

ELUNDINI LOCAL MUNICIPALITY

Indigent/Free Basic Services Policy



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ABBREVIATIONS

CDW - Community Development Worker

CFO - Chief Financial Officer

COGTA – Cooperative Governance and Traditional Affairs

FBS - Free Basic Services

FBSTT- Free Basic Services Technical Team

FBE - Free Basic Electricity

FBAE - Free Basic Alternative Energy

FBRR - Free Basic Refuse Removal

H/H - Household

ID – Identity document

IDP - Integrated Development Plan

ISC - Indigent Steering Committee

KL – Kilolitres

LED - Local Economic Development

LM – Local Municipality

MM – Municipal Manager

CDW - Community Development Worker

SLA - Service Level Agreement

RSA – Republic of South Africa

1. Mission and the Vision of Elundini Local Municipality

❖ Mission:

Our **mission** is to operate a rural municipality that delivers excellent services to its people who remain its priority in everything that it does; is financially viable, has good governance, is transformed and developmental, is clean, green and sustainable

❖ Vision:

Our vision is that of “A leading rural municipality that delivers a better quality of life for all citizens; a municipality that is phenomenally viable, highly successful and passionately people-centred.”

ELUNDINI MUNICIPALITY

PRINCIPLES AND POLICY ON INDIGENT CONSUMERS

1. DEFINITION OF CONCEPTS

“child headed household” means a household where both parents are deceased and where all occupants of the property are children of the deceased and are under the legal age to contract for services;

“household” means as a registered owner or tenant with or without children who reside on the same premises;

“indigent” means any household or category of households, including a child headed household, earning a combined gross income, as determined by the municipality annually in terms of a social and economic analysis of its area, which qualifies for rebates/remissions, support or a services subsidy; provided that child support grants are not included when calculating such household income;

“Indigent Management System” an electronic management system applied by the Elundini Municipality for the management of the register of indigent households;

“municipality” means the **ELM Municipality**, established in terms of Section 12 of the Municipal Structures Act, 117 of 1998, and includes any political structure, political office bearer, Councillor, duly authorized agent or any employee acting in connection with this by-law by virtue of a power vested in the municipality and delegated or sub-delegated to such political structure, political office bearer, councillor, agent or employee;

“programme officer” an official duly authorised by the municipality, or an employee of a service provider appointed by the municipality, who is responsible for the following: -

- a. to ensure that applications for indigent support are received and assessed;
- b. to ensure that applications are captured on the Indigent Management System;
- c. to ensure that information on applications are verified and that regular audits are executed; and
- d. to authorise expenditure with regard to indigent support.

'occupier' means the person who controls and resides on or controls and otherwise uses immovable property, provided that:-

- a. the spouse of the owner of immovable property, which is used by such spouse or owner as a dwelling at any time, shall be deemed to be the occupier thereof;
- b. where both spouses reside on immovable property and one of them is an occupier thereof, the other shall also be deemed an occupier;

'indigent register' means the Microsoft Access database, which has to be updated on a monthly basis, designed to contain all the inputted data contained within completed indigent application forms which contains the following key information:-

- a. Indigent customer details;
- b. Socio-economic details; and

c. Skills details.

In addition the indigent register is able to provide reports relating to, but not limited to the following:-

- a. Indigent application exceptions;
- b. Skills reporting required for LED/exit strategy; and
- c. Socio economic reporting.

'owner', in relation to immovable property, means:-

- a. the person in whom is vested the legal title thereto provided that:-
 - (i) the lessee of immovable property which is leased for a period of not less than fifty years, whether the lease is registered or not, shall be deemed to be the owner thereof; and
 - (ii) the occupier of immovable property occupied in terms of a servitude or right analogous thereto shall be deemed the owner thereof;
- b. if the owner is deceased, insolvent, has assigned his or her estate for the benefit of his or her creditors, has been placed under curatorship by order of court or is a company being wound up or under judicial management, then the person in whom the administration of such property is vested as executor, administrator, trustee, assignee, curator, liquidator or judicial manager, as the case may be;
- c. if the owner is absent from the Republic or if his or her address is unknown to the municipality, then any person who as agent or otherwise receives or is entitled to receive the rent in respect of such property; or
- d. if the municipality is unable to determine who such person is, then the person who is entitled to the beneficial use of such property;

