

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.

Catering to be facilitated as per the Cost Containment Policy

2. **Catering Arrangements**

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

2.1 **Council meetings**

- tea/coffee prior to meeting
- only if the Speaker or Mayor agrees and, depending on the length of the agenda, a light lunch / finger lunch will be served tea/coffee/fruit juice with lunch
- catering for members of the public only when invited by the Speaker or Mayor prior to the 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
- Subjected to approval by the Executive Mayor

2.2 **Mayoral Committee meetings**

- tea/coffee prior to meeting
- only if the Executive Mayor agrees and, depending on the length of the agenda, a light lunch will be served
- 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
- Subjected to approval by the Executive Mayor

2.3 **Meetings of the Portfolio Committees**

- tea/coffee prior to meeting
- 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
- Subjected to approval by the Executive Mayor

2.4 Caucus meetings

- Tea/coffee prior to meeting
- 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.
- Tea/coffee with lunch and at 15h00/15h30 on request.
- Subjected to approval by the Executive Mayor

2.5 DIF / DAC Meetings

- Tea/coffee prior to meeting
- Tea/coffee with lunch and at 15h00/15h30 on request.
- Subjected to approval by the Municipal Manager

2.6 Other Management Meetings

- Tea/coffee prior to meeting
- Tea/coffee/fruit juice with lunch and at 15h00/15h30 on request.
- Subjected to approval by the Municipal Manager

2.7 WORKSHOPS/TRAINING/TEAM BUILDING SESSIONS

All day sessions

- Tea/coffee prior to meeting
- 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
- Subjected to approval by the Municipal Manager

Half day sessions

Tea/coffee only.

2.8 Public Participation Meetings

- Tea/coffee prior to the meeting.
- Subjected to approval by the Municipal Manager

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.
- Subjected to approval by the Municipal Manager

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 and the Cost Containment 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)

- ***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