

2020

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Cemetery Plan of Management



NARRABRI SHIRE
DISCOVER THE POTENTIAL

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Introduction

The Narrabri Shire Cemetery Plan of Management reflects the intent of the NSW Cemeteries and Crematoria Act 2013 and other NSW legislation, regulations and guidelines relevant to the administration of cemeteries.

Council as the administrator of cemeteries is the sole determinant of dignified behaviour within cemetery. This includes what constitutes a dignified funeral, monument design and installation, and the placement of tributes in addition to the permanent monument.

To minimise conflict as to what Council considers dignified and appropriate conduct within cemeteries managed, Council has prepared and implemented this Plan of Management.

This Plan of Management provides the instructions necessary for Council staff to administer the routine functions of Council operated cemeteries.

1. Provisions at Cemeteries

Council will make such provisions as it considers necessary for the following:

- a) the setting aside of sections for different types of burials;
- b) the establishment of standards of construction and design for monuments and structures;
- c) the size, multiple use and location of burial places;
- d) interments;
- e) the erection or installation of structures and the making of inscriptions;
- f) the carrying out of work by monument masons;
- g) the qualifications required by, and the security deposits to be lodged by, monument mason;
- h) the removal, replacement and maintenance of structures;
- i) the improvement and maintenance of cemeteries;
- j) the making of arrangements for the care of burial places on an annual or other basis;
- k) the supply of goods and services incidental to the conduct of burials and other matters relating to cemeteries;
- l) the conduct of religious or other ceremonies of burial, cremation, disposition or commemoration;

1.1. COMMENCEMENT

This Plan of Management is to commence as of the date of first formal adoption by Council.

1.2. AMENDMENT

This plan shall be only amended following a period of exhibition for public consultation in accordance with Council's Policy on Policy Making with the following exceptions:

- a) Council staff may edit and create forms as necessary to implement this management plan.
- b) This plan is to be amended to facilitate changes required due to the passage and/or amendment of legislation which affects this plan.
- c) Amend the minimum insurance requirements required by Funeral Directors.

1.3. APPLICATION

This Plan of Management applies to all cemeteries, crematoriums and memorial gardens administered, operated and maintained by Council.

This Plan of Management does not affect the operation of any Regulations under the Public Health Act 1991 relating to cemeteries and crematoriums, or any other Statute or Regulation legally applicable within the Commonwealth of Australia.

1.4. DEFINITIONS

In this Policy:

"applicant" means the person making an application

"appropriate fee" means a fee determined by Council

"Burial Order" or "Order for Burial" describes a documented approval issued by Council that authorises the interment of a body.

"burial place" means a grave site, vault site, crypt site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

"cemetery" or "cemeteries" means an area containing one or more burial places

"columbarium wall" is a wall constructed to facilitate the interment of ashes.

"Council" means the Narrabri Shire Council

"grantee" means the person to whom a right of burial is granted.

"grave" or "gravesite" means a plot issued with a right of burial that has been used to inter remains in a casket.

"monument mason" a tradesman mason or person possessing the necessary skills demonstrate the ability to carry out monument masonry work.

"monument" means any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.

"next of kin" means an executor named in the will of the person or a person who immediately before the death, was a personal representative of the person.

"plot" a term used to describe a discrete physical locality within a cemetery or columbarium wall for which a right of burial can be issued.

"pre-need burial right" means a burial right granted prior to need.

"Recognised Funeral Directors Association" being either The Funeral Director Association of NSW (<http://www.funeralassocnsw.com.au/>), The Funeral Directors Association of Queensland (<http://www.qfda.com.au/>) or The Australian Funeral Directors Association (<http://www.afda.org.au/>).

"register" means Council's formal repository of data containing all the required details of a burial, cremation, memorial site, inurnment right or burial right.

"reservations" means a pre-need burial right.

"right of burial" means an exclusive right of entitlement to a burial place granted by Council to a person or persons.

- a) for a burial or memorial right
- b) for a work permit or other consent issued by Council staff
- c) for burial or cremation

2 ADMINISTRATION OF CEMETERIES

2.1. RIGHT OF BURIAL

- a) A Right of Burial is a special land title which gives the right of ownership of the specified place in a cemetery to an individual.
- b) Both the Right of Burial and land for plot fee must be paid at the time of acquisition of a Right of Burial when a Right of Burial is purchased (where these fees are levied as separate charges by Council).
- c) There is no legal requirement for Council to facilitate pre-need burial right however pre-need burial rights have traditionally been sold to facilitate the purchase of adjacent plots by relatives of a deceased person.
- d) The practice of issuing pre-need Burial Right will be continued for all areas excepting lawn cemeteries. Burial Rights at lawn cemeteries will only occur when a funeral is to take place, at this time a second adjacent plot may be booked (ie, a maximum of 2 plots can be reserved with one to be used immediately, in the case of the burial of a child 2 plots can be reserved for the parents of the deceased child).
- e) A Right of Burial can be issued in the names of more than one natural person.
- f) Council staff will determine the order in which right of burials to unassigned plots in a cemetery are assigned (ie, a person wishing a right of burial may ask but is not entitled to demand which plot is assigned).

2.2. REFUSAL TO GRANT EXCLUSIVE RIGHT OF BURIAL

- a) Refusal to grant exclusive right of burial Council staff will refuse to grant an exclusive right of burial to any person if, in the opinion of a Council staff member, that the grant would create a monopoly or encourage dealings in such rights as a business.
- b) Council staff will refuse to transfer a right of burial to any person if, in the opinion of Council staff, the transfer would result in a commercial transaction.

2.3. TRANSFER OF A RIGHT OF BURIAL

- a) Council staff will facilitate the transfer of a right of burial as a result of a bequest following receipt of written evidence authorising the transfer and payment of the appropriate fee, and where this transfer does not facilitate the creation of a monopoly or a commercial transaction within the cemetery.

2.4. CANCELLATION OF A RIGHT OF BURIAL

- a) Council staff may cancel a right of burial if the right of burial is not exercised within 60 years of issue.

2.5. REGISTER OF BURIAL PLACES

- a) A register of burial, as required by the Regulations of the Public Health Disposal of Bodies Regulation 2002, must be kept in respect of all burial places.
- b) Each entry in the register must include the following information for each burial place:
 - (i) Name, age, and last address of the person whose body or remains were buried.
 - (ii) Their date of death
 - (iii) The date of burial
 - (iv) The section and allotment of the burial
 - (v) The name of any person who continues to hold any right of burial in that allotment
 - (vi) The name of the funeral director who transported the body to the cemetery
 - (vii) The fees paid to Council for the burial.
- c) The register can be either in paper or electronic form.

2.6. PUBLIC ACCESS TO BURIAL REGISTER

- a) The public is permitted access to the burial register during Council's ordinary business hours, and no charge is levied to view records when viewed in person at Council's Administration building.
- b) Council will charge for photocopies of the register in accordance with Council's Management Plan (Fees and Charges) for copying services.
- c) If the cemetery register is available electronically Council staff may elect to place the register online (ie on the Internet,) in any format it chooses.

2.7. A REGISTER OF PRE-NEED BURIAL RIGHTS.

- a) Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by-

- (i) Surname
 - (ii) Date of Burial
 - (iii) Burial Place location
- b) Each register entry must contain the name and address of the owner of the burial right.
 - c) Each burial must be recorded in its respective register IMMEDIATELY after the service.
 - d) Registers may be amended to remove or correct inaccuracies.
 - e) Council staff must, on application made by any person, make available to the person a copy of any entry made in the burial or cremation registers.
 - f) Such applications shall be made in writing or on a form supplied by Council.
 - g) Each form shall be limited to a single register entry
 - h) A fee, as approved by Council from time to time, may be charged for each application.
 - i) The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

2.8. CERTIFICATES OF EXCLUSIVE RIGHT OF BURIAL

- a) Council will issue to the owner of an exclusive right of burial a certificate, clearly showing
 - (i) The owners name and address
 - (ii) The amount paid
 - (iii) The date of issue
 - (iv) A description of the physical location of the grave
 - (v) The terms and conditions under which the certificate is issued.
- b) The application for a certificate must be made on a form provided by Council staff.
- c) Any fees relating to the purchase and issue of the certificate must be paid at the time of application.

2.9. FEES

- a) Fees for services are specified in Council's Management Plan (Fees and Charges)
- b) All fees are to be paid in advance, unless an approved credit arrangement is in place.
- c) Council staff are not to issue any certification until the appropriate fee if required in advance has been received.

3. PRIVACY

- a) As the cemetery register is a public document, transactions upon this registry are available to the public, in any forum or format.

4. BURIALS CONDUCTED BY PRIVATE CITIZENS

4.1. FUNERAL SERVICES

- a) Burial of bodies in Council cemeteries must be undertaken by a Council appointed Funeral business (*it is an offence for a person to be prepared or placed in a coffin at home it must be undertaken in a mortuary*).
- b) Boxed ashes may be interred by private citizens during Council's ordinary business hours if this can be accommodated by staff, otherwise ashes will be interred by staff.

