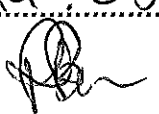


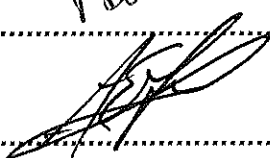


## DEMAND MANAGEMENT POLICY

Council Resolution No : ..... A63 .....

Date : ..... 29.05.2025 .....

Municipal Manager : .....  .....

Executive Mayor : .....  .....

Reference No : ..... 6/1/1/B .....

Municipal Code No : ..... P-b-02.5 .....

REVIEWED 29.05.2025

## TABLE OF CONTENTS

1. BACKGROUND .....	3
2. PURPOSE OF THE POLICY .....	3
3. TERMINOLOGY .....	3
4. LEGISLATIVE ENVIRONMENT .....	5
5. SCOPE FOR APPLICATION.....	6
6. RESPONSIBILITIES OF OFFICIALS .....	6
7. SYSTEM OF DEMAND MANAGEMENT .....	7
8. NEEDS ANALYSIS .....	7
9. BUSINESS PLAN FOR PROCUREMENT / PROCUREMENT PLAN.....	9
10. AD HOC NEEDS ANALYSIS.....	9
11. RELATED POLICIES.....	10
12. REVIEW.....	10
13. EFFECTIVE DATE.....	10

## 1. BACKGROUND

1.1 The Supply Chain Management Regulations, requires that a Supply Chain Management system contains the following six elements:

- Demand management
- Acquisition management
- Logistics management
- Disposal management
- Risk management
- Regular assessment of Supply Chain performance

1.2 The objective of demand management of the Overberg District Municipality (the municipality) is to ensure that the resources required to support the strategic objectives, as described in the Integrated Development Plan (IDP), are delivered at the correct time, at the right price and at the right location, and that the quantity and quality will satisfy needs. In infrastructure projects, demand management will ensure that projects that support the Integrated Development Plan (IDP) are identified, prioritised and budgeted for in a systematic manner.

## 2. PURPOSE OF THE POLICY

2.1 This Policy shall give effect to the legislation as applied to the supply chain management environment at the municipality.

## 3. TERMINOLOGY

<b>Acquisition management</b>	Acquisition management is the process of procurement of goods or services and includes the: <ul style="list-style-type: none"><li>• Identification of preferential policy objectives;</li><li>• Determination of market strategy;</li><li>• Application of depreciation rates;</li><li>• Application of total cost of ownership principle;</li><li>• Evaluation of bids and tabling of recommendations;</li><li>• Compilation of bid documentation, including conditions</li><li>• Determination of evaluation criteria</li><li>• Compilation and signing of contract documents;</li><li>• Contract administration</li></ul>
<b>BBBEE</b>	Broad Based Black Economic Empowerment

<b>Black people</b>	Black people, is a generic term which means Africans, Coloureds and Indians.
<b>Demand management</b>	Demand management is a planning and controlled process to ensure that the resources required to support the strategic objectives are delivered at the correct time, at the right price, location, quantity and quality that will satisfy the needs.
<b>Depreciation</b>	Depreciation is the systematic allocation of the depreciable amount of an asset over its useful life.
<b>Historically disadvantaged individual (HDI)</b>	<p>Historically Disadvantaged Individual (HDI) means a South African citizen –</p> <ul style="list-style-type: none"> <li>• who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act No 10 of 1983) or the Constitution of the Republic of South Africa, 1993 (Act No 200 of 1993) ("the Interim Constitution"); and/or</li> <li>• who is a female; and/or</li> <li>• who has a disability;</li> <li>• Provided that a person who obtained South African citizenship on or after the coming into effect of the Interim Constitution is deemed not to be an HDI</li> </ul>
<b>IDP</b>	Integrated Development Plan
<b>Lifecycle costing</b>	Lifecycle costing is a technique developed to identify and quantify all costs, initial and ongoing, associated with a project or installation over a given period. Thus, it is a tool that forecasts the total cost of a purchase throughout its predetermined lifecycle.
<b>MFMA</b>	Municipal Finance Management Act No 56 of 2003
<b>Municipality</b>	Overberg District Municipality
<b>PPPFA</b>	Preferential Procurement Policy Framework Act (Act 5 of 2000)
<b>Procedures</b>	Policies are carried out by means of more detailed guidelines called "standard methods". A series of actions conducted in a certain order or manner.
<b>Process</b>	A series of actions or steps towards achieving a particular end.
<b>Provider</b>	A provider is the private person or institution that provides supplies, services or works to the Municipality.
<b>Risk management</b>	Risk management may be defined as the identification, measurement and economic control of risks that threaten the assets and earnings of a business or other enterprise
<b>Rules</b>	Rules are statements that a specific action must or must not be taken in a given situation.

