



DRAFT POLICY FOR THE ALLOCATION OF HOUSING OPPORTUNITIES

MARCH 2024

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ACRONYMS

BNG	Breaking New Grounds
FHFSA	First Home Finance and Subsidy Assistance
HAC	Housing Allocation Committee
HSS	Housing Subsidy System
HSP	Housing Sector Plan
IDP	Integrated Development Planning
IRDP	Integrated Residential Development Programme
NHDB	National Housing Development Board
NHNR	National Housing Needs Register
PHDB	Provincial Housing Development Board
SDF	Spatial Development Framework
UISP	Upgrading of Informal Settlement Programme
MMC	Member of the Mayoral Committee

DEFINITIONS

Applicant	Member of the public who has completed a registration for assistance to acquire a housing opportunity from the variety of housing options available through the National Housing Programmes
Approved Beneficiary –	A person whose application for a housing subsidy has been approved by the Provincial Housing Development Board and captured in the National Housing Development Board (NHDB)
Aged Person	means a person who is 60 (sixty) years and older in terms of the South African Social Services Social Grants directives.
Child-headed household	Refers to households which are headed by minor children, where parents are deceased or absconded.
Disabled Person	member of a household who is physically handicapped.
Exceptional Housing Need"	means a situation where an applicant is assisted on a priority basis as recommended by the Housing Allocation Committee.
Financial dependent	is someone who depend financial on the applicant, this may include immediate and extended family members of the applicant.
Basic Household income	combined household monthly basic income

- Housing Opportunities** refers to a full spectrum of opportunities available provided by various housing programmes and include the sale of serviced stands to households that do not qualify for housing subsidies.
- National Housing Needs Register** means the national housing demand database managed by the National Department of Human Settlements which contains the applicants' profiles.
- Qualifying Criteria** means the criteria set out in the National Housing Code stipulating the requirements for applicants to qualify as beneficiaries for various housing opportunities.
- Professionally Declared** The professional opinion and recommendation of a consultant who specializes in that field of expertise.
- "Serviced Site"** refers to a plot where municipal engineering services were installed i.e. electricity, water and sanitation.
- Spouse** means any partner with whom a prospective applicant is married to or habitually cohabits.
- Status Update** The process whereby applicants inform the Municipality of the change in their details captured on the system to reflect the latest information.
- Vulnerable Person** Means, any person/household living in undesirable socio-economic conditions and or dangerous circumstances.
- Special case** Refers to cases where the housing needs of a person or household are comparatively dire and pose health and safety risks to the lives if not promptly attended.

1 INTRODUCTION

The allocation of housing opportunities across the City, that is; the identification, prioritisation, and selection of beneficiaries has been an area of great contestation. With the introduction of the IRDP, ISUP, and FHFSA (previously FLISP), the allocation process became more complex. On the other hand, the divergent housing conditions and needs of the people continue to prove that the City's beneficiary management system through the housing database and its selection process has created dissatisfaction among stakeholders. The City adopted the National Housing Needs Register (NHNR) as a replacement for the municipal housing database. The IRDP requires a two-dimensional approach.

- The first dimension pertains to the allocation of serviced stands to households that do not qualify for housing subsidies, the allocation/disposal of serviced stands earmarked for business/commercial use, institutional stands created for churches, crèche sites, and other serviced stands earmarked for "not for profit" organizations.
- The second dimension pertains to the allocation of serviced stands for housing subsidy beneficiaries who qualify for assistance to acquire a house from the variety of housing options available through the National Housing Programmes

The Housing Allocation Policy of the City is a framework that will guide the allocation of housing opportunities created through national housing programmes. The National Housing Needs Register (NHNR) will be the main data source from which housing beneficiaries shall be selected amongst others.

2. PROBLEM STATEMENT

For some time, the allocation of state-funded housing opportunities in the City has not had a Council approved policy. This has raised concerns across stakeholders that some form of favour is struck in the allocation of housing opportunities. Apart from this, the introduction of new housing programmes such as the IRDP, ISUP, and FHFSA has brought about great decision-making challenges in the allocation process.

While other strategic plans of the City IDP, SDF and HSP give development direction, the decision-making challenge is evident in the implementation of housing projects. The challenge of which group or households to select and prioritise always heightens when resources and opportunities are limited to address the need.

