



GLEN INNES SEVERN COUNCIL

CEMETERY MANAGEMENT PLAN 2021



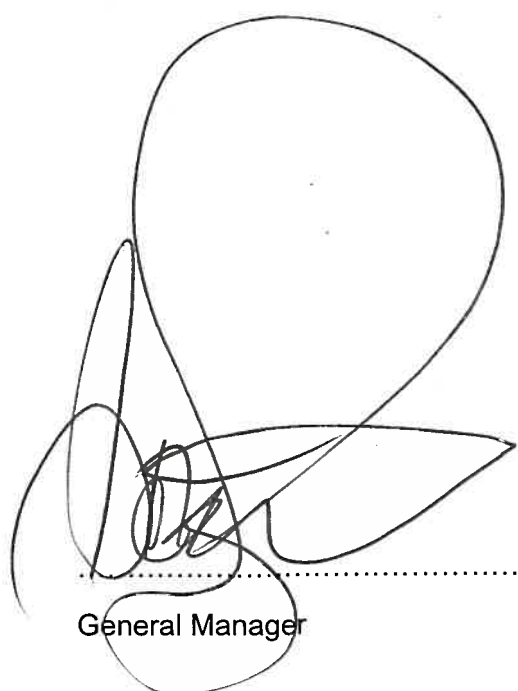
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General Manager

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Date

DEFINITIONS

Adaptation	means modifying all or part of the monument or headstone by adding something new to the existing structure.
Conservation	means all the processes of looking after the monument so as to retain its significance.
Construction	includes, but is not limited to, building a monument, erecting a headstone, constructing kerbing around a grave.
Devolved	land that is devolved to Council and can only be maintained in its original state, such as mowing, and fencing. There are two reasons why land may be devolved to Council – for cemetery use and public recreation.
Maintenance	means the continuous protective care of the grave, place of interment or monument, its contents and all or any of the items belonging to that place. Maintenance does not mean or include repair.
Monument	means any commemorative, decorative or protective item erected over a grave or place of interment. The definition includes, but is not limited to, headstones, foot-stones, footings, foundations, kerbings, slabs, plaques, statues, ornaments, images, icons.
Preservation	means maintaining the grave or place of interment, monument, its contents and all or any of the items belonging to that place in its existing state and retarding further deterioration.
Reconstruction	means returning all or part of the monument as nearly as possible to a known earlier state by the introduction of new materials.
Restoration	means returning all or part of the monument to a known earlier state.
Work	means any construction, restoration, reconstruction, adaptation or other improvements that are carried out at a specific site or allotment described in an exclusive right of burial.

PART A

THE PURPOSE

The purpose of the Cemetery Management Plan is to provide dignified, functional and attractive facilities which are compatible with surrounding developments and which meets the needs of the community.

1. WHY DO WE NEED A MANAGEMENT PLAN?

The current and proposed cemetery sites are Crown Land to which the *Crown Land Management Act, 2016* applies. The plan is to be reviewed periodically, but not less than every four (4) years.

It examines the needs of the community and the expectations for arrangements to be conducted with dignity and accuracy within settings that are aesthetic and affordable.

The Cemetery Management Plan is:

- Intended to be understood by all stakeholders including clients, the general community, the funeral industry and government authorities; and
- It is also flexible to enable it to be used as a contemporary management tool reflecting community trends.

This plan has been prepared in consultation with the Glen Innes Severn Council Cemetery Committee, which includes nominated Councillors, members of the community and applicable members of council staff. This plan is to also help meet the requirements of Council to comply with The Cemetery and crematoria Act 2013, the operator code of practice 2018 and the voluntary Code of Practice for Cemetery Maintenance.

The structure of the management plan is divided into three (3) parts:-

- | | |
|---------------|------------------------------|
| Part A | Planning |
| Part B | Operational Matters |
| Part C | Private Works and Structures |

2. WHAT MATTERS ARE CONSIDERED IN THE MANAGEMENT PLAN?

The following points are the key considerations for the direction of the Cemetery Management Plan:-

- The existing and future space requirements for burials to meet ongoing community needs.
- The development of cemetery facilities that provide a range of burial options and an acceptable quality of development.
- The tenure and reservation arrangements for securing burial entitlements.
- The conduct of persons involved with burial arrangements.
- Floral and Other Tributes Guidelines.
- The application of standards that achieve aesthetic qualities, durability of monuments, and limit maintenance costs to the community.
- Maintenance requirements.
- Community input and consultation.
- Compliance with Burial and other general work practices.

3. WHERE AND WHEN DOES THE PLAN APPLY?

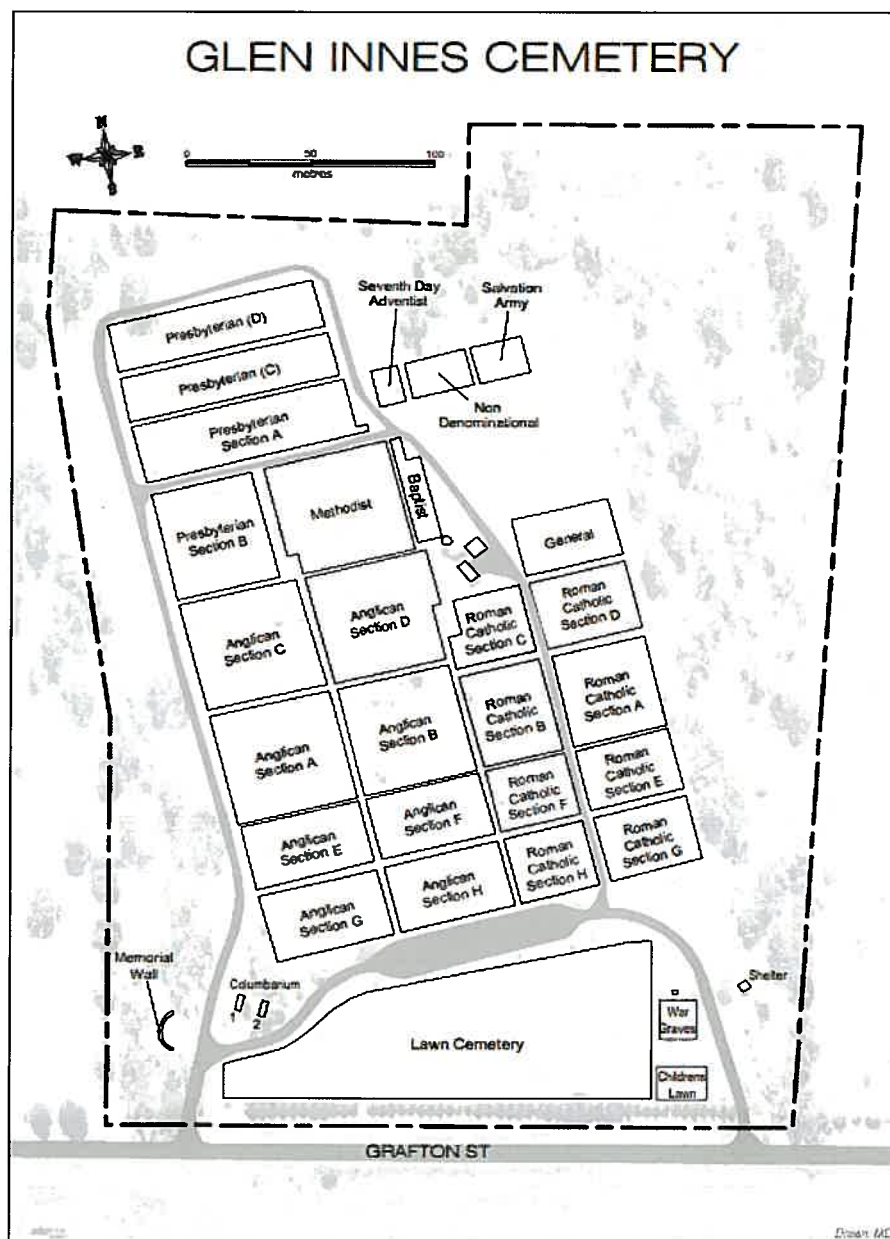
The Cemetery Management Plan is reviewed every 4 years to coincide with each new term of Council. The document is adopted by the new Council after being on public exhibition for one (1) calendar month.

