
Policy Title:	Cemeteries
Policy No:	252
Policy Subject:	Cemeteries including Lawn Cemeteries
Directorate:	Corporate Services
Department:	Cemeteries
Responsible Officer:	Director of Corporate Services
Authorised by:	North Burnett Regional Council
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Authorities:	

INTRODUCTION

North Burnett Regional Council has developed this policy to suit the burial requirements and needs of the general community. It covers all cemeteries in the North Burnett Regional Council jurisdiction. The regulations in regards to burial requirements are outlined in this document for monumental, lawn sections, columbarium's, walls of remembrance and memorial gardens. All denominations are covered. General information in regard to reservations of graves, interment of cremated remains, memorials, exhumations and private burials is also provided.

OBJECTIVES

To provide for effective, efficient and appropriate operation of public cemeteries that the North Burnett Regional Council manages on the communities behalf.

PRINCIPLES

Council is responsible for the operation of public cemeteries, within the geographical boundaries of the North Burnett Regional Council jurisdiction. This responsibility includes, but is not limited to:

1. The interment of remains of deceased persons;
2. The interment of the ashes of deceased persons;
3. The installation and maintenance of memorials erected to deceased persons; and
4. The regularly scheduled cemeteries maintenance activities consistent with Council's works program.

Cemetery Locations

Details of the cemeteries located within the North Burnett Regional Council boundaries can be found in:-

- Attachment A – Cemeteries currently being used
- Attachment B – Individual grave sites

POLICY

1. APPLICATION FOR INTERMENT

Prior to any interment into any cemetery, the following information is to be provided in writing, to Council on Council's *Application for Interment Form*, which may be amended from time to time. Currently, Council's application for interment requires the following information:

Deceased Details

- a. Surname, First Name, Middle Name
- b. Gender (male or female)
- c. Date of birth
- d. Date of death
- e. Age
- f. Religion
- g. Cause of death
- h. Birthplace
- i. Former residence
- j. Former occupation

Next of Kin Details

- k. Name in full
- l. Address
- m. Relationship to the deceased
- n. Telephone contact number

Funeral Details

- o. Date of funeral
- p. Time of funeral
- q. Type of service (graveside only / church and graveside)
- r. Conductor of funeral
- s. Denomination
- t. Funeral company
- u. Signature of person providing the above details.

Grave Details

- v. Location (cemetery), Section, Grave Number
- w. Lawn, Monumental, Columbarium, Wall of Remembrance, Memorial Garden
- x. Required Depth (single, double bottom, double top, ashes, other)

Forms may be amended from time to time.

2. RESERVE FOR INTERMENT

A burial site in a Council monumental/lawn cemetery/columbarium/wall of remembrance/memorial garden may be pre-purchased for interment at a later date. Reservations are limited to two (2) burial sites per family, unless by special agreement with Council.

The following details are required for persons wishing to make *Application for Reservation of Interment*. This information is to be collated onto the Application for Reservation Form, which currently requires the following information.

Applicants Details

- a. Surname, First Name, Middle Name
- b. Gender (male or female)
- c. Date of birth
- d. Address
- e. Telephone number
- f. Applicants signature

Reservation Details

- g. Location (cemetery), Section, Grave Number
- h. Lawn, Monumental, Columbarium, Wall of Remembrance, Memorial Garden
- i. Required depth (single, double bottom, double top, ashes, other)

Name(s) Reservations to be held in

- j. Full names of all reservations

3. TRANSFER OF RESERVES

Rights to a resting place may be transferred to another location within the cemetery on application to the local authority by the original applicant or the person nominated on the certificate of right in the case where the original applicant agrees in writing or is deceased. All transfers must be recorded on a "*Application for Reservation*".

4. CESSATION OF RIGHTS

A reservation ceases to be valid if:

- a. The Local Authority resolved to close the cemetery to which the *Application for Reservation* of rights refers; or
- b. Human remains are present in the allocated resting place or part of the resting place nominated on the *Application for Reservation*.
- c. The family advise in writing that the reservation is no longer required.

5. PAYMENT TO COUNCIL FOR INTERMENT OR RESERVATION

In all cases, both *Application for Interment* and *Application for Reservation*, the applicable fees and charges as set by Council from time to time, are to be paid in full, in advance of any interment or at the time of application for reservation.

