



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
AGRICULTURE AND RURAL DEVELOPMENT**

SERVICE STANDARDS 2026/27

TABLE OF CONTENTS

	Page
Cover page	1
Acronyms	4-7
Vision	8
Mission	8
Core values	8
Programme and Budget Structure	9-10
PART 1 TRANSVERSAL SERVICE STANDARDS	10
1.1 Risk Anti - Corruption and Integrity management	10- 12
1.2 Internal control	13- 14
1.3 Strategic Management, Monitoring and Evaluation	15- 23
1.4 Communication and Liaison Services	23 -25
1.5 Government Information and Technology	25 -28
1.6 Security and Facilities Management	29 -29
1.7 Record Management	29 -34
1.8 Human Resource Services	34 -42
1.9 Employee Health and Wellness Programmes	42 -53
1.10 Employee Relations	53 -56
1.11 Management Accounting	57 -58
1.12 Financial Accounting	59 -60
1.13 Supply Chain and Asset Management	61 -67
PART 2 DOMAIN SERVICE STANDARDS	67
2.1. Engineering Services	67-68
2.2. Land Care and Land Use Management	67 -70

2.3. Disaster Risk Management	70-71
3.1. Agricultural Producers Support and Development	71-72
3.2. Extension and Advisory Services	72-74
3.3. Food Security	74
4. Veterinary Services	75-77
5. Research and Technology Development Services	77-79
6.1 Production Economics and Marketing Support	79-80
6.2 Agro-Processing Support	80
6.3 Macroeconomic Support	81
7. Agricultural Education and Training	81
7.1 Madzivhandila Agricultural College	81-82
7.2 Tompi Seleka Agricultural College	82-83
8. Rural Development	83
8.1 Rural Development Coordination	83-84
8.2 Social Facilitation	84-85
SIGN-OFF	85

ACRONYMS

AFS	Annual Financial Statement
AGSA	Auditor General South Africa
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
DoA	Department of Agriculture
DPME	Department of Planning Monitoring and Evaluation
DPSA	Department of Public Service and Administration
EEA	Employment Equity Act
EHW	Employee Health and Wellness
EPWP	Expanded Public Works Programme
FMD	Foot & Mouth Disease
GEPF	Government Employees Pension Fund

GG	Government owned vehicles
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
HIV	Human Immune Virus
HOD	Head of Department
HRM	Human Resource Management
ICT	Information and Communication Technology
IT	Information Technology
ITIL	Information Technology Infrastructure Library
JE	Job Evaluation
LDARD	Limpopo Department of Agriculture and Rural 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
NEM	National Environmental Management act
NSP	National Strategic Plan on HIV, STI's and TB
OHS	Occupational Health & Safety
OIE	Office of International Epizootic
OMF	Operations Management Framework
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
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
POA	Programme of Action
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
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
SHEP	Smallholder Empowerment and Promotion
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

VISION

United, prosperous, and productive agricultural 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 Agricultural Research 5.2 Technology Transfer Services 5.3 Research Infrastructure Support Services
6. AGRICULTURAL ECONOMIC SERVICES	6.1 Production Economics & Marketing Support

	6.2 Agro-Processing Support 6.3 Macro Economics Support
7. AGRICULTURAL EDUCATION AND TRAINING	7.1 Higher Education and Training 7.2 Agricultural Skills Development
8. RURAL DEVELOPMENT	8.1 Rural Development Coordination 8.2 Social Facilitation

PART 1 TRANSVERSAL SERVICE STANDARDS

1.1 DIRECTORATE: RISK, ANTI- CORRUPTION AND INTERGRITY MANAGEMENT

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Enterprise Risk Assessments conducted	9	Section 38 and Section 45 of the PFMA Risk Management Strategy Risk Management Policy Public Sector Risk Management Framework and Enterprise Risk Management Implementation Plan	Management	LDARD employees	Quarter 4	5 Risk Assessments will be conducted for LDARD management during 4 th quarter and 4 Emerging Vulnerable threat assessments in line with Section 38 and Section 45 of the PFMA Risk Management Strategy Risk Management Policy Public Sector Risk Management Framework and Enterprise Risk Management Implementation Plan
Departmental Business Continuity Management	4	Limpopo Provincial Business Continuity	Management	LDARD employees	Quarterly	4 Business Continuity Management Committees will be coordinated quarterly for LDARD management in line with the

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Committee Meetings		Management Framework Public Sector Risk Management Framework				Provincial Business Continuity Management Framework and Business Continuity Management Committee Charter, Business Continuity Management Strategy and Business Continuity Management Policy
Departmental Enterprise Risk Management Committee Meetings	24	Risk Committee Charter. Section 38 and 45 of the PFMA and Risk Management Strategy	Management	LDARD employees	Quarterly	4 Departmental Enterprise Risk Committee meetings and 20 Districts Sub Risk Management Committees will be coordinated quarterly for LDARD management in line with Risk Committee Charter, Sections 38 and 45 of the PFMA and Risk Management Strategy Enterprise Risk Management Policy and Enterprise Risk Management charter
Conduct investigations of cases reported	100%	Section 38 and Section 45 of the PFMA Fraud Prevention Plan, Anti-Corruption Strategy, Fraud and Whistle Blowing Policy	All employees	LDARD employees	Quarterly	100%% of the reported cases will be investigated quarterly basis in line with Section 38 and Section 45 of the PFMA and in terms of the Fraud Prevention Plan, Anti-Corruption Strategy, Fraud and Whistle Blowing Policy
Risk Management and anti-fraud and corruption	4	Section 38 and Section 45 of the PFMA	All employees	LDARD employees	Quarterly	4 Risk management, 4 Anti-Fraud and Corruption awareness campaigns will be conducted for LDARD employees on a