'premises' includes any piece of land, the external surface boundaries of which are delineated on:-

- a. a general plan or diagram registered in terms of the Land Survey Act, 1997 (Act No. 8 of 1997) or in terms of the Deeds Registries Act, 1937 (Act No. 47 of 1937); or
- b. a general plan registered in terms of the Sectional Titles Act, 1986 (Act No. 95 of 1986), and situated within the jurisdiction of the municipality;

'rates' means any tax, duty or levy imposed on property by the Council;

2. INTRODUCTION

- 2.1 The Municipal Council must give priority to the basic needs of the community, promote the social and economic development of the community and ensure that all residents and communities in the municipality have access to at least the minimum level of basic municipal services in terms of Section 152(1) (b) and 153(b) of the Constitution.
- 2.2 Basic services are generally regarded to be access to electricity, access to clean water within a reasonable distance of one's dwelling, basic sanitation, solid waste removal and access to and availability of roads.
- 2.3 The Constitution recognises Local Government as a distinct sphere of Government and as such also entitles Local Government to a share of nationally raised revenue, which will enable it to perform their basic function of providing essential services to the community within their boundaries.
- 2.4 The key purpose of an indigent subsidy policy is to ensure that households with no or lower income are not denied a reasonable service, and on the contrary the Municipality is not financially burdened with non-payment of services. Provided that grants are received and funds are available, the indigent subsidy policy should remain intact.
- 2.5 To achieve the purpose, it is important to set a fair threshold level, and then to provide a fair subsidy of tariffs.
- 2.6 The consumer, in order to qualify as an indigent, needs to complete the necessary documentation as required and agree to regulations and restrictions stipulated by Elundini Municipality.

3. PURPOSE OF THE POLICY

- 3.1 The purpose of this policy is to ensure that the subsidy scheme for indigent household's forms part of the financial management system of Elundini Municipality and to ensure that the same procedure is followed for each individual case.

4. POLICY PRINCIPLES

- 4.1 It is against the above background that the municipality undertakes to promote the following principles: -
- 4.1.1 To ensure that the equitable share received annually will be utilised for the benefit of the poor only and not to subsidise rates and services charges of those who can afford to pay;
- 4.1.2 To link this policy with the municipality's Integrated Development Plan (IDP), Local Economic Development (LED) initiatives and poverty alleviation programmes;
- 4.1.3 To promote an integrated approach to free basic service delivery; and
- 4.1.4 To engage the community in the development and implementation of this policy.

5. POLICY OBJECTIVES

5.1 In support of the above principles the objectives of this policy will be to ensure the following: -

- 5.1.1 The provision of basic services to the community in a sustainable manner within the financial and administrative capacity of the Council;
- 5.1.2 The financial sustainability of free basic services through the determination of appropriate tariffs that contribute to such sustainability through cross subsidisation;
- 5.1.3 Establishment of a framework for the identification and management of indigent households including a socio-economic analysis and an exit strategy;
- 5.1.4 The provision of procedures and guidelines for the subsidisation of basic charges and the provision of free basic energy to indigent households;
- 5.1.5 To ensure co-operative governance with other spheres of government; and
- 5.1.6 To enhance the institutional and financial capacity of the municipality to implement the policy.

6. LEGISLATIVE FRAMEWORK

6.1 This policy is designed and implemented within the framework of the following legislation: -

- 6.1.1 The Constitution of the RSA, 1996;
 - 6.1.2 Local Government Municipal Systems Amendment Act, 2003, Act No 44 of 2003;
 - 6.1.3 The Local Government Municipal Finance Management Act 2003, Act no 56 of 2003;
 - 6.1.4 The Promotion of Administrative Justice Act, 2000, Act no 3 of 2000;
 - 6.1.5 The Promotion of Access to Information Act, 2000, Act no 2 of 2000; and
 - 6.1.6 The Local Government Municipal Property Rates Act, 2004, Act no 6 of 2004
- Intergovernmental Relations Framework Act (Act 13 of 2005)
 - Municipal Structures Act (Act 117 of 1997 as amended)
 - Public Finance Management Act (Act 1 of 1999)

7. Scope of Application

An indigent debtor shall apply for indigent benefits on the prescribed application form and in terms of the laid down procedures of Council.

