

CATERING POLICY

WEST COAST DISTRICT MUNICIPALITY



West Coast District Municipality CATERING POLICY

1. Objective

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

Caterers must be in possession of a Certificate of Acceptability (COA) for Food Handling (R918 of 31 July 1999) in terms of Food Premises issued by the Local Authority: Environmental Health Department.

2. Catering Arrangements

Arrangements should be in place for catering in respect of the following meetings:

2.1 Council meetings

- 25 - 40 persons, including guests (the number to be based on the average attendance figures over the past six months)
- 23 Full-time councilors
- tea/coffee prior to meeting with sandwiches
- only if the Speaker or Mayor agrees and, depending on the length of the agenda, a light lunch / finger lunch will be served (**menu three**)
- tea/coffee/fruit juice with lunch
- catering for members of the public only when invited by the Speaker or Mayor prior to the meeting on a first come first invited basis, to a maximum of 20 guests per meeting: The Speaker or Mayor to give regard to requests from all political parties represented in Council
- tea/coffee at 15:00/15:30 on request
- ***food not eaten to be donated to a welfare organisation on a rotational basis***

2.2 Mayoral Committee meetings

- 10 persons (the actual number to be based on the average attendance figures over the past six months)
- 6 persons on mayoral committee
- tea/coffee prior to meeting with sandwiches
- only if the Executive Mayor agrees and, depending on the length of the agenda, a light lunch will be served (**menu two**)
- tea/coffee/ juice with lunch
- tea/coffee at 15:00/15:30 on request
- ***food not eaten to be donated to a welfare organisation on a rotational basis***

2.3 Meetings of the Portfolio Committees

- 8-10 persons (the actual number to be based on the average attendance figures over the past six months)
- tea/coffee prior to meeting with sandwiches
- committee official to advise whether catering will be required (this will be determined in consultation with the chairperson of the Committee and will depend on the starting time of the meeting and the length of the agenda)
- meals to be served in a centralized venue to facilitate catering arrangements
- menu two for lunch (by request) otherwise sandwiches OR muffins and scones
- tea/coffee/ fruit juice with lunch and at 15h00/15h30 on request

2.4 Caucus meetings

- Tea/coffee prior to meeting with sandwiches
- Party Whip to advise whether catering will be required (this will be determined in consultation with the chairperson of the Committee and will depend on the starting time of the meeting and the length of the agenda) and the number of people to be catered for.
- Menu one for lunch by request with fruit juice
- Tea/coffee with lunch and at 15h00/15h30 on request.

2.5 DIF / DAC Meetings

- Tea/coffee prior to meeting with sandwiches
- Menu one for lunch (by request) at 12:30 with juice
- Tea/coffee with lunch and at 15h00/15h30 on request.

2.6 Other Management Meetings

- Tea/coffee prior to meeting with sandwiches
- Menu one for lunch (by request) at 12:30 with juice
- Tea/coffee/fruit juice with lunch and at 15h00/15h30 on request.

2.7 WORKSHOPS/TRAINING/TEAM BUILDING SESSIONS

All day sessions

- Tea/coffee prior to meeting
- Menu one for lunch with fruit juice
- Tea/coffee at 15h00/15h30 on request.
- In all day sessions held in venues where Council is obliged to make use of the caterers nominated by the venue owner (venues not owned by Council) the actual cost of catering must be paid on condition that the food supplied is similar to menu 1 and that the use of non-Council venues be authorized by the relevant Directorates

Half day sessions

Tea/coffee and sandwiches OR muffins and scones only.

2.8 Public Participation Meetings

Tea/coffee and biscuits / sandwiches prior to the meeting.

2.9 Official meetings arranged by the Executive Mayor, the Deputy Executive Mayor, Speaker, Chief Whip and Mayoral Committee Members (exclude Civic/Corporate events)

- The Executive Mayor, the Deputy Executive Mayor, Speaker, Chief Whip and other Mayoral Committee members may require refreshments for official meetings, other than the formal Committee meetings.
- The relevant Councillors have to determine the nature of catering to be arranged. Catering has to be in line with the guidelines in this policy.
- Arrangements for this purpose will have to be made by the relevant officials and should be funded from the relevant operating budget vote.

3. Financial Provision

3.1 Catering to be financed as follows:

- Council General Expenses vote number
- Council Public functions vote number
- Workshops/Training vote number

3.2 Any other catering required by a department, e.g. launching of projects, social development functions, school holiday programs, etc. must be provided for by said department on its budget and debited to each vote. Catering has to be in line with the guidelines in this policy.

3.3 Directors may in deserving cases, deviate from the policy guidelines on condition that these deviations are reported to the Chief Financial Officer and the Municipal Manager as part of the three monthly reporting of decisions taken in terms of delegated authority.

3.4 Should the Executive Mayor be invited to the opening of a facility or a departmental function, the relevant department will be required to finance the catering.

4. Procurement

Procurement of catering is to be in accordance with Council's Policy and Procedures. (Supply Chain Management Policy Procedures)

- ***One / two quotations are required of which at least one must be from HDI groups (provided that one of the quotations is from a generically Black supplier)***
- ***comply with the Supply Chain Management Policy and***
- ***registered on the West Coast District Municipality's database***

5. HEALTH COMPLIANCE

All caterers or catering companies must comply with the following:

- ***Regulation nr. 29792: Foodstuffs, Cosmetics and Disinfectants Act, 54 of 1972 (Regulation Gazette nr. 328) Regulations relating to the powers and duties of inspectors and analysts conducting inspections and analyses on foodstuffs and at food premises (20 April 2007)***
- ***Regulation nr. 28553: Foodstuffs, Cosmetics and Disinfectants Act, 54 of 1972 (Regulation Gazette nr. 186) Regulations relating to the powers and duties of inspectors and investigations conducted on foodstuffs at food premises (3 March 2006)***
- ***Must be in possession of a Certificate of Acceptability (COA) for Food Handling (R918 of 31 July 1999) in terms of Food Premises issued by the Local Authority: Environmental Health Department***

By request or requested – A reliable Caterer who complies with halaal, kosher or special dietary requirements / dietary needs

MENUS FOR CATERING AT MEETINGS, WORKSHOPS AND TRAINING SESSIONS

Menu one

(Meal and Juice)

Assortments of sandwiched snacks and savories with various fillings (meat, Chicken and vegetarian) and Juice

Menu two

(Meal and Salad and Bread and Juice)

Menu three

(Meal and vegetables and salad and bread and juice)

AUTHORIZATION

This policy was approved by Council on 27 August 2008;

Council resolution: **08/08/27/10.1.1**