act Section 38	All employees	LDARD employees	Quarter 2 & 3	02 Compliance monitoring reports will be completed during quarter 2 & 3 for LDARD employees in terms of PFMA Section 38
Conduct follow-up and monitor implementation of resolutions by	06	Public Finance Management Act Section 38	All employees	LDARD employees	Quarter 2, 3 & 4	06 Compliance audit follow-up/ follow-up template will be coordinated and consolidated and submitted during quarter 2,

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auditees.						3 & 4 to Treasury in terms of PFMA Section 38
Systems users activated and deactivated	100%	Based on request made for incoming and outgoing employees in Finance Management	Financial Management Employees	LDARD employees	Within 1 day as per request	100% all systems access rights requests made by LDARD employees Financial Management employees joining and leaving LDARD will be executed within a day in terms of activation or deactivation
Availability of financial systems 8 hours of every working day	8 hours/day	Based on availability of 8 hours/day	Financial Management Employees	LDARD employees	Daily	All financial systems will be available to all finance employees of LDARD 8 hours of every working day annually; cases of system's downtime will be monitored and reported promptly
Maintain of Loss register	100%	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	100% cases reported will be registered on the loss register quarterly for LDARD employees in line with Public Finance Management Act Section 38
Serve as secretariat to Financial Misconduct Board	4	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	4 Financial Misconduct Board meeting will be held quarterly in line with Public Finance Management Act Section 38
Develop annual financial delegations	1	Public Finance Management Act Section 38	All employees	LDARD employees	Quarter 1	1 Annual financial delegation will be developed during quarter 1 for LDARD employees in line with Public Finance Management Act Section 38

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Investigation of financial loss cases	100%	Public Finance Management Act Section 38 and Loss Policy	All employees	LDARD employees	Quarterly	100% cases of financial loss will be investigated quarterly in line with Public Finance Management Act Section 38 and Loss Policy
Maintain unwanted expenditure register	100%	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	100% of unwanted expenditure register will be monitored quarterly in line with Public Finance Management Act Section 38

1.3 DIRECTORATE: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION

SUB-DIRECTORATE: STRATEGIC PLANNING AND POLICY CO-ORDINATION

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Strategic Planning sessions conducted	1	Departmental Strategic Plan and Batho Pele Principles	Head of Directorates and sub-directorates within the Department	LDARD employees	August	1 Strategic Planning sessions will be conducted in November in line with the Departmental Strategic Plan Framework and Batho Pele Principles in preparation for the APP for 2024/25
Development of Operational Plan	1	Treasury Guidelines and Frameworks and Batho Pele Principles	All employees	LDARD employees	Quarter 4	1 Operational Plan document will be produced in 4 th quarter for all LDARD employees according to Treasury Guidelines, Frameworks and Batho Pele Principles
Policies reviewed and benchmarking	5	Departmental Policy Development	All Employees	LDARD employees	Quarterly	5 Policies will be reviewed, and benchmarking will be done with other departments quarterly in

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done with other departments		Framework and Batho Pele Principles				line with Departmental Policy Development Framework and Batho Pele Principles
Submission of quarterly reports (APP and QPR)	4	Strategic Planning Framework and Batho Pele Principles	All Stakeholders	DALRRD, Legislature, AG and OTP	Quarterly	4 Quarterly reports will be submitted to DALRRD, Legislature, AG and OTP in line with Strategic Planning Framework and Batho Pele Principles
Annual Report compiled and produced	1	Strategic Planning Framework and Batho Pele Principles	All Stakeholders	RSA	Quarter 2	1 Annual Report will be compiled and produced during the 2 nd quarter for all stakeholders nationally in line with Strategic Planning Framework and Batho Pele Principles
Annual Performance Plan compiled and produced	1	Strategic Planning Framework and Batho Pele Principles	All Stakeholders	RSA	Quarter 4	1 Annual Performance Plan will be compiled and produced during the 4 th quarter for all stakeholders nationally in line with Strategic Planning Framework and Batho Pele Principles

SUB DIRECTORATE: PERFORMANCE MONITORING AND EVALUATION

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
PME Reports produced	5	Departmental Performance Means of Verifications template and Quarterly	LDARD Management	LDARD	Quarterly	5 PME products will be produced for LDARD Management in line with Performance Means of Verification (PMoVs) template and Quarterly Performance

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		Performance analysis report				analysis report, 2 products for the 1 st quarter and 1 per quarter
Performance Monitoring and Evaluation Framework reviewed	1	Government Wide Monitoring and Evaluation System	All employees	LDARD Employees	Quarter 4	1 Monitoring and Evaluation Framework will be reviewed for all LDARD officials in quarter4 in line with Government Wide Monitoring and Evaluation Systems
Verification of projects	100	PME Standard Operating Procedure (SOP) and LDARD PME framework	All Stakeholders	Limpopo Province	Quarterly	100 Projects will be verified quarterly for all stakeholders in line with PME SOP and LDARD PME Framework
Monitoring of projects	4	PME Standard Operating Procedure (SOP)	All Stakeholders	Limpopo Province	Quarterly	7 Projects in Limpopo Province will be monitored quarterly in line with PME Standard Operating Procedure (SOP)
Evaluation of projects	7	Terms Of Reference and Government Wide Monitoring and Evaluation System (GWMES)	All Stakeholders	Limpopo Province	Quarter 1 and 2	7Projects in Limpopo Province will be evaluated during 1 st and 2 nd Quarter in line with the TOR and GWMES for all stakeholders
SUB DIRECTORATE: SERVICE DELIVERY IMPROVEMENT						
KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Review of Service Standards	1	White Paper on Batho Pele and White Paper on Transformation of Public Service	All Stakeholders	Limpopo Province	Quarter 4	1 Service Standards will be reviewed once during the 4 th quarter in line with White Paper on Batho Pele and White Paper on Transformation of Public Service for all stakeholders in

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						Limpopo Province
Monitor implementation of Service Standards	All workplaces	White Paper on Transformation of Public Service	All Employees	LDARD employees	End of each quarter	All employees in LDARD workplaces will be monitored on implementation of Service Standards at the end of each quarter in line with the White Paper on Transformation of Public Service
Review of Service Delivery Charter	1	PSR and White Paper on Transformation of Public Service	All Stakeholders	Limpopo Province	Quarter 4	1 Service Delivery Charter will be reviewed during the 4 th quarter in line with the PSR and White Paper on Transformation of Public Service for the benefit of all stakeholders in Limpopo Province
Review Statement of Public Service Commitment	1	PSR and White Paper on Transformation of Public Service	All Stakeholders	Limpopo Province	Quarter 1	1 Statement of Public Service Commitment will be reviewed during the 1 st quarter in line with the PSR and White Paper on Transformation of Public Service for the benefit of all stakeholders in Limpopo
Development of Citizen's Report	1	PSR and White Paper on Transformation of Public Service	All Stakeholders	Limpopo Province	Quarter 2	1 Citizen's Report will be developed during the 2 nd quarter in line with the PSR and White Paper on Transformation of Public Service
Manage and ensure finalization of departmental complaints	100%	Complaints Management Policy and Batho Pele Principles	All Stakeholders	Limpopo Province	Quarterly	100% Reports on status of complaints will be produced quarterly for all stakeholders in Limpopo Province in line with Complaints Management Policy and Batho Pele Principles

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Managing of suggestion boxes	24	Complaints Management Policy and Batho Pele Principles	All Stakeholders	Limpopo Province	Monthly	24 Suggestion boxes will be serviced monthly for all stakeholders in Limpopo Province in line with the Complaints Management Policy and Batho Pele Principles
Monitor Thusong Service Centre	8	Provincial Thusong Centre	All Stakeholders	Limpopo Province	Quarterly within 1 day	8 Thusong Service Centers will be monitored quarterly in line with the Provincial Thusong Centre Strategy for all stakeholders in Limpopo Province within 1 day
SUB DIRECTORATE: ORGANIZATIONAL DEVELOPMENT & PLANNING						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Manage and maintain the organizational structure	1	Strategic Plan, Public Service Act, Public Service Regulation 2016,	All employees	LDARD employees	On –going	1 Organizational structure will be managed and maintained for LDARD employees on an ongoing basis according to the strategic plan, PSA and PSR
Assess requests to define problems	100% of identified requests	Strategic Plan, Public Service Act, 103 of 1994 Public Service Regulation, 2016	All employees	LDARD employees	14 days	100% assessment of requests to define problems will be done within 14 days from the date of receipt in line with Strategic Plan, PSA and PSR
Conduct investigations on the current organisational structure to identify gaps	100% of identified requests	Strategic Plan, Public Service Act, 103 of 1994 and Public Service Regulation, 2016	All employees	LDARD employees	1 month	100% investigations on the current organizational structure will be conducted within 1 month from the receipt of the complaint /request to identify gaps for LDARD employees in line with Strategic Plan, PSA

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						and PSR
Recommend changes or adjustments to fill identified gaps	100% of identified requests	Strategic Plan, Public Service Act, 103 of 1994 and Public Service Regulation, 2016	All employees	LDARD employees	14 days	100% changes or adjustments of request to fill identified gaps will be recommended within 14 days from the date of identification for LDARD employees in line with Strategic Plan, PSA and PSR
Monitor and facilitate the development of job descriptions	100% of all identified posts	In line with the prescribed format for the development of job descriptions	Posts	LDARD employees	Quarterly	100% development of job descriptions will be monitored and facilitated quarterly for LDARD employees' posts in line with the prescribed format
Conduct workshops on the development of job descriptions	10	In line with the prescribed format for the development of job descriptions	All employees	LDARD employees	Quarter 1 and 2	10 Workshops on the development of job descriptions will be conducted for LDARD employees during the 1 st and 2 nd quarter in line with the prescribed format for the development of job descriptions
Identify posts without job descriptions	100%	In line with the approved structure	Posts	LDARD employees	14 days	100% of posts without job descriptions will be identified in line with the organizational structure within 14 days
Conduct analysis on key performance areas and competencies of identified posts	100%	In line with CORE	Posts	LDARD employees	1 month	100% analysis on key performance areas and competencies of all LDARD identified posts will be conducted within one month from the date of identification in line with CORE after identification

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Ensure Development of job descriptions	100%	In line with CORE and the prescribed format	Posts	LDARD employees	1 month	100% job descriptions of all identified posts will be developed within 1 month in line with CORE the prescribed format
Manage Job Evaluation of posts	100%	In line with the organizational structure and job description, Public Service Regulation 2016, Job Evaluation Policy guide on job evaluation.	All employees	LDARD employees	Quarterly	and 100% evaluation of posts will be managed quarterly for LDARD employees in line with the organizational structure and job descriptions, PSR Job Evaluation Policy and guide on job evaluation
Conduct workshops on the processes of job evaluation	10	In line with the approved structure	All employees	LDARD employees	Quarter 1 and 2	10 Workshops on the processes of Job Evaluation will be conducted during the 1 st and 2 nd quarter in line with the approved structure
Conduct job analysis on identified posts	100%	JE System, JE Pre-interview questionnaire	Jobs	LDARD employees	1 Month	100% of job analysis will be conducted within 1 month after the identification of posts in line with Equate Questionnaire and software
Facilitate the panelling of posts	100%	Guide on job evaluation, and the Public Service Regulation 2016	Jobs	LDARD employees	1 Month	100% panelling of LDARD posts will be facilitated within 1 month in line with the guide on job evaluation, and the PSR
Communicate job evaluation results	100%	Guide on job evaluation and the Public Service Regulation 2016	All employees	LDARD employees	14 Days	100% job evaluation results will be communicated within 14 days to LDARD employees after the completion of the process in line with the guide

