



HOSTEL POLICY

VISION FOR HOSTELS

Hostels should be such that they offer rental accommodation with a clean, healthy and secure environment. The present administration need to be greatly improved so as to lead to improved security. The following Policies will outline the manner in which this vision can be achieved.

1. ACCESS POLICY

In order to take control of the situation that exists and to manage the number of occupants at these Hostels with an aim to reduce the number of people within the Hostels to an acceptable level, i.e. a level at which the facilities of service within the Hostels can adequately cope. The following is recommended:

- (a) A proper security system is put in place. The fencing of all perimeters be inspected and improved wherever necessary.
- (b) An effective and efficient access control system with the presence of security is implemented.
- (c) Once items (a) and (b) have been effected, all the legal tenants and illegals within the Hostel, must be accounted for and documented.
- (d) A moratorium be placed on people entering the Hostels for accommodation.
- (e) Item (d) remain in place until the number of people within the Hostel reduced to an agreed acceptable level. The system will also be used to obtain control over all informal residents within the hostel.
- (f) Provide proper administrative and maintenance functions at the Hostel after the implementation of the effective Access Control System.



- (g) To terminate illegal trading and businesses within the Hostels.
- (h) To improve the socio-environmental and living conditions at the Hostels.

1.1 **ISSUE OF ACCESS CARDS**

All Hostel residents to be issued with Access Cards.
Access Cards should have the following details:

- (a) Photograph
- (b) Name of resident
- (c) Identity Number
- (d) Hostel Name, Block & Room Number
- (e) Bed space Number

2. **LEASE AGREEMENT**

It is necessary that all authorized tenants living in the Hostel be registered and tenants be required to sign a Lease Agreement (Draft copy attached for information-Annexure 1).The illegals will also have to fill in the form declaring their status.

NB: With a possible review of Hostel Administration this Lease Agreement will need to be amended.

- (a) **Hostel Name :** -----
- Hostel Block :** -----
- Room Number:** -----

LEGAL OCCUPANTS

Bed Space No.	Registered Lessee	Identity Number	Date of Registration
1.			
2.			
3.			

(b) **Hostel Name** : -----

Hostel Block : -----

Room Number: -----

ILLEGAL OCCUPANTS

Bed Space No.	Registered Mail	Identity Number	Date of Registration
1			
2			
3			

3. ILLEGALS

All residents (legal/illegal/displaces) of Hostels on (date to be determined by Council), will be required to call at the respective Hostel Offices to declare their occupation/ displacement within one month of notice being advertised.

The purpose of this exercises is firstly ,to register all occupants (including displaces) and secondly to provide a register for the issue of Computer Access Cards.

All illegals in the Hostel will contribute -----of tariffs until such time that they have official bed space.

3.1. REGULARISATION PROCEDURE TO BE IMPLEMENTED

(a) **Offices at respective Hostels:-**

- Illegal/ Displacement must call at one of the Hostel Offices to declare his/hers illegal occupation.
- Counter staff to accept all relevant documentation as per checklist re declaration of illegal occupation displacement.
- Counter staff to take pro forma affidavit re illegal occupation.
- Update Declaration Control Book.
- Issue “Acknowledgement of Receipt” to illegal.
- Place **all** documentation on Pink File-punch and secure with clips.
- Pass file to respective Hostel Manager.

(b) **Hostel Manager:-**

- Hostel Manager (or nominee) receives file and check documents.
- If there is only one applicant for a bed space or an illegal without a bed space ,the Hostel Manager will register the applicant and get resident to sign Lease Agreement.

NB: 100% Audit check to be done.

- If there is more than one applicant for a particular bed space, investigation will be carried out by senior staff.
- Submit to Panel for decision on successful applicant. The Panel will be made up of :

- Senior Administrative Officer in consultation with the Hostel Manager.
- Councillor of that particular Hostel.
- Senior Clerk.

The Decision to allocate the bed space is an administrative function, but due to the nature of conditions that are prevalent in the Hostels, it is important that we involve the Ward Councillor in the allocation process.

(c) **Panel Authorization of Successful Applicant:-**

- Receive file and peruse documentation.
- All qualifying applicants, including illegal residents of Hostels have to complete an application form and there after will be given an acknowledgement receipt, indicating waiting list number.
- The following Allocations Policy will be followed:
 - (a) Must have been in occupation in Hostel premises before (dates to be determined by Council-preference to be given to unregistered occupants within the Hostel).
 - (b) Should not have another premises in the Durban Metropolitan Area.
 - (c) Should be in employment in the Durban Metropolitan Area.
 - (d) In the future, pensioners should not be allocated bed space within the Hostel.
 - (e) Proof of employment is necessary. Self –employed people should sign a declaration of affordability.
 - (f) Pregnant women will not be allowed to raise their babies in the Hostel.

- Panel should make a decision to allocate bed space.
- Hostel Administration Officers need to update Authorization Control Book, and pass the file to Hostel Manager for registration and signing of Lease Agreement.

3.2 **ISSUE OF VISITORS:-**

The relative of a particular resident needs to report to the Councillor who should in return report to the Administration. Visitors needs to contribute 50% of tariffs. This will include money for the use of services. The registered relative needs to have an agreement with the Hostel inmates first, before such visitors come to the Hostel. Visitors should not stay in the Hostel for more than a month.

4. **PAYMENTS OF RENTALS:-**

4.1. **Payment of rental account**

In terms of the proposed Agreement, rental has to be paid by the 7th day of each month.

