

POLICY REGISTER FOR 2024/25 FINANCIAL YEAR ECCOGTA 4TH QUARTER

Number	Programme	Unit	Responsible Person	Policy name	Date approved	Last Date Reviewed/Developed	Date Workshopped /Communicated	Next date for reviewal	Current Status	Comments
1	HODs Office	Executive Support	Mr Songezo Naki	Policy Guidelines on Policy Process	10 December 2024	21 July 2025	June 2023, and it is communicated on Quarterly basis via snap shot	2030	Approved	The Policy is still Relevant
2	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Acting Policy	30 March 2021	30 March 2021	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
3	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Bereavement Policy	29 July 2022	29 July 2022	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2027	Approved	The Policy is still relevant
4	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Leave Management Policy	13 November 2020	13 November 2020	The approved policy communicated in November 2020 and uploaded in the Repository of the Department	2025	Approved	The Policy is still relevant
5	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Overtime and Hours of work Policy	30 March 2021	30 March 2021	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
6	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Recruitment and Selection Policy	13-Jul-23	25-Mar-21	The approved policy communicated in April 2023 and uploaded in the Repository of the Department	2028	Approved	The Policy is still relevant
7	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Resettlement Policy	29-Jul-22	29-Jul-22	The approved policy communicated in July 2022 and uploaded in the Repository of the Department	2027	Approved	The Policy is still relevant
8	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Exit Management Policy	13 November 2020	13 November 2020	The approved policy communicated in November 2020 and uploaded in the Repository of the Department	2025	Approved	The Policy is still relevant
9	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Dress Code Policy	30 March 2021	30 March 2021	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
10	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Smoking Policy	30 March 2021	30 March 2021	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
11	Human Resource Management and Development	Human Resource Administration	Mr Bottoman	Transfer Policy	30 March 2021	30 March 2021	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
12	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Bursary Policy	05 August 2024	05 August 2024	The approved policy was uploaded in the Repository of the Department	2029	Approved	The Policy is still relevant
13	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Internship Policy	05 August 2024	05 August 2024	The approved policy was uploaded in the Repository of the Department	2029	Approved	The Policy is still relevant

14	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Performance Management and Development Policy	13 November 2020	13 November 2020	The approved policy communicated in November 2020 and uploaded in the Repository of the Department	2025	Approved	The Policy is still relevant
15	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Attraction and Retention Policy	29 July 2022	29 July 2022	The approved policy communicated in July 2022 and uploaded in the Repository of the Department	2027	Approved	The Policy is still relevant
16	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Training and Development Policy	05 August 2024	05 August 2024	The approved policy was uploaded in the Repository of the Department	2029	Approved	The Policy is still relevant
17	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Sexual Harrasment Policy	30 March 2021'	30 March 2021'	29 June 2023, 15 February 2024, 18, 19, 25 June 2024	2026	Approved	The Policy is still relevant
18	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Strike Management Policy	30 March 2021'	30 March 2021'	01 March 2023	2026	Approved	The Policy is still relevant
19	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Suspesion Policy	30 March 2021'	30 March 2021'	01 March 2023	2026	Approved	The Policy is still relevant
20	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Labour Relations Policy	13 Novemebr 2020	13 Novemebr 2020	01 March 2023	2025	Approved	The Policy is still relevant
21	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Consequence Management Policy	18 July 2025	18 August 2025	01 March 2023	2030	Approved	The Policy is still relevant
22	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Health and Productivity Management Policy	24 May 2024	17 Jhauary 2023	01 March 2023	2029	Approved	The Policy is still relevant
23	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	HIV and AIDS, STI & TB Management Policy	24 May 2024	30 March 2024	The policy is communicated through the Departmental website	2029	Approved	The Policy is still relevant
24	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Sports and Recreation Management Policy	18 October 2022	18 October 2022	01 March 2023	2027	Approved	The Policy is still relevant
25	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Abscondment Policy	30 March 2021'	30 March 2021'	01 March 2023	2026	Approved	The Policy is still relevant
26	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Protection of Personal Information Policy	05 August 2024	05 August 2024	The approved policy communicated in August 2024 and uploaded in the Repository of the Department	2029	Approved	The Policy is still relevant
27	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Carrer Path Development and Management	30 March 2021'	30 March 2021'	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
28	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Talent Management	30 March 2021'	30 March 2021'	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
29	Human Resource Management and Development	Human Resource Utilisation and Development	Mr Ned	Experiential Learning Policy	30 March 2021'	30 March 2021'	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2026	Approved	The Policy is still relevant
30	Human Resource Management and Development	Security and Work Environment	Ms Melani	Records Management Policy	24-Jun-24	9-Feb-24	25 June 2024 and 26 June 2024	2029	Approved	The policy is still relevant
31	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	SHERQ Policy	24-May-24	24-May-24	26 June 2024 and 26 June 2024	2029	Approved	The Policy is still relevant
32	Human Resource Management and Development	Labour Relations and Employee Health & Wellness	Mr Madikane	Wellness management Policy	30 March 2021'	30 March 2021'	the policy is avaiatable in the Departmental website.	2026	Approved	The Policy is still relevant

