

## Terms of Reference V 1.0

|   |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Name</b>                         | Community Advisory Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2 | <b>Purpose</b>                      | <p>To facilitate community engagement and the provision of advice, guidance and insights regarding the needs and preferences of the communities which SMCT serves.</p> <p>The Community Advisory Committee:</p> <ul style="list-style-type: none"> <li>• provides a mechanism for consumer and community engagement regarding SMCT’s current or proposed products or services.</li> <li>• provides advice, from consumer and community perspectives, in relation to SMCT’s current or proposed products or services, including major initiatives and changes.</li> <li>• advises SMCT on community issues in relation to its communication with the communities it serves.</li> </ul>                                                                                                                                                                                                                                                                        |
| 3 | <b>Objectives</b>                   | <p>The CAC is appointed in an advisory capacity by the Trust and, as such, has no authority. The objectives of the Committee are to:</p> <ul style="list-style-type: none"> <li>• provide the community and consumers an opportunity to provide input/feedback and make recommendations in order to enhance SMCT’s community engagement.</li> <li>• advocate on behalf of the community and consumers.</li> <li>• advise SMCT regarding appropriate strategies for effective consumer and community participation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4 | <b>Term of Committee Membership</b> | <p>All appointments made by the Trust shall be for a period of between one and three years. Appointments may vary in term to ensure continuity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 5 | <b>Membership Composition</b>       | <p>As determined by the Trust, and in accordance with the <i>Community Advisory Committee Guidelines for Class A Cemetery Trusts</i> (issued by the Secretary of the Department of Health &amp; Human Services) the Committee shall comprise persons whose skills and experience reflect, and are complimentary to, the diversity of the communities which SMCT serves.</p> <p>Members shall reflect the particular needs and interests of a broad range of consumers and communities and may include people from diverse backgrounds, such as emerging communities.</p> <p>The Trust will give preference to members who are not:</p> <ul style="list-style-type: none"> <li>• funeral directors, stonemasons or holders of a similar position</li> <li>• registered cemetery providers or directly involved in the provision of cemetery sector services</li> <li>• currently employed or engaged in the provision of cemetery sector services.</li> </ul> |

|    |                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6  | <b>Members</b>             | <p>The Committee will comprise up to:</p> <ul style="list-style-type: none"> <li>• Two <b>Trust Members</b> (as appointed by the Trust), one of whom will act as Chair of the Committee; &amp;</li> <li>• Eight <b>Community Representatives</b> appointed by the Trust</li> </ul>                                                                                                                                                                                 |
| 7  | <b>Meetings</b>            | <ul style="list-style-type: none"> <li>• Meetings shall be held quarterly, with a minimum of 4 meetings per year.</li> <li>• Members are required to attend at least 75% of scheduled meetings annually, unless absence has been approved by the Committee Chair.</li> <li>• The Committee permits members to participate in a meeting by phone or video-conference and a member who participates in such a way is deemed to be present at the meeting.</li> </ul> |
| 8  | <b>Terms and Vacancies</b> | <p>All appointments made by the Trust shall be for a period of between one and three years.</p>                                                                                                                                                                                                                                                                                                                                                                    |
| 9  | <b>Quorum</b>              | <p>A quorum consists of 50% of members, inclusive of one Trust member.</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| 10 | <b>In attendance</b>       | <p>Employees of the Trust may be invited to attend meetings.</p> <p>The Corporate Governance Manager will be the Secretariat of the Committee</p>                                                                                                                                                                                                                                                                                                                  |
| 11 | <b>Decision Making</b>     | <p>Decisions shall be reached by consensus.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 12 | <b>Agendas</b>             | <p>The Agenda will be circulated, together with relevant meeting papers, one week prior to the meeting date.</p>                                                                                                                                                                                                                                                                                                                                                   |
| 13 | <b>Minutes</b>             | <p>The minutes of the Committee are to be provided to the Trust to keep the Trust informed of the Committee’s activities and recommendations.</p>                                                                                                                                                                                                                                                                                                                  |

Terms of Reference extracted from Community Advisory Committee Charter Version 2.1

Date approved by SMCT Trust: 4 December 2019. Scheduled date for next review: 4 December 2022