



Policy Title	Cemeteries Policy
Policy Category	Public
Number & Version	SVC-COR-PO-014-01
Policy Owner	Asset, Planning and Design
Approval by	Council
Effective date	
Date for review	September 2020

1. STRATEGIC PURPOSE

Snowy Valleys Council (Council) strives to continually improve our local infrastructure through the continuation of resource allocation towards facilities and open spaces to ensure that the community are satisfied with the condition of our facilities and open spaces.

2. POLICY STATEMENT

To provide the community with clear guidelines and information to enable the efficient operation and maintenance of the Local Government Area (LGA) cemeteries. These cemeteries include

Adelong – Lawn and Garden
 Batlow – Lawn, Garden and Wall
 Brungle
 Khancoban – Lawn and Wall
 Rosewood – Traditional and Wall
 Talbingo – Ashes Wall and Memorial Wall
 Tumbarumba– Lawn, Rose Garden, Wall and Traditional
 Tumut – Lawn, Garden, Wall
 Welaregang – Traditional
 Tumut Pioneer – Not Operational/Heritage

3. DEFINITIONS

Gravesite – a place of burial also known as a plot

Reservation - the act of securing in advance a plot for place of burial

Perpetuity – Lasting indefinitely with no fixed end date

Burial or Interment – method of final disposition wherein a deceased person is placed into the ground.

Exhumation – the removal of a deceased persons remains (not including cremated remains) from a grave.

Interment Right - exclusive entitlement to the holder to inter the remains of a deceased person

Interment Site – the allocated space where an interment will or has occurred.

Niche – a recess in a wall suitable for the placement of a container of ashes

Monument – Headstone or Stone works, Bronze Plaque

Destitute - where an applicant is considered to be impoverished

4. CONTENT

4.1 General Provisions

Council is responsible for the administration and management of plot and niche purchases, transfer of interment rights, approvals of monumental works, issuing approvals to work in cemeteries, maintenance of cemetery grounds of all public cemeteries in the LGA. Council approval is required for all works in the cemeteries, including monumental work.

Council is responsible for preparing graves and maintaining the cemeteries. Permit fees associated with burials are listed in Council's *Fees and Charges* Schedule. Penalty rates apply for burials on weekends and Award Holidays.

Unless otherwise stated the cemetery plot will be 1.2 x 2.4 meters, oversize plots will be charged as per Council's *Fees and Charges*.

A person may not remove any monument, memorial or plaque from a cemetery without the written permission from Council.

The Lawn Cemeteries are non-denominational.

4.2 Funeral Bookings

All funerals must be arranged through a Funeral Director

Funeral Directors are to give at least seventy two (72) hours' notice for bookings for the lawn cemeteries and the monumental Cemeteries.

4.3 Hours of Burial, Cremation and Exhumation

Burials, cremations and exhumations shall take place only during the hours approved by Council. The hours are as follows and exclude Sundays or Public Holidays:

Monday to Friday - 10.00am to 4.00pm

Saturdays – 9.00am – 11.00am

Note: If special application is made for outside of the abovementioned hours than Council will need to apply an additional fee as set out in the Council's *Fees and Charges*.

4.4 Grave Reservations

A person may make written application to reserve a gravesite/plot in a Council cemetery. Except in exceptional circumstance, Council will allocate the next available gravesite/plot as a reserve grave to effectively manage the cemetery. Tumberumba Lawn Cemetery maintains a dedicated Reservation Plinth. No Reservations are to be made in the general cemetery rows.

The fee paid at the time of application is for the reserved grave/plot only. Burial fees will be payable at the time of interment and will be consistent with the burial fees applicable at that time.

Any notice sent to the applicant, at the last address on file with Council will be considered sufficient and proper legal notification in relation to any matter pertaining to a reserved grave/plot.

Reserved graves or plots that are unused and are no longer required may be relinquished and transferred back to Council only. A family member may apply to Council within 3 months to use this reservation and Council may approve, if the reservation can practically be used and the person pays the difference between the fees paid at the time of reservation and the current fees.

4.5 Exhumations

Exhumations are not to take place unless:-

- a. prior written consent has been obtained from the Director General of NSW Department of Health,
- b. Order for Exhumation has been issued by the Council

4.6 Destitute Burials

Will be actioned based on individual circumstances presented to Council for approval. All internments of children aged to 12 years will be free to all local community Council members.

4.7 Monuments

The care, maintenance and repair of monumental works are the responsibility of the family or the estate of the deceased. If the Council is required to undertake any work in the interest of community or employee safety, it may recover cost from the interment right holder. Council shall not be held liable for any damage to headstones or monuments caused by normal wear and tear, ground maintenance or other parties.

