



A Better Place for All

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DR NKOSAZANA DLAMINI-ZUMA LOCAL MUNICIPALITY

BEREAVEMENT POLICY

Date Approved:	29 May 2025
Effective Date:	2025-2026

1. PURPOSE

The purpose of this policy is to establish a consistent approach to handling bereaved employees, Amakhosi, and Councillor and or death within the Municipality.

2. SCOPE OF APPLICABILITY

The policy is applicable to all permanent, fixed-term contract employees, Councilors, Amakhosi, EPWP ,Interns and Ward Committee members of the Dr. Nkosazana Dlamini-Zuma Local Municipality.

This policy also applies to Local Prominent Leaders

3. DEFINITIONS

3.1 "Employer" means the Dr. Nkosazana Dlamini-Zuma Local Municipality

3.2 "Employee" Means Permanent, Fixed term contract, EPWP , Interns and ward committee members (for the purposes of this Policy only)

3.3 "Council" means the council of Dr. Nkosazana Dlamini-Zuma Municipality.

3.4 "Family Member" means as defined in section 3.4 of the main collective agreement

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

- (a) The Municipal Manager is responsible for the efficient management and Administration of the municipality. The power to approve a policy to deal with the passing of Amakhosi, Councillors and employees is vested in the council.
- (b) The council hereby delegates the power of implementing this policy to the Municipal manager who is in turn authorized to sub-delegate to any managers or officials of the municipality.

6 CIVIC FUNERAL

After investigation the council may give the status of civic funeral for a deceased Councilor, Amakhosi, and prominent leaders who sits in the council in cases where a family can't afford the funeral cost. The council may by resolution delegate the power to decide to give a civic funeral to deceased councilors and Amakhosi to the Executive Committee. The total municipal cost by resolution may not exceed the amount of **R20 000** per incident inclusive of the memorial service and funeral costs.

7 PROCEDURE

7.1 Notices

- (a) When a Councilor or INkosi passes away the Speaker 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) When an Employee or his/her relatives passes away, the relevant department must notify HR Unit immediately to ensure that proper arrangement are done on time.
- (c) The Human Resource Division of Corporate and Support Services should be notified immediately so that the salary allowances can be stopped immediately to avoid overpayments that are difficult and costly to recover.

- (d) The death certificate must be sent to the Corporate and Support Services Department as a matter of priority.

7.2 Memorial Service

- (a) A memorial service shall be held for the INkosi, councilor and employees.
- (b) The family must first be approached to obtain permission and agreement before any arrangements are made for the memorial service.
- (c) The Human Resources Unit 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.

8 CONTRIBUTIONS

- (a) The Human Resources Unit and Site supervisors 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 Speaker or Mayor in the case of iNkosi or 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, Amakhosi and councilors to attend the memorial service as well as any other service, by persons attending the service as representatives of the municipality,

- Official transport will be provided for family members only such as:-
 - ✓ Employees Child
 - ✓ Employees Spouse
 - ✓ Employees Parent
 - ✓ Adoptive Parent
 - ✓ Grandparents
 - ✓ Adoptive Child
 - ✓ Grand Child or
 - ✓ Siblings

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.

10. LETTERS OF CONDOLENCES

The Speaker or Mayor in the case of councillors or iNkosi 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: -----


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MUNICIPAL MANAGER

29/05/2025
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DATE