

PROPOSED PROCEDURAL STATEMENT

(to be read in conjunction with Policy 402, CEMETERIES - PROVISION AND MAINTENANCE)

Cemetery Procedures – Provision and Maintenance

1. Each grave shall be marked with an approved commemorative plaque which shall be fixed to the module headstone within three months of the date of the death indicating the following particulars: name(s) of deceased; date of birth; date of death.
2. A separate section of the Garden Cemetery will be set aside for the graves of children (up to the age of 8 years at time of death).
3. A niche (“memorial”) wall at the Garden Cemetery will allow for the interment of cremated remains of deceased persons and/or the affixing of a memorial plaque.

Plaques

1. A reserved (“R”) plaque is placed on all graves with an exclusive right of burial;
2. The plaque shall be delivered to the Cemeteries Caretaker for affixing to the headstone.
3. The Cemeteries Caretaker shall confirm plaques are fitted on correct grave headstone by consulting with burial records at the cemetery.
4. The Curator of Public Cemeteries (or delegate) shall ensure that the details and individual label plaques correspond with plot addresses in the cemetery register (or database).
5. The Cemeteries Caretaker to confirm plot addresses with burial records at the cemetery;
6. The Cemeteries Caretaker shall store old plaques at the cemetery for possible collection by interred family/guardian for a period of at least twelve (12) months.

Headstones

1. Notice of erection of headstone form, available on the Council website and from the front counter of the Civic Centre, is to be completed and lodged at the Civic Centre reception by family/guardian interred or other appropriately authorised person (note: \$3 fee as per Municipal Plan).
2. The Cemeteries Caretaker checks burial records at cemetery for plot location and ensures that the dimensions of the headstone is within guidelines (note: guidelines attached are in accordance with the legislation and attached to the form) and that the wording is appropriate.
3. Licensed Funeral Director or other appropriately authorised person is to arrange a time and date for erection of the headstone with the Cemeteries Caretaker.
4. The Cemeteries Caretaker shall ensure that any old plaque is removed and either stored at cemetery or taken by a family member or other appropriately authorised person.

5. The Cemeteries Caretaker shall ensure that any old headstone is removed and either stored at cemetery or taken by a family member or other appropriately authorised person or disposed of after twelve (12) months.

Flowers and Ornaments

1. In determining the appropriateness of fresh or artificial flowers or ornaments at burial and/or memorial sites at a public cemetery within the Municipality, the Cemeteries Caretaker shall seek to limit the volume and the retention period for the placement of those items to ensure the cemetery remains safe, clean and tidy and do not encroach onto neighbouring graves.
2. The Cemeteries Caretaker shall ensure that floral tributes and other ornaments placed on a grave do not include flags, candles, or wind chimes in respect of others.
3. The Cemeteries Caretaker shall ensure that all weathered or worn floral tributes and other ornaments deemed unsuitable or unsightly and of no obvious significance are placed in one of the bins provided at the cemetery.
4. The Cemeteries Caretaker shall, at his or her absolute discretion, make exemptions to allow special ceremonies to take place and special tributes to be placed and retained for specific items for specific occasions – please contact the Cemeteries Caretaker to make the necessary arrangements.
5. The Cemeteries Caretaker shall ensure that no flowers or plants from the cemetery ground are picked and placed on graves and/or memorials.

Cemeteries Procedural Flow Chart