The Cemetery Management Plan applies to all cemetery facilities in the Glen Innes Severn Local Government Area that are maintained by the Council which include: -

The Glen Innes Cemetery

Lot 7001 DP 1057059 and Lot 7002 DP1057059

Address: 332 Grafton Street, Glen Innes NSW 2370
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment 00358-58060000-000



The Deepwater Cemetery

Lot 7304 DP1144963, Lot 7305 DP1144963, Lot 7306 DP1144963

Address: 1309 Nant Park Road Deepwater NSW 2371
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment: 00358-58040000-0000

The Dundee Cemetery

Lot 7010 DP92737, Lot 7011 DP92737

Address: 2385 New England Highway Dundee NSW 2371
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment: 00358-57460000-000

The Emmaville Cemetery

Lot 7017 DP92745 and Lot 1 DP436120

Address: 222 Cadell Street Emmaville NSW 2371
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment: 00358-58080000-0000

The Glencoe Cemetery

Lot 7001 DP 94046 and Lot 7006 DP 1028088

Address: 3/8165 New England Highway Glencoe NSW 2365
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment: 00337-65120000-000

The Red Range Cemetery

Lot 6 7013 DP 92975, Lot 7006 DP 1028715

Address: 84 Red Range Cemetery Road Red Range NSW 2370
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment: 00337-64860000-000

The Wellingrove Cemetery

Lot 7007 DP1065572, Lot 7008 DP10665572

Address: 966 Polhill Road Wellingrove NSW 2370
Control Authority/Owner: Crown Lands
Devolved to : Glen Innes Severn Council
Assessment: 00358-57080000-000

4. DEFINE WORK PRACTICES

Ensure work practices are defined for Council activities. This includes Work Method Statements (WMS), Safety procedures or policies adopted by Council. (Note: The work practices, workplace health and safety codes, and other legislative provisions are specified for information only. These administrative requirements are to define or limit Council's liabilities. They are not subject to community consultation).

By defining work practices at the cemeteries, it will help meet the requirements of the Voluntary Code of Practice for Cemetery Maintenance February 2020.

5. COMMUNITY INPUT

Community representations and complaints can be directed through the Glen Innes and District Cemetery Trust Committee or Council. Council will maintain an active register of complaints and requests that are received for cemeteries in the Local Government Area.

6. DELEGATE RESPONSIBILITIES TO THE GLEN INNES AND DISTRICT CEMETERY TRUST COMMITTEE

The functions of the Cemetery Management Committee are to:-

- Generally, overview the operation of the cemeteries in the Local Government Area and make recommendations to the General Manager and Council for improving the cemetery operations;
- Provide feedback forum on the community's satisfaction level with cemetery services and suggestions for improvements;
- Provide feedback on the planning and developments required to ensure there is sufficient cemetery resources and capacity to meet the anticipated needs of the community and;
- To help maintain a correct version of records for public availability being the Cemetery Records Books which are published to cover and record Glen Innes and District cemeteries.

7. CURRENT OPERATIONS

An allocation is included in the annual Operational Plan and budget to operate and maintain the facilities annually by Council. Burial arrangements will vary according to religious beliefs and where appropriate, Council will cater for those arrangements.

Arrangements within the state are usually conducted by the Funeral Director who provides the funeral service, acquires the grave site, negotiations plaque/monuments as a total client service. Council will only allow recognised and practising Funeral Directors to operate and conduct funeral services at its facilities.

Local practice does allow for the Funeral Director to arrange the service and client to be directed to the Council for plot acquisition and if required, plaques. This is an optional arrangement determined by the Funeral Director. This practice provides for accountability of costs/debts, which does not disadvantage the Funeral Director. Council employees participate in exhumations and this is the entire responsibility of the Funeral Director to arrange. However, Council does supervise the management plan as required by the Department of Health for the exhumation.

Monumental masons require to complete permits for all work accompanied with the required Council fee at the time.

8. BURIAL RIGHTS, PLOT TITLE AND TENURE

Space requirements (or more the lack of space) in cemeteries pose certain considerations to be placed upon the traditional ways of allocating burial entitlements. These include: -

- (i) Denominational religious allocations;
- (ii) Right of burial transfers; and
- (iii) Reservations tenure.

8.1 Denominational Religious Allocation

There is a tendency to retain this traditional allocation for religious and ethnic association. The allocations need to be flexible so that a particular sect does not “sterilise” space. The Council may vary the denominational sections according to the Council need, space availability and predetermined areas.

8.2 Rights of Burials Transfer

Some transfer rights are forgotten for various reasons or the holder is deceased and has been buried elsewhere or the current holder changes their mind and wishes to surrender their plot

The access to unused burial rights requires consultation with the next of kin to contact Council and arrangements can be made to transfer ownership or the repurchase of any unused, surrendered or redundant plots. Proof is required by Council for a surrendered plot in the form of the Right of Burial Certificate or copy of the official receipt.

For deceased surrender or change of ownership of a plot, proof must be in the form of a legal letter from the executor of the Estate of the deceased that the plot is not required, and they would like to surrender/change ownership details of this plot.

The change in ownership of any plot will be free of charge, the surrender of a plot asking for refund will be the price paid at the time minus the administration fee as contained in the current years Fee & Charges contained in the Operational Plan. The refund option for a plot will only exist for a period of Seven (7) years, after which if a plot is surrendered there will be no refund of monies.

8.3 Reservation Tenure

Reservations can be accepted in the lawn section, regardless of whether a single internment reservation is made, the minimum plot depth will be that of a double depth grave to cater for a future internment if necessary, in the Glen Innes Lawn Sections. Double depth in the lawn sections of the village cemeteries will be considered upon application. The cost of each reservation is included in the fees and charges set by Council each year as applicable Burial Rights are issued by Council in perpetuity or until used.