5. RELIGIOUS TOLERANCE

- a) Council staff will endeavour to facilitate religious needs of the deceased and their families. Such requirements must be submitted in writing with sufficient time to accommodate their request.
- b) Council staff will not permit a religious activity to proceed where it is contrary to legislated requirements for burials.
- c) Council will charge additional fees to cover the costs of special requests as estimated by Council staff or incurred during the course of the funeral service.

6. BURIAL OF AMPUTATED BODY PARTS FROM A LIVING PERSON

- a) Council will not facilitate the interment of amputated body parts from a still living person (whether cremated or not).

7. REQUIREMENTS FOR FUNERAL BUSINESSES

7.1. AUTOMATIC RIGHT OF ACCESS TO CEMETERIES

- a) Funeral Directors and Funeral Businesses do not have an automatic or an inalienable right to access Council cemeteries to conduct funeral services.
- b) All Funeral Businesses must meet all Council's Licensing requirements (Sections 7.2 & 7.3).

7.2. BUSINESS STATUS

- a) Only Australian registered companies will be permitted to operate in Council managed cemeteries from the adoption of the plan with the exception of:
 - (i) SCHWAGER FUNERALS NSW Registered Business No. NSW F7515117 which may conduct business as a sole-trader.

7.3. LICENSING REQUIREMENTS

Businesses wishing to conduct operations in cemeteries operated by Council must provide

- a) evidence of:
 - (i) at least one director employed by the funeral business possesses appropriate qualifications to work in the funeral industry (eg, Australian Qualifications Framework certificate) OR;
 - (i)a. a letter from a recognised Funeral Directors Association (not more than 3 months old at the time of submission) that the funeral business is employing persons it believes are adequately experienced to provide funeral services,
 - (ii) current workers compensation,

- (iii) a current public liability insurance to a value not less than \$20,000,000,
 - (iv) documented, safe working procedures that meets the requirements of WH&S legislation,
 - (v) the self-completed Schedule 4 Audit Tool & Part 2 found in the NSW Health – Guidelines for the Funeral Industry for the premise from which they will operate their business,
- b) acknowledge on a business letterhead that the business will adhere to Council’s Plan of Management governing cemetery operations,
- c) make available on request the businesses mortuary register of the business,

7.4. FAILURE TO MEET REQUIREMENTS

- a) Whenever one or more Licensing Requirements are not met the Funeral Business is automatically denied entry from Council’s cemeteries until such time as the requirements are met.

7.5. PERIOD OF GRACE TO OBTAIN QUALIFICATIONS

- a) Funeral businesses regularly operating in Council’s cemeteries as at the time of this plan’s adoption have 4 months to meet Council’s licensing requirements for Funeral Businesses.
- b) The period of grace specified by this plan does not apply where there is a legal or safety requirement to have an element already in place.

7.6. TRAINING

- a) A funeral business must ensure that appropriate WHS training and induction is provided and recorded, to employees prior to the employee commencing duties in Council cemeteries.

7.7. SEPARATION OF COUNCIL FEES CHARGES ON QUOTATIONS AND INVOICES

Funeral businesses wishing to conduct business in Council cemeteries must show Council’s fees and charges separately from the costs of the funeral businesses on:

- a) Quotations, and
- b) Invoices

To all clients, and potential clients, and be able to demonstrate this practice is occurring upon written request from Council staff.

7.8. ENTERING A GRAVE

- a) A Funeral Business must ensure that any employee/contractor who enters an open grave possesses appropriate training, and holds a working below grounds permit and must fill out approved permit for this work and submit to council upon completion have the appropriate control measures in place prior (eg, shoring) prior to entry.

7.9. REASONABLE NOTICE

- a) Funeral Businesses are to provide reasonable notice that a funeral is required.
- b) Wherever possible 48 hours is to be provided to Council staff, where less notice is provided Council staff may advise that the request proposal cannot be accommodated.
- c) For burials on the first day of a new working week both the notice must be received by midday on the last normal working day or the penalty loading for fees will apply.

7.10. ADVERTISING FUNERALS

- a) A Funeral Business is not to advertise nor advise their clients of a funeral time until the proposed time for the funeral service has been approved by Council staff.
- b) If an advertisement is placed by a Funeral Business without confirmation of the funeral time and Council is unable to accommodate the requested time it is the responsibility of the Funeral Business to advertise the correct time and to take all measures necessary to clarify that the advertised funeral time was not approved. The Funeral Business is responsible for all financial costs associated with publishing the correct time.

7.11. PAYMENT OF FEES

- a) Appropriate fees must be paid both in full and in advance for any service governed by Council's current Plan of Management.
- b) Payment of fees in advance is not required where the Funeral Business has been approved to become an account customer.
- c) If an account customer is late in paying fees their authority to conduct funerals in Council's cemeteries will be revoked.

7.12. NOTICE OF COUNCIL'S PLAN OF MANAGEMENT FOR CEMETERIES TO CUSTOMERS

- a) Council will supply to Funeral Businesses an information package on Council's cemeteries that Funeral Businesses must supply to clients.
- b) The information kit will include a form that the client needs to complete which acknowledges and accepts that Council has rules in place for its cemeteries that must be abided with. This form must be sent to Council prior to burial occurring.
- c) The cost of creating and supplying the information package to the Funeral Business will be met by Council.

7.13. CONDUCT OF SERVICE

- a) Approval to conduct funeral services does not provide exclusive use of a cemetery.
- b) Any litter created during the course of a funeral service is to be collected and deposited in an appropriate location by the Funeral Business.

7.12. WARNING / SUSPENSION / CANCELLATION OF ACCESS TO COUNCIL CEMETERIES

- a) Authorised Council staff may issue a warning letter, or suspend or cancel access to Council's cemeteries by Funeral Businesses in the event a Funeral Business, Funeral Director, or employee:
 - (i) Does not meet Council's requirements for payment, or in the opinion of the General Manager is or likely to become insolvent (bankrupt),

- (ii) Acts contrary to the rules specified in this plan,
 - (iii) Does not conduct's burials in accordance with legislated requirements,
 - (iv) Engages in morally reprehensive behaviour during the conduct of funerals,
 - (v) Is convicted of a civil or criminal offence, where the potential penalty of the offence includes a period of imprisonment,
 - (vi) Or following or a written request or instruction from an Australian court, Federal or State Government Department, Police Service, for a warning letter to be issued, or for the businesses activities to be suspended or ceased,
 - (vii) Fails to pay an accounting owing to Council.
- b) The warning, suspension, or cancellation must be in writing and include the reason(s) for the issuance of correspondence.
 - c) Copies of warning, suspension or cancellation may be sent to the Funeral Directors Association that the Funeral Business belongs to for their consideration, NSW Health, or other relevant party for investigation or their information.

7.13. APPEALS BY A BUSINESS

- a) Appeals on a decision are to be submitted to the General Manager, Narrabri Shire Council in writing and must include reasons why a decision should be reconsidered. The appellants will receive a written response within 14 days of receipt of the appeal.

8. FUNERAL SERVICES

8.1. PREFERRED SERVICE TIMES

- a) The preferred time for funeral services (commencement and conclusion of a service) are on business days between 8am and 3.30pm.
- b) Funerals are permitted on weekends. Public holidays (specifically Christmas and Easter periods) are to be avoided as these are times of high visitation at a cemetery.
- c) A funeral service must not take place between sunset and sunrise without written consent from Council staff.

8.2. ORDER FOR BURIALS

- a) Burials are NOT to take place unless an ORDER FOR BURIAL has been issued by Council staff.
- b) The issue of an Order for Burial shall be issued after the prescribed fee has been paid.
- c) Burial shall be in accordance with the Regulations of the Public Health (Disposal of Bodies) Regulation 2002.

9. EMERGENCY BURIALS

- a) Where requested by a Police officer, a representative from NSW Health, the NSW Coroner, or Incident Controller of an activated Local Emergency Management Committee an emergency burial will be facilitated by Council staff.
- b) In this instance the appropriate fee does not need to be paid in advance.
- c) An emergency burial includes mass burials (eg, following a catastrophe). In this instance, guidance on how to conduct such a burial will be obtained from the NSW Department of Health.

10. GRAVE DIGGING

- a) Council staff determine whether the digging of a grave is organised by Council staff or the Funeral business.
- b) If Council staff elect to perform / organise the digging of a grave the appropriate fee will be charged for this service.
- c) A Funeral Business may not instruct Council staff to undertake or not undertake grave digging, nor overrule Council staff's decision on who is to provide this service
- d) Persons undertaking grave digging must be appropriately qualified to undertake grave digging and must supply companies trading name and public liability insurance and qualifications of staff if the contractor is currently registered with Council this will be sufficient to meet this clause any new company or contractor will need to provide this information prior to works these records will remain valid for twelve months after the submission after this period the contractor will then need to submit a new application with relevant approvals attached..
- e) Open (prepared) graves must be covered with an appropriate structure to prevent persons from falling in if they are left unattended, unless an appropriate alternative barrier is in place.

