

MANAGEMENT GUIDELINE

Reference Number	1446300
Responsible Business Unit	City Assets
Responsible Officer	Manager City Assets
Legislation	Burials and Cremations Act 2013 and Regulations 2014
Relevant Delegations	Chief Executive Officer General Manager, Infrastructure and Assets Manager, City Assets
Related Policies Management Guidelines Frameworks	Cemetery Operating policy Memorials policy Interment on private land policy Fees & Charges Schedule
Link to Strategic Plan	Goal 2 – Great People & Lifestyle, 2.1 A modern City with Country Charm
Date Adopted	14 March 2023
Review Date	July 2027
Previous Revisions	Click here to enter text.

PURPOSE

In order to deliver on the Council's **Interment, Cemetery and Memorials Policy**, this document:-

- Provides guidelines for the management and operation of the four cemeteries owned by the Rural City of Murray Bridge. The guidelines provide clear information to funeral directors, monumental masons, contractors, volunteers, and members of the public to ensure the safe and efficient operation of the Council's cemeteries.
- Provides guidance on the placement of community memorials in Council's reserves, open spaces or streetscapes.
- Provides information for burials on private land.
- Provides information to visitors and the community on cemeteries, interment and memorials within the Rural City of Murray Bridge.

OBJECTIVES

To ensure the operation of the Council's cemeteries and the interment of all bodily remains within the Council's boundaries occurs in accordance with relevant legislation and that the Council keeps appropriate registers, records and plans that are accessible to the public.

To outline the Council's commitment to providing peaceful places for remembrance people of backgrounds and honouring the history of the cemeteries.

To ensure that the application for memorial plaques on seating and trees are managed consistently and in accordance with Council's strategic direction and corporate policies

SCOPE

- **PAGES 1-16** Interment and memorials in the four Council-owned and operated cemeteries:-
 - Adelaide Road Cemetery
 - Bremer Road Cemetery
 - Monarto Pioneer Memorial Cemetery
 - Callington Cemetery
- **PAGE 17** All burials of human remains on private land in the Council area
- **PAGES 18 -19** Placement of memorial plaques on structures in council parks, reserves, public open space and streetscapes or planting of memorial trees and gardens.

DEFINITIONS

The following definitions apply in this Management Guideline:-

- "Burial Right" means a Right for the Interment of human remains.
- "Cemetery" means the Adelaide Road Cemetery, Bremer Road Cemetery, Callington Cemetery and Monarto Pioneer Cemetery
- "Council" means the Rural City of Murray Bridge
- "Extended Term" means each extended duration of the Initial Term of a Burial Right.
- "Grantee" means a person who is or persons who are the holder of a Burial Right or any other person entitled to exercise the rights of the Grantee under a Burial Right in accordance with the terms of a Burial Right.
- "Human Remains" means the body or part of the body of a deceased person and includes cremated remains.
- "Initial Term" means the initial duration of a Right.
- "Interment" of Human Remains includes:
 - the placement of cremated remains in a columbarium or other structure designed as a repository for human remains;
 - the burial in the earth of human remains (in a container);
 - but does not include the scattering of cremated remains.
- "Memorial" means:
 - an approved gravestone or other monument; or
 - a plaque; or
 - any other approved structure or physical object used to memorialise a deceased person.
- "Memorial Right" means a right for memorialisation without human remains.
- "Monument" means a monument, tombstone, tablet, gravestone, kerbing, railing or other erection to be constructed in a Cemetery, used for commemorative purposes for burial sites.
- "Right" means a Burial Right or a Memorial Right.
- "Term" includes the Initial Term and any Extended Terms.

CEMETERIES – GENERAL INFORMATION

The Council owns, operates and maintains four cemeteries as listed below. Within these cemeteries Council permits two types of interment, earth burials and ashes in memorial garden beds, graves and walls. In accordance with legislation, the Council provides detailed records of each interment and an updated plan of each Cemetery as outlined in *Council Records Requirements* in this guideline.

Council Cemetery Name & Address	Burial Plot Availability		Ashes and/or Plaque Position Availability	
	No specific plot can be allocated - the next available plot is allocated at the time of interment.			
Adelaide Road Cemetery Section 920 Adelaide Road Murray Bridge SA 5253		No*	Rose Garden C & D	Yes
			Granite Columbarium	Yes
			RSL Beam	Yes
Bremer Road Cemetery Lot 1 Bremer Road Murray Bridge SA 5253	General Section	Yes	General Section	Yes
	Lawn Section	Yes	Lawn Section	Yes
	Rose Garden	Yes	Rose Garden	Yes
Callington Cemetery 40 Cemetery Road Callington SA 5254	General Section	Yes	General Section	Yes
Monarto Pioneer Memorial Cemetery Schenscher Road Monarto SA 5254	General Section	Yes	General Section	Yes

* except for existing leases with capacity and vacancy for double or triple depth burials

Opening Hours and Conditions of Entry

All Council cemeteries are open during daylight hours every day or as the Council may otherwise determine. A person, must not, without the approval of the Council or the Chief Executive Officer, be in the Cemetery at any other time.

• Traffic Regulations

- A speed limit of 5 km per hour applies in the Cemetery. All other general road rules apply within the Cemetery.
- A person must not drive a motor vehicle within the Cemetery in a dangerous or careless manner or without reasonable consideration for others.
- A person may park a motor vehicle within the Cemetery on a paved road way with reasonable consideration for others unless it is clearly marked to the contrary. A vehicle must not park on the lawn area of any Council cemetery.

• Public Right of Way

- The Cemetery is not a public right of way.
- Entry to the Cemetery is restricted to employees or agents of the Council and people having legitimate business or as the Council may determine.
- The Council must ensure the Cemetery is securely fenced at all times.

• Control of Animals

- A person must not ride, drive or exercise animals within the Cemetery.
- All dogs in the Cemetery must be kept under control and on a leash. All dog faeces must be removed by the person in control of the dog.

• **General Conduct in the Cemetery**

- A person must not cause any nuisance or breach the peace.
- A person must conduct themselves in a manner that respects the rights and safety of others.
- All children entering the Cemetery must be under adult supervision.
- A person must seek the approval of the Council before they:
 - Sell or buy anything;
 - Erect a temporary shelter or canopy;
 - Carry on a business or advertise the same;
 - Distribute or display any advertisement;
 - Organise or take part in a meeting;
 - Disturb a funeral service;
 - Discharge a firearm (except at a military funeral)
 - Cut, break, deface or write or fix a bill on any fixture or landscaping in the Cemetery; or take, injure or interfere with trees, shrubs, flowers, vases, labels, fish, birds, animals or other property.

Maintenance and Landscaping of Cemeteries

Council will maintain the landscape and historical character of the cemeteries outside of any leased area, which includes pathways, fencing, plantings, signage and infrastructure (other than memorials).

