



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

Policy Communiqué

Circular No. 5/2022

Date : 10 November 2022



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PROJECT STEERING COMMITTEE POLICY

The Project Steering Committee Policy (PSC) was approved by the MEC on 02 September 2022. The purpose of this policy is to formalise and guide the KZN Department Human Settlements in the establishment and composition of project steering committees as well as the engagement of these structures during project implementation.

1. INTRODUCTION

A project steering committee is a group of people formed to oversee and support a housing project development. It is a governing system used to organise key project stakeholders and empower them to steer a project to a successful conclusion.

The inaugural Project Steering Committee (PSC) shall comprise a minimum of seven (7) and a maximum of fifteen (15) members per project. The members must be elected at a beneficiary meeting from the project beneficiaries as per the constitution of the PSC.

Committee members are selected based on their stake in the project, which means that a steering committee should represent the main stakeholders. Those who sit in the committee do not have vested interest to work in the project. Steering committees could provide much positive influence on the project's success.

The committee is guided by the PSC Constitution and the Social Compact, which must be adhered to constantly. A standard PSC Constitution and proforma Social Compacts are accessible with the detailed policy from the Department's website.

2. COMPOSITION OF A PROJECT STEERING COMMITTEE

A PSC will be made up of the following:

EXECUTIVE MEMBERS		EX-OFFICIO MEMBERS
1. PSC Chairperson	AND	1. Traditional Leader, where applicable
2. PSC Deputy Chairperson		2. Ward Councillor
3. PSC Secretary		3. Ward committee member from the ward where the project is being implemented responsible for Human Settlements matters
4. PSC Deputy Secretary		4. Municipal Official
		5. Department of Human Settlements Official
		6. Contractor Official
		7. Community Liaison Officer (appointed by the executive members of the PSC)
		8. Business Forum representative

3. PROJECT STEERING COMMITTEE MANDATE

The key role of the project steering committee is to oversee the implementation of the project in line with the objectives of the project.

3.1 Within the planning phase, the project steering committee assists with the following:

- a) Planning and conceptualisation of the project;

- b) Identifying training of relevant skills available within the affected community for engagement on the project; and
- c) Liaising with the community regarding progress and issues which concern them.

3.2 During the construction phase the project steering committee assists with the following:

- a) The recruitment of the Community Liaison Officer (CLO) and local labour;
- b) Community queries and concerns raised; and
- c) Receiving progress on the project and communicating such with the communities.

4. PROCEDURAL COMPLIANCE

To ensure procedural compliance when the PSC convenes, the secretary must ensure that the following are in place as guided by the constitution of the PSC:

- a) A notice of meeting is sent out to all members and the agenda is compiled and distributed;
- b) Members must be advised of the quorum requirement in order to comply;
- c) Compulsory attendance of the Executive Members;
- d) Where applicable, provision may be made for the declaration of interest/conflict of interest of members;
- e) The developer, contractor and beneficiaries are advised of the committee member's attendance register;
- f) Minutes of the meeting must be recorded after the introductory meeting where all stakeholders are workshopped on their roles and responsibilities. The minutes should be informed by the KZN guidelines for project meetings and minutes of meetings attached as Annexure D; and
- g) An official record of the meeting by all eligible stakeholders must form part of the project file.

5. FUNCTIONS OF THE PROJECT STEERING COMMITTEE

5.1 The aim of the committee is to represent the needs, views and interests, of the relevant beneficiaries residing within the ward of the specific municipal area, in respect of a housing projects development.

5.2 The committee shall hold meetings at least once a month unless agreed unanimously by the committee to hold additional meetings.

5.3 If a member does not attend three (3) meetings consecutively in a period of six (6) months and does not extend an apology, he/she shall be deemed to be suspended from the committee and is thus no longer a member of the committee.

5.4 Any three (3) or more members may request the chairperson to call a special meeting and the chairperson is obliged to call such a meeting. The members requesting a special meeting shall state the reason for the meeting and this must be communicated to members at least five (5) working days before the special meeting.

5.5 All committee members are obliged to attend all meetings constitutionally convened. If a member is unable to attend, he/she must convey apologies through another member who will be attending.

- 5.6 Members of the project steering committee are required to volunteer their time and involvement and will NOT BE REMUNERATED for their services.
- 5.7 Members will not strive for personal gain at the expense of the beneficiaries or any section of the committee. Should a member of the project steering committee wish to be employed during the implementation of the project then that person must immediately resign from the committee so that there is no conflict of interest.

