



TERMS OF REFERENCE

CEMETERY ADVISORY REFERENCE GROUP

Purpose

The Cemetery Advisory Reference Group ('the Reference Group') has been established to provide advice and recommendations on the development and subsequent delivery of Council's Cemetery Masterplan and on the future operations of all cemeteries in the Hinchinbrook Shire.

Scope

The Reference Group is empowered to do the following:

- Provide feedback regarding suggested activities or developments focused on cemeteries in Hinchinbrook;
- Identify and report public cemetery concerns and issues; and
- Disseminate information to groups and people interested in the development of cemeteries in the Hinchinbrook Shire.

The Reference Group does not have the power to commit Council to any decision or action, or to direct Council staff in their duties. The Reference Group may make recommendations for consideration by Council, as Council reserves the right to accept or reject recommendations from the Reference Group.

Membership

The Advisory Reference Group consists of:

- Two Councillors from the Hinchinbrook Shire Council; and
- Three community members.

The Councillor shall be nominated by the Hinchinbrook Shire Council and additional members shall be subject to the approval of Council.

Alternative Representatives

As required, alternative representatives may attend meetings on behalf of the named representative. Representatives are entitled to participate in decision making if the main representative is not present. If a named representative is unable to attend three or more consecutive meetings, the Council will contact the member and if required a new representative will be identified.

Specialist Advice

Individuals and groups may be invited to attend Advisory Reference Group meetings to provide specialist advice.

Council Officer

A Council Officer or delegate will attend all meetings.

Roles and Responsibilities

Council

Council will:

- Document minutes of each scheduled meeting and distribute minutes to members;
- Ensure the confirmed and signed copy of the minutes is forwarded to council@hinchinbrook.qld.gov.au;
- Ensure a Council Officer or delegate is present at all Reference Group meetings, wherever possible;
- Notify the Reference Group of approved Reference Group Membership;
- Publicise the agreed Schedule of Meetings;



- Provide regular Reports to Council Portfolio Meetings regarding Reference Group recommendations;
- Provide timely feedback (and if applicable timelines) of Council's consideration of recommendations approved by Reference Group;
- Assist with identifying funding opportunities;
- Respond to requests/letters from the Reference Group as per Council's Customer Service Charter;
- Provide the Reference Group with a list of designated Officers authorised to be the contact person for specific matters or concerns;
- Provide additional support as required to ensure the effective operation of the Reference Group; and
- Each four years or earlier if required, review the function and purpose of the Reference Group and determine if the Reference Group should continue.

Reference Group

The Reference Group will:

- Develop a schedule of Advisory Reference Group meetings and notify the Council representatives;
- Distribute information to their organisations and interested persons;
- Confirm the accuracy of minutes at the next meeting of the Reference Group; and
- Actively participate in activities that support the achievement of the purpose of the Reference Group.

Attendance at Meetings

It is expected that members will attend all meetings. In the event of a Reference Group member missing a meeting they should contact the Chairperson with notice of their absence and this will be recorded in the minutes.

If a member resigns from the Reference Group, the requirements of *Section 3.5 in the Local Government Act* will be enacted and the position will be filled by a nominee from the same representative/user group.

Confidentiality

Information discussed, received, used or created by the Reference Group may be confidential. A Reference Group member must not disclose, discuss or otherwise make public confidential information, unless authorised by the Officer supporting the Reference Group.

Council may terminate a Reference Group member's appointment if they have been found to breach confidentiality requirements.

Conflicts of Interest

Conflicts of interest must be declared. In the event of a conflict of interest, the declaration must be recorded in the minutes.

Media

Only Council's appointed spokespersons are authorised to make statements to the media on behalf of Council. Authorised spokespersons are:

- Mayor official spokesperson;
- Councillors portfolio spokespersons;
- Chief Executive Officer;
- Director/Executive Manager position relating to their relevant function; and
- Media and Communications Officer.

Chairperson

The Chairperson of the Reference Group shall be the nominated Councillor of Hinchinbrook Shire Council.

Operating Procedures

Meetings

At the beginning of each calendar year, the Reference Group will agree on a regular Schedule of Meetings on/or before 31 March.

Meetings will be held a minimum of three times each year, generally: March, July and November. A scheduled meeting can be rescheduled by a majority vote and/or consensus decision made by the quorum.

Additional special meetings may be called as required. Reference Group members must be provided with two days' written notice of a special or additional meeting and the purpose of the meeting must be clearly stated.

Quorum and Decision Making

No quorum is required for the Reference Group to meet. However, the Chair may decide not to discuss a particular matter if the views of non-participating members would provide valuable contribution to the formulation of a recommendation to Council in a future decision of Council.

The Reference Group does not have formal decision making powers.

Councillor Report

The representative Councillors must report the key issues of each meeting to the next Portfolio session of Council.

Recommendations and Actions

The Council Officer responsible for Cemeteries will authorise actions within his/her delegated authority and will refer other recommendations and requests to Council departments and/or Council for discussion and approval.

Evaluation and Review

Review

The composition, activities and Terms of Reference of the Reference Group will be reviewed at least every four years, or as required.

The results of any review shall be reported to Council prior to the fourth year of operation or earlier, if a quorum is unable to be formed for three successive meetings.

The report shall consider:

- The Reference Group's achievements;
- The Purpose and Responsibilities of the Reference Group;
- Composition of the Reference Group;
- Whether there is a demonstrated need for the Advisory Reference Group to continue; and
- Any other relevant matter.

Cessation

Council may disband the Reference Group following a review or at any time during its operation.

Responsibility

Secretariat duties for the Cemetery Advisory Reference Group: Executive Assistant Corporate, Community and Development Services.

DOCUMENT HISTORY AND STATUS			
Policy Number	717	Version	2
Approved By	Council Resolution 3062026-14	Approval Date	30 June 2026
Initial Date of Adoption	14 December 2021	Next Review Date	June 2028
ECM Number	2467680	Document Contact	Development and Regulatory Services Manager