

# 252 Cemeteries

## General Policy

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### PURPOSE

North Burnett Regional Council has developed this policy to provide consistent approval to burials at North Burnett Regional Council Cemetery Facilities. The policy covers all cemeteries administrated by Council in the North Burnett Regional Council jurisdiction. The regulations in regards to burial requirements are outlined in this document for monumental, lawn sections, columbariums, walls of remembrance and memorial gardens. General information in regard to reservations of burial sites, interment of cremated remains, memorials and exhumations are provided.

### SCOPE

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

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 scheduled cemeteries maintenance activities consistent with Council's works program.

### Cemetery Locations

Details of the cemeteries and restrictions for monumental, lawn and columbarium facilities located within the North Burnett Regional Council boundaries can be found in:-

- Attachment A – North Burnett Regional Council Cemeteries

### POLICY STATEMENT

#### 1. BURIAL RIGHT HOLDER

A Burial Right Holder holds the right to authorise the burial and cemetery works to a particular burial site. Council's *Application for Burial Rights Holder* form is required to be completed with any interment or at time of reservation. No fees are payable to be a Burial Rights Holder. Up to three (3) Burial Right Holders can be listed for a particular burial site, in order of authority. Should Burial Right Holder one be unavailable the responsibility is then transferred to Burial Right Holder two. Burial Right Holder one will have full authority to amend other nominated Burial Right Holders should the applicant be deceased.

#### 2. APPLICATION FOR INTERMENT

Council's *Application for Interment* form is required to be completed prior to any interment. Applicable fees and charges as set by Council, are to be paid in full, in advance of any interment.

#### 3. RESERVE FOR INTERMENT

A burial site may be reserved for interment at a later date by paying a deposit. Council's *Application for Reservation* form is required to be completed prior to reservation being processed. Applicable fees and charges as set by Council at the time of reservation will apply. A burial site is unable to be paid for in full until burial.

#### 4. TRANSFER OF RESERVES

Rights to a resting place may be transferred to another location within Council's jurisdiction on application to the local authority by the original applicant or the person nominated on the *Burial Right Holder* form. All transfers must be recorded on an *Application for Reservation* form.

#### 5. CESSATION OF RIGHTS

A reservation ceases to be valid if:

1. the Local Authority resolved to close the cemetery to which the *Application for Reservation* of rights refers; or
2. human remains are present in the allocated resting place or part of the resting place nominated on the *Application for Reservation*.
3. a cancellation/amendment for Reservation is received.

#### 6. OPENING OF NEW CEMETERY SECTIONS

Reservation and interments are restricted to open sections of the cemetery only. Opening of a new section is at Council's discretion. To determine if a section has been open, Council has set the guidelines as below:

- Lawn – Plinth has been constructed
- Monumental – Through consultation with Council
- Columbarium – Columbarium wall has been constructed

#### 7. INTERMENT OF DECEASED PERSONS

Four (4) working days notice, must be given to allow sufficient time for preparations to be completed. Interments outside stipulated timeframe will be considered in exceptional circumstances. The application must be acknowledged by a customer service representative in person or by phone. Interments shall take place within the following hours:

- Weekdays – between the hours of 8:30am and 2:00pm
- Weekends and Public Holidays – between the hours of 9:00am and 3:00pm (additional fees are applicable, refer to Council's current fees and charges).
- Outside Normal Working Hours – will only be permitted by arrangement (additional fees are applicable, refer to Council's current fees and charges).

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.

#### Interments

Digging of a burial site shall only be undertaken by Council staff or those contracted by Council. No interment is permitted until Council has granted approval. Standard depth for monumental interments are dug to 1.8m however can be dug to 2.3m if requested. The standard depth for lawn interments are dug to 2.3m.

Council must ensure that:

1. the burial site is intended to accommodate a container holding non-cremated human remains is constructed such that the burial site 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 interred in the burial site; and/or
  - c. 1.5 meters deep if the only human remains to be interred in the burial site 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 0.3m of sand or other material that will identify that a container is located beneath the material.

4. burial sites are backfilled regularly with suitable material until settlement occurs.
5. all bodies for interment must be encased in a coffin with the lid securely sealed.
6. burial sites are to be closed within one (1) hour of the conclusion of the funeral service or as soon as the attendees have vacated.

