



2. CEMETERIES

Policy 2.1

CEMETERY OPERATIONS

Version 3

2. CEMETERIES

2.1 CEMETERY OPERATIONS

OBJECTIVES

1. To provide appropriate standards for the services provided at Council operated cemeteries.
2. Provide a consistent approach to the operation of cemeteries owned, managed and maintained by Council.

POLICY

1. GENERAL

- 1.1 Council owned cemeteries include Lithgow, Hartley, Pipers Flat (Wallerawang), Portland, Cullen Bullen, Capertee, Meadow Flat, Sunny Corner, Dark Corner, Palmers Oakey, Rydal, Bowenfels, Lowther and Glen Alice.
- 1.2 This policy applies to all cemeteries that are under Council's control.
- 1.3 This policy applies to all individuals, organisations, businesses and Council staff who enter a cemetery under Council's control.
- 1.4 Cemetery fees for services provided are set out within Council's Annual Operational Plan fees and charges document.
- 1.5 Council's Cemetery Application form must be completed for every new application and submitted to Council's Cemetery Administration Officer. The form can be found on Council's website and it details requests for various services offered by Council.
- 1.6 Council's Monumental Application form must be completed for all new monuments and headstones.
- 1.7 Columbarium Walls are located at Lithgow, Wallerawang, Portland, and Cullen Bullen, Capertee, Hartley and Glen Alice.
- 1.8 Garden positions are available at Lithgow, Wallerawang, Portland and Cullen Bullen.

2. STANDARD CONDITIONS

- 2.1 Two working days notice must be given at all times to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will only be considered if achievable.
- 2.2 A Notice of Interment form needs to be completed by Council's Cemetery Administration staff and then forwarded to the Cemetery Officer.
- 2.3 All burials etc. shall take place between 8:30am and 3:30pm weekdays. After hours can be negotiated and approved by the Executive Manager Operations.
- 2.4 Grave Allotment Sizes –
 - Lithgow Lawn Section - 2.4m x 1.0m
 - Lithgow Lawn 2 – 2.4m x 1.2m
 - Lithgow Monumental Section – 2.4m x 900m
 - Rural Lawn Section – 2.4 x 1200m
- 2.5 Depth –
 - Single – 1.22m
 - Double – 1.8m
- 2.6 "Probing" will be conducted by Council staff to determine the feasibility of a double interment prior to approval. It should be noted that this process is limited to the condition of the casket from the first interment and is often unreliable.
- 2.7 Council's Cemetery Staff (or those contracted to Council) will prepare graves. The preparation includes –
 - Digging
 - Laying boards, mats, bars and imitation grass
 - Plastic lining if supplied by Funeral Directors
 - Placement of grave cover on the grave awaiting arrival of Funeral Directors
- 2.8 Council will supply boards, mats, bars, imitation grass and a grave cover for all Funeral Directors as a standard procedure for all interments.
- 2.9 On request by a Funeral Director, Council will supply chairs for graveside services.
- 2.10 Funeral Directors are required to supply lowering tapes and a marquee if required.

- 2.11 Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. Once the grave cover is removed, the site becomes the responsibility of the Funeral Director as their "Place of Work". The responsibility of the site concludes when the last of the Funeral Directors employees leave the site having covered the grave for safety reasons, with an approved grave cover, supplied by Council.
- 2.12 Council will backfill a grave within one hour of the removal of the Funeral Directors equipment. It is recommended that the Funeral Directors advise the family of the deceased not to be present during the filling of a grave as some families find this process distressing.
- 2.13 In the event of a reopening, Council will remove any masonry at a set fee approved by Council. If the masonry work is required to be dismantled and has been constructed in a professional manner and Council damages it in the process of removal, Council accept full responsibility to the repairs to the masonry. If however the masonry appears to be constructed in an unworkmanlike manner or shows signs of significant disrepair, Council will hold the owners of the headstone responsible for the repairs. An assessment will be carried out by Council's Cemetery Officer and the Undertaker will be given sufficient notification before work takes place.
- 2.14 Participation by Council staff in the actual interment process is not permitted. This specifically precludes Council staff carrying the casket from the funeral car.
- 2.15 All activities undertaken within the Cemetery Grounds shall comply with relevant Council, WorkCover and Occupational Health and Safety requirements.
- 2.16 If an "Owner of Right of Burial" or "Grantee" can not be identified, the ownership becomes the responsibility of the executor of the will and/or person with power of attorney.

