

POLICY NAME: CEMETERY MANAGEMENT

POLICY REF: C01

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TABLE OF CONTENTS

OBJECTIVE..... 1

BACKGROUND..... 1

POLICY..... 1

1. INTRODUCTION1

2. HOURS OF OPERATION & FUNERAL BOOKING TIMES.....1

3. APPOINTMENTS2

4. ADDITIONAL SERVICES AVAILABLE2

5. PLANNING AND LAYOUT OF CEMETERIES2

6. CEMETERY REGISTER2

7. BOOKINGS FOR BURIALS2

8. ALLOCATION OF BURIAL ALLOTMENTS, NICHE & MEMORIAL GARDEN ALLOTMENTS.....3

9. RESERVATION OF BURIAL ALLOTMENTS, NICHE & MEMORIAL GARDEN ALLOTMENTS.....3

10. RELIGIOUS/DENOMINATIONAL SECTIONS WITHIN CEMETERIES3

11. LAWN CEMETERY SECTIONS.....3

12. GENERAL CEMETERY SECTIONS.....4

13. NICHE WALLS5

14. MEMORIAL GARDENS.....5

15. ASHES - PLACEMENT IN GRAVES6

16. ASHES - PLACEMENT IN MEMORIAL GARDENS6

17. REMOVAL OF ASHES.....6

18. PLACEMENT OF MONUMENTS IN GENERAL SECTIONS6

19. PLAQUES/MONUMENTS - MAINTENANCE AND REPAIR.....7

20. PLAQUES - LAWN, NICHE AND MEMORIAL GARDEN7

22. BURIALS ON PRIVATE PROPERTY7

23. MEMORIAL CEREMONIES ON BEACHES, PARKS AND PUBLIC RESERVES8

24. EXHUMATIONS8

25. CONTRACTORS WORKING AT CEMETERIES.....8

26. INTERMENT RIGHT8

27. VAULTS & CRYPTS.....9

28. OTHER ACTIVITIES REQUIRING PRIOR APPROVAL.....9

29. PROHIBITED ACTIONS.....10

30. ANZAC MEMORIAL SECTIONS.....10

DEFINITIONS10

SCOPE OF POLICY14

RELATED DOCUMENTATION.....14

REVIEW.....15

OBJECTIVE

- To provide the community with a dignified and responsive cemetery and memorialisation service.
- To ensure that the Council cemeteries are managed in accordance with statute and common law, regulation, CCNSW licencing requirements: and
- To ensure the conduct of those working in the Council cemeteries is in accordance with appropriate Work Health Safety (WHS) standards.

BACKGROUND

The policy aims to guide Council, management and staff in the approach taken to the day-to-day operation and management of Ballina Shire Cemeteries. Providing a reference point for members of the public seeking guidance in relation to the overarching framework within which the Council and its staff make decisions about cemetery matters, which include:

- what services and service levels Council will provide with respect to cemeteries;
- requirements with respect to decorations and adornments in the lawn, memorial gardens, niche walls and general sections of the cemeteries; and
- WHS requirements for all parties required to carry out work in the cemeteries.

POLICY

1. INTRODUCTION

The cemeteries are managed by Ballina Shire Council with all bookings for burials, placement of ashes, and reservations for graves or niches to be made direct to Council. The ordering and placement of plaques is managed by Council.

Council's five operating cemeteries are:

- East Ballina Cemetery
- Alstonville Cemetery
- Wardell Cemetery
- Tintenbar Cemetery
- Rous Cemetery

2. HOURS OF OPERATION & FUNERAL BOOKING TIMES

The hours of operation in which burials will be undertaken within Council cemeteries are 9.00am to 3.00pm (Monday to Friday). Burials which require a booking time after 2.00pm will incur an additional cost to cover overtime hours that staff are required to work to service these burials.

Council will set burial times to prevent conflicting times between ceremonies and to ensure adequate time is provided for graves to be prepared and filled during normal working hours. In most instances a minimum of 48 hours' notice must be given for all burials.

The time allocated for a graveside service and burial is one hour, with the latest booking time for a service being 1.30pm. The time allocated for a committal service and burial is 30 minutes, with the latest booking time for a service being 2.00pm.

