

## CODE OF OPERATIONS CEMETERIES



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## 1. Objective

- 1.1 To provide appropriate service standards to meet community needs at Council operated cemeteries.
- 1.2 Ensure a consistent approach to the operation of cemeteries managed and maintained by Burdekin Shire Council.
- 1.3 This Code of Operations details the procedures for interment, standards for construction of memorial graves, mausoleums and vaults. It also specifies a standard for placement of plaques, vases and other memorial memento's in the Burdekin Shire Council cemeteries, columbarium and memorial walls.

## 2. Definitions

- 2.1 Council – This refers to the Burdekin Shire Council
- 2.2 Council Employees – refers specifically to employees within the Operations Department, Parks and Gardens Section and Customer Service centre as specified within this document.
- 2.3 Right of Burial – The right to inter into a burial plot
- 2.4 Right of Burial Certificate – The person or persons, who have a relationship to the deceased and have made declaration of this relationship on Form 8 –Death Registration Application from Department of Justice and Attorney-General Registry of Births, Deaths and Marriages. (Appendix 5 – Right of Burial Holder Certificate)
- 2.5 Right of Burial Holder – the person or persons, who hold the Right of Burial Certificate for a specific grave, this person is the only person who can authorise an interment into the grave. Consent is also required from the right of burial holder to carry out work at a gravesite. (Appendix 3 – Permit to Carry out Works at a Gravesite Form)
- 2.6 Interment – The act or ritual of interring or burying
- 2.7 Interment Consent Application Form – See Clause 3.7 (Appendix 2 – Interment Consent Application Form)

## 3. General

- 3.1 Burdekin Shire Council manages the Ayr and Home Hill Cemeteries.
- 3.2 The principals within this document apply to all individuals, organisations, businesses and council staff who enter a cemetery under Council's control.
- 3.3 This document is supplementary to Burdekin Shire Council Subordinate Local Law No 1.09 (Operation of Cemeteries) 2012 and Subordinate Local Law No 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012 and the Local Laws will prevail to the extent of any inconsistency.
- 3.4 Choosing a burial plot, Columbarium niche or position on the "Our Little Darlings" wall can be organised by the family through Council's Customer Service Centre or a Funeral Director.
- 3.5 Fees for burial plot and columbarium niche reservations and services provided are set out within Council's Fees and Charges, which are available on Council's website or by contacting Council Customer Service Centre. These fees and charges are reviewed annually.
- 3.6 Council applies Cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemetery and to contribute to the ongoing maintenance of the Cemetery.
- 3.7 An Interment Consent Application Form must be completed and lodged with Council's Customer Service Centre and must be accompanied by a copy of Form 8 – Death Registration Application or equivalent form, a minimum of one working day prior to the interment.

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#### 4. Standard Conditions

- 4.1 All funeral services and interments are to be coordinated by a Funeral Director and shall take place between the hours of 9.00am and 5.00pm weekdays. Interments and graveside services outside of these times, on weekends or Public Holidays can be negotiated with Council, and may incur additional fees as set out within Council's Fees and Charges.
- 4.2 Procurement of approved plaques, vases and other memorial mementos is to be through a Funeral Director, Monumental or Stone Mason.
- 4.3 A minimum of two working days' notice is requested to allow sufficient time for grave preparation to be organised and completed. In circumstances where a burial is required on shorter notice due to religious beliefs, council will make every effort to enable this to occur.
- 4.4 Council can accommodate a maximum of 2 interments at each cemetery per day.
- 4.5 Cemetery plot sizes are:
- |                    |                                     |
|--------------------|-------------------------------------|
| Lawn Section       | 3.0 x 1.50 m (inc. concrete plinth) |
| Monumental Section | 3.05 x 1.525 m                      |
| Infant Section     | 1.20 x 0.60 m                       |
- 4.6 Grave depths prepared for burials are:
- |                           |        |
|---------------------------|--------|
| Infant / Still Born depth | 1.20 m |
| Single depth              | 1.37 m |
| Double depth              | 1.83 m |
- Vaults
- |              |        |
|--------------|--------|
| Single Depth | 0.70 m |
| Double Depth | 1.58 m |
- 4.7 The maximum number of interments permitted in a plot shall be:
- Infant Plot - One (with the exception of twins interred within the same coffin)
  - Lawn Plot - Two (first interment must be at double depth)
  - Monumental Plot - Three (first must be at double depth, second at single depth and third interment in single depth vault)
- 4.8 There have been instances arise where the first internment has not reached the required depth of 1.83 metres. In this case Council will need to confirm if a second internment can attain the required depth to accommodate a second interment. In the event a second interment occurs and does not reach the required depth, Council will seal the grave with a concrete floor within 24hours to comply with Queensland Work Health and Safety Laws.
- 4.9 Preparation of plots – Council Cemetery staff will prepare grave sites. The preparation includes:
- Excavation of grave and installation of aluminium shoring
  - Assist with the set-up of Funeral Director supplied lowering devices as requested
  - Erect pedestrian exclusion barriers
  - Assist with the set-up of chairs and marquees, for graveside services as requested by a Funeral Director.

