

# Cemetery Operations - Council Policy

<b>Effective Date</b>	6 March 2013
<b>Policy Owner</b>	Facilities Manager
<b>Link to Corporate Plan</b>	<p><i>Strategic Priority: Active Vibrant Communities</i></p> <ul style="list-style-type: none"> <li>- Our parks, open spaces, and community facilities are well utilised and connect people regionally.</li> <li>- A recognised culture of volunteerism is active throughout our communities.</li> </ul> <p><i>Strategic Priority: Great Liveability</i></p> <ul style="list-style-type: none"> <li>- Our residents enjoy convenience of modern infrastructure and quality essential services.</li> <li>- Valued recreational spaces, sporting and community facilities are provided regionally.</li> </ul>
<b>Review Date</b>	February 2022
<b>Related Legislation</b>	<p>Australian Standards: AS 4204 - 2019 Headstones and cemetery monuments</p> <p>Australian Standards: AS 2870 - 1996 Residential slabs and footings - construction</p> <p>Australian Standards AS 3600 - 1994 Concrete structures (and amendments of 2002 and 2004)</p> <p>Australian Standards AS 1379 - 2007 Specification and supply of concrete</p> <p>Births, Deaths and Marriages Registration Act 2003</p> <p>Local Government Act 2009 - Section 28</p> <p>Land Act 1994 - Chapter 3, Part 1 - Reserves and Deeds of Grant in Trust Land</p> <p>Regulation 1995 - Part 2, Reserves and Deeds of Grant in Trust Planning Act 2016</p> <p>Information Privacy Act 2009</p> <p>Cremations Act 2003 (Qld)</p> <p>Cremations Regulation 2014 (Qld)</p> <p>Coroners Act 2003</p> <p>Work Health and Safety Act 2011</p>

(Cont'd)

Policy Version	Approval Date	Adopted/Approved
1	06/03/ 2013	Adopted Ordinary Meeting of Council
2	24/01/ 2018	Approved Ordinary Meeting of Council
3	23/11/ 2018	Approved General Manager Corporate Services
4	26/03/2020	Approved General Manager Corporate Services

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	<p><i>Work Health and Safety Regulation 2011</i></p> <p><i>Public Health Act 2005</i></p> <p><i>Code of Conduct - Qld Funeral Industry</i></p> <p><i>Land Management Policy, Burials on Lands administered under the Land Act 1994 PUX/901/653 Version 3 - SLM/901/653</i></p>
<p><b>Related Documents</b></p>	<p><i>WDRC Local Law No. 1 (Administration) 2011</i></p> <p><i>WDRC Subordinate Local Law No.1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011</i></p> <p><i>WDRC Subordinate Local Law No.1.9 (Operation of Cemeteries) 2011</i></p> <p><i>WDRC Subordinate Local Law No.1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011</i></p> <p><i>WDRC Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2011</i></p> <p><i>WDRC Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011</i></p> <p><i>Western Downs Planning Scheme</i></p> <p><i>Support documents -</i></p> <p><i>WDRC Cemeteries Fact Sheets WDRC</i></p> <p><i>Cemeteries Application Forms</i></p> <p><i>Appendix A: WDRC Cemetery Plaque Standards &amp; WDRC Cemetery Plinth Standards</i></p>



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## 1. PURPOSE

The objective of the policy is to set down guidelines defining relevant criteria for the management and administration of Council owned cemeteries.

## 2. SCOPE

The policy covers all matters relevant to all Western Downs Regional Council managed cemeteries involving Council employees, Councillors, funeral directors, community members, legislative authorities and contractors.