<b>SITA</b>	State Information Technology Agency
<b>Small and Enterprise (SMME)</b> <b>Medium and Micro</b>	SMME is as defined in the National Small Business Act, 102 of 1996, as amended. Employing a maximum of 100 employees in any sector except manufacturing or construction where the maximum is 200 employees.
<b>Strategic objectives</b>	Strategic objectives are more concrete and specific than strategic goals. They should give a clear indication of what the municipality intends doing or producing in order to achieve the strategic goals it has set for itself. As such strategic objectives would normally describe high-level outputs or "results" of actions that departments intend taking.
<b>Supply Chain management (SCM)</b>	Supply Chain Management (SCM) is an integral part of financial management. This function is the collaborative strategy that integrates the planning, procurement and provisioning processes in order to eliminate non-value adding cost infrastructure, time and activities, seeks to introduce international best practices, whilst at the same time addressing Government's preferential procurement policy objectives and whilst serving the end users and customers efficiently.
<b>Value for money</b>	In relation to public-private partnership agreements, means that the performance of a private party in terms of the agreement will result in a net benefit to the municipality in terms of cost, price, quality, quantity, risk transfer or any combination of those factors.

#### 4. LEGISLATIVE ENVIRONMENT

4.1 The Municipality is committed to adhering to and applying the prescribed legislative environment as it affects SCM.

4.1.1 The Constitution of the Republic of South Africa, Act No 108 of 1996, as amended;

4.1.2 The Local Government Municipal Finance Management Act, Act No 56 of 2003;

4.1.3 Treasury regulations issued in terms of the MFMA;

4.1.4 Municipal Systems Act 32 of 2000, Chapter 8 Section 83(1), (2), (3) and (4);

4.1.5 The Policy to Guide Uniformity in Procurement Reform Processes in Government as approved by Cabinet 10 September 2003 and promulgated on 05 December 2003;

4.1.6 National Treasury Circulars: All documents relevant to SCM available electronically on National Treasury's web page [http://www.treasury.gov.za /MFMA /regulations /circulars](http://www.treasury.gov.za/MFMA/regulations/circulars);

4.1.7 Preferential Procurement Policy Framework Act (PPPFA), Act No 5 of 2000;

4.1.8 Broad Based Black Economic Empowerment Act (BBBEE Act), Act No 53 of 2003;

4.1.9 Prevention and Combating of Corrupt Activities Act, Act 12 of 2004;

4.1.10 King IV Report on Corporate Governance for South Africa;

4.1.11 State Information Technology Act 38 of 1998 as amended;

4.1.12 National Small Business Act, Act No 102 of 1996, as amended;

4.1.13 Public Service Act, Act No 23 of 1994;

4.1.14 Promotion of Administrative Justice Act, Act No 3 of 2000;

4.1.15 Promotion of Access to Information Act, Act No 2 of 2000;

4.1.16 Protected Disclosure Act, Act No 26 of 2000;

4.1.17 The Competition Act, Act No 89 of 1998.

## **5. SCOPE FOR APPLICATION**

5.1 This policy applies to the demand management in terms of the supply chain management system and policies of the municipality.

## **6. RESPONSIBILITIES OF OFFICIALS**

6.1 Each official shall carry out his/her activities within his/her area of responsibility.

6.2 Each official shall take appropriate steps to prevent any unauthorised, irregular, fruitless and wasteful expenditure in his/her area of responsibility.

