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**NEW CEMETERY MASTERPLAN COMMITTEE  
HELD IN THE MURRAY ROOM, GRIFFITH ON  
WEDNESDAY, 2 APRIL 2025 COMMENCING AT 12:00 PM**

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**PRESENT**

Councillor Jenny Ellis (Chair), Councillor Mark Dal Bon, Anthony Kidman (Community Representative) (ZOOM), Pamela Kensett-Smith (Community Representative), Virginia Tropeano (Community Representative), Wendy Collis (Community Representative)

Quorum = 3

**STAFF**

Director Infrastructure & Operations, Phil King, Parks & Gardens Manager, Peter Craig, Minute Secretary, Joanne Bollen and Governance Manager, Leanne Austin

**1 APOLOGIES**

**RECOMMENDED** on the motion of Virginia Tropeano and Wendy Collis that an apology be received from Jake Hubbard (Community Representative), Bruno Guidolin (Community Representative), Daniel Calabro (Community Representative) and Peter Woodward (Community Representative).

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Wendy Collis and Virginia Tropeano that the minutes of the previous meeting held on 7 March 2024, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

**3.1 Cemetery Signage**

It was raised that the signage, outlining the cemetery guidelines, has not been updated in Section 4 of the Griffith Cemetery.

## **4 DECLARATIONS OF INTEREST**

### **Pecuniary Interests**

*Members making a pecuniary interest declaration are required to leave the meeting during consideration of the matter and not return until the matter is resolved.*

Committee Member Peter Woodward  
New Cemetery Masterplan Committee Meeting  
Reason – Matters relating to the Council based crematorium

### **Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

### **Less Than Significant Non-Pecuniary Interests**

There were no significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 INDUCTION OF COMMITTEE MEMBERS - MANDATORY**

Leanne Austin, Governance Manager, provided an overview of the Committee induction process which Committee members may access on Council's website. Committee members are required to read the Code of Conduct policy and procedures, Code of Meeting Practice policy, Statements to the Media Policy, Social Media Policy, Information Protection Principles and Child Safe policy. Committee members are also required to complete the online policy acknowledgment form. Explanation was provided in relation to the requirement to declare any Conflicts of Interest Committee members may have in their consideration of Committee matters.

**RECOMMENDED** on the motion of Councillor Mark Dal Bon and Wendy Collis that the Committee members note the Committee Induction requirements and complete the induction process outlined in this report.

### **CL02 PROPOSED MEETING DATES 2025**

**RECOMMENDED** on the motion of Councillor Mark Dal Bon and Virginia Tropeano that the Committee note the proposed meeting dates for 2025.

### **CL03 TERMS OF REFERENCE**

**RECOMMENDED** on the motion of Virginia Tropeano and Wendy Collis that the Committee adopt the Terms of Reference attached to the report, with the following addition to the Purpose & Scope:

3.3 Provide Community Feedback, at a high level, in relation to the operation of the current cemeteries.

### **CL04 UPDATE ON CREMATOR EXPRESSION OF INTEREST**

At the New Cemetery Masterplan Committee meeting held on 7 March 2024, the one submission received through the Expression of Interest (EOI) process was referred to the Committee. At that meeting the Committee recommended that the report be noted, Council proceed with a land use application and commence the tender process for purchasing a cremator. Council moved in favour of supporting the recommendation upon the adoption of

the Committee minutes.

Director of Infrastructure and Operations, Phil King, updated the Committee on the process for the lease agreement and installation of the cremator.

**RECOMMENDED** on the motion of Councillor Mark Dal Bon and Wendy Collis that the report be noted.

#### **CL05 DRAFT MASTERPLAN PREPARED FOR NEW CEMETERY**

Director of Infrastructure and Operations, Phil King, discussed the Draft Masterplan that was prepared for the proposed new cemetery located on Rifle Range Road, Griffith.

Several reports, assessments and plans are required to complete the Draft Masterplan. Currently Council has no budget set aside for the preparation and completion of these reports.

**RECOMMENDED** on the motion of Anthony Kidman and Councillor Mark Dal Bon that:

- (a) The report be noted.
- (b) A budget bid of \$40,000 to undertake the recommended detailed analysis of the site be included in the 2025/26 budget.

### **6 GENERAL BUSINESS**

#### **6.1 See It, Report It!**

Councillor Dal Bon mentioned Council's new initiative, See It, Report It!, as a way that members of the community can report any concerns at the local cemeteries.

#### **6.2 Privacy in Cemetery**

Councillor Jenny Ellis (Chair) reported that she had been approached by a community member who expressed concerns regarding a lack of privacy in the section of Griffith Cemetery near the Blumer Avenue/Wakaden Street roundabout. It was suggested that planting additional vegetation at this corner of the Cemetery could help improve privacy in the area.

#### **6.3 Offer of seating**

Councillor Ellis reported that an offer of seating has been made for an area of the Cemetery that currently lacks seating. Further investigation into this matter will be conducted.

#### **6.4 Map of Cemetery**

Pamela Kensett-Smith requested that a map of the cemetery be sent to all Committee members.

### **7 NEXT MEETING**

The next meeting of the New Cemetery Masterplan Committee is to be held on Wednesday, 2 July 2025 at 12:00pm.

There being no further business the meeting terminated at 2:00pm.