

BROKEN HILL CEMETERY WORKING GROUP – TERMS OF REFERENCE

QUALITY CONTROL			
TRIM REFERENCES	23/57 – D23/34018		
RESPONSIBLE POSITION	Director Infrastructure and Environment		
SUPPORT POSITION/S	Manager Infrastructure Operations Cemetery Services Coordinator Administration Officer		
APPROVED BY	Council		
REVIEW DATE	October 2024	REVISION NUMBER	1
EFFECTIVE DATE	ACTION	ENDORSED BY	
31 May 2023	Resolution for establishment of Working Group	Minute No. 47212	
28 June 2023	Adoption	Minute No. 47236	

1. INTRODUCTION

The Committee will be known as the Broken Hill Cemetery Working Group.

2. PURPOSE

The Working Group will undertake various activities to improve the grounds of the Broken Hill Cemetery.

The role of the Working Group will be achieved through:

- Providing input into the strategic planning of the Broken Hill Cemetery.
- Providing recommendations to the Director Infrastructure and Environment on the implementation of initiatives or small projects to assist with the beautification and maintenance of the Broken Hill Cemetery.
- Under the guidance of Council staff, coordinating and participating in regular working bees to assist with the upkeep and beautification of the Cemetery grounds.
- Under the guidance of Council staff, assisting with the coordination of community “clean-up days” at the Cemetery.

- Undertaking all activities in a manner consistent with Council's Workplace Health and Safety requirements.

3. WORKING GROUP DELEGATION

The Working Group has no delegated authority. It can only refer or recommend matters to the General Manager for consideration.

The Working Group cannot approve the expenditure of money, employ staff, speak on behalf of Council or make a policy on behalf of Council.

4. MEMBERSHIP

Members will be appointed for a period of up to four (4) years. The term of membership shall align with the current term of the elected Council.

The Working Group shall consist of at least thirteen (13) members with the Councillor representatives appointed by Council and the community representatives appointed by the General Manager, such members to be nominated as follows:

- Three (3) Councillors (one of whom will be Chair).
- A minimum of six (6) Community representatives with a willingness to assist in the beautification of the Cemetery.
- Four (4) Council staff ex-officio members being the Director Infrastructure and Environment (or their representative), Manager Infrastructure Operations, Cemetery Services Coordinator and Administration Officer.

In terms of appointing the community representatives, the Council will call for nominations. The appropriate form must be completed, signed by the nominee, and received by the General Manager before the closing date. The General Manager shall appoint the community representatives to the Working Group.

Membership may be terminated if a member fails to attend three meetings in a row (except where the member has sent their apologies in advance and these are accepted).

Council reserves the right to amend the number of members and category of representation.

The term of appointment of the Working Group shall align with the current term of the elected Council.

5. CHAIRPERSON

The Chairperson will be appointed by Council resolution and shall be one of the Councillor representatives appointed to the Committee.

If the Chair is not appointed by Council resolution the Chairperson will be voted for by and from all elected representatives at the first meeting of the Working Group for a new term of Council. There should be a Deputy Chairperson appointed to fill the position in the absence of the Chairperson.

6. SECRETARIAT SERVICES

The Administration Officer of the Corporate Services department (who is assigned to assist the Infrastructure and Environment department with Cemetery matters) will undertake the secretariate role of the Working Group.

7. OPERATION OF THE WORKING GROUP

There should be a maximum of six (6) meetings held each year.

At the beginning of each year, the Working Group will set the times and dates for its meetings and set a draft schedule for working-bee activities and community clean-up days.

Each Working Group meeting will have an agenda, that is provided seven (7) days prior and is to include:

- Acknowledgement of Country
- Declaration of conflict of interest
- Adoption of minutes
- Matters arising from previous minutes
- General Business

A quorum will be reached if 50% of the Working Group members are in attendance.

The Secretary will minute all Working Group meetings. Minutes of the meetings will be sent to all members within 10 business days after the meeting.

The operational costs of convening the Cemetery Working Group meetings will be met by Council's budget. No sitting fee or out of pocket expenses will be paid to members.

Recommendations from the Working Group will be presented by the Director Infrastructure and Environment to the General Manager within 10 business days after the meeting.

8. RESPONSIBILITIES OF MEMBERS

Members of the Working Group are bound by the Broken Hill City Council Code of Conduct and shall undertake activities in accordance Workplace Health and Safety Policy and Procedures and with guidance by Council staff.

Members will be provided with a copy of the Broken Hill City Council Code of Conduct and required to sign an acknowledgement form indicating their acceptance of such, before attending their first meeting.

9. RECORDS

The Working Group is required to keep all proper records. These records are to be saved into Council's Electronic Records Management System.

Minutes of each meeting shall be submitted to the Director Infrastructure and Environment within 10 business days after the meeting.

10. DEFINITIONS

"Council" shall mean the Broken Hill City Council.

"Working Group" shall mean the Cemetery Working Group.

"Cemetery" shall mean the Broken Hill Cemetery, Rakow Street, Broken Hill.

11. SUPPORT SERVICES

A suitable meeting place and facilities will be made available for the purposes of holding Working Group meetings. Stationery and other materials will be provided by Council as needed.

12. AGENDA

All agenda items are to be submitted to the Secretary 14 days prior to the meeting. Members submitting items must ensure the content is such to allow all members to understand the matters raised and may require additional supportive information.

The Secretary will distribute the Agenda and Minutes of the last meeting at least seven (7) days prior to the meeting date.

If a member wishes to raise an "urgent" matter that is not on the agenda it is at the Chairperson's discretion to determine an appropriate course of action.

13. MINUTES

Minute of the Working Group meetings will be kept.

The Secretary will record the minutes. Minutes will contain the following information:

- Date time and place of the meeting;
- Present;
- Apologies;
- Confirmation of minutes of previous meeting;
- Disclosures of Interest;
- Matters arising from previous minutes;
- General Business;
- Time meeting closed and date of next meeting.