



Molemole Municipality

INDIGENT SUPPORT POLICY FOR 2025 & 2026 FINANCIAL YEAR

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MOLEMOLE LOCAL MUNICIPALITY INDIGENT POLICY

1. Purpose and Intention of the Policy

The purpose of this document is to outline the Indigent Support Policy of Molemole local Municipality, and to set out the administrative procedures for the Policy.

The key purpose is to ensure that households with no or lower income are not denied *access to basic services*, and that the municipality is not burdened with non- payment of services. Provided that grants are received and funds are available, the indigent support policy should remain intact.

The Policy represents one element of Molemole Local Municipality's total "Free Basic Services" initiative.

2. Legislative Authority

Section 97(1)(c) of the *Local Government Municipal System Act, 2000* states that a municipality must provide in its debt collection and credit control policy for indigent debtors in a manner that is consistent with its rates and tariff policies and any national policy on indigents.

Section 74.2(c) of the *Local Government Municipal System Act, 2000* states that a poor households must have access to at least one basic service through -

- Tariffs that cover only operating and maintenance cost
- Special tariffs or life line tariffs for low levels of use or consumption of services; and
- Any other direct or indirect method of subsidization of tariffs for poor households.

In terms of section 27 of the South African Constitution Act, 1996(Act 108 of 1996), everyone has the right to have access to:

- a) Health care services
- b) Sufficient food and water; and
- c) Social security including, if they are unable to support themselves and their dependents, appropriate social assistance.

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3. Definitions

In this policy:

"Free Basic Services" means a municipal service, subsidized by Molemole Local Municipality: that is necessary to ensure an acceptable and reasonable quality of life that if not provided, would endanger public health or safety of the environment. For the purposes of this policy: Free Basic Services" refers to the following services supplied by Molemole Local Municipality:

- Electricity
- Water
- Sanitation
- Refuse removal

"Council" means the Council of Molemole Local Municipality.

"Indigent Households" refers to the household that, due to a number of socio-economic factors, are unable to afford the full monetary contribution towards the services provided by Molemole Local Municipality.

"Indigent Support" refers to the amount of money allocated on a monthly basis to qualifying households to assist them in paying for basic services.

"Indigent Support Application" means the application form, approved by the indigent households support committee, required from all applicants for Indigent Households Support, a sample of this Application form is attached to and forms part of this policy.

"Indigent Support Committee" means the Ward Committee as constituted by Council in terms of its ward committee system which will also serve as the supervisory and oversight body to the administrative section responsible for processing Indigent Household applications.

"Indigent register" refers to the system used to record all applications, whether approved or not, received requesting Indigent Household Support.

"Municipal Account" means the monthly account or statement, sent out by Molemole Local Municipality to all consumers of municipal services.

"Relevant Section / Division" means the administrative office or section of Molemole Local Municipality that is charged with the responsibility of receiving and processing all applications made with respect to Indigent Support.

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4. Qualifying Criteria

To qualify as an Indigent Household, the following requirements must be met:

- a) Only written applications forms for Indigent Households Support will be considered in the prescribed format laid down by the Council from time to time.
- b) The owner/applicant applying on behalf of the household must be eighteen (18) years of age or older or Child headed households as defined and supported by the Department of Social Welfare shall also be considered for indigent support regardless of the age of the breadwinner.
- c) The person/applicant applying on behalf of household must either be the owner of the property residing at the property or the tenant residing at the property.
- d) The person/applicant applying on behalf of the household must have an active municipal account.
- e) Only one application per household will be considered; a business, school, body associations; club or governing body shall not qualify for consideration.
- f) The Indigent Support will not apply to persons owning more than one property in the municipality.
- g) The total household income per month must be R 3 960.00 excluding applicants who are sole dependent on government grants.

5. Source of Funding

5.1 The Council of Molemole Local Municipality will provide annually operational budget for the Indigent Support.

5.2 Indigent support will be financed from a portion of the Equitable Share contribution received from the National Government grants.

5.3 Existing indigent arrears on the services covered by Indigent support may be written off against the provision for bad debts after a consideration by the municipal council.

6. Application and Registration Procedure

6.1 An account holder or the responsible applicant as mentioned above 4(b) must apply in person by completing an Indigent Support Application at a service centre designated in their respective area and not any other place; and the following documentary proof will be required to be submitted with the Application.

- Account holder's Identity Document.
- Most recent Municipal account.
- Documentary proof of total monthly income of the household (e.g. UIF card, salary advice, letter from an employer, etc.) or declaration to the effect that total income generated by the household is not more than R 3 960.00 per month except households who are sole depended on government pension provided by SASSA.
- An application form indicating the names and identity numbers of all

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occupants/ residents over the age of 18 years, who reside at the property.

- A sworn affidavit to the effect that all information supplied is true and that income from all sources has been declared.
- A sworn affidavit to the effect that all information supplied is true and that income from all sources have been declared.

6.2 The above requirements stipulated in 6.1 will only apply to the applicant who re residing in the two towns (Mogwadi and Morebeng) as they are included in the municipal financial billing system. Applicants from villages and townships will be required to complete Eskom provided application form.