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
education and awareness campaigns		Departmental Fraud Prevention Plan				quarterly basis in line with Section 38 and Section 45 of the PFMA and Departmental Fraud Prevention Plan
Ethics, Integrity Management awareness campaigns	04	Public Service Act 1994 Public Service Regulation 2016 amended DPSA directives and Public Service Code of conduct	All employees	LDARD employees	Quarterly	4 Ethics, integrity Management awareness campaigns will be conducted for LDARD employees on a quarterly basis in line with Public Service Act 1994 Public Service Regulation 2016 amended DPSA directives and Public Service Code of conduct
Ethics Management Committee Meetings	04	Ethics Committee Charter. Public Service Act 1994 Public Service Regulation 2016 amended DPSA directives and Public Service Code of conduct	Ethics Committee	LDARD employees	Quarterly	4 Departmental Ethics Management Committee meetings will be coordinated quarterly in line with Ethics Committee Charter, Public Service Act 1994 Public Service Regulation 2016 amended DPSA directives and Public Service Code of conduct

1.2. DIRECTORATE: INTERNAL CONTROL

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Compliance Monitoring reports completed	03	Public Finance Management Act Section 38	All employees	LDARD employees	Quarter 2, 3 &4	03 Compliance monitoring reports will be completed during quarter 2, 3 & 4 for LDARD employees in terms of PFMA Section 38
Conduct follow-up and monitor implementation of resolutions by auditees.	12	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	12 Compliance audit follow-up/ follow-up template will be coordinated and consolidated and submitted quarterly to Treasury in terms of PFMA Section 38
Serve as secretariat to Audit Steering Committee	12	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	12 Audit steering committee meeting will be held monthly in line with Public Finance Management Act Section 38
Systems users activated and deactivated	50	Based on request made for incoming and outgoing employees in Finance Management	Financial Management Employees	LDARD employees	Quarterly	50 All systems access rights requests made by LDARD employees Financial Management employees joining and leaving LDARD will be executed quarterly in terms of activation or deactivation
Availability of financial systems 8 hours of every working day	8 hours/day	Based on availability of systems 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Maintain of Loss register	1	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	01 Loss register will be maintained quarterly 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
Investigation of financial loss cases	80	Public Finance Management Act Section 38 and Loss Policy	All employees	LDARD employees	Quarterly	80 Cases of financial loss will be investigated in quarterly in line with Public Finance Management Act Section 38 and Loss Policy
Maintain unwanted expenditure register	1	Public Finance Management Act Section 38	All employees	LDARD employees	Quarterly	1 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 MANAGEMENT**

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Strategic Planning sessions conducted	2	Departmental Strategic Plan and Batho Pele Principles	Head of Directorates and sub-directorates within the Department	LDARD employees	Quarter 2 & 4	2 Departmental Planning sessions will be conducted during 2 nd & 3 rd quarter in line with the Departmental Strategic Plan Framework and Batho Pele Principles in preparation for the APP for 2027/28
Development of Operational Plan	1	Treasury Guidelines and Frameworks and Batho Pele Principles	All employees	LDARD employees	Quarter	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 done with other departments	8	Departmental Policy Development Framework and Batho Pele Principles	All Employees	LDARD employees	Quarter 2	8 Policies will be reviewed, and benchmarking will be done with other departments during quarter 2 in line with Departmental Policy Development Framework and Batho Pele Principles
Submission of Departmental Performance reports	5	Strategic Planning Framework and Batho Pele Principles	All Stakeholders	DOA, Legislature and OTP	Quarterly	5 Performance reports will be submitted quarterly to DOA, Legislature, Accounting Officer's Report, AGSA, Economic Cluster (POA) ,DPME and OTP in line with Strategic Planning

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						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 Performance analysis report	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 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	7	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	2	Terms Of Reference and Government Wide Monitoring and Evaluation System (GWMES)	All Stakeholders	Limpopo Province	Quarter 1 and 2	2 Projects in Limpopo Province will be evaluated during 1 st and 2 nd Quarter in line with the TOR and GWMES for all stakeholders.
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 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	Within 25 working days	100% of departmental complaints will be finalized within 25 working days in line with Complaints Management Policy and Batho Pele Principles in Limpopo Province
Monitor Thusong Service Centre	6	Provincial Thusong Centre	All Stakeholders	Limpopo Province	Quarterly within 1 day	6 Thusong Service Centers will be monitored quarterly in line with the Provincial Thusong Centre Strategy for all

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						stakeholders in Limpopo Province within 1 day.
SUB DIRECTORATE: ORGANIZATIONAL DEVELOPMENT						
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 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	100%	In line with the prescribed format for the development of job descriptions	All employees	LDARD employees	Quarterly	0 Workshops on the development of job descriptions will be conducted for LDARD employees quarterly 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
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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	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	0	In line with the approved structure	All employees	LDARD employees	Quarterly	No Workshops on the processes of Job Evaluation to be conducted quarterly 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% paneling 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 on job evaluation and the PSR

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	10	Human Resource and Financial Policies	Processes	LDARD employees	Quarterly	10 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	Quarterly	10 Workshops will be conducted for LDARD employee's business units quarterly 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%	Public Service Regulations, 2016 as amended, Chapter 3, Part 3(36). OMF) 2016 for the Public Service Guide by DPSA Regulations, 2016 as amended, Chapter 3, Part 3(36). OMF) 2016	Processes	LDARD employees	Quarterly	Drafting and mapping 100% LDARD will be processes quarterly in line Public Service Regulations, 2016 as amended, Chapter 3, Part 3(36). OMF) 2016 for the Public Service Guide by DPSA

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		for the Public Service Guide by DPSA				
Identify and develop departmental forms in line with the To-Be processes	100%	Public Service Regulations, 2016 as amended, Chapter 3, Part 3(36). OMF) 2016 for the Public Service Guide by DPSA	Processes	LDARD employees	Quarterly	Identify and develop 100% departmental forms in line with the To-Be processes and LDARD Quarterly in line Public Service Regulations, 2016 as amended, Chapter 3, Part 3(36). OMF) 2016 for the Public Service Guide by DPSA