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						on job evaluation and the PSR
Development of procedure manuals and departmental forms	100% of all identified procedures	Human Resource and Financial Policies	Human Resource and Finance processes	LDARD employees	Quarterly	100% identified procedure manuals and departmental forms will be developed, guided by Human Resource and Financial Policies for the LDARD employees processes quarterly
Identify, draft and map the As-Is processes	100	Human Resource and Financial Policies	Processes	LDARD employees	Quarterly	100% identify, draft and map the As-Is processes within 1 month in line with Human Resource and Financial Policies for LDARD employees
Conduct workshops to identify dysfunctional As-Is processes to confirm the To-Be processes	10	Human Resource and Financial Policies	Business units	LDARD employees	Quarter 2&3	10 Workshops will be conducted for LDARD employee's business units during 2 nd and 3 rd quarter to identify dysfunctional As-Is processes to confirm the To-Be processes in line with Human Resource and Financial policies
Draft and map the To-Be processes	100%	Human Resource and Financial Policies	Processes	LDARD employees	Quarter 1 & 2	Drafting and mapping 100% LDARD will be processes during 1 st and 2 nd quarter in line with Human Resource and Financial Policies
Identify and develop departmental forms in line with the To-Be processes	100%	Procedure Manual	Processes	LDARD employees	Quarter 1 & 2	Identify and develop 100% departmental forms in line with the To-Be processes and LDARD Procedure Manual during 1 st and 2 nd Quarter

1.4 DIRECTORATE : COMMUNICATIONS AND LIAISON SERVICES

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Communication Strategy implemented	1	Promotion of Access to Information Act and Government Communication Information Services and Batho Pele Principles	All the external and the internal stakeholders	Limpopo Province	Quarter 2	01 Communication Strategy will be reviewed and implemented during the 2 nd quarter in line with Promotion of Access to Information Act, Government Communication Information Services and Batho Pele Principles
Events and campaigns conducted	48	Departmental Communication Strategy and Batho Pele Principles	All the external and the internal stakeholders	Limpopo Province	Quarterly	48 Departmental events and campaigns will be conducted quarterly for internal and external stakeholders in Limpopo Province in line with the Departmental Communication Strategy and Batho Pele Principles
Media statements	12	Departmental Communication Strategy and Batho Pele Principles	All the external and the internal stakeholders	Limpopo Province	Quarterly	12 Media statements will be issued quarterly in line with the Departmental Communication Strategy and Batho Pele Principles for the benefit of all stakeholders in Limpopo Province
Agric radio programmes broadcasted	20	Departmental Communication Strategy, Promotion of Access to Information Act	All Stakeholders	Limpopo Province	Quarterly	20 Agricultural public education and awareness radio programmes will broadcast quarterly in line with the departmental Communication Strategy, PAIA and Batho Pele

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		and Batho Pele Principles				Principles for the benefit of all stakeholders
Shows and exhibitions	28	Departmental Communication Strategy and Batho Pele Principles	All Stakeholders	Limpopo Province	Quarterly	28 Shows and exhibitions will be conducted quarterly in line with Departmental Communication Strategy and Batho Pele Principles for all stakeholders in Limpopo Province
Zwavhulimi Edition published online	12	Departmental Communication Strategy, Promotion of Access to Information Act	All Stakeholders	Limpopo Province	Monthly	12 Compiled stories will be uploaded on the Departmental website/ published on monthly basis in line with Departmental Communication Strategy, PAIA for the benefit of all stakeholders
E-Newsletters published	27	Departmental Communication Strategy, Promotion of Access to Information Act	All employees	LDARD employees	Bi- weekly	27 Newsletters will be published bi- weekly and as and when there are issues of interest to publish in line with departmental Communication Strategy and PAIA for the benefit of the LDARD staff (the total number of editions depend on the availability of newsworthy stories which are for internal stakeholder's interest)

1.5 DIRECTORETE: GOVERNMENT INFORMATION AND TECHNOLOGY OFFICE (GITO)

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Software and systems licensing	6	CGICTPF, ITIL, COBIT and Gartner reports	ICT users and LDARD Officials	LDARD employees	Annually	6 Existing software licenses will be renewed annually for LDARD employees in line CGICTPF,

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						ITIL, COBIT and Gartner reports
Logged incidents	100%	CGICTPF, COBIT	ITIL, LDARD employees	LDARD	Hourly.	100% logged incidents will be responded to in line with CGICTPF, ITIL, COBIT
Service continuity test	2	CGICTPF, COBIT	ITIL, IT users	LDARD	Bi- annually	2 Service continuity test will be conducted replication bi- annually to the ability to work in the event of a disaster in line with CGICTPF, ITIL, COBIT
Data recovery test.	2	CGICTPF, COBIT	ITIL, IT users	LDARD	Annually	2 Data recovery test will be conducted annually for IT users in LDARD in line with CGICTPF, ITIL, COBIT
Terminated users	100%	CGICTPF, COBIT	ITIL, Management	LDARD	Daily	100% IT users will be terminated daily in LDARD 8 hours after management submitted the request in line with CGICTPF, ITIL & COBIT
Creating users	100%	CGICTPF	LDARD employees	LDARD	Daily	100% of IT users will be created for LDARD employees daily as requested from HRM within 2 hours in line with CGICTPF
Website updates	100%	CGICTPF	IT users & stakeholders	LDARD	Hourly	Website will be 100% updated hourly for IT users for LDARD employees and stakeholders in line with CGICTPF
Systems development	100%	CGICTPF	IT users	LDARD	Annually	100% system will be developed annually when is required for LDARD employees within 7 days in line CGICTPF
Business processes identifications	100%	CGICTPF) ITIL, COBIT	IT users	LDARD	Annually.	100% business processes will be conducted annually within 7 days from the request in line with CGICTPFITIL, COBIT

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Environmental and Infrastructure controls monitoring	4	CGICTPF, ITIL, COBIT and Gartner reports	IT users	LDARD	Daily.	4 Environmental and infrastructure controls will be monitored every 4 hours on daily basis in LDARD in line with CGICTPF, ITIL, COBIT and Gartner reports
ICT plan implemented	1	CGICTPF, ITIL, COBIT and Gartner reports	IT users	LDARD employees	Quarterly	1 ICT plan will be implemented quarterly for LDARD employees CGICTPF, ITIL, COBIT and Gartner reports
Adherence to industry standards to ensure maximum utilization of the software packages	100%	CGICTPF, ITIL, COBIT and Gartner reports	IT users	LDARD employees	2 working days	100% software support services will be provided within 2 working days to any users within LDARD in line with ITIL, CGICTPF, COBIT, Gartner recommendations
Maintenance of IT working tools to enable users to execute their daily activities	100%	Corporate Governance ICT Policy framework, ITIL, COBIT and Gartner reports	IT users	LDARD employees	7 working days	100% hardware maintenance services will be provided within 7 working days to any users within LDARD in line with ITIL, COBIT, Corporate Governance ICT Policy framework
Ensure data protection and prevention of unauthorized access to the government network (Production Environment and DR Site)	100%	Corporate Governance ICT Policy framework ITIL, COBIT, ISO 38500 and Gartner reports	IT users	LDARD employees	Daily	100% daily maintenance and security will be providing daily to any users within LDARD in line with ITIL, COBIT, Corporate Governance ICT Policy framework and Gartner recommendations

ICT Governance monitoring	100%	CGICTPF, ITIL, COBIT and Gartner reports	IT Users	LDARD employees	Daily	100% daily compliance to ICT will be monitored in line with Governance Frameworks, policies, and procedures for LDARD employees
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1.6 DIRECTORATE: SECURITY MANAGEMENT SERVICES AND FACILITIES MANAGEMENT

KEY SERVICES	QUANTIT Y	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Security threat risk assessment reports compiled	20	Reports in terms of MISS and MPSS	MEC, HOD, employees and relevant authorities	LDARD employees	Quarterly	20 Security threat risk assessment reports will be compiled quarterly in line with MISS, MPSS for MEC, HOD, employees and relevant authorities
Percentage of contracts managed	100% service providers' i.e., physical securities	Managed in terms of the service level agreement	All Stakeholders	LDARD employees	Monthly	100% of security contracts will be managed in terms of service level agreement for all stakeholders of LDARD through monthly site inspection
Education and awareness workshops conducted for information on security	4	In line with Security Policy	All employees	LDARD employees	Quarterly	4 Education and awareness workshops will be conducted for LDARD employees quarterly on information on security
Percentage of selected applicants, prospective bidders and employees	100%	Criminal Record Centre and State Security Agency (SSA)	All employees and selected applicants	LDARD employees	Monthly	100% of selected applicants, prospective bidders and LDARD employees will be screened monthly in LDARD based on Criminal Record Centre and State Security Agency in the

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screened						LDARD
Documents dispatched in accordance with MISS	100%	MISS	All employees	LDARD employees	Quarterly	100% documents will be dispatched for LDARD employees quarterly in accordance with MISS
Provision of hygienic services	1	OHS Act	All Stakeholders	Limpopo province	Daily	1 Proper hygienic service will be provided daily to all buildings at head office through routine maintenance by Facility Management in line with OHS Act

1.7 SUB DIRECTORATE: RECORDS MANAGEMENT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Issuing and implementation of Disposal Authorities	4	PFMA, NARS, Limpopo Archives Act, Departmental Records Management Policy, Records Management Policy Manual, Registry Procedure Manual, Best Practice Model for Managing and Keeping Employee Records and LDARD Section 14 of PAIA Manual	Employees, Provincial Archives	LDARD employees	31 March 2024	4 Disposal authorities will be granted (issued) by 31 March 2024 by Provincial Archives and implemented by the Department guided by PFMA, Records Management Policy, Records Management Policy Manual, NARS, Departmental Records Management Policy, and Limpopo Archives Act for LDARD employees

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Receiving and distribution of documents in the registry offices	100%	NARS, Limpopo Archives Act, Departmental Records Management Policy, Records Management Policy Manual, Registry Procedure Manual, Best Practice Model for Managing and Keeping Employee records and LDARD Section 14 of PAIA Manual	All employees District Offices	LDARD employees	Within 2 days (i.e., 48 hours) upon receipt	100% documents brought to registry will be received and distributed within 2 days (48 hours) upon receipt guided by Records Management Policy, Records Management Policy Manual, NARS, Departmental Records Management Policy, Registry Procedure Manual, Best Practice Model for Keeping and Managing Employee Paper-based records, LDARD Section 14 of PAIA Manual and Limpopo Archives Act for LDARD employees
The updating and review of file plans	4	DPSA Circular Number 4 of 2002 & Best Practice Model for Managing and Keeping Employee records	Employees Provincial Archives	LDARD employees	31 March 2024	4 Files plans will be updated and reviewed by 31 March 2024 guided by NARS; Limpopo Archives Act; Departmental Records Management Policy and Registry Procedure Manual for LDARD employees
Filing of documents/files	100%	Registry Procedure Manual & Best Practice Model for Managing and Keeping Employee records	All employees	LDARD employees	Within a day upon receipt of the document/file	100% documents/ files brought to registry will be filed within 24 hours (a day) upon receipt in accordance to the Registry Procedure Manual and Best Practice Model for Managing and Keeping Paper Based Employee records for LDARD

