

- An entity, means a municipality as described in section 2 of the Systems Act,

Municipality means the Dipaleseng Local Municipality and when referred to as –

Family Transport Assistance – means the assistance that the relevant Department where the employee worked will provide transport to the within the jurisdiction of Dipaleseng.

Employee means a permanent employee who receives or is entitled to receive any remunerations, excluding a temporary, part-time in service student, apprentice or an independent contractor.

Council means the Municipal Council of the Dipaleseng Local Municipality, its legal successors in title and its delegates

“Councillor means a councillor as defined in terms of Local Government Municipal Systems Act, No 117 of 1998.

“Administrative Assistance” - means the completion of documents and any other administrative functions related to the processing of information related to the deceased thereof

In this policy “Funeral Assistance Policy” Unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the policy has the meaning so assigned, and:

DEFINITIONS

Whereas- the Dipaleseng Municipality commits itself to ensuring and providing responsive and professional assistance to the bereaved families of employees and councillors.

Whereas – that such assistance shall include but not limited to administrative, personal and other forms of assistance which inter alia comprised the supply of water, grading of street and supply of other Municipal services if necessary prior to the holding of the funeral of a deceased employee or councillor.

Whereas- The Funeral Assistance Policy of the Dipaleseng Local Municipality herein referred to as (“FAP”) is aimed at assisting employees and councillors.

PREAMBLE



- A geographic area, means the municipal area determined in term of the Local Government Municipal Demarcation Act, 1998 (Act No 27 of 1998)

Personal Assistance means various forms of assistance related to advise on all benefits applicable to the deceased.

Transport Assistance means the form of transport assistance the municipality will provide to fellow employees to attend the memorial service and the funeral. (That must also cover our pensioners)

State Funeral means in this context, a certain form of a funeral status being granted to a deceased councillor by means of a resolution

1. PURPOSE

The purpose of this policy is to provide the Dipaleseng Local Municipality with a uniform standard and procedure in dealing with the passing away of an "employee" or a "councillor". This policy hereby revokes all policies and resolutions and other funeral procedures as previously approved by Council. All previous policies therefore are now being rescinded giving effect to the Dipaleseng Funeral Assistance Policy.

2. LEGISLATIVE FRAMEWORK

This policy is underpinned, makes reference and shall be subject to all Local government applicable legislations. Accordingly, these include, but not limited to:

- I. Constitution of the Republic of South Africa 1996,
- II. Local Government Structures Act, 1998 as amended
- III. Local Government System Act, 2000 as amended
- IV. Municipal Finance Management Act, 2003
- V. Supply chain Management Policy as approved by the Dipaleseng Local Municipality .

3. OBJECTIVES OF THE POLICY

This policy is primarily aimed at providing assistance to bereaved families of employees and councillors during the passing away of any of the said employees or councillors.

4. POLICY APPLICATION

The policy applies to all Municipality employees and councillors during the passing away of any of the said employees or councillors.

5. BASIC POLICY REQUIREMENTS

The Funeral Policy of the municipality shall be guided by the following principles:

The bereaved family will be responsible for the following:

5.1 Inform the Supervisor or head of department/Speaker/Mayor

Fellow employees who want to support the bereaved family of the deceased employee in terms of condolences, and attending the memorial service and attend the funeral will be assisted with transport; this will however depend on the availability of transport. A Bereavement Committee would be established that would deal with all funeral logistics and contribution for all Councilors and Employees.

8. MISCELLANEOUS ARRANGEMENTS

- 7.1 Supply of water;
- 7.2 Grading of street;
- 7.3 and other Municipal Services
- 7.4 Provide grave for all Municipal employees within the jurisdiction of the Municipality

In ensuring that the bereaved family receives assistance from the Municipality, the following Municipal related technical services will be provided on request by the bereaved family:

7. MUNICIPAL TECHNICAL ASSISTANCE

Transport assistance should not be limited to Dipaleseng jurisdiction, be allocated to all employees. The Municipality will provide transport to attend the funeral of the deceased employee by his/her colleagues.

- 6.1 Municipal Manager where applicable and possible;
- 6.2 Head of relevant department or his/her delegate;
- 6.3 The Supervisor of the deceased employee or his/her delegate;
- 6.4 The portfolio Councilor or his/her delegate;
- 6.5 The ward councillor if the employee's funeral is held within the municipality's boundary will attend the memorial service if it has been arranged by the bereaved family;

An official delegation from the municipality consisting of the following:

Death in active duty:

The Municipality has a further responsibility in terms of ensuring that the bereaved family receives professional assistance. The Municipality has a core responsibility to ensure that all of its employees including councilors receive a comprehensive assistance in case of death.

