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| Class A cemetery trust member position description |
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Class A cemetery trust members represent the local communities in which the trust and its cemeteries are located and have a range of skills and experience in areas relevant to the governance of public bodies.

The board of a cemetery trust is responsible for the oversight and conduct of its members, employees and contractors. It is also ultimately accountable for the performance and governance of the organisation, including general oversight of operations and finances.

Trust members are expected to act in good faith, in the public interest, fairly and impartially, with honesty and integrity.

Class A cemetery trust members receive [remuneration](#_Remuneration) and may receive [reimbursement](#_Travel_and_personal) for reasonable expenses approved by the trust. Class A cemetery trusts offer flexible work options for meeting attendance.

The Victorian Government is committed to ensuring that government boards and committees reflect the rich diversity of the Victorian community. The Victorian Government’s Women on Boards commitment has been in effect since 2015 and is ensuring public boards have no less than 50 per cent women.

We encourage applications from people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds and from lesbian, gay, bisexual, trans, gender diverse, intersex and queer people. We will provide adjustments to the recruitment process upon request.

# About Class A cemetery trusts

All public cemeteries in Victoria are governed and managed by cemetery trusts. A cemetery trust is established under s. 5 of the *Cemeteries and Crematoria Act 2003* (the Act) as a body corporate entity with perpetual succession. In Victoria, cemetery trusts are divided into Class A and Class B trusts.

Class A cemetery trusts govern large public cemeteries and have significant financial responsibilities with corresponding reporting and accountability requirements. Each Class A cemetery trust is subject to controls set out in the Act and other legislation generally applicable to public bodies, including but not limited to the *Financial Management Act 1994*, the *Audit Act 1994* and the *Public Administration Act 2004*.

Class A cemetery trusts are self-funding independent statutory bodies controlled by a board of appointed members. Cemetery trusts serve the community by providing cemetery and crematoria services and maintaining public cemeteries within their control.

There are three regional and two metropolitan Class A cemetery trusts in Victoria.

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| Regional Class A cemetery trusts | Metropolitan Class A cemetery trusts |
| * Ballarat General Cemeteries Trust * Geelong Cemeteries Trust * Remembrance Parks Central Victoria | * Greater Metropolitan Cemeteries Trust * Southern Metropolitan Cemeteries Trust |

# Functions

Class A cemetery trusts are separate legal entities but are expected to work collaboratively with the department to ensure that cemetery and crematoria services meet the needs and expectations of the community and government.

The functions of Class A cemetery trusts are prescribed under s. 12A of the Act as follows:

1. to properly and efficiently manage and maintain each public cemetery for which it is responsible;
2. to develop, in accordance with this Act, annual plans and strategic plans for the operation of the trust and to monitor compliance with those plans;
3. to develop annual business plans, strategies and budgets to ensure the efficient and accountable provision of services under the Act and the long term viability of the cemetery trust;
4. to establish and maintain effective systems to ensure that—
   1. the services provided by the cemetery trust meet the needs of the communities which it serves; and
   2. the views of those communities are taken into account;
5. to oversee the organisational structure of the cemetery trust;
6. to employ a chief executive officer (by whatever title called) for the effective operation and management of the cemetery trust and each public cemetery for which it is responsible;
7. to monitor the performance of the chief executive officer;
8. to ensure there are systems in place to enable effective and accountable risk management, financial management and records management of the cemetery trust;
9. to provide leadership, assistance and advice as requested to listed Class B cemetery trusts;
10. to establish committees in accordance with the Act and ensure those committees operate effectively;
11. to ensure the Secretary is informed as soon as practicable of—
    1. any significant issues of public concern in relation to the cemetery trust, cemetery or crematoria services provided by that cemetery trust or the public cemeteries for which that cemetery trust is responsible; or
    2. any significant risks that affect, or may affect, the cemetery trust or cemetery or crematoria services provided by that cemetery trust or the public cemeteries for which that cemetery trust is responsible;
12. to develop or adopt a code of conduct for members of the cemetery trust and for staff of the trust;
13. to ensure members of the cemetery trust receive adequate training to enable them to meet their obligations as members of the cemetery trust;
14. to carry out any other function conferred on a Class A cemetery trust by or under this Act or any other Act.