6.3 In achieving the key purpose of ensuring that households with no or lower income are not denied *access to basic services*, the Municipality has taken an initiative to reduce the burden and assist indigent applicants by improving the system of verifying the previously qualified indigent without requiring them to re-visit the Municipality on yearly basis in providing the same information.

6.4 Documentary proof of total monthly income of the household (e.g. UIF card, salary advice, letter from an employer, etc.) or declaration to the effect that total income generated by the household is not more than R 3 960.00 per month will not be required for all the applicants who reside in villages and township which are the applicants who are only receiving the minimum government recommended of 50Kwh electricity token from Eskom. Affordability assessment will be conducted in all the applicants in determining the financial and existence status.

6.5 In an Instance where the living status/conditions of the households has changed, the Municipality will accept the application of the residents residing on the said property but the verification will be done for the applicant in avoiding possible fraud activities.

6.6 The Indigent Support Application will be processed and information provided will be assessed and screened by a Department of Molemole Local Municipality as assigned by the Chief Financial Officer/Municipal Manager.

6.5 If an Application is favourably considered, a subsidy will only be granted for that municipal financial year for which the application relates to. The onus will rest on the approved account holder to apply for the relief on an annual basis except for Eskom beneficiaries applicants who are residing in rural areas and townships.

6.7 Where a household becomes eligible for Indigent Support due to a deceased account holder, the person taking over responsibility for the household must open a new account with the municipality and apply for Indigent Support in the prescribed format. The deceased account will become inactive and must be closed in the appropriate manner determined by the municipality and in accordance with relevant legislation unless the household it's a child headed family or is the only survival unemployed member of family and the account is in arrears or the property is

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located in rural areas or township.

6.8 A household must immediately request de-registration if their circumstances have changed to the extent that the household no longer meets the requirements set out in this Policy and if not the municipality will automatically de-register the household during the verification procedure.

6.9 The municipality will use affordability verification system to conduct an assessment or verification of all the indigent applications from all other municipal rural and township areas and approval will be considered as per the outcome.

7. Indigent Support Benefits

No amount shall be paid to any person or body, but shall be transferred as a credit towards the approved account holder's municipal services account in respect of the accounts concerned and pre-payment electricity will be received on the on-line vending solution.

7.1 Electricity

Indigent debtors will receive 50kwh of electricity free on a monthly basis allocated to electricity provided for prepaid electricity tokens distributed by the municipality.

7.3 Free Basic Services

All Indigents will receive 50kwh of electricity free on a monthly basis per household.

7.3.2 Service delivery benefits

The Municipality will take reasonable precaution within its means to ensure the minimization of loss or wastage of services at indigent households by installing restrictors or similar devices. This will ensure the limitation of the consumption of services and secure the affordability of monthly levies for that portion of services which are not discounted or exempted if the system requires unless stated otherwise by the municipal council.

7.4 Principle of Payment for Services

The policy on provision of services should endeavour to provide services in accordance with the amount available for subsidization. It is however important to note that the subsidy received, in the majority of cases, does not cover the full account. In such event the consumer is still responsible for the balance between the full account and the subsidy received. Special consideration of financial relief will be given to child-headed households where such households are in need of additional support in terms of basic services.

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7.5 Other benefits

Indigent households are entitled to all other benefits in terms of any of other approved policies of Council.

8. Affordability of Services

In an attempt to make services more affordable to the indigent household, the following additional measures will be implemented:

8.1 Electricity

Council will assist indigent households to change from conventional to pre-paid meters by providing the meter for free (i.e. meter connection, labour and equipment).

The credit control measure will apply in instances whereby the indigent request Council not to install a restrictor in his/her household.

8.3 Finance

No credit control measures will be instituted against Indigent Households for as long as the discounted monthly levies are paid in full.

9. Termination of Indigent Support

9.1 Upon the death of the account holder.

9.2 Debtor must de-register once employment has been found.

9.3 If it is discovered later after approval that the person/ applicant applying on behalf of the household has supplied false information; this will also result in the household's municipal account being debited with all monies previously credited.

9.4 Upon the sale of property.

9.5 If the account holder fails to pay for the account of his/her consumption or use of municipal service in excess of the indigent support or fails to honour any arrangement made by him/her for payment of arrears.

10. Conclusion

The Indigent support policy is only one element of Molemole Local Municipality's initiative for Free Basic Services.


The indigent support should be seen as a revenue protection mechanism for Molemole Local Municipality; the municipality and its officials must apply the

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policy fairly and consistently. For consistency to prevail; uniform standards and practices are being established in this Policy and must be adhered to.

All the water related free basic and water services will be catered for on the District (CDM) indigent support policies.

The policy must be reviewed annually and be tabled to the municipal council for approval.

Signature:	
Initial & Surname:	PAYA M.E
Designation:	MAYOR
Council Resolution Number:	OC/29/05/2025/4.3.1
Council Date:	29 May 2025

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