

|  |
| --- |
| Class A cemetery trust chairperson position description |
| OFFICIAL |

Class A cemetery trust chairpersons represent their local communities and have a range of skills and experience in areas relevant to the governance of public bodies.

The Victorian Government is committed to ensuring that government boards reflect the rich diversity of the Victorian community. We encourage applications from women, people of all ages, Aboriginal people, people with disability, people from culturally and linguistically diverse backgrounds, LGBTIQA+ people and people living in rural and regional Victoria. We will provide adjustments to the recruitment process upon request.

# Class A cemetery trusts

All public cemeteries in Victoria are governed and managed by cemetery trusts. Cemetery trusts are 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. Class A cemetery trusts are 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 public entities that serve their communities 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 listed below.

|  |  |
| --- | --- |
| 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 |

Class A cemetery trust boards have between six and nine members, including the chairperson, 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
* having appropriate arrangements in place to meet statutory obligations.

## Functions

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.

# Chairperson responsibilities

Class A cemetery trust chairpersons are responsible for:

* providing strong leadership to the cemetery trust and ensuring trust members are provided with appropriate support and induction to enable them to understand and discharge their duties, responsibilities and accountabilities
* monitoring the performance of the chief executive officer
* managing the trust’s key stakeholder relationships
* working closely with the department to ensure strategic challenges facing the sector are identified and managed
* identifying, monitoring and escalating any significant risks or issues of public concern relating to services provided by the cemetery trust
* maintaining impartiality during the investigation and resolution of complaints
* building a cohesive and effective board that actively participates in the governance of the trust
* managing trust meetings and trust member dynamics
* taking appropriate steps to address and resolve conflict within the trust
* managing potential conflicts of interest appropriately by ensuring disclosed conflicts of interest are recorded in meeting minutes and managed appropriately
* ensuring media comments are made in accordance with trust policies and procedures
* maintaining a skills matrix of all trust members to assist with succession planning
* ensuring services provided by the cemetery trust meet the needs of the communities it serves.

# Chairperson skills and experience

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

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

The following skills and experience may also be advantageous:

* 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

## Leadership expertise

* Experience successfully leading a group in a role relevant or equivalent to that of a chairperson
* Highly developed interpersonal skills including effective communication, emotional intelligence, influencing, negotiation and conflict resolution
* Behaves in a professional and ethical manner and upholds public sector values

## 2. Board experience and corporate governance skills

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

## 3. 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

## 4. Strategic capabilities

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

## 5. Stakeholder management experience

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

# Position terms and conditions

## Meeting attendance

Class A trust chairpersons must attend a minimum of 75 per cent of trust meetings and additional sub-committee meetings as required. Class A cemetery trusts offer flexible work options for meeting attendance via telephone, video conferencing or online platforms.

Class A trust chairpersons are also expected to attend, where possible, the annual general meeting, strategic planning days, training and trust events. Refer to page 6 for more information about [meeting schedules](#_Schedule_of_Class).

## Training

Chairpersons are encouraged to attend the department’s tailored Class A cemetery trust governance training.

## Declaration of private interests

Class A trust chairpersons are required to disclose any pecuniary interests or other interests that could conflict with the proper performance of their duties. Each trust chairperson 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 chairpersons 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 chairpersons 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 chairpersons of the trust 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 chairpersons.

## Remuneration

As part-time Governor in Council appointments, Class A cemetery trust chairpersons 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 at <https://www.vic.gov.au/guidelines-appointment-remuneration>. The Guidelines set a remuneration scale linked to the size and turnover of statutory bodies.

Remuneration rates for Class A cemetery trust chairpersons, effective 1 July 2023:

|  |  |
| --- | --- |
| Regional Class A cemetery trust chairperson | $14,916 p.a. |
| Metropolitan Class A cemetery trust chairperson | $40,158 p.a. |

Trust chairpersons 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.

## Travel and personal expenses

Class A chairpersons are entitled to receive reimbursement of reasonable expenses incurred.

# Contact

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

Clare Perconte  
Cemeteries and Crematoria  
Department of Health  
[Email](mailto:cemeteries@health.vic.gov.au): [cemeteries@health.vic.gov.au](mailto:cemeteries@health.vic.gov.au)

**Please refer to page 6 for information about meeting schedules for each Class A cemetery trust.**

|  |
| --- |
| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Divisional Portfolio Entity and Appointments Advisory Team](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, June 2024.  ISBN 978-1-76069-083-0 (pdf/online/MS word)  Available at [Class A trust member appointments](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 2024-25 (subject to change)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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-12pm | Quarterly  3rd Wed - Feb, May, Aug Nov  3pm-5.30pm | Quarterly – 2nd Wed Feb, May, Aug, Nov  3:00pm-4:30pm | 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  9am-11:30pm | Quarterly – 2nd Wed. Feb, May, Aug, Oct with additional in Apr and Jun for budget review. 4.30pm – 6.00pm | 21 Feb, 22 May, 12 Jun, 14 Aug, 20 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 – 3rd Wed, Feb, Apr, Aug, Oct.  4.30pm – 6.00pm | Quarterly – 7 Mar, 29 May, 8 Aug, 30 Oct - 9am-11am |
| Subcommittee meeting –Remuneration | Twice p.a.  8 Feb, 25 Jul  9am-10am | Quarterly  1st Tue - Mar, Jun, Aug, Sep 11:00am-12:30pm (*flexible*) | Quarterly  Feb, Apr, Aug, Nov  11:30am-1:30pm | Four p.a.  1 Feb,1 May, 1 Aug, 6 Nov  1 hr – 9am-10am | **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 | N/A | **Infrastructure mtgs**  Feb, Apr, Jul, Oct 9am-10am  **Planning sessions**  4th Sat – Apr, July, Oct | N/A |
| Events (approx.) | 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, 600 Princes Highway, Springvale |