

Bereavement Recognition Policy

Policy Owner: Community Development
Contact Person: Manager Communications and Events
Date of Approval: 29 June 2010, CD05-06/10

POLICY OBJECTIVE

The purpose of this policy is to ensure proper and appropriate recognition of deceased persons closely associated with the City of Wanneroo and/or its history.

POLICY STATEMENT

The City of Wanneroo is proud of its history and by recognising individual deceased persons who have been closely associated with the City 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 its community.

SCOPE

This policy applies to all City of Wanneroo residents and ratepayers as well as City of Wanneroo Administration staff.

BACKGROUND

The policy is to ensure persons who have been closely associated with the City and/or its history are acknowledged and recognised for their contribution to the district with a death notice in The West Australian Newspaper and a bouquet of flowers for the deceased person's family.

This bereavement policy will recognise (but is not limited to) the following groups of people:

- Freemen
- Early Settlers, Aboriginals and Pioneers
- Politicians
- Elected Members (both past and present)

CONSULTATION WITH STAKEHOLDERS

Key internal stakeholders are Mayor and Elected Members, the Chief Executive Officer, Directors, Manager Communications and Events, Communications and Events staff, Office of the Mayor staff, Office of the Chief Executive Officer staff.

Key external stakeholders include Wanneroo and Districts Historical Society.

IMPLICATIONS (Financial, Human Resources)

Costs incurred under this policy will be charged to the Communications and Events cost centre for the placement of death notices. Office of the Mayor will be responsible for all other costs incurred such as flowers.

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

When informed of the death of a person entitled to bereavement recognition the following tasks are to be completed to reflect this policy:

- An email notification of the death to be sent to the Office of the Mayor, Chief Executive Officer and Communications and Events;
- Communications and Events to place a notice in the Death Notices section of the West Australian classifieds;
- Office of the Mayor to investigate through the Death Notices Section of the West Australian Newspaper or through the deceased person's funeral provider, whether a floral tribute is appropriate, and if so, organise its purchase and delivery together with a hand written card from the Mayor, Councillors, Chief Executive Officer and staff at the City of Wanneroo;
- Office of the Mayor to notify Elected Members; and
- Communications and Events to notify staff.

Entitlement to recognition

Those to be recognised on their passing include but are not limited to:

- a) Current and former elected members of the City of Wanneroo (established 1999)
- b) Immediate family members[⊗] of current elected members of the City of Wanneroo
- c) Former members of the Wanneroo Road Board; the former Shire of Wanneroo; and the former City of Wanneroo
- d) Former Commissioners & Town Clerks of the above authorities
- e) Freemen of the City of Wanneroo

[⊗] See under "Definitions" for Immediate Family Members

- f) Immediate family members of Freeman of the City of Wanneroo
- g) Persons honoured as a Pioneer of the Wanneroo district
- h) Chief Executive Officers appointed by the City of Wanneroo Council since its establishment in July 1999.
- i) Staff employed by the City of Wanneroo since its establishment in July 1999 and 'in service' at the date of their passing; and
- j) Identities of the City of Wanneroo as agreed by the Mayor and the Chief Executive Officer

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 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 and Events service unit and Office of the Mayor staff both have roles and responsibilities for the implementation of the Bereavement Recognition Policy.

These are outlined under the Implementation heading of the policy.

DISPUTE RESOLUTION

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

WHO NEEDS TO KNOW ABOUT THIS POLICY?

Mayor and Elected Members, the Chief Executive Officer, Directors, Manager Communications and Events, Communications and Events staff, Office of the Mayor staff, Office of the Chief Executive Officer staff.

EVALUATION AND REVIEW PROVISIONS

The success/effectiveness of this policy will be measured using the following key performance indicators:

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.

<p>Death Notice</p>	<p>“Death Notice” – a public expression of sympathy about the death of a person.</p> <p>The recommended standard notice of sympathy could read:</p> <p>DOE (JOHN):</p> <p><i>Deepest sympathy is extended to the Doe family on the sad loss of John, a respected community member. Mayor [insert name], Councillors, CEO, Staff and Residents of the City of Wanneroo.</i></p> <p>The content of a Death Notice should be individualized in</p>
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<p>Immediate family</p>	<p>respect to the deceased person.</p> <p>“Immediate Family”</p> <p>For the purposes of this Policy, “immediate family” means the nucleus of a family that is a spouse; children; parents; and siblings, as recognised under Australian law.</p>
<p>Pioneer</p>	<p>Where the deceased has been a Pioneer or Freeman of the City of Wanneroo – the associated words are to be placed after “community member”</p> <p>For example:</p> <p><i>Deepest sympathy is extended to the XXXXi family on the sad loss of XXXX, a respected community member and Pioneer or Freeman of the City of Wanneroo. Mayor Jon Kelly, Councillors, CEO, staff and residents of the City of Wanneroo</i></p>

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Nil

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

Manager Communications and Events

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