6.3 A person in the relevant division holding the rank to which the authority has been delegated or the person with the authority in the Municipality appointed for the task must carry it out satisfying the various Supply Chain requirements, including the ability to commit the Municipality.

6.3 All activities not delegated to a person in the relevant department or the Supply Chain unit holding the rank to which the authority has been delegated, must be forwarded upwards to the person holding the required rank or to the relevant delegated structure.

## 7. SYSTEM OF DEMAND MANAGEMENT

7.1 Demand management shall translate the Integrated Development Plan (IDP) into current and future needs, to cost and budget for it.

7.2 The demand management system must ensure that the resources required to support the strategic and operational commitments of the Municipal are delivered at the right time, at the right price and at the right location, and that the quantity and quality satisfy the needs of the Municipality.

7.3 Having been established, the system will ensure that the Municipality can coherently plan for the timely execution of its requirements.

## 8. NEEDS ANALYSIS

8.1 The official responsible for the demand management function must coordinate the needs analysis and costing of each and every department in the Municipality. To do this the following process must be followed:

- The **departments** will give an overview of the detail of their annual performance plan. The human resources and financial experts give their guidelines applicable to this plan.
- The departments will do a need analysis to determine the total needs required to support the annual service delivery plan. The **needs analysis will include** the following activities:
  - Understanding the future needs in terms of quantity and specification.
  - Frequency of the needs.
  - Critical delivery dates.
  - Budgetary requirements.
  - Analysis of the supplying industry.

8.2 With the needs analysis the following activities have to be done to determine the inputs for the annual performance plan and budget:

- Spend analysis to provide input into sourcing strategies such as consolidated buying and to gain an understanding of historical spend patterns of different items/commodities and services.
- Determine the Economic Order Quantities. The question of “how much” should be answered based upon balancing storage cost and ordering cost, is resolved with the economic order quantity model.
- Determine the lead and delivery time of each commodity.
- Determine the lifecycle cost of each commodity. Lifecycle cost is a tool for applying the total cost of ownership principle. Lifecycle costing includes costs associated from the commencement of the budgeting process until the requirement is disposed of.
- Determine the total cost of ownership for each commodity. Total cost of ownership is widely used for decisions on ownership of assets. It is based on the fact that all costs applicable to ownership should be included in any analysis where decisions should be made on the options of owning a capability or the contracting for the supply or the service.
- To do obsolescence planning. Obsolescence cost is the difference between the original cost of the unit and its salvage value.
- To do renewal planning. The asset renewal planning involves the assessment of existing assets and planned acquisitions against service delivery requirements.
- Planning for Information Technology requirements.
- Determining an asset strategy.
- Asset management decisions should be integrated into the annual service delivery planning process. Following an evaluation of lifecycle costs and the benefits and risks associated with each option, the strategy will identify the most appropriate approach for meeting programme delivery needs.



- Setting benchmarks for complying with targets.
- Mechanisms for accounting and reporting.
- Linking the requirements with the baseline allocations over the next 3-year period.
- Commence with the identification of contract conditions.

## **9. BUSINESS PLAN FOR PROCUREMENT / PROCUREMENT PLAN**

- 9.1 The SCM Unit must compile a business plan for procurement for the next financial year.
- 9.2 The identified requirements in the operational plan are drawn from and summarised in a business plan for procurement for the next financial year.
- 9.3 The minimum requirements of information for the business plan for procurement are outlined below:
- Detailed description of the programme.
  - Detailed description of the goods, works or services required.
  - Reference to the relevant specification / terms of reference.
  - Funds available.
  - Date when required.
  - Quantity required. .
  - Reference to the following information:
    - Frequency of requirements.
    - The lead and delivery times
- 9.4 Acquisition management uses the business plan for procurement to start the procurement process. All the procurement information is verified.

## **10. AD HOC NEEDS ANALYSIS**

- 10.1 Over and above the planned needs analysis, an ad hoc needs analysis has to be done for unplanned activities during the financial year.

10.2 The departments will perform needs analysis on a case-by-case basis as and when required in order to determine a sourcing strategy for the appropriate product or service that will ultimately provide best value for money.

