

DRAKENSTEIN MUNICIPALITY

POLICY FOR THE SUBSIDISATION OF FARM WORKERS ACCESS TO WATER AND SANITATION ON FARMS

Notice is hereby given that Council intends to adopt the proposed Policy for the Subsidisation of Farm Workers Access to Water and Sanitation on Farms for Drakenstein Municipality. Interested and affected parties are hereby invited to submit their written comments during a 30 day advertising period.

The draft policy is available at the offices of the Engineering Services Department, 2nd Floor, c/o Market and Main Road, Paarl (Market Street building), where the following officials can assist:

- Mr R Brown at (021 807 4725 / ronald.brown@drakenstein.gov.za); and
- Mr J Conradie at (021 807 4676 / julian.conradie@drakenstein.gov.za).

The draft policy is also available on the municipal website, www.drakenstein.gov.za.

Comments can be submitted in writing to the City Manager, Drakenstein Municipality, P O Box 1, Paarl, 7622 or electronically to customercare@drakenstein.gov.za by no later than **Monday, 24 June 2019**.

Persons who are unable to read or write, can submit their comments verbally at the Engineering Services Department, 2nd Floor, c/o Market and Main Road, Paarl (Market Street building), where they will be assisted by a staff member, to put their comment in writing.

23 May 2019

DR J H LEIBBRANDT
CITY MANAGER
Paarl Post – 23/05/2019

DRAKENSTEIN MUNISIPALITEIT

BELEID VIR DIE SUBSIDIËRING VAN PLAASWERKERS TOEGANG TOT WATER EN SANITASIE OP PLASE

Kennis geskied hiermee dat die Raad van voornemens is om die konsep beleid vir die Subsidiëring van Plaaswerkers Toegang tot Water en Sanitasie op Plase vir Drakenstein Munisipaliteit goed te keur. Geïnteresseerde en geaffekteerde partye word hiermee uitgenooi om skriftelik kommentaar te lewer gedurende die 30 dae adverteringstydperk.

Die konsep beleid is beskikbaar by die kantore van die Ingenieursdienste Departement, 2^{de} Vloer, h/v Mark- en Hoofstraat, Paarl (Markstraat gebou), waar die volgende amptenare u behulpsaam sal wees:

- Mnr R Brown by (021 807 4725 / ronald.brown@drakenstein.gov.za); en
- Mnr J Conradie by (021 807 4676 / julian.conradie@drakenstein.gov.za).

Die konsep beleid is ook op die munisipale webtuiste, www.drakenstein.gov.za beskikbaar.

Kommentare kan skriftelik gerig word aan die Stadsbestuurder, Drakenstein Munisipaliteit, Posbus 1, Paarl, 7622 of elektronies aan customercare@drakenstein.gov.za, teen nie later nie as **Maandag, 24 Junie 2019**.

Indien 'n persoon nie kan lees of skryf nie, kan so 'n persoon sy kommentaar mondelings by die Ingenieursdienste Departement, 2^{de} Vloer, h/v Mark- en Hoofstraat, Paarl (Markstraat gebou) aflê, waar 'n personeellid sal help om sy kommentaar/vertoë op skrif te stel.

23 Mei 2019

DR J H LEIBBRANDT
STADSBESTUURDER



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

Policy: Subsidisation of farm workers' access to water & sanitation on farms

Effective from 1 July 2019

Reviewed / Approved By	Date	Signature of Executive Director/ City Manager
Executive Director		
Council		

TABLE OF CONTENTS

TERMINOLOGY.....	3
1 INTRODUCTION	4
2 OBJECTIVE	4
3 APPLICATION	4
4 SUBSIDY PROCESS.....	5
5 THE WORKS - SCOPE, STANDARDS AND TARIFF	7
6 IMPLEMENTATION AND REVIEW OF THIS POLICY	7
ANNEXURE A: SPECIFICATIONS.....	8
Scope and Subsidy	8
Maximum Subsidy.....	8
Standards	8
ANNEXURE B:APPLICATION FORM.....	10
ANNEXURE C: OUTCOME NOTIFICATION	13
ANNEXURE D: DISBURSEMENT AGREEMENT.....	14