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						employees
Retrieving of files	100%	PFMA, NARS, Limpopo Archives Act, Departmental Records Management Policy, Records Management Policy Manual, Departmental Records Disposal Policy, Registry Procedure Manual, Best Practice Model for Managing and Keeping Employee records and Records Management User Process Manual PAIA	All employees	LDARD employees	Within 5 minutes upon receipt of the request	100% files will be retrieved within 5 minutes upon receipt of the request in compliance with the Registry Procedure Manual, Records Management User Process Manual and Best Practice Model for Managing and Keeping Employee paper based records for LDARD employees
Transfer of files to and from other departments	100%	Registry Procedure Manual, Best Practice Model for Managing and Keeping Employee records and Records Management User	All employees	LDARD	Within 30 calendar days upon transfer of an employee	100% of files will be transferred to or from other departments within 30 calendar days upon transfer of an official in compliance with the Registry Procedure Manual, Records Management User Process Manual and Best Practice Model for Managing and

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		Process Manual				Keeping Employee paper-based records for LDARD employees
Issuing of overdue notices	100%	Registry Procedure Manual, Best Practice Model for Managing and Keeping Employee records and Records Management User Process Manual	All employees	LDARD employees	5 days after a file has been issued	100% of overdue notices will be issued within 5 days after a file has been issued to the officer in accordance with the Registry Procedure Manual, Records Management User Process Manual and Best Practice Model for Managing and Keeping Employee paper-based records for LDARD employees
Updating of employee details on PERSAL	40	DPSA Circular Number 4 of 2002, Best Practice Model for Managing and Keeping Employee Records	All employees	LDARD employees	31 March 2024	Employee details for 40 employees will be updated on PERSAL by 31 March 2024 in accordance with DPSA Circular Number 4 of 2002 and the Best Practice Model for Keeping and Managing Employee Paper Based Records for LDARD employees
Conduct workshops and awareness campaigns	4	Departmental Records Management Policy Registry Procedure Manual Records Disposal Policy	All employees	LDARD employees	Quarterly	4 Workshops and awareness campaigns will be conducted quarterly in accordance with the Departmental Records Management Policy, Registry Procedure Manual and Records Disposal Policy quarterly for LDARD employees
Conduct records management inspections on an annual basis	1	Records Management Policy and Registry Procedure Manual	All employees	LDARD employees	Annually	1 Records management inspections will be conducted annually in accordance with the Records Management Policy and the Registry Procedure

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						Manual annually for LDARD employees
Indexing of files (correspondence lists)	100%	Registry Procedure Manual	All files kept in registries	LDARD employees	Daily	100% of files will be indexed daily in accordance with Registry Procedure Manual for all LDARD files kept in registries
Processing of requests in accordance with PAIA, POPIA and PAJA	100%	Promotion of Access to Information Act (PAIA) and Departmental Manual in terms of Section 14 of PAIA and Batho Pele Principles	Office of the Premier Requesters of information SAHRC Department of Justice and Constitutional Development	RSA	Within 30 working days upon receipt of the request	<ul style="list-style-type: none"> 100% PAIA and POPIA requests will be processed within 30 working days upon receipt of the request in accordance with PAIA, POPIA and Departmental Manual in terms of Section 14 of the Act and Batho Pele Principles for all stakeholders in RSA. 100% PAJA requests will be processed within 90 working days upon receipt of the request in accordance with PAJA.
Translation and Printing of manuals	5	Manuals in terms of Section 14 of PAIA and Batho Pele Principles	All stakeholders	RSA	By 31 March 2024	PAIA manuals will be translated into 5 different languages and printed by 31 March 2024 in accordance with the Departmental Manual in terms of Section 14 of PAIA and Batho Pele Principles for all stakeholders in RSA

1.8 DIRECTORATE: HUMAN RESOURCE SERVICES**SUB-DIRECTORATE: CONDITIONS OF SERVICE**

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Management of retiring employees	37	According to the Public Service Act and procedure Manual	All employees	LDARD employees	3 months in advance	37 Identified Retiring employees will be managed in the LDARD employees according to the report retrieved from PERSAL system within three months
GEPF online transactions	37	PSA, pension case management employer user guide and DPSA communiqué dated 20170306 read in conjunction with GPAA practice note 1 of 2014.	All exit employees	LDARD exit employees	At least 6 months in advance in case of retirement.	37 GEPF online transaction will be managed 6 months in advance in line with PSA, pension case management employer user guide and DPSA communiqué dated 2017-03-06 read in conjunction with GPAA practice note 1 of 2014
Management of staff establishment	1	Approved organisational structure Code of remuneration of PSR 2016 as amended PSA of 1994	All employees	LDARD employees	Within 5 days	1 Staff establishment will be managed 100% to ensure correct placement, exit and movement of employees in the LDARD within 5 working days in line with Approved Organizational Structure, CORE, PSR 2016 as amended and PSA of 1994
Provide analytical HRM reports	12	Analyses of all data retrieved from PERSAL system	All employees	LDARD employees	Within 5 working days	12 Analytical HRM reports based on head count, salary level, sick leave, special and incapacity leave, service termination detail and personnel

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						turnover of employees will be provided within 5 working days in line with data retrieved from PERSAL system
Monitor incapacity leave (PILIR)	100%	PILIR policy	All employees	LDARD employees	5 working days after receipt	100% Applications of incapacity leave will be monitored and assessed by the service provider in terms of PILIR Policy within 5 working days after receipt
Management of long service awards	100%	According to Determination of long service awards and PERSAL report	All employees	LDARD employees	5 working days of receipt	100% payment of long service awards will be managed for LDARD employees according to Determination of long service awards and PERSAL report within 5 working days from the date of receipt
Management of state guarantees	100%	In terms of the policy regulating state guarantees	All employees	LDARD employees	5 working days of receipt	100% of state guarantees will be managed for LDARD employees according to the policy regulating state guarantees within 5 working days from the date of receipt
Management of leave of absence in the Department	100%	In terms of the leave directive, leave plan and Provincial Special Leave Policy	All employees	LDARD employees	5 working days of receipt	100% Leave of absence will be managed for LDARD employees in terms of the leave directive, leave plan and Provincial Special Leave Policy within 24
Conduct Leave Audit	37	In terms of leave directive and leave toolkit	All employees	LDARD employees	Quarterly	32 Leave files audit will be conducted on the leave audit for LDARD employees in terms of leave directive and leave toolkit quarterly

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Management of financial disclosure and remunerative work outside the Public Service	100%	In terms of PSA 1994, SMS handbook. Public Service Regulation and Remunerative Work Outside the Public Service (RWOPS) Policy	All employees	LDARD employees	Quarter 1	100% financial disclosure and RWOPS will be managed in terms of Public Service Act 1994, SMS handbook, PSR and RWOPS for all SMS members and LDARD employees annually in quarter 1
SUB-DIRECTORATE: RECRUITMENT& PROVISIONING						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Filling of vacant posts	210	Departmental Recruitment and Selection Policy & Public Service Act 1994 amended	All suitable qualified people	Within or outside the RSA	90 days	210 Vacant funded posts will be filled with suitably qualified people from within or outside the RSA as per Departmental Recruitment and Selection Policy within 90 days and Chapter IV section 11 of the PSA 103 of 1994 as amended
Monitor Occupational Specific Dispensation (OSD)	100%	PSCBC-Resolution 1 of 2007 GPSSBC-Resolution 1 of 2008 & 2-9 of 2009	Qualifying employees	LDARD employees	Within 5 working days after receipt	100% of OSD translation, grade progression and recognition of relevant experience will be monitored within 5 days after receipt in line with PSCBC-Resolution 1 of 2007 GPSSBC-Resolution 1 of 2008 and 2-9 of 2009
Confirmation of probationary appointment	100%	Public Service Regulation 2016 and procedure manual	Employees still on probationary appointment	LDARD employees	Within 5 working days after the approval of Head of Department	100% confirmation of probationary appointments will be managed of LDARD employees still on probation in line with PSR, as per the received quarterly reports from line Managers within 5 working

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						days after approval by the HOD
Management of employee transfers and debt recovery	100%	Public Service Act 1994 as amended & Public Service Regulation 2016 as amended & Procedure for Transfers	Qualifying employees	Internal and Inter Departmental	Within month	100% employees' internal and inter departmental transfers will be managed within a month in terms of Chapter IV section 14 (2) (a) and (b) of the PSA 103 of 1994
Management of employee translations and Res 3 of 2009 (Non OSD)	100%	Public Service Act 1999 as amended & Public Service Regulation 2016 as amended, Procedure for Translations	Qualifying employees	LDARD employees	Within 5 working days after approval by the Head of Department	100% translations will be managed for qualifying in LDARD employees in line with the PSA, PSR and Procedure for Translations as per received request from line Managers within 5 working days after approval by the HOD
Manage verification of employee qualifications	100%	All employees' qualifications verified	Shortlisted candidates	Within or outside the RSA	Within 30 days after the approval by the Head of Department to shortlist	100% verifications of qualifications within or outside the RSA will be concluded in line with the provisions of the guideline "Verifications of qualifications in the Public Service, 2005" and in terms of the PFMA as per a list of the shortlisted candidates
SUB DIRECTORATE: HUMAN RESOURCE PLANNING						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Implementation Human Resource Plan	1	PSR Strategic Human Resource Planning Guideline and Toolkit	All employees	LDARD employees	Quarterly	1 HR Plan will be implemented quarterly in line with the PSR, Strategic HR Planning Guideline and Toolkit for LDARD employees

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Development of Human Resource Plan for 2023/2026 MTEF Period	1	PSR as amended), Strategic Human Resource Planning Guideline and Toolkit	All employees	LDARD employees	4 th Quarter	1 HR Plan for 2023/2026 MTEF will be Developed during 4 th Quarter in line with the PSR, Strategic HR Planning Guideline and Toolkit for LDARD employees
Compilation of Annual Human Resource Planning Implementation Report	1	PSR Strategic Human Resource Planning Guideline and Toolkit, EEA and SDA	All employees	LDARD employees	Quarter 1	1 Annual Human Resource Plan Implementation Report will be compiled during 1 st quarter within a month in line with PSR, Strategic HR Planning Guideline and Toolkit, EEA, and SDA for LDARD
Implementation of Employment Equity Plan / Updating of Monthly EE Stats	12	White Paper on Affirmative Action, Employment Equity Act 55 of 1998 LRA and SDA	All employees	LDARD employees	Monthly	12 Employment Equity plan will be reviewed monthly in line with White Paper on Affirmative Action, EEA, LRA and SDA for LDARD employees
Compilation of annual Employment Equity Report	1	EEA, LRA and SDA	All employees	LDARD employees	Quarter 4	1 Annual Employment Equity Report will be compiled in during 4 th Quarter on the implementation of EE Plan in line with EEA, LRA and SDA for LDARD employees
Employment equity compliance to achieve 50%	4	EEA, Code of Good Practice and Cabinet Resolutions Gender Strategic Framework	Internal and External candidates	LDARD employees	As per advert	Employment Equity compliance to appoint 4 Female SMS internal or external candidates as per advert to achieve 50% representation in line with EEA, Code of Good Practice, Cabinet Resolutions and Gender Strategic Framework for LDARD internal and external candidates

