

CEMETERIES

TS70



NARRANDERA SHIRE COUNCIL

Policy No:	TS70
Policy Title:	Cemeteries
Section Responsible:	Technical Services
Minute No:	10/317
MagiQ No:	8642
Next Review Date:	As required

Policy Statement

See Also:-

- *Cemeteries and Crematoria Act 2013*
- *Public Health Act 2010*
- *Public Health Regulation 2012*

Public Cemeteries
(Reviewed 18/5/93)

Application

These policies as detailed below, shall apply to all Cemeteries under the Control of the Narrandera Shire Council.

The operation of these Cemeteries shall be in accordance with the provisions contained within the Public Health Act, 2010 and Public Health Regulation 2012.

Objective

1. To provide for the efficient and effective management of all Cemeteries
2. To control and regulate burials
3. To control and regulate the erection of memorials to a standard that is aesthetically acceptable to the environs of the Cemetery
4. To maintain all Lawn Cemeteries to a high standard and the Monumental Sections in a clean and tidy condition
5. To ensure that all Lawn Cemeteries remain virtually maintenance free and require minimal labour expenditure
6. To ensure that the operation of all Cemeteries results in self-financing.

Niche Walls (Columbarium's)

Fees

- Fees for the Niche Walls shall be determined in conjunction with Council's annual review of fees and charges;
- Fees are to be paid at the time of application for memorialisation.

Format of Plaques

- Plaques shall be black faced bronze measuring 165 mm x 165 mm and engraved with the following minimum details:

IN LOVING MEMORY OF	
.....	
Surname	
.....	
Christian Names	
.....
Date of Birth	Date of Death

- The person authorising the memorialisation must specify in writing, the required inscription to be cast and approve the final draft before the order is formalised;
- The text to be cast upon the plaque must not be of an offensive nature to a reasonable person;
- Where additional artwork such as an emblem or small figure is requested to be cast in addition to the minimum text, the emblem or small figure must not be of an offensive nature to a reasonable person;
- If after the plaque has been supplied and affixed into position, any alterations required or a claim of textual error is proven to be incorrect in favour of Council, a new plaque or alterations shall be made upon prepayment of the costs, by the person lodging the instructions to the Council. Where the error is proven to be the fault of the Council, no cost to the authorising person shall apply.

Perpetual Maintenance

- Perpetual Maintenance for the Niche Walls shall include:-
 - a) The mowing of lawn areas surrounding the Niche Walls, the trimming of lawn areas in addition to the trimming of trees;
 - b) The painting and cleaning of the Niche Walls when deemed necessary;
 - c) The removal of foreign matter from within the void of unallocated niches.
- Perpetual Maintenance for the Niche Walls shall not include: -
 - a) The replacement of a plaque or vase that has deteriorated from original condition due to the effects of normal ageing and exposure to weather conditions;

- b) The replacement of a plaque or vase that has been damaged by intentional or unintentional acts of vandalism caused by person or persons identified or unidentified;
- c) The replacement of a plaque or vase that has been removed from the Niche Wall by person or persons identified or unidentified.

Reservations

- Reservation of Niches shall be permitted;
- The fees for reservation shall be payable at the time of lodging the application for reservation;
- Council shall apply and affix a 'reserve' plaque to reserved Niches;
- That on placement of the Cinerary Urn within the reserved Niche, the additional charge of supplying and affixing the memorialisation plaque and the interment fee shall become payable.

