

**CEMETERY COMMITTEE
MINUTES OF 2 APRIL 2012**

Present: Mayor Neville Castle, Councillor HK Fisher, Officers were Roger Bailey General Manager and Iain Stewart Group Manager Operations, Terry Nolan Recreational Supervisor, Cassie Ford Operations Admin Assistant.

Apologies: Councillor G Danaher

Business Arising:

Item 1 – Terms of Reference

1. It was agreed that the Cemetery Committee will meet on a 3 monthly basis and carry out an inspection of the Lithgow Cemetery.
2. Annual inspections will be carried out on rural cemeteries.
3. To determine policy direction for all cemetery related matters including fees and charges.

Item 2 – Headstone Quotation for the late Irene Clare -

Quotation No Q00858 received from Stone Mason & Artist Pty Ltd for the sum of \$3,950 was received and in accordance with Council minute Number 11-483, quotation be accepted at no cost to the family.

Item 3 – Lithgow Cemetery difficulties with re-opening graves in old sections -

A pro-active approach should be taken and inspections should take place around the old sections of the cemetery to check double depth graves to ensure every effort will be made in the future to minimise difficulties with double depth burials.

Item 4 – New Access Road into Lithgow Cemetery Lawn Portion -

1. A new access road is to be constructed as soon as possible into the Lithgow Cemetery to allow for expansion of the lawn section.
2. A contractor should be used if necessary to get this constructed.

Item 5 – Refunds – Pre-purchased Allotments –

1. In recent times family members have been writing to Council wanting to sell reserved positions back to Council as they are no longer needed. In some cases its hard to determine how much was paid for these positions depending upon Councils old records.
2. It was considered that pre-purchased allotments could be purchased back to Council for 80% of the current fees and charges.

Item 6 – General Business -

1. That Council will be investigating the availability of prisoners for cleanup works at Lithgow Cemetery.

**CEMETERY COMMITTEE
MINUTES OF 12 APRIL 2012 - INSPECTION**

Present: Mayor Neville Castle, Councillor HK Fisher, Officers were Roger Bailey General Manager and Iain Stewart Group Manager Operations, Terry Nolan Recreational Supervisor, Cassie Ford Operations Admin Assistant.

Apologies: Councillor G Danaher

Business Arising:

Item 1 – Footpath

The footpath along the bottom end of Anglican 2 Section needs to be repaired.

Item 2 – Ivy along Fence line

Ivy growing along the northern fence line needs to be removed.

Item 3 – New Lawn Section – Uniform Headstones

Decision needs to be made as to what headstones and plaques can be used when the expansion of the Lithgow Lawn section takes place.

Item 4 – Eucalyptus Nicholli Trees

Large Eucalyptus Nicholli trees along the northern boundary fence need to be gradually removed.

Item 5 – Top Dressing

Several graves in the Lawn section need to be top dressed as they are sinking.

Item 6 – Unsightly Graves

Council is to investigate and clean up some unsightly and dangerous graves.

Item 7 – Cleanup

Cleanup fill and excess materials on Western side of cemetery along access road.



LITHGOW CITY COUNCIL CEMETERY COMMITTEE Terms of Reference

Committee Name

Cemetery Committee

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council.*

Resolutions

Council resolve to establish the Committee at its ordinary meeting held 23/1/12.

Delegations

The Committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor expend any Council funds.

Terms of the Committee

The Committee is an ongoing Committee of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committees Responsibilities

The principal responsibilities of the Committee are to:

- Meet on a 3 monthly basis and include an initial inspection of the Lithgow cemetery.
- Annual Inspections will be carried out on rural cemeteries.
- To determine policy direction for all cemetery related matters including fees and charges.

Councillor Membership

In September each year, the Council shall nominate 3 Councillors to the Committee.

A Councillor will be elected as the chairperson of the Committee. (Council Policy 9.5). The Council shall appoint a Councillor as deputy Chairperson.

The Mayor by virtue of holding the office of Mayor is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a quorum for a meeting of the Committee. (Council Policy 9.2).

Committee Membership

The Committee will be comprised of the following sector representation:

- Two Councillors (Chairperson and Deputy Chairperson)
- Lithgow City Council General Manager

Council officers (non-voting)

- Group Manager Operations
- Recreational Supervisor
- Operations Admin Assistant

Committee Member responsibilities

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions.

Appointment

All members of the Committee will be appointed by a resolution of the Council.

Term of office of Committee members

The term of office shall be for one year unless otherwise resolved by Council.

Executive Officer

The Group Manager Operations shall be the Executive Officer to the Committee.

The Executive Officer shall:

- Provide executive support to the committee.
- Be responsible for preparing the agenda and minutes of the committee meetings

- Be responsible for preparing a report to the Council containing the minutes and, providing staff comment on the recommendations made by the Committee to the Council
- Provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- a. Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences; or
- b. Has been absent from at least half of the meetings of the Committee held during the immediately proceeding year without having given to the Committee acceptable reasons for the members absence.

Office Holders

The Chair (The Mayor or a Councillor appointed by the Council) shall call for nominations for the position of Deputy Chair at the first meeting after the Committee is established.

The Chair and Deputy Chair shall be appointed for a period of 1 year.

Frequency of Meetings

Meetings shall be held on a day and at a time to be determined by the meeting committee.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be 50% plus one of all voting members.

Minutes and Reports to Council

- Minutes of Meetings will be kept of all meetings and will be reported to the Council.
- The minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.