



Council Policy Manual

CEMETERY POLICY

Policy, procedure protocol

Policy

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Mgr Environmental Health



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WHICH CEMETERIES ARE COVERED BY THIS POLICY?

All cemeteries within the Shire of Brewarrina including cemeteries located on private land.

PUBLIC CEMETERIES- sections which are closed

Closure of **old portions** at Brewarrina Cemetery:

- The old portions of the Catholic, Anglican and Uniting Portions of the Brewarrina Cemetery will be closed from the 31st June, 1998.

Closure of **the whole** of the following Cemeteries for further interments:

- Gongolgon, Old Angledool and Birrie Cemeteries will be closed for interments as from 30th April, 1997.

No new graves are to be created in these sections. For burials in these graves refer 'Multiple Interments in same grave'.

Pre-existing pre purchases the Catholic, Anglican and Uniting Portions of the Brewarrina Cemetery will be accommodated and existing reserved plots will be required to be fully paid for by the 31st June, 1998 or be forfeited. No new pre purchases will be accepted from the date of closure in the Catholic, Anglican and Uniting Portions of the Brewarrina Cemetery.

MEMORIALS – sections which are closed

Memorials in these sections may include a headstone and slab of any design provided that the components do not protrude beyond the edges of the allotment

MULTIPLE INTERMENTS IN SAME GRAVE – sections which are closed

All investigations in relation to multiple interments (subject to the Public Health Act) are to be completed by the applicant.

Any costs associated with the request for multiple interment under the Public Health Act will be at the applicants expense. This could include electronic probing of the site to locate depth of existing occupant, any framework or extra encasing material which could be applicable under the Act.

Adult graves in old portions will only be reopened for surviving spouses/partner only if the first grave was mechanically dug.(After 1971).

Reopening only permitted within the requirements of the Public Health Act. A maximum of two interments per allotment and the closing of the grave after a second interment will be with sand and the cost of same will be an additional charge.

Graves of babies and children under 12 years not to be reopened.



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PUBLIC CEMETERIES – OPEN SECTIONS

RESERVATIONS

No further reservations will be accepted for any portion of any cemetery from 1997.

Previous reservations prior to 1997 - Conversion of reservations to pre purchases by giving notice in writing by post to known reservation holders and general publicity within the Shire were mailed out at the end of July 1997 and publicly displayed notices at strategic points. Conversion of reservations to Burial Right issued for pre purchase was at a rate of \$150.00

PRE PURCHASED ALLOTMENTS

New pre purchases are to be paid for at the fee prescribed at the time the purchase is made. Only allotments already developed may be pre purchased. Allotments can be sold or transferred with Councils permission. Proof of ownership by way of Council issued receipt is required. Council is under no obligation to buy back unwanted pre purchased allotments or to refund reservation fees on previously reserved allotments.

NICHES AND REMEMBRANCE PLACQUES

- Niches may be pre purchased at the fee prescribed at the time of purchase and are limited to existing niches.
- Plaques for niches are to be purchased by the applicant and must be to the specified size of the Niche.
- Niches are to be used only for the interment of ashes and no other items.
- Niches can be sold or transferred with Councils permission.
- Proof of ownership by way of Council issued receipt is required. Council is under no obligation to buy back unwanted pre purchased niches.
- Remembrance plaques are to be purchased by the applicant and can only be attached to the curved wall below the wording.

HOURS ALLOCATED FOR INTERMENTS

Cemeteries are open for interments between the hours of:

- 9 am and 3 pm Monday to Friday
- 9am to 1pm on Saturdays.

Funeral services at the cemetery to conclude no later than 3.00 pm. Monday to Friday and 1pm on Saturdays. Saturdays have a surcharge on interments.



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APPLICATIONS FOR BURIAL PERMITS / INTERMENTS

Applications are to be received minimum 48 hours (constituted in working days[2]) in advance of scheduled funeral date. This can be by email, fax or delivered personally. A copy of medical attendant's certificate or coroners order to be supplied no later than day prior to funeral.

NICHE WALL – PLACEMENT OF ASHES

An application in writing must be lodged together with a copy of the death certificate at least two weeks prior to ashes being placed in the niche wall. The ashes of only one individual may be placed in each niche.

ASHES – LODGEMENT IN AN EXISTING GRAVE SITE

An application in writing must be lodged with council stating the existing grave number and location in which the ashes are intending to be lodged. The relevant details should be notified to council for inclusion in councils records along with the intended placement site on the actual grave (ie: left hand front corner , next to headstone. etc).

