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
- I) Mount Perry Cemetery
- m) Mulgildie Cemetery
- n) Mundubbera Cemetery
- o) Rawbelle Cemetery

DEFINITIONS

Term	Definition
Right of Interment	The Right of Interment (ROI) Holder is the person who will be interred into the
(ROI) Holder	burial site. They hold the rights to the burial site while still alive.
Right of Interment	The Right of Interment (ROI) Applicant will hold the right to authorise burials
(ROI) Applicant	and/or cemetery works to a particular burial site once the ROI Holder is
	deceased.
Burial site	A gravesite, vault site, memorial site or other place for the disposition or
	commemoration of the remains of the deceased, whether cremated or not.
Cemetery/Cemeteries	Public cemeteries managed and or controlled by Council. Can be used for lone
	graves, family plots and larger collections.
Columbarium	A room or building with niches for funeral urns to be stored.
Council	North Burnett Regional Council.
Interment	The act of burying, interring or immuring the remains of a deceased person,
	whether cremated or not.
Monument	A statue or other structure placed over a burial site in memory of the
	deceased.
Private Property Burial	Burial's outside a public cemetery of non-cremated human remains.
Reservation	A pre-need burial right.
Subsidence	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.

Right of Interment

5) Council's *Application for Right of Interment* form is required to be completed prior to any interment or reservation. It is highly recommended / encouraged for two (2) Right of Interment Applicant's to 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.
- I) 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, as amended from time to time
 - 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

RESPONSIBLE OFFICER

It is the responsibility of the General Manger Corporate and Community to monitor the adequacy of this policy and implement and approve appropriate administrative changes.

.APPROVAL DATE

REVIEW DATE

26 August 2020

26 August 2024 This policy will be formally considered by Council every four (4) years or as required at law.

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.

Appendix 1: Cemetery Specifications



PURPOSE

1) To provide information relevant to each individual Council controlled cemetery within the North Burnett Region.

SCOPE

- 2) This document will provide the following:
 - a) General information for each cemetery i.e cemetery name, address, land description
 - b) Specific information for each cemetery i.e cemetery sections, plaque specifications
 - c) Restrictions for each cemetery i.e closures, interments under special circumstances

This information will be used in conjunction with General Policy 252 – Cemeteries.

Cemetery	Types	Restrictions for Monumental, Lawn & Columbarium Facilities	Address	Land Description
		Biggenden Community		
Chowey	Monumental cemeter * reserves and interments under spe circumstances only	 Single slab or memorial – 1.2m x 2.4m x 15cm 	Gooroolba – Biggenden Road, Biggenden 4621	Lot 220 on Plan CK57 Reserve 518 Parish of Degilbo
Coalstoun Lakes	Monumental cemeterLawn cemeteryColumbarium	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm 	Glenview Street, Coalstoun Lakes	Lot 53 on CL6011 Reserve 114 Parish of Dundar
		 LAWN Level non raised plinth, no raised benches in row 1 – 2, no more than a 50mm rise of granite and plaque from the plinth slab, including plaque, included 2 vase holes All rows facing the same direction Raised plinth from row 3 onwards 2 vase holes 		
		 Plaque Size suggestion 380mm x 280mm x 4.5mm thick Design suggestion Single 1, 2, 4, (rectangle), 25 (oval) Double 3, 6, 7, 15 (rectangle), 26 (oval) 		
		 COLUMBARIUM Single niches only Niche – 90mm (H) x 120mm (W) x 225mm (D) 1 vase holder included 		
		PlaqueSize suggestion200mm x 150mm x 3mm thick		

Cemetery	Types	Restrictions for Monumental, Lawn & Columbarium Facilities	Address	Land Description
		Design suggestionSingle 33, 33a, (rectangle only)		
Dallarnil	Monumental cemeteryLawn cemetery	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm 	Isis Highway, Dallarnil 4621	Lot 1 to 6 and 9 RP 15853 Parish of Dallarnil
		 LAWN Raised benches allowed row 1 only Level non raised plinth with no raised benches in row 2, no more than a 50mm rise of granite and plaque from the plinth slab, including plaque, 2 vase holes included All rows facing the same direction Raised plinth from row 1, plot 12 – 21, row 2, plot 12-21, row 3 onwards 2 vase holes 		
		 Plaque Size suggestion 380mm x 280mm x 4.5mm thick Design suggestion Single 1, 2, 4, (rectangle), 25 (oval) Double 3, 6, 7, 15 (rectangle), 26 (oval) 		
Degilbo	Monumental cemeteryLawn cemeteryColumbarium	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm 	Biggenden Road, Degilbo 4621	Lot 109 on Plan C8236 Reserve 24 Parish of Degilbo
		 LAWN Raised benches allowed rows 1-2 Level non raised plinth, no raised benches in rows 3 – 6, no more than a 50mm rise of granite and plaque from the plinth slab, including plaque, 2 vase holes All rows facing the same direction 		