Reservations can be taken within specific lawn areas while capacity remains available as determined by Council. Reservations will not be permitted in the traditional areas where they pose access issues and may cause damage complications to surrounding graves.

Restrictions apply on the number of reservations that can be made, with multiple reservations not allowed due to capacity, availability and equity. The restriction will be to only allow the maximum of two (2) reservations by any one person and/or one reservation next to a plot that is used for interment. This does not apply to Columbarium Walls.

9. LIFE EXPECTANCIES OF THE CEMETERIES

The development of future areas and potential acquisition of adjoining land for future expansion of the Glen Innes Cemetery will need to be considered. Two areas have been identified for future Lawn sections within the existing grounds of the Glen Innes cemetery.

The priority is to secure the site and then provide and develop adequate cemetery infrastructure and landscaping to enable operations to commence prior to reaching full capacity at the existing facilities. A further area has been identified to the west of Glen Innes Cemetery and would require the purchase of the land from the neighbouring owner. Even though this will not be required for possibly 20 - 30 years it is considered as important to do sooner to guarantee the current location of the Glen Innes cemetery for years to come. If this land is not available investigation should commence into a block of land situated elsewhere to develop as a future Lawn Cemetery for Glen Innes.

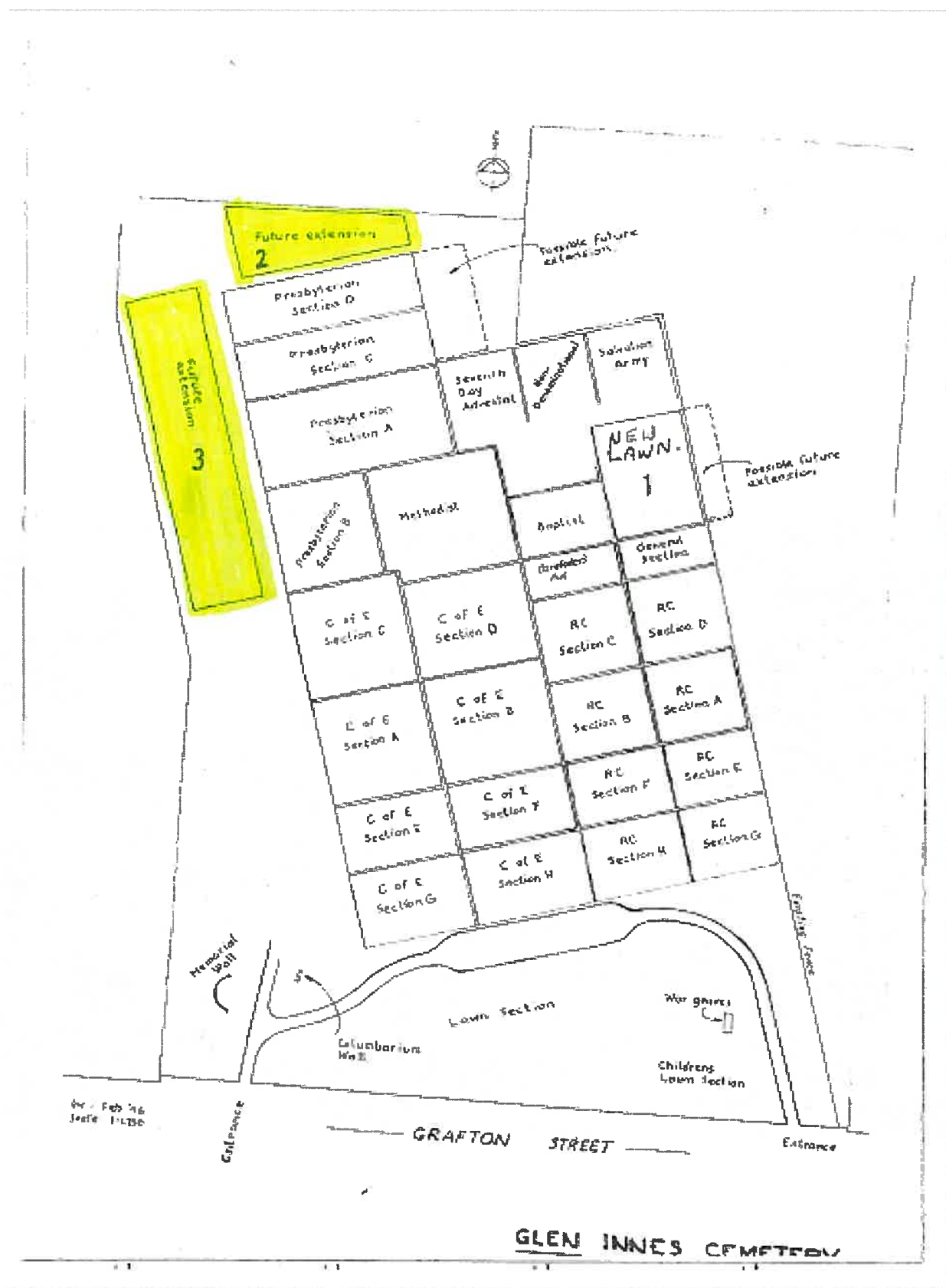
The life expectancy of each of the existing sections is as follows;

GLEN INNES CEMETERY LAND CAPACITY (LIFE OF GLEN INNES CEMETERY)

1. Anglican Sections - all sections full except for Reservations.
2. Catholic H & G - 50 Years, all other sections full except for Reservations.
3. Presbyterian Sections – all sections full except for Reservations.
4. Methodist Section - Limited Plots left - 10 Years
5. Salvation Army Section – 30 Years
6. Non-denominational Section – 20 Years
7. Seventh Day Adventist – 20 Years
8. Baptist Section – Limited Plots left - 10 Years
9. Children's Lawn Section – 20 Years
10. Lawn Section (existing) – 1 Year
11. New Lawn Section B – 12 Years
12. Columbarium Walls – unlimited as room for installation of new walls is available.

Further Sections in Glen Innes Cemetery that can be developed into Lawn (highlighted in Map below)

- Section 2 - 7 years
- Section 3 - 10 years



Village Cemeteries.

- Emmaville Lawn– 50 Years
- Emmaville New General – Limited use and large area still available.
- Deepwater Lawn– 50 Years
- Dundee Lawn – 50 years

All village cemeteries appear to have adequate land contained within their boundaries for future development.

Glencoe, Red Range and Wellingrove cemeteries have had two Burials in the past 15 years and do have plenty of room to expand.

We have to keep in mind that Life Expectancy of the cemeteries may be longer depending on the increase in cremations over the expected life periods.

Figures do not allow for major population increases or major pandemic deaths.



