

NEW ZEALAND CEMETERIES AND CREMATORIA COLLECTIVE (NZCCC) TERMS OF REFERENCE 2020 - 2022

Background

At the New Zealand Recreation Association (Recreation Aotearoa) New Zealand Cemeteries and Crematoria Conference in June 2012, attendees voted to set up a national collective to represent the interests of the Cemeteries and Crematorium industry in New Zealand.

New Zealand Recreation Association agreed to support this by allowing the New Zealand Cemeteries and Crematoria Collective to set up under its umbrella and provide the following functions through the role of their Project Manager:

- Assistance to set up a governance/Advisory Committee
- Administrative support for Advisory Committee Meetings and Collective activities.
- Invite membership through an annual subscription to Recreation Aotearoa so that funding may be made available to support the Collective's activities
- Make its website available for a dedicated information/advisory section for collective matters.

Collective Advisory Committee

An Advisory Committee has been set up to provide governance and direction for the Cemeteries and Crematoria Collective. The inaugural meeting of the New Zealand Cemeteries and Crematoria Collective Advisory Committee took place on 1 November 2012 with a quorum of four members.

Vision

To be the national provider of support, advocacy and excellence for the cemeteries and crematoria industry

The Purpose of the Advisory Committee

The NZCCC will be responsible for providing advice, industry feedback and leadership to the industry with regard to cemetery and crematoria management and operation. The purpose is to assist with the review and development of quality products, guidelines and learning opportunities in

order to ensure the ongoing cemetery and crematoria industry is kept relevant nationally and internationally.

Collective Objectives

1. To provide leadership and support across the industry to ensure the deceased and their families receive a consistent, professional, safe and quality service.
2. To develop and promote industry guidelines and excellence in the operation and management of cemeteries and crematoria.
3. To advocate for the industry at a local and national level.
4. To keep in touch with international trends and practices while being considerate of the unique New Zealand approach to death and dying.
5. To initiate a rewards programme to recognise leadership, innovation and celebrate success in the Industry.
6. To support and influence the development of a training pathway and industry qualification.
7. To construct a yearly project plan to deliver services and resources identified by the industry

Terms of membership of the Advisory Committee

- Positions are elected on a two-yearly basis. Every Advisory position is up for re-election with a maximum term of six years. The election process will be held at the Cemeteries and Crematoria Conference.
- Each nomination must supply a current CV and a covering letter before the elections, where Recreation Aotearoa's Parks and Open Spaces Manager and the current chair will review applicants for election into the roles of the committee.
- If a position comes available throughout the two-year term, a position can be replaced after review from the Chair, Recreations Aotearoa Parks and Open Spaces Programme Manager and the current committee members
- Committee shall be made up of a minimum of six members plus the chair, with a maximum of ten members plus a chair.
- The Chair can only sit for a maximum of two consecutive terms
- When a member of the Advisory Group works within an organisation or entity, if they leave that organisation or entity, their roles on the

advisory group is personally specific as an individual, pending any conflicts. Then a preplacement may be sought.

- If a committee member has completed their maximum term. The existing committee can vote to hold a person within the committee for further term, but it must unanimous vote by the whole of the standing committee.
- All information, intellectual property and documentation that is developed by the advisory group will be the sole ownership of Recreation Aotearoa and will be used to support the quality and safety of places and spaces.

Strategic Advisory Committee Members and Roles

The purpose of the Advisory Committee is to provide governance and direction for the Collective. Members of the Committee are represented from a wide range of backgrounds from the Cemeteries and Crematoria Industry.

No	Members	Organisation
As at Nov 2020		
1	Nikki Marchant-Ludlow	Auckland Council
2	Hayden Parr	Whangarei District Council
3	Craig Morton	Dunedin Monumental Masons
4	Cindi Crooks	Citycare Ltd
5	Danny Langstraat	Harbour City Funeral Homes
6	Daniel Chrisp	Porirua City Council
7	Elizabeth Reddington	Wellington City Council
8	Sheree Stout	Auckland Council

Advisory Committee member requirements.

Members are required to maintain a commitment to the work and meeting times of the Advisory Committee.

Members will:

- Attend scheduled meetings
- Be prepared by reviewing all discussion documents prior to meeting.
- Complete designated tasks and actions within timeframes.
- Engage and develop a mechanism for networking and feedback within their local and regional area
- Members are required to cover their own travel and accommodation costs to and from the two face to face meetings a year.

Accountability

The Recreation Aotearoa Board has set up the Advisory Committee as an official committee of Recreation Aotearoa under Rule 11.1.4 of the Constitution, for the purposes of improving quality and safe practices within the Cemeteries and Crematoria industry.

The Advisory Committee is accountable to the Recreation Aotearoa Parks and Open Spaces Programme Manager and will operate within the Recreation Aotearoa Code of Ethics.

At the beginning of each year (August) the standing committee will develop the work plan and budget for the next financial year, and it will be reviewed after 6 months (November) as the proposed budget for the coming financial year. This will determine resources and funds required to deliver the programme and the committees' operational requirements.

Recreation Aotearoa will manage for NZCCC the invoicing and administration duties associated to the collection of membership and information related to its members and financial debts. This will cost the collective \$12k per annum.

Recreation Aotearoa will manage for NZCCC the secretarial duties, newsletters and marketing of events. This will cost the collective \$12k per annum.

Financial Accountability

All financial accountability will be with Recreation Aotearoa, the Parks and Open Spaces Programme Manager will manage the budget that has been set. Any negative costs or surplus will not be carried over from year to year, NZCCC objectives are to be cost neutral including the operational costs by Recreation Aotearoa to manage NZCCC services.

