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HOUSING SELECTION POLICY

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1.1 DEFINITIONS

Affordable housing project component: A project component providing subsidised opportunities to household by means of the Financed Linked Individual Subsidy Programme (FLISP) subsidies.

Catchment area: The geographic area surrounding a town designated by the municipality for the purposes of selection. Each town has a catchment area, and is considered part of the catchment area. Catchment areas are non-overlapping and contiguous. Each area in the municipality will fall into a catchment area.

Core household: The minimum sized household eligible for a housing subsidy, depending on the age and marital status of applicant members of the household as prescribed by the National Housing Code.

Greenfield, non-relocation project component: A project component occupying a greenfield site on which there are no pre-existing, legal occupants, and for which the municipality has discretion to select beneficiaries, provided they are eligible for the subsidy.

Housing demand database: A database created by a municipality to house information collected from individuals and households required to select beneficiaries for subsidy housing projects.

Institutional housing component: A project component that uses to the Institutional Housing Subsidy to provide “rent-to-buy” housing units.

Location preference: A data field on the database indicating the area/location in which the individual or household prefers to reside.

Non-quota portion: In a situation where at least one quota is used in the selection of beneficiaries, the portion of a project component outside of quotas and thus left open for all eligible entries regardless of household characteristic.

Ordinary residence: A person’s home in a particular place, which he or she has adopted voluntarily and settled (for purpose such as taking up or finding employment, raising children, studying full time etc.) as part of the regular order of his or her life at the time.

People living in overcrowded formal conditions: “Backyarders” in formal housing areas and people living in overcrowded conditions in formal structures in formal housing areas.

Preliminary list of beneficiaries: List of households drawn from the municipal database by the application of the municipal selection policy and any project specific selection parameters, prior to the checking of the eligibility of the households by the appropriate authority (usually the Department).

Pre-screening: A rapid assessment of households’ eligibility for housing subsidy programmes undertaken by the municipality itself and/or the Department upon submission by the municipality, prior to the assessment of subsidy applications. Pre-screening done by the Department excludes the checking of prospective beneficiaries against the Deeds Office record, but includes the checking of ID numbers, marital status, income and whether members of the selected households have received a housing subsidy. Pre-screening by the municipality may include checking selected database entries against the municipality’s property register.

Project: A project is a government subsidised human settlement intervention that occurs on single site or set of related sites.

Project component: Each section of project that has a different mechanism for selecting beneficiaries.

Project town: The town in which a particular project for which beneficiary selection is being considered.

Quota: A portion of the opportunities available in a project component reserved for households with particular characteristics.

Regional Town: A town designated by the municipality as having a significant economic base and judged as having long term economic opportunities which housing beneficiaries will be access.

Registration date ordering: The ordering of database entries (eligible for the subsidy in question) from earliest to latest registration date or registration date proxy for the purposes of selecting beneficiaries for a project.

Relocation project component: A project component in which the beneficiaries are relocated from an informal settlement or part of an informal settlement to a greenfield site.

The Department: The Western Cape Department of Human Settlements.

Council: Cape Agulhas Municipality

Town: An urban agglomeration in which subsidised housing opportunities will be located.

Town-based extract: The entries on the municipality's housing demand database resident within the catchment area of the town in question and/or having preference for being located in the catchment area of the town, whatever is specified in the Policy.

Updating: The process whereby individuals or households provide information about their current status to the municipality in relation to the characteristics captured on the database for the purpose of updating their information on the database.

Verification: The process whereby the municipality checks that the claims made by individuals and households about their status when registering on the database or updating their status are true.

1. INTRODUCTION

Council has compiled a Human Settlement Plan which forms part of the Cape Agulhas Integrated Development Plan as an attempt to expedite housing delivery to its homeless households within its jurisdiction.

The Policy Intent:

The main objective of the policy is that it sets out the relevant processes and procedures that have to be followed when selecting beneficiaries for new housing projects that result in the beneficiary receiving ownership of a subsidised opportunity.

