



CEMETERY ADVISORY GROUP

TERMS OF REFERENCE December 2018

These Terms of Reference are to read in conjunction with Council's Advisory Group Operation and Conduct Policy.

BACKGROUND

Adelaide Hills Council operates 17 cemeteries across the Council area.

ROLE

The Cemetery Advisory Group (the Group) provides advice to the Executive Officer on issues and strategies for the cemeteries operated by Council.

STRATEGIC LINKS

Strategic Plan

<i>Prosper</i> - People and business prosper	1.9	We will work to make the district more age-friendly
<i>Places</i> - Places for People & Nature	3.5	We will take a proactive approach, and a long term view, to infrastructure maintenance and renewal
<i>Organisational Sustainability</i>	5.5	Risk & responsibility <ul style="list-style-type: none"> - Legal compliance - Asset sustainability

Function

The Cemetery Advisory Group provides advice to the Executive Officer on:

- formulating and overseeing the implementation of Strategic and Business/Operating Plans for the Cemeteries
- making recommendations for the improvement and development of the Cemeteries to enhance their social and financial sustainability
- other matters requiring advice as determined by staff

MEMBERSHIP

The Group shall comprise up to four (4) Council Members and up to four (4) independent members.

The independent members shall include as a minimum:

- One (1) person from a local historical society
- One (1) person from the funeral industry
- One (1) person from the community

The Manager Property Services (or his/her delegate) or other officer appointed by the Chief Executive Officer, shall act as Executive Officer for the Cemetery Advisory Group.

The Advisory Group shall be supported by the Community Development Officer – Retirement Villages & Cemeteries who shall be responsible for administrative duties such as agendas, minutes, correspondence and reports and other matters that may arise from time to time.

SELECTION CRITERIA

Independent members shall be selected on the basis of their skills, knowledge and experience in one or more of the following:

- Knowledge of industry trends
- Knowledge of industry services
- Involvement in local historical societies
- Involvement in management of cemeteries
- Knowledge of Social Trends

It shall be a pre-requisite that the local historical society representative be a member of an historical society whose interests include the Adelaide Hills Council area.