



Province of the
EASTERN CAPE
PROVINCIAL TREASURY



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

POLICY REGISTER 2023/24 Financial Year											
Number	Programme	Unit	Responsible Person	Policy name	Date approved	Last Date Reviewed/Developed	Date Workshopped /Communicated	Next date for review	Current Status	Comments	
1	Strategic Mmanagement Communications and Information Services	Corporate Secretariat	Mr Songezo Naki	Guidelines for Policy Development	26 June 2019	26 June 2019	June 2023, and it is communicated on Quarterly basis via snap shot	2024	Approved	The Policy is still relevant	
2	Corporate Services	Human Resource Management	Mr Giyose	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	Corporate Services	Human Resource Management	Mr Giyose	Bearurement 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	Corporate Services	Human Resource Management	Mr Giyose	Laave 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	Corporate Services	Human Resource Management	Mr Giyose	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	Corporate Services	Human Resource Management	Mr Giyose	Recruitment and Selection Policy	25-Mar-21	25-Mar-21	The approved policy communicated in April 2023 and uploaded in the Repository of the Department	2026	Approved	The Policy is still Relevant	
7	Corporate Services	Human Resource Management	Mr Giyose	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	Corporate Services	Human Resource Management	Mr Giyose	Exit Management Policy	13 November 2020	13 November 2020	The approved policy communicated in November 2022 and uploaded in the Repository of the Department	2025	Approved	The Policy is still Relevant	
9	Corporate Services	Human Resource Management	Mr Giyose	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	Corporate Services	Human Resource Management	Mr Giyose	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	
11	Corporate Services	Human Resource Management	Mr Giyose	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	
12	Corporate Services	Human Resource Management	Mr Giyose	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	
13	Corporate Services	Human Resource Planing and Development	Ms Mabhele	Bursary Policy	10 May 2017	10 May 2027	The policy will be communicated once it is approved.	2022	Due for Review	In a consultation process	

14	Corporate Services	Human Resource Planning and Development	Ms Mabhele	Internship Policy	08 October 2018	08 October 2018	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	2023	Approved	The Policy is still Relevant
15	Corporate Services	Human Resource Planning and Development	Ms Mabhele	Performance Management and Development Policy	13 November 2020	13 November 2020	The approved policy communicated in April 2021 and uploaded in the Repository of the Department	17 July 1905	Approved	The Policy is still Relevant
16	Corporate Services	Human Resource Planning and Development	Mr Giyose	Attraction and Retention Strategy	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
17	Corporate Services	Human Resource Planning and Development	Ms Mabhele	Training Policy	10 May 2017	10 May 2017	The policy will be communicated once it is approved.	2022	Due for Review	In a consultation process
18	Corporate Services	Labour Relations	Mr Madikane	Sexual Harassment Policy	30 March 2021	30 March 2021	29 June 2023	2026	Approved	The Policy is still Relevant
19	Corporate Services	Labour Relations	Mr Madikane	Strike Management Policy	30 March 2021	30 March 2021	01 March 2023	2026	Approved	The Policy is still Relevant
20	Corporate Services	Labour Relations	Mr Madikane	Suspension Policy	30 March 2021	30 March 2021	01 March 2023	2026	Approved	The Policy is still Relevant
21	Corporate Services	Labour Relations	Mr Madikane	Labour Relations Policy	13 November 2020	13 November 2020	01 March 2023	2025	Approved	The Policy is still Relevant
22	Corporate Services	Labour Relations	Mr Madikane	Consequence Management Policy	12 April 2017	12 April 2017	01 March 2023	When the need arises	Approved	The Policy is still Relevant
23	Corporate Services	Labour Relations	Mr Madikane	Health and Productivity Management Policy	17 January 2023	17 January 2023	01 March 2023	When the need arises	Approved	The Policy is still Relevant
24	Corporate Services	Labour Relations	Mr Madikane	Sports and Recreation Management Policy	18 October 2022	18 October 2022	01 March 2023	2027	Approved	The Policy is still Relevant
25	Corporate Services	Labour Relations	Mr Madikane	Abscondment Policy	30 March 2021	30 March 2021	01 March 2023	2026	Approved	The Policy is still relevant
26	Corporate Services	Human Resource Utilisation and Capacity Building	Ms Mabhele	Career 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
27	Corporate Services	Human Resource Utilisation and Capacity Building	Ms Mabhele	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
28	Corporate Services	Human Resource Utilisation and Capacity Building	Ms Mabhele	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
29	Corporate Services	Auxiliary Services	Ms Melani	Records Management Policy	13-Mar-19	13-Mar-19	The Policy was communicated in 2019 and it is on the Departmental Intranet	2024	Approved	The Policy is still relevant
30	Corporate Services	Employee Wellness Programme	Mr Madikane	Wellness management Policy	30 March 2021	30 March 2021	the policy is available in the Departmental website.	2026	Approved	The Policy is still relevant
31	Corporate Services	DGITO	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
32	Corporate Services	DGITO	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