A single project site or set of sites can have a number of project components. Each of the components will be dealt with differently in terms of the selection of beneficiaries. The Policy covers the following project component types each with its own selection mechanisms:

- a) green-field, non-relocation project components for the households eligible for full housing subsidies or serviced site subsidies;
- b) relocation project components linked to informal settlement upgrade projects;
- c) institutional and housing project components that result in ownership (including “rent-to-buy” options)

The elements and mechanisms provided for below will be used in each component type as indicated.

It is Council’s view that this housing policy complies with the national and provincial housing policies and legislation. Its objective is to outline the policy parameters, objectives and procedures to be followed in addressing the above issues.

1.2 POLICY FRAMEWORK

This policy has been enhanced within the framework of the relevant clauses of the Housing Act, 1997 (Act 107 Of 1997), amended National Housing Code, the municipality’s Integrated Development Plan, and the National “Strategy for the allocation of housing opportunities created through the national housing programmes”, and the recently released “Draft Framework Policy for the Selection of Housing Beneficiaries in owner-based housing projects” and “Municipal Selection Policy Template”.

The above prescripts confer certain roles, responsibilities and obligations on the municipality that enables it to fulfil out its Constitutional mandate at the local sphere.

1.3 OVERALL PRINCIPLES

The following principles serve as guides in the implementation of the Cape Agulhas Housing Administration Policy:

Sustainability

Promotion of the establishment of socially and economically viable communities and safe and healthy conditions for human settlement while ensuring that residential developments do not to impact adversely on the environment.

Fairness and Equity

All persons must have an equal opportunity in applying for housing assistance

Transparency

Any person must be able to have reasonable access to the allocation policy and the process in selecting and ranking applicants for a housing opportunity.

Functionality and Social Cohesion

The policy must be practical and understandable. The spirit of this policy is to minimize social conflict and optimize development progress.

Access

The housing selection policy must be applied to enhance easier access to housing opportunities.

Integration

Integrating social, economic, institutional, physical and environmental issues in the development of sustainable human settlements whilst ensuring that new developments lead to the integration of urban and rural areas in support of one another

Innovation and Choice

Promoting innovative responses that increase the availability of choice and variety to the beneficiary

Combating Urban Sprawl

Ensuring that new developments contribute to the compaction of towns and are contained within the urban fringes as defined in the Spatial Development Framework of the municipality

Community Participation

Ensuring that affected communities actively participate in the development process

Empowerment

Ensuring that development incorporates capacity building programmes that promote the utilisation of local skills and resources as well as the participation of previously disadvantaged communities

Habitability

Only suitable land for human occupation shall be considered for housing development

Proximity to Economic Opportunities

Land for housing shall be ideally located next to economic opportunities to lessen the transport cost for residents going to work

Quality

New housing developments shall comply with the minimum quality standards

Environmentally friendly

Promoting the utilisation of environmentally friendly resources and designs that focus on energy

Nature Centred Development

Creating synergy between man-made and ecological systems through the continuation of green spaces in human settlements and the utilisation of environmentally friendly resources and designs that focus on energy saving

Human Centred Development

Ensuring that the developmental needs and activities of people living in settlements are catered for and that opportunities for people to achieve their full potential through their own efforts are maximised

It is Council's view that,

- Housing development shall be located closer to economic opportunities
- Housing development shall lead to the compacting of the towns and avoid urban sprawl
- Housing development shall be integrated with other municipal services – social, economic and infrastructure to establish sustainable human settlements
- All housing developments (low, middle and high-income) within the Municipality shall be approved by Council in line with the provisions of the Human Settlement Plan (HSP), the Spatial Development Framework (SDF) and the Integrated Development Plan (IDP).
- All forms of housing development shall be promoted
- Municipal departments be coordinated to work together in planning and implementing housing projects
- The promotion of middle and high-income housing will in turn generate resources to improve low-income areas
- Equal preference be given to urban and rural development projects
- To promote environmental sensitive and energy efficient housing

2. INTEGRATED APPROACH TO HUMAN SETTLEMENTS

2.1. Establishing an integrated approach to Human Settlements

Council shall make available land for human settlement for Greenfield developments, infill planning, urban renewal, *insitu* upgrading projects or Institutional and finance linked housing projects as prioritised in the Human Settlement Plan, the SDF and the IDP of the municipality.

