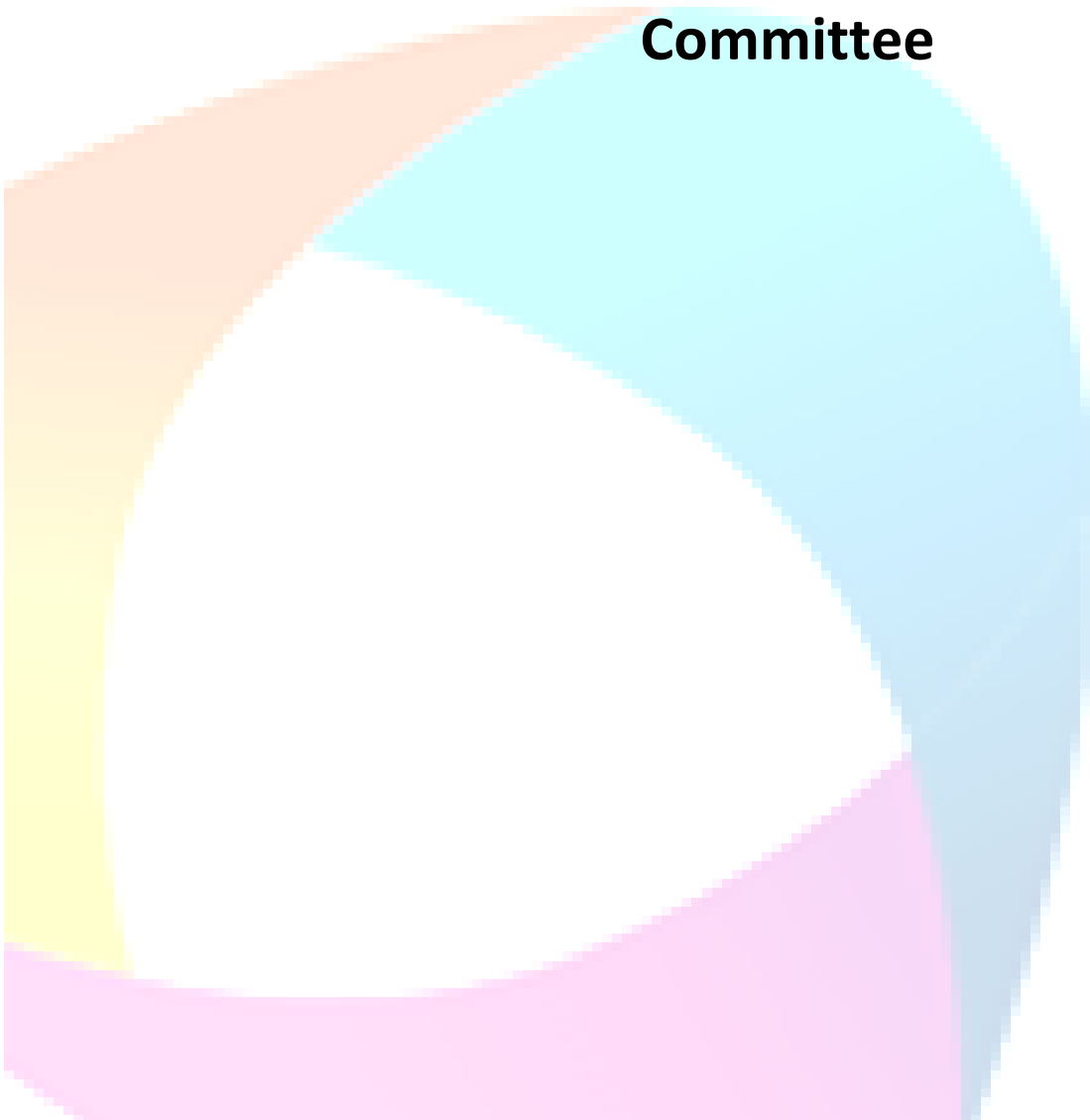




SNOWY MONARO
REGIONAL COUNCIL

**Snowy Monaro Region Cemetery Advisory
Committee**



Record of Versions

| Date Published | Reason for Amendments | Resolution | Author/Document Owner |
|----------------|-----------------------|------------|-----------------------|
| 18/11/2021 | Revised | 279/21 | Cemetery Services |
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Contents

| | | |
|-----------|---|----------|
| 1 | Role of the Committee | 4 |
| 2 | Title of the Committee | 4 |
| 3 | Purpose of the Committee | 4 |
| 4 | Power of the Committee | 4 |
| 5 | Delegation of Power | 4 |
| 6 | Structure and Composition of the Committee | 4 |
| 7 | Appointment | 5 |
| 8 | Quorum of Committee | 5 |
| 9 | Principal Office Bearers | 5 |
| | 9.1 Chairperson of Committee | 5 |
| | 9.2 Deputy Chairperson | 5 |
| | 9.3 Secretary | 5 |
| 10 | Meetings of the Committee | 6 |

1 Role of the Committee

The primary objective of this committee is facilitate the management of Council Cemeteries within the Local Government Area (LGA) of Snowy Monaro Regional Council.

