

BALLARAT GENERAL CEMETERIES TRUST



Ballarat Cemeteries

Community Advisory Committee Terms of Reference

February 2018

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	Version	Date	Author
CAC Terms of Reference		Feb 2018	Annie De Jong
Approved Trust		27/02/2018	Trust Board

1. Purpose and Objectives

The Ballarat Cemeteries Community Advisory Committee ('The Committee') is to provide advice and guidance to The Trust to assist in carrying out its community engagement responsibilities, as well as its statutory requirements as stipulated in the *Cemeteries and Crematoria Act 2003*.

The Committee's objectives are;

- 1.1 To ensure that community and client views are considered in the planning and delivery of Cemetery services.
- 1.2 To provide advice in relation to the integration of client and community views at all levels of Cemetery Trust operations, planning and policy development.

The establishment of the Community Advisory Committee does not release The Trust from its responsibilities.

2. Specific Duties of the Committee

The role of the Community Advisory Committee is to:

- 2.1 Advise the Ballarat Cemeteries on strategies to enhance and promote effective client and community engagement, assisting the Ballarat Cemetery Trust to carry out its responsibilities and commitments as they relate to client and community engagement and its impact on service outcomes.
- 2.2 Advise the Ballarat Cemeteries on behalf of clients and the community and advise the Ballarat Cemeteries on priority areas and issues requiring client and community input and involvement.
- 2.3 In consultation with the Ballarat Cemeteries, develop a Community Engagement Plan for consideration by The Trust and monitor implementation and effectiveness of the approved plan.
- 2.4 Monitor the implementation of Ballarat Cemeteries Strategic Plan as it relates to client engagement.

3. Committee Membership

3.1 Composition

- 3.1.1 As determined by the Ballarat Cemeteries and in accordance with the Act, the CAC shall comprise members whose skills and experience reflect the particular needs and interests of a broad range of clients and communities, including people from diverse backgrounds such as emerging communities
- 3.1.2 The Ballarat Cemeteries will give preference to members who are:
 - not funeral directors, stonemasons or the holders of a similar position
 - not registered cemetery providers or directly involved in the provision of cemetery sector services
 - not currently employed or engaged in the provision of cemetery sector services.
- 3.1.3 Members will:
 - be aged 18 years or over
 - be provided with an induction and access to mentoring support upon their appointment
 - receive reimbursement of travel and parking costs incurred by participating in meetings of the CAC.
- 3.1.4 Members may not:

- give direction to trust staff
- make decisions in relation to Trust expenditure
- make public comments on behalf of the Trust
- enter into any contract or hold themselves out to represent the Trust in any capacity

3.2 Members

3.2.1 Trust members (as determined by Ballarat Cemeteries Trust Board)

- Up to two (one of which will act as Chair of the CAC)

3.2.2 Community representatives

- Up to ten external members shall be appointed with consideration given:
 - specific population groups (religions, cultures, age)
 - people from culturally and linguistically diverse backgrounds
 - people with a disability or access issues
 - representatives from the local community
 - clients of the cemetery's products and services.

3.3 Terms and vacancies

3.3.1 All appointments made by Ballarat Cemeteries are for up to three years with renewal a maximum of three terms.

3.3.2 Appointment to a CAC is non-delegable and must be in line with the Act.

3.3.3 Term of appointments will vary to ensure continuity.

3.3.4 Ballarat Cemeteries should appoint a person to fill a vacancy in the membership within three months of the vacancy arising where possible and, if deemed necessary, by the CAC and/or Ballarat Cemeteries.

3.3.5 Ballarat Cemeteries may consider the termination of a CAC member upon advice from the committee. Termination of a CAC member must be based on reasonable grounds.

3.4 In attendance

3.4.1 The Committee Chairperson may invite other members of management or staff or parties external to the cemetery Trust (such as providers of cemetery sector services – funeral directors and stonemasons) to attend a part or full committee meeting as a resource (for example, to provide specialist advice).

3.4.2 Non-members of The Committee may be asked by The Committee Chairperson to withdraw for all or any part of any meeting.

3.4.3 An appropriate Trust staff member will attend each meeting as a minute-taker.

4. Committee Meetings

4.1 Frequency

4.1.1 A minimum of four meetings per year.

4.1.2 Members are required to attend at least seventy five percent of the scheduled meetings annually unless prior approval is sought from the Chair with a valid reason for the leave of absence.

4.2 Quorum

4.2.1 A quorum shall consist of 50 per cent of appointed members present at the meeting, one of whom shall be The Committee Chair or a nominee of The Committee Chair. A clear majority of sitting members shall be client/community representatives.

4.3 Agendas

4.3.1 The Committee Chair is responsible for developing the agenda for

- committee meetings in conjunction with the Cemetery Trust CEO.
- 4.3.2 Items for the agenda shall be submitted two weeks prior to the meeting date.
- 4.3.3 The agenda will be circulated together with relevant meeting papers the week prior to the meeting date.
- 4.3.4 All communication pertaining to the CAC must be undertaken through The Committee Chair.
- 4.4 Minutes
 - 4.4.1 Proceedings, findings and recommendations of all CAC meetings must be minuted.
 - 4.4.2 Draft minutes shall be distributed to all members following the meeting unless otherwise agreed by the CAC.
 - 4.4.3 Minutes are approved by the CAC at its subsequent meeting.
- 4.5 Reporting to The Trust

The Committee is required to report to The Trust on a regular basis. Reporting to The Trust will be in the form of: -

 - 4.5.1 The Committee Chair to present to the ordinary Trust meetings:
 - 4.5.1.1 The minutes of The Committee meetings.
 - 4.5.1.2 Considerations and discussions of the meetings in addition to any matters covered in the minutes.
- 4.6 Conflict of Interest
 - 4.6.1 Where an actual, potential or perceived conflict of interest arises from a member(s) discharging Committee duties, declaration of the conflict must be made immediately to the Chair and reviewed at each Audit and Risk Committee meeting and also be minuted.
 - 4.6.2 The Chair, in consultation with the remainder of The Committee members, shall determine the appropriate course of action to resolve or minimise the impact of the conflict.
 - 4.6.3 In the event that a conflict of interest may compromise the Chair's ability to be impartial in the discharge of his or her duties, a declaration of such a conflict must be made to the Chair of The Trust at the time it arises and an appropriate management approach agreed. The Audit and Risk Committee is to be advised of that declaration and the agreed management approach at the beginning of each Audit and Risk Committee meeting for noting and minuting.

5. Confidentiality

- 5.1 Members will be subject to the confidentiality requirements of Ballarat Cemetery Trust.
- 5.2 Members are responsible for ensuring that the individual confidentiality and privacy of clients and community members and their issues, as discussed within meetings, is maintained.
- 5.3 Release of information relating to Ballarat Cemetery Trust services development and management shall be authorised by the Chair of the Cemetery Trust.

6. Outcomes

- 6.1 Develop and implement a Community Engagement Plan.
- 6.2 Develop an Annual Work Plan that reflects the Community Engagement Plan outcomes.
- 6.3 The CAC will conduct an annual performance self-evaluation regarding its functions.