

# MUNICIPAL BEREAVEMENT POLICY

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## **1. DEFINITIONS**

**The specific meaning of key words is as defined in the Basic Conditions of Employment Act, 75 of 1997 in these definitions, unless the context indicates otherwise:**

- 1.1 Designee -** A person appointed or designated as the Head of the Department for an interim period.
- 1.2 General Manager-** A person appointed as a head of a Department in the Municipality
- 1.3 Mourner-** A person attending a funeral service or memorial service
- 1.4 Family members-** A spouse and a child or legally adopted child, biological parents and parents in -law of the Employee, Councillor and participating Traditional Leader.

## **2. OBJECTIVES**

- 2.1** To provide a framework for management of bereavement processes for a deceased municipal Councillor, employee and participating Traditional Leader in so far as the Matatiele local Municipality family is affected.
- 2.2.** To make a provision for establishment of a sustainable mechanism for provision of support to the family of the deceased Councillor or employee or participating Traditional Leader of the municipality.
- 2.3.** To provide a framework for management of municipal costs related to the bereavement itself.
- 2.4.** To promote good fellowship during the time of need to the bereaved family.
- 2.5.** To facilitate extension of condolences to the bereaved family of the deceased person.

## **3. APPLICATION OF THIS POLICY**

- 3.1.** This policy will apply to all Municipal Councillors, participating Traditional Leaders, temporary, contract & permanent employees of the Municipality.
- 3.2.** Provisions of this policy will be binding to the Council and Management of the Municipality.
- 3.3.** Application of this policy shall not be extended to non-employees or non – Councillors, non- participating Traditional Leaders as well as the members of the public.
- 3.4.** This policy will exclusively apply to the members of the immediate family i.e. Employee's spouse or life partner, child, parent, parents' in-law, grand parent, adoptive child, grandchild, and sibling of all those mentioned in clause No 3.1 of this policy.
- 3.5.** This policy may be applied to trainees but not to their family members as determined by the Municipal Manager.
- 3.6.** This policy may apply to Ward Committee Members but not to their family members as may be determined by the Municipal Manager.

#### **4. PRINCIPLES OF THIS POLICY**

- 4.1. This policy is designed to be used as a tool for comforting / consoling the bereaved families.**
- 4.2. This policy is designed to enhance the content of our social culture in respect of mourning.**
- 4.3. The application of this policy shall be balanced with the interests of the Municipality.**
- 4.4. The operation of this policy shall not interfere with nor interrupt the smooth rendering of services to the community.**
- 4.5. This policy shall be applied in such a way that, there is a minimum work stoppage resulting from a need to pay last tribute to the deceased during normal working hours.**

#### **5 COMMUNICATION OF, ARRANGEMENT OF MEMORIAL SERVICES AND BEREAVEMENT VISITS**

- 5.1 The Human Resources Management Unit shall be responsible for communication of bereavements as well as information relevant to each bereavement concerned to all employees, members of Council.**
- 5.2 The Municipality shall arrange a memorial service for paying the last tribute to any person referred to in Clause 3.1 of this policy and costs may be incurred against the Department in which bereavement has occurred.**
- 5.3 Such memorial service shall be held within a period of seven working days or not later than 10 working days after the death of the employee or Member of the Municipal Council, subject to the availability of the family members.**
- 5.4 The memorial service shall be held either at 10:00 or 12:00 if it is held during the week or not on a public holiday at a suitable venue within the area of jurisdiction of the Municipality.**
- 5.5 The refreshments may be arranged only for the family members only in the memorial service.**
- 5.6 The costs of refreshments may be defrayed from the departmental entertainment vote or any suitable vote chosen by the General Manager concerned, or the Municipal Manager in case the bereavement has occurred in his or her office.**
- 5.7 The Human Resources Management Unit in conjunction with the Department in which the bereavement has occurred shall be responsible for arranging the memorial service.**
- 5.8 A preacher of the family's choice or the municipality's choice shall be arranged by the Municipality at no cost.**
- 5.9 Employees and /or members of Council who wish to pay a visit to the bereaved family may be allowed to do so as from 12:00 with the departure time being determined by the area being visited if feasible, but if not feasible during the normal working hours should such a visit occur on a working day, within a radius of 300 km from the location of main Municipal Offices, the hours shall be determined by the Municipal Manager.**
- 5.10 The transport costs for transportation of the family to the Memorial Service will be defrayed from the transport budget of the Department concerned.**