## 3. DEFINITIONS

<b>AUTHORISED PERSON</b>	A person authorised by the delegated authority to exercise the powers of an authorised person under this policy and Council's Local Laws.
<b>BEAM</b>	A strip of concrete laid at the head of the grave on which a monument or plaque is placed.
<b>BURIAL</b>	Means the interment of non-cremated human remains.
<b>BURIAL LICENCE</b>	A licence for interment of non-cremated human remains.
<b>BURIAL LICENCE HOLDER</b>	Person who has been issued with a burial licence.
<b>CEMETERY OR CEMETERIES</b>	Designated area containing one or more burial places and/or areas for cremated remains.
<b>CEMETERY PLAQUE STANDARDS</b>	A set of standards identifying plaque specifications for each cemetery under Council's management.
<b>CEMETERY PLINTH STANDARD DRAWINGS</b>	Standard drawings identifying plinth/headwall specifications for each cemetery under Council's management.
<b>COUNCIL</b>	Western Downs Regional Council.
<b>COLUMBARIUM</b>	A structure having recesses in the walls to receive cremated remains.
<b>CREMATION</b>	To reduce a body to ashes by fire.
<b>EXHUMATION</b>	The removal of human remains.
<b>FEES AND CHARGES</b>	A fee or charge fixed by Council and published in Council's Register of Fees and Charges.
<b>HEADSTONE</b>	Masonry structure placed at the head of a grave.
<b>INURNMENT</b>	The practice of placing an urn in a niche wall or garden.
<b>LAWN CEMETERY</b>	Burial area in which a concrete beam or individual grave markers are provided for the location of standard plaques, the remainder able to be mown over.
<b>ASHES GARDEN</b>	Garden area, path or the like in which ashes may be placed and a standard plaque located. A plaque may be located in such areas without the placement of ashes.



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<b>MONUMENT</b>	Any structure, headstone masonry, metal work, casting or item placed over, in or around a grave site.
<b>NICHE</b>	Inurnment site or place in a wall where a container containing ashes of a deceased person may be placed.
<b>PLAQUE</b>	Memorial that is attached to a beam, plinth, headstone, niche wall, ashes garden.
<b>PLINTH</b>	A flat structure placed on a grave for which a plaque is attached.
<b>REGISTER</b>	Council's formal data repository containing details of a burial, inurnment site, memorial site, interment right or burial right.
<b>RESERVATION</b>	Pre-need burial right.
<b>TRIBUTES</b>	Including but not limited to flowers, ornaments, mementos, crosses and soft toys.

## 4. POLICY

### 4.1 Introduction

Council maintains and operates a number of cemeteries within the Western Downs Regional Council area providing a combination of monumental and lawn sections, columbarium walls and remembrance gardens.

Some cemeteries in the Western Downs region are administered by private trustees or closed to future burials.

Council has assumed management of a number of cemeteries previously controlled by trustees and therefore accepts no responsibility for reservations, burials or monuments arranged prior to taking control.

Council recognises the heritage value of each cemetery and takes this into consideration with the ongoing management of each cemetery. It is acknowledged that cemeteries are special places requiring sensitive and sympathetic management, however this may not always be achievable. Council, as the cemetery manager, reserves the right to determine what is appropriate, hazardous and acceptable at each cemetery.

### 4.2 Policy Commitment

As the administrator of the cemeteries within the Western Downs Regional Council area, Council determines what is dignified behavior within the cemeteries. This includes what constitutes a dignified funeral, monument design and installation, and the placement of tributes in addition to the permanent monument.

To minimize conflict as to what Council deems appropriate and acceptable conduct; Council has prepared and implemented this Policy.

This Policy serves to provide the necessary framework and processes for Council staff to administer the routine functions of Council operated cemeteries.

Instances where historic administration practices conflict with this policy, will be dealt with on a case by case basis.

### 4.3 Provisions at Cemeteries

Council will make such provision as it considers necessary in each cemetery for the following:-



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- 4.3.1 The establishment and standards of construction and design for plaques, memorials, monuments and structures.
- 4.3.2 The size, multiple use and allocation of burial places.
- 4.3.3 The erection or installation of structures and the making of inscriptions.
- 4.3.4 The carrying out of work by monument masons.
- 4.3.5 The removal, replacement and maintenance of structures.
- 4.3.6 The improvement and maintenance of cemeteries.
- 4.3.7 The conduct of religious or other ceremonies of burial, cremation, disposition or commemoration.

## 4.4 Register of Burial Places and Cremation

- 4.4.1 A register of burial, as required by the Subordinate Local Law No. 1.9, will be kept in respect of all burial places (except where historically this information was not retained).
- 4.4.2 A register of cremation, as required the Subordinate Local Law No. 1.9, will be kept in respect of each cremation (except where historically this information was not retained).
- 4.4.3 A register of pre-need burial rights (Reserve Graves) will be kept and must contain the name and address of the owner of the burial right.
- 4.4.4 Each register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing or entries by:-
  - Surname
  - Date of burial or cremation
  - Burial place location
- 4.4.5 Each burial or cremation must be recorded in its respective register immediately after the service and be accompanied by a cause of death or cremation certificate.
- 4.4.6 Registers may be amended to remove or correct inaccuracies.