3. POLICY INTEND

The policy aims to facilitate a fair and transparent process of identification, prioritisation and selection of prospective housing beneficiaries for providing housing opportunities in State-funded housing projects. Ancillary to this, the policy seeks to:

- 3.1 Provide a framework for the establishment of the Housing Allocation Committee;
- 3.2 provide directives on identification, categorisation, prioritisation and selection of potential beneficiaries through a needs assessment exercise conducted before each project is approved.
- 3.3 Manage registration of housing interests on the NHNR;
- 3.4 Underpin the use of the National Housing Needs Register and Special Case Register as the main information hub from which beneficiaries shall be selected and prioritised (except in the case of rural housing which is at the moment excluded from NHNR);
- 3.5 To ensure that the housing allocation process promotes good governance.
- 3.6 Set out policy principles for selecting and prioritising households/applicants whose housing situations are terrible and therefore cause the government to react promptly;
- 3.7 Prioritising an exceptional housing need and or vulnerable households which deviates from the date of application principle;
- 3.8 Help identify and select beneficiaries by categories and priority
- 3.9 Define the roles and responsibilities of relevant Municipal housing stakeholders in implementing the policy.

4. PRINCIPLES OF THE HOUSING ALLOCATION POLICY

- 4.1 The following principles shall underpin this policy:
 - 4.1.1 **Transparency:** the selection and ranking of beneficiaries for available housing opportunities shall be reasonable and open for scrutiny.
 - 4.1.2 **Pro-poor:** initiatives aimed at prioritising the development of the City's most vulnerable and underprivileged households by ensuring that their circumstances are proactively addressed.
 - 4.1.3 **Functionality:** the policy shall promote a viable human settlement delivery process;
 - 4.1.4 **Fairness:** all persons are to be treated impartially and just, without favouritism or discrimination during the application and selection process.

- 4.1.5 First-Come-First-Serve:** establish a queuing system where qualifying applicants are ranked based on their order of registration date in the National Housing Needs Register;
- 4.1.6 Social cohesion:** to promote social cohesion and thus the establishment of viable human settlements
- 4.1.7 Equity:** All persons have equal opportunity in applying for housing assistance following the applicable National Housing Subsidy Programme.
- 4.1.8 Administrative Independence:** No Councillor may get involved in any allocation process or make any commitment on behalf of the City regarding beneficitation.
- 4.1.9 Right of first refusal:** Where a beneficiary who is next in line is unable or unwilling to accept the offer of the housing opportunity, such a person shall advise the allocation committee in writing & that the housing opportunity will be allocated to the next in line. The applicant will be re-instated on the housing database without prejudicing their position in the next allocation process in line with the provisions of clause seven (07) of this policy.

5. SCOPE OF APPLICATION

The provisions of this policy apply to all government-facilitated housing opportunities, with the exclusion of the following housing programmes that are administered by Provincial and National departments.

- 5.1 Social/Rental Housing;
- 5.2 Military Veterans' Housing Programme;
- 5.3 First Home Finance and Subsidy Assistance
- 5.4 Farm Workers Housing Subsidy Programme;
- 5.5 Consolidation Scheme
- 5.6 Enhanced Peoples Housing Process (EHP)

6. MANAGEMENT AND ADMINISTRATION OF THE NATIONAL HOUSING NEEDS REGISTER / DEMAND DATABASE

6.1 Application of Policy

This chapter gives directives to the management and administration of the National Housing Needs Register/Demand Database. Without a credible demand database, the Municipality finds it difficult to know the extent of housing needs within its area of jurisdiction.

This complicates housing allocations and administration. If housing applications are not systematically recorded and no dedicated officials are appointed to handle them, the housing demand database as well as the Council's vision to provide for shelter fairly and transparently will be flawed.

6.2 Aims of the National Housing Needs Register / Housing Demand Database

- 6.2.1** Promotion of fair administrative justice in the management of housing registration, selection, and allocations.
- 6.2.2** Centralisation of all housing information.
- 6.2.3** The housing demand database shall serve as the core instrument in the implementation of housing allocation, except in identified housing programmes.
- 6.2.4** Enable the housing demand database to serve as a planning tool for human settlements, infrastructure, and City Planning Strategic Business Units (SBUs).

6.3 Management of Housing Demand Database

The City maintains the NHNR through the Manager: of Human Settlements Planning, Policy, and Administration. Furthermore, the Manager is responsible for keeping housing demand information excluded from NHNR like informal settlement data, rural housing data, and registering

for social/special cases.

6.3.1 National Housing Needs Register (NHNR) / Housing Demand Database Registration Procedure

- 6.3.1.1** All persons who want to qualify for state-financed/subsidized housing shall enlist their housing interest on the NHNR at the Municipal Offices (Human Settlement Section).

