



METROPOLITAN  
CEMETERIES BOARD



## **MONUMENT ASSESSMENT AND ADVISORY COMMITTEE TERMS OF REFERENCE**

### **Introduction**

The Monument Assessment and Advisory Committee (MAAC) was established by the Metropolitan Cemeteries Board (MCB) to assess monuments in burial areas and memorial gardens designated for cemetery renewal and to advise/recommend to the Board.

### **Objectives**

The objective of the MAAC is to assess monuments across a wide range of criteria including, but not limited to, stonemasonry craft, historical significance and cause of death of the persons interred and to recommend to the Board.

### **Membership**

Membership will consist of:

- Chair (Board member)
- One member of the Board
- Deputy Board member (the Deputy MAAC member is only required to attend in the absence of the designated Board Member)
- One historian
- One architect (heritage experience)
- One genealogist
- One representative from the Office of Australian War Graves (WA)
- One community representative.

The Chair of the MAAC, Board Member and Deputy Member are nominated by the CEO and endorsed by the Board.

External positions for MAAC will be sourced from the OnBoardWA Register and recommended by the CEO and endorsed by the Board.

The following are to be observers at all meetings of the MAAC, and are also members of the MAAC Planning Team:

1. Director Planning and Operations
2. Cemetery Planning and Development Officer
3. Client Relations Officer.

Other staff and external experts such as officers of the National Trust WA or the State Heritage Office may be invited to attend committee meetings at the invitation of the CEO.

## **Roles and Responsibilities**

The MAAC will:

1. Assess monuments in burial sections nominated by the MCB for cemetery renewal.
2. Work to timeframes as directed by the MCB.
3. Work in liaison with staff of the MCB.
4. Keep deliberations of the MAAC confidential.
5. Make recommendations to the Board regarding the assessment of monuments.
6. Bring to the attention of the MCB other matters which may significantly impact the assessment of monuments in nominated renewal areas.
7. Adhere to the MCB's Occupational, Safety and Risk Management Policy and maintain a safe workplace in accordance with *Occupational, Safety and Health Act 1984 (WA)*.
8. Immediately declare any conflict of interest and take the necessary steps required to manage that conflict.
9. Undertake its role in accordance with the Public Sector Code of Ethics, and the MCB Code of Conduct.

The MCB will:

1. Maintain and retain in good order, all records of assessments for the MAAC.
2. Work in liaison with MAAC Members.
3. Develop and implement appropriate policies and procedures for monument assessments.
4. Manage the cemetery renewal process which includes the manual and flow chart.
5. Assess family submissions through the MAAC Planning Team.
6. Carry out a historical review (summary document) of the burial or memorial garden section.

## **Reporting Relationship**

The assessment of each cemetery renewal area conducted by the MAAC will form part of the final submission for Board approval prior to recommendation to the Minister.

The minutes of the MAAC meeting will be provided to the Board as an agenda item for the next scheduled Board meeting.

The Chair of the MAAC will report to the Board any matter which may significantly impact the cemetery renewal process.

## **Conflict of Interest**

MAAC members will be asked at each meeting to disclose any conflict of interest that they may have with any item on the agenda or that may impact on their decision making process.

Members are aware and understand that the use of information obtained through the course of their public duties, to cause personal gain or benefit to others, may constitute misconduct, the consequence of which may result in termination of their membership of MAAC and/or reporting of such to the relevant authority.

## Meeting Schedules

The MAAC shall meet when determined by the CEO in accordance with the cemetery renewal program.

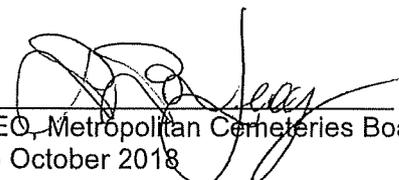
The quorum for the MAAC will be two Board members.

## Review and Evaluation

The MCB will review the MAAC Terms of Reference every five years and make recommendations to the Board with a view to ensuring that the Terms of Reference remain consistent with the Board's objectives and responsibilities.

## Approval

The Terms of Reference were approved and adopted by the Board on 25 October 2018.



