

<b>Title:</b>	<b>COMMUNITY ADVISORY COMMITTEE TERMS OF REFERENCE</b>		
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## 1 Introduction

### 1.1 Purpose

The purpose of the Greater Metropolitan Cemetery Trust's Community Advisory Committee (CAC) is to:

- Represent the community as 'custodians of the community knowledge and wisdom';
- Support and provide guidance to the Greater Metropolitan Cemeteries Trust ensuring engagement with GMCT strategic plan;
- Ensure that statutory requirements as stipulated in the Cemeteries and Crematoria Act 2003 (the Act) are adhered to and advised upon.

## 2 Objective & Powers

To proactively engage with community members to ensure that community and consumer views are considered in the planning and delivery of cemetery trust services.

To provide advice to support the integration of consumer and community views at all levels of cemetery trust operations, planning and policy development.

To inform and monitor the development, implementation and engagement of GMCT's Community Engagement Framework.

## 3 Responsibilities

The specific duties of the Committee in relation to its role and responsibilities are:

- Advise the Greater Metropolitan Cemetery Trust (the GMCT) on strategies to enhance and promote effective consumer and community engagement,
- Assist the GMCT in carrying out its responsibilities and commitments as they relate to consumer and community engagement and its impact on service outcomes.
- Advocate to the GMCT on behalf of consumers and the community and advise the GMCT on priority areas and issues requiring consumer and community input and involvement.
- Consultation with the GMCT, develop a community engagement framework for consideration by the Trust and monitor implementation and effectiveness of the approved plan.
- Monitor the implementation of the GMCT's strategic plan as it relates to consumer engagement.
- To assist with the identification of opportunities to build and maintain GMCT's Social Capital.
- To act within the roles and responsibilities as outlined in the Community Engagement framework.
- To uphold the GMCT Code of Conduct at all times when representing GMCT.

## 4 Membership

### 4.1 Composition

As determined by the GMCT 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 consumers and communities, including people from diverse backgrounds such as emerging communities.

The GMCT will give preference to members who are:

- Represent all communities with the exception of funeral directors, stonemasons or the holders of a similar position
- Are involved in commercial enterprises other than registered cemetery providers or directly involved in the provision of cemetery sector services
- Are not currently employed or engaged in the provision of cemetery sector services.

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 or related expenses upon furnishing of an official receipt
- Be supported in accessing advisory or reference groups to support engagement

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.

### 4.2 Members

Trust members (as determined by the GMCT)

- Up to three (one of which will act as chair of the CAC)

Community representatives

- Up to eight external members shall be appointed with consideration given to:
  - 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
  - consumers of the cemetery's products and services (consumer advocate).

### 4.3 Terms and Vacancies

All appointments made by the GMCT are for up to three years. Special circumstances may allow for a CAC Member to be appointed for a minimum of two years. An appointment in these circumstances would be at the discretion of the Chair and CEO.

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

Term of appointments will vary to ensure continuity.

The GMCT 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 the GMCT.

The GMCT may consider the termination of a CAC member upon advice from the committee. Termination of a CAC member must be based on reasonable grounds supported by the GMCT Code of Conduct and Performance Management Process .

#### **4.4 In attendance**

The committee chairperson may invite other members of management or staff or parties external to the 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).

Non-members of the committee may be asked by the committee chairperson to withdraw for all or any part of any meeting.

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

### **5 Meetings of the Committee**

#### **5.1 Frequency**

- A minimum of four meetings per year for up to three hours per meeting
- 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.

#### **5.2 Quorum**

A quorum shall consist of more than fifty 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 consumer/community representatives.

#### **5.3 Agendas**

The committee chair is responsible for developing the agenda for committee meetings in conjunction with the Trust CEO.

Items for the agenda shall be submitted three weeks prior to the meeting date.

The agenda will be circulated together with relevant meeting papers the week prior to the meeting date.

All communication pertaining to the CAC must include the Chair in copy ("CC") be undertaken through the committee chair.

#### **5.4 Minutes**

- a. Proceedings, findings and recommendations of all CAC meetings must be minuted.
- b. Draft minutes shall be distributed to the Chair and CEO for approval within three (3) working days of the meeting, and Draft minutes (once reviewed by Chair and CEO) will be distributed to members within seven (7) working days.
- c. Minutes are approved by the CAC at its subsequent meeting.

#### **5.5 Outcomes**

The CAC will conduct an annual performance self-evaluation regarding its functions.

This will be supported by the GMCT's Director Organisational Development and will ensure that relevant Key performance indicators are documented and communicated to relevant stakeholders in the form of a report.

### **6 Confidentiality**

Members will be subject to the confidentiality requirements of the GMCT.

Members are responsible for ensuring that the individual confidentiality and privacy of consumers and community members and their issues, as discussed within meetings, is maintained.

Release of information relating to the GMCT services development and management shall be authorised by the chair of the cemetery trust.

## **7 Reporting**

- a. The CAC's formal report and feedback to the GMCT is through its meeting minutes.
- b. The CAC chair or the chair of the meeting is responsible for approving minutes and ensuring their distribution / submission to pertinent stakeholders within 21 days of approval.
- c. Membership and activities of the CAC will be reported in the cemetery trusts annual report.