

1.30 BEREAVEMENT RECOGNITION

OBJECTIVE

To ensure proper and appropriate recognition of deceased persons closely associated with the Shire of Gingin and/or its history.

POLICY

Scope

The Shire of Gingin is proud of its history. By recognising individual deceased persons who have been closely associated with the Shire and/or its history, Council can acknowledge the contribution made to the district by those persons and their immediate families, as a mark of respect on behalf of the community.

This policy applies to all Shire of Gingin residents and ratepayers, as well as other persons closely associated with the Shire (including Shire of Gingin staff).

The policy ensures that persons who have been closely associated with the Shire and/or its history are appropriately acknowledged and recognised for their contribution to the district.

Entitlement to Recognition

The following persons will be entitled to recognition in accordance with this policy:

- Freemen of the Shire of Gingin;
- Members of the immediate family of Freemen;
- Current State and Federal MPs whose electorate includes the Shire of Gingin;
- Current and former Elected Members of the Shire of Gingin;
- Members of the immediate family of current Elected Members;
- Former members of the Gingin Road Board;
- Former Shire Clerks and Chief Executive Officers;
- Shire of Gingin staff who are currently employed by the Shire at the time of their passing;
and
- Other persons as agreed by the Shire President and Chief Executive Officer.

Form of Recognition

1. The Shire will recognise the death of a person closely associated with the district by following established funeral etiquette, respecting the wishes of the immediate family (if known) and by being sensitive to the deceased's cultural or religious beliefs (if known). Recognition for all persons referenced under the *Entitlement to Recognition* section of this policy (with the exception of immediate family members) will generally take the following form:
 - a. Placement of an appropriate notice, on behalf of the district, in the *Deaths* section of *The West Australian*;
 - b. Forwarding of a letter of condolence from the Shire President to the immediate family (if known) on behalf of Councillors and staff;

- c. A floral tribute at the funeral or memorial service if considered acceptable by the family; OR
 - d. A charitable donation of an equivalent value if that is the family's wish; and
 - e. Where considered appropriate by the Shire President and/or Chief Executive Officer, making arrangements for an Elected Member/s and/or senior staff member/s to represent the Shire at the funeral or memorial service.
2. Recognition for immediate family members as specified under this policy will be in the form of:
 - a. Forwarding of a letter of condolence from the Shire President to the Freeman or Elected Member concerned; and
 - b. Where considered appropriate by the Shire President and/or Chief Executive Officer, making arrangements for an Elected Member/s and/or senior staff member/s to represent the Shire at the funeral or memorial service.
 3. Nothing in this policy limits the ability for a different form of recognition to be made if considered appropriate by the Shire President and Chief Executive Officer.

Note: Where an Elected Member or staff member has a personal connection to the deceased, then that individual will have the prerogative to attend the funeral on their own behalf.

Implementation of Recognition

1. The Office of the Chief Executive Officer will be responsible for making appropriate arrangements in accordance with this policy.
2. Advice with respect to the passing away of persons entitled to recognition under this policy should be forwarded through to the Office of the Chief Executive Officer as soon as possible.
3. The Office of the Chief Executive Officer will notify Elected Members and staff, as appropriate.

Timing of Recognition

Funeral etiquette dictates that formal recognition should occur either at the time of death or at the funeral or memorial service.

In circumstances where the Shire is not notified of a death until after the funeral or memorial service has taken place, then a condolence card or personal note of condolence may still be forwarded to the immediate family, if considered appropriate by the Shire President and Chief Executive Officer.

GOVERNANCE REFERENCES

Statutory Compliance	N/A
Industry Compliance	N/A
Organisational Compliance	N/A

POLICY ADMINISTRATION

Review Cycle	2 years	Next Review	2021
Department	Office of the CEO		

Version	Decision Reference	Synopsis
1.	21/10/2014 - Item 11.1.1	Policy adopted
2.	21/01/2020 - Item 11.1.2	Policy reviewed and amended