MULTIPLE INTERMENTS IN SAME GRAVE

Reopening only permitted within the requirements of the Public Health Act. A maximum of two interments per allotment and the closing of the grave after a second interment will be with sand and the cost of same will be an additional charge.

Adult graves in old portions will only be reopened for surviving spouses/partner only if the first grave was mechanically dug.(After 1971)

Adult graves in new portion will only be reopened for immediate family.

Graves of babies and children under 12 years not to be reopened for graves dug prior to 24th May 2004.

OPENING OF GRAVES

Sequence in beams, every second grave, intermediate allotments may be opened not less than two years from the latest date of interment of the adjoining allotments. Except that, at the sole discretion of the Cemetery Manager, this may be waived in the case of a surviving spouse only. Opening of graves is the sole responsibility of Council but they may make use of a subcontractor for the purpose.

SPECIFICATIONS FOR GRAVES AND ALLOTMENTS

From 26th May 2004 the dimensions of the gravesite to be dug is:

- Adult - 2400 mm deep x 700 mm wide and 2400 mm long.
- Child - 2400 mm deep x 700 mm wide and 1500 mm long.



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CLOSURE OF GRAVES

A sheet of 200mm plastic covering the full length of the coffin to be placed approximately 30 cm's above the coffin as an aid to reopening. The graves to be closed within 1 hour of the conclusion of the funeral service.

See annexure A and B (Grave diagrams)

Where the closing of the grave is following a second interment, it must be filled with sand and the cost of same will be an additional charge.

MARKING OF OCCUPIED GRAVES & NICHES

GRAVES - BEAM CEMETERY

Graves will be marked with a small metal plaque, provided and fixed by the Council, of standard format and size showing the name, age or date of birth and date of death of the deceased. The plaque will be permanently fixed to the beam.

GRAVES - OLD PORTIONS

Will be marked with a metal cross and plaque provided by the undertaker or family of the deceased showing name, age or date of birth, and date of death.

NICHES

When ashes are interred in the niche wall, then the niche is to be completely sealed by a plaque of approved size and material. Council does not supply the plaque this cost is borne by the applicant. Inscription shall include the name, age and date of death and niche number of the individual whose ashes are interred in the niche. The ashes of only one individual are interred in each niche.

PROVISION OF PLAQUES

Small metal plaques for installation in the beam section are to be of an approved size and material and will be provided by Council.

Larger plaques can be ordered by council if required and the cost is to be borne by the applicant and paid for at the time of ordering.

BEAM CEMETERY

The beam section of the Brewarrina Cemetery shall be a lawn, grassed or open area with all beams laid in a North South alignment in the designated area. Approval will be required from Council to approve any future beams laid in an East West alignment.

The beam size is to be a width of 1400 mm for double sided and 700 mm for single sided.



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From 26th May 2004 the dimensions of the gravesite to be dug is 2400 mm deep x 700 mm wide and 2400 mm long for an adult gravesite. For a child gravesite 2400 mm deep x 700 mm wide and 1500 mm long

ERECTION OF MEMORIALS

Memorials in this section may be in the form of a headstone or desk only being fully located on the beam. The component parts must be a minimum of 10 cm's clear of the front and mid line of the beam and be wholly within the width of the allotment as marked on the beam. The maximum base size of the monument is to be 1100 mm by 400 mm. The Council accepts no responsibility for the maintenance or repair of memorials irrespective of the cause of the need for maintenance or repair.

PLANTING OF LIVING PLANTS

Plants including trees, shrubs, flowers, bulbs etc are allowable in accordance with the Cemetery Management Plan. Living plants selected for planting in the cemetery area must be from a selected list which is approved by the Cemetery committee and recorded in the Cemetery Management Plan.

FEES

The fees are to be reviewed each year in relation to Councils Revenue Policy. Refer to Councils current Fees and Charges list for a complete list of fees and charges.

Fees are payable at time of lodgement of application for Burial Permit, interment of ashes or application for exhumation and Right to Burial.

No further reservation fees will be accepted for the closed section of the cemetery.

FUNERAL DIRECTORS AND UNDERTAKERS

It will be the responsibility of the Funeral Directors to notify the Police in the first instance for application to have roads closed for a funeral. Secondary notice is to be given to the council with lodgement of paperwork for funeral.