## 4.5 Exclusive Right of Burial

- 4.5.1 Council will issue to the owner of an exclusive right of burial a certificate upon request, clearly showing:-
  - the right of burial holders name and address
  - the person for which the reservation has been made
  - the applicable fee paid
  - the date of issue
  - a description of the physical location of the grave, and
  - the terms and conditions under which the certificate is issued.
- 4.5.2 Any fees relating to the purchase and issue of the certificate must be paid at the time of application.
- 4.5.3 Council may refuse to grant an exclusive right of burial to any person if, in the opinion of Council, the grant would create a monopoly or encourage dealings in such rights as a business.



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- 4.5.4 Council 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.
- 4.5.5 Council may cancel a right of burial if the right of burial is not exercised within 60 years of issue. Council will utilise all available information to determine the availability or otherwise of the plot. For example, a right of burial may exist at one particular cemetery but Council has evidence that the right of burial holder has been interred at another cemetery.
- 4.5.6 Existing pre-paid burials registered with Council will be honoured.

## 4.6 Burials

- 4.6.1 Burial of bodies in Council cemeteries must be undertaken by an accredited funeral business.
- 4.6.2 Human remains must not be brought into a Western Downs Regional Council cemetery unless:-
- approval has been granted by Council, and
  - the remains are enclosed in a coffin or other form of container appropriate to the proposed form of disposal and complies with the industry standards for constructing coffins or other forms of containers for the burial of human remains if it complies with the following requirements:-
    - (i) not leak liquids or gases,
    - (ii) be securely closed during transportation to the burial site and at the time of interment,
    - (iii) be constructed so as to not distort or collapse when handled during the normal course of event leading up to the burial (including handling when damp), and
    - (iv) be approved in writing by the Chief Executive Officer of the relevant Queensland Government Department with oversight of cemeteries and crematoria.
- 4.6.3 Boxed ashes may be interred by private citizens during Council's ordinary business hours (or pre-arranged time) if this can be accommodated by staff, otherwise ashes will be interred by staff.

## 4.7 Order for Burials

- 4.7.1 Burials and interment of ashes shall take place only during the hours approved by Council.
- 4.7.2 Notice of the proposed burial, exhumation or disposal must be given to Council a minimum of two (2) full working days prior to the event.
- 4.7.3 There will be a minimum of three hours between service bookings at any one cemetery.
- 4.7.4 Council may approve funerals inside of the two day notice period due to exceptional circumstances from time to time subject to conditions of, and approval by, the authorised person.
- 4.7.5 Burials are not to take place unless a burial confirmation has been issued by Council.
- 4.7.6 Where, in the opinion of the authorised person, the digging of any particular grave is impossible or impracticable because of flooding, wet ground, rock or any other reason, the authorised person may, in his or her absolute discretion, refuse a burial in that grave and may order the relocation of the burial to another grave plot regardless of prior arrangements.



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- 4.7.7 Council may, due to operational needs, change or modify hours of burial as required, as approved by an authorised person.

## 4.8. Requirements for Graves

- 4.8.1 All adult plots will be dug at a standard depth of 2.44 metres (8 feet) to allow for two burials except in the instance where the soil structure or ground stability does not allow for a second interment.
- 4.8.2 A plot must be dug at a depth of 2.745 metres (9 feet) to allow a triple burial and the request for such must be received at the time of the first interment.
- 4.8.3 There must be no less than 900mm of soil coverage on top of the last coffin in a grave.
- 4.8.4 The maximum number of coffin interments per grave space/plot is three (3) dependent on the depth of the first and second interments or if otherwise restricted in some way which would prevent reopening of the grave).
- 4.8.5 This section does not affect the interment of cremated remains.

## 4.9 Exhumations

- 4.9.1 Exhumations are NOT to take place unless Council has provided written approval and has received:-
- lodgement of written confirmation from an accredited undertaker that he/she is prepared to carry out the exhumation, and
  - lodgement of the written consent to the proposed exhumation by the right of burial holder, and
  - lodgement of a Council's application form duly completed, together with the provision of the death certificate.
- 4.9.2 Exhumations will be subject to the conditions outlined in Council's Subordinate Local Law No. 1.13.

## 4.10 Above Ground Entombment

- 4.10.1 Council does not facilitate above ground entombments.

## 4.11 Vertical Burials

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

## 4.12 Opening and Reopening of Graves

- 4.12.1 Council staff will arrange for the digging of a grave by an appropriately qualified person.
- 4.12.2 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.





