



**FUNERAL AND  
MEMORIAL SERVICES  
POLICY**

**KOUGA MUNICIPALITY (EC108)**  
**FUNERAL AND MEMORIAL SERVICES**  
**POLICY FOR EMPLOYEES**

**1. INTRODUCTION**

The purpose of the policy seeks to give guide and direction to the organization of the Memorial Service and funeral service of the worker(s) in Kouga Municipality. The policy objective also seeks to give a space for worker(s) and management of Kouga Municipality a last opportunity to give respect for the last time to all those worker(s) who have given loyal service to the Municipality in making sure that service delivery is being rendered to the community.

The policy will not seek to replace family funeral arrangements or any form of mourning by a family bereaved but it will rather focus on internal staff member of Kouga Municipality. The policy will seek to give guide and direction to specific matters towards the organizational success of the Memorial Service and the funeral service. The policy will also not seek to undermine the role of the workplace Organized Labour Unions, that South African Municipal Workers Union and Independent Municipal and Allied Trade Union.

Tasks as envisaged towards the Memorial Service and the funeral service are as following:

1. Establishment of the Committee and the Convener
2. Booking of the Hall
3. Publicity and Communication of the Funeral Service
4. Decoration of the Hall
5. Transport assistance
6. Conduct the Memorial Service
7. Speaker of Municipality

## **2. CONVENING OF THE COMMITTEE AND THE FUNERAL SERVICE**

The Local Labour Forum will have to decide on the composition of the committee however it is advisable that all parties be included in the committee, Labour, Management and the Employer.

The LLF must also elect the convener of the committee whose term of office will be equal to the term of office of the Chairperson of the LLF. The office of the Executive Mayor must play a logistic and administrative role to all the things related to the success of the Memorial Service and funeral service, however the assigned official will report to the committee.

The committee must give report to the Local Labour Forum every time both services take place and the official responsible in the office of the Executive Mayor must compile the report. The purpose of the report is to evaluate and improve any challenge that might have arisen during the organization the memorial and funeral service.

The Chairperson of the committee must convene a meeting within two days upon being notified or becomes aware of the death of the worker(s). The committee will ensure that the following take place towards the success of the memorial and funeral service.

## **3. BOOKING OF THE HALL**

The office of the Executive Mayor or official assign will be responsible for booking of the hall. The hall must be booked for the Memorial Service and/or funeral only if the family has made such a request to the Municipality and the Municipality will in turn notify the committee.

## **4. DECORATIONS OF THE HALL**

The official(s) will have to look and make use of internal resources firstly that will make the hall look down and be suitable for the Memorial Service. Decorations of the hall will include amongst other things:

- Flowers
- Pictures of the deceased if family may so wish and/or made available on time to the committee and logistic team.
- Light refreshments for the family after the Memorial Service and this will include water and soft drinks on the table and the family during the Memorial Service.
- PA system, the official upon inspecting the venue or a need of the system it must be organized.

- Trade Union Banners can be mounted up inside the hall and be removed after the Memorial Service. The committee must make sure that on the venue there will be nothing that will be used for decorations or be mounted that will bring divisions amongst the work force and offend anyone that will be attending the Memorial Service.
- A department in which a worker was working in must identify six people who will usher fellow workers, guests and the family members for order during the Memorial Service.

## **5. PUBLICITY AND COMMUNICATION**

- Once the committee has received notice of the Memorial Service, it must be put on all the notice boards of the Municipality.
- Human Resources together with the department concerned must issue an internal memo to all the departments notifying workers of the Memorial Service.
- The notice must be in a clear and visible A4 size with the picture of the employee together with time and venue.
- Depending on the death of the worker(s), the Memorial Service will be on a day that will be decided by the committee on consultation with the family.
- The Memorial Service will always be at 14:00 sharp and the organizers will be sensitive to the finishing time of the Memorial Service.
- A number of copies of the programs must be developed and made available.

## **6. TRANSPORT ASSISTANCE**

- Transport for the employee to the venue must be made available in the form of Municipal vehicles to the venue. This must be co-coordinated by the logistic team together with departments so as to avoid impinging service delivery.
- Additional 60 sitter transport can be organized by the Municipality on the recommendation of the committee.
- Outside Kouga Municipality a 30 sitter transport will be organized and a sit will be availed on a first come first serve basis.
- Worker(s) who want additional transport must make a request to the committee and the committee in after consultation with the office of the Executive Mayor may consider subsidizing additional transport subject to funds availability.

- All transport organized by the Municipality will be subject to the full control of the Municipality through the official assigned. They will not be responsible for any loss or additional price outside the approved amount.

#### **7. CONDUCT OF THE MEMORIAL SERVICE**

- The committee must establish a panel of preachers or pastors to be used by the Municipality.
- This may happen at no cost to the Municipality.
- Such a panel must be used on a rotational basis and be changed every year.
- This may not exclude fellow workers who might have accepted the Word of God and believe that the Lord is our Savior. Such an employee must be an accepted preacher in his/her church and also regarded as a man/woman of high discipline by fellow workers.

#### **8. SPEAKER FROM THE MUNICIPALITY**

- The Speaker of the Council may speak at the memorial and funeral service on behalf of the Council or any delegated Councillor.
- Executive Mayor may speak at the memorial and funeral service on behalf of the Municipality or any delegated senior management member or Councillor.
- Senior Management of the department may speak on behalf of the Municipality at the Memorial Service and funeral.
- A trade union representative may speak at the Memorial Service and the funeral.
- A delegated member of the family may speak at the Memorial Service.

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**Approved on:**                      **29 MAY 2015**

**Council Resolution:**            **15/05/AME13**