WHO MAY CONDUCT INTERMENTS?

Interment of whole bodies may be conducted by any undertaker instructed by the next of kin or executor of the estate of the deceased to do so. Interments may be conducted by the family and friends of the deceased without engaging the services of an undertaker, however in these circumstances Council retains the right to require that their representative be present and that all costs of providing the representative be paid at the same time and in addition to the usual cemetery fees. The appointed representative will have the right to stop the conduct of the funeral if, at any time, the common standards of decency and propriety are not being observed.

COFFINS

All bodies for interment must be fully encased in a coffin.



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EXHUMATIONS

The Coroner or his agent has the right to order exhumation at any time and with minimal notice. However he must advise Council that he proposes to exhume remains.

All other applications for exhumation will be considered elective and will be considered only when permitted and conducted in accordance with relevant State and Federal legislation operating at the time.

All applications for elective exhumation must be in writing to the Council and accompanied by all necessary documentation as required under legislation operating at the time of the application together with the all fees payable. Applications must be lodged a minimum of one month prior to the proposed date of exhumation. Where elective exhumation has been completed, the Right of Burial of the deceased or their heirs and successors is deemed to have been forfeited. All elective exhumations must include full restoration of the site including removal of any monumental works erected.

PRIVATE CEMETERIES

This applies to the Weilmoringle and other private Cemeteries.

OPENING HOURS – Private Cemeteries

Cemeteries are open for interments between the hours of 9 am and 5 pm only on normal working days. Funeral services at the cemetery are to conclude no later than 3.00 p.m. on these days. The cemetery will be closed all for interments weekends and public holidays. The Health & Building Department may approve interments outside these hours in exceptional circumstances, a surcharge will be payable in these cases.

APPLICATIONS FOR BURIAL PERMITS / INTERMENTS– Private Cemeteries

Applications are to be received minimum 48 hours (constituted in working days[2]) in advance of scheduled funeral date. This can be by email, fax or delivered personally. A copy of the medical attendant's certificate or coroners order is to be supplied no later than day prior to funeral.

MULTIPLE INTERMENTS IN SAME GRAVE– Private Cemeteries

Reopening of existing graves will not be permitted in private cemeteries.

SPECIFICATIONS FOR GRAVES AND ALLOTMENTS– Private Cemeteries

The grave may be dug by Council or any other person for private cemeteries. If the grave is dug by Council, it will be dug at the current charge out rates of council.



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CLOSURE OF GRAVES– Private Cemeteries

The graves are to be closed within 1 hour of the conclusion of the funeral service.

MARKING OF OCCUPIED GRAVES– Private Cemeteries

Will be marked with a metal cross and plaque provided by the undertaker or family of the deceased showing name, age or date of birth, and date of death.

MAINTENANCE AND REPAIR OF MEMORIALS– Private Cemeteries

The Council accepts no responsibility for the maintenance or repair of memorials irrespective of the cause of the need for maintenance or repair.

FEES– Private Cemeteries

The fees are to be reviewed each year in relation to Councils Revenue Policy. Refer to Councils current Fees and Charges list

Fees are payable at time of lodgement of application for Burial Permit, interment of ashes or application for exhumation and Right to Burial.

UNDERTAKERS– Private Cemeteries

It will be the responsibility of the Funeral Directors to notify the Police in the first instance for application to have roads closed for a funeral. Secondary notice to be given to the council with lodgement of paperwork for funeral.

WHO MAY CONDUCT INTERMENTS– Private Cemeteries

Interment of whole bodies may be conducted by any undertaker instructed by the next of kin or executor of the estate of the deceased to do so. Interments may be conducted by the family and friends of the deceased without engaging the services of an undertaker, however in these circumstances Council retains the right to require that their representative be present and that all costs of providing the representative be paid at the same time and in addition to the usual cemetery fees. The appointed representative will have the right to stop the conduct of the funeral if, at any time, the common standards of decency and propriety are not being observed.

COFFINS– Private Cemeteries

All bodies for interment must be fully encased in a coffin.

EXHUMATIONS– Private Cemeteries

The Coroner or his agent has the right to order exhumation at any time and with minimal notice. However he must advise Council that he proposes to exhume remains.



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All applications for elective exhumation must be in writing to the Council and accompanied by all necessary documentation as required under legislation operating at the time of the application together with the all fees payable. Applications must be lodged a minimum of one month prior to the proposed date of exhumation. Where elective exhumation has been completed, the Right of Burial of the deceased or their heirs and successors is deemed to have been forfeited. All elective exhumations must include full restoration of the site including removal of any monumental works erected.