TERMINOLOGY

Application Form	The application form as prescribed by the Municipality, which need to be completed by the Farmer and submitted to the Municipality (see Annexure B)
Disbursement Agreement	The report and undertakings to be filled in by the Farmer and submitted to the Municipality when the Works are completed (see Annexure D)
Farm	Rural land which is situated within the jurisdiction of the Municipality and actively utilized for agricultural purposes
Farmer	Owner of the Farm on which the Farm Workers reside
Farm Worker	Person who works and resides on the Farm
Farm Worker's Residence	Accommodation in which a Farm Worker resides on a Farm
Municipality	The Drakenstein Local Municipality situated in the Western Cape
Outcome Notification	The notification sent by the Municipality to the Farmer regarding the outcome of the application process (see Annexure C)
Policy	This policy regarding subsidisation of Farm Workers' access to water and sanitation on Farms
Specifications	The scope and standards of the Works which the Municipality will subsidise and the associated maximum subsidy contribution (see Annexure A)
Subsidy	<p>The amount with which the Municipality agrees to subsidise the Works as set out in the Outcome Notification</p> <p>NOTE: APPROVAL AND ALLOCATION OF SUBSIDY, IF ANY, IS SUBJECT TO AVAILABILITY AND ALLOCATION OF BUDGET BY THE COUNCIL ON AN ANNUAL BASIS, TOWARDS IMPLEMENTATION OF THE POLICY</p>
Works	The scope and specification approved by the Municipality which the Farmer undertakes to implement

1 INTRODUCTION

- 1.1 The Municipality is the water and sanitation services authority for its area of jurisdiction.
- 1.2 The Municipality must take progressive steps to ensure access to water and sanitation in its area of jurisdiction.
- 1.3 The Municipality recognises the responsibilities of the Farmer to provide water and sanitation to the Farmer's Farm Workers.
- 1.4 This policy applies to the Municipality's process for providing access to subsidies to Farmers who develop their Farm Workers' access to water and sanitation on Farms.

***Disclaimer:** Implementation of the policy and approval of Subsidy allocations is subject to availability and allocation of budget by the Council on an annual basis. The Municipality makes no representation regarding the availability of the budget for implementation of this Policy. The Municipality cannot be held responsible in anyway if for whatever reason, how so ever arising, budget is not available or allocated by the Council as part of the Council's annual budgeting process. In the absence of budget approval and availability, no expectation shall be created.*

2 OBJECTIVE

- 2.1 The objective of this Policy is to set out the application process for the Subsidy and the decision making, allocation, and payment of the Subsidy, such that the Municipality can support the development of Farm Workers' access to water and sanitation on Farms.
- 2.2 The objective of the Subsidy is to contribute a portion of the infrastructure costs to provide water and sanitation to Farm Workers living on Farms who do not have access to running water and flush toilets. It is intended for new and/or upgrade of existing water and sanitation infrastructure where there is no water and sanitation or where there is a pit or bucket system in place.
- 2.3 If available, this is a discretionary conditional grant funding opportunity for Farmers in the rural areas of the Municipality to apply for.
- 2.4 It is acknowledged that the Subsidy is a contribution and cannot cover the full cost of upgrading or construction works.

3 APPLICATION

- 3.1 Farmers in the jurisdiction of the Municipality who want to develop or upgrade water and sanitation infrastructure to an appropriate standard to serve Farm Workers' residences may apply for the Subsidy.
- 3.2 The Subsidy must directly benefit Farm Workers' access to water and sanitation at their residences on a Farm.

- 3.3 It is not permitted to subsidise water and sanitation other than Farm Worker's Residences with no or limited access to water and sanitation at the date of application for the Subsidy.
- 3.4 The application is subject to the following:
 - 3.4.1 A maximum amount per Farm Worker's Residence and a maximum per Farm per year as published in this Policy (see Annexure A);
 - 3.4.2 The availability of municipal funds, as allocated in the approved annual budget; and
 - 3.4.3 Approval of an Application by the Mayoral Committee.
- 3.5 If, for whatever reason, the Subsidy is not granted for the supply of water and sanitation to Farm Workers' residences, the legal responsibility of the Farmer in accordance with the National Strategic Framework for Water Services, article 3.5.2, and the Health Act (Act 63 of 1977) and the Local Sanitation Regulations that are incorporated into the mentioned Act, remains in force.

