
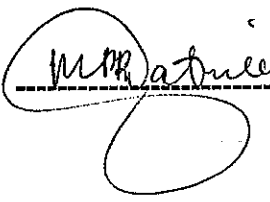




Catering Policy for the John Taolo Gaetsewe District Municipality

POLICY NUMBER: 6.12.29.05. 2015	Approved Date: 29 May 2015
Effective Date: 1 July 2015	Review Date: Annually or when required

Speaker: -----

Municipal Manager: -----

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



CATERING POLICY

Reviewed 2014/2015





CATERING POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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1. Introduction

This catering policy has been developed in order to give guidance to departments on procedures and guidelines to be used when there is need for catering in the JTGDM.

Objective of the Policy

- To use our financial resources in a more efficient way.
- To ensure that the catering is provided in a manner that is consistent and uniform.
- To give caterers a fair chance to provide service to the municipality.
- To address issues of unfunded mandates, by other Government Departments.

2. Scope of the Policy

The policy is applicable to all, councilors, staff members and stakeholders of the JTGDM.

4. Definitions of terms

- **Certificate of acceptability** – In terms of compliance with regard to food procedures, the certificate is issued by the municipality in order to make sure that the food premises meet with the general hygiene requirements.
- **NCOP** – National Council of Provinces
- **JTGDM** – John Taolo Gaetsewe District Municipality

5. Legal Mandates

- Regulations governing general hygiene requirements for food premises and the transport of food – **Published under the government Notice No. R.918 of July 1999**
- Supply chains regulations.
- Supply chain policy of the John Taolo Gaetsewe Municipality
- National Health Act No 61 of 2003
- Food Stuff, cosmetics and disinfected ACT 54 of 01972
- Guidelines for EHP on food safety control and Special Events

6. Policy Content

6.1 Internal meetings

- 6.1.1 **Council meeting** - Tea and coffee will be served, and catering will be provided.
- 6.1.2 **Mayoral and Portfolio Committee meeting** – **Catering will be, provided at the discretion of both the Mayor and the Municipal Manager.**
- 6.1.3 **Management meetings** – Catering will be provided at the discretion of the MM.
- 6.1.4 **Political Caucus meeting** - **No catering will be provided.**
- 6.1.5 **Councillors Study Groups** – It will be catered for.

6.2 Workshops and In house trainings

6.2.1 Half Day Sessions

- For in house workshops and trainings, only tea and biscuits will be served.

6.2.2 Full Day Session

- For in house workshops and trainings that are meant to take place the whole day, tea and biscuits will be served and
- Catering will be provided if it has been budgeted for.

6.3 Workshops to be held at external Venues

- In a case where the cost for an external venue and catering are combined, the use of a non council venue and catering will be authorized by the relevant HOD.
- Management should endeavor to utilize council venue at all times, non council venues can only be used under **unique** circumstances.

6.4 Meetings involving other stakeholders.

- For meetings that are **statutory** in nature, and they involve other stakeholders, catering can be provided if there are funds available.

- **Examples of statutory meetings:** The Inter Governmental Relations forum, The AIDS Council meeting, the District Communicators forum, The Audit Committee and the DGDS forum and the LED forum.

7. Mayors Special Meetings

- Only tea and biscuits will be served for the Mayor and the Speakers guests.

8. Farewell Functions / or acknowledgement of a special Achievements

- A full course meal with drinks will be served for a farewell function of a colleague, acknowledgement of a special achievement and other ceremonies in the municipality. E.g. acknowledgment of long service of an employee.

9. Year End Functions

- A full course meal with soft drinks will be served during farewell functions.
- The municipality will not pay for liquor.

10. Public participation meetings

10.1 IDP/Roadshows

- Staff members and Councilors will be required to utilize Travel and Subsistence allowance to cater for themselves.
- Catering will not be done for members of the public during the IDP/Budget Roadshows.