An additional fee will be charged should funerals take longer than the allotted time and which result in Council staff working outside normal working hours. This fee will be based on the additional cost incurred by Council for the payment of staff.

After hours burials will be considered and will depend on staff availability and conditions. Council will make every attempt to accommodate requests for burial times. Weekend or public holiday burials are generally not provided. However, in exceptional circumstances or for cultural, religious, or spiritual beliefs and if staff are available, a booking may be accepted. Additional fees will apply, to cover additional costs such as the payment of overtime wages for staff.

3. APPOINTMENTS

Appointments are available through Council's Cemetery Officer for plaque orders, and the completion of Applications and Statutory Declarations.

4. ADDITIONAL SERVICES AVAILABLE

Placement of plaques and the interment of ashes in niches, graves or in memorial gardens can be carried out by Council and the Interment Right Holder will be notified when placement is completed.

Alternatively, if the family wish to nominate for a family service and be present for interment of ashes, Council will make every attempt to accommodate a time suitable for the family Monday to Friday during working hours. This does not include Public Holidays.

5. PLANNING AND LAYOUT OF CEMETERIES

Council will determine the layout of cemeteries and prepare master plans for each cemetery. Master plans for active cemeteries will be reviewed as required to remain contemporary.

6. CEMETERY REGISTER

A register of burial allotments detailing each section and allotment with its appropriate plot identification shall be kept and maintained up to date by the Council in accordance with the regulations under the *Public Health Act 2010*.

The register may be kept in electronic or hardcopy format. The register will include a current record of all the deceased's details and interment right holder/s. The register includes details for niche walls and memorial gardens interments and respective interment right holder/s.

7. BOOKINGS FOR BURIALS

A burial must not take place in a cemetery unless Council has received notification and accompanying burial application and either a Medical Cause of Death Certificate or Coroner's Report from the funeral home. The date and time of the burial is to be approved by Council.

Advice of the coffin/casket size must be provided in writing to Council at the time of a burial booking and detailed on the Application for Burial together with any special requests regarding the placement of soil.

Council will accommodate a maximum of two burials per day pending staff availability.

8. ALLOCATION OF BURIAL ALLOTMENTS, NICHE & MEMORIAL GARDEN ALLOTMENTS

If the family wishes to select an allotment for a burial on-site, an appointment time must be arranged with cemetery staff through Council's Cemetery Officer. Contact details are to be provided by the Funeral Director.

9. RESERVATION OF BURIAL ALLOTMENTS, NICHE & MEMORIAL GARDEN ALLOTMENTS

An appointment time is to be arranged with cemetery staff to meet with the family to choose an allotment. Reservation fees must be paid within two weeks of a booking, otherwise the reservation will lapse. A person can hold a maximum of two (2) interment rights within the Council cemeteries. Council does not contact families at the request of individuals to facilitate the release of reservations or provide the addresses of interment right holders to the public.

The location of the reserved allotment/s will be as per Council's requirements. Requests to be located adjacent to family members will be accommodated where possible.

10. RELIGIOUS/DENOMINATIONAL SECTIONS WITHIN CEMETERIES

Existing religious/denominational areas within cemeteries are available for general use and there are no restrictions or special requirements for the use of allotments within these areas.

The provision of additional allotments in new areas of the Council cemeteries will be non-denominational where possible. The expansion of existing denominational areas will be provided as required and where vacant land permits.

The Bunjum section of the Wardell Cemetery is the only exception to this clause. The Bunjum section is managed collaboratively with Aboriginal community members and is dedicated to the burial of people of Aboriginal descent and their families. The management of the Bunjum section is in response to historic circumstances and Aboriginal cultural protocols.

11. LAWN CEMETERY SECTIONS

a) Flowers

Flowers may be placed in vases provided by Council or placed on the beam near the plaque. The placement of flowers must not extend onto the lawn area or adjoining graves.

Fresh flowers, wreaths and artificial flowers will be removed from grave sites by Council staff if in their opinion they have deteriorated to such an extent as to detract from the appearance of the cemetery.

