

---

## NEW CEMETERY MASTERPLAN COMMITTEE TO BE HELD IN THE MURRAY ROOM ON WEDNESDAY, 15 APRIL 2026 AT 5:00 PM

---

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Griffith Cemetery Reservations
- CL02 p7 Options for an Ossuary
- 6 p9 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

### DISTRIBUTION LIST

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

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

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 ON  
WEDNESDAY, 15 OCTOBER 2025 COMMENCING AT 12:02PM**

---

**PRESENT**

Councillor Jenny Ellis (Chair), Councillor Mark Dal Bon, Anthony Kidman (Community Representative) (ZOOM), Bruno Guidolin (Community Representative), Daniel Calabro (Community Representative), Jake Hubbard (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**

**RECOMMENDED** on the motion of Councillor Mark Dal Bon and Wendy Collis that apologies be received from Peter Woodward (Community Representative) and Virginia Tropeano (Community Representative).

**2 CONFIRMATION OF MINUTES**

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

**3 BUSINESS ARISING**

Phil King, Director of Infrastructure & Operations, informed the Committee that a media release will be issued this afternoon announcing the delivery of a new cremator, fully funded and provided by Griffith Regional Funeral Services, with no financial support or involvement from Council. In addition, with Trenerry Funerals set to commence their own cremation services soon, the community of Griffith will soon have access to two local funeral directors offering local cremation options.

## **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 ESTIMATED LIFESPAN OF GRIFFITH CEMETERY**

At the New Cemetery Masterplan Committee Meeting held 2 July 2025 there was ongoing discussion regarding the current status of the various sections of the Griffith Cemetery. A report was prepared detailing the estimated remaining lifespan of the Griffith Cemetery, along with feasible options for extending its operational capacity.

Mr Guidolin raised the possibility of introducing ossuaries as an option to increase the lifespan at the Griffith Cemetery. In response, Mr King acknowledged the suggestion and advised that he would take the matter on notice. He confirmed that a report would be prepared and presented at the next Committee meeting.

Councillor Dal Bon inquired whether any data is currently available regarding the number of reservations in the Roman Catholic section of the cemetery. In response, Mr. King advised that he did not have the information on hand but would take the question on notice. He confirmed that he would gather the relevant data and prepare a report for presentation at the next Committee meeting.

**RECOMMENDED** on the motion of Anthony Kidman and Bruno Guidolin that the Committee receive and note the report.

### **CL02 PROPOSED MEETING DATES FOR 2026**

The Committee agreed that they would like to continue meeting once or twice a year to provide an opportunity for ongoing feedback and discussion. The next meeting of the New Cemetery Masterplan Committee is scheduled for Wednesday, 22 April 2026 at 5:00pm.

### **CL03 PROCEDURE FOR SUBMITTING ITEMS TO THE COMMITTEE MEETING AGENDA**

This item listed on the Agenda was deemed no longer necessary and, as such, was not discussed during the meeting.

## **6 OUTSTANDING ACTION REPORT**

The Outstanding Action Report was noted.

## **7 GENERAL BUSINESS**

Nil

**8      NEXT MEETING**

The next meeting of the New Cemetery Masterplan Committee will be advised.

There being no further business the meeting terminated at 1:02pm.

<b>CLAUSE</b>	<b>CL01</b>
<b>TITLE</b>	<b>Griffith Cemetery Reservations</b>
<b>FROM</b>	<b>Phil King, Director Infrastructure and Operations</b>
<b>TRIM REF</b>	<b>26/40181</b>

---

### **SUMMARY**

At the last Committee Meeting (15 October 2025), the lifespan of Griffith Cemetery was reported to be more than 7 years, with approximately 800 plots currently available for burial. This timeframe could be expanded with future development of a possible Lawn 7.

Further, demand for full burial plots could reduce due to the installation of cremators by two funeral directors based in Griffith. Griffith Regional Funerals have commenced cremations and Trennery Funerals are currently part way through the installation of their cremator.

A question was asked during the last Committee meeting about how many reservations there were in the Roman Catholic Section of the Cemetery. Council staff have reviewed the data for the entire cemetery to give an accurate indication of what the current burial demands are.

It is vitally important that the data contained in this report is treated with the sensitivity expected of elected members of Council and members of the Committee. The data relates to burial and reservation records, which may involve personal, cultural, and religious considerations. As such, this information is provided for decision-making purposes only and is not intended for public distribution or discussion outside the Committee.

### **RECOMMENDATION**

**The Committee note the report**

### **REPORT**

The attached tables outline the number of burials in each section of the cemetery.

It should be noted that in Table 2 the vacant plots in RC3 are all single depth vaults and these are sold at a slightly cheaper price than the double vaults. The vacant plots in RC4 & RC5 are all double vaults.

Council engages a contractor to construct the below ground vaults with a concrete base, brick walls and a ledge for a concrete divider to be installed. A second concrete lid is installed after the second interment. Council is currently obtaining quotes for a precast concrete system to provide a cost comparison for the below ground vaults. This concrete system could possibly be utilised at the future new cemetery on Rifle Range Road.

It should be noted at the current numbers of reservations, as per the Cemetery Management Plan, Council has ceased taking any more reservations for the lawn plots. Reservations are still available for both single and double below ground vaults.

