



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

# Policy Communiqué

**Circular No.1/2019**

**Date: 28 February 2019**



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## **INTERVENTIONS FOR DISABLED PERSONS**

At the KZN 2018 Persons with Disabilities Parliament held from 3 to 5 December 2018 it was noted with concern that potential beneficiaries were not aware of the relevant assistance provided by the Department in terms of the existing programme. In view thereof the following information is being communicated to raise awareness and to provide clarity on existing interventions for disabled persons. All stakeholders including Municipalities and IA's need to ensure that the content of this communique is cascaded to communities that may require assistance. Potential beneficiaries must contact their local municipality for assistance with applications for the disability variation.

### **1. NATIONAL AND PROVINCIAL POLICY**

As per the National Housing Code 2009, persons classified as disabled, whether single, married or co-habiting or single with financial dependants may apply for housing subsidies. In addition, the MEC may award the beneficiary the variation of the subsidy. Furthermore, if a person who has already received state funding for housing and/or who already owns or owned a residential property, is or becomes disabled, or if his or her dependent(s) is/are or become disabled and that person satisfies the standard qualification criteria, the MEC may decide to award the beneficiary the variation of the subsidy. The variation of the subsidy amount which is utilised for purposes of improvements to the house for disabled persons is contained in the Variation Manual, included in the Technical and General Guidelines, Vol 2, Part 3 of the National Housing Code 2009. For more information, please use the following link, [http://www.dhs.gov.za/sites/default/files/documents/national\\_housing\\_2009/2\\_Technical\\_General\\_Guidelines/1%20Vol%202%20Part%203%20Technical%20and%20General%20Guidelines.pdf](http://www.dhs.gov.za/sites/default/files/documents/national_housing_2009/2_Technical_General_Guidelines/1%20Vol%202%20Part%203%20Technical%20and%20General%20Guidelines.pdf)

In addition to the above, a provincial policy for the aged and disabled was approved in October 2010 to provide a mechanism to promote involvement of disabled persons in the process of creating sustainable human settlements and to provide practical and suitable accommodation for disabled persons in terms of access to basic services and reasonable adaptations to their physical environment. The provincial policy may be accessed on the link below,

[https://www.kzndhs.gov.za/Uploads/documents/Resource\\_Centre/Policy\\_documents/38%20Housing%20Policy%20for%20the%20Aged%20and%20Disabled.pdf](https://www.kzndhs.gov.za/Uploads/documents/Resource_Centre/Policy_documents/38%20Housing%20Policy%20for%20the%20Aged%20and%20Disabled.pdf)

### **2. MECHANISM TO ADDRESS SPECIAL NEEDS**

There are mechanisms tailored to accommodate a variety of special housing needs which include concrete ramps to facilitate access to houses, special grab rails in bathrooms, kick-door plates to doors, visible doorbells and special access arrangements to toilets.

Provisions in respect of the variations are contained in the Variation Manual Volume 2 of the National housing code 2009. The variation interventions are catered for in terms of the variation calculator, which is an amount over and above the subsidy quantum per housing unit.

### 3. PHYSICAL DISABILITIES AND SPECIAL HOUSING NEEDS

The different categories of disabilities are catered for as follows:

CATEGORY	INSTALLATION OF FITTINGS TO IMPROVE QUALITY OF LIFE
<b>CATEGORY A:</b> Needs walking aids.	Access to house (12 m <sup>2</sup> paving, and ramp at doorway) + Kick plates to doors + Hand rails and grab rails + Lever action taps + 1 m vinyl folding door in bathroom + Increase size of bathroom (reduce other rooms)
<b>CATEGORY B:</b> Partial usage of wheel chair.	45m <sup>2</sup> House designed for disabled persons, who are dependent on wheelchair use (refer to 4 below)
<b>CATEGORY C:</b> Full-time usage of wheel chair.	45m <sup>2</sup> House designed for disabled persons, who are dependent on wheelchair use (refer to 4 below)
<b>CATEGORY D:</b> Partially/profoundly deaf	Visual doorbell indicator
<b>CATEGORY E:</b> Partially/totally blind	Installation of fittings to improve quality of life: Access to house (12 m <sup>2</sup> paving, and ramp at doorway) + Kick plates to doors + Hand rails and grab rails + Lever action taps + 1 m vinyl folding door in bathroom + Slip resistant flooring + Colour contrast on doorways, stairs, corners of buildings and skirting on walls.
<b>CATEGORY F:</b> Partially/total movement loss/paralysis in the upper body limbs.	Access to house (12 m <sup>2</sup> paving, and ramp at doorway) + Kick plates to doors + Hand rails and grab rails + Lever action taps + 1 m vinyl folding door in bathroom + Slip resistant flooring + Increase size of bathroom (reduce other rooms)

