



AGENDA

NEW CEMETERY MASTERPLAN COMMITTEE TO BE HELD IN THE MURRAY ROOM ON WEDNESDAY, 15 OCTOBER 2025 AT 12:00PM

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
 - CL01 p4 Estimated Lifespan of Griffith Cemetery
 - CL02 p10 Proposed Meeting Dates for 2026
 - CL03 p11 Procedure for Submitting Items to the Committee Meeting Agenda
- 6 p12 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 JULY 2025 COMMENCING AT 12:02 PM**

PRESENT

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

Quorum = 3

STAFF

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

1 APOLOGIES

Apologies were received from Jake Hubbard (Community Representative), Daniel Calabro (Community Representative), Peter Woodward (Community Representative) and Virginia Tropeano (Community Representative).

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Councillor Mark Dal Bon and Wendy Collis that the minutes of the previous meeting held on 2 April 2025, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

ACTION REPORT

CL05 Draft Masterplan prepared for New Cemetery

Councillor Jenny Ellis advised the Committee that the budget bid of \$40,000 to undertake a detailed analysis of the new cemetery site was unsuccessful.

4 DECLARATIONS OF INTEREST

Pecuniary Interests

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

There were no less than significant non-pecuniary interests declared.

5 ITEMS OF BUSINESS

CL01 UPDATE ON CREMATOR EXPRESSION OF INTEREST

Director Infrastructure and Operations, Phil King, provided the Committee with an update on the cremator expression of interest.

Upon the adoption of the Operational Plan 2025/26 (Budget) Council resolved to move the budget allocation for purchasing a cremator to 2026/27.

The continuation of the implementation of the cremator expression of interest will be activated at the adoption of the Operational Plan 2026/27.

RECOMMENDED on the motion of Wendy Collis and Anthony Kidman that the report be noted.

Councillor Jenny Ellis raised a Point of Order due to committee members not following the correct meeting protocols.

Councillor Mark Dal Bon requested a vote be recorded in the Minutes.

For	Against
Councillor Jenny Ellis	Councillor Mark Dal Bon
Anthony Kidman	
Bruno Guidolin	
Pamela Kensett-Smith	
Wendy Collis	

6 OUTSTANDING ACTION REPORT

The Outstanding Action Report was noted.

7 GENERAL BUSINESS

7.1 Update on Griffith Cemetery and the Road Forward

The Committee engaged in a discussion regarding the projected lifespan of the current cemetery and the potential next steps for addressing future capacity needs. This conversation was prompted by the recent outcome of the budget bid, which was unsuccessful in securing funding for a detailed analysis of the proposed new cemetery site.

RECOMMENDED on the motion of Bruno Guidolin and Councillor Mark Dal Bon that Council staff prepare a report for the Committee detailing the estimated remaining lifespan of the Griffith Cemetery, along with any feasible options for extending its operational capacity.

8 NEXT MEETING

The next meeting of the New Cemetery Masterplan Committee is to be held on Wednesday, 1 October 2025 at 12:00pm.

There being no further business the meeting terminated at 12:59pm.

CLAUSE CL01**TITLE** Estimated Lifespan of Griffith Cemetery**FROM** Phil King, Director Infrastructure and Operations**TRIM REF** 25/117637**SUMMARY**

At the July 2025 meeting of the New Cemetery Masterplan Committee there was ongoing discussion about the current status of the various sections of the Griffith Cemetery. The Committee recommended on the motion of Bruno Guidolin and Councillor Mark Dal Bon that Council staff prepare a report for the Committee detailing the estimated remaining lifespan of the Griffith Cemetery, along with any feasible options for extending its operational capacity.

This recommendation was endorsed by Council when the minutes of the Committee were considered at the Ordinary Meeting of Council on 22 July 2025.

RECOMMENDATION

The Committee receive and note the report.

REPORT

The Griffith Cemetery has been in operation since approximately 1924. Traditionally, the first burials were offered in what is now known as the monument section. This section of the cemetery was nominally divided into sections for each religious denomination. The largest religious denomination in the Griffith Cemetery is the Roman Catholic which now has been extended to 5 different sections within the cemetery. In the Griffith Cemetery, Roman Catholic burials are usually conducted into below ground vaults. These vaults are constructed of brick with a concrete base. The majority of these vaults are constructed to be double depth, allowing two interments into each plot.

Council has continued to maintain the cemetery with the monument section and also constructed 6 Lawn sections. The difference between the two sections is effectively that the lawn sections have a consistent look with plaques placed on a concrete beam, whereas monuments can be custom designed (within reason).

