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**NEW CEMETERY MASTERPLAN COMMITTEE  
TO BE HELD IN MURRAY ROOM ON  
MONDAY, 27 FEBRUARY 2023 AT 5:30PM**

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- 1 Acknowledgement and Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
  - CL01 p5 Crematorium Quote and Associated Equipment
  - CL02 p6 Noise Assessment - Request for Quotations
  - CL03 p7 Revised Masterplan Fee Estimate
  - CL04 p8 New Site Survey
  - CL05 p9 Proposed Committee Meeting Dates for 2023
- 6 p10 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

### **DISTRIBUTION LIST**

Councillor Simon Croce (Chair), Melissa Marin (Councillor - Alternate), Patricia Clarke (Community Representative), Wendy Collis (Community Representative), Bruno Guidolin (Community Representative), Steven Parisotto (Community Representative), George Santalucia (Community Representative), Virginia Tropeano (Community Representative), Peter Woodward (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.

### **Acknowledgement of Country**

We acknowledge the Wiradjuri people who are the Traditional custodians of this land on which we meet. We pay our respects to the Elders both past and present of the Wiradjuri Nation and extend that respect to the Aboriginal Community and Aboriginal people from other tribal groups as well.

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**NEW CEMETERY MASTERPLAN COMMITTEE  
HELD IN THE MURRAY ROOM, GRIFFITH ON  
MONDAY, 24 OCTOBER 2022 COMMENCING AT 5:31PM**

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**PRESENT**

Councillor Melissa Marin (Councillor Alternate), Patricia Clarke (Community Representative), Wendy Collis (Community Representative), George Santalucia (Community Representative), Virginia Tropeano (Community Representative)

Quorum = 3

**STAFF**

Director Infrastructure & Operations, Phil King and Minute Taker, Leanne Austin

**1 APOLOGIES**

**RECOMMENDED** on the motion of George Santalucia and Virginia Tropeano that apologies be received from Councillor Simon Croce (Chair), Steven Parisotto (Community Representative), Peter Woodward (Community Representative) and Parks & Gardens Manager, Peter Craig.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Wendy Collis and Virginia Tropeano that the minutes of the previous meeting held on 4 July 2022, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Mr King advised the Committee's primary focus is the New Cemetery Masterplan and new Crematorium. Mr King encouraged Committee members to raise any operational matters to do with the current Cemetery through Council's Customer Service department or by contacting the Cemetery Team Leader, Parks and Gardens Manager or himself directly.

Mr King advised a draft sign for the Cemetery has been prepared however, the information needs to be clearer and better formatted.

Mrs Tropeano requested that the revised Cemetery Management Plan be uploaded to the website and a copy of the Cemetery Management Plan to be sent to Committee members.

**RECOMMENDED** on the motion of Virginia Tropeano and Wendy Collis that the information discussed be noted.

## **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 significant non-pecuniary interests declared.

## **5 ITEMS OF BUSINESS**

### **CL01 EXPRESSION OF INTEREST PROGRESS REPORT**

Mr King advised an acoustic report will be done at the New Cemetery site during the peak harvest period.

Mr King has had discussions with the author of the submission received who is continuing to investigate requirements for a chapel and crematorium.

Mrs Collis asked where the proposed crematorium would be situated and suggested locating the crematorium at the current Saleyards site as a temporary measure until such time as the Beelbangera site is developed.

Mr King advised the timeline for a crematorium is approximately 5 years. The Beelbangera site requires infrastructure including roads, gas, power.

Mrs Tropeano suggested works such as earthworks and tree planting occur before construction of the crematorium. Mr King advised Council will need to adopt a Masterplan before any works or tree planting is done.

Mrs Clarke requested Committee members receive a copy of the Masterplan. Mr King advised a consultant will be engaged to modify the original design after the acoustic report has been completed.

Mrs Collis suggested the Committee meet with the acoustic consultant.

The Committee discussed if the Indian community had been consulted in relation to the EOI. Mr King advised Councillors had been provided with an update on the project and Council will continue to work with the submission received at this point.

Mrs Tropeano requested that the document Considering Cremation Opportunities be circulated to new Committee members for their information.

Mrs Tropeano suggested that if the crematorium is located closer to the Beelbangera side of the site, that section may be developed ahead of the rest of the New Cemetery.

Mr King advised the Committee had previously stated concerns regarding road safety as this is a B-double route. There is a 100 kph speed limit currently in place, however, Council can ask for a speed review. The entry needs to be designed to provide safe entry and exit and a traffic management plan may be required.

The Committee discussed options for the chapel including being able to open up the sides to allow for more attendees.

Mr King advised the submitter will be requested to bring back a draft plan for the chapel.

Mrs Tropeano requested the summary of submissions received during exhibition of the draft Cemetery Management Plan be sent to Committee members.

## **6 GENERAL BUSINESS**

Mr King advised the new Lawn 6 is almost ready however, the weather is holding up concreting. The wet weather is causing issues at the Cemetery with staff struggling to keep up with maintenance.

Mr Santalucia enquired who maintains the capellas? Mr King advised the owners can be contacted through the Cemetery Team Leader should there be any issues which require attention. Mr King advised that embalming is done in Griffith by contractors when required.

## **7 NEXT MEETING**

The next meeting of the New Cemetery Masterplan Committee is to be held Monday 27 February 2022 at 5:30 pm.

There being no further business the meeting terminated at 6:31 pm.

Confirmed: .....

CHAIRPERSON

**CLAUSE**      **CL01**

**TITLE**        **Crematorium Quote and Associated Equipment**

**TRIM REF**    **23/20743**

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**CLAUSE**      **CL02**

**TITLE**        **Noise Assessment - Request for Quotations**

**TRIM REF**    **23/20745**

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**CLAUSE**      **CL03**

**TITLE**        **Revised Masterplan Fee Estimate**

**TRIM REF**    **23/20752**

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**CLAUSE**      **CL04**

**TITLE**        **New Site Survey**

**TRIM REF**    **23/20753**

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**CLAUSE**      **CL05**

**TITLE**        **Proposed Committee Meeting Dates for 2023**

**FROM**        **Joanne Bollen, Governance Officer**

**TRIM REF**    **22/127867**

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### **SUMMARY**

The proposed meeting dates for 2023 for the New Cemetery Masterplan Committee are:

- Monday, 27 February;
- Monday, 24 April;
- Monday, 26 June;
- Monday, 28 August; and
- Monday, 23 October.

### **RECOMMENDATION**

The Committee note the proposed meeting dates for 2023.

### **REPORT**

As above.

### **ATTACHMENTS**

Nil

**TITLE** Outstanding Action Report

**TRIM REF** 23/20758

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**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Action Report - New Cemetery Masterplan Committee - 27 Feb 2023 [↓](#) 11

**ACTION REPORT**  
**NEW CEMETERY MASTERPLAN COMMITTEE**  
**27 FEBRUARY 2023**

<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Action Officer</b>	<b>Comment</b>
24/10/2022	Business Arising	Mrs Tropeano requested that the revised Cemetery Management Plan be uploaded to the website and a copy of the Cemetery Management Plan to be sent to Committee members.	Phil King	
24/10/2022	Expression of Interest Progress Report – Acoustic Report	Mrs Collis suggested the Committee meet with the acoustic consultant.	Phil King	
24/10/2022	Expression of Interest Progress Report	Mrs Tropeano requested that the document Considering Cremation Opportunities be circulated to new Committee members for their information.	Phil King	
24/10/2022	Expression of Interest Progress Report	Mrs Tropeano requested the summary of submissions received during exhibition of the draft Cemetery Management Plan be sent to Committee members.	Phil King	