



the dr&pw

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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

# DEPARTMENTAL POLICY ON CATERING

VERSION 6  
FEBRUARY 2019

## TABLE OF CONTENTS

Contents	Page
1. DEFINITIONS.....	2
2. REGULATORY FRAMEWORK .....	3
3. OBJECTIVE AND SCOPE .....	3
4. PRINCIPLES, VALUES AND PHILOSOPHY.....	3
5. PROCEDURES.....	4
6. ROLES AND RESPONSIBILITIES .....	5
7. FINANCIAL IMPLICATION .....	5
8. POLICY ADOPTION AND REVIEW .....	5
9. APPROVAL .....	6

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## 1. DEFINITIONS

Unless otherwise indicated, the following terms shall be defined as follows:

"Department"	Department of Roads and Public Works, Northern Cape Province
"Accounting Officer"	A person in terms of section 36 of the PFMA.
"PFMA"	Public Finance Management Act, Act 1 of 1999
"SLD"	Standard Logistics Document.
"Programme Manager"	The Senior Management Service (SMS) Member who are responsible for managing a certain Departmental Programme / Directorate.
"Responsibility Manager"	The Senior Management Service (SMS) or Middle management Service (MMS) Member who are responsible for the management and budget of a certain programme or sub-programme.
"SCM"	Supply Chain Management.
"VIP"	Very Important Person

## 2. REGULATORY FRAMEWORK

- 2.1. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
- 2.2. The Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 1999):
  - Section 38 dealing with general responsibilities of accounting officers and specifically subsection 38 (1)(a)(i), 38(1)(b),38(1)(d),38(1)(h) and
  - Section 45 dealing with the responsibilities of other officials.
- 2.3. Provincial Treasury Practice Note 02 of 2009/10: Updated list of catering suppliers complying with health requirements.
- 2.4. National Treasury Regulations issued in terms of the Public Finance Management Act, 1999, Section 8.2.2 (Approval of Expenditure).

## 3. OBJECTIVE AND SCOPE

- 3.1. The objective of the catering policy is to ensure that catering and entertainment is arranged in a consistent and uniform manner.
- 3.2. This policy is applicable to official meetings, workshops and training sessions *and not* to ad-hoc occasions e.g. road shows, special events, staff resignations, etc, or to the daily beverage service at the various offices.

## 4. PRINCIPLES, VALUES AND PHILOSOPHY

This policy is intended to reflect the department's commitment to the principles, goals and ideals described in the department vision and core values.

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## 5. PROCEDURES

### 5.1. Qualifying events and criteria:

EVENT	CRITERIA	LIMIT
Interviews for advertized post	<ul style="list-style-type: none"> <li>Take away or light meal platter including non alcoholic beverage from an approved supplier</li> </ul>	R 70.00 per panel member
Senior Management and MINMEC meetings	<ul style="list-style-type: none"> <li>Tea/Coffee with sandwiches in the morning</li> <li>Two course meal with, including non alcoholic beverage from a approved supplier</li> <li>Tea/Coffee with sandwiches in the afternoon</li> </ul>	R 120 per official attending
Workshops and training sessions	<ul style="list-style-type: none"> <li>Tea/Coffee with sandwiches in the morning</li> <li>Single course meal including, non alcoholic beverage from a approved supplier</li> <li>Tea/Coffee with sandwiches in the afternoon</li> </ul>	R 100 per official attending

### 5.2. Procurement process

5.2.1. A requisition by means of an SLD form approved by the programme manager/responsibility manager for approval.

5.2.2. The request for catering at the department's offices must be submitted at least 48 hours before the event and for catering at venues away from the departments offices the request must be submitted at least 72 hours before the event.

5.2.3. When requesting catering for interviews a copy of the advertisement for the vacant post must be attached to the SLD.

5.2.4. When requesting catering for meetings, workshops and training session a copy of the agenda of the event must be attached to the SLD.

5.2.5. All orders issued must in line with the SCM policy.

5.2.6. The financial implications and availability of funds in the directorates' budget.

5.2.7. All quotations must be sourced from the list of approved suppliers complying with health requirements as set out in the Provincial Treasury Practice Note 2 of 2009/10.

## **6. ROLES AND RESPONSIBILITIES**

6.1. Programme managers are responsible for the implementation of the policy.

6.2. The Directorate of Strategic Planning Management will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.

## **7. FINANCIAL IMPLICATION**

The total projected commitment in terms of this policy is R 1, 100,000.00 per year.

## **8. POLICY ADOPTION AND REVIEW**

8.1. This policy will be effective as from the date of signature

8.2. This policy shall be assessed every five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational or other changes at the Department or any changes required by law.

8.3. Deviations from this policy must be approved by the Accounting Officer.

**Q. APPROVAL OF POLICY AND DATE OF EFFECT**

*This policy is Approved / Not Approved*

*Comments:*

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**HEAD OF DEPARTMENT**

05-03-19

**DATE**

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