



Nomination Form and Terms of Reference

Friends of Laverton Cemetery Advisory Group

I wish to nominate to become a member of the Friends of Laverton Cemetery Advisory Group (*'the Advisory Group'*).

I have read the Terms of Reference for the Advisory Group and acknowledge that I understand the purpose of the Advisory Group and how it will operate.

NAME:

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SIGNATURE:

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TELEPHONE:

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EMAIL:

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Additional Information to support your nomination:

Could you please briefly comment on what interests you about nominating and what qualities you can bring to the Advisory Group?

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Please Note:

Should Council receive more than eight nominations, Council will assess all of the nominations received and select those it deems the most suitable. In undertaking this process, Council may contact you for further information to assist in assessing your nomination.

**PLEASE ENSURE YOU HAVE READ THE TERMS OF REFERENCE ON
THE FOLLOWING PAGES BEFORE SUBMITTING YOUR NOMINATION**

The Shire of Laverton Council has adopted the following Terms of Reference for the formation of the

“FRIENDS OF LAVERTON CEMETERY ADVISORY GROUP”

1. Purpose:

To bring together people who have a keen interest in the Cemetery and want to see it improved. The outcome is to create a community endorsed plan for the upgrade and maintenance for the Laverton Cemetery.

2. Strategic Plan Alignment:

Strategy 1.1.1 of the Corporate Business Plan is:

Promote Laverton as a well presented, welcoming and tidy town that demonstrates the community pride and ownership

The third action for that strategy is to:

Encourage the establishment of a “Friends of Laverton Cemetery” Group to upgrade and complete maintenance of Laverton cemetery

3. Terms of Reference for the “Friends of Laverton Cemetery Advisory Group”

Administration

- Maximum of eight community members - may be residents and councillors
- Advisory Group members to elect a chairman and deputy chairman
- Council to provide one employee to provide administrative support
- The Advisory Group provides recommendations to Council through the CEO; the Advisory Group has no decision making powers
- Meets as and when required; must have at least five members (not counting administration support) present to conduct a meeting
- The Advisory Group operates under normal accepted meeting procedures; democratic processes, simple majority decisions/recommendations
- Meetings to be properly convened with sufficient notice and preparation of agendas and minutes
- Minutes to include recommendations for Council’s consideration to be presented to the CEO (to determine most appropriate method of actioning recommendations)
- The Advisory Group cannot make decisions on behalf of Council and is not authorised to incur expenditure in the Council’s name

Initial Objectives for Advisory Group

- First priority is to develop a ‘Master Plan’ for the development and upgrading of the Laverton Cemetery
- The Advisory Group to advise/recommend upgrading works in accordance with the Master Plan
- To advise/recommend on maintenance needs and day to day operations of the Laverton Cemetery

- In preparing the Master Plan and then determining the priority of upgrading works, the Advisory Group is to liaise with the broader community before referring to Council for endorsement

Ongoing objectives for the Advisory Group

- To review the Master Plan as required
- To review upgrade priorities as required
- To continually review maintenance and operational requirements and make recommendations to Council as required
- To keep the community informed of outcomes of the Advisory Group's recommendations to Council and progress of upgrading and maintenance work
- To facilitate 'busy bees' at the Cemetery when considered appropriate inviting and coordinating the broader Laverton community involvement

4. Appointment of Members of the "Friends of Laverton Cemetery Advisory Group"

- The appointment to the Advisory Group needs to be made by Council
- Should more than eight nominations be received, Council will select 8 persons from those who have nominated, to be appointed
- In selecting nominees to become a member of the Advisory Group, Council will take into consideration:
 - The person's demonstrated interest in the Cemetery
 - The person's ability to participate actively in the Advisory Group
 - Whether the person is well regarded within the community
 - Whether the person has demonstrated an understanding of the role (Terms of Reference) of the Advisory Group
- Should less than eight nominations be received, the Council will appoint the nominees, subject to being satisfied of their suitability
- Council will then determine whether to operate at a reduced capacity or whether to seek further nominations

5. Annual Review of the "Friends of Laverton Cemetery Advisory Group"

- The Advisory Group will prepare an annual report of their operations
- The Council will receive the annual report and undertake a review of the Advisory Group to determine whether it is still relevant and how well it is operating