6. RESPONSIBILITY OF THE MUNICIPALITY

- 5.3 Request normal municipal services such as the supply of water, firewood, grading of streets if possible from the Department of Technical and Engineering Services.

5.2 Submit death certificate and relevant documentation to the Human Resource Division

8.1 Department of Corporate Services
The Department of Corporate Services (Human Resources) shall report the death to the relevant Retirement/Pension Fund and assist with the completion of claims for benefits pertaining to:

- I. Death of an employee in active duty
- II. Death of an employee in retirement

9. TRADE UNION RESPONSIBILITIES

9.1 Advise the bereaved family of a member of the trade union according to the Municipal employment policy, practices and procedures in this regard.

9.2 May offer assistance to the bereaved family of a member of the trade union with arrangement of the memorial service and funeral. (Also retired employees)

10. CIVIL FUNERAL

10.1. It is a reserved "discretion" of the Dipaleseng Municipal Council to decide on the status of a funeral it wishes to grant for a deceased councillor.

10.2. The Municipal Council may by resolution award or declare a "Civic funeral" to its departed councillor subject to this policy directive. The Municipality would follow all the legislative requirements to approve mentioned information.

10.2.1 In this regard, the municipality shall incur the expenses related to:

- a. Religious services for the deceased
- b. Commemoration of the deceased
- c. The preparation of the body of the deceased (Employees insurance policy)
- d. The interment or cremation of the body of the deceased;
- e. Transportation of dignitaries to and from any place where any religious services for or commemoration of the deceased or interment or cremation of the body of the deceased it to occur and;

10.2.2 Such funeral expenses as may be incurred by the Municipality arising from or out of the death of:

- a. Councillors as a result of the accident or intentional killing whether within or outside the Republic of South Africa and whether acting on instructions or the business of the municipality or not;
- b. Municipal Employees arising from or out of their employment or;
- c. Persons to whom the honorary freedom of the Municipality has been granted;

11. POLICY NORMS, VALUES AND PRINCIPLES

In ensuring that there is legislative compliance; the execution of this policy shall be in accordance to procedures determined by the Dipaleseng Municipality; which procedure shall not unreasonable be incongruent to all local government applicable laws. This shall include but not limited to the following legislations:

- I. Constitution of the Republic of South Africa 1996,
- II. Local Government Structures Act, 1998 as amended
- III. Local Government System Act, 2000 as amended
- IV. Municipal Finance Management Act, 2003
- V. Supply chain Management Policy as approved by the Dipaleseng Local Municipality.

- 1. (Grave)
- 2. (Transport for all)
- 3. (Hall)
- 4. (Programmes)

The implementation of this policy and the entire process must be underpinned by among others, fairness, equity, honesty, transparency, openness, and unbiased.

12. BENEFICIARY POLICY TARGET

The beneficiary targets of this policy are the Dipaleseng Local Municipality employees and Councilors.

13. POLICY IMPLEMENTATION AUTHORITY

In order to ensure the implementation of this policy and the execution of some administrative functions thereof, the Department of Corporate Services through Human Resources Administration Section will be the custodian of this policy.

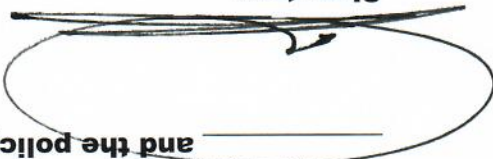
14. POLICY AMENDMENT

Any amendment related to the content of this policy viz. FAP and any other miscellaneous matters thereof shall firstly be considered by the Portfolio Committee of the Department of Corporate Service before it be submitted to the Executive Mayor's Meeting and subsequently to Council for approval.

15. CODE OF CONDUCT

- I. All Councilors shall abide by schedule 1 of the Local Government System Act, no 32 of 2000.
- II. All council employees shall abide by schedule 2 of the Local Government System Act, no 32 of 2000.

This policy was signed by _____ in his capacity as the Municipal Manager of the Dipaleseng Local Municipality on the _____ and the policy takes effect as from 01 July 2023

Signature


DATE OF Council Approval

30 May 2023