### 4. HOUSE DESIGNED FOR PERSONS DEPENDENT ON WHEELCHAIR USE

In 2014, MINMEC approved a special design to cater for the needs of wheelchair bound beneficiaries.

A new house designed for disabled persons, who are dependent on wheelchair use, replaced the provisions of the Variation Manual for the Adjustment of the Housing Subsidy Scheme Quantum to Cater for Extraordinary Precautionary Measures as from April 2014. All the

additions to the house for a disabled person dependent on wheelchair use, as prescribed in the Variation Manual, have been catered for in the house design and specifications. This dwelling provides adequate internal space for wheelchair movement. The cost as of 1 April 2018 of the dwelling designed for disabled persons' dependent on wheelchair use is **R172 929.00**

#### 4.1 COST BREAKDOWN 2018

<b>COST ELEMENT</b>	<b>COST</b>
Foundations	R 11 708.51
Ground floor construction	R 13 064.18
External envelope	R 26 553.41
Roof	R 8 614.73
Ceilings and insulation above ceiling	R 8 684.59
Internal divisions	R 14 713.48
Floor finishes	R 9 286.06
Internal wall finishes	R 21 990.30
Plaster of internal walls	R 1 915.70
Windows: Special Low E clear and opaque glass	R 4 778.60
Electrical installation	R 11 150.85
Internal plumbing	R 12 758.71
Site clearance	R 3 161.26
P&Gs	R 12 774.10
Sub Total A	R 161 154.49
Project management	R 5 639.95
Clerk of works	R 4 834.70
Sub Total C	R 171 629.14
Transfer fees	R 1 000.00
Beneficiary administration	R 300.00
<b>Total</b>	<b>R 172 929.14</b>
<b>Total Rounded Off</b>	<b>R 172 929.00</b>



## **GUIDELINES FOR PROJECT MEETINGS AND MINUTES OF MEETINGS**

A guideline for standardising of project meetings and compilation of minutes was approved by the Acting Head of Department on the 18<sup>th</sup> February 2019 in response to findings of an audit on Transfer Payments. The intention is to establish guidelines to standardise processes for the conducting of project meetings and the compilation of minutes of meetings. These Guidelines are to be used by the Department for all project meetings hosted internally and with external stakeholders.

### **1. PROJECT MEETINGS**

Project meetings are essential communication tools to ensure that everyone on the team understands all aspects of the job and can perform effectively as a team. The terms of reference for a particular forum or group to meet will generally inform the frequency and membership or compulsory attendees. Issues can be very quickly straightened out and decisions can be taken on options available. It is therefore essential that meetings are properly managed and controlled.

Factors to note when arranging a meeting:

- ✓ The subject or purpose for the meeting.
- ✓ Predetermine all meeting dates and times. If possible, compile a schedule of proposed dates for all meetings and circulate to stakeholders/members to diarise.
- ✓ The date of the meeting and recommended minimum 7 working days' notice thereof to attendees. Ad hoc or urgent matters may allow for a shorter period.
- ✓ Logistical arrangements including venue and any refreshments where possible.
- ✓ A carefully drafted agenda will assist in keeping meetings to the point and short in duration. A sample of an Agenda is attached as **ANNEXURE A**.
- ✓ Establish who is chairing and recording minutes for the meetings.
- ✓ Starting time for the meeting and an estimated duration.
- ✓ Have an attendance register.
- ✓ Construction progress meetings may require decisions to be made and so it is important that they are attended by sufficiently senior individuals if delays are to be avoided.