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- 4.10 Funeral Directors are required to supply lowering devices. Council does not accept any responsibility for any maintenance or repairs to such devices. Council will take every care with the Funeral Director's equipment including lowering devices, lifting straps, shade tents and chairs.
- 4.11 Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. This must occur at least 15 minutes in advance of the commencement of an interment or graveside service. Once handed over by Cemetery staff, the site becomes the responsibility of the Funeral Director as their "Place of Work".
- 4.12 The Funeral Director must remain on site and be present during the grave side service at all times
- 4.13 The Funeral Director must supervise and assist families throughout the duration of a traditional funeral service.
- 4.14 The Funeral Director's responsibility for the site concludes when the last family members and the Funeral Director's employees leave the site. At this point the site is handed back to Council staff.
- 4.15 Council staff will endeavour to backfill a plot as soon as possible after the departure of the family and the removal of the Funeral Director's equipment to ensure the safety of Cemetery patrons.
- 4.16 In the event of a reopening, it becomes the families' responsibility to engage a Monumental or Stone Mason to have any structure removed a minimum of 24 hours prior to the graveside service or interment to allow the gravesite to be prepared.
- 4.17 Participation by Council staff in the actual interment process is not permitted; this includes Council staff carrying the casket from the funeral vehicle during a service.
- 4.18 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements. Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, AS4204-1994 Headstones and Cemetery Monuments, AS4425-1996 Above Ground Burial Structures.

## 5. Monumental Cemetery

- 5.1 Long term reservations for internment plots can be made through Council Customer Service Centre or a Funeral Director.
- 5.2 Details of Council fees and charges for reservations, internments, erection of headstones, monuments etc. can be obtained by visiting Council's website, by calling Burdekin Shire Council's Customer Service Centre on 4783 9800 or through a Funeral Director.
- 5.3 Graveside services and internments coordinated by a Funeral Director on behalf of the family require a minimum lead time of two working days.
- 5.4 Interment of ashes in the Monumental Section can be coordinated on behalf of the deceased's family through Council's Customer Service Centre, Council Cemetery Sexton or a Funeral Director. A minimum lead time of two working days is requested.
- 5.5 No work is to be carried out in the Burdekin Shire Council Cemeteries without the approval of Council in writing. Should any unauthorised work be carried out, Council reserves the right to undertake what actions it sees fit without notice, and reserve the right to recover all costs incurred from the responsible person/s.
- 5.6 Reopening of graves is only permitted after a period of 12 months has lapsed since the first internment.
- 5.7 Pumping out of water prior to interments from excavated plots will be the responsibility of Council.

## 6. Lawn Cemetery

- 6.1 Reservations of burial plots are not available in the Lawn Cemeteries.
- 6.2 Interment in the Lawn Cemeteries must be facilitated by a Funeral Director through Burdekin Shire Council's Customer Service Centre.

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- 6.3 Details of Council fees and charges for interments are available on Council’s website, by calling Burdekin Shire Council’s Customer Service Centre on 4783 9800 or through a Funeral Director.
- 6.4 Interment of ashes in the Lawn Section can be coordinated on behalf of the deceased’s family through Council’s Customer Service Centre, Council Cemetery Sexton or a Funeral Director. A minimum lead time of two working days is requested.
- 6.5 Graveside services and interments coordinated by a Funeral Director on behalf of the family require a minimum lead time of two working days.
- 6.6 Reopening of graves is only permitted after a period of 12 months has lapsed since the first interment
- 6.7 Pumping out of water prior to interments from excavated plots will be the responsibility of Council.

