

# **MANGAUNG METROPOLITAN MUNICIPALITY**

## **DRAFT POLICY ON CIVIC FUNERALS**

**(October 2012)**



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## **DRAFT POLICY ON CIVIC FUNERALS**

### **1. PREAMBLE**

Whereas the Mangaung Metropolitan Municipality intend to institute a framework and regulate how to manage and oversee the passing away of Office Bearers and High Profile Public members.

Once the Policy is adopted by the Mangaung Metropolitan Municipal Council, all the logistic arrangements relating to the preparations must be *intra muros* of the Policy.

### **2. DEFINITIONS**

“Civic Funeral” - means a funeral arranged and funded by the Mangaung Metropolitan Municipality which is held to honour prominent people (usually high ranking public officials) who have given long and outstanding services to the Municipality.

“Civic Memorial Service” - a church service held in lieu of a civic funeral within the boundaries of the Mangaung Metropolitan 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 Mangaung Metropolitan Municipality and refers to the geographic area determine in terms of the Local Government : Municipal Demarcation Act, Act No 27 of 1998.

“Council” - means the Municipal Council of the Mangaung Metropolitan Municipality, its legal successors in title and its delegates.

“Area” - refer to the boundaries of Bloemfontein, Botshabelo and Thaba Nchu only.

“Office Bearer” - means the Executive Mayor, Deputy Executive Mayor, Speaker and the Council Whip.

“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 submission is to outline the Mangaung Metropolitan Municipality Policy and Procedure in relation to Civic Funerals.

### **4. SCOPE**

The Policy apply to current serving Office Bearers and High Profile Public members of the public.

## 5. BACKGROUND

A Civic Funeral is a public ceremony held to honour important people of significance. Civic Funerals usually include 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 give consent. A Civic Funeral will often generate mass publicity from both local and national media outlets.

## 6. GUIDELINE

### 6.1 Eligibility

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

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

### Eligibility Codes

- A Eligible for a Civic Funeral and which must not exceed an amount of R50 000,00;
- B Eligible for a Civic Funeral and in this instance relates to provision of Municipal services, inter alia the provision of facilities (venues), grave site at the Heroes Acre, Traffic escort, the National flag, advertisements in the 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 or High Profile Public member, the following will occur:**

- 7.1 The Municipal Manager will contact the family to officially offer condolences. This will be followed by a written condolence on behalf of the Municipality.
- 7.2 The services of the Protocol Officer and a representative of the Office of the Executive Mayor will be offered to assist the family with seating arrangements at the memorial service and the preparation of a Book of Condolences.
- 7.3 A formal contingent lead by the Executive Mayor will be formed to attend the funeral.
- 7.4 The Executive Mayor or his delegate will offer tribute at the funeral on behalf of the Municipality.
- 7.5 All other arrangements will be left to the family.
- 7.6 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 listed under paragraph 6.1, is the prerogative of the Mungaung Metropolitan Municipality.
- 8.2 Amongst issues to be considered by the Mungaung Metropolitan Municipal Council in determining whether to exercise this prerogative and offer a Civic Funeral, are the following conditions, namely:
- \* The deceased's public profile and standing within the community.
  - \* The extent and length of the deceased's service to the community.
  - \* The deceased's personal achievements.

## **9. DISQUALIFICATIONS**

- 9.1 If any Office Bearer is subsequently convicted of an indictable criminal offence, all entitlements previously available to them under this Policy cease. Similarly, any Office Bearer who was removed from Office would no longer automatically qualify for the entitlements outlined above.
- 9.2 An Office Bearer is only eligible for the term of Office.
- 9.3 Funerals held outside the Municipal Area - a Municipal Civic Funeral will not be held in circumstances where the funeral is to take place outside Mungaung Metropolitan Municipality.
- 9.4 Funerals of an Office Bearer as a result of suicide cases.
- 9.5 In the event a death occur as a result of misdemeanor.

## **10. RESPONSIBILITIES DURING THE FUNERAL**

- 10.1 The following officials are responsible for co-ordination and management during and for all matters associated with the preparations of the Civic Funerals, namely:
- \* HOD : Corporate Services
  - \* Chief of Staff : Office of the Executive Mayor
  - \* Head in the Office of the Speaker
- 10.2 During the Civic Funeral the Chief of Staff : Office of the Executive 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.
- 10.3 All reasonable costs associated with a Civic Funeral are borne by the Mungaung Metropolitan Municipality as mentioned under Item 6.1.

## **11. IMPLEMENTATION AND REVIEW OF THE POLICY**

This Policy will only be adopted after a public participation processes for *pro bono publico* and be implemented after the approval by the Mungaung Metropolitan Municipal Council. The Corporate Services Directorate will be responsible for the implementation and annual review of this Policy. The Policy may also be reviewed on urgent and compelling motivation by the Office of the Speaker.