#### **Ashes interment into Columbarium Wall**

Ashes may be interred into a niche in any of Council's Columbarium Walls.

Council's *Application for Interment* form, is required to be completed prior to any interment. Applicable fees and charges as set by Council, are to be paid in full, in advance of any interment.

Council must ensure that:

1. all placements of cremated human remains are carried out by Council staff and a family representative unless by special agreement or otherwise approved;
2. columbarium Wall niche sizes varies between locations, refer to Attachment A
3. container must be of approved size and material;
4. non-perishable items may be placed in a pre-purchased niche;
5. items to be recorded on interment paperwork;
6. niches are to be closed immediately following the placement of ashes;

#### **Ashes interment into Monumental / Lawn sections**

Ashes may be interred into in any of Council's Monumental or Lawn cemeteries.

Council's *Application for Interment* form is required to be completed prior to any interment. Applicable fees and charges as set by Council, are to be paid in full, in advance of any interment.

Council must ensure that:

1. where the placement of ashes is into an existing burial site, the resting place must be dug to a depth which will allow for the upper surface of the container to be covered with at least 30cm of soil;
2. where monumental work exists over a burial site where ashes are to be placed, the ashes are to be interred underneath the base of the headstone. Should this not be possible ashes are to be interred at the opposite end to the headstone to avoid the necessity to remove monumental work;
3. where a lawn plinth or beam exists over a burial site where ashes are to be placed, Council will endeavour to centre place the ashes underneath the plinth on the top side of the headstone, should this not be possible ashes are to be interred at the opposite end to the headstone.
4. burial site to be closed immediately following the placement of ashes.

#### **Other Facilities**

Ashes may be interred at other facilities throughout the North Burnett Regional jurisdiction.

Council must ensure that:

1. formal approval in writing from Chief Executive Officer / General Manager / Manager is provided
2. ashes are not placed on grounds where contact sport is played
3. ashes must be watered in one (1) hour after placement or as soon as the attendees have vacated

#### **Interments / Reservations outside Cemeteries Policy**

If an interment or reservation does not meet the requirements of this policy, application may be made to the Chief Executive Officer seeking permission for exceptional circumstance.

### **5. MONUMENTS/MEMORIALS FOR DECEASED PERSON – MONUMENTAL**

Council will provide/erect/maintain an identification post on a burial site 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* form prior to installation in a cemetery. Ten (10) working days notice, must be given to allow sufficient time for Council to approve an application.

An application for the erection of monuments should not be made unless a period of two (2) years has expired since the interment of human remains.

Council takes no responsibility for repairs due to age, weather or vandalism to the monument. Persons/Stonemasons who have gained permission to install monuments within Council's cemeteries must ensure that:

1. an *Application to Erect a Monument / Carry out Alterations* has been approved in writing by Council
2. the correct location of the burial sites is provided by Council
3. memorials must be constructed on a slab 1.2m x 2.4m x 15cm for single burial site
4. memorials must be constructed on a slab 2.4m x 2.4m x 15cm for double burial site;
5. memorials must be safely and securely placed;
6. memorials shall be consistent with the existing amenity of the section of the cemetery in which it is to be erected or installed;
7. memorials shall be marked with the name of the person whose remains are contained in the resting place;
8. all stone/cement masonry work is carried out in a professional manner;
9. the cemetery is left in a clean and tidy condition having removed all excess materials utilised for stone/cement masonry work; and
10. any damages to nearby burial sites occurring during installation of monuments must be reported to the Chief Executive Officer and the respective stonemason will be charged for repair costs.
11. the person/stonemasons carrying out work must hold a valid public liability insurance policy
12. the cost of such monument/memorial is to be borne by the applicant

## **6. MONUMENTS/MEMORIALS FOR DECEASED PERSON - LAWN**

Council will provide/erect/maintain an identification post on a burial site 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* form prior to installation in a cemetery. Ten (10) working days notice, must be given to allow sufficient time for Council to approve an application.

Council takes no responsibility for repairs due to age, weather or vandalism to the monument.

