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**OFFICE OF THE CHIEF DIRECTOR: CORPORATE STRATEGY MANAGEMENT**

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**INTERNAL MEMORANDUM**

**TO:               DEPUTY DIRECTORS GENERAL**  
**ALL CHIEF DIRECTORS**  
**ALL DIRECTORS**  
**ALL EMPLOYEES**

**FROM:           CHIEF DIRECTOR: CORPORATE STRATEGY MANAGEMENT**

**DATE:           10 OCTOBER 2024**

**SUBJECT:       DEVELOPMENT AND REVIEW OF DEPARTMENTAL POLICIES**

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1. The purpose of this memo is to request all Branches, Program Managers, and Directorates to start reviewing policies related to their relevant line functions. The development and review of policies are crucial to ensure effective service delivery, internal controls and best practice of day to day operations that promote good governance. All Branches within the Department should have documented Policies and Standard Operating Procedures that guide their operations to comply with relevant legislation and regulations.
2. According to the Audit Report of the previous financial year the Department received negative audit outcome of deficiencies in internal controls, key policies were not reviewed or updated. Therefore, all the Directorates with policies that are supposed to be reviewed annually must do so without fail as we are working hard to improve Audit Outcomes.
3. All Chief Directorates are requested to submit their existing and/or updated policies for the purpose of updating the Policy Register. Kindly supply this information and update information in the template provided. The template for the development of Policies is attached.



4. The updated Departmental Policy Register is also attached for all Directorates to confirm Policies that are due for review and to verify if all their policies are included. The Directorates are requested to submit their draft policies **by 30 October 2024**.
5. The Corporate Planning directorate is available to assist and support all Chief Directorates/Directorate to ensure that policies are developed for each area of operation. Kindly forward your policies and queries [zimkhitha.botha@ecdoe.gov.za](mailto:zimkhitha.botha@ecdoe.gov.za), [andiswa.mgidi@ecdoe.gov.za](mailto:andiswa.mgidi@ecdoe.gov.za)/ [corporateplanning@ecdoe.gov.za](mailto:corporateplanning@ecdoe.gov.za) or contact 040 602 7170.

Your cooperation is highly appreciated.

**MR. T. MASOEU**

**CD: CORPORATE STRATEGY MANAGEMENT**