Glen Innes Cemetery

PART B

CEMETERY OPERATIONAL MATTERS

INTRODUCTION

The purpose of this section of the Cemetery Management Plan is to enhance the provision of safe, consistent and socially acceptable standards/practices in all aspects of cemetery operation, in compliance with the requirements of the New South Wales *Public Health Act, 2010*, Council policies, and regulations.

It is also to provide for:

- Burial services in an exemplary manner, which will provide dignity of the deceased;
- Acknowledge and respect the importance, to the bereaved and the community;
- Burial services;
- Cemeteries;
- Monuments and memorials;
- Be conscious of the diverse religious, ethnic and cultural background of our community, and considerate of requests to cater for special needs;
- Operate our cemeteries in a manner that will reflect credit upon the Council; and
- Promote and encourage the safe progress of work.

10. BOOKINGS AND PRELIMINARY PROCEDURES

10.1 Work Hours Restrictions

Excavation works and monumental works will not be permitted during night time hours on or on Sunday.

Funerals must be arranged to arrive at the Cemetery no later than 4:00pm each weekday.

10.2 Bookings

Two (2) clear working days' notice is required for a burial to be provided in any of the Council's cemeteries in the Local Government Area.

Any funerals in the old monument sections of cemeteries will be booked four (4) days prior to the funeral to allow time for those areas that need to be uncovered or hand dug.

Where a booking is made with the arrangements it is expected that a completed burial application form is received prior to the commencement of the working day of the funeral.

Where the booking pertains to an above-ground vault opening, the discretion of the Recreation and Open Spaces Team Leader may be exercised according to concurrent work commitments in accepting any lesser booking period.

Where a booking is negotiated by a Funeral Director for a reserved site, the Director shall advise in person Council's Recreation and Open Spaces team and confirm in writing by email to ensure the two day notice is given for the preparatory work.

10.3 Reservations

Reservations will only be accepted at all Council controlled Cemeteries in the Local Government Area for:-

- Columbarium walls;
- Memorial trees and gardens;
- Lawn; and
- Monumental areas where there is still vacancies or reserved plots exist.

A restriction by Council is to only allow the maximum two (2) reservations by any one (1) person and/or one reservation next to a plot that is used for interment. This does not apply to Columbarium Walls. In the event of an old reservation or re-opening the application must be accompanied by a proof of ownership of the exclusive burial right.

Reservations will only be accepted in the lawn sections, if the "Right of Burial" fees have been paid in full. On receipt of payment for a reservation, a "Right of Burial" is issued to the applicant.

11. FEES

Current fees and charges that relate to cemeteries in the Local Government Area are set out in Council's Fees and Charges set and adopted by Council annually.

Payment of fees by Funeral Directors is required in accordance with Council's debtor's policy.

12. ASHES

12.1 The Internment of Ashes

Instructions for the disposition of the cremated remains will only be accepted in writing from the applicant for the cremation of the Executor of the deceased's estate or as organised by the Funeral Director.

Ashes of persons who have been cremated may be placed in a receptacle in the Columbarium with a plaque fitted to the face of the columbarium wall (Columbarium Application form must be completed).

Council will allow ashes to be placed in another grave by reopening that grave or scattered within the grounds of the Cemetery where an area has been set aside (i.e. gardens surrounding the Columbarium walls. (Application for reception of Ashes form must be completed).

12.2 Scattering of Ashes

In New South Wales it is important to get permission from the owners of private land or the Trust of Parks and reserves, or from local council for parks, beaches and playing fields as scattering of ashes may contravene the provisions of the *Protection of the Environment Operations Act 1997* in terms of air or water pollution.

Councils and other Government Authorities will set a time and place when and where these activities can be undertaken and can impose other conditions.

Disposal of ashes without consent from appropriate authorities may result in legal proceedings to be initiated against the person disposing the ashes.

13. REGISTER OF BURIALS

A register of burials, as required by the regulation of the *Public Health Act 1991*, must be kept in respect of all burial places whether the Cemetery is on public land and will contain details of any burial plot reservation in printed or electronic form. It will also contain sufficient information to allow for simple cross-referencing of entries by:-

- Surname
- Date of Burial interment of ashes or reservations;
- Burial place location or plot location.

The lease register must contain the name and address of the owner of the burial right or reservation on the leased plots.

Registers may be amended to remove or correct inaccuracies. Any register may be sighted during normal office hours, prior appointment is preferred.

The registers will be used in any proceedings requiring evidence of the identify of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

14. BURIALS

14.1 Access to Burial Plots

The Funeral Director and any staff shall always observe the direction of the Glen Innes Severn Council where instruction has been given on matters of vehicle access, measures to prevent damage to adjacent/ existing monuments or plots and to any safety precautions.

14.2 Burial Responsibilities

The Funeral Director shall ensure sufficient staff is available for the conduct of the burial and placement of the casket or coffin.

The Funeral Director will be required to present to the Glen Innes Severn Council, evidence of adequate insurance coverage that is current for public risk, workers compensation, accident and professional indemnity for activities conducted at the Cemetery including comprehensive insurance for plant and vehicles.

15. MEMORIAL SERVICES IN A PUBLIC PLACE

Memorials and funerals in council-approved locations within public parks has been allowed, it is GISC view that services should be allowed to continue in a public park area providing that the permission has been given in writing from the Council.

It is a general process that people will be upset by park funerals and they should be permitted, provided in areas that are away from public view.

The presence of casket/coffin will not be permitted so therefore only services will be allowed.

16. EXHUMATIONS

Exhumations are NOT to take place unless:

- Prior written consent has been obtained from the Director-General of the Department of Health (NSW);
- Authority for exhumation has been issued by Council upon receipt of the exhumation management Plan specified by the Department of Health; and/or
- A Court or Coroner has directed an exhumation.

17. CEMETERY MAINTENANCE

The maintenance of the cemeteries will be to an appropriate community standard and will include that:-

- Lawns are maintained
- Landscaping is extended progressively to all parts of the cemetery
- Weed control is affected
- All plant, equipment and machinery used in the running of the operation is maintained
- Any damage discovered to any monumental works whatsoever is to be communicated to the family as soon as practical by post or telephone.
- Irrigation and watering systems and devices are maintained in operation
- Cemetery buildings and fences are maintained
- Council is not responsible for the maintenance upkeep, repair or replacement of any monument or part thereof.

18. PHYSICAL CEMETERY MAINTENANCE

Due largely to the monuments constructed, there are many areas within the old sections of the cemeteries which are inaccessible to machinery designed for maintenance and grave digging, which makes it labour intensive to carry out work in these areas. Spraying around the monuments is to be carried out as required by Council/contractors. Areas in the monument sections will be mown where access is available and on a monthly rotation basis as the Hierarchy Plan determines.

The Lawn section at Glen Innes has been made a higher priority and is mown weekly. Village cemeteries are on a monthly mowing rotation cycle during the growth season.

All services such as internments, general maintenance, removal of dead or deteriorated flowers and other tributes (refer **Annexure A - Provision of Plaques/Ornaments, Vases and Other Tributes**) and garbage collection is carried out by Council Staff and/or contractors. Contractors are used to dig graves if Council resources are not available. New concrete beams for the Lawn sections, are laid by Council's staff and/or contracted out.

