

Death of a Dignitary Policy 2019

Responsible Service Area: Governance

Adoption Date: 12 August 2019

Policy Title: <i>Death of a Dignitary Policy</i>		Policy No:	Policy type: CMT Policy
Policy creation date: 24/01/2012	Current version approved: 12/08/2019	Current version no. 4	Policy review date: 2024
Policy authority dates: Adopted by CMT 24/01/2012 Revised and adopted by CMT 09/10/2012 (e-CLIP 12/74087) Revised and adopted by CMT 30/09/2014 (e-Clip 14/127665) Revised and adopted by CMT 12/08 /2019 (e-CLIP 19/177848)	Child policy/policies: N/A	Policy responsibility: Governance Coordinator	eCLIP record no. 19/177848

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:	8.1 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 (<i>including the former Cities of Ringwood & Croydon</i>)/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 (<i>where contact details are known</i>) ❖ 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 Preparation of Notes for Mayor or representative	Councillor Support Officer 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)
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