4 SUBSIDY PROCESS

4.1 Policy Approval:

Council has the overall responsibility and accountability for adopting and approving the Policy. It may review and update the policy periodically and reserves the right to change the Specifications and forms attached as Annexures to this Policy.

4.2 Subsidy Budget Allocation:

In support of the Policy, and should funding be available, Council may annually allocate a budget for the implementation of the Policy, which will then be published as part of the Council's Annual budgeting process. If budget is not available to be allocated for whatever reason how so ever arising, the Municipality will not be in a position to approve any Subsidy Applications.

4.3 Application Submission:

Farmers must apply for the Subsidy on the prescribed form (see Annexure A: Application Form). This will include a description and budget of the anticipated Works to be undertaken by the Farmer.

4.4 Application Consideration:

The Municipality will assess the Applications received, may conduct site inspections, and make recommendations to the Mayoral Committee for the approval or refusal of an application.

Application by a Farmer does not guarantee that a Subsidy amount will be approved, as it is subject to Subsidy prioritization, the number and value of applications and

available budget. Applications will be received and logged by the Municipality and will be considered sequentially as received.

4.5 Application Approval:

If the application is recommended and budget is available, and the Mayoral Committee approves the application, the Municipality will issue an Outcome Notification to the Farmer which will indicate whether the application was approved or not.

4.6 Implementation:

Once the Farmer receives the Outcome Notification of approval, the Farmer must implement the Works within a period of 6 months from the date of notification of approval and must complete the Works before the end of the then current financial year.

4.7 Subsidy Disbursement:

Upon completion of the Works to the Specifications, the Farmer may submit the Disbursement Agreement to the Municipality, demonstrating that the Works have been undertaken to the specified standards. The Municipality will, after inspection, authorise the disbursement of the approved Subsidy amount to the Farmer's bank account.

If the Works is partially completed within the 6-month period and the extent is in accordance with the works justified by grant, full or part payment for the works or portion of the works may be considered, and if approved, paid for the Works completed or partially completed.

If the Works is not undertaken within the 6-month period, and/ or not to the specified standards, and an extended time period beyond the 6 months is not agreed to between the parties, the Municipality's obligation to pay the Subsidy will automatically lapse.

Under no circumstances will the awarding of this funding be construed as approval or condoning of any future alternative land uses or rezoning.

4.8 Monitoring:

The Municipality reserves the right to inspect and monitor water and sanitation on the Farms.

Other than providing the Subsidy to approved applicants, the Municipality assumes no responsibility in regard to the ongoing maintenance of the water and sanitation, nor the bulk supply, which remains the responsibility of the Farmer.

5 THE WORKS - SCOPE, STANDARDS AND TARIFF

- 5.1 A description of the Scope, Standards and Subsidy amounts are attached in Annexure A. These may be updated and/or revised by the Council from time to time, which updates will be applicable to any applications made after the update by Council.
- 5.2 In principle, the Subsidy is available to subsidise the cost of developing flushing toilet systems and running water for Farm Workers' Residences. Farmers must plan for and design the Works as is best suited to their circumstances. All plans and designs must be prepared by the appropriate qualified professional.
- 5.3 Development of the Works must meet the Specification (stated in Annexure A) and as undertaken by the Farmer in the Application Form (Annexure B). This may be monitored by the Municipality, and disbursement of the Subsidy will be withheld if the Works are found to be sub-standard or non-compliant.
- 5.4 The Subsidy amounts in Annexure A distinguish the specific scope of works, and is limited to each type of work, and to the total claim per Farm Worker's Residence and per Farm per municipal financial year.

6 IMPLEMENTATION AND REVIEW OF THIS POLICY

- 6.1 This policy shall be implemented once approved by Council.
- 6.2 The policy will be reviewed as may be required with Annexures reviewed annually as part of the budget approval process.
- 6.3 Implementation (approval of projects and allocation of budget) is subject to availability and allocation of budget.

