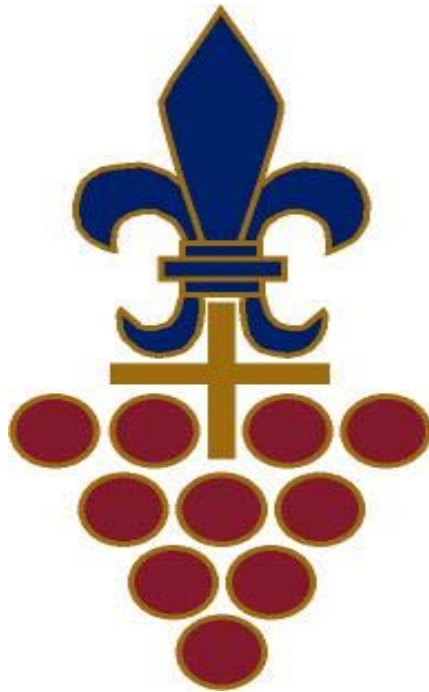


APPENDIX 4

STELLENBOSCH MUNICIPALITY



SUMMARY OF POLICIES

2022/2023



STELLENBOSCH MUNICIPALITY

SUMMARY OF POLICIES

Policy/ By-law	Summarized Nature of change
Development Charges Policy	New Policy
Rates Policy	<p>2022/2023 Rates Policy Changes</p> <p>Introduction</p> <p>During the meetings of 26 + 27 January 2022 and 16 February to 01 March 2022 changes were applied to the Rates Policy and By-law as proposals for the 2022/2023 financial year.</p> <p>Various aspects of the 2021/2022 Rates Policy and By-law were modified to include changes that enhanced or fine-tuned the application of the current Policy and By-law.</p> <p>Specific changes that address the usage of Tariff Codes (Formulae Codes) for consistency of application of the valuation role and to ensure audit approval in terms of service monitoring were applied.</p> <p>The feedback as received from the Appeal Board pertaining to the agricultural category application has been addressed to ensure that such valuation complies with said requirements. Moreover, the use of residential purposes in typical rural areas have been modified to ensure consistency of application in terms of the proposed extent limitation of agricultural environments.</p> <p>Relative minor changes were applied to the Rates By-law inter alia to incorporate the requirements for the promulgation of the category tariffs.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p>Minor Corrections and document layout improvements</p> <p>Various grammatical and language changes and layout improvements were applied to enhance the readability of the documents. The details of such may be traced via the "Track Changes" that has been activated in said documents.</p> <p>Substantial Changes</p> <ul style="list-style-type: none">• The "Bed & Breakfast" and the "Guesthouse" definitions in paragraph 4 has been enhanced to ensure consistency of application and enhanced readability.• The "Residential purposes" definition has been enhanced without changing the impact of any relief measures.• The vacant definition has been modified such that immovable

Policy/ By-law	Summarized Nature of change
	<p>improvements deemed to be incomplete as well as the occupancy status of the property will determine a vacant status.</p> <ul style="list-style-type: none"> • The concept that Section 17(1)(h)(i) (the impermissible R15 000 valuation) would be applied to vacant properties for residential purposes was accepted to conform to Sections 8(3) and 19(1)(a) of the MPRA. • Paragraph 5.6 “Building Clauses” has been changed to fully constrain the use of such within the valuation system and to comply with Section 19(1)(d) of the MPRA. • Paragraph 7.1 “Vacant Properties” has been reworded to ensure application of the revised definition. • Paragraph 7.2 “Multiple use properties” has an added paragraph to ensure consistency of use of the sub- components of such properties. • Paragraph 7.4 “Public Service Infrastructure” has been modified to ensure conformance to Section 17(1)(a) and 17(1) (aA) of the MPRA. • Paragraph 7.5.1 “Agricultural Use” has been modified to conform with the Appeal Board’s decision regarding the changed categorisation, including items such as the dwelling used by the farmer and the legitimate farming processes of such property. • Paragraph 7.5.1 “Agricultural Use” a specific change that determines or deems properties to be agricultural only if the extent of the property exceeds 1 Hectar, has been applied. • Paragraph 7.6 “Municipal Properties” has been modified to highlight the intention of the Municipality to change the mechanism of calculation to Exemption by 1 July 2023 . • Paragraph 7.8 “Land Reform Beneficiary properties’ - minor changes for readability improvements. • Paragraph 7.9 “Adjoining properties” changed to set the procedures to follow when such properties are valued. Basically, the Formulae Codes to apply has been set. • Paragraph 8.2.1 has been modified to ensure clarity as to when certain relief measures (the reduction) would be applicable. • Paragraph 8.8 “non-Profit Organisation” was modified to clarify the “total revenue/income” of such organisations. •
Rates By-law	<p>2022/2023 Rates By-law Changes</p> <p>Minor Corrections and document layout improvements</p> <p>Various grammatical and language changes and layout improvements were applied to enhance the readability of the documents. The details of such may be traced via the “Track Changes” that has been activated in said documents.</p> <p>The Rates By-law has one significant change that obligates the Municipality to publish same in the <i>Provincial Gazette</i>.</p>

Policy/ By-law	Summarized Nature of change
Indigent Policy	<p>2022/2023 Indigent Policy Changes</p> <p>Introduction</p> <p>During the meetings of 26 + 27 January 2022 and 16 February to 01 March 2022 changes were applied to the Indigent Policy as proposals for the 2022/2023 financial year.</p> <p>Various aspects of the 2021/2022 Indigent Policy were modified to include changes that enhanced or fine-tuned the application of the current policy. An important emphasis of the change was the moving of the implicit definitions within the context of the policy into the definition's paragraph and the adding of selected definitions for clarity.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p>Minor Corrections and document layout improvements</p> <p>Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the "Track Changes" that has been activated in said document.</p> <p>Substantial Changes</p> <ul style="list-style-type: none"> • The "Preamble" was enhanced by the reference to the mandate of Council regarding the Credit Control and Debt Collection policy and its provision for indigent debtors. • The definition of the term "Child-headed household" was enhanced for clarity but specifically to ensure alignment to the definition of a Child in the Constitution. • The definition of the term "Gross household income" was enhanced for clarity and to eliminate the administrative confusion as to the scope of such income. • The definition of the term "Household" was enhanced for clarity and to ensure the identification of constituent members of an indigent household. • Six new definitions were added to ensure the context of the policy. • A new paragraph 3(d) was added, and the others renumbered, to administratively scope the directive which allows for the classification of indigents. • A new paragraph 5.2(a) was added, and the others renumbered to set the criteria and individuals, such as <i>inter-alia</i> state officials, that are not eligible for indigent support. • The renumbered paragraph 5.2(b) was changed to ensure the right identification documentation must be presented. • The renumbered paragraph 5.2(e) was changed for compliance to the Child age definition. • Paragraph 5.5(a) - the implicit definition was moved to the definition paragraph.