The data contained in this report has been retrieved from Content Manager document number *14/1124 Cemetery Burials by year*. It should be noted that the data has been found to have some contradictions, although this is not alarming or unusual in large data sets. The electronic register can be cross checked with Council's individual "Right of Burial" files for each plot and also cross referenced with the cemetery ledger kept at the cemetery.

Generally, most plots are constructed to allow for two interments, although for an additional fee, plots can be dug to triple depth. As with all cemeteries there are some anomalies due to past practice. For example, as discussed at the last meeting, it has been verified that there are approximately 10 plots in Roman Catholic No.2 that have above ground brick vaults.

Image 1 shows the annual total burials for Griffith Cemetery, the first interment is identified as a burial, and the second interment is referred to as a reopen. The total of these two numbers is the total number of burials, but does not reflect the number of available plots.

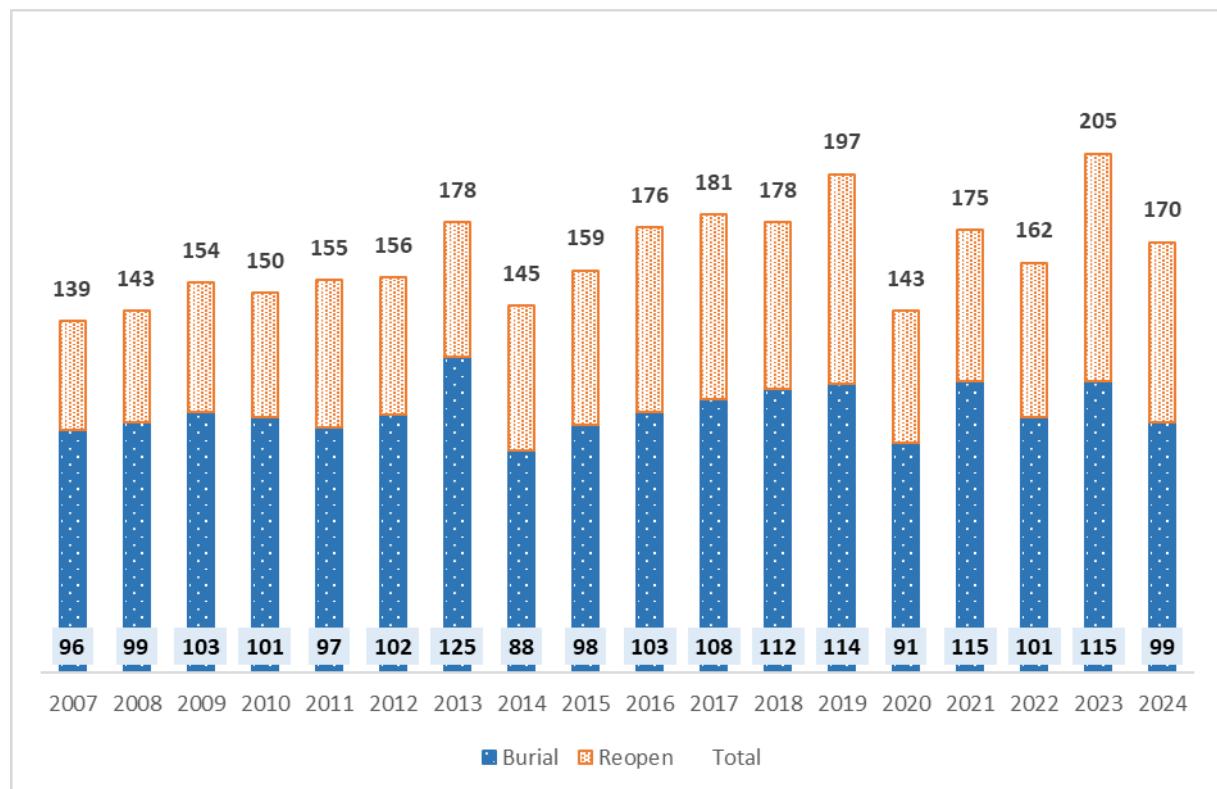


Image 1: Griffith Cemetery Total Burials (*Data Label for Burial and Total*)

