



SHIRE OF  
**HARVEY**

*A Breath of Fresh Air*



## **Terms of Reference – Cemetery Advisory Group**

### **General Terms for all Advisory Groups**

- 1.1. Advisory groups are not formal Committees of Council created under s5.8 of the *Local Government Act 1995*.
- 1.2. Advisory Groups have no delegated authority to make decisions on behalf of Council.
- 1.3. Advisory group meetings will be held four times per year or as often as necessary to perform the objectives of the group.
- 1.4. The Council will appoint Councillor members to the Advisory Groups.
- 1.5. The CEO will determine other members in accordance with the specific terms for each Advisory Group.
- 1.6. Councillor members of advisory groups are to represent the policy position and strategic views of Council, when participating as a member appointed by the Council.
- 1.7. The Chairperson of each Advisory Group will be the Councillor member.
- 1.8. The quorum for the Advisory Group will be one more than 50% of the membership.
- 1.9. Strategic and policy recommendations of an Advisory Group will be reported to Council for decision.
- 1.10. Management and operational recommendations of an Advisory Group will be reported to the CEO for decision.
- 1.11. The Shire of Harvey will provide an appropriate venue for Advisory Group meetings.
- 1.12. That external membership to all Advisory Groups, with the exception of the Sport and Recreation Advisory Group, be a maximum of 10 members.

### **Specific Terms Cemetery Advisory Group**

- 1.13. Role of the Arts and Culture Advisory Group
  - (1) To advise the Shire of Harvey on strategies, initiatives to support Cemeteries in the Shire in line with the Cemetery Strategy.

#### 1.14. Objectives of the Group

- (1) Issues relating to the management of Shire Cemeteries
- (2) Future Planning / Development
- (3) Protecting Heritage and related infrastructure
- (4) General Cemetery related matters

#### 1.15. Membership of the Group

- (1) Two Shire of Harvey Councillors.
- (2) Director Infrastructure Services.
- (3) Manager Works and Services.
- (4) Infrastructure Services Administration Officer.
- (5) Four representatives from the community (two from Harvey, one from Cookernup, one from Australind).
- (6) One Funeral Industry Representative

#### 1.16. Responsible Business Unit

- (1) Infrastructure Services

#### 1.17. Administrative Support

- (1) Infrastructure Services