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- 4.12.3 After a burial, a grave may only be reopened for a further burial with the written approval of the authorised person.
- 4.12.4 The Council shall take every care when required to re-open a grave for a second or subsequent burial but will not accept responsibility for any accidental or unintentional damage caused to monuments, gravesite or lawn during such opening.
- 4.12.5 Where it is necessary to re-open a grave by breaking up and removing a concrete cover/monument, the Council shall not be responsible for re-instatement of the memorial following burial.
- 4.12.6 Breaking up or removing a concrete/granite/marble etc. cover on a monument to allow for reopening of a grave for second or third interments shall be subject to the following:-
- liaison with the authorised person at the time of booking the interment; and
  - being performed by a person qualified to undertake such work e.g. concrete cutters, stonemason; and
  - being organised by the person arranging the funeral, the funeral director, burial right holder or family member; and
  - being completed in no less than 2 business days prior to the scheduled burial to allow excavation of the grave.
- 4.12.7 The Council may apply quantities of water or employ other methods to graves following interment to assist with subsidence and compaction of soil so that the grave can be restored to previous levels as soon as possible.
- 4.12.8 The size and position of all graves in a Council cemetery is to be determined by the authorised person.

## **4.13 Services Memorial Wall - Myall Remembrance Park**

- 4.13.1 This memorial is provided only as a place of remembrance for deceased persons who have served in the Australian Armed Forces and is not intended to receive human remains in any form, unless provision is made to do so.
- 4.13.2 Tributes are not to be left unless in a Council supplied vase.

## **4.14 War Graves**

- 4.14.1 Council does not have a specified area for war graves.
- 4.14.2 These will only be accommodated in the general cemeteries and are constructed and maintained only by the Australian War Graves Commission.

## **4.15 Lullaby Garden and Garden of Angels**

- 4.15.1 The Lullaby Garden and designated area of the Garden of Angels is provided only as a place of remembrance for babies that were preterm, or babies aged 12 months and under, and is not intended to receive human remains in any form.
- 4.15.2 Tributes are not to be left unless in a Council supplied vase.





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## 4.16 Children's Section

- 4.16.1 Burials within the designated children section (where provided) shall only be facilitated:
- a) where the coffin or casket size can be accommodated within the limitations of the surveyed plot; and
  - b) the deceased is aged 17 years and under.

## 4.17 Plaques, Plinths, Monuments and Inscriptions - Monumental

- 4.17.1 Headstones and monuments in the monumental sections of Councils' cemeteries are the responsibility of the holder of the burial licence.
- 4.17.2 Should these items be damaged, vandalised or fall into disrepair it is the responsibility of the burial licence holder to make repairs.
- 4.17.3 If headstones or monuments are dangerous, Council may conduct works to make the area safe. This work may involve the placement of a headstone on the ground to prevent it from falling and it will not include repairs or reinstatement of the headstone.
- 4.17.4 All required fees are to be paid and authorisation given before any work is commenced by suitably qualified stonemasons or tradespersons.
- 4.17.5 A minimum of 2 business days' notice must be provided to Council prior to any approved works commencing.
- 4.17.6 The site must be reinstated to the previous standard with all rubbish and debris removed from the cemetery.
- 4.17.7 Surrounding monuments and headstones must not be damaged in the course of undertaking any works.
- 4.17.8 Memorials must be consistent with the existing amenity of the cemetery.
- 4.17.9 Plastic type materials will not be permitted.
- 4.17.10 The memorial shall be contained within the grave plot and be less than one metre in height unless certified by a structural engineer.
- 4.17.11 The planting of trees, shrubs, roses or any other plants is not permitted on the grave/plot.

## 4.18 Plaques, Plinths and Inscriptions - Lawn

- 4.18.1 Council will determine the standard sizes and design for all memorial plaques and plinths. Council will also be responsible for the procurement of such to ensure conformity to existing cemetery standards.
- 4.18.2 Only one plaque per plinth is accepted, or two plaques within a designated beam section (which must not encroach on a neighbouring beam section).
- 4.18.3 Council will supply a standard concrete plinth for the affixing of a plaque. However, in some cemeteries, applicants may make arrangements through an accredited stonemason to supply a granite or marble plinth consistent with the dimensions determined by Council.
- 4.18.4 Where a non-standard plinth exists Council is not responsible for its care or maintenance. In the event of a non-standard plinth failing it will be replaced by Council with a standard plinth.

A single weather proof photo of each interred person in a plot may be recessed into the plaque face or plinth. Care of the photo is the responsibility of the owner.