## **6. FUNERAL ATTENDANCE ARRANGEMENTS**

- 6.1 The Municipality may send an official delegation of not more than three people, as determined by the Municipal Manager to attend a funeral service of any person mentioned in clause No 3.1.at the Municipality's full cost within the borders of South Africa.**
- 6.2 Other members of the MLM family wishing to attend a funeral service shall do so on a first come first served basis.**
- 6.3 In the event of death of any one mentioned in clauses No 3.1 and 3.4 shall avail transport for the mourners of a capacity not exceeding a mini bus load, from the municipality to attend the funeral service within the borders of South Africa at the full cost of the Municipality?**
- 6.4 The Municipality shall provide a driver in case the municipality's vehicle is used for transporting the mourners.**
- 6.5 Should the number of the confirmed mourners be far less than the bus load, a Municipal vehicle with an appropriate size will be used**
- 6.8. If a hired vehicle is used for funeral attendance purpose, the costs will be borne by the Municipality.**

## **7. GENERAL PROVISIONS**

- 7.1 If Councillor or staff member's vehicle is used for transport purpose, that person will be reimbursed according to the subsistence and travelling Allowance policy.**
- 7.2 If a privately owned vehicle belonging to a member of the public, other than a bus, taxi or hired vehicle has been used, the applicable tariff set out in the Travel and Subsistence allowance policy will be used.**
- 7.3 No cost of accommodation will be incurred in respect of any funeral related arrangement by the municipality unless circumstances dictate otherwise.**
- 7.4 No cost of food or drinks will be incurred in respect of any funeral related arrangements by the municipality unless circumstances dictate otherwise.**
- 7.5 There will be no special budget set aside by the municipality specifically for bereavement or funeral service related expenses.**
- 7.6 All funeral attendance and memorial service related costs will be defrayed from the respective entertainment, subsistence & traveling allowance and fuel & oil votes of the Department in which the deceased person or the bereaved was or is attached or serving.**
- 7.7 The employees of the Municipality attending a memorial service or funeral service shall be regarded as on official duty for the purpose of the Workman's Compensation Act.**
- 7.8 No person shall be paid a part of and / or full wage for attending a funeral or memorial service or for paying a bereavement visit even if such person was the driver of the vehicle used to attend any of the mentioned occasions except to a person employed by the Municipality as a driver and officially used to drive a vehicle transporting mourners.**
- 7.9 No Councillor or employee or participating Traditional Leader shall claim overtime nor time off for any time spent in attendance of any bereavement related occasion except a municipal driver officially sanctioned to drive such particular municipal vehicle used to transport mourners.**
- 7.10 No claim for any damage arising out of use of a privately owned vehicle for attendance of any bereavement related occasion will be made to the Municipality.**

**8. COMMENCEMENT OF THIS POLICY**

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

**9. INTERPRETATION OF THIS POLICY**

**9.1 All words contained in this policy shall have an ordinary meaning attached Thereto, unless the definition or context indicates otherwise.**

**9.2 Any dispute on interpretation of this policy shall be declared in writing by any party concerned.**

**9.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.**

**9.4 If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration**

**10. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY**

**10.1 This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation between Management and Local Labour Forum.**

**10.2 Notwithstanding clause No. 10.1 the Municipal Manager may under circumstances of emergency temporary waiver or suspend this policy subject to reporting of such waiver or suspension to Council and Local Labour Forum.**

**11. AMENDMENT AND/OR ABOLITION OF THIS POLICY**

**11.1 This policy may be amended or repealed by the Council after consultation with Management and Trade Unions.**


**12. COMPLIANCE AND ENFORCEMENT**

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

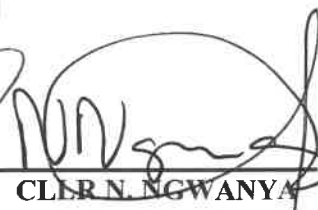
**12.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy**

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<p><b>CPS/P143</b> <b>CR 884/28/05/2025</b></p>
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**MR. L. MATIWANE**  
**MUNICIPAL**  
**MANAGER**

  
**CLLR M. STUURMAN**  
**ACTING HON.**  
**MAYOR**

  
**CLLR N. NGWANYA**  
**HON. SPEAKER**