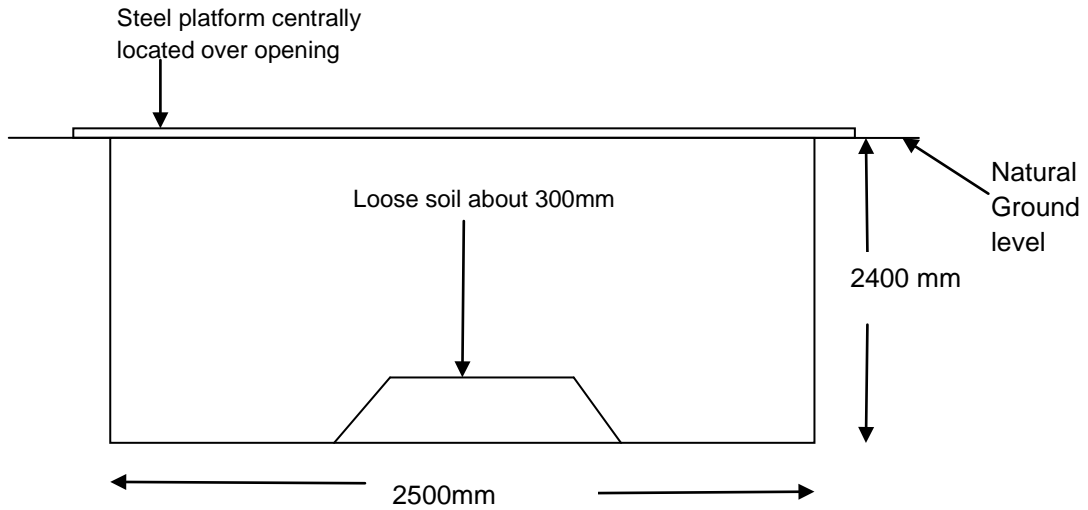
BURIALS ON PRIVATE LAND

Reference is to be made to web site for NSW Health – ‘**Burials on Private land – Approval by Local authority**’ this policy is reviewed regularly and contains details of councils obligations and requirements to be undertaken by the applicant. **NB: approval is not necessarily granted.**