4.2. **Billing of Accounts**

One a month the accounts for all registered tenants will be billed with the following information:

- Name
- Postal Address
- Description of Charge
- Rental Account

4.3. **Rental Structure**

The rental amount will include the charges for:

- Electricity
- Water
- Sewerage
- Refuse removal
- Administration (Insurance Maintenance, Wages & Sandries).

The rental will be reviewed on an annual basis and will escalate annually on 1 July after the Council's budget for the ensuing financial year has been approved.

4.4. **Debt Collection**

The following debt collection procedure will apply:

- Failure to pay the rent and other charges specified in the agreement on due date-a demand notice will be sent, requiring payment.
- If there is no response within seven days to the demand notice sent, a reminder notice will be issued.
- If there is no response to the reminder notice , then the matter will be referred to the Legal Department for the issue of summons.
- If there is no response to the summons served ,Legal Department will proceed to obtain a Default Judgement and a warrant of Ejectment.
- After ejectment the bed space will be allocated to the next person on the waiting list. The Allocation Panel should deal with this issue.

5. **ILLEGAL TRADING**

No trading to be allowed in the sleeping rooms. Various trading operations in the Hostels are not controlled.

All registered Trading Operators be controlled by :

- (a) Informal Trade & Small Business Opportunities.
- (b) City Health Department.

A decision needs to be taken by Council through (a) above as to how illegal trading will be handled.

6. **FORMAL TRADING**

In the case of the trading site premises owned by Council being available, a need for written applications. Council to make a decision, Council to appoint a Panel to make decisions on people allocated sites.

Council to decide on business built by individual on Council premises. Also the issue of maintenance of those premises.

7. **DERELICT VEHICLES**

Owners to remove all derelict vehicles from Hostel premises within 30 days. Failure will result in the Hostel requesting Maintenance Department to remove the vehicle after which owner to look for an alternative place.

COUNCIL RESOLUTION

In 1998-03-26 the South Central Local Council considered the Hostels Policy and resolved as follows:

- 1.10 That access to all Hostels administration by the south Central Local Councils be strictly controlled by ensuring that:
 - 1.11 Fences be erected on the perimeter of all Hostels.
 - 1.12 An access control system be implemented at each Hostel and every resident be issued with an access card.
 - 1.13 That subject to implementation of 1.12 above, a review of security in Hostels be undertaken with a view to engaging security guards to manage the gates.
 - 1.14 That all illegals and displaces be required to register, within one month of notice being advertised, and in exceptional cases, within a period of 12 months in the case of displaces.
 - 1.2 That all residents, whether they are illegal, be required to sign an appropriately adapted Lease Agreement on the basis detailed in Annexure A of the report attached to Joint Circular No. 102, contingent upon whether residents are classified legal or illegal.
 - 1.3.1 That all allocations of bed spaces be carried out by the Housing Department.
 - 1.3.2 That should there be more than one claim for a particular bed space, the Councillor for that particular Hostel be informed and an investigation be carried out by a Panel which will comprise :
 - the Senior Administrative Officer in consultation with Hostel Manager;
 - the Senior Clerk
- That it being understood that in the event of a dispute the Councillor for that Hostel, be involved in resolving the dispute.
- 1.4 That illegals be required to pay occupational damages equal to the full applicable rental tariff.
 - 1.5 That on completion of the registration relative to each individual resident, statements of account be issued to such residents immediately thereafter based on existing rentals.
 - 1.5.2 That the ultimate sanction for non-payment, should normal debt procedures fails, be ejection of the tenant.
 - 1.6 That no trading be allowed in the sleeping rooms.
 - 1.6.1 That all existing informal trading be controlled by Informal Trade and Small Business Development Department in accordance with the Council's bylaws and resolutions and otherwise in accordance with the laws of the land.

- 1.6.2 That formal trading be administered by the Director Real Estate and existing contracts in respect of such trading be viewed by the Director Legal Services in accordance with the Council's bylaws and resolutions and otherwise in accordance with the laws of the land.
- 1.7 That all owners of derelict vehicles be given 30 days notice within a week from the date of this Council resolution, for the removal of all such vehicles, failing which the said vehicles will be removed by the Maintenance Department.
- 1.8 That the Joint Gender Working Group be authorized to make recommendations on any issue, specially relating to women and children, that might have relevance to Hostel Policy.

	Original Budget	Adjustments	Adjusted Budget	Spent to end October 2015	Projection (8 Months)	Comments
	Rm		Rm			
HOSTELS	100.000	0.000	100.000	12.459	74.965	
KwaMashu	20.000	-5.000	15.000	2.211	10.100	Delays in section 116 (3) report to build additional block - ward 40
Umlazi Glebelands	10.000	3.300	13.300	0.091	12.200	Glebelands fencing and close-out fees to current fees
SJ Smith	10.000	2.000	12.000	0.815	11.500	Increase due to section 116 (3) report to build a bigger block
Jacobs	8.000	0.000	8.000	2.659	5.900	
Dalton	8.000	-4.000	4.000	1.578	0.965	
Klaarwater	8.000	9.000	17.000	2.563	12.000	Project accelerated, completion date December 2015/January 2016
Umlazi T	10.000	0.200	10.200	0.000	10.200	To cover Phase 1 vandalism -R9.8m- approved by Dohs
Kraanskloof	10.000	-4.000	6.000	1.326	4.900	
KwaMakhutha	8.000	-1.500	6.500	1.216	4.200	
Thokoza	8.000	0.000	8.000	0.000	3.000	

NOTES:

Figures includes 45% of outstanding fees which is subject to approval by BAC(Extension Report).