33	Human Resource Management and Development	Auxiliary Services	Ms Melani	Telephone Policy	20 November 2025	15 December 2025	Available on departmental intranet from date date of approval. Was consulted to department on Jan / Feb 2021	2030	Approved	The Policy is still relevant
34	Human Resource Management and Development	Auxiliary Services	Ms Melani	Facilities Management Policy	20 November 2025	10 December 2025	Available on departmental intranet from date date of approval. Was consulted to department on Jan / Feb 2021	2030	Approved	The Policy is still relevant
35	Human Resource Management and Development	Auxiliary Services	Ms Melani	Policy on Mobile Communications Services	20 November 2025	10 December 2025	Available on departmental intranet from date date of approval. Was consulted to department on Jan / Feb 2021	2026	Approved	The Policy is still relevant
36	Human Resource Management and Development	Security & Work Environment	Ms Yolisa Melane	Security Policy	9-Mar-21	9-Mar-21	2 awareness conducted on the 25 April 2023 for CDWs and 29 June 2023 for Induction for Interns	2026	Approved	The Policy is still relevant
37	CFO	Financial Accounting	Mr Ngewu	Subsistence And Travelling Allowance Policy	14 November 2024	24 July 2024	28 February 2025. The policy is available on departmental intranet.	As and when need arises	Approved	The Policy is still relevant
38	CFO	Financial Accounting	Mr Ngewu	Debt Management, Recovery and Write-off Policy	14 November 2024	24 July 2024	28 February 2025. The policy is available on departmental intranet.	As and when need arises	Approved	The Policy is still relevant
39	CFO	Financial Accounting	Mr Ngewu	Payments and Revenue Policy	14 November 2024	24 July 2024	28 February 2025. The policy is available on departmental intranet.	As and when need arises	Approved	The Policy is still relevant
40	CFO	Financial Accounting	Mr Ngewu	Paypoint Management Guide	04 March 2019	04 March 2019	14 June 2022	As and when need arises	Approved	The Policy is still relevant
41	CFO	Intrnal Control	Ms Stamper	Policy on Unauthorised Irregular and Fruitless and Wastefull Expenditure.	14 November 2024	05 August 2024	28 February 2025. The Policy is available on the Departmental intranet.	As and when the need arises	Approved	The Policy is still relevant
42	CFO	Internal Control	Ms Stamper	Internal Control Policy	10 November 2022	18 October 2022	14 June 2023. Policy is available on the departmental website	As and when the need arises	Approved	The Policy is still relevant
43	CFO	Intrnal Control	Ms Stamper	Bas Policy	14 November 2024	11 September 2024	28 February 2025. The policy is available on departmental intranet and it was shared with all BAS Users. All new BAS Users receive a copy of the policy subsequent to their creation on the system.	As and when need arises	Approved	The Policy is still relevant
44	CFO	Intrnal Control	Ms Stamper	Bas Procedure Manual	05 September 2017	05 September 2017	The procedure manual is available on departmental intranet and it was shared with all BAS Users. All new BAS Users receive a copy of the procedure manual subsequent to their creation on the system.	As and when need arises	Approved	The Policy is still relevant

