

Administration

Bereavement Policy (including flying of Koorda Flag at half-mast)

Objective

To recognise deceased persons who have been closely associated with the Shire of Koorda (“the Shire”) and its history, by acknowledging the contribution they have made to the district as a mark of respect on behalf of the community of the Shire of Koorda.

Policy

Bereavement recognition

Where notified, the following may be provided:

Death Notice in "West Australian" along with an “Announcement by the President” in the following Council Meeting Minutes for:

- Current elected members;
- Past elected members;
- Current employees; and
- Identities of the Shire as agreed by the Shire President and the Chief Executive Officer.

An example notice:

The Shire of Koorda extend their condolences to the <SURNAME> family on the passing of <FIRST NAME>. <FIRST NAME> was a past/current Shire Councillor/employee (years of service) and Shire President (years of service).

Flying of Shire Flag

Where notified, the Shire flag shall be flown at half mast, on the day of the funeral*, as a mark of respect for present or past residents of the Shire of Koorda.

**note: day of funeral is more easily ascertained than day of death.*

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Nil.

Review History

Review Due: March 2024

Date	Council Resolution	Description of review/amendment
28/06/2023	RES: 120623	V1.0. Update policy and add bereavement guide.
Former Policy No: C13 Flag - Flown for Funerals		
19/07/2000		Adoption of Policy (C13)