## **7. Lawn Cemetery Plaques, Vases and other Mementos**

- 7.1 A minimum of at least one (1) standard size plaque is to be installed on each burial plot.
- 7.2 All Lawn Cemetery plaques are to be:
  - Rectangular in shape manufactured from Bronze or Granite
  - Bronze plaques will measure 380mm by 280mm with a minimum thickness of 10mm
  - Granite plaques will measure 380mm by 280mm with a minimum thickness of 12mm
  - Have a flat back
  - Possess a single background colour
  - A maximum of two (2) standard sized plaques are permitted per burial plot
- 7.3 Each burial plot in the Burdekin Shire Council Lawn Cemeteries shall be entitled to a maximum of two (2) standard flower vases.
- 7.4 No plaques, vase or memorial is permitted beyond the boundary of a burial plot.
- 7.5 Council is responsible for the installation of approved plaques and vases. No other plaques, vases or memorials are permitted.
- 7.6 Removal of plaques and vases for refurbishment is the responsibility of the Right of Burial Holder. Council does not accept responsibility for any damaged incurred during the removal of plaques or vases.
- 7.7 Reinstallation of refurbished plaques and vases is to be undertaken by Council.
- 7.8 Decorative vases and other mementos placed at the burial plot, other than those approved by this code, shall be removed by Cemetery staff after observation of a respectful mourning period to enable unobstructed and safe maintenance activities to continue.
- 7.9 All photographs are to be contained within or be mounted on the deceased person’s plaque. All such memorial photographs shall be installed by Council.
- 7.10 No other memorial photographs are permitted.
- 7.11 It is the responsibility of the “Right of Burial Holder” or a person authorised by “Right of Burial Holder” to:
  - Arrange for the order and supply and installation of any plaques, vases and memorial photos through a Funeral Director
  - Obtain all necessary approvals for the use of Military emblems and provide a copy of such authority to Council

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- 7.12 Should a plaque or memorial be provided without the express authority of the Right of Burial Holder then Council reserves the right to remove same and replace it with a plaque having such authority. Council will accept no responsibility for any damage incurred to remove any such plaque. Notice will be given to the person who owns the unauthorised plaque to collect same.
- 7.13 Should a plaque or vase not meet the specifications contained in this Code of Operations then the plaque and or vases may be removed and returned to the responsible person with details of the non-compliance.
- 7.14 No other memorial, vase or decoration is to be erected on resting sites or on plaques in the Ayr and Home Hill Lawn Cemeteries.
- 7.15 A plaque shall be provided for all deceased persons within twelve (12) months of the interment. Council will allow the placement of a temporary recognition marker for a period of up to six months from the date of interment, to allow for the procurement of an approved plaque.
- 7.16 Flowers (real or artificial) are to be placed in standard flower vases provided for each burial plot. Glass flowers are strictly prohibited.
- 7.17 Council staff, after observing a respectful mourning period, may remove flowers (real or artificial) if they are considered to be no longer attractive, and dispose of the same or present a workplace health and safety risk.
- 7.18 Council does not accept responsibility should a plaque, vase or any memorial photograph on the plaque, be damaged by an act of vandalism or the operation of irrigation systems.

## **8. Columbarium's**

- 8.1 Long term reservations for interment niches can be made through Council's Customer Service Centre or a Funeral Director.
- 8.2 Interment of ashes in Columbarium's can be coordinated by a Funeral director or in direct consultation with Council's Cemetery Sexton
- 8.3 Interment of ashes in a columbarium in conjunction with a committal ceremony will require a minimum lead time of one day.

## **9. Columbarium Plaques, Vases and Photo's**

- 9.1 Columbarium plaques shall:
- Be rectangular in shape manufactured from Bronze
  - Measure 152mm by 114mm with a minimum thickness of 10mm unless multiple reservation exists, then Council may approve a larger plaque
  - Be fitted with mounting brackets top and bottom
  - Have no more than one background colour
- 9.2 Council is responsible for the installation of approved plaques, vases and photographs. No other plaques, vases or memorials are permitted.
- 9.3 Removal of plaques, vases and photographs for refurbishment is the responsibility of the Right of Burial Holder. Council does not accept responsibility for any damaged incurred during the removal of plaques or vases.
- 9.4 Reinstallation of refurbished plaques, vases and photographs is to be undertaken by Council.
- 9.5 Each Columbarium Niche shall be entitled to a maximum of one (1) standard flower vase, which shall be positioned beside the plaque where practicable.