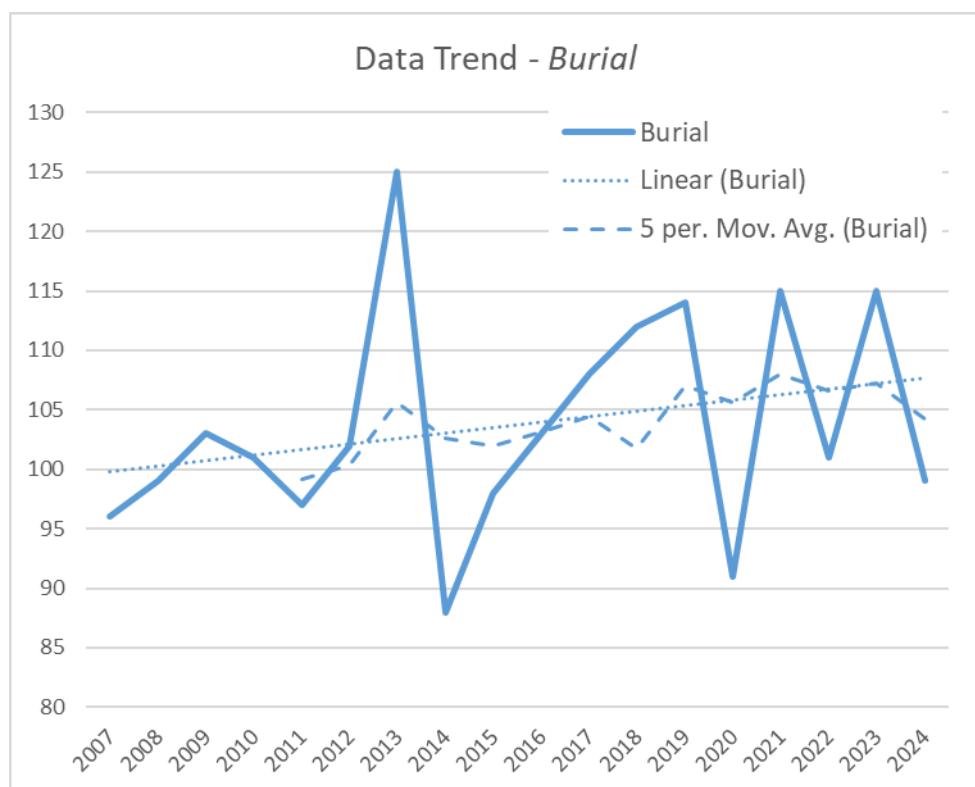


Image 2: Griffith Cemetery Data Trend – Burials only

There are two trendlines shown on Image 2. The first is a linear trend showing a general increase in the number of burials over the last 17 years. The second trend is more accurate in reflecting the large variation in burials between 2019 and 2024. The best summary of this data is to say that there are approximately 105 burials in the cemetery each year.

The next part of the report will consider how many plots are currently available in the Griffith Cemetery. Each unused plot in the cemetery is considered to be allocated or unallocated. If a plot is allocated, this is to say that it has been reserved. If a plot is unallocated that is to say it has been has not been reserved and is available for burial.

There is a further complication when considering a reservation in the monumental section of the cemetery when compared to a reservation in the lawn section. A reservation in the monumental section will correspond to a specific row and plot number. Whereas the lawn section is filled methodically working along both sides of a beam. This is an operational necessity to allow for safe excavation of each burial plot, where the location of the backhoe during the excavation is critical to ensure that excessive force is not applied to the surface of a recent burial. A reservation in the Lawn section will not be made for a specific row or lot, but rather only nominate that the burial will be made in that part of the cemetery.

Overall, in the Griffith Cemetery there is currently space available for 800 more burials. This number includes the future expansion of Roman Catholic 6 which has space for another 162 below ground vaults to be constructed. It should be noted that the 800 plots does not include the reservations that have already been taken for both the monumental and lawn section. Considering that there are approximately 105 burials each year, the estimated lifespan of the Griffith Cemetery is more than 7 years with no further development.

To provide some consideration of the number of unallocated plots available to be reserved, there are currently 11 vaults available in Roman Catholic 4, 23 vaults available in Roman Catholic 5.

In the Lawn sections there are a combined 281 reservations and 420 unallocated plots. Table 1 below shows the number of reservations and vacant plots in each lawn section.

Table 1: Lawn Sections showing reservations and vacant plots

	Reservations	Vacant Plots
Lawn 4	205	133
Lawn 5	76	5
Lawn 6	69	282
Total	281	420

Future Expansion

There is a possibility of replacing the existing carpark with a future Lawn 7. This will likely yield a minimum of 350 additional plots. Providing an additional 3 yrs to the cemetery if there is no operating cremator in Griffith.

Further, Council approved two Development Applications for cremators in December 2024. Across NSW there is generally a trend reported by Cemeteries and Crematoria NSW of approximately 70% of all deaths resulting in cremation. Applying a rolling increase of cremations over 5 years to reach the 70%, Table 2 below shows that an operating cremator has the potential to extend the operating life of the existing Griffith cemetery by more than an additional 10 years (extending to 2043). This could be further lengthened with the addition of a future Lawn 7 (350 plots) providing an additional 10 yrs (extending to 2053).

Table 2: Estimated future burials without a cremator or including a cremator.

