



# Policies, Procedures and Guidelines

## POLICY FOR THE MANAGEMENT OF THE CONDOBOLIN CEMETERY

### BACKGROUND

Lachlan Shire Council (LSC) has developed this policy to govern the management and burial requirements of the Condobolin Cemetery.

### OBJECTIVE

The objective of this policy is to ensure LSC:

- maintains the Condobolin Cemetery in an orderly manner;
- grants approvals for interment, excavation of graves, erection of vaults, monumental work disposition of ashes;
- establishes a Committee of Management, or appoints contact persons to facilitate the implementation of the policy and procedures contained in the policy;
- keeps registers of burials, ashes and other matters, including reservations for which Council's approval has been given;
- identifies lots in use, for checking of records; and
- prepares layout plans for the Condobolin cemetery showing the various denominations sections of general cemeteries and any portions of cemeteries set aside as lawn cemeteries.

### SCOPE

This policy governs the management of the Condobolin Cemetery. Council is responsible for overseeing the day-to-day management of the cemetery.

Burials can only be undertaken at the Condobolin Cemetery under the control of a registered Funeral Director.

A Funeral Director in charge of a funeral will be liable for the payment of any charges incurred in relation to the funeral.

This may include purchase of right of burial, excavation and backfilling of the plot, cost of vases and plaque or any other expense which may be incurred by Council in preparing the site for burial.

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Council at its discretion may enter into an agreement with any Funeral Director to allow a 30 day line of credit for the payment of any costs incurred in relation to funerals under the control of a Funeral Director.

Where a line of credit is not available, Council's fees must be paid by the Funeral Director prior to the funeral commencing.

Council will accept a notification of burial from the Funeral Director via telephone.

In providing the information to Council in regard to the funeral, the Funeral Director becomes responsible for any cost incurred in regard to the funeral.

The overall responsibility for the management of all cemeteries rests with the Director, Environment and Planning, LSC.

## **DEFINITION**

**'Authorised person'** (a) an employee of Council generally or specifically authorised by the Council in respect of, or whose duty it is to deal with a particular matter.

b) a Police officer

**'Columbarium'** A brick structure erected at a cemetery for cremated remains.

**'Council'** Lachlan Shire Council

**'Grave'** means any burial place, other than a vault, formed in the ground by excavation.

**'Interment'** interment of human remains means:

(a) the placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains, or

(b) the burial in the earth of human remains (directly in the earth or in a container).

**'Memorial Item'** Anything placed upon a monument or plaque which can include flowers, photographs, trinkets or ornaments

**'Monument'** a structure erected as a memorial on a grave eg. tombstone

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**LEGISLATION**

Legislation governing this management plan is:

- *The Local Government Act 1993 (NSW)*
- *Cemeteries and Crematoria Act 2013 (NSW)*
- *Public Health Regulation 2012 (NSW)*

**MANAGEMENT PLAN**

**INTERMENT AND LOTS**

The interment of human remains must be in a grave or a vault.

A person who buries a body must place the coffin so that its upper surface is not less than 900mm below the natural surface level of the soil where it is buried.

Allotment sizes for graves, vaults and monuments are:

- Land general cemetery: 1.2m x 2.4m
- Lawn cemetery: 1.2m x 2.4m

Burials in vaults are subject to the Division 3, S67 of the Public Health Regulation (2012) (NSW).

It is the responsibility of the undertaker to arrange for the excavation of graves and the backfilling of graves.

**Register of burials**

Council will keep a register of burials which will record the name and address of the deceased person. Subject to Council receiving an Application for Approval form (Appendix 1) the date of interment and other such details to identify the grave or vault, lot or monumental work will be made available.

**Access to Records**

Council's register of burials in the Condobolin cemetery may be sighted by a member of the public between 8.30am and 4.3pm, Monday to Friday by appointment.

Copies of records will not be made; however, any person viewing the register may make notes of any relevant entry.

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**Approvals**

Council approval is required before any of the following works are carried out:

- Excavation of a grave for interment of a body;
- Re-opening of a grave for interment of a body;
- erection of a vault of interment of a body;
- carrying out monumental work; and
- deposition of ashes.

The applicable fees to an Application for Approval are set out in Schedule 1 (Appendix 4)

Reservations are permitted in the lawn and general sections of the cemetery. Only one reservation is permitted, per family, in the lawn cemetery. Unlimited reservations in the general section are permitted.

The reopening of graves shall also be permitted.

**Cemetery Reservation Procedure**

Council recognises that people may choose to select and reserve a plot in the cemetery to avoid an additional burden being placed on surviving family members and / or to be close to deceased family members.

People wishing to reserve a plot must contact Council's Environment and Planning Administration Coordinator on 02 6895 1950 to make an appointment to view Council's Condobolin cemetery plans and select a plot.

An Application for Reservation (Appendix 5) of the plot must be submitted with the full payment of the reservation fee or demonstration that a payment plan has been entered into.

