



treasury

Department
Treasury
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KZN PROVINCIAL TREASURY

Policy	Boardrooms Management
Version	Version 1 of 2019
Applicability	All Departmental Employees
Approval Date	23 July 2019
Period of review	3 Years

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1. INTRODUCTION

This policy-

- (a) has been developed with a view of ensuring uniformity within the Department with respect to the use of Boardrooms within the Treasury House and Nomalanga Building;
- (b) has been developed to ensure that the boardrooms are used for the purpose they were intended for by all business units;
- (c) is aimed at ensuring that all business units within the Department use boardrooms responsibly, effectively, efficiently and economically;
- (d) is aimed at ensuring that the Department has adequate, conducive and convenient meeting rooms; and
- (e) is aimed at attaining high standards and excellent management and proper use of meeting rooms.

2. APPLICABILITY

2.1. The provisions of this policy shall apply to all officials in the Department.

2.2. The policy shall also apply to all users of this Department's facilities, particularly boardrooms, inter alia, not limited to stakeholders, visitors and or service providers.

3. TERMS AND CONDITIONS

3.1 Use of Departmental Meeting Venues, Boardrooms

3.1.1 Boardrooms shall be booked and used for official purposes only.

3.2 Booking And Reservations

3.2.1 Bookings by officials shall be accepted at least one week in advance of the requested meeting and must sent to Boardroom Bookings Proxy via emails.

3.2.2 Requests for boardrooms use should stipulate the name or the purpose of the meeting, the date of the meeting, the number of officials attending or expected and whether refreshments (i.e. water, tea and coffee) are to be provided or not.

3.2.3 Refreshments (biscuits, etc.) shall be provided by the by respective business units conducting the meeting.

3.2.4 Bookings will be considered incomplete until the official responsible for booking the boardroom, receives written confirmation for the venue from Auxiliary Services.

3.2.5 In the event that a boardroom request has been granted and confirmed, the requester has the following responsibilities:

3.2.5.1 S/he has to collect and sign for the boardroom keys and any additional accessories (i.e. air conditioner remotes, projector cables, extension cords, etc.) from Auxiliary Services on the day of the meeting;

3.2.5.2 The requested refreshments are to be checked, confirmed and signed for on the refreshment form provided;

3.2.5.3 No left over refreshments (tea, coffee or milk) are to be taken from the boardrooms.

3.2.5.4 No departmental cutlery/crockery shall be removed from the boardrooms.

3.2.5.5 When and if food is provided to the meeting by catering companies or service providers, note should be taken to the following:

3.2.5.5.1 The boardroom requester/ secretariat has to ensure that the cutlery, platters and utensils belonging to the service providers utilised for the meeting is returned to their owners;

3.2.5.5.2 All food items are to be removed after the meeting; and

3.2.5.5.3 S/he has to ascertain that the boardroom is left tidy and orderly;

3.2.5.6 At the end of the meeting all departmental crockery and supplies are to be checked to ensure that all are in place.

3.2.5.7 Before leaving the boardroom the ensuing housekeeping etiquettes/ procedure must be adhered to:

3.2.5.7.1 Ensure that kettles/urns are switched off;

- 3.2.5.7.2 Make sure that overhead projectors, and multimedia equipments/ tools are switched off;
- 3.2.5.7.3 All lights and air-conditioners are switched off; and
- 3.2.5.7.4 The boardroom is securely locked.
- 3.2.5.8 The keys with any additional accessories issued are to be returned to Auxiliary Services before the end of business day of the meeting.
- 3.2.5.9 In circumstances where the meeting continues till late or after official business/ working hours, the keys must be left with Security Officials in the reception area.
- 3.2.5.10 The requester has to inform Auxiliary Services of this to ensure that the keys are obtained from Security Officials on the following business/ working day.
- 3.2.5.11 Under no circumstances, are keys to be taken home.
- 3.2.5.12 No furniture is to be removed between boardrooms.
- 3.2.6 All enquiries regarding boardroom bookings and/ or reservations, multimedia equipments are to be directed to Auxiliary Services and Information Technology, respectively.

3.3 Boardroom Restrictions

- 3.3.1 These facilities are used for official business only and not for functions beyond this purpose, such as, not limited to these mentioned here, birthday parties, wedding anniversaries, engagements, launches, graduations, etc.
- 3.3.2 Should the need arises wherein these facilities are required for purposes other than the official business, a formal written request should be forwarded to Director: Auxiliary Services for evaluation.
- 3.3.3 First preference shall always be given to official requests and therefore requests made in terms of paragraph 3.3.2 above would fall away or shifted to other available facilities.

3.4 Use of Departmental Boardroom Cutlery/ Crockery

- 3.4.1 The Departmental Boardroom cutlery and crockery is to be used for official meeting purposes only.
- 3.4.2 It is also to be used within the premises of the Department.
- 3.4.3 Should the need arises wherein these are required to be used elsewhere beyond the Departmental premises, a formal written request should be forwarded to Director: Auxiliary Services for evaluation.
- 3.4.4 First preference shall always be given for official use and therefore requests made in terms of paragraph 3.4.3 above would fall away or shall be given extra cutlery/ crockery if available.
- 3.4.5 Should such requests be granted, it is important that compliance in terms of paragraph 3.2.5.6 supra is observed.

3.5 Provision And Serving of Refreshments (Water, Tea and Coffee)

- 3.5.1 Provision of refreshments including not limited to water, tea, and or coffee is for official meetings only.
- 3.5.2 These refreshments may only be provided and served in facilities meant for meetings, that is, boardrooms.
- 3.5.3 Refreshments may not be served or provided in individuals' official offices irrespectively whether it is a training or meeting that is taking place in that office.
- 3.5.4 Biscuits and or cakes are provided and served by individual business units responsible for the meeting.

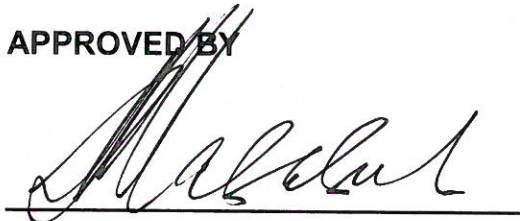
4. MONITORING, EVALUATION AND REVIEW

The policy shall be reviewed after three years and shall adapt appropriate steps to ensure that it meets its intended course, purpose and resolve as well as the requirements of the Department.

5. APPROVAL

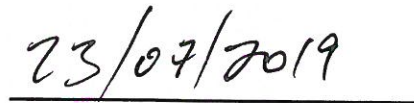
This policy was approved by the Head of Department and any deviations from this policy may only be approved by him/her at his/her discretion considering the merit of each case.

APPROVED BY



MR L S MAGAGULA

HEAD OF DEPARTMENT



DATE