



## **CEMETERY ADVISORY COMMITTEE**

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Denmark Cemetery Advisory Committee, established by Council pursuant to Section 5.8 of the Local Government Act 1995.

### **1.0 NAME**

The name of the Committee shall be the Shire of Denmark Cemetery Advisory Committee, hereinafter referred to in its abbreviated form as the Committee.

### **2.0 ESTABLISHMENT**

The Committee is established pursuant to Section 5.8 of the Local Government Act 1995.

### **3.0 DISTRICT**

The Committee shall operate within the local government boundaries of the Shire of Denmark.

### **4.0 GUIDING PRINCIPLES**

This Committee is established with the guiding principles in accordance with the Local Government Act 1995, sections 5.8 through to 5.25.

### **5.0 VISION**

Our vision is for the Shire of Denmark to have well planned, respectful, maintained and cared for cemeteries, remembrance gardens and niche facilities for the internment of loved ones ashes and remains.

### **6.0 TERMS OF REFERENCE**

6.1 To advise Council on matters relating to cemeteries, lonely graves, niche facilities and the Denmark Cemetery (Reserve 11655) Local Law generally, including but not limited to;

- Fees and charges;
- Maintenance quality, practices and procedures;
- Infrastructure requirements;
- Design elements;
- Relevant and required Policies;
- Availability of supply and;
- Trends in cemetery management and community expectations and needs.

6.2 To promote and identify opportunities for development and enhancement of cemeteries, remembrance gardens and niche facilities.

## 7.0 MEMBERSHIP

Membership of the Committee will comprise of a total of 6 members consisting of;

- 1 x Councillor appointed by Council from time to time;
- 3 x Community Representatives
- 2 x Denmark Historical Society Representatives

Vacancies for Community representatives will be advertised in a local newspaper circulating within the district, with selection and appointment being made by Council upon recommendation of the Committee.

Community representation is valid for two years until the person resigns, the Committee is disbanded or at the next ordinary Election Day, whichever happens first. Nothing prevents an existing members from re-nominating.

To encourage ongoing freshness of approach and ideas Council encourages organisations to nominate a different member representative of their group every 2 years.

## 8.0 MEETINGS

### 8.1 Annual General Meeting:

Nil

### 8.2 Committee Meetings:

Meetings shall be held as determined by the Committee (approximately every 2 months).

### 8.3 Quorum:

The quorum for any meeting of the Cemetery Advisory Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not.

### 8.4 Voting:

Shall be in accordance with the Local Government Act, Section 5.21 with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the LGA). Officers of Council servicing the Committee are not entitled to vote unless specifically approved under the charter.

### 8.5 Minutes:

Shall be in accordance with the Local Government Act, Section 5.22.

### 8.6 Who acts if no presiding member?

Shall be in accordance with the Local Government Act, Section 5.14.

**8.7 Meetings**

Meetings shall be generally open to the public pursuant to the Local Government Act, Section 5.23.

**8.8 Public Question Time**

The Committee if empowered with any delegated powers will allow for Public Question Time at the start of its Meetings in accordance with the Local Government Act, Section 5.24.

**8.9 Members Conduct**

Members of the Committee are bound by the:

- provisions of Section 5.65 of the Local Government Act 1995;
- Shire of Denmark Standing Orders Local Law 2000;
- Shire of Denmark Code of Conduct (amended from time to time);
- Rules of Conduct Legislation; and
- Clause 34C of the Local Government (Administration Regulations) 1996;

with respect to their conduct and duty of disclosure of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee of Local Government or a Community Member (community members are not bound to declare impartiality interests, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

**8.10 Secretary**

The Chief Executive Officer or that Officer’s nominee will fulfil the role of non-voting secretary who will also be responsible for preparation and distribution of Agendas and Minutes.

**8.11 Chairperson**

The members will appoint the Chairperson and if required Deputy of the Committee pursuant to the Local Government Act 1995, Section 5.12.

**8.12 Meeting Attendance Fees**

Nil.

**9.0 DELEGATED AUTHORITY OF THE COMMITTEE**

Nil.

Adopted by Council \_\_\_\_\_ / Resolution No. \_\_\_\_\_

