

CONDOLENCES AND MEMORIALS FOR STAFF AND COUNCILLORS POLICY

Reference number:	POL 042
Approval date:	17 October 2022
Policy owner:	People and Culture Executive
Next review:	September 2025

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

Purpose

The focus of this policy is to provide guidance to staff in the event of the death of a past or present Councillor, an employee, 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.

Scope

This policy applies to Council staff and Councillors.

Policy Provisions

Procedure

Death of employee or immediate relative of current employees

The General Manager, relevant Director, or People & Culture 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:

- A Councillor; or
- An Employee; 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 the relevant Executive

Assistant or People and Culture 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.

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

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

Related Documents

- POL109 – Public Art Policy (PO 109)

Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 10/0046	22 February 2010
2	E-Team	4 June 2013

Revision number	Council resolution	Council meeting date
3	Res No: 13/224.1	26 August 2013
4	Res No: 15/271.7	28 September 2015
5	Res No: 17/279	28 August 2017
6	Revision approval under General Manager delegated authority	1 July 2021
7	Res No: 22/354	17 October 2022