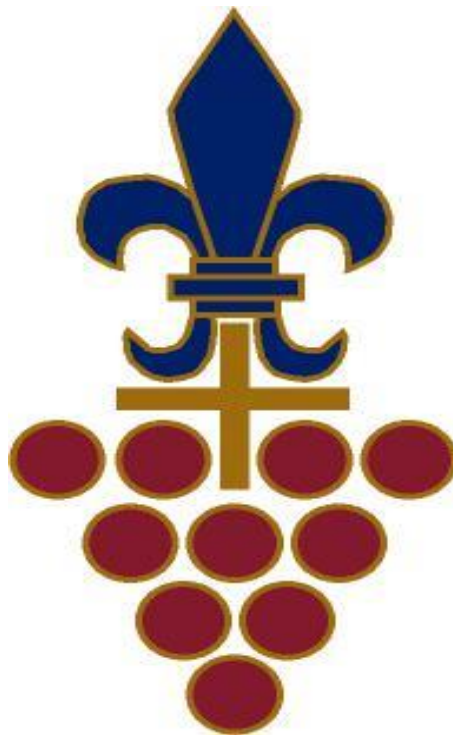


APPENDIX 4

STELLENBOSCH MUNICIPALITY



SUMMARY OF CHANGES TO BUDGET AND RELATED POLICIES

2026/2027



STELLENBOSCH MUNICIPALITY

SUMMARY OF POLICIES

Policy/ By-law	Summarized Nature of change
Insurance Policy	<p><u>Insurance Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Insurance Policy were modified to include changes that enhanced or fine-tune the application of the current policy.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p><u>Substantial Changes - The Policy (pages 7)</u></p> <ul style="list-style-type: none"> • 5.2(c) and • 5.2(e) where we indicated a specified number of days.
Rates Policy	<p><u>Rates Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Rates Policy were modified to include changes that enhanced or fine-tune the application of the current policy.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes:</p> <p><u>Substantial Changes - The Policy</u></p> <ul style="list-style-type: none"> • The numbering of paragraphs was set to apply such numbering Paragraph 8.6 [<i>Stellenbosch Special Rebate</i>] [SSR] was modified to clarify the applicability of such rebates to campuses of universities and colleges in the jurisdiction of the Municipality (page 13).

Policy/ By-law	Summarized Nature of change
	<ul style="list-style-type: none"> Paragraph 12 [<i>Clearance Certificates</i>] [new sub-paragraph (iv)] was modified by stating the validity period and the contents of a clearance certificate (page 16). Paragraph 14.1 (a) was modified to provide for long-term application of the [SSR] rebate applications (page 17).
Indigent Policy	<p><u>Indigent Policy 2026/27</u></p> <p>Various aspects of the 2026/2027 Indigent Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 “Table of Contents” was updated to record the applied changes. The details of such and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes:</p> <p><u>Substantial Changes- The Policy</u></p> <ul style="list-style-type: none"> Paragraph 9: the Indigent Register”: A new sub-paragraph (d) was added to ensure flexibility in the registry system for the processing of renewing of indigent consumers (pages 11-12). New Paragraph 13 – “Stakeholders”: This new requirement for Stakeholders was added after assessment by the team from Performance Monitoring: Department of Local Government: Western Cape Government (page 13). Effective Date 01 July 2026
Credit Control and Debt Collection Policy	<p><u>Credit Control and Debt Collection Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Credit Control and Debt Collection Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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.</p>

Policy/ By-law	Summarized Nature of change
	<p>The “Table of Contents” were updated to record the applied changes. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes:</p> <p><u>Substantial Changes – The Policy</u></p> <ul style="list-style-type: none"> • Paragraph 6.5, regarding these service contract which now explicitly delineates the debt responsibility of the new owner versus the previous owner. This is specifically added for cases when the new owner has not signed the services contract, thus the Deeds registration date sets the new owners’ responsibilities (page 10). • Paragraph 8.2, “digitally derived addresses” nw added in addition to email addresses (page 11). • Effective Date 01 July 2026
Irrecoverable Debt Policy	<p><u>Irrecoverable Debt Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 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 add the details of the “Contact of Responsible Office”.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Substantial Changes</u></p> <ul style="list-style-type: none"> • Paragraph 3.1 and 3.2 was modified (pages 2-3). • The cut-off amounts on both paragraphs 3.1 and 3.2 have been modified to new levels (pages 2-3). • Paragraph 3.2 was modified such that clarity regarding the writing-off provisions of the “interest” component has been stated more explicitly. Moreover, writing-off has been restricted to once only per account (pages 2-3). • Paragraph 6 was added to reflect the contact details of the section responsible to address Irrecoverable Debt enquiries (page 3).

Policy/ By-law	Summarized Nature of change
Development Charges Policy	<p>Development Charges Policy 2026/2027</p> <p>Various aspects of the 2026/2027 Development Charges Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes</p> <p><u>Substantial Changes</u></p> <p>1. Definitions (page 4)</p> <p>1.16 ‘land development application’ means an application for approval of land development including a building plan application or any application or use that will increase or that is reasonably expected to increase demand on existing and planned external engineering services capacity.; - were amended</p> <p>1.18 ‘link engineering service’ means the capital infrastructure assets associated with that portion of an external engineering service which links an internal engineering service to the applicable bulk service- were amended.</p> <p>3. Legislative (Regulatory) Framework</p> <p>3.1 Source of Empowerment deleted and Relevant legislation were amended and moved up a number (page 7): Attention is directed to the provisions of the following legislation. - For ease of reference some of the relevant provisions therein contained, are set out and/or quoted verbatim further below.</p> <p>3.2.1 The Constitution (page 8) Municipalities derive their fiscal powers from section 229 of the Constitution. Section 229(1)(a) empowers a municipality to impose rates on property and surcharges on fees for services provided by or on behalf of the Municipality. Section 229(1)(b) empowers a municipality, if authorised by national legislation, to impose other taxes, levies and duties.</p> <p>According to section 229 (2) the power of a municipality to impose rates on property, surcharges on fees for services provided by or on behalf of the Municipality, or other taxes, levies or duties-</p>

Policy/ By-law	Summarized Nature of change
	<ul style="list-style-type: none"> o may not be exercised in a way that materially and unreasonably prejudices national economic policies, economic activities across municipal boundaries, or the national mobility of goods, services, capital or labour; and o may be regulated by national legislation. <p>In terms of Schedule 4B of the Constitution, the competency of municipal planning is conferred on municipalities.</p> <p>3.2.2 The Systems Act (pages 8-10) The extract from the System Act was added</p> <p>Essentially the Amendment Act seeks to regulate the power of municipalities to levy development charges in respect of a land development application submitted to the Municipality in terms of section 33(1) of SPLUMA or a municipal planning by-law.</p> <ul style="list-style-type: none"> • Section 3 of the Amendment Act was added • Clause was change to Section <p>3.2.6 (a) Municipal Fiscal Powers and Functions Act, 12 of 2007 – ('Fiscal Powers Act') (pages12-13) (b) deleted year referenced as 2007; - (added) Section 3 of the Fiscal Powers Act by adding subsection (1)(b) to state separately from municipal surcharges and taxes that it applies to "development charges" and by adding subsection (2) to provide that the chapters relating to municipal tax and surcharges do not apply to development charges. As such, it is apparent that the legal basis for a development charge is not necessarily section 229 of the Constitution but rather the incidental power flowing from the Municipality's competency relating to municipal planning in Schedule 4B of the Constitution. - Section 4: Clause changed to Section.</p> <p>3.3. Interpretation was deleted (page 15).</p> <p>5. Key Principles of the Policy (Page 15-17) 5.1 was amended 5.2 and 5.3 were added</p> <p>5.3.1 Equity and Fairness: (added)- thereby promoting social and economic inclusion and redressing historical imbalances were added 5.3.4 and 5.3.5 additions were made for more clarity</p>

Policy/ By-law	Summarized Nature of change
	<p>6. Obligation to Impose a Development Charge (pages 17-18)</p> <p>6.1 Development Charges Apply (pages 17-18)</p> <p>Without detracting from the provisions of the key principles outlined in paragraph 5 above or the special arrangements set out in paragraph 13 below and the development charges levied and/or payable in terms thereof. When the Municipal Planning Tribunal or Municipality (delegated authority) approves a land development application or any application or use which will or may result in an increased demand on external engineering services capacity or infrastructure, it may levy a development charge proportional to the calculated municipal public expenditure that has or may be incurred to satisfy the increased demand according to the normal need arising from such approval.</p> <p>9. Installation of External Engineering Services instead of the Payment of Development Charges (pages.22-23)</p> <p>9.4 The Municipality may require a developer to install external engineering services with a capacity greater than that needed for the proposed development alone, where such increased capacity is necessary to support planned future development in the surrounding area and is in accordance with an approved municipal master plan. Where the fair and reasonable cost of providing such external engineering services exceeds the development charge payable by the developer, the Municipality may, subject to a written agreement, reimburse the developer or offset the amount in excess of the development charge. Such reimbursement shall only apply where the infrastructure forms part of an approved master planning programme for the relevant service and has been approved as a capital project in the Municipality's budget. Any reimbursement or offset must occur in accordance with an agreed payment schedule, not exceeding three (3) years from the completion date of installation, unless the developer waives the right to reimbursement.</p> <p>The Municipality is under no obligation to agree to any reimbursement or offset. If the Municipality is unable to reimburse the developer due to budgetary constraints, lack of budgetary approval by Council, or any other reason, the developer must elect either to:</p> <ul style="list-style-type: none"> (a) proceed with the development and fund the shortfall at his/her own cost, without reimbursement; or (b) delay the development until the Municipality has made the necessary budgetary provision. <p>These funding considerations will be taken into account when assessing any land use application to ensure that approvals are granted prudently and with due regard to financial sustainability.</p>

