

Condolence Policy

Policy type	Council
Adopted by	Council
Responsible General Manager	Chief Executive Officer
Responsible officer	Executive Assistant Mayor and Councillors
Date adopted	25 September 2019
Scheduled for review	This policy will be reviewed four years from the date of adoption, or sooner if required.

PURPOSE

This policy provides a consistent approach to acknowledging the death of a councillor, staff, their immediate relative, significant member of the community or a council volunteer.

SCOPE

This policy applies to all council-funded condolence acknowledgements. It does not apply to staff or councillor initiated and funded acknowledgements.

DEFINITIONS

Immediate relative	Spouse, child/step-children, parents and siblings
Significant members of the community	Past and present members of parliament or past and present Moira Shire Citizen's or Young Citizens of the Year
Moir Shire Council volunteers	Current volunteers
Staff	Current staff and contractors
Councillors	Current and past Moira Shire Councillors and Councillors of neighbouring shires.

POLICY

Council will recognise the death of Councillors, staff and their immediate relatives, significant members of the community and council volunteers as defined in this policy. The CEO has discretion to authorise recognition of individuals not defined.

All council acknowledgements will be assessed and actioned by the office of the CEO in accordance with adopted procedures and other relevant policy.

All condolence correspondence and messages will be dealt with in a timely and sensitive manner, including taking into consideration religious or cultural matters.

In accordance with Council's procedures, recognition may involve one or a combination of

- A sympathy card
- A newspaper or online notice,
- Flowers, wreath or donation in lieu of flowers

Council may fly the Australian national flag at half-mast on the day of the funeral of a current or former Moira Shire Councillor, staff member or a significant member of the community

All requests for memorials or plaques will comply with Council's Memorials and Plaques Policy.

All other acknowledgments not within the scope of this policy will be at the discretion of the Chief Executive Officer.

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RELATED LEGISLATION

Local Government Act 1989

Charter of Human Rights & Responsibilities Act 2006

Moir Shire Council Memorials and Plaques Policy

Moir Shire Council's Discretionary Expenditure Policy

REFERENCES

Australian Government – The appropriate use and the flying of the flag