4.8 Cemeteries

4.8.1 All Cemeteries

4.8.1.1 Lawn

Lawn Section – Single and Dual Plaque	381 x 279mm
Includes: 8 Lines, Cross Emblem on order form	

Note: Tumut Lawn West is Monumental Headstones only

Detachable Plate (2nd interment on Dual Plaque)	140 x 70mm
Includes: 5 Lines	

Ashes Garden	178 x 178mm
Includes: 10 Lines, Cross Emblem on order form	

Rose Garden	229 x 184mm
Includes: 10 Lines, Cross Emblem on order form	

4.8.1.2 Memorial Niche walls

- a. Council is responsible for management of the Memorial Niche Walls at all LGA Cemeteries.
- b. Memorial plaques must be ordered through Council to ensure consistency in size and type.
- c. Only vases purchased from Council can be fixed to the Memorial Niche Walls.

4.8.2 Tumut Cemetery

Ashes Wall (Niche Wall) 157 x 127mm
Includes: 8 Lines, Cross Emblem on order form

Tumut Lawn Cemetery – Western Section

Headstones must be of solid granite. The shape and dimensions must be according to the attached diagram. Council will consider decorative interpretations, including sculptured edges, subject to the specified dimensions being adhered to. There is no restriction on the colour of granite used and inscriptions are not to contain any wording that would be considered objectionable.

The following conditions apply:

- a. A maximum of 2 vases on either side of the headstone. No other type of vase is permitted and flowers are not to be left lying on graves or headstones.
- b. Small ornaments can be left on graves for a short period after burial.
- c. Following the funeral service any flowers and wreaths will be placed on the grave. These will be removed and disposed of by Council when they deteriorate or when the grave is required to be re-turfed.
- d. Council will remove any flowers from vases as they deteriorate or if they are blown about by the wind.
- e. Council will remove any unauthorised item from graves or any item which is considered to detract from the general appearance of the cemetery.

Tumut Eastern Section Lawn Cemeteries

- a. Only standard "pillow" style headstones shall be erected of either concrete with brass plaque or solid granite. The maximum size of headstone shall be 600 x 330 x 100mm high.
- b. Plaques shall be of bronze 280 x 380mm size with eight lines of wording. Additional lines and/or emblems may be included for an additional fee.
- c. Plaques are also available for double interment graves. These are also 280 x 380mm with maximum five lines of inscription on each detachable plates and three lines on the base plate. For triple depth graves, the base plate will have fewer lines to allow room for 3 detachable plates.

4.8.3 Adelong Cemetery

Burials in Adelong Cemetery - Old Section, where adequate records do not exist, will be prohibited unless satisfactory evidence is produced that a reservation has been duly made and the gravesite can be readily identified.

4.8.4 Batlow Cemetery

Ashes Wall (Niche Wall) 220 x 230mm
Includes: 8 Lines, Cross Emblem on order form

4.8.5 Pioneer Cemetery, Tumut

The Pioneer Cemetery is officially closed to interments. However, Council will consider applications on their merits.

4.8.6 Tumbarumba Cemetery

Ashes Wall (Niche Wall) 137 x 102mm
Includes: 5 Lines, Cross Emblem on order form
Rose Garden 229 x 230mm
Includes: 10 Lines, Cross Emblem on order form

4.8.7 Khancoban Cemetery

Ashes Wall (Niche Wall) 137 x 102mm
Includes: 5 Lines, Cross Emblem on order form

4.8.8 Rosewood Cemetery

Ashes Wall (Niche Wall) 150 x 300mm
Includes: 5 Lines, Cross Emblem on order form

4.8.9 Welaregang Cemetery

Pioneer Burials – Single and Dual Plaque 381 x 279mm
Includes: 8 Lines, Cross Emblem on order form

4.8.10 Talbingo Cemetery

Ashes Wall (Niche Wall) 205 x 160mm
Includes: 11 Lines, Cross Emblem on order form
Memorial Wall 160 x 140mm
Includes: 8 Lines, Cross Emblem on order form

Memorial plaques may be fixed to the back of the Talbingo Wall only.

Any extensions of the Talbingo Memorial Niche Wall will be done in consultation with the Talbingo Church Committee and Talbingo Progress Association.

5. ASSOCIATED LEGISLATION

Public Health Act 2010
Public Health (Disposal of Bodies) Regulation 2012

6. ASSOCIATED COUNCIL DOCUMENTS

Fees and Charges
Ashes Interment Application Form – SVC-COR-F-084
Burial Permit Application Form – SVC-COR-F-078

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Adopted:
Reviewed:

Enquiry Form – SVC-COR-F-074

Memorial Site and Plaque Application Form – SVC-COR-F-086

7. HISTORY

Date	Action	Name	Policy Number	Resolution Date	Resolution Number
	Superseded	Cemeteries Policy (Former Tumut Policy)	CnclAmen.01		
	Superseded	Cemeteries General Policy (Former Tumbarumba Policy)	TSC-COR-PO- 095-01		