Cemetery	Types	Restrictions for Monumental, Lawn & Columbarium Facilities	Address	Land Description
		Raised plinth from row 7 onwards2 vase holes		
		 Plaque Size suggestion 380mm x 280mm x 4.5mm thick Design suggestion Single 1, 2, 4, (rectangle), 25 (oval) Double 3, 6, 7, 15 (rectangle), 26 (oval) 		
		 COLUMBARIUM Single niches only Niche – 90mm (H) x 120mm (W) x 225mm (D) 1 vase holder 		
		 Plaque Size suggestion 200mm x 150mm x 3mm thick Design suggestion Single 33, 33a, (rectangle only) 		

Cemetery		Types	Restrictions for Monumental, Lawn & Columbarium Facilities	Address	Land Description
			Eidsvold Community		
Eidsvold No. 1 (Old)	٠	Monumental ** closed	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm Monumental work permitted 	Ross Crossing Road	Lot 142 on Plan E3706 Parish of Hollywell
Eidsvold No. 2 (New)	•	Monumental cemetery Lawn cemetery Columbarium	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm 	Ross Crossing Road	Lot 4 on Plan SP130846 Parish of Hollywell
			 LAWN Raised bench style headstones on plinth with 2 vase holes Lawn rows are structured head to head Raised plinth row 1, plot 20 – 40 onwards, 2 vase holes 		
			 Plaque Size suggestion 380mm x 280mm x 4.5mm thick Design suggestion Single 1, 2, 4, (rectangle), 25 (oval) Double 3, 6, 7, 15 (rectangle), 26 (oval) 		
			 COLUMBARIUM Single niches only Niche – 90mm (H) x 110mm (W) x 220mm (D) 1 vase holder 		
			 Plaque Size suggestion 182mm x 129mm Design suggestion Single 33, 33a, (rectangle only) 		

Cemetery	Types	Restrictions for Monumental, Lawn & Columbarium Facilities	Address	Land Description
Grosvenor	Monumental cemetery ** closed	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm Monumental work permitted 	A Creek Road, Grosvenor	Lot 44 on Plan C8265 Parish of Eidsvold

		Gayndah Community		
Byrnestown Cemetery	Monumental cemetery	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm 	Cemetery Road, Byrnestown	Lot 150 on Plan MCK37130 Parish of Gooroolballin
Gayndah Cemetery	 Monumental cemetery Lawn cemetery Columbarium 	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm LAWN Level non raised individual slabs laid on as needs basis in rows A - O Rows A to O allow 2 slabs for additional placement of plaques (fees and charges to apply) All rows facing the same direction NO RAISED BENCHES allowed in any row No more than a 50mm rise of granite and plaque from the plinth slab, including plaque. 1 vase hole per slab, additional vase hole attracts fee Raised plinth row P onwards with 2 vase holes 	Meyer Street, Gayndah 4625	Lot 608 on Plan G15172 and Lot 7 on RP59587 Parish of Gayndah
		 Size suggestion 380mm x 280mm x 4.5mm thick Design suggestion Single 1, 2, 4, (rectangle) Double 3, 6, 13, 16 (rectangle) 		
		 COLUMBARIUM Single and double niches available Single niche – 90mm (H) x 135mm (W) x 235mm (D) Double niche – 175mm (H) x 135mm (W) x 235mm (D) 1 Vase holder Plaque Size suggestion 		

•	 Single 200mm x 150mm Double 205mm x 232mm Design suggestion Single 30, 31 (rectangle only) Double 32, 35, 37 (rectangle only)

		Monto Community		
Monto No 1	Monumental cemet ** closed		12931 Gladstone- Monto Road, Monto 4630	Lot 161, 192 Plan RW238 Parish of Bailey
Monto No 2	 Monumental cement Columbarium Memorial garden Lawn cemetery 	MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm LAWN Raised bench style headstones on plinth		
		 Lawn rows are structured nead to head 2 small vase holes per lawn slab Raised plinth section 110 onwards with 2 vase holes Plaque Size suggestion 380mm x 280mm x 4.5mm thick Design suggestion Single 1, 2, 4, (rectangle), 25 (oval 		
		 Double 3, 6, 7, 15 (rectangle), 26 (oval) COLUMBARIUM Single and double niches available Single niche – 90mm (H) x 128mm (W) x 235mm (D) Double niche – 172mm (H) x 128mm (W) x 235mm (D 1 Vase holder)	
		 Plaque Size suggestion Single 165mm x 140mm x 3mm thick Double 165mm x 229mm x 3mm thick Design suggestion Single 30, 31 (rectangle only) Double 32, 35, 37 (rectangle only) 		