6. INTERMENT OF DECEASED PERSONS

Two (2) working days notice, must be given to allow sufficient time for grave digging to be completed. Interments with less than 48 hours notice will be considered in exceptional circumstances. Interments shall take place within the following hours:

- Weekdays – between the hours of 8:30am and 4:00pm
- Weekends and Public Holidays – between the hours of 9:00am and 3:00pm (additional fees are applicable).
- Outside Normal Working Hours – will only be permitted by arrangement (additional fees are applicable).

Interments must be conducted by an approved undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of human remains, and interments are to be in accordance with the relevant Acts and Regulations in force at that time.

Digging of graves shall only be undertaken by Council staff or those contracted by Council.

Council must ensure that:

1. the resting place intended to accommodate a container holding non-cremated human remains is constructed such that the resting place is not less than:
 - a. 1.8 meters deep; or
 - b. 2.3 meters deep if the human remains of not more than two (2) persons are to be buried in the resting place; and/or
 - c. 1.5 meters deep if the only human remains to be buried in the resting place is that of a person not more than five (5) years of age.
2. a resting place for the placement of non cremated human remains is not less than 2.4 meters by 1.2 meters in area;
3. The upper surface of the container holding any non cremated human remains that are placed in a resting place is:
 - a) Placed at least 1 meter below the natural soil surface; and
 - b) Is covered with at least 300mm of sand or other material that will identify that a container is located beneath the material.
4. Gravesites are backfilled regularly with suitable material of a different colour or texture to the material listed in clause 4(b) above, until settlement occurs.
5. All bodies for interment must be encased in a coffin with the lid securely sealed.
6. Graves are to be closed within one (1) hour of the conclusion of the funeral service or as soon as the attendees have vacated.

7. MONUMENTS/MEMORIALS FOR DECEASED PERSONS

Council agrees that any persons may provide/erect/maintain a wooden/steel cross on a grave as a temporary memorial for a period of not more than two (2) years from the date of interment. Following this period of time a permanent memorial must be installed.

A person must not erect or install a memorial to a deceased person in a Council cemetery unless authorised under this policy. Council requires an *Application to Erect a Monument / Carry out Alterations* prior to any installation in a cemetery. Currently, Council's *Application to Erect a Monument / Carry out Alterations* requires the following information:

Deceased Details

- a. Surname, First Name, Middle Name

Applicant Details

- b. Masons name
- c. Company
- d. Mailing address
- e. Phone contact number
- f. Masons signature and date

Monument Details

- g. Location (cemetery), Section, Grave Number
- h. Form of monument
- i. Dimensions of monument (Length, Width, Height)
- j. Date of work to be carried out.

An application for the erection of monuments should not be made unless a period of eighteen (18) months has expired since the interment of human remains. The erection of vaults and other forms of above ground interments are not permitted in cemeteries within the North Burnett Regional Council jurisdiction.

Persons/Stonemasons who have gained permission to install monuments within Council's cemeteries must ensure that:

- a. the correct location of gravesite is provided by a Council Officer;
- b. memorials must be safely and securely placed;
- c. memorials shall be consistent with the existing amenity of the section of the cemetery in which it is to be erected or installed;
- d. memorials shall be marked with the name of the person whose remains are contained in the resting place;
- e. that all stone/cement masonry work is carried out in a professional manner;
- f. the cemetery is left in a clean and tidy condition having removed all excess materials utilised for stone/cement masonry work; and
- g. any damages to nearby gravesites occurring during installation of monuments must be reported to the Chief Executive Officer and the respective stonemason will be charged for repair costs.

8. REGISTER OF BURIALS / RESERVES

Council will ensure the recording of interments / reserves shows the following details:

- a. Surname;
- b. Christian name/s;
- c. Section and grave number; and
- d. Be referenced to relevant application for interment which will provide full details of deceased persons;
- e. Location of reserve;
- f. Name of person who made the reservation;
- g. Where reserved resting place contains human, the relationship of the person who has reserved to the person whose remains are in the resting place;
- h. Date of reservation.

All details are provided at the time of the application. These records are available for public inspection.

9. RE-OPENING OF GRAVES

Council will allow the re-opening of graves at all cemeteries subject to the following conditions:

Where a grave is open for a second interment the excavation shall be made so as to leave a layer of undisturbed earth, not less than 300mm in depth above the lid of any coffin already in the grave. The upper surface of the coffin is to be at least one (1) metre below the natural ground surface level.

