



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# **Catering and Beverage Provision Policy**

Effective Date: 1 July 2019

Version: **7.0**

Business Unit: **Corporate Services –  
Executive and Council Support  
– Administration and Logistics**

## Final Approval

Signature: \_\_\_\_\_

Name: **Mr L Mbandazayo**

Designation: **City Manager**

Date: \_\_\_\_\_

## DOCUMENT CONTROL

Version	Date	Amendment	Author	Next Review Date
1.0	March 2003	-	CS Support Services	
2.0	May 2005	-	CS Support Services	
3.0	11 March 2011	-	CS Strategic Support and Specialised Technical Services Departments: Corporate Services	
3.1	August 2012	-	CS Employee Shared Services and Specialised Technical Services Departments: Corporate Services	
4.0	July 2013	Paragraph 4.1.3 added	Strategic Human Resources Department	
5.0	December 2014	Menu values adjusted by Acting CFO	Specialised Technical Services Department	
6.0	June 2017	Menu values adjusted by the Chief Financial Office	Executive and Council Support – Administration and Logistics	
7.0	13 March 2019	Menu values adjusted by the Chief Financial Officer	Executive and Council Support – Administration and Logistics	

## **1. PURPOSE OF THE POLICY**

The purpose of this policy is to set a uniform standard for catering usage applicable to Councillors, Officials and members of the public who attend official meetings and other gatherings arranged by Council as provided under 2.1.3 below. Furthermore the policy provides for proper control of expenditure by setting clear parameters and guidelines for the provision of catering at such meetings and gatherings.

This policy also seeks to rationalize and standardise the provision of beverages to Councillors, officials and visitors in order to promote consistency in application and cost effectiveness. For the purpose of this section of the policy, beverages shall mean tea, coffee and water<sup>1</sup>, inclusive of milk and sugar, unless stipulated otherwise.

## **2. APPLICABILITY**

### **Definitions:**

Catering – provision of food and drink

Beverages – drink other than water (excluding alcoholic drinks)

### **2.1 Catering**

- 2.1.1 This section of the policy applies to Councillors and Officials who attend official Council, Sub-Council and Portfolio Committee meetings, as well as other gatherings listed in 4.1 below. The provision of meals and beverages is restricted to meetings/ gatherings listed in 4.1.1, 4.1.2 and 4.1.3, whilst public participation, staff and management meetings receive beverages only.
- 2.1.2 The provision of catering and beverages to members of the public attending official meetings/gatherings, including caucus meetings, is excluded with the exception of 3.1.3 below.
- 2.1.3 Whilst this policy predominantly provides for catering at gatherings/meetings mentioned in section 4.1, it may under exceptional circumstances and with the approval of the Speaker (insofar as it relates to meetings of the political structures meetings of the Council) or the City Manager (or the official delegated by him/her), be applied to other gatherings/meetings, on condition that:
- it does not exceed the cost of Menu 1; and
  - this provision may not be used to circumvent any other approved Council Policy

### **2.2 Beverage provision**

- 2.2.1 This section of the policy deals with the provision of beverages to Councillors and officials accommodated in office buildings, depots and workshops, as well as officials working outdoors (off-site).

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<sup>1</sup> Note: On 26 August 2010 Council resolved inter alia that the City of Cape Town, with immediate effect, stop all procurement of bottled water for meetings of Council and its Committees (Minute C61/08/10). In this policy the restriction on the procurement of bottled water is extended to all other meetings/gatherings referred to in the policy.

Insofar as it relates to outdoor/off-site work premises, line departments are required to implement beverage provision on a fair and equitable basis. The provision of beverage rations shall be applied here.

### **3. GENERAL PROVISIONS**

The intention of this policy is not to duplicate or overlap other policies related to occasions/events where food and beverages are provided. Examples of such other policies are:

- Provision of meals for emergency work after normal working hours
- Entertainment
- Gift Giving
- Travel and Subsistence