Policy/ By-law	Summarized Nature of change
	<ul style="list-style-type: none"> • Paragraph 6(c) was enhanced by adding additional criteria that scopes the availability of funds for indigent support. • Paragraph 7(i) was changed to ensure that subsidies are only made available as from the date of approval of an indigent application. This will reduce the administrative overheads that was otherwise required. • Paragraph 9 was changed to ensure that the Municipality remains compliant with the POPI Act.
Tariff Policy	<p>2022/2023 Tariff Policy Changes</p> <p>Introduction During the meetings of 26 + 27 January and 16 February to 01 March 2022 changes were applied to the Tariff</p> <p>Policy and By-law as proposals for the 2022/2023 financial year.</p> <p>Various aspects of the 2021/2022 Tariff Policy and By-law were modified to include changes that enhanced or fine-tuned the application of the current Policy and By-law.</p> <p>In broad relative minor changes were applied to the Tariff Policy.</p> <p>Changes were applied to the Tariff By-law inter alia to correct the paragraph headings such as paragraph 2 “Definitions “.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p>Minor Corrections and document layout improvements Various grammatical and language changes and layout improvements were applied to enhance the readability of the documents. The details of such may be traced via the “Track Changes” that has been activated in said documents.</p> <p>Substantial Changes (Policy)</p> <ul style="list-style-type: none"> • Paragraph 5.1(f) changed from explicit to implicit application of a single water tariff for selected organisations. • Paragraph 5.1(i) “[Water] Availability Fee” – changed from the explicit to implicit option and that the relevant director has the option to determine such. • Paragraph 5.2(i) “[Electricity] Availability Fee” – changed from the explicit to implicit option and that the relevant director has the option to determine such. • Paragraph 5.3(c) “[Solid Waste] Availability Fee” – changed from the explicit to implicit option and that the relevant director has the option to determine such. • Paragraph 5.4(d) “[Sewerage] Availability Fee” – changed from the explicit to implicit option and that the relevant director has the option to determine such. • Paragraph 6.2 was corrected such that the superfluous reference to

Policy/ By-law	Summarized Nature of change
	<p>“service changes” within the context of the Rates Policy was removed.</p>
<p>Tariff By-law</p>	<p>2022/2023 Tariff By-law Changes</p> <p>Substantial Changes (By-law)</p> <ul style="list-style-type: none"> • The title headings for paragraphs 2 and 3 being “DEFINITIONS” and “OBJECTIVES” respectively were corrected. • Paragraphs 5 and 6 were changed to correct the reference to the Credit Control and Debt Collection By- law instead of the erroneous reference to “policy”. Ditto as to Tariff By-law.
<p>Credit Control and Debt Collection Policy</p>	<p>2022/2023 Credit Control and Debt Collection Policy Changes</p> <p>Introduction</p> <p>During the meetings of 26 + 27 January, 16 to 18 February, 28 February and 1 March 2022 changes were applied to the Credit Control and Debt Collection Policy and By-law as proposals for the 2022/2023 financial year.</p> <p>Various aspects of the 2021/2022 Credit Control and Debt Collection Policy and By-law were modified to include changes that enhanced or fine-tuned the application of the current Policy and By-law.</p> <p>In broad relative minor changes were applied to the Credit Control and Debt Collection Policy.</p> <p>Changes were applied to the Credit Control and Debt Collection By-law inter alia to revisit the By-law since its publication in 2011 and to ensure/incorporate the impact of the latest Electricity Supply and the Water Services By-laws. The title of the By-law was changed to “Credit Control and Debt Collection “, instead of “Credit Control and Debt Recovery “.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p>Minor Corrections and document layout improvements</p> <p>Various grammatical and language changes and layout improvements were applied to enhance the readability of the documents. The details of such may be traced via the “Track Changes” that has been activated in said documents.</p> <p>Substantial Changes (Policy)</p> <ul style="list-style-type: none"> • Paragraph 1 “Principles” - changed to encapsulate and to ensure the revised mechanisms regarding the service contracts and related consumer deposits or bank guarantees. Corresponding changes were applied to paragraph 4 as well. • Various Paragraphs – removed references to the term “unemployed indigents”.

Policy/ By-law	Summarized Nature of change
	<ul style="list-style-type: none"> • Paragraph 8.5 “Errors or Omissions” – basically changed to ensure discretion by the Municipality to manage or adjust monies owing upon error or omissions. • Paragraph 9 has been changed to allow flexibility to change the accounts payable date by the Municipal Manager. • Paragraph 12.2 – minor changes to the facilities for payments .
Credit Control and Debt Collection By-law	<p>2022/2023 Credit Control and Debt Collection By-law Changes</p> <p>Substantial Changes (By-law)</p> <ul style="list-style-type: none"> • Various superfluous definitions were deleted, and others were enhanced to ensure compliance with various Acts e.g. the Systems Act and the Constitution. • Other definitions were changed to ensure agreement to the practical matters of the Municipality’s administrative processes. • Paragraphs 4 “Deposits and Guarantees” - changed to ensure compatibility to the changes regarding this subject in the corresponding Policy. • Paragraphs 5 “Accounts and Billing”, 8 “Payment and settlement of amounts due” and 9 “Procedures for and matters relating to the recovery of debt” - changes to ensure improved management and control. • Paragraphs 6 and 7 – extensive changes to remove superfluous references/provisions to electricity and water management already incorporated in the corresponding By-laws. Explicit references were replaced by a reference to redirect the reader to the provisions of said By-laws. • Paragraph 14 “Indigents” – changes to ensure the management of Indigent debt in the first instance as per the Indigent Policy before the handling of such debt under this By-law. • Paragraph 18 “Offences” – ensure compliance with relevant Acts. • Paragraph 22 “Conflict of By-laws” – changed in an attempt to ensure that this By-law is the main enforcement mechanism of “rules” within the Municipality.
Irrecoverable Debt Policy	<p>2022/2023 Irrecoverable Debt Policy Changes</p> <p>Introduction</p> <p>During the meetings of 26 + 27 January 2022 and 16 February to 01 March 2022 changes were applied to the Irrecoverable Debt Policy as proposals for the 2022/2023 financial year.</p> <p>Various aspects of the 2021/2022 Irrecoverable Debt Policy were modified to include changes that enhanced or fine-tuned the application of the current policy. The main purpose of the change was to account for higher threshold amounts for writing-off debt.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p>