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 1	01 Communication Strategy will be reviewed and implemented during the 1 st quarter in line with Promotion of Access to Information Act, Government Communication Information Services and Batho Pele Principles
Events and campaigns conducted	15	Departmental Communication Strategy and Batho Pele Principles	All the external and the internal stakeholders	Limpopo Province	Quarterly	15 Departmental events and campaigns will be conducted quarterly for internal and external stakeholders in Limpopo Province in line with the Departmental Communication

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						Strategy and Batho Pele Principles
Media statements	15	Departmental Communication Strategy and Batho Pele Principles	All the external and the internal stakeholders	Limpopo Province	Quarterly	15 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 and Batho Pele Principles	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 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	10	Departmental Communication Strategy, Promotion of Access to Information Act	All Stakeholders	Limpopo Province	Monthly	10 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	24	Departmental Communication Strategy,	All employees	LDARD employees	Bi- weekly	24 Newsletters will be published bi- weekly and as and when there are issues of interest to

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Promotion of Access to Information Act				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 with CGICTPF, ITIL, COBIT and Gartner reports
Logged incidents	100%	CGICTPF, ITIL, COBIT	LDARD employees	LDARD	Hourly.	100% logged incidents will be responded to in line with CGICTPF, ITIL, COBIT
Service continuity test	2	CGICTPF, ITIL, COBIT	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, ITIL, COBIT	IT users	LDARD	Annually	2 Data recovery test will be conducted annually for IT users in LDARD in line with CGICTPF, ITIL, COBIT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Terminated users	100%	CGICTPF, ITIL, COBIT	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
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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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

1.6 DIRECTORATE: SECURITY MANAGEMENT SERVICES AND FACILITIES MANAGEMENT

KEY SERVICES	QUANTITY	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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Percentage of selected applicants, prospective bidders and employees screened	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 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	3	PFMA, NARS, Limpopo Archives Act, Departmental Records Management Policy, Records Management	Employees, Provincial Archives	LDARD employees	31 March 2027	3 Disposal authorities will be granted (issued) by 31 March 2027 by Provincial Archives and implemented by the Department guided by PFMA, Records Management Policy, Records Management Policy Manual, NARS, Departmental Records

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Policy Manual, Registry Procedure Manual, Best Practice Model for Managing and Keeping Employee Records and LDARD Section 14 of PAIA Manual				Management Policy, and Limpopo Archives Act for LDARD employees
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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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 2027	4 Files plans will be updated and reviewed by 31 March 2027 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 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,	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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Best Practice Model for Managing and Keeping Employee records and Records Management User Process Manual PAIA				
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 Process Manual	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 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Updating of employee details on PERSAL	100%	DPSA Circular Number 4 of 2002, Best Practice Model for Managing and Keeping Employee Records	All employees	LDARD employees	31 March 2025	100% details of employees will be updated on PERSAL by 31 March 2025 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 support sessions	8	Departmental Records Management Policy Registry Procedure Manual Records Disposal Policy	All employees	LDARD employees	Quarterly	8 Workshops and support sessions 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 Manual annually for LDARD employees
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	Office of the Premier Requesters of information SAHRC Department of Justice and	RSA	Within 30 working days upon receipt of the request	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.

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		and Batho Pele Principles	Constitutional Development			100% PAJA requests will be processed within 90 working days upon receipt of the request in accordance with PAJA.

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 communique 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 communique 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	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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		PSR 2016 as amended PSA of 1994				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 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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 5 working days from the of receipt.
Conduct Leave Audit	37	In terms of leave directive and leave toolkit	All employees	LDARD employees	Quarterly	37 Leave files audit will be conducted on the leave audit for LDARD employees in terms of leave directive and leave toolkit quarterly
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						
Filling of vacant posts	144	Departmental Recruitment and Selection Policy & Public Service Act 1994 amended	All suitable qualified people	Within or outside the RSA	90 days	144 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	100%	PSCBC-Resolution 1 of 2007	Qualifying employees	LDARD employees	Within 5 working days after receipt	100% of OSD translation, grade progression and recognition of relevant experience will be

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Dispensation (OSD)		GPSSBC-Resolution 1 of 2008 & 2-9 of 2009				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 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 a 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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						
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
Development of Human Resource Plan for 2026/2028 MTEF Period	1	PSR as amended), Strategic Human Resource Planning Guideline and Toolkit	All employees	LDARD employees	4 th Quarter	1 HR Plan for 2026/2028 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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%	1	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 3 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.
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 6 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						LDARD internal or external candidates.
Implementation of Management Action Plan on Employee Satisfaction Survey	1	PSR	All employees	LDARD employees	Quarterly	1 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 (including Annual Report) will be compiled quarterly in line with PSR

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	2 nd Quarter	1 Bursary need analysis will be conducted during 2 nd quarter for external students in Limpopo Province in in line with External Bursary Policy
Progress report on bursary	2	Departmental External and	External Bursary students	Limpopo Province	1 st & 2 nd Quarter	2 Progress reports of Bursars will be compiled during 1 st and 2 nd quarter for External Bursary

		Internal Bursary Policy				students in line with Departmental External and Internal Bursary Policy
Bursary files captured on Persal	3	Departmental External and Internal Bursary Policy	External Bursary Students & Internal Bursary Students	Limpopo Province	1 st & 2 nd Quarter	3 Reports on Bursary files will be compiled and captured on Persal during 1 st and 2 nd quarter 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 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.	1750	Departmental Workplace Skills Plan Skills Development Act	All employees	LDARD employees	Quarterly	1750 Employees will be trained quarterly in line with Departmental Workplace Skills Plan Skills Development Act Departmental Workplace Skills Plan

