

ANNEXURE 6



MOGALE CITY LOCAL MUNICIPALITY

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

INDIGENT BURIAL POLICY

~~**AMENDED POLICY ON SUBSIDIZED BURIAL OF INDIGENT
PEOPLE**~~

2019- 2020

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1. DEFINITIONS

Municipality	: Means Mogale City Local Municipality
Indigent	: Any person or persons who due to a number of factors is unable to make monetary contribution towards basic services and earning a combined family income of not more than a total of two Government old age pensions.
Child-Headed Household	: A household where the main caregiver of the said household is 18 years of age or younger. Also a Child-headed household as defined in section 28(3) of the Constitution.
Gravesite	: A single standard grave per deceased person dug to the required specification and provided free of charge to the indigent family. This grave shall exclude coverage of caskets , tombstones and related decorative and memorial finishes. : Special conditions will be considered if the body is an oversize or obese.
Contracted Undertaker	: Means a registered undertaker appointed by the Municipality to provide indigent burials.
Municipal official	: An employee of Mogale City Local Municipality who is duly mandated by the Municipality to conduct an assessment of the indigent family's circumstances
Foreign National	: Refers to a non South African citizen who is in the country legally or illegally.
Resident	: Refers to a person who lives in a particular area for a long term period. For the purpose of this policy a resident will be a person who lives in a known address within Mogale City Local Municipality.
Destitute	: Refers to extremely poor individuals or family who lack the means to provide for themselves.
Pauper	: Refers to an unknown deceased person who has no known family or friends who can assist with his or her burial.
Verification officer	: Refers to an official or ward committee member or councilor or community liaison officer duly authorized by the Municipality to verify the status of an applicant for indigent burial.

Applicant : Any member of the indigent household/next of kin/partner/community member submitting a burial application on behalf of the deceased indigent person.

2. POLICY AIMS AND OBJECTIVES

2.1 Aim of the Policy

The aim of the Indigent Burial Policy is to provide a framework on how the Municipality should assist community members within Mogale City Local Municipality, who are unable to afford their loved ones a dignified burial due to their socioeconomic conditions.

2.2 Objectives of the Policy

- The provision of procedures and guidelines for assisting indigent families who are unable to afford a decent burial for family members.

3. LEGISLATIVE FRAMEWORK

The policy is based on the following legislation:

- South African Constitution, Act no. 108 of 1996 (section27).
- Health Act, no. 63 of 1977.
- **Mogale City Local Municipality** Indigent Management Policy

4. ELIGIBILITY CRITERIA

Persons applying for burial must qualify in terms of the following criteria:

- Families with a total **household** income of not more than two Government old age pensions per month.
- Vulnerable groups who are characterized by socioeconomic challenges.
- Child- headed households.
- **Legal and documented** Foreign Nationals who are residents of Mogale City Local Municipality. A councilor in the area **shall** provide confirmation of the residence of the deceased.
- Residents of Mogale City Local Municipality. **The applicant must provide proof of residence of the deceased from the councilor.**
- Indigent families who have a funeral plan or life insurance cover for the deceased will be required to declare such cover and will not be eligible for the subsidized burial **unless**

confirmation in writing by ward councilor is submitted regarding limited affordability to bury the deceased.

5. POLICY CONDITIONS

- The applicant shall provide the Municipality with a declaration of his or her indigent status through an affidavit.
- The applicant shall provide the Municipality with a copy of his or her identity document.
- A copy of the deceased's South African Identity document and copy of the death certificate if available shall be provided by the applicant.
- In cases of **Foreign Nationals**, a copy of a **valid** Passport or **valid** relevant documents **must** be provided by the applicant.
- **Undocumented Foreign Nationals shall be given pauper burial services.**
- Mogale City Local Municipality will bear the costs for the provision of the burial services as outlined below.
- Only people who reside within the boundary of Mogale City Local Municipality will be considered for indigent burial.
- Mogale City residents who die outside the boundaries of the Municipality will be assisted with indigent burial provided that the family bears the transport costs from the place of death to Mogale City.
- **A family member of the deceased or a competent person, if no family member can be found may make application to the municipality for the burial of the deceased.**
- **The socio-economic status of the family will be verified by the social worker /social auxiliary worker and a report will be submitted for approval.**
- **The Municipality shall provide an individual **standard grave** for the burial of the deceased with the proviso that additional same family indigent members be buried in the same grave to a maximum of 2 people.**
- An undertaker/s will be contracted by the Municipality to render the burial service.
- The deceased will be buried in a designated grave **with a standard coffin or oversize coffin where the body requires such** at a cemetery within Mogale City Local Municipality.
- **Indigent** burials will take place between Monday and Thursday only excluding public holidays.

