

HOUSING POLICY

1. Application

- 1.1. This policy is applicable to all council employees and expressly exclude councillors and level 0-1 managers.

2. Purpose

- 2.1. This purpose of this policy is to ensure that all council employees as contemplated in paragraph above are properly housed.
- 2.2. And further ensure that the Municipal capacity of revenue generation is broaden and enhanced.
- 2.3. To further give council employees an opportunity to choose a housing system that better suit their needs.

3. Housing subsidy

- 3.1. Housing subsidy is currently R85 00 (eighty –five thousand Rand only) and can only be accessed by applying for it and the said application being approved and filed with the relevant bank.
- 3.2. All employees as contemplated by this policy shall have an option to use this option if they so wish.

4. Housing allowance

- 4.1. Council employees who want to be considered for this scheme shall not simultaneously qualify or avail themselves for housing subsidy as contemplated in paragraph 3 above.
- 4.2. For purpose of accountability and housing guarantees employees who want to access this benefit shall submit proof that they do have immovable property warranting the concerned accessing of this benefit.
- 4.3. Pursuant to paragraph 4.2 above employees who receive this benefit shall within six month of starting to receive this benefit submit proof as contemplated by paragraph 4.2 above and such failure, neghences or refusal to submit same result in the benefit being withdraw and measures undertaken to recoup money already utilised by the affected employee.

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5. Housing Assistance

- 5.1. Employees who opt for this benefit shall ipso facto be excluded from options referred to in paragraph 3 and 4 above as well as paragraph 6 below.
- 5.2. Council commit itself to assist an employee who want to build his own house with money equivalent to forty percent (40%) of the total amount required to build the house the employee is actually building.
- 5.3. The employee shall be required to submit the complete plan of the house she want to build and the total quoted costs to complete same.
- 5.4. The submitted quote shall be evaluated by the Technical Services Department which shall make recommendation thereafter.
- 5.5. To ensure that the Municipality does not finance hoak house plans the Technical Services Department shall monitor the process of the house construction and make follow ups to ensure that house construction is material and build within the phases and time frames set up by the housing assistance grantee:

6. Renting council houses

- 6.1. Council shall make it feasible for council employees to rent houses from council at a reasonable price.
- 6.2. For purposes of conveniences the rental amount shall be 8% (eight percent) of the employee's monthly salary and council undertake to subsidise the employee's rental by 50%(fifty percent) of the total monthly rental.
- 6.3. Council employees renting council houses shall rent the whole house and not portion thereof.
- 6.4. Where a need arise council employees shall have the option of co-renting a council house after consultation and authorisation being given by the Municipal Manager.
- 6.5. Sub-letting of council houses by council employees is hereby forbidden and the council employee who may be found sub-letting shall be severely punished.

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7. **Renting of non-council houses**

- 7.1. Council employees who rent accommodation from the travelling distance from work shall be entitled to rental assistance.
- 7.2. Council undertake to contribute half of the total rental costs to a maximum of five hundred rand (R500-00) per month.
- 7.3. For purpose of conveniences and lucidity any rental assistance by council shall never exceed the monthly amount as contemplated by paragraph 7.2 above.

8. **Condition precedent**

- 8.1. All rentals, housing assistance and subsidy shall be subject to all necessary and authentic documents being for the council employee concerned to start accessing this benefit.

9. **Penalty**

- 9.1. Any abuse of the is policy in whatever manner shall be serious to the extent looses this benefit indefinitely.

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