The applicant shall agree to the following:

- (a) To appear personally before the designated official with the application form and documentation required for verification purposes.
- (b) To the installation of a prepaid electricity meter by Council which costs Council may recover by applying the applicable prepaid tariff.
- (c) To the installation of a water flow restrictor meter by Council.
- (d) To the valuation by the Municipal Valuer of the residential property for which application is made (applicable if applicant is owner)
- (e) Annual resubmission by the applicant of the application to Council on the anniversary of the granting thereof and/or on a date determined by Council and communicated to the applicant. Failure to comply herewith shall result in the debtor's indigent status being revoked.
- (f) That the onus shall be on the approved indigent debtor to inform the Council of any change in his status or personal household circumstances.

8. QUALIFICATION CRITERIA

- 8.1.1 Qualification criteria for indigent support shall be determined by the municipality from time to time, provided that until the Elundini Local Municipality determines otherwise, the following criteria shall apply:-
- 8.1.2 The applicant must be a resident within the ELM municipal area.
- 8.1.3 The applicant must be in possession of a valid South African identity document.
- 8.1.4 The total monthly income of all occupants on the property is not more than an amount as determined by Council from time to time. This amount will be determined at the beginning of every financial year and will be applied for the duration of that particular financial year. **The guideline relation to the household income threshold is an income of not less than two state pensions per month. The combined or joint gross income of all occupants or dependents in a single household which receives services from the municipality does not exceed two state pension grants;** The following child grants received by a household will be excluded from the determining household income, provided proof of such grants is supplied by the applicant:
 - Foster child grant
 - Care dependency grant
 - Child support grant
- 8.1.5 The applicant must be the owner or tenant who receives municipal services and is registered as an account holder on the municipal financial system;

8.1.6 Any occupant or resident of the single household referred to above may not own more than one property in addition to the property in respect of which indigent support is provided.

8.1.7 A tenant can only apply for the benefits in respect of the charges he/she is billed for while the landlord remains liable for all ownership related charges such as rates.

8.1.8 The account of a deceased estate may be subsidised if the surviving spouse or dependants of the deceased who occupy the property, applies for assistance.

9. ASSISTANCE PROCEDURES

9.1 FBS Communication Strategy

9.1.1 The municipality must develop a communication strategy in terms of which communities will be informed and educated in order to have a clear understanding of this policy and its implementation. Regular information dissemination and awareness campaigns must be undertaken to eliminate unrealistic expectations both in terms of qualifying for subsidy as well as service delivery in general and methods of communication may include, but will not be limited to:-

9.1.1.1 Ward committees;

9.1.1.2 Traditional leaders, where applicable;

9.1.1.3 Community based organisations;

9.1.1.4 Local radio stations and newspapers;

9.1.1.5 Municipal accounts;

9.1.1.6 Imbizo's and road shows; and

- Jamborees where government and municipal officials are made available to assist residents with applications such as ID applications, pension- and social grant applications, etc.
- FBS Awareness Campaigns
- Loud Hailing
- Churches
- Schools
- Notice Boards
- Flyers
- Social media

9.2 Institutional Arrangements

9.2.1 The municipality must designate existing staff or appoint officials, or engage properly Community Development Workers who have been trained in terms of the municipality's directions to assist with the implementation and development of this policy and must establish appropriate registration points in its area, the cost of which may be funded through the equitable share allocation.

9.3 Application/Registration

9.3.1 A person applying for indigent support must complete a formal indigent support application form approved by the municipality. Such forms will be available at approved registration points provided by the municipality and shall be dealt with in terms of the Procedure Manual.

9.4 Assessment & Screening of Applicants

9.4.1 Upon registration of an application, all information must be verified by the Programme Officer in terms of the Procedure Manual.

9.5 Recommendation

9.5.1 Once the verification has been completed the Indigent Management Unit must generate a recommendation based on the information captured in the database and shall be dealt with in terms of the Procedure Manual.

9.6 Finance Standing Committee

9.6.1 An Indigent Application will be submitted to the Finance Standing Committee for recommendation to the Executive Committee.

9.6.2 The Council will approve the indigent status of all applicants which have been submitted.

9.7 Right of Appeal

9.7.1 An applicant who feels aggrieved by a decision taken in respect of his or her application may lodge an appeal in terms of section 62 of the Municipal Systems Act, Act no 32 of 2000.