11. EXHUMATION

The Public Health (Disposal of Bodies) Regulation 2002 is the guiding piece of legislation for exhumations.

11.1. MINIMUMS CONDITIONS

An Order for Exhumation is not to be issued unless:

- (i) an exhumation has been ordered by a Court or Public Health Unit of NSW Health, or;
 - (ii) written consent has been obtained from the Director-General Of The Department Of Health (NSW);
 - (iii) and; any fee(s) due have been paid in full to Council.
- a) any additional special costs (that Council either anticipates or incurs during the exhumation) must be paid for by the applicant.
 - b) a person must not proceed with an exhumation unless an officer of the Department of Health or an environmental health officer (whether an officer of the Department of Health or otherwise) is present at the exhumation.

11.2. CESSATION OF EXHUMATIONS

- a) A person must not proceed with an exhumation if an officer of the Department of Health, or an environmental health officer orders the exhumation to stop.
- b) In the event the exhumation must cease the cost of the exhumation will not be reimbursed in part of full.

11.3. SPECIAL EXHUMATION CONDITIONS

- a) The NSW Health policy specifies that relatives of the deceased are prohibited from attending exhumations.
- b) A Funeral Director must be in attendance to receive remains and recovered remains must be placed in a new coffin or container prior to reburial, or transport.

12. PROHIBITED – ALL CEMETERIES

A person (other than an authorised employee or contractor of Council) must not do any of the following (within a cemetery without written exemption from Council):

- a) Erect an unapproved monument / structure or tribute
- b) damage, deface, interfere with or alter burial places
- c) damage, deface, interfere with or alter monuments
- d) bury, inter or exhume any human remains, whether cremated or not, without permission
- e) enter or remain in a cemetery between sunset and sunrise
- f) bring onto the cemetery any diseased animal or any noxious animal
- g) cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision
- h) take part in any gathering, meeting or assembly, except for religious, research, historical, cemetery maintenance, educational, burial or memorial purposes;
- i) engage in trade or commerce; nor distribute any circulars, advertisements, paper drawn or photographic material
- j) drive a vehicle at a speed of more than 8 kilometres per hour
- k) drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes
- l) drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic
- m) teach, learn, or practice driving a vehicle
- n) camp or reside on the land
- o) possess or consume an alcoholic or intoxicating beverage or substance (except alcohol directly associated with the religious component of a funeral service)
- p) urinate or defecate (anywhere other than in a public toilet)
- q) bring or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances
- r) remove any dead timber, logs, trees, flora, whether standing or fallen
- s) hang an ornament from a tree or building
- t) kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced plant any tree, shrub, herbage or other plant without prior consent

- u) obstruct any authorised person or employee of, or contractor, of Council or any Funeral Business to, in the performance of the authorised person's duty or the employee's or contractor's, or Funeral Business' work in the cemetery
- v) walk over, mark, scratch or otherwise mutilate, deface, injure, interfere with, remove or destroy any Indigenous rock carving, its surrounds or any other Indigenous relic

Offenders will be prosecuted under relevant State or Federal Law.

13. GRAVE SITES

13.1. LIMITS

- a) The number of interments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Act (NSW)
- b) Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at a depth where its upper surface is not less than 900 millimetres below the natural surface level of the soil.
- c) Section 13 does not affect the interment of cremated remains.
- d) Plots can be excavated to accommodate a maximum of two (2) caskets. A maximum of two (2) ash interments can be made under the headstone of graves.

13.2. ABOVE GROUND ENTOMBMENT

- a) Council does not facilitate above ground entombments.

14. MONUMENTS & INSCRIPTIONS

14.1. GENERAL CONDITIONS

All monuments, memorials, foundations, vaults, tables, headstones, gravestones, kerbings, railings or other structure, must be:

- constructed in accordance with Australian Standards Association AS4204-1994 "Headstones and Cemetery Monuments" and AS4425-1996 "Above Ground Burial Structures" check act

14.2. STANDARD MONUMENT (OTHER THAN LAWN CEMETERIES)

- a) a standard monument comprises a slab constructed of concrete, marble, granite (or a combination of these materials) not higher than 600mm above natural ground level, with a headstone not thicker than 20% of the length of the plot, nor with a final height more than 1800mm above natural ground level at the time of construction, plus a maximum of 4 flower holding vessels, plus the requirement that no portion of a tribute or headstone extends beyond the edges of the slab, or;
- b) a headstone not thicker than 20% of the length of the plot, nor with a final height more than 1800mm above natural ground level at the time of construction, and with a total width less than 200mm of the reserved plot.

14.3. NON-STANDARD MONUMENTS (OTHER THAN LAWN CEMETERIES)

An application for the approval of a non-standard monument shall:

- a) be made to Council in writing;
- b) be accompanied by any prescribed fee;
- c) be accompanied by sketches, drawings and other particulars of the design that may be required by the Council staff; and,
- d) where the application relates to an inscription, be accompanied by a copy of the proposed inscription.

Authorised Council staff may approve a non-standard monument which is not located within a Lawn Cemetery and must report the granting of such an approval to the Council.

A small trade inscription (logo or insignia) is permitted in an inconspicuous location by the Monumental Mason (maximum 100mm x 100mm in size).

Inscriptions and monuments that could be interpreted as offensive in a public venue are not permitted. In the event of a dispute over an inscription the Council is the sole interpreter of offensive inscriptions and monuments.

15. AUSTRALIAN WAR GRAVES

Special consideration will be given to requests for monuments (erection and maintenance) received directly from the Office Australian War Graves (<http://www.dva.gov.au>).

16. MONUMENT MASONS

- a) A person shall not carry out any work as a monument mason within a cemetery without the written consent from Council staff.
- b) Council staff may issue approval to undertake work as a monument mason to any person it considers to be suitably qualified and insured to undertake such work.
- c) Any person may apply to work as a monument mason in a cemetery, provided the application is in writing and outlines their experience, Safe Working Methods, and scope of works and they have sufficient public liability (\$2000000) to cover works prescribed.
- d) Council staff may suspend or cancel approval of any person by giving notice in writing.
- e) The requirement to be an approved Monumental Mason does not apply to employees of Council who are undertaking works required by Council or contractors engaged in work assigned by Council staff.

17. REMOVAL OF STRUCTURES

Council staff may, (at any time);

- a) remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment which is unsafe, and/or;
- b) erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out.

Where any work that has been approved is not completed within a reasonable time Council staff may remove or demolish such partially finished work as it deems necessary to preserve the fabric (including aesthetic values) of the cemetery and public safety.

18. REMOVAL AND REPLACEMENT OF STRUCTURES ON REQUEST

Written requests addressed to the General Manager, Narrabri Shire Council may be submitted to remove or replace structures. Each will be considered on its merits with an appropriate fee determined on the basis of the work required to implement the request.

19. MAINTENANCE OF STRUCTURES & GROUNDS

- a) The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs & successors) who caused the monument or structure to be constructed,
- b) The owner is responsible for the upkeep, maintenance and repair of the monument.
- c) Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure.
- d) Where ground subsidence is evident, Council staff may fill and compact the ground.

20. CUSTOM COFFINS

20.1. COFFIN STANDARDS FOR BURIALS

- a) Council will not provide a hole wider than 800mm or longer than 2200mm¹. Custom coffins must be designed to fit well within these parameters (ie, smaller than the maximum) as the walls within a grave are not perfect edges.
- b) The depth of a coffin (from the base of the coffin to the top of the lid) may not be more than 1100mm in height.
- c) A coffin must still remain 900mm below the height of the soil when buried (*minimum depth of burial*).
- d) The funeral director is responsible for ensuring that a custom coffin complies with the minimum standards for coffins and that it is suitable and safe for use.
- e) A shroud or body bag can be used instead of a traditional coffin (this does not negate NSW health requirements governing minimum requirements for transport of the deceased).

20.2. COFFIN STANDARDS FOR CREMATIONS

¹ Except where soil properties requires graves spacing to be wider for example Pilliga Cemetery where the sandy soil requires a wider hole to prevent cave-ins.

- a) The funeral director is responsible for ensuring that a custom coffin intended for cremation is constructed suitably. Many materials are unsuitable for cremation because they emit noxious substances when burnt.

21. ASH RECEPTACLE

21.1. DESIGN OF ASH RECEPTACLE

- a) The ash receptacle must fit entirely within the space provided for the receipt of ashes.
- b) Oversized ash receptacles will be returned to the individual (or funeral director) responsible for supplying the receptacle for conversion to an appropriately sized.