- No person, except a person authorised by the Council, may landscape or change the landscaping of any portion of the Cemetery.
- Any unauthorised landscaping may be removed by the Council without notice.
- The Council is not responsible for any damage or loss caused by unauthorised landscaping.
- Grantees are responsible for the maintenance of monuments and tributes at interment sites (see sections *Tributes* and *Monuments* in this document).
- All plants and trees in the Cemetery remain the property of the Council.
- If the surface of any interment site in the Cemetery sinks below the level of the natural surface of the ground, the Council may cause the site to be filled up to that level.
- The Council may plant and maintain lawn on grave sites.
- The Council may alter or transfer any landscaping, memorial or memorial garden bed as it may determine.

CEMETERY BURIALS & CREMATED REMAINS (ASHES)

Burials

The following guidelines apply to burials (including re-opening of interred graves or exhumations) in the Council cemeteries:

- All burials require:-
 - An application for Burial/Interment (usually made by the Funeral Director)
 - An Interment Right (lease) issued by Council or duplicate of existing Interment Right provided by individual
 - Reasonable notice provided to allow for planning and grave digging. Graves may only be dug by Council staff or approved contractors
 - Confirmation of the depth of grave required (if allowing for multiple interments)
 - Payment of fees to Council as set out in Council's Fees and Charges Schedule (fees are reviewed annually and are available from Council's principal office and on the Council's website.)
 - The Council to record all details of interment as outlined in *Council Records Requirements* section below.

- Burials will generally take place Monday to Fridays between the hours of 8.30am and 5.00pm. Where burials are required on weekends, public holidays and/or out of the hours stated above, additional fees will be charged as set out in Council's Fees and Charges Schedule. Burial will not be permitted on Good Friday, Anzac Day or Christmas Day.
- Coffins must be interred in a plot:-
 - Of a standard size of 2.743 metres x 1.372 metres
 - To a depth of 1.5 metres below the surface of the ground or the minimum depth required by the Cemetery Regulations; or
 - A minimum depth greater than the Cemetery Regulations as the Council may determine.
 - The Council may determine the maximum depth of a grave in which a body may be interred in the Cemetery.
- A grave must be covered as soon as practicable on the same day as the interment. Monuments, headstones and plaques can be arranged installed at burial sites. See section "Memorials and Monuments" in this guideline.
- A temporary grave marker may be provided by the Funeral Director at a cost at the time of burial to be replaced by a monument or plaque or the grave left unmarked. Temporary grave markers, including wooden crosses, may only be used for a maximum period of twelve (12) months following which they will be removed by the Council. The family may negotiate a further term, if they can demonstrate that they are in the process of installing a headstone or under special circumstances. If the marker is to be removed the family will be contacted to determine what course of action to take. Eg return marker to family, or destroy.
- **Exhumation, Removal and Re-interment of Non-Cremated Human Remains**
 - In accordance with the *Exhumation Regulations* and the *Coroners Act 1975*, written consent from the Attorney General or a warrant from a Coroner is required for non-cremated human remains to be:-
 - Exhumed or removed from an interment site in the Cemetery
 - Re-interred in the Cemetery
 - The Attorney General must, before giving consent consult with the Council and may impose conditions which must be met.
- **Re-openings of Graves (multiple interments)**

The Council will allow the reopening of graves at all cemeteries for additional interments (if the interment right allows for and depth of original interment permits). If the removal of monument slab and headstones are required, the Council will take all reasonable care not to cause damage, however if a monument slab or headstone is inadvertently damaged during this process the Council will not be held responsible for any repairs.
- **Lift and Deepen**

A Grantee can arrange with the Chief Executive Officer for extra space to be made in a grave through a process called "lift & deepen" where:

 - There have been three (3) interments in a grave; or
 - Earlier interments were at insufficient depth for further burials; and
 - At least six (6) years have elapsed since the most recent burial; and
 - The cost to undertake the work is paid by the Grantee; and
 - Council will not undertake this work, a consultant will be engaged.

- **Honouring the Diverse Burial Beliefs of the Community**

The Council engages with religious and cultural leaders to gain an understanding of the specific end of life needs and requirements for specific faiths, denominations and cultural groups and endeavour to reserve dedicated areas for these burials. Below are the details of the current groups the Council has arrangements with:-

- **Baha'i Faith** - No burial may take place in any area reserved for Bahá'í faith burials within the Cemetery unless it is authorised in writing by the Secretary of the South Australian Bahá'í Council
- **Unitarian Druze Community** - No burial may take place in any area reserved for Druze burials within the Cemetery unless it is authorised in writing by a Unitarian Druze faith Minister or their nominees. The Unitarian Druze Community shall be notified of any Interment Right due for renewal in Unitarian Druze Community sections.
- **Jewish Burials** - No burial may take place in any area reserved for Jewish burials within the Cemetery unless it is conducted by:-
 - A Rabbi acting with the written Council of either the Adelaide Hebrew Congregation Inc, or the Adelaide Progressive Jewish Community; or
 - Another person authorised in writing by either the Adelaide Hebrew Congregation Inc, or the Adelaide Progressive Jewish Community to conduct the burial.