10. THE EXTENT OF INDIGENT SUPPORT

10.1 Introduction

10.1.1 The extent of the monthly indigent support granted to indigent households must be based on budgetary allocations for a particular financial year and the tariffs determined for each financial year.

10.1.2 Within the above-mentioned budgetary process and in striving to create the situation where poor households will be granted access to a full social package, assistance and support may be granted as set out below.

10.2 Electricity or Alternative Energy

10.2.1 All registered indigents, including consumers in the rural areas, will receive 50 kWh of electricity per month fully subsidised or an amount to be determined by Council on an annual basis.

10.2.2 Unused free electricity units will not be carried over to the next month. Any meter tampering will result in the subsidisation to be withdrawn. In the event of the electricity supplied by Eskom directly the municipality will pay over an amount to Eskom equal to 50 kWh of electricity per month based on the consumers registered with the Elundini Municipality as indigents and not based on any indigent's records submitted by Eskom.

10.2.3 In the event of households not receiving any electricity from either Eskom or the Elundini Municipality all registered indigents will be provided with alternative energy sources including, but not limited to: solar, paraffin, fire gel, liquefied petroleum gas, etc.

10.2.4 Procurement of service providers or services in respect of alternative energy sources shall be subject to the Supply Chain Management regulations of the municipality and the support given shall not exceed the level of support given to other indigent households. Unused subsidy will not be carried over to the next month.

10.3 Refuse Removal

10.3.1 All registered indigents shall be fully subsidised for refuse removal as provided for by Council in the annual budget from time to time. The subsidy shall not be more than the applicable tariff for that year and will be applied for the duration of that particular financial year. The subsidy shall form part of the tariff policy applicable for the financial year.

10.4 Property Rates

10.4.1 All registered indigents shall be fully subsidised for the payment of property rates provided for by Council in the annual budget from time to time and subject to the provisions of the Municipal Property Rates Act. The subsidy shall not be more than the applicable tariff for that year, and will be applied for the duration of that particular financial year. The subsidy shall form part of the tariff policy applicable for the financial year.

10.5 Burials

10.5.1 In the event of the death of a member of an indigent household, the municipality may exempt the household from the cost of digging and preparation of a grave, provided that the burial takes place in a municipal cemetery.

10.6 Site Rental

10.6.1 All registered indigents shall be fully subsidised for the payment of site rental as provided for by Council in the annual budget from time to time. The subsidy shall not be more than the applicable tariff for that year, and will be applied for the duration of that particular financial year. The subsidy shall form part of the tariff policy applicable for the financial year.

11. TARGETING OF INDIGENT HOUSEHOLDS

11.1 The effective targeting of indigent households and the implementation of this policy will depend largely on the social analysis included in the IDP, the LED initiatives and other poverty relief programmes of the Elundini Municipality. The socio-economic information and performance indicators contained in these documents must form the basis for the targeting of indigent households. Against the background of such socio-economic analysis, the municipality must within its financial and institutional capacity decide which targeting approach or option should be applied.

11.2 The Municipality may apply the following targeting methods:-

Targeting approach	Application
1. Service levels	Lowest service levels normally in informal settlements and rural areas.
2. Property value	Applicable only to registered indigents in respect of subsidised or RDP housing to a value determined in addition to the R15 000 in terms of the Property Rates Act, 2004.
3. Household income	Threshold shall be determined in terms of socio-economic analysis equalling two state pension grants per Indigent household.
4. Geographical (Zonal) targeting	Specific areas (rural or urban) where households are regarded as poor irrespective of service level.

12. INDIGENT HOUSEHOLDS IN RETIREMENT CENTRES AND OLD AGE HOMES

12.1 Indigent consumers living in retirement centres or old age homes shall be eligible to qualify for assistance and support in terms of this policy, subject to the following rules and procedures:-

12.1.1 The onus will be on the Board of Trustees/Managing Agent (hereinafter referred to as the representative) to apply to the municipality, for indigent status to be granted in respect of electricity consumption on behalf of the owners of those units, who meet the criteria and conditions for qualification.

12.1.2 The onus will be on the unit owner to apply to the municipality for indigent status to be granted in respect property rates and related charges.

12.1.3 The representative will submit applications to the Chief Financial Officer.

12.1.4 The Programme Officer must verify all applications and he or she must notify:-

12.1.4.1 The representative, whether an application was successful or not, with regard to the electricity consumption; and

12.1.4.2 The unit owner whether an application was successful or not, with regard to the property rates and other related charges.