Policy/ By-law	Summarized Nature of change
	<p>Minor Corrections and document layout improvements Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p>Substantial Changes</p> <ul style="list-style-type: none"> • Paragraph 1 was modified for readability. • Paragraph 3.1 (i) to (iv) was modified for new threshold levels. • Paragraph 3.2 (i) to (iii) was correspondingly changed for new threshold levels.
Special Rating Area Policy	<p>2022/2023 Special Rating Area Policy Changes</p> <p>Introduction</p> <p>During the meetings of 26 + 27 January and 16 February to 01 March 2022 changes were applied to the Special Rating Area Policy and By-law as proposals for the 2022/2023 financial year.</p> <p>Various aspects of the 2021/2022 Special Rating Area Policy were modified to include changes that enhanced or fine-tuned the application of the current Policy.</p> <p>No changes were applied to the <i>Special Rating Area By-law</i>.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p>Minor Corrections and document layout improvements</p> <p>Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p>Substantial Changes</p> <ul style="list-style-type: none"> • The definition of the term “majority” was modified to ensure clarity as to the counting of votes during voting procedures particularly when a property has more than one owner. • Paragraph 11.1 - the term “members” in relation to the register or property data base was clarified as to contents.
Travel and Subsistence Policy	<p>2022/2023 Travel and Subsistence Policy Changes</p> <p><i>The following amendments were made to the aforementioned policy:</i></p> <p>2.4 Car Rental, Travel Costs and rates (page 3)</p> <p>d) If a representative has to utilize his or her personal motor vehicle, he or she will be reimbursed at the tariffs listed below. The distance to which the reimbursement applies, must be the shortest distance via tarred road between</p>

Policy/ By-law	Summarized Nature of change
	<p>the municipality's offices and the location where the official business is to be transacted.</p> <ul style="list-style-type: none"> • Councillors: Tariff amended from R4.50 to R4.18 <p>Will be reimbursed in terms of the Private Column of Department Transport monthly circulars pertaining to Tariffs for the Use of Motor Transport to a maximum of R4.18 per kilometer.</p> <ul style="list-style-type: none"> • Officials with vehicle/car allowance: Flat Rate were amended from R4.50 to R4.18 <p>Will be reimbursed at a flat rate of R4.18 per kilometer where motor vehicles are used and R2.00 per kilometer where motorcycles are used. Where it is possible to fly to a destination, but the official prefers to drive with his own vehicle, the lower value between kilometer claim and a flight ticket will be used as basis for reimbursement.</p> <p>3. SUBSISTENCE (pages 4 to 5-rates were amended in lines below)</p> <p>b) In line with SARS guidelines on Subsistence Allowances and Advances, A daily subsistence allowance will only be applicable where-</p> <ul style="list-style-type: none"> (i) The representative is obliged to spend at least one night away from his or her usual place of residence on business; R493 per day, or (ii) The representative will be on official business for a period exceeding 12 consecutive hours per day, without having to spend a night away from his or her usual place of residence: R152 per day. <p>4. ACCOMMODATION</p> <p>4.1 4.1 Accommodation Costs (page 7-allowance amount were amended in line below)</p> <p>f) If a representative stays with a relative or friend, no accommodation allowance may be claimed, but the representative may claim a subsistence allowance of R493 per day.</p>
Cash Management and Investment Policy	<p>2022/2023 Cash Management and Investment Policy Changes</p> <p>3.2.3 Delegation/ Rights (page 3 and 4)</p> <p>Point 3.2.3.1: Cheques and 3.2.3.2: Electronic Funds transfer (EFT) were amended: Manager: Financial Asset Management were added to the A-signatories.</p>

Policy/ By-law	Summarized Nature of change
Supply Chain Management Policy	<p>2022/2023 Supply Chain Management Policy Changes</p> <p>Minor grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p><i>The following changes were made to the aforementioned policy:</i></p> <p>Definitions</p> <p>1.1.5. “Competitive bidding process” means a competitive bidding process referred to in paragraph 12(1)(e)b(i) of this Policy;</p> <p>1.1.17. “Long term contract” means a contract with a duration period exceeding one year and does not have the same meaning as contracts of a long-term nature referred to in paragraph 22(1)(b)(i) of this policy;</p> <p>1.1.18. “Written or verbal quotations” means quotations referred to in paragraph 12(1)(b) & (c) of this Policy.</p> <p>1.1.19. “Unconditional Award” means an award made by the delegated authority and whereby any person or supplier who intended to appeal should approach the Court</p> <p>Chapter 2: Supply Chain Management System</p> <p>9. Format of Supply Chain Management System</p> <p>(1) This Policy provides systems for –</p> <ul style="list-style-type: none"> (i) Demand Management; (ii) Acquisition Management; (iii) Logistics Management; (iv) Disposal Management; (v) Risk Management; and (vi) Performance Management. <p>Part 2: Acquisition Management</p> <p>11. System of Acquisition Management</p> <p>(1) The Accounting Officer must implement the system of acquisition management set out in this Part to ensure –</p> <ul style="list-style-type: none"> (a) That goods and services are procured by Stellenbosch Municipality in accordance with authorised processes only; (b) That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Act; (c) That the threshold values for the different procurement processes are complied with;

Policy/ By-law	Summarized Nature of change
	<p>(d) That bid documentation, evaluation and adjudication criteria, and general conditions of a contract, are in accordance with any applicable legislation; and</p> <p>(e) That any Treasury guidelines on acquisition management are properly considered.</p> <p>13. General Preconditions for Consideration of Written Quotations or Bids</p> <p>(b) Has indicated –</p> <p>(i) Whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;</p> <p>(ii) If the provider is not a natural person, whether any of its directors, managers, principal shareholders, or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or</p> <p>(iii) Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in sub-paragraph (ii) is in the service of the state or has been in the service of the state in the previous twelve months.</p> <p>14. Lists of Accredited Prospective Providers</p> <p>(2) The list must be compiled per commodity and per type of service.</p> <p>(3) Stellenbosch Municipality make use of Central Suppliers Database as the official database of the Municipality.</p> <p>20. Process for Competitive Bidding</p> <p>1 (c) Site meetings or briefing sessions as detailed in paragraph 23</p> <p>24. Negotiations with Preferred Bidders</p> <p>(1) The Accounting Officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –</p> <p>(a) Delegations and threshold values for negotiating by the Accounting Officer;</p> <p>(b) Does not allow any preferred bidder a second or unfair opportunity;</p> <p>(c) Is not to the detriment of any other bidder; and</p> <p>(d) Does not lead to a higher price than the bid as submitted.</p> <p>28. Bid Evaluation Committees</p> <p>(10) In an event as described in sub-paragraph 14, bidders shall be afforded a minimum of two (2) working days up to a maximum of five (5) working days (in consultation with the relevant User Department or the BEC Committee) from time of notification to correct such innocent errors and / or omissions. If no response is received from such bidders at the deadline the bid may be deemed to be non-responsive.</p>