Policy/ By-law	Summarized Nature of change
	<p>9.5 If the developer elects to develop outside the Municipality’s approved capital expenditure framework, he or she will have to fund the provision of services to enable such development. Subject to approval of the Municipality, DCs can be used as a funding source, if it is a bulk service, but any shortfall will have to be covered by the developer. There is no obligation on the Municipality to provide services to land simply because an owner wants to develop his/her land and the Municipality is not obligated to re-imburse the developer for such expense. Section 152 of the Constitution emphasises the fact that the Municipality must structure its administration and budgeting and planning processes to give priority to the basic needs of the community.</p> <p>9.6 When a developer installs external engineering services instead of payment of a development charge, he or she must adopt the most cost-effective and efficient approach to meet the Municipality’s technical standards. The principles of procuring the most cost-effective and efficient services must be followed. Therefore, the installation of engineering services must be provided at costs based on a competitive procurement process (in the form of a formal quotation or tender process for purposes of which – at least three quotations or tenders have to be obtained) tenders or quotes - and evaluated by the developer’s consultant with a recommendation for appointment. Such recommendation must be approved by the Municipality before the appointment of a contractor for this purpose.</p> <p>10. Non-Provision by the Municipality (page 23)</p> <p>10.2.1 (added to paragraph) or any interest thereon.</p> <p>12. Rebates, Exemptions & Discounts (pages 24-26)</p> <p>12.1 The Municipality may only grant a rebate - for a category of applicants or a category of land developments through reducing the development charge payable in respect thereof or exempt a category of applicants or a category of land developments from paying development charges if it meets the following criteria. These projects will provide a social and economic benefit to the communities and the Municipality as a whole and, in so doing will alleviate some institutional and financial pressure on the Municipality in terms of providing social infrastructure and social development programmes):</p> <ul style="list-style-type: none"> • The beneficiaries of the land development must primarily be indigent persons, persons dependent on pensions or social grants for their livelihood, or persons temporarily without income; or • Public educational institutions, public hospitals, public clinics and other public infrastructure projects which are not profit seeking and which provide a service to especially the poorer communities; and

Policy/ By-law	Summarized Nature of change
	<ul style="list-style-type: none"> • The applicant for a rebate must be able to provide proof that the applicant is a registered non-profit or charitable community organisation. <p>12.2 Applications and motivations for rebates must be in writing and addressed to the Director: Infrastructure Services for evaluation, calculation of the applicable development charge as if it were payable, and submission of a recommendation to the Municipal Council for consideration. Such submission must clearly indicate how the application meets the criteria above. Should the submission/motivation fail to prove that it meets the required criteria, it will not be recommended to the Municipal Council for consideration.</p> <p>12.3 If a rebate - is granted, the Municipal Council must set out the reasons for its decision, must identify the alternative funding source for the required bulk engineering services to the value of the rebate, and must budget for and/or obtain funding from an alternative source to the value of the subsidy.</p> <p>12.4 Before the Municipality grants an individual subsidy, the responsible municipal department (indicated in brackets below) must:</p> <ul style="list-style-type: none"> 12.4.1. ensure that the revenue to be forgone as a result of any rebate approved by the Municipal Council is reflected in the Municipality's budget (Finance); 12.4.2. must provide for budgetary provision for the realisation of the revenue forgone to be made, from another realistically available source of revenue (Finance); 12.4.3. ensure that the monetary value of the rebate, together with the amount of any other payment or payments received by the Municipality towards the capital costs of external engineering services for an approved land development, is at least equal to the development charge applicable (Infrastructure and Finance). <p>12.6. Land uses that qualify for automatic exemptions, are the following:</p> <ul style="list-style-type: none"> • All government subsidised housing programmes will be automatically exempt from DCs. These housing projects are approved by the Municipal Council as per the Housing pipeline prior to implementation and such approval should include financial commitments regarding the provision of bulk services for these projects. Such projects would also typically qualify for government grants to fund the upgrade of bulk infrastructure. It is thus not necessary for development charges if the provision of bulk services is to be funded by alternative funding sources.

Policy/ By-law	Summarized Nature of change
	<p data-bbox="512 241 1396 387">If any bulk upgrades are identified to accommodate the new development during land use approval, then the onus will be on the Municipal Council to allocate the required funds to the budget as part of the project implementation.</p> <p data-bbox="397 432 1182 465">12.2-12.6 Deletions and additions were made (pages 25-26)</p> <p data-bbox="341 510 903 544">13. Special Arrangements (pages 26-30)</p> <p data-bbox="397 551 1374 1238">13.6 Handling of properties with historical land use rights: If a property (especially business and industrial zoned property) has an existing zoning right, it does not necessarily mean that DCs have been paid on the full development potential of the property when such zoning was approved. As such, when a developer/applicant unlocks the full or further development potential on property with historical land use rights (including instances where only submission of an application for lan development in the form of a building plan application is required) development charges will be levied based on the increased demand or reasonably expected increased demand on existing and planned engineering services capacity. A DC credit can only be granted if a DC for a specific development or building has been paid in the past, or if there are existing permanent, legal buildings (has building plan approval on the site which service demand has already been absorbed into the bulk service networks for which a DC has been paid. Otherwise, there is no justification for granting such a credit. The onus to prove that DCs have been paid is on the developer/applicant. DC's will be payable before building plan approval.</p> <p data-bbox="378 1283 1374 1697">13.7 Temporary Departures: In respect of temporary departures, development charges will be levied at 20% of the normal development charge and at each extension of a temporary departure, a further 20% will be levied until 100% of the normal development charge is levied. If a permanent right is applied for, then credit will be granted for DC's previously paid, and the onus is on the developer to provide proof of payment. In addition, if, in the Municipality's opinion, any external engineering services upgrades are required to meet increased demand due to the impact of the temporary land use concerned, even if of a temporary nature, the developer must construct such upgrade at own cost.</p> <p data-bbox="378 1749 1374 1854">13.13 General: Notwithstanding any other provision of this policy, the granting of any credit in respect of development charges or any reimbursement or off-set remains in the discretion of the Municipality.</p>

Policy/ By-law	Summarized Nature of change
	<p>When considering whether to grant any credits or reimbursement or off-set in respect of development charges, the Municipality may take into account the following ,amongst others:</p> <ul style="list-style-type: none"> • Whether the development is in an area that is considered a priority development area by the Municipality • Whether granting the credit/off-set serves the broader public interest and is not to the detriment of other users or the community as a whole or is not only beneficial to the developer, whilst balancing the Municipality's ability to fund and maintain infrastructure • Whether the development is located within the municipal urban edge • Whether the development or engineering services to be installed is provided for in the Municipality's budget that is linked to and/or based on the Municipality's approved Integrated Development Plan • Whether the development falls within the Municipality's approved capital expenditure framework • Whether the developer has constructed or upgraded and/or will construct or upgrade infrastructure that benefits multiple users/developments and/or the community as a whole, and has been or will be ceded to the Municipality • Whether the development aligns with strategic municipal goals such as densification, affordable housing, economic development, or spatial transformation • Whether sufficient documentation exists to verify the credit claim and whether it is claimed within the applicable timeframe • Existing agreements, conditions of approval, or statutory obligations requiring credits to be granted <p>Any credits or off-set will only be applicable to the same erf and/or land in respect of which the credit or off-set was granted and cannot be utilised and/or set off in respect of and/or applied or transferred to a different erf. Any such credits or reimbursement will expire within a period of 3 years of having been granted or from becoming due to the developer.</p> <p>Appendix A removed (pages 29-33).</p>
Wayleave- Policy	<p><u>Wayleave Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Wayleave Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</p>

