

	COUNCIL POLICY	R POLICY REVIEW
	C 009 – CEMETERY POLICY	Policy to be reviewed as required but no later than June 2020
DATE APPROVED	RESOLUTION NUMBER	RESPONSIBLE OFFICER
27 June 2018	08/06.2018/C	General Manager

1.0 POLICY STATEMENT

This policy sets out Council's requirements in relation to memorial plaques and burials at White Beach, Premaydena, Port Arthur and Roaring Beach Cemeteries. All four cemeteries are owned and managed by Tasman Council.

2.0 OBJECTIVE

The objective of the policy is to provide guidelines for both Council staff and users of the Cemeteries in relation to the type of memorials permitted.

3.0 SCOPE

This policy applies to all cemeteries under the care, control and management of Tasman Council, including Premaydena, Roaring Beach, White Beach and Port Arthur.

4.0 PROCEDURE

General Administration

- 4.1 Cemeteries at Roaring Beach, White Beach, Port Arthur and Premaydena shall be open to the public at all times, subject to temporary closures required for maintenance, public safety etc from time to time as determined by the Council.
- 4.2 The Council Office is situated at 1713 Main Road, Nubeena, Tas 7184 and will operate Monday to Friday (except public holidays) between the hours of 8:30 am and 4:45 pm.
- 4.3 The Council shall keep a register of burials including cremated remains in which shall be entered; the date of death, name, age and last known address of every person whose remains are interred in each cemetery. Registration of burials shall include the section, number and depth of the grave in which such interment has been made, by whom it has been made and the date of such interment. Such registers are available for public inspection. Upon payment of the prescribed fee as set out in the attached Schedule of Fees, members of the public can obtain copies of extracts from the registers.
- 4.4 The Council shall keep a Register of Leases in which shall be entered in respect of each lease, the following particulars:
 - (a) The exact locality and number of the grave site in respect of which the lease has been granted.
 - (b) The name and postal address of the lessee.
 - (c) The date upon which the lease was granted.
- 4.5 The Council shall be responsible for updating plans showing the section of each cemetery and of every site therein and respective numbers of grave sites in each such section.

Schedule of Fees

- 4.6 Council updates its Schedule of Fees and Charges each financial year. The appropriate fees and charges at the time will be listed in that years fee schedule.

4.7 A printed copy of the current Schedule of Fees shall be retained at the Council's offices and be made available for public inspection. This information is also available from the Councils website www.tasman.tas.gov.au.

Burial Plots

4.8 The normal days for burial shall be Monday to Friday (excluding public holidays). Burials outside these days are by special arrangement only with the Council and will be subject to additional fees as laid out in the Schedule of Fees.

4.9 No burial shall under any circumstances be permitted in the Council Cemeteries until an application has been accepted and/or approved by the Council and particulars of the date of death, name, age and last place of residence of the deceased person have been recorded by the Council.

4.10 No more than 2 coffin interments shall be conducted in the same burial site without the approval of the Council.

4.11 In all burial sites the maximum number of burials (including cremated remains) is to be at the discretion of Council.

Cemetery Gardens

4.12 All plants and trees planted within the cemeteries remain the property of the Council.

4.13 No person shall within the cemeteries, without the written consent of the Council:

- (a) Sell or buy any article.
- (b) Carry on any trade, business or calling or promote or advertise the same by solicitation or by any other system or advertisement whatsoever.
- (c) Distribute any handbill, card or circular or other advertisement.
- (d) Disturb any funeral service at any grave by working in the cemetery.
- (e) Discharge any firearms except at a military funeral.
- (f) Cut, break or deface any of the statuary monuments, trees, shrubs, plants, seats, gates, posts or fences.
- (g) Commit any riot, breach of the peace or nuisance or otherwise offend against decency or decorum.

Reservation of Grave Plots/Memorial Wall Niches

4.14 The Council may upon receipt of a completed "**Cemetery Plot/Memorial Wall Niches Reservation**" form and payment of the Prescribed Reservation Fee as laid down in the Schedule of Fees grant a lease for the exclusive right of burial in the cemeteries subject to the following criteria:

- (a) The cemetery plot/niche to be reserved by a lessee be adjacent to the grave/niche of an immediate family member of the lessee. Such fees are not deposits nor are they refundable and are granted for a period of ten (10) years.
- (b) The onus of renewal of reserved cemetery plot/niche licences remain with the lessee of such plots/niches and that if such leases are not renewed by the expiry date of the reservation by the lessee, the right of exclusive use of such cemetery plot/niche may be returned to the Council forthwith without further notice.
- (c) Reservations of cemetery plots/niches may be cancelled by the lessee or immediate family at any time in writing. Such cancellations are not subject to a refund of lease fees.

(d) Reservations of cemetery plots/niches are for the exclusive use of the lessee and their immediate family and cannot be transferred to any other person.

Floral Tributes, Plaques and Monuments

- 4.15 Floral tributes are to be placed in non-glass receptacles and should be placed to ensure ease of maintenance and to reduce damage to the lawn. The placing of glass containers, vases or jars inside the cemetery boundary is prohibited.
- 4.16 Plants, trees, shrubs and potted plants are prohibited on or around the grave site.
- 4.17 Ornaments, grave filling such as bark chips, stones or gravel are prohibited on or around the grave.
- 4.18 Ornamental flowers placed on the lawn surface may be removed to assist with mowing or to access other areas of the site for further burials.
- 4.19 Unauthorised kerbing of any description including concrete, timber, treated logs, bricks or stones shall not be placed around the perimeter of the grave.
- 4.20 Council reserves the right to remove without notice, any unauthorised works and, unapproved, excessive or incorrectly located flower containers.
- 4.21 All work to be consistent with Monumental Headstones in Cemeteries (1994) AS4204.
- 4.22 Council will not be liable for the future care, maintenance, preservation, conservation or restoration of the construction (headstone & surrounds) erected or placed over the grave.
- 4.23 Non approved plaques or monuments are not permitted in the Council cemeteries.
- 4.24 Bronze/silver plaques for use on the niche walls can be ordered through a reputable masonry and no other non-approved monument plaque is to be placed on the wall.
- 4.25 Council reserves the right to engage monumental masons for the removal of headstones, ledgers and plaques.
- 4.26 Council Staff are not responsible for the removal of any monuments, ledgers, headstones or plaques within Council maintained cemeteries upon reopening of existing burials.
- 4.27 Council burial fees and charges are only associated with ground excavations. Additional fees for the removal and/or construction of monumental structures or plaques are not the responsibility of Council.

Wall Niches

- 4.28 Procedure for Interment in Niche Wall
Upon payment of the prescribed fee, Council will seal the cremated remains in the wall and attach the plaque.
- 4.29 Interment Service
From time to time, appropriate persons may request that they be permitted to conduct a memorial/interment service immediately prior to sealing of the cremated remains urn in the niche wall. Council will endeavour where possible to accommodate the wishes of such persons.

4.30 Non Interment Memorials

Council will allow the use of the Niche Wall for the placing of a plaque to be used as a memorial only (Non-interment of remains). All standard fees and charges will apply, as listed in the Schedule of Fees.