

# Wagga Wagga City Council

## CONDOLENCES AND MEMORIALS FOR STAFF AND COUNCILLORS POLICY

<b>REFERENCE NUMBER</b>	POL 042		
<b>ORIGINAL APPROVAL DATE</b>	December 2009		
<b>RESPONSIBLE MANAGER</b>	Manager People and Culture		
<b>RESPONSIBLE DIRECTOR</b>	Governance		
<p>This document is to be reviewed: every four years or in the first twelve months of the new term of Council, whichever is the earliest. Next Review Date: September 2020</p>			
<b>Revision number</b>	<b>Issue Date</b>	<b>Council Resolution</b>	<b>Council Meeting Date</b>
1	22 February 2010	Res No: 10/0046	22 February 2010
2	6 December 2012	E-Team	4 June 2013
3	August 2013	Res No: 13/224.1	26 August 2013
4	July 2015	Res No: 15/271.7	28 September 2015
5	August 2017	Res No: 17/279	28 August 2017

## **PART 1: INTRODUCTION**

The focus of this policy is to provide guidance to staff in the event of the death of an employee or Councillor, or immediate relative of current employees. It is important that Wagga Wagga City Council responds in a way that appropriately acknowledges the loss, acts sensitively and supports the bereaved. Grief is very personal and we generally do not know what the effect the death of a member of staff may have on other employees or their directorate.

### **1.1 Policy Objectives**

The purpose of this policy is to bring together a consistent approach to responding to the death of an employee, past or present Councillor, or immediate relative of current employees. It is important that the relevant information reaches the right people and that, where necessary, staff are provided with appropriate support.

### **1.2 Scope of Policy**

This policy applies to Council staff and Councillors.

## **PART 2: POLICY CONTENT**

### **2.1 Procedure**

#### **2.1.1 Death of employee or immediate relative of current employees**

The Manager People and Culture or relevant Director is responsible for passing on the sympathy/condolences of Wagga Wagga City Council 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, a gift of flowers or a donation to a charity as requested by the bereaved family, to the value of \$100.00, will be arranged by either People and Culture or the relevant Executive Assistant (soon as practicable). If flowers are sent, they are to be addressed to the immediate family (i.e. spouse, parent or child over the age of 16). A condolence card is also to be arranged, and signed, with a message, by the General Manager and the Mayor, on behalf of staff and Councillors.

### 2.1.2 Death of a Councillor

The General Manager and Mayor are responsible for passing on the sympathy/condolences of Wagga Wagga City Council to the family/next of kin at the occasion of the death of past or present Councillor.

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

Upon notification of the death, a gift of flowers or a donation to a charity as requested by the bereaved family, to the value of \$100.00, will be arranged by either People & Culture or the relevant Executive Assistant (as soon as is practicable). If flowers are sent, they are to be addressed to the immediate family (i.e. spouse, parent or child over the age of 16). A condolence card is also to be arranged, and signed, with a message, by the General Manager and the Mayor, on behalf of staff and Councillors.

#### **Death Notice for Employee or Councillor**

A death notice will be placed in the Daily Advertiser, with the Council logo, to acknowledge their contributions to Wagga Wagga City Council and the community during their employment, with sympathies to the family. This will be organised by either People and Culture or the relevant Executive Assistant conjunction with the immediate colleagues of the deceased.

#### **Funeral of the Employee or Councillor**

Upon notification of the Funeral arrangements, an email is to be sent by the General Manager/Mayor's Office (or delegate) to all staff and Councillors advising of the funeral details.

Staff will be given the opportunity to attend local funerals within Council time. This will be treated as Special Leave with pay.

#### **In Memoriam of the Employee or Councillor**

The memorial will be decided by the team in which the employee worked. The approval for the purchase of the memorial is to be signed off by the General Manager and the Mayor.

Examples of approved types of memorials include:

- tree planted in a park, with a plaque;
- plaque on a picnic table;
- scholarship through Charles Sturt University or TAFE Riverina Institute;
- naming of a street;
- artwork erected within a Council building, with a plaque;
- naming of an award;
- dedicating a section of garden and erecting a plaque; or
- naming of a Council asset.

All the above are suggestions, and are to be used only as a guide. Those who worked most closely with the employee and or Councillor will know how best to remember their colleague. It is important to remember, any memorial would be a private, personal

gesture by the Council to the person, and their family. It would not be a public statement.

## Unveiling of the Memorial

People and Culture or the relevant Executive Assistant are to organise the unveiling of the memorial, including the sending out of the invitations to immediate family, Councillors, Mayor, General Manager and staff. People and Culture or the relevant Executive Assistant will also organise a morning/afternoon tea after the unveiling.

NOTIFICATION OF DEATH	SUPERVISOR	PEOPLE & CULTURE/EXECUTIVE ASSISTANT (or delegate)	GENERAL MANAGER & MAYOR
Received from family member/other	Supervisor provides details of the death of employee/councillor/other to People and Culture or relevant Executive Assistant.	<p>Arrange card of condolence to family/next of kin for General Manager and Mayor.</p> <p>Organises flowers or charity donation (if appropriate).</p> <p>Prepares death notice/media release.</p>	<p>General Manager and Mayor to sign condolence card.</p> <p>General Manager and/or Mayor reviews death notice/media release for approval.</p>

## 2.2 Condolence Record

A record of condolences is to be kept by People and Culture. The immediate supervisor (or delegate) of the deceased is to complete a Condolence Record form and forwarded to People and Culture. The record will be registered in ECM.

## 2.3 Related Documents

1. Condolence Record Form
2. Condolence Checklist – People and Culture / Executive Assistant
3. POL109 – Public Art Policy