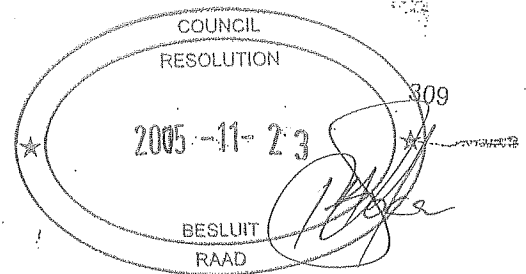


RM MABITSI (012 358 8004)
COUNCIL: 23 November 2005



9. GOVERNANCE OPERATIONAL SUPPORT SERVICES DEPARTMENT
(GOVERNANCE SERVICES)
POLICY ON CIVIC FUNERALS FOR COUNCILLORS AND OTHER
RECOGNISED, IDENTIFIED LEADERS

1. PURPOSE

The purpose of this report is to approve a policy on civic funerals for Councillors and other recognised, identified leaders in Tshwane.

2. BACKGROUND

It is common practice in government institutions to acknowledge and honour deceased individuals who occupied senior positions or office in government. Before the amalgamation of various municipal councils into the City of Tshwane Metropolitan Municipality (CTMM) in December 2000, it was customary at the City Council of Pretoria and other municipalities and spheres of government to hold civic funerals for politicians and other recognised leaders and dignitaries who passed away during their term of office.

Eight City of Tshwane Councillors have passed away since the establishment of the City of Tshwane Metropolitan Municipality in December 2000 with no clear policy in place to guide and regulate arrangements for civic funerals for them. Consequently, while the CTMM assisted in arranging these funerals, no uniform set of guidelines were followed. A policy on civic funerals for Councillors and other leaders or dignitaries recognised by the Municipality must therefore be drawn up.

In view of this, the Programming Committee of the CTMM requested the Governance Services Division to investigate the possibility of introducing a policy on civic funerals. The matter was investigated and a policy was drafted for consideration.

3. ELIGIBILITY

It is proposed that the following individuals be eligible for civic funerals:

- The Executive Mayor and Mayoress during their term of office.
- Serving Councillors.
- Individuals to whom freedom of the city has been awarded.
- Individuals who received recognition awards from the Executive Mayor.
- Exceptional cases where the Executive Mayor and the Council may from time to time identify individuals to be afforded such funeral privilege.
- Former Executive Mayors, Aldermen and Councillors upon request of the family.

4. ARRANGEMENTS/ 2001176

4. ARRANGEMENTS MADE IN ADVANCE FOR A CIVIC FUNERAL

4.1 FAMILY

As soon as notice of the death of a person referred to in paragraph 3 is received, the General Manager: Governance Services or his nominee, after consultation with the Executive Mayor, and Chief Whip of the party of the deceased Councillor / Alderman approaches the family to determine whether they wish to have a civic funeral arranged. If the offer is accepted, further arrangements as directed by the family, ensue.

4.2 EXTRAORDINARY COUNCIL MEETING

4.2.1 A Special Council meeting is arranged in the case of the death of a Councillor to allow all parties represented in the Council to express condolences to the next of kin. A brief biography of the deceased is submitted to be read at the meeting. Such Special Council meeting also serves as an Official Memorial Service.

4.2.2 As this is an official Council meeting, all Councillors are obliged to attend and normal procedures for the application of leave of absence shall obtain.

4.2.3 During the Special Council meeting, a crêpe cloth or the deceased person's robe is draped over his or her chair in the Council Chamber.

4.2.4 The procedures of Council meetings as prescribed in the Rules and Orders of the CTMM shall for the purpose of such Extra-Ordinary Council meeting be waived and shall be replaced by a procedure as determined by the General Manager: Governance Services in consultation with the Speaker and Chief Whip of Council.

4.3 REFRESHMENTS

The General Manager: Governance Services must ensure that arrangements are made for refreshments for family representatives and Councillors after the Special Council meeting and as per paragraph 5 below.

4.4 PALLBEARERS

During the funeral proceedings and in consultation with the family, Councillors may act as pallbearers.

4.5 Where possible, a guard of honour consisting of members of the uniformed personnel of the Municipality is formed.

5. COSTS

The Municipality will carry the costs for the following items:

- A mourning cloth bearing the CTMM's logo to cover the coffin;
- Black draping for the deceased Councillor's seat in the Council Chamber;
- A crêpe cushion;
- Printing of a programme for the memorial and funeral services;
- Flower arrangements for the memorial and funeral services;
- Wreaths;

- Refreshments for the memorial services; and
- Catering costs for VIP guests and also catering costs for mourners to a maximum amount determined by the Municipal Manager.

