



health

Department of Health  
**NORTHERN CAPE**

## Procedure on the Development, Writing & Implementation of Policy Documents

### *Version control*

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Responsible Manager : Director for Policy & Planning

Approved by the

Head of Department :

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## **Aim and Objective**

1. The aim of this procedure is to equip Senior Managers with the knowledge, skills and techniques for developing, writing, implementing and managing the process related to policy development.

## **Stages in Policy Development**

2. As per the steps below:

**Steps**



## **Policy and Procedure Format**

3. All policies and procedures shall take the following format:
  - 3.1. The Northern Cape Provincial Crest must be on the title page
  - 3.2. The version of the draft must appear on the title page, together with the publishing date, review date, title of responsible manager and signature of the Head of Department
  - 3.3. The title of the Department will appear as a header
  - 3.4. The title of the policy or procedure and page number must appear as a footer
  - 3.5. The title of the policy or procedure will be written in Cambria or Arial 14pt
  - 3.6. The version will be written in Calibri or Times New Roman 12pt
  - 3.7. All titles or headings will be written in Cambria or Arial 14pt and all paragraphs shall be written in Calibri or Times New Roman 12pt
  - 3.8. The line spacing must be 1.5 and paragraphs must be 12pt after
  - 3.9. The definition and acronyms must appear on the page 2
  - 3.10. The table of contents must appear on page 3
  - 3.11. All paragraphs, including headings must be numbered
  - 3.12. The bullets are not allowed to be used in the policies or standard operating procedures
4. The following headings must be used for all policy documents:
  - 4.1. Policy Aim
  - 4.2. Policy Scope

- 4.3. Policy Statement
- 4.4. Roles and Responsibilities
- 4.5. Review and Distribution
- 4.6. Acknowledgements and Sources
5. This procedure and its policy document can be used as a template for writing new procedures and policies

## **Roles & Responsibilities**

6. The Director for Policy and Planning is responsible for the review, updating and distribution of this Procedure.
7. The Director for Policy and Planning is the custodian on behalf of the Head of Department of this Procedure in the Department.
8. The Director for Policy and Planning is responsible for keeping a register of policies in the Department as well as prompting responsible managers to review the policies at the appropriate times.

## **Review and Distribution**

9. This Procedure will be reviewed after 3 years but not later than 5 years from the publishing date,
10. The Director for Policy and Planning will distribute updated versions to
  - 10.1. Member of the Executive Council
  - 10.2. Head of Department of Health
  - 10.3. All Chief Directors, Directors and Deputy Directors (Who in turn will distribute to their staff appropriately)

## **Acknowledgements and Sources**

11. Based upon recommendation of the Northern Cape Department of Health's Policy Committee.