

Cemeteries and Crematoria Authority Australian Capital Territory

Summary of meeting outcomes Board meeting No. 26, August 16th 2023

Welcome, review of attendance and confirmation of meeting agenda

The chair gave an Acknowledgement of Country.

The chair welcomed all present, noted apologies, confirmed there was a quorum and opened the meeting.

Potential conflicts of interest

There was 0 conflict/s of interest disclosed for this meeting.

Governance and administration

- Held discussions with the Regulator on various topics/matters including the roles and responsibilities of the Regulator
- Received a presentation from Board member on the development of a Board Culture Statement. The matter was workshopped with the Board and key themes were developed
- Held a discussion about the purpose, scope and status of Governance Committee
- Formally approved the establishment of a Governance Sub-Committee in accordance with the agreed actions from the Board Effectiveness Survey

Matters of business

Matters considered and discussed at the meeting included

- Endorsed the 2023/2024 Financial year meeting schedule
- Noted the Delivery Program, Statement of Strategic Guidance Progress Update Report
- Noted the Product Development and Sales Update Report
- Approved the Business Case for the development of the last identified land at Woden Cemetery
- Noted the Report on Replacement of the current Cemetery Management System
- Noted the outcomes from the Visitor Satisfaction Survey Report
- Noted the results for Canberra Cemeteries from the 2023 Employee Survey
- Noted the information in the Website Analytics Report
- Noted the TCCS Mandatory training courses update report
- Noted the Customer Satisfaction Report

Meeting closed

The chair closed the meeting.

Next meeting

18th October 2023