12.1.5 The Chief Financial Officer will credit the monthly municipal:-

12.1.5.1 Electricity account of the Retirement Centre or Old Age Home with electricity charges. The amount will be calculated by multiplying the number of units that qualify for assistance with 50 kWh per unit.

12.1.5.2 General rates and refuse charges account (including fire services levies) of the unit owner with the full amount charged.

12.1.6 The representative must, in respect of monthly electricity credits allowed under indigent support, ensure that such credits are off-set against the monthly levies of the relevant individual units; such representative also being required, once every six months, or at such intervals as may be determined by the municipality, to provide proof to the Chief Financial Officer that the monthly levies of indigent households which qualify for assistance, have been adjusted by the amounts credited to the account of the Retirement Centre or Old age Home.

13. PROCESS MANAGEMENT

13.1 Applications

13.1.1 With the exception of Property and Zonal Targeting the indigent application form should be completed in full and then captured onto the relevant indigent register and accounting system.

13.2 Validity Period

13.2.1 The validity period of assistance will be for the duration that the applicant remains indigent. Households, in terms of the audit and review process, will be subjected to scrutiny to determine any change in status. Households may have to periodically re-apply, but this would be determined by the municipality from time to time.

13.3 Death of Registered Applicant

13.3.1 In the event that the approved applicant passes away the heir/s of the property must re-apply for indigent support, provided that the stipulated criteria are met.

13.4 Publication of Register of Indigent Households

13.4.1 Names of indigent beneficiaries must be open for public perusal and comment.

13.4.2 Written objections from the public must be referred to the Programme Officer who will be responsible for investigating the validity of the complaint and referral to the Indigent Committee for appropriate action.

13.5 Arrears and Excess Usage of Allocations

13.5.1 Upon registration as an indigent household, the arrears on the account of the applicant will be kept pending for a period of at least six months after which it may be written off.

13.5.2 No interest may be calculated on the arrears.

13.5.3 If the applicant exits from the indigent support programme within the six months period, the arrears will be re-introduced in the account and will be subject to the credit control and debt collection policy of the municipality.

13.5.4 Where restriction of consumption applies to a particular service, applicants may not refuse to be restricted in terms of Council policy. Where restrictions are not possible the account holder will be responsible for the consumption in excess of the approved subsidy.

13.6 Termination of Indigent Support

13.6.1 Indigent Support will be terminated under the following circumstances: -

13.6.1.1 Upon death of the account-holder or the head of the household where no accounts are rendered.

13.6.1.2 At the end of the 24 months cycle, except in the case of pensioners and child-headed households.

13.6.1.3 Upon sale of the property in respect of which support is granted.

13.6.1.4 When circumstances in the indigent household have improved to the extent where the income threshold as determined is exceeded.

13.6.1.5 If the applicant is found to have lied about his/her personal circumstances or has furnished false information regarding indigent status, in which case the following will apply: -

- All arrears will become payable immediately;
- Stringent credit control measures will apply; and
- The applicant will not be eligible to apply for indigent support for a period of five (5) years.

13.7 Audit and Review

13.7.1 The municipality may conduct regular audits of the indigent register with regard to the information furnished by applicants, possible changes in status, the usage of allocations and debt collection measures applied and where necessary review the status of applicants. The frequency of such audits will depend on the institutional capacity of the municipality to do so. It is proposed that at least monthly targeted audits and reviews are undertaken, with a complete review scheduled for at least every three (3) years.

13.8 Exit Programme

- 13.8.1 Members of households registered as indigent must be prepared to participate in exit programmes co-ordinated by the municipality in collaboration with other government departments and the private sector.
- 13.8.2 As part of its broader poverty reduction programme the municipality undertakes to provide for the participation and accommodation of indigent persons in its local economic development (LED) initiatives and in the implementation of integrated development programmes where possible.
- 13.8.3 The municipality must promote exit from indigence by:-
- 13.8.3.1 identifying indigents for inclusion in public works projects;
- 13.8.3.2 initiating local job creation projects such as cleansing operations, small infrastructure projects, etc;
- 13.8.3.3 facilitation of opportunities to enter the informal trade market;
- 13.8.3.4 facilitation of food security projects; and
- 13.8.3.5 Liaison with National and Provincial departments to include indigent persons in their public works programmes.

