

## Annexure “B”

### OVERVIEW OF BUDGET RELATED POLICIES

The following existing policies were reviewed to achieve Council’s strategic goals. It will be available for public scrutiny at the Ceres, Paarl, Robertson, Stellenbosch and Worcester offices of Council on 25 May 2023. The above-mentioned policies are available on the Municipalities website, use the following route:

<https://www.capewinelands.gov.za/budget-related-policies/>

#### Existing Policies

Allowances and Benefits of Councillors

Appointment of Consultants Policy

Appointment of Councillor Support Staff

Asset Management Policy Branding Policy

Budget Policy

Borrowing Policy

Cash Management and Investment Policy

Community Support Policy

Cost Containment Policy

Corporate Gifts Policy

Credit Control and Debt Collection Policy

Expenditure Management Policy

Funding and Reserves Policy

Grant in Aid Policy

Human Resource Management Policies:

- Education, Training & Development Policy
- Employee Assistance Programme (EAP) Policy
- Exit Management Policy
- Individual Performance Management Policy
- Induction Policy
- Internship Policy
- Leave and Unpaid Leave Policy
- Medical Funds Administration Policy
- Mobile Device Policy
- Mentoring and Coaching Policy
- Occupational Health & Safety Policy
- Overtime Policy
- Post Retirement fund Medical Aid Benefits Policy
- Probation Period Policy
- Recruitment and Selection Policy
- Task Job Evaluation Policy
- Study Aid and Leave Policy
- Succession Planning and Career Pathing Policy

Implementation of the Expanded Public Works Program (EPWP) Policy

Inventory and Stock Management Policy  
Long Term Financial Planning and Implementation Policy  
Maintenance Management Policy  
Official Vehicles and Fleet Management Policy  
Petty Cash Policy  
Practitioners and Role Players  
Private Work: Declaration of Interest; Code of Conduct for Supply Chain Management  
Provision of Basic Services to Rural Dwellings  
Revenue Management Policy  
Sponsorships Policy  
Subsistence and Travel policy  
Supply Chain Management Policy  
Unauthorized, Irregular, Fruitless and Wasteful Expenditure Policy  
Unforeseen and Unavoidable Expenditure Policy  
Virement Policy

**Adjusted policies are:**

- Cash Management and Investment Policy
- Revenue Management Policy
- Employment Equity Policy
- Secondments and Transfer Policy
- Scarce, Critical and High-Risk Skills and Retention Policy
- Overtime policy
- Recruitment and Selection Policy

**New Policy:**

- Employee Study and Leave Policy

**All the adjusted and new Policies referred to in Annexure “B” will be distributed via Flash Drive to all Councillors receiving a hard copy of the agenda.**