

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

The purpose of The Greater Metropolitan Cemeteries Trust (GMCT) Community Advisory Committee (CAC) is to provide advice to the trust to assist it in carrying out its community engagement responsibilities, as well as its statutory requirements under the *Cemeteries and Crematoria Act 2003 (the Act)* and the *Cemeteries and Crematoria Regulations 2015*.

These terms of reference are based on the Department of Health and Human Services Community Advisory Committee template terms of reference (published 2019).

These terms apply to all members of the Community Advisory Committee.

## 2 Objectives

The CAC is a high-level committee, appointed in an advisory capacity to GMCT. It has no executive authority and cannot instruct or otherwise direct GMCT staff or projects.

**2.1** To ensure that community and consumer views are considered in the planning and delivery of cemetery trust services.

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

## 3 Responsibilities

The responsibilities of the CAC include:

**3.1** Advise GMCT on strategies to enhance and promote effective consumer and community engagement, assisting the trust to carry out its responsibilities and commitments as they relate to consumer and community engagement and its impact on service outcomes

**3.2** Advocate to GMCT on behalf of consumers, the community and the environment, and advice GMCT on priority areas and issues requiring consumer and community input and involvement

**3.3** In consultation with GMCT, develop a community engagement plan for consideration by the trust and monitor implementation and effectiveness of the approved plan

**3.4** Monitor the implementation of GMCT's strategic plan as it relates to consumer engagement

**3.5** Uphold GMCT's Code of Conduct at all times in their capacity as members of the CAC

**3.6** Abide by the community advisory committee guidelines and communication protocols when communicating with internal and external stakeholders, including media.

## **4 Membership**

### **4.1 Composition**

**(a)** As determined by the GMCT and in accordance with the Act, the CAC shall comprise of at least ten 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.

**(b)** GMCT will give preference to members who are not:

- funeral directors
- stonemasons
- directly involved or employed in the provision of cemetery sector services.

**(c)** Members will:

- Be aged 18 years or over
- Be provided with an induction and access to mentoring support upon their appointment
- Receive reimbursement of reasonable travel and parking costs incurred by participating in meetings of the CAC or related advisory or reference groups
- Be supported in accessing advisory or reference groups to support engagement

**(d)** Membership will include:

- a minimum of two current GMCT members as determined by the trust (one of which will act as chairperson of the CAC)
- a minimum of eight external community members who represent:
  - the diversity of local communities
  - a wide range of cultural, faith and linguistic backgrounds
  - people with a disability or access requirements
  - consumers of the cemetery's products and services (consumer advocate)
  - representatives from the local community, spread across GMCT geographic locations
  - people with social and community skills or specialist knowledge.

**(e)** The role of the Trust members who are members of CAC is:

- The Trust members appointed to CAC (including the Chair of the CAC) are responsible for providing CAC with an understanding of the Trust's context for matters being considered by CAC, and providing a two way communication channel between CAC and Trust.
- The chairperson of the CAC is also responsible for chairing the meetings, and ensuring that CAC adheres to its Terms of Reference.

### **4.2 Terms of appointment**

**(a)** All appointments made by GMCT shall be for a period between one and three years, expiring on 30<sup>th</sup> April in the year of expiry of tenure.

**(b)** Appointment to the CAC is non-delegable and must be in line with the Act.

**(c)** Term of appointments may vary to ensure continuity.

**(d)** Members may not:

- Give direction to GMCT staff
- Make decisions in relation to trust expenditure
- Make public comments on behalf of the trust
- Enter into any contract or hold them out to represent the trust in any capacity.

**(e)** GMCT aims to 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 trust.

**(f)** GMCT may consider termination of a CAC member upon advice from the committee. Termination of a member must be based on reasonable grounds.

**(g)** Members whose term on the CAC is due to expire may apply in writing to the CAC Chair for consideration to be re-appointed no later than 3 months prior to the expiry date. The CAC Chair will make a recommendation to Trust.

## **5 Meetings**

### **5.1 Attendance**

**(a)** The CAC chair may invite other members of GMCT management or staff, or parties external to the trust (such as providers of cemetery sector services including funeral directors and stonemasons) to attend a part of or a full committee meeting as a resource (for example, to provide specialist advice).