Policy/ By-law	Summarized Nature of change
	<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 Table of Contents were updated to record the applied changes. The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Substantial Changes</u></p> <p>1.Introduction</p> <p>1.2 Need for Co-ordination (page 4)</p> <p>For purposes of this Policy, coordination of Works in the public road reserve and on Municipal Land includes (i) forward planning and sequencing of Works across all Service Agents to avoid avoidable conflict and premature disturbance to rehabilitated assets, and (ii) the application, verification, approval and enforcement of Wayleaves for any Works to be executed. This is supported by the submission of annual work plans, service coordination meetings, and the maintenance of accurate digital service records. Without these controls, uncoordinated and/or illegal Works increase the risk of service interruptions, asset damage, public safety incidents, and claims against Council.</p> <p>1.3 Establishing a Wayleave Department (page 6-7: Second Paragraph)</p> <p>In order to effectively implement and sustain such a function a dedicated Wayleave Section has been established within the Municipality (collectively referred to as the Asset Management & Systems (Wayleaves) Section). This Section comprises the Wayleave Department (administrative processing and record- keeping), together with the designated technical function responsible for technical co-ordination, oversight, inspections and close-out (referred to in this Policy as the "Technician", including an appropriately delegated competent official where applicable). The five essential tasks that must be accomplished in establishing and sustaining the Wayleave Department and the Technician function are.</p> <p>(added) Organisation Structure: Wayleave Department).</p> <p>1.5 Wayleave Application Form (page 8)</p> <p>The General Wayleave Conditions: The general conditions may be amended by the Wayleave Department depending on the nature of the Work to be carried</p>

Policy/ By-law	Summarized Nature of change
	<p>out. Any project-specific amendments must be recorded in writing and issued together with the Approved Wayleave/Approval Letter;</p> <ul style="list-style-type: none"> - Approved Wayleave or Approval letter, - Services Verification Meeting Record - Public Liability Insurance Checklist, - Wayleave Tariffs as approved per financial year, - Certificate of Works Completion <p>Document Control: The Wayleave Department shall maintain the current controlled versions of all supporting documents. Where there is any conflict, the conditions and requirements contained in the Approved Wayleave/Approval Letter (including any project- specific conditions) shall prevail for that Work.</p> <p>2. Definitions (pages 9- 10)</p> <p>Accounting Officer" means the Municipal Manager, as contemplated in the Local Government: Municipal Finance Management Act, 2003.</p> <p>Technician" means the Municipality's designated technical official(s) responsible for technical review, coordination, inspections and compliance oversight in terms of this Policy, and includes the Principal Technician, Technician and/or Field Inspector acting under appropriate delegation, as applicable.</p> <p>3.2 Planning Work Time Schedules (page 13)</p> <p>3.2.1.1 Within a designated time period from the approval of this Policy and publication of the by-laws, each external Service Agency shall provide Council with digital records of all of its services within the jurisdiction of Stellenbosch Municipality for capturing purposes. This shall serve as the foundational basis for all subsequent planning and updates concerning new installations.</p> <p>3.3 Basic Wayleave Procedure (pages 13-17)</p> <p>3.3.1.1 Permission to work in the public road reserves and/ or in Municipal Land must be obtained from the Wayleave Department through a formal Wayleave application. The application must be submitted in writing and must describe the proposed Work, supported by the required details and design drawings/plans.</p>

Policy/ By-law	Summarized Nature of change
	<p>3.3.1.2 Upon receipt of an application, the Wayleave Department will conduct an administrative review to confirm that the submission is complete and that all required documentation and information has been provided. Where information is outstanding, the Applicant will be requested to provide the missing information before the application proceeds to technical review and service verification.</p> <p>3.3.1.3 The Applicant must obtain available Service Plans indicating the positions of existing Services from the relevant Service Agents/Owners identified by the Wayleave Department. The Service Plans must indicate the position and type of Services in the area where the Work will be undertaken. Where the Service Plans are incomplete or unclear, the Applicant may be required to undertake preliminary investigations to confirm the precise position and dimensions of existing Services.</p> <p>3.3.1.4 Once the Wayleave Department has confirmed that the application is complete and the Applicant is in good standing in respect of compliance requirements determined by the Municipality, the Wayleave Department shall, in consultation with the Technician, arrange a Services Verification Meeting with the relevant Service Agents/Owners and the Applicant. This meeting facilitates the verification process described in 3.3.1.3.</p> <p>3.3.1.5 During the Services Verification Meeting, the Wayleave Applicant and the Wayleave Department shall ensure that the control section on of the Services Verification Report form is completed and signed by each Service Agent. Each Service Agent must indicate whether there is no objection in principle to the issuing of the Wayleave, or whether there is an objection. Where an objection is recorded, detailed reasons and motivations must be provided. Any "no objection in principle" is subject to technical compliance with the relevant Service Agents' standards, compliance with Stellenbosch Municipality's standards, and consideration of planned municipal Works in the affected area.</p> <p>3.3.1.6 Once the Services Verification Report section has been completed by all the Service Agents, the Wayleave Department shall proceed with the assessment of the Wayleave Application in accordance with this Policy and shall prepare a recommendation for approval (with conditions) or refusal (with reasons). No Work in the public road reserves may commence before a Wayleave has been approved and issued to the applicant.</p> <p>3.3.1.9 Once a decision has been made, the Wayleave Department shall forward the decision to the Applicant. Where approval is granted, the documents issued to the Applicant will indicate approval of the application and the conditions of approval, and will include the signed approved plans, the signed Services Verification Record/Report and the signed Approved Wayleave.</p>

Policy/ By-law	Summarized Nature of change
	<p data-bbox="379 244 1385 349">3.3.1.10 Applicant must acknowledge receipt and understanding of the Approved Wayleave and its conditions by signing and returning a signed copy of the Approved Wayleave to the Wayleave Department.</p> <p data-bbox="331 394 1043 427">3.4 Work in the Public Road Reserve (pages 16 -17)</p> <p data-bbox="395 465 1385 696">3.4.2 The types of Work that require approval consultation with, and comments from the relevant Service Agents before a Wayleave is granted are Works that involve the installation, alteration, renewal or maintenance of Services and/or which require excavation in the public road reserve, traffic control and reinstatement of the roadway and pavements. Such Works must be dealt with in accordance with the procedures in Section 3.3. Examples include inter alia:</p> <p data-bbox="395 734 1385 840">3.4.4 The types of Work that do not include any construction or installation Work, and which do not require excavation, traffic control or reinstatement are deemed Routine.</p> <p data-bbox="395 855 1385 1077">3.4.6 An application shall also be made in respect of Works classified as Service-Sharing Installations which involve minimal or no excavation. Only if there is absolutely no excavation involved does it become unnecessary to appoint a Professional Engineer to be in control of the Works. unless otherwise required by the Wayleave Department due to the nature of the Works.</p> <p data-bbox="339 1122 727 1155">3.5 Wayleave (pages 17- 20)</p> <p data-bbox="395 1193 1385 1574">3.5.1 All Work in the public road reserves and in Municipal Land are controlled by a Wayleave. A Wayleave is simply permission to work at a specified time in a specified area in the public road reserves in accordance with the approved wayleave conditions and requirements. The wayleave must not be misconstrued as permission to build or install a structures or services or to plant or to connect a service or otherwise authorise any structure or Service. The onus is on the wayleave applicant or wayleave holder to ensure that he/ she attains all Council required permissions and approvals prior to commencement with his/ her Works applied for in the wayleave.</p> <p data-bbox="395 1697 1385 1803">3.5.9 The Wayleave Department will strive to limit the duration of the application review approval process to thirty (30) working days from the receipt of a complete application pack.</p> <p data-bbox="395 1854 1385 1989">3.5.13 If upon expiry of the notice period referred to in 3.5.12 or 3.5.13 the Wayleave Holder is still in default, the Work will be stopped, and the Wayleave Holder will be given a further specific timeframe by the Technician to make the site safe.</p>

Policy/ By-law	Summarized Nature of change
	<p data-bbox="491 241 1398 309">If the Wayleave Holder fails to do so the site may be made safe by the Municipality Technician, at the expense of the Wayleave Holder.</p> <p data-bbox="339 353 1082 387">3.6 Existing Services and Planned Services (page 20)</p> <p data-bbox="395 427 1398 730">3.6.4 The Wayleave Department shall, in consultation with the relevant Internal Service Agents and based on Council's planned Works (including the applicable planning horizon such as Council's five-year Work plan), consider whether planned municipal Works may affect the area applied for. Such planned works may influence whether a Wayleave is approved, the timing of the Works, and/or the conditions imposed on approval, taking account of the expected life of the proposed new Service.</p> <p data-bbox="339 770 815 804">3.7 Road Categories (pages 20-21)</p> <p data-bbox="395 844 1398 1068">3.7.4 Work carried out on arterials, major collectors and central business district roads will be restricted to outside the following periods, namely from 6:30 to 09:00 and 15:30 to 18:00, to ensure the free flow of traffic during peak hours. These times apply seven days a week unless otherwise authorised in the Approved Wayleave conditions (e.g., for approved night work or Emergency Work).</p> <p data-bbox="339 1108 767 1142">3.8 Restricted Roads (page 21)</p> <p data-bbox="395 1182 1398 1406">3.8.2 Restricted roads are roads across which opencut trenching/excavation is not permitted. A road is protected if it has been designated a restricted road by Council. Roads are designated as restricted when they are of particular strategic importance (Categories 1 to 4 in the new road asset classification) and/or where special engineering, traffic, or asset-protection considerations apply.</p> <p data-bbox="339 1447 783 1480">3.10 Costs and Tariffs (page 22)</p> <p data-bbox="376 1520 1398 1666">3.10.1.1 The administration and supervision fees are the tariff amounts that are payable by the Applicant upon submission of a Wayleave application form. These fee amounts will be determined by Council on the recommendation of the Technician from time to time,</p> <p data-bbox="491 1711 1398 1823">as included in the Municipal Tariffs. Proof of payment must be provided to the Wayleave Department before the application is processed.</p> <p data-bbox="376 1868 1398 2016">3.10.1.2 The administration and supervision fees cover Council's costs for Work done by the quality Wayleave Department to process the Wayleave application and for regular site inspection to ensure compliance and attending to related queries from the Wayleave</p>