### **2. MINUTES OF PROJECT MEETINGS**

Minutes record the discussion of the meeting and reflect the actions of the relevant officials, stakeholders, members and the Department and may be considered legal documents if required by auditors and the courts. Minutes are a useful review document to measure progress. It also serves as a tool to hold accountable and ensure that those responsible

undertake the required action. Structured meeting minutes map out a plan of action that is needed to get the work done and later provides valuable information to stakeholders/members who were not able to attend the meeting.

It is important to establish and agree to a format for the minutes, a timeframe for which minutes are to be distributed following a meeting, how minutes are to be transmitted (electronically, facsimile, by mail) and who is responsible for distribution and to whom. Invite participants to identify any errors or omissions in any minutes and note and correct errors and omissions that are identified in any minutes on subsequent meeting minutes.

### **Structure of minutes of a project meeting**

A sample format of Minutes of a Meeting is attached as **ANNEXURE B**.

The factors listed below must be followed when compiling minutes of a meeting:

- ✓ The date, time and venue of the meeting;
- ✓ Subject of the meeting;
- ✓ If there's a quorum, confirm if applicable;
- ✓ stick to the agenda;
- ✓ always allocate and delegate actions and get confirmed dates for the actions;
- ✓ follow - up on previous actions;
- ✓ In attendance, the full names, designations/role and institution represented;
- ✓ For apologies, the full names, designations / role and institution represented;
- ✓ Whether minutes of previous meeting was accepted with or without amendments;
- ✓ Record discussions that involve direction, decisions, problems and solutions, and who is responsible for taking action on any of the items. Update actions taken (progress reported, pending for further date etc.);
- ✓ Name of scribe, signed and dated by scribe; and
- ✓ Minutes to be signed and dated by the Chairperson.

After the meeting the minutes should be checked with the chairperson to confirm accuracy and then circulated to all attendees as well as other stakeholders affected by any decisions taken at the meeting. Ideally the minutes should be compiled and circulated within 24 hours of the end of the meeting if possible but not later than 5 working days.

-----END-----



**AGENDA FOR MEETING**

	<b>AGENDA ITEM</b>
1.	<b>Opening and Welcome</b>
2.	<b>Introductions</b>
3.	<b>Register &amp; Apologies</b>
4.	<b>Confirmation and Adoption of Agenda</b>
5.	<b>Matters arising</b> (from previous meetings if any)
6.	<b>Purpose of the Meeting</b>
	<b>Item 1</b>
	<b>Item 2</b>
7.	<b>General</b>
8.	<b>Resolutions and a way forward</b>
9.	<b>Closure</b>

**MINUTES OF MEETING**

<b>DATE</b>	
<b>TIME</b>	
<b>VENUE</b>	
<b>SUBJECT</b>	

**1. PRESENT**

<b>NAME &amp; SURNAME</b>	<b>ORGANISATION</b>	<b>DESIGNATION</b>

**2. APOLOGIES**

<b>NAME &amp; SURNAME</b>	<b>ORGANISATION</b>	<b>DESIGNATION</b>

**3. MATTERS ARISING (from previous meetings)**

**4. DISCUSSION**

	<b>AGENDA ITEM</b>	<b>DISCUSSION / RESOLUTION</b>	<b>RESPONSIBILITY</b>
1.	<b>Opening and Welcome</b>		
2.	<b>Introductions</b>		
3.	<b>Register &amp; Apologies</b>		
4.	<b>Confirmation and Adoption of Agenda</b>		
	<b>Purpose of the Meeting</b>		
	<b>Item 1</b>		
	<b>Item 2</b>		
5.	<b>Item 3</b>		
6.	<b>General</b>		
7.	<b>Resolutions and a way forward</b>		
8.	<b>Closure</b> (include time meeting ended)		

\_\_\_\_\_  
**SCRIBE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**DATE**