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

1. an *Application to Erect a Monument / Carry out Alterations* has been approved in writing by Council
2. the correct location of burial site is provided by Council;
3. memorials must be safely and securely placed;
4. height of permanent infrastructure on a raised plinth does not exceed 15cm
5. memorials shall be consistent with the existing amenity of the section of the cemetery in which it is to be erected or installed;
6. memorials shall be marked with the name of the person whose remains are contained in the resting place;
7. all stone/cement masonry work is carried out in a professional manner;
8. the cemetery is left in a clean and tidy condition having removed all excess materials utilised for stone/cement masonry work; and
9. any damages to nearby burial sites occurring during installation of monuments must be reported to the Chief Executive Officer and the respective stonemason will be charged for repair costs.
10. the person/stonemasons carrying out work must hold a valid public liability insurance policy
11. the cost of such monument/memorial is to be borne by the applicant

## **12. LAWN CEMETERY PLINTH STANDARDISATION**

To ensure consistency across the North Burnett Cemeteries, a raised plinth will be installed starting at various sections of each cemetery as listed below:

<b>Location</b>	<b>Start</b>
Dallarnil	Row 1, plot 11 – 20 Row 2, plot 11 – 20 Row 3
Degilbo	Row 7
Coalstoun Lakes	Row 3
Eidsvold	Row 1, plot 21 - 40
Gayndah	Row P
Monto	Section 110
Mundubbera	Row J
Mt Perry	Row F

### 13. REGISTER OF BURIALS / RESERVES

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

1. Surname;
2. Christian name/s;
3. Section and burial site number; and
4. Reference document identification number in MagIQ documents to relevant *Application for Interment* form which provides full details of deceased persons;
5. Location of reserve
6. Burial Right Holder details;
7. Receipt details;
8. Photo of headstone or plaque

### 14. RE-OPENING OF BURIAL SITES

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

Where a burial site is reopened for a second interment the excavation shall be made so as to leave a layer of undisturbed earth, not less than 0.3m in depth above the lid of any coffin already in the burial site. 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. If a monumental slab requires removal, it is compulsory that three (3) Council employees are present for the digging process. Additional fees apply, refer to fees and charges.

#### ***Lawn Sections Only***

All burial sites within the Lawn Cemeteries are dug to a 2.3m to allow for re-opening at a later date. The family may request a reservation alongside the burial of another family member if preferred, however each burial site will be dug to double depth regardless of a side by side reservation.

### 15. 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 The Local Government has granted approval for this action.

## 16. ORNAMENTS AND OTHER ITEMS

Ornaments and other items placed on plinths or monuments of the cemetery must comply with the following:

1. Items, including ornaments and other memorabilia may be placed on the concrete plinth or monument immediately adjacent to the memorial plaque or headstone in accordance with the requirements of this section;
2. Items are not permitted to be placed on the grassed area;
3. Ornaments or other items shall not obstruct or encroach onto adjoining burial sites;
4. Items are to be maintained in good order;
5. Items may be temporarily fixed to the memorial or concrete structure, permanent fixtures are prohibited;
6. Solar lights or battery operated lights are permitted providing they stay within the burial site in the monumental section and on the plinth in the lawn section
7. Ornaments or other memorabilia that are deteriorated are not permitted to remain in the cemetery;
8. Items on resting places shall not exceed 100sq.cm. in base area and 15cm in height;
9. Flowers and other items that are deteriorated must be removed from the cemetery; and
10. Vases or other containers capable of holding water must be removed if not holding flowers;
11. Glass, pebbles and fencing are not permitted on lawn, monumental or memorial areas;
12. Any type of planting in lawn burial site areas, monumental burial areas and ashes gardens is prohibited;
13. Council is not responsible for items stolen or damaged due to age, weather or vandalism;
14. Ornaments may drift away from burial sites at times, Council staff will place items on nearby burial sites if they are unaware of the original location;
15. Broken items on lawns or walkways that may cause risk to the public will be disposed of accordingly.

## 17. PLAQUE PROVISIONS FOR DECEASED PERSONS

Council requests that a plaque must be installed within two (2) years from the date of interment. Inscription must include the name, age and date of death of the individual. Applicable costs are to be paid in full, on approval of plaque quote and proof.