22. SECOND INTERMENTS

22.1. RISK OF DAMAGE TO MONUMENTS

- a) The owner of a monument is responsible for the cost of repairing any damage to a monument that occurs during the process of moving a monument to facilitate an interment.
- b) Council staff and contractors engaged by Council for cemetery works are authorised to attempt to move existing monuments.
- c) All additional costs involved in moving of the monument for an interment prior and post interment by either staff or contractor will be responsibility of the monument owner
- d) Council may instruct the funeral director to engage the appropriate contractor to carry out all appropriate works to prepare monument for 2nd interment burials and to then replace existing monument in situ Council will engage this clause where location of cemetery is remote, council does not have suitable qualified staff and equipment, Monumental structures require specialised equipment or the risk of any movement is highly likely to cause significant damage
- e) Whilst all care is taken to preserve monuments there is an inherent risk of damage to a monument when being moved. A request for Council staff or Funeral Director to prepare a site for a second interment carries with it an automatic indemnity from the owner for any damage caused to the monument during its removal, storage, and replacement.

23. VEGETATION

- a) Council staff may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.
- b) Only Council staff may plant and maintain vegetation in a cemetery.

24. UNSAFE MONUMENTS

Where a monument is deemed by Council staff to be unsafe action will be taken to render the monument safe².

² Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method, which preserves the inscription, is recommended by the National Trust.

25. VERTICAL BURIALS

- a) Council may consider a vertically spaced cemetery (as opposed to a conventional horizontal spacing) in the future for lawn cemeteries.
- b) Vertically spaced cemeteries are not planned for any Council cemetery and not to be implemented for any burial, (unless a religious or cultural request to undertake such a burial is received).

26. SPECIAL CONDITIONS - LAWN CEMETERIES

26.1. GENERAL

Council staff will ensure that:

- a) Plinths are realigned into straight rows on a regular basis.
- b) Council supplied concrete plinths will be painted in Kamilaroi grey prior to placement, after this time it will become the responsibility of the next of kin or their nominee. Concrete plinths must be painted a uniform colour to Council's specification.
- c) Graves are not enclosed with any railing or kerbing
- d) Non-compliant plinths and structures are removed, as soon as possible after detection.

26.2. PLINTH / PLAQUE DESIGN AND REQUIREMENTS

All lawn cemetery plinths shall be of a uniform size and design and provided in either polished granite or concrete. Concrete plinths can be painted in a uniform colour provided by Council.

- a) Plaques for plinths can be made from bronze or another material provided it is suitable for the intended purpose, does not pose a safety hazard, and is consistent with the intent of other clauses in this document. Plaques which are damaged will remain the responsibility of the next of kin.
- b) All plinths in lawn cemeteries will be supplied by Council from the adoption of this plan by Council.
- c) Only one plinth is permitted per right of burial, and only one plinth is to be located upon a plot.
- d) Where Council supplies the plinth, the owner is responsible for supplying an appropriate plaque and maintaining the plaque.
- e) Plaques for plinths are not supplied or paid for by Council.
- f) Where an existing ornamental plinth (as recorded in this plan) is damaged, or has structural problems, Council will replace it with a standard plinth.
- g) A plinth (or existing ornamental plinth) may not be upgraded (ie, new fittings added, plinth swapped, or painted an alternate colour to the standard).
- h) Where a non-standard plinth exists, Council is not responsible for its care or maintenance. In the event a non-standard plinth fails it will be replaced by Council with a standard plinth the cost of the replacement plinth will not be covered by Council, (with a replacement plaque to be supplied by the family of the deceased).
- i) Council shall place a purchased plinth over each grave in the lawn cemetery as soon as practicable after a burial or interment has taken place in that grave. After 12 months, Council staff may remove all tributes (crosses) from site and install a plinth. A plaque will not be supplied by Council.
- j) A memorial plaque will be fitted by Council staff once supplied, provided the plaque is of a standard size and type acceptable to Council.

- k) Plaques can be developed with photographs, etchings and any other means to suitably commemorate those interred. The plaque must be designed to fit the maximum dimensions for the insert of the plaque. Care of the plaque is the responsibility of the owner.
- l) Any image used must display the face of the person interred at the location and cannot be interpreted as offensive in a public venue.
- m) Other than photographs and pictographs, no other form of media can be added to the plaque (e.g. sound, video, lights etc.).
- n) No objects (other than flowers, or solar light) permitted in the provided opening of the plinth are permitted on the plinth. Other objects placed around the base of the Plinth or on the interment site are not permitted in the exception of lawn cemetery sections 7 and 8 where items which are under 100mm in height are permitted within the outline of the concrete beam where the plinth has been placed these items must not over hang or obstruct interment or plinths that surround this site and these items must not be made of glass or be offensive to cultural or religious beliefs and the item must not contain alcohol or be in a container that held alcohol any item that does not follow these conditions will be removed.
- o) Where a non-compliant plinth is placed in a lawn cemetery, or an ornamental plinth recorded in this plan is altered structurally, Council staff shall:
 - (i) Treat such a plinth as if it were an unapproved tribute;
 - (ii) Replace the unapproved plinth with a blank standard plinth of approved design or, leave the plot bare.
- p) Where a non-compliant plinth (or monument) that has been removed from the lawn cemetery returns to the lawn cemetery without approval, Council shall remove and permanently discard the plinth (or monument).

26.3. EXISTING NON-COMPLIANT PLINTHS

At the March 1998 Ordinary meeting of Council it resolved (Vide Minute 172/98)

“That providing the plinths are the same sizes, colour and shape as those existing at the Narrabri Lawn Cemetery, material used may be granite, terrazzo, marble or cement with concrete being the standard provided by Council”.

With regards to these plinths (and non-compliant plinths at the Boggabri Lawn Cemetery) established between March 1998 and the adoption of this plan by Council these may remain within the lawn cemetery provided they are:

- a) Shown in this plan on the plots as recorded (Section **Error! Reference source not found.**) need to update
- b) The plinths are not altered (other than changes to the inscription to facilitate future interments) from as shown in Section **Error! Reference source not found.**

Resolution 172/98 is cancelled following adoption of this plan.

27. SPECIAL CONDITIONS – COLUMBARIUM WALLS

27.1. GENERAL

Council will honour any prior agreement to supply columbarium wall plaques. All plots sold after the adoption of the plan are to arrange their own plaque (in keeping with the design) and supply these to Council for fitting.

Each plot on a wall shall:

- a) Be fitted with a single bronze plaque the same size as is standard for each columbarium wall (**Error! Reference source not found.**). No plaques are to be constructed from marble, granite etc.
- b) Be accompanied by a single small flower vase (fitted to the right hand side of the plaque) identical to the bronze niche strap vase from Phoenix Foundry (77mm high 30mm opening diameter) as shown in **Error! Reference source not found.** and **Error! Reference source not found.**
- c) Have 4 corners, be straight edges, and painted bevelled edge design (as per Phoenix Foundry design specifications) with dimensions as show in the following table (**Error! Reference source not found.**).
- d) A motif or a single photo of the deceased can be included on the plaque (provided it fits within the plaque boundary).
- e) Text to be either brass or gold/brass in colour (as shown in **Error! Reference source not found.**).
- f) Council staff will fit all wall plaques with such plaques only being fixed where they are compliant with the design specifications.

27.2. REMOVAL OF UNAPPROVED STRUCTURES

- a) Should it become necessary for Council Staff to remove vases and other items and where in the Staff opinion these items are considered of value, they will be registered and stored at Councils Cemetery Works shed and be available for return to owners on request at the Narrabri Administration Building, for a period of up to six months, after which they will be disposed of.
- b) Oversized vases and other tributes can be removed were the tributes placed within them obscure or interfere with an adjacent plaque / plot / vase.

Table 1 Plaque Dimensions

Plaque Dimensions - Cemetery	Height	Width
Boggabri	120mm	145mm
Narrabri	120mm	145mm
Wee Waa	120mm	145mm

Figure 1 – Compliant Plinth and Flower Vase



Figure 2 – Illustration of Right hand fitted Niche Strap Vase (source: Phoenix Foundry design website)



28. THE MEMORIAL GARDEN

28.1. GENERAL

The Memorial Garden was completed in 2010 to provide an alternate ash interment option to the traditional Columbarium Wall. Those purchasing plots are to arrange a plaque (in keeping with the design) and supply this to Council for fitting.

Each plot shall:

- a) Be fitted with a single plaque to Council's standard. Plaques can be made from bronze or another material provided it is suitable for the intended purpose, does not pose a safety hazard, and is consistent with the intent of other clauses in this document. Plaques which are damaged will remain the responsibility of the next of kin.
- b) Be accompanied by two gold vases.
- c) Plaques can be developed with photographs, etchings and any other means to suitably commemorate those interred. The plaque must be designed to fit the maximum dimensions for the insert of the plaque. Care of the plaque is the responsibility of the owner.
- d) Text to be either brass or gold/brass in colour.
- e) Council staff will fit all plaques with such plaques only being fixed where they are compliant with the design specifications.
- f) Reservations of plots will only be accepted at the time of interment and will only be allocated on either side of this interment plot and must be paid for prior to the interment service.