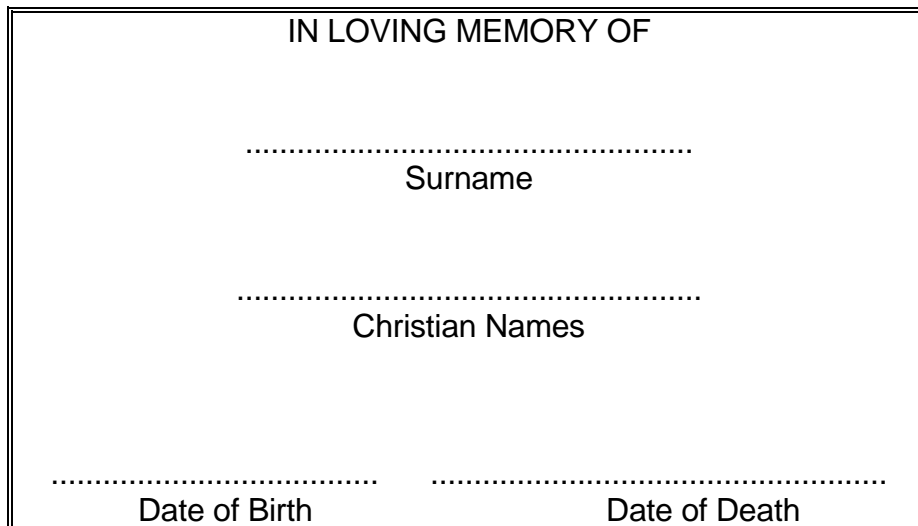
Rose Gardens

Fees

- Fees for the rose gardens shall be determined in conjunction with Council's annual review of fees and charges
- Fees are to be paid at the time of application for memorialisation.
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Format of Plaques

- Plaques shall be black faced bronze measuring 152 mm x 152 mm and engraved with the following minimum details:



- The person authorising the memorialisation must specify in writing, the required inscription to be cast and approve the final draft before the order is formalised;
- The text to be cast upon the plaque must not be of an offensive nature to a reasonable person;
- Where additional artwork such as an emblem or small figure is requested to be cast in addition to the minimum text, the emblem or small figure must not be of an offensive nature to a reasonable person;

- If after the plaque has been supplied and affixed into position, any alterations required or a claim of textual error is proven to be incorrect in favour of Council, a new plaque or alterations shall be made upon prepayment of the costs, by the person lodging the instructions to the Council. Where the error is proven to be the fault of the Council, no cost to the authorising person shall apply.

Perpetual Maintenance

- Perpetual Maintenance for the rose gardens shall include:-
 - a) The mowing of lawned areas surrounding the rose gardens, the trimming of lawn runners and the removal of weeds from the rose gardens;
 - b) The watering of the rose gardens as necessary where a formal arrangement between Council and a community group does not exist;
 - c) The trimming of rose bushes and the use of slow release fertilizer when necessary;
 - d) The replacement of rose bushes when necessary;
 - e) The removal of foreign materials from within the rose gardens.
- Perpetual Maintenance for the rose gardens shall not include: -
 - a) The replacement of a plaque or vase that has deteriorated from original condition due to the effects of normal ageing and exposure to weather conditions;
 - b) The replacement of a plaque or vase that has been damaged by intentional or unintentional acts of vandalism caused by person or persons identified or unidentified;
 - c) The replacement of a plaque or vase that has been removed from the rose garden by person or persons identified or unidentified.

Reservations

- Reservation of rose garden allotments shall be permitted;
- The fees for reservation shall be payable at the time of lodging the application for reservation;
- Council shall apply and affix a 'reserve' plaque to reserved allotment;
- That on placement of the cinerary urn within the reserved allotment, the additional charge of supplying and affixing the memorialisation plaque and the interment fee shall become payable.

Narrandera Lawn Cemetery - Stage One (1)

Fees

- Fees for the Narrandera Lawn Cemetery shall be in conjunction with Council's annual review of Fees and Charges
- Interment Fee - Shall be payable by Funeral Director within thirty (30) days of the interment taking place
- Reserve Fee - Shall accompany the application for reserve
- Monument Fee - Shall be incorporated into the interment fee.

Layout

- The layout will be non-denominational and burials shall progress in an orderly manner, at the discretion of the Cemetery Registrar.

Reservations

- Reservations of allotments shall be permitted.
- If an individual who has a reservation in section A3 seeks to reserve a different location Council will advise that person they can relinquish that allotment and they will be buried in the next available allotment at the time of their burial.

Depth of Graves

- The depth of graves shall be limited to single depth excavations only.
- In some circumstances there may be a possibility of water being present in graves. In these circumstances the grave will be pumped out prior to funeral and backfilling.

Memorials

- Granite or similar type stone memorials of the vertical or horizontal type, with gold lettering inscription, shall be the preferred memorial for use in the Lawn Cemetery.

Horizontal Memorials

To consist of a solid stone of the following dimensions:-

Front Height	50 mm
Back Height	100 mm
Length	600 mm
Width	400 mm

Vertical Memorials

To consist of a solid stone of the following maximum dimensions:-

Base Slab -	Length	1000 mm
	Width	300 mm
	Height	200 mm

Memorial -	Height	600 mm
	Width	750 mm
	Thickness	100 mm

- The use of bronze plaques should generally be discouraged, as they are not as aesthetically acceptable as stone memorials. Their use however, may be permitted if approved by the Cemetery Registrar.
- Granite vases shall be permitted if part of a memorial. They shall have chrome capping and be aesthetically pleasing.
- The erection of a monument shall only be carried out by a qualified Monumental Mason.

