

CGP021 – Bereavement

1. Intention

To provide guidance when respecting the bereavement of past and present elected members and employees.

2. Scope

This policy applies to elected members and employees of the Shire of Waroona.

3. Statement

The following shall be provided:

1. Death Notice in "West Australian" along with flowers or donation for:
 - Current elected members;
 - Past elected members (having served in last 10 years);
 - Current employees; and
 - Community leaders at the discretion of the Shire President or Chief Executive Officer.
2. Bereavement card or flowers or donation, at the discretion of the Shire President or Chief Executive Officer for the death of a close relative of:
 - Current elected members;
 - Past elected members (having served in last 10 years);
 - Current employees; and
 - Long serving past employees (10 years or more).

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed every three years (Triennially).

6. Associated Documents

Nil.

Division	Corporate & Governance				
Policy Number	CGP021				
Contact Officer	Manager Corporate Services				
Related Legislation	Nil				
Related Shire Documents	Nil				
Risk Rating	Low	Review Frequency	Triennially	Next Review	June 2027

Date Adopted	22/06/2004	OCM04/083
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Amendments		
Date	Details of Amendment	Reference
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
25/06/2024	Reviewed with minor amendments.	OCM24/06/090
Previous Policies		
CORP011 – Bereavement 1.20 – Bereavement Policy		