New Beams at Glen Innes will be laid each year if required and allowed for in the annual Operational Capital works Budget. Lawn beams will be installed at the village cemeteries as required and will be budgeted in annual Operational Capital works Budget for the upcoming year.

New Columbarium Walls will be constructed as required and will be budgeted in the annual Operational Capital works Budget for the upcoming year.

19. GENERAL INFRASTRUCTURE

Roadways servicing the general and lawn sections of the cemeteries shall be inspected annually for their condition, and where needed money be allocated in the Operational Plan for maintenance in the upcoming financial year. Other general infrastructure exists in the cemeteries and consists of but is not limited to :-

- Signposting
- Water taps
- Trees
- Seating
- Fencing
- Sheds
- Toilets
- Pathways

This infrastructure needs to be inspected on an annual basis and any upgrades or major maintenance allowed for in the following years Operational Plan maintenance budget. Any new structures requested or needed should be captured in the following years Operational Plan capital works budget.

It has been considered that eventually seating will be installed at all cemeteries and will gradually be done over several years. The other consideration that will be allowed for is that signposting needs to be either installed or upgraded at all cemeteries, this will require a full audit of signage to be carried out and then prioritised for costings to be included in upcoming budgets.

20. SUBSIDENCE

Where subsidence is evident, Council will fill and compact the ground in the normal manner.

Due to the nature of the lawn sections of our cemeteries, it means all tributes must be removed by Council staff to enable surface maintenance. Seasonally this can occur frequently.

Whilst all care is taken Council will not guarantee the replacement of tributes. This will be carried out at the Council's discretion. All tributes should only be placed in those areas referred to in item a) of ***Annexure A Provision Of Plaques/Ornaments, Vases And Other Tributes***, to avoid the need to be removed.

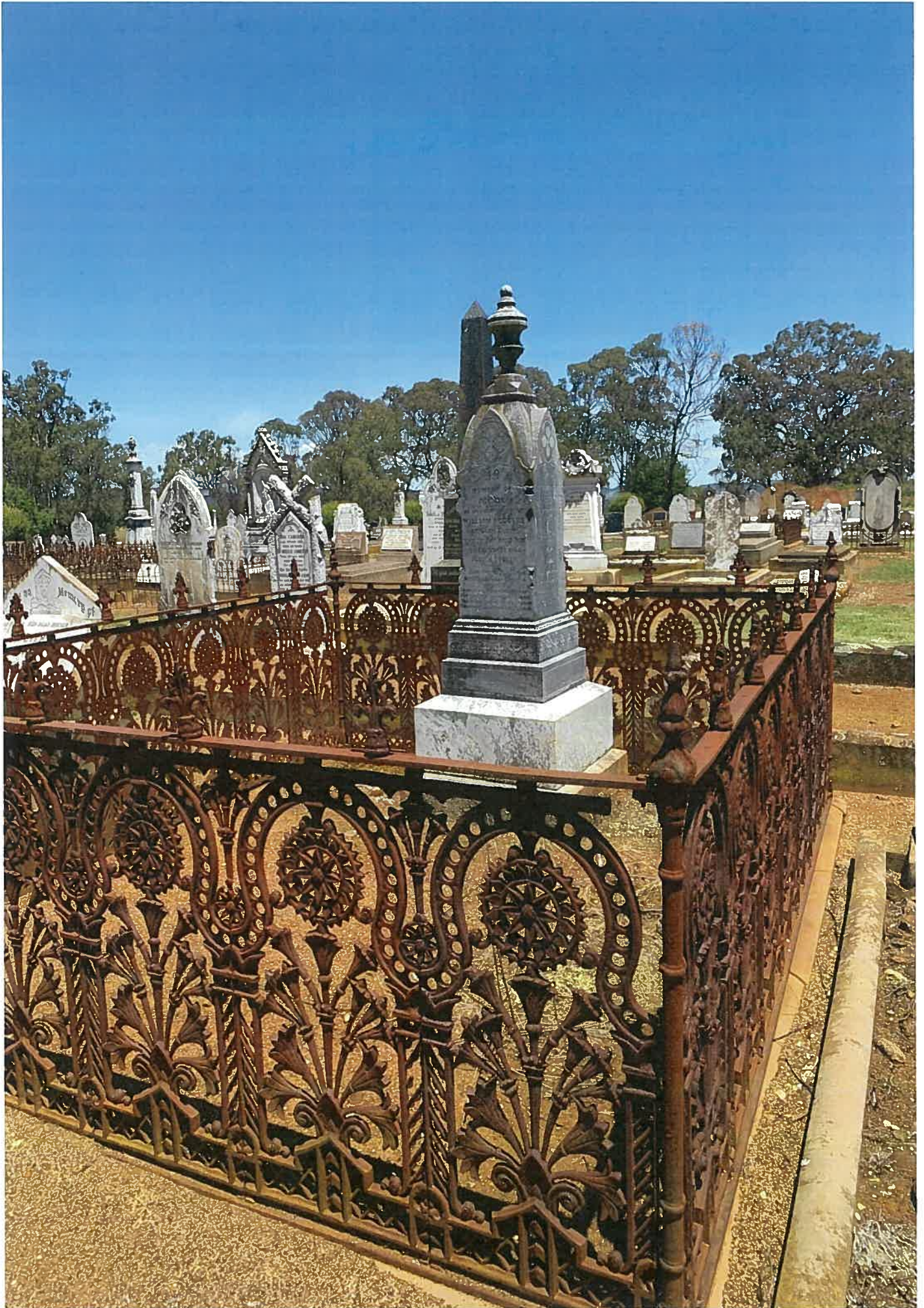
21. MISCELLANEOUS PROVISIONS

A person must not do any of the following within the cemetery:

- Damage, deface, interfere with or alter burial places.
- Damage, deface, interfere with or alter monuments.
- Bury, inter or exhume any human remains, whether cremated or not without the appropriate approvals, rights or permission.
- Bury or inter any animal remains, whether cremated or not
- Engage in any trade or commercial activity (other than monumental works)
- Leave any works in a dangerous state.
- Leave vehicles, plant and equipment in an operating state unattended matter.
- Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery.
- Park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic.
- Camp or reside on any cemetery land.
- Bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances (excluding monumental materials).
- Place or leave materials, items or embellishments which may be considered offensive or unnecessary by the Glen Innes Severn Council and where a direction has been given to remove the offending item.

Council holds the right to carry out Mobile surveillance in areas where problems may be occurring, or Council wishes for the purpose of criminal prevention or property protection.





PART C

PRIVATE WORK AND STRUCTURES

INTRODUCTION

The procedures described in this part will apply to all the cemeteries operations under the control of Glen Innes Severn Council and to ensure consistency and suitability of private work carried out in Council's cemeteries.

