



THE WESLEYAN CEMETERY ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Role

The Committee's role is to:

- help promote and encourage the enjoyment and appreciation of the Wesleyan Historic Cemetery;
- identify opportunities for the enhancement of the Cemetery;
- conduct education and informative guided tours;
- advise in the restoration, preservation and maintenance of the Cemetery grounds in a well planned and respectful manner;
- advise in the restoration of headstones and grave furniture;
- report to Council on matters relating to the Cemetery;
- assist in and contribute to historic research;
- provide recommendations for a work program that lists all work tasks performed at the Cemetery grounds;
- raise funds through fund raising activities for the repair and /or refurbishment of headstones installed prior to 1 June 2004;
- support and assist the Council Administration to apply for grants as appropriate;
- develop and maintain an (indicative) annual restoration plan for grave repairs;
- make recommendations to Council on all matters pertaining to the Cemetery, both for the old and new sections of Cemetery, which may include infrastructure requirements or community expectations;
- comply with the Education & Informative Guided Tour Standard Operating Procedure;
- make recommendations to Council on leasing and sub-leasing matters;
- liaise and engage with members of the public who have an interest in refurbishing their family grave. This may include informative guided tours;
- liaise and engage with members of the broader community and / or Schools, who have an interest in the Cemetery. This may include informative guided tours;
- comply with Council's WHS Policy and Procedures;
- undertake training as required;
- provide and wear at all times appropriate personal protective equipment, such as gloves, sunscreen, hats, appropriate clothing and shoes;

- liaise with Councils Team Leader Works, or nominee, to support Councils' weed spraying programme in the Cemetery as required;
- support and be informed in relation to works and matters pertaining the contracted management of the Cemetery.

2. Authority

- The Committee is authorized by Council to provide advice effectively and efficiently meet the objectives described of its role.
- The Committee will refer all relevant decisions to Council unless Council has resolved to delegate the decision on the agenda to the Committee.

3. Meetings

- The Committee will meet and report at four times a year.
- An agenda will be prepared and distributed to all Committee Members four clear days prior to the meeting.
- Minutes of meetings (in accordance with legislative requirements) will be kept and provided to all Committee Members within three working days of the meeting.

4. Membership

- The Committee is comprised of the following;
 - 2 Elected Members
 - 2 Council Administration staff including the Property & Contracts Officer
 - 1 representative from the Cemetery contracted management
 - 5 members of public appointed by Council following a public expression of interest process.
- Upon its inception, the members of the public shall be represented by the existing members from the Friends Committee until such time as those appointed via the public expression of interest process has been completed.
- The membership of the Committee will be reviewed annually at the anniversary date of its establishment or as otherwise determined by the Council.

5. Quorum

- The prescribed number of members of the Committee constitutes a quorum of the Committee and no business can be transacted at a meeting unless a quorum is present. The prescribed number of members of a Committee is four including a Chair).
- If at the commencement of the Committee Meeting a quorum cannot be obtained, the Chair shall wait for 15 minutes from the advertised time of Notice of Meeting to allow for a quorum to obtained.

- If after the prescribed 15 minutes has lapsed and a quorum is not present, the Committee shall adjourn to another time and date.

6. Committee Officers' Role

- The Chair will oversee the conduct of the meetings in accordance with the Local Government Act, 1999 Meeting Regulations and the Council and Committee Meetings Code of Practice.
- The Deputy Chair will deputised for the Chair in their absence.
- An officer from the Council Administrations will keep an accurate record of meetings, issue agendas, and produce correspondence on behalf of the committee. Report to the Committee on any correspondence received and make available to the Council all agendas and minutes of meetings.

7. Reporting

- Recommendations made by the Advisory Committee shall be referred to Council for consideration and ratifications as required.

8. Review

- The Committee will review its performance at least annually and no later than the anniversary date of its establishment.
- In reviewing its performance the Committee will have regard to:
 - completion of tasks as set out in its annual (indicative) work programme;
 - length of meetings and effective use of available meeting time;
 - attendance by members;
- The results of these reviews will be reported to Council at its next full Council Meeting.