ANNEXURE A: SPECIFICATIONS

Scope and Subsidy

	Scope	Subsidy contribution as at 2018
1	Supply and install sink and running potable water in kitchen	R2 000 / Farm Worker's Residence
2	Supply and install Hot Water Supply	R2 000 / Farm Worker's Residence
3	Build a bathroom and supply and install flush toilet	R7 000 / Farm Worker's Residence
4	Supply and install flush toilet only	R3 000 / Farm Worker's Residence
5	Supply and install a dry sanitary facility (VIP) only	R3 000 / Farm Worker's Residence
6	Upgrade pipe work to accommodate newly created water and sanitation (excluding work done above)	R 7 000 / Farm Worker's Residence
7	Other – as motivated and substantiated by the Farmer	Subject to maximum subsidy amounts below

Maximum Subsidy

If budget is approved by the Council for implementation of Subsidy Applications:

1	Maximum subsidy per Farm Worker's Residence	R9 000 per Farm Worker's Residence
2	Maximum Subsidy per Farm per year	R45 000 per Farm per municipal financial year

Standards

1. An approved building plan together with any required servitude diagram, must be submitted for the proposed pipe work and/or conservancy tank together with the application for the subsidy.
2. All the pipes, fittings and other materials used in the construction work comply to SANS- and National Building Regulation standards.
3. Conservancy tanks to be located above the 1: 100 flood line;
4. In terms of the national Department of Water and Sanitation Guidelines, no new septic tank and french drain systems are permitted to be constructed.
5. If an existing septic tank and french drain system is to be re-used along with the new pipe work, the existing system then to comply with the guidelines as indicated in the Water Research Council Report No. TT114/99. No subsidy will be payable for any upgrading of existing septic tank system, but only for the upgrading of the pipe work leading to the tank system.

6. Sinks in the kitchen must be of stainless-steel type and must be fitted with at least one tap.
7. Bathrooms must at least have a toilet pan and cistern with a maximum capacity of 11 liters. A washbasin can also be fitted.
8. Any separate bathroom/toilet must be a solid built structure. Prefabricated concrete structures, installed as permanent structures, are also acceptable. No temporary structures (eg plastic) will be allowed.
9. Precast concrete-, fiberglass- and plastic type conservancy tank units as well as conservancy tanks constructed from structural brickwork are accepted.
10. The conservancy tank must be at least 100 meters from a nearby river or stream and must have a manhole cover for easy access.
11. The subsidy is also applicable for small package treatment plants. An approved permit from the national Department of Water & Sanitation (DWS) must be submitted with the Application Form.
12. All water and sanitation systems must be fitted with water conservation measures.

ANNEXURE B:APPLICATION FORM

APPLICATION FOR SUBSIDY CONTRIBUTION FOR WATER AND SANITATION SUPPLY TO FARM WORKER'S RESIDENCES ON FARM

(To be completed by Farmer (not Farm Workers) and emailed to@drakenstein.gov.za)

Date: _____

Name of Farm: _____

Location of Farm: _____

Name of Farm Owner: _____

Name of authorized representative of Farm Owner (Farmer): _____

Tel No: _____

Cel No: _____

Email: _____

Number of Farm Workers' residences on Farm: _____

Number of Farm Workers' residences which will benefit from Subsidy applied for: _____

Number of people in Farm Workers' residences the Subsidy will benefit: _____

Number of Farm Workers residences water and sanitation infrastructure backlog after Works undertaken: _____

Confirmation by Farmer:

- The Farmer owns the Farm.
- The Farmer intends to upgrade access to water and sanitation to the Farm Worker residences by attending to the Works.
- The Farmer acknowledges that the application creates no binding commitment until it is approved by the Municipality. It can only be approved if the required budget is available.
- If approved, the Farmer will undertake the Works within 6 months of the date of notification of the approval.
- On completion of the Work, to the specified standards, the Farmers will submit the Disbursement Agreement and all required documentation. The Municipality will then inspect if required and if reasonably satisfied, disburse the approved Subsidy if the works are found to be of an acceptable standard and in accordance with the specifications.
- The Farmer agrees the Farm Worker's Residence upgraded with the subsidy will be used as Farm Worker residence for at least 5 years from disbursement of the subsidy to the Farmer or until the rights to utilize the residence for another use have been obtained after the 5 year period has lapsed.