29. Bid Adjudication Committees

- (2) A Bid Adjudication Committee must consist of at least four senior managers of the Stellenbosch Municipality, which must include –
- The Chief Financial Officer or, if the Chief Financial Officer is not available, another manager in the budget and treasury office reporting directly to the Chief Financial Officer and designated by the Chief Financial Officer;
- (a) At least one senior supply chain management practitioner who is an official of the Stellenbosch Municipality; and
- (b) A technical expert in the relevant field who is an official, if such an expert exists.
- (5) The members of the Bid Evaluation Committee, or their delegates, must be present at the Bid Adjudication Committee meetings [introduce the reports to the Committee and assist in] to clarify issues that were dealt with in the Bid Evaluation Committee meetings without voting rights.
- (6) A technical expert in the relevant field, who is an official, if such an expert exists, may attend the meeting as an advisor for clarification purposes. This official will not have voting rights at the Bid Adjudication Committee meeting. Neither a member of a bid evaluation committee, nor an advisor or person assisting the bid evaluation committee, may be a member of a bid adjudication committee.
- (7) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee –
- (a) the bid adjudication committee must prior to awarding the bid –
- (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears for more than three months, and;
- (ii) notify the Accounting Officer.
- (b) The Accounting Officer may –
- (i) after due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in clause (a); and
- (ii) if the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.
- (8) The Accounting Officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or

Policy/ By-law	Summarized Nature of change
	<p>the adjudication committee back to that committee for reconsideration of the recommendation.</p> <p>(9) The Accounting Officer must comply with Section 114 of the Act within 10 days–</p> <p>(a) If a tender other than the one recommended in the normal course of implementing the supply chain management policy is approved, the Accounting Officer must, in writing, notify the Auditor-General, the Provincial Treasury and the National Treasury of the reasons for deviating from such recommendation.</p> <p>(b) Subsection (1) does not apply if a different tender was approved in order to rectify an irregularity.</p> <p>(10) The Accounting Officer may at any stage of a bidding process, refer any recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.</p> <p>(11) The Accounting Officer must comply with section 114 of the Act within 10 working days</p> <p>31. Procurement of IT Related Goods or Services</p> <p>(4) If SITA's comments on the submission and the Stellenbosch Municipality disagree with such comments, the comments, and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the relevant provincial treasury and the Auditor General.</p> <p>35. Appointment of Consultants</p> <p>(1) The Accounting Officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system, or process designed or devised, by a consultant during the consultancy service is vested in the Stellenbosch Municipality.</p> <p>(5) Where the estimated value of fees is less than R 200,000 and the duration of the appointment is less than one year, any National Treasury and, where applicable, Construction Industry Development Board guidelines in respect of consulting services are considered.</p> <p>37. Unsolicited Bids</p> <p>(4) The Accounting Officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder to the National Treasury and the relevant provincial treasury for comment.</p> <p>(5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the Accounting Officer, depending on its delegations.</p>

Policy/ By-law	Summarized Nature of change
	<p>(6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.</p> <p>(7) When considering the matter, the adjudication committee must consider –</p> <p style="padding-left: 40px;">(a) Any comments submitted by the public; and</p> <p style="padding-left: 40px;">(b) Any written comments and recommendations of the National Treasury or the relevant provincial treasury.</p> <p>(8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the Accounting Officer must submit to the Auditor General, the relevant Provincial Treasury and the National Treasury the reasons for rejecting or not following those recommendations.</p> <p>38. Combating of Abuse of Supply Chain Management</p> <p>(1) The Accounting Officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of subparagraphs (1)(b)(ii), (e) or (f) of this Policy.</p> <p>(2) SCM compliance regarding BBBEE, Local Content and Municipal Accounts during evaluation stages:</p> <p style="padding-left: 40px;">(a) BBBEE</p> <p style="padding-left: 80px;">(i) Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.</p> <p style="padding-left: 80px;">The Municipality reserves the right to require from a bidder during evaluation and consideration stages or any other stage before the award are made, to substantiate any claim regarding preferences. (Reference to National Treasury bidding document MBD 6.1)</p> <p style="padding-left: 80px;">B-BBEE Certificates or Sworn Affidavits must be a valid original or certified copy of the original and must comply with the minimum validation criteria as set out by National Treasury. In cases where a bidder submitted a copy of an original B-BBEE Certificate at the closing date and time of the bid, the bidder may be requested to submit the original or certified copy of the original within a specified period. If the required certificate is submitted within the specified time, and the certificate complies with the requirements set by National Treasury, the bidder may be awarded the points that they qualify for.</p> <p style="padding-left: 40px;">(b) Local Content:</p> <p style="padding-left: 80px;">Requesting of documentation during evaluation.</p>

Policy/ By-law	Summarized Nature of change
	<p style="text-align: right;">(i) The Municipality reserves the right (on a case by case basis) to require from a bidder during evaluation and consideration stages or any other stage before the award are made, to substantiate any claim regarding local content. (Reference to National Treasury bidding document MBD 6.2)</p> <p style="text-align: right;">(c) Municipal Accounts:</p> <p style="text-align: right;">(i) The Municipality reserves the right to require from a bidder during evaluation and consideration stages or any other stage before the award are made, to verify that their municipal accounts are in order (MBD 10)</p> <p>42. Performance Management</p> <p>(1) The Accounting Officer must establish and implement an internal monitoring system to determine, based on a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved. The retrospective analysis will link to the regulatory reports and submissions on the implementation of the supply chain management policy to the delegated authorities as prescribed in terms of supply chain management regulations and the delegation system of council, as amended from time to time.</p> <p>PART 4: OTHER MATTERS</p> <p>43. PROHIBITION ON AWARDS TO PERSONS WHOSE TAX MATTERS ARE NOT IN ORDER</p> <p>(1) Where the recommended bidder is not tax compliant on the date of award, the bidder should be notified of the non-compliant status and be requested to submit written proof of tax compliance, or an arrangement issued from SARS within 7 working days from the date of award. The proof of tax compliance submitted by the bidder must be verified by the Municipality. The Municipality will reject a bid submitted by the bidder if such bidder fails to provide proof of tax compliance within the timeframe as set out above.;</p> <p>Minor grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the "Track Changes" that has been activated in said document.</p>