33	Corporate Services	DGITO	Ms Luke	ICT Acceptable use Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshoped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
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34	Corporate Services	DGITO	OTP	ICT Change Management Policy	04 November 2022	04 November 2022	Available on the Departmental Intranet and it was communicated with the Departmental DGITO	As and when need arises	Approved	The Policy is still relevant
35	Corporate Services	DGITO	Ms Luke	ICT Incident Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshoped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
36	Corporate Services	DGITO	Ms Luke	Patch Management Policy	29 July 2022	29 July 2022	Available on departmental intranet from date of approval. Also workshoped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
37	Corporate Services	DGITO	Ms Luke	Backup and Recovery Policy	30 July 2022	30 July 2022	Available on departmental intranet from date of approval. Also workshoped on 15,16,21,23,24 August 2023	2027	Approved	The Policy is still relevant
38	Corporate Services	Auxiliary Services	Ms Melani	Mobile Communications Services Policy	30 March 2021	30 March 2021	Available on departmental intranet from date of approval. Was consulted to department on Jan / Feb 2021	2026	Approved	The Policy is still relevant
39	CFO	Financial Accounting Services	Mr Ngewu	Travel Subsistence Policy	29 July 2022	29 July 2022	11 November 2022	As and when need arises	Approved	The Policy is still relevant
40	CFO	Financial Accounting Services	Mr Ngewu	Debt Management and Write-off Policy	29 July 2022	29 July 2022	11 November 2022	As and when need arises	Approved	The Policy is still relevant
41	CFO	Financial Accounting Services	Mr Ngewu	Payment Management Guide	04 March 2019	04 March 2019	14 June 2022	As and when need arises	Approved	The Policy is still relevant
42	CFO	Internal Control	Ms Qaba	Policy on unauthorised, fruitless and wasteful and irregular expenditure	29 July 2022	29 July 2022	23 June 2023 and 14 July 2023	As and when need arises	Approved	The Policy is still relevant
43	CFO	Financial Management	Mr Zitha	Bas Policy	05 September 2017	05 September 2017	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	Financial Management	Mr Zitha	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	Supply Chain Management		Supply Management Policy	31 January 2023	31 January 2023	Communicated to the department on 25 January 2023	As and when need arises	Approved	The Policy is still relevant
46	CFO	Asset Management	Ms Villem	Asset Management Policy	18 October 2022	18 October 2022	No workshop conducted as yet but the Policy is available on the departmental website	As and when need arises	Approved	The Policy is still relevant
47	CFO	Fleet Management	Ms Villem	Fleet management Policy	29 July 2022	29 July 2022	No workshop conducted as yet but the Policy is available on the departmental website	2027	Approved	The Policy is still relevant