- 2.1.1 Council shall support and participate in, where feasible, the development of a variety of high, middle and low-income residential developments which combine single residential as well as cluster housing on both Greenfield and urban renewal, *in-situ* upgrading or infill planning sites.
- 2.1.2 All future development proposals shall show how due consideration has been given to social, physical, environmental and economic aspects in the project design. An Environmental Impact Assessment or any other study to support decision-making in this regard may be required from the developer.
- 2.1.3 Council shall support urban developments within the urban fringe. Rural development shall be supported if proven feasible.
- 2.1.4 Council shall support developments that promote the optimum utilisation of infrastructure and resources

- 2.1.5 Council shall support development that is located in close proximity to socio-economic opportunities
- 2.1.6 New housing developments shall only be supported if in line with the Human Settlement Plan, Spatial Development Framework and the Integrated Development Plan of the municipality.
- 2.1.7 Projects shall be designed to minimise the negative impact on the environment and environmentally sensitive developments shall get preference.

2.2 Administrative Procedures: Integrated Approach to Human Settlements

- (a) It is recognised that sustainable human settlements can only be achieved through a co-ordinated and integrated approach to development. The Integrated Development Planning process (IDP) of the municipality is one such tool to ensure co-ordination and integration at a strategic level. Therefore all new human settlement/housing development needs shall be adequately addressed in the IDP of the municipality.
- (b) Furthermore, the spatial relationship of proposed new development with that of the existing settlement shall be considered in the Spatial Development Framework (SDF) of the municipality. It is thus important that these two administrative and planning tools be used to plan timeously for human settlements / new housing developments.
- (c) To enable successful co-ordination of newly planned human settlement developments the Municipality will establish a **Housing Development Committee (HDC) that comprises the different directorates (Civil and Electrical Engineering, Community Services) as well as the ward councilors.**
- (d) The HDC shall identify during the annual review of the Human Settlement Plan and the IDP of the municipality all suitable public land for new human settlement / housing developments according to the needs identified in the Human Settlement Plan and amend the SDF of the municipality accordingly. A distinction shall be made between Greenfield development, infill planning, urban renewal and *in-situ* upgrading projects to allow for population growth whilst accommodating existing needs.
- (e) A priority ranking order shall also be allocated to the different areas based on criteria such as feasibility, sustainability, serviceability, etc. This will be used to inform the budgeting process of council as well as the channelling of public investment for future housing developments. Proposed housing developments shall make provision for a selection of low-middle and middle-high income residential developments whilst combining single residential development with cluster housing.
- (f) Consideration shall be taken to provide supporting infrastructure to the proposed housing developments in particular the road network, bulk infrastructure services including economic and social amenities. The financial implications of the supporting infrastructure shall be considered together with the financial implications of the proposed development.
- (g) Besides planning in an integrated manner at strategic level, the same is required at an administrative level. It is thus necessary that clear administrative procedures be developed to ensure an integrated approach to new human settlement / housing development at implementation level.

2.3 Administrative Procedures: Developing new housing developments on Council property

Stage 1: Establishing a new human settlement or extension

- a) The Town Planning section or Housing Service Provider shall evaluate the areas identified for development in the HSP and the SDF in terms of the geo-technical and topographical conditions on the land and compile preliminary layout plan(s) for these priority area(s). All National Environmental legislation (NEMA) must also be taken cognisance of. If insufficient in-house expertise exists, this function shall be outsourced or, if council decides to use private developers, proposals by private developers could then be obtained for the planning and development of the land.
- b) These preliminary development plans and layout plans shall then be circulated to the Directorate Infrastructure Services and Electromechanical Services for comments.
- c) The Town Planning section or in the case of a private developer, the developer shall make any changes necessary to accommodate the comments received in (b) above.
- d) The Director Community Services shall then compile a report indicating the financial and institutional implications of the proposed development to MAYCO for approval by Council.
- e) Once Council has approved the proposed development, the preliminary layout plan shall be tabled to the respective ward committee and/or public participation structure for input by the public.
- f) The Town Planning section or the private developer shall make the necessary changes to accommodate the comments received in (e) above before the final layout plan with cost estimates is tabled to MAYCO and Council.
- g) Once Council has approved the layout plan, Director: Community Services or the private developer shall prepare the necessary applications for approval of the layout plan to the relevant authorities
- h) Once approval has been obtained from the relevant authorities, a professional Land Surveyor (in-house or outsourced) can then peg the approved layout plan.
- i) Instructions shall be given to the Directorate Infrastructure Services to design the civil and electrical services whilst the Directorate Community can also plan and apply for the development of any community facilities required in the area. In the case of a private developer he/she will be responsible for the design and construction of services according to the service agreement.

