

SHIRE POSITION STATEMENT 3.1 Bereavement Recognition

Responsible Department:	Office of the CEO
Responsible Business Unit:	Executive Assistant
Date of Review:	15 April 2026
Council Resolution:	120426

STATEMENT OF POSITION

The Shire of Chittering (the Shire) acknowledges the significant contributions made by individuals who have served the community and the local government organisation.

Council is committed to recognising the passing of persons who have had a meaningful association with the Shire, including elected members, staff, community contributions and other individuals whose service has contributed to the development and wellbeing of the Chittering district.

Recognition will be provided in a respectful and appropriate manner that reflects the Shire's appreciation of service and contribution, and demonstrates the community's condolences and support to the family of the deceased.

BACKGROUND / CONTEXT

The Shire has a long history of recognising individuals who have made important contributions to the local community and the organisation.

Expressions of sympathy and acknowledgement following the passing of significant community members or individuals closely associated with the Shire provide an opportunity for Council to demonstrate respect, appreciation and community connection.

This Position Statement establishes Council's commitment to recognising such individuals in an appropriate and respectful manner while enabling administrative flexibility in determining the most suitable form of recognition.

APPLICATION AND SCOPE

This Position Statement applies to:

- Elected Members
- The Chief Executive Officer
- Shire administration

It guides the Shire's approach to recognising the passing of individuals who have had a significant connection with the Shire, including but not limited to:

- Current and former Council Members
- Current employees of the Shire
- Former members of the Chittering Road Board

SHIRE POSITION STATEMENT 3.1 Bereavement Recognition

- Former Commissioners, Town Clerks and Chief Executive Officers
- Freeman of the Shire
- Recognised pioneers of the Chittering district
- Immediate family members of current Council Members
- Other individuals whose association with the Shire is considered significant

This statement establishes Council’s position and provides high-level direction only. It does not prescribe operational procedures.

IMPLEMENTATION DIRECTION

The Chief Executive Officer is responsible for ensuring that appropriate recognition of the passing of eligible individuals is provided in a respectful and timely manner.

Recognition may include actions such as public acknowledgement, expressions of condolence or other appropriate gestures, consistent with the Shire’s values and community expectations.

Operational arrangements for implementing recognition will be determined administratively by the Chief Executive Officer.

COMPLIANCE

Legislation	<i>Local Government Act 1995</i>
Industry	Nil
Organisational Documents	Shire Policy 1.8 – Honorary Freeman of the Shire of Chittering Shire of Chittering Council Plan
Strategic Alignment	

ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	August 2026
Version	Decision Ref	Date	Change
1.0		18/05/2011	Policy initial adoption
2.0		26/10/2016	Policy Amendment
3.0		20/07/2022	Policy Amendment
4.0		2025	Policy Amendment
5.0	120426	15/04/2026	Conversion to PS