



Blackall-Tambo

Regional Council

Operation of Cemeteries Policy

Version Number: 4.1	Effective Date: 25.01.2023
Policy Compiled by: Governance Coordinator	Review Date: 25.01.2028
Policy Approved by: Director of Finance Corporate Community Services	

1. PURPOSE

To provide a systematic and equitable process for dealing with operational matters relative to Council controlled cemeteries.

2. COMMENCEMENT OF POLICY

This Policy will commence from the date of adoption by Council and shall replace all previous Policies relating to the operation of Council controlled cemeteries.

3. SCOPE

Council is responsible for the operation of public cemeteries within the geographical boundaries of the Blackall-Tambo Regional Council area.

This responsibility includes, but is not limited to:

1. The interment of the remains of deceased persons;
2. The interment of the ashes of deceased persons;
3. The regulation and control of the cemetery and the maintenance of memorials erected to deceased persons;
4. The maintenance of the cemetery grounds is the responsibility of the Department of Works and Services.

4. DEFINITIONS

Ashes	The cremated remains of a deceased person.
Authorised Officer	The Council officer or officers to whom the Chief Executive Officer delegates authority from time to time to administer this Policy.
Chief Executive Officer	Means the Chief Executive Officer of the Blackall-Tambo Regional Council.
Council	Means the Blackall-Tambo Regional Council.
Council Cemetery	A cemetery administered and operated by Council within the Blackall-Tambo Regional Council area.

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- Grantee** The recipient of a permit, right or approval under this Policy.
- Owner of Burial Right** (a) a spouse of the deceased; or
(b) a guardian of the deceased; or
(c) brothers and sisters of the deceased; or
(d) ascendants and descendants of the deceased; or
(e) the person who paid the respective fee for the burial right.

5. INTERMENT OF DECEASED PERSONS

Standards which must be met for the interment of human remains in Council's cemeteries are set out in *Blackall-Tambo Regional Council Subordinate Local Law No. 1 (Administration) 2010 - Schedule 15 Operation of cemeteries* at Clause 6(1).

5.1. APPLICATIONS FOR INTERMENT

An application for the interment of the remains of a deceased person in a Council cemetery must:

1. Be made in the prescribed form;
2. Identify the next of kin of the deceased person (who shall become the owner of the burial right);
3. Identify the burial site if such has been previously reserved;
4. Indicate whether or not an additional burial site is to be reserved.

5.2. RESERVATION OF BURIAL SITES

Council will maintain a Register of Reservations of Burial Sites for each cemetery operated by it. This register will take the form of an electronic database developed from existing records and modified by the addition or deletion of reservations from time to time.

1. A burial site in a Council cemetery may be pre-purchased for interment at a later date. Reservations are limited to two burial sites per family, unless by special agreement with Council. An annual fee may be charged by Council to maintain the reservation.
2. Where a reservation predates this Policy Council will honour the reservation. so long as any annual fee imposed by Council to maintain the reservation is paid.
3. Upon request, a plan detailing available burial sites will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
4. An invoice will be issued to the purchaser and, upon payment; a Certificate of Reservation will be forwarded to the grantee.
5. In the event that any fee charged by Council to maintain a reservation remains unpaid for a period of three (3) months, Council may cancel the reservation and, where the area of the cemetery in which the reservation was originally made is still open to burials, may make the lapsed reserved site available for interment.

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5.3. RESTRICTIONS AS TO SITES FOR INTERMENT

1. Council may, following consultation with the community, impose restrictions upon the locations in Council cemeteries where interments of deceased persons may be made. Such restrictions may be imposed by Council by resolution at a duly convened meeting of the Council.
2. In the event that Council decides to impose such a restriction as to the sites for interment in any cemetery it will forthwith forward written advice of such restriction to the last known address of all holders of a reservation of a burial site in the area in which the restrictions as to interment are to be imposed.
3. If the holder of a reservation of a burial site in the area in which the restrictions as to interment are to be imposed formally notifies Council of a desire to utilise the reservation Council will honour the reservation. so long as any annual fee imposed by Council to maintain the reservation is paid.
4. Where, within a period of three (3) calendar months from the date of Council's advice of the restriction, no written advice is received from the holder of a reservation of a burial site in the area in which the restrictions as to interment are to be imposed, such reservations will be considered cancelled and not be available for interment.

