



SAA POLICY

Reporting The Death Of

A Member of the Submarines Association of Australia (SAA)

Objective:

To establish clear and respectful procedures for notifying the SAA National Officers, Webmaster, and members of the Association of the passing of an SAA member, while ensuring that the proper protocol is followed when seeking permissions for honours and tributes.

1. Notification of Death

When a Submarine Association of Australia member passes away, the following steps must be undertaken by the branch or individual advising of the death.

1.1. Notify National and Branch Officers:

- National Secretary: The first point of contact for formal reporting of a member's death. The National Secretary will confirm that the report is correct and then coordinate all subsequent communications.
- National Treasurer: Inform the National Treasurer to update membership records and any financial matters.
- Webmaster: Will be informed to update the website and the Eternal Patrol.
- Branch President & Secretary – Where the report has not come from the member's own branch, inform the relevant Branch President and Secretary.

1.2. Details to Include in Initial Notification:

- Full name of the deceased member
- Date of death
- Branch affiliation (if applicable)
- Summary of service (optional but encouraged)
- Contact information for the next of kin or family representative

1.3. Notification to Members: Upon verification, the National Secretary will draft and distribute an official notification to all SAA members. This notification is to be via email, posted on the SAA website, and on the SAA Facebook Page following appropriate privacy protocols.

2. Bereavement Support/Assistance to Family.

2.1 The relevant Branch Secretary or the Branch's Welfare Officer should engage with the member's Next of Kin to ensure that they are aware of what assistance is available through Chief of Navy's Office to support the families of ex RAN personnel when they pass. This includes;

- Approval for the Use of the Australian White Ensign at a funeral or memorial service.
- Obtaining a Statement of the Member's Service to assist in preparing a eulogy.
- Navy Bereavement Pin (NBP)– The NBP is a commemorative pin and is available to surviving spouses, siblings and children of deceased serving and ex serving members of the RAN.
- Committal of Ashes at sea. – Application to have a deceased members ashes scattered at sea from an RAN vessel.

The Navy Bereavement Office can be contacted by email on navy.bereavement@defence.gov.au

Application Forms for the above can be obtained from the Royal Australian Navy website at: [Bereavement support | Royal Australian Navy](#)

2.2 Where possible, and with the concurrence of the family the SAA should be represented at any funeral or memorial service and present a "Dolphin Poppy" to the NOK.

NOTE: Many RSL sub-branches are Army centric and are unaware of the support that CN's Office will provide. It is important that, where possible the family is advised of the information above.

3. Final Actions

3.1. Updating Records:

- After all notifications and arrangements have been made, the National Secretary and National Treasurer will ensure the member's details are updated across all relevant records.

3.2. Respecting Family Wishes:

- Throughout the process, it is critical to maintain open communication with the member's family. All decisions, especially regarding honours such as the Australian White Ensign or service records, must have the family's consent.

3.3. Memorializing the Member:

- The SAA Webmaster is to facilitate a memorial tribute on the Submarines Association of Australia Website and is to include the Members full name, final rank and date of passing on the SAA Eternal Patrol Page.

- The SAA National Secretary is to send a condolence card on behalf of the Association. If a “Dolphin Poppy” cannot be presented at the memorial service to the NOK, one should be included with the card.

4. Review of Policy

4.1 This policy will be reviewed annually by the National Executive Committee to ensure it remains consistent with Royal Australian Navy (RAN) guidelines and reflects the respect and dignity owed to members of the SAA.

Policy Version 1

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Issued: David Strangward AM