1.9 DIRECTORATE: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES

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 2023, Wellness management policy, System Monitoring Tool. EHW Strategic Framework for the Public Service 2023, Wellness management policy, and Sport and Social Club policy	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 Strategic Framework for the Public Service 2023, 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 2023 Wellness Management Policy and Corporate Social Responsibility Policy

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Compile report on promotion and monitoring of individual physical wellness	4	Employee Health and Wellness Strategic Framework for the Public Service 2023, 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 2023, Wellness Management Policy, and Corporate Social Responsibility Policy.
Conduct educational sessions on financial wellness management	6	Employee Health and Wellness Strategic Framework for the Public Service 2023, Wellness Management Policy	All employees	LDARD employees	Quarter 1, 2 & 3	6 Awareness sessions on financial wellness management will be conducted during 1 st , 2 nd & 3 rd quarter for LDARD employees guided by Employee Health and Wellness Strategic Framework for the Public Service 2023, Wellness Management policy.
Conduct awareness on Bereavement, Sports and Recreation Policies	6	Employee Health and Wellness Strategic Framework for the Public Service 2023, Wellness	All employees	LDARD employees	Quarter 1, 2 & 3	6 Awareness sessions on Bereavement, Sports and Recreation Policies will be conducted during 1 st , 2 nd & 3 rd quarter for LDARD employees guided by

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Management Policy				Employee Health and Wellness Strategic Framework for the Public Service 2023, Wellness Management policy.
Develop Standard Operating procedure on Wellness Management activities	1	Employee Health and Wellness Strategic Framework for the Public Service 2023, Wellness Management Policy. Concept document on spiritual wellness	All employees	LDARD employees	Quarter 1	1 Standard Operating procedure on Wellness Management activities will be developed during 1 st quarter guided by Employee Health and Wellness Strategic Framework for the Public Service 2023, 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 will be conducted at workplaces guided by the Employee Health and Wellness Strategic Framework for the Public Service 2023 and approved concept document on Spiritual Wellness Programme
Conduct retirement planning sessions		Employee Health and Wellness Strategic Framework for the	All employees	LDARD employees	Quarter 2 & 3	6 Awareness sessions on retirement planning will be conducted during 2 nd & 3 rd quarter for LDARD

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Public Service 2023, Wellness Management Policy				employees guided by Employee Health and Wellness Strategic Framework for the Public Service 2023, Wellness Management policy.
SUB DIRECTORATE: HIV, STI, TB, HEALTH, AND PRODUCTIVITY MANAGEMENT						
Conduct Educational sessions on HIV, TB and STIs	16	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	16 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	16	Managing HIV/AIDS in the workplace. Employee Health and Wellness Strategic Framework for the Public Service 2019, NSP & PSP	All employees and Stakeholders	LDARD employees	Quarterly	16 HIV Testing Sessions will be conducted quarterly as guided by Managing HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2009, EHW policy,

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		on HIV, STIs and TB 2016-2022 and HTS Policy.				NSP on HIV, STI's and TB 2023-2028 and HTS Policy
Report compiled on distribute of Male and female condoms	4	Managing HIV/AIDS in the workplace. Employee Health and Wellness Strategic Framework for the Public Service 2023, EHW policy, NSP & PSP on HIV, STIs and TB 2023-2028c	All employees and Stakeholders	LDARD employees	Biannually	4 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 2023, EHW policy, NSP & PSP on HIV, STIs and TB 2023-2028
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 HIV, TB and STIs	16	Managing HIV/AIDS in the workplace, Employee Health	All employees and stakeholders	LDARD employees	Quarterly	16 HIV Testing Sessions will be conducted quarterly as guided by Managing HIV/AIDS in the workplace,

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		and Wellness Strategic Framework for the Public Service 2023, EHW policy, NSP& PSP on HIV, STI, and TB 2023-2028				Employee Health and Wellness Strategic Framework for the Public Service 2009, EHW policy, NSP on HIV, STI's and TB 2023-2028 and HTS Policy.
Provide HIV Testing services	16	Managing HIV/AIDS in the workplace, Employee Health and Wellness Strategic Framework for the Public Service 2023, EHW policy, NSP & PSP on HIV, STI's and TB 2023-2028	All employees & Stakeholders	LDARD employees	Quarterly	16 HIV Testing Sessions will be conducted quarterly as guided by Managing 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 2023-2028 and HTS Policy.
Conduct Awareness session on Mental Health	16	Employee Health and Wellness Strategic Framework for the Public Service 2023 National Strategic Plan(NSP) on HIV,	All employees	LDARD employees	Quarter 1,2,3 & 4	16 Awareness sessions on Mental Health will be conducted quarterly for employees as guided by Employee Health and Wellness Strategic Framework for the Public Service 2023, NSP on HIV, STI's and TB 2023-2028

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		STI's and TB 2023-2028				
SUB-DIRECTORATE: SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ) & SPECIAL PROGRAMMES						
Conduct capacity building sessions on occupational health and safety	12	OHS Act No. 85 of 1993. Employee Health and Wellness Strategic Framework for the Public Service: 2023	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: 2023.
Compile reports on health and safety administrative compliance	4	OHS Act No. 85 of 1993. SHERQ Management Policy. Employee Health and Wellness Strategic Framework for the Public Service: 2023.	Workplace Health and Safety Committee members	LDARD employees	Bi- annually	4 Reports on health and safety administrative compliance will be compiled bi-annually, in line with OHS Act, SHERQ Management Policy, Employee Health and Wellness Strategic Framework for the Public Service: 2023.
Compile reports on the management of occupational	4	COID Act No. 130 of 1993. OHS Act No. 85 of 1993.	Injured Employees	LDARD employees	Quarterly	4 Reports on the management of occupational injuries and diseases will be compiled quarterly as guided by OHS

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
injuries and diseases		Provincial guidelines on COVID Management.				Act, COVID Act and Provincial guidelines on COVID Management.
Conduct workplace inspections for safe waste disposal	4	OHS Act No. 85 of 1993. National Environmental Management: Waste Act No. 59 of 2008. SHERQ Management Policy. Employee Health and Wellness Strategic Framework for the Public Service: 2023.	Health and Safety Reps	LDARD employees	Quarterly	4 Reports on workplace inspections will be conducted at LDARD on safe waste disposal will be compiled quarterly to comply with the OHS Act, NEM Act, SHERQ Management Policy, Employee Health, and Wellness Strategic Framework: 2023.
Review emergency preparedness plans	2	Disaster Management Act No. 57 of 2002. SHERQ Management Policy. Employee Health and Wellness Strategic Framework for the Public Service: 2023	All employees	LDARD employees	Bi-annually	2 Emergency preparedness plans at LDARD workplaces will be reviewed bi-annually as guided by Disaster Management Act SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service: 2023.