6. INTERMENT OF ASHES

6.1. OPTIONS FOR INTERMENT OF ASHES

Council offers four options for the interment of ashes of deceased persons –

1. Interment of ashes in the Columbarium Wall (Blackall Cemetery);
2. Interment of ashes in Memorial Gardens (where developed);
3. Interment of ashes in an existing grave;
4. Interment of ashes in Blackall War Cemetery.

Requirements relative to each option are set out in the following sections.

6.2. COLUMBARIUM WALL (BLACKALL CEMETERY)

6.2.1. Reservation / Pre-Purchase of Columbarium Wall Niche

1. A niche in the Columbarium Wall may be pre-purchased for interment at a later date. Reservations are limited to two niches per family, unless by special agreement with Council. An annual fee may be charged by Council to maintain the reservation.
2. Upon request, a plan detailing available niches will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
3. An invoice will be issued to the purchaser and, upon payment, a Certificate of Reservation will be forwarded to the grantee.
4. In the event that any fee charged by Council to maintain a reservation remains unpaid for a period of three (3) months, Council may cancel the reservation and may make the lapsed reserved site available for interment.

6.2.2. Requirements for Niches - Columbarium Wall (Blackall Cemetery)

1. The ashes shall be delivered in a suitable container capable of being inserted in a cylindrical niche.
2. The size of an individual Columbarium wall niche is 180mm deep and 110mm diameter.
3. A brass memorial plaque size 150mm x 130mm is to be fitted to seal the niche at the expense of the grantee. The plaque must contain the niche number on

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the bottom right-hand corner. Council currently has an informal arrangement with Worsell & Co to supply such plaques and supplies these plaques at cost price plus a 10% handling charge. An example of the plaque to be used can be seen at the Council building at 108 Shamrock Street, Blackall.

4. Council will only carry out the interment of ashes in the Columbarium Wall after the applicable fee has been received and the memorial plaque provided.
5. The only adornment permitted to be installed onto the Columbarium Wall is a small, approved metal vase. Metal vases are to be purchased by the grantee and supplied to Council. On payment of the prescribed fee, Council will install the vase. Council reserves the right to remove any illegal adornment placed on the Columbarium Wall. Council currently has an informal arrangement with Worsell & Co to supply such vases at cost price plus a 10% handling charge. Examples of the vases to be used can be seen at the Council building at 108 Shamrock Street, Blackall.

6.3. MEMORIAL GARDENS

Where Council has provided a memorial garden in a cemetery, ashes may be interred in the garden subject to the following requirements:

6.3.1. Reservation / Pre-Purchase of Memorial Garden Niche

1. A niche in the Memorial Garden may be pre-purchased for interment at a later date. Reservations are limited to two niches per family, unless by special agreement with Council.
2. Upon request, a plan detailing available niches will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
3. An invoice will be issued to the purchaser and, upon payment; a Certificate of Reservation will be forwarded to the grantee.

6.3.2. Requirements for Niches - Memorial Garden

1. The ashes shall be delivered in a suitable container with a maximum permissible size 260mm x 150mm x 120mm.
2. The size of a memorial garden niche is:
 - Single 150mm x 200mm x 300mm
 - Double 300mm x 200mm x 300mm
3. A brass memorial plaque size 150mm x 130mm is to be fitted to seal the niche at the expense of the grantee. The plaque must contain the niche number on the bottom right-hand corner. Council currently has an informal arrangement with Worsell & Co to supply such plaques at cost price plus a 10% handling charge. Examples of the plaque to be used can be seen at the Council building at 108 Shamrock Street, Blackall.
4. The grantee must complete an **Application for Placement of Ashes in the Memorial Garden Niche** form.
5. Council will only carry out the interment of ashes in the Memorial Garden after the applicable fee has been received and the memorial plaque provided.
6. No person is permitted to install, place or plant any adornment, plant or shrub in the Memorial Garden unless prior written approval has been obtained from Council.