		 MEMORIAL GARDEN Open garden available for memorial plaques, no slab to affix plaque to Plaque No specifications for these plaques, family to make an application for their preference, consider on needs basis No plaque contribution money available to this section 		
Mulgildie	Monumental cemetery * reserves and interments under special circumstances only	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm 	29952 Gayndah-Monto Road, Mulgildie 4630	Lot 152 Plan RW229 Parish of Bailey
Rawbelle	Monumental cemetery ** closed	 MONUMENTAL Single slab or memorial – 1.2m x 2.4m x 15cm Double slab or memorial – 2.4m x 2.4m x 15cm Partial slab or memorial – 1.2m x 1m x 15cm Monumental work permitted 	Access via Old Rawbelle Road, Rawbelle 4630	Lot 9 on Plan RW697 Reserve 224 Parish of Rawbelle

Mount Perry Community

219 Heusman Street

Mount Perry 4671

Lot 1 Plan CP861367

Parish of Mount Perry

Reserve 137

Mount Perry

- Monumental cemetery
 * reserves and
 interments under
 special circumstances
 only
- Lawn cemetery
- Columbarium Memorial Garden

MONUMENTAL

- Single slab or memorial 1.2m x 2.4m x 15cm
- Double slab or memorial 2.4m x 2.4m x 15cm
- Partial slab or memorial 1.2m x 1m x 15cm

LAWN

- · Level non raised plinth
- All rows facing the same direction
- Rows A E allow for vertical raised headstone
- Vertical polished granite headstone size of 450mm wide x 70mm deep x 500 high which fits into 50mm slot in plinth (BLACK)
- No vase holes in rows A C
- Raised plinth row F onwards includes 2 vase holes

Plaque

- Size suggestion
 - No standard plaque sizes
- Design suggestion
 - Single 1, 2, 4, (rectangle), 25 (oval
 - Double 3, 6, 7, 15 (rectangle), 26 (oval)

COLUMBARIUM

- Single niches available
- Single niche 165mm (W) x 180mm (H) x 310mm (D)
- 1 Vase holder

Plaque

- · Size suggestion
 - 230mm x 230mm
- Design suggestion
 - Single 30, 31, 34 (rectangle only)
 - Double 32, 35, 35A, 37 (rectangle only)

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MEMORIAL GARDEN	
•	Open garden available for memorial plaques, no slab to affix plaque to
	Plaque
•	No specifications for these plaques, family to make an application for their preference, consider on needs basis
	No plaque contribution money available to this section

Mundubbera Community

Kinchela Street.

Mundubbera 4626

Lot 17-19 on Plan

Parish of Mundubbera

M583

Mundubbera Cemetery

- Monumental cemetery
 * reserves and
 interments under
 special circumstances
 only
- Lawn cemetery
- Columbarium
- Wall of remembrance

MONUMENTAL

- Single slab or memorial 1.2m x 2.4m x 15cm
- Double slab or memorial 2.4m x 2.4m x 15cm
- Partial slab or memorial 1.2m x 1m x 15cm

LAWN

- Rows A-B are facing the same direction
- Row C thereafter are structured head to head
- Row A-E raised bench style headstones on plinth with 2 vase holes
- Row G-I slightly raised style headstones on merged plinth with 1 vase holes
- Raise plinth from row J onwards with 2 Vase holes

Plaque

- Size suggestion
 - Bronze 380mm x 280mm
 - Stone 900mm x 290mm
- Design suggestion
 - Single 1A, 5, 16, 17 (rectangle), 25 (oval
 - Double 6A, 7, 15 (rectangle), 26 (oval)

COLUMBARIUM

- Single and double niches available
- Single niche 90mm (H) x 120mm (W) x 240mm (D)
- Double niche 95mm (H) x 235mm (W) x 240mm (D)
- 1 vase holder

Plaque

- Size suggestion
 - Single 165mm x 121mm
 - Double 279mm x 121mm
- Design suggestion
 - Single 33, 33A (rectangle only)
 - Double 20, 21 (rectangle only)

Appendix 1: Cemetery Specifications 26/08/2020

WALL OF REMEMBERANCE

- No niches
- No plaque contribution available

Plaque

- Size suggestion
 - Restricted to 165mm x 127mm
- Design suggestion
 - 33, 33A (rectangle only)

^{*} reserves and interments under special circumstances only – The reservation holder or deceased must of lived in or have family in the local area of requested cemetery

^{**} closed – Cemetery is closed for all new reservations and/or interments unless previous records indicate reservation was place prior to 2018. Monumental work is still permitted