Monumental Sections Only

When the removal of monumental slabs and headstones are required, Council staff will take all reasonable care not to cause any damage, however, if a monument slab or headstone is inadvertently damaged during this process, Council will not be responsible for any repairs.

Lawn Sections Only

Burial allotments within the Lawn Cemeteries are dug to a double depth to allow for a re-opening at a later date. The funeral director may, at the time of organising a funeral, request that the grave be dug to a single depth only at the families request.

10. EXHUMATION

Human remains in any cemetery within the North Burnett Regional Council jurisdiction shall not be interfered with or permitted to be interfered with unless:

- a. The Coroner has issued an order to exhume; or
- b. The Local Government has granted approval for this action.

11. PRIVATE BURIALS

Conditions for interment of human remains on private property outside any cemetery within the North Burnett Regional Council jurisdiction are as follows:

1. The interment of non-cremated human remains must be on freehold land;
2. *Application for Private Property Burial* to be completed and furnished to Council showing details as itemised in Section One – Application for Interment and furnished to Council prior to interment;
3. A location plan of proposed burial site is to accompany the *Application for Private Property Burial* identifying the precise location including lot on plan, parish and county;
4. All bodies for interment must be encased in a coffin with the lid securely sealed.
5. A resting place for the placement of non cremated human remains is not less than 2.4 meters by 1.2 meters in area;
6. The resting place intended to accommodate a container holding non-cremated human remains is constructed such that the resting place is not less than:
 - a. 1.8 meters deep; or
 - b. 2.3 meters deep if the human remains of not more than two (2) persons are to be buried in the resting place; and/or
 - c. 1.5 meters deep if the only human remains to be buried in the resting place is that of a person not more than five (5) years of age.
7. The upper surface of the container holding any non cremated human remains that are placed in a resting place is:
 - c) placed at least 1 meter below the natural soil surface; and
 - d) is covered with at least 300mm of sand or other material that will identify that a container is located beneath the material.
8. Graves are to be closed within one (1) hour of the conclusion of the funeral service or as soon as the attendees have vacated.
9. Gravesites are backfilled regularly with suitable material of a different colour or texture to the material listed in clause 4(b) above, until settlement occurs.
10. Grave site to be permanently fenced
11. Grave to be covered by concrete slab 1.2m x 2.4m (slab to be installed 18 months after burial and not later than two (2) years after burial);
12. An appropriate plaque to be installed on concrete slab to identify gravesite.

12. LAWN CEMETERIES & MEMORIAL GARDENS

Ornaments and Items in Lawn Sections and Memorial Gardens

Ornaments and other items placed on plinths of the lawn section of the cemetery must comply with the following:

- a. Items, including ornaments and other memorabilia may be placed on the concrete plinth areas immediately adjacent to the memorial plaque in accordance with the requirements of this section;
- b. Items are not permitted to be placed on the grassed area;
- c. Ornaments or other items shall not obstruct or encroach onto adjoining resting places;
- d. Items are to be maintained in good order;

- e. Items are not to be glued, taped or otherwise fixed to any part of the memorial or concrete structure;
- f. Ornaments or other memorabilia that are deteriorated are not permitted to remain in the cemetery;
- g. A maximum of three (3) items (excluding fresh flowers) are permitted on any resting place at any onetime;
- h. Items on resting places shall not exceed 100sq.cm. in base area and 10cm in height;
- i. Flowers and other items that are deteriorated must be removed from the cemetery; and
- j. Vases or other containers capable of holding water must be removed if not holding flowers.
- k. Glass, pebbles, plastic windmills and fencing are not permitted on lawn graves or ashes memorials. Any type of planting in lawn grave areas, monumental burial areas and ashes gardens are prohibited.

13. COLUMBARIUMS

When ashes are interred into the columbarium wall, the niche is to be completely sealed by a plaque of approved size and material. The cost of such plaque is to borne by the applicant.

Inscription shall include the name, age and date of death of the individual whose ashes are interred.

14. WALL OF REMEMBRANCE

Plaques installed on the wall of remembrance of approved size and material. The cost of such plaque is to be borne by the application. Inscription shall include name, age and date of death of the individual of whom the plaque refers and the location of their burial site.