Planting of trees, shrubs or flowers in Council cemeteries by the public is not permitted.

b) Vases

Glass or ceramic containers are not to be used as vases. Council provides plastic vases or alternatively non-breakable containers may be used.

c) Trinkets/Ornaments

Trinkets/Ornaments must be placed on the beam and should not cause offence or nuisance to other cemetery visitors. These items must be secured and unbreakable so that they do not cause a hazard to Council staff and other patrons.

Should items be deemed excessive, inappropriate or hazardous, these items will be removed. If possible, Council will contact the Interment Right Holder prior to removal; however there may be circumstances items need to be removed immediately.

d) Potted Plants

Potted plants are permitted and may be placed on the beam. Ceramic pots should not be used only unbreakable containers are to be placed. Pots must not encroach on the lawn or adjacent graves. The pots must be secured to prevent them from blowing over and they must be an appropriate size for the space available.

Planting of trees, shrubs or flowers in Council cemeteries by the public is not permitted.

12. GENERAL CEMETERY SECTIONS**a) Flowers**

Flowers may be placed in vases on the beam and monument or, if in place, on top of a grave cover. The placement of flowers must not encroach on the lawn, adjacent graves or walkways.

Fresh flowers, wreaths and artificial flowers will be removed from grave sites by Council staff if in their opinion they have deteriorated to such an extent as to detract from the appearance of the cemetery.

Planting of trees, shrubs or flowers in Council cemeteries by the public is not permitted unless prior approval has been granted and form part of a full monument.

b) Vases

Glass or ceramic containers are not to be used as vases. Council provides plastic vases or alternatively unbreakable containers may be used.

c) Trinkets/Ornaments

Trinkets/Ornaments must be placed on the beam and should not cause offence or nuisance to other cemetery users. These items must be secured and unbreakable so that they do not cause a hazard to Council staff and other patrons.

Should items be deemed excessive, inappropriate or hazardous, these items will be removed. If possible, Council will contact the Interment Right Holder prior to removal; however there may be circumstances items need to be removed immediately.

d) Plants

Plants are permitted in pots or planted into the grave area if the grave has been contained by an edging. Such plants may be placed on the beam, monument or in the grave. The plants or pots must not encroach on the lawn, adjacent graves or walkways. Pots must be secured to prevent them from blowing over and they must be an appropriate size for the space available.

If the grave needs to be re-opened for a 2nd burial, the family will be required to remove the plantings prior to the burial to allow for the Cemetery Team to prepare the allotment.

Planting of trees, shrubs or flowers in Council cemeteries by the public is not permitted unless prior approval has been granted and form part of a full monument.

13. NICHE WALLS

a) Flowers

Flowers may be placed in bronze vases purchased and installed by Council. Larger bunches of fresh flowers may be placed at a niche wall and not contained in a vase. Council staff will remove flowers when they have deteriorated.

b) Vases

Only bronze side lug vases ordered and installed by Council may be used on niche walls. Vases are required to be placed on the right-hand side only (allowing one vase per niche) or between two persons related.

c) Trinkets/Ornaments

Trinkets/ornaments are not permitted on or adjacent to niche walls or on plaques.

d) Ashes

One ashes urn only is to be interred. The mixing of ashes is permitted prior to the initial interment of the ashes and the placement of the plaque. An additional fee is charged for Council to mix the ashes of two loved ones prior to the interment.

A maximum of two ashes are to be mixed together. The removal of the plaque and urn from the niche wall to add second ashes into the urn is not permitted. Should plaque changes be required after placement, this is at a cost to the Interment Right Holder.

Arrangements for the placement of ashes may only be made by the Interment Right Holder. Applications for the removal of ashes will require a statutory declaration and necessary supporting documents from the Interment Right Holder.

14. MEMORIAL GARDENS

a) Flowers

Fresh flowers may be placed at a memorial plaque and Council staff will remove the flowers when they have deteriorated.

b) Vases

Vases may not be placed in Memorial Gardens.

c) Trinkets/Ornaments

Trinkets/Ornaments are not permitted in Memorial Gardens.

d) Plants

Additional plants may not be planted in the Memorial Gardens by the public.

15. ASHES - PLACEMENT IN GRAVES

Multiple ashes are permitted to be placed in existing or new graves. When purchasing a new grave for the placement of ashes only, full fees must be paid prior to the ashes or monument being placed.