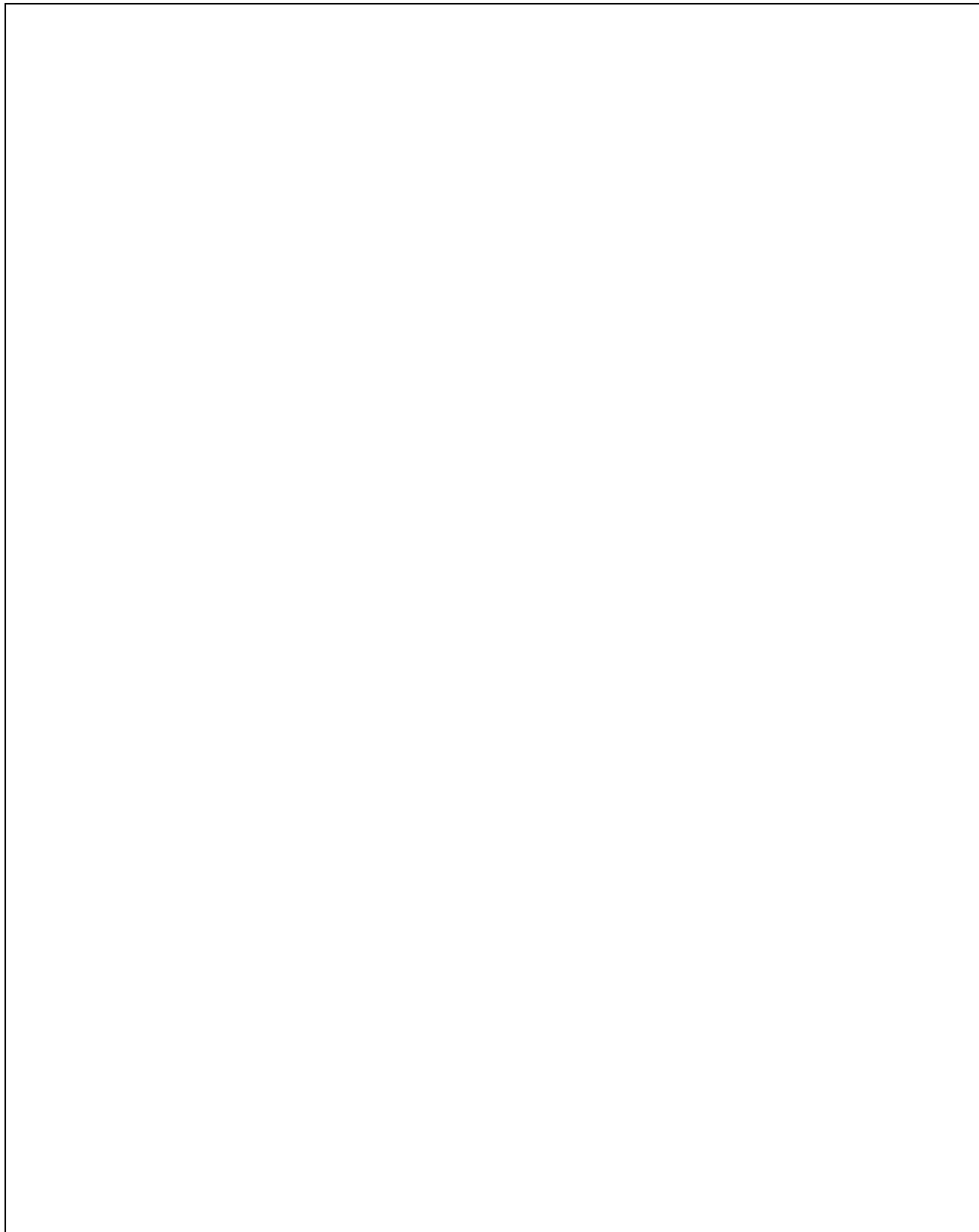
The Adelaide Hebrew Congregation Inc. shall be notified of any Interment Right due for renewal in the Jewish section of the Cemetery. The Adelaide Progressive Jewish Community shall be notified of any Interment Right due for renewal in the Liberal Jewish section of the Cemetery.

- **Muslim Burials** - No burial may take place in any area reserved for Muslim burials within the Cemetery unless the interment is approved by an Islamic Society in South Australia.
- **Ngarrindjeri Burials** - Council will work closely with the Family, Ngarrindjeri Community and Funeral Director to ensure traditional cultural requirements are met.
- Council is committed to its multicultural society and as such will endeavour to work with all cultural groups and funeral directors to ensure traditional cultural requirements are met.

Cremated Remains (Ashes)

The following guidelines apply to cremated remains in the Council cemeteries:-

- An Interment Right must be issued by Council or duplicate of existing Interment Right provided by individual is required to inter cremated remains
- Cremated remains Interment Rights in the Rose Garden and Columbarium's include a single plaque for 9 lines of text
- Cremated remains can be interred into a grave site or in an allocated cremation plot.
- Cremated remains are not to be scattered at any of the Council's Cemeteries, Land or Council Reserves.
- Upon official request by the Interment Right Holder, cremated remains can be removed from the allocated Cemetery plot. If the monument is to remain, no refund in Interment Right is due. If the monument is also removed (with permission of Council and at Interment Right holder's expense), a refund on the Interment Right will be given as per the Act.
- Cremated remains will not be transferred to other receptacles by Council Staff. This must be carried out by the Funeral Director or family.
- If a Grantee advises the Council that an extension or renewal of an Interment Right will not be sought, the Grantee may instruct the Council on a preferred method of final disposition of the cremated remains by:
 - Interment in an unmarked location; or
 - Collection for private dispersal.



CEMETERY MEMORIALS (MONUMENTS, HEADSTONES OR PLAQUES)

To maintain public safety and the overall appearance of the cemeteries as a place for respectful remembrance, the Council has specific requirements that must be met for monuments commemorating interment sites. To install, alter or remove a memorial, the following is required:-

- An 'Application for Memorial' and applicable fee must be submitted by a licensed monumental mason holding relevant public liability insurance
- The monument must meet the specifications outlined in the section of this document – *Memorial/Monument Specifications*.
- The Council must approve the design, workmanship and proposed inscription of all memorials before any work is carried out (including alterations to existing monuments). The Council may refuse any design for a monument as it may determine.
- The Council may remove or alter any monument that has not been approved and may recover as a debt, the expense of removal or alteration from the person who erected the monument
- When approved, Council will issue a "Permit for Works".
- Monuments must be constructed and installed by a qualified monumental mason in accordance with applicable Australian Standards and comply within all Work, Health and Safety Regulations. The name affixed on the monument must accord with the name shown on valid proof of the deceased's identity produced to the satisfaction of the Council.
- Monumental masons or trades people must repair any damage in the cemetery to the satisfaction of the Council

Duty to Maintain Memorials

A Grantee must maintain any memorial erected on a site in a safe and aesthetically pleasing condition. Any restoration work on a memorial must be approved by the Council and a current "Permit for Works" sited. The works must be undertaken by an experienced tradesperson using the Burra Charter 2013 and working to the relevant Australian/New Zealand Standards.

Removal of Memorials

Grantees can apply to Council to remove monuments from a burial position. Once approved, the work must be undertaken by a licensed monumental mason.

The Council may at its discretion remove and dispose of a monument where:-

- an Interment Right has not been renewed within two years of lapsing and in accordance with the Burial and Cremation Regulations 2014. A Grantee may reclaim a monument at any time before disposal (at the cessation of the Interment Right). The removal must be undertaken by a recognised Monumental Mason with the relevant approval and permits, at the expense of the Grantee.
- a memorial has deteriorated and becoming dangerous or unsightly. Unless there is imminent risk of injury or damage to nearby sites, Council will take reasonable steps to contact Interment right holders to provide an opportunity to take required actions to remedy the interment site

CEMETERY TRIBUTES

To maintain public safety and the general appearance of the cemeteries as a place of respectful remembrance, there are some restrictions tributes that may be left at burial plots.

- Tributes may only be placed within the burial or memorial site and only in unbreakable containers or as the Council may determine. Glass, porcelain, terracotta and ceramic objects which are easily broken and may impact on the safety of visitors and staff are not permitted.
- The Council may remove and dispose of any tribute when it is deemed unsightly, offensive, breakable or that is a risk to public safety.
- Unauthorised planting of flowers, trees and shrubs is prohibited and will be removed upon detection.