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Achievement of 4% people with disability	10	EEA, Code of Good Practice, Cabinet Resolution 2006 and Job Access Strategic Framework on the employment of PWD's	Internal and external candidates	LDARD employees	As per advert	Strive to employ 10 internal or external candidates of People with Disabilities as per advert to achieve 2% representation in line with EEA, Code of Good Practice, Cabinet Resolutions, Job Access Strategic Framework on the employment of PWD's for LDARD internal or external candidates
Development of Management action plan on Employee Satisfaction Survey	1	PSR	All employees	LDARD employees	Quarter1	1 Management action plan Employee Satisfaction Survey will be developed during 1 st quarter in line with PSR
Implementation of Management Action Plan on Employee Satisfaction Survey	4	PSR	All employees	LDARD employees	Quarterly	4 Employee satisfaction survey report will be compiled quarterly on the implementation of Management intervention plan on the findings of the survey conducted with LDARD employee
Conducted Exit Interviews	100%	PSR	All employees	LDARD employees	Quarterly	100% exit interviews will be conducted quarterly through questionnaires in line with PSR
Compilation of Exit Interviews Reports	5	PSR	All employees	LDARD employees	Quarterly	5 Exit Interview Reports will be compiled quarterly in line with PSR

1.9 DIRECTORATE: HUMAN RESOURCE DEVELOPMENT**SUB DIRECTORATE: HUMAN RESOURCE TRAINING AND DEVELOPMENT**

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Bursary Management	1	Departmental External and Internal Bursary Policy	External Bursary students	Limpopo Province	3 rd Quarter	1 Bursary need analysis will be conducted during 3 rd quarter for external students in Limpopo Province in in line with External Bursary Policy
Progress report on bursary	1	Departmental External and Internal Bursary Policy	External Bursary students	Limpopo Province	4 th Quarter	1 Progress reports of Bursars will be compiled during 4 th quarter for External Bursary students in line with Departmental External and Internal Bursary Policy
Bursary files captured on Persal	4	Departmental External and Internal Bursary Policy	External Bursary Students & Internal Bursary Students	Limpopo Province	Quarterly	4 Reports on Bursary files will be compiled and captured on Persal on quarterly basis for External Bursary Students & Internal Bursary Students in line with Departmental External and Internal Bursary
Internship programme monitored.	2	Directive on Developmental Programmes in the Public Service	Students and graduates Interns	Limpopo Province	2 nd Quarter	2 Induction sessions will be conducted during 2 nd Quarter Students and graduates Interns in line with Directive on Developmental

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						Programmes in the Public Service
Soft Skills sessions conducted	2	Directive on Developmental Programmes in the Public Service	Students and graduates Interns	Limpopo Province	3 rd Quarter	2 Soft Skills sessions will be conducted during 3 rd Quarter Students and graduates Interns in line with Directive on Developmental Programmes in the Public Service
Conduct need analysis for RPL	1	Adult Education and Training Act, 2000	Farm Aid / General Workers	LDARD employees	3rd Quarter	1 Need analysis for RPL will be conducted during 3 rd quarter for Farm Aid / General Workers in line with Adult Education and Training Act, 2000
Employees trained.	1915	Departmental Workplace Skills Plan Skills Development Act	All employees	LDARD employees	Quarterly	1915 Employees will be trained quarterly in line with Departmental Workplace Skills Plan Skills Development Act Departmental Workplace Skills Plan
SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Conduct Wellness Sports Day	4	EHW Strategic Framework for the Public Service 2009, Wellness	All employees	LDARD employees	Quarter 1, 2&3	4 Wellness Sport Day will be conducted quarterly for LDARD employees as guided by the Employee Health and Wellness

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		management policy, System Monitoring Tool. EHW Strategic Framework for the Public Service 2019, Wellness management policy, and Sport and Social Club policy				Strategic Framework for the Public Service 2019, Wellness Management Policy, Sport, and Social Club Policy
Conduct Wellness Management Committee meetings	4	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy.	All employees	LDARD employees	Quarterly	4 Wellness Management Committee meetings will be conducted for LDARD employees quarterly as guided by the Employee Health and Wellness Strategic Framework for the Public Service 2009, Wellness Management Policy
Compile report on promotion and monitoring of individual physical wellness	4	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy, Corporate Social Responsibility Policy	All employees	LDARD employees	Quarterly	4 Reports on promotion and monitoring of individual physical wellness will be compiled for LDARD employees quarterly as guided by the Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy, and Corporate

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						Social Responsibility Policy.
Provide psychosocial wellness services on referred cases	100%	EAPA SA Service Standards 2001, Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy	All employees and their dependents	LDARD employees	Monthly	100% of psychosocial wellness services on referred cases will be provided monthly to employees at LDARD guided by EAPA SA Service Standards 2001, Employee Health, and Wellness Strategic Framework for the Public Service 2019.
Conduct groupwork sessions	2	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy	All employees	LDARD employees	Quarter 1 & 3	2 Groupwork sessions will be conducted during 1 st and 2 nd quarter guided by Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy
Compile SOP on psychosocial wellness services	1	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy, EAPA SA service standards 2019.	All employees	LDARD employees	Quarter 1	1 SOP on psychosocial wellness services compiled for LDARD employees during quarter 1 as guided by the Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy, and EAPA SA service standards 2019.
Conduct EAP Supervisory Training	2	Employee Health and Wellness	All employees	LDARD employees	Quarter 2 & 3	2 EAP supervisory training sessions will be conducted

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		Strategic Framework for the Public Service 2019, Wellness Management Policy, Corporate Social Responsibility Policy				during 2 nd and 3 rd quarter guided by the Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness management Policy.
Conduct spiritual wellness sessions	4	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy. Concept document on spiritual wellness	All employees	LDARD employees	Quarterly	4 Spiritual wellness sessions conducted at workplaces guided by the Employee Health and Wellness Strategic Framework for the Public Service 2019 and approved concept document on Spiritual Wellness Programme
Establish spiritual wellness programme at workplaces	5	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy	All employees	LDARD employees	Quarter 1&2	5 Spiritual wellness programmes will be established at workplaces guided by the Employee Health and Wellness Strategic Framework for the Public Service 2019 and approved concept document on Spiritual Wellness Programme
Compile monitoring report on implementation of spiritual wellness programme	2	Employee Health and Wellness Strategic Framework for the Public Service	All employees	LDARD employees	Bi-annually	2 Monitoring reports on implementation of spiritual wellness programme will be compiled guided by the Employee Health and

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		2019, Wellness Management Policy				Wellness Strategic Framework for the Public Service 2019 and approved concept document on Spiritual Wellness Programme.
Conduct retirement planning sessions	4	Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy	All employees	LDARD employees	Quarter 2,3 & 4	4 Awareness sessions on retirement planning will be conducted during 2 nd , 3 rd & 4 th quarter for LDARD employees guided by Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management policy.
HAST & HPM						
Conduct Educational sessions on HIV, TB and STIs	7	Managing HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2009 EHW policy, NSP & PSP on HIV, STI's and TB 2017-2022	All Employees and Stakeholders	LDARD employees	Quarterly	7 Educational sessions on HIV, STIs and TB will be conducted quarterly for employees and stakeholders as guided by Managing HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2009, EHW policy, NSP and PSP on HIV, STI's and TB 2017-2022
Provide HIV Testing services	7	Managing HIV/AIDS in the workplace.	All employees and	LDARD employees	Quarterly	7 HCT Sessions will be conducted quarterly as guided by Managing

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		Employee Health and Wellness Strategic Framework for the Public Service 2019, NSP & PSP on HIV, STIs and TB 2016-2022 and HTS Policy.	Stakeholders			HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2009, EHW policy, NSP on HIV, STI's and TB 2017-2022 and HTS Policy
Report complied on distribute of Male and female condoms	2	Managing HIV/AIDS in the workplace. Employee Health and Wellness Strategic Framework for the Public Service 2019, EHW policy, NSP & PSP on HIV, STIs and TB 2017-2022	All employees and Stakeholders	LDARD employees	Biannually	2 Reports on distribution of male and female condoms will be compiled for employees bi- annually and stakeholders guided by Managing HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2019, EHW policy, NSP & PSP on HIV, STIs and TB 2017-2022
Coordinate Capacity building programmes for Peer Educators	2	Employee Health and Wellness Strategic Framework for the Public Service 2019, HTS Policy.	All employees	LDARD employees	Bi-annually	2 Peer Educators Capacity building sessions will be conducted bi-annually as guided by Employee Health and Wellness Strategic Framework for the Public Service 2019 and HTS Policy
HEALTH AND PRODUCTIVITY MANAGEMENT						
Conduct educational sessions on	7	Employee Health and Wellness	All employees	LDARD employees	Quarterly	7 Educational sessions on communicable and non-

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communicable and non-communicable diseases		Strategic Framework for the Public Service 2019 and EHW policy	and stakeholders			communicable diseases will be conducted during quarterly for LDARD employees and stakeholders guided by Employee Health and Wellness Strategic Framework for the Public Service 2019 and EHW policy
Provide Health and TB Screening	7	Employee Health and Wellness Strategic Framework for the Public Service 2009 NSP & PSP on HIV, STI's and TB 2017-2022 and Wellness Management Policy	All employees & Stakeholders	LDARD employees	Quarterly	7 Health and TB Screening sessions will be conducted quarterly as guided by Managing HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2019, Wellness Management Policy, NSP on HIV, STI's and TB 2017-2022
Conduct Awareness session on Mental Health	7	Employee Health and Wellness Strategic Framework for the Public Service 2019 NSP & PSP on HIV, STI's and TB 2017-2022	All employees	LDARD employees	Quarterly	7 Awareness sessions on Mental Health will be conducted quarterly for employees as guided by Employee Health and Wellness Strategic Framework for the Public Service 2019, NSP on HIV, STI's and TB 2017-2022

1.10 DIRECTORATE: EMPLOYEE RELATIONS AND SPECIAL PROGRAMMES**SUB DIRECTORATE EMPLOYEE RELATIONS**

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Manage grievance	22	Labour Relations Act 66 of 1995, Resolution 14 of 2002(PSCBC), Basic Condition of Employment Act 75 of 1997	All employees in the Department & Other Departments whenever deployed to help	Limpopo Province	Within 60 working days	48 Grievances will be referred by employees or other Departments throughout the year, but each case completed within 60 working days in terms of LRA Resolution 14 of 2002 (PSCBC), BCEA and policy framework in the Limpopo Province
Manage misconduct	12	Labour Relations Act 66 of 1995, Basic Condition of Employment Act 74 of 1997, PSCBC Resolution 1 of 2003	All employees in the Department and other Departments whenever deployed to help	Limpopo Province	Within 90 working days	18 Cases of misconduct will be referred by management in the Department or other Departments in Limpopo Province within 90 days in terms of LRA, BCEA, PSCBC Resolution 1 of 2003 and policy framework
Manage disputes	32	LRA 66 of 1995, Basic Condition of Employment Act 75 of 1997, Dispute Resolution Procedures of Councils	Department of Agriculture and Rural Development	Limpopo Province	Quarterly	8 Disputes will be managed for LDARD quarterly, that are emanating out of the grievances or misconduct process in the department in line with the LRA, BCEA, Dispute Resolution Procedures of Councils and Policy Framework as dictated

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						by the Labour Court
Awareness/Training Campaigns	18	LRA of 66 of 1995, Basic Condition of Employment Act 75 of 1997, PSCBC Resolutions	All employees	Limpopo Province	Bi- annually	8 Quality training or awareness sessions will be provided bi- annually to all employees and management in the department in line with LRA of 1966 of 1995, BCEA 75 of 1997, PSCBC Resolutions throughout the year in Labour Relations matters
Provide labour advice	60	All labour legislations, Collective Bargaining, Employment contracts, National and Provincial Department Policies	All employees' managers and clients of the Department	Limpopo Province	Quarterly	120 Quality advice will be provided quarterly to all employees, management, and clients on Labour Relations in line with all labour legislations, Collective Bargaining, Employment contracts, National and Provincial Department Policies throughout the year
SUB-DIRECTORATE: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ)						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Conduct capacity building sessions on occupational health and safety	12	OHS Act 85 of 1993, Employee Health and Wellness Strategic Framework for the Public Service 2019	All employees	LDARD employees	Quarterly	12 Capacity building sessions on occupational health and safety will be conducted quarterly for employees as guided by OHS Act, Employee Health, and Wellness Strategic Framework for the Public Service, 2019.