Policy/ By-law	Summarized Nature of change
	<p>Holder associated with processing the Wayleave Application, issuing correspondence/approvals and conditions, maintaining the wayleave record, and conducting site inspections to monitor compliance and respond to queries raised by the Wayleave Holder.</p> <p>3.10.1.3 Where the Wayleave Holder deviates from the approved wayleave conditions and requirements (non-compliance), the applicable non-compliance tariffs may be levied in accordance with the Municipal Tariffs, in addition to any enforcement actions contemplated in this Policy. Non-compliance tariffs must be settled as required by Council and may be a basis for withholding the processing/approval of future applications until rectified.</p> <p>3.10.1.4 Where any individual, organisation, or Wayleave Holder undertakes Works in the public road reserve or on Municipal Land without an approved wayleave or valid authorisation (illegal works), the applicable illegal works tariffs may be levied in accordance with the Municipal Tariffs. Payment of an illegal works tariff does not constitute approval of the Works and does not remove the obligation to obtain the necessary permissions and to rectify any damage caused.</p> <p>3.10.2 Public Liability Insurance (page 23-)</p> <p>3.10.2.1 Council requires that any Wayleave Holder undertaking Work in the public road reserve or on Municipal Land must, for the duration of the Works (and any applicable defects/guarantee period where relevant), maintain valid, appropriate and sufficient public liability insurance (and any other insurance required by Council from time to time). It is an express condition of every Approved Wayleave that the Wayleave Holder indemnifies and holds Council harmless against any claims, demands, losses, damages, costs or expenses arising from, or in connection with, the Work performed under the Approved Wayleave, including any acts or omissions of the Wayleave Holder, its employees, agents or contractors.</p> <p>3.10.2.2 Where the Wayleave Holder damages any municipal infrastructure and/or leaves any portion of Council's Infrastructure Services in an unsafe condition, the Wayleave Holder must immediately notify Council and take all reasonable steps to make the area safe and rectify the damage. Where the Wayleave Holder fails to do so timeously, Council may undertake emergency making-safe and/or rectification works using its own resources and materials, and the full associated costs will be recovered from the Wayleave Holder.</p>

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	<p>3.10.4 Other Costs (pages 23- 24)</p> <p>3.10.4.1 In addition to the administration and supervision fees, other costs may arise from, or in connection with, the execution of Works under an Approved Wayleave, including the following:</p> <p>3.10.4.1.1 Damages to existing Services;</p> <p>3.10.4.1.2 Relocation, protection, support or temporary works required for of existing Services; etc.</p> <p>3.14 Preliminary Works and Cross- Cuts (pages 25- 26)</p> <p>3.14.1.1 The Municipal Traffic Department must always be notified in writing seven (7) working days in advance by the Wayleave Holder where preliminary Works will affect traffic operations and/or parking bays.</p> <p>3.14.1.4 Where preliminary Works require the temporary disestablishment of parking bays, the Municipal Traffic Department must be requested to remove parking meter heads and any applicable arrangements for compensation for loss of revenue must be made in accordance with the Municipal Tariffs and/or Council requirements.</p> <p>3.15 Excavations (page 27)</p> <p>3.15.5 The sightlines of motorists must at all times be kept clear of obstructions such as excavated material, signage or hoardings, particularly at intersections, accesses and pedestrian crossings.</p> <p>3.15 .7 Excavation areas must be clearly demarcated using warning signs and barriers positioned to provide sufficient advance warning for road users and pedestrians to react and change route safely.</p> <p>3.18 Routine Works (pages 29- 30)</p> <p>3.18 .1 Where Routine Maintenance Work requires any temporary traffic accommodation, signage or barricading, the requirements of Section 3.11 (Traffic Control) and any other applicable approvals must be complied with.</p> <p>3.18.3.3 Temporary diversion of traffic for public events, i.e. sport, mass action, parades, subject to the applicable traffic management and municipal approval requirements.</p> <p>3.19 Backfilling and Reinstatement (page 30)</p> <p>3.19.4 Backfilling must in all cases be done by the Wayleave Holder in accordance with Council's specifications and any conditions of the</p>

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	<p>Approved Wayleave. The Wayleave Holder remains responsible for maintaining the Works area in a safe condition, including adequate temporary reinstatement and traffic/pedestrian accommodation, until permanent reinstatement has been completed and accepted by Council (or, where Council performs reinstatement for internal Works, until the handover to Council's Roads, Transportation and Stormwater Department.</p> <p>3.20 Certificate of Completion (page 31)</p> <p>3.20.3 Where Work involves more than one street link (street block) and is undertaken in phases, a Completion Notice/Certificate must be submitted after completion of each phase, unless otherwise agreed in writing by the Wayleave Department.</p> <p>3.21 Policy Enforcement (page 31)</p> <p>3.21.1 Council reserves the right to enforce this Policy and the conditions of any Approved Wayleave, including the issuing of instructions, stopping of Works, and the levying of applicable tariffs and penalties in terms of the Municipal Tariffs, where relevant.</p>
<p>Cash Management and Investment Policy</p>	<p>Cash Management and Investment Policy 2026/27</p> <p>Various aspects of the 2026/2027 Cash and Investment Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Substantial Changes – The Policy</u></p> <p>Substantial changes made to the cash management and investment policy are as follow:</p> <p>5. Investments (pages 6-11)</p> <p>5.1 Guiding Principles (page 6)</p> <p>Generally, Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) for terms not exceeding one year in anticipation of cash flow</p>

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	<p>expectations. From time to time, with prior Executive Mayoral Committee approval, investments can exceed 1 [one] year and be made at other institutions/instruments as approved in the National Treasury regulations from time to time.</p> <p>The objectives of the investment policy are- to ensure compliance with the relevant legal and statutory requirements relating to investments:</p> <ul style="list-style-type: none"> • To ensure the preservation and safety of the municipality's investments. • To ensure diversification of the investment portfolio across acceptable investees, permitted types of investments and investment maturities. • To ensure timeous reporting of the investment portfolio as required by the MFMA in accordance with generally recognised accounting practice; and • To ensure that the liquidity needs of Stellenbosch Municipality are properly addressed. <p>5.1.1. Legislative Framework for Investments (page 7)</p> <p>Municipal investments and management of, are guided by two pieces of legislation namely: (1) Municipal Finance Management Act of 2003 (MFMA) and (2) Municipal Investment Regulations, 2005 (GN R308 of 1 April 2005).</p> <p>1.1. Municipal Finance Management Act (MFMA)</p> <p>Chapter 3 of the MFMA deals with municipal revenue, where subsection 13 covers investments. Subsection 13 of the Act requires that a municipality must establish an appropriate and effective cash management and investment policy in accordance with the frameworks prescribed by the Minister of Finance as set out in the Municipal Investment Regulations of 2005.</p> <p><i>Relevant subsections:</i></p> <p>Ss13(1)(b): The Minister, acting with the concurrence of the cabinet member responsible for local government, may prescribe a framework within which the municipality must invest money not immediately required.</p> <p>Ss 13(2): A municipality must establish an appropriate and effective investment policy in accordance with any framework that may be prescribed in terms of subsection (1).</p>

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	<p data-bbox="528 271 1386 338">1.2. Municipal Investment Regulations, 2005 (GN R308 of 1 April 2005).</p> <p data-bbox="528 376 1386 640">The Municipal Investment Regulations, 2005 (GN R308 of 1 April 2005) were issued under the MFMA (Act No. 56 of 2003) in South Africa. These regulations provide a legal framework to guide municipalities in managing their investments in a responsible, transparent, and risk-averse manner. From here forth the policy should reflect a breakdown of the regulations in relation to Stellenbosch Municipality.</p> <p data-bbox="395 685 890 719">5.3 Prohibited Investments (page 8)</p> <p data-bbox="451 757 1386 943">Regulation 7 of the Municipal Investment Regulations (No. R. 308, 1 April 2005) states that a municipality or municipal entity may make an investment only if the investment is denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency.</p> <p data-bbox="451 987 938 1021">5.3.1 Explanation of Regulation 7</p> <ul data-bbox="549 1025 1386 1951" style="list-style-type: none"> <li data-bbox="549 1025 1386 1133">• Denomination requirement: The investment must be in South African Rand. It is prohibited to invest in instruments denominated in a foreign currency. <li data-bbox="549 1144 1386 1330">• No indexation or linkage: Even if the primary invested funds are in Rands, returns on investments must not have returns or payments that fluctuate based on foreign currency movements. For example, an investment with interest or payout indexed to a foreign currency is disallowed. <li data-bbox="549 1341 1386 1487">• Absolute restriction: This is a prohibition, not a permission with conditions. If it is foreign currency–denominated or tied to exchange-rate movements, the municipality or municipal entity must not invest in it. <li data-bbox="549 1532 1386 1951">• Further beyond Regulation 7 of the Municipal Investment Regulations no other legislation (including the MFMA or Municipal Systems Act) contains a similarly explicit list of prohibited investment types for municipalities. The MFMA regulates financial conduct, accountability, and consequences for unauthorized, irregular, or wasteful expenditure, but does not itself define which specific investment instruments are forbidden. Thus, the Municipal Investment Regulations (Regulation 7) remain the primary source for legally required prohibitions on municipal investments.

