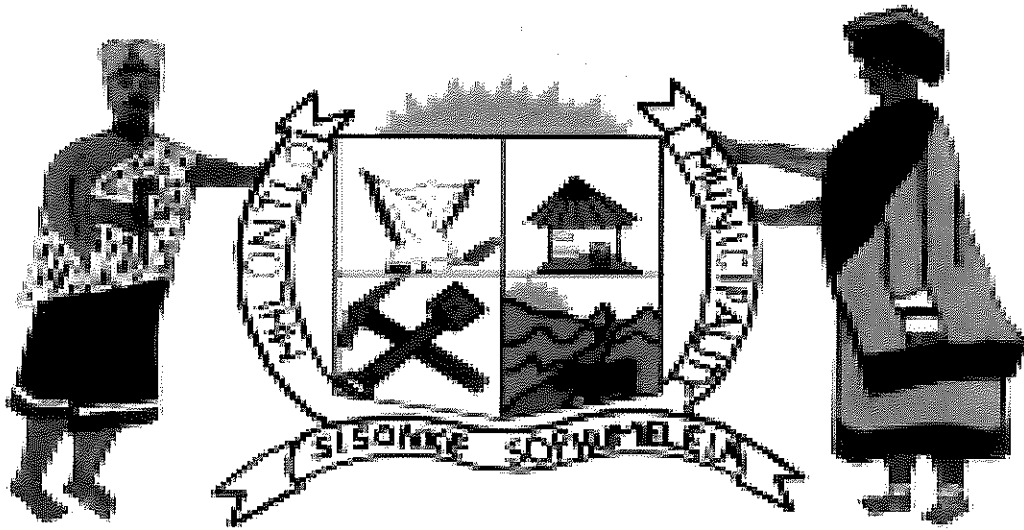


MHLONTLO LOCAL MUNICIPALITY



POLICY ON CONTRIBUTION TOWARDS THE BURIAL OF WARD COMMITTEE MEMBERS

**POLICY ON CONTRIBUTION TOWARDS THE BURIAL OF WARD COMMITTEE MEMBERS**

Version Control

Version	Financial Year	Date of approval	Approval by:
Version 1	May 2015/16		
Version 2	May 2016/17		
Version 3	May 2017/18		

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**1. Preamble**

- a) It is a known fact that some ward committee members are demoralized in terms of carrying out ward operations due to the fact that there are no incentives for them when executing their duties, and in some instances, it is hard for the council to commit them specially to attend meetings that are far away from their respective areas. On the other hand, owing to their scope of work, their role is very important, amongst other things; they are expected to harmonize relationship between Councillors and Community, between Councillors and chiefs.
- b) At the same time, the Council utilises them to disseminate information to their respective communities and looking forward to them to attending workshop and meeting that are service delivery orientated. They are doing all this out of their pockets.

**2. Purpose of the Policy**

2.1. The purpose of the policy is as follows:

- a) To make ward committee members to have a sense of being recognized by the council.
- b) Serves toward boosting their morale to enable them to execute their duties at any given time with enthusiasm.
- c) Encourage strong links between ward Committee Members and the Council.
- d) To inject some sense of appreciation for the good work done by a particular ward committee member for the council.
- e) To put into practicality Council's commitment of being a caring municipality.
- f) To instil moral support into the bereaved family.
- g) To demonstrate empathy and healing to those in grief and pain.

**3. Legislative Requirements**

3.1 The guiding principles used in developing the Policy were sourced from the following legislation and policies:

- a) Municipal Finance Management Act
- b) Municipal Structures Act.
- c) Circular 82 - cost containment measures.
- d) Circular 80 - Municipal Standard Charts of Accounts

**4 Scope**

Although this funeral Policy applies to all Ward committee members of the Mhlontlo Local Municipality.

**5 Contribution of Municipality**

- a) Ward Committee members to be underwritten into a Burial Scheme (e. g. Old Mutual) where the municipality contribute 60% and ward committee member 40% of the burial policy premiums.
- b) A Municipal vehicle shall be provided to carry other Ward Committee members of the same ward to the funeral service.
- c) Another municipal vehicle shall be provided to carry Councillors to the funeral service.
- d) Prior to the day of the funeral, the ward Councillor in consultation with the office of the Speaker shall set aside a day of visitation by Councillors and ward committee members.
- e) The Ward Councillor is responsible for bringing the funeral service program to the office for typing and copying three days prior to actual funeral day.
- f) The funeral programme shall be completed after consultation with the Speaker.

**6 Post Funeral Submission by The Ward Councillor**

Ward councillor has to submit a formal written report to the office of the Speaker about the death of the ward.

**7 Reviewal**

This policy shall be reviewed on an annual basis depending on the change in legislation and / or business dynamics of the environment within which Mhlontlo municipality operates.

**8 Approval**

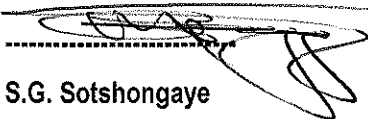
This policy is approved by council of Mhlontlo local municipality with a council resolution and signature as follows:

**Signed on behalf Council by**



**N. Dywili**

**Mayor**



**S.G. Sotshongaye**  
**Municipal Manager**