



Terms of Reference

Cemeteries Advisory Group



Shire of
Serpentine
Jarrahdale

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Ordinary Council Meeting - 19 October 2020



Introduction

The purpose of the Cemeteries Advisory Group is to advise Council on management and potential issues within the two cemeteries that are managed by the Shire.

The Advisory Group is not a Committee of Council and does not have delegated authority of Council.

Functions

The Cemeteries Advisory Group will provide input and advice:

- on concerns regarding management of the two cemeteries that are under the jurisdiction of the Shire;
- future planning for Cemeteries; and
- on matters related to protecting the heritage of cemeteries and related infrastructure.

Membership

The Cemeteries Advisory Group consists of a total of nine members.

- Two (2) Councillors appointed by Council. Two deputy members will be appointed by Council who will act as appointed members in the absence of appointed members.
- Seven (7) community members.

The tenure expires at each ordinary Local Government election.

Expressions of interest will be sought from the public and nominations from Councillors appointed by Council and Shire Officers appointed by the Shire of Serpentine Jarrahdale. Members are selected by expression of interest and/or nomination based on their knowledge, expertise, community / lived experience and ability to attend meetings.

Chairperson

The Advisory Group is to elect a Chairperson and Deputy Chairperson for the term. Any member of the Advisory Group can nominate as Chair. Following a call of nominations, the positions are to be decided by secret ballot.

Responsibilities will include:

- Guide meeting according to agenda.
- Keep meetings timely, effective and accountable.
- Ensure discussion items end with decision, action or definite outcome.

The Chair of the Cemeteries Advisory Group is:

The Deputy Chair of the Cemeteries Advisory Group is:

Shire Support Officer



This role is to be fulfilled by a Shire Officer who can provide advice and undertake the role as the group's 'secretary'.

Responsibilities will include:

- Facilitates the link between Shire deliverables and the Advisory Group;
- Prepare and disseminate minutes and agendas;
- Schedule meetings and notify Advisory Group members ; and
- Extend invitation/s to attend meetings as requested by CEO, Director and/or Chair.

The Shire Support Officer of the Cemeteries Advisory Group is:

Other attendees

Meetings are open to the public but may be closed at any time by Chair, including on the recommendation of the CEO or relevant Director.

Invitations can be extended to internal Shire representatives, external organisations and service providers to guide and advise on specific topics as identified and agreed on by the Advisory Group.

Councillors, who are not part of the Advisory Group are invited to observe Advisory Group meetings however, they are not entitled to participate in the meeting and in the event of a vote, do not have a vote.

Conduct

Advisory Group Members will be expected to conduct themselves in a manner that supports a positive culture and outcomes for the group including:

- Provide apologies in advance if attendance is not possible.
- Seek to obtain and represent the views of the broader community and / or the specific organisation / group represented.
- Disseminate authorised information with the community in an unbiased manner.
- At all times act in good faith, with honesty, integrity and fairness.
- Respect the ideas and beliefs of all members and endeavour to create a positive working environment.
- Notify the Shire of any potential conflict of interest that may arise with respect to participation in this group.
- Agree not to disseminate confidential information that is discussed at the meeting as advised by the Chair.
- Agree not to make any media comment on behalf of the Advisory Group in relation to the work of the group unless approved by Council.

All Advisory Group members must adhere to the provisions of the *Local Government Act 1995* related to the disclosure of interests as if the Advisory Group was a Committee of Council.



External members of the Advisory Group must also adhere to the provisions of Regulation 3 and Regulations 6, 7, 8, 9, 10, and 11 of the *Local Government (Rules of Conduct) Regulations 2007* as if they were a Councillor attending a Committee of Council.

Failure to adhere to the provisions related to conduct and interest can result in Council removing a member from the Advisory Group.

The CEO is responsible for determining appropriate actions related to dispute resolution.

Council may by simple majority resolution remove a member of the Advisory Group if they breach confidentiality, fail to attend two or more consecutive meetings without notice or otherwise cause detriment.

Meetings

Meeting Schedule

Advisory Group meetings will be held twice-yearly and as required. Urgent meetings may be called by the Presiding Member or Advisory Group by request to the CEO.

Minutes of Meetings

The Shire Support Officer is to ensure that accurate minutes are recorded at each meeting and all agreed actions noted in the Outcomes/Requirements column of the Minutes and include the Responsible Officers name and an "Action By" date.

Recommendations requiring Council action arising from the Meeting Minutes shall be presented to Council at the earliest available Ordinary Council Meeting.

Quorum

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Order of Meetings

Discussions at the Advisory Group meetings are to be directed through an Agenda. Any individual wishing a specific item to be included in the agenda should advise the minute taker at least two working days prior to the meeting date.

The use of an Agenda is to provide an initial structure for the meeting but is not intended to limit discussion, engagement and idea generation.



Decision Making

The Advisory Group will endeavour to reach any decision by consensus. The Advisory Group will provide advice as a collective and where possible via consensus. There may be occasions where decisions are to be decided by a vote. The Chairperson may exercise a casting vote should this be necessary. All members have voting rights, unless they are guests to the meeting such as additional Councillors to the membership of the group.

An Advisory Group recommendation is not recorded and does not have effect unless it has been made by simple majority. A simple majority is the agreement of not less than half of the members present at the meeting.

Cases not provided for in the Terms of Reference

These Terms of Reference are intended to provide a framework for the efficient and effective operations of the Advisory Group. In cases not provided for in the Terms of Reference, the Presiding Member in consultation with the CEO or relevant Director is determine the appropriate action to enable the Advisory Group to perform its functions.

Amendments to the Terms of Reference

The Terms of Reference may be amended, varied or modified by resolution of Council.

Reference Documents

Reviewed / Modified	Date	Comment	Reviewed By
Adopted	16 December 2019	Ordinary Council Meeting	
Reviewed			
Reviewed			