Policy/ By-law	Summarized Nature of change
	<p><u>Important note:</u></p> <p>The numbering and table of content should be updated to incorporate the additional section 5.3 Prohibited Investments. Diversification will now be section 5.4 as per below.</p> <p><i>The following paragraph was removed and replaced by the revised as stated below:</i></p> <p>Council will only make investments, as prescribed by Section 6 of the Municipal Investment Regulations, with approved institutions as set out in par 5.2 above. Excluding investments made per Executive Mayoral Committee resolution not more than 50% of available funds will be placed with a single institution.</p> <p>5.4 Diversification (page 9)</p> <p>Section 11 of the Municipal Investment Regulations of 2005 details the diversification of municipal investments. This section requires that municipalities take “all reasonable and prudent steps” to diversify their Investment portfolio with approved institutions as set out in point 5.2 above.</p> <p>5.4.1 The regulation itself does not prescribe a fixed percentage limit. Instead, it requires municipalities to set such limits within their own investment policies. As per Stellenbosch Municipality investment policy no more than 50% of total municipal investments may be placed with any single bank.</p> <p>5.5 Internal Controls Over Investments (page 10)</p> <p>5.5.1 Delegations</p> <p>5.5.1.2 In terms of section 79(1)(b) of the Municipal Finance Management Act Act, the Accounting Officer has delegated to the Chief Financial Officer (CFO) as per section 77(1)(b), in writing, his/her duty under section 65(2) (h) to manage the Council’s available working capital effectively and economically in terms of the prescribed cash management and investment framework.</p> <p>5.5.2 Obtaining quotations and concluding deals</p> <p>The process of securing which financial institutions the municipality will invest in, must occur through a bidding process. Requests are emailed to all approved institutions the day</p>

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	<p>before, or the morning thereof. A cut-off is requested to ensure timeous processing of authorisation and payment of the investment. Quotes are captured on the decision report, and rates are compared and chosen in terms of the policy diversification policy and the minimum bank credit rating requirements.</p> <p>6. Standard of Ethics, Judgment and Care (pages 11-12)</p> <p>6.1 Investments made by or on behalf of Stellenbosch Municipality:</p> <p>a) must be a genuine investment and not an investment made for speculation.</p> <p>b) must be made with primary regard to the:</p> <ul style="list-style-type: none"> • security of the investment. • liquidity needs of the municipality; and • income or return from the investment. <p>c) must be made without internal or external negative interference whether such interference comes from individual officials, councillors, agents, investees or any other external body.</p> <p>6.2 No fee, commission or other reward may be paid to a councillor or official of the municipality, or to a spouse or close family member of such councillor or official or any other party, in respect of any investment made by the municipality. This shall be confirmed annually by all investees to the Auditor-General.</p> <p>6.3 All investments made by or on behalf of the municipality must be made in the name of the municipality.</p> <p>6.4 Stellenbosch municipality shall take reasonable steps to diversify its investment portfolio across investees, type of investment and investment maturities.</p> <p>7. Minimum Bank Credit Rating Requirements for investment (pages 12-13)</p> <p>Current legislation does not indicate specific minimum required ratings for municipalities. Though, Regulation 10 of the Municipal Investment Regulations of 2005 reiterates that a municipality or municipal entity must take all reasonable and prudent steps consistent with its investment policy and according to the standard of care set out in regulation 5, to ensure that it places its investments with credit-worthy institutions.</p>

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	<p>Regulation 10(2)(a & b) of the regulations emphasises a municipality or municipal entity must-</p> <p>(a) regularly monitor its investment portfolio; and</p> <p>(b) when appropriate liquidate an investment that no longer has the minimum acceptable credit rating as specified in its investment policy.</p> <p>7.1 ANNEXURE A: CURRENT RATINGS (page 12)</p> <table><tr><th>Credit rating agency</th><th>Rating</th><th>Category</th><th>Description</th></tr><tr><td>Moody’s (Deposit)</td><td>Baa3 (Stable)</td><td>Medium grade</td><td>Moderate credit risk; some speculative characteristics.</td></tr><tr><td>S&P Global</td><td>BB (Positive)</td><td>Adequate</td><td>The lowest investment-grade tier; currently stable but vulnerable.</td></tr><tr><td>Fitch Ratings</td><td>BB- (Stable)</td><td>Speculative</td><td>Indicates an elevated vulnerability to default risk, especially in adverse economic conditions.</td></tr></table>	Credit rating agency	Rating	Category	Description	Moody’s (Deposit)	Baa3 (Stable)	Medium grade	Moderate credit risk; some speculative characteristics.	S&P Global	BB (Positive)	Adequate	The lowest investment-grade tier; currently stable but vulnerable.	Fitch Ratings	BB- (Stable)	Speculative	Indicates an elevated vulnerability to default risk, especially in adverse economic conditions.
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Accounting Policy	<p><u>Accounting Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Accounting Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Minor Changes</u></p> <ul style="list-style-type: none">Updated all the numbering to all the new numbers to incorporate all the relevant changes																

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	<p><u>Substantial Changes</u></p> <p>Council to note that the AFS is approved by council to be GRAP compliant and in the event of any timing differences of the GRAP standards, the financial statements will be updated to reflect the correct and latest updated GRAP accounting standards.</p> <p>1.1 Going concern assumption (page 4)</p> <p>The annual financial statements have been prepared based on the expectation that the municipality will continue to operate as a going concern for at least the next 12 months.</p> <p>1.11 Heritage assets (page 17)</p> <p>Impairment</p> <p>The municipality assesses at each reporting date whether there is an indication that it may be impaired. If any such indication exists, the municipality estimates the recoverable amount or the recoverable service amount of the heritage asset.</p> <p>Reference to impairment paragraphs can be made to note 1.16 and 1.17. (This change - Incorrect cross-references 1.14 and 1.15 in the were corrected to Sections 1.16 and 1.17 to align with the AFS.</p> <p>Derecognition</p> <p>The municipality derecognises heritage asset on disposal, or when no future economic benefits or service potential are expected from its use or disposal.</p>
<p>Asset Management Policy</p>	<p><u>ASSET MANAGEMENT POLICY 2026/2027</u></p> <p>Various aspects of the 2026/2027 Asset Management Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Minor Corrections</u> (page 17)</p> <p>Original: “Assets will be recorded in the asset register continuously on completion thereof and bar-coded with an aluminium label where</p>

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	<p>appropriate for identification.” Revised: “Barcodes will now be in white sticker format instead of aluminium.”</p>
Pool Vehicle Policy	<p><u>POOL VEHICLE POLICY 2026/2027</u></p> <p>Various aspects of the 2026/2027 Pool Vehicle Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Substantial Changes</u></p> <p>3.2 Pool Vehicles (page 4)</p> <p>3.2.5 When requesting a pool vehicle, employees must attach a valid vehicle competency test certificate to their request.</p> <p>3.2.9 “Pool vehicles are to be returned to their designated parking bays and keys handed over to the fleet management officer by 16:00 on the day of use.</p>
Supply Chain Management Policy	<p><u>Supply Chain Management Policy- 2026/2027</u></p> <p>Various aspects of the 2026/2027 Supply Chain Management Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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 document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Substantial Changes</u></p> <p>Part 1: Demand Management</p> <p>10. System of Demand Management (page 15)</p>

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	<p>(1) The Accounting Officer must establish and implement an appropriate demand management system in order to ensure that the resources required by Stellenbosch Municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.</p> <p>12. Range of Procurement Processes (page 17)</p> <p>(2)(b)(ii) Formal written price quotations be obtained for any specific procurement of a transaction value lower than R 2 000; or (amount amended/decreased from R10 000 to R2 000)</p> <p>18. Procedures for Procuring Goods or Services through formal written price quotations (page 19)</p> <p>(1)(a) When using the list of accredited prospective providers, the Accounting Officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis;</p> <p>39. Logistics Management (page 38)</p> <p>(1) The Accounting Officer must establish and implement an effective system of logistics management, which must include –</p> <ul style="list-style-type: none"> (a) The monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number; (b) The setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock; (c) The placing of manual or electronic orders for all acquisitions other than those from petty cash; (d) Before payment is approved, certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract; (e) Appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased; (f) Regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and (g) Monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

