



STANDARD OPERATING PROCEDURE

CHIEF DIRECTORATE: TRADITIONAL INSTITUTIONAL GOVERNANCE **DIRECTORATE: TRADITIONAL RESEARCH, POLICY AND LEGISLATION DEVELOPMENT**

SOP Title <Name
the SOP>

Development And Review of Policies Impacting Traditional Leadership Institutions

SOP Number:

<Provide the reference
number for the SOP>

SOP/01 of 2026

PURPOSE: <Explain the objective the SOP is intended to achieve>

To give a step- by- step guide on the process of developing and reviewing policies impacting traditional leadership institution.

SCOPE: <State the range of activities the SOP applies to as well as any imitations or exceptions>

The SOP is applicable to the processes and procedures for developing and reviewing policies impacting traditional leadership institutions in the province and relevant departmental employees.

RESPONSIBILITY: <State the officials, groups, contractors, & subcontractors, responsible for complying with the SOP>

<State the person or group responsible for assuring the appropriate officials are trained on the SOP>

Deputy Director General: Traditional Affairs

Chief Director: Traditional Institutional Governance

Chief Director: Traditional Institutional Support

Chief Director: Provincial House of Traditional & Khoi-San Leaders

Director: Traditional Research, Policy and Legislation Development

Deputy Director: Traditional Research, Policy and Legislation Development

Assistant Directors: Traditional Research, Policy and Legislation Development

End-User (Traditional Affairs Branch Staff – Head Office)

Regional Heads and Office Managers for Kingdoms

Secretaries of Traditional Councils

PROCEDURE: <Explain the procedure in simple steps. Describe what to do, not how to do it> <State who does each step & how it is recorded to be certain whoever is performing the procedure can prove that they have done it. Think about what is needed before the procedure is started so that the person performing the function can do it correctly the first time>

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No.	Task Name	Task Procedure	Responsibility	Time Frame	Supporting Documentation	Service Standard
1	Identification of policies to be reviewed or developed.	A circular requesting Traditional Affairs Directorates to submit a list of policies to be reviewed or developed.	Director	2 working days	Emails. Circular.	90 working days
		Memo from a policy custodian requesting the review or development of a policy.	Director	1 working day.	Email. Memo.	
		Include policy to be reviewed or developed in APP and AOP	Director	1 working day	Draft APP and AOP.	
		Develop quarterly plan.	Deputy Director & Assistant Directors	2 working days	Draft quarterly plan	
2	Consultation with End-Users or custodians to discuss the reviewed or developed policy.	Communicate quarterly plan with End-Users including Regional Heads.	Director	1 working day	Emails Draft quarterly plan	
		Compile a discussion document.	Deputy Director & Assistant Directors	5 working days	Discussion document.	
		Meeting with End-Users.	Director, Deputy Director and Assistant Directors	3 working days.	Invitation letter Agenda Attendance register Report	
3	Policy Formulation	Conduct desktop research.	Deputy Director and Assistant Directors	10 working days	List of legislative frameworks & regulatory prescripts.	

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		Consider inputs & comments from End-Users.	Deputy Director and Assistant Directors	5 working days	Report.
		Compile First Draft Reviewed or Developed Policy.	Deputy Director and Assistant Directors	10 working days	First Draft Reviewed/ Developed policy.
		Present first draft reviewed or developed policy to the Chief Director	Director & Deputy Director	1 working day	Email. Register.
		Consider inputs or comments from the Chief Director	Director & Deputy Director	2 working days	Updated first draft reviewed or developed policy
		Circulate first draft reviewed/ developed policy to end-users	Director	5 working days	Email. Written inputs or comments from End-Users.
		Consider inputs or comments from End-Users	Deputy Director & Assistant Directors	2 working days	Updated first draft reviewed or Developed policy.
		Consult with stakeholders on the updated first draft reviewed or developed policy.	Director, Deputy Director & Assistant Directors	20 working days	Attendance register Reports.
		Consider inputs & comments from stakeholders on the updated first draft reviewed or developed policy.	Deputy Director & Assistant Directors	5 working days	Second draft reviewed or developed policy.
		Circulate the second draft reviewed or developed policy to SMS of Traditional Affairs Branch for inputs & comments	Director	5 working days	Emails. Written inputs or comments from SMS of the Branch.
		Consider inputs or comments from SMS of the Branch regarding	Deputy Director &	2 working days	Updated Second Draft Reviewed