The following information is specific to different sections within Council Cemeteries.

### Lawns

When remains are interred in a lawn section, the plinth or headstone is to have a plaque installed of approved size and material. The fee for interment includes a standard plaque to the value as specified in relevant fees and charges set by Council, any costs above the included plaque value is to be borne by the applicant.

### Columbariums

When ashes are interred into a columbarium wall, the niche is to be completely sealed by a plaque of approved size and material. The fee for interment includes a standard plaque to the value as specified in relevant fees and charges set by council, any costs above the included plaque value is to be borne by the applicant.

### Wall of Remembrance and Memorial Gardens

Plaques installed on the Wall of Remembrance or into Memorial Gardens must be of approved size and material. The cost of such plaque is to be borne by the applicant.

### Monumental

Plaques installed onto a monument in the monumental section must be of approved size and material. The cost of such plaque is to be borne by the applicant.

### Other Facilities

Council does not allow plaques to be placed on Council Facilities unless approved by Chief Executive Officer / General Manager.

### Supply of Plaques by Council after two (2) years

Should a burial site within a Lawn or Columbarium section remain unnamed following a period of more than two (2) years from the date of interment, Council will take necessary action to supply a plaque accordingly. Council will advise the burial right holder/next of kin in writing of its intention to supply a plaque to an unnamed burial site. If no contact is made within 28 days of the date of this letter, Council will arrange for a standard plaque to be installed, inscription will include the name, age and date of death of the deceased.

No further plaque value as specified in relevant fees and charges is available following the automatic supply of a plaque by Council.

## **18. MAINTENANCE AND FACILITIES AVAILABLE**

Council agrees that regular maintenance of cemeteries across the region will be provided in line with Councils approved Asset Management Plan.

Council does not take responsibility of the maintenance of monuments/plaques that may become damaged from age, weather or vandalism.

Refer to *Attachment A – North Burnett Regional Council Cemeteries used* for a full list of current facilities available within each cemetery in each location and restrictions applied.

## ATTACHMENT A – NORTH BURNETT REGIONAL COUNCIL CEMETERIES

Cemetery	Types	Restrictions for Monumental, Lawn & Columbarium Facilities	Address	Land Description
<b>Biggenden Community</b>				
<b>Chowey</b>	<ul style="list-style-type: none"> <li>Monumental cemetery * reserves and interments under special circumstances only</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>Single slab -1.2m x 2.4m x 15cm</li> <li>Double slab - 2.4m x 2.4m x 15cm</li> </ul>	Gooroolba – Biggenden Road, Biggenden 4621	Lot 220 on Plan CK57 Reserve 518 Parish of Degilbo
<b>Coalstoun Lakes</b>	<ul style="list-style-type: none"> <li>Monumental cemetery</li> <li>Lawn cemetery</li> <li>Columbarium</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>Single slab -1.2m x 2.4m x 15cm</li> <li>Double slab - 2.4m x 2.4m x 15cm</li> </ul> <p><b>LAWN</b></p> <ul style="list-style-type: none"> <li>Level non raised plinth with no raised benches in row 1 – 2, no more than a 50mm rise of granite and plaque from the plinth slab, including plaque, included 2 vase holes</li> <li>All rows facing the same direction</li> <li>Raised plinth from row 3 onwards</li> <li>2 vase holes included</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>Size suggestion                             <ul style="list-style-type: none"> <li>- 380mm x 280mm x 4.5mm thick</li> </ul> </li> <li>Design suggestion                             <ul style="list-style-type: none"> <li>- Single 1, 2, 4, (rectangle), 25 (oval)</li> <li>- Double 3, 6, 7, 15 (rectangle), 26 (oval)</li> </ul> </li> </ul> <p><b>COLUMBARIUM</b></p> <ul style="list-style-type: none"> <li>Single niches only</li> <li>Niche – 900mm (H) x 1200mm (W) x 225mm (D)</li> <li>1 vase holder included</li> </ul>	Glenview Street, Coalstoun Lakes	Lot 53 on CL6011 Reserve 114 Parish of Dundar