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	<p>58. Condonation of Policy Contraventions (page 48)</p> <p>Council may condone a contravention in terms of this Policy, provided that such contravention is also not a contravention of the Act or the Municipal Supply Chain Management Regulations, 2005 and amended Supply Chain regulations, government gazette notice no.49863, dated 14 December 2023</p> <p>(2) Any expenditure relating to such condonation by Council in terms of this Policy, will not constitute irregular expenditure as contemplated under section 1 of the Act.</p> <p>(3) Contraventions of the Act relating to supply chain management or the Municipal Supply Chain Management Regulations, 2005 and amended Supply Chain regulations, government gazette notice no.49863, dated 14 December 2023 must be dealt with in terms of section 32 and section 170 of the Act.</p>
<p>Grant in Aid Policy</p>	<p><u>Grant in Aid Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Grant in Aid Policy were modified to include changes that enhanced or fine-tuned the application of the current policy.</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. Minor changes made to the application forms (Appendix A). The details of such may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p><u>Substantial Changes</u></p> <ol style="list-style-type: none"> 1. Definitions (pages 3-4) <ul style="list-style-type: none"> • Remove definition of “Emerging Organisation. • Add new definition to describe “Jurisdiction of Council” : “Jurisdiction of Council” means the geographical area that constitutes Stellenbosch Municipality also referred to as WC024. 2. Purpose, Aims and Objectives (page 4) <ol style="list-style-type: none"> 2.1 This policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs), non-profit companies (NPC) or Public Benefit Organisations (PBO’s) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise

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	<p>vulnerable as envisaged by Sections 12, 17 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).</p> <p>2.4 Grant-in-Aid should improve the opportunity for Council to elicit the support of external organisations to deliver those services to communities which fall within the Council's geographical area of responsibility in a way that allows the Stellenbosch community and town to create an enabling environment for community development.</p> <p>3. Legal Framework (page 5)</p> <p>All transfers of funds in terms of this policy shall comply with the: Constitution of the Republic of South Africa, 1996 as amended (Constitution); Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) as amended (MSA); Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA); Non Profit Organisations Act, 1997 (Act 71 of 1997); Companies Act, 2008 (Act 71 of 2008) and any other applicable legislation, regulations, and policies that may govern the transfer of municipal funds and that are not in contradiction to the above.</p> <p>4 Restrictions (pages 5- 6)</p> <p>4.3 Grants will only be made for services rendered to beneficiaries within the WCO24.</p> <p>4.4 Transfers made to categories A, B and C.</p> <p>4.4.1. Transfers provided for those listed in Category A below may be made to a maximum of R50 000-00 per organisation or body per annum. Applicants applying for this category of funding MUST be registered in terms of and compliant to the NPO Act, 71 of 1997.</p> <p>4.4.2. Transfers in Category B may exceed R 50 000-00 where funding relates to services for homeless persons, approved sport associations or projects which address specific ward priorities identified and specified through the ward priorities in the IDP and upon proper motivation contained in a business plan to address said issue. Consideration for grants larger than R 40 000, 00 requires audited financial statements and a schedule of annual costs linked to a business plan as provided for in 6 below. Applicants applying for this category of funding MUST be registered in terms of and compliant to the NPO Act, 71 of 1997.</p> <p>4.4.3. The decision to grant an amount more than R 50 000,00 is solely at the discretion of council and subject to available funds.</p>

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	<p>4.4.4. Category C: Transfers provided for those listed in Category A below, if the applicant is not registered in terms of the NPO Act, 71 of 1997 may be made to a maximum of R 10 000 per organization or body per annum. These recipients represent those transfers as envisaged to be organisations serving the Poor/Indigent who are exempted from compliance with section 67(1)(a) of the MFMA as stated in section 67 (4) of the MFMA.</p> <p>4.9. An organisation or body is only entitled to one allocation per financial year, but disbursements can be made more often. Recipients of a donation through the Grant-in-Aid policy must be fully independent from any other organization. Transfers may NOT be made to entities described as projects of another Grant-in-Aid recipient organization in the same financial year.</p> <p>5. Public Advertisement (pages 6 -7)</p> <p>5.1.4. Advertisements must clearly specify the dates, times and venues of the compulsory briefing sessions and the RSVP dates for these sessions.</p> <p>5.3. Funds may not be transferred to any organisation or body that has not submitted a proposal in response to a public advertisement, after the attendance of a compulsory briefing session and where a Memorandum of Agreement with the Municipality have not been signed.</p> <p>6. General Guidelines and Eligibility Categories (pages 7-11)</p> <p>6.1.General Guidelines</p> <p>Funding of applications shall proceed on the basis listed below in response to an advertisement issued after a compulsory workshop explaining the policy, application process and the required documentation has been attended by the applicants. Subject to the MOA provided for in clause 10, all funding is unrequited, provided there is compliance with said MOA. Funding of application in –</p> <p>6.2. Categories Eligible for Grant-in-Aid</p> <p>The following categories currently apply. Cognisance should be taken that these categories are not exhaustive. Other than the general guidelines and conditions set out above, categories now indicated may require specific criteria applicable to its projects/programmes:</p>

Policy/ By-law	Summarized Nature of change
	<p style="text-align: center;">Category A and C</p> <p>6.2.4. Social Development</p> <p>Purpose: The promotion of projects/programmes which stimulates the Stellenbosch Municipality's Integrated Development Plan (IDP) focusing especially on the needs of the most marginalised sectors in the greater Stellenbosch as identified in the ward priorities.</p> <p>Projects/programmes include the following but are not limited to:</p> <ul style="list-style-type: none"> (i) Poverty alleviation; (ii) Urban renewal; (iii) Capacity building of communities; (iv) Youth development; (v) Women and gender development; (vi) Early childhood development (vii) Street people programmes; (viii) Arts and culture programmes (ix) Facilitation of public participation processes; arts and culture programmes (x) Development of disabled persons, and (xi) Development of elderly people (xii) Programmes that promote the general safety of communities <p style="text-align: center;">Category B (pages 10- 11)</p> <p>6.2.6. Services for persons living on the street</p> <ul style="list-style-type: none"> (i) Provision of basic services (overnight facility, shower, morning and evening meals <p>7. Application Procedure (pages 12-13)</p> <p>Applications and proposals for Grant-in-Aid must be on the prescribed form stated in 5.2 above, a copy of which is attached hereto as Appendix A for Category A to C. Applications must be accompanied by a covering letter on the letterhead of the organisation or body, signed by the head of the organisation or body. Applications must be completed in full and must reach the municipality by the due date stipulated in the advertisement. Applications must include the following:</p> <p style="padding-left: 40px;">7.7 was deleted and replaced with: references, independent of the applicant and its executive;</p> <p style="padding-left: 40px;">7.8. most recent audited financial statements (subject to MFMA, section 67(4)); independently reviewed statements or at least statements signed off by the treasurer and chairperson of the organization using municipal financial reporting templates in the case of Cat C applications;</p>

Policy/ By-law	Summarized Nature of change
	<p data-bbox="475 237 1390 344">7.12. Applications will be evaluated on compliance with all requirements of this policy along with demonstrated financial and governance soundness.</p> <p data-bbox="373 387 887 421">8. Obligations of Applicant (page 13)</p> <p data-bbox="411 459 1390 566">8.1. Cat A and B applicants of Grant-in-Aid transfers MUST be registered in terms of and compliant with the requirements of the NPO Act, 71 of 1997.</p> <p data-bbox="411 611 1390 801">8.3. The organisation or body shall report, monthly (Cat B) but at least once a year (Cat A and C), to the Municipal Manager regarding the activities conducted, the ward within which activities are conducted, as well as the number of people from WC024 benefiting from the activities on the prescribed template (Appendix B).</p> <p data-bbox="411 844 1390 1187">8.6. If successful with the application, the applicant must spend funds according to the approved Grant-in-Aid funding request. Should the need change over the funding period, written consent must be obtained from the municipality prior to spending the funds on alternative needs. Failure to spend funding on approved projects will result in the applicant being required to return the funding and/or (at the discretion of the municipality depending on the nature and seriousness of the discrepancy) the applicant being excluded from future applications for a period of up to 5 (five) years.</p> <p data-bbox="373 1227 970 1261">9. Rights of the Municipality (pages 13- 14)</p> <p data-bbox="411 1301 1390 1563">9.1. The Municipality will publish the outcome of the draft recommended allocations as part of the Draft Budget in April of each year. Proposed donations will be run through a public participation process as part of the annual budget process before any final awards are made. Appeals received during the public participation process and the outcome thereof will be published as part of the Final Budget document in June of each year.</p> <p data-bbox="355 1606 850 1639">11. Deviation and Review (page 14)</p> <p data-bbox="411 1680 1390 1787">This policy constitutes the entire framework for Grant-in-Aid, and no deviation will be entertained. The Grant in Aid policy will be reviewed on an annual basis along with all policies with financial implications.</p>
Ward Allocation Policy	<p data-bbox="316 1865 751 1899"><u>Ward Allocation Policy 2026/27</u></p> <p data-bbox="316 1933 1390 2002">Various aspects of the 2026/2027 Ward Allocation Policy were modified to include changes that enhanced the application of the current policy.</p>

