



# Cabonne Cemeteries Policy

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	22 May 2018
<b>Author</b>	Senior Environmental Services Officer
<b>Owner</b> <i>(Relevant director)</i>	Director of Environmental Services
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
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<b>Minute number</b> <i>(once adopted by Council)</i>	18/05/20

## 2 Summary

Outlines the Council's role and responsibilities, and that of other users of Council's cemeteries, in relation to the use, upgrade and maintenance of all cemeteries in the Cabonne Local Government Area.

## 3 Approvals

Title	Date Approved	Signature
Director of Environmental Services		

## 4 History

Minute No.	Summary of Changes	New Version Date
05/12/06	Referred to DES PA for review – 02/11/06	
	Revision of previous Policy document (05/12/06)	March 2010
10/03/19	Adopted by Council	15 March 2010
12/03/23	Readopted with an updated policy	19 March 2012
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

## 5 Reason

Cabonne Council currently has 11 working cemeteries, and a number of non-operational cemeteries for which Council has a responsibility to maintain.

This policy indicates Council's willingness to provide maintenance and administration to cemetery facilities throughout the Local Government Area.

This policy also details expectations of others operating at Council cemeteries such as Crematoriums, Funeral Directors, Grave Diggers and other contractors.

## 6 Scope

This policy at all times encompasses:

- All cemeteries in the Cabonne Local Government Area;
- Staff employed for the maintenance, administration and supervision of Cabonne's cemeteries;
- Crematoriums, Funeral Directors, Grave Diggers and other contractors which operate in Cabonne Council's Cemeteries
- Cabonne residents, ratepayers and visitors to the Cabonne Local Government Area.

## 7 Associated Legislation

Crown Lands Act 1989

Local Government Act 1993

Public Health Act 1991

Environmental Planning and Assessment Act 1979

Heritage Act 1977

Australian Heritage Commission Act 1975

## 8 Definitions

### 9 Responsibilities

#### 9.1 GM

The General Manager is responsible for the overall control and implementation of the policy.

#### 9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

#### 9.3 Supervisors

To ensure that the Cemetery Maintenance Officers and administrative staff have the training, support and equipment required to carry out maintenance and management of this policy.

#### 9.4 Employees

Cemetery Maintenance personnel must implement procedures associated with this policy.

#### 9.5 Crematoriums, Funeral Directors, Grave Diggers and other contractors

Crematoriums, Funeral Directors, Grave Diggers and other contractors working at any of Cabonne Cemeteries must implement procedures and management guidelines associated with this policy.

## 10 Related Documents

Document Name	Document Location
Cemetery Administration Procedures Manual	Environmental Services
Cabonne Council Cemetery Management Guidelines	Environmental Services

## 11 Policy Statement

THAT:

1. Council maintain and administer existing working cemeteries in Cabonne's Local Government Area in line with current cemetery procedures.
2. Council provide basic maintenance to non-operational cemeteries in the Local Government Area, for which Council has a responsibility to maintain, in line with current cemetery procedures.
3. Funeral Directors, Crematoriums, Grave Diggers and any other contractors operating in Council's cemeteries abide by Council's operational procedures and cemetery management guidelines.