A maximum of six ashes may be interred in a new grave, and a maximum of four ashes interred in an existing grave. These numbers will enable the placement of corresponding small plaques on the beam. The plaques for lawn graves must comply with standard sizes and designs set by Council and must be ordered and placed by Council.

It is a requirement that details of the interment are memorialised on a plaque, or monument.

Plaques are only to be located on the desk of the beam within the lawn section of the Alstonville Cemetery. The lawn plaque may need to be updated following the interment of ashes dependant of the design.

Proof of executor of deceased is required to support all applications and supporting documentation.

16. ASHES - PLACEMENT IN MEMORIAL GARDENS

A maximum of one ashes urn is permitted to be placed in the Memorial Garden directly behind the plaque. Mixed ashes are allowed in the one urn for placement; however urns will not be removed to add further ashes. Should plaque changes be required after placement, this is at a cost to the Interment Right Holder.

17. REMOVAL OF ASHES

Applications to have cremated remains removed from any cemetery, must be made in writing. The application must be signed by the Interment Right Holder or their rightful successor with relevant supporting documentation.

The Interment Right Holder may relinquish the site back to Council in writing after the removal of the ashes. There is no refund of money provided at this time.

18. PLACEMENT OF MONUMENTS IN GENERAL SECTIONS

Application for consent to carry out monumental works, which includes the placement of monuments, additional inscriptions and repairs to monuments, must be made in writing to Council.

An application fee must accompany the application and the application must be received two weeks prior to the date of proposed works.

To ensure that the monument is correctly located Council will mark the site where works are to be undertaken.

The installation of monuments can only be undertaken by a licenced and qualified Monumental

Mason who hold the appropriate level of public liability insurance and have satisfactory Work Health and Safety procedures in place.

Masons providing services in a Council Cemetery for the first time will be required to be inducted by a relevant technical staff member. The mason will need to provide a copy of their public liability with a minimum \$20m coverage, noting Ballina Shire Council as an interested party. The mason will be required to supply copies of their workers compensation and any relevant WHS documents specific to their business and pay applicable fees.

Guidelines for the construction and placement of monuments are as follows:

- Less than one metre in height unless certified by a structural engineer and necessary engineering structural plans provided; and
- Proof of the deceased by the way of a death certificate should they not be interred within the allotment and the works relate to a memorial only; and
- Located wholly within the assigned burial allotment; and
- Detailed drawings, including existing infrastructure such as Council beam.

19. PLAQUES/MONUMENTS - MAINTENANCE AND REPAIR

Plaques and monuments in the general sections of Council cemeteries are the responsibility of the Interment Right Holder. Should these items be damaged, vandalised, or fall into disrepair it is the responsibility of the Interment Right Holder to make repairs. Council approval is required prior to the commencement of works.

If plaques or monuments are unstable Council may conduct works to make the area safe. This work may involve the placement of a monument on the ground to prevent it from falling and will not ordinarily include repairs or reinstatement of the monument.

The placement of monuments may only be made by licenced and qualified Monumental Masons with an approved monument application. Monuments are not permitted where there is no deceased record.

Council does not carry any liability for damage caused by vandals.

20. PLAQUES - LAWN, NICHE AND MEMORIAL GARDEN

All memorial plaques affixed to niche walls, memorial gardens and lawn graves must comply with standard sizes and designs set by Council. Additional charges apply for ceramic photos, colours, additional motifs and extra lines on plaques. Council is responsible for the ordering and placement of plaques and photos. Council does not permit Interment Right Holders to source plaques, vases or photos for installation within Council cemeteries.

Plaques, photos and vases placed on niche walls, memorial gardens or lawn graves that do not comply with Council standards may be removed by Council without notice.

The cost of standard plaques that are placed on niches, memorial gardens and lawn cemetery beams are included in the fees for the interment of the deceased. It is important that the lawn plaques are placed in a timely manner, generally within 12 months. If a plaque application has not been received within 12 months, Council will write to the interment right holder. If no response is received Council may place a plaque with the name of the deceased and the date of death. This will complete Council's obligation in acquitting the plaque fee.

22. BURIALS ON PRIVATE PROPERTY

Refer to Council's Burials on Private Rural Land Policy.