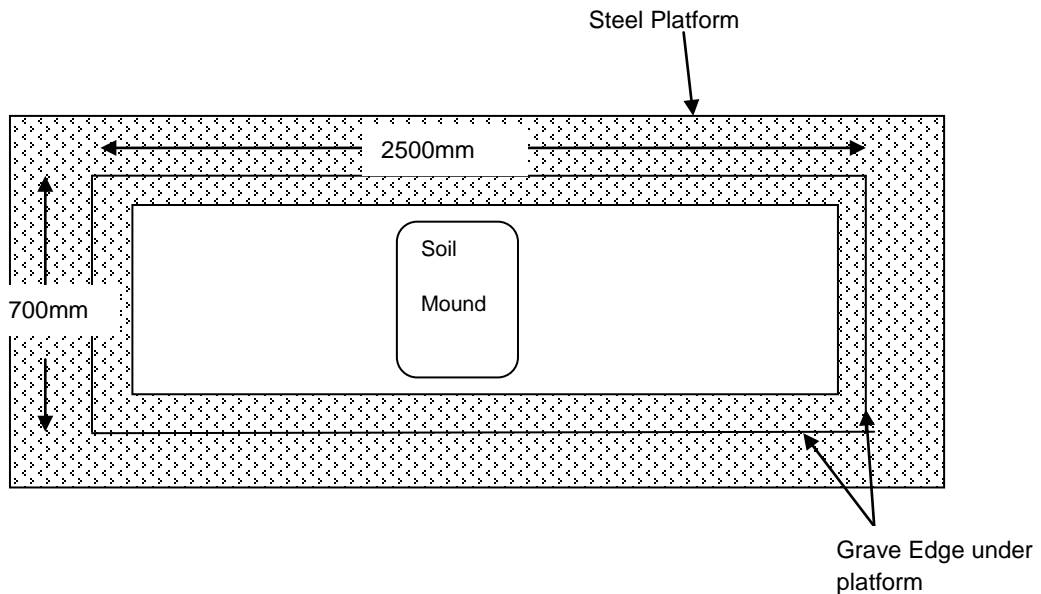
Appendix A

Specifications for Grave Digging

Cross Section



Surface Section



Please note

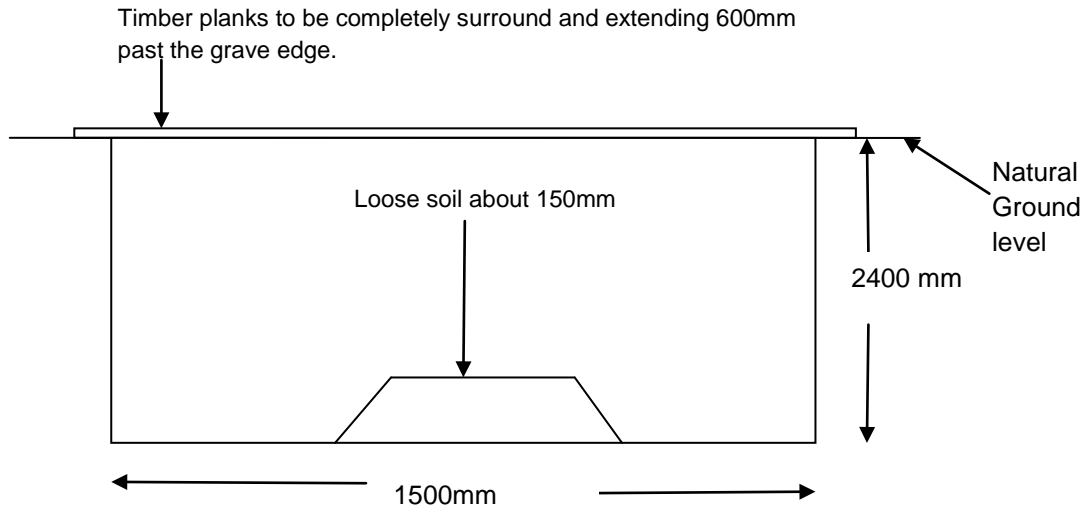
All excavated material to be removed from the vicinity of the grave. Platform to be as level as possible.

After closing grave, flowers and grave makers should be place in position.

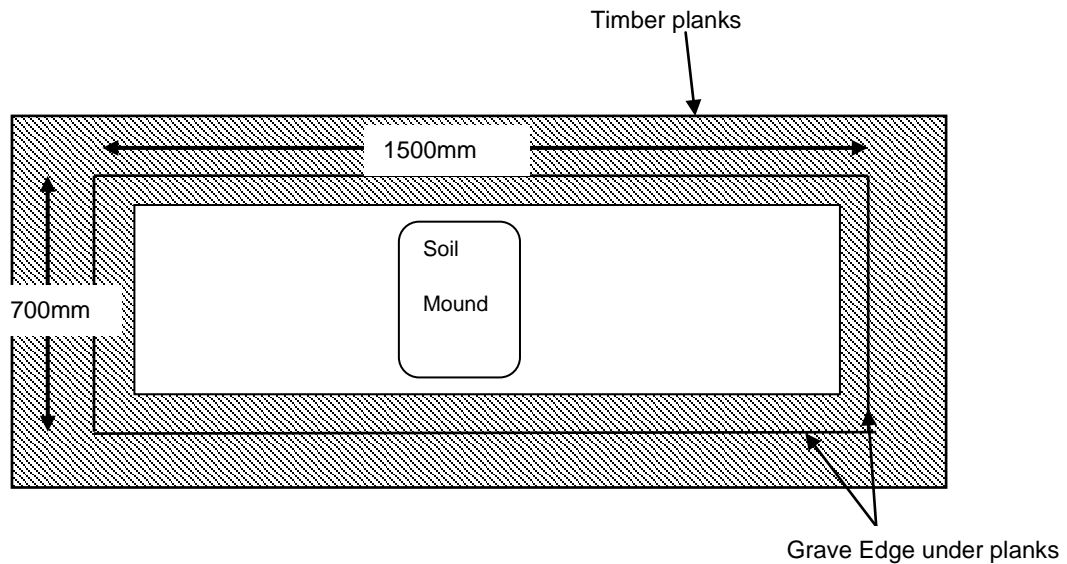
Appendix B

Specifications for Child Grave Digging

Cross Section



Surface Section



Please note

All excavated material to be removed from the vicinity of the grave. Platform to be as level as possible.

After closing grave, flowers and grave makers should be place in position.