- Any installation of artificial lawn will be removed by the Council once detected.
- Tributes that encroach on neighbouring sites and detract from the environment within which they are placed may cause considerable distress to other visitors. It is important for families to keep all tributes within the confines of their burial or memorial site and to refrain from fixing items to surrounding trees, plants or shrubs.
- Naked flames are not permitted. Candles and incense sticks must only be lit when attended. Solar or battery candles are permitted.
- Over time tributes will wither, weather and deteriorate, affecting their presentation. Families are encouraged to remove these items before they become unpleasant.
- The Council reserves the right to remove and dispose of any items placed on, in or near any burial site or any other part of the Cemetery.

COUNCIL RECORDS REQUIREMENTS

In accordance with the *Burials and Cremations Act 2013* and *Regulations 2014*, the Council is required to maintain the records listed below.

Plan of the Cemetery

The Council is required to maintain a plan of each Cemetery in the office of the Council that shows:-

- Each site at which human remains are interred; and
- The divisions and sections of the Cemetery and the numbers of interment.

Interment Rights Register

The Council is required to maintain an Interment Rights Register that contains the following information:-

- The number of an Interment Right;
- The locality and number of the site subject to an Interment Right;
- Whether the Interment Right is for the interment of human remains (non cremated and/or cremated) or memorialisation without human remains;
- The name of a Grantee;
- The date that an Interment Right was issued or transferred to a Grantee;
- The date of each extension of an Interment Right and the expiry date of each extension;
- The renewal date of an Interment Right and the expiry date of the renewal;
- The date and number of interments that has taken place in a site under an Interment Right; and
- The date of erection and description of a monument that has been erected on a site under an Interment Right.

The Chief Executive Officer or the delegated employee must mark the name of the deceased, date of each interment and the position within the site of the interment on an Interment Right immediately after an interment has taken place.

Interment Register

The Council is required to maintain a register of interments (and re-interments) that records the following information immediately after a burial:

- The deceased's name, sex, age at death, date of birth and last place of residence;
- The number of the burial;
- The date of interment;
- Whether the remains of the deceased were cremated;
- Whether the remains were interred in a coffin or other receptacle;
- The number of the interment site;
- The location of the interment site;
- The depth to which the remains were interred;
- In the case of exhumation of remains interred in the Cemetery:
 - The name of the deceased whose remains were exhumed;

- The date on which the exhumation occurred; and
- The reasons for the exhumation.
- The Council may determine the form of the interment register.

Memorial Register

The Council is required to maintain a register of monuments and memorials erected in each cemetery (including disposed unclaimed memorials) that contains:-

- The size of the memorial;
- The type of memorial;
- The name or names inscribed on the memorial;
- Any epitaphs and other inscriptions on the memorial;
- The location of the memorial in the cemetery.

CEMETERY INTERMENT RIGHTS/LEASES

'Interment Rights' are leases and as such are bound by terms and conditions which are detailed below. Individuals may reserve a plot for future use by completing an application form and paying a fee. Once the Interment Right is issued, the Interment Right term of 99 years is commenced. For individuals who have not reserved a plot (do not hold an Interment Right), the funeral director or family will need to arrange an Interment Right.

Council to Grant and Renew Interment Rights

The Council may grant an Interment Right in relation to one or more sites in the Cemetery where:

- An Interment Right is in the form as determined by the Council having regard to the Cemetery Regulations;
- The applicant pays the appropriate fee;
- All Interment rights will be issued for 99 years.

The Council may extend a term of an Interment Right for an additional period or periods where:

- The Right of Interment provides for a right of extension;
- An application is made by the Grantee or any other person no later than the expiry of the relevant Term; and
- The appropriate fee is paid.

If no application is received within the time frame to extend the Interment Right, then the Interment Right is deemed to have lapsed on the date of expiry of the relevant Term. However, the Council may renew a lapsed Interment Right from the date of expiry of the relevant Term for a further Term(s) provided:

- The Grantee applies in writing to the Council within two (2) years of the Interment Right lapsing; and
- The appropriate fee is paid by any interested person.

If the lapsed Interment Right is not renewed in accordance with clause 41, then the Interment Right is deemed to have terminated.

The Council may, without giving any reason:

- Limit the number of Interment Rights to a person;
- Refuse an application for an Interment Right or extension or renewal of an Interment Right for Interment.

A Grantee has for the term of the Interment Right:

- Where the Interment Right relates to any interment an exclusive right to bury or inter human remains in the site allocated; and
- An exclusive use of foundations provided by the Council to erect an approved monument.

A Grantee may only use the ground allocated for these purposes and not for any other purpose.

Rights of Interment in two (2) or more names

Instructions to the Council in respect of an Interment Right issued in the names of two (2) or more persons must be confirmed in writing by all named persons listed on the Interment Right.

Where an Interment Right is registered in the names of two (2) or more persons, it will be delivered to the person first named in the respective register.

All Grantees have the responsibility to keep the Council informed of their current contact details. Following failures to do so, the Council will, after reasonable notice, accept instructions from the other Grantees without their input.

Notice will be deemed given if the Grantee is sent a letter, facsimile or email to the person's last known contact details. Failure by the Grantee to respond within 90 days will constitute abandonment of his or her right to give instructions and the Council may act in accordance with the instructions of the other Grantees who are contactable.

Devolvement of Grantee's Rights

Where there is one (1) or more joint holders of an Interment Right the Council will recognise the survivor or survivors as the only person or persons having title to an Interment Right.

The rights granted to the Grantee may be exercised upon the death or legal incapacity of the Grantee by any one of the following people in descending order of entitlement:

- In the case of the legal incapacity of the Grantee, by a person acting under the counsel of an enduring power of attorney granted by the Grantee or by a duly appointed manager or guardian of the Grantee
- the sole executor or administrator of the Grantee
- a joint executor or administrator (with permission from all others) of the Grantee
- a person who becomes entitled to an Interment Right on the death of the Grantee where the person produces such evidence of that person's entitlement as the Council determines
- the legally married spouse of the Grantee
- the domestic partner of the Grantee
- the eldest living and legally capable child of the Grantee
- the eldest living and legally capable grandchild of the Grantee
- the eldest living and legally capable sibling of the Grantee
- the eldest living and legally capable blood relative of the Grantee. For the purposes of this clause:

"domestic partner" has the meaning ascribed to it under the Family Relationships Act 1975 (SA);

a "legally capable" person is a person of sound mind who is 18 years of age or over.

Transfer of an Interment Right

The Council may permit a transfer of an Interment Right where:

- Where the applicant has completed a transfer of interment right declaration form.
- The transfer is executed by or on behalf of the transferor and the transferee.
- The transfer is left for registration at the office of the Council.
- A transfer provides other evidence to the Council that it may require to demonstrate that the transferor can effect the transfer.
- The Council may decline to register a transfer without giving reasons.
- A transferor remains the holder of the Licence until the transfer is registered and the name of the transferee is entered in the register of Interment Right.
- Where the Council approves a transfer, the name of the transferee must be entered in the register of Interment Right as the owner of the Licence.
- The Council may suspend the registration of transfers for up to thirty (30) days in a year as it may determine.

