

1.2 Bereavement Recognition

Objective

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

Scope

The Shire of East Pilbara 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 East Pilbara residents and ratepayers, as well as other persons closely associated with the Shire (including Shire of East Pilbara 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 East Pilbara;
- Members of the immediate family of Freemen;
- Current State and Federal MPs whose electorate includes the Shire of East Pilbara;
- Current and former Elected Members of the Shire of East Pilbara;
- Members of the immediate family of current Elected Members;
- Former Shire Clerks and Chief Executive Officers;
- Shire of East Pilbara 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 an official Shire of East Pilbara condolence card 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; and
 - d. Where considered appropriate by the Shire President and 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. (Refer to Council Policy 1.6 Councillor Allowances and Expenses).
2. Recognition for immediate family members as specified under this policy will be in the form of:
 - a. Forwarding an official Shire of East Pilbara condolence card to the Freeman or Elected Member concerned; and
 - b. Where considered appropriate by the Shire President and 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 Policy:

1. The Executive Assistant to 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 Chief Executive Officer as soon as possible.
3. 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.

Authorisation Details

Authorised by:	Council		
Date:	23 November 2018	Item No.	9.1.3
Review/Amendment Date	26 June 2020	Item No	9.1.5
Next Review			
Responsible Directorate	Corporate Services		
Responsible Officer	Manager Governance, Risk and Procurement		
File No.			