

# MATATIELE LOCAL MUNICIPALITY




## MATATIELE

LOCAL MUNICIPALITY

## ENTERTAINMENT & REFRESHMENTS POLICY

<u>POLICY INFORMATION</u>	
<u>DATE OF COUNCIL ADOPTION:</u>	28 MAY 2020
<u>COUNCIL RESOLUTION NUMBER:</u>	CR 1058/28/05/2020
<u>POLICY NUMBER:</u>	MLM/BTO/P45/28/05/2020


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MR. N.R. XOLO  
ACTING MUNICIPAL MANAGER  
MAYOR

31/07/2020

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DATE

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CLLR. M.M. MBEDLA  
MAYOR

31/07/2020

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DATE

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CLLR N MSHUQWANA  
SPEAKER COUNCIL

31/07/2020

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DATE

Authority	Date
HOD Approval	
MM Approval	
Council Approval	
Date of next Review	

### Approval of Policy

Please note that the implementation of the policy contained in this document is subject to approval and signing off by all relevant Heads and/or Committees, including but not limited to:

- Municipal Manager; and
- Municipal Council.

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## 1. DEFINITIONS

Unless otherwise indicated, the following shall be defined as follows:

Accounting Officer	In relation to the municipality, means the municipal official referred to in section 60 <b>or</b> In relation to a municipal entity, means the official of the entity referred to in section 93
MFMA	Municipal Finance Management Act 56 of 2003
SCM	Supply Chain Management Policy
VIP	Very Important Person
Catering	Supplying of food for event

## 2. EXECUTIVE SUMMARY

- 2.1. The purpose of these guidelines is to provide guidance to all departments of Matatiele Local Municipality requesting catering services.
- 2.2. The catering policy will monitor the catering requirements of all the meetings and other gatherings of Matatiele Local Municipality.
- 2.3. These guidelines are applicable to all Matatiele Local Municipality employees and councillors.

## 3. OBJECTIVE

- 3.1. The objective of the policy is to provide guidance on the expenditure allowed on the provision of Refreshments and Entertainment to staff, visitors and the public.
- 3.2. To indicate what meetings are allowed to have catering; and what type of food is allowed?

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#### 4. GUIDELINES

- 4.1. Expenditure can be incurred, within the budgeted constraints, on the following:
- 4.1.1. The provision of tea/coffee to staff, once in the morning, and once in the afternoon;
  - 4.1.2. The Municipal Manager and other Strategic managers are authorised to offer refreshments (including tea/coffee) to visitors;
  - 4.1.3. The Municipal Manager may incur expenditure on entertainment, specifically meals, to visitors of the municipality. Other strategic managers require prior approval from the Municipal Manager in this regard;
  - 4.1.4. Catering for Council, Executive Committee and Standing Committee meetings, where the duration incorporates a normal meal time. Alternatively refreshments to be provided;
  - 4.1.5. Catering or refreshments for Outreach meetings to the community regarding the Integrated Development Plan and Budget; and
  - 4.1.6. The Municipal Manager can authorise for other special events, upon receiving an application at least one week in advance.
- 4.2. There will be no provision for religious or cultural events, and birthdays of staff or councillors.