29. TRIBUTES

29.1. 6-MONTH MOURNING PERIOD

- a) For the first 6 months following interment (or following the placement of the final monument) Council staff will permit the presence of more tributes than permitted by Clauses 29.2 and 29.3 with the following exceptions and conditions;
 - i) Glass does not form part any tribute;
 - ii) No more than two solar powered lights form part of the tributes;
 - iii) Tributes may not include alcohol / food / item that will attract vermin;
 - iv) Tributes do not restrict cemetery operations;
 - v) Aged flowers and wreaths will be regularly removed from the grave by Council staff;
 - vi) No tree, shrub or other plant is to be planted;
 - vii) Tributes are not offensive / disturb others, hinder cemetery operations, are appropriate to the site, and are located within the boundary of the plot.

Non-compliant and collected tributes (at the end of the 6-month period or placement of the final monument) which are in the Staff's opinion are considered of value, will be registered and stored at an appropriate location. They will be made available upon the request of the owner. After a period of up to six months they will be disposed of.

29.2. CEMETERIES (NON-LAWN CEMETERY AREAS)

- a) No floral or other tribute is permitted to be placed on the lawn area, or overhang the edge of the monument;
- b) Other than fresh flowers, a tribute cannot be greater than 300mm in height.

- c) Containers (vases and the like) required to hold floral tributes are restricted to three articles for each grave;
- d) Aged flowers and wreaths will be regularly removed from the grave by Council staff;
- e) No tree, shrub, or other plant is to be placed or planted in the cemetery;
- f) Should it become necessary for Council Staff to remove vases and other items and where in the Staff opinion these items are considered of value, they will be registered and stored at an appropriate location. They will be made available for collection upon the request of the owner, for a period of up to six months, after which they will be disposed of.

29.3. LAWN CEMETERIES

- a) No floral or other tribute is to be placed on the lawn area outside the extent of the approved plinth;
- b) Containers (vases and the like) required to hold floral tributes are restricted to one article for each grave with this container being placed in a special opening provided in the plinth;
- c) Glass is not permitted as part of any tribute;
- d) Solar powered lights are restricted to one article for each grave with the light being placed in the special opening provided in the plinth;
- e) No use is to be made of glass jars and containers, which will detract from the general appearance of the park;
- f) Aged flowers and wreaths will be regularly removed from the grave by Council staff;
- g) No fixtures or fittings are to be attached to the plinths or placed on the lawn area;
- h) No tree, shrub or other plant is to be placed or planted in the lawn section other than by Council staff;
- i) Should it become necessary for Council Staff to remove vases and other items and where in the Staff's opinion these items are considered of value, they will be registered and stored at Councils cemetery Works shed and be available for return to owners on request at the Narrabri Administration Building, for a period of up to six months, after which they will be disposed of.

30. OPPORTUNITY FOR PUBLIC PARTICIPATION IN CEMETERY CARE

30.1. REQUESTS

- a) All requests to undertake other than routine maintenance³ in a cemetery must be in writing;
- b) All requests will be responded to in writing;

30.2. DETAILS TO BE SPECIFIED IN A REQUEST

Proposals must outline:

- a) Describe the area requiring care;

³ Includes removal of wilted flowers, twigs, litter, and hand weeding (ie. Without the use of chemicals)

- b) What works the proponent proposes to undertake and how (i.e. experience, tools etc.);
- c) Specify whether the proponent will require assistance from Council to implement or maintain their proposal;

30.3. PROPOSALS WHICH WILL BE AUTOMATICALLY DECLINED

- a) Requests for Council staff to undertake mowing / spraying / brush cutting on a specified routine more than required for the cemetery as a whole;
- b) Proposals to construct new gardens, around plinths, monuments, or trees;
- c) Proposals to hang ornaments from trees or structures;
- d) The laying of pipes or conduit;
- e) Any action which will impact on Council's cemetery management activities;
- f) Any action which will impact upon the public;

30.4. LAPSE OF REQUESTS

- a) Approved public participation requests lapse in the event the proposed activity is in the opinion of Council staff no longer being supported by the proponent;
- b) Following the cessation of an approved public participation activity, Council will return the area affected to a state consistent with the management regime being applied to the cemetery as a whole;

31. DISPUTES OTHER

Where a person believes that they have paid for a right of burial, plot, plinth, plaque or other service or approval (non-standard plinth) relating to the cemetery. Such claim will be provided or approved where:

- a) Inspection of Council's records following the receipt of the complaint reveals the complaint justified;
- b) The complainant provides documented evidence to support their claim (eg, invoice or Council letterhead correspondence – but excluding email). Where such evidence is not provided the complainant must comply with the requirements of this plan or Council's current operational practices where not covered by this plan.

32. CEMETERY DESCRIPTIONS

Where an ash interment facility (Columbarium or Niche) is provided, ash interment will be in that facility. Ash interment can also occur in a grave which has a casket interred. This is to maximise use of available land at Council's cemeteries.

32.1. OLD NARRABRI CEMETERY

No more Right of Burials will be issued for this cemetery. Only existing Right of Burial holders and their descendants are permitted to be interred at this location.

Section	Burial Types	Plot Dimensions Present	Comments
Church of England/Anglican	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Catholic	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Uniting Church	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Jehovah Witness	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Presbyterian	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Seventh Day Adventist	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Salvation Army	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
General	Ashes or Body Interment	1.8 x 2.4	Closed for Reservations
Multi –Denominational Section	Ashes or Body Interment	1.8 x 2.4	Open For Reservations

32.2. NARRABRI LAWN CEMETERY

Section	Burial Types	Plot Dimensions Present	Comments
Adult 1	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted
Adult 2	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted
Adult 3	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted
Adult 4	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted
Adult 5	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted
Adult 6	Lawn Cemetery	1.8 x 2.4	Council supplied plinth as seen in attachment 34

	- Ashes or body interment		Non-standard plinths not permitted
Adult 7	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment xx Non-standard plinths not permitted
Adult 8	Lawn Cemetery - Ashes or body interment	1.8 x 2.4	Council supplied plinth as seen in attachment xx Non-standard plinths not permitted
Columbarium Wall 1	Ashes interment		
Children	Lawn Cemetery - Ashes or body interment		Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted
Memorial Garden	Lawn Cemetery – Ash Interment		

32.3. BOGGABRI CEMETERY

Section	Burial Types	Plot Dimensions Present	Comments
Church of England/Anglican	Ashes or Body Interment	1.8 x 2.4	
Catholic	Ashes or Body Interment	1.8 x 2.4	
Lawn Cemetery	Ashes or Body Interment	1.8 x 2.4	Council supplied plinth as seen in attachment 33 Non-standard plinths not permitted

Presbyterian	Ashes or Body Interment	1.8 x 2.4	
Methodist	Ashes or Body Interment	1.8 x 2.4	
General	Ashes or Body Interment	1.8 x 2.4	
Columbarium	Ashes Interment		

32.4. Wee Waa Cemetery

Section	Burial Types	Plot Dimensions Present	Comments
Church of England/Anglican	Ashes or Body Interment	1.8 x 2.4	
Catholic	Ashes or Body Interment	1.8 x 2.4	
Methodist	Ashes or Body Interment	1.8 x 2.4	
Presbyterian	Ashes or Body Interment	1.8 x 2.4	
Columbarium	Ashes Interment		

32.5. Pilliga Cemetery

Section	Burial Types	Plot Dimensions Present	Comments
Church of England/Anglican	Ashes or Body Interment	1.8 x 2.4	
Catholic	Ashes or Body Interment	1.8 x 2.4	
Presbyterian/Methodist	Ashes or Body Interment	1.8 x 2.4	

Other Denomination	Ashes or Body Interment	1.8 x 2.4	
Columbarium	Ashes Interment		