3. RURAL LAWN CEMETERIES

- 3.1 The lawn cemeteries have no religious denomination sections.
- 3.2 Council is responsible for the maintenance of the lawn area and all plantings.
- 3.3 All shrubs, plants etc. within the cemeteries are planted and maintained by Council.

- 3.4 Flowers, plastic flowers and ornaments shall be retained by placing at the head of the site on the concrete strip. Such flowers will be removed as they deteriorate. No glass jars or solar lights are permitted.
- 3.5 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
- 3.6 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

4. LITHGOW CEMETERY LAWN 1 SECTION

- 4.1 The lawn cemetery has no religious denomination sections.
- 4.2 Council will maintain the lawn area.
- 4.3 All shrubs, plants etc within the cemeteries are planted and maintained by Council.
- 4.4 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate. No glass jars or solar lights are permitted.
- 4.5 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Council upon application and full costs of purchase and installation shall be met by the applicant.
- 4.6 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

5. LITHGOW CEMETERY LAWN 2 SECTION

- 5.1 Headstones are to be erected at least 150mm from the front of the concrete beam and maximum height of 900mm.
- 5.2 Headstones must comply with specifications as outlined in the Memorials section of the policy.

- 5.3 The lawn cemetery has no religious denomination sections.
- 5.4 Council will maintain the lawn area.
- 5.5 All shrubs, plants etc. within the cemeteries are planted and maintained by Council.
- 5.6 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate. No glass jars or solar lights are permitted.
- 5.7 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Council upon application and full costs of purchase and installation shall be met by the applicant.
- 5.8 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

6. MEMORIAL SECTIONS

- 6.1 Headstones must comply with specifications as outlined in the Memorials section of the policy.
- 6.2 Headstones can be removed by Council, at the cost of the applicant in line with current adopted Fees and Charges.

7. INTERMENT OF CREMATED REMAINS

- 7.1 Approval must be granted to inter ashes on receipt of payment.
- 7.2 Cremated remains shall be interred by Council's cemetery staff.
- 7.3 Approval will only be given to the "Owner of Right of Burial" or the "Grantee" (The original owner/purchaser of the right of burial. The recognised owner of the right of burial is that person(s) currently entered in the Cemetery's register or executor of the will, or person with power of attorney.)
- 7.4 Upon request, families can witness the interment of cremated remains into graves, columbarium walls and gardens.

8. MEMORIALS

- 8.1 No person shall erect a memorial headstone or any other structure on any allotment in Council's Cemeteries unless a Monumental Permit has first been issued.
- 8.2 The fee for a Monumental Permit is designated in the current Fees and Charges and once a permit has been paid for and approved, it will be issued to the applicant and the Monumental Mason.
- 8.3 Monumental Permit will only be issued to the "Owner of Right of Burial" or "Grantee". (The original owner/purchaser of the right of burial.) The recognised owner of the right of burial is that person(s) currently entered in the cemetery's register or executor of the will, or person with power of attorney.
- 8.4 All memorials and headstones must comply with the Australian Standards. AS 4204-1994 Headstones and cemetery monuments. Failure to comply can result in removal.

9. RESERVATIONS

- 9.1 Reservation of vacant plots and niches is permissible. Council's Cemetery Application form will need to be completed and approved by Council's Cemetery Administration Officer.
- 9.2 All such reservation plots, niche positions and garden positions are to be paid for, as per current fees and charges, at the time the reservation is being made unless the applicant has an existing account arrangement with Council. Only then shall a Right of Burial or reserve permit be issued.

