

252 Cemeteries

General Policy

PURPOSE

- 1) Laying to rest and caring for the final resting place of our regions loved ones is a responsibility that Council takes very seriously. This policy seeks to ensure that Council provides caring and equitable service delivery around the operations of our cemeteries. These facilities are utilised by members of our region during times of great grief and loss and also receive much visitation from residents and visitors alike. Council seeks to operate these facilities in a manner of respect fitting for our friends and family.

SCOPE

- 2) This policy applies to the operations or cemeteries and private burials within the North Burnett Regional Council Local Government Area. Cemeteries include:
 - a) Byrnestown Cemetery
 - b) Chowey Cemetery
 - c) Coalstoun Lakes Cemetery
 - d) Dallarnil Cemetery
 - e) Degilbo Cemetery
 - f) Eidsvold No.1 Cemetery
 - g) Eidsvold No.2 Cemetery
 - h) Gayndah Cemetery
 - i) Grosvenor Cemetery
 - j) Monto No.1 Cemetery
 - k) Monto No.2 Cemetery
 - l) Mount Perry Cemetery
 - m) Mulgildie Cemetery
 - n) Mundubbera Cemetery
 - o) Rawbelle Cemetery

DEFINITIONS

Term	Definition
<i>Burial Right Holder</i>	The burial right holder is the person who can authorise a burial or interment of cremated remains, as well as the establishment of a memorial such as a headstone or plaque.
<i>Burial site</i>	A gravesite, vault site, memorial site or other place for the disposition or commemoration of the remains of the deceased, whether cremated or not.
<i>Cemetery/Cemeteries</i>	Public cemeteries managed and or controlled by Council. Can be used for lone graves, family plots and larger collections.
<i>Columbarium</i>	A room or building with niches for funeral urns to be stored.
<i>Council</i>	North Burnett Regional Council.
<i>Interment</i>	The act of burying, interring or immuring the remains of a deceased person, whether cremated or not.
<i>Monument</i>	A statue or other structure placed over a burial site in memory of the deceased.
<i>Private Property Burial</i>	Burial's outside a public cemetery of non-cremated human remains.
<i>Reservation</i>	A pre-need burial right.
<i>Subsidence</i>	The sudden sinking or gradual downward settling of the ground's surface.

POLICY

OBJECTIVES

- 3) To ensure Council has a consistent approach to:
 - a) the management of cemeteries administration;
 - b) the interment of remains of deceased persons;
 - c) the interment of the ashes of deceased persons;
 - d) the installation and maintenance of memorials erected to deceased persons; and
 - e) the scheduled cemeteries maintenance activities consistent with Council's works program.

POLICY STATEMENT

- 4) Council maintains and operates a number of cemeteries in the North Burnett area providing a combination of monumental and lawn sections and columbarium walls. We recognise the heritage value of each cemetery and acknowledge that these facilities are special resting places for our communities. We endeavour to provide sensitive and sympathetic management of these sites, however this may not always be achievable if impacted by affects outside of Council's control.

In order to administrator cemeteries within the North Burnett Local Government Area effectively and efficiently, Council have implemented this policy.

Burial Right Holder

- 5) Council's *Application for Burial Right Holder* form is required to be completed prior to any interment or reservation. Two (2) Burial Right Holders must be listed for a particular burial site, in order of authority.

Interment

- 6) All interments (within a Council controlled cemetery or private property burial) are subject to Council approval. Council's *Application for Interment* form is required to be completed prior to any interment. Interments are restricted to open sections of our cemeteries.
- 7) Applicable fees and charges as set by Council, are to be paid in full, in advance of any interment.
- 8) Four (4) working days' notice, must be given to allow sufficient time for preparations to be completed. Interments outside stipulated timeframe may be considered in exceptional circumstances.
- 9) Interments within a Council cemetery shall take place only during the hours approved by Council. Fees and charges will apply for requests outside of Council's standard hours.
- 10) Two non-cremated human remains are permitted in any one burial site within lawn sections i.e double depth and side by side interments.
- 11) One non-cremated human remain is permitted in any one burial site within monumental sections (excluding pre-existing reservations) i.e side by side interments only.
- 12) All non-cremated human remains for interment must be encased in a container with the lid securely sealed.
- 13) The transportation, storage of human remains and interments are to be in accordance with the relevant Acts and Regulations in force at that time.
- 14) The burial of non-cremated human remains in Council cemeteries must be undertaken by an accredited funeral business.

Reservation

- 15) All reservations are subject to Council approval. Council's *Application for Amendment to Reservation form* is required to be completed prior to reservation being processed. Reservations are restricted to open sections of our cemeteries.
- 16) Applicable fees and charges as set by Council at the time of reservation will apply. A burial site is unable to be paid for in full until burial.
- 17) A reservation ceases to be valid if:
 - a) the Local Authority resolved to close the cemetery to which the Application for Reservation of rights refers; or
 - b) human remains are present in the allocated resting place or part of the resting place nominated on the Application for Reservation.
 - c) a cancellation/amendment for Reservation is received.

Opening of a new cemetery section

- 18) Opening of a new section is at Council's discretion. To determine if a section has been open, Council has set the guidelines as below:
- a) Lawn – Plinth has been constructed
 - b) Monumental – Through consultation with Council
 - c) Columbarium – Columbarium wall has been constructed

Exhumations

- 19) Human remains shall not be interfered with unless approval for this action has been granted by the local government authority or relevant body.

