

Section: Health and Building/ Public Order and Safety : Health and Building

Subject : CEMETERIES

Description: This policy deals with interment within the Uralla Shire local government area.

Objectives:

- To ensure that all interments within the Shire are carried out officially and expediently.
- To ensure appropriate recordkeeping.

Policy:

Overview:

This Policy deals with the interment process of all burials or ashes placement within Uralla Shire. Specific policy is required for the Lawn, Niche Wall, Niche Garden, Private Cemeteries, Monuments, Administration and Schedule of Fees to provide guidelines for staff. This policy complements but does not override all relevant legislation regarding cemetery management.

Policy Statement:

Council requires adherence to all procedures before and after all interments.

Undertakers are required to check with Council on reservation, plot right or unused plot/niche before the plot is excavated or niche filled. An application for permit to bury is to be lodged with Council prior to the interment and is to contain full details of the deceased, Doctor's or Coroner's certificate, section, plot/niche and any interment requirements requested.

Individual requests can be applied for to Council for special consideration.

- Lawn Cemeteries

All first interments are to be a minimum 2.00 m deep allowing a second interment in the same plot.

Lawn plots can not be used solely for placement of ashes.

The Uralla Lawn Cemetery is to be non-denominational.

The Bundarra Lawn Cemetery located in the Bundarra Church of England section is non-denominational, a separate Catholic Lawn section is located in the Catholic area.

Plaque dimensions - Standard base and plaque measurements are Base section 660mm w x 490mm h x 65mm height, Plaque tier of 510mm w x 340mm h x 60mm height, and Plaque of 280mm w x 215mm h set into the top tier. The maximum size allowable is 1200mm w x 650mm h with total height not exceeding 175mm.

- Niche Gardens

Each plot within the Niche Garden can be used for up to three lots of ashes.

- Niche Walls

Ashes or plaques can only be placed by council staff or have a staff member present during placement within Council cemeteries.

- Monuments

Maintenance and restoration of monuments are to follow the adopted guide entitled '*Cemetery – conservation of monuments, Uralla Shire Council, August 2013*' as prepared by Mitch McKay, Heritage Consultant.

- Private Cemeteries

Development consent is required to establish a cemetery on privately owned land.

Interment details are required before any interments can occur in a private cemetery. Details of the deceased are to be provided to Council for inclusion into the Private Cemeteries burial records.

- Administration

The Council will keep a register of interments including the name of the deceased, date of death, date of interment, and location of every interment site in the cemetery. The location details shall include the section, block number and plot/niche number of the interment.

The Council will maintain plans that will indicate the locations of each section, block, and plot/niche number.

The Council will keep a register of burial rights which will include the number of burial right, the burial right holders name and address and the date when the burial right was granted.

- Schedule of Fees

Council's cemetery fees and charges are included in the Council's Revenue Policy within the Operational Plan and are reviewed and updated with any necessary changes annually.

Exemptions: Nil

Other Matters: • Nil

Responsibility: **Councillors** are responsible for adopting the Policy and ensuring that appropriate resources are allocated.

The **General Manager** has the responsibility to...

Directors and Managers are responsible for reviewing, updating and enforcing the Policy.

Employees are responsible for following the Policy.

Related Documents:

- Cemetery – conservation of monuments, Uralla Shire Council, August 2013
- Uralla Shire Council Operational Plan
- Interment Procedure

Review: This Policy will be reviewed as necessary or at least every four years from date of adoption.

Date created:

Last review: October 2013

Reviewer: Manager of Planning

Resolution # 265/97; reviewed January 1998:17/98; September 2000: 412/00; March 2005: 94/05; revised September 2009: 419/09; adopted without change August 2013 (249/13).

Authorised by:

General Manager

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Date