The key objectives are to:

- Ensure that the instructions for the work originate from the person who holds the exclusive and legitimate right to the allotment (i.e. the Grantee);
- Ensure that the work is carried out on the correct allotment or site;
- Accurately record a detailed description of the work and where applicable, the inscription for heritage purposes and site identification;
- Achieve the minimum standard as set out in Australian Standard Association AS4204 – Monuments and Cemetery Headstones; and
- Ensure that the quality and scope of the work is appropriate for the site and most importantly, the cemetery.

22. THE APPLICATION - PERMISSION TO CARRY OUT MONUMENTAL WORKS

Any work carried out by private persons or their agents or contractors required the permission of Council. A permit to carry out work in any cemetery is subject to a formal written application being lodged with Council.

The application for the permit must be made by the grantee of the exclusive right of burial or interment or by a person with competent legal jurisdiction where the proposed work is to occur. No application will be considered unless fees and charges scheduled by Council for this purpose have been paid to Council.

Applications can be made on the form available from the Cemetery Office and the following minimum information is required:

- The full name and address of the grantee
- The location of the allotment as recorded in the Cemetery Register
- The name of the deceased (if applicable) buried in the allotment
- The full name and address of the contractor or agent (if any) who will carry out the work
- The nature of the work being proposed, including dimensions
- The dimensions and design of any footings or foundations that are being proposed
- The type of materials to be used in the proposed work or construction
- Any wording or inscriptions that will be included in the proposed work
- The date of expected completion of the proposed work

The application and payment of Council's scheduled fee can be lodged at the Glen Innes Severn Council Office during normal Council business hours prior to the works being effected.

The payment of the fee does not imply a permit has been issued. The Fee is for the consideration and assessment of the respective application. Fees are not refundable if the application is rejected.

Where the person has not conducted works within the Cemetery, examples of the standard of workmanship, competency and references will be required by the Council.

Any person shall hold the competency certificates to operate any plant, equipment or carry out works for activities in the Cemetery.

Any person conducting work or activities in the Cemetery shall produce to the Cemetery Supervisor evidence of adequate and current insurance coverage for public risk, accident and worker's compensation (if required) and comprehensive risk insurance for vehicles and plant.

Persons or firms seeking to obtain burial rights and/or approval for a Capella/above ground entombment structure are required to complete and endorse the Council contractual agreement and lodge the necessary application for approval.

Persons or firms seeking to erect and administer a Capella or above ground entombment structure, including crypt allocations and sales, are required to enter into perpetual maintenance and liability obligation with the Council including payment of bond monies equivalent to 2% of the Capella value (CPI reviewed annually).

The application will be processed in the following manner:

- The sites and grantee's details will be verified against the cemetery register;
- A physical inspection and verification of the site will be carried out;
- An assessment will be made of the suitability of the proposed work within the nominated cemetery;
- Subject to the above being consistent with the register and acceptable to Council, the extreme corners of the site will be marked with SURVEY PEGS. If no name marker is found, Council will place one at the head of the grave or site;
- Where the application is inconsistent, incorrect, anomalous or unacceptable, the grantee will be advised and, if possible, invited to resubmit an amended application. (No further fee will apply).

23. THE PERMIT (Monumental Works)

No work shall commence unless Council has approved the application for the purpose. All work must be limited to the area marked as above and must comply with the minimum standard defined below:

- The work shall conform to Australian Standards Association's "AS4205 - 1994, Headstones and Cemetery Monuments";
- The work shall be limited to the exclusive right defined in the permit;
- The work shall be carried out in a tradesman-like manner;
- All materials shall be of a permanent nature - timber, bricks and mortar, ferrous metals etc are not considered permanent or appropriate for monuments in cemeteries;
- The work shall not interfere with the rights of visitors to the cemetery or gardens;
- The work shall not encroach onto adjoining sites - that is, it shall be limited and contained within the site or allotment described in the Permit;
- The work site shall be kept neat, tidy and safe at all times;
- The contractor or worker shall not allow access-ways to be obstructed by materials, tools, plant etc;
- All debris, rubbish, materials, tools etc shall be removed from the site and the cemetery or memorial gardens at the end of each working shift;
- Each monument erected shall bear the name of the Monumental Mason responsible for the work by means of a plate or by engraving;
- No monumental work shall be carried on within cemeteries outside the normal working hours of 7am to 5pm Monday to Friday except when written approval is granted by Glen Innes Severn Council;
- All work must be completed within fourteen (14) working days of commencement date;
- All stone work shall be aligned with the grave and shall be in accordance with the surrounding grave dimensions;
- On completion of the work, all surplus materials (including soil from excavation, materials from demolition, excess concrete and formwork, etc.) must be immediately removed from the cemetery grounds; and
- Failure to observe any of these specifications may result in Council:
 - i. Requiring rectification work to be undertaken on a particular monument.
 - ii. Refusal to issue monumental permits for new works;

The permit is issued subject to the following conditions:

1. The permit authorises the grantee to carry out work at a designated site in the designated Council Controlled cemetery.
2. The grantee is responsible for the immediate and effective repair of any damage including the agents work may cause to other monuments of Council property while carrying out work in the cemetery.
3. The permit does not guarantee quality of workmanship.
4. Council will not arbitrate disputes between the contractor and grantee.
5. All work must be completed within the period nominated by the permit.
6. Council may direct the grantee to remove unauthorised work or work non-consistent with the Permit:
 - The cost of the removal will be paid by the grantee.
 - Council reserves the right to remove offending, unauthorised or non-conforming work without notice.
 - Where Council, or its agent, carries out such work, the costs shall be claimed against the performance bond or guarantee.
7. Council denies any responsibility for the future care, maintenance, preservation, conservation or restoration of the monument (as defined) constructed, erected or placed over the grave.
8. Dislocated slabs must be replaced within fourteen (14) days. This is the responsibility of the grantee. Council will notify the grantee of problems with monumentation and offer assistance in replacing slabs etc subject to full recovery of costs incurred.

24. INSPECTIONS OF WORK IN PROGRESS

Council reserves the right to inspect the progress of work at any time to ensure its conformance to the minimum standards and conditions set out in this Plan of Management.

The Council may cancel or suspend the permit by giving notice in writing.

25. UNAUTHORISED OR UNSATISFACTORY WORK

Work not conforming to the conditions set out in this Management Plan shall be subject to the following actions:

- 1 Where no application has been received, the grantee will be advised in writing to submit an application within seven (7) days ; or
2. Where work already completed does NOT meet the minimum standards set out in the Management Plan, the grantee will be instructed, in writing to: remove the work from the site within seven (7) days or Repair or re-construct the work to a standard acceptable to Council, subject to a permit being obtained.

26. REMOVAL OF STRUCTURES

Council may: -

- Remove, demolish, alter or require the removal, demolition or alteration of any structure of any adornment; or
- Erase, correct, or require the erasure or correction or wording of any inscription that has been constructed, installed, made or carried out: -
 - (i) without the written consent of the Council; or
 - (ii) otherwise not in accordance with an approved given by Council.