Description of Works:

The Farmer will undertake the Following Works:

	Scope	Subsidy contribution as at 2018	No. of Residences	Total R
1	Supply and install sink and running potable water in kitchen	R2 000 / Farm Worker's Residence		
2	Supply and install Hot Water Supply	R2 000 / Farm Worker's Residence		
3	Build a bathroom and supply and install flush toilet	R7 000 / Farm Worker's Residence		
4	Supply and install flush toilet only	R3 000 / Farm Worker's Residence		
5	Supply and install a dry sanitary facility (VIP) only	R3 000 / Farm Worker's Residence		
6	Upgrade pipe work to accommodate newly created water and sanitation (excluding for work done above)	R 7 000 / Farm Worker's Residence		
7	Other – as motivated and substantiated by the Farmer	Subject to maximum subsidy amount of R45 000 per Farm per municipal financial year		
An approved Building Plan is attached, with specifications.				

Name of Farmer

Signed by the Farmer

Who warrants his authority

Date: _____

ID Number: _____

FOR OFFICE USE:

Subsidy Reference Number _____

Number of Farm Workers' Residences to benefit: _____

Yes/ No

Approved by Mayoral Committee: _____

Approved with modification: _____

Further information Required: _____

Not approved: _____

Subsidy Budget available: _____

Comment/ reasons: _____

ANNEXURE C: OUTCOME NOTIFICATION

[Letter from the Municipality to be emailed to the Farmer]

Date: _____

Subsidy Reference Number: _____

Name of Farm: _____

Location of Farm: _____

Name of Farm Owner: _____

Name of authorized representative of Farm Owner (Farmer): _____

Tel No: _____

Cel No: _____

Email: _____

OUTCOME OF APPLICATION FOR SUBSIDY CONTRIBUTION TO UPGRADE WATER AND SANITATION TO FARM WORKER'S RESIDENCES ON FARM

Thank you for your application dated

Your application has been:

Approved: _____

Approved with modification: _____

Further information Required: _____

Not approved: _____

Comment/ reasons: _____

The approved Subsidy amount is R _____

Please proceed with the development of the Works as proposed in your application and submit the Disbursement Agreement upon completion of all works to specification, which must be within 6 months of receipt of this Outcome Notification.

Please keep _____ at Drakenstein Local Municipality advised of developments at _____ [@drakenstein.gov.za](mailto:_____@drakenstein.gov.za).

If not approved: please note the reasons and respond accordingly.

Yours faithfully

Drakenstein Local Municipality

ANNEXURE D: DISBURSEMENT AGREEMENT

To be completed by Farmer and submitted to Municipality with proof of Works completed to specification (photographs and builder/ engineer sign off and farm worker letter).

To be emailed to:@drakenstein.gov.za

Date: _____

Subsidy Reference Number: _____ (proof of approval of the application)

Name of Farm: _____

Location of Farm: _____

Name of Farm Owner: _____

Name of authorized representative of Farm Owner (Farmer) : _____

Tel No: _____

Cel No: _____

Email: _____

CONFIRMATION:

The Works have been completed by _____ (date), which is within 6 months of the receipt of approval of the subsidisation.

Proof of the completed Works is attached (eg: Photos of works. Letter from builder/ engineer with description of Works and standards. Letter from Farm Workers acknowledging upgrading of Farm Worker's Residence.).

If required by the Municipality, inspection of the Works can be done by arrangement of a mutually suitable date and time.

I confirm that I have not received any other subsidy or grant funding for the Works from any sphere of government (local, provincial or national or their entities).

I warrant that the Works have been completed to Specification.

Signature: Farmer Owner

Date: _____

UNDERTAKING:

I undertake that the Farm Workers' Residences and supply of water and sanitation will be maintained by the Farmer.

I undertake that the Farm Workers' Residences will be used to accommodate Farm Workers for a period of at least 5 years from disbursement of the subsidy to the farmer or at least 5 years from date of completion of the Works.

I warrant that the above undertakings will be implemented.

If I do not conform I shall refund the Subsidy amount in full to the Drakenstein Municipality immediately upon request.

Signature: Farmer Owner

Date: _____

REQUEST:

I request disbursement of the approved Subsidy amount of R..... be paid into the Farm Bank account as follows:

Name of Bank Account Holder: _____

Bank: _____

Type of Account: _____

Branch Code: _____

Account Number: _____

Email for proof of payment: _____

I warrant that the details provided for the Farm bank details are true and correct.

I accept that the Municipality will disburse the money into the above bank account.

Signature: Farmer Owner

Date: _____

Attachments: Proof Work completed to Specifications