Cancellation of an Interment Right

The Grantee, and only the Grantee, has the right to surrender an Interment Right. The Grantee may cancel an interment right at any time except where the interment site contains buried remains. Removal of buried remains requires the consent in writing of the Attorney General. Any monument may be reclaimed by the Grantee upon surrender, or will be disposed of at the Council's discretion.

Proof of Ownership of an Interment Right

A person claiming ownership of an Interment Right must, if necessary, prove their ownership to the Council.

All Grantees have the responsibility to keep the Council informed of their current contact details. Failure to do so will result in the Council, after reasonable notice, accepting instructions from the other Grantees without their input.

The Council may choose not to comply with a request or direction by a Grantee where an Interment Right for a multiple depth grave is not presented for a second or subsequent burial.

Power of the Council to Direct or Give Notice

If a Grantee fails to comply with a direction or notice of the Council within fourteen (14) days of receiving a direction, the Council may:

- Carry out the direction or notice; and
- Recover the cost of the direction or notice from the Grantee as a debt.

A Grantee will be deemed to receive a direction or notice where it is in writing and sent by prepaid envelope to the address of the Grantee appearing in the register.

Interment of Rights Register

The Council must keep an Interment of Rights Register as outlined in the section of this document – *Council Records Requirements*.

CEMETERY MEMORIAL/MONUMENT SPECIFICATIONS

- 1. General Section – Monuments** An interment right holder must construct burial monuments on standard graves of first grade durable natural stone and non-ferrous material where:
 - 1.1 The height is 1000mm from base plinth to apex subject to a tolerance of (+ or -) 12mm.
 - 1.2 Single monuments are not more than 900mm wide and a maximum of 100mm thick for any free standing component/headstone and have a base plinth not more than 1000mm long, 280mm wide and 180mm high.
 - 1.3 Any Monument outside these measurements requires the approval of the Council and is at the discretion of the Council if approval for the monument shall be granted.
- 2. General Section - Canopy style Monuments** An interment right holder must construct burial monuments on standard graves of first grade durable natural stone and non-ferrous material where:
 - 2.1 The height is 1000mm from base plinth to apex subject to a tolerance of (+ or -) 12mm.
 - 2.2 Single monuments are not more than 900mm wide or less than 70mm thick for any free standing component/headstone (50mm if supported) and have a base plinth not more than 1000mm long, 280mm wide and 180mm high.
 - 2.3 A canopy will have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
 - 2.4 Free standing pillars to act as supports for a canopy are not permitted.
 - 2.5 Canopy supports are to be integrated into the headstone.
 - 2.6 Any Monument outside these measurements requires the approval of the Council. Approval is at the discretion of the Council.

3. General Section - Monuments over Multiple grave sites

- 3.1 Double monuments are a maximum of 1850mm wide, triple units are a maximum of 2800mm wide and in all other respects shall be constructed consistent with the measurements for single units.
- 3.2 Headstones spanning more than three graves shall be subject to approval of the Council and will usually comprise combinations of double/single/triple units to keep individual components to manageable sizes.
- 3.3 Monuments shall be fixed to their base plinths with not less than two (2) dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between the base plinth and concrete beam.
- 3.4 Any Monument outside these measurements requires the approval of the Council. Approval is at the discretion of the Council.

4. Vault Section - Burial monuments on Vault graves (Catholic J/Vault Sections) shall be constructed of first grade durable natural stone and non-ferrous material where:

- 4.1 The height is 1000mm from base plinth to apex subject to a tolerance of (+ or -) 12mm.
- 4.2 Single monuments are not more than 1300mm wide and maximum 100mm thick for any free standing component/headstone and have a base plinth not more than 1300mm long, 280mm wide and 180mm high.
- 4.3 A canopy must have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
- 4.4 Free standing pillars to act as supports for a canopy are not permitted.
- 4.5 Canopy supports are to be integral with the headstone.
- 4.6 Double monument units must be a maximum of 2350mm wide and in all other respects be constructed consistent with the measurements for single units.
- 4.7 Headstones spanning more than two (2) large graves are subject to approval of the Council and will usually comprise combinations of double/single units to keep individual components to manageable sizes.
- 4.8 Monuments must be fixed to their base plinths with not less than two dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between the base plinth and concrete beam.

5. Children's Grave Monuments - Burial monuments on graves in the Children's Sections must be constructed of first grade durable natural stone or non-ferrous materials where:

- 5.1.1 The height is 440mm from base plinth to apex subject to a tolerance of (+ or -) 20mm.
- 5.1.2 Single monuments are 530mm wide (+ or - 30mm), be not less than 70mm thick (50mm if supported) and have a base plinth of 530mm (+ or - 30mm) wide, not more than 260mm thick and 180mm high.
- 5.2 **Canopy Style Monuments**
 - 5.2.1 A canopy must have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
 - 5.2.2 Free standing pillars to act as supports for a canopy are not permitted.
 - 5.2.3 Canopy supports must be integral with the headstone.
- 5.3 **Monuments over Multiple grave sites**
 - 5.3.1 Double units must be a maximum of 1060mm wide, triple units a maximum of 1590mm wide and in all other respects shall be constructed consistent with the measurements for single units.
 - 5.3.2 Monuments shall be fixed to their base plinths with not less than two (2) dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between the base plinth and concrete beam.

6. Lawn Section - General Monuments - These must be constructed of first grade durable natural stone and non-ferrous material in accordance with the following specifications:-

- 6.1 The size of the base or foundation is 900mm long x 300mm wide and the minimum height from the concrete beam to the polished top face of the base is a minimum 80mm and;
 - 6.1.1 The finish on the top face is polished; and
 - 6.1.2 The edges are diamond sawn.
- 6.2 The maximum size of a headstone is 920mm high x 880mm long x 150mm wide and;
 - 6.2.1 The finish on the top face is polished; and
 - 6.2.2 The ends and faces are diamond sawn.
- 6.3 The size of slopers is 580mm x 315mm x 130mm back to front and;
 - 6.3.1 The finish on the top face is polished; and
 - 6.3.2 The ends and faces are diamond sawn.
 - 6.3.3 Flower vases or troughs are 75mm or 100mm diameter and drain holes are 12mm in diameter.
- 6.4 There are three polishing options:
 - 6.4.1 Base: Edge polished;
 - 6.4.2 Centre pieces: Face and ends polished; and
 - 6.4.3 Slopers: Front and ends polished.
- 6.5 The installation of a monument must be as follows:
 - 6.5.1 The base must be adhered to the beam by a bed of mortar to ensure that the top or polished surface of the base is 80mm from the beam.
 - 6.5.2 The base must be positioned with the back edge aligned with the centre of the beam and centred between planter squares.
 - 6.5.3 The nameplate (Monumental Masons) must be located on the front vertical face of the base.