<p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion <ul style="list-style-type: none"> <li>- 200mm x 150mm x 3mm thick</li> </ul> </li> <li>• Design suggestion <ul style="list-style-type: none"> <li>- Single 33, 33a, (rectangle only)</li> </ul> </li> </ul>	<p>Isis Highway, Dallarnil 4621</p> <p>Lot 1 to 6 and 9 RP 15853 Parish of Dallarnil</p>
<p><b>Dallarnil</b></p> <ul style="list-style-type: none"> <li>• Monumental cemetery</li> <li>• Lawn cemetery</li> </ul> <p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> </ul> <p><b>LAWN</b></p> <ul style="list-style-type: none"> <li>• Raised benches allowed row 1 only</li> <li>• Level non raised plinth with no raised benches in row 2, no more than a 50mm rise of granite and plaque from the plinth slab, including plaque, 2 vase holes included</li> <li>• All rows facing the same direction</li> <li>• Raised plinth from row 1, plot 12 – 21, row 2, plot 12-21, row 3 onwards</li> <li>• 2 vase holes included</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion <ul style="list-style-type: none"> <li>- 380mm x 280mm x 4.5mm thick</li> </ul> </li> <li>• Design suggestion <ul style="list-style-type: none"> <li>- Single 1, 2, 4, (rectangle), 25 (oval)</li> <li>- Double 3, 6, 7, 15 (rectangle), 26 (oval)</li> </ul> </li> </ul>	<p>Biggenden Road, Degilbo 4621</p> <p>Lot 109 on Plan C8236 Reserve 24 Parish of Degilbo</p>
<p><b>Degilbo</b></p> <ul style="list-style-type: none"> <li>• Monumental cemetery</li> <li>• Lawn cemetery</li> <li>• Columbarium</li> </ul> <p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> </ul> <p><b>LAWN</b></p> <ul style="list-style-type: none"> <li>• Raised benches allowed rows 1-2</li> <li>• Level non raised plinth with no raised benches in rows 3 – 6, no more than a 50mm rise of granite and plaque from the plinth slab, including plaque, 2 vase holes included</li> <li>• All rows facing the same direction</li> </ul>	<p>Biggenden Road, Degilbo 4621</p> <p>Lot 109 on Plan C8236 Reserve 24 Parish of Degilbo</p>

- Raised plinth from row 7 onwards
- 2 vase holes included

**Plaque**

- Size suggestion
  - 380mm x 280mm x 4.5mm thick
- Design suggestion
  - Single 1, 2, 4, (rectangle), 25 (oval)
  - Double 3, 6, 7, 15 (rectangle), 26 (oval)

**COLUMBARIUM**

- Single niches only
- Niche – 900mm (H) x 1200mm (W) x 225mm (D)
- 1 vase holder included

**Plaque**

- Size suggestion
  - 200mm x 150mm x 3mm thick
- Design suggestion
  - Single 33, 33a, (rectangle only)

## Eidsvold Community

<p><b>Eidsvold No. 1 (Old)</b></p> <ul style="list-style-type: none"> <li>• Monumental ** closed</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> <li>• Monumental work permitted</li> </ul>	<p>Ross Crossing Road</p> <p>Lot 142 on Plan E3706 Parish of Hollywell</p>
<p><b>Eidsvold No. 2 (New)</b></p> <ul style="list-style-type: none"> <li>• Monumental cemetery</li> <li>• Lawn cemetery</li> <li>• Columbarium</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> </ul> <p><b>LAWN</b></p> <ul style="list-style-type: none"> <li>• Raised bench style headstones on plinth with 2 vase holes included</li> <li>• Lawn rows are structured head to head</li> <li>• Raised plinth row 1, plot 20 – 40 onwards,</li> <li>• 2 vase holes included</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion <ul style="list-style-type: none"> <li>- 380mm x 280mm x 4.5mm thick</li> </ul> </li> <li>• Design suggestion <ul style="list-style-type: none"> <li>- Single 1, 2, 4, (rectangle), 25 (oval)</li> <li>- Double 3, 6, 7, 15 (rectangle), 26 (oval)</li> </ul> </li> </ul> <p><b>COLUMBARIUM</b></p> <ul style="list-style-type: none"> <li>• Single niches only</li> <li>• Niche – 90mm (H) x 110mm (W) x 220mm (D)</li> <li>• 1 vase holder included</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion <ul style="list-style-type: none"> <li>- 182mm x 129mm</li> </ul> </li> <li>• Design suggestion <ul style="list-style-type: none"> <li>- Single 33, 33a, (rectangle only)</li> </ul> </li> </ul>	<p>Ross Crossing Road</p> <p>Lot 4 on Plan SP130846 Parish of Hollywell</p>
<p><b>Grosvenor</b></p> <ul style="list-style-type: none"> <li>• Monumental cemetery ** closed</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> <li>• Monumental work permitted</li> </ul>	<p>A Creek Road, Grosvenor</p> <p>Lot 44 on Plan C8265 Parish of Eidsvold</p>