#### **3.1 Catering**

- 3.1.1 Meals may be provided at meetings and other gatherings as indicated in 4.1.1, 4.1.2 and 4.1.3 below, provided that, with the exception of Council meetings, only one sitting per meeting is permitted. Should a meeting of Council extend to later than 18:00, catering to the value of Menu 1 may be served for dinner.
- 3.1.2 The decision whether lunch **and** dinner in the case of a meeting of Council, and lunch **or** dinner in respect of meetings referred to in 4.1.1, should be served, will be determined in consultation with the Chairperson of the meeting/gathering. The decision shall be based on
- the anticipated duration of the meeting/gathering
  - the starting time of the meeting/gathering
  - the probability of the meeting/gathering terminating later than 13:00 (for meetings commencing in the morning), or later than 18:00 (for meetings commencing in the afternoon).
- 3.1.3 Lunch may be provided to members of the public attending the Council meeting on condition that they are invited in consultation with the Speaker or Mayor prior to the meeting, to allow sufficient time for the necessary arrangements. The provision of lunch/dinner to members of the public does not apply to any other meeting/gathering listed in 4.1.1.
- 3.1.4 The beverages to be provided in this section of the policy include water, tea or coffee, inclusive of milk and sugar, as well as fruit juice served with lunch/dinner. No alcoholic beverages may be served.
- 3.1.5 Meals provided in terms of this policy must comply with the religious and dietary requirements of attendees and also support the Council's ecologically friendly approach to the environment.
- 3.1.6 The procurement of catering shall be in accordance with legislative requirements and Council's approved Supply Chain Management Policy and Procedures.
- 3.1.7 Catering expenditure is to be funded from the cost centre of the catering requester or the relevant departmental cost centre. Cost Element 411500 should be used for this purpose.
- 3.1.8 The values of the menus should be automatically adjusted on 1 July of each year and shall be based on the CPIX as provided by the Finance Directorate.
- 3.1.9 The values of the menus are as follows and include the provision of fruit juice with the meal:

<b>Menu 1<sup>2</sup></b>	<b>Menu 2<sup>2</sup></b>
R55.00 per person (excl VAT)	R85.00 per person (excl VAT)

The amounts referred to above do not include expenses such as the cost of the tea/coffee served, or the hiring of staff, cutlery, tablecloths, or delivery costs. These costs are additional to the menu costs and must be specified separately on the tax invoice.

## **3.2 Beverage Provision**

- 3.2.1 The beverages to be provided in this section of the policy include water, tea or coffee, inclusive of milk and sugar. Notwithstanding 3.2.3 below, the acquisition of tea, coffee, milk and sugar is a line responsibility.
- 3.2.2 The principle of self-help is promoted.
- 3.2.3 A tea/coffee service (this includes the provision of jugged water) will however be provided by the custodian of the building in corporate boardrooms and training venues (see Annexure A for list of corporate boardrooms and training venues) for the following events i.e. official pre-arranged meetings, workshops and training sessions. The service will also be provided to Councillors, the City

<sup>2</sup> Amended menu values were approved by the Chief Financial Officer on 13 March 2019. Effective date = 1 July 2019

- 3.2.4 Manager and Executive Directors and their direct support staff. The cost of this service is for the account of the custodian of the building.
- 3.2.5 For beverage preparation purposes, custodians of the buildings shall be responsible for the provision of suitable kitchens and equipment.
- 3.2.6 The acquisition and use of vending machines for beverage provision is prohibited.
- 3.2.7 The procurement of beverages shall be in accordance with legislative requirements and Council's approved Supply Chain Management Policy and Procedures.

## **4 ALLOCATION CRITERIA**

### **4.1 Catering**

Whilst only tea and coffee may be served at Staff, Management and Public Participation meetings, the instances as set out below provide for meals and beverages to be served:

- 4.1.1 Meetings of the Mayoral Committee, Official Meetings arranged by the Executive Mayor, Deputy Executive Mayor, Speaker, Chief Whip or Mayoral Committee Members; Meetings of the City Manager and the Executive Management Team; Meetings of Committees established in terms of the Municipal Structures Act <sup>3</sup>, No 117 of 1998; Caucuses (of political structures of the Council); Audit Committee; Junior Council; Workshops and Training sessions
- Lunch **or** Dinner (Menu 1 - includes fruit juice)
- 4.1.2 Council Meetings (Also see 3.1.1 and 3.1.3)
- Lunch (Menu 2 - includes fruit juice)
  - Dinner if required (Menu 1 – includes fruit juice)

#### 4.1.3 Retirement/ farewell Functions

Further to 2.1.3 above, with the approval of the City Manager, this policy may be used to fund a function for the benefit of Council officials where a Council official is leaving the employment of Council after long and meritorious service of at least 20 years.

- Lunch **or** Dinner (Menu 1 - includes fruit juice. Or funding to the equivalent value should a service provider not be procured to provide catering)

<sup>3</sup> For a list of Committees, please refer to Annexure B

## 4.2 Beverage provision

### 4.2.1 Councillors and Officials accommodated in buildings

- Beverages are to be provided as a self-service at kitchens.
- In terms of 3.2.3 above Councillors, the City Manager and Executive Directors will be served in their individual offices (including official visitors, secretaries and their support staff, as well as meetings held by them in board rooms not listed in Annexure A)
- A maximum of 3 servings per person per day applies during normal office hours.

