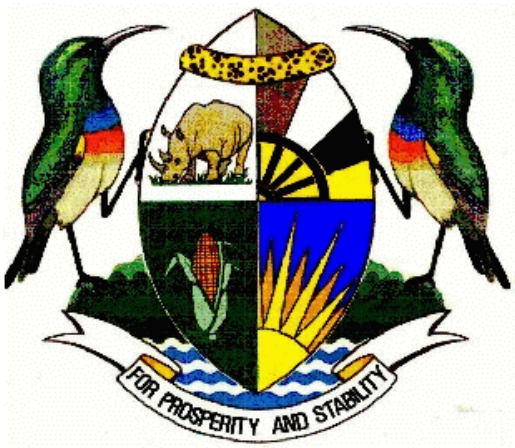


WATERBERG DISTRICT MUNICIPALITY



CATERING POLICY

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1. PREAMBLE

The catering policy will monitor the catering requirements and allowances of all meetings and other gatherings of Waterberg District Municipality.

2. OBJECTIVES

To indicate:

- What meetings are allowed to have catering;
- What other gatherings are allowed to have catering; and
- What type of catering is allowed.

3. SCOPE OF APPLICATION

This policy is applicable to all employees and Councillors of WDM.

4. DEFINITIONS

WDM	-	Waterberg District Municipality
Catering	-	the supplying of food for a event

5. TYPES OF CATERING

- (a) For meeting starting in the morning and end before lunch:

Coffee / Tea, sandwiches and refreshments

- (b) For meetings starting in the morning and end beyond lunch:

Full Lunch

- (c) For meetings starting at 14:00

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

- (d) For meetings extending to after 19:00 in the evening

Supper will be served

6. MEETINGS WHERE CATERING IS ALLOWED (subject to paragraph 5)

- Council meetings
- Mayoral Committee meetings
- Meetings or workshops taking the whole day
- Meetings with external stakeholders
- Municipal Manager on request
- Mass meetings held for municipal purposes (e.g Imbizos)
- Any other meeting /function approved by the Municipal Manager

TAKE NOTE: Catering will not be provided for staff meetings 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. The entertainment vote of the Executive Mayor and Speaker is also upon their discretion.

A meeting should also not be scheduled over lunch time or supper time if any other time is available.

7. MANAGERS SHOULD DIRECT ANY REQUEST FOR CATERING TO DIVISIONAL MANAGER SCM BY WAY OF COMPLETING A REQUEST FORM INDICATING:

- What type of a meeting
- Number of people attending
- Names/Positions of people attending/relevant department or organization name
- Starting time
- Estimated adjourning time
- Indicate where funds are to be sourced from and the availability of funds

Request for catering must be submitted to the SCM Unit at least 3 days before the meeting.

8. INSPECTION FOR CATERERS

The municipality must appoint Service Providers who have the health inspectors' certificate or are certified by the health inspectors, to cater for any mass caterings of above 50 people.

9. IMPLEMENTATION:

This policy must be implemented by all employees of WDM, but managers and supervisors should ensure that this policy is implemented effectively.

Any employee who breaches this policy shall be liable for disciplinary measures.