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6.4. INTERMENT OF ASHES IN GRAVES

Council will permit the interment of ashes in an existing grave or a new grave site in the cemetery.

A coffin interment cannot be performed after the interment of ashes in a burial plot UNLESS the ashes interred in the grave are enclosed in a suitable unbreakable container resistant to damage by machine or manual excavation.

Up to four (4) ashes of deceased persons can be interred in a burial plot (two at the head of the burial plot and two at the foot of the burial plot).

6.4.1. Requirements for Ashes - Existing Grave

1. Ashes can be interred in an existing grave plot, whereby they will be interred at a depth of approximately 60cm. The ashes are placed at the foot or head of a grave or under a monument if it exists. Where practicable in the circumstances where a grave has a sealed surface, ashes may be interred at the side of the grave.
2. Where ashes are to be interred in an existing grave plot the owner of the burial right needs to give written permission for the interment.
3. Council will only carry out the interment of ashes in an existing grave after an appropriate application form has been completed and the applicable fee has been received.
4. Where ashes are interred in an existing grave plot a memorial plaque may be added to the grave or affixed to an existing monument at the expense of the grantee; if no monument currently exists on the grave a monument will be permitted to be erected on the grave in accordance with Section 7 of this Policy.

7. ERECTION OF MEMORIALS TO DECEASED PERSONS

A person must not erect or install a memorial to a deceased person in a Council cemetery unless authorised by a permit under this Policy. Council will issue a permit only after an appropriate application form has been completed and the applicable fee has been received.

However, if a development permit is required for the erection or installation of a memorial to a deceased person under the *Planning Act 2016*, a further permit is not required under this policy.

7.1. APPLICATION FOR PERMIT

An application for a permit authorising the erection or installation of a memorial to a deceased person in a Council cemetery must:

1. Be made in the prescribed form;
 2. Identify (to the satisfaction of the Chief Executive Officer or the authorised officer) the right of the applicant to make such an application;
 3. Identify (to the satisfaction of the Chief Executive Officer or the authorised officer) the burial site or other place in which the memorial is to be erected or installed;
- and

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4. Indicate the nature and dimensions of the proposed memorial.

Council's cemetery records will be available for the purpose of identification of location of existing graves and the owners of the burial right for these graves. Other information supplied by the applicant that verifies grave sites or owners of burial rights may also be utilised.

In addition, a copy of information supplied by the applicant will be requested by Council and added to existing cemetery records.

7.2. OWNERSHIP OF MONUMENTAL WORK

The ownership of plaques, monuments or other structures is deemed to be with the owner of the burial right that caused the monument or structure to be constructed.

The care, maintenance and repair of monumental work on a grave is the responsibility of the owner of the burial right.

At the cost of the owner of the burial right, Council will arrange the removal of all monumental work necessary to facilitate the reopening of a grave for a second interment (where permitted) and it will be the responsibility of the owner of the burial right to arrange reinstatement after the burial at the owner of the burial right's cost. All restoration of existing monumental works shall be in accordance with the Australian Standard for restoration work.

Except in exceptional circumstances, Council does not permit the construction of mausoleums, crypts or vaults in the cemeteries.

7.3. MAINTENANCE AND REPAIR OF MEMORIALS BY OWNER OF A BURIAL RIGHT

The owner of the burial right or any relative or family of the deceased or another person, who has a proper interest in the maintenance of a memorial to a deceased person, may, with the approval of the Chief Executive Officer or an authorised officer, carry out maintenance or repair work on a memorial in a Council cemetery.

A person who carries out maintenance or repair work under this section must comply with directions by the Chief Executive Officer or an authorised officer about how the work is to be carried out in accordance with prescribed standards, technical specifications or other prescribed documentation issued by Council from time to time.