Burial Times

- The following times allow ample time for excavation of the allotment and associated site works by the Funeral Director, prior to the funeral. In the majority of instances, these times will avoid Council staff working beyond their normal hours thus not incurring penalty rates:-
 - a) Week day burials – a minimum of one clear working day prior to a burial
 - b) Weekend burials – a minimum of two clear working days prior to a burial.
 - c) Long weekends or public holiday burials are by special arrangement. (amended 16 August 2005)
 - d) To require 4 clear working hours between a first and second interment proposed for the same day. (amended 18 July 2006)
- Saturday and Public Holiday burials should generally be discouraged, however, should a funeral occur on a Saturday or a Public Holiday, the additional fee relating to the cost of employing staff outside normal working hours shall apply. The Funeral Director shall be advised of this additional fee at the time of initial contact.

Flowers and Wreaths

- Flowers and wreaths may be removed from the top of the grave site by Council employees, one week following interment unless their condition is such to warrant removal. This allows for more efficient maintenance of the lawn surface.
- No containers for the purpose of holding flowers, other than those forming part of the granite memorial installed by the Monumental Mason, shall be permitted alongside a memorial.

Narrandera Lawn Cemetery - Stage Two (2)

Generally the conditions of the Lawn Cemetery - Stage I, with the following exceptions:-

- a) Burials shall progress in the prepared rows from West to East as constructed.
- b) Memorials shall be of granite or similar type material only, being of either horizontal or vertical placement, and have gold lettering inscription.

Stage two (2), shall be in keeping with the unique appearance of Narrandera Lawn Cemetery Stage one (1) and shall convey the appearance of a Monument Park.

Narrandera Lawn Cemetery - Stage Three (3)

Generally the conditions of the Lawn Cemetery - Stage I, with the following exceptions:-

- a) Burials shall progress in the prepared rows from West to East as constructed.
- b) Memorials shall be of granite or similar type material only, being of either horizontal or vertical placement, and have gold lettering inscription.

Stage three (3), shall be in keeping with the unique appearance of Narrandera Lawn Cemetery Stage one (1) and shall convey the appearance of a Monument Park.

Narrandera General Cemetery

Fees

- Fees for the Narrandera General Cemetery shall be in conjunction with Council's annual review of Fees and Charges
- Interment Fee - Shall be payable by the Funeral Director within thirty (30) days of the interment taking place.
- Reserve Fee - Shall accompany the application for reserve
- Monument Fee - Shall be incorporated into the interment fee.

Layout

- Burial shall be within the established areas dedicated for denominational use.

Reservations

- Reservations of allotments shall be permitted, providing that the Cemetery Registrar deems the allotment satisfactory.

Depth of Graves

- Grave depths shall be of either single or double depth, where site conditions permit.

Memorials

- Granite or similar type of headstone with gold lettered inscription, placed in a vertical position, attached to a cement or granite structure identifying the dimensions of the grave, shall be the preferred type of memorial. Alternative memorials may be permissible subject to prior approval by the cemetery Registrar.
- It should be generally recognised that the erection of such memorials should be carried out by a qualified Monumental mason, however, owing to the financial costs involved alternate means of identifying the graves may be permissible subject to prior approval by the Cemetery Registrar.

Burial Times

- The following times allow ample time for excavation of the allotment and associated site works by the Funeral Director, prior to the funeral. In the majority of instances, these times will avoid Council staff working beyond their normal hours thus not incurring penalty rates:-
 - a) Monday 11.00 a.m. to 3.30 p.m.
 - b) Tuesday to Friday 10.00 a.m. to 3.30 p.m.
 - c) Saturday and Public Holiday By Special Arrangement
 - d) Day following a Public Holiday 11.00 a.m. to 3.30 p.m.
- Saturday and Public Holiday burials should generally be discouraged, however, should a funeral occur on a Saturday or a Public Holiday, the additional fee relating to the cost of employing staff outside normal working hours shall apply. The Funeral Director shall be advised of this additional fee at the time of initial contact.

Old Anglican Section

Anglican Section - Plan "A"

Problems have been experienced in this area of the Cemetery with regards to the predominance of unstable soil conditions in Sections 1, 2, 3 and 4. Instances have occurred where Council staff have been exposed to risk as they excavate an allotment and the surrounding loose sand or adjacent memorial threatens to collapse onto them. Not only is Council staff at risk but also the Funeral Director and staff, as well as the mourners of the deceased.