32.6. Gwabegar Cemetery

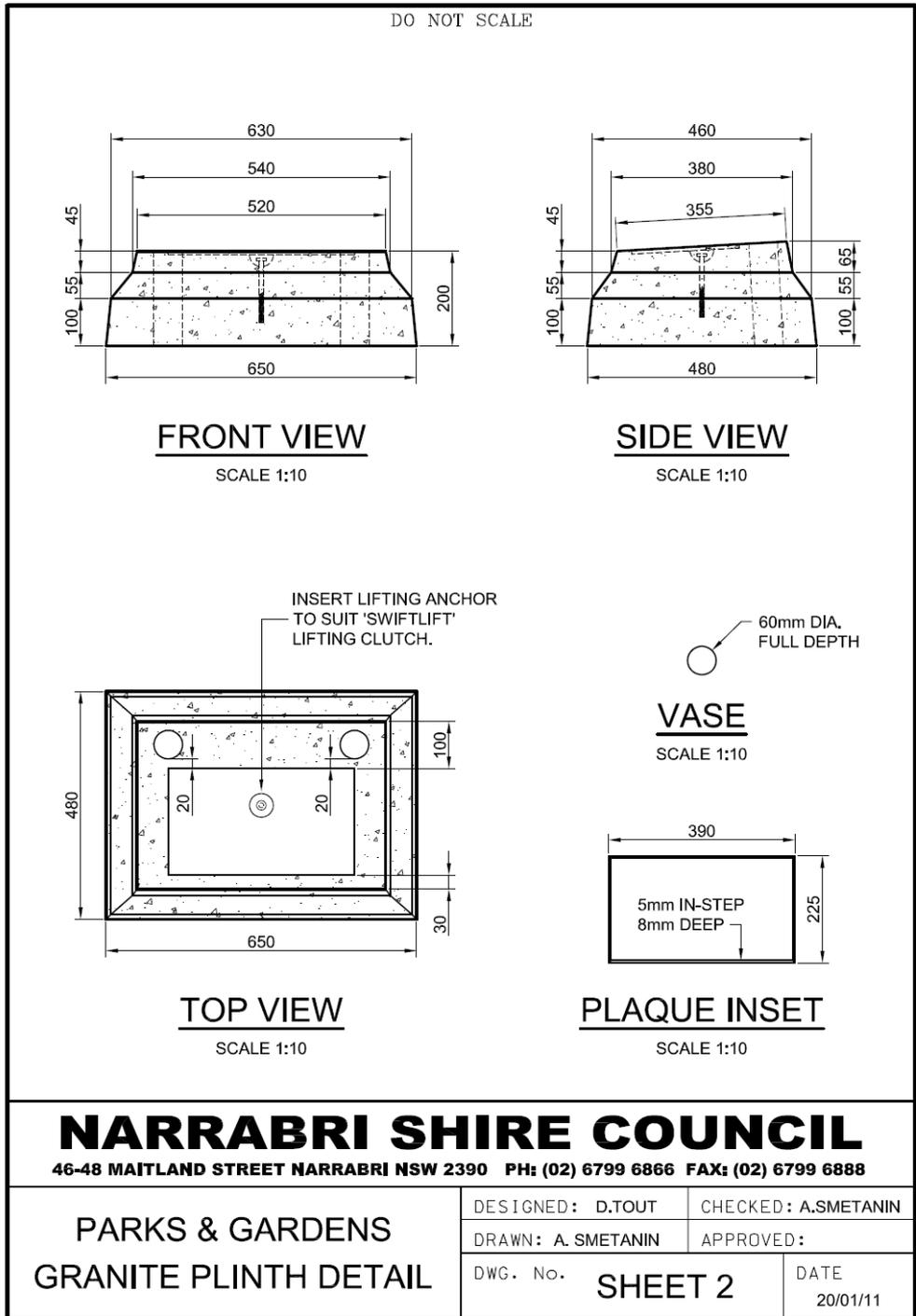
Section	Burial Types	Plot Dimensions Present	Comments
Church of England/Anglican	Ashes or Body Interment	1.8 x 2.4	
Catholic	Ashes or Body Interment	1.8 x 2.4	
Presbyterian	Ashes or Body Interment	1.8 x 2.4	
Methodist	Ashes or Body Interment	1.8 x 2.4	

32.7. Bellata Cemetery

Section	Burial Types	Plot Dimensions Present	Comments
Church of England	Ashes or Body Interment	1.2 x 2.4	
Catholic	Ashes or Body Interment	1.2 x 2.4	

33. APPROVED PLINTH DESIGN FOR LAWN CEMETERIES SECTIONS 1 TO 5

A4



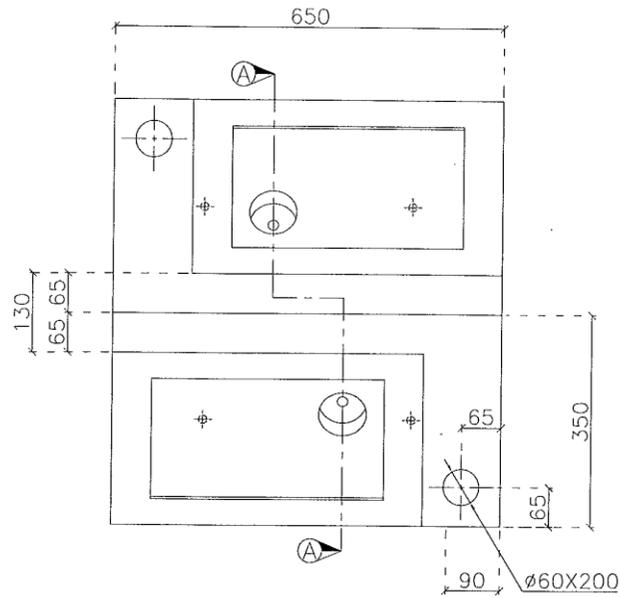
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NARRABRI SHIRE COUNCIL

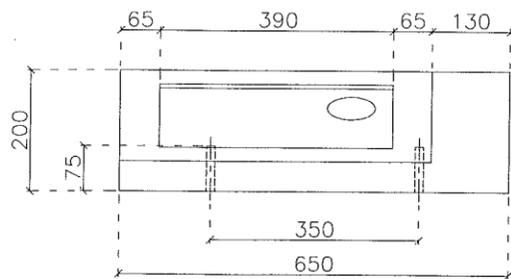
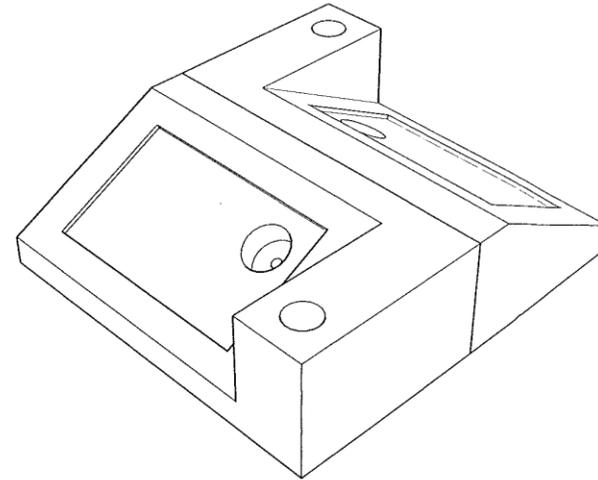
46-48 MAITLAND STREET NARRABRI NSW 2390 PH: (02) 6799 6866 FAX: (02) 6799 6888

PARKS & GARDENS GRANITE PLINTH DETAIL	DESIGNED: D.TOUT	CHECKED: A.SMETANIN	
	DRAWN: A. SMETANIN	APPROVED:	
	DWG. No. SHEET 2	DATE 20/01/11	

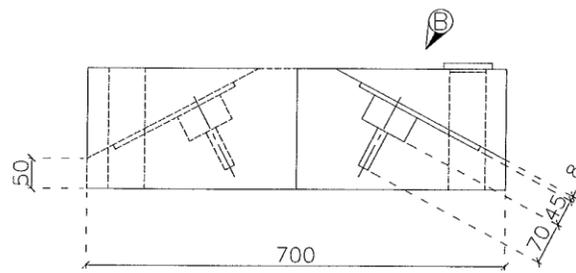
34. Approved Plinth Design for Lawn Cemeteries Sections 7 and 8



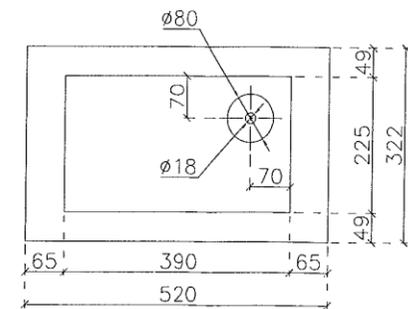
TOP ELEVATION



FRONT ELEVATION



SECTIONAL A-A



VIEW B

35. Examples of Unapproved and Approved Lawn Cemetery Tributes

The following provide Council staff and the public clear examples of what is and is not an acceptable form of tribute at a Lawn Cemetery. This list is not exhaustive and in the event of division of opinion the nominated tribute is to be removed.

	<p>Compliant:</p> <ul style="list-style-type: none"> • Plaque correct size / colour / design. • Flowers located in vase provided <p>Non-compliant</p> <p>Nil</p>
	<p>Compliant:</p> <ul style="list-style-type: none"> • Plaque correct size / colour / design. • Flowers located in vase provided • Flag (Australian flag to be removed if >300mm in height or faded) <p>Non-compliant</p> <ul style="list-style-type: none"> • Nil
	<p>Compliant:</p> <ul style="list-style-type: none"> • Plaque correct size / colour / design. • Flowers located in vase provided • Solar light located in vase holder. <p>Non-compliant</p> <ul style="list-style-type: none"> • Nil



Compliant:

- This is compliant as the interment is new. 12 months after interment this site should be fully compliant.

