

**ADELAIDE HILLS COUNCIL
ORDINARY COUNCIL MEETING
Tuesday 22 April 2014
AGENDA BUSINESS ITEM**

Item: 18.3

Originating Officer: David Waters, Director Community & Customer Service

Responsible Director: David Waters, Director Community & Customer Service

Subject: Cemeteries Advisory Group appointment of independent members

1. Cemeteries Advisory Group appointment of independent members – Exclusion of the Public

Pursuant to Section 90(2) and (3)(a) of the Local Government Act 1999, an order be made that the public, with the exception of appropriate Council staff:

- CEO, Andrew Aitken
- Director Strategy & Development, Marc Salver
- Director Corporate Services, Tim Piper
- Director Community & Customer Service, David Waters
- Manager Governance & Risk, Lachlan Miller
- Minute Secretary, Pam Williams

be excluded from attendance at the meeting in order to receive, discuss or consider in confidence any information or matter relating to Section 90(3):

- (a) Information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

The Council is satisfied that, pursuant to section 90(3)(a) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), because it would disclose the personal details of candidates who have expressed an interest to be on the Advisory Group.

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because consideration of the item in a public forum would unreasonably disclose the personal details of candidates who have expressed an interest to be on the Advisory Group.

Cemeteries Advisory Group appointment of independent members – Confidential Item

SUMMARY

The purpose of this report is to advise the Council of the outcome of the selection process for independent members for the Cemeteries Advisory Group (CAG) and to recommend appointments.

RECOMMENDATION

That Council resolves:

- 1. That the report be received and noted.**
- 2. That the following people be appointed to the Cemetery Advisory Group for a period of two (2) years from the date of this meeting:**
 - **Peter Holderness**
 - **Brenton Hill**
 - **Eva Treen/Robert Bonython (to be recommended at the meeting)**

1. GOVERNANCE

➤ **Strategic Management Plan/Council Policy**

Goal 1 – A Safe and Connected Community
Key Issue – 1.1 Community Planning

Goal 4 – Leadership
Key Issue – 4.4 Strategic Planning and Performance

➤ **Legal Implications**

Not applicable.

➤ **Risk Management Implications**

Not applicable.

➤ **Financial and Resource Implications**

Not applicable.

➤ **Customer Service and Community/Cultural Implications**

Not applicable.

➤ **Environmental Implications**

Not applicable.

➤ **Community Engagement/Consultation**

Having independent members on Council Advisory Groups provides a means of involving community members in decision making.

2. BACKGROUND

The CAG Terms of Reference presently call for three (3) independent members and the following criteria are provided for their selection:

Three (3) independent members shall be:

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

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.

At its meeting held on 25 May 2014, the Council appointed Crs Bailey, Herrmann and Nelson to the selection panel. The Director Community and Customer Service (in his capacity as CAG Executive Officer) and the Service Improvement Coordinator (as a delegate of the Chief Executive Officer) were also on the panel.

Elected Members may be aware that the terms of office of the independent members expired in mid 2013 and the positions were readvertised at the time. The following four (4) applicants made submissions:

- Peter Holderness
- Brenton Hill
- Eva Treen
- Robert Bonython

The selection process was not completed at the time due to changes being made to the Terms of Reference and changes in staffing structure.

Each of the candidates has confirmed their desire to still be considered for the Group.

3. ANALYSIS

The Selection Panel met on 8 April 2014 to review the applications and consider each applicant against the selection criteria and interviewed two of the candidates on 15 April 2014. A brief synopsis of each candidate is provided below.

Peter Holderness

Category eligibility: historical society member, community member.

Peter is a well known committee member of the Mt Lofty Districts Historical Society and is also involved in the local history groups for Mylor and Scott Creek/Longwood.

Peter has a keen interest in the heritage aspects of cemeteries and has undertaken significant research in this area.

Brenton Hill

Category eligibility: member of the funeral industry.

Brenton Hill is a Director of Harrison Funerals and has a long career as a funeral director. He is well respected in the industry and is considered an industry expert.

Brenton has served on the CAG for a number of years and has been its chairperson in recent times.

Eva Treen

Category eligibility: member of the funeral industry.

Eva has a long professional and voluntary association with monumental masonry and has been on the executive committee of the Monumental Masons Association of SA since 1999.

Eva has a keen interest in the history and preservation of cemetery monuments and has been a contributor to various community groups.

Robert Bonython

Category eligibility: member of the funeral industry (retired), community member.

Robert is a former grave digger and has a detailed knowledge of the Council's cemeteries.

Robert has served on the CAG for a number of years.

Selection of candidates

Peter Holderness is the only applicant who is a member of a historical society with interests in the Adelaide Hills Council district. The panel assessed him as being suitable in relation to the general selection criteria.

Peter Holderness is also a member of the community, meaning it was not absolutely necessary for one of the other two appointees to be a member of the community. The other three candidates are, or have been, members of the funeral industry. The selection panel assessed Brenton Hill as having the potential to best contribute to the Group in respect to that criteria. Brenton has contributed significantly to the Group in the past and has been its chairperson.

The panel then considered the merits of Robert Bonython and Eva Treen against each other for the third position.

At the time of writing this report, the selection panel was still to meet with Mr Bonython and Ms Treen. The final recommendation will be provided at the meeting.

4. OPTIONS

The Council may determine which candidates, if any, to appoint to the CAG.

Should the appointments be made at this meeting, the successful applicants will be advised in writing in the coming days and will be able to participate in CAG meetings from this point onward.

Should the Council not make appointments at this meeting, the Group will continue with Elected Member representation only.

5. APPENDIX

Nil.

2. Cemeteries Advisory Group appointment of independent members – Period of Confidentiality

**Moved Cr
S/- Cr**

That having considered this matter in confidence under section 90(2) and 90 (3) (a) of the Local Government Act 1999, the Council, pursuant to section 91(7) of the Local Government Act 1999, orders that the documents, reports and minutes pertaining to this matter, including discussions and considerations, be retained in confidence until the appointments have been confirmed, but not longer than 12 months, pursuant to section 91(9).

That, pursuant to section 91(9)(c) of the Local Government Act 1999, the Chief Executive Officer be authorised to release documents at the conclusion of the period of confidentiality.