

EMALAHLENI
MUNICIPALITY



UNITY IN DEVELOPMENT

EMALAHLENI LOCAL MUNICIPALITY

CIVIC FUNERAL POLICY

Date Adopted :

Date Revised :

Date of Implementation :

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1. PREAMBLE

Whereas the Emalahleni Local Municipality intends to institute a framework and regulate how to manage and oversee the passing away of Office Bearers, including councillors and High Profile Public members. Once the Policy is adopted by the Emalahleni Municipal Council, all the logistic arrangements relating to the preparation must be *intra muros* of the Policy.

2. DEFINITIONS

“Civic Funeral” means a funeral arranged and funded by the Emalahleni Local Municipality which is held to honour Political office bearers, councillors and high profile public members that may be identified by Council.

“Civic Memorial Service” a church service held in lieu of a civic funeral within the boundaries of the Emalahleni Local Municipality.

“Reasonable Expenses” all expenses of the funeral services (including local and national transfers).

“Immediate family member” means the spouse(s) or life partner(s), children, parents and siblings of a public representative.

“Municipality” means Emalahleni Local Municipality and refers to the geographic area determined in terms of the Local Government: Municipal Demarcation Act, Act No 27 of 1998.

“Council” means the Municipal Council of the Emalahleni Local Municipality, its legal successors in title and its delegates.

“Area” refers to the boundaries of Lady Frere, Dordrecht and Indwe only.

“Office Bearer” means the Mayor, Speaker, Council Whip and Executive Committee members

“High Profile Public Member” means a member of the public who is attracting positive attention by way of doing good deeds for the betterment of the community.

“Book of Condolences” means a book with messages from mourners to pass their condolences to the family of the deceased.

3. PURPOSE

The purpose of this Policy is to outline the procedure to be followed in relation to Civic Funerals.

4. SCOPE

The Policy applies to current serving Office Bearers, Councillors and High Profile Public members that may be identified by Council.

5. BACKGROUND

A Civic Funeral is a public ceremony held to honour important people of significance. Civic Funeral usually includes much display and ceremony as well as religious implications. Civic Funerals are held in order to involve the general public in a day of mourning after the family of the deceased gives consent. A Civic Funeral will often generate mass publicity from both local and national media outlets.

6. GUIDELINES

6.1 Eligibility

Civic Funerals are held to honour Office Bearers, Councillors and High Profile Public members of the community. The decision to honour other prominent people within the Emalahleni Local Municipality with a Civic Funeral upon their deaths is the prerogative of the Municipal Council. Whether a Civic Funeral is held, it is subjected to acceptance of the offer by the deceased family or next of kin.

Public Representative	Eligibility
Serving Office Bearer	A
Serving Councillor	B
High Profile Public Member	C

6.2 Eligibility Codes

- A) Eligible for a Civic Funeral and which must not exceed an amount of R50 000.00 (fifty thousand rands), Provision of Municipal services, inter alia the provision of facilities (venues), grave site, Traffic escort, the National flag, advertisements in local newspapers and decorations in the venue;
- B) Eligible for a Civic Funeral which must not exceed R25 000.00, Provision of Municipal services, inter alia the provision of facilities (venues), grave site, Traffic escort, the National flag, advertisements in local newspapers and decorations in the venue;
- C) Provision of Municipal services, inter alia the provision of facilities (venues), grave site, Traffic escort, the National flag, advertisements in local newspapers and provision of plants in the venue, towards the support of the funeral of the High Profile Public member.

7. PROCEDURES

At the official notice of death of an Office Bearer, Councillor or High Profile Public member, the following will occur:

- a) The Municipal Manager will contact the family to officially offer condolences. This will be followed by a written condolence on behalf of the Municipality.
- b) The services of the Municipal official and a representative of the Office of the Mayor will be offered to assist the family with seating arrangements at the memorial service and the preparation of a Book of Condolences.
- c) A formal contingent led by the Mayor will be formed to attend the funeral.
- d) The Mayor or his/her delegate will offer tribute at the funeral on behalf of the Municipality.
- e) All other arrangements will be left to the family.
- f) An official Book of Condolences will be prepared and offered to the family after the conclusion of the service.

8. COUNCIL'S PREROGATIVE

- 8.1 A decision to offer a Civic Funeral to prominent High Profile Public members, other than the Office Bearers or Councillors listed under paragraph 6.1, is the prerogative of the Emalahleni Local Municipality.
- 8.2 Amongst issues to be considered by the Emalahleni Municipal Council in determining whether to exercise this prerogative and offer a Civic Funeral, are the following conditions, namely;
 - 8.2.1 The deceased's public profile and standing within the community.
 - 8.2.2 The extent and length of the deceased's service to the community.
 - 8.2.3 The deceased's personal achievements.