14. DRAFTING AND MAINTENANCE OF AN INDIGENT REGISTER

- 14.1 The Chief Financial Officer will be responsible to compile and administer the database for households registered in terms of this policy.
- 14.2 Registration will take place on dates and at times and places determined by the Council, but shall generally be undertaken during February and /or March each year. The Municipal Manager or his/her delegate will aid persons who cannot read or write, at such times and places as are specified in the notices published to indicate that the registration programme is to take place.
- 14.3 Council reserves the right to send officials or its agents to premises/households receiving relief from time to time for the purpose of conducting an on-site audit of the details supplied.

15. PENALTIES AND DISQUALIFICATION FOR FALSE INFORMATION

- 15.1 Applicants will be required to sign and submit a sworn affidavit, to the effect that all information supplied is true and that all income, i.e. from formal and/or informal sources, is declared.
- 15.2 Any person who supplies false information will be disqualified from further participation in the subsidy scheme. He/she will also be liable for the immediate repayment of all subsidies received and all debts including arrears that have previously been written off, and the institution of criminal proceedings, as Council may deem fit.
- 15.3 The onus also rests on indigent support recipients to immediately notify Council of any changes in their indigence status.

16. TARIFF POLICY

16.1 The Municipal Systems Amendment Act stipulates that a Municipal Council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements and which complies with the provisions of the Act and with any other applicable legislation.

16.2 A tariff policy must reflect, amongst others, at least the following principles, namely that:-

16.2.1 The amount individual users pay for their services should generally be in proportion to their use of that service;

16.2.2 Poor households must have access to at least basic services through-

16.2.2.1 tariffs that cover only operating and maintenance costs;

16.2.2.2 special tariffs or life line tariffs for low levels of use or consumption of services or for basic levels of service;
or

16.2.2.3 any other direct or indirect method of subsidisation of tariffs for poor households.

16.2.3 The extent of subsidisation of tariffs for poor households and other categories of users should be fully disclosed.

17. SOURCES OF FUNDING

17.1 The amount of subsidisation will be limited to the amount of the equitable share received on an annual basis. This amount may be varied on a yearly basis according to the new allocation for a particular financial year.

17.2 The Municipality resolves to fully subsidise all registered indigents for property rates, fire service levies, site rentals, refuse collection, and 50 kWh of electricity (or alternative energy) per month or an amount to be determined annually by Council.

17.3 If approved as part of the tariff policy the amount of subsidisation may at any time be increased through cross subsidisation, i.e. step tariff system in which case paragraph 15.2.3 shall apply.

18. METHOD OF TRANSFER AND THE VALUE OF THE SUBSIDY

18.1 No amount shall be paid to any person or body, but shall be transferred on a monthly basis as a credit towards the approved account holder's municipal services account in respect of the property concerned.

19. RESTORING SERVICES TO QUALIFIED HOUSEHOLDS

19.1 If an application is approved services will be restored free of charge. If services are to be suspended thereafter in terms of the approved credit control policy the approved tariff for reconnection will be payable.

20. MONITORING AND REPORTING

20.1.1 The Chief Financial Officer must report monthly to the Municipal Manager via the municipality's Service Delivery and Budget Implementation Plan to enable the Municipal Manager to report to Council and other interested parties. Such report shall reflect on: -

20.1.2 Number of indigent households' applications received;

20.1.3 Amount of subsidy allocated per benefit category;

20.1.4 Amount of debt accumulating and debt recovery information (number of customers; enquires; default arrangements; growth or diminishing of arrear debtors; ideally divided into wards, domestic, state, institutional and other such divisions);

21. CAPACITY BUILDING

21.1 The municipality must ensure that all officials and councillors are appropriately capacitated in Free Basic Services in terms of the following key areas: -

21.1.1 Database management;

21.1.2 Demand and revenue management; and

21.1.3 Policy and by-law implementation.

22. IMPLEMENTATION AND REVIEW OF THIS POLICY

22.1 This policy shall be implemented once approved by Council. All future applications for indigent registrations must be considered in accordance with this policy.

22.2 In terms of section 17(1) (e) of the MFMA this policy must be reviewed on annual basis and the reviewed policy tabled to Council for approval as part of the budget process if there any changes.

Date of Council Adoption:

Effective date:

Municipal Manager's Signature:.....