Non-compliant.

- Nil



Compliant

- Plaque correct size / colour / design.
- Flowers located in opening provided.

Non-compliant

- Beer bottle present (glass and alcohol not permitted)



Compliant:

- Plaque correct size / colour / design.
- Flowers located in vase provided

Non-compliant

- Photo located outside plaque (this should be located on the plaque).



Compliant:

- Plaque correct size / colour / design.
- Flowers located in vase provided

Non-compliant

Supplementary vase (to be removed).



Compliant:

- Plaque correct size / colour / design.
- Flowers located in vase provided

Non-compliant

- Supplementary vases
- Chimes located in earth surrounding plinth.
 - (all items to be removed)



Compliant:

- Flowers located in vase provided

Non-compliant

- Plaque not supplied.
- Supplementary vase
- Cross located outside plinth (more than 12 months since interment)
- Loose objects (cars / toys)



Compliant:

- Correct plinth

Non-compliant

- Cross (if interment occurred more than 12 months previously)
- Ceramic ornaments



Compliant:

- Nil

Non-compliant

- Structure not compliant with design standard.



Compliant:

- Nil

Non-compliant

- Structure not compliant with design standard.



Non-compliant

- Plinth not compliant as design incorporates two raised marble vases
- Photograph located outside plaque area.
- Plinth not supplied by Council (non-standard)



Non-compliant

- Interment greater than 12 months ago.
- Tributes to be removed bar one flower and to be replaced with standard plinth.



Compliant:

- Plaque correct size / colour / design.
- Flowers located in vase provided
- Headstone shape and material compliant as installed when such structures were permitted provided they were same shape as standard concrete plinth.

Non-compliant

- Glass tribute present.



Compliant:

- Plaque correct size / colour / design.
- Flowers located in vase provided

Non-compliant

- Non-standard plinth design due:
 - Incorrect material used for plinth surface
 - Custom flower vase
 - Non-compliant with design shape.



Compliant:

- Plaque correct size / colour / design.
- Flowers located in vase provided

Non-compliant

- Excessive tributes
- Two additional flower pots added to standard plinth (affixed).



Compliant:

- Nil

Non-compliant

- Non-standard plinth design due:
 - Custom flower vase
 - Photograph located outside plaque area.



Compliant:

- Standard compliant concrete plinth
- Plaque standard concrete correct size / colour / design.
- Flowers located in vase provided

Non-compliant

- Painting of plinth (purple) – non compliant colour
- Excessive tributes
- Tributes stuck to plinth
- Additional vases present next to plinth.



Compliant:

- Standard plinth used.
- Flowers located in allocated opening in plinth.

Non-compliant

- Excess tributes



Compliant:

- Standard plinth used.
- Flowers located in allocated vase

Non-compliant

- Excessive tributes
- Items located outside plinth



Compliant:

- Standard plinth used.
- Flowers located in allocated vase

Non-compliant

- Excessive tributes
- Plaque larger than space provided
- Perspex cover placed over plaque
- Tributes located outside plinth



Compliant:

- Standard plinth used.
- Flowers located in allocated vase

Non-compliant

- Glass vase
- Multiple vases
- Secondary plaque added to plinth



Non-compliant

- Unapproved design



Non-compliant

- Unapproved design (multiple vases)



Non-compliant

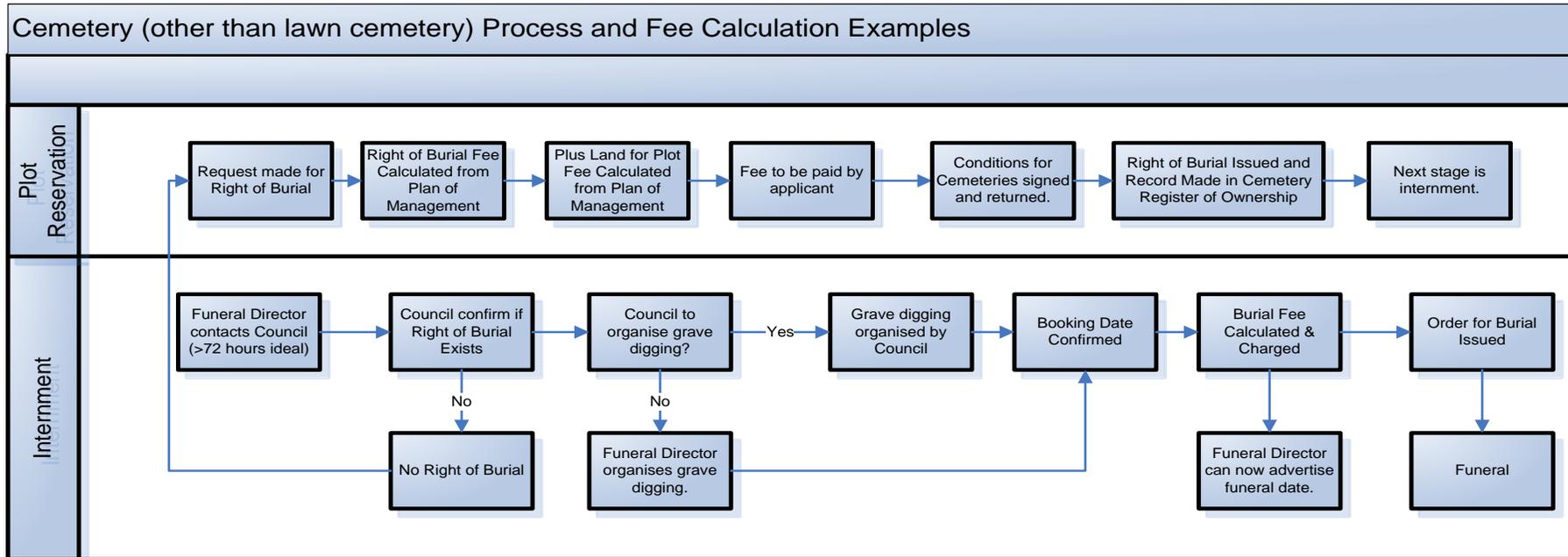
- Plaque not made from bronze.

36. Examples of Unapproved Columbarium Wall Tributes

	<p>Compliant:</p> <ul style="list-style-type: none">• Correct plaque (material / shape / size / lettering)• Vase mounted of correct side <p>Non-compliant</p> <ul style="list-style-type: none">• Non-compliant vase design
	<p>Compliant:</p> <ul style="list-style-type: none">• Correct plaques (material / shape size / lettering)• Vases mounted of correct side on plaque <p>Non-compliant</p> <ul style="list-style-type: none">• Non-standard vase shapes (resulting in obstruction of neighbouring plaques).



37. Fee Calculations

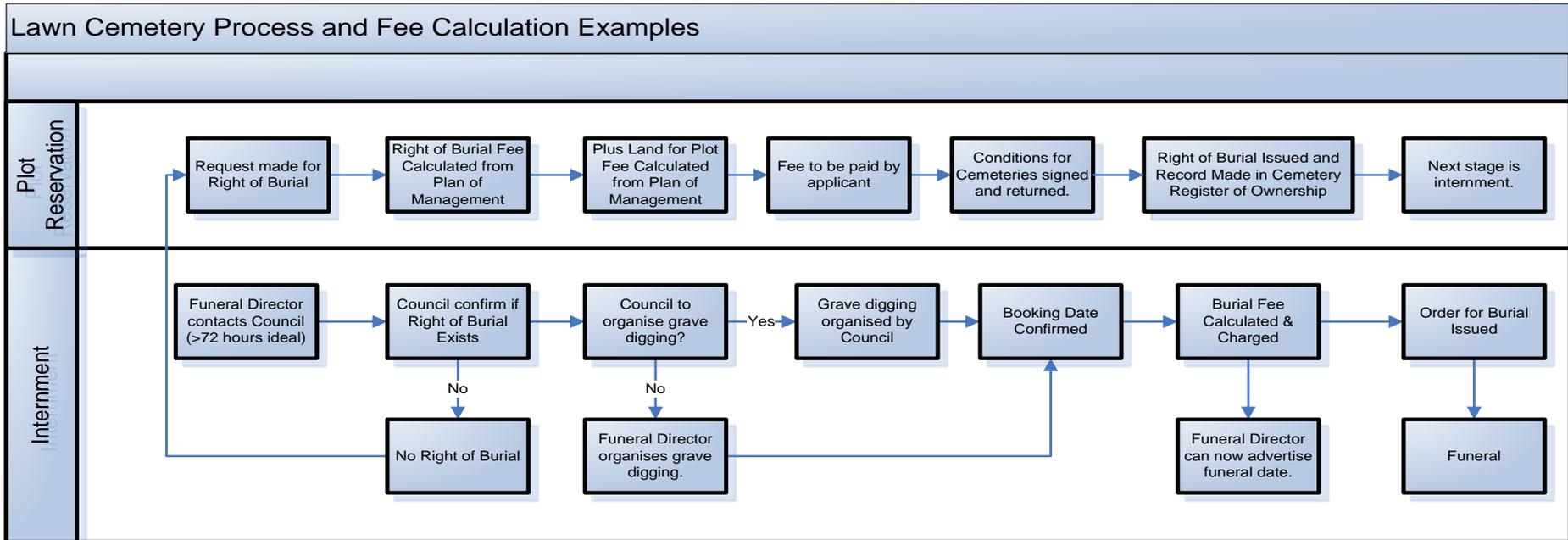


Example of Fees: Adult Old Narrabri Cemetery (Standard Size 1.8m x 2.4) Ordinary Weekday Charge Grave Digging facilitated by Council.



