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INTERNAL MEMO

**TO: Deputy Director-Generals
Chief Directors and Directors
Deputy Directors**

RE: REVIEW OF INTERNAL DEPARTMENTAL POLICIES

1. Policies and Procedure Directives emanate from enabling Legislation. It is mandatory that each Directorate at Head Office identifies legislation that impact on their specific areas of responsibility and develop policies where necessary, which would provide direction on the applicable functions.
2. Policies that are already in existence must be reviewed at least every three (3) years to comply with amendments to legislation or gaps in the implementation of legislation.
3. It is evident that within this Department, many Policies were approved as early as 2003 and have since not been reviewed. This has been identified as a risk to the Department as the Policy may not be in line with amended legislation, case law and National Policies.
4. All Directorates are required to conduct an audit of Policies applicable to the Directorate that requires review and must prioritise the review. Further where it is necessary for a policy to be developed this must be urgently attended to.
5. After the review, should there be no need for amendments to the existing Policies, the responsible Directorate must nevertheless submit the Policy to the Head of Department for approval under cover of a submission confirming that the Policy was reviewed and the Policy must be circulated throughout the Department.

MR. G.N. NGCOBO
HEAD OF DEPARTMENT: EDUCATION, KZN
DATE: 1/12/23