

ASSET MANAGEMENT POLICY AM04 CEMETERY MANAGEMENT

DEPARTMENT:	Works and Infrastructure
RESPONSIBLE OFFICER:	Manager Infrastructure and Development Services
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors
STATUTORY AUTHORITY:	Burial and Cremation Act (current version)
OBJECTIVE:	To maintain Council owned cemeteries to a high standard within budget constraints.
POLICY INFORMATION:	Adopted 19 March 2012 Minute No. 03/12.15.4.069. Amended 21 October 2013 Minute No. 10/13.12.5.262. Amended 19 October 2015 Minute No. 10/15.12.5.275. Amended 19 November 2018 Minute No. 11/18/13.3.258 Amended 20 December 2021 Minute No 12/21.14.4.269 Amended 19 August 2024 Minute No 08/24.14.4.430

POLICY

1. INTRODUCTION

Council conducts burials at various cemeteries in the municipality and is responsible for maintenance of the cemeteries at:

- Falmouth – Legge Street
- Fingal – Seymour Street
- Mathinna – Clarke Street
- St Helens – Eagle Street
- St Marys – Elephant Pass Road
- Weldborough – Tasman Highway

2. GENERAL MAINTENANCE

- 2.1 Grass will be maintained to an acceptable length at council owned cemeteries in conjunction with scheduled town maintenance and prior to a burial.
- 2.2 Shrubs and trees will be kept pruned and tidy.
- 2.3 Where water tanks are provided, these will be checked and filled as required.
- 2.4 Any damage found to graves will be made safe until contact is made with relatives to request repairs which may be undertaken by Council or a contractor at relatives request and subject to a fee.

3. WORKS AND PLACEMENT OF ITEMS ON GRAVES

- 3.1 Council's Works Department must be consulted prior to any proposed masonry or other works being carried out to ensure works are correctly sited and there are no safety issues.
- 3.2 Wreathes or ornaments on graves should be kept in a tidy condition and removed when damaged or not required.
- 3.3 Due to safety hazards, the use of glass containers is not allowed.

4. BURIALS

All burials must be in accordance with the Burial & Cremation Act (current version) and must be confirmed with the Works Department.

5. RECORDS

Records kept by Council include a plan of all cemeteries within the municipality, a register of interments and a register of exclusive rights of burial (Reservations).

6. BURIAL ADMINISTRATION AND RESERVATIONS

To prevent multiple bookings and discrepancies, all administration including bookings and reservations, are to be managed by the Works Department only.

7. CHARGES

All costs for reservation, ~~and/or~~ burials and relocation of ashes are to be in accordance with Council's fees and charges.

8. GRAVE DIGGING

8.1 Grave depths are limited to 1.5 metres.

8.2 Double depth interments are no longer permitted except where the lower grave is already occupied.

8.3 Depth of graves for ash burials are to have a minimum of 900mm cover, with no more than 2 burials per plot.

9. RELOCATION OF ASHES

9.1 All requests for relocation of ashes must be received via a Funeral Service Provider.

9.2 Requests must be made on the prescribed form and provide proof that the request is being made by the Senior next of kin as defined in the Burial & Cremation Act (current version).

10. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.