7.4. MAINTENANCE AND REPAIR OF MEMORIALS BY COUNCIL

Council may carry out maintenance or repair work on a memorial; however, Council is not obliged to carry out maintenance or repair work on a memorial unless obliged to do so under a maintenance contract.

7.5. LAWN CEMETERIES - MONUMENTAL WORK RESTRICTED

Where a lawn cemetery section has been established by Council the placement of any form of monumental work or plaque or other adornment will be restricted to the continuous concrete plinth installed by Council in these areas. No memorial fixture or

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fittings is to be attached to or placed on the continuous concrete plinth without prior approval from Council.

The use of ornaments or tributes (e.g. glass or ceramic statues/crosses) likely to be damaged or broken is not permitted in the lawn cemetery.

Any monument, memorial, vase or other adornment placed on any part of the grave (other than the continuous concrete plinth) in a lawn cemetery area may be removed by Council without notice to the owner of the burial right or any relative or family of the deceased.

7.6. REMOVAL OF MEMORIALS

Council may remove a memorial if it has become unsafe or has fallen into a state of disrepair or may enclose the memorial in a manner as to make it safe. The cost of making a memorial safe may be recovered by Council from the owner of the burial right.

If there is no immediate danger to the public, Council must, before removing a memorial under this section, give members of the deceased's family whose identity and whereabouts are known to Council reasonable notice of its intention to remove the memorial.

Council is not obliged to reinstate a memorial removed under this section.

Incorrectly placed monuments moved from their original location should be reinstated if documentation of the correct location is available. Where the original location cannot be found, monuments should be placed in a group of monuments whose original location is unknown.

Odd alignment of monuments should not be regarded as a problem since these often date from a period before the cemetery may have been surveyed. They should be preserved, so far as it is practicable and safe to do so.

7.7. INTERFERENCE WITH GRAVES

A person must not interfere with a grave, or with flowers or tokens on a grave or memorial and must not remove, damage or interfere with any structure, memorial or plant in any Council controlled cemetery unless the approval of the Council has first been obtained.

8. GENERAL MAINTENANCE OF GRAVES

It is the responsibility of the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the plot to maintain the grave plot and any fixture thereon. Council will maintain the surrounding area, including pathways, plants, fencing and structures.

In undertaking maintenance of areas surrounding graves including pathways, plants, fencing and structures, Council employees will take care to minimise any damage to masonry, monuments or grave structures.

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Council may undertake maintenance of a grave plot where requested by the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the plot at the expense of the person requesting the work.

Where the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the plot cannot be identified or located Council may authorise maintenance of the plot, particularly if the plot has some distinct local heritage or historical value.

Where a Lawn Cemetery has been established by Council, maintenance of a grave by the owner of the burial right is limited to maintenance of any monument erected or placed on the continuous concrete plinth installed by Council in these areas.

Council may remove from a grave plot any empty flower containers, decayed wreaths or dead flowers if deemed unsightly. Council will not remove funerary objects (other than decayed wreaths or dead flowers) from grave sites.

The use of ornaments or tributes (e.g. glass or ceramic statues/crosses) likely to be damaged or broken is not permitted in the lawn cemetery. A limit of two (2) vases of an approved type for each grave is permitted in the lawn cemetery. Such approved vases are to be located on the plinth adjacent to the grave.

In any Council cemetery, glass jars and other breakable containers are not to be used for the display of floral or other tributes; plastic or other non-breakable containers should be used for the purpose.

9. GROUNDS MAINTENANCE

Minimum standards for grounds maintenance of Council cemeteries are defined as:

1. Presenting Council facilities in a clean and tidy condition for use by the community.
2. Exercising due care so as to minimise the risk of damage to grave plots and memorials.
3. Complying with Workplace Health and Safety obligations.
4. Complying with identified risk/hazard minimisation strategies.

9.1. PLANTING OF TREES AND SHRUBS

No shrubs, bushes, trees or plants may be planted at any place or time within the cemeteries by any individual other than regular cemetery maintenance personnel.

