

# UMZIMVUBU LOCAL MUNICIPALITY



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## 1. PREAMBLE

Whereas the municipality seeks to facilitate a fair, equitable, transparent and inclusive selection and housing subsidy application approval processes for all housing development projects undertaken through Integrated Residential Development Program and Informal Settlement Upgrade Project

**NOW THEREFORE** be it enacted by Council as the Housing Allocation Policy

- 1.1. Constitution of the Republic of South Africa, Act No. 108 OF 1996 Section 26 (1) (2) state that:

*“Housing- (1) Everyone has the right to have access to adequate housing.*

*(2) The state must take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of this right”*

- 1.2. **Housing Act No. 107 of 1997 Part States that:**

Functions of Municipalities

*“(1) every municipality must as part of the municipality’s process of integrated development planning, take all reasonable and necessary steps within the framework of national and provincial housing legislation and policy to- (f) initiate plan, co-ordinate, facilitate, promote and enable appropriate housing development in its area of jurisdiction, (h) plan and manage land use development”.*

## 2. DEFINITION AND ABBREVIATIONS

### 3.1 DEFINITIONS

<b>NAME</b>	<b>DEFINITION</b>
“Allocation Committee”	The committee that administer all selection and allocation process formed of two members from the office of the municipal manager, two members representing the Provincial Department of Human Settlements, and should not include any political office bearer(s)
“Aged”	A female beneficiary person of sixty (60) years and older, and/or a male beneficiary of sixty five (65) years or older.
“Child headed household”	Household where both parents are deceased and where all occupants of the property are children of the deceased and are all under age to contract for services and are considered as minors in term of law of person.
“Director”	The person appointed by the council as prescribed in Section 56 of the Local Government: Municipal Systems Act No. 32 of 2000
“Exceptional Housing Need”	A situation where the applicant is assisted on a priority basis as recommended by the Housing Allocation Committee and approved by the Department of Human Settlement
“Financed Linked Individual Housing Subsidy”	An initiative by the Department of Human Settlement to provide a subsidy to allow aspiring home owners to purchase a home and improve their affordability, which subsidy is also extended to existing home owners
“Housing Demand Database”	The database managed by the Department of Human Settlement which contain the record of particulars of all person in need of housing assistance.
“Indigent person”	As defined by the Indigent Policy of the municipality.
“Municipality”	UMzimvubu Local Municipality as determined by the Constitution of the municipal council as prescribed in

Section 54 A of the Local Government: Municipal Systems Act No. 32 of 2000

“Project Manager”

Person appointed by the Department of Human Settlement to administer the project and is the link between Contractor, Project Consultants, Department of Human Settlements, Project Starring Committee and the Municipality

### **3. PURPOSE OF THE POLICY**

- 3.1. The policy seeks to give priority to the housing need of the community.
- 3.2. To provide a framework for the allocation of beneficiaries to Integrated Residential Development Program (IRDP) and Informal Settlement Upgrade Project (UISP)
- 3.3. To prioritise equitable distribution of housing opportunities.

### **4. APPLICATION OF THE POLICY**

The policy applies to all projects undertaken in terms of the Integrated Residential Development Programme (IRDP) and Upgrading of Informal Settlement Programme (UISP).

### **5. ROLES AND RESPONSIBILITIES**

#### **5.1. The role of the National Department of Human Settlement**

The National Department of Human Settlement will be responsible for the following:

- 5.1.1. Verification of selected names of persons from the housing need database drawn by the Office of the Municipal Manager against the National Housing Needs Register/Demand Database; and
- 5.1.2. Inform the Allocation Committee of the verification results.

#### **5.2. The Role of the Provincial Department of Human Settlement**

The Provincial Department of Human Settlements will be responsible for the following:

- 5.2.1. Participation in the Allocation Committee;
- 5.2.2. Verification of the final beneficiary subsid applications submitted for approval;
- 5.2.3. Submission of application for consideration and obtaining the required subsidy application approval from the provincial decision-making authority; and
- 5.2.4. Informing the Allocation Committee of the approval of the subsidy applications.

#### **5.3. The role and responsibilities of the Municipal Manager**

The office of the Municipal Manager or deleted Director will be responsible for the following:

- 5.3.1. To chair the meetings of the Allocation Committee;
- 5.3.2. Ensure compilation of the housing needs register and submission thereof to the Department of Human Settlements

#### **5.4. The role of the Manager Infrastructure and Planning Development**

- 5.4.1. The Manager Infrastructure and Planning Development will be responsible for the implementation of the policy

## **5.5. ALLOCATION COMMITTEE**

- 5.5.1. The committee that will administer all selection and allocation processes in terms of the legislations.
- 5.5.2. The committee comprises of Provincial Department of Human Settlements.

## **5.6. MEMBERSHIP OF THE ALLOCATION COMMITTEE**

The Allocation Committee should comprise the following members:

- 5.6.1. Two members from the office of the Municipal Manager;
- 5.6.2. Two members representing the National and Provincial Department of Human Settlement; and should not include any political office bearer(s).

## **5.7. CHAIRPERSONS, QUORUM ARRANGEMENT, AND SECRETARIAT**

- 5.7.1. The Allocation Committee should be chaired by one of the members elected from the office of the Municipal Manager.
- 5.7.2. The Allocation Committee's quorum should always comprise of four members of the Committee.
- 5.7.3. The frequency of the meetings of the Committee will be managed by the Chairperson as required by the development progress and completion of houses/residential opportunities.
- 5.7.4. The secretariat function will be done by the delegation Director.

## **6. SELECTION PROCESS**

- 6.1. Compilation of housing needs register/database.
- 6.2. Prioritization for approval will be determined on the basis of first served as per National Housing Needs Register/Database.

## **7. SELECTION CRITERIA**

The selection criteria will be based on the following:

- 7.1. Exceptional Housing Need
- 7.2. Vulnerable Groups
- 7.3. Physically challenges person
- 7.4. Indigent persons
- 7.5. Destitute Families
- 7.6. Aged person
- 7.7. The MEC will have discretion to prescribe and approve the specific selection priority criteria that will apply to each project.

## **8. SOURCES OF VERIFICATION FOR ALLOCATION OF HOUSING**

- 8.1. All names of persons selected will be verified by the National of Human Settlement against the National Housing Needs REGISTER/Demand Database.

## **9. OTHER CATAERGORIES FOR HOUSING ALLOCATION**

- 9.1.1. Person who do not qualify for housing subsidies i.e. Household whose income exceed R3 501, 00 per month but is less than R22 000, 00 per month, will qualify for Financed Linked Individual Subsidy Programme (FLIPS).
- 9.1.2. Greenfield Project where there are no pre-existing, legal occupants, and for which the municipality has discretion to select beneficiaries eligible for the subsidy.
- 9.1.3. Each ward shall not be given more than 500 unit of houses per financial year in order for other wards to benefit.

## **10. MONITORING AND EVALUATION**

Manager Infrastructure and Planning Development will be responsible for the implementation of this policy and will submit reports to the Municipal Manager, Council Committees and Council.

## **11. APPROVAL OF THE POLICY**

The Municipal Council must approve this policy and any amendment thereof.

## **12. AUTHENTICATION**

This policy was adopted by the council on the .....2019

As per Council Resolution number .....

Signed off

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**Mr. G.P.T. Nota**  
**Municipal Manager**

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**Cllr. S. MNUKWA**  
**Honourable. Mayor**