15. MEMORIAL GARDEN

Memorial Garden Plaques are not to exceed 380mm x 280mm. The plaques must be in line with the existing layout of the Garden and must be purchased at the applicant's cost from the North Burnett Regional Council.

Attachment A – Cemeteries currently being used

Cemetery	Types	Address	Land Description
Biggenden Community			
Chowey	<ul style="list-style-type: none"> • Monumental cemetery 	Gooroolba – Biggenden Road, Biggenden 4621	Lot 220 on Plan CK57 Reserve 518 Parish of Degilbo
Coalstoun Lakes	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery 		Lot 53 on CL6011 Reserve 114 Parish of Dundar
Dallarnil	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery • Columbarium 	Isis Highway, Dallarnil 4621	Lot 1 to 6 and 9 RP 15853 Parish of Dallarnil
Degilbo	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery • Columbarium 	Biggenden Road, Degilbo 4621	Lot 109 on Plan C8236 Reserve 24 Parish of Degilbo
Paradise	<ul style="list-style-type: none"> • Monumental cemetery (No longer used) 	Campbells Road, Coringa	Lot 71 on Plan CK540 Reserve 627 Parish of Coringa
Eidsvold Community			
Eidsvold No. 1 (Old)	<ul style="list-style-type: none"> • Monumental 	Ross Crossing Road	Lot 142 on Plan E3706 Parish of Hollywell
Eidsvold No. 2 (New)	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery • Columbarium 	Ross Crossing Road	Lot 4 on Plan SP130846 Parish of Hollywell
Grosvenor Cemetery	<ul style="list-style-type: none"> • Monumental cemetery 	A Creek Road, Grosvenor	Lot 44 on Plan C8265 Parish of Eidsvold
Gayndah Community			
Binjour	<ul style="list-style-type: none"> • Monumental cemetery 	Redvale Road, Binjour 4625	Lot 246 on Plan BON519 Reserve 273 Parish of Binjour
Byrnestown	<ul style="list-style-type: none"> • Monumental cemetery 	Cemetery Road, Byrnestown	Lot 150 on Plan MCK37130 Parish of Gooroolballin
Gayndah Cemetery	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery • Columbarium 	Meyer Street, Gayndah 4625	Lot 608 on Plan G15172 and Lot 7 on RP59587 Parish of Gayndah
Monto Community			
Monto No 1	<ul style="list-style-type: none"> • Monumental cemetery 	12931 Gladstone-Monto Road, Monto 4630	Lot 161, 192 Plan RW238 Parish of Bailey
Monto No 2	<ul style="list-style-type: none"> • Monumental cemetery • Columbarium • Memorial garden 	12931 Gladstone-Monto Road, Monto 4630	Lot 4 on RP214867 Parish of Bailey
Monto No 3	<ul style="list-style-type: none"> • Lawn cemetery 	12931 Gladstone-Monto Road, Monto 4630	Lot 4 on RP214867 Parish of Bailey

Mulgildie	<ul style="list-style-type: none"> • Monumental cemetery 	29952 Gayndah-Monto Road Mulgildie 4630	Lot 152 Plan RW229 Parish of Bailey
Rawbelle	<ul style="list-style-type: none"> • Monumental cemetery 	Access via Old Rawbelle Road Rawbelle 4630	Lot 9 on Plan RW697 Reserve 224 Parish of Rawbelle
Mount Perry Community			
Mount Perry Cemetery	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery • Columbarium • Memorial Garden 	219 Heusman Street Mount Perry 4671	Lot 1 Plan CP861367 Reserve 137 Parish of Mount Perry
Mundubbera Community			
Mundubbera Cemetery	<ul style="list-style-type: none"> • Monumental cemetery • Lawn cemetery • Wall of remembrance 	Pigott Road, Mundubbera 4626	Lot 4 on Plan A2291 Parish of Rosehall

