

MATJHABENG MUNICIPALITY

ANNEXURES

of the

**1ST EXTRA-ORDINARY
COUNCIL MEETING**

held

WEDNESDAY, 21 FEBRUARY 2018

at

15h00

**COUNCIL CHAMBERS, CIVIC CENTRE,
WELKOM**

GUIDELINES ON CIVIC FUNERALS OF MATJHABENG LOCAL MUNICIPALITY

1. INTRODUCTION

- 1.1 The purpose of this guideline is to provide for the procedures to be followed by Council to administer the funeral arrangements of Councillor(s) who pass away while holding a public office.
- 1.2 Further, to make provision for the approval of the funds that will be utilized to bury the mortal remains of the Councillor while holding office.
- 1.3 And to regulate matters relating to the finalization of the funeral service or a burial of a person accorded a civic funeral by the municipality.

2. QUALIFICATION

- 2.1 The below-mentioned genus of people qualify, in terms of this guidelines to be accorded a civic funeral:
 - 2.1.1 The Executive Mayors and their partners, in case they are legally married.
 - 2.1.2 Currently serving Councillors.
 - 2.1.3 Extra-ordinary cases as will be decided upon by council from time to time.

3. ARRANGEMENTS THAT HAS TO BE MADE

- 3.1 As soon as the notice of the death of any of the persons mentioned in paragraph 2.1 above has been received, the Office of the Speaker and the Office of the Executive Mayor, will approach the family to establish from the bereaved about the funeral arrangements.
- 3.2 Notice of the deceased's passing on, an obituary and the funeral arrangements must be distributed to the print media, the radio and adjacent municipalities in consultation with the bereaved family.

4. EXTRA-ORDINARY OR SPECIAL COUNCIL MEETING

- 4.1 The first session of the funeral will be a Special Council meeting where the roll call will be done by the Speaker.
- 4.2 The Speaker will conduct the Roll Call and call out the name of the late Councillor three times.
- 4.3 The appointed Councillor will inform the Speaker about the passing on of the Councillor.

- 4.4 The appointed Councillor will pass the motion to the family after which the candles will be blown.

5. COSTS ATTACHED TO THE FUNERAL

- 5.1 Council will pay for all costs of the funeral of the deceased, if the deceased falls within the genus of people in par. 2.1 above.
- 5.2 Funeral costs of Councillors mentioned in par. 2.1 shall be to the maximum of R180 000 (one hundred and eighty thousand rand).
- 5.3 A wreath sent on behalf of Council for category of people in par. 2.2 will be paid for by Council

6. PROCEDURE BEFORE AND DURING THE FUNERAL

- 6.1 Where a Civic Funeral has been arranged, the municipal flag at the Municipal Offices or Municipal Buildings will be displayed at half-mast from the day of death to the day of the funeral.
- 6.2 The denomination / religious leaders where the deceased was a member will be responsible for administering the burial service.
- 6.3 Arrangement will be made for coffin bearers from the ranks of Council and members of the bereaved family.
- 6.4 The Municipal Police, Fire, Traffic and Peace Officers will utilize a fire engine.
- 6.5 Procession to the church will be in the following order:
- 6.5.1 The Executive Mayors and Mayors and their partners.
 - 6.5.2 The Speaker and partner.
 - 6.5.3 Councillors and their partners.
 - 6.5.4 The Municipal Manager and partner.
 - 6.5.5 Directors and Senior Managers.
- 6.6 The coffin of the deceased will be draped with the municipal flag.
- 6.7 In the case of the death of the Executive Mayor or the Executive Mayor's Spouse, the chain of office will be on the cushion of crape on top of the coffin.

6.8 A guard of honour, consisting of the uniform staff of the municipality, is formed at the church.

6.9 The procession will wait in front of the church until the hearse arrives with the coffin after which it will enter the church.

6.10 After the funeral service at the place of worship, the coffin bearers will take the coffin to the hearse followed by family members and next of kin, the procession and other attendants.

7. FUNERAL PROCESSION

7.1 Traffic escort

7.2 Hearse

7.3 Family Car

7.4 Official Council car with the Executive Mayor and his/her spouse / partner

7.5 The Speaker's car with his/her spouse / partner

7.6 Visiting officials cars in order of precedence

7.7 Other dignitaries

7.8 Members of the public

8. CEMETERY

8.1 Coffin bearers will take the coffin from the hearse.

8.2 Members of the bereaved family will carry the coffin to the grave.

8.3 Before the coffin is lowered, the flag draped over it, the chain and the crape cushion will be removed by the Speaker.

8.4 Wreath will be laid on the coffin on behalf of the next of kin by a family member or a family representative.

8.5 The procession and guests will then proceed to the place where refreshments will be served.