### 4.2.2 Officials working outdoors/off-site

- The manner in which beverages are to be provided to outdoor workers is the responsibility of Line Departments and is subject to operational requirements. The provision of rations is recommended.
- A maximum of 3 servings per person per day applies during normal working hours

### 4.2.3 Corporate Boardrooms/Training facilities

- A tea/coffee service (this includes juggled water) will be provided in corporate boardrooms and training facilities (see annexure A for list of corporate boardrooms) for the following events i.e. official meetings, workshops and training sessions. Arrangements for beverage provision are required to be made in advance by the meeting organizer, with the custodian of the building.

## 5 Monitor and Review

This policy shall be reviewed on a regular basis by the Executive and Council Support – Administration and Logistics of the Corporate Services Directorate and shall be adapted appropriately to ensure that it meets the business requirements of the organization.

# ANNEXURE A

## FACILITIES MANAGEMENT OFFICIAL BOARDROOMS

Name of building	Type of Facility	Floor	Capacity
Parow Municipal Building	Council Chamber	First	85
Parow Municipal Building	Committee Room	First	25
Pinelands Municipal Building	Raven Room	First	20
Pinelands Municipal Building	Plover Room	Ground	40
Fish Hoek Municipal Building (SC)	Council Chamber	Ground	30
Fish Hoek Municipal Building (SC)	Red Boardroom	Ground	20
Fish Hoek Municipal Building (SC)	Map Room	Ground	15
Alphen Municipal Building (SC)	Council Chamber	Ground	30
Alphen Municipal Building (SC)	Ex Chamber	Ground	20
Philippi Depot	Board Room	Ground	20
Fezeka Municipal Building	Council Chamber	Ground	40
Fezeka Municipal Building	Meeting Room Sub-Council 11	Ground	15
Fezeka Municipal Building	Meeting Room Sub-Council 13	Ground	15
Fezeka Municipal Building	Meeting Room Sub-Council 14	First	17
Bellville Municipal Building	Council Chamber	Basement	30
Bellville Municipal Building	Committee Room A	First	20
Bellville Municipal Building	Committee Room	Second	12
Royal Ascot : Block A	Council Chamber	First	80
Royal Ascot : Block A	Boardroom	First	12
Wesfleur Municipal Building	Boardroom	First	35
Kuils River Municipal Building	Council Chamber	First	80
Kuils River Municipal Building	Committee Room	First	30
Kraaifontein Municipal Building	Council Chamber	First	40
Kraaifontein Municipal Building	Committee Room	First	30
Durbanville Municipal Building	Council Chamber	Ground	45
Goodwood Municipal Building	Council Chamber	First	25
Goodwood Municipal Building	Blue Room	Second	25
Bonteheuwel Sub-Council's Offices	Council Chamber	Ground	30
Bonteheuwel Sub-Council's Offices	Boardroom	Ground	30
Stocks & Stocks, Block A	Council Chamber	Ground	20
Training Centre	Council Chamber	Ground	30
Site B	Council Chamber	Ground	15
Strand Municipal Building	Council Chamber	First	80
Strand Municipal Building	Committee Room B	First	15
Mamre Municipal Building	Council Chamber	Ground	30
Plumstead Municipal Building	Boardroom A	Second	20
Plumstead Municipal Building	Boardroom B	Second	10
Plumstead Municipal Building	Boardroom E	First	15
Plumstead Municipal Building	Boardroom F	First	15
Plumstead Municipal Building	Boardroom H	Ground	10
Lentegeur Municipal Building (SC)	Boardroom	Ground	40
Lentegeur Municipal Building (SC)	Chamber	Ground	50

Cape Town -Civic Centre (CHQ)	Council Chamber	Podium 6	240 + 90 = 320
Cape Town -Civic Centre (CHQ)	Meeting Room 2	Podium 6	80
Cape Town -Civic Centre (CHQ)	Committee Room A	Podium 5	45
Cape Town -Civic Centre (CHQ)	Committee Room B	Podium 5	12
Cape Town -Civic Centre (CHQ)	Committee Room D	Podium 5	23 - 30
Cape Town -Civic Centre (CHQ)	Banqueting Hall	Podium 5	300 cinema
Cape Town -Civic Centre (CHQ)	All Board Rooms	Podium 5 & 6	
Cape Town -Civic Centre (CHQ)	Ray Alexander Board Room	Podium 6	20
44- Wale Street	Council Chamber		85
44- Wale Street	Boardroom	10th floor	20
44- Wale Street	Boardroom	12th Floor	26

## ANNEXURE B

### Committees Established in terms of the Municipal Structures Act, No 117 of 1998

<b>Section 61</b>	Sub-Councils
<b>Section 62</b>	Planning and General Appeals
<b>Section 72</b>	Ward Forums
<b>Section 79</b>	Community Services and Health Corporate Services Economic Opportunities and Asset Management Energy and Climate Change Finance Human Settlements Safety and Security Spatial Planning and Environment Transport Urban Management Water and Waste Leadership and Development Homeless Agency
<b>Section 80</b>	Budget Committee and Energy Committee