## Gayndah Community

<p><b>Byrnestown Cemetery</b></p> <ul style="list-style-type: none"> <li>• Monumental cemetery</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> </ul>	<p>Cemetery Road, Byrnestown</p> <p>Lot 150 on Plan MCK37130 Parish of Gooroolballin</p>
<p><b>Gayndah Cemetery</b></p> <ul style="list-style-type: none"> <li>• Monumental cemetery</li> <li>• Lawn cemetery</li> <li>• Columbarium</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> </ul> <p><b>LAWN</b></p> <ul style="list-style-type: none"> <li>• Level non raised individual slabs laid on as needs basis in rows A - O</li> <li>• Rows A to O allow 2 slabs for additional placement of plaques (fees and charges to apply)</li> <li>• All rows facing the same direction</li> <li>• NO RAISED BENCHES allowed in any row</li> <li>• No more than a 50mm rise of granite and plaque from the plinth slab, including plaque.</li> <li>• 1 vase hole included per slab, additional vase hole attracts fee</li> <li>• Raised plinth row P onwards with 2 vase holes included</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion <ul style="list-style-type: none"> <li>- 380mm x 280mm x 4.5mm thick</li> </ul> </li> <li>• Design suggestion <ul style="list-style-type: none"> <li>- Single 1, 2, 4, (rectangle)</li> <li>- Double 3, 6, 13, 16 (rectangle)</li> </ul> </li> </ul> <p><b>COLUMBARIUM</b></p> <ul style="list-style-type: none"> <li>• Single and double niches available</li> <li>• Single niche – 90mm (H) x 135mm (W) x 235mm (D)</li> <li>• Double niche – 175mm (H) x 135mm (W) x 235mm (D)</li> <li>• 1 Vase holder include</li> </ul>	<p>Meyer Street, Gayndah 4625</p> <p>Lot 608 on Plan G15172 and Lot 7 on RP59587 Parish of Gayndah</p>

**Plaque**

- Size suggestion
  - Single 200mm x 150mm
  - Double 205mm x 232mm
- Design suggestion
  - Single 30, 31 (rectangle only)
  - Double 32, 35, 37 (rectangle only)