Stage 2: Approval of survey diagrams

- a) Once the area has been pegged, the Land Surveyor shall compile and submit the necessary survey diagrams and/or general plans to the Surveyor General for approval.
- b) Once approval has been received the approved diagrams shall be handed to the Sub-directorate Legal Services for registration in the Deeds Office or the private developer shall appoint a conveyancer to register the properties in the deeds office.

Stage 3: Construction of infrastructure services

- a) Once the Director: Infrastructure Services gets the notice that the layout plan has been approved, he shall invite tenders and make recommendations to Council according to Council's procurement policy on the appointment of contractors for the construction of civil and electrical infrastructure. If in-house expertise is lacking, this function shall be outsourced.
- b) Once approval has been obtained from Council, contractors shall be appointed.
- c) In the case of a private developer, the developer will appoint a contractor for the construction of civil and electrical services.
- d) Once the various services have been installed to the satisfaction of the Director: Infrastructure Services, an Engineering Certificate shall be submitted to the Municipal Manager or in the case of a private developer to the developer by the Executive Director: Infrastructure Services to accompany the application for registration in the Deeds Office.

Stage4: Registration of properties in the Deeds Office

- a) The Town Planning section or in the case of the private developer his conveyancer shall apply to the Registrar of Deeds for the opening of the township register or the registration of the relevant properties in the Deeds Office. If in-house capacity does not exist, this function shall be outsourced.
- b) In the case of a private developer the site allocation process will be according to the agreement reached between him/her and the Council.

Stage 5: Allocation of sites and application for housing subsidies

- a) Once the Town Planning Section has notified the Housing section, the latter shall then allocate sites to the respective beneficiaries as per site register and the housing allocation policy of council.
- b) Serviced sites shall be made available to applicants of housing subsidies, informal settlements recognised for upgrading and applicants who only need to purchase serviced sites and will be able to build their own houses with preference given to those who earn between R3501-R15000 but cannot be assisted by financial institutions so as to be able to participate in GAP housing programmes.
- c) The Housing section shall apply for housing subsidies for those beneficiaries who qualify for housing subsidies. The various subsidy categories shall be

utilised, where appropriate, i.e. institutional housing, rural housing, social housing, project-linked, rent to buy schemes, etc.

- d) The Housing Section shall register sites of applicants who qualify for government housing subsidies in the Deeds Office while those applicants who purchased sites from council and do not qualify for government housing subsidies shall register the sites for themselves

Stage 6: Building of top structures

- a) Once the sites have been registered in beneficiaries' names a building contractor / developer shall be appointed.
- b) The contractor / developer shall then submit building plans for the proposed development.
- c) If a contractor or developer develops more than 5 single residential units within a street block or develops a cluster development, the building plans for these proposed developments shall be submitted to the Aesthetical Committee of Council.
- d) The Aesthetical Committee of Council shall review the building plans using approved criteria which take into consideration the various aspects of the development like the scale of the development, the material used, the number of units in a complex, the environmental impact of the proposed development, etc.
- e) The criteria used shall in particular focus on the promotion of diversity and choice whilst focusing on environmentally sensitive developments. Developments not adhering to these criteria shall not be recommended for approval.
- f) The Sub-directorate Housing shall ensure that building control measures are adhered to by the contractor / developer and that quality assurance is given during the construction of houses.