10.2 IZIMBIZOS

- Imbizo's organized by the District Municipalities will be catered for, by community members, and the municipality will provide grocery.
- Joint Imbizo's by the District and the Local Municipalities will be not be catered for, unless there is a council resolution and a joint budget to that effect.

10.3 Other Public Participation Meetings

- Catering for other Public Participation Programmes like the **NCOP, Cabinet Meets the People** will be determined by the budget of the said organization or programme.

10.5 Requests for Catering by external organizations

- All requests for catering in the form of donations will be considered by council in line with the delegation framework.
- **Or the Mayor in consultation with the Municipal Manager**

10.6 Any other catering

- Any other catering required by a Department e.g. the launching of a project must be budgeted for in advance.

11. Health and Hygiene Standards

11.1 Procedure for acquiring a certificate of acceptability

- All companies providing a catering service for the municipality will be required to have a certificate of acceptability.

The procedure for acquiring a certificate of acceptability is as follows:

- A person wishing to obtain a certificate of acceptability in respect of such food premises shall apply in writing to the local authority in whose area of jurisdiction the food premises are situated. The JTGD will be responsible for processing applications for those residing in Joe Morolong Local Municipality.
- Upon receipt of the application, the local authority shall without delay refer the application to an environmental health practitioner for consideration.
- If an environmental health practitioner, after having carried out an inspection, as according to the regulation is satisfied that the food premises concerned, meets with all the standards for food premises and facilities on food premises, a local authority shall issue a certificate of acceptability in the name of the person in charge.
- The certificate of acceptability will not be transferable from one person to another, nor from one premises to another.
- It shall be valid only in respect of the nature of handling set out in the application for a certificate of acceptability.
- No person may make any unauthorized changes or additions to forge a certificate of acceptability.

12. The Responsibility of the John Taolo Gaetsewe District Municipality

The JTGDM from time to time, will hold an information session with all service providers that are in the database of the municipality with regard to the following:

- Information on the standards and requirements for food premises
- Information and requirements for facilities on food premises.
- Information and requirements for protective clothing and
- Any other matter regarding the regulations governing the general hygiene requirement for food premises and the transport of food.

13. Protocol for when food is served and the conduct of staff members in the process

- Only staff members or other stakeholders, for which catering is meant should be the first to eat, and be granted space to do so.
- When politicians are part of the meeting, they will be the first to be served.
- **Food not eaten will be eaten internally by staff members.**

14. Supply Chain Processes to be followed:

Procurement for catering is to be done in accordance with council's Supply Chain Policy and Procedures.

15. Deviation from the Policy

Any deviation from the policy will be approved by the Municipal Manager, and be reported to Council as soon as possible.

16. Policy implementation

The catering policy will be implemented after council adoption.

17. Policy Review

The catering policy will be reviewed as and when required.

Annexure 1

Catering will be financed as follows:

Council meetings and Meetings convened by the Mayor and Speaker	- Council Vote
<ul style="list-style-type: none"> • Public Participation Meetings e.g. Izimbizos, NCOP, Cabinet meets the People • Joint Imbizos 	<ul style="list-style-type: none"> - Public Participation vote - Relevant Vote for Municipal Imbizos and funding by a relevant Departments for Such Programmes -Council Resolution to that effect and joint financial Resources by municipalities.
<ul style="list-style-type: none"> • Trainings and Workshops 	- Relevant Department's Catering vote
<ul style="list-style-type: none"> • Other Statutory Meetings e.g. District Communicators forum, District Aids Council, District Inter governmental forum, District Audit Committee etc. 	- Relevant vote for such programme by a Coordinating Department.
<ul style="list-style-type: none"> • Special Achievements • Acknowledgment of Long service • Farewell of a colleague 	<ul style="list-style-type: none"> - Council vote or the relevant Department - HR Vote - HR/council vote
<ul style="list-style-type: none"> • Donation Request 	- Council vote (Subject to Council resolution)