6. ROLES AND RESPONSIBILITIES

Refer to the policy for a detailed breakdown on the roles and responsibilities of the following committee members:

- a) Project Steering Committee
- b) PSC Chairperson
- c) PSC Deputy Chairperson
- d) PSC Secretary
- e) PSC Deputy Secretary
- f) Additional Members

7. QUORUM

The quorum will be met only when the Chairperson and at least fifty percent (50%) + 1 member are present at a meeting. Should this not be achieved at any of the meetings, the meeting will be rescheduled to a later date. The PSC may meet on a monthly basis or as and when the need arises. Scheduled dates will be approved by the Chairperson.

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REVISED HOUSING POLICY ON KWAZULU-NATAL MILITARY VETERANS

The Extra-Parliamentary Housing Policy on KZN Military Veterans was approved by the MEC in 2019 and communicated in Policy Communique 2 of 2020. The policy brought to light the concerns and dissatisfaction over the slow pace of delivery of military veteran housing in the Province. Other concerns regarding the high rate of application rejections and qualification through the Housing Subsidy System (HSS) were raised after various discussions between the Department of Human Settlements and the Department of Military Veterans. In view of this, the Department has reviewed the policy to address the gaps identified at the MINMEC as per Section 14 of the Military Veterans Benefit Regulations of 2014 applicable to the qualification criteria. Furthermore, the policy seeks to align to the adjustment of the housing subsidy quantum with effect from 1 April 2022. The Revised Housing Policy on Kwazulu-Natal Military Veterans was approved by the MEC with effect from 30 August 2022.

1. QUALIFICATION CRITERIA

1.1 Persons who wish to benefit from the housing subsidy scheme under this programme must be assessed in terms of the following amended criteria as issued by the Director General of the National Department of Human Settlements:

- a) **A military veteran as defined in terms of this policy;**
- b) **A South African citizen or permanent resident;**
- c) **Legally competent to contract;**
- d) **Benefiting from the housing subsidy and/or state funded or assisted housing subsidy scheme for the first time:** - Some Military Veterans owned government subsidized houses at some stage of their lives but have lost those houses during their long absence while in political exile during apartheid era. In other instances, Military veterans applied for a "RDP" house but were only allocated empty sites with no house built thereon. In this instance, the Military Veteran can apply for a house, as the provision of a stand is not considered a house. Where it is established that the spouse of the Military Veteran has previously accessed a housing subsidy from the state, the Province and the Municipality should solicit the assistance of a qualified Social Worker to assess and verify whether or not the Military Veteran has security of tenure, and if not, the appropriate intervention must be initiated. Military Veterans Association have presented examples in which the Military Veteran and his spouse have separated and because the 'government subsidized house' was acquired by the spouse, the Military Veteran gets thrown out, instantly becoming homeless. In most instances where the Military Veteran and the spouse have separated, the Military veteran is unequipped to institute divorce proceedings and should be assessed for housing assistance.
- e) **Is not employed and receives a pension from the State:** - Pension earned by Military Veterans should be excluded from income when accessing eligibility for housing benefit.
- f) **Is employed with an annual income of less than R125 000 (R10 417 per month) or in the case of the Finance Linked Individual Subsidy Programme (FLISP) a maximum of R22 000 per month:** - The income of the Military Veteran should be disassociated from that of his/her spouse, and it must not be taken into consideration as s/he cannot access the housing benefit if they are not Military Veterans.
- g) **Does not own a house:** - Where a Military Veteran owned a property in the past and does not currently own any property, such veteran should not be disqualified, where there is a proof that previous property was sold under duress, repossessed by the bank or family

homes. Most Military Veterans have “family homes” registered in their names but they do not own these properties. As a result, when there are family quarrels, the Military Veteran gets thrown out of the house and becomes homeless. Provinces and the Municipalities should exercise care and solicit the assistance of a qualified social worker to establish whether, in the “inherited family property” the Military Veteran has security of tenure, if not, an appropriate intervention should be made.

- h) **Military veterans can be single and without financial dependents:** - provided they are able to submit the documents mentioned below. Where a Veteran is unable to submit these documents, the normal provisions and qualification criteria will apply as defined in terms of the IRDP policy.
- i) **Whereas war Veterans were actively involved in service prior to the transitional government (pre-1994):** - the recommended age criteria for will be that the veteran has to be at least 38 years of age in 2016 or as identified by the list provided annually by the DMV in terms of the MOU.