6.3.1.2 The registration of new entrants shall open between 01 July to 30 September each financial year (unless the Municipality extends the registration period, and the message will be communicated through normal communication channels of the Municipality)..

6.3.1.3 Human Settlements officials maintaining the NHNR/demand database will access the system through a unique password and all changes effected on the data will be tracked by the authorised employee to ensure credibility of the data and to eliminate tampering with the data.

6.3.1.4 The applicants are required to present the following original or certified copies of the following documents on registration:

- Produce the identity document of the applicant
- Produce the identity document of the spouse,
- Produce marriage certificate, if married;
- Proof of household income (applicant and spouse if married);
- Proof of birth for financial dependants;
- Decree of divorce in case of divorcee;

6.3.1.5 It is the responsibility of the applicant who is registered on NHNR to visit the Human Settlement offices to update "their status" on the Housing demand database anytime when their personal information changes. Municipality cannot be held responsible for missed opportunities due to outdated information.

6.3.1.6 Applicants who registered on the NHNR will be eligible for selection according to the criteria set to guide the Housing Allocation Committee.

6.3.1.7 Persons who recorded their housing needs do not automatically qualify for housing subsidies or the allocation or purchase of serviced stands as the case may be, he/she shall be assessed through set qualification criteria

6.3.1.8 The following principles shall apply to applicants who are registered on the NHNR:

- a) Application/Reference numbers are not transferable to other members of the household under any circumstance, especially where the person on the

database does not qualify for a government subsidy and or deceased applicant.

- b) Where a person is living with disability, supporting documentation must be provided (doctor/clinic certificate/report and a report from SASSA).
- c) The Housing Administration section will investigate each case in terms of age, disability, and destitute status (through relevant departments like Social Development) and the report will be used to substantiate the case.

6.3.2 The process of selection of names of prospective housing subsidy beneficiaries from the NHNR

6.3.2.1 The process of selecting names for verification, evaluation, and approval by the Allocation Committee shall be as follows:

- a) The Project Manager shall inform the Secretariat of the Allocation Committee that houses will be ready for allocation at a given date in the future and that a list of potential beneficiaries is required for evaluation and approval by the committee;
- b) The Secretariat of the Allocation Committee shall, in terms of the approved priority selection criteria, request the Manager: Human Settlements Planning, Policy and Administration to draw a list of prospective beneficiaries from the NHNR/Demand Data Base and other identified sources for submission to the Allocation Committee;
- c) The Manager: Human Settlements Planning, Policy and Administration shall apply the criteria indicated in the request of the Secretariat of the Allocation Committee and in line with the criteria stipulated in the policy, draw the targeted names from the NHNR and special case register;
- d) The selected names will then be verified against the National Housing Needs Register and Housing Subsidy System (HSS) – pre-screening;
- e) The Allocation Committee shall then convene to evaluate the selection of prospective subsidy applicants against the set Qualification Criteria;

- ¶ The Secretariat of the Allocation Committee shall inform the Project Manager of the approved prospective beneficiaries requesting the Project Manager to gather the required subsidy application forms.

6.3.2 Management of Subsidy Applications Process

6.3.3.1 An approved list of persons identified through the processes contained in this policy will be handed over to the Project Manager by the Secretariat of the Housing Allocation Committee;

6.3.3.2 The Project Manager shall extend invitations to prospective beneficiaries on the approved list to apply for housing subsidies and provide the required application forms and required attachments;

6.3.3.3 Applicants of housing subsidies must meet the minimum qualification criteria set out in the housing code.

6.3.3.4 The most recent and current applicable applicant information regarding the profile of the applicant (including spouse and dependants) must be provided in the subsidy application forms;

6.3.3.5 Financial dependents can only be used once for a subsidy application approval and the necessary supporting documentation (proof of adoption, affidavits if an extended family member is financially dependent) must be provided.

6.3.3.6 The application forms including attachments may not be older than six months when considered for approval;

6.3.3.7 Completed subsidy application forms shall be verified for correctness, registered/captured in the Housing Subsidy System for further screening and approval by the MEC within three months from the date of submitting the completed forms;

6.3.3.8 After an application has been approved, the Municipality shall inform the applicant through any of the following:

- a) A telephone and or short message system (SMS) where the telephone number has been provided;
- b) Email, where the email address has been provided.