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CEO, Metropolitan Cemeteries Board  
25 October 2018

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## State Government boards and committees - Premier's Circular 2019/07

### Circular

Premier's Circulars are used to communicate matters of whole of government policy and issues of strategic importance to the State.

Number: 2019/07

Issue Date: 05/12/2019

Review Date: 30/06/2021

### Policy

A State Government board or committee is a body:

- (i) established for the purpose of informing government policy or strategy;
- (ii) providing oversight and appropriate governance of some government functions and activities; or
- (iii) where members are paid a fee (other than reimbursements for travel expenses).

This includes sub-committees that fall within that definition.

All establishments, abolitions, changes in name, appointments and reappointments to State Government boards and committees are matters for Cabinet consideration.

Prior to establishing a board or committee, agencies should consider whether alternative forms of consultative bodies, such as an interagency working group, can be utilised. Agencies should also regularly review the ongoing need for a board or committee.

### Diversity in representation

All board and committee appointments should reflect the diversity of the community, and contribute towards the Government's target of 50 per cent representation of women. Diverse representation is particularly valuable among board and committee Chairs.

As a matter of sound governance practice the membership of individuals should not exceed ten years. When refreshing membership, staggered appointments can be a useful tool in retaining corporate knowledge while introducing fresh perspectives.

Additional considerations to take in account when seeking a nominee include:

- What will be the focus of the board or committee during the next term, and what skillsets will be required to effectively undertake this work?
- What skills and experience would be valuable, beyond that of subject matter experience?
- Would the board or committee benefit from new appointees with fresh insights?
- Does the relevant legislation permit a maximum of ten years membership for individuals and/or staggering appointment terms?

## Remuneration

The authority to pay fees to State Government board and committee members may derive from legislation, or a decision of Cabinet. Unless the relevant legislation provides otherwise, the rate of any fee is recommended by the Public Sector Commissioner.

A member of a State Government board or committee is not eligible for remuneration (other than reimbursements for travel expenses) if they are:

- (i) on the public payroll, including all current full time State, Commonwealth and Local Government employees; Members of Parliament; current and retired judicial officers (except Magistrates); and current non-academic employees of public academic institutions; or
- (ii) a person who was a Member of Parliament within the last 12 months.

Persons who are eligible for remuneration include:

- (i) part time public sector employees, where the relevant Minister is satisfied that the work relating to the board or committee will occur outside of their employment, and all other potential conflicts of interest are appropriately managed;
- (ii) University academics, defined as someone engaged primarily for the purpose of providing educational services and not administrative or other services; and
- (iii) elected Local Government councillors.

Remuneration of board and committee members should be reported in an agency's Annual Report.

For guidance on travelling expenses for board and committee members refer to the Public Sector Commission.

## Eligibility

Section 102 of the Public Sector Management Act 1994 requires public sector employees to obtain the prior permission of their employing authority to engage in activities unconnected with their functions.

As a general guide, an individual should not sit on more than two (2) State Government boards and committees.

In order to exercise due diligence, agencies facilitating appointments to boards or committees should undertake pre-appointment screening controls such as verification of qualifications, fiduciary responsibilities, and conflicts of interest. Agencies should consider the level of pre-screening required in the context of the purpose and function of the board or committee.

## Enquiries

The Department of the Premier and Cabinet provides advice on this Circular and maintains the OnBoardWA Register, which holds information supplied by board and committee applicants.

Members of the public interested in serving on a State Government board or committee are able to register their interest through [OnBoardWA](#).

The Public Sector Commission provides recommendations for the remuneration of board and committee members, as well as publishes the principles for good governance of boards and committees, which is available online at the [Public Sector Commission](#).

## Background

This Circular defines what constitutes a Government board or committee, and provides guidance on selecting and remunerating appointees. A State Government Boards and Committees Register can be found at [OnBoardWA](#).

Nominees should be sourced from the OnBoardWA Register, and reflect the Government's commitment to diversity and gender equality. Agencies are encouraged to maintain forward plans for board vacancies, to ensure sufficient time to identify the most appropriate nominees.

Mark McGowan MLA

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- Circular/s replaced by this Circular: 2017/08

## Documents

State government boards and committees - Premier's Circular 2019/07  
[PDF \(156.6KB\)](#)

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