45	CFO	Internal Control	Ms Stamper	LOGIS policy	26 March 2025	26 March 2025	The Policy is available on the departmental website	As and when the need arises	Approved	The Policy is still relevant
46	CFO	Internal Control	Ms Stamper	Persal Management Policy	30 March 2021	30 March 2021	The approved policy communicated in April 2021 and uploaded in the Repository of the Department.	2026	Approved	The Policy is still relevant
47	CFO	Management Accounting	Mr Zitha	Budget Policy	14 November 2024	21 October 2024	28 February 2025. The policy is available on departmental intranet	As and when need arises	Approved	The Policy is Relevant
48	CFO	Supply Chain Management	Mr Mathumbu	Supply Chain Management Policy	14 November 2024	14 November 2024	28 February 2025. The policy is available on departmental intranet	As and when need arises	Approved	The Policy is still relevant
49	CFO	Asset Management Services	Ms Makasi	Asset Management Policy	18 October 2022	18 October 2022	The Policy is available on the departmental website	As and when need arises	Approved	The Policy is still relevant
50	CFO	Asset Management Services	Ms Makasi	Fleet management Policy	29 July 2022	29 July 2022	The Policy is available on the departmental website	2027	Approved	The Policy is still relevant
51	Strategy & Systems	Monitoring and Evaluation Services	Mr Madolo	Monitoring and Evaluation Policy	07 April 2025	07 April 2025	The Policy was communicated to all staff at Head office and DSCs after it was approved. It is communicated quarterly through th performance reporting circular.	2030	Approved	The Policy is still relevant
52	Strategy & Systems	Monitoring and Evaluation Services	Mr Madolo	Document Joint Quality Assurance	25 June 2024	25 June 2024	The Policy was presented and adopted in the SMS Meeting dated 10 June 2024	2027	Approved	The Policy is still relevant
53	Strategy & Systems	Strategic Management & Planning	Mr Galli	Strategic Planning Guidelines	19 August 2014	19 August 2014	Quarterly	As and when need arises	Approved	The Policy is still relevant
54	Strategy & Systems	Corporate Communications	Mr Ngam	Corporate Communications Policy	01 April 2024	01 April 2024	14 January 2019	2029	Under Review	In a consultation process
55	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	Internet and Email Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshopped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
56	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	ICT Security Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshopped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
57	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	ICT Acceptable use Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshopped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
58	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	ICT Change Management Policy	04 November 2022	04 November 2022	Available on the Departmental Intranet and it was commucated with the Departmental DGITO	As and when need arises	Approved	The Policy is still relevant