Maintained by Department:	Operations	Approved by:	Council		
Reference:	Policy Register	Council Policy No:	2.1	Effective Date:	4/2/13
Min No:	V1 – 13-432 V2 – 16-188 V3 – 18-340	Version No:	3	Reviewed Date:	2022 – Each Council Term
Attachments:	Monumental Application Form Cemetery Application Form				

Administration Building: 180 Mort Street Lithgow
Postal Address: PO Box 19 Lithgow NSW
2790 PO Box 19 Lithgow NSW 2790
Phone: (02) 63549999
Fax: (02) 63514259
Email: council@lithgow.nsw.gov.au
Web: www.lithgow.nsw.gov.au
ABN: 59 986 092 492



MONUMENTAL APPLICATION FORM

APPLICANT'S FULL NAME:

ADDRESS: _____

_____ **TEL:** _____

RELATIONSHIP TO DECEASED: _____

MONUMENT/STONE MASON DETAILS:

ADDRESS: _____

_____ **TEL:** _____

DETAILS OF DECEASED PERSON/S

FULL NAME/S _____ AGE: _____ DATE OF DEATH: ____/____/____

DETAILS OF BURIAL ALLOTMENT/NICHE/GARDEN POSITION

CEMETERY: _____ SECTION: _____ ALLOTMENT: _____ ROW: _____

SIGNATURE OF APPLICANT: _____ DATE: ____/____/____

PERMISSION for any monumental work on any burial allotment **IS REQUIRED**

I the holder/rightful successor of a Right of Burial for a burial allotment do hereby consent to the application on this Right.

NAME OF OWNER OF RIGHT OF BURIAL (Purchaser/Executor/Power of Attorney) _____

Signature: _____

MONUMENTAL WORK

Written permission (permit) is required before any work commences within all Council Cemeteries. Contact is to be made BY MONUMENTAL/STONE MASONS with Council's Cemetery Officer (mobile 0407079288) UPON STARTING ALSO ON COMPLETION.

Specifications/detailed works plans and fee must be submitted with all applications before a permit will be released.

Proposed Starting Date: _____

FOR OFFICE USE ONLY

Fee Paid: \$ _____

Reg No _____ Payment Reg _____ Burial Reg _____ Burial Index: _____

Receipt No: _____

Dataworks _____ Map _____ Grantee: Dataworks _____ Hardcopy _____

Date: ____/____/____

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

Administration Building: 180 Mort Street Lithgow
Postal Address: PO Box 19 Lithgow NSW
 2790 PO Box 19 Lithgow NSW 2790
Phone: (02) 63549999
Fax: (02) 63514259
Email: council@lithgow.nsw.gov.au
Web: www.lithgow.nsw.gov.au
 ABN: 59 986 092 492



CEMETERIES APPLICATION FORM

APPLICANT'S FULL NAME:

ADDRESS: _____

_____ **TEL:** _____

RELATIONSHIP TO DECEASED: _____

FUNERAL DIRECTOR DETAILS:

ADDRESS: _____

_____ **TEL:** _____

DETAILS OF DECEASED PERSON/S

FULL NAME/S _____ AGE: _____ DATE OF DEATH: ____/____/____

DETAILS OF BURIAL ALLOTMENT/NICHE/GARDEN POSITION

CEMETERY: _____ SECTION: _____ ALLOTMENT: _____ ROW: _____

COLUMBARIUM WALL/GARDEN: _____ NICHE/POSITION NO: _____

SIGNATURE OF APPLICANT: _____ DATE: ____/____/____

PERMISSION for any work on or use of any burial allotment, niche/position which has been pre-purchased IS REQUIRED

I the holder/rightful successor of a Right of Burial for a burial allotment or holder of a Reserve Right to a Niche/Position do hereby consent to the application on this Right.

NAME OF OWNER OF RIGHT OF BURIAL/NICHE/POSITION (Purchaser/Executor/Power of Attorney) _____

Signature: _____

ASHES MEMORIALISATION

CREMATED REMAINS ARE LOCATED WITH: _____ **WITNESS:** _____

WORDING FOR PLAQUE (IF REQUIRED)

.....

SELECT APPLICATION REQUIRED BY TICKING BOX (Fees over Page)

- Purchase of Land (ROB) (**Pur Land**) Placement/Removal Ashes (**Internmt**) Burial Permission (**Internmt**)
- Plaques/Ashes/Reserve Niche/Position/Niche Removal (**Columb**)

FOR OFFICE USE ONLY

Reg No _____ ROB No _____ Payment Reg _____ Burial Reg _____ Burial Index: _____

Dataworks _____ Map _____ Grantee: Dataworks _____ Hardcopy _____

Fee Paid: \$ _____

Receipt No: _____

Date: ____/____/____

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Information provided to Council may be used in conjunction with any of Council's business operations. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.