



CAPE AGULHAS MUNICIPALITY

POLICY ON PAUPER / INDIGENT BURIALS



1 PREAMBLE

The cost of burials poses a challenge to the poorer segments of the community within the jurisdiction of the Cape Agulhas Municipality.

The Municipality in terms of section 48 (2) of the Health Act 1997, is responsible for the removal and burial of the body of a destitute person or any dead body which is unclaimed or which no competent person undertakes to bury and does bury.

2 GOAL OF PAUPER / INDIGENT BURIALS POLICY

- (a) To ensure that all qualifying residents in the Cape Agulhas region are able to immediately receive the dignity which they deserve when dying.
- (b) To ensure that pauper burials takes place legally in line with applicable legislation.

3 DEFINITIONS

For the purpose of this Policy, the following will mean:

"All-inclusive" means inclusive of VAT, coffins, graves, collection (transport) costs, storage costs, burial/funeral costs

"Approved funeral undertaker" means a funeral undertaker's premises in respect of which a certificate of competence has been issued by an Environmental Health Practitioner of the District municipality in terms of the "Regulations Relating to Funeral Undertakers' Premises {R237 of 08 February 1985}"

"Council" means Cape Agulhas Municipality

"Destitute" means without any income or financial means

"Municipal area" means the area placed under the control or jurisdiction of Council

"Indigent" means a destitute person who has died in destitute circumstances, or if no relative or other person, welfare organization or NGO can be found to bear the burial cost of such deceased person.

"State property" means any property owned, occupied or managed by National or Provincial Departments of Government i.e. hospitals, prisons, police stations, magistrate offices/courts, schools, old age homes, mortuaries, etc.

4 BENEFITS OF THE PAUPER / INDIGENT BURIALS POLICY

The policy covers the cost of the following:

- (a) The grave site, the preparation thereof are exempted in terms of the tariff charges for pauper burials;
- (b) The provision of a coffin and or mortuary charges not exceeding the value of R2 200,00 for pauper burials
- (c) The provision of a coffin and or mortuary charges not exceeding the value of R2 500,00 for indigent burials
- (d) Benefits in terms of this policy is subjected to budget availability
- (e) The value of the pauper / indigent burials will increase annually with the same increase as applicable to Council's tariff increases.

5 QUALIFYING CRITERIA

- (a) Any person who had passed away within the municipal area of Cape Agulhas, outside of any State property, whose family or relatives cannot be traced (unknown person) and/or has been certified as destitute qualifies for a pauper / indigent burial by Council.
- (b) Selective financial assistance to family or relatives of a deceased, i.e. the provisioning of a grave or a coffin or partial payments towards funeral costs to allow them to afford a funeral is not part of a pauper burial and will not be given by Council
- (c) Any pauper or indigent burial will only take place within the borders of Cape Agulhas municipality and burial will take place in one of the approved cemeteries within the area. No assistance in terms of this policy will be given for burials outside the Cape Agulhas municipal jurisdiction.

6 STANDARD OPERATING PROCEDURES

The following procedures should be followed during the implementation of the Policy:

- 6.1 Application for assistance to be completed by the applicant together with a sworn affidavit to be handed in at the Community Services department;
- 6.2 The sworn affidavit must be obtained from the police station, welfare office or religious organization.
- 6.3 The sworn affidavit must include the following:
 - 6.3.2 The relationship of the person giving the affidavit, indicating his / her ID number and place of residence
 - 6.3.3 The permission to surrender the body to Cape Agulhas Municipality to deal with it in terms of this policy and applicable legislation.
- 6.4 The following documentation must be attached to the duly completed and signed application form:
 - 6.4.1 ID document of deceased
 - 6.4.2 Death certificate
 - 6.4.3 Sworn affidavit from next of kin / family, neighbour or friend
- 6.5 In the case of and indigent person the following procedure will apply:
 - 6.5.1 Sections 6.1 – 6.4 will apply
 - 6.5.2 The form will be send to the Masakhane section that will check the indigent register and confirm the name of the person on the register.
 - 6.5.3 If the person is not registered on the indigent register, he / she will not qualify for assistance.
- 6.6 In the case of a pauper burial, no family will be involved and the funeral undertaker will bury the deceased on a time and date when it is convenient for him to do so.

- 6.7 In the case of an indigent burial family may be involved and the funeral undertaker will negotiate with the family the time and date of the burial. The funeral will take place at the deceased home and the grave yard only.
- 6.8 The Council will supply the grave site, but the digging and closing of the grave site must be done by the relative / family / friends / neighbour.

Policy origin	Directorate: Community Services
Policy Administration	Department Public Services
Date adopted and Resolution number	