



**Edward
River**
COUNCIL

Date: Thursday, 19 March 2020
Time: 10.00am
Location: Council Chamber 180 Cressy Street
Deniliquin

BUSINESS PAPER

Supplementary Reports

Ordinary Council Meeting

19 March 2020

**Adam McSwain
General Manager**

Order Of Business

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10 REPORTS TO COUNCIL

10.14 CEMETERY OPERATIONS

Author: Oliver McNulty, Director Infrastructure

Authoriser: Oliver McNulty, Director Infrastructure

SUGGESTED OPTIONS

That Council note the

- (a) Place the draft Cemetery Policy on public display for a period of 28 days
- (b) Subject to receiving no submissions during the public exhibition period, adopt the draft Cemetery Policy
- (c) Adopt the Terms of Reference for the Cemetery Advisory Committee
- (d) Note the draft cemetery operations plan

BACKGROUND

Officers have been meeting biannually with community members who have an interest in the management of the Cemetery.

The meetings were attended by representatives from:

- Riverina Funerals
- Friends of the Cemetery
- Deniliquin Historical Society

Cr Wallace attended the meetings as well as the following officers:

- Director Infrastructure
- Technical Officer Assets
- Operations Manager
- Administration Officer – Infrastructure

There are ongoing meetings with internal stakeholders who have an input in the management of the cemetery, that provide information and inform the cemetery committee in relation to Councils activities that may impact the Cemetery.

As part of the “*Strategic review of the committee framework and community facility management model*”, Centium recommended that the Cemetery Committee is retained as an advisory committee. The structure of an advisory committee is;

- Terms of Reference adopted by Council,
- The committee exists for the term of Council,
- Has no delegated authority from Council,
- Council staff in attendance at committee meetings,
- Formal meeting structure and compliance with the Act (election of members, conflict of interest etc).

ISSUE/DISCUSSION

In 2012 Deniliquin Council developed a draft Cemetery Operations Manual. This manual was not formally adopted; however, it has formed the basis of how the cemetery is operated.

At the time, in 2012, representative of the community, as well as the internal and external stakeholders outlined within this report, were involved in the development of the initial draft Cemetery Manual (COM). The current draft Edward River Council Operations Manual is substantially based on the original draft COM developed in 2012. The current draft COM attached to this report has been distributed to internal and external stakeholders for comment. To date some feedback has been received from Riverina Funerals and these changes have been accommodated within the draft Cemetery Operations Manual.

The COM has also been updated to acknowledge the cemeteries at Wanganella and Boooroban. Further feedback has been requested from committee members at the February 2020 meeting.

Council adopted a Cemetery Policy in July 2017. This Policy defines Councils role and responsibility for the cemeteries under Councils control. The proposed draft Cemetery Policy attached to this report has minor updates that reflect minor changes in relation to the management of Council cemeteries.

Friends of the Cemetery

The committee has a representative from the Friends of the Cemetery. They are a group of volunteers who assist with maintenance and tidying up throughout the Cemetery.

Historically there was a provision within the COM that they would receive \$10 from Council from every burial within the Lawn and Rose Garden sections of the Cemetery. This donation has not been budgeted for or provided for a number of years. The Friends have requested that this donation recommence as they utilised this money to pay for minor equipment and materials for their group to help tidy up the cemetery.

Donations such as this would not be possible within the Local Government Act without going through a budget or advertising process. A fixed sum could be budgeted each year, for the friends, alternatively the group could be requested to apply for a community grant each year. The reference to this donation has been removed from the draft COM.

Bequeathed

Members of the Friends have raised concerns that the Hussey family bequeathed \$5,000 to construct a shelter and some other minor works at the cemetery. This work was never completed. There is currently \$9,000 in a cemetery reserve, which it is assumed includes this donation.

As a way forward, it was discussed that the committee work with Council to develop a master plan for future works at the cemetery. This would include a discussion around the proposed shelter and how these funds could be best completed in recognition of the donation. The works ideas and concepts would be presented to Council for final approval prior to considering the allocation of the reserve funds.

Fees and Charges

There have been discussions with funeral operators in relation to fees and charges primarily relating to burials for children. This will be further discussed through Council budget discussions.