Where any work that has been approved is not completed within a reasonable time, the Council may remove or demolish such partially finished work, as it deems necessary to preserve the fabric, the cemetery or public safety.

27. REMOVAL AND REPLACEMENT OF STRUCTURES ON REQUEST

Where notice to open a grave or vault for a lawful purpose is given in accordance with this Cemetery Management Plan, the Council may arrange after lodgement of proof of ownership and the payment of scheduled fees and related costs approve;

- the removal of any part of the structure to enable the safe opening of the grave or vault; and
- require the grantee or applicant to make good the repair of the structure affected within fourteen (14) days of the interment of service date.

28. MAINTENANCE OF STRUCTURES

The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs and successors) who caused the monument or structure to be constructed.

The Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure. The owner is responsible for the upkeep, maintenance and repair of the monument.

The Council may act to remove any structure that has become dilapidated, unsafe or unsightly.

The Council may remove any trees, shrubs, or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.

29. UNSAFE MONUMENTS AND RECTIFICATION IDENTIFICATION AND REPORTING

Any identification of unsafe monuments and consequent actions under this clause will be managed through Council's Risk Assessment policies which includes thorough documentation and photographs. All actions will be recorded against the respective cemetery register entry.

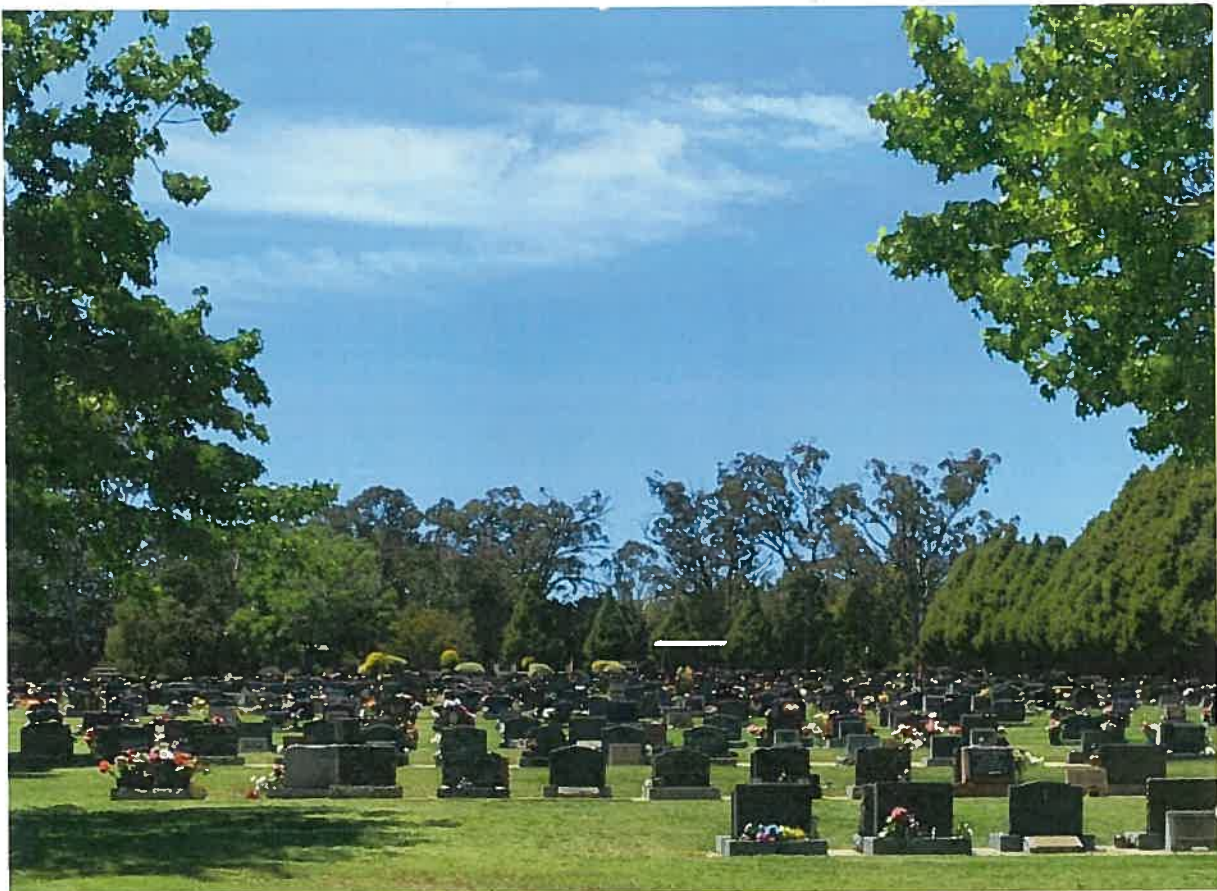
30. REPAIR OF MONUMENT

Council WILL NOT repair monuments. Council will only act to ensure public and employee safety.

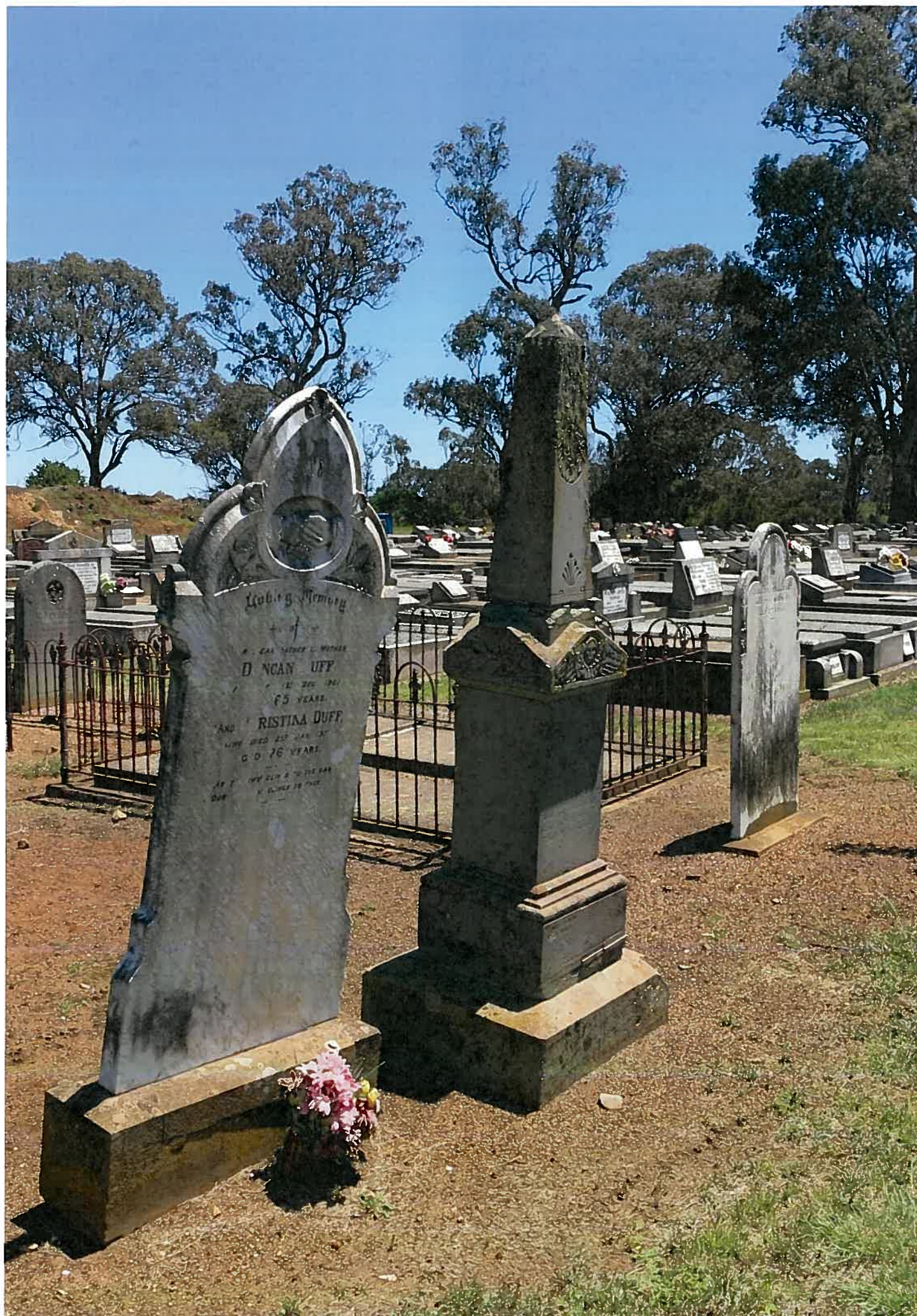
31. CONSERVATION, MAINTENANCE AND PRESERVATION WORKS