Stage 7: Development of social and economic amenities

- a) Once the township register has been opened or the properties have been registered in the Deeds Office, council or a private developer shall put sites to public auction for developments other than housing.
- b) Where public amenities like schools, clinics, etc. need to be developed, these developments shall be secured from provincial or national government departments by the Directorate: Community and Social Development or the developer himself/herself.
- c) The development of parks and sports facilities shall also receive priority.

3. MUNICIPAL HOUSING DEMAND DATABASE

Without a credible housing demand database Council finds it difficult to know the extent of housing needs within the Municipality. This complicates housing allocation and administration. If housing applications are not systematically recorded and no dedicated officials appointed to handle them the housing database as well as Council's vision to provide for shelter as envisaged by the Constitution of South Africa will be flawed.

The aim of the housing demand database is as follows:

- Promotion of fair administrative justice in the administration of housing allocations
- Centralisation of all housing information
- The housing database shall serve as the core instrument in the implementation of housing allocation
- The housing database shall serve as a planning tool to housing, planning and infrastructure departments.

3.1 Assigning registration dates to new entries on the database

A registration date will be given to each individual who completes the necessary documentation required to be entered onto the database, provided that the individual:

- does not own fixed property in the municipality
- is a minimum of 18 years old
- is a SA citizen or has permanent residence in South Africa

The registration date is the date at which municipality accepts the documentation submitted for registration on the database as being complete. The municipality will communicate the registration date to the individual and provide him/her with documentary proof of that date. The registration date will remain constant until the individual receives an ownership-based housing opportunity.

3.2 Data fields on the database

3.2.1 For households with one adult in the household core:

- a) Name and ID number of the adult
- b) Registration date
- c) Residential address (according to standardised naming convention operational in the municipality)
- d) Location preference (in terms of project towns recorded on the housing demand database)
- e) The names and ID numbers of all permanently disabled members in the household where permanent disability is defined and determined by the South African Social Security Agency (SASSA).
- f) Number of dependents within the household, and their ID numbers
- g) Whether a current or former farm resident, address of farm and, if so, employer / farmer where applicable and period and date of residence on the farm.
- h) Gross monthly income
- i) Marital status

j) whether owns property or not

k) whether will apply for a mortgage and a FLISP subsidy

3.2.2 For households with two adults in the household core:

- Fields provided in 3.2 c), d), e) and k) as specified above applied to the household.
- Name and ID number of each of the two adults
- Relationship between the two adults
- Registration date of the household, which will be i) the earlier of the two adults' registration dates if the municipality already has them separately on record as being registered previously, or ii) if municipality has neither of the adults on record as registered, the date described in 3.1 as applied, or iii) if the municipality already has one of them separately on record as registration, that registration date
- Gross monthly income of each of the two adults
- Joint gross monthly income of the two adults
- Whether each of the adults currently or used to be a farm resident, and, if so dates and period of residence on a farm, address of farm, employer/farmer where applicable
- Whether each of the adults own property
- Landline or cell phone contact number of each adult

Individuals and households registered on the database may change their town of preference at any time without notice and without any impact on their dates of registration, provided that applications to change of the town preference occurs one (1) year before the database is used for selection.

3.3 Supporting documentation for registration and updating

The municipality will collect the following documentation during registration and updating.

3.3.1 *Information to check eligibility for the range of subsidy instruments available in National Housing Code*

The following information should be collected when a project is been approved: payslips, certified copy of ID book of self, other adult, birth certificates of minor dependents in the household, marriage certificates, death certificates, final divorce orders, adoption court orders

3.3.2 *Information to verify claims by individuals/households about selection status*

The municipality will make use of the interim sources of verification to verify claims made by individuals that they have permanent disabilities until such time that a provincial system is created to allow for the final source of verification.

Group	Interim source of verification	Final source of verification
Eligible household with at least one adult having a permanent disability (according to SASSA's definition)	Original or certified copy of permanent disability grant approval and latest review outcome letter from SASSA (not older than 5 years)	SASSA confirmation that individual with particular ID number is classified as permanently disabled by SASSA
Household with an adult caregiver of a permanent disabled minor or financial dependent receiving Care Dependency Grant	Original or certified copy of Care Dependency Grant approval and latest review outcome letter from SASSA (not older than 5 years)	SASSA confirmation of CDG recipient and caregiver using IDs

4 APPLICATION OF POLICY

This policy applies to the selection beneficiaries for certain state subsidised new housing projects.