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- 4.18.5 Any image used for a photo must display the face of the person interred (or to be interred) at the location and cannot be interpreted as offensive in a public venue.
- 4.18.6 Other than photographs, no other form of media can be added to the plaque (e.g. sound, video, lights etc.).
- 4.18.7 Applicants may purchase from Council a plinth with a recessed flower receptacle. This will only be supplied after payment is received in full.

## 4.19 Flowers and Ornaments - Lawn Cemeteries

- 4.19.1 Council welcomes the limited placement of fresh or artificial tributes at burial and memorial sites however, it is committed to providing fair guidelines that apply uniformly to everyone.
- 4.19.2 Council may relax the general restrictions on floral adornments for a period of 3 months following interment.
- 4.19.3 No unauthorised tree, shrub or other plant is to be placed or planted on any grave.
- 4.19.4 Flowers must be placed only in Council issued vase / receptacle on the beam or plinth (maximum of three per plinth).
- 4.19.5 Tributes must not exceed a height of 40cm.
- 4.19.6 The placement of tributes must not encroach on the lawn, adjacent graves or walkways.
- 4.19.7 The restriction on tributes is designed to allow families to express their grief but also ensures that other families do not feel marginalised or impinged upon by the placement of excessive items upon neighbouring locations.
- 4.19.8 Tributes that encroach on neighbouring burial or memorial positions will be removed.
- 4.19.9 Where concrete beams are installed small tributes may be placed within the defined beam area with the exception of items listed in 4.19.10. No items are to be placed on the grassed area of a grave site.
- 4.19.10 Glass jars/bottles/containers or ceramic pots are not permitted and will be immediately removed from the cemetery.
- 4.19.11 Any non-approved items will be removed during scheduled cemetery wide clean ups undertaken by Council staff. Items will be stored for one month for collection before being disposed.
- 4.19.12 Fresh flowers, wreaths and artificial flowers will be removed from grave sites by Council staff if, in their opinion, they have deteriorated to such an extent as to detract from the appearance of the cemetery.
- 4.19.13 Soft ornaments, less than 15cm in height may be permitted in children's burial areas subject to them being adequately secured and remaining within the boundary/confines of the plinth/headwall. These will be removed if they have deteriorated to such an extent as to detract from the appearance of the cemetery.

## 4.20 Flowers and Ornaments - Monumental Cemeteries

- 4.20.1 Council welcomes the limited placement of fresh or artificial tributes at burial and memorial sites however, it is committed to providing fair guidelines that apply uniformly to everyone.
- 4.20.2 Council may relax the general restrictions on floral adornments for a period of 3 months following interment.



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- 4.20.3 No unauthorised tree, shrub or other plant is to be placed or planted on any grave.
- 4.20.4 Tributes with the exception of the items listed in 4.19.10 may be placed within the confines of the plot where the grave top has been paved or has a low fence (not exceeding 1 metre in height) to enclose the plot area.
- 4.20.5 The placement of tributes must not encroach on the lawn, adjacent graves or walkways.
- 4.20.6 The restriction on tributes is designed to allow families to express their grief but also ensures that other families do not feel marginalised or impinged upon by the placement of excessive items upon neighbouring locations.
- 4.20.7 Tributes that encroach on neighbouring burial or memorial positions will be removed.
- 4.20.8 Tributes will be removed from grave sites by Council staff if, in their opinion, they have deteriorated to such an extent as to detract from the appearance of the cemetery or pose a maintenance / safety hazard.
- 4.20.9 Soft ornaments, less than 15cm in height may be permitted in children's burial areas subject to them being adequately secured and remaining within the boundary/confines of the monument. These will be removed if they have deteriorated to such an extent as to detract from the appearance of the cemetery.

## 4.21 Ashes - Placement in Graves

- 4.21.1 Ashes must not be interred in a grave without the written approval of Council.
- 4.21.2 Placement of cremated remains shall take place only during the hours approved by Council.
- 4.21.3 Multiple ashes are permitted to be placed in existing or new graves.
- 4.21.4 A maximum of six (6) ashes may be interred in a new grave, and a maximum of four (4) ashes interred in an existing grave. The plaques for lawn graves must comply with the existing cemetery standard and must be ordered and placed by Council.

