



the dr&pw

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

DEPARTMENTAL POLICY ON CATERING

Version 2
(Reviewed in March 2015)

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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.

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.

5. PROCEDURES

5.1. Qualifying events and criteria:

EVENT	CRITERIA
Interviews for advertized post	<ul style="list-style-type: none"> • Take away or light meal platter including non alcoholic beverage from an approved supplier
Senior Management and MINMEC meetings	<ul style="list-style-type: none"> • Tea/Coffee with sandwiches in the morning • Two course meal with, including non alcoholic beverage from a approved supplier • Tea/Coffee with sandwiches in the afternoon
Workshops and training sessions	<ul style="list-style-type: none"> • Tea/Coffee with sandwiches in the morning • Single course meal including, non alcoholic beverage from a approved supplier • Tea/Coffee with sandwiches in the afternoon
Office refreshments	<ul style="list-style-type: none"> • Mineral water, soft-drinks, coffee and tea

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 agenda for the event must be attached to the SLD.
- 5.2.5. All orders issued must be 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 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 Strategic Planning Management will monitor and evaluate compliance with, and the impact of, these guidelines by all programmes and sub-programmes in the Department.
- 6.3. Supply Chain Management is responsible for the commitment of the catering service.
- 6.4. Management Accounting – Division Budget and Expenditure Control is responsible for the monitoring of the expenditure and budget.
- 6.5. The Financial Inspectorate will perform investigations with regard to compliance, regulations, policies and procedures.

7. RESOURCE IMPLICATION

- 7.1 The Accounting Officer shall make a determination of needs in terms of catering according to the designated Departmental Budget for a given financial year.
 - 7.2 The Accounting Officer shall allocate all such resources that are necessary for catering needs available to each Programme Budget in accordance with the above determination.
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8. POLICY REVIEW

- 8.1 This policy shall be reviewed in two (2) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time, as necessary, to reflect substantial organisational or other changes at the Department, or any change required by law.
- 8.2 Deviations from this policy must be approved by the Accounting Officer.
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9. APPROVAL

This policy is Approved / Not Approved

Comments:

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HEAD OF DEPARTMENT

16/04/2015

DATE