Policy/ By-law	Summarized Nature of change
Wayleave Policy	<p data-bbox="475 222 906 254">2022/2023 Wayleave Policy Changes</p> <p data-bbox="475 285 1409 380">Minor grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p data-bbox="475 415 1235 447"><i>The following changes were made to the aforementioned policy:</i></p> <p data-bbox="532 478 915 510">3.3 Basic Wayleave Procedure</p> <p data-bbox="602 541 1409 737">3.3.1.3 The Service Coordinator shall arrange a Services Verification Meeting on behalf of the Wayleave Applicant to meet up with the necessary Service Agencies. This will help facilitate the process mentioned in 3.3.1.2. The Service Coordinator shall only arrange a Services Verification Meeting once the Wayleave Applicant is in good standing with the Stellenbosch Municipality.</p> <p data-bbox="532 768 781 800">3.11 Traffic Control</p> <p data-bbox="602 831 1409 947">3.11.3 The Service Coordinator can request that a traffic management plan be submitted Manager: Transport, Roads and Stormwater for approval. Any such Approved Traffic Management Plan shall be kept available on site.</p> <p data-bbox="532 978 786 1010">3.15 Excavations</p> <p data-bbox="602 1041 1409 1125">3.15.6 Where a roadway is crossed, a non-refundable Roadway Open Trench Fee will apply as well as outlined in the Municipal Tariffs.</p> <p data-bbox="602 1157 1409 1241">3.15.7 Where a road crossing is planned and executed the Wayleave Holder shall provide three 110mm dai sleeves and one 160mm dai sleeve.</p> <p data-bbox="602 1272 1409 1325">3.15.8 Road crossing to be clearly mark and painted in yellow on sidewalk.</p> <p data-bbox="602 1356 1409 1503">3.15.9 Backfilling of road crossings: excavated material CANNOT be used to backfill road crossing trenches. The Wayleave Approval will specify the acceptable backfilling material. All excavated material must be removed from site before backfilling to avoid reuse.</p> <p data-bbox="581 1524 951 1556">3.16 Trenchless Methods</p> <p data-bbox="688 1598 1409 1682">3.16.2 The depth to the top of any tunnel that is drilled for the installation of new Services must be at least 800 mm measured from the lowest level of the road surfacing.</p> <p data-bbox="688 1713 1409 1797">3.16.3 Where a directional drilling is planned and executed the Wayleave Holder shall provide and additional sleeve for future municipal use.</p> <p data-bbox="688 1829 1409 1881">3.16.4 Direction drilling to be clearly mark and painted in yellow on sidewalk.</p>

Policy/ By-law	Summarized Nature of change
<p>Budget Implementation and Monitoring Policy</p>	<p>2022/2023 Budget Implementation and Monitoring Policy Changes</p> <p>Minor grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p><i>The following areas were changed in the aforementioned policy:</i></p> <p>a) <u>Fines</u></p> <p>Income from fines will be budgeted for based on the actual fines issued in the preceding year (calculated on the basis of actual fines issued till end of February of each year, extrapolated over 12 months) and the percentage growth rate as determined by Financial Services for a particular budget year.</p> <p>5.4 Components of the Budget</p> <p>a) The annual budget and adjustments budget shall, as required by Section 17(2) of the MFMA consist of:</p> <ol style="list-style-type: none"> I. the Capital component, and II. the Operating component III. Cash flow budget IV. Balance sheet budget <p>b) The operating component shall duly reflect the impact of the capital component on:</p> <ol style="list-style-type: none"> I. Compensation of employees & Remuneration of Councillors II. Bulk Purchases III. Debt impairment IV. Depreciation charges; V. ; VI. Finance charges; VII. Inventory consumed; VIII. Contracted services; IX. Transfer and subsidies; and X. Other operating expenses. <p>6.7 Submission of approved adjustments budget and other documents</p> <p>(a) The Municipal Manager must comply with section 28(7) of the Act read together with section 24(3) of the Act within ten working days after the municipal council has approved and adjustments budget.</p> <p>b) When submitting an adjustments budget to National Treasury and other relevant Provincial Treasury in terms of section 28(7) of the Act read together with section 24(3) of the Act, the municipal manager must also submit to National Treasury and the relevant Provincial Treasury, I both printed and electronic form –</p>

Policy/ By-law	Summarized Nature of change
	<p>i. The supporting documentation within ten working days after the municipal council has approved the adjustments budget;</p> <p>ii. The amended service delivery and budget implementation plan, within ten working days after the council has approved the amended plan in terms of the section 54(1)(c) of the Act; and</p> <p>iii. Any other information as may be required by the National Treasury.</p> <p>(c) The municipal manager must send copies of an adjustments budget and supporting documentation, in electronic pdf format to the local government upload portal –</p> <p>i. Any other municipality affected by that adjustments budget within ten (10) working days of the adjustments budget being tabled in the municipal council; and</p> <p>ii. Any other organ of state on receipt of a request from that organ of state.</p>
Accounting Policy	<p>2022/2023 Accounting Policy Changes</p> <p>1.34 Presentation currency</p> <p>These annual financial statements are presented in South African Rand, which is the functional currency of the municipality.</p> <p>1.35 Construction contracts and receivables</p> <p>Construction contract is a contract, or a similar binding arrangement, specifically negotiated for the construction of an asset or a combination of assets that are closely interrelated or interdependent in terms of their design, technology and function or their ultimate purpose or use.</p> <p>Contractor is an entity that performs construction work pursuant to a construction contract.</p> <p>A contractor is an entity that enters into a contract to build structures, construct facilities, produce goods, or render services to the specifications of another entity either itself or through the use of sub contractors. The term “contractor” thus includes a general or prime contractor, a subcontractor to a general contractor, or a construction manager.</p> <p>1.36 Segment Information</p> <p>A segment is an activity of an entity:</p> <ul style="list-style-type: none"> •that generates economic benefits or service potential (including economic benefits or service potential relating to transactions between activities of the same entity); •whose results are regularly reviewed by management to make decisions about resources to be allocated to that activity and in assessing its performance; and

