



## **2. CEMETERIES**

Policy 2.1

CEMETERY OPERATIONS

Version 3

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#### ASSETS

The list below details the cemetery assets recognised by Council, and the level of service provided as such. Each cemetery has devolved from the the Crown to Lithgow City Council ownership however, not all cemeteries are actively managed.

<b>Cemetery Name</b>	<b>Cemetery Address</b>	<b>New Burials Permitted?</b>	<b>New Ash Interments Permitted</b>	<b>Council Maintained</b>
Capertee Cemetery	Castlereagh Highway, Capertee	Yes	Yes	Yes
Cullen Bullen Cemetery	Castlereagh Highway, Cullen Bullen	Yes	Yes	Yes
Dark Corner Cemetery	Dark Corner Road, Dark Corner	No	No	Yes
Hartley Cemetery	Great Western Highway, Little Hartley	Yes	Yes	Yes
Meadow Flat Cemetery	Mead Street, Meadow Flat	Yes	Yes	Yes
Portland Cemetery	Portland Road, Portland	Yes	Yes	Yes
Rydal Cemetery	Cartwright Street, Rydal	Yes	Yes	Yes
Wallerawang Cemetery	Pipers Flat Road, Wallerawang	Yes	Yes	Yes
Lithgow Cemetery	Great Western Highway, Lithgow	Yes	Yes	Yes
South Bowenfels Cemetery	Great Western Highway, South Bowenfels	No	No	Yes
Glen Alice Cemetery	Glen Alice Road, Glen Alice	Yes	Yes	Yes
Palmers Oakey Cemetery	Palmers Oakey Road, Palmers Oakey	No	No	Yes

Lowther Cemetery	Jenolan Caves Road, Lowther	Yes	Yes	Yes
South Bowenfels Cemetery	Old Bathurst Road, South Bowenfels	No	No	No
Lowther Park Cemetery	Lowther	No	No	No
Mount Wolgan Graves	Wolgan Road, Wolgan	No	No	No

## **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 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. No glass jars or solar lights are permitted. Flowers and ornaments must not exceed a height of 30cm and must not encroach on the lawn, adjacent graves or walkways.
- 3.3 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. All plaques must be consistent with the existing amenity of the cemetery.
- 3.4 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 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. No glass jars or solar lights are permitted. Flowers and ornaments must not exceed a height of 30cm and must not encroach on the lawn, adjacent graves or walkways.
- 4.3 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.
- 4.4 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 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. No glass jars or solar lights are permitted. Flowers and ornaments must not exceed a height of 30cm and must not encroach on the lawn, adjacent graves or walkways.
- 5.5 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.
- 5.6 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.

## **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.

## **10. MAINTENANCE**

- 10.1 Grounds maintenance:  
Council is responsible for fencing, rubbish removal, mowing, watering and weed control for all Council managed cemeteries. This includes the maintenance of roads, footpaths, lawn areas, shrubs, trees and plants, where applicable. Maintenance works will occur in accordance with their assessed priority and in consideration of available Council resources.



- 10.2 Headstone and monument repairs and maintenance:  
Headstones and monuments are the responsibility of the holder of the burial licence. Should these items be damaged, vandalised or fall into disrepair it is the responsibility of the burial licence holder to make repairs. All maintenance to monuments grave surrounds or slabs shall be performed by a suitably qualified Monumental Mason. If headstones or monuments are dangerous, Council may conduct immediate works to make the area safe. This work may involve the placement of a headstone on the ground to prevent it from falling and will not include repairs or reinstatement of the headstone. Any repairs or improvements must ensure the site is reinstated to the previous standard, with all rubbish or debris removed.
- 10.3 While flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip, Council reserves its right to remove such ornaments as they deteriorate.
- 10.4 Council reserves its right to remove and dispose of all unauthorised structures such as fencing, railing or edging around graves, monuments, statues, vases or holders, photographs, memorial plaques and attachments, plantings such as flowers and trees and any other structures that may detract from the presentation of the Cemetery or become a hazard to the public of Council employees.

<b>Maintained by Department:</b>	Operations	<b>Approved by:</b>	Council		
<b>Reference:</b>	Policy Register	<b>Council Policy No:</b>	2.1	<b>Effective Date:</b>	4/2/13
<b>Min No:</b>	V1 – 13-432 V2 – 16-188	<b>Version No:</b>	3	<b>Reviewed Date:</b>	Each term of Council
<b>Attachments:</b>	Monumental Application Form Cemetery Application Form				