**5. TYPES OF MEETINGS OR EVENTS TO BE CATERED FOR AND AMOUNT TO BE CHARGED FOR  
2019/2020 FINANCIAL YEAR**

<b>TYPE OF MEETING/EVENT</b>	<b>TYPE OF CATERING REQUIRED</b>	<b>AMOUNT TO BE CHARGED</b>
Meetings with external stakeholders e.g. Province, other municipalities, departments etc.	<ul style="list-style-type: none"> <li>• Morning Tea:               <ul style="list-style-type: none"> <li>- Coffee and Tea</li> <li>- Sandwiches</li> <li>- Muffins</li> <li>- Juice</li> </ul> </li> </ul>	- R80 per person
	<ul style="list-style-type: none"> <li>• Lunch:               <ul style="list-style-type: none"> <li>- Rice and Samp</li> <li>- 3 veggies</li> <li>- 1 salad</li> <li>- Chicken and Red meat</li> </ul> </li> </ul> 100% Juice and Mineral	- R 150 per person
	<ul style="list-style-type: none"> <li>• Finger Lunch               <ul style="list-style-type: none"> <li>- Mini pies</li> <li>- Mini samosas'</li> <li>- Mini Vienna's</li> <li>- Ribs</li> <li>- Meat Balls</li> <li>- Winglets/drumsticks</li> <li>- Tomatoes, lettuce, cucumber</li> <li>- Potato wedges and sauce</li> </ul> </li> </ul> 100% Juice and Mineral	- 120 per person
Mass meeting or event held for municipal purposes e.g. Imbizos/Roads/Outreaches	<ul style="list-style-type: none"> <li>• Lunch               <ul style="list-style-type: none"> <li>- Rice and Samp</li> <li>- 3 veggies</li> <li>- Chicken and red meat</li> </ul> </li> </ul>	- R 150 per person

VIP meeting	<ul style="list-style-type: none"> <li>• Morning Tea <ul style="list-style-type: none"> <li>- Muffins and scones</li> <li>- Tea and coffee</li> <li>- 100% juices 250ml</li> <li>- Variety of sandwiches</li> </ul> </li> </ul>	– R90 per person
	<ul style="list-style-type: none"> <li>• High Tea <ul style="list-style-type: none"> <li>- Chicken Livers</li> <li>- Pork Sausages/Beef Sausages/ Chicken Sausages</li> <li>- Eggs</li> <li>- Tomato and cucumber</li> <li>- Toast: Brown and White</li> </ul> </li> <li>Or <ul style="list-style-type: none"> <li>- Ox liver</li> <li>- Tripe: beef or Mutton</li> <li>- Dombolo/ Steam Bread</li> </ul> </li> <li>100% Juice and Mineral Fruit Platter</li> </ul>	-R140 per person
	<ul style="list-style-type: none"> <li>• Lunch: <ul style="list-style-type: none"> <li>- Rice and Samp</li> <li>- 2 veggies and 2 salads</li> <li>- Chicken , Mutton/Beef and Pork</li> <li>- 100% juice and mineral</li> <li>- Dombolo/ Steam bread</li> </ul> </li> </ul>	– R 200 per person
Employee wellness event	<ul style="list-style-type: none"> <li>• Lunch Pack(Quarter chicken, chips and Roll) , one fruit and Juice/mineral or</li> </ul>	- R90 per person
Sports Day	<ul style="list-style-type: none"> <li>• Hotdogs and Juice/mineral</li> </ul>	– R90 per person



	<ul style="list-style-type: none"> <li>Braai               <ul style="list-style-type: none"> <li>-Pork (250 g)</li> <li>-Chicken</li> <li>-Beef (250 g)</li> <li>-Sausage (15cm)</li> <li>-2 salads</li> <li>-100% juice and mineral</li> <li>-Pap or rolls</li> </ul> </li> </ul>	– R 190 per person
Any meeting requiring water	<ul style="list-style-type: none"> <li>Water</li> </ul>	R 17 per bottle per 500ml

## 6. PROCESS FOR THE ROTATION OF SERVICE PROVIDER

- 6.1. From 1 to 150 people to be catered for, 1 quotation must be obtained.
- 6.2. From 151 to indefinite, a job must be divided equally, to ensure that there is fair and equal distribution of work.
- 6.3. The amounts/prices above will be valid for a period of 2019/2020 financial year.
- 6.4. Caterers to be rotated using Central Supplier Database and Matatiele Local Municipality Database , and in a case where the event is held in one of the Municipal local areas caterers from the database of that particular local municipality can be used
- 6.5. Only service providers with health inspector's certificate will be accepted to register on the municipalities.