Policy/ By-law	Summarized Nature of change
	<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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes. (pages 9 -15).</p> <p>7. Role Players, Roles and Responsibilities (pages 6-8) Minor changes made to table splitting the roles and responsibilities</p> <p>8. Criteria for the Selection of Projects (pages 9-11)</p> <p>8.2 For the financial year 20265 – 20276, the ward allocation is R 250 000.00 per ward, and the ward allocation can only be used for operational ward projects.</p> <p>8.5 Be informed by the ward-based needs of the wards and municipal infrastructure needs that have been –</p> <p style="padding-left: 40px;">8.5.1 assessed by the Ward Councillor and Manager:Councillor Support, and</p> <p style="padding-left: 40px;">8.5.2 reported and supported by the ward committee in accordance with the budget and IDP timelines.</p> <p>8.10 Projects shall, as far as possible, be completed within the financial year in respect of which they are approved Funds remaining after the successful completion of projects will be deemed savings and re-allocated to existing approved projects requiring additional funding during the adjustment budget in January of each year.</p> <p>8.11 Projects may cross ward boundaries provided that the relevant ward councillors agree on collaborative planning, funding and implementation of such projects. This agreement must be submitted formally in writing to the Manager: Councillor Support and approved at the ward committee meetings of the respective wards. Ward committee minutes must be submitted where cross ward boundaries projects were agreed to by the respective ward committees. Same process holds for the pooling of funds for ward projects across ward boundaries.</p>

Policy/ By-law	Summarized Nature of change
	<p data-bbox="391 235 1388 347">8.15 To contribute to maximum impact through meaningful legacy projects within communities, projects must be limited to only operational projects.</p> <p data-bbox="391 392 1388 817">8.17 Transport will only be provided to members of a community that must attend an event / function within the ward that is part of approved ward projects for the respective financial year. No transport will be arranged for events outside the ward boundaries. Transport will also not be arranged for community groups, NGO's etc to transport members of a ward to an event outside the ward or outside the boundaries of the municipal area as part of a ward project This is due to legal and regulatory risk, liability and insurance issues, safety risks, enforcement and control risks, possible operational and planning breakdowns, financial and escalating costs and governance and accountability risks.</p> <p data-bbox="391 862 1388 1041">8.18 Ward projects are to benefit members of the respective ward. Ward committee members and their immediate family should must step aside to allow community members from the ward to benefit from the event / project. This include, but is not limited to training programmes, projects, distribution of items, equipment, etc.</p> <p data-bbox="391 1086 1388 1310">8.30 Ward allocations cannot be transferred to private organisations or organisations registered at the municipality / receiving funds from the municipality for services rendered to the municipality. Ward allocations cannot be used to assist burials, school fees, study fees, petrol costs for transportation by a private individual, used as prize money for raffle tickets, etc.</p> <p data-bbox="351 1400 1181 1433">9. Projects for the 2026/2027 Financial Year (pages 11-13)</p> <p data-bbox="462 1444 510 1467">9.1</p> <ul data-bbox="486 1478 1388 1926" style="list-style-type: none"> - Training opportunities in wards, eg level 1levels 1 and 2 First Aid. - Stationery packs containing 10 items (Grade R / primary school / high school / university). - Project Dignity (sanitary pads; adult diapers in various sizes; vanity packs for female, male, baby). - Fleece blankets. - Cleaning Supplies Support Programme (from pre-approved list of cleaning supplies). - Additional items for neighbourhood watch (only for registered and accredited neighbourhood watches, subject to confirmation from Senior Manager: Protection Services). - Sports equipment and sport items as per the approved tender.

Policy/ By-law	Summarized Nature of change
	<ul style="list-style-type: none"> - Bags (Calico bags with “Responsible Green Citizen” logo; Drawstring bags with municipal logo). Selection of promotional items as per the approved tender. - Project Trees (in conjunction with, and upon approval from Urban Forestry and Municipal Manager). - Functions that are project driven or linked to specific themes, eg linked to commemorative days / months such as Women’s Day / month; elderly month; disabled; youth, etc. - Events / functions targeting specific groups or themes to inform, empower, etc. <p>Events requiring catering must conform to the Council Approved Cost Containment policy, of which the section below from the approved Cost Containment policy is specific to catering and applicable to events:</p> <p>9.2 The total number of projects per ward and the type of projects are determined by the ward councillor and ward committee. 21 projects must be a projects that will not require any catering services.</p> <p>9.4 Ward projects dependent on the distribution of food parcels / food hampers or the procurement of dry ingredients for further distribution will not be allowed. While the department is sympathetic to the needs in wards, the auditing of the distribution and the provision of information to the Auditor-General on these types of projects are problematic and can bring the department in disrepute.</p> <p>9.5 Ward projects identified by the ward committee for the financial year must include at least some information on the scope of the project, the proposed date / month for the project and any additional requirements / procurement for implementation. These projects will form part of the annual Ward Committee Operational Plan that must be submitted to the Provincial Department of Local Government.</p> <p>9.6 Every time a ward committee decides to amend a ward allocation plan, a new ward allocation plan must be submitted with all the relevant information and be signed off by the ward councillor. The minutes of the ward committee meeting where the decision to amend the project(s) was taken must also accompany the new ward allocation plan.</p> <p>9.7 By the end of January of the respective financial year all project information must be submitted to the department. This is to ensure projects can be finalised by the end of the financial year.</p>

Policy/ By-law	Summarized Nature of change						
	<p>10. Ownership and Accountability (page 13)</p> <p>Directors are responsible for ensuring that all ward allocation projects within their respective directorates are completed during the financial year in respect of the projects approved. by Council. Capital funds may be rolled over to the next financial year where compelling reasons exist for such roll-over and after approval has been obtained.</p> <p>11. Basis for Allocating Ward Allocation Budget (pages 13- 14)</p> <p>11.1 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>11.2 Ward allocation funding might be approved annually as part of the budgeting process, with the current focus on operating budget allocation. Capital budget related ward project initiatives must be captured on the IDP ward priorities.</p> <p>13. Project Selection and Implementation Process (page 14)</p> <p>Minor change in the description below</p> <table><tr><th colspan="3">STAGE 3: WORKSHOP AND CONSULTATION PHASE</th></tr><tr><td>Arrange series of workshops with Ward Councillors and Ward Committees to: 1. Discuss strategic intent, ward priorities and costing of proposed projects 2. Explain the project prioritisation and provide technical information regarding projects. 3. Signing of Commitment Form (ANNEXURE 2)</td><td>User Departments through Ward Administrator</td><td>July - August</td></tr></table>	STAGE 3: WORKSHOP AND CONSULTATION PHASE			Arrange series of workshops with Ward Councillors and Ward Committees to: 1. Discuss strategic intent, ward priorities and costing of proposed projects 2. Explain the project prioritisation and provide technical information regarding projects. 3. Signing of Commitment Form (ANNEXURE 2)	User Departments through Ward Administrator	July - August
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Policy and Procedures for Ward Committees	<p><u>Policy and Procedures for Ward Committees 2026/2027</u></p> <p>Various aspects of the 2026/2027 Ward Committee Policy were modified to include changes that enhanced the application of the current policy.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</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 data-bbox="316 271 564 304"><i>Added to the Index</i></p> <p data-bbox="363 342 788 376">14 Filling of Vacancies (page 9)</p> <p data-bbox="411 409 1390 674">2. If nobody can be declared elected in terms of sub-clause (1) above, the ward committee may, by means of an information campaign in the relevant geographical area, call for qualifying nominations from that area, consider the nominations received and by a majority vote of the members of the ward committee present, fill the vacancy through a process of co-option. The process of co-opting a ward committee member is explained in Annexure A.</p> <p data-bbox="411 757 1390 907">3. The intention to fill a vacancy through a process of co-option must be placed on the ward committee's agenda beforehand, and the agenda must be circulated to members of the ward committee at least seven days before the meeting.</p> <p data-bbox="411 945 1390 1016">6. The ward committee vacant post must be filled within a month after the vacancy has occurred.</p> <p data-bbox="373 1122 1377 1155">16. POWERS AND FUNCTIONS OF WARD COMMITTEES (PAGES 10-11)</p> <p data-bbox="411 1193 1390 1305">16(2)(iv)- appropriate municipal channels such as the Customer Care System if appropriate, escalating such to the ward councillor where necessary, and through him/her to the Council;</p> <p data-bbox="391 1346 874 1379">19. CHAIRPERSON (PAGES 12-13)</p> <p data-bbox="448 1417 1390 1608">7. A ward councillor may delegate in writing the chairing of the meeting to a proportional representative or any member of the ward committee under special circumstances. Such a notification of delegation must be submitted formally in writing to the Office of the Speaker at least 24 hours before the meeting.</p> <p data-bbox="448 1646 1390 1910">8. A Chairperson may collate complaints and refer them to the Directorates responsible if not resolved via the normal municipal communication and complaint channels, or if the complaints are more strategic in nature. The Chairperson may then collate response to such complaints from the applicable Directorates and channel the responses to the Ward Committee as a further means of communicating Municipal processes and projects/initiatives.</p>