59	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	ICT Incident Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshopped on 15, 16, 21, 23, 24 August 2023	2027	Approved	The Policy is still relevant
60	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	Patch Management Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshopped on 15, 16, 21, 23, 24 August 2023	2027	Approved	The Policy is still relevant
61	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	ICT Disaster Recovery Policy	10 August 2025	12 August 2025	Available on departmental intranet from date of approval. Also workshopped on 15, 16, 21, 23, 24 August 2023	2030	Approved	The Policy is still relevant
62	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	ICT Disaster Recovery Plan	10 August 2025	12 August 2025	Available on departmental intranet from date of approval. Also workshopped on 15, 16, 21, 23, 24 August 2023	2030	Approved	The Policy is still relevant
63	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	Information Communication and Technology Data Back up and Recovery Policy and Procedures	30 July 2022	30 July 2022	Available on departmental intranet from date of approval. Also workshopped on 15, 16, 21, 23, 24 August 2023	2027	Approved	The Policy is still relevant
64	Strategy & Systems	Government Information and Communication Technology Management (GICTM)	Ms Luke	Corporate Governance of Information and Communication Technology Policy	10 August 2025	12 August 2025	Available on departmental intranet from date of approval. Also workshopped on 15, 16, 21, 23, 24 August 2023	2030	Approved	The Policy is still relevant
65	Strategy & Systems	Municipal Information Technology Services	Ms Fana-Fani	Municipal ICT Support Policy	28 March 2025	20 March 2025	Available on departmental intranet from date of approval.	2030	Approved	The Policy is still relevant
66	Strategy & Systems	Strategic Management & Planning	Mr Galli	Youth Policy	18 February 2023	18 February 2023	The policy was approved and posted on departmental intranet on April 2023. The unit mainstreams the policy to departmental employees.	2028	Approved	The Policy is still relevant
67	Strategy & Systems	Strategic Management & Planning	Mr Galli	Disability Strategy	22 April 2022	22 April 2022	The policy was approved and posted on departmental intranet on April 2022. The unit mainstreams the policy to departmental employees.	2027	Approved	The Policy is still relevant
68	Strategy & Systems	Strategic Management & Planning	Mr Galli	Reasonable Accommodation and Assistive Devices Policy	22 April 2022	22 April 2022	The policy was approved and posted on departmental intranet on April 2022. The unit mainstreams the policy to departmental employees.	2027	Approved	The Policy is still relevant
69	Strategy & Systems	Strategic Management & Planning	Mr Galli	Gender Policy	12 October 2022	12 October 2022	The policy was approved and posted on departmental intranet on October 2022. The unit mainstreams the policy to departmental employees.	2027	Approved	The Policy is still relevant
70	Development and Planning	Disaster Management and Emergency Services	Ms Jama	Provincial Disaster Management Policy Framework	26 February 2020	26 February 2020	February 2020 and is communicated and monitored on a quarterly basis and other appropriate platforms i.e. relevant Cluster & MuniMec	2025	Approved	The Policy is still relevant
71	Development and Planning	Local Economic Development Support	Mrs T. Tshefu	Small Town Development Framework	01 August 2020	01 August 2020	Quarterly with municipalities and Government Departments	2030	Approved by EXCO	The Policy is still relevant

72	Development and Planning	Land Use Management and Administration	Ms L Dube	Land Invasion Policy Framework	01 October 2023	11 April 2024	workshopped /presented in Koukamma Local Municipality on the 30th of July 2024; OR Tambo Planners Forum on the 5th of December 2024; Sarah Baartman MM's Forum and DMF in February 2025; Dr Beyers Naude Housing Forum on the 8th of April 2025 and Amatshe Land Forum on the 5th of June 2025.	11-Apr-29	Approved	The Policy is still relevant
73	HOD	Risk Management	Ms Mosehana	Ethics and Integrity Management Policy	30 June 2025	18 August 2025	The policy was workshopped in all District Support Centers and newly appointed employees as at 1 September 2021. It is available in the departmental intranet.	2030	Approved	The Policy is still relevant
74	HOD	Risk Management	Ms Mosehana	Risk Management Policy	30 January 2020	30 January 2020	The policy is available in the departmental intranet and was circulated to all Risk Coordinators.	2025	Approved	The Policy is still relevant
75	HOD	Risk, Anti-corruption & Integrity	Ms Mosehana	Anti-Corruption Policy	24-Jun-22	24-Jun-22	3 awareness conducted on the 25 April 2023 for CDWs and 29 June 2023 for Induction for Interns	2027	Approved	The Policy is still relevant
76	HOD	Risk, Anti-corruption & Integrity	Ms Mosehana	Fraud and Prevention Implementation Plan	24-Jun-22	24-Jun-22	4 awareness conducted on the 25 April 2023 for CDWs and 29 June 2023 for Induction for Interns	2027	Approved	The Policy is still relevant
77	HOD	Risk, Anti-corruption & Integrity	Ms Mosehana	Whistle Blowing Policy	24-Jun-22	24-Jun-22	5 awareness conducted on the 25 April 2023 for CDWs and 29 June 2023 for Induction for Interns	2027	Approved	The Policy is still relevant
78	HOD	Internal Audit	Ms Kweyama	Policy on agreed management action plans	24-Apr-25	24-Apr-25	Polict was presented to management , Audit Committee and continuous awareness during the follow up on the IA Findings Tracker to management	2030	Approved	The Policy is still relevant
79	HOD's Office	Legal Advisory Services	Mr Maqungo	Litigation Management Policy	07 May 2024	07 May 2024	The workshop after approval of the 2017 version. No workshop on the amended version.	2029	Approved	The Policy is Still Relevant
80	HOD's Office	Legal Advisory Services	Mr Maqungo	Legislative Compliance Management Policy	27 December 2021	27 December 2021	Advocacy sessions were conducted on the departmental compliance management system based on the policy.	2026	Approved	The Policy is still relevant
81	DTA	Traditional Governance and Finance		Guidelines on Participation of Traditional Leaders in Municipla Councils	23 April 2025	20 March 2025	The revised policy is not yet communicated (awareness session to be conducted in quarter 3 & 4 2025/26 FY)	2030	Approved	The Policy is still relevant