## 7. RESPONSIBILITIES OF REPRESENTATIVES

- 7.1. Every service provider who does catering business with the municipality must comply with this policy.
- 7.2. This Policy must be implemented by all employees of Matatiele Local Municipality, head of departments, managers and supervisors must ensure that this policy is adhered to at all times.

- 7.3. It must be noted that catering will not be provided for any event other than the ones in the policy, and if the official from any department decides to buy food for any event/meeting other than the ones listed above that person will be doing so on his/her own expense
- 7.4. Catering must follow all the supply chain management processes, no officials from departments should request quotations for catering because that will interfere with the rotation process done by supply chain management unit.
- 7.5. The Supply Chain Management Unit must be given at least 4 days to obtain quotations before the event / meeting, this will enable service providers to have enough time to prepare quotations.
- 7.6. Any employee who breaches these guidelines shall be liable for disciplinary measures

## 8. 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

## 9. PRESENTATION OF THE POLICY

- 9.1. All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.

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- 9.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 9.3. The Municipal Manager shall give a final interpretation of this policy in case of written dispute.
- 9.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council.

## 10. STANDARD CONDITIONS FOR CATERING

- 10.1. The municipality expect a quality service and value for money in all catering services to be rendered with the municipality. The following conditions have been prepared to assist the service provider in delivering such a service:
- 10.2. The Service Provider must provide the service according to the specifications provided.
- 10.3. The service provided must be of good quality and be delivered on the agreed time before the commencement of the event.
- 10.4. Bottled water if included in the specs must be delivered early in the morning between 08h00 and 09h30 before the event.
- 10.5. The food delivered must be of the right quantity as per the specs.
- 10.6. The food must be well cooked and be poured in bowls, not cooking pots.
- 10.7. The service provider must prepare a table where they will be served and has a table cloth.
- 10.8. The plates, spoons, forks to be used for serving must be clean and at least fifteen must be of the same colour & design.
- 10.9. All catering must come with tooth picks & serviettes.
- 10.10. Cool drinks must be served cold.
- 10.11. All caterers are expected to leave the venue clean after catering.

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- 10.12. Food must arrive at least 15 minutes before the agreed time to allow the caterer enough time to unpack, set up the table and ensure that everything is in place before people start dishing up.
  - 10.13. Caters are expected to be clean and presentable during the delivery of the service.
  - 10.14. During delivery of the service the caterer's hair must be covered and an apron or decent overall be worn.
  - 10.15. All invoices must not exceed the price of the quotation unless pre-approval has been obtained to cater for more.
  - 10.16. Any food remaining during catering must be given to the project manager or must be enquired with the project managers on what should be done with it.
  - 10.17. On any service rendered that is not satisfactory, the municipality has the right to impose penalties and / or blacklist the service provider.
  - 10.18. An acceptance of the municipality's order means that the service provider accepts the conditions under which the municipality can impose penalties or suspensions on them due to lack of or poor service delivery. Even though SLAs are not signed for every service, the standard penalty paragraph of the Matatiele Local Municipality standard SLA applies to all services rendered only on order.
  - 10.19. Supply Chain Official and the project manager will be available to inspect the food before the food can be served and complete an assessment form of your service.
  - 10.20. It is the responsibility of the service provider to communicate with the municipality in case of unforeseen circumstances that can hinder delivery of goods according to specification.
  - 10.21. If failure to deliver the service is anticipated, the municipality must be informed 24 hours before the day of the event.

10.22. Penalties and / or suspensions can be imposed according to the discretion of the municipality and with the approval of the Municipal Manager.

**11. COMPLIANCE AND ENFORCEMENT**

11.1. Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

11.2. It will be the responsibility of Council to enforce compliance with this policy.

**12. AMENDMENT AND/OR ABOLITION OF THIS POLICY**

12.1. This policy may be amended or repealed by Council as it may deem necessary.

**13. ADOPTION AND SIGN OFF**

The policy will come into effect on the date of adoption by Council and be signed off by the following:-

13.1. Municipal Manager

13.2. Mayor