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- 9.6 Each Columbarium Niche shall be entitled to a maximum of one (1) memorial photograph, which shall be erected beside the plaque where practical. The maximum size for a memorial photograph is to be specified by the maximum space available between niches.

## **10. Our Little Darlings Memorial Wall**

- 10.1 Consecutive placement of plaques will occur on the “Our Little Darlings Memorial Wall”
- 10.2 Each reservation shall be entitled to a maximum of one (1) standard flower vase, which shall be positioned beside the plaque where practicable.
- 10.3 Each reservation shall be entitled to a maximum of one (1) memorial photograph, which shall be erected beside the plaque where practicable.
- 10.4 Council is responsible for the installation of approved plaques, vases and photographs. No other plaques, vases or memorials are permitted.
- 10.5 All “Our Little Darling Memorial Wall” plaques shall:
- Be rectangular in shape
  - Measure 200mm high by 240mm wide with a minimum thickness of 10mm for bronze
  - Measure 200mm high by 240mm wide with a minimum thickness of 12mm for granite
  - Have no more than one background colour
- 10.6 Removal of plaques and vases for refurbishment is the responsibility of the Right of Burial Holder. Council does not accept responsibility for any damaged incurred during the removal of plaques or vases.
- 10.7 Reinstallation of refurbished plaques and vases is to be undertaken by Council.

## **11. Memorials and Monuments**

- 11.1 All memorials and headstones must be constructed by a licensed Builder, Monumental or Stone Mason (who has provided council with evidence of a current public liability insurance policy) and must comply with the Australian Standard AS4204-1994 Headstones and Cemetery Monuments and AS4425-1996 Above Ground Burial Structures. Failure to comply may result in a request to remove unauthorised works.
- 11.2 A Permit to Carry out Work at a Gravesite (Appendix 3) must be completed and approved prior to the erection of all new monuments, headstones and upgrade works.
- 11.3 The fee for a Permit to Carry out Work at a Gravesite can be found in Council’s Fees and Charges or by contacting the Council Customer Service Centre. Once a permit has been paid for and approved, it will be issued to the applicant.
- 11.4 A Permit to Carry out Work at a Gravesite will only be issued with consent from the Right of Burial holder. Where the Right of Burial holder is deceased, a transfer of right of burial holder will be required from the person or persons who can show proof of marriage or registered relationship to the deceased by completing a Right of Burial Transfer Application Form (Appendix 4).
- 11.5 A family can request to erect a monument on a historical plot in honour of the deceased person by completing a Permit to Carry out Work at a Gravesite application form. Council may consider such a request where it believes the family are acting with full consent of the deceased person/s.
- 11.6 Maintenance of any monumental grave, vault, monument, headstone, plaque or marker in the Cemetery shall be the responsibility of the Right of Burial Holder.
- 11.7 Opening of vaults, crypts or mausoleums is to be co-ordinated by the Right of Burial Holder with a suitably qualified Funeral Director, Monumental or Stone Mason. A minimum of two working days’ notice must be provided to the Cemetery Sexton.

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**Appendix 1 – Reservation of Grave/Site Form**

<b>Location of requested reservation:</b>			
<input type="checkbox"/> Ayr Cemetery		<input type="checkbox"/> Home Hill Cemetery	
<b>Reservation Plot Type Requested:</b> (Reservations are only permitted in the Monumental and Columbarium sections)			
Reserved For Given Name/s:		Surname:	
<input type="checkbox"/> Monumental Plot		<input type="checkbox"/> Columbarium Niche	
<input type="checkbox"/> Please allocate the next available plot		Section: _____ Plot: _____	
<input type="checkbox"/> I have pre-selected the following grave for reservation:		Section: _____ Plot: _____	
		Section: _____ Plot: _____	
<b>Applicant / Right of Burial Holder Details:</b>			
1. Title:	Given Name/s:	Surname:	
Postal Address:			
	Suburb:	State:	Postcode:
Phone No:		Mobile:	
Email Address:		Date:	
Applicant 1 Signature:			
<b>If purchasing in joint names, please specify the secondary Right of Burial holder below:</b>			
2. Title:	Given Name/s:	Surname:	
Postal Address:			
	Suburb:	State:	Postcode:
Phone No:		Mobile:	
Email Address:		Date:	
Applicant 2 Signature:			

**Terms - Right of Burial Holder**

By signing this form the applicant agrees to abide by all rules and regulations that may apply to the operation of the Cemetery. Council may vary its rules and regulations at any time and in any manner deemed necessary.

