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

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Update on Cremator Expression of Interest
- 6 p7 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

DISTRIBUTION LIST

Councillor Jenny Ellis (Chair), Councillor Mark Dal Bon, Anthony Kidman (Community Representative), Bruno Guidolin (Community Representative), Daniel Calabro (Community Representative), Jake Hubbard (Community Representative), Pamela Kensett-Smith (Community Representative), Peter Woodward (Community Representative), Virginia Tropeano (Community Representative), Wendy Collis (Community Representative)

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

Quorum = 3

If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

Acknowledgement of Country

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

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

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.

CLAUSE CL01

TITLE Update on Cremator Expression of Interest

FROM Phil King, Director Infrastructure and Operations

TRIM REF 25/73366

SUMMARY

Council commenced an Expression of Interest (EOI) process – EOI 18-21/22 for a Partnership to Establish and Operate a Crematorium in May/June 2022. The EOI closed on 7 June 2022 and one submission was received from Griffith Regional Funeral Services (not attached). The submission did not indicate any financial contribution from the author and upon consideration of this submission by the New Cemetery Masterplan Committee the author was requested to consider further what financial contribution would be made.

Council received the updated submission information on 16 January 2024. This submission was referred to the New Cemetery Masterplan Committee at the meeting held 7 March 2024. The Committee recommended that the report was noted and further, it was recommended to proceed with a land use application and commence the tender process for purchasing a cremator. Upon the endorsement of the minutes of the Committee, Council moved in favour of supporting the recommendation of the Committee. This report provides an update to the process for the installation of the cremator and recommends signing the lease agreement for the operation of a Cremator at 172-174 Wakaden Street.

RECOMMENDATION

The report be noted.

REPORT

The resolution of council moved on 26 March 2024 adopted the SMT comment: Should Council support the above recommendation it is proposed that Council should adopt the following:

Action	Status
<i>(a) Council invite Griffith Regional Funerals to submit a Development Application for assessment with respect to the installation and operation of a cremation service to be located at Lot 4 DP775986 Wakaden St, Griffith and that the owner of the property sign the Development Application.</i>	Completed
<i>(b) Council appoint an external planner to assess the development application with the determination remaining with Griffith City Council. The assessment report of the development application to be determined by a meeting of Council</i>	Completed 10/12/2024
<i>(c) In the event that Griffith City Council approved the development application that a deed of agreement be drafted between Griffith City Council and</i>	Completed

<p><i>Griffith Regional Funeral Services detailing the lease and conditions of use of the cremator. The documentation is to include reference to the owner of the property and their concurrence to the installation and use of the cremator.</i></p> <p><i>Further, that the owner concurs to the circumstances that the cremator may be removed from the property. Legal costs to prepare the above documentation are the responsibility of Griffith Regional Funeral Services.</i></p>	
<p><i>(d) Subject to a, b and c above being completed, that Council proceed to acquire and install the cremator.</i></p>	<p>Upon the adoption of the 2025/26 budget Council resolved to move the budget allocation for purchasing a cremator to 2026/27</p>
<p><i>(e) Funding to be drawn from the long-term financial plan 2025/26 approximately \$400,000 installed.</i></p>	<p>To be activated at the adoption of the 2026/27 Council Budget</p>
<p><i>(f) The fees applicable to the lease of the cremator as detailed in the submission made to Council, previously reported to Council and this committee will be included in the Council's revenue policy and are subject to annual review.</i></p>	<p>To be activated at the adoption of the 2026/27 Revenue Policy</p>

The continuation of implementation of the Cremator Expression of Interest is now stalled until funds become available.

[LINK TO STRATEGIC PLAN](#)

This item links to Council's Strategic Plan item 6.1 Provide, renew and maintain a range of quality infrastructure, assets, services and facilities.

[ATTACHMENTS](#)

Nil

TITLE Outstanding Action Report

TRIM REF 25/41641

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report - New Cemetery Masterplan Committee - 2 Jul 2025 [↓](#) 8

ACTION REPORT
NEW CEMETERY MASTERPLAN COMMITTEE
2 July 2025

Date of Meeting	Agenda Item	Action	Action Officer	Comment
02 April 2025	CL05 DRAFT MASTERPLAN PREPARED FOR NEW CEMETERY	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.	Phil King	
02 April 2025	6 GENERAL BUSINESS 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.	Peter Craig/Phil King	
02 April 2025	6 GENERAL BUSINESS 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.	Peter Craig/Phil King	
02 April 2025	6 GENERAL BUSINESS 6.4 Map of Cemetery	Pamela Kensett-Smith requested that a map of the cemetery be sent to all Committee members.	Joanne Bollen	08/04/2025: A new map will be developed and emailed to the Committee.