



George Town Council

DRAFT Death of a Dignitary of the Council Policy

Policy No. 20 - Version 1

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Background

This Policy has been developed to guide Council workers when such an event occurs.

Policy Statement

George Town Council will recognise and acknowledge, in the circumstance of death, the contribution made by current and former local dignitaries in their service to the Council and the community in accordance with the basis of this Policy.

Policy Objective

This policy is to provide guidance on the acknowledgement, in the circumstance of the death of a:

- Serving Councillor;
- Former Councillor;
- Serving General Manager;
- Former General Manager; and
- Local dignitary as determined by the Mayor or General Manager

Link to Strategic Plan

The key values guiding George Town Council and the way in which we recognise the contribution of individuals and groups to the well being of the George Town municipality are respect and community.

George Town Council Strategic Plan 2012-2017

Goal 1 - Organisational Accountability

Strategy: Acknowledge and communicate the roles and responsibilities of Council in advocating for and representing the community.

Objective: Actively engage with the community on roles and responsibilities of Council.

Legislation

- Local Government (Meeting Procedures) Regulations 2005, namely addressed by Councillors in the Chamber.

Internal Council Documents

Nil.

Procedures - Tributes and Formalities

Person	Tributes and Formalities		
	Wreaths/Donations	Expressions of Sympathy: Letter/Card	Address in Chamber at a Council meeting by Councillors
Serving Councillor	✓	✓	✓
Former Councillor	✓	✓	✓
Serving General Manager	✓	✓	✓
Former General Manager		✓	✓
Other Local Dignitary	TBA by Mayor/General Manager		

Flag

The flag outside the Council Office in Anne Street is to be lowered to half-mast on the morning of the funeral service or memorial service and is to remain so for the remainder of the day for the following local dignitaries:

- Serving Councillor;
- Former Councillor;
- Serving General Manager;
- Former General Manager; and
- Local dignitary as determined by the Mayor or General Manager

The relevant protocol and instructions, in relation to the flying of flags, from the Australian Government and the Tasmanian Government will be observed.

Wreaths

Where wreaths are applicable for a funeral, they should be delivered to the funeral/memorial service with a card and an 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 elected representatives or Council Officers in regard to attendance and representing the Council.

Expressions of Sympathy: Letters/Cards

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

Address by Councillors in the Chamber

On such occasions, addresses by Councillors in the Chamber are a decision taken by the Mayor and where possible any such address will follow the guidelines outlined in the current Local Government (Meeting Procedures) Regulations 2005.

Risk Management

This Policy aligns itself with objectives for risk management at George Town Council, namely:

- To promote and raise the awareness of risk management practices throughout the organisation; and
- Protect Council's corporate image as a professional, responsible and ethical organisation.

Scope of Policy

This Policy applies to Council workers when such an event occurs.

Implementation of Policy

This Policy rescinds Council's previous Acknowledgement of a Councillor Policy No. 2 and will be reviewed every two years.

Responsibility

Responsibility for the operation of this policy rests with the General Manager.

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