Policy/ By-law	Summarized Nature of change
	<p style="text-align: center;">•for which separate financial information is available.</p> <p>Reportable segments are the actual segments which are reported on in the segment report. They are the segments identified above or alternatively an aggregation of two or more of those segments where the aggregation criteria are met.</p> <p>Measurement</p> <p>The amount of each segment item reported is the measure reported to management for the purposes of making decisions about allocating resources to the segment and assessing its performance. Adjustments and eliminations made in preparing the entity's financial statements and allocations of revenues and expenses are included in determining reported segment surplus or deficit only if they are included in the measure of the segment's surplus or deficit that is used by management. Similarly, only those assets and liabilities that are included in the measures of the segment's assets and segment's liabilities that are used by management are reported for that segment. If amounts are allocated to reported segment surplus or deficit, assets or liabilities, those amounts are allocated on a reasonable basis.</p> <p>If management uses only one measure of a segment's surplus or deficit, the segment's assets or the segment's liabilities in assessing segment performance and deciding how to allocate resources, segment surplus or deficit, assets and liabilities are reported in terms of that measure. If management uses more than one measure of a segment's surplus or deficit, the segment's assets or the segment's liabilities, the reported measures are those that management believes are determined in accordance with the measurement principles most consistent with those used in measuring the corresponding amounts in the entity's financial statements.</p> <p>2 New standards and interpretations</p> <p>2.1 Standards and interpretations not yet effective or relevant</p> <p>In the current year, the municipality has adopted the following standards and interpretations that are effective for the current financial year and that are relevant to its operations:</p> <p>IGRAP 20: Accounting for Adjustments to Revenue</p> <p>As per the background to this Interpretation of the Standards of GRAP, there are a number of legislative and regulatory processes that govern how entities levy, charge or calculate revenue, in the public sector. Adjustments to revenue already recognised in terms of legislation or similar means arise from the completion of an internal review process within the entity, and/or the outcome of an external appeal or objection process undertaken in terms of legislation or similar means. Adjustments to revenue include any refunds that become payable as a result of the completion of a review, appeal or objection process. The adjustments to revenue already recognised following the outcome of a review, appeal or objection process can either result in a change in an accounting estimate, or a correction of an error.</p> <p>As per the scope, this Interpretation of the Standards of GRAP clarifies the accounting for adjustments to exchange and non-exchange revenue charged in terms of legislation or similar means, and interest and penalties</p>

Policy/ By-law	Summarized Nature of change
	<p>that arise from revenue already recognised as a result of the completion of a review, appeal or objection process. Changes to the measurement of receivables and payables, other than those changes arising from applying this Interpretation, are dealt with in accordance with the applicable Standards of GRAP. The principles in this Interpretation may be applied, by analogy, to the accounting for adjustments to exchange or non-exchange revenue that arises from contractual arrangements where the fact patterns are similar to those in the Interpretation.</p> <p>The interpretation sets out the issues and relating consensus with accounting for adjustments to revenue.</p> <p>The effective date of the interpretation is for years beginning on or after 01 April 2020.</p> <p>The municipality has adopted the interpretation for the first time in the 2020/2021 annual financial statements.</p> <p>GRAP 110 (as amended 2016): Living and Non-living Resources</p> <p>The objective of this Standard is to prescribe the:</p> <ul style="list-style-type: none"> • recognition, measurement, presentation and disclosure requirements for living resources; and • disclosure requirements for non-living resources <p>It furthermore covers Definitions, Recognition, Measurement, Depreciation, Impairment, Compensation for impairment, Transfers, Derecognition, Disclosure, Transitional provisions and Effective date.</p> <p>The subsequent amendments to the Standard of GRAP on Living and Non-living Resources resulted from editorial changes to the original text and inconsistencies in measurement requirements in GRAP 23 and other asset-related Standards of GRAP in relation to the treatment of transaction costs. Other changes resulted from changes made to IPSAS 17 on Property, Plant and Equipment (IPSAS 17) as a result of the IPSASB's Improvements to IPSASs 2014 issued in January 2015 and Improvements to IPSASs 2015 issued in March 2016.</p> <p>The most significant changes to the Standard are:</p> <ul style="list-style-type: none"> • General improvements: To clarify the treatment of transaction costs and other costs incurred on assets acquired in non-exchange transactions to be in line with the principle in GRAP 23; and To clarify the measurement principle when assets may be acquired in exchange for a non-monetary asset or assets, or a combination of monetary and non-monetary assets • IPSASB amendments: To clarify the revaluation methodology of the carrying amount and accumulated depreciation when a living resource is revalued; To clarify acceptable methods of depreciating assets; and To define a bearer plant and include bearer plants within the scope of GRAP 17 or GRAP 110, while the produce growing on bearer plants will remain within the scope of GRAP 27 <p>The effective date of the standard is for years beginning on or after 01 April 2020.</p> <p>The municipality has adopted the standard for the first time in the 2020/2021 annual financial statements. The impact of the standard is not material.</p>

Policy/ By-law	Summarized Nature of change
	<p>IGRAP 1 (revised): Applying the Probability Test on Initial Recognition of Revenue</p> <p>The amendments to this Interpretation of the Standard of GRAP clarifies that the entity should also consider other factors in assessing the probability of future economic benefits or service potential to the entity. Entities are also uncertain of the extent to which factors, other than the uncertainty about the collectability of revenue, should be considered when determining the probability of the inflow of future economic benefits or service potential on initial recognition of revenue. For example, in providing certain goods or services, or when charging non-exchange revenue, the amount of revenue charged may be reduced or otherwise modified under certain circumstances. These circumstances include, for example, where the entity grants early settlement discounts, rebates or similar reductions based on the satisfaction of certain criteria, or as a result of adjustments to revenue already recognised following the outcome of any review, appeal or objection process.</p> <p>The consensus is that on initial recognition of revenue, an entity considers the revenue it is entitled to, following its obligation to collect all revenue due to it in terms of legislation or similar means. In addition, an entity considers other factors that will impact the probable inflow of future economic benefits or service potential, based on past experience and current facts and circumstances that exist on initial recognition.</p> <p>A municipality applies judgement based on past experience and current facts and circumstances.</p> <p>The effective date of the amendment is for years beginning on or after 01 April 2020.</p> <p>The municipality has adopted the interpretation for the first time in the 2020/2021 annual financial statements.</p> <p>GRAP 18 (as amended 2016): Segment Reporting</p> <p>Segments are identified by the way in which information is reported to management, both for purposes of assessing performance and making decisions about how future resources will be allocated to the various activities undertaken by the municipality. The major classifications of activities identified in budget documentation will usually reflect the segments for which an entity reports information to management.</p> <p>Segment information is either presented based on service or geographical segments. Service segments relate to a distinguishable component of an entity that provides specific outputs or achieves particular operating objectives that are in line with the municipality's overall mission. Geographical segments relate to specific outputs generated, or particular objectives achieved, by an entity within a particular region.</p> <p>The subsequent amendments to the Standard of GRAP on Segment Reporting resulted from editorial and other changes to the original text have been made to ensure consistency with other Standards of GRAP. The most significant changes to the Standard are:</p> <ul style="list-style-type: none"> • General improvements: An appendix with illustrative segment disclosures has been deleted from the Standard as the National Treasury has issued complete examples as part of its implementation guidance.