Reserved plots may be transferred to family members subject to written application being forwarded to Council by the applicant or someone duly authorised to act on their behalf and Council being provided with evidence that the person seeking the transfer, paid for the plot at the time of reservation.

Council will not permit the on-selling of a reserve plot to a third party.

Council will put a "Reserved" notice onsite on payment of a reservation.

Where a reservation is cancelled within five years, a full refund will be made of the actual amount paid for the plot.

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Where a reservation is cancelled within five years to ten years, a refund of fifty per cent of the actual amount paid for the plot will be made.

Where a reservation is cancelled later than 10 years, no refund of the reservation fee will be made.

## **PAYMENT PLAN**

### **For Reservations of Plots**

Council will process the application for reservation and a 'Right of Burial' is issued as proof of reservation.

In respect to reserving a plot in the lawn cemetery, a person may choose to pay half of the fee and sign an agreement to pay off the remaining amount within a 12 month period (the application for reservation of a cemetery plot payment plan is attached in Appendix 6).

On receipt of the application and payment, an acknowledgement is issued and when the plot has been paid in full, a 'Right of Burial' will be issued by Council. Failure to complete payment will result in forfeiture of half of the fee already paid.

Fees and Charges to reserve a plot are contained in Schedule 2 (Appendix 4)

### **Plaques and Monuments**

- a) Monuments with appropriate epitaphs and / or plaques are permitted in all sections of cemeteries except in lawn cemeteries.
- b) Plaques are to be fixed to the plinth provided in lawn cemeteries and shall be a standard size of between 70mm x 30mm and 380mm x 280mm, etched in bronze with raised lettering.
- c) No monument, other than plaque described in (b) shall be permitted in lawn cemeteries.
- d) Prior approval from Council is required before any living monuments (plants etc.) are placed on graves.
- e) The placement of plaques is also to be a duty of Council.
- f) At the time of burial, a standard memorial plaque fee will be charged. If the family selects a non-standard plaque, the balance between the price of a standard and non-standard plaque will be invoiced and will be payable before the plaque is ordered.
- g) The appropriate application form is to be completed and lodged with Council.
- h) When plaques are received by Council, the family is to be notified that plaques are going to be installed by Council and Council will remove the temporary cross. Family members have the option to collect the cross from Council if they wish.

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- i) Payment for a plaque in relation to a 'reserved' plot will not be accepted at the time of plot reservation.
- j) Only one plaque is to be placed per plot in the lawn cemetery, memorial wall or rose garden.

**Levelling of Graves (Lawn Cemetery only)**

Two (2) months after a burial, Council staff will level off the dirt in the Lawn Cemetery

**Trinkets and Memorial Items**

- a) Vases, pots, ornaments etc are permitted to be placed on graves for a period of up to twelve months from the date of burial. After this period ornaments or trinkets under 300 millimetres high be allowed wholly on each plinth space and that this condition be retrospective and to commence on 1st November 2016.
- b) No motion activated devices are allowed in the Lawn Cemetery and only two solar lights are permitted in the lawn section of the Condobolin Cemetery.

**Flowers**

Council staff will remove all artificial and dead flowers that have blown away from graves.

**Penalties**

A person committing an offence under Chapter 16, Part 2 of the Local Government Act 1993 on community land may be removed from the land by an authorised person.

Any person acting in contrary to the provision of this management plan may be found guilty of an offence under the Local Government Act 1993 (NSW) for which the penalty is a maximum of five penalty units.

**Procedure for Burials**

A person organising the burial of the deceased will:

- 1) Complete the "Application for Burial" form (Appendix 1) and pay the appropriate fee.
- 2) Receive a "Permit to Bury" issued by Council.
- 3) Liaise with an Undertaker regarding the burial and purchase a plot of land for the burial of the body in the assigned location. If a reservation for a plot has already been arranged and

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a “Right of Burial” has been issued by Council, the person organising the burial should liaise with the Undertaker to have the body buried in the reserved plot.

**Disposition of Ashes**

- a) As columbarium is available, ashes of persons who have been cremated are to be placed in a receptacle in the columbarium with a plaque fitted to the face of the columbarium.
- b) Council allows ashes to be placed in another grave by the re-opening of that grave or beneath a rose bush where an area has been set aside for the growing of rose bushes.
- c) Any vacant gravesite must be purchased at the appointed rate (see Council’s website for detailed fees and charges)

**Procedure for the Disposition of Ashes**

The person arranging the disposition of ashes will:

- 1) Complete an application for the reception of ashes and pay the appropriate fee (Appendix 2).
- 2) Receive a ‘Permit to Bury’ issued by Council
- 3) Arrange with an Undertaker to purchase a plaque and have the ashes and plaque placed in the Columbarium in the assigned location.

Robert Hunt

GENERAL MANAGER

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**APPENDIX 1**



## APPLICATION FOR BURIAL PERMIT

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..... Condobolin Cemetery

Deceased Person: .....

Late Address: .....

Late Occupation: .....

Age ..... Male/Female: ..... Denomination: .....

For interment on: ..... Hour: .....am/pm

Certificate of Death: ..... Date of Death: .....