On the death of the Right of Burial holder, the authority to authorise burials in the reserved plot or niche may be transferred to the family by lodging the "Right of Burial Transfer Application Form" and providing the existing Right of Burials details. At its discretion, Council will not allow the transfer of the Right of Burial to occur if it cannot be clearly agreed and determined who the rightful beneficiary is.

An "Internment Consent Application Form" and "Permit to Carry out Works at a Gravesite" must be completed prior to any interment or erection of monuments are undertaken in the reserved plot or niche and can only be completed by the Right of Burial Holder.

<b>OFFICE USE ONLY</b>		<input type="checkbox"/> Copy given to Applicant	
<b>Original Form to be retained by Burdekin Shire Council</b>		<input type="checkbox"/> Issue copy of Right of Burial Certificate	
<input type="checkbox"/> Copy emailed to relevant cemetery sexton			
Fees:			
Entered into Burial Register	Date:	Officer:	
Entered onto Map	Date:	Officer:	
ECM ID No:	1601	ECM Doc No:	Receipt No:

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information collected on this form will only be accessed by authorised Council officers for the purpose of updating Council's burial register. Your information will not be given to any other person or agency unless you have given us permission or we are required to do so by law.

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**Appendix 2 – Interment Consent Application Form**

Right of Burial Holder 1									
1. Title:		Given Name/s:		Surname:					
Postal Address:									
	Suburb:		State:		Postcode:				
Phone No:				Mobile:					
Email Address:				Date:					
Applicant 1 Signature:									
Right of Burial Holder 2 (If Applicable)									
2. Title:		Given Name/s:		Surname:					
Postal Address:									
	Suburb:		State:		Postcode:				
Phone No:				Mobile:					
Email Address:				Date:					
Applicant 2 Signature:									
Deceased Details									
Title:		Given Name/s:		Surname:					
Date of Death:			Date of Birth:			Age:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Place of Birth:						
Nationality:			Denomination/Religion:						
Last Permanent Address:									
	Suburb:		State:		Post Code:				
Location of Interment									
Cemetery Location:	<input type="checkbox"/> Ayr Cemetery			<input type="checkbox"/> Home Hill Cemetery					
Interment Type:	<input type="checkbox"/> Interment of Coffin			<input type="checkbox"/> Interment of Ashes					
Grave Type:	<input type="checkbox"/> Monumental			<input type="checkbox"/> Lawn					
	<input type="checkbox"/> Infant Section			<input type="checkbox"/> Columbarium					
Grave/Site Details:	Section/Wall:			Grave/Site No:					
Status:	<input type="checkbox"/> New Reserve (with interment)			<input type="checkbox"/> Existing Reserve					
	<input type="checkbox"/> Re-open Name of last person interred <hr/>			Existing Improvements :  <input type="checkbox"/> Vault <input type="checkbox"/> Mausoleum					

<b>Funeral / Interment Details</b>	
Date of Funeral:	Day of Week:
Estimated Set-Up time at Cemetery:	
Arrival time at Cemetery:	<input type="checkbox"/> Graveside Service <input type="checkbox"/> Delivery Only <input type="checkbox"/> Committal (Ashes)
Special Service Requirements Provided by Funeral Home:	<input type="checkbox"/> Chairs and Tents <input type="checkbox"/> Other – Please Specify:
<b>Funeral Director (If Applicable)</b>	
Funeral Home:	<b>Booking Taken by Cemetery Sexton</b> (Provide details of Cemetery Sexton advised)  Name: _____  Date: _____
Funeral Director (Name):	
Funeral Director (Signature):	

Associated Documents to be attached:

- Copy - Form 8 Death Registration Application Form

### Terms and Conditions

The right of burial holder must abide with all rules or regulations that may apply to the operation of the Cemetery. Council may vary its rules and regulations at any time and in any manner deemed necessary.

On the death of the Right of Burial holder, the authority to authorise burials or monuments to be installed on a reserved plot or niche may be transferred to the family by lodging the "Right of Burial Transfer Application Form" and providing the existing Right of Burial details. At its discretion, Council will not allow the transfer of the Right of Burial to occur if it cannot be clearly agreed and determined who the rightful beneficiary is.