6.3.4 Active, Deferred, and Cancelled Registrations of Interest on NHNR

6.3.4.1 The applicant registration of interest on the NHNR/Demand Database is regarded as active until either:

- a) the applicant accepts or rejects an allocation offer of housing opportunity;
- b) the applicant requests in writing to defer or cancel.

6.3.4.2 The applicant registration of interest on the NHNR/Demand Database will be deferred by either:

- a) the applicant, for example, requests in writing to defer his/her application because he/she is temporarily unable to accept a housing offer;
- b) No response by the applicant when he/she is being contacted through the contacts on the system, to complete the subsidy application form.

6.3.4.3 The applicant registration of interest on the NHNR/Demand Database will be canceled either:

- a) if the application has been deferred for three consecutive allocation periods;
- b) at the applicant's request

7. ALLOCATION PROCESS FOR RURAL HOUSING PROGRAMME

7.1 Application of the Policy

This section of the policy shall solely apply to the identification of development areas and, the selection and allocation of beneficiaries of projects to be implemented through the Rural Housing Programme.

7.2 The Nature of Rural Settlements

- Villages, where rural housing is developed, comprise the areas of communal tenure (informal land rights), where traditional leaders allocate land without a proper planning process for settlement to households and or persons.

- The freehold tenure in most cases cannot be easily secured in this environment. Therefore, rural housing subsidy was designed to assist households in areas with communal tenure to access government housing subsidies in satisfying their housing needs.
- This is what makes this programme unique to other housing programmes and therefore, necessitates a special selection and allocation process.
- The subsidies in this instance apply to an approved housing development project but can be flexibly applied to meet the real needs of the targeted community.
- It is a pre-requisite for the allocation of subsidies under this programme that the beneficiary community member provides proof of uncontested functional tenure rights (Permission to occupy (PTO)).
- Applicants shall be identified in advance as the holder of the functional tenure right needs to be confirmed as part of the allocation process.
- Rural housing projects shall be delivered in terms of the approved housing sector plan.

7.3 Categorisation and Prioritisation

7.3.1 The categories of prioritization for each project will be informed by:

- a) the socio-economic conditions; and
- b) demographic profiles of the target community. For example, where the target community has no persons with disabilities who qualify for prioritization, the categories of prioritization must reflect this fact.

7.3.2 A two-way split system shall be used where at minimum; 60% housing opportunities of the total rural housing allocation shall be reserved for ordinary households in need of state-funded housing assistance

7.3.3 The residual 40% shall be distributed across social groups enlisted hereunder, provided there is a need;

- (a) Aged Persons
- (b) Disabled Persons/ a member of the household
- (c) Child headed families and or Orphans
- (d) Vulnerable households (families facing homelessness because of social and or other reasons, households with no proper housing)

7.4 Selection and Allocation Policy for Rural Housing

- 7.4.1 Rural Ward Councillors shall submit five years of priority development areas (in the form of villages) in their respective Wards at the beginning of the new Council Term of Office; this will be included in the Housing Sector Plan as proposed projects
- 7.4.2 The identification of development areas referred to above shall be clustered within the maximum radius of 5 km between the villages, to avoid scattering of development areas.
- 7.4.3 The identified development areas shall be reviewed annually with the review of the Housing Sector Plan and the IDP, each village shall have a Geotechnical investigation conducted and a report compiled (which is not more than ten years) for the village as a prerequisite for an area to be prioritized as a development area;
- 7.4.4 The appearance of said development areas in the Housing Sector Plan, does not guarantee project approval, circumstances and budget availability shall dictate at the time.
- 7.4.5 On confirmation that the village has geotechnical investigation conducted and a report exists, the Ward Councillor shall then submit a signed list of potential beneficiaries per village and according to the split referred to above, by the end of December each year;
- 7.4.6 The National Housing Needs Register (NHNR) has not yet been rolled out to rural villages due to the complexity and dynamics of the environment; therefore, identified beneficiaries will in the meantime, be sourced differently until the NHNR programme is rolled out to rural areas.
- 7.4.7 All the identified potential beneficiaries must have sites and occupy such sites (no greenfield development in rural housing). Housing development follow people and not the other way around.
- 7.4.8 Human settlement Officials shall verify the identified beneficiaries to confirm their housing conditions and socio-economic factors by looking at among others:
- household profile (socio-economic conditions);
 - existing structure on site
 - A big structure will disqualify the potential beneficiary;
 - Small and or dilapidated structures will be considered
 - Permission to occupy (PTO)
- 7.4.9 The verification report referred to above, shall be submitted to the allocation committee to do further assessment and approval;
- 7.4.10 The Secretary of the allocation committee shall inform the Project manager of the approved list;
- 7.4.11 The Project Manager shall cause the completion of subsidy application forms by identified potential beneficiaries on the approved list.
- 7.4.12 The completed subsidy application forms shall be registered and captured on the Housing Subsidy System (HSS) for further processing and approval

- 7.4.13 Failed application shall be sent back to the applicant for corrections, and shall be returned within 14 days of receipt of the application, failure to comply, the applicant will be replaced.