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Develop emergency /evacuation plans	2	Disaster Management Act No. 57 of 2002. SHERQ Management Policy. Employee Health and Wellness Strategic Framework for the Public Service: 2023	All employees	LDARD employees	Quarterly	2 Emergency /evacuation plans for LDARD workplaces will be reviewed quarterly as guided by Disaster Management Act SHERQ Management Policy Employee Health and Wellness Strategic Framework for the Public Service: 2023.
Conduct emergency evacuation drills	8	Disaster Management Act No. 57 of 2002. SHERQ Management Policy. Employee Health and Wellness Strategic Framework for the Public Service: 2023	All employees	LDARD employees	Quarterly	8 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: 2023.
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Conduct Quality assurance audits	6	Employee Health and Wellness Strategic	All employees	LDARD employees	Quarterly	6 Quality assurance audit will be conducted quarterly as guided by the Employee

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Framework for the Public Service:2023				Health and Wellness Strategic Framework for the Public Service: 2023.
Develop Standard Operating procedure on SHERQ Management activities	1	Employee Health and Wellness Strategic Framework for the Public Service:2023	All employees	LDARD employees	Quarterly	1 Standard Operating procedure on Wellness Management activities will be developed during 1 st quarter guided by Employee Health and Wellness Strategic Framework for the Public Service:2023.
Conduct capacity building on Gender mainstreaming.	6	Gender Equality Strategic Framework. Employment Equity Act, Public Service Regulations. Beijing Critical Areas of Concern and 8 Point Plan\	All employees	LDARD employees	Bi-annually	6 Capacity building sessions will be conducted for LDARD employees BI-annually as guided by Gender Equality Strategic Framework, Public Service Regulations, Beijing critical Areas of Concern and 8 Point Plan.
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Conduct capacity building on youth mainstreaming programmes	1	National Youth Policy 2020-2030. National Development Plan. African Youth Charter.	Departmental youth	LDARD employees	Quarter 1	1 Capacity building session on youth mainstreaming programmes will be conducted during the 1 st quarter for LDARD youth employees as guided by

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						National Youth Policy 2020-2030, National Development Plan and African Youth Charter.
Conduct capacity building on children programmes	1	Children's Act No.38 of 2005	Children at schools at centres	LDARD employees	Quarter 1	1 Capacity building session on children programmes for children at schools/ centres will be conducted during 1 st quarter for LDARD employees guided by Children's Act.
Conduct capacity building on older persons programmes	2	Older Persons Act, No.13 of 2006	Elderly employees from age of 55 and above	LDARD employees	Quarter 2 & 3	2Capacity building sessions on older person's programmes will be conducted during 2 nd & 3 rd quarters for LDARD employees guided by Older Persons Act
Conduct capacity building on children programmes	1	Children's Act No.38 of 2005	Children at schools at centres	LDARD employees	Quarter 1	1 Capacity building session on children programmes for children at schools/ centres will be conducted during 1 st quarter for LDARD employees guided by Children's Act.
Conduct capacity building on older persons programmes	2	Older Persons Act, No.13 of 2006	Elderly employees from age of 55 and above	LDARD employees	Quarter 2 & 3	7Capacity building sessions on older person's programmes will be conducted during 2 nd & 3 rd

SUB-DIRECTORATE: WELLNESS MANAGEMENT						
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						quarters for LDARD employees guided by Older Persons Act

1.10 DIRECTORATE: EMPLOYEE RELATIONS

SUB DIRECTORATE EMPLOYEE RELATIONS

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Manage grievance	100%	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 30 working days	100% Grievances will be referred by employees and each case to be completed within 30 days in terms of grievance procedure, Resolution 14 of 2002 (PSCBC), BCEA and policy framework in the Limpopo Province
Manage misconduct	100%	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	100% 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Manage disputes	100%	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	100% 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 by the Labour Court
Awareness/Training Campaigns	36	LRA of 66 of 1995, Basic Condition of Employment Act 75 of 1997, PSCBC Resolutions	All employees	Limpopo Province	Bi- annually	36 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
SUB-DIRECTORATE: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM						
Submission of Performance Agreement report	1797	APP, Provincial Manual on Performance Management, Job Description and PMDS policy	Employees and Office of the Premier	LDARD employees	By the end of April 2026	1797 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
Conduct quality assurance on Performance Agreement	1 797	APP, Provincial Manual on Performance Management, Job Description	Employees and Office of the Premier	LDARD employees and Office of the Premier	31 May 2026	1 797 Quality assurance of Performance Agreements will be conducted for LDARD employees and OTP by 31 May 2026 in line with APP and operational plan and Job

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		and PMDS Policy				Description, Provincial policy on Performance
Submission of mid-term assessment	1 797	APP, Provincial Manual on Performance Management, Job Description and PMDS Policy	All employees	LDARD employees	31 October 2025	1 797 Mid-term assessments and will be conducted for LDARD employees and OTP by 31 October 2027 in line with APP and operational plan and Job Description Provincial policy on Performance
Annual Assessment	1 797	Annual Performance Plan, Provincial Manual on Performance Management, Job Description and PMDS Policy	All employees	LDARD employees	31 May 2026	1797 Annual evaluations will be conducted for LDARD employees and OTP by 31 May 2026 in line with APP and operational plan and Job Description Provincial policy on Performance Management 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	1 797	Provincial Manual on Performance Management and PMDS Policy	All employees	LDARD employees	Quarter 1 and 2	Auditing of 1797 PMDS documents will be conducted during 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.

