

TERMS OF REFERENCE

Epping Cemetery Community Asset Committee

Epping Cemetery was opened in 1858 when cemetery trustees were appointed, and regulations gazetted. It operated until 1967 when the cemetery was closed except to those holding deeds to sites and internments in existing family graves.

The cemetery is an island of pre-settlement vegetation and landscape with rare grasslands and grassy woodland vegetation contributing to its unique character. Management of this reserve ensures that the rich indigenous flora species of the grassland persist for future generations.

Purpose

The Community Asset Committee has been established to provide advice to the Trust, assist in management activities and initiate improvements to the cemetery presentation.

Delegation

This is a Community Asset Committee, established by Council under section 65 of the *Local Government Act 2020* and has no authority unless specifically conferred under delegation.

Membership and Tenure

Consistent with the guidelines issued by the Secretary of the Department of Health & Human Services for Class A cemeteries, the Committee shall comprise persons whose skills and experience reflect and are aligned with the diversity of the communities which the Trust serves.

Committee members shall reflect the needs and interests of a broad range of interest groups with a particular focus on family members and the Whittlesea community including people from diverse backgrounds and emerging communities.

Preference will be given to community members who are not funeral directors, stonemasons, or holders of similar positions nor registered cemetery providers or those directly involved in the provision of cemetery sector services currently employed or engaged in the cemetery industry.

All Committee appointments made by Council shall be for a period of between one and three years. Appointments may vary in term to ensure continuity.

The Committee shall comprise a minimum of three and maximum of five community representatives.

A Council Officer may if requested, assist the Committee by being the Secretariat of the Committee.

Committee members will cease to be a member if they resign and/or reach the end of the term of their appointment.

Date of Adoption	Next Review Date	Directorate Responsible	Department Responsible
12 March 2025	12 March 2029	Planning & Development	Strategic Property & Portfolio Development

Code of conduct

The City of Whittlesea Employee Code of Conduct sets out behaviours that must be demonstrated by those working for or representing Council. The Code applies to all Council employees, contractors, volunteers and external parties when representing Council.

Roles and responsibilities

The Community Asset Committee (Committee):

- provides advice from family member and community perspectives, in relation to the Trust's current obligations and initiatives to improve public awareness of the Epping Cemetery and the Trust's role
- where authorised by Council (or under the authority delegated by Council to the Chief Executive Officer) at the request of the Trust assists with:
 - administrative and management obligation of the Trust such as improving the cemetery's presentation through grants and community participation
 - sharing and furthering community education and participation in the cultural, historical and environmental significance of the cemetery.

Chairperson: Lead the Community Asset Committee
 Open and close meetings
 Keep conversations relevant and on track

Secretariat: Minute taking, recording actions and distribution

Members: Provide advice, input and feedback on management of the Epping Cemetery

Ordinary Meetings

Frequency and duration

Meetings shall be held at least four times per year.

Decisions

Decisions will be made by consensus if possible; otherwise, a majority vote of the present Committee members will decide.

Quorum

A quorum consists of 50% of members, inclusive of one Trust member or a Council officer which is a nominated Trust representative.

Attendance of meetings

Members are required to attend at least 75% of scheduled meetings annually unless absence has been approved by the Chairperson. The Committee permits members to participate in a meeting by phone or videoconference and a member who participates in such a way is deemed to be present at the meeting.

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Agenda and minutes

The agenda will be circulated, together with relevant meeting papers one week prior to the scheduled meeting date.

Minutes of previous meetings will be reviewed and accepted by the Committee as a true and accurate record at the commencement of each meeting and are to be provided to the Trust to keep the Trust informed of the Committee's activities and recommendations.

Special guests and additional representation

Other persons may be invited to attend meetings at the request of the Chairperson on behalf of the Committee to provide advice and assistance. They have no voting rights and would usually attend only for the matter they have been invited to present on or discuss.

Eligible individuals

- Live or own property in City of Whittlesea.
- Are over the age of 18 years.
- Are committed to the Epping Cemetery Community Asset Committee purpose.
- Are committed to the Epping Cemetery Community Asset Committee Terms of Reference.
- Are committed to attending the minimum number of meetings and all planned events.

No Councillor nor Council staff member may be appointed to the Committee.

Resignation or termination

Committee members may resign at any time in writing to the Manager Strategic Property and Portfolio Development.

Membership may be terminated for any of the following reasons:

- The member's no longer lives or owns property within the City of Whittlesea.
- Failure to attend the minimum number of meetings.
- The member does not declare a conflict of interest, breaches confidentiality or exhibits behaviour unbecoming as a member of the Committee.
- The member expresses views on behalf of the Committee or Council.

If members resign or Council is required to terminate membership of any Committee member, the vacancy will be advertised on the Council's website.

Conflicts of Interest

The City of Whittlesea is committed to ensuring that its decision-making has integrity, is fair and is in the best interests of the community and that in making decisions conflicts of interest (COI) are avoided and managed as they arise. Declaring COI is applicable to all members of this committee.

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General Conflict - *you have a General Conflict if an impartial fair-minded person would consider that your private interests could result in you acting in a way that is contrary to your Public Interest Duty.*

Material Conflict - *you have a Material Conflict if you or a Family Member or Close Friend could gain a benefit or suffer a loss (directly or indirectly) depending on the outcome.*

For more information on COI's please refer to Council's [Conflict of Interest Policy Guidelines 2023](#).

Each member will be afforded the opportunity for declaration of conflicts at the beginning of each meeting. Disclosed COIs are to be noted in the minutes of the applicable meeting.

Review

These terms of reference shall be reviewed every 4 years, at the beginning of each new Council term, or as otherwise directed by Council.

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