

# Policy

## **Bereavement Notices**



## Bereavement Notices

Adopted:	26/05/2010 #116
Last reviewed:	11/07/2012 #163 21/01/2015 #369 22/03/2017 #452
New review date:	22/03/2019
Legal Authority:	Local Government Act Section 2.7 – The Role of Council [Insert other relevant legalisation here]
Directorate:	City Strategy
Department:	Governance and Civic Services
Related documents:	Acts/Regulations Local Government Act 1995 Plans/Strategies Strategic Community Plan 2015 – 2025 Policies Nil Work Instructions Nil Other documents Nil

*Note: Changes to References may be made without the need to take the Policy to Council for review.*

### Policy:

#### 1. Title

Bereavement Notices

## 2. Purpose

To recognise deceased persons who have been closely associated with the City and its history, by acknowledging the contribution they have made to the district as a mark of respect on behalf of the City of Kwinana community.

## 3. Scope

Those to be recognised on their passing are to be limited to:

- (a) Current and former Freemen, elected members and Chief Executive Officers;
- (b) Current employees; and
- (c) Identities of the City of Kwinana as agreed by the Mayor and the Chief Executive Officer.

## 4. Definitions

Death Notice means a public expression of sympathy about the death of a person.

Immediate family for the purposes of this policy, means the spouse or partner, children parents, and siblings of the deceased as recognised under Australian law.

## 5. Policy Statement

### 5.1 Form of death notice

The recommended standard notice of sympathy could read:

#### **DOE (JOHN)**

Deepest sympathy is extended to the Doe family on the sad loss of John, a respected community member.

Mayor [insert name] on behalf of the Council, elected members, employees and residents of the City of Kwinana.

The content of a death notice should be individualised in respect to the deceased person.

### 5.2 Application

When informed of the death of a person entitled to bereavement recognition the City is to ensure one or all of the following tasks are completed to reflect this policy:

- Elected members and employees are notified;
- A notice is placed in the Bereavement Notices section of the West Australian newspaper classifieds;

- A sympathy card from the Mayor and/or Chief Executive Officer is forwarded; and
- A floral tribute is provided (following investigation through the Funeral Notices section of the West Australian newspaper or through the deceased person's funeral provider for appropriateness).

### 5.3 Form of recognition

5.4.1. The City recognises the death of one of the abovementioned persons 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. This recognition is to 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;
- (b) Sending a sympathy (condolence) card or a personal note to the immediate family if known, signed by the Mayor and/or the Chief Executive Officer on behalf of Council and employees;
- (c) A floral tribute where this form of sympathy is considered acceptable; and
- (d) Remembrance at an ordinary meeting of Council if appropriate, and at a City of Kwinana function of those recognised community members who have passed during the previous twelve months.

5.4.2. The City also recognises the death of immediate family members of Freeman, and current elected members. Recognition is to take the form of a sympathy card or personal note of condolence, signed by the Mayor and/or the Chief Executive Officer on behalf of the City.

5.4.3 When considered appropriate, the Mayor may invite elected members and the Chief Executive Officer may invite the relevant director or manager to attend the funeral service to represent the City.

5.4.4 Where elected members, or employees have a personal connection to the deceased, it is the individual's prerogative to attend the funeral on their own behalf.

### 5.4 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 the City 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.

## **6. Financial/Budget Implications**

Council are to provide a suitable allocation in the annual budget to allow for the provisions of this Policy.

## **7. Asset Management Implications**

There are no specific asset management implications associated with this Policy.

## **8. Environmental Implications**

There are no specific environmental management implications associated with this Policy.

## **9. Strategic/Social Implications**

Strategic Community Plan 2015 – 2025

Objective 1.2: Inspire and strengthen community spirit

Strategy 1.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana's cultural identity, encourage civic participation, strengthen capacity and celebrate the City's diversity.

## **10. Occupational Safety and Health (OSH) Implications**

There are no specific OSH implications associated with this Policy.

## **11. Risk Assessment**

A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not recognising the passing of a significant City of Kwinana identity could lead to negative reputation. The risk rating would be moderate.

It is assessed that the risk rating following the implementation of this Policy would reduce the risk rating to low.