9.2. WEED CONTROL

Where noxious weeds are prevalent in a cemetery, Council will take action to eradicate such weeds by poisoning irrespective of whether such weeds are contained within a grave plot or growing on a pathway or other area.

9.3. LITTER

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Spent flowers and wreaths will, on occasions, be removed as part of the litter clearance.

Council will provide refuse bins on site for the collection of waste materials in the cemetery.

9.4. RESPONSIBILITY FOR DAMAGE

Council will not assume responsibility for vandalism. Where vandalism is discovered, the matter will be reported to the local police for investigation and reasonable efforts will be made to notify the owner of a burial right or a member of the family of a deceased person, or another person who has a proper interest in the maintenance of the grave where the vandalism has occurred.

Council will not automatically assume responsibility for any damage allegedly caused to any structure, monument, grave, or plinth by Council Personnel in the execution of their duties in a cemetery but will investigate how such damage may have occurred.

If an authorised officer has reason to believe that a person has committed, is committing or about to commit an offence in the cemetery, the authorised officer may require the person to leave the cemetery forthwith.

10. MAINTENANCE OF STRUCTURES

Where structures have been provided in a cemetery for use of the public (for example - the Rotunda at Blackall Cemetery) an adequate program of maintenance will be undertaken to ensure such structures are fit for the designated purpose.

11. INDIVIDUAL CEMETERIES

While this policy applies generally to all cemeteries under Council’s control, there are unique elements that apply only and specifically to selected cemeteries; these details are set out below.

Blackall Cemetery

Blackall Cemetery is comprised of several distinct elements –

- Old Section
- Denominational Sections
- Lawn Section
- Blackall War Memorial Cemetery

11.1. BLACKALL CEMETERY - OLD SECTION

The Blackall Cemetery was formally established in 1882 but had already been used as a burial place with about 30 graves existing on the site at that time.

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11.1.1. Location

The Old Section of the Blackall Cemetery is that area to the left of the main access road on the western side of the cemetery to the north west of the Blackall War Memorial Cemetery.

11.1.2. Interments

Except in very exceptional circumstances, no future interments will be permitted in the Old Section of the Blackall Cemetery as identification of existing graves in this area is extremely difficult. Specific evidence as to the location of the reservation must be persuasive in this regard.

11.1.3. Monumental Works

Except in very exceptional circumstances, other than repairs to existing structures, no new monumental works will be permitted in the Old Section of the Blackall Cemetery. Specific evidence as to the location of the actual grave must be persuasive in this regard.

11.2. BLACKALL CEMETERY - DENOMINATIONAL SECTIONS

11.2.1. Location

The Denominational Sections of the Blackall Cemetery are located to the right of the main entry gate and driveway at the Blackall Cemetery to the south-eastern boundary of the cemetery.

11.2.2. Identified Denominational Sections

There are four identified Denominational Sections in the cemetery - Anglican, Catholic, Presbyterian and Methodist.

11.2.3. Interments

Future interments in the Denominational Sections in the cemetery will be limited to verified existing reservations for coffin internments and to interments of ashes when agreed by the owner of the burial right, or at the discretion of the Chief Executive Officer or his representative.

11.2.4. Monumental Works

Monumental works will be permitted in the Denominational Sections of the cemetery particularly when repairs are required to existing structures.

11.3. BLACKALL CEMETERY - LAWN SECTION

11.3.1. Location

The lawn section of the Blackall Cemetery is located to the right of the main entry gate and driveway at the Blackall Cemetery to the northern and north-eastern boundary of the cemetery.

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11.3.2. Interments

There are no restrictions on interments in the lawn section of the Blackall Cemetery.

11.3.3. Monumental Works

Monumental works (i.e. installation of plaques) will be permitted in the lawn sections of the cemetery but will be restricted to the continuous concrete plinth installed by Council in these areas.

11.3.3.1. Plaques are the only form of monument permitted in the Blackall lawn cemetery. These plaques may be mounted directly to the continuous plinth installed by Council in the lawn cemetery, or mounted on a raised base located on the continuous plinth installed by Council in the lawn cemetery. Council offers the supply of these bases in either a black or blue granite but other bases can be considered for approval to suit individual tastes.

