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## Objective

The purpose of this policy is to provide some consistent direction to Council in relation to representation at funerals and memorial services. This will ensure that the required Council representation is made when required.

## Policy

### Coordination of Council responses to funerals and memorial services

The Communications team, the Executive office and the Parks and Gardens team will be alert to media reports and funeral bookings regarding the passing of key people in the community. These key community people may include former Councillors, including former Councillors from previous Councils that now form the Mid-Western Regional Council area.

Councillors who become aware of the passing of a key community person should also inform the Executive office as soon as possible to ensure that the Mayor and General Manager are aware.

The Executive Office will determine the official Council representative to attend a funeral or memorial service. This may be:

- The Mayor
- The Deputy Mayor
- A Councillor
- The General Manager
- A member of the Council Executive Team

A range of factors will be considered when determining the Council representative. These will include the availability of the Mayor, Deputy Mayor and General Manager and the individual being well known to particular Council representatives.

### Notification of funeral service or memorial service

When the Executive office is aware of the details of the service, this information will be passed on to all Councillors, including any required reference to who the official Council representative will be.

While an individual Councillor or staff member may not be the official Council representative, nothing in this policy detracts from an individual Councillor's or staff member's personal determination to attend the memorial service or funeral.

## The role of the official Council representative

Any involvement in the memorial service or funeral will only take place at the request of the affected family.

Any involvement aside, the role of the official Council representative will be to sign the attendance book on behalf of Mid-Western Regional Council and to provide support to the family or community if and as required.

The Council representative will ensure that they conform to any dress code requirements in Council's Code of Meeting Practice.

Any request by the family for there not to be a Council representative will be respected.