Example of Fees: Adult Old Narrabri Cemetery (Standard Size 1.8m x 2.4) Ordinary Weekday Charge Grave Digging facilitated by Council. Right of Burial Purchased Previously.





Example of Fees: Adult Section Narrabri Lawn Ordinary Weekday Charge Grave Digging facilitated by Council.



Example of Fees: Adult Section Narrabri Lawn Cemetery Ordinary Weekday Charge Grave Digging facilitated by Council. Right of Burial Purchased Previously.



38. CEMETERY DESCRIPTIONS

The following plinths are permitted to remain within Council’s lawn cemeteries provided that no structural modifications (other than adding an inscription to an existing plaque).

These plinths have been photographed to record their status at the time of adoption of the Management Plan.

The photographs have been compiled into a document titled – Cemetery Plinth Audit – July 2008.

Structural modifications include the adding of vases (by boring new holes into the structure), or adding of supplementary plaques is not permitted and will result in the plinth being deemed non-conforming and dealt with accordingly by Council staff.

38.1. NARRABRI LAWN CEMETERY ADULT SECTION 1

	Row	Number	Image (Available in Separate Document if required)	Comments
Narrabri Lawn Cemetery Adult Section 1	AC	10		
	V	1		
	V	2		
	U	16		
	S	1		Black plastic beneath plinth to suppress grass is not permitted and to be removed.
	Q	6		Plinth dug into ground. This is not permitted. Plinths are to be placed upon the ground.
	Q	7		
	Q	8		No additional plaques permitted.
	1	8		Any additional photos or plaques to be removed.

38.2. NARRABRI LAWN CEMETERY ADULT SECTION 2

	Row	Number	Image (Available in Separate Document if required)	Comments
Narrabri Lawn Cemetery Adult Section 2	B	15		
	B	16		Additional inscription permitted on existing plaque.
	C	15		
	E	1		
	E	10		
	E	11		
	J	1		
	J	6		
	J	9		
	J	16		
	K	17		
	M	1		
	M	8		
	P	4		
	P	5		
	P	15		
	P	16		
	P	17		
	Q	4		
	S	8		Addition photo can be placed inset shape shown on plaque.
	S	11		
U	4			

	U	7		
	U	8		
	U	10		

38.3. NARRABRI LAWN CEMETERY ADULT SECTION 3

	Row	Number	Image (Available in Separate Document if required)	Comments
Narrabri Lawn Cemetery Adult Section 3	A	9		
	A	10		
	A	11		
	A	12		
	B	3		Additional photo permitted in space provided on plaque.
	B	7		
	B	8		
	B	9		
	B	12		
	B	13		
	B	16		
	C	1		Glue on plinth on left hand side of flower opening to affix tribute is not permitted.
	D	4		
	D	15		Concrete base is not part of structure and is to be removed. Plinths should only be placed on earth.
	E	9		
	E	15		Rear vase part of structure. If it becomes unsound it will be permanently removed.

E	16		Rear vase part of structure. If it becomes unsound it will be permanently removed.
F	3		
F	8		Rocks shown surrounding plinth are not permitted – to be removed.
H	3		
H	16		
I	1		
I	6		
I	8		
I	15		
I	16		
J	2		No additional plaques permitted on plinth.
J	3		No additional plaques of photos off central plaque permitted.
J	7		No additional plaques of photos off central plaque permitted.
J	13		.
J	14		
K	6		It is permissible to add photos within the ovals shown on the plaque.
K	9		
K	10		
K	12		
K	15		
K	16		
L	4		
L	7		

L	8		
L	9		
L	12		
M	5		The two roses are part of the plinth. No additional ornamentation permitted.
M	8		
M	11		
M	14		
M	16		
N	3		
N	8		
N	15		Vases are part of plinth. Should they be broken the plinth is to be repaired without the vases (conform to the standard plinth shape).
N	16		
O	1		
O	2		
O	3		The removal of earth around plinth is not permitted.
O	4		The removal of earth around plinth is not permitted.
O	13		
O	15		
P	1		
P	3		The rockery shown around plinth is not permitted.
P	5		
P	6		

P	15		
Q	2		
R	5		A matching photo (size and shape) to the one present is permitted (mirrored).
R	6		
R	7		
R	8		
S	3		
S	5		
S	8		
S	9		
S	13		The digging of earth around the plinth is not permitted.
T	4		
T	5		
T	12		
T	15		
U	6		
U	12		
V	3		
V	4		
V	14		

38.4. NARRABRI LAWN CEMETERY ADULT SECTION 4

	Row	Number	Image (Available in Separate Document if required)	Comments
Narrabri Lawn Cemetery Adult Section 4	A	1		
	A	4		
	A	6		Vase arrangement part of structure. Photo can be mirrored on opposite side of plinth. No other additional plaques permitted.
	A	9		
	A	10		
	A	12		
	B	4		
	B	6		Photo can be mirrored on opposite side of plinth. No other additional plaques permitted.
	B	14		Photo can be mirrored on opposite side of plinth. No other additional plaques permitted.
	C	6		
	C	13		
	D	2		
	D	4		
	D	9		
	D	11		
	D	16		Photo can be mirrored on opposite side of plinth. No other additional plaques permitted.
	E	1		
	E	2		

E	3		
E	4		Vases part of structure. If vases are damaged they are to be permanently removed (not repaired & replaced).
E	6		
E	8		
E	13		<p>Vase at rear is part of structure.</p> <p>At time of second interment the photograph on plaque cannot be relocated (affixed) to plinth). The vases will be removed if they fail (not replaced).</p> <p>This plinth also has additional vases drilled into the structure which are not part of the original and not permitted to remain.</p>
E	14		
E	16		
F	2		
F	3		
F	5		
F	6		
F	8		
F	9		
F	11		
G	3		
G	8		
G	11		Bronze plaque must conform to standard size when fitted. No restrictions on plaque size if inscription direct into plinth is undertaken.
G	12		

G	13		
G	14		
G	15		
H	1		
H	2		
H	6		
H	8		
H	9		
H	15		
I	8		Plaque to be added. Must be complaint with the standard size specified in this plan.
I	10		Photo can be mirrored on opposite side of plinth. No other additional plaques permitted.
I	12		
I	13		
I	15		
J	1		Non- standard (brick size).
J	3		
J	6		Rockery surrounding plinth is not permitted. Surroundings should be grass only. (to be corrected).
J	7		
J	11		
J	15		
K	3		
K	4		

K	7		A single centrally located vase hole can be added to this plinth as per the designs in K10 and K11 in Section 4 (as shown below).
K	10		
K	11		
K	14		
K	16		
L	11		Photo can be mirrored. No additional plaques permitted.
L	13		No other additional plaques permitted.
J	15		
M	2		
M	5		Photo can be mirrored on opposite side of plinth. \
M	15		
M	16		
N	2		
N	13		
N	14		
N	16		
O	2		
O	3		
O	8		
O	11		
O	14		Photo can be mirrored on opposite side of plinth if second interment occurs. No other additional plaques permitted. A replacement plaque must be the same size as the one shown or Council's current size.

	P	4		Resolved at Committee meeting 12/6/2012 placement of non-conforming plinth (pre-purchased)
	Q	8		
	Q	10		
	Q	14		
	Q	16		
	R	3		

38.5. NARRABRI LAWN CEMETERY CHILDREN'S SECTION

	Row	Number	Image (Available in Separate Document if required)	Comments
Narrabri Lawn Cemetery Children's Section	A	10		Ornaments not permitted – to be removed. No additional plaques to be fitted.
	C	9		
	D	11		
	D	12		Metal edge shown on base of plinth not permitted – to be removed.
	E	1		Excess ornaments – to be removed. Perspex plaque over plaque not permitted – to be removed.
	E	3		

38.6. BOGGABRI LAWN CEMETERY

	Row	Number	Image (Available in Separate Document if required)	Comments
Boggabri Lawn Cemetery	C	7		
	C	15		
	D	4		
	D	8		
	D	10		
	D	12		
	D	16		

History:

Minute Number	Meeting Date	Description of Change
558/2008	September 9, 2008	Adopted
793/2010	December 21, 2010	Adopted
XXX/2015	May 19, 2015	
	May 19, 2020	Rebranded



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