11.3.3.2. Plaque sizes may vary but must be no larger than 600mm x 360mm to fit the continuous plinth installed by Council in the lawn cemetery. A range of acceptable plaques – sizes and type, can be found in the catalogue available from Worsell & Co or on the company website <http://www.worsell.com.au/>. Similar plaques from other manufacturers will also be considered for approval.

11.3.3.3. Plaques may be mounted on a sandstone (or other suitable material) base having a maximum footprint size 600mm x 360mm. These bases are generally sloped from a maximum of 100mm at the rear of the continuous concrete plinth to a minimum of 45mm at the front of the continuous concrete plinth facing the grave.

11.3.4. Expansion of Lawn Section

The existing lawn section of the cemetery will be expanded by Council as necessary. Some unused areas between the Denominational Section and the Lawn Section may be utilised as a future Lawn Section.

11.4. BLACKALL WAR CEMETERY

11.4.1. Location

The Blackall War Cemetery (BWC) is located immediately to the left of the main entry gate and driveway at the Blackall Cemetery on the south-western boundary of the cemetery.

11.4.2. Management

The Blackall RSL Sub Branch is responsible for the overall management and oversight of the Blackall War Cemetery on behalf of Council (Noting that ground maintenance is a Council responsibility).

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11.4.3. Eligibility

All Australian Defence Force members serving or retired who are recipients of the Australian Active Service Medal and/or Australian Service Medal are eligible. All other Australian Defence Force members serving or retired as well as service members of any allied countries of Australia are eligible subject to the concurrence of the Blackall RSL Sub Branch President or designate and appropriate space being available. Council staff should contact the President or his designate to confirm the eligibility of an individual before approving any interment within the confines of the BWC.

11.4.4. Casket or Ashes

The interment of the remains of an eligible individual in the BWC may be in a casket in a full burial plot or their ashes placed in a discrete ashes plot in the area designated for ashes within the confines of the BWC.

11.4.5. Funeral Costs

All costs and administrative activities associated with the funeral of an eligible individual are the responsibility of the next of kin or those administrating their estate (Note: In some instances the individual may be eligible for financial support and other assistance from the Department of Veteran Affairs [DVA]).

11.4.6. Memorials (Headstone and Plinth)

The Blackall RSL Sub Branch Ladies Auxiliary on behalf of the Sub Branch is the point of contact for the arrangement of an individual memorial (headstones, plinth and plaque) and is responsible for the coordination of all associated works necessary to complete the site (Note: Council staff should refer any DVA contractor enquiry regarding the placing of a memorial in the BWC to the Blackall RSL President or designate). All associated costs (unless covered by DVA) must be paid for by the next of kin or the estate with the funds provided to the Blackall RSL Sub Branch Ladies Auxiliary.

11.4.7. Memorial Design

The design of memorials for remains of deceased persons within the BWC is to conform with the following guidelines:

- **Head Stone Plaque** - marble size 260mm x 410mm; or bronze size 280mm x 380mm
- **Head Stone Mount** - size 550mm x 500mm sloping from 220mm high at rear to 100mm at front
- **Plinth** - size 2.45m x 1.2m
- **Commemorative Plaque** - bronze (located at foot of plinth) size 300mm x 210mm

11.4.8. Memorial Design - Ashes

The design of memorials for ashes of deceased persons within the BWC is to conform with the following guidelines:

- **Head Stone Plaque** - marble size 135mm x 100mm; or bronze size 130mm x 130mm

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- **Head Stone Mount** - size 190mm x 220mm sloping from 220mm high at rear to 100mm at front
- **Plinth** - size 800mm x 600mm
- **Commemorative Plaque** - bronze (located at foot of plinth) size 300mm x 210mm

11.4.9. Vases and Wreaths

Wreaths and flowers placed on a grave during a funeral will be removed permanently when a memorial is constructed or earlier if they deteriorate to a state whereby they detract from the visual landscape of the BWC. Subsequently a maximum of two ‘heavy’ wind resistant unbreakable vases (not more than 30-40cm in height) may be placed either side of the headstone permanently. There is not to be other decorations or adornments on the headstone or plinth. Temporary exceptions to these may be sought from the Blackall RSL Sub Branch President or designate.