In addition to these functions, Class A cemetery trusts may be required to provide assistance and advice to Class B trusts in accordance with s. 18J of the Act, regarding:

* operational and governance matters relating to cemeteries
* record-keeping systems suited to the requirements of cemetery trusts
* standard form documentation suitable for cemetery trust purposes
* tendering and contracting processes and requirements.

# About Class A cemetery trust boards

A board of a cemetery trust is accountable to the Minister for Health and sets the strategic direction for the organisation for which it is responsible in line with government policy.

The board of a cemetery trust is responsible for the oversight and conduct of its members, employees and contractors. It is also ultimately accountable for the performance and governance of the organisation, including general oversight of operations and finances.

The board of a cemetery trust is comprised of between six and nine members appointed by the Governor in Council on the recommendation of the Minister for Health, under s. 6A of the Act.

The role of the cemetery trust board is to steer the cemetery trust by:

* performing a strategic role of setting the overall operational direction of the cemetery trust
* performing a stewardship, ethics and assurance role, ensuring that the cemetery trust’s activities reflect public sector and community values
* ensuring the trusts policies are in line with government policy requirements
* performing an oversight role, ensuring care, accountability and transparency
* performing a risk management role
* having clear employment principles
* having appropriate arrangements in place to meet statutory obligations
* observing existing legal requirements.

Each Class A trust has a chief executive officer who is responsible for implementing the board’s policy decisions, providing advice where sought by the board, overseeing day-to-day management of the organisation and reporting on the organisation’s performance.

Class A cemetery trusts offer flexible work options for meeting attendance via telephone, video conferencing or online platforms.

# Duties and responsibilities

Class A cemetery trust members are responsible for:

* ensuring each public cemetery for which the trust is responsible is managed properly and efficiently
* ensuring services provided by the cemetery trust meet the needs of the communities which it serves
* develop and monitor compliance with annual and strategic plans for each public cemetery for which the trust is responsible
* ensuring systems are in place to enable effective and accountable risk management, financial management and records management
* monitoring the performance of the chief executive officer
* identify, monitor and escalate any significant risks or issues of public concern relating to services provided by that cemetery trust
* preparing for trust meetings and actively contributing to discussions
* escalating issues in a timely manner with the trust, chairperson or chief executive officer where appropriate
* providing advice and leadership to Class B cemetery trusts
* making decisions in good faith by being adequately informed about trust matters and exercising their judgement in the best interest of the trust
* acting in the best interests of the trust and the communities it serves.

# Required skills and experience

To effectively carry out the duties of a Class A cemetery trust member, the following skills and experience are required:

* Corporate governance
* Strategic planning and thinking
* Financial management and analysis
* Community engagement
* Stakeholder management
* Communication, negotiation and influencing
* Risk management

# Other skills and experience

Although not required, the following skills and experience may be advantageous in the role of a Class A cemetery trust member:

* Knowledge of sector
* Lived experience
* Culturally or linguistically diverse
* Knowledge of cultural/faith groups
* Business development
* Accounting
* Audit
* Legal
* Infrastructure planning and project delivery
* Facilities management
* Land acquisition management
* Public sector knowledge
* Government liaison
* Change management
* Human resources management
* Familiarity with diverse community groups
* Sales and marketing

# Selection criteria

## 1. Board experience and corporate governance skills

* Experience on public company, community and/or statutory authority boards and committees
* Understanding of the objectives, roles, duties and obligations of non-executive directors
* Familiarity with financial reporting for boards/committees and ability to identify financial risks