	Cremator		
	No	Yes	
2026	105	90	14%
2027	105	76	28%
2028	106	61	42%
2029	106	47	56%
2030	107	32	70%
2031	107	32	70%
2032	108	32	70%
2033	108	32	70%
TOTAL	852	403	

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 and Item 4.2 Encourage an inclusive community that celebrates social and cultural diversity.

ATTACHMENTS

(a) Cemetery Map (draft v2) ↓	8
(b) 2024 Aerial Image of Griffith Cemetery ↓	9



id	Category	Grid Ref
1	Lawn No 1	C2
2	Lawn No 2	B2
3	Lawn No 3	B4
4	Lawn No 4	B5
5	Lawn No 5	E2
6	Lawn No 6	E3
7	Roman Catholic No 1	C6

id	Category	Grid Ref
10	Roman Catholic No 4	C4
11	Roman Catholic No 5	B7
12	Salvation Army	D3
13	Baptist	D4
14	Seventh Day Adventist	D3
15	Jehovah Witness	F2
16	Denomination	F3

id	Category	Grid Ref
19	Presbyterian	E4
20	Muslim	B7
21	Church of England No 1	E6
22	Church of England No 2	E7
23	Capella's	F3 - F6
24	Pre Term	C5
25	Infant Lawn	D4

id	Category	Grid Ref
28	Ashes	B2
29	Ashes	C2
30	Car Park	B3
31	Car Park	C3 - C4
32	Toilets	F2
33	Office	F2
34	Flag pole	D2



Griffith City Council
PO Box 485
1 Benetereau Street
GRIFFITH NSW 2680
Telephone: 1300 376 077
Email: cams@griffith.nsw.gov.au

Disclaimer: This map is intended for general information purposes only. Griffith City Council does not guarantee its accuracy, completeness or suitability for any particular purpose. Users must exercise their own skill and care in using this map and carefully evaluate the accuracy, currency, completeness and relevance of the map before relying on it. The map is not a substitute for independent professional advice and, to the extent permitted by law, Griffith City Council is not liable for any loss or damages arising out of any inaccuracy, error or omission contained in the map.

Projection: GDA2020 / MGA zone 55



Date: 9/10/2025

Drawn By: Phil King

Map Scale: 1:1500 at A3

CLAUSE CL02

TITLE Proposed Meeting Dates for 2026

FROM Joanne Bollen, Governance Officer

TRIM REF 25/117098

SUMMARY

The proposed meeting dates for 2026 are:

- 21 January 2026
- 8 April 2026
- 8 July 2026
- 14 October 2026.

RECOMMENDATION

That the information be received.

ATTACHMENTS

Nil

CLAUSE CL03

TITLE Procedure for Submitting Items to the Committee Meeting Agenda

FROM Leanne Austin, Governance Manager

TRIM REF 25/108706

SUMMARY

The procedure for Committee Members submitting items to the Committee Meeting Agenda is outlined below.

RECOMMENDATION

The Committee note the information.

REPORT

To ensure our meetings are well-structured and that all relevant matters are appropriately considered, the following information is provided to clarify the procedure for placing items on the Committee Meeting Agenda.

In preparation for each meeting, the Committee Secretary will liaise with the Chair and the responsible Director(s) to review and confirm agenda items. This process typically occurs two weeks prior to the scheduled meeting date.

If you wish to propose an item for inclusion on the agenda, please email the Committee Secretary no later than two weeks before the meeting. This allows sufficient time for consultation, review and inclusion in the agenda.

Alternatively, if you have a matter you would like to raise, you are welcome to bring it forward during the General Business section of the meeting. This provides an opportunity for open discussion on emerging issues or items of interest that may not have been submitted in advance.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of risk management, strategic planning, policies, procedures and service standards to enhance accountability resilience and informed decision making.

ATTACHMENTS

Nil

TITLE Outstanding Action Report

TRIM REF 25/75786

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Action Report - New Cemetery Masterplan Committee - 15 Oct 2025 [Download](#) 13

ACTION REPORT
NEW CEMETERY MASTERPLAN COMMITTEE
15 October 2025

Date of Meeting	Agenda Item	Action	Action Officer	Comment
02 July 2025	7 GENERAL BUSINESS 7.1 Update on Griffith Cemetery and the Road Forward	RECOMMENDED on the motion of Bruno Guidolin and Councillor Mark Dal Bon that Council staff prepare a report for the Committee detailing the estimated remaining lifespan of the Griffith Cemetery, along with any feasible options for extending its operational capacity.	Peter Craig/Phil King	09/10/2025: Report provided in CL01. 
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	02/07/2025: Budget bid unsuccessful.
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	02/07/2025: Not progressing at this stage.
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	02/07/2025: Not progressing at this stage.
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. 02/07/2025: New map has been developed and will be sent to the Committee.