A single project site or set of sites can have a number of project components related to different housing delivery programmes. Each of the components will be dealt with differently in terms of the selection of beneficiaries. The Policy covers the following project component types each with its own selection mechanisms:

- a) green-field, non-relocation project components for the R0-3500 household monthly income sector;
- b) relocation project components linked to informal settlement upgrade projects (USIP);
- c) institutional and affordable housing project components that result in ownership (including "rent-to-buy" options)

The elements and mechanisms provided for below will be used in each component type as indicated.

4.1 Mechanisms that apply to more than one project component type

The elements and mechanisms provided for below will be used in each component type as indicated.

4.1.1 Balancing of people in overcrowded conditions and informal settlement dwellers across portfolio of projects

For all project components the number of people in formal overcrowded conditions and informal settlement dwellers receiving subsidised housing opportunities will be balanced against each other. The balancing across the two groups will occur over each successive 5-year period linked to the strategic planning cycle and over the portfolio of housing projects planned and executed in the municipality.

The balancing will seek to equalise the relative access each group enjoys to basic, on-site municipal services. To equalise, the distribution opportunities provided over the period across each of the two groups will be in proportion to number of households without access to basic, on-site service within each group. The municipality will determine the level of service threshold for "acceptable access" for people living in formal overcrowded conditions to enable this balancing.

Realistic delivery targets for each of the categories and for the corresponding number and size of project components will be set out in municipal plans (IDP, HSP) and reported upon in the corresponding annual and multi-year reports.

4.1.2 Use of the municipal demand database and link between selection and subsidy approval

For the project components where the database is used in selection except relocation components, only the database entries of the municipal database indicated as eligible for the relevant subsidy instrument based on information on the database will be considered for selection.

The selection status of an entry selected from the database is preliminary until its subsidy application is approved by the Department or appropriate authority. Before submitting subsidy applications for approval the municipal will undertake pre-screening. After pre-screening and before subsidy approval, the list of successfully pre-screened entries will be posted for public comment and the administration will respond to any queries from the public.

4.1.3 Registration date ordering

Registration date ordering refers to the process whereby all database entries considered eligible for the project component are arranged from the earliest registration date to the latest registration date, and households selected as beneficiaries in that order.

4.2 Green-field, non-relocation project components

4.2.1 General Mechanisms

For each project town, the municipality will define a catchment area. Each project town will have a catchment area which will be clearly defined on a map of the municipality. Catchment areas will be non-overlapping, and two or more towns can have the same catchment area. Every area in a municipality will fall within a catchment area.

From its list of project towns, the municipality will designate regional towns.

Regional towns

In a regional town, the municipality will reserve 90% of the opportunities in the project component for entries which are resident in the catchment area of the regional town. The remaining 10% of opportunities will be split across the other catchment areas in the municipality in proportion to the number of waiting/ active entries relevant for the project component in question

- Resident in each of the other catchment areas
- Indicating a preference to locate in the regional town

As far as is practical, quotas referred to in 4.2.1 b) will be split across catchment areas in proportion to the number of opportunities assigned to each catchment area.

Non-regional towns

In non-regional towns, an extract of the database containing entries resident and indicating a location preference for the catchment area of the project town in question will be considered for selection.

Quotas referred to in 4.2.2 will apply to the extract of the database resident in the catchment area of the project town for selection in the project component.

Appendix 1 of this Policy contains a list of all project towns and their status as regional towns or non-regional towns. The extend of the catchment area for each of the project towns.

a) Households that reside in Proteam and Klipdale with registration dates of before 1 July 2013

Ten percent (10%) of opportunities in green field, non-relocation projects in Bredasdorp and Napier will be reserved for households that reside in Proteam and Klipdale with registration dates of before 1 July 2013 until such time that all such households have received housing opportunities.