- With the urban context only people who are registered as indigent **or are eligible to be registered as indigent** with Mogale City Local Municipality will qualify for a free gravesite.
- **Proof of income of applicant must be submitted to assess if applicant qualifies for indigent burial support.**
- Applicants who are not registered with the Municipality as Indigent but qualify upon assessment will be referred to the indigent office for registration on the Indigent Management System.
- **The undertaker must submit all burial information to the Department: Integrated Environmental Management before burial date and grave number is confirmed.**

6. GRAVE SITE ONLY REQUESTS

Requests for grave sites only will be considered under the following conditions:

- **Burial of the deceased shall be conducted between Monday and Thursday only.**
- The Municipality shall provide a **standard grave site** only or provision shall be made for an oversize grave if the body requires an oversize coffin.
- **Any request for a Casket grave shall be at the cost of the applicant.**
- **The applicant shall submit an affidavit and proof of income declaring financial status of the household.**
- Approval for a free gravesite will be based on the investigation and outcome report of the Social Auxiliary Worker/ Social Worker.
- Requests for assistance with gravesite must be submitted to **Community Development Services Department** at least **four days** prior to the burial date.

7. BURIAL SERVICES PACKAGE

The burial services package provided by the **Municipality** shall comprise of the following:

- **Undertaker contracted by the Municipality.**
- Fetching the body **of the deceased**, storage and preparation of the body for burial.
- Gravesite **for a standard coffin or oversize coffin where applicable.**
- Coffin as specified to the Undertaker by the Municipality.
- Hearse for transportation of the corpse.
- **One** Family car for the transportation of the family from home to the graveyard and back.

NB: Family cultural rituals will be done at the cost to the family.

8. POLICY IMPLEMENTATION

The implementation of this policy will be led by the Department of **Community Development Services** in collaboration with the Department of Integrated Environmental Management and supported by councilors.

8.1 Implementing Structures:

8.1.1 Community Development Services:

- Coordinate and guide the implementation of this policy.
- Develops administrative guidelines that will guide the implementation of this policy.
- Receives referrals and conducts assessment of family circumstances to verify if the household meet the indigent **burial** support criteria in terms of this Policy.
- Head of Department of **Community Development Services** approves the application and refers the approved application to the contracted undertaker for action.

8.1.2 Integrated Environmental Management:

- Provision of the gravesite on written request by the Department: **Community Development Services**.
- Provision of grave number.

8.1.3 Ward or PR councilor:

- Identify indigent deaths in respective wards.
- **Refer by email or written request the bereaved** families to the Department **Community Development Services**.
- Assist in information dissemination between the family and **Community Development Services** Department.
- In the absence of the Ward Councilor, the **Community Liaison Officer`s written request** will be accepted.

8.1.4 Contracted Undertaker

The following shall be provided by the Undertaker to the Municipality after burial, for payment to be effected:

- Burial order.

- Grave number.
- Death certificate and
- Invoice.

9. POLICY MONITORING AND REVIEW

9.1 Policy Monitoring:

- A Service Level Agreement shall be entered into between the Municipality and the contracted undertaker.
- An updated database of indigent burials shall be kept by **Community Development Services Department**.
- The Department, **Community Development Services** shall prepare quarterly reports with financials and present the reports to the Social Development Portfolio Committee.

9.2 Policy Review:

- The Department, **Community Development Services** shall submit proposed changes to the Executive Management Committee, the relevant Portfolio Committees and Mayoral Committee.
- The Policy **review** shall be approved by the **Council** of the Municipality.

10. SOURCE OF FUNDING FOR THE IMPLEMENTATION OF THE INDIGENT BURIAL POLICY

- The Municipality shall include in its annual budget, an amount approved by the Municipality for Indigent Burial.

11. AUDITING

Audits will be conducted by the Internal Audit Section regarding the indigent burial records, usage rate and compliance to the policy and related Service Level Agreement, in line with the Annual Audit Plan.