Applications or permits are required from the Council for any conservation maintenance or preservation works. Monumental masons who intend to engage in conservation, maintenance and preservation works at the cemeteries shall be required to demonstrate their competencies or credentials to the satisfaction of the Manager of Recreation and Open Spaces before commencing any works.

The conservation, maintenance and preservation works shall be restricted to the essential tasks including repairs but shall not extend to modifications, embellishments, alterations or enlargement, unless the mason has obtained the required permit for monumental works.



Glen Innes Lawn Cemetery



Loving Memory

A. CAR. NATHAN L. MOTHER

D. NGAN DUFF

BORN 12 DEC 1861

65 YEARS

AND RISTINA DUFF

BORN 22 DEC 1861

66 YEARS

DEPARTED THIS LIFE

1927

61 YEARS

1927

61 YEARS

1927

61 YEARS

1927

61 YEARS

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61 YEARS

ANNEXURE A

PROVISION OF PLAQUES/ORNAMENTS, VASES AND OTHER TRIBUTES.

The Floral and Other Tributes standards have been developed to assist Council in ensuring the environment stays clean, tidy and hazard free. The standard ensures the safety of cemetery visitors and staff in addition to maintaining a high standard of presentation.

The placement of Floral and Other Tributes at Council's Lawn and Monumental Cemeteries are to be undertaken within the following guidelines:

- a) Placement of items/Items of sentimental nature may be placed on graves in the following locations;
 - Lawn grave – on the headstone
 - Lawn beam grave – on the lawn beam
 - Monumental grave – on the monument
- b) New lawn grave burial sites are permitted to have floral tributes on the actual lawn section for a period two (2) months before these guidelines apply.
- c) After the initial two (2) month period of a grave being used, no floral or other tribute is to be placed on the lawn area outside the perimeters of the approved headstone. Items still on the lawn section after this week will be removed for maintenance without notification.
- d) Fresh or limited artificial flowers are welcome tributes. These should be placed in the allowable vases/containers of each gravesite and secured appropriately. Visitors are encouraged to remove such items when they become unsightly, weathered or withered.
- e) Floral tributes, both fresh and artificial, or other items that encroach on neighbouring memorials or graves will be removed without notice.
- f) Containers (vases and the like) required to hold floral tributes are restricted to two (2) vases and two (2) articles for each gravesite and should be placed in those areas referred to in item a).
- g) No fixtures or fittings are to be placed on the lawn area.
- h) Floral tributes, ornaments, wind chimes etc. are not permitted to be attached to trees, shrubs or other Council infrastructure at any memorial site.
- i) Markers of any kind outlining a gravesite of rocks, pebbles, shells, or pavers are not permissible in the lawn areas. Markers, rocks, pebbles, shells, pavers or any other item outlining a gravesite in the lawn sections will be removed immediately from these areas by Council staff with no notification.

- j) Our staff are required, as part of their caretaker role, to remove tributes so routine maintenance may occur and the grounds are kept to a standard that ensures the entire community is able to visit a safe and tidy environment. All tributes over time will deteriorate or wither and it is practical that at this time they be removed by Council staff as part of their maintenance program for the cemetery without notification.
- k) Due to the nature of the lawn sections of our cemeteries, it means all tributes must be removed by Council staff to enable mowing and surface maintenance. Seasonally this can occur frequently. Whilst all care is taken Council will not guarantee the replacement of tributes. This will be carried out at the Council's discretion. All tributes should only be placed in those areas referred to in item a) to avoid the need to be removed.
- l) Ornaments, Flowers and wreaths may be placed on sites as noted in item (a), but the placement of ornaments, trinkets or tributes on or adjacent to a site is not permitted. The Council has the right to remove any unattached ornament, trinket or tribute, broken masonry, decayed or broken wreath or dead flowers without notification to maintain a clean, tidy and safe area.
- m) Council will cut down or remove any plant on any site within the cemetery grounds that is, in the opinion of Councils Manager of Recreation and Open Spaces or authorised Council employee, unsightly, offensive or overgrown without notification, to maintain a clean, tidy and safe presentable area of respect.
- n) Council will take every precaution to ensure that floral tributes on memorials or monuments will remain intact whilst in a good condition but will not be held responsible for premature removal by its staff or members of the public.
- o) Items of glass, porcelain or ceramic, such as vases, receptacles, ornaments, wind chimes, solar lights and any other items that are broken, in poor condition or pose a hazard will be removed immediately from these areas by Council staff with no notification.
- p) Alcohol Containers, Alcohol beverages and /or containers (full or empty) are not permitted within cemetery grounds.
- q) The unauthorised planting of flora is prohibited within the cemetery and will be removed immediately upon detection.
- r) Should it become necessary for Council staff to remove vases and other items which, in the staff's opinion, are considered of value, they will be registered and stored at Councils main Cemetery work shed, and be available for return to owners on request at the Glen Innes Severn Council Administration building, for a period of up to, three (3) months from the date of removal items will then be disposed of at Council's discretion.

Information about approved/non-approved items and the application for permission to carry out monumental works is available by contacting Council's Manager of Recreation and Open Spaces on 6730 2350.



