

# Moira Shire Council

## Condolence Policy

<b>Policy type</b>	Council
<b>Version Number</b>	2
<b>Responsible Director</b>	Chief Executive Officer
<b>Responsible Officer</b>	Executive Assistant to the Administrators
<b>Date adopted by Council</b>	28 August 2024
<b>Scheduled for review</b>	This policy will be reviewed four years from the date of adoption, or sooner if required.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Administrative changes do not materially alter the document (such as spelling/typographical errors, change to the name of a Council department, a change to the name of a Federal or State Government department). Administrative updates can be made in accordance with the Policy Framework Guidelines.

## PURPOSE

The purpose of this policy is to provide a consistent approach to acknowledging the death of persons who have made a significant contribution to the Moira Community and/or the Moira Shire Council.

## SCOPE

This policy applies to all Council initiated or funded condolence acknowledgements for Administrators, Councillors, staff and their immediate relatives, significant members of the community and Council volunteers as defined in this policy. It does not apply to staff or Administrator initiated and funded individual acknowledgements.

This policy also does not apply to requests for commemorative memorials or plaques. These will be managed in accordance with Council's Memorials and Plaques Policy.

## DEFINITIONS

Term	Definition
Administrator	A current or former Moira Shire Council Administrator appointed by the Minister for Local Government.
Condolence	An expression of sympathy, especially on the occasion of the death of an individual. Condolences are usually conveyed to a person's family member.
Councillor	Current and past Moira Shire Councillors and Councillors of neighbouring shires.
Immediate relative	Spouse, child/stepchildren, parents and siblings.
Significant members of the community	Past and present members of parliament or past and present Moira Shire Citizens or Young Citizens of the Year.
Staff	Current staff and contractors.
Council Volunteers	Current Moira Shire Council volunteers.

## POLICY STATEMENT

Council will recognise the death and send condolences to the family members of individuals who have made a significant contribution to the Moira community and/or the Moira Shire Council. This includes:

- Administrators.
- Councillors.
- Staff.
- Significant members of the community.
- Council volunteers (past and present)

Council will also recognise the death of an immediate relative of staff, Administrators and Moira Shire Councillors.

Council condolences may involve one or a combination of:

- A letter of condolence.
- A sympathy card.

When Council becomes aware of the death of an individual that falls within the scope of this policy, a condolence will be actioned by the Office of the CEO. A condolence request can also be made by a staff member or Administrator to the Office of the CEO.

All condolences will be assessed and actioned by the Office of the CEO in accordance with this policy and comply with Council's Discretionary Expenditure Policy and Guidelines where applicable.

All condolences will be dealt with in a timely and sensitive manner, including taking into consideration religious or cultural matters, where known.

Council may also choose to fly the Australian national flag at half-mast on the day of the funeral of a current or former Administrator, former Moira Shire Councillor, staff member or a significant member of the community in accordance with Australian National Flag Protocol.

Any other Council initiated condolences not within the scope of this policy will be at the discretion of the Chief Executive Officer.

## MONITORING AND EVALUATION

The Office of the CEO will monitor compliance with this policy. Any detected instances of condolences that do not comply with this policy will be reported to the Chief Executive Officer to determine outcome.

## RELATED LEGISLATION

*Local Government Act 2020*

*Charter of Human Rights & Responsibilities Act 2006*

## RELATED POLICIES AND PROCEDURES

*Discretionary Expenditure Policy & Guidelines*

*Memorials and Plaques Policy*

## REFERENCES

Australian National Flag Protocol – Flying and use of the Australian National Flag

## DOCUMENT REVISIONS

Version	Summary of Changes	Approved by	Date
1	Original Policy adopted	Council	25/09/2019
2	Policy review - Minor changes made	Council	28/08/2024