Other Activities

Officers are working with members of the committee to improve the service that is provided to the community and to the cemetery. This includes:

- Reviewing and mapping all graves at the Deniliquin Cemetery
 - Officers have completed a survey of the cemetery and have mapped the existing cemetery layout. They have located copies of historical records and are completing work to map plot locations against the records. This will enable families in the future to go online and search for plots where family members are buried.
- Improved application process that will be online
 - A new application form has been developed that will be available on Councils website to enable online digital applications. This will be completed by June 2020.

- Extend to include the pioneer cemeteries
 - These have been referenced in the new draft COM. Further works is required for Council to support local community representatives and the historical society to better document the history of theses cemeteries.

STRATEGIC IMPLICATIONS

The adoption of the Policy and the Terms of Reference will provide Council and the Community a framework for the management of cemeteries into the future.

POLICY/FINANCE

NIL

ATTACHMENTS

1. Draft - Cemetery Management Policy
2. Draft - Cemetery Committee Terms of Reference
3. Draft Cemetery Operations Manual



POLICY OBJECTIVE

To define Council's role and responsibility for the cemeteries under Council's control.

LEGISLATION REQUIREMENTS

Cemetery and memorial facility management is controlled through multiple legislation requirements and as such these will be listed at the end of this policy.

SCOPE

This policy applies to all cemeteries and memorial facilities including the Columbarium; Lawn Cemetery; Memorial Rose Garden; located at Deniliquin cemetery; which are controlled, managed and maintained by Edward River Council. The policy also provides the framework for the management of the cemeteries at Wanganella and Booroorban.

DEFINITION

Cemetery: For the purposes of this policy the term cemetery will apply to all cemeteries and memorial facilities under Edward River Council's control.

POLICY STATEMENT

Edward River Council recognises the right of all individuals to a dignified interment and treatment of their remains irrespective of religious belief and culture.

Council as the trustee of cemeteries in our local government area is responsible for the administration and management of plot and niche purchases, transfer of interment rights, approvals for monumental works, issuing of licences to work in cemeteries, maintenance of lawn and cemetery grounds, the Memorial Rose garden, and the interment of ashes into the columbarium walls and for the provision of indigent burials.

Pursuant to legislative requirements and standards Council will administer, maintain and operate the cemeteries under its control to ensure that sufficient land is acquired and allocated so that current and future generations have equitable access to interment services.

Council will provide a consistent and coherent Cemetery Operations Manual for the governance and regulation of cemeteries to ensure that cemetery management demonstrates high levels of accountability, transparency and integrity, and will manage the cemeteries under Council's control in accordance with the principles of Crown land management specified in section 11 of the Crown Lands Act 1989.

Council will promote environmental sustainability whilst ensuring we provide affordable and accessible interment practices, particularly for those of limited means.

Cemetery Operations Manual

Council will manage cemeteries in accordance with the appropriate legislation and Council's Cemetery Operations Manual.

Fees

For each application made to Council for cemetery services an administrative fee is applied. These fees are reviewed annually and can be found in Council's Operations Plan in the fees and charges document.

ASSOCIATED POLICIES AND PROCEDURES

- Asset Management Strategy
- Cemetery Operations Manual
- Records Management Strategy

POLICY HISTORY AND VERSION CONTROL

Policy Title	Cemetery Management Policy
Policy No.	4.4.2
Department	Infrastructure Services
Function	Services
Policy Group	Environmental
Responsible Officer	Manager Engineering and Assets
Version	1
Adopted	
Next revision	
Relevant Legislation	<ul style="list-style-type: none"> • Local government Act 1993 • Anti-Discrimination Act 1977 • Birth Deaths and Marriages Registration Act 1995 • Cemeteries and Crematoria Act 2013 • Cemeteries and Crematoria Regulation 2014 • Coroners Act 2009 • Crown Lands Act 1989 • Crown Lands (General Reserves) By-law 2006 • Environmental Planning & Assessment Act 1979 • Environmental Planning & Assessment Regulation 2000 • Government Information (Public Access) Act 2009 • Health Records Information Privacy Act 2002 • Heritage Act 1977 • Privacy & Personal Information Protection Act 1998 • Public Health Act 2010 • Public Health Regulation 2012 • State Records Act 1998 • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • Workers Compensation Act 1987 • Workplace Injury Management & Workers Compensation Act 1998.

