



LIVERPOOL PLAINS SHIRE COUNCIL CEMETERY POLICY

Version	Date	Resolution No	Details
1	21 August 2002	8039	New Policy
2	25 September 2013	571	Policy Review
3	29 May 2019	3247	Policy Review

POLICY OBJECTIVE

The objective of this policy is to:

- ▶ To provide a standard for the administration and maintenance of Liverpool Plains Shire Council's cemeteries.

RELEVANT LEGISLATION

Births Deaths and Marriges Registration Act 1995
Cemeteries and Crematoria Act 2013
Cemeteries and Crematoria Regulation 2014
Local Government Act 1993
Coroners Act 2009
Crown Land Management Act 2016
Environmental Planning & Assessment Act 1979
Environmental Planning & Assessment Regulation 2000
Government Information (Public Access) Act 2009
Public Health Act 2010
Public Health Regulation 2012
Work, Health & Safety Act 2011
Work, Health and Safety Regulation 2017
Privacy and Personal Information Protection Act 1998

EFFECTIVE DATE AND POLICY REVIEW

The policy shall be reviewed every four years or earlier if required by legislation, Council resolution or recommendation of the General Manager. If the policy is not reviewed within this timeframe, it remains active until such time as it is reviewed or revoked by Council.

This policy comes into effect on 29 May 2019

Signed by General Manager

R S (Ron) van Katywk

Date Approved 29 May 2019

POLICY

1 POLICY SCOPE

- 1.1 This Policy applies to all cemetery sites for which Council is the cemetery operator.
- 1.2 Liverpool Plains Shire Council is the cemetery operator for all cemeteries located within the local government area and as such, is responsible for the administration and maintenance of these cemeteries. Cemeteries under Council's authority include:
 - ▶ Blackville (closed for burial)
 - ▶ Bundella
 - ▶ Colly Blue (closed for burial)
 - ▶ Currabubula
 - ▶ Quipolly
 - ▶ Quirindi
 - ▶ Spring Ridge
 - ▶ Wallabadah
 - ▶ Werris Creek
 - ▶ Willow Tree
 - ▶ Yarraman (closed for burial)

Note: Walhallow/Caroona is controlled and maintained by Walhallow Local Aboriginal Land Council.

2 POLICY STATEMENT

- 2.1 Council is responsible for the administration and management of plot and niche purchases, transfer of interment rights, approvals for monumental works, issuing of approval to work in cemeteries, maintenance of cemetery grounds and the interment of ashes into the columbarium walls.
- 2.2 For each application made to Council for cemetery services an administrative fee applies. These fees are reviewed annually and can be found in Council's fees and charges document on Council's website.
- 2.3 In accordance with legislation, Council will collect the information necessary to meet its requirements for a cemetery register. Council's cemetery register is available by contacting Council either in person, by phone or in writing.
- 2.4 A range of information relating to Cemeteries is available at Council, including the burial register and location plans for all cemeteries. Family history enquiries may be made in person, in writing or over the phone to Council.

3 CEMETERY MANAGEMENT - LAWN SECTION

- 3.1 The Lawn Section of the Quirindi Cemetery must be used for all burials and new reservations. The Lawn Section at Wallabadah, Werris Creek and Willow Tree is optional.

- 3.2 All Lawn Sections are not separated by religious denomination and reservations and grave site purchased must be for the next available plots.
- 3.3 Identification of burials on the concrete path constructed by Council may be by:
- ▶ Bronze plaque of uniform dimensions and wording layout which is installed by Council on a concrete plinth.
 - ▶ Bronze plaque of uniform dimensions and wording layout installed on an approved non-weathering masonry construction (marble, sandstone, terrazzo, etc.) that is geometrically identical to the concrete plinth, with installation to be carried out by a monumental mason.
 - ▶ Non-weathering masonry construction (marble, sandstone, terrazzo, etc.) inscribed with lettering provided that the plinth is geometrically identical to the concrete plinth, with installation to be carried out by a monumental mason.
- 3.4 No vases, statuettes, etc. are allowed in the Lawn Section, but fixed cubicle flower holders (available from monumental masons) of uniform size and approved non-weathering masonry material (marble, granite, terrazzo, etc.) are allowed.
- 3.5 The size of the plaque is 380mm x 215mm. Plaques that are available for double depth plots are Low Profile Phoenix Book (single casting) or Dual Plaque with detachable plates Motifs, insignia, etc. are allowable at an extra cost.
- 3.6 The only allowable variation on plaques is for War Grave plaques measuring 380mm x 280mm (which is the only size made for the War Graves Commission).
- 3.7 The fee structure as set by Council for a grave site must be paid at the time of reservation. Fees for digging, interment, bronze plaques and perpetual maintenance are charged at the time of burial. The charge for a plaque is unchanged if an alternative plinth is supplied by a monumental mason.

4 CEMETERY MANAGEMENT – OLD SECTION

- 4.1 The old section with various denominations at Quirindi only allows burials of existing reservations.
- 4.2 The Town/Village Cemeteries at Wallabadah, Quipolly, Currabubula, Spring Ridge, Willow Tree and Werris Creek allow new reservations and burials.
- 4.3 The Cemetery at Walhallow/Caroona is controlled and maintained by the Walhallow Local Aboriginal Land Council.
- 4.4 The cemeteries at Blackville, Yarraman, Bundella and Colly Blue are closed for burial.

5 CEMETERY MANAGEMENT – COLUMBARIUM

- 5.1 There are walls in the Quirindi and Werris Creek Cemeteries and these may be used for ashes or as a memorial. A standard size plaque 145mm x 120mm for the A, B & C Walls and 170mm x 150mm for the D Wall only is used, with single flower bases an optional cost.
- 5.2 Council installs all ashes and plaques.
- 5.3 The fee structure is the same for ashes and a plaque, or the plaque only by quote from the foundry.

6 CEMETERY MANAGEMENT – MEMORIAL ROSE GARDEN

- 6.1 An area behind the walls of the Columbarium in the Quirindi Cemetery is allocated for use as a memorial rose garden. The garden is maintained by Council during normal Cemetery maintenance.
- 6.2 No ashes in containers will be allowed to be placed in the rose garden.
- 6.3 Families of the deceased are permitted to plant a rose in the garden in memory of the deceased.

7 CEMETERY MANAGEMENT – MONUMENTAL WORKS

- 7.1 Monumental works in the Lawn Section may be carried out by a qualified stonemason after payment of the Monumental Works application fee.
- 7.2 The general public may carry out monumental works to the Old Sections only.

8 WORKS UNDERTAKEN IN CEMETERIES

- 8.1 Work must not be undertaken of any kind in a Council cemetery unless a valid approval to undertake works is issued for that specific activity. Works are considered to be any gravesite activity, this includes not is not limited to grave digging, interment and exhumation of remains, and the construction, repair or removal of a monument.

Note: The placement of floral and other tributes on a gravesite is not considered "work" and therefor a licence is not required for this activity. All tributes must remain within the perimeter of the gravesite.

- 8.2 Any individual who wishes to conduct funeral or monument activities at a Council cemetery must formally apply and receive approval from Council before commencing any work.
- 8.3 Council reserves the right to refuse to grant approval to undertake work in cemeteries.

9 COMPLAINT HANDLING PROCEDURES

- 9.1 Complaints will be administered in accordance with Council's adopted Complaints Handling Procedures.

10 RESPONSIBILITIES AND AUTHORITIES

The following Council officers are responsible for the implementation of this Policy:

- General Manager.
- Directors.
- Line Managers.

The following Council officers are responsible for the adherence to this Policy:

- All Council staff.