## 4.22 Ashes - Placement in Ashes Garden

- 4.22.1 Ashes must not be interred in an ashes garden without the written approval of Council.
- 4.22.2 Placement of cremated remains shall take place only during the hours approved by Council.
- 4.22.3 A maximum of two (2) urns are permitted to be placed in the memorial garden directly behind the plaque. Mixed ashes are allowed in the one (1) urn for placement; however urns will not be removed to provide further mixed ashes.
- 4.22.4 The planting of trees, shrubs, roses or any other plant (other than those provided by the Council) is not permitted in the garden.

## 4.23 Ashes - Placement in Columbarium Wall

- 4.23.1 Ashes must not be interred in a columbarium wall without the written approval of Council.
- 4.23.2 Placement of cremated remains shall take place only during the hours approved by Council.
- 4.23.3 The container holding the ashes must be constructed of suitable weather resistant material.



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- 4.23.4 A standard cast brass plaque or Commonwealth War Graves Plaque of the standard size must be installed over the niche.
- 4.23.5 The placing of vases, bottles or containers, for the holding of flowers, other than the memorial vases provided by the Council is not permitted.

## 4.24 Ashes - Scattering in a Cemetery

- 4.24.1 Ashes must not be scattered in a Council administered cemetery without prior approval.
- 4.24.2 Scattering of ashes shall only take place during the hours approved by Council.
- 4.24.3 The ashes must not be scattered so as to contaminate water sources or affect persons of close proximity.

## 4.25 Removal of Ashes

- 4.25.1 Applications to have cremated remains removed from any cemetery must be made in writing on Council's prescribed form. The application must be signed by all applicants or their rightful successor, or a Statutory Declaration may be submitted stating that all near relations of the deceased have been advised of, and have approved the request for removal.
- 4.25.2 The holder of the burial licence may relinquish the burial licence to Council in writing after the removal of the ashes.

## 4.26 Fees and Charges

- 4.26.1 Fees for services are determined by Council and specified in Council's Register of Cost Recovery Fees and Commercial Charges.
- 4.26.2 All fees are to be paid in advance.
- 4.26.3 Council staff will not issue any certificates until the appropriate fee, if required in advance, has been received.
- 4.26.4 Graves can only be reserved on payment of the purchase fee for the grave.
- 4.26.5 Council will not accept prepayment of interment fees.

## 4.27 Indemnity and Liability Clause

- 4.27.1 In the event of any non-compliance with this Policy, other relevant Council policies and Council local laws, Council does not accept any liability for, and is indemnified against, claims for personal injury (including death) and damage to property (including economic and consequential loss) arising directly or indirectly from the non-compliance.

## 4.28 Prohibited - All Cemeteries

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

- 4.28.1 Erect an unapproved monument/structure, plaque, plinth or tribute.
- 4.28.2 Damage, deface, interfere with or alter burial places.



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- 4.28.3 Damage, deface, interfere with or alter monuments.
- 4.28.4 Disturb or interfere with a lawfully conducted funeral or commemorative service.
- 4.28.5 Bury, inter or exhume any human or non-human remains, whether cremated or not.
- 4.28.6 Enter or remain in a cemetery between sunset and sunrise.
- 4.28.7 Cause or permit an animal that is under the person's control to enter or remain in a cemetery without proper supervision.
- 4.28.8 Take part in any gathering, meeting or assembly, except for the purpose of recognised religious, research, historical, educational or other ceremony of burial or commemoration.
- 4.28.9 Engage in trade or commerce or distribute any circulars, advertisements, paper drawn or photographic material.
- 4.28.10 Drive a vehicle at a speed of more than 8 kilometres per hour.
- 4.28.11 Park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic.
- 4.28.12 Teach, learn or practice driving a vehicle.
- 4.28.13 Camp or reside on any land.
- 4.28.14 Possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service.
- 4.28.15 Urinate or defecate (anywhere other than in a public toilet).
- 4.28.16 Bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other substances.
- 4.28.17 Remove any dead timber, logs, trees and flora whether standing or fallen.
- 4.28.18 Kill, capture or in any way interfere with animal, bird, fish or other fauna whether native or introduced.
- 4.28.19 Plant any tree, shrub, herbage or other plant without prior consent.
- 4.28.20 Obstruct any authorised person or contractor of Council, or any Funeral Business, in the performance of their duty or work in the cemetery.

Offenders may be prosecuted under relevant Local, State or Federal Law.

## **APPENDIX A:**

Western Downs Regional Council Cemetery Plaque Standards

Western Downs Regional Council Cemetery Plinth Standards

## **REVIEW TRIGGER:**

The Cemetery Policy is to be reviewed every four years or as required.