Policy/ By-law	Summarized Nature of change
	<p>The effective date of the standard is for years beginning on or after 01 April 2020</p> <p>The municipality has adopted the standard for the first time in the 2019/2019 annual financial statements</p> <p>The adoption of this standard has not had a material impact on the results of the municipality but has resulted in more disclosure than would have previously been provided in the annual financial statements.</p> <p>2.2 Standards and interpretations issued, but not yet effective</p> <p>The municipality has not early adopted any GRAP standard that is not effective.</p> <p>2.3 Standards and interpretations issued, but not yet effective</p> <p>The municipality has not applied the following standards and interpretations, which have been published and are mandatory for the municipality's accounting periods beginning on or after 01 July 2021 or later periods:</p> <p>GRAP 104 (amended): Financial Instruments</p> <p>Following the global financial crisis, a number of concerns were raised about the accounting for financial instruments. This included that (a) information on credit losses and defaults on financial assets was received too late to enable proper decision-making, (b) using fair value in certain instances was inappropriate, and (c) some of the existing accounting requirements were seen as too rules based. As a result, the International Accounting Standards Board® amended its existing Standards to deal with these issues. The IASB issued IFRS® Standard on Financial Instruments (IFRS 9) in 2009 to address many of the concerns raised. Revisions were also made to IAS® on Financial Instruments: Presentation and the IFRS Standard® on Financial Instruments: Disclosures. The IPSASB issued revised International Public Sector Accounting Standards in June 2018 so as to align them with the equivalent IFRS Standards.</p> <p>The revisions better align the Standards of GRAP with recent international developments. The amendments result in better information available to make decisions about financial assets and their recoverability, and more transparent information on financial liabilities. The most significant changes to the Standard affect:</p> <ul style="list-style-type: none"> • Financial guarantee contracts issued • Loan commitments issued • Classification of financial assets • Amortised cost of financial assets • Impairment of financial assets • Disclosures <p>The effective date of the is not yet set by the Minister of Finance.</p> <p>The municipality expects to adopt the standard for the first time when the Minister sets the effective date for the standard.</p>

Policy/ By-law	Summarized Nature of change
Asset Management Policy	<p>2022/2023 Asset Management Policy Changes</p> <p>Minor grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the "Track Changes" that has been activated in said document.</p> <p><i>The following changes were made to the aforementioned policy:</i></p> <p>1. STATUTORY AND REGULATORY FRAMEWORK</p> <p>This policy must comply with all relevant legislative requirements including:</p> <ul style="list-style-type: none"> • The Constitution of the Republic of South Africa, 1996 • Municipal Structures Act, 1998 • Municipal Systems Act, 2000 • Division of Revenue Act (enacted annually) • Municipal Finance Management Act of 2003 <p>Also, this policy must comply with the standards specified by the Accounting Standards Board. The relevant currently recognized accounting standards include:</p> <ul style="list-style-type: none"> • GRAP 17 Property, plant or equipment • GRAP 16 Investment property • GRAP 31 Intangibles • GRAP 103 Heritage Assets • GRAP 27 Agriculture • GRAP 21 & 26 Impairment • GRAP 12 Inventories <p>Rehabilitation/Enhancements/Renewals of Capital Assets</p> <p>Expenditure to rehabilitate, enhance or renew an existing capital asset (including separately depreciable parts) can be recognised as capital if:</p> <ul style="list-style-type: none"> • That expenditure satisfies the recognition criteria. • That expenditure is enhancing the service provision of that capital asset beyond its original expectation (i.e., not maintenance) and either that expenditure: <ul style="list-style-type: none"> • Increases the useful life of that capital asset (beyond its original life). • Increases that capital asset capacity (beyond its original capacity). • Increases the performance of the capital asset (beyond the original performance). • Increases the functionality of that capital asset. • Reduces the future ownership costs of that capital asset significantly; or • Increases the size of the asset or changes its shape. <p>The following points are important to note:</p> <ul style="list-style-type: none"> • Approval through the budget process for these improvements may require a business case. • It must be probable that the expenditure will lead to the level of

Policy/ By-law	Summarized Nature of change
	<p>benefits expected.</p> <ul style="list-style-type: none"> • The expenditure to restore the functionality of the capital asset to its original level is a maintenance/refurbishment expense and not a capital expense. <p>Maintenance/ refurbishment will not be capitalised to the capital asset.</p> <p>The rehabilitated or renewed separately depreciable part will be derecognised and the replacement will be recognised. Where the separately identifiable asset is rehabilitated or renewed, the amount incurred will be added to the carrying value of the asset.</p> <p>Renewals have the same meaning and treatment as rehabilitation/enhancements and are different from refurbishment, which is seen as maintenance.</p> <p>Procedure to identify, budget and account for impairment losses:</p> <p>Financial Services Directorate - Financial Asset Management Section shall issue a memo to all directorates requesting them to identify assets that:</p> <p>Directorates will identify and inform Financial Services Directorate — Financial Asset Management section of assets that:</p> <ul style="list-style-type: none"> a) Are in a state of damage at year-end, b) Are technologically obsolete at year-end. This can be facilitated if directorates require Finance Directorate — Financial Asset Management section to supply them with a Fixed Asset Register printout pertaining to major assets showing the remaining useful lives of assets. The directorates can then assess and indicate cases where the assessed remaining useful life is shorter than the remaining useful life on the printout. <p><u>Procedures</u></p> <ul style="list-style-type: none"> a) Any items declared obsolete or damaged will be handed in to the Finance department – Financial Asset Management department for safekeeping. b) No items will be received by the Financial Services Directorate, Financial Asset Management section without a completed AT form and attached condemnation forms, counter signed by Finance Directorate – Financial Asset Management section, describing the status of the item and the reason for writing-off the item. c) Directorates must ensure that assets are disposed of in terms of the SCM policy. d) It is the responsibility of each directorate to ensure that all such assets to be disposed of are delivered to and received at the Finance Directorate – Financial Asset Management section. e) Approval for the disposal of assets is considered by the Municipal Manager only after a recommendation has been obtained from the following persons:

