

# Friends of the Cemeteries Group

## *Terms of Reference*



### **Purpose**

The *Friends of the Cemeteries Group* (the Group) has been established to represent stakeholders, e.g., family members, and the local community in an ongoing consultation process regarding Lockyer Valley Regional Council-controlled cemeteries.

### **Functions**

The functions of the Group include:

- Raising ideas, concerns and potential solutions relating to Council-controlled cemeteries in the Lockyer Valley Region.
- Considering and providing feedback on cemetery maintenance works, future projects and Council directions for Council-controlled cemeteries.
- Being one, but not the sole source of information and consultation for Council. The Group does not provide a decision-making function to Council.

### **Objective**

The objective of the Group is to provide information in line with the above-mentioned functions that will enable Council to provide an enhanced service delivery within Council's affordability constraints. In its endeavours, the Group shall be mindful of Council's corporate vision, which is that "We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity."

### **Out of scope**

The Group has neither jurisdiction nor influence over those cemeteries within the Lockyer Valley Region that are not Council-owned facilities.

### **Membership**

Group membership is voluntary and will be selected through an 'expressions of interest' process managed by Council. There will be no remuneration for membership of the Group.

Membership of the Group will seek to reflect a balance of:

- Council representatives including councillors and officers
- Visitors to Council-controlled cemeteries, i.e., family members
- A range of ages and gender

Total membership will be between 10-15 people, with membership and membership numbers being at the discretion of Council.

To be eligible for membership on the Group, nominees from the community will:

- Reside or work within, or be closely affiliated with, the Lockyer Valley Regional Council local government area.

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- Have strong community links and knowledge
- Be committed to working positively in partnership with Lockyer Valley Regional Council to achieve successful and positive outcomes
- Represent broad community interests rather than personal interests.

Expressions of interest for membership of the Group will be called via public advertisement, including a range of print and online media, and may include direct invitations to apply. Self-nomination to be considered for membership is permitted.

## **Responsibilities**

Group members must at all time act in the best interests of the community. Group members must declare any conflict of interest (real or perceived) at the earliest opportunity and act accordingly, or as directed by the Group chairperson in a manner consistent with Council's Conflict of Interest Policy.

Members who miss two consecutive meetings without appropriate notice and/or valid reason may be considered, at Council's sole discretion, to have resigned and may be replaced through either a new expression of interest process, or using nominees from a previous round.

## **Operation of Meetings**

The Group will meet at approximately quarterly intervals, unless otherwise advised by Council. The Group will appoint a chairperson from their numbers for a one year term. The chairperson may serve consecutive terms upon re-election by the Group.

The operation of the Group will be facilitated by a Council officer who will:

- Manage electronic diary meeting invitations
- Collate and distribute agendas, minutes and reports
- Provide an appropriate venue
- Support members to fulfil the intent of their appointment.

Agenda items can be provided by any member to the Council officer not less than five business days before the scheduled meeting. Late agenda items may not be accepted for discussion. The agenda will be provided to members not less than two business days before a scheduled meeting. Minutes will generally be circulated within seven calendar days following a meeting.

The minutes of the meeting shall be circulated to members of the Group for ratification at the next meeting of the Group.

A quorum is not required given this is not a decision-making body, however Council reserves the right in consultation with the chairperson to postpone or cancel a meeting where expected attendance will be less than 50% of members. Where the chairperson is unable to attend, those members present will select a member to act as chair for the meeting.

With the prior approval of Council, guests may be invited to attend meetings to provide specific input including but not limited to content experts, key council staff, and community members. Members of the public may be permitted to attend as observers subject to prior request and

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approval from Council. Where matters of a budgetary or prejudicial nature are to be discussed, guests may be asked to leave the meeting.

The minutes of the meetings of the Group will be provided to the:

- Lockyer Valley Regional Council as a public record
- All current members of the Group
- The public via Council's website

## **Confidentiality**

Group members are not authorised to make any public comment or issue any public statement on behalf of the Group or its work or decisions without the express approval of Council. Members may speak to the media on related issues solely as general members of the community, noting the directive regarding confidentiality in the above paragraph.

Minutes of discussions or materials pertaining to discussions conducted within the Group remain the property of Council and may only be released to the public by Council.

All matters discussed at meetings of the Group will be conducted in accordance with the requirements of both the Information Privacy Act and the Right to Information Act.

Members of the Group shall act in the best interest of the wider community at all times.

## **Disputes and Resolutions**

Members of the Group are expected to undertake their role with a positive, cooperative and understanding approach toward each other, Council's operations, and the community in general.

Any conflicts which may arise between Group members should be resolved as much as possible through direct conversations where the goal is to understand each other's perspective and find common ground.

Where unresolved conflict affects the Group and its operations, members in conflict may be directed by Council, in discussion with the chairperson, to take a leave of absence until the conflict is resolved.

Individual membership of the Group may be cancelled by Council at its sole discretion via a letter under the signature of the Chief Executive Officer.