With this serious matter in mind, the following policies shall apply to this section:-

- All future graves shall be limited to single depth only
- Adjoining allotments will no longer be allocated. This means that a vacant allotment will always separate two used allotments
- Should the allotment being excavated, prove too dangerous, the abandonment of the allotment and the selection of another allotment, in consultation with the Funeral Director, shall apply
- Persons requesting reservations within this area shall be advised of the existing soil conditions of this area, and be cordially advised to reserve an allotment in the Narrandera Lawn Cemetery. However, in the instance of a person insisting upon a reservation within this area, their request shall be accommodated
- Funeral Directors requesting permission for burial in this area shall be advised of the existing soil conditions of this area, and shall be requested to transfer the burial to the Narrandera Lawn Cemetery. However, should the family of the deceased insist upon a burial in this section, the request will be accommodated, with the family being formally advised of no double depths being permitted and no adjoining allotment reserve permitted

Barellan Cemetery

Barellan Lawn

- To be administered in accordance with the policies implemented for the Narrandera Lawn Cemetery - Stage one (1).
- Exception being that the Council contact person at Barellan negotiates all arrangements with the relevant Funeral Director, and that the time negotiated for the burial is mutually agreeable.

Barellan General Cemetery

- To be administered in accordance with the policies implemented for the Narrandera General Cemetery
- Exception being that the Council contact person at Barellan negotiates all arrangements with the relevant Funeral Director, and that the time negotiated for the burial is mutually agreeable.

Grong Grong Cemetery

Fees

- Fees for the Grong Grong Cemetery shall be in conjunction with Council's annual review of Fees and Charges
- Interment Fee - Shall be payable by the Funeral Director within 30 days of the interment taking place
- Reserve Fee - Shall accompany the application for reserve
- Monument Fee - Shall be incorporated into the interment fee.

Layout

- Burial shall be within the established areas dedicated for denominational use.

Reservations

- Reservations of allotments shall be permitted, providing that the allotment is deemed satisfactory by the Cemetery Registrar.

Depth of Graves

- Grave depths shall be of either single or double depth.

Memorials

- Granite or similar type of headstone with gold lettered inscription, placed in a vertical position, attached to a cement or granite structure identifying the dimensions of the grave, shall be the preferred type of memorial. Alternative memorials may be permissible subject to prior approval by the Cemetery Registrar.
- It should be generally recognised that the erection of such memorials should be carried out by a qualified Monumental mason, however, owing to the financial costs involved, alternate means of identifying the grave may be permissible subject to the prior approval by the Cemetery Registrar.

Burial Times

- Notification to be received during Office Hours as follows:-
 - a) Week day burials – a minimum of one clear working day prior to a burial
 - b) Weekend burials – a minimum of two clear working days prior to a burial
 - c) Long Weekends or public holiday burials are by special arrangement.
(amended 16 August 2005 Ordinary Meeting)

General Policy - All Cemeteries

Where Council employees are required to work beyond their normal range of working hours, a fee will be charged to the Funeral Director, for each hour or part thereof, that the employees are required to work additional. An amount based upon the total number of employees, shall apply in this instance, not individual employees.

Applications for refund of reservation fees shall be considered on the basis of the following formula:-

- Up to 10 Years - Refund calculated on a pro-rata basis ranging from 50% in the tenth year to 100% in the current calendar year
- Over 10 Years - No refund
- Production of documentation showing proof of reservation.

Dogs

- No Dogs to be permitted within the boundaries of any Cemetery. All dogs sighted within a Cemetery, restrained or otherwise, shall be regarded as being within a prohibited place and the owner be subject to the issue of an on-the-spot penalty infringement notice or impounding.

Administration

- The application for interment is to be received from the applicable Funeral Director prior to the interment of the deceased
- The application for the installation of a memorial shall be submitted to Council and approved by the Cemetery Registrar, prior to the installation of the memorial
- All relevant forms are to be signed by an Authorised person, approved by the family of the deceased, to make arrangements relating to the deceased.

Policy History

Adopted	29 April 1997
Reviewed	4 September 2000
Amended	16 August 2005
Amended	18 August 2005
Amended	18 July 2006
Reviewed	26 May 2009
Reviewed	14 December 2010
Reviewed	19 April 2016