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Compile reports on health and safety administrative compliance	2	OHS Act 85 of 1993, SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service: 2019	Workplace Health and Safety Committee members	LDARD employees	Bi- annually	2 Reports on health and safety committee administrative compliance compiled bi-annually, in line with OHS Act, SHERQ Management Policy, Employee Health and Wellness Strategic Framework for the Public Service, 2019
Compile reports on workplace incidents, occupational injuries and diseases	4	COID Act, OHS Act, Provincial guidelines on COID Management	Injured Employees	LDARD employees	Quarterly	4 Reports on workplace incidents, occupational injuries and diseases will be compiled quarterly as guided by OHS Act, COID Act and Provincial guidelines on COID Management
Compile reports on walk-through risk assessment	4	OHS Act, SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service: 2019 Consolidated Directives on OHS measures in workplaces, 2021.	Health and Safety Reps	LDARD employees	Quarterly	4 Reports on walk-through risk assessment surveys conducted will be compiled quarterly to comply with the OHS Act, SHERQ Management Policy, Employee Health, and Wellness Strategic Framework, 2019. Consolidated Directives on OHS measures in workplaces, 2021

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Conduct emergency evacuation drill	4	Disaster Management Act SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service, 2019	All employees	LDARD employees	Quarterly	4 Emergency evacuation drills will be conducted quarterly with LDARD employees as guided by the SHERQ Management Policy and Disaster Management Act. Employee Health and Wellness Strategic Framework for the Public Service, 2019
Review emergency preparedness plans	2	Disaster Management Act SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service, 2019	All employees	LDARD employees	Bi-annually	2 Emergency preparedness plans will be reviewed biannually as guided by Disaster Management Act SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service, 2019
Develop a Standard Operating Procedure (SOP) on EHW corrective actions	1	EHW System Monitoring Tool (SMT) Employee Health and Wellness Strategic Framework for the Public Service, 2019	All employees	LDARD employees	Quarter 1	1 Standard Operating Procedure (SOP) on EHW corrective action will be developed during 1 st quarter as guided by the EHW System Monitoring Tool (SMT) and Employee Health and Wellness Strategic Framework for the Public Service, 2019.

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Conduct Quality assurance audits	8	Employee Health and Wellness Strategic Framework for the Public Service, 2019	All employees	LDARD employees	Quarterly	8 Quality assurance audit will be conducted quarterly as guided by the Employee Health and Wellness Strategic Framework for the Public Service, 2019.
Conduct capacity building on Gender mainstreaming.	2	Gender Equality Strategic Framework, Employment Equity Act, Public Service Regulations, Beijing critical Areas of Concern and 8 Point Plan	All employees	LDARD employees	Quarter 2,3 & 4	2 Capacity building will be conducted during 2 nd ,3 rd & 4 th quarter as guided by Gender Equality Strategic Framework, Public Service Regulations, Beijing critical Areas of Concern and 8 Point Plan.
Conduct capacity building on disability mainstreaming	2	Job Access Strategy, Framework on the Recruitment, Employment and Retention of Persons with Disabilities in the Public Service, UN Convention on the Rights of Persons with Disabilities and Optional Protocol, White Paper on the Rights of Persons with Disabilities	All employees	LDARD employees	Quarterly	2 Capacity building session on disability mainstreaming will be conducted quarterly for LDARD employees in line with Job Access Strategy, Framework on the Recruitment, Employment and Retention of persons with disabilities in the Public Service 2009 UN convention on the Rights of Persons with Disabilities and Optional Protocol, White Paper on the Rights of Persons with Disabilities.

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Conduct capacity building on youth mainstreaming programmes	1	National Youth Development Strategy 2015-2020, National Development Plan and African Youth Charter	Departmental youth	LDARD employees	Quarter 1 & 3	1 Capacity building sessions on youth mainstreaming programmes will be conducted during 1 st and 3 rd quarterly for LDARD employees as guided by National Youth Development Strategy 2015-2020, National Development Plan and African Youth Charter
Conduct capacity building on older persons programmes	1	Older Persons Act, No.13 of 2006	Elderly employees from age of 55 and above	LDARD employees	Quarter 3 & 4	1 Capacity building session on older person's programmes will be conducted during 3 rd & 4 th quarter for LDARD employees guided by Older Persons Act, No.13 of 2006.
SUB-DIRECTORATE: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Submission of Performance Agreement report	1 961	APP, Provincial Manual on Performance Management, Job Description and PMDS policy	Employees and Office of the Premier	LDARD employees	By the end of April 2023	1961 PA's for LDARD employees will be submitted by the end of April each financial year and a report submitted to OTP in line with the APP and operational plan Provincial policy on Performance Management
Submission of mid-term assessment and annual evaluation	1 961	APP, Provincial Manual on Performance Management, Job Description and	Employees and Office of the Premier	LDARD employees and Office of the Premier	1 Month after the submission of mid-term assessment	1 961 Mid-term assessments and annual evaluations will be conducted for LDARD employees and OTP 1 month after the submission of mid-

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report		PMDS Policy				term assessment in line with APP and operational plan and Job Description Provincial policy on Performance Management
Conduct quality assurance on mid-term assessment	1 961	APP, Provincial Manual on Performance Management, Job Description and PMDS Policy	All employees	LDARD employees	1 Month after the submission of mid-term assessment	1 961 Mid-term assessments and annual evaluations will be conducted for LDARD employees and OTP 1 month after the submission of mid-term assessment in line with APP and operational plan and Job Description Provincial policy on Performance
Moderation of mid-term assessment against the PAs	1 961	Annual Performance Plan, Provincial Manual on Performance Management, Job Description and PMDS Policy	All employees	LDARD employees	two months which is June and July	1 961 Mid-term assessment for LDARD employees will be moderated to check whether the ratings are aligned to the achievements in line with the APP, Provincial Manual on Performance Management, Job Description and PMDS policy
Audit of PMDS documents	1 961	Provincial Manual on Performance Management and PMDS Policy	All employees	LDARD employees	Quarter 1 and 2	Auditing of 1961 PMDS documents will be conducted by the 1 st and 2 nd Quarter in line with the Provincial Manual on Performance Management and PMDS policy before payments to check if all LDARD employees complied with the timeframes and to verify ratings if they qualify for payments

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Payments of performance awards	100% deserving officials	Provincial and Departmental PMDS Policy	All employees	LDARD employees	By the 31 August, each financial year	100% Performance awards will be paid for LDARD employees by the 31 August each financial year according to the Provincial Policy
Compilation of monthly statistics reports	12	Monthly statistics reports are compiled to number of employees who submitted all the PMDS documents	All employees	LDARD employees	By the 15 th of every month	12 Monthly statistics reports will be compiled and submitted to the OTP on 15 th of every month to check the number of employees who complied in terms of submitting all the PMDS documents according to the timeframes stipulated in the Provincial/Departmental PMDS Policy

1.11 DIRECTORATE: MANAGEMENT ACCOUNTING

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
MTEF estimates and adjustment budget reports	2	In terms of the PFMA, Treasury Regulations, Treasury guidelines and Departmental Strategic Plan and Budget guidelines	All Stakeholders	Provincially	Quarterly	2 Reports will be produced quarterly in terms of the PMFA, Treasury Regulations, Treasury guidelines and Departmental Strategic Plan and Budget guidelines
Virement /Shifting of funds requests processed	100%	In terms of the PFMA and Treasury Regulations	All Stakeholders	LDARD Programmes	Within 2 days of receipt	100% virement / shifting of funds requests will be processed within 2 days of receipt for all LDARD stakeholders in terms of the PFMA and Treasury Regulations

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Budget Steering Committee meeting	4	In terms of the Provincial Transversal Budget Policy	LDARD Budget Steering Committee members	All Stakeholders	Quarterly	4 Budget Steering committee meetings will be conducted in quarterly in terms of the Provincial Transversal Budget Policy to discuss budget planning, monitoring of expenditure and reporting matters to LDARD Budget Steering Committee members
Financial performance reporting	12	In terms of the PFMA, Treasury guidelines and Provincial Transversal Budget Policy	All Stakeholders	LDARD Programmes	Monthly	12 Monthly in-year monitoring reports will be compiled for LDARD Programmes on the performance of expenditure and revenue budgets of the department in terms of PFMA, Treasury guidelines and Provincial Transversal Budget Policy
Cash Flow Projections	2	In terms of the PFMA, Treasury Regulations and Provincial Transversal Budget Policy	All Stakeholders	LDARD Programmes	Quarter 3 and 4	2 Cash flow Projection will be produced for LDARD Programmes for original allocated budget and adjustment budget in the 3 rd and 4 th quarter in terms of PFMA and Treasury Regulations
Expenditure Control (Misallocation and Misclassification)	100%	In terms of the SCOA, PFMA, Treasury Regulations and Provincial Transversal Budget Policy	All Stakeholders	LDARD Programmes	Within 2 days	100% correctness of allocation transactions journals to be compiled in line with SCOA, PFMA, Treasury Regulations and Transversal Budget Policy

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Requisition of funds	12	In terms of the PFMA and Treasury Regulations	All Stakeholders	Provincial	Monthly	12 Monthly fund requisitions to be compiled in line with Original and Revised Cash flow projections in terms of PFMA and Treasury Regulations to be submitted to provincial Treasury
Annual Appropriation Statement	4	In terms of the PFMA and Treasury Regulations, Modified Cash and GRAP	All Stakeholders	Provincial	Quarterly	4 Appropriation statements to be compiled in with PFMA, Treasury Regulations, Modified Cash and GRAP

