



Metropolitan Memorial Parks

Community Engagement Committee Candidate Information Pack

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About Metropolitan Memorial Parks

Metropolitan Memorial Parks (MMP) is a cemetery and crematoria operator established by the NSW Government. It provides a critical service to the community at one of life's most significant moments.

It is responsible for 400 hectares of cemetery space located on Crown land across eight cemeteries in Sydney and Newcastle, employs approximately 270 staff, has an annual turnover of around \$80 million and has net assets of \$600 million.

MMP is a category 1 Statutory land manager under the *Crown Land Management Act 2016* (CLM Act) and a Crown cemetery operator under the *Cemeteries and Crematoria Act 2013* (CCA). A Statutory land manager is a legal entity established by the CLM Act to care, control and manage Crown land on behalf of the people of NSW.

Website: www.metropolitanmemorialparks.com.au

Community Engagement Committee

The Community Engagement Committee (CEC) provides an important forum for MMP to liaise and engage with communities to help shape the future of MMP.

MMP remains responsible for ensuring activities and services comply with any statutory obligations.

The committee is one of the mechanisms for MMP to meet aspects of the CLM Act and the CC Act to:

- to liaise with communities to which the MMP and its board provides cemetery services,
- consider environmental, social, cultural heritage and economic factors in decisions about major MMP initiatives and projects,
- provide consistent, efficient, fair and transparent management of MMP cemeteries for the benefit of the people of New South Wales,
- consider the use of sites by the Aboriginal people of New South Wales because of the spiritual, social, cultural and economic importance of land to Aboriginal people and, where appropriate, to consider co-management of some sites,
- provide for the management of Crown land having regard to the principles of Crown land management.

The establishment of the CEC is based on the NSW Department of Planning and Environment Community Consultative Committee Guidelines.

Role of the Community Engagement Committee

The committee will assist and guide MMP with the operation and management of MMP, including aspects such as:

- Service provision
- Placemaking initiatives
- Regulatory requirements and industry standards
- Evolving interment needs and expectations
- Opportunities for hearing from communities and customers
- Specific community, faith, and cultural considerations

- Strategies for broad community engagement
- Pricing strategies
- Sustainability issues

Authority of the Community Engagement Committee

The committee is not a decision-making or regulatory body. The committee performs an advisory function for MMP and the Board.

The committee is a two-way partnership to:

- maximise the opportunity to reflect community needs
- identify and understand issues and views, particularly about major business initiatives and projects

Committee composition

The CEC are an independent and impartial membership and are not members of the MMP Board or MMP workers.

The CEC membership will be made up of up to 20 volunteer members plus an independent chair.

Role of Chair

The Chair is a remunerated, independent and impartial member of the committee. The Chair of the committee is recruited and appointed by MMP from the NSW Department of Planning, Housing and Infrastructure (DPHI) pool of suitably qualified Chairs, who have experience in community relations, facilitation, mediation, and public advocacy. Further they have a proven track record in convening and managing stakeholder committees with independence.¹

The Chair is responsible for:

- managing the operation of the committee, including providing meeting agendas, forum facilitation, chairing of meetings, reviewing and approving minutes,
- maintaining key contacts between the committee, MMP and the MMP Board ex officio member
- collaboratively develop and agree on a code of conduct and then ensure it is upheld
- provide a written report to the Board after every meeting
- overseeing annual reporting to the MMP Board
- helping to resolve disagreements between committee members fairly and transparently,
- developing a culture of curiosity of others' views and generosity of sharing expertise in the committee deliberations
- facilitating and conducting constructive discussions to support committee members.

¹ This is based on the pool of Chairs established to chair community consultative committees for state significant projects in NSW

Role of members

Members are responsible for:

- supporting the CEC to perform its function
- attending meetings and participating in the recommendation-making process

Meeting frequency

The committee will meet up to three times per year.

The Chair will give members the meeting schedule on appointment.