Policy/ By-law	Summarized Nature of change
	<p>20. PURPOSE OF WARD MEETINGS (PAGE 13)</p> <p>(1) The purpose of ward committee meetings is:</p> <ul style="list-style-type: none"> (a) where ward committee members raise, formulate and table matters affecting the ward or geographical area / sector / portfolio; (b) for the ward councillor to report on: <ul style="list-style-type: none"> (i) matters decided by the Council; and (ii) initiatives, information, campaigns and programmes of the Council; (c) to discuss complaints received by ward committee members on municipal service delivery in the ward; and to report and escalate such complaints where appropriate via the Municipal channels; (d) to formulate views and action plans on the above matters. <p>24. ADMINISTRATIVE SUPPORT, USE OF WARD OFFICES AND ASSOCIATED SPACES (PAGE 14)</p> <p>5. Ward offices and associated spaces are primarily for the use of the ward councillor, ward administrator and ward committee members to perform duties and municipal functions relating to the ward</p> <p>6. Any other organisations eg. non-profit organisations, provincial and/or national government institutions wanting to use ward facilities for a specific purpose must officially apply in writing to the office of the Speaker. Upon receipt of request, the office of the Speaker must make a recommendation to the office of the Municipal Manager for final approval/non approval.</p> <p>7. Programmes excluded from clause 24.(6) championed by the ward councillor with the approval of the ward committee must be approved as per delegation by the office of the Speaker in conjunction with the Municipal Manager.</p> <p>8. With reference to programmes mentioned in the above clauses, the Municipality has full indemnity in case off personal injury, loss and/or damages of personal property</p> <p>30. Meeting arrangements (page 17) (minor change)</p> <p>(1) If a ward committee decides to hold a public meeting it may publish a notice in a newspaper and/or social media platforms utilized in the ward circulating in the area concerned, stating the time, date and place of the meeting and inviting the public to attend the meeting.</p>

Policy/ By-law	Summarized Nature of change
Petty Cash Policy	<p><u>Petty Cash Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Petty Cash Policy were modified to include changes that enhanced the application of the current policy.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>The list below demonstrates such changes and serves the purpose to highlight the changes.</p> <p>New addition in Policy</p> <p>5.2 Purchases through Petty Cash Float – Supply Chain Management Office (page 5)</p> <p>c. Petty cash claims will be dealt with on a first come, first serve basis and it is subject to the monetary limit of the petty cash policy.</p> <p>5.8 Reimbursement of Petty Cash Floats (page 8)</p> <p>c. Completed Cash Purchase Claim forms, with attached cash register slips, etc., must be taken by the officer in charge of the Petty Cash in a Directorate/Department, to the Accountant: Accounts Payable for reimbursement, after the Summary Claim Cover Page and attached documentation have been authorised by a financial delegate at least once in 14 days. Reimbursement of claims where supporting documentation is missing will not be entertained.</p> <p>5.12 Month end procedures (page 9)</p> <p>Petty Cash Reconciliations must be performed monthly and must be submitted to the Accountant: Accounts payable by or on the last working day of the Month.</p> <p>6. Short Title and Implementation (page 9)</p> <p>This policy is called the Petty Cash Policy and takes effect on 1July 2026.</p>
Virement Policy	<p><u>Virement Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Virement Policy were modified to include changes that enhanced the application of the current policy.</p>

Policy/ By-law	Summarized Nature of change
	<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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p>New Additions/ Virement Restrictions</p> <ul style="list-style-type: none"> h) Virements between different funding sources are not permitted for the operating expenditure budget. No virements of funds across different funding sources for the operating expenditure will be accommodated. Departments to ensure that funds transferred are within the same funding source description. i) Virements from maintenance expenditure items and items linked to maintenance projects are not permitted, for example: <ul style="list-style-type: none"> (i) Maintenance of Unspecified Assets; (ii) Maintenance of Equipment; (iii) Maintenance of Other Assets (iv) Materials and Supplies linked to maintenance projects (v) Any other expenditure item linked to maintenance projects. j) The budget savings from the following line items may only be considered after consultation with the Fleet Department: <ul style="list-style-type: none"> (i) Maintenance of Unspecified Assets (Transport Assets project segment) (ii) Consumables: Zero rated (Transport Assets project segment) (iii) Motor Vehicle License and Registration.
<p>Preferential Procurement Policy</p>	<p><u>Preferential Procurement Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Preferential Procurement Policy were modified to include changes that enhanced the application of the current policy.</p>

Policy/ By-law	Summarized Nature of change
	<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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p><u>Substantial Changes</u></p> <p>9. Specified contract participation goals (pages 9-10)</p> <p>9.6 Regarding par 9.2(b) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.</p> <p><i>Sentence Deleted from 9.6:</i> The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.</p> <p>10.Criteria for breaking deadlock in scoring (page 11)</p> <p>If two or more tenderers score an equal total number of points, the objective criteria in addition to those contemplated in paragraphs 2(1)(d) and (e) of the Act justify, the award to the tenderer that scored the highest points in terms in accordance with section 2(1)(f) of the Act.</p> <p>Amended the financial year to 2026/2027 and the effective date to 1 July 2026.</p>
<p>Travel and Subsistence Policy</p>	<p><u>Travel and Subsistence Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Travel and Subsistence Policy were modified to include changes that enhanced the application of the current policy.</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 and other significant changes may be traced via the “Track Changes” that has been activated in said document.</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>1. Reference was updated</p> <ul style="list-style-type: none"> This Policy must be read in conjunction with any of the Municipality's approved related policies, practices and standard operating procedures addressing specific issues essential for a full understanding of this Policy and which are not dealt with adequately herein. <p>3.1 b, d and e were added (page 1)</p> <ul style="list-style-type: none"> Some paragraphs were renumbered Grammatical changes were applied to enhance readability <p>3.4 Officials with vehicle/car allowance: were amended from R4.18 to R4.95 (page 4)</p> <p>(I) was added:</p> <p>Travelling costs are paid from Stellenbosch Civic Centre to the destination/accommodation and return to Stellenbosch, only during working hours. In instances where proof can be submitted that additional travelling had to be undertaken or parking fees had to be paid by the employee or Councilor cost will be refunded upon receipt of documentation approved by the relevant authorized signatories (pages 4-5).</p> <p>4.1 Subsistence Allowance (page 5)</p> <ul style="list-style-type: none"> Allowance changed from R522 to R595 exceeding 12 consecutive hours per day changed from R161 to R184 <p>5.1 Accommodation Costs (pages 6-7)</p> <p>b) Accommodation paid directly to the relevant establishment changed from R4.50 to R4.95.</p> <p>12. Short Title and Implementation</p> <p>1 October 2019 was replaced with 1 July 2026</p>
Cost Containment Policy	<p><u>Cost Containment Policy 2026/2027</u></p> <p>Various aspects of the 2026/2027 Cost Containment Policy were modified to include changes that enhanced the application of the current policy.</p>

Policy/ By-law	Summarized Nature of change
	<p>Minor changes were made to the Cost Containment Policy.</p> <p>Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such and other significant changes may be traced via the “Track Changes” that has been activated in said document.</p> <p><u>Substantial Changes</u></p> <p>2. Purpose (page 4)</p> <p>The purpose of the policy is to regulate spending and to implement cost containment measures at Stellenbosch Local Municipality to ensure that the resources of the Municipality are used effectively, efficiently and economically.</p> <p>4. Scope of Policy (page 4)</p> <p>4.2 were added: The containment measures are intended to eliminate wastage of public funds and to enhance service delivery.</p> <p>5. Legislative Framework (pages 4 5)</p> <ul style="list-style-type: none"> • 5.1.1 No.56 of 2003 -added • 5.1.4 Stellenbosch Municipality. -added • 5.1.5 Bylaws of Stellenbosch Municipality. -added • 5.1.6 Municipal Systems Act, Act 32 of 2000-added • 5.1.7 Municipal Structure Act, Act 117 of 1998-added <p>8. Vehicles used for Political Office-Bearers (page 7)</p> <p>8.3.2 Affordability, including options of purchasing vs. renting, providing that the most cost-effective option is taken.</p> <p>New Addition to Policy</p> <ul style="list-style-type: none"> • The municipality may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration monthly. <p>9 Travel, Subsistence and Accommodation (page 8)</p> <p>Cost containment measures should be applied in managing and planning trips- added</p>

Policy/ By-law	Summarized Nature of change
	<p>14. Other Related Expenditure Items (page 13)</p> <p>14.5 The municipality may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration monthly.</p> <p>18. Short Title and Implementation (page 14) 1 October 2019 was replaced with 1 July 2026</p>