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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 7 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	2Reports will be produced quarterly in terms of the PMFA, Treasury Regulations, Treasury guidelines and Departmental Strategic Plan and Budget guidelines

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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
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 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 during 3 rd and 4 th quarter in terms of PFMA and Treasury Regulations

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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 within 2 days will be compiled in line with SCOA, PFMA, Treasury Regulations and Transversal Budget Policy
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 quarterly 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 and Modified cash Standards	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, Treasury Regulations Modified cash Standards
Payments to service provider	100%	PFMA, Payment	Service providers	LDARD employees	Within 30 days from	100% payments will be made within 30 days from the date of receipt of an

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME PERIOD	FULL STATEMENT
		Policy and Procedure Manual			date of receipt of invoice	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 LDARD employees in line with Payment policy and Procedure manual
Bank reconciliation	100%	Bank reconciliation statement	Financial management officials	LDARD employees	Daily	100% bank reconciliation will be performed daily for LDARD based on bank statements and BAS exception report
Clearing of suspense and control accounts	100%	BAS report/Certificate of Compliance	Financial Management officials	LDARD	Daily	100% of suspense and control account will be cleared for LDARD Financial Management officials daily based on Bank Exception reports
Reporting to Treasury and external stakeholders	100%	PFMA, Treasury Regulations and 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.

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME PERIOD	FULL STATEMENT
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
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.

DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	31 March 2027	1 Procurement plan will be approved annually for the Department according to Limpopo Demand Management Procedure Manual & Departmental Supply Chain Management Policy

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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/ 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 &	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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Procedures Manual				
Variation/ Expansion of contract	5	PFMA SCM Instruction no.3 of 2021/22 (PFMA Act 1 of 1999: Enhancing Compliance, Transparency & Accountability in SCM	End Users	LDARD employees	Annually	05 Contract expansion/ variation will be implemented annually with the approval of HOD in line with the National Treasury SCM Instruction no3 of 2021/22 PFMA Act 1 of 1999 on Enhancing Compliance, Transparency and Accountability in SCM
Bid's invitation	100%	Broad Based Black Economic Empowerment Act & Preferential Regulations 2022	Suppliers / Service Providers	RSA	Annually	100% of bids invitations will be advertised annually to suppliers / 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	End Users	LDARD employees	Within 120/240 days for bids above R1M Within 90 working days for bids from R50K to R1M	100% of bids will be evaluated within 120/240 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Supply Chain Management Policy & procedure manual.				
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

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.

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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 Regulations	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 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	Management	LDARD employees and	Monthly	12 Asset reconciliation of BAS ledger with asset registers will be performed monthly in line with Section 38 (1)(d) of the PFMA,

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Treasury Regulations and Provincial Asset Management .Policy Sec 4.8.1		Provincial Treasury		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 Act and PFMA	All Stakeholders	LDARD employees \ Provincial Treasury/ Limpopo Public Works	Annually	1 Comprehensive User Asset Management Plan will be developed annually for all stakeholders to ensure the 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 subsidized 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Management of expired/ withdrawal of subsidized 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 vehicles, Scheme B, MMS and SMS	100%	Transport Policy	All employees	LDARD employees	Monthly	100% processing of fuel claims for subsidized vehicles, scheme B, MMS 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	4	Transport Policy	All employees	LDARD employees	Monthly	4 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						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	47	According to specifications compiled for each specific project	Project beneficiaries	Limpopo Province	Quarterly	47 Agricultural infrastructure projects will be developed and completed quarterly according to the specifications as compiled for each project for beneficiaries in Limpopo Province
Development of norms and standards for infrastructure projects	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 during quarter4

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	2600	Land cover data Erosion of gullies report	Land users	Limpopo Province	Quarterly	2600 Ha of farmland protected will be improved through conservation measures in Limpopo Province quarterly for land users through soil

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Biodiversity map/data CARA (section 12)				conservation measures based on Land cover data, Erosion of gullies report and biodiversity map/data
People employed in green jobs	270	EPWP Code of Good Practice, Beneficiary data list Contract of employment M&E checklist.	EPWP Project beneficiaries	Limpopo Province	Quarterly	270 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.
Hectares cleared of alien invasive plants	1500	Alien Plant Implementation Guideline Land cover data CARA (section 15, 16 and 17).	Farmers	Limpopo Province	Quarterly	1500 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	120	Land Care Policy framework, Land Care Awareness Implementation Plan.	Land users	Limpopo Province	Quarterly	120 Communities will be adapted Land Care practices quarterly in line with Land Care Policy framework, Land Care Awareness Implementation Plan
Land Care training session conducted	26	Land Care Policy framework, Land Care trainings and	Land users	Limpopo Province	Quarterly	26 Land Care training sessions will be conducted quarterly to increase awareness line with Land Care Policy framework, Land Care

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Awareness Implementation Plan.				trainings and Awareness Implementation Plan
Number of dams rehabilitated	30	Norms and standards For CARA 43/83	Farmers	Limpopo Province	Quarterly	30 dams will be rehabilitated quarterly in line with CARA Regulations to increase the water holding capacities of the dams for farmers.
Producers using climate smart technologies	550	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarterly	550 Producers undertaking suite of climate smart technologies as part of ecosystem-based adaptation in line with Norms and standards Act 70/70 CARA 43/83 (section 6)
Hectares cultivated land under conservation agriculture practices	700	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarterly	700 Ha of land will be cultivated under conservation agriculture practices quarter in line with Norms and standards Act 70/70CARA 43/83
SUB -DIRECTORATE: LAND USE MANAGEMENT						
Number of farm management plans developed	20	Norms and standards Act 70/70 CARA 43/83 (section 6)	Land users	Limpopo Province	Quarterly	20 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
Number of jobs created through EPWP	2700	EPWP Code of Good Practice, Beneficiary data list	EPWP Project beneficiaries	Limpopo Province	Quarterly	2700 Jobs will be created through EPWP project beneficiaries in Limpopo Province as from the 01 April 2018- 31 March 2019 based on

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
		Contract of employment M&E checklist				EPWP Code of Good Practice and National Skills Development Act quarterly.