10.3 The end user must establish the need and in the event of an acquisition in excess of the quotation threshold or a period contract, the total value of which exceeds the quotation threshold, perform a needs analysis in conjunction with the departments. Technical expertise may be co-opted to the team.

## **11. RELATED POLICIES**

11.1 The following policies are related to this policy:

11.1.1 Supply Chain Management policy

## **12. REVIEW**

12.1 This Policy shall be reviewed at least annually during the annual budget process or when Legislation requires immediate amendment to the policy.

12.2 Where the National Treasury and the Provincial Treasury issue amendments, those instructions, must also be taken into account in the execution of the Supply Chain Management in addition to the Policy and the Policy amended at the earliest convenient opportunity.

12.3 When necessary, recommendations for amendments to the Policy deemed must be submitted to the council committees for consideration and approval.

## **13. EFFECTIVE DATE**

13.1 This policy shall come into effect on 01 July 2025 and shall remain in full force and effect until it is reviewed, revoked or amended by Council.

<b>Reviewed / Amended</b>	<b>Date</b>
Reviewed	29 March 2023
Reviewed	24 May 2024
Reviewed	



## EXTRACT FROM THE COUNCIL MINUTES HELD ON 29 MAY 2025

Item A63. 29.05.2025

### MTREF BUDGET: 2025-2026 TO 2027/2028 OPERATING AND CAPITAL BUDGET, IDP AND POLICY DOCUMENTS

S Stanley: Chief Financial Officer

(Ref.:6/1/1/B & 6/1/1/1)

#### PURPOSE

The purpose of the report is to submit the Final budget for 2025/2026 MTREF to Council for consideration of approval.

#### BACKGROUND

In terms of section 16 of the Local Government: Municipal Financial Management Act, 2003 (Act 56 of 2003) Council must approve an annual budget before the start of the financial year.

#### LEGAL FRAMEWORK

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

Municipal budgets

- (a) The Council of a municipality must for each year approve an annual budget for the municipality before the start of the financial year.
- (b) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.

Contents of annual budgets and supporting documentation

16. (1) An annual budget of a municipality must be a schedule in the prescribed format—

- (a) setting out realistically anticipated revenue for the budget year from each revenue source;
- (b) -appropriating expenditure for the budget year under the different votes of the municipality;
- (c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
- (d) setting out—
  - (i) estimated revenue and expenditure by vote for the current year; and
  - (ii) actual revenue and expenditure by vote for the financial year preceding the current year; and

- (e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.
- (2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.
- (3) When an annual budget is tabled in terms of section 16(2), it must be accompanied by the following documents:
  - (a) Draft resolutions—
    - (i) approving the budget of the municipality;
    - (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year; and
    - (iii) approving any other matter that may be prescribed;
  - (b) measurable performance objectives for revenue from each source and for each vote in the budget, taking into account the municipality's integrated development plan;
  - (c) a projection of cash flow for the budget year by revenue source, broken down per month;
  - (d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
  - (e) any proposed amendments to the budget-related policies of the municipality;
  - (f) particulars of the municipality's investments;
  - (g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
  - (h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
  - (i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
  - (j) particulars of any proposed allocations or grants by the municipality to—
    - (i) other municipalities;
    - (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
    - (iii) any other organs of state;
    - (iv) any organisations or bodies referred to in section 67(1);
  - (k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of—
    - (i) each political office-bearer of the municipality;
    - (ii) councillors of the municipality; and
    - (iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality having a remuneration package greater than or equal to that of a senior manager;
  - (l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of—
    - (i) each member of the entity's board of directors; and

- (ii) the chief executive officer and each senior manager of the entity; and
- (m) any other supporting documentation as may be prescribed.

**22. Publication of annual budgets —**

- (1) Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must—
  - (a) in accordance with Chapter 4 of the Municipal Systems Act—
    - (i) make public the annual budget and the documents referred to in section 17(3); and
    - (ii) invite the local community to submit representations in connection with the budget; and
  - (b) submit the annual budget—
    - (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and
    - (ii) in either format to any prescribed national or provincial organs of state and to other municipalities affected by the budget.