1.2 The following supporting documentation must be produced:

- a) Proof of service; and
- b) Details of social services received (e.g., the war veterans’ grant, as defined in the Social Assistance Act, Act No 13 of 2004).
- c) In the context of the KwaZulu-Natal Department of Human Settlements policy, proof of service will be as per the list provided annually by the DMV in terms of the MOU and extended to proof of membership as a military veteran of recognized organizations such as MKMVA, APLA, and AZANLA as the absolute minimum requirement.

1.3 Qualification criteria for estate of late military veterans

Estate of the late South African military veterans will be required to comply with the generic IRDP qualification criteria as contained in the Housing Code, 2009. Where housing is to be accessed by a foreign dependent (spouse or child), however, South African residency must be obtained through the Department of Home Affairs.

Where housing was previously accessed, however, and such housing does not comply with the current norms and standards, an assessment will be made to assist military veterans in this regard to ensure that the structures are safe and habitable.

It is acknowledged that there are instances where military veterans had passed away prior to deriving benefits from the state for their services and that estate of the late military veteran may have claims to secured benefits e.g., agreement of sale or subsidy application approved prior to the beneficiary being deceased). The subsidy may be accessed where such rights have been secured.

The following criteria should apply:

- a) Death certificate of military veteran.
- b) Certificate of proof of service and/or membership as a veteran of a recognized organization or as per the list provided annually by the DMV in terms of the MOU.
- c) Proof of the nature of the rights secured, such as a sale agreement, approved subsidy application.
- d) Proof of relationship with the deceased (birth certificate or, marriage certificate).
- e) The Department shall make a letter reflecting deemed value of a right the deceased Military Veteran had, the aid letter shall be addressed to the Master of the High Court or the

Magistrate's Court where the estate is to be reported. The letter shall bear the names of the deceased and it should make it clear that this is a potential claim.

2. ADJUSTMENT OF THE HOUSING SUBSIDY QUANTUM FOR MILITARY VETERANS

The cost of the dwelling designed for approved military veterans' subsidy beneficiaries, which also comply with the revised National Building Regulations, SANS 10400 XA, amounts to **R240 608.00 (with effect from 1 April 2022)** or as determined by the Director General of the National Department of Human Settlements. The difference in the cost of the housing subsidy and the cost of the enhanced house for Military Veterans is financed by the Department of Military Veterans.

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KZNDHS CLIMATE CHANGE IMPLEMENTATION PLAN

The KZN Department of Human Settlements has over the years become increasingly involved in improving institutional processes to cater for climate change and its impacts on human settlements. The Department has undertaken a range of initiatives related to research, policy development and collaboration with key stakeholders.

The Department is represented on the KZN Intergovernmental Climate Change Technical Committee (ICCTC) hosted by the Department of Economic Development, Tourism and Environmental Affairs (EDTEA).

As part of the Provincial Strategy, KZN Human Settlements developed and submitted a Climate Change Implementation Plan for the Province which seeks to address the following:

1. Build the capacity of municipal technical teams for mainstreaming climate change considerations through skills development and access to resources, complemented by awareness rising among senior management.
2. Identify existing, and where necessary develop, appropriate planning tools and climate-sensitive regulations to facilitate climate resilient planning.
3. Promote the development of settlements that are designed to reduce climate risks, through better incorporation of disaster risk management in policy and standards related to low-income housing and informal settlement upgrades.

On a quarterly basis, KZN Human Settlements provides a progress update on each of the actions listed in the implementation plan. A concerted effort is required from all identified stakeholders to ensure the success of the plan and the Provincial Strategy.

The Climate Change Implementation Plan as illustrated on Pages 10 to 12 includes a progress update for quarter 1 and 2 of the 2022/23 financial year.

KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS CLIMATE CHANGE IMPLEMENTATION PLAN

PROGRESS IN QUARTER 1 AND 2 OF 2022/23

PROGRAMME 1: Build the capacity of municipal technical teams for mainstreaming climate change considerations through skills development and access to resources, complemented by awareness rising among senior management.

