



PRINCE ALBERT MUNICIPALITY

PAUPER AND DESTITUTE BURIAL POLICY

Approved on: 15 August 2025

Resolution: 103/2025

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PAUPER AND DESTITUTE BURIAL POLICY

To provide for procedures, methods and practices to regulate the burial and cremation of pauper and destitute bodies in the area of jurisdiction of Prince Albert Municipality.

1. PURPOSE

- (1) To guide the municipality how to make provision for Pauper and Destitute Burials ;
- (2) To ensure a standardised process regarding the burial or cremation of pauper and destitute bodies.

2. DEFINITIONS

2.1 In this Policy, unless the context otherwise indicates, definitions are as defined as:

“destitute” means a deceased person who has no family or next of kin that can be traced and nobody who takes responsibility for the burial of the body of such person, including persons determined as “John or Jane Doe” by the South African Police Services;

“directorate” means the Directorate: Corporate and Community Services;

“director” means the Director: Corporate and Community Services;

“department” means the Department: Horticulture and Recreation;

“municipality” means the Prince Albert Municipality or any other Committee or official of the Prince Albert Municipality acting in terms of delegated authority;

“pauper” means a deceased person who has family or next of kin, but whose family or next of kin are not in a financial position to take responsibility for the burial of the body of such person.

3. ADMINISTRATION AND ENFORCEMENT

- 3.1 The Director: Corporate & Community Services is responsible for the administration and enforcement of this Policy.
- 3.2 The Director: Corporate & Community Services may delegate in writing any power of duty granted to him / her in terms of this Policy to a competent Official in his / her Directorate, or authorised person.

4. BURIAL OR CREMATION OF PAUPER OR DESTITUTE PERSONS

- 4.1 Pauper burial or cremation
 - 4.1.1 A person may approach the Municipality for the burial or cremation of the body of a person deemed to be a pauper.
 - 4.1.2 Proof must be provided that the deceased qualifies to be buried as a pauper in terms of the following:
 - 4.1.2.1 Written application accompanied by an affidavit from the family or next of kin of the deceased confirming their financial position;
 - 4.1.2.2 An assessment done by a social worker or delegated municipal employee to investigate the circumstances in order to determine if they are needy and in no position to take financial responsibility for the funeral due to their social and financial circumstances;
 - 4.1.2.3 Written approval must be obtained from the Municipal Manager, after consultation with the Executive Mayor, the Speaker, and if applicable the Ward Councilor or his/her

delegate after the documents in 4.1.2.1 and 4.1.2.2 were presented to him/her.

4.1.3 The conditions of a pauper burial or cremation will be –

- 4.1.3.1 Prince Albert Municipality will provide the plot;
- 4.1.3.2 Prince Albert Municipality will be responsible for the account of the Undertaker;
- 4.1.3.3 The Undertaker to perform the burial at a date and time convenient to himself;
- 4.1.3.4 The Undertaker to inform the family of the date and place of the burial;
- 4.1.3.5 With regards to cremations, Prince Albert Municipality will be responsible for the account of the service provider.

4.2 Destitute burial

4.2.1 Only the Forensic Pathology Services under the Department of Health and Wellness in the Western Cape Provincial Government operating in the Prince Albert Municipal area may approach the Municipality for the burial of the body of a person deemed to be destitute.

4.2.2 Written documentation must be submitted by the applicant in 4.2.1 confirming that no relatives could be traced and that the body is destitute.

4.2.3 Written approval must be obtained from the Municipal Manager, after consultation with the Executive Mayor, the Speaker, and if applicable the Ward Councilor or his/her Delegate after the documents in 4.2.2 were presented to him/her.

4.2.4 The conditions of a destitute burial will be –

- 4.2.4.1 Prince Albert Municipality will provide the plot;
- 4.2.4.2 The Undertaker will be appointed in terms of a Supply Chain Management process;
- 4.2.4.3 Prince Albert Municipality will be responsible for the account of the Undertaker;

- 4.2.4.4 The account of the Undertaker will be limited to a coffin and the services rendered for the actual burial of the destitute body;
- 4.2.4.5 The Undertaker to perform the burial at a date and time convenient to himself;
- 4.2.4.6 The Undertaker to inform the applicant of the date and place of the burial;
- 4.2.4.7 A destitute body will not be cremated.

5. REPEAL OF PROVISIONS OF PREVIOUS POLICIES

Section 8 of the Approved Indigent and Subsidy Policy that make provision for the provisions for pauper and destitute burials is hereby repealed as far as it relates to matters provided in this policy.

This policy is dependent on the Municipal Annual Budget and implementation is subject to availability of funds.

6. SHORT TITLE AND COMMENCEMENT

This Policy will be called the Prince Albert Municipality Pauper and Destitute Burial Policy and it will come into effect on the date approved by Council.