



DRAFT CATERING POLICY

COUNCIL RESOLUTION C45/2015

DATE : 29TH OCTOBER 2015

CATERING POLICY

1. PREAMBLE

The Catering Policy will monitor the catering requirements, allowances and events requirements and provisions of all meetings and gatherings within the Fetakgomo Local Municipality

Whereas Council:

- Provide for the organizing and preparing of catering events and occasions;
- Must regulate the funds in respect of catering for major and minor events;
- Must provide processes by which procurement of catering may be acquired.

2. OBJECTIVES OF THE POLICY

- To regulate and control expenditure in relation to catering; and
- To regulate instances and events where catering should be provided.

To Indicate:

- What type/s of meetings are allowed to have catering;
- What gatherings and events are allowed to have catering ; and
- What type of catering is to be provided;
- The processes to be followed for catering.

3. DEFINITIONS

FTM : Fetakgomo Local Municipality

Catering: The supply of food and/or equipment for an event or meeting.

Beverage: Coffee / tea / Juice / cool drink / water

4. SCOPE OF APPLICATION

This policy is applicable to all service providers, employees and the Council of FTM.

5. CATERING INCLUDE THE FOLLOWING ACTIVITIES:

- Decoration and setting
- Hiring of equipment
- Provision of food and beverages

6. EVENTS WHERE CATERING WILL BE PROVIDED

- Inauguration of Council
- Inauguration of Mayor
- Official opening of Council
- Official closing of Council
- Council meetings;
- LLF Meetings
- Executive Committee meetings;
- Council Year End Function;
- Municipal Manager on request;
- Mass meetings held for municipal purpose (e.g Imbizos);
- Any other meeting/function approved by the Municipal Manager; and
- Workshops and Conferences, meetings, symposia and summit.

TAKE NOTE : Catering will not be provided for staff meetings/Interviews/ workshops/ training without the approval of the Municipal manager on a case by case basis, unless paid from Section 57 managers' entertainment vote which is the respective managers' discretion.

Mayor and Speaker's entertainment vote is utilized upon their discretion.

7. TYPES OF MEETINGS AND CATERING

(a) For meeting starting in the morning and end before lunch: 07h30 to 13h00

Coffee/Tea, sandwiches/biscuits and water

(b) For meetings starting in the morning and end beyond lunch: 07h00 to 16h00 (proof to be submitted e.g Programme)

Full Lunch will be served: Porridge/Rice, meat- chicken, beef, 2 x salads, 2 x vegetables, 1 x soft drinks and 2 x 500ml Water (per person)

(c) For meetings starting at 14h00 until 19h00

No lunch will be served, except Council and Executive Committee meetings

(d) For meetings extending to after 19h00 in the evening

Full Supper will be served: Porridge/Rice, meat- chicken, beef, 2 x salads, 2 x vegetables, 1 x soft drinks and 2 x 500ml Water (per person)

(e) For meetings held on Weekends (Saturday/Sunday) subject to the Accounting Officer's approval

Full Lunch will be served: Porridge/Rice, meat- chicken, beef, 2 x salads, 2 x vegetables, 1 x soft drinks and 2 x 500ml Water (per person)

8. PROCEDURE FOR ARRANGEMENT AND PROCUREMENT OF CATERING SERVICES

Managers should direct any request for catering to the respective directors by way of completing a request form in line with Council's Supply Chain Policy indicating:

- What type of meeting
- Number of people attending
- Names / positions of attendees/ relevant departments or organization names
- Starting time
- Estimated adjourning time
- Indicate where the funds are to be sourced from and the availability of funds

All expenditures related to catering for an event will be paid out of a vote budgeted for that purpose.

TAKE NOTE: All requests for catering must be submitted to the SCM Unit at least 3 days before the date of the meeting.

10. INSPECTION OF CATERERS / SERVICE PROVIDERS

The Municipality must appoint Service Providers who have the required health inspector's certificate or are certified by the health authority to cater for any catering service of above 10 people.

The Municipality expects a quality service and value for the money in all catering services to be rendered with the municipality.

11. BREACH

Any contravention must be dealt with in terms of the disciplinary code and procedure of FTM and/or legal action.

12. AMENDMENTS

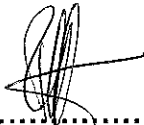
Any or all of the provisions of the policy may only be amended and/or repealed by resolution of the Council.

13. IMPLEMENTATION AND EFFECTIVE DATE

The policy must be implemented by all employees of FTM.

The policy is effective on the date approved by FTM Council.

Policy Adoption/Approval



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Cllr. Sefala K.R.E
The Mayor