

Northern Cape Provincial Government

Office of the Premier



Newspaper Policy

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1. Terminology

“OTP”

Office of the Premier

“Newspapers”

National, provincial and local newspapers as per attached schedule

“Accounting Officer”

A person mentioned in section 36 of the PFMA

2. Policy objectives

The policy will enable OTP officials to:

- Have access to newspapers

3. Scope of application

Approval for such requests is subject to the employee having being appointed on salary level 14 and higher.

4. Time framework

This policy will be effective from the date of approval.

5. Policy summary

5.1 Officials occupying offices on the same floor will share newspapers

5.2 To save costs, officials who are employed in the same Unit, will be sharing the newspapers

5.3 Officials who are in possession of an Ipad, and who have subscription to digital newspapers on their Ipads, will not be receiving hard copies of the same newspapers.

5.4 In exceptional cases, the Head of the Unit may motivate to the Accounting Officer why an official occupying a salary level lower than mentioned in 3 above, should receive newspapers.

6. General administrative arrangements

- The newspapers will be procured by the Office of the CFO to compliance with scm procedures
- A service provider will be appointed for the procurement of newspapers, with whom a service level agreement will be entered into for the duration of the contract.
- OTP will pick up newspapers from the service provider and distribute it to applicable officials.

4. **Endorsed by:** Strategic Management Team through its formal meetings