4.2.2 Quotas

Quota for households containing adults of 60 years and more in the core

A quota 15% of opportunities set aside to prioritise households containing at least 1 non-dependant adult of 60 years or older in the core of the household.

Quota for households affected by permanent disability

A quota of 5% of the opportunities in the project component will be set aside to prioritise households “affected by permanent disability”.

The municipality will classify households with the following characteristics as being “households affected by permanent disability”.

- a) A household with at least:
 - I. One adult member (in the core household) having a permanent disability or
 - II. A financial dependent with a permanent disability

Such that he / she receives a permanent disability grant or would receive a permanent disability if his / her income fell within the income threshold for the permanent disability grant. If the adult member is older than the threshold age for the Older Person’s Grant and did receive a permanent disability grant before reaching the threshold age for the Older Person’s Grant, the household will also fall into category a.

- b) A household with an adult caregiver of a permanent disabled minor who is in the core of the household or financially dependent on the core and who receives a Care Dependency Grant

4.3 Relocation project component type/ UISP

4.3.1 Basic methods for selecting beneficiaries for relocation or residing in an informal settlement

Municipalities will use one of four methods or some combination of them for identifying households for either relocation or remaining in an informal settlement which is targeted for upgrade:

- a) ordering according to the duration of residence in the informal settlement;
- b) ordering according to the registration date of households in the informal settlement
- c) selection of households who are in “desperate need”
- d) ordering according to age of adults in the core of the household
- e) selection of households according to their relative location to public infrastructure and public facilities planned for informal settlement upgrade

4.3.2 Certain methods used where there is difference in level of service between beneficiaries remaining on site and those relocated

In a relocation situation, where there is a significant time difference between when those households remaining on the upgraded site and those being relocated will receive housing opportunities, or where there is a difference in the level of service for each group, the municipality should try to use methods a), b), or d) or some combination of them. Those who have been residing for the longest period in the informal settlement, have the earliest registration dates or are in desperate need should be selected for the most favourable subsidy opportunities within the upgrade project.

4.4 Institutional and affordable housing project component type

4.4.1 Institutions and developers use their own selection processes

Housing institutions and developers making use of government subsidies must be allowed to run their own selection processes provided these processes are reasonable.

4.4.2 Projects open to all qualifying across the municipality

The municipality should ascertain that the selection processes run by housing institutions are adequately understood by the citizens of the municipality and uniformly applied across the municipality. All the citizens in the municipality who meet the housing institution's entry requirements should potentially be able to benefit.

4.4.3 Registration date ordering applied by municipality on developer's list where effective demand is greater than supply

Where the number of the individuals/households meeting the housing institution's or the developer's minimum selection criteria is greater than the number of units supplied in the project under consideration, further selection of individuals/households on the housing institution' or developer's list should occur in order of registration d

5 INSTITUTIONAL ARRANGEMENTS

The responsibilities laid out below pertain to all project component types, except where indicated.

5.1 Council

The Council is responsible for:

- adopting and reviewing, by resolution, the municipality's Selection Policy.
- monitoring the implementation of the Selection Policy

5.2 Municipal manager

The municipal manager is responsible for implementing this Selection Policy.

To enable implementation, the municipal manager establishes the required roles and responsibilities as follows:

5.2.1 Director of Community Services

The Director of Community Services has the following roles:

- Ratifying the recommendations of the Selection Controller
- Recommending the method for selecting beneficiaries for relocation in relocation project components to the council for decision making.

- Issuing instructions to the Database Unit about how the selection policy will be implemented for each project.
- Reporting to the Council on a quarterly basis on how selection broadly occurred within the affected housing projects i.e. the number of opportunities in the project, the quotas used, the number of opportunities within each quotas, the nature of selection parameters and dimensions of the selection parameters, if used.

5.2.2 Housing manager

The Housing Manager has the following general roles:

- Generally ensure that all processes required for selection in the project component as laid out in policy occur.
- Make recommendations to the Selection Controller on how the Selection Policy should be implemented in the project component, and submit these recommendations to the Selection Controller
- Submit other information about the project to the Selection Controller as deemed necessary by the latter to enable decision-making
- With his/her support staff, manage the process of public comment on preliminary lists , deal with queries of the public directed toward him/her, where possible by referring any queries to the appropriate officials and informing members of the public about the responses.