EDWARD RIVER COUNCIL CEMETERY ADVISORY COMMITTEE**TERMS OF REFERENCE**

For Review February 2025

Purpose

The purpose of the Cemetery Advisory Committee is to provide advice to Council in relation to the on-going functioning and performance of the Edward River Council Cemeteries.

Objectives

The objectives of the Cemetery Advisory Committee are to provide advice to Council in relation to:

- the continuing operation of the Edward River Council Cemeteries in accordance with all relevant regulatory requirements.
- future development opportunities and requirements for the Cemetery; and
- ensuring effective liaison and communication between the users, the community and the Council.

Role of the Cemetery Advisory Committee

The Cemetery Advisory Committee is appointed in an advisory capacity to the Edward River Council. It has no executive authority, but it does:

- make recommendations to Council on the procedures, rules, conditions of use and proposed capital works necessary for the proper management of the Cemeteries, and if requested, give advice on specific issues;
- in recommending any procedures, rules and conditions of use, act consistently with the objectives of the committee;
- assist Council with the resolution of conflicts with other users where these occur
- convene or cause to be convened, such meetings, forums, seminars or other activities as may be deemed of value by the Committee to meet or assist in meeting its objectives
- liaise with the Council and its staff to ensure continuing cooperation and coordination of Edward River Council Cemeteries;
- not commit, or permit to be committed, any act which will render the operation of any of the Council's insurance policies invalid;
- not discuss matters noted as confidential.

Committee Membership

The Committee shall comprise of a minimum of five members and a maximum of xxx members, appointed by resolution of the Council. The composition of the Committee will be as follows:

- Up to one representative from the Edward River Council elected members
- Up to one representative from the Edward River Council
- Up to five Community Representatives

All seven appointed members will have voting rights.

The term of office for appointed members will coincide with the term of Council.

Vacated community positions will be subject to public nomination, with the outgoing member/s eligible for reappointment.

The Council will call for nominations to fill vacant community positions by way of notice in the public notice section of the Pastoral times and the Edward River web site. Community representatives will be selected from expression of interest received. Representation from the following groups will be invited to nominate as members for the Committee: -

- Local Funeral Director
- Friends of the Cemetery
- Historical Society

If a member does not attend a scheduled meeting for more than three consecutive meetings, membership may be reviewed by the Committee and may prompt a vacancy on the Committee.

Council Attendance at Committee Meetings

Council representation at the Committee Meetings will be as follows:

- 1 Councillor(s)
- At least one senior staff member – Director Infrastructure

Other Council Staff that may attend Committee Meetings, without voting rights, will be:

- Operations Manager
- Manager People & Customer Service
- Supervisor Parks & Gardens
- Technical Officer Assets
- Admin Infrastructure

Roles and Responsibilities of Council Attendees

Roles and responsibilities of Council attendees will be as follows:

- Councillor(s) – to represent the interests of the wider Edward River Council community
- Senior Member to report on strategic matters
- Provide advice in the development and future improvement opportunities.

Committee Meeting Procedure

Meetings of the Committee shall be conducted in accordance with the following procedures:

- The Chairperson shall chair all meetings at which he or she is present. In the Chairperson's absence the Committee shall appoint an Acting Chairperson who will chair that meeting.
- The Committee's position on any issue under consideration will be made upon a majority vote by members present. In the event of a tie, the Chairperson shall have an additional casting vote.
- The Committee shall have a quorum which is equal to 50 per cent plus one of the total numbers of Committee Members appointed to the committee.
- When the Committee's business involves matters in which one or more members have a conflict of interest, or when their presence may inhibit full discussion, those members should withdraw from this portion of the meeting.
- The Committee shall meet at least four times per year on a quarterly basis.

Council will provide secretarial support to the committee.

Committee Conduct Principles

Committee members are expected to:

- actively participate in Committee discussions and offer their opinions and views,
- treat all persons with respect and have due regard to the opinions, rights and responsibilities of others,
- act with integrity,
- attend each meeting where practical, and
- avoid conflicts of interest (noting that committee members are not decision makers)

Committee members must not, whether during or after their membership of the Cemetery Advisory Committee, unless expressly authorised by the General Manager or in accordance with law make any disclosure or use of:

- any confidential information or trade secrets of the Council
- the position of the Council or of any Councillor or Council Officer on any confidential matter, or
- any other information whatsoever, the disclosure of which may be detrimental to the interest of the Council or of any other person who has provided it to the Council on a confidential basis, unless required to disclose the information by

law. Committee members must use their best endeavours to prevent the improper publication or disclosure or use of any such information by anyone else.