## 2. Community engagement experience

* Experience in community-focussed work or volunteer activities
* Commitment to supporting and improving community services
* Appreciation of the role of the cemetery trust within the community

## 3. Strategic capabilities

* Capacity to think and act strategically
* Experience making decisions that support strategic goals
* Understanding of business challenges and sector trends

## 4. Stakeholder management experience

* Effective consultation and collaboration with stakeholders
* Appreciation of the underlying sensitivities that impact on the delivery of services
* Ability to recognise sensitivities and respond in an effective yet compassionate manner

# Position terms and conditions

## Meeting attendance

Class A trust members must attend:

* a minimum of 75 per cent of trust meetings
* sub-committee meetings as required.

Class A trust members are expected to attend, where possible:

* the annual general meeting
* strategic planning days
* trust events.

More information about meeting times specific to each Class A cemetery trust is provided in the table on the last page.

## Training

There is an expectation that members will make themselves available to attend training provided specifically for Class A trust members by the department.

## Declaration of private interests

Class A trust members are required to disclose any pecuniary interests or other interests that could conflict with the proper performance of their duties. Each trust member must complete a ‘Declaration of private interests’ form each year, and whenever there is a material change in their interests.

## Legal obligations

Class A trust members have legal obligations and duties under common law and under the constituting legislation, being the *Cemeteries and Crematoria Act 2003*, Cemeteries and Crematoria Regulations 2015, *Public Administration Act 2004* and other relevant state and federal legislation.

Class A trust members are bound by the [Code of Conduct for Directors of Victorian Public Entities](https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/) available on the Victorian Public Sector Commission website <https://vpsc.vic.gov.au/resources/code-of-conduct-for-directors/>.

## Term of appointment

The Act provides for members of the board to hold office for not more than three years from the date of appointment. Please note that in accordance with good governance practices, periods of appointment may vary to ensure continuity within the trust and sufficient opportunities for the appointment of new trust members.

## Remuneration

As part-time Governor in Council appointments, Class A cemetery trust members are eligible to be paid in accordance with the government’s [Appointment and Remuneration Guidelines](https://www.vic.gov.au/guidelines-appointment-remuneration) (the Guidelines) available on the Department of Premier and Cabinet website <https://www.vic.gov.au/guidelines-appointment-remuneration>. The Guidelines set a remuneration scale linked to the size and turnover of statutory bodies.

Trust members who are also public sector employees, whether full-time or part-time, are only eligible for remuneration for their service on a trust in certain circumstances as detailed in the Guidelines.

Remuneration rates for Class A trust members current at 1 July 2023 are as follows:

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| Regional Class A cemetery trust member | $8,694 p.a. |
| Metropolitan Class A cemetery trust member | $20,792 p.a. |

## Travel and personal expenses

A member of a Class A cemetery trust is entitled to receive reimbursement of reasonable expenses incurred approved by the trust.

# Data collection and privacy

During the application process, you will be invited to disclose personal information about yourself. You are not obliged to disclose personal information if you do not want to, but it can help us understand how we can support you through the recruitment process and beyond.

We invite you to tell us if you identify as Aboriginal, a person with disability, from a culturally or linguistically diverse background, LGBTIQ+ or a young person, aged 25 years old or less.

If you identify as any of the above, we welcome the opportunity to contact you and discuss how we can support you through the recruitment process. Sharing this information will help you access support should you need it and will also help us to better understand the impact of our work.

More information about the collection, use and disclosure of your personal information is available in the [Class A cemetery trust applicant guidelines](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments) <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments>.