In institutional and affordable housing project components, the Housing Manager will manage the process of providing lists of possible beneficiaries to housing institutions / developers and /or ordering applicants according to date of registration on the municipal database should the social housing institution or the developer require this. Should registration date ordering be required, the institution or developer will submit the names and ID numbers of the individuals or households on its list to the Housing Manager designated to the project for ordering according to registration date and receive the list back from the Housing Manager.

5.2.3 Beneficiary Committee/Social Compact

For the relocation project, the Beneficiary Committee/Social Compact will develop recommendations for how selection within the relocation project will occur, and submit these to the Project Manager who will in turn make a recommendation to the Selection committee.

The municipality will establish the Beneficiary Committee/Social Compact by placing an advert in the local community newspapers and municipal offices calling on interested parties to be part of the establishment of a Project Steering Committee/Social Compact. A community meeting will then be called for the election of the Beneficiary Committee/Social Compact. The Beneficiary Committee/Social Compact will be elected at a public meeting called by the municipality and will comprise representatives from the following stakeholders:

- Officials from the municipality including the Project Manager for the project concerned.
- Representatives from communities in the vicinity of the project site
- Councillors, both ward and PR
- Project consultants

The Beneficiary Committee/Social Compact will play no role in selecting beneficiaries.

5.2.4 Selection Controller

The Selection Controller is an official within the municipality who is not a Housing manager or part of the data management unit, and should be at a senior level. The municipality will establish a Selection Controller which will have the following roles:

- Ensuring that the Selection Policy is being implemented in each project component by requesting information from the Housing Manager on how the Selection Policy is being applied in each project component, vetting such information before making a recommendation to the executive manager responsible for housing.

The designated official should not be a project manager or part of the data management unit, and should be at a senior level.

5.2.5 Database unit

The executive manager will establish a separate unit for managing the “Housing Demand Database”, although such a unit may consist of one or more officials who may have other responsibilities in the municipality but must not be Housing Manager or members of the Beneficiary Committee or the designated official. The role of the unit is to:

- Process application forms from individuals and households for entry onto the database
- Verify and update information
- Store the information contained on the application forms securely
- Apply the Selection Policy and selection parameters to the database to select beneficiaries for the project by order of the executive manager responsible for Housing.
- Answer formal queries in writing about any preliminary selection lists that may be referred by the Housing Manager, and make these answers available to the Housing Manager.
- Keep track of the status of entries on the database, including whether and when database entries have received a subsidy, and the location of the subsidy property.
- Preserve and file all preliminary list, before and after pre-screening, and all written instructions from the Director Community Services about how entries should be drawn off the database for a particular project (and project component).

5.3 Contractor or implementing agents

Contractors or implementing agents will play no role in the selection, except, at the request of the municipality, to contact individuals or households who have been selected in any primarily selection process.

5.4 Channel for queries about preliminary selection

After the municipality has undertaken pre-screening of the preliminary list and before the submission of the successful entries on the list to Department for approval, the municipality will post the list for public comment. The details of selected beneficiaries must also appear on the Provincial Department of Human Settlement’s Housing Demand Database;

- The list will be posted for a period of 2 weeks. The municipality will have 3 weeks to respond to the queries raised by the public.

5.5 Communication of the Policy

- The municipality will communicate the Selection Policy to the residents of the municipality at least twice per year during feedback meeting of Ward Councillors. Each housing offices will provide information explaining the policy. The full policy will be available on

request for reading in all municipal buildings in which the officials of the municipalities interact with the public in a face-to-face manner. The responsibilities of the residents to register and update information will be made clear, and the consequences of not fulfilling these responsibilities will be explained.

Project Towns and status as Regional or non-regional towns

Project Towns	Regional town or non-regional town
Bredasdorp	Regional
Napier	Non- Regional
Struisbaai	Non-Regional
Arniston	Non-Regional