Review

The terms of reference for the Cemetery Advisory Committee will be reviewed at the first meeting after the appointment by Council of a new committee.



Edward River Council CEMETERY OPERATIONS MANUAL

February 2020





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Edward River Council Cemetery Operations Manual

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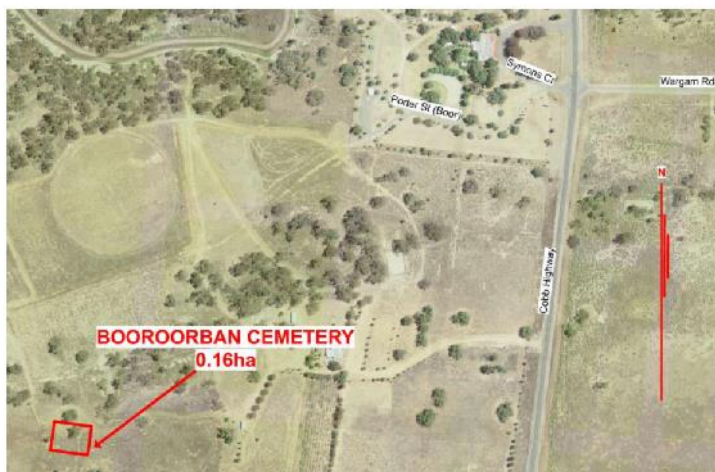


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1. INTRODUCTION

1.1 Background





1.2 Policy

Council have a Cemetery Management Policy, which defines Councils' role and responsibility for Cemeteries under its control.

The Policy applies to all cemeteries and memorial facilities across the Edward River Council area including;

- Deniliquin
- Wanganella
- Booroorban

It is noted that this policy may have been updated since this document has been last reviewed. The most current version of the policy may be found in Council's policy register.

1.3 Deniliquin Cemetery

1.3.1 Description of the Site

Deniliquin Cemetery is located approximately 4km south west of Deniliquin along Wirraway Drive.

The cemetery covers an area of approximately 17 hectares and is comprised of the following parcels of land:

- Lot 7022 in DP1029242;
- Lot 7032 in DP 1023823; and
- Lot 10 in DP 1050670.

1.3.2 Cemetery layout

The cemetery contains the following areas:

- General Cemetery, including monuments;
- Lawn Cemetery;
- Children's Cemetery;
- Columbarium;
- Memorial Rose Garden; and
- Indigent Burials area.

The layout of the cemetery, including the above noted areas and proposed expansion areas, is attached in **Appendix A**.

1.4 Wanganella and Booroorban Cemeteries

Wanganella cemetery is located at Cemetery Road, Wanganella on 1.6 hectares of land.

Booroorban cemetery is located off the Cobb Highway, Booroorban on 0.16 hectares of land.

Each of these cemeteries are retired and are no longer available for interments.



2. DENILQUIN GENERAL CEMETERY

2.1 Fees and Charges

Fees and charges are reviewed on an annual basis through Councils budget process.

The General Cemetery fees will be made up of following three (3) parts:

- 1) Perpetual Lease Fee – which covers the cost of the perpetual lease of the site
- 2) Interment Fee – which covers the cost of the interment, double depth is standard for interment. Triple depth graves are by quotation and approval is at the discretion of the General Manager.
- 3) Permission to erect a monument

2.2 Bookings and Reservations

All bookings for the General Cemetery are to be made through Edward River Council, either personally or via the electronic booking system on the Edward River Council web site.

2.3 Depth of Graves

Graves shall be single or double depth with double depth interments being the standard.

Triple depth graves shall be allowed only upon the written approval of the General Manager. It is noted that additional shoring and protection of the grave site may be required for triple depth graves due to the existing soil conditions. Any such additional work shall be at the applicant's cost.

2.4 Interment Times

Interment times shall be between 9.30 am and 4.30 pm, Monday to Friday and 9.30 am to 1.00 pm on Saturday, with the exception of Public Holidays. Note that these interment times above refer to the time at the actual burial site. Times in variance to the above can be negotiated with the Council but will be subject to availability and increased costs associated with work outside of normal hours.