Policy/ By-law	Summarized Nature of change
	<p>i.Vehicles and Plant – Manager: Financial Asset Management and applicable Directorate;</p> <p>ii.Computers - Information Technology Manager.</p> <p>iii.Other Items – Directors/ Managers within the different directorates.</p> <p>f) After the approval of the Municipal Manager has been obtained, any vehicle written off must be deregistered immediately.</p> <p>g) All asset items lost, stolen or damaged must be reported to the Financial Services Directorate – Insurance section as well as Finance Directorate – Financial Asset Management section by completing the AT form.</p> <p>h) All asset items lost or stolen also need to be reported to the SAPS by the relevant department.</p> <p>Transfers, Reallocation or Reassignment of Property, Plant or Equipment</p> <p>a) An Asset Manager retains management accountability and control for a particular asset until another Asset Manager in writing does accept responsibility for that asset, and the Chief Financial Officer endorses the transfer.</p> <p>b) The Asset Manager must advise the Chief Financial Officer on the prescribed form whenever an asset is permanently or temporarily reallocated or reassigned from one location to another.</p> <p>c) The form must be completed and signed by both the sender and receiver</p> <p>d) The Manager: Financial Asset Management will appropriately amend the Asset Register with all approved transfers.</p> <p>e) Assets must solely and exclusively be used for the purpose of the</p> <p>f) Council's business.</p> <p>Verification of fixed assets</p> <p>a) Financial Services Directorate: Financial Asset Management Section shall at least once during every financial year undertake a comprehensive verification of all fixed assets controlled or used by the directorate concerned.</p> <p>b) Finance Directorate: Financial Asset Management Section shall promptly and fully report in writing to the Director: Financial Services in the format determined by the Director: Financial Services, all relevant results of such fixed asset verification, provided that each such asset verification shall be undertaken and completed as closely as possible to the end of each financial year, and that the resultant report shall be submitted to the Director: Financial Services not later than 30 June of the year in question.</p>

Policy/ By-law	Summarized Nature of change																				
Ward Allocation Policy	<p style="text-align: center;">Land and Buildings</p> <p>Land and buildings shall be treated using the cost model.</p> <p>Land shall be accounted for at cost, and shall not be depreciated. Land on which infrastructure and community assets are located shall be identified as land and buildings and not disclosed together with the infrastructure and community assets. Land not registered in the name of the municipality but controlled by the municipality by virtue of owner-occupied buildings thereon, shall be recognised at cost.</p> <p>Buildings shall be accounted at cost, less any accumulated depreciation and any accumulated impairment losses.</p>																				
	<p>2022/2023 Ward Allocation Policy Changes</p> <p>Minor grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p style="text-align: center;">8. CRITERIA FOR THE SELECTION OF PROJECTS</p> <p>In response to the current COVID-19 pandemic and the realignment of the budget for 2021/22, with severe budget cuts and adjustments, the following measures will be in place regarding ward allocations until further notice, and replace the information regarding capital and operational ward projects in this policy:</p> <ol style="list-style-type: none"> 1. The CAPEX for ward allocations is withdrawn from ward allocations for 2021/22; 2. The OPEX ward allocation is reduced to R50 000 per ward for 2021/22; 3. That OPEX be utilised to fund COVID prevention projects; this is in line with the request from Western Cape Government – Department of Local Government that ward allocation projects be aligned to address COVID-19 pandemic; 4. The following list of goods will be circulated for councillors to choose from in order to be utilised for the COVID prevention projects: <table border="1" data-bbox="511 1493 1409 1879"> <thead> <tr> <th colspan="3" style="text-align: center;">GOODS AVAILABLE FOR COVID PREVENTION PROJECTS (2021 – 22)</th> </tr> <tr> <th style="text-align: center;">ITEM</th> <th style="text-align: center;">PRICE</th> <th style="text-align: center;">QUANTITY NEEDED</th> </tr> </thead> <tbody> <tr> <td>Masks for children</td> <td></td> <td></td> </tr> <tr> <td>Masks for adults</td> <td></td> <td></td> </tr> <tr> <td>Face cloths</td> <td></td> <td></td> </tr> <tr> <td>Hand towels</td> <td></td> <td></td> </tr> <tr> <td>Polar-fleece blankets</td> <td></td> <td></td> </tr> </tbody> </table>	GOODS AVAILABLE FOR COVID PREVENTION PROJECTS (2021 – 22)			ITEM	PRICE	QUANTITY NEEDED	Masks for children			Masks for adults			Face cloths			Hand towels			Polar-fleece blankets	
GOODS AVAILABLE FOR COVID PREVENTION PROJECTS (2021 – 22)																					
ITEM	PRICE	QUANTITY NEEDED																			
Masks for children																					
Masks for adults																					
Face cloths																					
Hand towels																					
Polar-fleece blankets																					

Policy/ By-law	Summarized Nature of change		
	250 ml refill sanitiser spray bottle		
	5L bulk sanitiser		
	Hand soap (per box)		
	<p>5. Prices for the goods will be communicated as soon as the 2021/22 financial year commences. Current prices of goods will be made available to assist with planning processes.</p> <p>6. A separate form similar to the table above will be issued that must be completed by ward councillors to register the COVID prevention project.</p> <p>7. The goods will not be issued with a municipal logo, as the logo is only used for officials and official municipal branding.</p> <p>8. Ward councillors must be discouraged from requesting nutritional support assistance. Currently, the Special Investigations Unit are investigating numerous municipalities around the country on matters related to food parcel / nutritional support irregularities, distribution and allocation.</p>		
	<p>9. BASIS FOR ALLOCATING WARD ALLOCATION BUDGET</p>		
	<p>90.2.Council MAY allocate as part of the municipal annual budgetary process certain funding from the rates accounts towards the Ward Allocations which may be an Operating Budget allocation and/or a Capital Budget allocation. The funding provided for each ward in the municipality must be equal;</p>		
	<p>90.2.Ward allocation funding might be approved annually as part of the budgeting process with a percentage distribution between capital and operational funding if there is allocation for both capital and operational. All capital projects must be captured on the municipality's capital project identification, planning and prioritization system.</p>		
	<p>10.POOLING OF FUNDS BETWEEN WARDS</p>		
	<p>Subject to the clause Error! Reference source not found. ward allocations may be pooled in order to achieve higher impact and enable legacy projects.</p>		