6. COMMENTS FROM OTHER DEPARTMENTS

6.1 COMMENTS OF THE CHIEF FINANCIAL OFFICER

(Unaltered)

"Cost Centre 211, Cost Element 412465 (City Official Burials) within the Political Office Vote should be utilised to fund the expenses indicated in the report, should the recommendations of the report be approved.

It should however be noted that no funds were requested against the above mentioned cost centre and cost element during the 2005/06 budget process and subsequently no funds are available for this purpose in the 2005/06 financial year. Therefore, should funds be required for this purpose savings will have to be identified within the Political Office Vote and transferred in accordance with the approved fund transfer policy."

6.2 COMMENTS OF THE HEAD: LEGAL AND SECRETARIAL SERVICES

(Unaltered)

The purpose of the report is to provide guidelines in a policy for civic funerals for Councillors and other recognised identified leaders. The recommendations are legally in order and can therefore be supported subject thereto that the necessary budgetary arrangements have been made.

6.3 COMMENTS OF THE EXECUTIVE HEAD: TSHWANE METROPOLITAN POLICE SERVICES

(Unaltered)

"The Metro Police concur with the content and recommendations in the report."

6.4 COMMENTS OF THE STRATEGIC EXECUTIVE OFFICER: EMERGENCY MANAGEMENT SERVICES

(Unaltered)

"We concur with this report and support your decision."

IT/...

001174

IT WAS RECOMMENDED (TO THE COUNCIL: 23 NOVEMBER 2005):

1. That the Council accept the introduction of civic funerals in principle.
2. That it be adopted as policy that civic funerals be held after the death of the following persons, in accordance with the procedures set out in the policy:
 - The Executive Mayor and Mayoress during their term of office;
 - Serving Councillors;
 - Individuals to whom freedom of the city has been awarded;
 - Individuals who received recognition awards from the Executive Mayor;
 - Exceptional cases where the Executive Mayor and the Council may from time to time identify individuals to be afforded such funeral privilege; and
 - Former Executive Mayors, Aldermen and Councillors upon request of the family.
3. That the required principles as contained in this report be accepted as the official policy to conduct civic funerals.
4. That a Special Council meeting be arranged upon the death of a Councillor to allow all parties represented in the Council to express condolences to the next of kin.
5. That the General Manager: Governance Services, or his nominee be authorised and mandated to make all the necessary arrangements for civic funerals in order to give effect to the provisions contained in this report.
6. That the Chief of Staff be authorized to identify the necessary savings for the implementation of this policy during the current financial year from the Political Office Vote and transferred such in accordance with the approved fund transfer policy and that the necessary provision for the implementation of this policy be budgeted for in the ensuing financial years.

During discussion of this item by the Council on 23 November 2005, Cllr RW Dinkelmann, seconded by Cllr S Pillay, proposed the following amendment to the original recommendations:

(Unaltered)

To amend recommendations 2 and 4 to read as follows:

- "2. That it be adopted as policy that civic funerals be held after the death of the following persons, in accordance with the procedures set out in the policy:
- The Executive Mayor and Mayoress during their term of office;
 - Serving Councillors;
 - Individuals to whom freedom of the city has been awarded;
 - Individuals who received recognition awards from the Executive Mayor;
 - Exceptional cases where the Executive Mayor and the Council may from time to time identify individuals to be afforded such funeral privilege; and
 - Former Executive Mayors and Aldermen upon request of the family.

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4. That a Special meeting of Councillors be arranged upon the death of a Councillor to allow all parties represented in the Council to express condolences to the next of kin. Formal applications for leave of absence will not apply."

The proposal by Cllr RW Dinkelmann was acceded to by the Council and it was thereafter resolved as set out below:

RESOLVED:

1. That the Council accept the introduction of civic funerals in principle.
2. That it be adopted as policy that civic funerals be held after the death of the following persons, in accordance with the procedures set out in the policy:
 - The Executive Mayor and Mayoress during their term of office;
 - Serving Councillors;
 - Individuals to whom freedom of the city has been awarded;
 - Individuals who received recognition awards from the Executive Mayor;
 - Exceptional cases where the Executive Mayor and the Council may from time to time identify individuals to be afforded such funeral privilege; and
 - Former Executive Mayors and Aldermen upon request of the family.
3. That the required principles as contained in this report be accepted as the official policy to conduct civic funerals.
4. That a Special meeting of Councillors be arranged upon the death of a Councillor to allow all parties represented in the Council to express condolences to the next of kin and that formal applications for leave of absence will not apply.
5. That the General Manager: Governance Services, or his nominee be authorised and mandated to make all the necessary arrangements for civic funerals in order to give effect to the provisions contained in this report.
6. That the Chief of Staff be authorized to identify the necessary savings for the implementation of this policy during the current financial year from the Political Office Vote and transferred such in accordance with the approved fund transfer policy and that the necessary provision for the implementation of this policy be budgeted for in the ensuing financial years.