23. MEMORIAL CEREMONIES ON BEACHES, PARKS AND PUBLIC RESERVES

Applications for memorial ceremonies on beaches, in parks and public reserves will be considered and where such requests can be accommodated, without inconveniencing or causing distress to the wider community, consent will be provided.

Such applications/requests will be considered on an individual basis and conditions may apply to approvals. Consideration in public spaces such as beaches, parks and reserves will only be considered without the presence of a coffin or casket.

A fee will not be charged for the use of public land for a memorial ceremony. General maintenance of public areas is carried out in accordance with Council's maintenance schedule and cannot be changed to accommodate special requests such as funeral services.

Should the family wish to hold a funeral service outside with a coffin or casket but no interment, these can be considered within one of Council's cemeteries with the applicable fee payable as per Council's Fees and Charges.

24. EXHUMATIONS

Exhumations may not take place unless:

- Prior written approval has been obtained from the Department of Health and in accordance with the regulations under the *Public Health Act 2010*; and
- Exhumations shall be carried out in accordance with the current requirements of the Public Health Unit (NSW); and
- All necessary applications and approvals are to be provided by the Funeral Home; and
- An Order for exhumation has been issued by Council.

This section does not apply if an exhumation order has been issued by a Coroner or a Court. Allotments may be released back to Council with no refund of monies applicable.

25. CONTRACTORS WORKING AT CEMETERIES

Any work undertaken in the Council cemeteries must have prior consent and / or lodgement of the required application.

26. INTERMENT RIGHT

An interment right is issued whenever a burial or interment of ashes occurs or a reservation for a grave, niche or memorial garden right is made.

The interment right entitles the holder to request the erection of monuments, placement of plaques and additional interments within the specified allotment. The arrangement of the erection of monuments, placement of plaques or additional burials, can only be done by the person who holds the interment right.

a) Who should hold the Interment Right?

Consideration should be given to who will be named the Interment Right Holder. The Interment Right Holder will be granted the right to place a memorial, or plaque and the wording for the inscription. The holder has the right to determine if there will be future interments within the allotment and potential exhumations.

When establishing an Interment Right for any allotment, the person making the reservation or application for interment should ensure they have read the information / contract provided and have a clear understanding of the allowances provided to the nominated person/s.

b) Transfer of Interment Right

Council may on application transfer an interment right from one or more persons to one or more other persons.

The written application must be made and signed by the interment right holder(s). A fee will be charged for this transfer in accordance with Council's Fees and Charges.

c) Right to refuse to grant or transfer Interment Right

Council may refuse to grant or transfer an interment right if, in its opinion, the grant or transfer would tend to create a monopoly or encourage dealing in such rights as a business.

d) Interment Right to pass to surviving joint holder

In the event there is two Interment Right Holders for an allotment, on the death of a joint holder their percentage of the Interment Rights will transfer wholly to the remain Interment Right Holder.

e) Interment Right may be bequeathed

An Interment Right Holder may bequeath the right. The person(s) to whom a right devolves does not become the holder of the right until the register has been amended. An application, with the appropriate documentation, must be received by Council notifying of the change.

If the holder of an interment right dies and has not bequeathed the right, the right is to be dealt with as if it were personal property forming part of the estate of the intestate.

f) Revocation of Perpetual Interment Right

The rights of Council where Council wishes to revoke a right are covered in *Cemeteries and Crematoria Act 2013* Clause 52.

27. VAULTS & CRYPTS

The construction of vaults and crypts in Council cemeteries is not permitted.

28. OTHER ACTIVITIES REQUIRING PRIOR APPROVAL

- Buying or selling of goods.
- Distributing circulars, advertisements and the like.
- Take part in any meeting other than a religious or commemorative nature related to a burial or placement of ashes.
- The placement of ashes in existing grave (see prohibited actions).
- Filming.
- Carrying out any work within a cemetery.
- Guided tours.

29. PROHIBITED ACTIONS

a) The unauthorised placement of ashes in existing graves

The placement of ashes in existing graves must be approved by Council. Council must maintain a register of all burials and interment of ashes in Council cemeteries, the placement of ashes in such a manner means that the ashes are not recorded in the cemetery register.