Council requires that a minimum of 48 hours' notice for a burial is to be given. Council will provide advice on the time frames at the time that an application is submitted and approved.

Graves for morning funerals will be prepared the day prior to the funeral and in the case of a Monday morning funeral, the grave may be dug on the Friday prior, subject to ground and weather conditions.

2.5 Monuments

The construction of monuments must comply with a recognised standard as determined by the Manager Engineering and Assets. Monuments may be installed upon approval by Council. Any monuments installed that do not comply with the relevant standard or do not have approval will be removed by Council staff.

2.6 Floral Tributes

Floral tributes consisting of natural flowers, which are placed on a grave, including those left after a funeral service, will be removed by Council staff at their discretion once they wilt or deteriorate. Floral tributes consisting of plastic, silk or natural flowers will be removed when



the last remaining natural floral tribute has withered, or after a reasonable time, being approximately one (1) month after the funeral service.

Any floral tribute which has been dislodged and is not clearly identifiable as to which grave or site it relates to will be removed by Council staff.

On special occasions, eg birthdays, anniversaries etc the Council will allow the placement of additional fresh flowers at the grave or memorial site.

The use of any glass or ceramic object or vessel for the displaying of fresh flowers is strictly prohibited.

2.7 Other Tributes

Unauthorised items left on graves or memorial sites or attached to the plinth will be removed by Council staff.

Any existing fixed objects, monuments or ornaments which do not comply with the current policy shall be removed when they become damaged or unsightly. No replacement objects will be permitted.

2.8 Maintenance

Council is responsible for the maintenance of the general cemetery area, including roads, pathways and garden or lawn areas. Maintenance of grave sites shall be the responsibility of the family or estate of the person interned.

The removal of ledgers will be undertaken by the Council's staff with all care being taken not to damage the ledgers and the Council will not accept responsibility for any damage caused.

During the reopening of a grave, the Council will undertake to exercise all care and responsibility in relation thereto and where it is duly deemed to have been negligent it will make good any damage.

In regard to the Chip-Top monuments, the reopening is to be undertaken by Council and the grave refilled to ground level. It is to be the family's responsibility to refill and replace the chips.



3. LAWN CEMETERY

3.1 Fees & Charges

3.1.1 Fees and Charges for Standard Interments

Fees and charges are reviewed on an annual basis through the development of Councils budget process.

The Lawn Cemetery Fees will be made up of following four (4) parts:

- 1) Perpetual Lease Fee – which covers the cost of the perpetual lease of the site and the ongoing maintenance of the Lawn Cemetery.
- 2) Interment Fee – Which covers the cost of the interment, double depth is standard for interment. Triple depth graves are by quotation and approval is at the discretion of the General Manager.
- 3) Cost of the plaque (including freight) - This cost will be dependent on the wording/emblems on the plaque. This will be charged at the actual cost of the plaque + 15% to cover handling and staff labour costs.
- 4) Installation of the plaque – which includes the installation of the plaque and the desk.

3.1.2 Fees and Charges for Interment of Return Servicemen and Servicewomen

The Council will allow a reduction of 50% as per the schedule of fees and charges in the cost of a burial at the Lawn Cemetery for any returned servicemen and servicewomen who has a plaque provided free of charge by the War Graves Commission

Any plaques supplied in accordance with this clause shall comply with the requirements of **Clause 3.7** of this document.

3.2 Bookings and Reservations

All bookings for the Lawn Cemetery are to be made through Edward River Council, either personally or via the electronic booking system on the Edward River Council web site.

If more than one interment is to be made in the Lawn Cemetery for new graves that are to be sited side by side on one day, suitable time must be allowed for so that only one grave is open at any one time. Council will determine appropriateness of time at the time of booking.

Reserved Right of Burial shall not be granted in respect to the Lawn Cemetery.

3.3 Depth of Graves

Graves shall be single or double depth with double depth interments being the standard.

3.4 Interment Times

Interment times shall be between 9.30 am and 4.30 pm, Monday to Friday and 9.30 am to 1.00 pm on Saturday, with the exception of Public Holidays. Note that these interment times above refer to the time at the actual burial site. Times in variance to the above can be negotiated with the Council but will be subject to availability and increased costs associated with work outside of normal hours.

