

**Bereavement Recognition Policy**

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<b>Policy Owner:</b>	Community & Place
<b>Contact Person:</b>	Manager Communications, Marketing & Events
<b>Date of Approval:</b>	19 September 2017 (CE01-09/17)

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**POLICY STATEMENT**

The City of Wanneroo is proud of its history and the people who have shaped it. As a mark of respect, Council can acknowledge the contribution made to the district by deceased persons and their immediate families.

**POLICY OBJECTIVE**

To ensure proper and appropriate recognition of deceased persons closely associated with the City of Wanneroo and/or its history for their contribution.

**SCOPE**

The Bereavement Policy will recognise (but is not limited to) the following groups of people:

- Noongar Elders.
- Freemen of the City of Wanneroo and immediate family members.
- Persons honoured as “Wanneroo Pioneer” and immediate family members.
- Current and former elected members of the City of Wanneroo.
- Chief Executive Officers appointed by the City of Wanneroo Council since its establishment in July 1999.
- Staff employed by the City of Wanneroo since its establishment in July 1999 and “in service” at the date of their passing.
- Volunteers who have contributed to the City of Wanneroo services and projects since its establishment in July 1999 and “in service” at the date of their passing.
- Identities of the City of Wanneroo as agreed by the Mayor and the Chief Executive Officer.

**IMPLICATIONS (Strategic, Financial, Human Resources)**

This Policy is aligned to the City’s Strategic Plan through caring for our community and responsible corporate management.

Equal opportunity, privacy and anti-discrimination laws bind the City.

**IMPLEMENTATION****Form of recognition**

1. The City recognises 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 being sensitive to the deceased’s cultural or religious beliefs, if known.

Generally, this recognition will take the form of:

- a) A Public expression of sympathy on behalf of the district, by placing a notice in the Death Notices section of the West Australian Newspaper; and
- b) Sending a sympathy (condolence) card or a personal note to the immediate family if known, on behalf of Council and staff;
- c) A floral tribute where this form of sympathy is considered acceptable by the family; and
- d) When considered appropriate by the Mayor and the Chief Executive Officer, inviting elected members or senior staff to represent the City at the funeral service, dependent upon the type of service being held.

NOTE: Where elected members, senior staff or staff have a personal connection to the deceased, it is the individuals prerogative to attend the funeral on their own behalf.

2. Recognition of an immediate family member of a person closely associated with the City of Wanneroo and its history will be:
  - a) A sympathy card or personal note of condolence, on behalf of the district; and
  - b) Inviting an elected member or senior staff representative(s) to attend the funeral on behalf of the City, where the Mayor or Chief Executive Officer considers it appropriate.

### **Timing of Recognition**

Funeral etiquette dictates that formal recognition occurs at the time of the death or at the funeral service.

The funeral service provides for the proper remembrance of the person who has died. Where Council is notified of a death after a funeral service has taken place, it is still appropriate to send a sympathy card or a personal note of condolence.

### **ROLES AND RESPONSIBILITIES**

Officers from the Communications, Marketing & Events service unit and Office of the Mayor staff both have roles and responsibilities for the implementation of the Bereavement Recognition Policy.

### **DISPUTE RESOLUTION**

All disputes in regard to this policy will be referred to the Director Community & Place in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a ruling.

## EVALUATION AND REVIEW PROVISIONS

The following key performance indicator will be used to evaluate the policy:

- The number of bereavements, which adhere to the actions outlined in this policy.

## DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Death Notice	A public expression of sympathy about the death of a person.
Immediate family	Means the nucleus of a family that is a spouse; children; parents; and siblings, as recognised under Australian law.
Noongar Elder	The term Elder is used to describe a cultural construct within Aboriginal and Torres Strait Islander culture. For the purpose of this policy it is used to refer to individuals who are recognised by family and/or Aboriginal community as being a holder of cultural knowledge and respected as such. A Noongar Elder is a person who is traditionally connected to one or more of the 14 Noongar language groups which take into account the whole South West of Western Australia (Amangu, Yued/Yuat, Whadjuk/Wajuk, Binjareb/Pinjarup, Wardandi, Balardong/Ballardong, Nyakinyaki, Wilman, Ganeang, Bibulmun/Piblemen, Mineng, Goreng and Wudjari and Njunga) <sup>1</sup>

## RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

## REFERENCES

Nil

<sup>1</sup> See "Connection to Country" booklet available in electronic format from <http://www.noongar.org.au/images/pdf/forms/BookOne-ConnectiontoCountry12p.pdf> (accessed 20/2/2013)

**RESPONSIBILITY FOR IMPLEMENTATION**

The Manager Communications, Marketing & Events is responsible for the implementation of this policy.

<b>Version</b>	<b>Next Review</b>	<b>Record No:</b>
16 April 2003 - CE04-04/03		
23 September 2003 - CE03-09/03		
8 August 2006 - GS01-08/06	July 2008	
29 June 2010 CD05-06/10	June 2012	10/16826
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