The placement of ashes in a grave must only be carried out with the consent of the Interment Right Holder and Council.

b) Balloons

The release of balloons from a Council cemetery or for a memorial service is strictly prohibited.

30. ANZAC MEMORIAL SECTIONS

The Office of Australian War Graves (OAWG) provides bronze plaques and terrazzo crosses for eligible war veterans. The Department of Veteran Affairs advises OAWG of the veteran's entitlement.

a) Plaques

Plaques provided by the OAWG must be placed at the same time that the ashes are being placed. The OAWG do not permit the placement of a plaque without the placement of the ashes.

Council permits a reservation of niche on the ANZAC walls for deceased's spouse/partner.

The ashes of deceased must be placed behind the plaque on the ANZAC wall when the plaque has been provided by the OAWG.

b) Terrazzo crosses

Terrazzo crosses must only be placed in the Anzac Section of the East Ballina Cemetery. These crosses are provided by the OAWG to eligible war veterans. A bronze plaque is placed in front of the terrazzo cross for the spouse (if not a war veteran) and when required the plaque cost is then borne by the family.

In instances when the OAWG has not advised the veteran's eligibility to the next-of-kin, interment in the Anzac Section is still permitted. Costs and associated placement of plaques or terrazzo crosses is the responsibility of the family.

DEFINITIONS

Appropriate fee	A cemetery fee determined by Council and listed in the Cemetery Fees and Charges.
Ashes/Ash Remains	See Cremated remains
Australian Standards	The applicable two standards are: <ul style="list-style-type: none"> • AS-4204(2019) [Headstones and Monuments] and • AS-4425(2020) [Aboveground structures] – Mausolea / Vaults / Crypts

	or their then current equivalents.
Back filling	Replacing soil within a grave, on top of the casket or coffin or other receptacle, to return the surface of the grave to at least the surrounding natural surface level.
Beam	A strip of concrete laid at the head of a grave on which a monument or plaque is placed.
Bodily remains	The whole or any part of a human body (whatever its physical state may be) but does not include the whole or any part of a human body that has been cremated.
Burial	The interment of bodily remains, in the ground
Burial Grantee	See Next of Kin
Burial Licence Certificate	See Interment Right.
Burial site	See Interment site
Cemetery	The grounds of the Council cemeteries.
Cemetery Register	The Council's formal repository of data containing, as far as is possible, all the required details of a human remains interment sites, memorials, issued interment or burial rights, Holders of Interment Rights, exhumations and transfers of Rights.
Coffin / Casket	The box or case in which the body of a deceased person is placed for burial.
Coroner	An officer appointed under the Coroners Act (Part 1A & 2)
Council	The Ballina Shire Council
Cremated remains	Human bodily remains that have been reduced by cremation.
Crown Land	Land owned by government. In NSW the nominal owner is the Minister for Lands. In this context the lands are allocated to Trusts and local Councils and dedicated as cemeteries.
Exercising an Interment Right	Placing human remains within an interment site.
Exhumation	The removal of a dead person's bodily remains (not being cremated remains) from a grave but does not include their temporary removal for the purposes of reburial in the same grave or the reinterment of those remains in accordance with section 55 (4) of the 2013 Act.
Funeral Director	Means a person who, in the conduct of operating a business or a service:

	<ul style="list-style-type: none">• engages, for the purpose of burial or cremation, in the collection, transport, storage, preparation or embalming of bodies, or• engages in the conduct of exhumations.
Heritage Act	Heritage Act 1977 No 136 [NSW]
Human remains	Bodily remains including: <ul style="list-style-type: none">• The remains of a foetus or pre-term baby or still-born child; and• Bodily remains after they have been cremated.
Interment	Placement of bodily or cremated remains in a designated position within a cemetery.
Interment Right	An interment right issued in accordance with the Act that: <ul style="list-style-type: none">• conveys the right to inter in a particular site, but not the ownership of the land within or upon which it is situated• may be issued with either a perpetual or renewable term• identifies the person to whom the Interment Right is issued; and• identifies the site at which remains may be interred pursuant to the Interment Right; and• identifies the number of potential interments within the site; and• specifies the period for which the interment right is granted; and• sets out the rights to renewal of the interment right; and• specifies whether the interment right may be cancelled or transferred and sets out the conditions (if any) governing its cancellation or transfer.
Interment Right Holder	The person recorded in the cemetery register as the Holder of the Interment Right.
Interment site	A place in a cemetery for the interment of human remains.
Intestacy	Is the condition of the estate of a person who dies without having made a valid will or other binding declaration.
Lawn section	A section within a cemetery where it is acceptable to install a plaque only at the head end of the interment site (grave) on the beam installed by Council.
Memorial	Includes: <ul style="list-style-type: none">• an approved gravestone, cenotaph, tombstone or other monument; or• a plaque; or• any other approved structure or physical object or landscape or planting used to memorialise a deceased person, regardless of whether human remains have been interred.