Actions	Responsible individual (who)	Timing/time frame (by when/how often)	Indicator of Success/Progress
Host annual virtual workshops with all housing departments within district and local municipalities to provide a platform to create awareness about climate change.	KZNDHS	Annually Commence in Q3 of 2022	Completion of 1 successful workshop per annum. Workshop is scheduled for October 2022. The workshop will include presentations on the following topics: <ul style="list-style-type: none"> • KZN Human Settlements Environmental Policy • KZN Human Settlements Rainwater Harvesting Policy • Presentation on the SARVA tool by the South African Environmental Observation Network (SAEON) to assist housing departments within municipalities to plan housing developments taking climate change risks into consideration.
Develop posters, pamphlets, brochures (electronic) on climate change education to share with all municipalities who can distribute to community hotspot areas.	KZNDHS	Annually: Commence in 2022	Commenced drafting of electronic posters, pamphlets on climate change related to Human Settlements. Electronic copies will be shared with Municipalities in November 2022.
Inclusion of climate change material in Consumer Education & Municipal Support Manual.	KZNDHS	2022-2024 Commence in 2022	Content for the HS consumer education manual was drafted & submitted to the CE Directorate in July 2022 for inclusion into CE workshops to create awareness on climate related issues at the community level.
Develop an online survey to share annually with all municipalities with questions that target identified climate risks, challenges and interventions required within the municipality.	KZNDHS	Annually Commence in 2022	An online survey was created and shared with all districts and some local municipalities in Q2. Very poor and limited responses were received. A report is being drafted to outline the identified risks in KZN municipalities in relation to Human Settlements.

PROGRAMME 1: Build the capacity of municipal technical teams for mainstreaming climate change considerations through skills development and access to resources, complemented by awareness rising among senior management.			
Actions	Responsible individual (who)	Timing/time frame (by when/how often)	Indicator of Success/Progress
Provide awareness on the South African Risk Vulnerability Atlas (SARVA) to all interested municipalities.	KZNDHS CSIR SAEON	2022 - 2025	Number of municipalities using the SARVA tool. The SARVA tool will be presented at a workshop to be held in Q3.

PROGRAMME 2: Identify existing, and where necessary develop, appropriate planning tools and climate-sensitive regulations to facilitate climate resilient planning			
Actions	Responsible individual (who)	Timing/time frame (by when/how often)	Indicator of success
Development of an Environmental Policy.	KZNDHS	2021-2023.	Policy was approved in February 2022 by the MEC and communicated through publication in the Department's Policy Communique in May 2022 to all stakeholders. A virtual information session was held in June 2022 with municipalities however, their response was a poor.
Submit proposals for funding to international organizations.	KZNDHS	2021-2023 The Department is in the process of appointing a team of professionals to undertake designs and drawings. Internal legal vetting has been received. Currently in the process of selecting a suitable site to pilot the project and engaging with sector departments.	Due to a delay in the procurement process for appointing a professional team, the funding proposal submission will be scheduled for 2023. Currently the Department is considering submitting a Simplified Approval Process Proposal to obtain funding for a Climate Smart Pilot Project in Cornubia.

PROGRAMME 3: Promote the development of settlements that are designed to reduce climate risks, for example through better incorporation of disaster risk management in policy and standards related to low-cost housing and informal settlement upgrades, revising technical engineering specifications and prioritising ecosystem based responses, as well as possible densification options.

Actions	Responsible individual (who)	Timing/time frame (by when/how often)	Indicator of success								
Conduct environmental risk assessments in all new settlements.	KZNDHS	On-going	Number of projects with RODs: Total number of RODs received for Q1 & Q2 of 2022: 12 Breakdown per District: <table border="1" data-bbox="1229 472 1727 618"> <tr> <td>uMkhanyakude: 2</td> <td>King Cetshwayo: 1</td> </tr> <tr> <td>uMgungundlovu: 3</td> <td>iLembe: 2</td> </tr> <tr> <td>uGu: 1</td> <td>uThukela: 1</td> </tr> <tr> <td>Amajuba: 2</td> <td></td> </tr> </table>	uMkhanyakude: 2	King Cetshwayo: 1	uMgungundlovu: 3	iLembe: 2	uGu: 1	uThukela: 1	Amajuba: 2	
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Develop/support plans/designs for climate smart human settlements (low income and gap market housing).	KZNDHS Appointment of a professional team comprising of architects, engineers and quantity surveyors.	2021-2023	The process of appointing a team of professionals to undertake designs and drawings had to be resubmitted in May 2022 due to SCM process challenges. The SCM processes are almost finalized as a service provider has been identified. Interaction with the professional team is anticipated to commence in Q3.								
Include Climate Resilient Alternative Building Technologies (ABT) in the ABT database that provides a platform to identify climate smart housing as well as emergency housing.	KZNDHS	The Department initiated the process to establish a database of ABT suppliers in 2022	Challenges with SCM processes delayed establishment of database.								

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The Project Steering Committee Policy, and the Revised Housing Policy on KZN Military Veterans may be accessed on the Department’s website using the following link:
<https://www.kzndhs.gov.za/index.php/features/policy-documents/provincial-policies>