Plot Identification / Works

- 20) All works applications are subject to Council approval. Council's *Application to Erect Monument / Carry out Alterations* form is required to be completed prior to works being undertaken.
- 21) Ten (10) working days' notice must be given to allow sufficient time for Council to approve an application.
- 22) Council will provide/erect/maintain an identification post on a burial site within monumental and lawn sections as a temporary memorial from the date of interment, until a permanent memorial is installed.
- 23) A monument will be required to be installed within three (3) years from interment date.
- 24) When erecting new monuments it is recommended that applicants wait 18-24 months before monumental work is undertaken to account for movement of soils.
- 25) Monuments are required to be constructed on a slab of 1.2m wide x 1m long as a minimum, with a 1.2m x 2.4m slab required for a full memorial. It is recommended that cement slabs be 15cm deep to provide sufficient strength for the movement of soils.
- 26) Council does not take responsibility for the maintenance of monuments/plaques that may become damaged from poor workmanship, subsidence, age, weather or vandalism.

Plaque

- 27) Council's *Application for Plaque* form is required to be completed. Applicable costs are to be paid in full, on approval of plaque quote and proof.
- 28) The fee for interment includes a standard plaque up to an approved value. Any costs above the included value is to be borne by the applicant. Inscription must include the name, age and date of death of the individual. The approved plaque contribution expires after a period of two (2) years.
- 29) Should a burial site remain unnamed following a period of more than two (2) years from the date of interment:
- a) Council will take necessary action to supply a standard plaque which will include the name, age and date of death of the deceased.

Ornaments and Other Items

- 30) Ornaments and other items (including memorabilia) may be placed on the concrete plinth or monument, and must comply with the following:
- a) Items are placed at the owner's risk.
 - b) Items are not permitted to be placed on the grassed area.
 - c) Ornaments or other items shall not obstruct or encroach onto adjoining burial sites.
 - d) Flowers and other items that are deteriorated must be removed from the cemetery.
 - e) Vases or other containers capable of holding water must be removed if not holding flowers.
 - f) Glass, pebbles and fencing are not permitted on lawn, monumental or memorial areas.
 - g) Solar lights or battery operated lights are permitted providing they stay within the burial site in the monumental section and on the plinth in the lawn section.
 - h) Items are to be maintained in good order, broken items on lawns or walkways that may cause risk to the public will be disposed of accordingly.

- i) Items may be temporarily fixed to the memorial or concrete structure, permanent fixtures are prohibited.
- j) Items on resting places shall not exceed 15cm in height.
- k) Any planting in lawn/monumental sections and ashes gardens (including potted plants) is prohibited.
- l) Council is not responsible for items stolen or damaged due to age, weather or vandalism.
- m) Ornaments may drift away from burial sites at times, Council staff will place items on nearby burial sites if they are unaware of the original location.

Cemetery Maintenance

31) Council will conduct scheduled cemeteries maintenance activities consistent with Council's works program. Burial sites with numerous ornaments will be maintained in the same manner as all lawn sections, should additional maintenance be required this shall be the responsibility of respective families.

Ashes outside Council Cemetery

32) Ashes may be interred at other facilities throughout the North Burnett Region.

33) Council does not allow plaques to be placed on Council Facilities unless approved by the Chief Executive Officer / General Manager.

ROLES AND RESPONSIBILITIES

34) This policy will be enacted by Customer Service & Library Officers overseen by the Customer Service & Libraries Stream Leader.

APPLICABLE LEGISLATION AND REGULATION

35) Applicable legislation and regulation:

- a) *North Burnett Regional Council Subordinate Local Law No.1 (Administration) 2011*
 - *Schedule 14 - Operation of cemeteries*
 - *Schedule 18 - Undertaking regulated activities regarding human remains – (a) disturbance of human remains buried outside a cemetery*
 - *Schedule 19 – Undertaking regulated activities regarding human remains – (b) burial or disposal of human remains outside a cemetery*
 - *Schedule 20 – Undertaking regulated activities regarding human remains – (c) disturbance of human remains in a local government cemetery*

RELATED DOCUMENTS

Cemetery Specifications	Doc ID 999199
Interment Procedure	Doc ID 912217
Reservation Procedure	Doc ID 912496
Erect Monument / Carry out Alterations Procedure	Doc ID 945438
Burial Right Holder Procedure	Doc ID 953117
Plaque Ordering Procedure	Doc ID 910640
Application for Interment	Doc ID 733171
Application for Amendment or Reservation	Doc ID 733451
Application to Erect Monument/Carry out Alterations	Doc ID 743523
Application for Burial Right Holder	Doc ID 911219
Application for Plaque	Doc ID 733907
Application for Private Property Burial	Doc ID 734072
Funeral Service Provider Feedback Form	Doc ID 985400
Interment Works Form	Doc ID 942897
Plot Verification Training Document	Doc ID 901602
Data Entry Training Document	Doc ID 901678

RESPONSIBLE OFFICER

General Manager Corporate and Community

APPROVAL DATE

26 August 2020

REVIEW DATE

30 April 2024 (Standard four year review)

REVISION HISTORY

Version	Meeting	Approval Date	History
1	General Meeting	18 December 2012	New Policy
2	General Meeting	22 May 2019	Revised Policy
3	General Meeting	26 August 2020	Revised Policy

APPENDIX 1: CEMETERY SPECIFICATIONS

This appendix includes information relevant to each individual Council controlled cemetery within the North Burnett Region.