48	CFO	Internal Control Unit	Ms Qaba	Internal Control Unit Policy	18 October 2022	18 October 2022	No workshop conducted as yet but the Policy is available on the departmental website	2027	Approved	The Policy is still relevant
49	Strategic Mmanagement Communications and Information Services	Monitoring and Evaluation	Dr Mditshwa	Monitoring and Evaluation Policy	16 February 2021	16 February 2021	The Policy was communicated to all staff after it was approved. It is communicated quarterly through th performance reporting circular.	2026	Approved	The Policy is still relevant
50	Strategic Mmanagement Communications and Information Services	Strategic Planning	Mr Galli	Strategic Planning Guidelines	19 August 2014	19 August 2014	Quarterly	As and when need arises	Approved	The Policy is still relevant
51	Strategic Mmanagement Communications and Information Services	Corporate Communications	Mr Ngam	Corporate Communications Policy	18 January 2019	18 January 2019	14 January 2019	2024	Approved	The Policy is still relevant
52	Strategic Mmanagement Communications and Information Services	Legal Advisory Services	Mr Maqungo	Governance Protocol for Sourcing Legal Opinions	05 April 2019	05 April 2019	The workshop was conducted after the approval of the 2017 version. Circulars are issued regarding issues of compliance therewith.	2024	Approved	The Policy is still relevant
53	Strategic Mmanagement Communications and Information Services	Legal Advisory Services	Mr Maqungo	Litigation Management Policy	11 November 2020	11 November 2020	The workshop after approval of the 2017 version. No workshop on the amended version.	2025	Approved	The Policy is still relevant
54	Strategic Mmanagement Communications and Information Services	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
55	DLG	Provincial Disaster Management Centre	Mr Mabandla	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 & MunMec	2025	Approved	The Policy is still relevant
56	DLG	Urban and Small Town Develoment	Mr Plaatjie	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
57	Special Programmes	Special Programmes	Dr Mditshwa	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, Municipalities and Traditional leadership institutions on quarterly basis.	2028	Approved	The Policy is still relevant
58	Special Programmes	Special Programmes	Dr Mditshwa	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, Municipalities and Traditional leadership institutions on quarterly basis.	2027	Approved	The Policy is still relevant

59	Special Programmes	Special Programmes	Dr Mditshwa	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, Municipalities and Traditional leadership institutions on quarterly basis.	2027	Approved	The Policy is still relevant
60	Special Programmes	Special Programmes	Dr Mditshwa	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, Municipalities and Traditional leadership institutions on quarterly basis.	2027	Approved	The Policy is still relevant
61	HOD	Risk Management	Ms Mosehana	Ethics and Integrity Management Policy	31 March 2021	31 March 2021	The policy was workshoped in all District Support Centers and newly appointed employees as at 1 September 2021. It is available in the departmental intranet.	2024	Approved	The Policy is still relevant
62	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
63	HOD	Security Management and Anti Corruption	Ms Mnyandu	Security Policy	09-Mar-21	09-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
64	HOD	Security Management and Anti Corruption	Ms Mnyandu	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
65	HOD	Security Management and Anti Corruption	Ms Mnyandu	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
66	HOD	Security Management and Anti Corruption	Ms Mnyandu	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
67	DTA	Traditional Governance and Finance	Mr Nkantsu	Guidelines on Participation of Traditional Leaders in Municipals Councils	30 March 2015	30 March 2015	April / June 2016	2024	Approved	The Policy is still relevant
68	DTA	Traditional Governance and Finance	Ms Vuba	Policy Guide on the Identification, recognition and appointment of a Traditional Leader: ECCOCTA	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).

69	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.	The Policy is still relevant
70	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	The Policy is still relevant
71	DTA	Traditional Governance and Finance	Ms Somfongo	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
72	DTA	Traditional Governance and Finance	Ms Jaceni	Policy of Financial Management of Traditional Councils and Transfer of Funds for Traditional Council	21 December 2018	21 December 2018	January / March 2019	2023	The policy is under review and the final policy document in place. Awaiting for adoption by SMS	The Policy is still relevant
73	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
74	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	The Policy is still relevant
75	DTA	Traditional Governance and Finance	Ms Vuba	Bursary Policy for Traditional Leaders	01 March 2021	01 March 2021	May / June 2023	2026	Approved	The Policy is still relevant
76	DTA	Traditional Governance and Finance	Ms Vuba	Guidelines on the Administration of Justice by Traditional Leaders	21 December 2016	07 August 2023	January / March 2017	2023	The final reviewed policy document is awaiting for approval	The Policy is still relevant


Prepared by: Mr Songezo Naki

Date: 14 September 2023

Signature: 

Reviewed by: Mr Songezo Naki

Date: 14 September 2023

Signature: 

Approved by: Mr Willie Galli

Date: 14 September 2023

Signature: 