82	DTA	Traditional Governance and Finance	Ms Vuba	Policy Guide on the Identification, recognition and appointment of a Traditional Leader: ECCOGTA	28 March 2013	01 February 2020	April / June 2014	N/A	Approved	The final reviewed policy document was presented before SMS Members for adoption, but the SMS resolved not to adopt the reviewed policy due the transfer of the function to OTP (Recognition process). In a re-consultation process
83	DTA	Traditional Governance and Finance	Ms Vuba	Handbook on Tools of Trade for Traditional Leaders & Members of Traditional Leadership Institutions	30-Sep-14	30-Sep-14	January / March 2015	2023	The Handbook is currently under review, consultative sessions with stakeholders are currently being conducted.	In a consultation process
84	DTA	Traditional Governance and Finance	Ms Vuba	Training and Development Policy for Traditional Leaders and members of Traditional Leadership Institutions	29 March 2018	25 August 2023	May / June 2019	2023	The reviewed final policy document is in transit for approval by the MEC	In a consultation process
85	DTA	Traditional Governance and Finance		Guidelines on the Involvement of Traditional Leaders in Rural/Community Development Programmes and their participation in governance forum	01 March 2021	01 March 2021	May / June 2023	2026	Approved	The Policy is still relevant
86	DTA	Traditional Governance and Finance	Ms Jaceni	Policy on Financial Management of Traditional and khoisan councils	08 March 2025	20 February 2025	May / June 2025	2030	Approved	The Policy is still relevant
87	DTA	Traditional Governance and Finance	Ms Vuba	Financial Disclosure Manual for Traditional Leaders	01 March 2021	01 March 2021	May / June 2023	2026	Approved	The Policy is still relevant
88	DTA	Traditional Governance and Finance	Ms Vuba	Guidelines on Sitting for Traditional Councils and Payment to Non-Traditional Leaders and members of Traditional Councils	30 September 2018	30 September 2018	January / March 2019	2024	Approved	In a consultation process
89	DTA	Traditional Governance and Finance	Ms Vuba	Bursary Policy for Traditional Leads	01 March 2021	01 March 2021	May / June 2023	2026	Approved	The Policy is still relevant
90	DTA	Traditional Governance and Finance	Ms Vuba	Guidelines on the Performance of Statutory and Customary functions by Traditional Leaders	23 April 2025	20 March 2025	Not yet communicated (Awareness sessions to be conducted in quarter 3 & 4)	2030	Approved	The Policy is still Relevant
91	DTA	Traditional Governance Finance	Ms Vuba	Guidelines on the role of Traditional Leaders in Combating Gender based violence and femicide in Traditional Communities	23 April 2025	20 March 2025	Not yet communicated (Awareness sessions to be conducted in quarter 3 & 4)	2030	Approved	The Policy is still relevant
92	DTA	Traditional Governance and Finance	Ms Vuba	Policy on Logistical arrangements towards installations and funerals for Traditional Leaders	08 March 2025	20 January 2025	May/June 2025	20230	Approved	The Policy is still relevant

93	DTA	Traditional Governance and Finance	Ms Vuba	Guidelines on the Administration of Justice by Traditional Leaders	08 March 2025	20 February 2025	May/June 2025	2030	Approved	The Policy is still relevant
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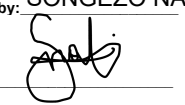
Prepared by: EMIHLE JONAS

Date: 04 MARCH 2026

Signature: 

Reviewed by: SONGEZO NAKI

Date: 04 MARCH 2026

Signature: 

Approved by: _____

Date: _____

Signature: _____