Council requires that a minimum of 48 hours' notice for a burial is to be given. Council will provide advice on the time frames at the time that an application is submitted and approved.



Graves for morning funerals will be prepared the day prior to the funeral and in the case of a Monday morning funeral, the grave may be dug on the Friday prior, subject to ground and weather conditions.

3.5 Plaques

A standard plaque shall be installed within six months of the burial and can be purchased from Funeral Directors or suppliers. A deposit to the value of a standard plaque with standard wording must be made prior to interment.

The standard plaque will be as follows:

- The plaques must be of a standard type – bronze plaque of standard bronze colour.
- The plaques will be of size 380 mm x 280 mm.

All plaques shall be installed by Council.

If plaques are not installed within six (6) months of interment, Council will place a standard plaque on the grave site using the deposit made at time of booking. If plaques are installed within the six (6) months, Council will refund the deposit.

Plaques supplied free of charge by the War Graves Commission shall comply with the requirements of this clause and be in keeping with the style of other plaques in the Lawn Cemetery. Council reserve the right to refuse installation of any such plaques that do not meet these requirements.

3.6 Floral Tributes

Floral tributes consisting of natural flowers, which are placed on a grave, including those left after a funeral service, will be removed by Council staff at their discretion once they wilt or deteriorate. Floral tributes consisting of plastic, silk or natural flowers will be removed when the last remaining natural floral tribute has withered, or after a reasonable time, being approximately one (1) month after the funeral service.

Any floral tribute which has been dislodged and which is not clearly identifiable as to which grave or site it relates to will be removed by Council staff.

On special occasions, eg birthdays, anniversaries etc the Council will allow the placement of additional fresh flowers at the grave or memorial site.

The use of any glass or ceramic object or vessel for the displaying of fresh flowers is strictly prohibited.

No person is permitted to use any flower container in the lawn cemetery other than that provided by Council.

3.7 Other Tributes

Unauthorised items left on graves or memorial sites or attached to the plinth will be removed by Council staff.

Any existing fixed objects, monuments or ornaments which do not comply with the current policy shall be removed when they become damaged or unsightly. No replacement objects will be permitted.

**3.8 Maintenance**

The Lawn Cemetery will be established and maintained by Council.

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4. CHILDREN'S CEMETERY

4.1 Fees & Charges

Fees and charges are reviewed on an annual basis through the development of Councils budget process.

4.2 Interment Order

Interment in the Children's Cemetery shall be limited to infants and children up to 12 years of age.

Interment in the Children's Cemetery is to take place in numerical sequence as per the adopted plan for the Children's Cemetery.

4.3 Size and Depth of Graves

Interment in the Children's Cemetery shall be limited to one (1) casket per plot.

Caskets to be interred at the Children's Cemetery shall be limited to 1.6 metres in length.

4.4 Plaques and Monuments

A standard plaque or shall be installed within six months of the burial and can be purchased from Funeral Directors.

The standard will be as follows:

- The plaques must be of a standard type – bronze plaque of standard bronze colour.
- The plaques will be of size 380mm x 280mm

All plaques shall be installed by Council.

If plaques are not installed within six (6) months of interment, Council will place a standard plaque on the grave site using the deposit made at time of booking. If plaques are installed within the six (6) months, Council will refund the deposit.



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5. COLUMBARIUM

5.1 Fees & Charges

Fees and charges are reviewed on an annual basis through the development of Councils budget process.

The Columbarium/Interment fees will be made up of the following three (3) parts:

- 1) Perpetual lease fee – which will cover the cost of the perpetual lease of the niche and maintenance of the wall.
- 2) Interment fee – which covers the cost of interment and installation of the plaque.
- 3) Cost of the Plaque – This cost will be dependent on the wording on the plaque. This will be charged at the actual cost + 25% to cover handling and staff labour costs. In the case of reservation of a niche, the lessee will be required to purchase a standard granite plaque until the time of interment, at which time the standard plaque will be removed to have the lettering inscribed. This will be subject to the same costs as described above.

Examples of the fee structure is shown below:

- Immediate interment – subject to fees (1), (2) and (3).
- Reservation – subject to fees (1) and (3) at time of reservation and (2) and (3) at time of interment.

5.2 Interment of Ashes

The order for placement of ashes in the wall will be from left to right, top to bottom.