*The reservation of a grave at the Griffith Cemetery can only be obtained as follows:*

- *Reservation of Double Below Ground vaults will only be available if the number of available Double Below Ground vaults is in excess of 20. (i.e. 20 vaults must be available for general interment)*
- *Reservation of Single Below Ground vaults will only be available if the number of available Single Below Ground vaults is in excess of 10 (i.e. 10 vaults must be available for general interment)*
- *Reservation of Lawn Section Plots will be available until such time that the available number reduces to 450 remaining plots.*

There is enough room for a further 135 double below ground vaults to be constructed in RC5, based on the current configuration of this section of the cemetery.

As reported in to the last Committee meeting, it is expected that burial numbers will likely drop by half over the next four years once the cremators are fully operational. There is no validity in the statement that the cemetery is full of reservations. Further, Council could switch off all reservations and complete future burials on a next in line basis.

### **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. This item links to Council's Strategic Plan item 4.2 Encourage an inclusive community that celebrates social and cultural diversity.

### **ATTACHMENTS**

- (a) Burial Reservations (under separate cover) (confidential)

**CLAUSE**      **CL02**

**TITLE**        **Options for an Ossuary**

**FROM**        **Phil King, Director Infrastructure and Operations**

**TRIM REF**    **26/40446**

---

### **SUMMARY**

During the last Committee meeting, a question was asked about the use of an Ossuary at the Griffith Cemetery in order to make more space for future burials. This report outlines what this process would involve and why this is not permissible do to within the legislative arrangements in NSW.

### **RECOMMENDATION**

**The Committee receive and note the information.**

### **REPORT**

Many cultures around the world have identified different techniques for treating and storing human remains. In some European countries, there is a tradition to house human skeletal remains in an Ossuary. The Ossuary could refer to a box, a chest, a room or a building.

In the context of the question asked at the October Committee Meeting, the following information considers what would be required for an Ossuary to be operational at the Griffith Cemetery. Firstly, it is important to identify that the current Griffith Cemetery is located on Crown Land with Council as the trustee of the land. The purpose of the land is identified as a reserve for cemetery and a draft Plan of Management (PoM) has been prepared and submitted to NSW Crown Lands for review prior to being placed on public exhibition.

Any of the burials that have taken place prior to 2018 are considered to be a burial in perpetuity. The intention for this is that the burial place will be preserved and protected. In 2018, NSW legislation was modified to allow for 25 to 99 year renewable rights, although it is important to note that Griffith City Council has not opted for any change to the current contractual arrangement for a permit to bury. In this light, all burials within the Griffith Cemetery are considered to have perpetual rights.

In order for a grave to be disturbed and skeletal remains to be stored in an Ossuary, within the current legislative framework, this is only a decision that can be enacted by the next of kin. Where a next of kin cannot be identified, the perpetual right of the deceased prevents the disturbance of the grave.

If a family were to decide to reuse a grave plot, the process would require an approved exhumation, and the placement of human remains are required to conform to current legislative requirements. This could include the use of an Ossuary or cremation.

It is recommended that the Committee not make any determination at this time.

### **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. This item links to Council's Strategic Plan item 4.4 Provide a range of cultural facilities, programs and events.

### **ATTACHMENTS**

Nil

**TITLE** Outstanding Action Report

**TRIM REF** 26/39235

---

**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Outstanding Action Report [↓](#) 

10

**ACTION REPORT**  
**NEW CEMETERY MASTERPLAN COMMITTEE**  
**15 October 2025**

Date of Meeting	Agenda Item	Action	Action Officer	Comment
15 October 2025	<b>CL01 ESTIMATED LIFESPAN OF GRIFFITH CEMETERY</b>	<p>Mr Guidolin raised the possibility of introducing ossuaries as an option to increase the lifespan at the Griffith Cemetery. In response, Mr King acknowledged the suggestion and advised that he would take the matter on notice. He confirmed that a report would be prepared and presented at the next Committee meeting.</p> <p>Councillor Dal Bon inquired whether any data is currently available regarding the number of reservations in the Roman Catholic section of the cemetery. In response, Mr. King advised that he did not have the information on hand but would take the question on notice. He confirmed that he would gather the relevant data and prepare a report for presentation at the next Committee meeting.</p>	Phil King	<b>09/04/2026:</b> Reports presented to the April Committee meeting.
02 April 2025	<b>CL05 DRAFT MASTERPLAN PREPARED FOR NEW CEMETERY</b>	<p><b>RECOMMENDED</b> on the motion of Anthony Kidman and Councillor Mark Dal Bon that:</p> <p>(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.</p>	Phil King	<b>02/07/2025:</b> Budget bid unsuccessful.
02 April 2025	<b>GENERAL BUSINESS</b> <b>6.2 Privacy in Cemetery</b>	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	Peter Craig/Phil King	<b>02/07/2025:</b> Not progressing at this stage.

		Cemetery could help improve privacy in the area.		
02 April 2025	<b>GENERAL BUSINESS</b> <b>6.3 Offer of Seating</b>	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	<b>02/07/2025:</b> Not progressing at this stage.
02 April 2025	<b>GENERAL BUSINESS</b> <b>6.4 Map of Cemetery</b>	Pamela Kensett-Smith requested that a map of the cemetery be sent to all Committee members.	Joanne Bollen	<b>08/04/2025:</b> A new map will be developed and emailed to the Committee. <b>02/07/2025:</b> New map has been developed and will be sent to the Committee.