9. DISQUALIFICATIONS

- a) If any Office Bearer or Councillor is subsequently convicted of an indictable criminal offence, all entitlement previously available to them under this Policy cease. Similarly, any Office Bearer or Councillor who was removed from Office would no longer automatically qualify for the entitlements outlined above.
- b) An Office Bearer or Councillor is only eligible for a civic funeral for the term of Office.
- c) Funeral held outside the Municipal Area – a Municipal Civic Funeral will not be held in circumstances where the funeral is to take place outside Emalahleni Local Municipality.
- d) Funeral of an Office Bearer or Councillor as a result of suicide cases.
- e) In the event a death occur as a result of misdemeanour.

10. RESPONSIBILITIES DURING THE FUNERAL

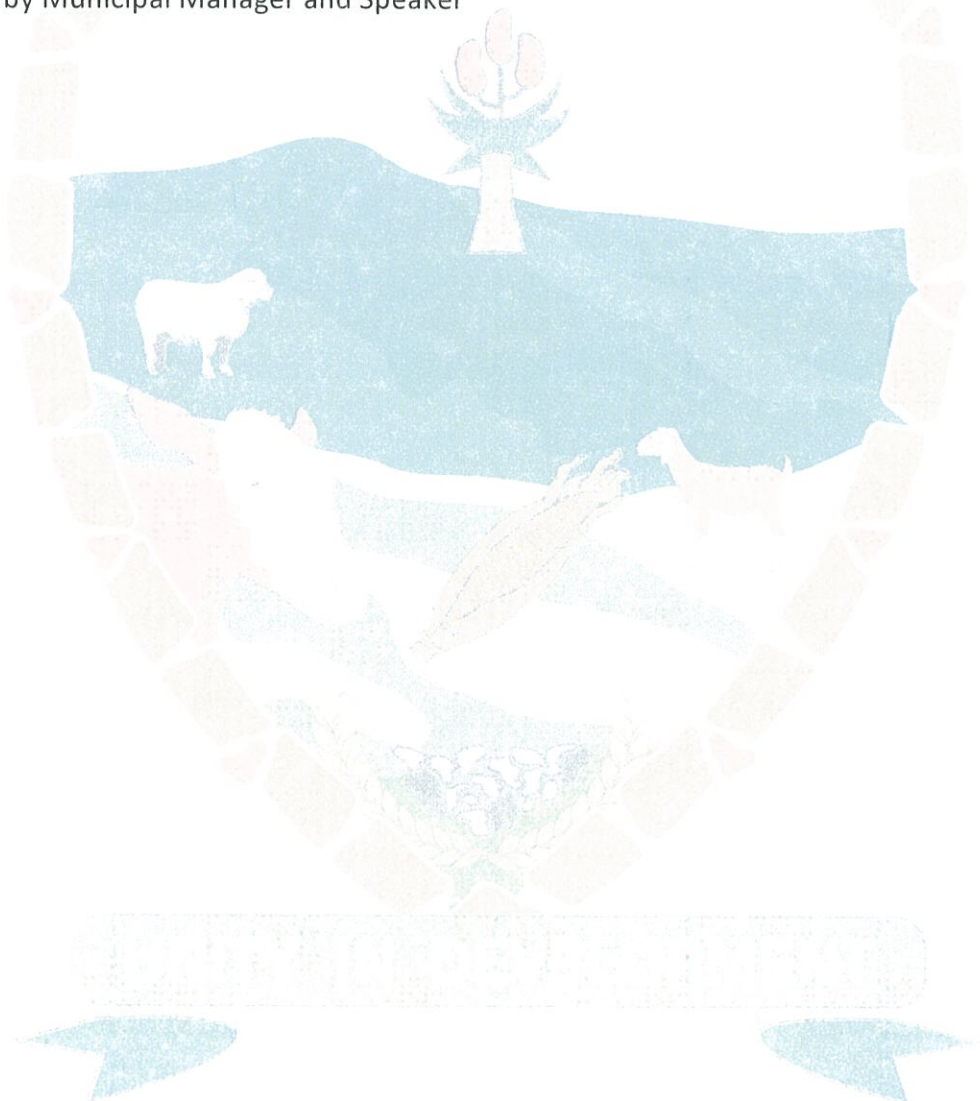
- a) The following officials are responsible for co-ordination and management during and for all matters associated with the preparations of the Civic Funerals, namely:
 - 10.1.1 Director: Corporate Services
 - 10.1.2 Official from office of the Mayor
 - 10.1.3 Official from office of the Speaker

- b) During the Civic Funeral the Office of the Mayor's primary role is one of protocol arrangements. This includes ensuring an adequate level of official representation, particularly by key Municipal figures, as well as observance of ceremonial aspects.
- c) All reasonable costs associated with a Civic Funeral are borne by the Emalahleni Local Municipality as mentioned under Item 6.1.

Effective date of the policy

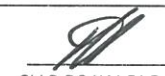
The policy shall be effective on date of approval by Council.

Signed by Municipal Manager and Speaker




DR SW VATALA
MUNICIPAL MANAGER

30/06/2017
Date


CLLR DS KALO
HON. SPEAKER