

## 11.3 Policy Review - Council Representation at Memorial Services

REPORT BY THE MANAGER, CUSTOMER SERVICES & GOVERNANCE  
TO 21 SEPTEMBER 2022 ORDINARY MEETING  
GOV400098, A0310003

### RECOMMENDATION

#### That Council:

1. **receive the report by the Manager, Customer Services & Governance on the Policy Review - Council Representation at Memorial Services; and**
2. **adopt the revised Council Representation at Memorial Services Policy.**

### Executive summary

This report seeks Council endorsement of the revised Council Representation at Memorial Services policy which was last reviewed in August 2018.

### Disclosure of Interest

Nil

### Detailed report

The Council Representation at Memorial Services policy was first introduced in 2018 when it was identified that there was a need to share information amongst Councillors and Executive regarding funerals and memorial services for former Councillors and prominent members of the community.

The policy ensures that appropriate Council representation is made at memorial services and funerals and outlines the role of official Council representatives.

A review was done of the policy and indicated no need for changes to occur.

### Community Plan implications

Theme	Good Government
Goal	Strong civic leadership
Strategy	Provide strong representation for the community at Regional, State and Federal levels

### Strategic implications

#### Council Strategies

Not Applicable

#### Council Policies

Council Representative at Memorial Services Policy

**Legislation**

Not Applicable

Financial implications

Not Applicable

Associated Risks

This Policy seeks to ensure that knowledge of these events are communicated to staff and Councillors in order to provide representation for Council. This ensures Council is viewed in a positive way amongst the community and is seen as providing respect to former Councillors and prominent community members. It also provides guidelines to ensure Council representatives conduct themselves in an appropriate manner.

Whilst it must be noted that there is no way to ensure knowledge of all events, this policy is in place to eliminate these instances.

RICHARD CUSHWAY  
MANAGER, CUSTOMER SERVICES &  
GOVERNANCE

SIMON JONES  
DIRECTOR COMMUNITY

2 September 2022

*Attachments:* 1. Council Representation at Memorial Services Draft Policy Review.

APPROVED FOR SUBMISSION:

BRAD CAM  
GENERAL MANAGER



## POLICY

### Council Representation at Memorial Services

*A prosperous  
and progressive  
community.*

ADOPTED		VERSION NO	1.1
COUNCIL MEETING MIN	226/18	REVIEW DATE	21/9/26
DATE:	17/8/22	FILE NUMBER	A0310003

## 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 Executive office of the Council will coordinate notifications of services and Council representatives to attend memorial services and funerals. Decisions on attendance will be made by the Mayor in consultation with the General Manager. Further consultation with the Deputy Mayor or other Councillors may also be required.

### Notification of funeral service or memorial service

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.

**POLICY: | 1.1,  
23/7/18**

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.