

Commemorative Services/Ceremonies

Head of Power

Local Government Act 2009

Related Legislation

Local Government Regulation 2012

Objective

To outline the process for Council representation at commemorative services/ceremonies, and the purchase of associated tributes and wreaths.

Definitions

CEO means Council's Chief Executive Officer.

Commemorative Service/Ceremony means commemorative services/ceremonies e.g. ANZAC Day, Remembrance Day and Vietnam Veterans' Day.

Tribute means a fresh floral arrangement or other appropriate item for commemorative services/ceremonies.

Wreath means an arrangement of artificial flowers and ribbon.

Application

This Policy applies to Council representation at commemorative services/ceremonies and the purchase of tributes and wreaths for these events.

Policy Statement

Councillors attending a commemorative service/ceremony may purchase a tribute or wreath to lay on behalf of Council. The purchase of tributes and wreaths can be arranged through each Councillor's office in accordance with relevant procurement policies and processes. This expenditure is subject to relevant budget considerations.

Where a Councillor is unable to attend a community-based commemorative service/ceremony and there is no representation from Council, a Councillor may request that another Councillor or community representative (as nominated by the community group that is organising the event) attend and lay a tribute or wreath on Council's behalf.

Where a Councillor is unable to attend a school organised commemorative service/ceremony, the Councillor may request that the school nominate a student to lay a tribute or wreath on Council's behalf.

This policy also applies to commemorative services/ceremonies other than ANZAC Day, Remembrance Day and Vietnam Veterans' Day (eg. National Day for War Animals).

Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

How to place a promotional order (TechOne).

Review and Evaluation

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every four years.

Responsibility

This Policy is to be:

- (1) implemented by CEO; and
- (2) reviewed and amended in accordance with the "Review Triggers" by CEO.

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