



LITHGOW CITY COUNCIL

1. CEMETERY OPERATIONS

DRAFT

Policy

CEMETERY OPERATIONS

Version 1

1. OBJECTIVE

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 Lithgow City Council.

2. GENERAL

1. Council owned cemeteries include Lithgow, Hartley, Wallerawang, Portland, Cullen Bullen, Capertee, Meadow Flat, Sunny Corner, Dark Corner, Palmers Oakey, Rydal and Lowther. Note: The Catholic section at Lowther is privately owned and includes separate internment costs.
2. Glen Alice cemetery is on Crown land and burials are permitted. Fees apply for internments and no ROB's are permitted at Glen Alice.
3. This policy applies to all Cemeteries that are under Lithgow City Council's control.
4. This policy applies to all individuals, organisations, businesses and Council staff who enter a cemetery under Lithgow City Council's control.
5. Cemetery Fees for services provided are set out within the Lithgow City Councils Management Plan which is reviewed annually.
6. Lithgow City Council's cemetery application form must be completed for every new application and submitted to Council's cemetery administration officer. The form is an attachment to Council's cemetery Policy and it details requests for various services offered by Council.
7. Lithgow City Council's monumental application form must be completed for all new monuments and headstones.
8. Columbarium Walls are located at Lithgow, Wallerawang, Portland, and Cullen Bullen. New walls are programmed for Capertee and Hartley in the near future.
9. Garden positions are available at Lithgow, Wallerawang, Portland and Cullen Bullen.

3. STANDARD CONDITIONS

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. A Notice of Internment form needs to be completed by Council's Cemetery Administration staff and then forwarded to the Cemetery Officer.
3. All burials etc shall take place between 8:30am and 3:30pm weekdays. After hours can be negotiated and approved by Group Manager Operations.
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
5. Depth –
 - Single – 1.22m
 - Double – 1.8m
6. "Probing" can be conducted by Council staff to determine the feasibility of a double interment. It should be noted that this process is limited to the condition of the casket from the first interment and is often unreliable.
7. Preparation of Graves – Lithgow City 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.
8. Lithgow City Council will supply Boards, Mats, Bars, Imitation Grass and a Grave cover for all funeral directors as a standard procedure for all interments.
9. On request by a funeral director, Lithgow City Council will supply chairs for Graveside services.
10. Funeral Directors are required to supply lowering tapes and a marquee if required.

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 Lithgow City Council.
12. Lithgow City 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.
13. In the event of a reopening, Council will remove any masonry at a set fee approved by Council. \$500 for the removal and replacement of headstones and grave covers. 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, 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.
14. Participation by Council staff in the actual internment process is not permitted this includes Council staff carrying the casket from the funeral car.
15. All activities undertaken within the Cemetery Grounds shall comply with relevant WorkCover and Occupational Health and Safety requirements.
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.

RURAL LAWN CEMETERIES

1. The lawn cemeteries have no religious denomination sections.
2. Lithgow City Council is responsible for the maintenance of the lawn area and all plantings.
3. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.

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.
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.
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.

LITHGOW LAWN SECTION (ROWS A-M)

1. The lawn cemetery has no religious denomination sections.
2. Lithgow City Council will maintain the lawn area.
3. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.
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.
5. That Council 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.
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.

LITHGOW LAWN 2 SECTION

1. Headstones are to be erected at least 150mm from the front of the concrete beam and maximum height of 900mm.

2. Headstones must comply with specifications as outlined in the Memorials section of the policy.
3. The lawn cemetery has no religious denomination sections.
4. Lithgow City Council will maintain the lawn area.
5. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.
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.
7. That Council 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.
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.

MEMORIAL SECTIONS

1. Headstones must comply with specifications as outlined in the Memorials section of the policy.
2. Headstones can be removed by Council, at current Management Plan Fees and Charges.

INTERMENT OF CREMATED REMAINS

1. Approval must be granted to intern ashes on receipt of payment.
2. Cremated remains shall be interred by Lithgow City Council's cemetery staff.
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.)

4. Upon request, families can witness the interment of cremated remains into graves, columbarium walls and gardens.

MEMORIALS

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.
2. The fee for a Monumental permit is designated in the Fees and Charges and once a permit has been paid for and approved, it will be issued to the applicant and the monumental mason.
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.)
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.

RESERVATIONS

1. Reservation of vacant plots and niches is permissible. Lithgow City Council's cemetery application form will need to be completed and approved by Council's cemetery administration officer.
2. All such reservation plots, niche positions and garden positions are to be paid for, at current Management Plan prices, at the time the reservation is being made unless the applicant has an existing account arrangement with Lithgow City Council. Only then shall a Right of Burial or reserve permit be issued.
3. Council has the discretion to buy back unused sites at a value equal to 80% of the current cost of a Burial plot, niche position and garden position. Proof of ownership will be required or applications in writing will need to be approved by Lithgow City Council's Group Manager Operations.

Maintained by Department:	Operations	Approved by:	Council	Exhibition Date:	
Reference:	Policy Register	Council Policy No:		Effective Date:	
Min No:		Version No:	1	Review Date:	Annual

Attachments:

Monumental Application Form
Cemetery Application Form