

GREAT KEI LOCAL MUNICIPALITY



BEREAVEMENT POLICY

2023/2024

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1. INTRODUCTION

The implementation of the policy would assist towards building a caring community within the Local Municipality. It would also assist in the deepening of the values that the Great Kei Municipality embraces like respect and diversity, ubuntu, enjoyment and teamwork, transparency in our operations and activities.

2. OBJECTIVES

- 2.1 To promote unity and ubuntu within the Local Municipality community
- 2.2 To entrench accountability in all activities within the Local Municipality
- 2.3 To build a caring environment within the Local Municipality community

3. CO-ORDINATION

Funeral activities are co-ordinated in the Corporate Services Directorate assisted by the Manager of the relevant Directorate.

- The bereaved member/Directorate shall inform the Director as soon as possible about the bereavement.
- The Head of Directorate shall formally communicate with Corporate Services.
- Corporate Services shall inform both Councillors and staff about such bereavement.

4. PRAYER AT THE HOME OF THE BEREAVED FAMILY

- After the bereavement has been reported to the Local Municipality arrangements shall be made to visit the family for support/ prayer purposes.
- Family consent shall be sought at all times.
- It will be held for the following:

- (i) Official;
- (ii) Councillor;
- (iii) Spouse of Official or Councillor;
- (iv) Child of Official or Councillor;
- (v) Sibling of Official or Councillor,
- (vi) Parents of Official or Councillor,
- (v) Ward Committee members and
- (vi) Adoptive child
- (vii) Grandparent
- (viii) Grandchild

The visiting time to the bereaved family will be determined by the operational requirements from time to time through the approval of the Municipal Manager

5. MEMORIAL SERVICE

- Shall be held within a reasonable time after the bereavement has been reported.
- At all times, the consent of the deceased's family shall be sought prior to arranging a

memorial service.

- It will be held for the following:

- (i) Official;
- (ii) Councillor
- (iii) Ward Committee Member

- The affected Department shall closely co-operate with Corporate Services with regards to preparations for the service.

- All Municipal employees will be eligible to attend funerals and memorial services of the bereaved member regardless of the jurisdiction.

6. CONTRIBUTIONS

- The Local Municipality shall buy a sympathy card and a bouquet (fresh flowers) only when the following has passed away:

- (i) official;
- (ii) councillor;
- (iii) spouse of official or councillor;
- (iv) child of official or councillor; or
- (v) life partner of official or councillor, as recognised by law.

Please refer above.

- The value of the sympathy card and bouquet should be R300 or less.

- The community of the Local Municipality may make a voluntary contribution.

- In case of two or more funerals at the same time, Corporate Services shall arrange the distribution of donation list in a fair manner.

7. CATERING

In instances where the Local Municipality organizes a memorial service, refreshments shall be provided for the bereaved family only at a consistent reasonable cost.

The maximum amount to be allocated for catering shall be **R5000.00 (for up to twenty people)**.

8. TRANSPORT

Municipal vehicles may be used for family prayer, memorial service, funeral purposes or private hire as the case may be.

Vehicle allocations must be as follows:

- 1 x 16 Seater vehicle shall be made available to transport employees to a Prayer Service

- 1 x 16 Seater vehicle shall be made available to transport family members to a memorial service (Transport shall only be used for transporting family members to the memorial service).
- 2 x 16 Seater vehicles shall be made available to transport employees to the funeral

9. COMMUNICATION

The office of the Municipal Manager and the respective Head of Department shall issue a notice when such situation warrants.

10. VIOLATION AND ENFORCEMENT

The violation of this policy may lead to disciplinary action being instituted against a person who is deemed to have violated the policy

11. POLICY REVIEW AND AMENDMENTS

At the end of each financial year or where the Council deems it necessary, the policy shall be subjected to review and amendment as to ensure its continuing relevance and validity

- 11.1 A process wherein the Municipal Manager or any delegated council official shall make an input to the relevant council structures detailing the proposed amendments and the rationale thereof.

The amendments shall be placed on the council agenda and a vote shall be taken rectifying the policy

- 11.2 A Council resolution shall be recorded accurately reflecting the council decision and its number

Signature of the Municipal Manager *Jalle*.....

Date *29 June 2023*.....

Signature of the Mayor *[Signature]*.....

Date *29 June 2023*.....

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