

# **GREAT KEI LOCAL MUNICIPALITY**



## **BEREAVEMENT POLICY**

**2026 / 2027**

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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. DEFINITIONS

**'Bereavement** – means the loss on a Councilor or employee and immediate family member.

**'Committee** – means the Bereavement Employee and Wellness Committee established in terms of clause 4

**"Bereaved** - refers to Councilors, officials including interns, learners and other contract workers in the payroll of the Municipality

**Deceased** – a Councilor and official including an intern, learner and other contract worker in the payroll of the Municipality who has passed on.

**"Immediate family member** -means the spouse(s) or life partners, children and parents of an Employee. Their names and ID numbers are to be recorded in the Assumption of Duty form.

#### **4. SCOPE OF APPLICABILITY**

This policy is applicable to all the deceased and bereaved in the payroll of the Municipality

#### **5. ESTABLISHMENT OF EMPLOYEE AND WELLNESS COMMITTEE**

- 5.1.1 Councilor bereavement will be handled by the Members' Interest Committee
- 5.1.2 The Municipal Manager must establish the Employee and Wellness Committee
- 5.1.3 The Bereavement Employee and Wellness Committee shall elect chairperson of the Committee and the Municipal Manager shall have the power to appoint such person

As the chairperson.

- 5.2 The Committee shall consist of the Employee Health and Wellness (EHW) Practitioner, Labor and members drawn from all departments.
- 5.3 The Municipal Manager shall have powers to replace a resigned member of the Committee.
- 5.4 Members who fail to attend three consecutive meetings shall be replaced.
- 5.5 EHW practitioners shall provide secretariat services to the committee.
- 5.6 Members shall serve on the committee for a period of two years.

#### **6. FUNCTIONS OF THE COMMITTEE**

The functions of the Committee are:

- 5.1 To pay a home visit to the immediate family of the deceased, staff member  
Within 48 hours of the receipt of the notification of death.
- 5.2 Together with Corporate Services Department, the committee shall liaise with the family in claiming all benefits to be paid to the family (if applicable).



- 5.3 To arrange the venue logistics for the memorial service in the event of the deceased being an employee. In event where circumstances do not permit physical arrangements, the committee shall use its discretion.
- 5.4 To keep the Councillors and staff informed about the latest developments.
- 5.5 To inform the Councillors and staff about the transport arrangements of the memorial Services and to the funeral.
- 5.6 To assist the relevant/affected department in the collection of the contribution (*uNonceba*) from staff members.
- 5.7 To attend or send a representative to attend the funeral.

## **7. DEATH PROCEDURE MANAGEMENT PROCESS**

- 7.1 In the event of death of the employee, the bereaved family must inform the employee's department as soon as possible.
- 7.2 The affected department must then inform the Municipal Manager in writing and carbon copy the Head of Department Corporate Services about the death.
- 7.3 The Municipal Manager after being informed must inform the employee and wellness committee about the death the employee through the chairperson of the committee.
- 7.4 The municipal Manager may convene a staff gathering for a formal announcement of the deceased employee within 24 hrs, after it has been brought to her/his attention or delegate someone else on his /her behalf
- 7.5 Subsequently, to the formal announcement made of the deceased employee, the committee must convene the first preparatory meeting (logistic arrangements) as soon as possible.
- 7.6 Corporate Services with communication section to issue a formal Notice to Councillors and staff members detailing all necessary information, after the committee has had its first meeting.
- 7.7 In the event where a period of 72 hrs has lapsed without the family having formally reported the death of an employee and through the corridors it is heard that a certain employee has passed on, a delegation from the committee must be sent to the employee's home to enquire or verify

## **8. COLLECTION OF A CONTRIBUTION (uNonceba)**

- 7.1 The relevant department shall be responsible to collect the contribution (*uNonceba*) from staff.
- 7.2 The committee shall designate a member from the committee to oversee the collection of *uNonceba*.
- 7.3 The contribution (*uNonceba*) collected should be reported to the committee, so that the committee can be aware of how much was collected.
- 7.4 The committee shall keep record of the collection (*uNonceba*).
- 7.5 The committee may establish Employee and Wellness fund.

## **9. LOGISTIC ARRANGEMENTS**

### **9.1 Preparatory meeting**

- 9.1.1 The committee shall hold its first preparatory meeting as soon as it has been advised by the Municipal Manager through the chairperson of the committee and after the formal announcement has been made to staff members about the death of the employee.
- 9.1.2 The committee in its first preparatory meeting shall pave the way forward and advise the Corporate Services Department and Communications unit to issue notices to staff containing important information.

### **9.2 Transport arrangements (home visit, memorial and funeral service)**

- 9.2.1. The member's interest/employee and wellness committee shall notify the officials of the date/time memorial services and funeral services.
- 9.2.2. The use of Municipality vehicles to attend funerals should be used economically.
- 9.2.3. The Municipality should avail transport for Councillors and employees to attend ill-health visit, family visit, memorial service and funeral service (including family members) in case of a Councillors/employee's death:

- 9.2.3.1 Two (2) taxis for staff members attending a home visit.

- 9.2.3.2 Two (2) taxis for family members attending a memorial service.



9.2.3.3 Two (2) taxis for staff members attending a funeral service

9.2.3.4 To be noted that an extra vehicle from the above standard transportation will be provided based on the number of employees who forwarded their names

9.2.4 Councillors and Staff members with travelling allowance shall be allowed to use their vehicles to attend the memorial and funeral service as an official trip.

9.2.5 All sectional heads should monitor the attendance of the official to the memorial service and funeral, and such trip should be regarded as official.

9.2.6 The committee shall make recommendations to the Municipal Manager for approval of a person with a travel allowance to use his/her vehicle.

### **9.3. Evaluation**

The committee shall hold its post-meeting for evaluation of the processes followed before, during and after the funeral service of the deceased employee

## **10. PROCEDURE FOR AMENDMENT OF THE POLICY.**

10.1. The amendment of this policy shall be made in accordance with the changing legal frameworks and shall be subjected to approval by the Municipal Council.

10.2. The Mayor and the Municipal Manager have the discretion to accommodate issues not covered in this policy deviate from this policy at his/her discretion.

## **11. DISSOLUTION OF THE COMMITTEE**

The Bereavement committee will be dissolved, and the new one will be established if the committee fails to function in accordance with the letter and spirit of this policy.

## **12. MONITORING, EVALUATION AND REPORTING.**

The Municipality, through its delegation structures, shall monitor and evaluate effectiveness of the implementation and the EHW practitioner will report on the activities of the committee in his/her reports

### 13. 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

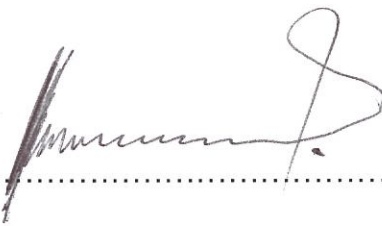
- 13.1 A process wherein the Municipal Manager or any delegated council official shall make an input to the relevant council structures detailing the proposed amendments and the rationale thereof.

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

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

Signature of the Municipal Manager ..... 

Date... 01/07/26 .....

Signature of the Mayor..... 

Date... 01/07/26 .....