**23. Consultations on tabled budgets —**

- (1) When the annual budget has been tabled, the municipal council must consider any views of—
  - (a) the local community; and
  - (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.
- (2) After considering all budget submissions, the council must give the mayor an opportunity—
  - (a) to respond to the submissions; and
  - (b) if necessary, to revise the budget and table amendments for consideration by the council.
- (3) The National Treasury may issue guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget and to hold public hearings.
- (4) No guidelines issued in terms of subsection (3) are binding on a municipal council unless adopted by the council.

## COMMENTS

The draft 2025/26 Medium Term Revenue and Expenditure Framework (MTREF) report inclusive of the budget schedules have been tabled to Council on the 31 March 2025. The budget documentation has been compiled in terms of the Municipal Budgeting and

Reporting Regulations (MBRR). After tabling of the budget, a notice has been placed in the local newspapers to invite the public/community to submit comments on the draft/tailed budget. The due date for the submission of these comments was 26 April 2025.

### Input from Provincial Treasury

The Provincial Treasury as part of their legislative oversight and support function also engage the municipality on the tabled budget as part of the Public participation process. A formal engagement with the municipality was held on the 5<sup>th</sup> of May 2025 whereby the assessment report was tabled and discussed as part of this oversight functions. This engagement is classified as the SIME / LGMTECT engagement, and the Provincial departments issue a formal report to the municipality for considering as part of the final budget compilation process.

The following aspects were highlighted by the Province Treasury and herewith the issues raised as well as the respective response from ODM Management :

#### **The Municipality's budget reflects funded.**

- (a) The Municipality tabled an operating surplus budget over the 2025/26 MTREF period including the Capital grant transfers received. A surplus budget should reflect before the Capital grants are considered. As a district municipality, the Municipality has limited revenue sources, but great effort is noted in identifying additional revenue sources. Tariffs are proposed slightly above inflation and may influence the revenue growth assumptions.
- (b) The Municipality's tabled budget is funded over the 2025/26 MTREF, however sacrifices were required, suggesting that the Municipality is compliant with section 18 of the Municipal Finance Management Act, No. 56 of 2003 (MFMA).
- (c) Over the last few financial years, the municipality has shown great resilience to remain financially stable under exceptionally uncertain economic conditions. The Municipality's continued success depends on its ability to recognise when to adapt and adjust plans during any uncertainty. The Municipality is encouraged to continue with ongoing assessments of assumptions to ensure that revenue, expenditure projections and policy decisions to be accurately informed over the MTREF. It should be noted that based on the prior year audited outcomes, the Municipality has reported deficit budgets but managed to achieve operating surpluses in prior financial years.
- (d) It is clear from the budgetary allocation to the strategic goals that the bulk of the 2025/26 MTREF allocation is focused toward SG1 'To ensure the health and safety of all in the Overberg through the provision of efficient basic services and infrastructure'. This SG incorporates many of the functional work areas, including waste



management, municipal health services (including water quality monitoring, food control, health surveillance), environmental management services (including coastal and catchment management, solid waste management, spatial planning), emergency (fire) services and roads. This SG comprises of an operating budget allocation of R215.618 million (70.28 per cent of total Operational expenditures) and a capital allocation of R13.008 million (87 per cent of total Capital expenditures) in 2025/26.

- (e) The District has allocated R22.648 million towards its municipal health function (operating budget) and as well as a capital budget allocation of R1.87 million (furniture and office equipment) in 2025/26. The municipal health operating budget allocation in the 2025/26 financial amounts to R23.806 million.
- (f) The road allocation for the 2025/26 financial year amounts to R131.694 million or a sizeable 43 per cent of the District's total operating budget.
- (g) The District has allocated a total operating budget of R46.060 million to the provision of fire-fighting services for 2025/26.
- (h) For 2025/26, the District has allocated R22.250 million of its operational expenditure budget to 'Recreational facilities'; the capital allocation for LED, tourism, resorts and EPWP for the same year totals R250 000,
- (i) Firefighting and health services remain an essential part of the Municipality's service delivery to its community, however huge deficits are incurred in the process of providing these services. The Municipality must identify efficiencies within these functions to minimise the cost and negative financial impact. The respective equitable share allocation in the community service component will be allocated proportionally to each service and combined with the revenue for own sources, it will reflect the shortfall in rendering the service.
- (j) The Municipality is reliant on own funding to contribute to capital budget and must consider the return on investment to ensure ongoing sustainability. The main fiscal challenge facing the Municipality is the limited revenue base and the identification of revenue opportunities within a cost-efficient governance model of service delivery. Balancing affordability and increasing spending demands is key to maintain a healthy funding position with active contributions to the capital replacement reserve fund.
- (k) The liquidity ratios of the Municipality indicate that the Municipality can take care of their financial commitments.
- (l) The budget data strings over the MTREF period indicates that the Municipality is not exposed to a liquidity risk.