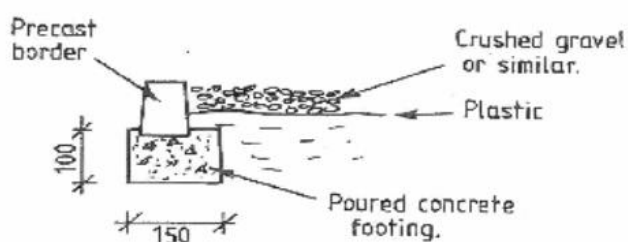
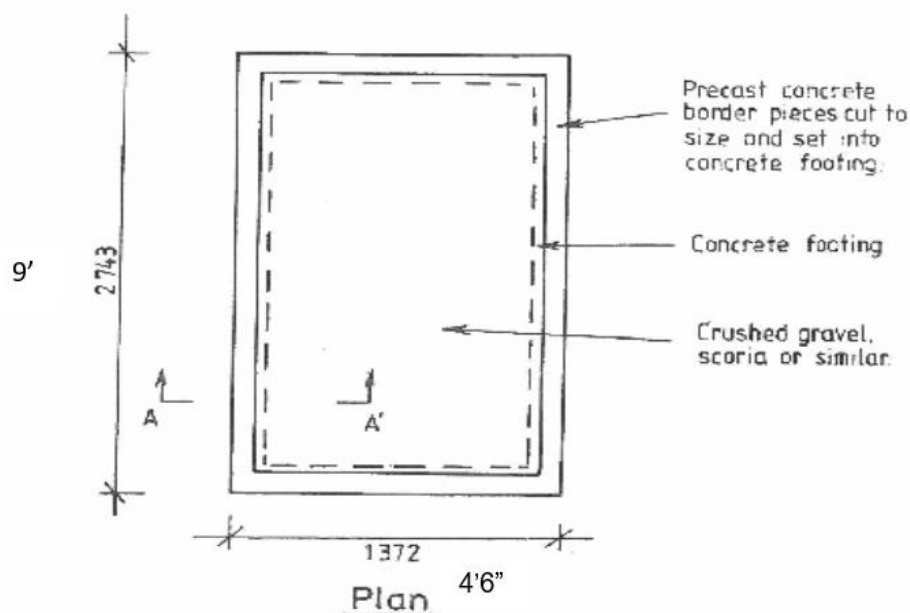
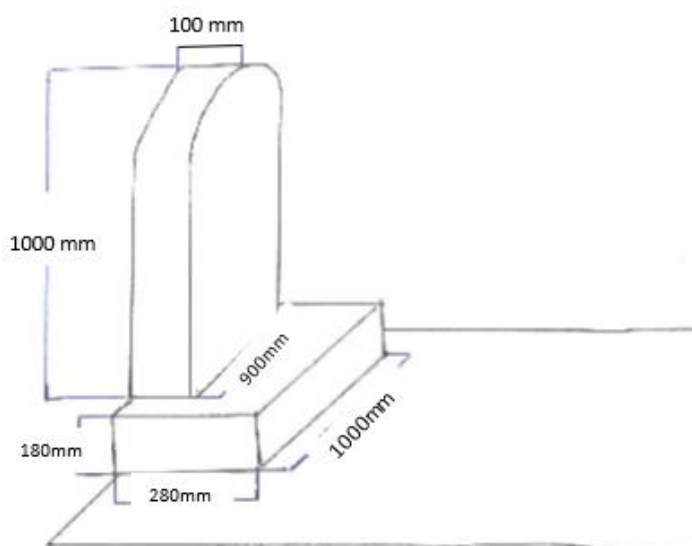
7. Lawn Section - Orthodox Style Monuments - These must be constructed of first grade durable natural stone and non-ferrous material in accordance with the following specifications:

- 7.1 The size of the sub-base or foundation is 900mm long x 280mm wide and the minimum height from the concrete beam to the top face of the base is a minimum 50mm and;
 - 7.1.1 The finish on the top face is polished; and
 - 7.1.2 The sub-base Includes a 150mm hole in the middle; and
 - 7.1.3 the edges are diamond sawn.
- 7.2 The size of the two base stones is 320mm long x 280mm wide and the minimum height from the sub-base to the top face of the base is 100mm and;
 - 7.2.1 The finish on the top face is polished; and
 - 7.2.2 The two base stones each include 100 mm vase holes; and
 - 7.2.3 Includes a lamp riser on either side of the base stone and measures 30mm long x 170 mm wide and 100mm high; and
 - 7.2.4 Includes a lamp top sitting on the lamp riser and measures 320mm long x 180 mm wide and 50mm high; and
 - 7.2.5 the edges are diamond sawn.
 - 7.2.6 The size of headstone is a maximum of 690mm height x 850mm long x 100mm wide and;
 - 7.2.7 The finish on the two faces is polished; and
 - 7.2.8 The ends and faces are diamond sawn.
- 7.3 The installation of a monument must be as follows:
 - 7.3.1 The sub-base must be adhered to the beam by a bed of mortar to ensure that the top or polished surface of the base is 80mm from the beam.
 - 7.3.2 The base must be positioned with the back edge aligned with the centre of the beam and centred between planter squares.
 - 7.3.3 The nameplate (Monumental Masons) must be located on the front vertical face of the sub-base.

8. Lawn Section - Natural Stone Style Monuments – These must be constructed of first grade durable natural stone in accordance with the following specifications:

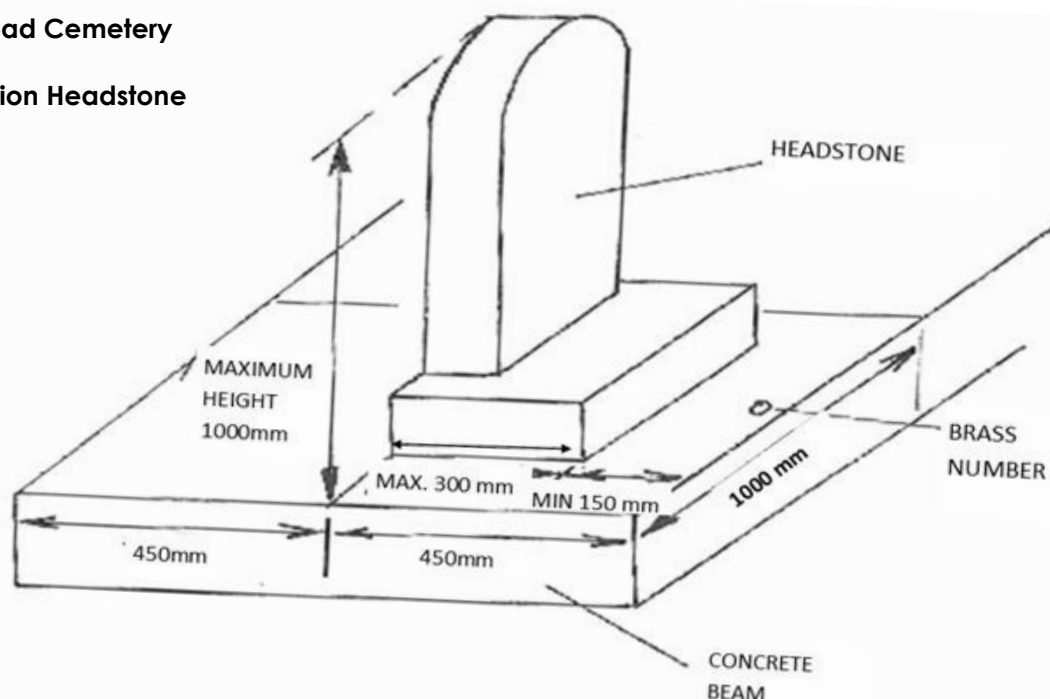
- 8.1 If a base is preferred the size of the base or foundation is 900mm long x 300mm wide and the minimum height from the concrete beam to the top face of the base is a minimum 80mm; and
- 8.2 The size of headstone is a maximum of 1000mm high from the concrete beam or 920 high from the base x 880mm long or 900mm long without a base x 150mm wide; and
- 8.3 A plaque can be fixed to the face of the stone.

Standard Grave

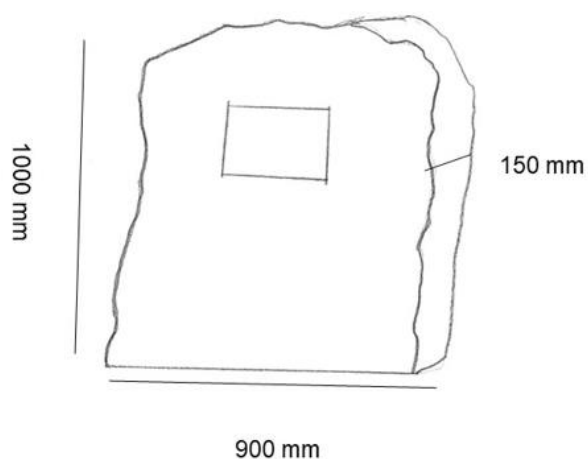
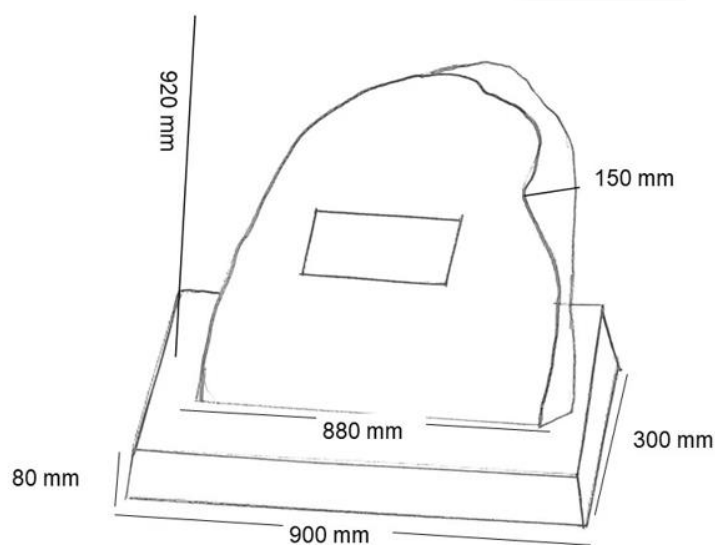


Bremer Road Cemetery

Lawn Section Headstone

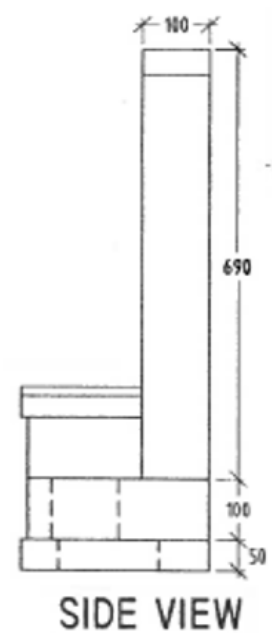
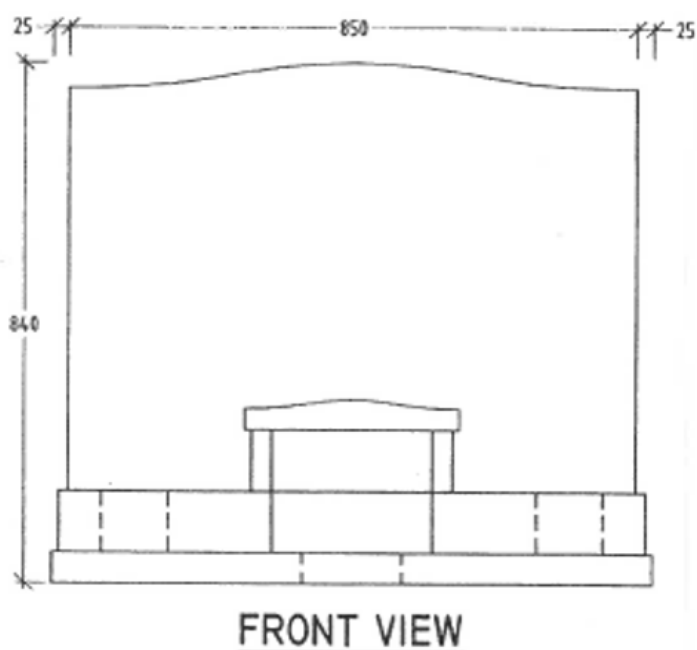
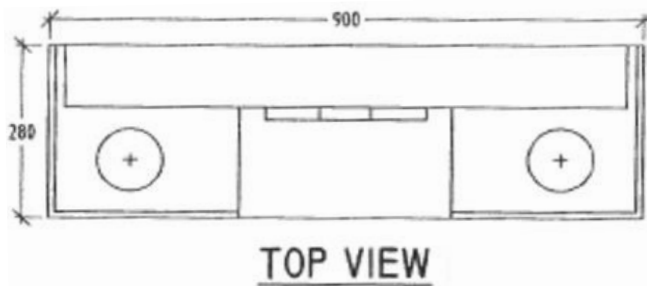
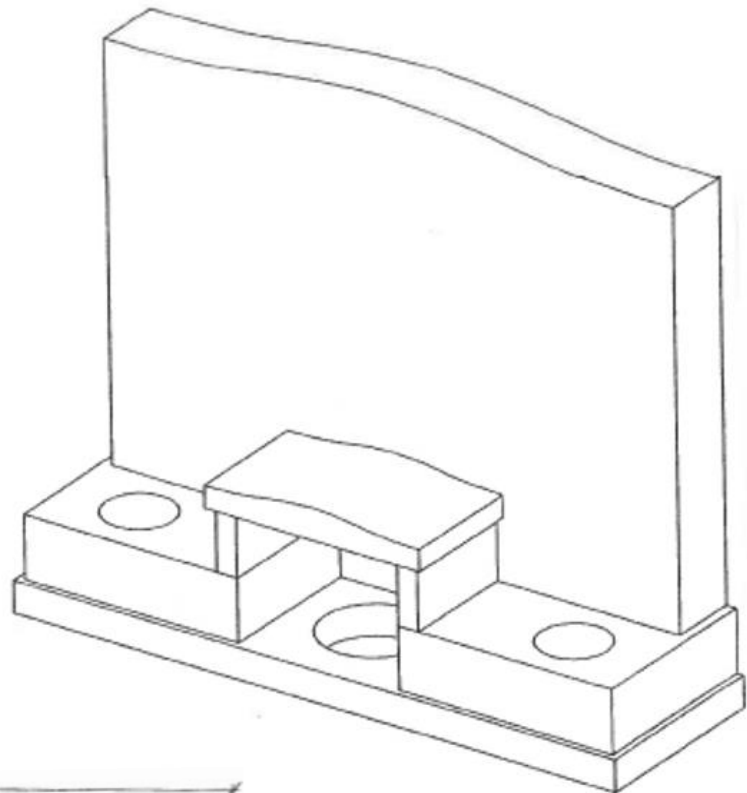


