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| Conducting referee checks |
| Class B cemetery trusts |
| OFFICIAL |

# Class B trust member selection process

Class B cemetery trusts are responsible for the selection and nomination of candidates for appointment to the trust. Each Class B trust is responsible for setting its own selection criteria for each trust member vacancy to ensure the trust has an appropriate mix of skills, experience and perspectives.

Referee checks are an important part of the selection process. The purpose of referee checks is to provide trusts with an opportunity to confirm and verify information gathered during interviews.

It is mandatory for trusts to conduct at least one referee check for all new applicants who have not been appointed to the trust before, and for former members who are seeking reappointment more than 12 months since their previous term of appointment ended.

The trust chairperson must declare that this requirement has been met in Part I of the *Application for appointment to a Class B cemetery trust*.

Note: Referee checks are not mandatory for current or former trust members applying for reappointment within 12 months of the end of their term of appointment.

# Conducting a referee check

Referee checks should be conducted via telephone, and online meeting platform or face-to-face. Questions can be emailed to a referee for a written response, however this method should only be employed if a verbal discussion is not possible.

Referee checks can be conducted by one or more representatives of the selection panel. Those who conduct the checks are responsible for taking notes and reporting outcomes back to the rest of the panel. If multiple panel members wish to participate in a check via telephone, teleconferencing facilities or a speaker phone can enable this.

Note: Contact should not be made with any referee without the applicant’s permission.

# Sample referee check questions

A trust may use a selection of questions from the list below and/or develop its own questions for referees.

Questions should be behaviour-based and should only address matters that are pertinent to the position of trust member. Referee check questions should be the same for all applicants.

* What is your relationship to the applicant?
* How long have you known the applicant?
* What skills and competencies would the applicant bring to the trust?
* Are you aware if the applicant has any experience on a community board, panel or committee?
	+ If yes, how did they perform?
	+ If no, how do you think they would perform?
* Can you describe how the applicant works with others?
* Can you describe the applicant’s communication style?
* Is the applicant engaged in the local community?
* Are you aware of any issues that the trust should consider regarding the applicant?
* Is there anything else you would like to add regarding the applicant?

# Record keeping

When conducting a referee check it is important to take notes as a record of the conversation. As with all steps in the trust member selection process, records should be managed appropriately to protect the privacy of the applicant.

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