Memorial Garden	Garden area, path or the like in which ashes may be placed and a standard plaque located. A plaque may be placed in such areas without the interment of ashes.
Monument	Any structure, plaque, headstone, masonry, metal work, casting or other approved item placed on, over, in or around an interment site.
Monumental Mason	A professional tradesperson focused on the creation, installation and repairs of headstones and other memorials, in accordance with Australian Standards.
Monumental section	A section within a cemetery within which an approved monument may be installed covering up to, but not exceeding, the designated surface area of the interment site.
Next of Kin	<p>For the purposes of authorising an interment or enabling the transfer of an Interment Right, based upon the Succession Act 2006, in the following order of importance, means:</p> <p>(1) a spouse of the Interment Right Holder, or</p> <p>(2) a defacto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person, lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person, or</p> <p>(3) a child or an adult child (including an adopted child, a stepchild, foster child or an ex nuptial child), parent (including a foster parent, stepparent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the Interment Right Holder or their spouse or de facto spouse; or</p> <p>(4) a same sex partner who lives with the Interment Right Holder as their de facto partner on a bona fide domestic basis; or</p> <p>(5) a relative of the Interment Right Holder who is a member of the same household, where for the purpose of this paragraph:</p> <p>(i) 'relative' means a person related by blood, marriage or affinity; and</p> <p>(ii) 'affinity' means a relationship that one spouse because of marriage has to blood relatives of the other, and</p> <p>(iii) 'household' means a family group living in the same domestic dwelling'</p>
Niche	A space for interment of cremated remains and include plaque placement.
Perpetual Term	The Interment Right is issued for a particular location in perpetuity i.e. without any limitation on its term (apart from

	needing to be exercised within 50 years to avoid being revoked).
Reservation	Purchasing an Interment Right before it is needed i.e. before the death has occurred.
Revoke	Cancelling an Interment Right when it has not been exercised within 50 years from date of purchase.
Shallow burial	A burial specially approved, by NSW Health Department, to allow the interment to occur at a reduced depth, with between 400-900 millimetres clearance from the natural level of surrounding land.
Term	The operative period of the Interment Right. Under the Act it may be perpetual i.e. forever or for a renewable period (including the Initial Term and any Extended Terms of that Interment Right). Council does not issue Renewable Interment Rights.
The Act	The Cemeteries and Crematoria Act (NSW) 2013.
The Policy	Cemetery Management Policy
Transfer of Interment Rights	Changing the Holder of the Interment Right by following the required process, as stipulated in the Act.
Trinkets	Floral or other mementoes left at an interment site.

SCOPE OF POLICY

This policy applies to:

- Council employees
- Councillors
- Community members
- Contractors
- Funeral Industry

RELATED DOCUMENTATION

Related documents, policies and legislation:

- Public Health Act 2010
- Local Government Act 1993
- NSW Interment Industry Scheme
- Interment Industry Scheme Licence
- Cemeteries and Crematoria Act 2013
- Cemeteries and Crematoria Regulation 2022
- Crown Land Management Act 2016
- Crown Land Management Regulation 2018
- Succession Act 2006
- WH&S Act 2011
- WHS Regulation 2017
- Public Health Regulation 2022

- AS 4204:2019 - Headstones and Cemetery Monuments
- AS 3600:2018 Concrete Structures
- Council Fees & Charges
- Council Cemeteries Register
- Council Customer Service Charter

REVIEW

The Cemetery Management Policy is to be reviewed every four years or as required.