

1 PURPOSE

This policy provides a standard for the management of the Burnie Cemeteries that ensures a safe and respectful environment for all users.

2 OBJECTIVE

The policy aims to balance safe and sustainable cemetery management with sensitivity and respect.

3 SCOPE

This policy applies to the three cemeteries under the management of Burnie City Council:

- a) The Wivenhoe Cemetery
- b) The Ridgley Cemetery
- c) The Burnie Lawn Cemetery

4 POLICY

4.1 Hours of burial

Hours for burial in a new plot shall generally be between 9.00am and 4.30pm Mondays to Fridays, and between 9.00am and 12 noon on Saturdays.

Hours for burial in a grave in which there has been a previous interment shall generally be between 9.00am and 4.30pm Tuesdays to Fridays, and no burials shall be conducted on Saturdays, Sundays, Mondays, Public Holidays or the day after public holidays.

Burials shall not be conducted on Christmas Day, Good Friday and Anzac Day.

Burials outside these hours may be considered at the discretion of the cemetery manager subject to availability of staff and the circumstances of the case. An additional fee may apply.

4.2 Monuments and plaques at Burnie Lawn Cemetery

Monuments at the Burnie Lawn Cemetery shall be limited to a single plaque, set horizontally at ground level or fixed to the plinth provided and is the only form of commemorative marker on each grave.

Plaques for graves shall be to a standard size of 380mm x 280mm or 560mm x 305mm; and 136mm x 102mm for niche wall.

4.3 Tributes

4.3.1 Temporary Tributes

Tributes of any kind may be temporarily placed on the grave for a maximum period of 14 days following the date of interment.

Ground staff will remove all tributes other than arrangements placed within an approved container at conclusion of this period.

If family and friends desire to keep tributes, these must be removed prior to expiration of the 14 days.

Ground staff will not be responsible for the safety of tributes during the post-interment period, and tributes removed after the 14 day period will not be stored for later collection.

4.3.2 Tributes Generally

Floral and non-floral tributes are permitted at any time if –

- a) not permanently fixed to a plaque or plinth;
- b) a non-floral tribute, not higher than 500mm;
- c) contained and secured within a removable standard holder; and
- d) not more than two approved holders per grave

Council's ground staff has absolute discretion to remove and dispose of any tribute if damaged or deteriorated, or if not within an approved container.

5 LEGISLATION

Burial and Cremation Act 2002
Burial and Cremation (Cemetery) Regulations 2005

6 RELATED DOCUMENTS

Burnie City Council Public Reserves and Public Buildings By-law, By-law No. 1 of 2011
Open Session Council Report – 16 Jul 2013 – AO168/13 Burnie Lawn Cemetery Tributes



COUNCIL POLICY

Burnie Cemeteries Policy

Approved By: **Council**
Doc Controller: **General Manager**
File: 4/14/12

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Version: **1.0**
Approved Date: **16 Jul 2013**
Next Review Date: **16 Jul 2016**

Policy Endorsement

Responsibility:	It is the responsibility of the Director Land and Environmental Services to implement and review this policy. It is the responsibility of the Governance Officer to maintain this policy in the policy register.
Minute Reference:	AO168/13 (MO235/13).
Council Meeting Date:	16 July 2013
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This policy replaces the previous policies maintained through Council Meeting decisions.
Date of Commencement:	16 July 2013
Publication of policy:	Members of the public may inspect this policy at the City Offices where copies can be obtained free of charge. Alternatively it can be accessed on Council's website (www.burnie.net)