Name of Applicant: .....

Address: .....

Denomination Area: ..... Lawn  Columbarium

Section: ..... Row No: ..... Lot No: .....

Depth: ..... Lot Size: .....m x .....m

Fees to be Paid:      Plot              \$..... (106)

                                 Application      \$..... (105)

Permit No: ..... Receipt No: .....

Receipt Date: .....

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Appendix 2



**APPLICATION FOR THE RECEPTION OF ASHES**

The General Manager  
Lachlan Shire Council  
P O Box 216  
CONDOBOLIN NSW 2877

Dear Sir

I, \_\_\_\_\_  
(Full Name of Applicant)

of \_\_\_\_\_  
(Address)

*Hereby make application to place the ashes of the late*

\_\_\_\_\_  
(Full Name of Deceased)

of the late address

\_\_\_\_\_  
(Address)

in the Columbarium situated in the \_\_\_\_\_ Condobolin Cemetery

Sec \_\_\_\_\_ Row \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Appendix 3

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**APPLICATION FOR PERMISSION TO CARRY OUT  
MONUMENTAL WORK**

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The General Manager  
Lachlan Shire Council  
PO Box 216  
CONDOBOLIN NSW 2877

Dear Sir/Madam

I hereby apply for permission to carry out monumental work in.....

Section of the..... Condobolin Cemetery.

**DESCRIPTION OF WORK**

.....  
.....  
.....

Inscription to be placed thereon: .....

Location of grave: Section..... Row..... Lot.....

Deceased Person.....

Signature of Monumental Mason: .....

Late Address: .....

**FEES PAYABLE:**

Approval to place monument on grave = \$50.00 (105)

Receipt No: .....

Receipt Date: .....

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**APPENDIX 4**

**FEE SCHEDULE FOR CEMETERY APPLICATIONS IN THE LACHLAN  
SHIRE COUNCIL.**

<b>Condobolin Cemetery and Related Fees</b>	<b>Size</b>	<b>Fee</b>	<b>GST Status</b>
Land General Cemetery Approval Fee (Interment including re-opening and placing ashes)	1.2m x 2.4m	\$252.00 \$100.00	Taxable Exempt
Lawn Cemetery Approval Fee (Interment including re-opening and ashes)	1.2m x 2.4m	\$718.00 \$100.00	Taxable Exempt
Interment Ashes in Columbarium		\$86.00	Taxable
Monumental Fees (approval to Place monument on grave)		\$73.00	Exempt

The approval fee of \$86.00 must be added to the plot for both General and Lawn portions of the Condobolin cemetery.

The Fee Schedule is reviewed each year in relation to Council's Management Plan.

**Appendix 5 - proposed new forms (For Plot reservation process)**

**LACHLAN SHIRE COUNCIL**

**APPLICATION FOR RESERVATION OF A CONDOBOLIN CEMETERY PLOT (ONLY  
ONE RESERVATION PERMITTED PER FAMILY)**

**RESERVATION DETAILS**

Cemetery Description: \_\_\_\_\_ Row: \_\_\_\_\_  
Section Description: \_\_\_\_\_ Plot: \_\_\_\_\_  
Date of Application: \_\_\_\_\_

**RESERVED BY (This is where the paperwork/accounts will be sent)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESERVED FOR**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Religion: \_\_\_\_\_

**OFFICE USE ONLY**

Receipt Amount: \_\_\_\_\_  
Receipt No: \_\_\_\_\_  
Receipt Date: \_\_\_\_\_  
Date Entered into Database: \_\_\_\_\_

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**APPENDIX 6**

**LACHLAN SHIRE COUNCIL  
APPLICATION FOR RESERVATION OF A  
CONDOBOLIN CEMETERY PLOT PAYMENT PLAN**

**RESERVATION DETAILS**

Cemetery Description: \_\_\_\_\_ Row: \_\_\_\_\_

Section Description: \_\_\_\_\_ Plot: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**RESERVED BY** (This is where the paperwork/accounts will be sent)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESERVED FOR**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_

**Reservation of Plot Payment Plan (if applicable)**

Row: \_\_\_\_\_ Plot: \_\_\_\_\_

Deposit Paid: \$ \_\_\_\_\_ (50%) Date: \_\_\_\_\_

I hereby agree to pay \$ \_\_\_\_\_ per \_\_\_\_\_ off my Cemetery account.

(This account will be finalised within 12 or 24 months of the date of the original invoice).  
I fully understand that if I fail to make payment as per this agreement, I forfeit all rights pertaining to

this plot, and will make full and final payment within 21 days or the plot will be released.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

**OFFICE USE ONLY - Reception please note - A manual receipt should be completed for this deposit**

**and the form then passed on to the Debtors Clerk to raise the invoice.**

Deposit Amount: \_\_\_\_\_

Manual Receipt No: \_\_\_\_\_

Manual Receipt Date: \_\_\_\_\_

Debtor Amount: \_\_\_\_\_

Debtor Code: \_\_\_\_\_

Date Entered into Database: \_\_\_\_\_

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