The interment of Ashes in the Columbarium will only be carried out by Council staff or the Funeral Director after the prescribed fee has been received by Council.

The ashes must be presented in a plastic type container of maximum outside dimension to be 150mm x 255mm x 118mm.

5.3 Bookings and Reservations

All bookings for the Columbarium are to be made through Edward River Council, either personally or via the electronic booking system on the Edward River Council web site.

Reserved Right of Burial shall not be granted in respect to the Columbarium except where one adjoining niche will be allowed to be reserved at the time of the first interment for another family member.

Special consideration for additional reservations must be submitted to the General Manager in writing and the outcome will be at the discretion of the General Manager

5.4 Plaques

The plaques must be of a standard type – black polished granite.

The plaques will be of standard size 180mm x 220mm. Council will install all plaques.

All vacant niches will be covered by a blank standard black polished granite plaque.

All lettering on the plaques is to be consistent and shall be:

- Font type "Ariabdee" with a 5⁰ slant;
- Letter sizes to be between 10mm and 15mm in height;



- Print colour to be white;
- Maximum number of lines will be eleven; and
- Emblems will be permitted (white only).

5.5 Tributes

Floral tributes will be allowed only within the designated holder provided at the base of the Columbarium. Only cut or artificial flowers of a suitable size are to be left in the holder.

No person is permitted to install/place any adornment onto the Memorial Wall. Council reserves the right to remove any illegal adornment placed on the Memorial Wall.

5.6 Maintenance

Council will maintain, preserve and repair the Columbarium wall.

Perpetual Maintenance for the Columbarium wall shall include:-

- a) The mowing of lawn areas surrounding the Niche Walls, the trimming of lawn areas in addition to the trimming of trees;
- b) The painting and cleaning of the Niche Walls when deemed necessary;
- c) The removal of foreign matter from within the void of unallocated niches.

Perpetual Maintenance for the Niche Walls shall not include: -

- a) The replacement of a plaque or vase that has deteriorated from original condition due to the effects of normal ageing and exposure to weather conditions;
- b) The replacement of a plaque or vase that has been damaged by intentional or unintentional acts of vandalism caused by person or persons identified or unidentified;
- c) The replacement of a plaque or vase that has been removed from the Niche Wall by person or persons identified or unidentified.

No cleaning agents, solvents etc that can cause any detrimental effect to the plaque, structural surrounds or neighbouring memorials.

Concerns with installation of the plaque shall be reported to Council within 60 days of the installation being completed.



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6. MEMORIAL ROSE GARDEN

6.1 Fees and Charges

Fees and charges are reviewed on an annual basis through the development of Councils budget process.

The Memorial Rose Garden Fees will be made up of the following five (5) parts:

- 1) Perpetual Lease Fee – this covers the cost of the perpetual lease of the site, the ongoing maintenance of the rose.
- 2) Interment Fee – this covers the cost of the interment of ashes.
- 3) Cost of the plaque (including freight) - This cost will be dependent on the wording/emblems on the plaque. This will be charged at the actual cost of the plaque + 25% to cover handling and staff labour costs.
- 4) Installation of the plaque – this covers the cost of installation of the desk and the plaque.
- 5) Purchase of the Rose – this covers the cost of supply of the rose and initial planting.

6.2 Bookings and Reservations

All bookings for the Memorial Rose Garden are to be made through Edward River Council, either personally or via the electronic booking system on the Edward River Council web site.

For roses that are to be Memorial Roses, the following information is required at time of booking:

- Full name;
- Date of Birth;
- Date of Death; and
- Actual Burial Site.

For roses that are to be used for the interment of ashes, then the same details and procedures are required as for any other burial.

Reserved Right of Burial shall not be granted in respect to the Memorial Rose Garden.

No roses shall be sold in advance.

Roses are only to be sold for the memorial of persons buried in cemeteries other than Deniliquin or for the interment of ashes.

In a situation where a rose has been purchased for one person, one other plaque can be installed for a partner, family member or the like, adjacent to that rose.

The maximum number of plaques per rose shall be two (2).

6.3 Plaques

A standard plaque shall be installed within three months of the rose being dedicated and can be purchased from Funeral Directors, suppliers or Council. The plaque must be purchased prior to interment. If the plaque is purchased from a source other than Council, proof of purchase must be provided to the Council prior to interment.

