

NDLAMBE MUNICIPALITY



BEREAVEMENT POLICY

1. PURPOSE

To ensure uniform, fair and consistent approach in dealing with death of a Councillor and Official/Employee of Ndlambe Municipality. This include death of immediate family member of a Councillor and officials/employees (where relevant)

2. SCOPE OF APPLICATION

The policy is applicable to all Councillors and employees of the Ndlambe Municipality.

3. DEFINITIONS

- 3.1 "Employer" means Ndlambe Municipality/Council that utilised the efforts of an employee to render services to communities.
- 3.2 "Employee" means a person employed by the employer to carry out certain duties and responsibilities in return for remuneration. May be a permanent, temporary, and part-time or contract employee or an Intern but excluding a student and independent contractor.
- 3.3 "Councillor" means a Councillor as defined in terms of the Local Government: Municipal Systems Act, No. 117 of 1998.

4. LEGAL BASIS

The directives contained in this policy are issued in accordance with the following Provisions:

- i) The Constitution of the Republic of South Africa
- ii) The Municipal Systems Act
- iii) The Municipal Structures Act

5. PROCEDURE

5.1 Notices

- (i) When a Councillor or employee passes away, the Head of the Department in which the employee was working, or the Speaker, in case of a Councillor, should be notified immediately to allow him/her to arrange for the paying of respect to the deceased and to expressed condolences to the family.
- (ii) The Human Resources Section of Corporate Services and Payroll Section of Finance Department should be notified immediately so that the salary allowances can be stopped immediately to avoid overpayments that are difficult and costly to recover.
- (iii) The death certificate must be sent to the Director: Corporate Services as a matter of priority.

5.2 Memorial Service

- (i) A memorial service shall be held for the Councillor or official. The family must first be approached by Human Resources Section to obtain permission and agreement before any arrangements are made for the memorial service.
- (ii) The Department in which the deceased worked for shall make necessary arrangements for memorial service in-line with Human Resources Section. All departments should be

informed of the arrangements to allow official and Councillors to attend the memorial service. Only expenditure of the notice, programme, venue decoration, flower, water and transport shall be incurred by the municipality, unless the Council determines otherwise.

- (iii) The speakers at the memorial service from the employer shall be in the following order:
- o Trade Union Representative if applicable
 - o Supervisor
 - o Head of Department

6. CONTRIBUTIONS

- (i) The Department in which the employee was working for shall be responsible for collecting private contributions for condolences to the bereaved family – a minimum of R10.00 per employee and Councillor. This will be handed over at the memorial service.
- (ii) Contributions are voluntary and the minimum amount is being prescribed.
- (iii) The Municipal Manager or his/her delegate in case of an employee and the Speaker or the Mayor in case of a Councillor, shall represent the municipality at the funeral.
- (iv) Teas and coffees to a maximum amount of R750.00, which shall be handed over by Head of the deceased employee or the Speaker or Mayor in case of a Councillor.
- (v) Tables and Toilets should be provided where it necessary.
- (vi) Should the family make use of its Community Halls – no fee shall be charged.

7. OFFICIAL TRANSPORT

Prior approval should be obtained from the Municipal Manager for the use of official transport for employees and councillors to attend the memorial service as well as and other service, by persons attending the service as representatives of the municipality.

8. LETTERS OF CONDOLENCES

- i) The Municipal Manager or Director Corporate Services, in case of an employee, and the Speaker or Mayor in case of Councillors, must prepare a letter of condolence to the immediate family of the deceased.
- ii) An official announcement should be made about such death once Council proceedings arrived at statement of communication by the Speaker.