

Ferntree Gully Cemetery Community Consultative Group

January 2023

1. Purpose

The Ferntree Gully Cemetery is located at the foothills of the picturesque Dandenong Ranges on Forest Road, in the heart of the lower Ferntree Gully shopping precinct. The Ferntree Gully Cemetery was established in 1873 on Crown land and was operated by community trustees until 1982 when Knox City Council was appointed trustee.

Under the Cemeteries and Crematoria Act 2003, the interment of bodily remains in Victoria is for perpetuity and for this reason, management of cemeteries is via a Trust structure. Council, as Trustee for the Cemetery, is responsible for the administration and operation of Cemetery and once the Cemetery has reached full capacity, the perpetual maintenance of the cemetery to an appropriate standard.

As Trustee for the Cemetery, Council recently endorsed a recommendation to establish a community consultative group with interested community stakeholders.

The Ferntree Gully Cemetery Community Consultative Group will provide Council with opportunities to engage with the community on a regular and informal basis on matters relating to the operation and strategic management of Ferntree Gully Cemetery.

2. Roles

The role of Knox City Council is to:

- Act as Trustee for Ferntree Gully Cemetery; and
- Make all decisions in relation to Ferntree Gully Cemetery; and
- Manage all aspects of Cemetery operations including at a strategic and operational level.

The role of members of the Ferntree Gully Cemetery Community Consultative Group (FTGC Consultative Group) is to provide feedback to Knox City Council on matters including:

- Priorities and actions related to the management of Ferntree Gully Cemetery; and
- Policies, projects and initiatives related to Ferntree Gully Cemetery.

3. Membership

Membership of the FTGC Consultative Group is informal and members can choose to participate as much or as little as their capacity and circumstances allow. Most engagement will take place via Council's online community engagement platform but arrangements will be made for community members who cannot access this platform.

There is no requirement to commit to a term of membership. Members can choose to participate in all engagement opportunities or only some. Some members may elect to receive information and updates only.

Whilst there are no formal membership requirements for the FTGC Consultative Group, initial engagement will be targeted to encourage support from:

- Nearby residents and business owners;
- Casual visitors to the Cemetery;
- Past and prospective right of interment holders;
- Representatives of the Knox Historical Society; and
- Other interested community members.

4. Delegated Authority and Decision Making

This is a community consultative group and is not intended to be established as a Council advisory committee. The FTGC Consultative Group has no delegated decision making authority.

5. Structure

Engagement will primarily take place through Council's online 'Have your Say' engagement platform. Alternate communication channels can be considered for potential members who may be unable to access the "Have your Say" page on the internet. While facilitated through the online "Have your Say" channel, it is also anticipated there would be opportunities for registered members to participate in both online and on-site engagement activities.

6. Underpinning principles

- Members will not be required to commit to a specific schedule of meetings, and can choose to participate as much or as little as their capacity and circumstances allow.
- There will be opportunities for registered members to participate in both online and on-site engagement activities.
- All community voices will be heard and presented to Council but Council will have final decision-making authority as Trustee for the Cemetery.

7. Review of Terms of Reference

The Terms of Reference will be reviewed within a year of approval.