Lawn Section Natural Stone Memorial With and Without a Base



Bremer Road Cemetery

Lawn Section Orthodox Style Memorial



INTERMENT ON PRIVATE LAND

Applications

Individuals may apply to the Council to bury a loved one on privately held rural land. It is important to understand that once there is more than one interment at the location, this site becomes a cemetery and requires development approval.

The Council will not approve applications for interment on private land that are within the confines of the town centre. All applications will be assessed on a case by case basis by Council and refusal of a private land interment is at the discretion of the Council.

Requirements and Fees

To undertake burial interment on private land, the following requirements must be met:-

- A completed interment right application is to be submitted to Council with the details of the person to be interred. An application fee is to be paid to Council. The fee is updated annually through the Council's Fees and Charges Schedule.
- Council approval on the application for interment
- The applicant (family members) is required to provide Council with written approval from the landowner.
- The GPS reading of the location of the interment site on the land is to be supplied to Council and Council staff will be required to check the location after the interment, to ensure the interment occurred at the GPS location. If a licenced surveyor is required, this is at the cost of the applicant.
- The GPS co-ordinates are to be recorded on the Certificate of Title for the land in the event that the land is sold. This is at the cost of the applicant.
- Where the interment site is not adjoining a road, a single lane road easement is to be recorded on the certificate of title for the land from the nearest road to the burial site, so that relatives can have access to the burial site in the future.
- The interment needs to be undertaken in a manner that meets the requirements under the Burial Regulations. The interment must be undertaken by a Funeral Director or person who arranges for the disposal of human remains as per the Burial and Cremation Regulations 2014.

Council Records Requirements

Private Land Interment Register

The Council is required to maintain a register of interments (and re-interments) that records the following information immediately after a burial:

- The deceased's name, sex, age at death, date of birth and last place of residence;
- The date of interment;
- Whether the remains were interred in a coffin or other receptacle;
- The location of the interment site;
- The depth to which the remains were interred;
- Name of Funeral Director

MEMORIALS IN OPEN SPACES

Applications

Each application will be assessed on its individual merit, firstly meeting the basic criteria and subject to the conditions within this Management Guideline.

All applications for memorial must be received using the 'Memorials Application Form'. The following information will be required:-

- Name and contact details of the applicant(s) proposing the memorial
- The name of the person to be commemorated
- Next of Kin
- Was this person a local community member?
- Type of Memorial (i.e. plaque only, furniture + plaque, tree + plaque)
- The preferred location for the memorial seat or tree
- The proposed text to be included on the plaque
- A commitment to fund the memorial

All applications will be determined by the Council. Decisions will be confirmed in writing to the applicant(s).

Memorials Criteria

All applications must meet the following criteria:-

- Commitment to fund the memorial
- The deceased was a local community member
- Placement of the memorial would benefit community members in acknowledging the life of the deceased

Design

The Council will specify the size and design of the plaque in accordance with the type of seating on which it will be placed. The Council will coordinate the design and installation of the plaque.

All furniture, on which Memorial plaques are to be placed, is at the discretion of Council and subject to the conditions of the Policy. All furniture must comply with the Council's *Furniture Style Guide*.

Locality

The placement of memorial plaques on seating in Council parks, reserves, public open space and streetscapes or on memorial trees is to be determined in consultation with Council.

The location suggested will be negotiated and final approval is at the discretion of Council and subject to the conditions of the Policy.

Cost

Plaques and furniture are at cost. All other costs such as installation are as documented in the Council's Fees and Charges Register and are to be borne by the applicant/s.

All ordinary maintenance costs are at the Council's expense. However, no additional maintenance will be undertaken outside of existing service levels.

Life of the Plaque

The memorial seating with a plaque has a finite life. Whilst every reasonable effort will be made to extend the life of the seating/plaque, the Council cannot guarantee that the seating/plaque will remain at the designated site indefinitely. The Council envisages that the seating/plaque will be located at the site for a period of not less than 10 years from the date of installation with the following exceptions:-

- The area in which the seating is sited is to be redeveloped; and/or
- The use of the site changes significantly in character and the item is no longer deemed suitable for the site.

Prior to any removal or change to the location of the seating/plaque, every attempt will be made to contact the applicant/next of kin to discuss relocation or removal of the seat/plaque.

Should a piece of memorial park furniture be vandalised beyond repair, it will be deemed to be at the end of its useful life and the Council will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

Council reserves the right to remove a memorial if it falls into a state of disrepair or to remove a memorial after the expiry of 10 years. The Council will use reasonable endeavours to contact the applicant/next of kin.

In the case of a memorial tree, the memorial will be for the life of the tree. There will be no right to renewal and should the tree die; the applicant/next of kin will need to lodge a new application for a new memorial tree.

Memorial Register

Upon adoption of this Management Guideline, the Council will maintain a register of Memorials – Public Open Space including:-

- The name of the deceased
- Location of the memorial
- Type of memorial
- Year installed
- Contact details for next of kin

It will be the responsibility of the applicant/next of kin to update their contact details with the Council in order to ensure the Council is able to make contact regarding the memorial if required.