11.4.10. Commemorative Symbols

At the foot of each plinth on special occasions and commemorative events such as Anzac Day, Remembrance Day, etc a small poppy or similar flower or tribute may be placed in the tub located there.

11.4.11. Memorial Maintenance

As a principle the Blackall RSL Sub Branch and Ladies Auxiliary will assume responsibility for the maintenance and repair (when necessary) of memorials within the Blackall War Cemetery. There may be times when assistance is sort from family members associated with the memorial and/or Council.

11.4.12. Flag pole, Memorial Plinth and Surrounds

The maintenance, including associated costs, for the flagpole, memorial plinth (listing the names of veterans located elsewhere in the Blackall Cemetery) and the immediate surrounds is the responsibility of the Council in consultation with the Blackall RSL Sub Branch.

11.4.13. Right to Modify Style of Interment

The Blackall RSL Sub Branch in consultation with the Council reserves the right to modify the interment of remains of a deceased person from the current method to a lawn cemetery style in the future.

11.5. TAMBO CEMETERY

11.5.1. Interments

There are currently no restrictions on interments in the Tambo Cemetery.

11.5.2. Monumental Works

Monumental works will be permitted in the Tambo Cemetery.

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11.6. TAMBO CEMETERY - MEMORIAL WALL

11.6.1. Requirements for plaques - Memorial Wall

A brass memorial plaque of a size 225mm wide x 130mm high is to be fitted to the memorial wall at the expense of the grantee. Council currently has an informal arrangement with Worsell & Co to supply such plaques and supplies these plaques at cost price plus a 10% handling charge.

11.7. COLUMBARIUM WALL (TAMBO CEMETERY)

11.7.1. Reservation / Pre-Purchase of Columbarium Wall Niche

1. A niche in the Columbarium Wall may be pre-purchased for interment at a later date. Reservations are limited to two niches per family, unless by special agreement with Council. An annual fee may be charged by Council to maintain the reservation.
2. Upon request, a plan detailing available niches will be sent to interested parties. Alternatively interested parties may wish to arrange to visit the cemetery with an authorised officer.
3. An invoice will be issued to the purchaser and, upon payment, a Certificate of Reservation will be forwarded to the grantee.
4. In the event that any fee charged by Council to maintain a reservation remains unpaid for a period of three (3) months, Council may cancel the reservation and may make the lapsed reserved site available for interment.

11.7.2. Requirements for Niches - Columbarium Wall (Tambo Cemetery)

1. The ashes shall be delivered in a suitable container capable of being inserted in a cylindrical niche.
2. The container measurements can be no more than 250mm x 120mm x 150mm.
3. A brass memorial plaque of a size 180mm x 120mm is to be fitted to seal the niche at the expense of the grantee. The plaque must contain the niche number on the bottom right-hand corner. Council currently has an informal arrangement with Worsell & Co to supply such plaques and supplies these plaques at cost price plus a 10% handling charge. Examples of the plaque to be used can be seen at the Council building, 108 Shamrock Street, Blackall.
4. Council will only carry out the interment of ashes in the Columbarium Wall after the applicable fee has been received and the memorial plaque provided.
5. The only adornment permitted to be installed onto the Columbarium Wall is a small, approved metal vase. Metal vases are to be purchased by the grantee and supplied to Council. On payment of the prescribed fee, Council will install the vase. Council reserves the right to remove any illegal adornment placed on the Columbarium Wall. Council currently has an informal arrangement with Worsell & Co to supply such vases and supplies these vases at cost price plus a 10% handling charge. Examples of the vases to be used can be seen at the Council building, 108 Shamrock Street, Blackall.

VERSION CONTROL

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