## Monto Community

<b>Monto No 1</b>	<ul style="list-style-type: none"> <li>• Monumental cemetery <i>** closed</i></li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> <li>• Monumental work permitted</li> </ul>	<p>12931 Gladstone- Monto Road, Monto 4630</p> <p>Lot 161, 192 Plan RW238 Parish of Bailey</p>
<b>Monto No 2</b>	<ul style="list-style-type: none"> <li>• Monumental cemetery</li> <li>• Columbarium</li> <li>• Memorial garden Lawn cemetery</li> </ul>	<p><b>MONUMENTAL</b></p> <ul style="list-style-type: none"> <li>• Single slab -1.2m x 2.4m x 15cm</li> <li>• Double slab - 2.4m x 2.4m x 15cm</li> </ul> <p><b>LAWN</b></p> <ul style="list-style-type: none"> <li>• Raised bench style headstones on plinth</li> <li>• Lawn rows are structured head to head</li> <li>• 2 small vase holes included per lawn slab</li> <li>• Raised plinth section 110 onwards with 2 vase holes included</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion                             <ul style="list-style-type: none"> <li>- 380mm x 280mm x 4.5mm thick</li> </ul> </li> <li>• Design suggestion                             <ul style="list-style-type: none"> <li>- Single 1, 2, 4, (rectangle), 25 (oval)</li> <li>- Double 3, 6, 7, 15 (rectangle), 26 (oval)</li> </ul> </li> </ul> <p><b>COLUMBARIUM</b></p> <ul style="list-style-type: none"> <li>• Single and double niches available</li> <li>• Single niche – 90mm (H) x 128mm (W) x 235mm (D)</li> <li>• Double niche – 172mm (H) x 128mm (W) x 235mm (D)</li> <li>• 1 Vase holder include</li> </ul> <p><b>Plaque</b></p> <ul style="list-style-type: none"> <li>• Size suggestion                             <ul style="list-style-type: none"> <li>- Single 165mm x 140mm x 3mm thick</li> <li>- Double 165mm x 229mm x 3mm thick</li> </ul> </li> <li>• Design suggestion                             <ul style="list-style-type: none"> <li>- Single 30, 31 (rectangle only)</li> <li>- Double 32, 35, 37 (rectangle only)</li> </ul> </li> </ul>	

**MEMORIAL GARDEN**

- Open garden available for memorial plaques, no slab to affix plaque to
- Plaque**
- No specifications for these plaques, family to make an application for their preference, consider on needs basis
  - No plaque contribution money available to this section

**Mulgildie**

- Monumental cemetery  
*\* reserves and interments under special circumstances only*

29952 Gayndah-Monto Road  
Mulgildie 4630

Lot 152 Plan RW229  
Parish of Bailey

- MONUMENTAL**
- Single slab -1.2m x 2.4m x 15cm
  - Double slab - 2.4m x 2.4m x 15cm

**Rawbelle**

- Monumental cemetery  
*\*\* closed*

Access via Old Rawbelle Road  
Rawbelle 4630

Lot 9 on Plan RW697  
Reserve 224  
Parish of Rawbelle

- MONUMENTAL**
- Single slab -1.2m x 2.4m x 15cm
  - Double slab - 2.4m x 2.4m x 15cm
  - Monumental work permitted

## Mount Perry Community

### Mount Perry

- Monumental cemetery  
\* reserves and interments under special circumstances only

- Lawn cemetery
- Columbarium Memorial Garden

### MONUMENTAL

- Single slab -1.2m x 2.4m x 15cm
- Double slab - 2.4m x 2.4m x 15cm

### LAWN

- Level non raised plinth
- All rows facing the same direction
- Rows A - B allow for vertical raised headstone
- Vertical polished granite headstone size of 450mm wide x 70mm deep x 500 high which fits into 50mm slot in plinth (BLACK)
- No vase holes included in rows A - C
- Raised plinth row F onwards includes 2 vase holes

### Plaque

- Size suggestion
  - No standard plaque sizes
- Design suggestion
  - Single 1, 2, 4, (rectangle), 25 (oval)
  - Double 3, 6, 7, 15 (rectangle), 26 (oval)

### COLUMBARIUM

- Single niches available
- Single niche – 165mm (W) x 180mm (H) x 310mm (D)
- 1 Vase holder included

### Plaque

- Size suggestion
  - 230mm x 230mm
- Design suggestion
  - Single 30, 31, 34 (rectangle only)
  - Double 32, 35, 35A, 37 (rectangle only)

### MEMORIAL GARDEN

- Open garden available for memorial plaques, no slab to affix plaque to

219 Heusman Street  
Mount Perry 4671  
Lot 1 Plan CP861367  
Reserve 137  
Parish of Mount Perry



**Plaque**

- No specifications for these plaques, family to make an application for their preference, consider on needs basis
- No plaque contribution money available to this section

## Mundubbera Community

<b>Mundubbera Cemetery</b>	<ul style="list-style-type: none"> <li>• Monumental cemetery <i>* reserves and interments under special circumstances only</i></li> <li>• Lawn cemetery</li> <li>• Columbarium</li> <li>• Wall of remembrance</li> </ul>	Lot 17-19 on Plan M583 Parish of Mundubbera
	Kinchela Street, Mundubbera 4626	