**Comments received from the public on the proposed tariff increases at the municipal resorts (semi-permanent).**

A total of 180 objections were received on the advertised budget and tariffs on the Uilenkraalsmond resort's rental of plots.

The administration analyses and review the comments and a outcome decision was taken to reduce the proposed tariff. This was done based on the affordability of the tariffs as per input received.

Other necessary amendments based on changed assumptions and additions were made in the 2025/26 budget document, as proposed, and tabled to the Budget Steering Committee for consideration on 19 May 2025.

The 2025/26 Medium Term Revenue and Expenditure Framework (MTREF) report, inclusive of the budget schedules, which are compiled in terms of the Municipal Budgeting Reporting Regulations (MBRR), will be distributed prior to the Council meeting of 29 May 2025.

**RESOLVED:** (Proposed by Ald. A Franken and seconded by Ald. H Coetzee)

- 1) The consolidated budget of **R306 811 902**, consisting of an **Operating budget of R306 766 992** (resulting in a **surplus R 544 909** after tariff increases). Capital transfers amounts to R500 000 in addition, and a **Capital budget of R14 877 500** and budgeted cash flows, as set out in the Municipal Budget is adopted and approved by Council and that it constitutes the Budget of the Council for 2025/2026 financial year as well as the medium term (indicative) budgets for the 2026/2027 and 2027/2028 financial years.
- 2) The tariffs as per tariff list was approved per attached schedules to the budget document.
- 3) That all other matters prescribed in sections 17(1) (a-e); 17(2) and 17(3) (a-m) of the Municipal Finance Management Act 56 of 2003, are included and that accompany the budget document, is approved.
- 4) That all grant allocations in the 2025 Division of Revenue Bill published on 21 May 2025, are included in the 2025/26 MTREF budget.
- 5) That the measurable performance objectives for 2025/2026 for operating revenue by source and by vote, is approved.
- 6) Cognisance was taken that the final budget information may be reviewed and updated with the final report distributed, in the event that changes are communicated to the municipality via Provincial and National DORA allocations.



- 7) That the following budget related policies are approved as unchanged or reviewed/amended.

No	Detail	Unchanged	Reviewed
(i)	Asset Management Policy	X	
(ii)	Credit Control and Debt Collection Policy	X	
(iii)	Bad debt provision Policy	X	
(iv)	Bad debt write-off Policy	X	
(v)	Cash Management and Investment Policy	X	
(vi)	Tariff Policy	X	
(vii)	Supply Chain Management Policy		X
(viii)	Virement Policy	X	
(ix)	Borrowing Policy	X	
(x)	Funding and Reserves Policy	X	
(xi)	Budget Policy	X	
(xii)	Customer Care Policy	X	
(xiii)	Demand Management Policy	X	
(xiv)	Infrastructure investment and Capital projects Policy	X	
(xv)	Liquidity Policy	X	
(xvi)	Long term Financial Planning Policy	X	
(xvii)	Management and Admin of Immovable Assets Policy	X	
(xviii)	Payroll Management and Administration Policy	X	
(xix)	Preferential Procurement Policy	X	
(xx)	Cost containment Policy	X	
(xxi)	Travelling and Subsistence Policy	X	

That the budget summary document, as presented to Council, be included as part of the budget documentation of the items tabled to Council.

**CERTIFIED A TRUE EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 29 MAY 2025.**



**R BOSMAN  
MUNICIPAL MANAGER**