

Bereavement Recognition Policy

Responsible Directorate:	<i>Office of the CEO</i>
Responsible Service Unit:	<i>Legal & Governance Services</i>
Contact Person:	<i>Manager Corporate Governance & Council Services</i>
Date of Approval:	<i>7 April 2025</i>
Policy Review Committee Item No:	5.10

1. POLICY STATEMENT

The City of Wanneroo is proud of its history and the people who have shaped it. As a mark of respect, Council may acknowledge an individual's contribution at the time of their death.

2. OBJECTIVE AND PURPOSE

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

3. KEY DEFINITIONS

Nil

4. SCOPE

This policy applies to recognition of deceased individuals including:

- Noongar Elders
- Freeman of the City of Wanneroo and Holders of the Keys of the City of Wanneroo
- Persons honoured as a Wanneroo Pioneer
- Current and former Council Members of the City of Wanneroo
- Chief Executive Officers of the City, appointed by Council since its establishment in July 1999
- Current employees of the City
- Past and present volunteers who have contributed directly to City services and projects since its establishment in July 1999
- Other individuals considered to have made a valued contribution to the area, as agreed by the Mayor and the Chief Executive Officer.

Other individuals, including immediate family members of the above may also be recognised, at the discretion of the Mayor or Chief Executive Officer.

5. IMPLICATIONS

Priority 1.1 Value the contribution of all people:-

Wanneroo will have opportunities for all ages, abilities, cultures and genders to be included and to contribute to the wider community. People in Wanneroo will have access to a wide variety of programs and services that assist with mental and physical health, and personal wellbeing. Volunteers will also provide highly valued contributions in the community.

6. IMPLEMENTATION

The City recognises the death of a person closely associated with the area by following established funeral etiquette, respecting the wishes of the immediate family and being sensitive to the deceased's cultural or religious beliefs. Generally, this recognition may include:

- A public expression of sympathy on behalf of the City e.g. placing of a media notice including Social Media if appropriate;
- Sending a sympathy (condolence) card or a personal note to the immediate family on behalf of Council and employees;
- A floral tribute, where this form of sympathy is considered acceptable by the family; and
- Attendance at the funeral service by Council Members or senior staff to represent the City.

7. AUTHORITIES AND ACCOUNTABILITIES

The Office of the Mayor is responsible for organising the agreed form of recognition.

8. ROLES AND RESPONSIBILITIES

The Manager Corporate Governance & Council Services is responsible for the implementation of this policy, supported by the Office of the Mayor.

9. DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the General Counsel in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

10. EVALUATION AND REVIEW PROVISIONS

This policy will be reviewed annually.

11. RELATED DOCUMENTS

- Civic Events Policy
- Reconciliation Action Plan

12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Corporate Governance & Council Services

REVISION HISTORY

Version	Next Review	Record No:
1 - 16 April 2003 - CE04-04/03		
2 - 23 September 2003 - CE03-09/03		
3 - 8 August 2006 - GS01-08/06	July 2008	
4 - 29 June 2010 - CD05-06/10	June 2012	10/16826
5 - 10 December 2013 – CS08-12/13	December 2015	13/25700
6 - 19 September 2017 - CE01-09/17	September 2020	13/25700v2
7 - 9 August 2022 – CP06-08/22	September 2023	13/25700V3
8 - Transfer of Policy to Council & Corporate Support from Place Management – 23/400842	September 2024	13/25700V3
9 - 7 April 2025 – Policy Review Committee	September 2026	13/25700V4