

**Responsible Service Area: Governance**

**Adoption Date: 12 August 2019**

**Death of a Dignitary**

**Policy 2019**

**Purpose**

To establish a policy which sets a framework on how Council will formally respond upon being made aware of the passing of a dignitary that has been associated with Council, thereby ensuring a consistent approach is adopted in dealing with such events.

**Background / Context**

Council frequently recognises individual and community organisations milestone events and achievements, which prior to development of this policy, were dealt with on an ‘ad-hoc’ basis. The intent of this policy is to ensure a consistent approach in dealing with these matters, which provides clear guidelines.

There are a variety of methods available to Council to recognise significant milestones and achievements of groups and individuals. The policy encapsulates such occasions and sets out a process for dealing with the issues and nominates ‘Responsible Officers’ for each.

**Scope**

To provide Council Officers with guidance on procedures that shall be adhered to in circumstances following notification of the death of a:

* Serving Local Federal or State Member of Parliament
* Serving Councillor
* Former Councillor (including the former Cities of Ringwood & Croydon)
* Freeman of the City
* Serving member of Corporate Management Team
* Former member of Corporate Management Team
* Local dignitary, as determined by the Mayor or Chief Executive Officer, e.g.
* community and former members of Council Committees,
* recipients of recognition such as Citizen of the Year.

**Relationship to the Maroondah 2040 Community Vision**

In relation to *Maroondah 2040: Our future together*, the operation of this policy is aligned with:

|  |  |
| --- | --- |
| **Community Outcome:** | A well governed and empowered community |
| **Key Directions:** | * 1. Provide enhanced governance that is transparent, accessible, inclusive and accountable |

**Alignment with Council’s mission and values**

This policy supports Council’s Mission and Values through ensuring the resilience of functions which support the provision of accessible and sustainable lifestyles for the community.

**Statement of Practice**

The Chief Executive Officer must be informed whenever Council is advised of the death of dignitary who has been associated with the Council.

Council Officers assigned responsibilities under this policy must liaise with each other and respond in accord with the ‘actions’ listed in the table hereunder:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DIGNITARY** | **TRIBUTES & FORMALITIES**  **Expressions of Sympathy** | | | | | |
| Wreath / Donation | Obituary Notice in Herald/Sun | Letter/Card | Notation by Mayor at Council Mtg | Flags at Half- Mast  **\*\*** | Media Statement |
| Serving Local Federal or State MP | ✓ | ✓ | ✓ | ✓ | ✓ | × |
| Former Local Federal or State MP | ✓ | ✓ | ✓ | ✓ | ✓ | × |
| Serving Councillor | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Former Councillor *(including the former Cities of Ringwood & Croydon)*/Commissioner | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Freeman of the City | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Serving member of Corporate Management Team | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Former member of Corporate Management Team | ✓ | ✓ | ✓ | × | × | ✓ |
| Other Local Dignitary | To be determined by Mayor / CEO | | | | | |

**\*\*** Flags @ Half- Mast: On day of funeral

Any extension of time shall be determined by Mayor and / or CEO

**Tributes & Formalities – Supporting Information**

**Obituary Notice, Media Statement**

*Responsible Officer: Manager Communications & Engagement*

**Council Web & Social Media** *(if deemed appropriate by CEO)*

*Responsible Officer: Manager Communications & Engagement*

**Wreaths**

Where wreaths are applicable for a funeral, they should be delivered to the funeral/memorial service with a card and accompanying note signed by the Mayor, on behalf of Council.

However, there may be instances where a ‘laying of the wreath ceremony’ will be requested and on these occasions relevant arrangements should be made with Councillors or Council Officers in regard to attendance and representing the Council.

*Responsible Officer: Councillor Support Officer*

**Donations**

Donations may be given in the instance where families of the deceased request a donation to a not-for-profit organisation or charity on behalf of the deceased, rather than a wreath at the funeral. In these instances, donations of $50 are aligned with the cost of not providing a wreath.

*Responsible Officer: Councillor Support Officer*

**Expressions of Sympathy - Letters/Cards**

A letter or card from the Mayor, on behalf of Council, to the deceased’s relatives/next of kin should be sent separately to the wreath.

*Responsible Officer: Councillor Support Officer, who will:*

* *liaise with the Mayor and CEO to determine whether a letter or card is to be sent*
* *prepare a letter (when so determined) and forward same electronically via e-CLIP email link to the Manager Communications & Engagement, who will ensure consistency of style.*

**Council Meeting**

The Mayor, on behalf of Council, will express sympathy at the commencement of the following Council Meeting. To be determined by the Mayor and CEO at the time.

*Responsible Officer: Governance Coordinator*

**Offer to Family to participate in Funeral / Memorial Service**

An offer to be conveyed to the deceased’s relatives for Council to participate in the Funeral / Memorial Service, to speak about the deceased’s association with Council and their contribution to Maroondah. If accepted, the Mayor (or representative of the Mayor) will attend to represent Council. Mayoral Drop: The Mayor, if attending, will determine whether or not to wear the Mayoral Drop.

*Responsible Officer: Manager Communications & Engagement, who will prepare notes for the Mayor or representative attending*

**Local Federal/State Members of Parliament & Past Councillors**

To be notified, where contact details are known.

*Responsible Officer: Councillor Support Officer*

**Flags**

On all occasions mentioned above, the Australian National Flag, Australian Aboriginal Flag & Maroondah City Council Flag shall all be flown at half-mast. Flags are to be lowered to half-mast on the morning of the funeral service or memorial service and shall remain at half-mast for the remainder of the day.

Any extension of these times shall be determined by the Mayor and/ or CEO.

Relevant protocol and instructions, in relation to the flying of flags, from the Australian Government and the Victorian Government will be observed.

*Responsible Officer: Governance Coordinator*

**Responsible Officers**

|  |  |
| --- | --- |
| Obituary Notice in Herald/Sun | Manager Communications & Engagement |
| Media Statement | Manager Communications & Engagement |
| Council website & Social Media | Manager Communications & Engagement |
| Notifications: |  |
| * Past Councillors *(where contact details are known)* * Local Federal & State Members of Parliament | Councillor Support Officer  Councillor Support Officer |
| Wreaths / Donations | Councillor Support Officer |
| Offer to Family to participate in Funeral / Memorial Service | Councillor Support Officer |
| Preparation of Notes for Mayor or representative | Manager Communications & Engagement |
| Expressions of Sympathy: |  |
| * Letters/ Cards * Council Meeting | Councillor Support Officer  Governance Coordinator |
| Flags Flown @ Half-Mast | Governance Coordinator |

**Policy Distribution**

This policy will be accessible on the Maroondah web, SmartNet and distributed to Service Area Managers.

**Related Policies and Documents**

|  |  |
| --- | --- |
| HR Policy 14-01 | Sending of Flowers (Council Employees) |