Recreation Aotearoa will work with NZCCC and develop a media strategy, , newsletters, membership coordination, enquiries minor projects and events such as forums and Cemeteries week that fits within the budget.

Recreation Aotearoa will work with NZCCC to engage with partners, service providers, sponsors or associations who are like minded supporting the cemeteries and crematoria industry, developing partnership arrangements that benefit NZCCC and its members.

Recreation Aotearoa will hold agreements with sponsors on behalf of NZCCC, where there is a financial component that benefits NZCCC.

The Parks and Open Spaces programme manager will assist with the development of the project plan, development of cemeteries week, engaging with the Recreation Aotearoa administration staff to deliver the outcomes identified in the marketing and project plan and projects as identified within the project plan.

Conferences every two years will be managed as a separate event with the Recreation Aotearoa team, a budget will be identified to make the event cost neutral.

External communications

Queries from, or contacts with the wider sector regarding the proceedings of the Advisory Committee, must be referred to the Parks & Open Spaces Programme Manager or the Chair who will act as spokesperson for the Advisory Committee.

The Advisory Committee may wish to develop media releases on its work, or provide Advisory Committee comment on particular issues. The Chair or Parks and Open Spaces Programme Manager will draft the media release and circulate it to the Advisory Committee if required before publishing or speaking to the media..

Advisory Committee meetings and quorum

The Advisory Committee will set the frequency of meetings.

Meetings will be co-ordinated by the Chair and supported by the Recreation Aotearoa Programme Manager.

The Advisory Committee will ensure a minimum of two scheduled face to face meetings per year, to be held in locations agreeable by the committee that ensures equity with travel distance and costs.

All other communication and alternate meetings will be held monthly by means of webinar, phone conferencing or email.

The quorum for the Advisory Committee meetings will be the Chair and four committee members. The role of acting Chair is delegated by the committee. The Chair (or acting Chair, if the Chair is not in attendance) will have the deciding vote if a vote is tied.

If there is a potential conflict of interest for any Advisory Committee member, they must declare their conflict of interest in writing to the rest of

the Committee members. If there is deemed to be a significant conflict of interest, the Committee member must abstain from any decision the conflict affects or withdraw if the conflict of interest is deemed to significantly affect their ability to perform their role

In situations of dispute within the Advisory Committee that cannot be resolved, these disputes will be referred to an independent Recreation Aotearoa mediator.

These terms of reference can be reviewed and amended as the majority of the Advisory Committee require.

The Advisory Committee members will establish timeframes for, and follow, the NZCCC Media Policy and Communications Strategy.

If a member in an elected position on the Advisory Committee brings the reputation of the collective into disrepute or significantly fails to deliver on vision and values of the collective the Advisory Committee will have the ability to relieve them of any further commitments.

APPENDIX ONE: New Zealand Recreation Association (Recreation Aotearoa) - Code of Ethics

Objective:

To promote, maintain and enhance the reputation of Recreation Aotearoa, it is desirable that all individuals involved in Recreation Aotearoa strive for high standards of professional integrity, proficiency and knowledge.

Procedures:

All individuals involved in Recreation Aotearoa activities have certain expectations placed on them if they are to be seen as "professional" in their operation. These expectations cover both the professionalism of Recreation Aotearoa and the people working in that organisation, and the expectation placed on the individuals themselves, whatever their employment.

The following principles are endorsed for individuals involved in Recreation Aotearoa activities:

1. To undertake only those professional assignments for which they are suitably qualified and competent, and not to solicit prospective clients through the use of false or misleading claims.
2. To have proper regard for public law and the safety, health and welfare of the public in the performance of their professional duties.
3. To maintain confidentiality of information obtained in the course of professional services unless disclosure serves as a compelling professional purpose or is required by law.
4. To continue personal professional education and to contribute to the advancement of the profession through interchange of information and experience with others, and through sharing the results of experience and research.
5. To treat, and be seen to treat, all clients in a fair and equitable manner and not to commit any act of sexual or racial harassment, discrimination, exploitation or coercion.
6. To maintain a commitment to honesty, integrity and excellence in all dealings.
7. To ensure at all times that they attempt to preserve and enhance the reputation of Recreation Aotearoa, and to exercise loyalty, discretion and sound judgement when discussing issues or concerns of relevance Recreation Aotearoa strengthens this reputation.

8. Not accept compensation, financial or otherwise, from more than one party for the same service, or for other services pertaining to the same work, without consent for the Recreation Aotearoa Board.
9. Inform the Chief Executive of potential or real conflict of interest.
10. Accept the decision of a client or employer concerning the objectives and nature of professional services to be performed unless the course of action to be pursued involves conduct which is illegal or inconsistent with Recreation Aotearoa's primary obligation to the public.


Advisory Committee member:


{Acceptance of Terms of Reference and code of conduct}

Name: Nikki Marchant Ludlow Signature:  Date: 19 11 2020


Name: Daniel Crisp Signature:  Date: 18/11/20

Name: Elizabeth Reddington Signature: EReddington Date: 19/11/2020

Name: Sheree Stout Signature:  Date: 20 11 2020

Name: Hayden Parr Signature:  Date: 12/11/2020

Name: Craig Morton Signature: C A Morton Date: 12/11/2020

Name: Cindi Crooks Signature:  Date: 19/11/2020

Name: Danny Langstraat Signature:  Date: 20 11 2020