The plaque will be of a standard type – concrete base (410 mm x 260 mm) with black granite plaque (300 x 150 mm).



6.4 Maintenance

The Memorial Rose Garden will be established and maintained by Council.

Perpetual maintenance for the rose gardens shall include:-

- a) The mowing of lawned areas surrounding the rose gardens, the trimming of lawn runners and the removal of weeds from the rose gardens;
- b) The watering of the rose gardens as necessary where a formal arrangement between Council and a community group does not exist;
- c) The trimming of rose bushes and the use of slow release fertilizer when necessary;
- d) The replacement of rose bushes when necessary;
- e) The removal of foreign materials from within the rose gardens.

Perpetual maintenance for the rose gardens shall not include: -

- a) The replacement of a plaque or vase that has deteriorated from original condition due to the effects of normal ageing and exposure to weather conditions;
- b) The replacement of a plaque or vase that has been damaged by intentional or unintentional acts of vandalism caused by person or persons identified or unidentified;
- c) The replacement of a plaque or vase that has been removed



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7. INDIGENT BURIALS

7.1 Provision for Indigent Burials

Indigent burials shall be provided where instructions are issued by the relevant NSW statutory authority under the Government's contract provisions for such services.

7.2 Choice of Interment

The Health Department recommend cremation only. Local Funeral services provide cremation only for persons without means. Works provided will be charged as outlined in the fees and charges in the Council's Operational Plan.

7.3 Plaques

Columbarium Plaques will be of size 100mm x 50mm and provided by the Funeral Director.



8. GENERAL PROVISIONS

8.1 Dedication of Roads within the Deniliquin Cemetery

Council have adopted a Memorial in Public Places Policy. The Cemetery is a public space and any requests for a memorial will be assessed in line with the requirements set out in this Policy. Any requests will be presented to Council for final consideration.

8.2 Seating

Furniture and signage at the cemeteries will be consistent with Councils

- Signage Strategy
- Public Domain Technical Manual

8.3 Friends of the Cemetery

The Friends of the Cemetery is a voluntary organisation which acts in an advisory capacity as a voting member of the Cemetery Advisory Committee.

8.4 Cemetery Advertising

The Council will not allow any form of advertising at the Deniliquin Cemetery, including trade plates.

8.5 Use of Vehicles at the Cemetery

Roads within the cemetery are considered to be public roads. All vehicles entering the cemetery must be legally registered to operate in New South Wales. All drivers must be legally licensed to operate the vehicle and must obey all road rules.

Person/s visiting the cemetery shall not:

- Leave vehicles, plant and equipment in an operating state unattended;
- Drive a vehicle at a speed of more than 20 kilometers per hour;
- Park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic or cause damage; or
- Teach, learn or practice driving a vehicle.

8.6 Animals

Dogs are permitted in the cemetery. They must be controlled by a leash at all times. Please be aware, the urinating on headstones and defecating on graves by dogs is highly offensive. Council reserves the right to deny access to the cemetery to any dog responsible for these activities.

8.7 Miscellaneous Provisions

A person must not do any of the following within the cemetery:

- Damage, deface, interfere with or alter burial places.
- Damage, deface, interfere with or alter monuments.
- Bury, inter or exhume any human remains, whether cremated or not without the appropriate approvals, rights or permission.
- Bury or inter any animal remains, whether cremated or not.
- Cause or permit animals to enter or remain in a cemetery.
- Take part in any gathering, meeting or assembly, except for the purpose of a religious or other ceremony of burial or commemoration.
- Leave any works in a dangerous state.
- Discharge firearms within the cemetery.
- Trap animals eg rabbits .



- Camp or reside on any cemetery land.
- Place any advertising including trade plates.
- Bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances (excluding monumental materials).

Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

Appendix A Layout of Deniliquin Cemetery

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Edward River Council - Cemetery Operations Manual
Appendix A – Layout of Deniliquin Cemetery



13 CONFIDENTIAL MATTERS**RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

13.2 Contract C2020/20 - Peppin Heritage Centre & Crossing Cafe Refurbishments

This matter is considered to be confidential under Section 10A(2) - d(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

13.4 Contract C2020/17 - Cressy Street Revitalisation and Contract C2020/18 - Waring Garden Upgrade

This matter is considered to be confidential under Section 10A(2) - c of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.