**(b)** Non-members of the committee may be asked by the chair to withdraw for all or any part of any meeting.

**(c)** An appropriate GMCT staff member will attend each meeting as a minute-taker.

**(d)** The chairperson of CAC may invite CAC members and external representatives to attend a larger forum, outside of the regular committee meetings.

### **5.2 Frequency**

**(a)** A minimum of four (4) meetings will take place per year. Each meeting will be for up to three hours.

**(b)** Members are required to attend at least 75 per cent of annual scheduled meetings annually, unless prior approval is sought from the chair with a valid reason for the leave of absence.

**(c)** Attendance may be in person or via conference call.

### **5.3 Quorum**

**(a)** A quorum shall consist of over 50 percent of appointed members present at the meeting, one of whom shall be the CAC chairperson or a nominee of the CAC chairperson.

**(b)** A clear majority of sitting members shall be consumer/community (external/non-trust) members.

## **5.4 Agendas**

- (a)** The CAC chair is responsible for developing the agenda for committee meetings, in conjunction with the CEO.
- (b)** Members will be invited to make submissions for agenda items, to be approved by the chair. Items shall be submitted three weeks prior to the meeting date.
- (c)** The agenda will be circulated together with relevant meeting papers the week prior to the meeting date.
- (d)** All communication pertaining to the agenda and the meeting schedule must be undertaken through the CAC chairperson.

## **5.5 Minutes**

- (a)** Proceedings, actions 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 the subsequent meeting.

## **6 Confidentiality**

- 6.1** Confidential and/or operational information may be shared with members during their tenure. Members are subject to relevant GMCT policies regarding confidentiality, conflict of interest and privacy.
- 6.2** 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.
- 6.3** Release of information relating to GMCT services development and management shall be authorised by the chairperson of the GMCT trust.
- 6.4** Conflicts of interest must be declared at the commencement of each CAC meeting.

## **7 Reporting**

- 7.1** The CAC chair or the chair of the meeting must report the recommendations and feedback of the committee to the trust after each CAC meeting
- 7.2** The CAC's formal report to GMCT is through its meeting minutes.
- 7.3** Membership and activities of the CAC will be reported in the trust's annual report.

## **8 Outcomes**

- 8.1** The CAC will develop and implement an annual community engagement plan.
- 8.2** The CAC will develop an annual work plan that reflects the community engagement plan outcomes.
- 8.3** The CAC will conduct an annual performance self-evaluation regarding its functions.

## 9 References & Related Materials

### 9.1 Legislation & Regulations

- Cemeteries & Crematoria Act 2003 (Vic)
- Community Advisory Committee Guidelines for Class A Cemetery Trusts 2019

### 9.2 GMCT Policies

Members must adhere to the following GMCT policies:

- Privacy Policy No. 035
- Confidentiality policy No. 037
- Community Engagement Policy No. 008
- Social Media Policy No. 106
- Media Policy No. 054
- Occupational Health & Safety Policy No 077
- Code of Conduct (by Victorian Public Sector Commission)

### 9.3 Related GMCT Documents

- Annual Community Engagement Plan
- Community Connections Framework (adopted June 2019)
- Community Advisory Committee annual work plan
- CAC Induction pack
- CAC Guidelines
- CAC Self-evaluation template

## 10 Committee Terms of Reference History

<b>Date</b>	<b>Details of Change</b>
17/11/2016	Terms of Reference reviewed as per GMCT policy review framework Inclusion of reimbursement for travel and parking costs Inclusion of email protocols Update to meeting frequency Confirmation of official commencement date for membership and process for advising members of start/end dates Inclusion of process for application to be re-appointed and maximum re-appointment period.
02/10/2018	Terms of Reference reviewed as part of the CAC Review 2018 implementation.  Update of purpose statement Removal of email protocols Update to member composition Update to reappointment term length and inclusion of staggered appointment Inclusion of option to host a larger forum, outside of the regular committee meetings. Update of agenda development and inclusion of standing agenda item and process for members to raise issues at meeting Inclusion of new GMCT documents Update of section numbering

26/08/2020	<p>Terms of Reference planned review (every two years)</p> <p>A number of changes have been made throughout the document to align GMCT CAC TOR to the Department of Health and Human Services Terms of Reference template (published Dec 2019). These changes were discussed and endorsed by CAC at its August 2019 meeting.</p>
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