



uMngeni Local Municipality
PAUPER AND INDIGENT BURIAL POLICY

2025

PAUPER AND INDIGENT BURIAL POLICY

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1.PURPOSE/OBJECTIVES OF THIS POLICY

- 1.1 The objective of this policy is to ensure that all unknown and indigent natural
- 1.2 Person who dies within the jurisdiction of the municipality are taken
- 1.3 Care of (buried) by the municipality.
- 1.4 The policy shall, be applicable to the following categories
 - Indigent person/s who are also citizens of the municipality.
 - Unknown pauper found within the council's jurisdiction.
- 1.5 At funeral undertaker must supply, transport, coffin, funeral and mortal services (storage, erect, operate and remove all lowering equipment using own labour).
- 1.6 The municipality shall offer a grave free of charge.

2. DEFINITIONS

“All – inclusive” means inclusive of VAT, coffins, graves, collection (transport) costs, storage costs, burial/ funeral costs.

“Adult” means a deceased person over the age of 18 years.

“Approved funeral undertaker” means a funeral undertaker's premises in respect of which a certificate of competence has being issued by an Environmental Health Practitioner of Council in terms of the “Regulations Relating to Funeral Undertakers Premises (R237 Of 08 February 1995)”

“Body” means the remains or any portion thereof any deceased person.

“Unidentified/unclaimed body” means a deceased body that has not been claimed by a competent person after a period of six months investigation for the next of kin by Authorities or South African Police Services

“Certified” means a signed affidavit by a Ward Councillor of Council specifying that a family member(s) is/are known to him/her and that he/she/they/is/are destitute/indigent.

“Cemetery” means any land or part thereof which the Municipality duly set aside by the Council as a cemetery.

“Crematorium” means a building that houses the cremation chamber or place where ashes are interred in the cemetery

“Child” means a deceased person who is not an adult.

“Council” means uMngeni Local Municipality.

“Destitute” means without any income or financial means, and destitute status of the family will be determined by Department of Social Development employee (Social Worker).

“Indigent person” means a destitute person who has died in indigent circumstances and is in the indigent register of uMngeni Local Municipality.

“Municipal area” means the area placed under the control or jurisdiction of Council.

“Resident” means any person who, at the date of his death ordinarily resided in the municipality or who for at least six months immediately prior to such date was the owner of the fixed property.

“Officer in Charge” means Head of Community Services and Public Safety or designee who is in the employ of uMngeni Local Municipality.

“Pauper” means a person who died as an unknown person or if no relative or other person, welfare organisation or NGO can be found to bear the burial of such deceased person. And declaration of Pauper will be in consultation with South African Police Service

“Registrar of deaths” means any person appointed as registrar of deaths in terms of the Births, Marriages and Deaths Registration Act, 1963 (Act No.81 of 1963);

“State Institution” means a public Hospital Mortuary

“Tariff” means a tariff of charges a determined from time to time by the Council to be normal hours.

“Working hours” from Monday to Friday as determined from time to time by the Council to be normal working hours.

3. APPLICATION OF THIS POLICY (or one can put SCOPE & APPLICATION OF THIS POLICY)

- To make sufficient provision for the bodies of the destitute (paupers) to be buried.
- To make provision for the assistance of the poorest of the poor who are in the municipal indigent register to be buried.
- To have guidelines when approached for assistance in terms of indigent and pauper burials.
- To manage the budget more effectively in terms of pauper and indigent burials.
- To ensure burials in the uMngeni Local Municipality are in line with the municipal Cemeteries bylaw.

4. LEGAL FRAMEWORK

- The National Health Act, 61 of 2003.
- Section 48(2) of the Health Act, 63 of 1977.
- The Regulation Governing Funeral Undertakers Premises.
- The Regulation defining the Scope of the Profession of Environmental Health; GN. R 698.

5. GENERAL PROVISIONS FOR THE POLICY.

An application for a pauper/ indigent burial within the community of uMngeni Local Municipality will only be considered and approved should:

- a) The Relevant application forms are completed and signed.
- b) ID document of deceased and date of death
- c) Death Certificate- BR5
- d) SAP BL20
- e) SAP report with (a) case number and (b) permission to bury for pauper burial.
- f) Sworn affidavit from next of kin, family, neighbour or friend for indigent burial.
- g) The permission to surrender the body to the uMngeni Local Municipality to deal with it in a way guided by this policy and applicable legislation.

6. ADMINISTRATION OF THIS POLICY

Pauper burials

- The principle on which pauper burials are to be performed will as follows:
 - The unclaimed body will be at a Hospital or deceased residence within the jurisdiction of the uMngeni Local Municipality or at a Police Mortuary within the uMngeni Local Municipality's jurisdiction.
 - The unclaimed body will be at a Hospital outside the Jurisdiction of the uMngeni Local Municipality, which was referred by the uMngeni Local Municipality to that hospital outside its jurisdiction.
 - The uMngeni Local Municipality will order a funeral undertaker to remove the body and put in pauper coffin for burial.
 - The uMngeni Local Municipality will arrange for a burial site to be prepared after which the funeral undertaker will bury the remains at Council's cost.
 - The uMngeni Local Municipality will have pre- arranged tariffs with the funeral undertaker to be in line with the budget.
 - The tariff arrangement are as follows:
1. An amount of R 2 300.00 – R 3 000.00 per burial. The brake down is as follows:
 - (a) Coffin R 1 900.00 – R 2 200.00
 - (b) Transport R 200.00 R 500.00
 - (c) Service and storage R 200.00 – R 400.00
 - (d)

Indigent burials

- The family of the indigent deceased person will do the application to the municipality.
- The municipal official (either at Customer Care Officials or Ward Support Clerks or Community Services Official) will verify the deceased against indigent register. Only if the deceased appear in the municipal approved indigent register will be processed.
- The family will then handover the deceased to the municipality and as such the municipality will arrange mortuary to keep the corpse up until burial.

The municipality will decide on the date and time of funeral which will be during the week preferable Wednesday to avoid additional operational cost.

- The indigent corpses will be buried only on a single grave; a request for double grave will be approved subject to forfeit of the indigent status for the deceased.

7. COMMENCEMENT

7.1 This policy will come into effect on the date of adoption by the Council.

8. INTERPRETATION OF THIS POLICY

- 8.1 All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 8.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 8.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

9. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 9.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation with Management and Trade Unions.
- 9.2 Notwithstanding clause No. 9.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

10. AMENDMENT AND/OR ABOLITION OF THIS POLICY

- 10.1 This policy may be amended or repealed by the Council after consultation between Management and Trade Unions.

11. COMPLIANCE AND ENFORCEMENT

- 11.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

<p style="text-align: center;">CSPS/P.... CR.... / 23 / 01 / 2025</p>

MR M. HLOBA
MUNICIPAL MANAGER

CLLR C. PAPPAS
MAYOR

CLLR
SPEAKER