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		the second draft reviewed or developed policy	Assistant Directors		or Developed policy.	
4	Policy Adoption	Circulate the updated second draft reviewed or developed policy to the Departmental SMS for inputs & comments	Director	5 working days	Emails. Written inputs or comments from the Departmental SMS.	
		Consider inputs or comments from the Departmental SMS regarding the updated second draft reviewed or developed policy	Deputy Director & Assistant Directors	2 working days	Updated second draft reviewed or developed policy.	
		Submission of the updated second draft reviewed or developed policy to the departmental Legal Service Unit for compliance	Director	5 working days	Email. Written inputs & comments.	
		Incorporate inputs & comments from the departmental Legal Service Unit in the updated Second Reviewed or Developed policy.	Deputy Director & Assistant Directors	2 working days	Updated second draft reviewed or developed policy.	
		Present the final draft reviewed or developed policy to the Departmental SMS for adoption and endorsement	Director & Chief Director	1 working day	Inputs or comments from the Departmental SMS.	
		Incorporate inputs or comments from the Departmental SMS regarding the final reviewed or developed policy document	Director & Deputy Director	2 working days	Updated final reviewed or developed policy.	
		Cost analysis of a final policy.	End-Users	5 working days	Costed final policy document.	

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		Submission of the final policy document for recommendation and approval by the HOD and MEC respectively, via office of the Chief Director and DDG-Traditional Affairs	Director	2 working days	Memo to DDG. Memo to HOD. Memo to MEC.	
5	Approval of the Policy Document	Facilitate the approval of the final policy document	Director	20 working days	Approved policy document.	

REVIEW AND REVISION: <State how often the SOP is reviewed & under what circumstances it is to be revised>

The SOP will be reviewed as and when there are changes to the government systems and related legislation

CONTINGENCIES: <State what happens if the SOP cannot be followed & identify who needs to be notified>

SOP must be adhered to by all role players

The Head of Department may take appropriate action where the SOP has not been complied with

The Head of Department may enforce consequence management

REFERENCES: <List related SOPs, any supporting documentation necessary to understand & correctly follow the procedure, including any applicable regulations & regulatory guidelines>

Constitution of the Republic of South Africa.

Public Finance Management Act (PFMA)

Traditional and Khoi-San Leadership Act, 2019 (Act No 3 of 2019) (TKLA)

Eastern Cape Traditional Leadership and Governance Act, 2017 (Act No 1 of 2017) (TLGFA)

DEFINITIONS: <Define words and acronyms that people reading the SOP would not generally know and that would require clarification. If a definition is needed and one exists in the regulations, use the regulation definition>

Acronyms

AOP	Annual Operational Plan
APP	Annual Performance Plan
CD	Chief Director
DDG	Deputy Director General
HOD	Head of Department
MEC	Member of Executing Council

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SOP	Standard Operating Procedure
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ATTACHMENTS: <Attach any documents used in support of the SOP, e.g. flowcharts & work instructions>

None

HISTORY OF CHANGE: <State in sufficient detail what changes were made what parts of the SOP were effected & when the changes become effective>

None

CERTIFICATION OF DUE PROCESS:

Prepared by:	<u>T. Mataka</u> Name	 Signature	<u>24/08/2026</u> Date		
Certified by:	<u>ML NGCAI</u> Name	 Signature	<u>08/09/2026</u> Date		
Programme Manager:	<u>T.W. Gwebindile</u> Name	 Signature	<u>09/09/2026</u> Date		
Chief Director: Strategy & Systems	<u>DR S. MDITSHWA</u> Name	 Signature	<u>16/09/2026</u> Date		
Approval of SOP: Head of Department	<u>Vuyo M. Kofu</u> Name	 Signature	<u>20/09/2026</u> Date		
Approval date		Commencement date	On date of approval	Review date	