8. ALLOCATION PROCESS FOR THE INTEGRATED RESIDENTIAL DEVELOPMENT PROGRAMME

- 8.1 Housing opportunities shall be made available to households where serviced stands and BNG houses are to be built for households that meet the national qualification criteria for housing assistance. A two-way split system shall be used where at minimum; 80% housing opportunities of the total housing allocation shall be reserved for ordinary households in need of State-funded housing assistance.
- 8.2 The residual percentage (seemingly 20%) shall be distributed across social groups (Old aged, people living with disabilities, Child head households, social cases)
- 8.3 Households in the gap market (R3 501 – R22 000 basic monthly household income) shall be eligible to acquire serviced stands (which may be linked to a building contract).

9. ALLOCATION PROCESS FOR THE UPGRADING OF INFORMAL SETTLEMENT PROGRAMME

- 9.1. Informal Settlement Projects/programmes are undertaken for specific persons living in these informal settlements. Human Settlements development initiatives through the programme for the Upgrading of Informal Settlements entail the redevelopment of existing areas and/or the relocation of a section or the whole community where required.
- 9.2 The informal settlement upgrading is implemented in three phases:
- a) Profiling and installation of temporary engineering services
 - b) Allocation of serviced sites
 - c) Construction of top structure
- 9.3 All the housing needs are recorded at project initiation stages and the project is designed for the specific needs of the individuals in the areas.
- 9.4 Although some of the households residing in the target areas may have recorded their housing needs on the needs register, the system is not used to allocate the housing opportunities created through phase one of these projects.

- 9.5 Housing assistance in informal settlements is made based on a community resolution taken after consultation with the affected community.
- 9.6 In housing delivery, negotiations and agreements must result in prioritization of the aged, people living with disabilities, child head families.

10. ROLES AND RESPONSIBILITIES OF GOVERNMENT

10.1 The Implementation of the Polokwane Housing Allocation policy requires a collaborative responsibility of the City and other government institutions. The respective responsibilities of those involved are summarised below:

10.2 The National Department of Human Settlements

- 10.2.1 Responsible for administering the Housing Subsidy System (HSS) and the National Housing Needs Register (NHNR).
- 10.2.2 The Department may appoint external auditors to investigate an allocation process, to ensure there was compliance with selection criteria and application and screening process.

10.3 The Provincial Department of Human Settlements

- 10.3.1 Participate in the Housing Allocation Committee (HAC)
- 10.3.2 Provide the City with the necessary support required.
- 10.3.3 Monitor the implementation of the policy.

10.4 Polokwane Local Municipality

- 10.4.1 Responsible for approval of the policy.
- 10.4.2 Implementing agent of this policy and ensuring adherence by its officials.
conduct pre-screening of prospective applicants before submission of the list to the HAC.
- 10.4.3 Upload applications on HSS for processing once the committee has made the selection.
- 10.4.4 Refer the rejected applications to the HAC for further deliberation.
- 10.4.5 Subsidy allocation.
- 10.4.6 Submit complying applications for approval.

10.5 Human Settlement Portfolio Committee

10.5.1 Monitor the implementation of the policy.

10.5.2 Consider the recommendations of the Housing Allocation Committee

10.6 Member of the Mayoral Committee (MMC) responsible for Housing and Building Inspections

10.6.1 Support and monitor the implementation of the policy.

10.6.2 Provide political advice.

11. INSTITUTIONAL FRAMEWORK FOR THE ADMINISTRATION OF THE POLICY

11.1 Housing Allocation Committee

11.1.1 An Allocation shall be established to administer provisions of the housing policy.

11.1.2 The Housing Allocation Committee shall comprise only of officials duly authorised to perform functions in the municipality and any other government institution.

11.1.3 No political office bearer or any other socio-political group shall be elected to serve on the Housing Allocation Committee

11.2 Functions of the Housing Allocation Committee

11.2.1 Evaluate the selection of prospective subsidy applicants against the set Qualification Criteria.

11.2.2 Select and approve a list of priority beneficiaries for project implementation.

11.3 Composition of the Housing Allocation Committee

11.3.1 The Housing Allocation Committee shall comprise of:

- a) 4 officials of the municipality, where one member shall be delegated to Chair the Committee
- b) 2 officials selected from other provincial government institutions.