Attachment B – Individual Grave Sites

Community	Cemetery	Address	Land Description
Eidsvold	Abercorn		
Eidsvold	Calrossie Station	306 Calrossie Road, Eidsvold West	Lot 227 on Plan FTY1244
Eidsvold	Clonave Station	1504 Eidsvold Theodore Road, Eidsvold	Lot 68 on Plan SP191230
Eidsvold	Coonambula Station	Cheltenham Road, Eidsvold West	Assessment 20591
Eidsvold	Cravenstown	Craventown Road, Eidsvold	Assessment 20508
Eidsvold	Culcraigie Station	Rawbelle Road, Eidsvold West	Assessment 20645-5
Eidsvold	Dalgangal	Dalgangal Road, Cynthia	Assessment 20349
Eidsvold	Dareen Station	4408 Rawbelle Road	Lot 13 on Plan RW305
Eidsvold	Eidsvold Station	744 Eidsvold Theodore Road, Eidsvold	Lot 46 on Plan RW679
Eidsvold	Euroka Station	7985 Rawbelle Road, Eidsvold	Lot 48on Plan RW194
Eidsvold	Giarka Station	2066 Nerangy Road, Cheltenham	Lot 5on Plan WK17
Eidsvold	Glencoe Station	6497 Glencoe Road, Eidsvold West	Assessment 20635
Eidsvold	Knockbreak Station	362 Knockbreak Road, Eidsvold West	Lot 19 on Plan PH524
Eidsvold	Old Eidsvold Hospital Grounds	Eidsvold Theodore Road, Eidsvold	Lot 7 on Plan SP155909
Eidsvold	Redbank Hermitage	"Quaggy" Mossman's property, 16604 Redbank Road, Eidsvold West	Assessment 20614
Eidsvold	Redbank Station (Garden)	16017 Redbank Road, Eidsvold West	Assessment 20602
Eidsvold	Redbank Township	16017 Redbank Road, Eidsvold West	Assessment 20602
Eidsvold	Riverview	511 Eidsvold Theodore Road, Eidsvold	Lot 856 on Plan CP818090
Eidsvold	Rocky Springs Station	2265 Nerangy Road, Cheltenham	Lot 7, 15 on Plan WK223
Eidsvold	Rockybar Station	5235 Rockybar Road, Eidsvold West	Assessment 20604
Eidsvold	Tireen Station	7863 Glencoe Road, Eidsvold West	Assessment 20646
Eidsvold	Trelinga Station	"Sheprock" 25228 Burnett Highway, Ceratodus	Lot 1 on RP861164
Eidsvold	Yerilla	1954 Yerilla Road, Cheltenham	Assessment 20622-1
Eidsvold	Traylan	About 12km north of the present town of Eidsvold	
Eidsvold	18 Miles from Eidsvold	Reported by the police as a burial 18 miles from Eidsvold - no further details available	

Eidsvold	Mt Jones or Eidstown	A small mining town that existed a few miles upstream from the Eidsvold Goldfields, on the western side of the Burnett River	
Eidsvold	Mt Mack	Another gold mining area a few miles north of Eidstown.	
Eidsvold	Cynthia	A railway siding and rural area 19 km north of Eidsvold	
Eidsvold	Campbelltown - St Johns Creek	No further information available.	
Eidsvold	Malmoe	No further information available.	
Eidsvold	Monal Goldfields	No further information available.	
Eidsvold	Morrow Creek	Situated about 24km west of Eidsvold	
Gayndah	Apostolic Church of Qld Binjour	Church Road, Binjour 4625	Lot 1 RP7789 Parish of Binjour
Monto	Cania Diggings		
Monto	Cania Station		
Monto	Kapaldo		
Monto	Kariboe Station		
Monto	Kolonga Station		
Monto	Langley Station		
Monto	Monal		
Monto	Mt Cannindah		
Monto	Mulgildie 'a' Camp		
Monto	Mulgildie Station		
Monto	New Cannindah Station		
Monto	Old Cannindah Station		
Monto	Rawbelle - Reedy Creek	16016 Redbank Road, Eidsvold West	Assessment 20602
Monto	Rawbelle Station	16015 Redbank Road, Eidsvold West	Assessment 20602
Monto	Three Moon		
Monto	Wingfield Station		
Monto	Yarrol Station		
Mundubbera	Apostolic Church of Qld Malmoe	529 Augustines Road, O' Bil Bil 4626	Lot 1 Plan SP190488 Parish of Malmoe
Mundubbera	New Apostolic Church Riverleigh	615 Coonambula – Eidsvold Road, Riverleigh 4626	Lot 2 RP47747 Parish of Malmoe
Mundubbera		109 Lochaber Boundary Road, Mundubbera 4626	Lot 11 on SP236016