1.12 DIRECTORATE: FINANCIAL ACCOUNTING

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME PERIOD	FULL STATEMENT
Financial statements submitted	4	PFMA, Treasury Regulation	External stakeholders	Limpopo Province	Quarter 1&4	3 Interim Financial Statements and 1 AFS be prepared and submitted to external stakeholders in line with PFMA and Treasury Regulations
Payments to service provider	100%	PFMA, Payment Policy and Procedure Manual	Service providers	LDARD employees	Within 30 days from date of receipt of invoice	100% payments will be made within 30 days from the date of receipt of an invoice to service providers in the RSA based on the PFMA, Payment policy and procedure manual
Processing of allowances	100%	Payment policy and procedure manual	All employees	LDARD employees	Within a week	100% allowances are processed within a week upon receipt of a claim and a PERSAL report printed for

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						LDARD employees in line with Payment policy and Procedure manual
Bank reconciliation	100%	Bank reconciliation statement	Financial management officials	LDARD employees	Weekly	100% bank reconciliation will be performed weekly for LDARD based on bank statements and BAS exception report
Clearing of suspense and control accounts	100%	BAS report	Financial Management officials	LDARD	Daily	100% of suspense and control account will be cleared for LDARD Financial Management officials daily based on BAS reports
Reporting to Treasury and external stakeholders	100%	PFMA, Reports	External stakeholders	Limpopo Province	Monthly	100% reporting to Treasury and external stakeholders in Limpopo Province will be done monthly according to PFMA supported by reports
Revised tariffs document	1	In line with inflation and being approved by Treasury	All employees that provide service	LDARD employees	Annually	100% revision of Revenue tariffs will be done annually in line with inflation and submitted to Treasury for approval
Collection of total revenue budget	1	Based on revenue budget projections	All stakeholders	LDARD employees	Annually	100% Total revenue will be collected from all stakeholders annually based on LDARD revenue budget
Revenue inspections	2	PFMA, Revenue Collection Policy and Procedure Manual	Cashiers and checking officers	LDARD collection points	Bi-annually	2 All cashiers and checking officers in LDARD revenue collection points will be inspected Bi -annually to ensure compliance with PFMA, revenue collection policy and procedure manual

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Transfer of revenue collected to Treasury	12	PFMA, Revenue collection policy	All Stakeholders	LDARD employees	Monthly	12 Revenue collected will be transferred on monthly basis to Provincial Treasury in line with the PFMA and Revenue collection policy
Reduction of doubtful debts	100%	In terms of debts management write-off policy	All types of doubtful debts	Limpopo Province	Annually	100% department provide annually budget for provision for writing-off of doubtful debts annually in terms of debts management write-off policy

1.13 DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Training intervention conducted to promote SMMEs	4	Broad Based Black Economic Empowerment Act & Preferential Regulations 2017	Suppliers	Limpopo Province	Quarterly	4 Training interventions will be conducted quarterly to empower SMMEs in Limpopo Province in line with Broad Based Black Economic Empowerment Act & Preferential Regulations 2017
Approved procurement plan of the new Financial Year	1	Limpopo Demand Management Procedure Manual & Departmental Supply Chain Management Policy	All End Users / Departmental Directorate	Limpopo Province	30 April 2019	1 Procurement plan will be approved annually for the Department according to Limpopo Demand Management Procedure Manual & Departmental Supply Chain Management Policy
Commodity and Market Research	20	Based on business plans of the department and reports	All End Users / Departmental Directorates	LDARD employees	Annually	20 Commodity and Market Research will be conducted annually based on current trends, business plans and reports for all End Users

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						/Departmental directorates in LDARD
Contract Management	30	National Contract Management Manual and Departmental Contract Management	End Users	LDARD employees	Within 14 days	30 Contracts awarded will be signed within 14 days from date of award based on National Contract Management Manual and Departmental Contract Management policy
Contracts awarded executed according to specification	30	National Contract Management Manual and Departmental Contract Management policy & procedures manual	End Users	LDARD employees	Annually	30 contracts awarded will be executed annually according to specification based on National Contract Management Manual and Departmental Contract Management policy & procedures manual for End Users in LDARD
Approved contract amounts not exceeded	30	National Contract Management Manual and Departmental Contract Management Policy & Procedures Manual	End Users	LDARD employees	Annually	30 Contract amounts awarded will not be exceeded annually by End Users based on the National Contract Management Manual and Departmental Contract Management policy & procedures manual
Variation/ Expansion of contract	30	National Treasury SCM Instruction no3 of 2016/17	End Users	LDARD employees	Annually	30 Contract expansion variation will be implemented annually with the approval of HOD in line with the National Treasury SCM Instruction no3 of 2016/17
Bid's invitation	100%	Broad Based Black Economic	Suppliers / Service	RSA	Annually	100% of bids invitations will be extended annually to suppliers

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		Empowerment Act & Preferential Regulations 2022	Providers			/ service providers annually in RSA in line with Broad Based Black Economic Empowerment Act & Preferential Regulations 2022
Evaluation of bids	100%	Broad Based Black Economic Empowerment Act, Preferential Regulations 2022, Departmental Supply Chain Management Policy & procedure manual	End Users	LDARD employees	Within 120 days for bids above R1M Within 90 working days for bids from R30k to R1M	100% of bids will be evaluated within 120 days and 90 days respectively by committees based on Broad Based Black Economic Empowerment Act, Preferential Regulations 2022 & Departmental Supply Chain Management Policy & procedure manual for End Users
Order request for orders processed	800	LDARD Supply Chain Policy and Procedure Manual	End Users	LDARD employees	Within 2 days	800 of all requests for orders will be processed within 2 days for End Users based on LDARD Supply Chain Policy and Procedure Manual
Sourcing of quotations	800	LDARD Supply Chain Policy and Procedure Manual	End users	LDARD employees	Within 7 days	100% request for quotations will be sourced within 7 days of receipt of a request based on LDARD SCM Policy and Procedure Manual
Provision of telecommunication services	100%	Telecommunication policy	All employees	LDARD employees	Monthly	100% provision of telecommunication services will be maintained monthly in line with Telecommunication Policy
Monitoring telecommunication services	100%	Telecommunication policy	All Employees	LDARD employees	Monthly	100% the use of telecommunication services and invoices will be monitored monthly in line with

						Telecommunication Policy
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SUB DIRECTORATE: ASSET MANAGEMENT

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Credible Asset Register Maintenance	12	PFMA, Provincial Asset Management Policy and Livestock Policy	Management	LDARD employees	Monthly	12 Credible Asset Register will be maintained monthly in line with the minimum requirement Section 38 1)(d) of the PFMA.
Verification of assets conduct	2	PFMA, Provincial Asset Management Policy.	All Stakeholders	Limpopo Province	Bi -annually	2 Asset verifications will be conducted in line with 11.7 of the Provincial Asset Management Policy for both Movable Assets and Biological Assets which will be conducted bi-annually
Conduct stock taking	2	PFMA, and Inventory Management Policy	All Stakeholders	Limpopo Province	Bi -annually	2 Stock taking will be conducted twice in a financial year in all stores across the department in line with Section 8.1 of the Provincial Inventory Management
Update inventory movement	12	PFMA, and Inventory Management Policy	All employees	LDARD employees	Monthly	12 Updates of inventory movement will be done monthly based on Section 38 (1)(b), of the PFMA and Inventory Management Policy
Auctions to be held	1	SCM Disposal Practice Note 05 of 2007, and Treasury	All Stakeholders	Limpopo Province	Quarter 3	1 Auction will be held to administer the Disposal of assets during 3 rd Quarter within the Department in line

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		Regulations				with SCM Disposal Practice note 5 of 2007 and Section 16A7 of the Treasury Regulations.
Asset and Inventory reconciliation	12	PFMA, Treasury Regulations, Asset Management Policy, Inventory Management Policy.	Management	LDARD employees	Monthly	12 Asset reconciliation between BAS and the asset registers will be performed monthly in line with Section 38 (1)(d) of the PFMA, and Section 10.1 of the Treasury Regulations. BAS reports to be printed and analyzed on bi- weekly basis to check misclassification and capturing of correcting journals
Asset and Inventory reconciliation	12	Section 38 (1)(d) of the PFMA, Section 10.1 of the Treasury Regulations and Provincial Asset Management .Policy Sec 4.8.1	Management	LDARD employees and Provincial Treasury	Monthly	12 Asset reconciliation of BAS ledger with asset registers will be performed monthly in line with Section 38 (1)(d) of the PFMA, Section 10.1 of the Treasury Regulations, Provincial Asset Management Policy Sec 4.8.1, BAS reports to be printed and analyzed on bi-weekly basis to check misclassification and capturing of correcting journals
Updated User Asset Management Plan	1	Government Immovable Asset Management	All Stakeholders	LDARD employees \ Provincial Treasury/	Annually	1 Comprehensive User Asset Management Plan will be developed annually for all stakeholders to ensure the

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		Act and PFMA		Limpopo Public Works		proper management and maintenance of all immovable assets in line with GIAMA, PFMA under the Department's Custodianship
Maintenance of GG vehicles	270	Transport policy on GG vehicles	All Stakeholders	LDARD employees	Monthly	270 Roadworthy GG Vehicles will be provided and maintained monthly to LDARD employees in line with Transport policy on GG vehicles
Provision of GG and subsidized vehicles	13 GG and 10 Subsidized vehicles	Transport Policy	All Stakeholders	LDARD employees	Quarterly	13 GG and 10 Subsidized vehicles will be provided during quarterly for LDARD employees in line with Transport Policy
Conducting of annual inspection of GG and subsidised vehicles	1	Transport Policy	GG and subsidised vehicle users	LDARD employees	Quarter 2	1 Annual inspection of GG and subsidized vehicles will be conducted during 2 nd quarter in line with Transport Policy
Management of expired/ withdrawal of subsidised vehicles	4	Transport Policy	Subsidised vehicles users	LDARD employees	Monthly	4 Withdrawal letters will be written to officials whose subsidized vehicle contracts have expired.
Manage disposal of GG vehicles	10	Transport Policy	Stake holders	LDARD employees	Annually	10 Identification of old and unserviceable vehicles will be submitted to disposal committee and final disposal done through auction
Payment of fuel claims for subsidized	100%	Transport Policy	All employees	LDARD employees	Monthly	100% processing of fuel claims for subsidized vehicles, scheme B, MMS

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vehicles, Scheme B, MMS and SMS						and SMS on or before the 7 th of each month for LDARD employees in line with Transport policy
Manage driving competency test for officials who applied to drive GG vehicles for the first time	12	Transport Policy	All employees	LDARD employees	Monthly	12 Bookings will be made with Department of Transport monthly for allocation of dates for conducting of driving competency test for officials who have applied to drive GG vehicles for the first time
Conducting of workshops/Training on Transport Management Policy	1	Transport Policy	All employees	LDARD employees	Annually	1 workshop will be conducted to Transport Officers, GG vehicle users and subsidized vehicle users annually in line with Transport policy
Advisory Committee	4	Transport Policy.	Management	LDARD employees	Quarterly	4 Advisory committee meeting will be held on quarterly basis, for evaluating and approving of Scheme A applications, and to deal with other transport related matters in line with Transport policy