11.4 Ethical Code of Conduct

11.4.1 An elected member of the Allocation committee shall exercise his/her duties without fear or favour, and act in a balanced interest of the City and the public.

11.4.2 The Accounting Officer of the City may order vetting of any member of the Housing Allocation Committee

11.4.3 A member who fails to uphold principles of good governance in exercising his/her responsibilities shall be guilty of misconduct;

11.4.4 The Accounting Officer of the City may order an investigation and institute necessary proceedings against a member alleged to have conducted misconduct;

11.4.5 In the case where misconduct is carried out by a member, not in the employ of the City, the Accounting Officer of the City may refer the case of misconduct to the relevant Accounting Officer for investigation and necessary proceedings.

11.5 Housing Allocation Project Manager

11.5.1 For this policy, a City official shall be delegated to manage the housing allocation processes;

11.5.2 The Housing Allocation Project Manager shall, amongst other responsibilities:

- a) Coordinate activities including meetings of the Housing Allocation Committee established in terms of Item 8.1
- b) Coordinate stakeholder engagement and management
- c) Refer matters to relevant City or external institutions for action
- d) Coordinate the tabling of the housing name list for the selection of beneficiaries
- e) Report on the outcome selection process by the Housing Allocation Committee to the relevant City Council for final decision
- f) Manage and or coordinate any matter related to the allocation.

12. COMPLAINTS, OBJECTIONS AND APPEALS

12.1 A member of the public may lodge a complaint or appeal (in writing) against exclusion to the Accounting Officer of the City, but only on the following basis:

- That the due processes and procedures of the Housing Allocation Policy were not carried out fully and therefore led to his/her exclusion in a housing project

- That he/she was unfairly or wrongfully given a later registration date than the one he/she. The complainant shall proof
- 12.2 Upon receipt of a complaint, objection or appeal, the Accounting Officer of the City shall order an investigation and recommendations by the Housing Allocation Committee.

13. POLICY IMPLEMENTATION FRAMEWORK

13.1. The Housing Allocation Policy shall operate within the broader legal system of the City. The prescribed responsibilities of the City Council, Administration, and Committees which include policy adoption, monitoring and evaluation, shall be exercised to ensure effective implementation of this policy.

13.2 The role and responsibility of the Manager Human Settlements Policy, Planning and Administration is to ensure that:

- (a) Any information that the Housing Allocation Committee may require for the selection and allocation of housing opportunities is packaged and furnished timely.
- (b) Verify and report on the split and selection of beneficiaries as recommended by the Housing Allocation Committee.

13.3 The Director of Planning and Economic Development shall be responsible for monitoring and verifying that the provision of the policy, including the percentage splitting system of allocating housing opportunities in any housing project is carried out efficiently.

13.4 The Portfolio Committee on Human Settlements is responsible for monitoring the implementation of the policy.

13.5 Municipal Council is responsible for approving the Housing Allocation Policy

14. POLICY IMPLEMENTATION, MONITORING, AND REVIEW

The provisions of this policy shall take effect from the date upon which the Municipal Council approves the policy. The Manager Human Settlement: Policy, Planning and Administration shall be custodian of the policy. The Manager shall, therefore, be responsible for monitoring the impact of the policy and consequently reviewing parts or whole of the policy.

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12 POLICY IMPLEMENTATION FRAMEWORK

- 12.1. The Housing Allocation Policy shall operate within the broader legal system of the City. The prescribed responsibilities of the City Council, Administration, and Committees which include policy adoption, monitoring and evaluation, shall be exercised to ensure effective implementation of this policy.
- 12.1.1. The role and responsibility of the Manager Human Settlements Policy, Planning and Administration is to ensure that;
- (c) Any information that the Housing Allocation Committee may require for the selection and allocation of housing opportunities is packaged and furnished timely;
 - (d) Verify and report on the split and selection of beneficiaries as recommended by the Housing Allocation Committee;
- 12.1.2. The Director of Planning and Economic Development shall be responsible for monitoring and verifying that the provision of the policy, including the percentage splitting system of allocating housing opportunities in any housing project is carried out efficiently.
- 12.1.3. The Portfolio Committee on Human Settlements is responsible for monitoring the monitoring the implementation of the policy.
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