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	4	Spatial Data Infrastructure Act 2003	All Stakeholders	Limpopo Province	Quarterly	4 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	25	Disaster Management Act and Disaster Management policy	Farmers	Limpopo Province	Quarterly	25 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.
KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Surveys on uptake for early	20	Disaster Management	Farmers	Limpopo Province	Quarterly	20 Surveys on uptake for early warning information will be

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIMEFRAME	FULL STATEMENT
warning information conducted		Act and Disaster Management policy				conducted quarterly in line with Disaster Management Act and Disaster Management policy
Disaster relief schemes managed	1	Disaster Management Act and Disaster Management policy	Producers	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
Producers assisted through disaster relief scheme	600	Disaster Management Act and Disaster Management policy	Producers	Limpopo Province	Quarterly	600 Producers 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	190	Guided by Producers Support Policy	Producers	Limpopo Province	Quarterly	190 Smallholder producers will be supported quarterly guided by Producers support Policy
Commercial producers supported	6	Guided by Producers Support Policy	Commercial Producers	Limpopo Province	Quarterly	6 Commercial producers will be supported quarterly guided by Producers Support Policy

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Producers supported with agricultural advisory services	10 697	Guided by Farmer Support Policy	Producers	Limpopo Province	Quarterly	10 697 Producers will be supported with agricultural advisory services quarterly guided by Producers Support Policy
Producers trained through Comprehensive Agricultural Support Programme	1100	Guided by CASP Business Plan 2022/23 financial year	Producers	Limpopo province	Quarterly	1100 Producers will be trained quarterly in line with CASP Business Plan 2022/23 financial
Unemployed graduates maintained on agricultural enterprises for practical skills development	135	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	135 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	11	Guided by CASP Business Plan 2022/23 financial year.	Producers	Limpopo province	Quarterly	11 Producers will be supported with mentorship programme quarterly in line with CASP 2022/23 business plan.
3.2 SUB PROGRAMME: EXTENSION AND ADVISORY SERVICES						
Producers trained on Small Empowerment	150	Guided National Framework for Extension and	Producers	Limpopo Province	Quarterly	150 Producers will be trained on SHEP quarterly for the Limpopo Province produces guided National

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
and Promotion (SHEP)		Advisory Services				Framework for Extension and Advisory Services
Producers study groups supported by Extension Practitioners	16	Guided National Framework for Extension and Advisory Services	Producers	Limpopo Province	Quarterly	16 Producer study groups will be supported by Extension Practitioners quarterly for Producers on Limpopo Province Guided National Framework for Extension and Advisory Services
Breeding livestock provided to farmers	200	Procedure Manual for Livestock Management & Livestock Disposal Policy	Farmers	Limpopo Province	Quarter 2, 3 & 4	200 Breeding livestock will be provided to farmers in Limpopo Province during 2 nd ,3 rd and 4 th quarter 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 2 nd and 3 rd quarter in line with the Aquaculture development policy
Projects provided with technical support to achieve seed certification	1	Seed Certification Schemes under Plant Improvement Act 53 of 1976	Farmers	Limpopo Province	Quarter 4	1 Projects will be supported during 4 th quarter with technical advice in 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

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Producers capacitated through demonstrations	3 120	Guided National Framework for Extension and Advisory Services	Farmers	Limpopo Province	Quarterly	3120 Producers will be capacitated through demonstration quarterly guided by National Framework for Extension and Advisory Services
Farmers Days facilitated	283	Guided National Framework for Extension and Advisory Services	Farmers	Limpopo Province	Quarterly	283 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
Household producers supported	8 414	National Policy on Food and Nutrition Security, 2013 & Limpopo Food Security Strategy, and Inputs distribution list	Poor and indigent households	Limpopo Province	Quarterly	8414 Households producers 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						
Visits conducted to Epidemiological units for veterinary interventions	12 200	Animal diseases Act 35 of 1984, FMD protocol, Vaccination policy, Dipping policy	Communal Farmers	Communal areas in Limpopo Province	Quarterly	12 200 Epidemiological units will be visited during 2026/27 spread over the 4 quarters 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	5 840	Animal diseases Act 35 of 1984, FMD protocol, disease surveillance protocols.	Farmers	Limpopo Province	Quarterly	5 840 Samples will be collected during 2026/27 spread over the 4 quarters Limpopo Province against identified animal diseases as indicated by 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 2,3 & 4	222 Vaccination sessions will be conducted during 2 nd ,3 rd & 4 th quarter 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 conducted	3 500	Dipping Policy	Communal Farmers	Limpopo Province	Quarterly	3 500 Dipping sessions will be conducted during 2026/27 spread over the 4 quarters where cattle will be dipped for communal farmers in Limpopo province in line with Dipping policy

LIMPOPO DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT SERVICE STANDARDS 2026/27

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
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	1 550	Export Certification Veterinary Procedural Notice	All Exporters	Limpopo Province	Quarterly	1 550 Veterinary certificates will be issued during 2026/27 spread over the 4 quarters in Limpopo province in line with Export Certification Veterinary Procedural Notice
VETERINARY PUBLIC HEALTH						
Inspection conducted on facilities producing and handling meat	460	Meat Safety Act, 2000 (Act 40 of 2000)	All abattoirs	Limpopo Province	Quarterly	460 Inspections will be conducted on the during 2026/27 spread over the 4 quarters facilities producing and handing 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						
Veterinary Laboratory tests performed according to approved standards	33 000	Biological Standards of OIE and SANAS	All Farmers and Communities	Limpopo Province	Quarterly	33 000 Veterinary laboratory tests will be performed during 2026/27 spread over the 4 quarters 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						