PART 2 DOMAIN SERVICE STANDARDS**2.1.DIRECTORATE: AGRICULTURAL ENGINEERING SERVICES**

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Agricultural infrastructure established	46	According to specifications compiled for each specific project	Project beneficiaries	Limpopo Province	Quarter 2, 3 and 4	46 Agricultural infrastructure projects will be developed and completed during quarter 2, 3 and 4 according to the specifications as compiled for each project for beneficiaries in Limpopo Province
Hectares equipped with infield irrigation systems	177	According to specifications compiled for each specific project	Irrigation scheme beneficiaries	Limpopo Province	Quarter 2, 3 and 4	176 Ha of infield irrigation system will be installed during quarter 2,3 and 4 according to specifications as compiled for each project in Limpopo Province
Efficient water use system developed	26	According to specifications compiled for each specific project	Project beneficiaries	Limpopo Province	Quarter 3 &4	26 Efficient water use system projects will be developed during quarter 3 & 4 according to specifications as compiled for each project in Limpopo Province
Livestock infrastructure established	20	According to specifications compiled for each specific project	Project beneficiaries	Limpopo Province	Quarter 2&4	20 Livestock infrastructure projects will be developed during quarter 2 & 4 according to specifications as compiled for each project in Limpopo Province
Development of norms and standards for	1	According to industry norms and standards.	For Departmental use	Limpopo Province	Quarter 4	1 Data sheets with norms and standards for Agricultural Infrastructure will be developed

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infrastructure projects						during quarter4
Environmentally controlled production structures constructed	24	According to specifications compiled for each specific project	Project beneficiaries	Limpopo Province	Quarterly	24 Environmentally controlled production structures will be constructed quarterly according to specifications as compiled for each project in Limpopo Province

2.2 SUB PROGRAMME: LAND CARE

SUB-DIRECTORATE: FACILITATION OF LAND CARE

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Hectares of agricultural land rehabilitated	1 400	Land cover data Erosion of gullies report Biodiversity map/data CARA (section 12)	Land users	Limpopo Province	Quarterly	1 400 Ha of farmland protected will be improved through conservation measures in Limpopo Province quarterly for land users through soil conservation measures based on Land cover data, Erosion of gullies report and biodiversity map/data
Green jobs created	2 700	EPWP Code of Good Practice, Beneficiary data list Contract of employment M&E checklist	EPWP Project beneficiaries	Limpopo Province	Quarterly	2 700 Green jobs will be created through EPWP project beneficiaries in Limpopo Province as from the 01 April 2018- 31 March 2019 based on EPWP Code of Good Practice and National Skills Development Act quarterly

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Hectares cleared of alien invasive plants	1 500	Alien Plant Implementation Guideline Land cover data CARA (section 15, 16 and 17)	Farmers	Limpopo Province	Quarterly	1 500 Ha of alien invasive plants will be cleared quarterly for Land users in Limpopo province based on alien plant implementation guideline, land cover data and CARA
Communities adopting Land Care practices	100	Land Care Policy framework, Land Care Awareness Implementation Plan	Land users	Limpopo Province	Quarterly	100 Communities will be adapted Land Care practices quarterly in line with Land Care Policy framework, Land Care Awareness Implementation Plan
Land Care training conducted to increase awareness	25	Land Care Policy framework, Land Care trainings and Awareness Implementation Plan	Land users	Limpopo Province	Quarterly	25 Land Care training sessions will be conducted quarterly in to increase awareness line with Land Care Policy framework, Land Care trainings and Awareness Implementation Plan
Producers using climate smart technologies	500	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarter 2, 3 and 4	500 Producers undertaking suite of climate smart technologies as part of ecosystem-based adaptation during quarter 2, 3 and 4 in line with Norms and standards Act 70/70 CARA 43/83 (section 6)
Hectares cultivated land under conservation agriculture practices	600	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarter2, 3 and 4	600 Ha of land will be cultivated under conservation agriculture practices during quarter 2, 3 and 4 in line with Norms and standards Act 70/70CARA 43/83

SUB -DIRECTORATE: LAND USE MANAGEMENT						
Number of agro-ecosystem management plans developed	4	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarterly	4 Agro-ecosystems management plans will be developed during quarter 2, 3 & 4 in line with Norms and standards Act 70/70 CARA 43/83 (section 6) for land users in Limpopo Province
Number of farm management plans developed	12	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarterly	12 Farm management plans, including farm maps will be developed quarterly in terms of CARA and Act 70/70 to ensure compliance to sustainable land use and management principles for land users in Limpopo Province

2.3 DIRECTORATE: DISASTER RISK REDUCTION**SUB-DIRECTORATE: GEO-GRAPHICAL INFORMATION SYSTEMS**

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
GIS products developed to inform planning	5	Spatial Data Infrastructure Act 2003	All Stakeholders	Limpopo Province	Quarterly	5 GIS Products will be developed to inform planning quarterly for various stakeholders within the Limpopo Province in accordance with the Spatial Data Infrastructure Act of 2003

SUB-DIRECTORATE: DISASTER RISK REDUCTION

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIMEFRAME	FULL STATEMENT
Awareness campaign on disaster risk reduction conducted	8	Disaster Management Act and Disaster Management policy	Farmers	Limpopo Province	Quarterly	8 Awareness on disaster risk reduction will be conducted quarterly to assist farmers in Limpopo Province in line with Disaster Management Act and Disaster Management policy
Surveys on uptake for early warning information conducted	5	Disaster Management Act and Disaster Management policy	Farmers	Limpopo Province	Quarterly	5 Surveys on uptake for early warning information will be conducted quarterly in line with Disaster Management Act and Disaster Management policy
Disaster relief schemes managed	1	Disaster Management Act and Disaster Management policy	Farmers	Limpopo Province	Quarter 4	1 Disaster scheme will be managed during the 4 th quarter for farmers in Limpopo Province in accordance with Disaster Management Act and Disaster Management policy
Farmers assisted through disaster relief scheme	1 200	Disaster Management Act and Disaster Management policy	Farmers	Limpopo Province	Quarterly	1 200 Farmers will be assisted through disaster management scheme during the quarterly (for farmers in Limpopo Province) in accordance with Disaster Management Act and Disaster Management Policy

3.1 SUB PROGRAMME: AGRICULTURAL PRODUCERS SUPPORT AND DEVELOPMENT

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Smallholder producers supported	786	Guided by Farmer Support Policy	Farmers	Limpopo Province	Quarterly	786 Smallholder producers will be supported quarterly guided by Farmer support Policy
Subsistence producers supported	3 842	Guided by Farmer Support Policy	Farmers	Limpopo Province	Quarterly	3 842 Substance producers will be supported quarterly guided by Farmer Support Policy
Producers supported in the cotton commodity	116	Guided by Agricultural and Agro Processing Master Plan	Farmers	Limpopo Province	Quarter 2,3 &4	116 Cotton commodity producers will be supported during quarter 2, 3 &4 guided by Agricultural and Agro Processing Master Plan
Producers supported in the citrus commodity	15	Guided by Agricultural and Agro Processing Master Plan	Farmers	Limpopo Province	Quarterly	15 Citrus commodity producers will be supported quarterly guided by Agricultural and Agro Processing Master plan
Producers supported in the red meat commodity	1 493	Guided by Agricultural and Agro Processing Master Plan	Farmers	Limpopo province	Quarterly	1 493 Red meat commodity producers will be supported quarterly guided by Agricultural and Agro Processing Master plan
Producers supported in the grain commodity	3 546	Guided by Agricultural and Agro Processing Master Plan	Farmers	Limpopo province	Quarterly	3 546 Grain commodity producers will be supported quarterly guided by Agricultural and Agro Processing Master plan

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Producers supported in the vegetable commodity	135	Guided by Agricultural and Agro Processing Master Plan	Farmers	Limpopo Province	Quarterly	135 Vegetable commodity producers will be supported quarterly guided by Agricultural and Agro Processing Master plan
Producers supported in Sub-trop commodity	3	Guided by Agricultural and Agro Processing Master Plan	Farmers	Limpopo Province	Quarter 4	3 Sub-trop commodity producer will be supported during quarter 4 guided by Agricultural and Agro Processing Master plan
Farmers trained through Comprehensive Agricultural Support Programme	1000	Guided by CASP Business Plan 2022/23 financial year	Farmers	Limpopo province	Quarterly	1000 Farmers will be trained quarterly in line with CASP Business Plan 2022/23 financial
Unemployed graduates maintained on agricultural enterprises for practical skills development	114	Framework for Placement of Unemployed graduates in agricultural Forestry and Fishers on farmers for entrepreneur's development /CASP	Unemployed graduates in agricultural sector	Limpopo province	Annually	114 Unemployed graduates will be maintained on agricultural enterprises for practical skills development annually in line with Framework for Placement of Unemployed graduates in agricultural Forestry and Fishers on farmers for entrepreneur's development /CASP
Mentorship programmes facilitated	10	Guided by CASP Business Plan 2022/23 financial year	Farmers	Limpopo province	Quarterly	10 Producers will be supported with mentorship programme quarterly in line with CASP 2022/23 business plan.

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Number of stakeholder engagements for post settlement support facilitated	12	Comprehensive Producers Support Strategy	Targeted farmers and various institutions from the public and private sector that can assist the identified farmers	Limpopo Province	Quarterly	12 Engagements will be facilitated with various stakeholders to enhance commercialization of identified farmers quarterly in line with Comprehensive Producers Support Strategy. These will include stakeholder consultation on capacity building, Military Veterans, Koba Tlala, facilitation on governance, commercialization, and participation in Agri-Park initiatives
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3.2 SUB PROGRAMME: EXTENSION AND ADVISORY SERVICES

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Breeding livestock provided to farmers	250	Procedure Manual for Livestock Management & Livestock Disposal Policy	Farmers	Limpopo Province	Quarterly	250 Breeding livestock will be provided to farmers in Limpopo Province quarterly based on the Procedure Manual for Livestock Management & the Livestock Disposal Policy
Fish breeding stock provided to farmers	10 000	Aquaculture Development Policy	Farmers	Limpopo Province	Quarter 2 & 3	10 000 Fish breeding stock will be provided to farmers in Limpopo Province during quarter 2 & 3 in line with the Aquaculture development policy
Projects provided with	3	Seed Certification Schemes under	Farmers	Limpopo Province	Quarter 4	3 Projects will be supported quarterly with technical advice in

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technical support to achieve seed certification		Plant Improvement Act 53 of 1976				line with Seed Certification Schemes under Plant Improvement Act 53 of 1976.
Producers capacitated/ participating in seed production	9	Guided by the South African seed certificate scheme	Seed growers	Limpopo Province	Quarter 4	9 Seed growers will be capacitated in seed certification during 4 th quarter in line with the South African Seed Certification Scheme
Producers capacitated through demonstrations	940	Guided National Framework for Extension and Advisory Services	Farmers	Limpopo Province	Quarterly	940 Producers will be capacitated through demonstration quarterly guided by National Framework for Extension and Advisory Services
Farmers Days facilitated	260	Guided National Framework for Extension and Advisory Services	Farmers	Limpopo Province	Quarterly	260 Farmers Days will be facilitated quarterly guided by National Framework for Extension and Advisory

3.3 SUB- PROGRAMME: FOOD SECURITY

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Households supported with agricultural food production initiatives	5 000	National Policy on Food and Nutrition Security, 2013 & Limpopo Food Security Strategy, and Inputs distribution list	Poor and indigent households	Limpopo Province	Quarterly	5000 poor and vulnerable households will be supported throughout the 4 quarters with production inputs for household food production provided in line with the National Policy on Food and Nutrition Security and Limpopo Food Security Strategy in Limpopo Province

