

To provide guideline and processes for civic funeral in Greater Giyani Municipal Council.

## Object

Council Resolution: CR98-30/05/23

Review 30 May 2023

# CIVIC FUNERAL POLICY



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The family service takes place at the home of the deceased person for approximately 1 hour. The service is left to the discretion of the family. Family/friends or/and members of the political party are pallbearers. The Municipality Public Safety Officers lead the procession to the venue.

### Part I: Family Service.

as follows:-

- (c) **Day of burial/cremation:** The day of burial/cremation will be commemorated in two (2) parts
- (b) **Memorial, Church or religious service:** A memorial is organized for the purpose of commemorating a deceased person and which takes place under auspices of Council. Memorial services are normally purely political in nature and therefore it should be left to the discretion of the party Chief Whip, the family and the Speaker representing Council. The church or other religious group may conduct the service.
- (a) **Special Council Meeting.** A special meeting of the Council is a meeting, which is convened in terms of the Council's Standing Rules and for the purpose of commemorating a deceased member/person. A special meeting is arranged to pass an unanimous motion of condolence with the next of kin and a brief life history of the deceased is submitted and presented by the Mayor or delegated Member of the Executive Committee. One Councillor representing each political party also presents condolences on behalf of their party. The family of the deceased and specific guests are invited to the special meeting. Special seating is arranged for the family of the deceased in the council chamber. The deceased's chair is draped in black, a photo of the deceased is enlarged, framed and placed on the table of the deceased. A wreath or bouquet of flowers is also placed on the table of the deceased.

The elements of a Civic Funeral shall be as follows:

## 4. THE ELEMENTS OF A CIVIC FUNERAL

- (a) The member of family / party of the deceased person who qualifies for a civic funeral should notify the relevant party Whip and the Speaker Of Council about the death of the person.
- (b) The Speaker consults and/or informs the Mayor, members of the Political Management Team (PMT), Councillors and officials about the funeral arrangements.
- (c) Officials representing the offices of the Municipal Manager, the Speaker, the Chief Whip and the Office of the Mayor.
- (d) The office of the Speaker supported by the relevant party Whip is responsible for the logistical arrangements for a civic funeral.
- (e) The Speaker shall convene a Special Meeting of Council, a memorial service and co-ordinates the actions which have to be taken by the relevant departments.

## 3. FUNERAL NOTIFICATION AND PROCESSES

Current Councillors who pass away during their term of office.

## 2. PERSONS ENTITLED TO A CIVIC FUNERAL

In terms of Section 156(5) of the Constitution and Section 8(2) of the Municipal Systems Act, 2000, the Council has the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions. A civic funeral is a funeral, in honour of the deceased member which is organised by and held under the name of the Council. The family of the deceased has the choice of having a civic funeral or not.

## 1. PREAMBLE



- (a) Opening.
- (b) Roll call.
- (c) Application/s for leave of absence.
- (d) Official Notice.
- (e) Notice of Death.
- (f) Family and community life.
- (g) Civil/political life.
- (h) Life in the Greater Cityani Council.
- (i) Reading of the obituary.
- (j) Reading of wreaths and messages.
- (k) Closing ceremony and prayer.

**Part I**

The agenda items for the Civic Funeral Special Council Meeting shall be as follows:

**5. AGENDA CONTENTS FOR THE CIVIC FUNERAL COUNCIL MEETING.**

Ceremonial rites are performed by the Public Safety officers. This ceremony is honoured by the Executive Leadership, Speaker of Council and Manager: Public Safety and Security as part of observing protocol of the Council flag draping of the coffin. At the end of this ceremony, faith based leadership and family take over to conclude the burial rites/rituals. Refreshments and/or a light meal for guests invited to the funeral are provided at the home of the deceased or/and venue chosen by the family.

**Part III: Burial rites at the cemetery.**

- (i) Family and community life;
- (ii) Civil/political life;
- (iii) Life in the municipality, district, province and the country;
- (iv) Reading of the Obituary (it is important to note that this item will be allocated at the discretion of the family);
- (v) Reading of wreaths and messages;
- (vi) Closing sermon and prayer;
- (vii) The funeral procession is led by Public Safety, followed by the hearse, the family cars, executive political and administrative leadership and the rest of the mourners.

When the coffin arrives at the venue (hall/church or designated venue), the Public Safety Officials must have already formed a guard of honour at the gate/main entrance. The coffin is then draped with the Council flag. The flag ceremony is conducted by Public Safety. During the flag ceremony, both the Political and Administrative leadership as well as the Manager: Public Safety and Security must be present as part of protocol. The coffin must be carried by Public Safety officers inside the hall/church led by the religious leader/priest, followed by the family, executive leadership, Political leadership and then the rest of the mourners. The funeral service is officially opened by the religious leader/priest. The funeral service programme is facilitated by programme directors chosen by the family. The programme shall encompass the following:

**Part II: Civic Funeral Service at the hall/church.**

**Part II**

**6. FINANCIAL IMPLICATIONS.**

- (a) Council flag ceremony: Public Safety and Speaker.
- (b) Burial rites and benediction.
- (c) Vote of thanks.

Cost per item for the memorial service and cost per item for the funeral service. The Greater Giyani Council will support on the arrangement of the funeral including Special Council, Memorial Service and any other expenses to the maximum amount of eighty thousand rand only (R80, 000.00). The elements of the financial implications shall be comprised of the following:

**(a) COST FOR THE MEMORIAL SERVICE.**

- (i) Transport for the family:(maximum of 12 members)
- (ii) Catering (light meals for the family and Councillors);
- (iii) Venue or marquee tents.

**(b) COST FOR THE FUNERAL ARRANGEMENTS.**

- (i) Transport ( 1 mini bus for the family & 2 buses for members of the Public).
- (ii) Tombstone.
- (iii) 2 mini busses for the family.
- (iv) Two buses for councillors and public.
- (v) Venue or Marquee tents.

**(c) POLITICAL TASK TEAM.**

- (i) Speaker.
- (ii) Condolences committee.
- (iii) EXCO representation.

**(d) TECHNICAL TASK TEAM.**

- (i) Manager: Office of the Municipal Manager;
- (ii) Manager: Communications Office;
- (iii) Manager: Council, Council Committees & Councillor Support;
- (iv) Manager: Public Participation;
- (v) Manager: Roads & Storm Water;
- (vi) Manager: Building;
- (vii) Manager: Office Of The Mayor;
- (viii) Manager: Human Resource.

**7. IMPLEMENTATION DATE.**

This policy comes into effect on the date of approval by Council.

**8. POLICY REVIEW DATE.**

The policy may be reviewed not less than two (2) years after first approval, and thereafter only when there is material need to do so when the occasion arises.

Council Resolution: CR98-30/05/23

MAYOR: CLLR ZITHA T  
SURNAME & INITIALS

SIGNED BY:

SIGNATURE



30/05/23  
DATE

The authority for this policy is the Greater Gyani Council in its full council session.

9. AUTHORITY.