CEC meetings may be held in person on an MMP site or via MS teams or as a mixed format of in-person and online as agreed.

The meeting time will be after business hours but during a business operating week.

The first meeting will be held on Thursday 15 August 2024 at 5pm at a venue to be advised.

Term of appointment

The initial term of the Chair and the Committee members is two (2) years.

Committee member selection

CEC members will be selected and appointed by MMP on the following general principles and selection criteria to ensure process transparency².

The general principles are:

- **Merit** – members should be considered against assessment criteria required for the role on the committee.
- **Fairness** – The process used to assess the applications must be transparent, without bias, and open to all people interested in seeking membership and that satisfy the requirements including formal qualifications, knowledge, skills and or experience and have a demonstrated interest and or expert understanding of the heritage, conservation, legislative framework and history of our parks. The same criteria must be used to assess all people being considered for the membership at that time.
- **Diversity** - Consideration must be given to the principle of diversity, including representation of Aboriginal and Torres Strait Islander people, women from culturally and linguistically diverse backgrounds, people with a disability and young people.
- **Integrity** - Only persons of sound reputation, who are prepared to discharge their responsibilities diligently may be appointed.

Previous engagement with MMP does not guarantee a place on the CEC.

Applications will not be accepted from employees, contractors or relatives of MMP employees or contractors, or from people who have current or potential future commercial interests in the memorial parks.

² These General principles are based on the Appointment standards – NSW Boards and Committees in the NSW Public Sector

The independent CEC Chair will form part of the panel to select suitable applicants for the CEC membership.

Selection criteria

The following selection criteria and weightings will be applied in the selection process. Applicants will need to provide a covering letter demonstrating how they meet these criteria and a curriculum vitae of positions held.

Selection Criteria	Description	Weighting
Local Community Connection	<ul style="list-style-type: none"> • A keen interest and strong ties to the local community and current and future locations • Connection to and experience with communities, faiths, practices relevant to the purpose of MMP and our memorial parks. • Demonstrated prior engagement or potential future engagement of the local community group with our memorial parks. • Local connection should be demonstrated through residency, land ownership, employment, or active involvement in local affairs. 	20%
Diversity Representation	<ul style="list-style-type: none"> • Understanding of diversity factors such as age, gender, ethnicity, socioeconomic background, and disability status to ensure diverse perspectives are represented on the committee. • This will include a demonstrated understanding of local Culturally and Linguistically Diverse groups, religious and faith groups and those with interests in innovation - social, environmental and economic sustainability 	20%
Community Engagement Experience	<ul style="list-style-type: none"> • Ability to demonstrate involvement and experience in their community and able to represent and effectively communicate the greater interests of their community. • Ability to constructively work with and understand views of communities different from their own 	20%
Knowledge of Cemetery Services	<ul style="list-style-type: none"> • Familiarity with our parks and cemetery services, including an understanding of regulations, cultural practices, and community needs related to burial and cremation. 	10%
Communication Skills	<ul style="list-style-type: none"> • Effective communication skills, including the ability to listen actively, articulate ideas clearly, and engage respectfully with diverse stakeholders. 	15%
Commitment & Code of Conduct	<ul style="list-style-type: none"> • Willingness to commit time and effort to participate in CEC activities on a regular basis and 	15%

	<ul style="list-style-type: none"> • adhere to the committee’s code of conduct and ability to demonstrate an understanding of COI and preparedness to take these obligations seriously 	
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How to apply

Applications will need to include the following:

- Covering letter**

 - A brief cover letter addressing the key role criteria and what the candidate feels they would bring to the position (2 pages max)
- Curriculum Vitae**

 - Covering positions held, dates, key achievements and details of current positions
- Support for application**

 - Any further support documents
 - Please note succesful candidates may be required to provide additional documentation for probity checks

Applications are to be submitted by email to corporate@mmplm.com.au with the subject line – **CEC application**.

Applications close 5.00pm AEST, Wednesday 10 July 2024.