4. VETERINARY SERVICES

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
ANIMAL HEALTH						
Epidemiological units visited for veterinary interventions	10 000	Animal diseases Act 35 of 1984, FMD protocol, Vaccination policy, Dipping policy	Communal Farmers	Communal areas in Limpopo Province	Quarterly	10 000 Epidemiological units will be visited quarterly in communal areas in Limpopo Province for veterinary interventions against controlled animal diseases in line with Animal Diseases Act 35 of 1984, FMD protocol and Vaccination policy
Samples collected for targeted animal disease surveillance	5 032	Animal diseases Act 35 of 1984, FMD protocol, disease surveillance protocols	Farmers	Limpopo Province	Quarterly	5 032 Samples will be collected quarterly in Limpopo Province against identified animal diseases as indicated by DALRRD protocols
FMD vaccination sessions conducted	222	Animal Diseases Act 35 of 1984 and Foot and Mouth Disease Protocol	Farmers	Limpopo Province Foot and Mouth control area	Quarter 1 and quarter 3	222 Vaccination sessions will be conducted during 1 st and 3 rd quarters in Limpopo Foot and Mouth Disease control area in line with Animal Diseases Act 35 of 1984 and FMD protocol
Dipping sessions on communal cattle	2000	Dipping Policy	Communal Farmers	Limpopo Province	Quarterly	2000 Dipping sessions will be conducted where cattle will be dipped quarterly for communal farmers in Limpopo province in line with Dipping policy
Disease control information days conducted	1	FMD Protocol	Limpopo Province	Limpopo Province	Quarter 3	1 FMD control information day will be held during 3 rd quarter in Limpopo Province FMD control area for farmers in the area in

						line with the FMD Protocol
VETERINARY INTERNATIONAL TRADE FACILITATION						
Veterinary certificates issued for export control facilitation	1000	Export Certification Veterinary Procedural Notice	All Exporters	Limpopo Province	Quarterly	1000 Veterinary certificates will be issued quarterly for export facilitation animal and animal products export control in Limpopo province in line with Export Certification Veterinary Procedural Notice
VETERINARY PUBLIC HEALTH						
Average percentage of compliance of all operating abattoir in the province to meat safety legislation	60% of HAS	Meat Safety Act 40 of 2000	Abattoir Owners	Limpopo Province	Quarterly	60% abattoirs will be inspected quarterly for compliance to meat safety legislation in Limpopo Province for Abattoir Owners in line with Meat Safety Act 40 of 2000
Inspection conducted on facilities producing meat	460	Meat Safety Act, 2000 (Act 40 of 2000)	All abattoirs	Limpopo Province	Quarterly	460 Inspections will be conducted quarterly on the facilities producing meat for compliance with the meat safety legislation in Limpopo Province in line with Meat Safety Act, 2000 (Act 40 of 2000)
VETERINARY DIAGNOSTICS SERVICES						

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Laboratory tests performed according to prescribed standards	30 000	Biological Standards of OIE and SANAS	All Farmers and Communities	Limpopo Province	Quarterly	30 000 Laboratory tests will be performed quarterly the quality of which meets the ISO17025 standard and OIE requirements for all farmers and communities in Limpopo province in line with the Biological Standards of OIE and SANAS
VETERINARY TECHNICAL SUPPORT SERVICES						
Performing animals' protection Act registration licenses issued	6	Performing Animals Protection Act, 1935. The Performing Animals Protection Amendment Act 4 of 2016 is still a draft	All Farmers and Communities	Limpopo Province	Quarterly	6 Performing animals protection Act registration licenses will be issued quarterly in Limpopo Province in line with Performing Animals Protection Act, 1935

5. RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES

SUB-SUB PROGRAMME: AGRICULTURAL RESEARCH

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
AGRICULTURAL RESEARCH						
Research projects implemented to improve agricultural production	12	Research Committee guidelines / Terms of Reference	Farmers, Farmer's organizations , Agriculture Industry, Academic Institutions	Limpopo Province	Quarter 4	12 Research and Technology development will be implemented and reported in the 4 th quarter to improve agricultural production for Farmers, Farmer's organizations, Agriculture

						Industry, Academic Institutions in the Limpopo Province in line with Research Committee guidelines/ Terms of Reference
TECHNOLOGY TRANSFER SERVICES						
Demonstration trials conducted	7	Research Committee guidelines / Terms of Reference	Farmers, Farmer's organizations , Agriculture Industry	Limpopo Province	Quarter 2, 3 &4	7 Demonstration trials will be conducted during quarter 2 , & 4 for Farmers, Farmer's organizations, Agriculture Industry in Limpopo in line with Research Committee guidelines and Terms of Reference
Research presentations made at peer review events	8	Research Committee guidelines / Terms of Reference /Production Development standards	All Stakeholders	RSA/ internationally	Quarter 2& 4	8 Research findings will be presented at peer review events in RSA and Internationally during 2 nd and 4 th quarter in line with Research Committee guidelines / Terms of Reference /Prescribed Scientific Journal Standards
New technologies develop for the smallholder producers	1	Research Committee guidelines / Terms of Reference/Animal /plant breeding standards	All Stakeholders	Limpopo Province	Quarter 4	1 New technology will be developed and reported in the 4 th quarter for smallholders' producers in line with Research Committee guidelines/ Terms of Reference product development standards
Scientific papers published	6	Prescribed Scientific Journal Standards	All Stakeholders	RSA/ internationally	Quarter 4	6 Scientific papers will be published and reported in the 4 th quarter for all stakeholders in RSA/ internationally in line with prescribed scientific journal standards

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Research presentations made at technology transfer events	6	Research Committee guidelines / Terms of Reference / Prescribed Technology Transfer or Information Day sharing events	Farmers, Farmer's organizations , Agriculture Industry, students, extension officers etc.,	Limpopo Province	Quarterly	6 Research presentations will be made at technology transfer events quarterly in line with prescribed technology transfer or information sharing day standards
RESEARCH INFRASTRUCTURE SUPPORT SERVICES						
Research infrastructure managed	2	Maintenance plan, Expenditure report, farm register	Researchers	Limpopo Province	Quarter 4	2 Research infrastructures will be managed at research stations during 4 th quarter for research purposes

6.1 SUB PROGRAMME: PRODUCTION ECONOMICS AND MARKETING SUPPORT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Agribusiness supported with marketing services	165	Agricultural Marketing Act, Agricultural Marketing Strategy	Farmers /Agribusiness	Limpopo Province	Quarterly	165 Agribusiness in Limpopo will be supported quarterly with marketing services guided by the Agricultural Marketing Act, Agricultural Marketing Strategy
Client supported with production economic services	2 750	Agricultural Marketing Act, Agricultural Marketing Strategy and Cooperative Act, No 14 of 2005	Farmers	Limpopo Province	Quarterly	2 750 Farmers in Limpopo will be supported quarterly with production economic services in line with Agricultural Marketing Act, Agricultural Marketing Strategy and Cooperative Act, No 14 of 2005

Agri business supported with Black Economic Empowerment advisory services	5	Agricultural marketing Act and AgriBEE Act	Farmers	Limpopo Province	Quarter 2, 3 & 4	5 Farmers in Limpopo will be supported with infrastructure in line with Agricultural Marketing Act and AgriBEE to be integrated along the value chain during 2 nd , 3 rd & 4 th quarter
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6.2 SUB PROGRAMME: AGRO-PROCESSING SUPPORT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Agri business supported with agro processing Initiatives	3	Agricultural Marketing Act and Agricultural Marketing Strategy for RSA	Farmers	Limpopo Province	Quarter 4	3 Agric business will be supported with agro processing initiatives in Limpopo Province during 4 th quarter guided by the Agricultural Marketing Act and Strategy for RSA and Limpopo Agro- processing Strategy

6.3 SUB PROGRAMME: MACROECONOMIC SUPPORT

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Economic reports compiled	39	Agricultural Marketing Act, Agricultural Marketing Strategy for RSA and Batho Pele Principles	All Stakeholders	Limpopo Province	Quarterly	39 Economic reports will be compiled quarterly based on Agricultural marketing Act, Agricultural Marketing Strategy for RSA and Batho Pele Principles for all stakeholders in Limpopo Province

7. AGRICULTURAL EDUCATION AND TRAINING**7.1 MADZIVHANDILA COLLEGE OF AGRICULTURE**

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Students registered for higher education qualification	60	Council for Higher Education requirements and Madzivhandila Training Policy	Students	Limpopo Province, the rest of South Africa and other SADC countries	Quarter 4	60 Students from Limpopo Province, the rest of South Africa and other SADC countries will be registered for higher education qualification in 4 th quarter in line with Madzivhandila Training Policy and Agri-SETA
Agricultural Higher Education and Training graduates	40	Council for Higher Education requirements and Madzivhandila Training Policy	Students	Limpopo Province, the rest of South Africa and other SADC countries	Quarter 4	40 Agricultural Higher Education and Training students will be completing year two of diploma in 4 th Quarter in line with Council for Higher Education requirements and Madzivhandila Training Policy
Participants trained in agricultural skills development programmes	150	Madzivhandila training Policy	Farmers	Vhembe and Mopani Districts	Quarterly	150 Farmers from Vhembe and Mopani Districts will be trained in agricultural skills development programmes quarterly in line with Madzivhandila training policy
Clients assisted with laboratory analytical services	50	Samples analyzed in compliance to ISO: EIC 17025: 2005 Quality Control manual	Farmers, researchers, environmental consultant, mines and other departments	Vhembe, Mopani, Sekhukhune, and Capricorn Districts	Quarterly within 7 working days	50 Samples will be analyzed with Laboratory analytical services and results communicated quarterly to farmers, researchers, environmental consultant, mines and other departments in Vhembe, Mopani, Sekhukhune,

						and Capricorn district in compliance to ISO: EIC 17025: 2005 Quality Control manual
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7.2 TOMPI SELEKA COLLEGE OF AGRICULTURE

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Students registered for higher education qualification	50	Council for Higher Education requirements and Tompi Seleka Training Policy	Students	Limpopo Province, the rest of South Africa and other SADC countries	Quarter 4	50 Students from Limpopo Province, the rest of South Africa and other SADC countries will be registered for higher education qualification in 4 th quarter in line with Tompi Seleka Training Policy.
Students graduating for higher education qualification	40	Council for Higher Education requirements and Tompi Seleka Training Policy	Students	Limpopo Province, the rest of South Africa and other SADC countries	Quarter 4	40 Students from Limpopo Province, the rest of South Africa and other SADC countries will be registered for higher education qualification in 4 th quarter in line with Tompi Seleka Training Policy
Participants trained in agricultural skills development programmes	250	Tompi Seleka Training Policy and Agri-SETA	Farmers	Capricorn, Sekhukhune, and Waterberg District	Quarterly	250 Farmers from Capricorn, Sekhukhune and Waterberg Districts will be trained in agricultural skills development programmes quarterly in line with Tompi Seleka Training Policy and Agri- SETA standards

For more information, contact

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2023-05-24
DATE



Mr. T.A MOKONE, MPL

MEC: Agriculture and Rural Development

2023-05-30
DATE