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Performing animals' protection Act registration licenses issued	20	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	20 Performing animals protection Act registration licenses will be issued during 2025/26 spread over the 4 quarters 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						

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Demonstration trials conducted	10	Research Committee guidelines / Terms of Reference	Farmers, Farmer's organizations, Agriculture Industry	Limpopo Province	Quarter 2 & 3	10 Demonstration trials will be conducted during 2 nd & 3 rd quarter 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	15	Research Committee guidelines / Terms of Reference /Production Development standards.	All Stakeholders	RSA/ internationally	Quarter 2,3 & 4	15 Research findings will be presented at peer review events in RSA and Internationally during 2 nd , 3 rd 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	8	Prescribed Scientific Journal Standards	All Stakeholders	RSA/ internationally	Quarter 4	8 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.
Research presentations made at	20	Research Committee guidelines /	Farmers, Farmer's organizations	Limpopo Province	Quarter 2, 3 & 4	20 Research presentations will be made at technology transfer events during 2 nd ,3 rd and 4 th quarter in line

KEY SERVICES	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
technology transfer events		Terms of Reference / Prescribed Technology Transfer or Information Day sharing events.	, Agriculture Industry, students, extension officers etc.,			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	166	Agricultural Marketing Act, Agricultural Marketing Strategy	Farmers /Agribusiness	Limpopo Province	Quarterly	166 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	3100	Agricultural Marketing Act, Agricultural Marketing Strategy and	Farmers	Limpopo Province	Quarterly	3100 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

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Agri business supported with Black Economic Empowerment advisory services	6	Agricultural marketing Act and AgriBEE Act	Farmers	Limpopo Province	31 March 2027	6 Farmers in Limpopo will be supported with infrastructure in line with Agricultural Marketing Act and AgriBEE to be integrated along the value chain to be reported on the 31 st of March 2027
Agribusinesses supported with commercialization services	50	Agricultural marketing Act and AgriBEE Act	Farmers	Limpopo Province	Quarterly	50 Producers in Limpopo Province will be supported quarterly with commercialization in line with Agricultural Marketing Act and AgriBEE Act.

6.2 SUB PROGRAMME: AGRO-PROCESSING SUPPORT

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Clients supported with agro processing. Initiatives	69	Agricultural Marketing Act and Agricultural Marketing Strategy for RSA	Farmers	Limpopo Province	Quarter 4	69 Clients 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 SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Economic reports compiled	40	Agricultural Marketing Act, Agricultural Marketing Strategy for RSA and Batho Pele Principles	All Stakeholders	Limpopo Province	Quarterly	40 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, Madzivhandila Training Policy and Madzivhandila Admission 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, Madzivhandila Admission Policy and Agri-SETA
Agricultural Higher Education and	40	Council for Higher Education	Students	Limpopo Province, the rest of	Quarter 4	40 Agricultural Higher Education and Training students will be completing year two of diploma in 4 th Quarter in

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Training graduates		requirements, Madzivhandila Training Policy and Madzivhandila Admission Policy		South Africa and other SADC countries		line with Council for Higher Education requirements and Madzivhandila Training Policy and Madzivhandila Admission Policy
Participants trained in agricultural skills development programmes.	300	Madzivhandila training Policy	Farmers	Vhembe and Mopani Districts	Quarterly	300 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	200	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	200 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.

7.2 TOMPI SELEKA COLLEGE OF AGRICULTURE

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Students registered for higher	50	Council for Higher Education	Students	Limpopo Province, the rest of	Quarter 4	50 Students from Limpopo Province, the rest of South Africa and other SADC countries will be registered for

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
education qualification		requirements and Tompi Seleka Training Policy		South Africa and other SADC countries		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.

8.RURAL DEVELOPMENT COORDINATION

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Number of Farm Assessments conducted	42	Comprehensive Producers Support Strategy	Private, communal and land reform farms	Limpopo Province	Quarterly	42 Farm assessment will be conducted at private, communal and land reform farms in order to enhance commercialization of the identified farmers quarterly in line

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
						with Comprehensive Producers Support Strategy
Number of lease agreements facilitated	8	Comprehensive Producers Support Strategy	Private commercial, communal and land reform farmers	Limpopo Province	Quarterly	8 Lease agreements will be conducted at private, communal and land reform farms in order to enhance commercialization of the identified farmers quarterly in line with Comprehensive Producers Support Strategy

8.2 SOCIAL FACILITATION

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Number of stakeholder engagements for post settlement support	15	Comprehensive Producers Support Strategy	Targeted farmers and various institutions from the public and private sector that can assist the identified farmers	Limpopo Province	Quarterly	15 Engagements will be 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, commercialization and participation in Agri-Park initiatives

KEY SERVICE	QUANTITY	QUALITY	TARGET GROUP	TARGET AREA	TIME FRAME	FULL STATEMENT
Number of Monitoring initiatives conducted on the implementation of the Integrated Rural Development Sector Strategy	4	Comprehensive Producers Support Strategy	Targeted farmers and various institutions from the public and private sector that can assist the identified farmers	Limpopo Province	Quarterly	4 Monitoring initiatives will be conducted quarterly as guided by Integrated Rural Development Sector Strategy

For more information, contact.

DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION

67/69 BICCARD STREET

POLOKWANE

0700

015 294 3000

HTTP://www.ldard.gov.za



Ms. M.A Mashamba

HOD: Agriculture and Rural Development

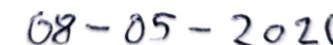


Ms. N.G Kekana, MPL

MEC: Agriculture and Rural Development



DATE



DATE