



Bereavement Recognition Policy

OBJECTIVE

The objective of this policy is to ensure proper and appropriate recognition of deceased persons closely associated with the Shire of Chittering (**the Shire**) and/or its history.

SCOPE

This policy applies to all Shire residents, ratepayers and staff.

POLICY STATEMENT

The Shire is proud of its history and by recognising individual deceased persons who have been closely associated with the Shire and/or its history, the Shire 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.

To ensure persons who have been closely associated with the Shire and/or its history are acknowledged and recognised for their contribution to the district, the Shire will place a death notice in the West Australian newspaper and provide a bouquet of flowers for the deceased person's family (or a donation to a charity if requested by the family).

Entitlement to recognition

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

- Staff employed by the Shire at the date of their passing
- Current and former Council Members of the Shire
- Immediate family members of current Council Members of the Shire
- Former members of the Chittering Road Board
- Former Commissioners and Town Clerks of the Chittering Road Board and Shire
- Freemen of the Shire
- Immediate family members of Freemen of the Shire
- Persons honoured as a Pioneer of the Chittering district
- Chief Executive Officers appointed by the Shire since its establishment.
- Identities of the Shire as agreed by the Shire President and Chief Executive Officer

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 Shire is notified of a death after a funeral service has taken place, it may be still appropriate to send a sympathy card or a personal note of condolence.

DEFINITIONS

Nil

ROLES AND RESPONSIBILITIES

The Chief Executive Officer is responsible for the implementation of this Policy.



3.1. Bereavement Recognition Policy

COMPLIANCE

| | |
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| Legislation | |
| Industry | |
| Organisational | |
| Strategic Community Plan | 1. Inclusive, Active, and Resilient Community |

POLICY ADMINISTRATION

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|--------------|-------------------------|-----------------|------|
| Review Cycle | 3 Years | Next Review Due | 2028 |
| Policy Owner | Chief Executive Officer | | |

| Version | Decision Ref | Date | Change |
|---------|--------------|------------|--------------------------|
| 1 | | 18/05/2011 | Adoption |
| 2 | | 26/10/2016 | Amendment |
| 3 | | 20/07/2022 | Amendment |
| 4 | | 2025 | Amendment – new template |