### MONUMENTAL

- Single slab - 1.2m x 2.4m x 15cm
- Double slab - 2.4m x 2.4m x 15cm

### LAWN

- Rows A-B are facing the same direction
- Row C thereafter are structured head to head
- Row A-E raised bench style headstones on plinth with 2 vase holes
- Row G-I slightly raised style headstones on merged plinth with 1 vase holes
- Raise plinth from row J onwards with 2 Vase holes included

### Plaque

- Size suggestion
  - Bronze - 380mm x 280mm
  - Stone – 900mm x 290mm
- Design suggestion
  - Single 1A, 5, 16, 17 (rectangle), 25 (oval)
  - Double 6A, 7, 15 (rectangle), 26 (oval)

### COLUMBARIUM

- Single and double niches available
- Single niche – 90mm (H) x 120mm (W) x 240mm (D)
- Double niche - 95mm (H) x 235mm (W) x 240mm (D)
- 1 vase holder included

### Plaque

- Size suggestion
  - Single 165mm x 121mm
  - Double 279mm x 121mm
- Design suggestion
  - Single 33, 33A (rectangle only)
  - Double 20, 21 (rectangle only)

**WALL OF REMEMBRANCE**

- No niches
- No plaque contribution available
  
- **Plaque**
- Size suggestion
  - Restricted to 165mm x 127mm
- Design suggestion
  - 33, 33A (rectangle only)

*\* reserves and interments under special circumstances only – The reservation holder or deceased must of lived in or have family in the local area of requested cemetery*

*\*\* closed – Cemetery is closed for all new reservations and/or interments unless previous records indicate reservation was place prior to 2018. Monumental work is still permitted*

## RELEVANT LAW

North Burnett Regional Council Subordinate Local Law No.1 (Administration) 2011

- Schedule 14 - Operation of cemeteries
- Schedule 18 - Undertaking regulated activities regarding human remains – (a) disturbance of human remains buried outside a cemetery
- Schedule 19 – Undertaking regulated activities regarding human remains – (b) burial or disposal of human remains outside a cemetery
- Schedule 20 – Undertaking regulated activities regarding human remains – © disturbance of human remains in a local government cemetery

## RELATED POLICIES AND PROCEDURES

Interment Procedure	Doc ID 901586
Reservation Procedure	Doc ID 903736
Plot Verification Procedure	Doc ID 901602
Data Entry Procedure	Doc ID 901678

## RELATED FORMS

Application for Interment	Doc ID 733171
Application for Amendment or Reservation	Doc ID 733451
Application to Erect Monument/Carry out Alterations	Doc ID 743523
Application for Plaque	Doc ID 733907
Application for Burial Right Holder	Doc ID 911219

## DEFINITIONS

Term	Definition
<i>Reservation</i>	<i>A pre-need burial</i>
<i>Interment</i>	The act of burying, interring or immuring the remains of a deceased person, whether cremated or not.
<i>Monumental</i>	A statue or other structure placed over a burial site in memory of the deceased
<i>Monumental Mason</i>	A tradesman mason or person possessing the skills to carry out monumental masonry work
<i>Columbarium</i>	A room or building with niches for funeral urns to be stored
<i>Niche</i>	
<i>Applicant</i>	The person making an application for interment, reservation, burial right holder or cemetery work
<i>Plinth</i>	The slab of concrete at the head of burial site in the lawn cemetery
<i>Cemetery/Cemeteries</i>	Public cemeteries managed and or controlled by Council. Can be used for lone graves, family plots and larger collections, such as those under Council's control
<i>Council</i>	North Burnett Regional Council
<i>Fees</i>	A fee fixed by Council in its annual review of Fees and Charges
<i>Burial site</i>	A gravesite, vault site, memorial site or other place for the disposition or commemoration of the remains of the deceased, whether cremated or not

## APPROVAL

Council approved this policy on 22 May 2019.

## REVIEW

This policy will be reviewed every two years by Responsible Officer, Department Name and is due for review in May 2021.

## REVISION HISTORY

<b>Version</b>	<b>Meeting</b>	<b>Approval Date</b>	<b>History</b>
1	General	22 May 2019	New policy