2 Title of the Committee

The title of the Committee shall be the “Snowy Monaro Region Cemetery Advisory Committee”.

3 Purpose of the Committee

The purpose of the Committee is to assist Snowy Monaro Regional Council to:

- ❖ Facilitate community engagement.
- ❖ Ensure that council is attuned to the needs and preferences of the community.
- ❖ Assist in ensuring that Council’s services and policies are informed by community input such as local knowledge as well as religious, cultural and heritage perspectives.

The committee will:

- ❖ Consider, discuss and advise on specific issues related to the management and future direction of Council cemeteries.
- ❖ Liaise with Council on a range of cemetery issues with a focus on strategic level management.
- ❖ May at time be called upon to provide advice and recommendations on Council policies, procedures and processes that impact on cemetery management.
- ❖ Council may seek comment on major projects being undertaken in Council Cemeteries.
- ❖ Have an understanding of budgets and budget constraints.
- ❖ Work within the guidelines of the Cemeteries and Crematoria Act 2013.

4 Power of the Committee

By virtue of Section 355 of the Local Government Act 1993, it is enacted that the Council may delegate to a Committee the relevant powers as are specifically mentioned.

This committee only has advisory power. Agreement on a course of action shall be by consensus with recommendations then made to Council.

5 Delegation of Power

Subject to requirements of Section 377 of the Local Government Act 1993, the Council delegates to the Committee the power to carry out the functions as listed within this agreement. The Committee does not have the authority to expend a Council’s, or other organisations, funds without the express authority of the Council or organisation.

6 Structure and Composition of the Committee

The Committee shall be made up with representatives as follows:

- ❖ Nominated Councillor representative(s) – maximum of two.
- ❖ SMRC Co-Ordinator Public Health & Environment.
- ❖ SMRC Cemetery Services Staff.
- ❖ Two representatives from each of the following districts:-
 - Cooma District – (Cooma, Bredbo, Michelago, Numeralla, Jerangle, Nimmitabel).
 - Bombala District – (Bombala, Delegate, Bibbenluke, Cathcart).
 - Berridale/Jindabyne District – (Berridale, Adaminaby, Jindabyne, Dalgety).
 - Representatives must conduct themselves in accordance with - Model Code of Conduct for Local Council's in NSW.

- ❖ Voting rights - Recommendations are to be adopted by consensus.

7 Appointment

The term of this Committee will be that of the term of Council (4 years). At the end of each term the composition and function of the Committee will be reviewed and recommendation made to Council.

8 Quorum of Committee

A quorum will consist of a minimum 3 members and a Chairperson.

If a Committee member is unable to attend a meeting they shall forward relevant information to an alternate to attend the meeting in their place.

9 Principal Office Bearers

9.1 Chairperson of Committee

The Committee shall, at its first meeting and each two years thereafter, or on resignation, elect a Councillor as Chairperson. The role of the chairperson is to keep order at meetings and co-ordinate with the Committee Secretary.

9.2 Deputy Chairperson

The Committee shall, at its first meeting and each two years thereafter, or on resignation, elect a Deputy Chairperson. In the event of the absence of the Chairperson at a meeting, the Deputy Chairperson will act as Chairperson.

9.3 Secretary

Council will provide support for all meetings and will work with the Chairperson to determine the content of the committee meetings.

- All records, including the agenda, minutes and any reports or recommendations will be prepared and kept by the Secretary.

- Provide members of the Committee with adequate notice of a meeting confirming the date, time and venue. An agenda will be forwarded to each member of the committee as soon as practicable.
- Maintain any action items list.
- Coordinate with the Chairperson to ensure the minutes of the meeting are promptly finalised, signed by the Chairperson and distributed to all members for confirmation as soon as practicable after each meeting.
- Ensuring minutes of the Committee have been included in the papers of the next Council meeting.

10 Meetings of the Committee

The Committee will meet four times a year, rotating between the major centres of Berridale, Bombala and Cooma. At its first meeting the committee will determine the date, time and locations of regular meetings. Extra meetings may be held at the discretion of the Chairperson. Committee recommendations will be documented in the minutes, and adopted by consensus.