



## **BEREAVEMENT POLICY**

**Date Approved:**

**Date Implemented:**

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### **1. PURPOSE**

To ensure uniform, fair and consistent approach in dealing with death of a councilor or an official/employee and as well as death of immediate family members of a councilor or an official/employee (where relevant)

### **2. SCOPE OF APPLICABILITY**

The policy is applicable to all councils and officials of the Ingwe Municipality who are appointed in terms of the Municipal Systems Act and who fall within the scope of Local Government Bargaining Council and those appointed on the fixed term contract (Section 54 & 56 employees).

### **3. DEFINITIONS**

- 3.1 "Employer"** means the Ingwe Municipality/ Council that utilizes the efforts of 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.
- 3.3 "Council"** means the council of Ingwe Municipality.

### **4. LEGAL BASIS**

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

- (a) The Constitution of South Africa, Act No. 108 of 1996, as amended.
- (b) The Municipal Structures Act
- (c) The Municipal Systems Act

## **5. DELEGATION OF AUTHORITY**

- The Municipal Manager is responsible for the efficient management and Administration of the municipality. The power to approve a policy to deal with deaths of staff members and councillors is vested in the council.
- The council hereby delegates the power of implementing this policy to the Municipal manager who is in turn authorised to sub-delegate to any managers or officials of the municipality.

## **6. CIVIC FUNERAL**

- The council may give the status of civic funeral for a deceased councillor. The council may by resolution delegate the power to decide to give a civic funeral to deceased councillors to the Executive Committee. The costs will by implication be borne by the municipality.

## **7. PROCEDURE**

### **7.1 Notices**

- (a) When an employee or councillor passes away the Head of the Department in which the employee was working, or the Speaker, in the case of a councillor, should be notified immediately to allow her/him to arrange for the paying of respect to the deceased and to express condolences to the family.
- (b) The Human Resource Division of Corporate Services should be notified immediately so that the salary allowances can be stopped immediately to avoid overpayments that are difficult and costly to recover.
- (c) The death certificate must be sent to the Manager: Corporate Services as a matter of priority.

### **7.2 Memorial Service**

- (a) A memorial service shall be held for the official or councillor. The family must first be approached to obtain permission and agreement before any arrangements are made for the memorial service.
- (b) The Special Programmes Division shall make the necessary arrangements for a memorial service. All departments should be informed of the arrangements to allow officials and councillors to attend the memorial service. Only expenditure for the notice, programme and refreshments of the memorial service may be incurred by the municipality, unless the council determines otherwise.

**8. CONTRIBUTIONS**

- (a) The Special Programmes Division will be responsible for collecting private contributions for condolences to the bereaved family.
- (b) Contributions are voluntary and no amount is being prescribed for condolences.
- (c) The Municipal Manager in the case of an employee, and the Speaker or Mayor in the case of a councillor, shall represent the municipality at the funeral.

**9. 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 any other service, by persons attending the service as representatives of the municipality.

**9.1 Leave of absence**

- (a) Officials may be released from official duties to attend a service during official working hours. Approval must be obtained from the relevant Head of the Department. If the service will continue for more than half of the working hours for the day and the official is not representing the municipality, the official must apply for vacation leave.

**10. Letters of condolences**

The Municipal Manager or Manager Corporate Services, in the case of an employee, and the Speaker or Mayor in the case of councillors, must prepare a letter of condolence to the immediate family of the deceased.

**11. COUNCIL APPROVAL AND EFFECTIVE DATE**

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER

DATE

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