

## CP.22 Condolences and Bereavement

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4839
<i>Resolution Date</i>	16/08/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Council Plan 2022 - 2023
<i>Related Legislation</i>	Local Government Act 1995, Section 2.7 – Role of Council

### OBJECTIVE

To ensure proper and appropriate recognition of deceased persons who have been closely associated with the Shire and/or its history are acknowledged and recognised for their contribution to the Shire of Northam.

### SCOPE

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

- Freemen
- Elected Members (both past and present)
- Shire of Northam employees(current)

### POLICY

#### Definitions

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

**Immediate relative** for the purposes of this policy, means spouse or partner, children, parents and siblings of the deceased.

## **1. Death of a current employee or immediate relative of current employees**

1.1 The Chief Executive Officer or relevant Executive Manager is responsible for passing on the sympathy/condolences of the Shire of Northam to the family/next of kin at the occasion of the death of:

- Employees; or
- An immediate relative of current employees (defined as spouse, parent or child).

All condolence correspondence should be dealt with in a timely manner.

Upon notification of the death of a person entitled to condolence/bereavement recognition the Chief Executive Officer or relevant Executive Manager is to ensure one or more of the following tasks are completed to reflect this policy:

- Elected members and employees are notified;
- A death notice is placed in the Northam Advertiser;
- A gift of flowers/donation to charity of the family's choice to the value of \$100.00 is forwarded to the family/next of kin.

One or more of the tasks listed are to be arranged by either the Human Resources Assistant or the –Governance Officer as soon as practicable.

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.

## **2. Death of a past or current elected member, immediate relative of current elected members and identities of the Shire of Northam**

2.1 The Shire President and Chief Executive Officer are responsible for passing on the sympathy/condolences of the Shire of Northam to the family/next of kin at the occasion of the death of:

- A past elected member;
- Current elected member
- Immediate relative of current elected members; or
- Identities of the Shire of Northam.

All condolence correspondence should be dealt with in a timely manner.

Upon notification of the death of a person entitled to condolence/bereavement recognition, the Chief Executive Officer or relevant Executive Manager is to ensure one or more of the following tasks are completed to reflect this policy:

- Elected members and employees are notified;
- A death notice is placed in the Northam Advertiser;
- Remembrance at an Ordinary Council meeting;
- A gift of flowers/donation to a charity of the family's choice to the value of \$100.00 is forwarded to the family/next of kin.
- Flags may be flown at half-mast on the day, or part of the day, of their funeral at the discretion of the Shire President and/or Chief Executive Officer
- When considered appropriate by the Shire President and the Chief Executive Officer, inviting Elected Members or senior staff to represent the Shire at the funeral service, dependent upon the type of service being sought.

One or more of the tasks listed are to be arranged by the –Governance Officer as soon as practicable.

When not invited as above, 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.

### 3. Form of death notice

The recommended standard notice of sympathy could read:

**SURNAME, (FIRST NAME)**

Deepest sympathy is extended to the 'SURNAME' family on the sad loss of 'FIRST NAME', a respected 'EMPLOYEE/ELECTED MEMBER/PAST ELECTED MEMBER/COMMUNITY MEMBER'.

President 'NAME' on behalf of Council, elected members, employees and residents of the Shire of Northam.