# Contact

If you have any enquiries regarding the information provided in this position description, please contact:

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| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, November 2023  ISBN 978-1-76069-083-0 (pdf/online/MS word)  Available at [health.vic](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments) <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-a-cemetery-trust-appointments> |

**Schedule of Class A cemetery trust meetings - 2024** *(correct at November 2023):*

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| Meeting schedules | Ballarat General Cemeteries Trust | Geelong  Cemeteries Trust | Greater Metropolitan Cemeteries Trust | Remembrance Parks Central Victoria | Southern Metropolitan Cemeteries Trust |
| Trust meetings | Bi-monthly - Feb, Apr, Jun, Aug, Oct, Dec  4th Wed  9am-1pm | Bi-monthly From Feb  4th Tue  9:30am-11:30am | Monthly (except Jan)  4th Wed  8am-11am | Eight p.a. 4th Wed - Feb, Mar, May, Jun, Aug, Sep, Nov, Dec  4:30pm-6pm | Bi-monthly – 28 Feb, 24 April, 26 Jun, 20 Aug, 23 Oct, 3 Dec – 9am-12pm |
| Subcommittee meeting –  Community Advisory | Quarterly  3rd Tue - Feb, May, Aug, Nov  5pm-6:30pm | Quarterly  2nd Wed - Feb, May, Aug, Nov  10am-11:30am | Quarterly  3rd Wed - Feb, May, Aug Nov  3pm-5.30pm | Quarterly - Feb, May,  Aug, Nov  4:30pm-6pm | Quarterly – 13 Mar, 11 Sep, 5 Dec – 9am-10:30am  3 Jun – 2pm-4pm |
| Subcommittee meeting –  Finance | Part of Trust Meetings | Bi-monthly from Feb  4th Tue  8:30am-9:30am | Monthly (except Jan)  3rd Mon  8:30am-11:30pm | Quarterly - 1 Feb, 4 Oct  9am-10:30am  12 Apr, 1 Aug  5:30pm-6:30pm | 21 Feb, 22 May, 12 Jun, 14 Aug, 6 Nov - 9am-12pm |
| Subcommittee meeting –  Audit and Risk | Quarterly  2nd Tue - Mar, Jun, Sep, Nov  9:00am-10:00am | Quarterly  2nd Tue - Feb, May, Aug, Nov  8:30am-10:30am | Six p.a.  2nd Wed - Mar, Jun, Jul, Aug, Oct, Dec  9am-12pm | Quarterly- 8 Feb, 11 Oct  9am-10:30am  19 Apr, 2 Aug  4:30pm-6pm | Quarterly – 7 Mar, 29 May, 8 Aug, 30 Oct - 9am-11am |
| Subcommittee meeting –Remuneration | Twice p.a.  8 Feb, 25 Jul  9am-10am | Quarterly  Mar, Jun, Aug, Sep *(days/dates tbc)*  8:30am-10am | Quarterly  Feb, Apr, Aug, Nov  11:30am-1:30pm (*days/dates tbc*) | Three p.a.  Jan, Jun, Sep  1 hr *(days/dates tbc)* | **Governance Committee**  20 Mar, 14 Nov - 8am -10am  6 Jun, 5 Sep 12pm-2pm |
| Other trust meetings/committees specific to trust | **Development works** Quarterly  1st Tue - Feb, Apr, Jul, Oct - 9am-10am | N/A | **Infrastructure Wkg Grp**  Bi-annual.  Feb, Oct 9am-12pm *(days/dates tbc)* | **Infrastructure mtgs**  Feb, Apr, Jul, Oct 3-4:30pm  **Planning sessions**  4th Sat – Apr, July, Oct | N/A |
| Events (approx p.a.) | 6 | 12 | 5 | 4 | 6 |
| Location | Online or in person at:  New Ballarat Cemetery Office,  Doveton Street North, North Ballarat | Online or in person at:  Geelong Memorial Park, Armstrong Creek OR Geelong Eastern Cemetery | Online or in person at:  Fawkner Memorial Park, or,  Northern Memorial Park, Glenroy | Online or in person at: Eaglehawk Remembrance Park Office, 5 Victoria Street, Eaglehawk | Online or in person at:  Springvale Botanical Cemetery Office, 600 Princes Highway, Springvale |