

MAMUSA LOCAL MUNICIPALITY

1.



INDIGENT POLICY 2022-2023

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1. INTRODUCTION AND PURPOSE

The purpose of this policy is to provide subsidized service to the indigent household in Mamusa Local Municipality and thus give effect to constitutional and statutory requirements of our country. Such household are those that are unemployed, poverty stricken, living below the subsistence level or whose income is below the amount defined in this policy.

This policy will ensure that these household have an access to at least basic municipal service.

2. BASIS OF THE INDIGENT POLICY

This policy is based on section 152(1)(b) of the constitution of the Republic of South Africa and section 73(1)(c) of the Municipal systems Act

3. POLICY GUIDELINES

- 3.1 This policy is applicable in Mamusa local Municipal area.
- 3.2 That each qualifying household will be subsidized for 6kl of water, 50Kw of electricity and refuse removal, sewerage and rates to a maximum of R379.98 (Schweizer-Reneke) and R359.21(Ipelegeng, Migdol, Glaudina and Amalia) per month. In households where there is no electricity supply, alternative energy should be provided.
 - 3.2.1 That the account holder may be registered with the ITC/Credit Bureau.

4. PROCEDURES

- 4.1 Qualifying households
 - 4.1.1 A household, which has a total income of all occupants over 18 years of age, excluding scholars, of R 3560 or smaller (three thousand five hundred and sixty rands only);
 - 4.1.2 Child headed families, places of care, orphanage homes;
 - 4.1.3 For a household to qualify for a subsidy on rates, registered indigent must be both the owner and an occupant of the property concerned;
 - 4.1.4 An affidavit be required from the SAPS.
- 4.2 The indigent relief shall apply for a period not exceeding twelve consecutive months;

- 4.3 The approved indigent household will have to re-apply every year, two months before the end of the approved period of twelve months;
- 4.4 Only the household where the account holder/property owner/hirer has registered as an indigent and whose registration has been approved shall qualify for the concessions mentioned under policy guidelines 3.
- 4.5 To register as an indigent, the relevant applicant or account holder must complete and sign the registration form;
- 4.6 No deposit to be paid in respect of indigent;**
- 4.7 All completed application forms must be handed in at the Mamusa Local Municipality Financial service accompanied by the following documents:
- 4.7.1 Certified copy of I.D.
- 4.7.2 An affidavit of eligibility from a **commissioner of oaths**, i.e. the South African Police Service.
- 4.7.3 An affidavit of rent paid by the tenants
- 4.7.4 If unemployed, proof of registration for unemployment from the provincial Department of Labour or the local Labour Centre, if the applicant does not provide proof of registration then, the Municipality will verify with the Department of labour or the local Labour Centre;
- 4.7.5 Proof of income from rental or other sources (where applicable).
- 4.8 Re-registration will take place every year.
- 4.9 If the status of the indigent person changes by getting employed or starts to earn more than R3560.00 per month, then she/he must inform the municipality in writing that she/he must be de-registered as an indigent. Failure to comply, may lead to his or her prosecution of fraud.
- 4.10 The arrears amount between the subsidized of R379.98(Schweizer-Reneke) and R359.21(Ipelegeng, Migdol, Glaudina and Amalia) and the actual levied amount must write off against the equitable share.
- 4.11 Supply of false information will lead to de-registration of the indigent and may lead to prosecution fraud and will be liable for the payment of old debts including subsidies given.

5. ROLES

- 5.1 The Indigent Monitors, CDW's and Ward Committees under guidance of the Ward Councillors will be responsible for the application, verification and recommendation to the Finance Department.
- 5.2 Application must be approved by Ward councillors within 7 working days after documentations be submitted.
- 5.3 The Financial Service department will be responsible for the approval of the application and the administration of indigents on the financial system including write off recommendations to Council via the Finance Committee.

- 5.4 Ward councillor will be responsible for public awareness and assistance in verification of applicants.

6. RELATED POLICIES/REGULATIONS

- 6.1 Credit Control and Debt Collection policy of Mamusa Local Municipality;
6.2 Credit Control and debt Collection By-law of Mamusa Local Municipality;
6.3 Social Assistance Act, 13 of 2004 as amended from time to time.

7. APPROVAL OF POLICY AND DATE OF EFFECT



MUNICIPAL MANAGER

2022/11

DATE