A "Permit to Carry out Works at a Gravesite" must be completed prior to any erection of monuments and can only be completed by the Right of Burial Holder.

### Office Use Only

<input type="checkbox"/> <b>Email copy of interment form to relevant cemetery sexton prior to interment</b>			
Fees:	Plot: \$	Interment: \$	
	TOTAL COST: \$		
Entered into Burial Register	Date:	Officer:	
Entered onto Map	Date:	Officer:	
Entered into Births Deaths and Marriages Website: (Exclude Cremations)	Date:	Officer:	
	Batch No:	Record No:	
ECM ID No:	637	ECM Doc No:	Receipt No:
Complete Right of Burial Certificate and issue if interment was not from a current reservation			
<input type="checkbox"/> Issued copy of Right of Burial Certificate to Right of Burial Holder			

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information collected on this form will only be accessed by authorised Council officers for the purpose of updating Council's burial register. Your information will not be given to any other person or agency unless you have given us permission or we are required to do so by law.

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### Appendix 3 – Permit to Carry Out Work At a Gravesite Form

Applicant / Right of Burial Holder Details:			
1. Title:		Given Name/s:	
		Surname:	
Postal Address:			
	Suburb:	State:	Postcode:
Phone No:		Mobile:	
Email Address:		Date:	
Applicant Signature:			

Grave Details	
Cemetery:	
Family Name:	
Grave No:	

Type of Works	Please Tick	2016/2017
Permit to erect Headstone, Tombstone, Memorial Stone, Flat Stone or other Monument	<input type="checkbox"/>	<b>\$101.40</b>
Double Grave Headstone	<input type="checkbox"/>	<b>\$150.55</b>
Vault or Mausoleum	<input type="checkbox"/>	<b>\$472.00</b>
Headstone on Ex-Servicemen's Graves	<input type="checkbox"/>	<b>No Charge</b>
Maintenance Work Please note that this is limited to minor works such as painting or re-tiling. Replacement headstones will require fee to be paid.	<input type="checkbox"/>	<b>No Charge</b>
Description of Works (Including detailed sketch)		

Builder or Monumental Mason Details:	
Business Name:	
Contact Person:	
Phone Number:	

Approximate Commencement Date:	
--------------------------------	--

<b>TOTAL COST</b>	<b>\$</b>
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**Terms and Conditions**

The right of burial holder must abide with all rules or regulations that may apply to the operation of the Cemetery. Council may vary its rules and regulations at any time and in any manner deemed necessary.

On the death of the Right of Burial holder, the authority to authorise burials or monuments to be installed on a reserved plot or niche may be transferred to the family by lodging the "Right of Burial Transfer Application" and providing the existing Right of Burial details. At its discretion, Council will not allow the transfer of the Right of Burial to occur if it cannot be clearly agreed and determined who the rightful beneficiary is.

A "Permit to Carry out Works at a Gravesite" must be completed prior to any erection of monuments and can only be completed by the Right of Burial Holder.

**Office Use Only**

Permit No:	Date Rec'd: / /	CSC Officer:
Receipt No:	Date : / /	CSC Officer:
Reply Letter Sent: Yes / No	Date : / /	Officer:
Copy to Sexton: Yes / No	Date : / /	Officer:
Entered into Burial Register	Date : / /	Officer:
Entered into Plans	Date : / /	Officer:
ECM ID NO: 636	ECM Doc NO:	

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information collected on this form will only be accessed by authorised Council officers for the purpose of updating Council's burial register. Your information will not be given to any other person or agency unless you have given us permission or we are required to do so by law.

## Appendix 4 – Right of Burial Transfer Application Form

<b>Location of requested reservation:</b>			
<input type="checkbox"/> Ayr Cemetery		<input type="checkbox"/> Home Hill Cemetery	
<b>Plot Details:</b> (Reservations are only permitted in the Monumental and Columbarium sections)			
<input type="checkbox"/> Monumental Plot		<input type="checkbox"/> Columbarium Niche	
Section: _____ Plot: _____			
<b>Current Right of Burial Holder Details:</b>			
1. Title:	Given Name/s:	Surname:	
Postal Address:			
	Suburb:	State:	Postcode:
Phone No:		Mobile:	
Email Address:		Date:	
Applicant 1 Signature:			
<b>If original purchased in joint names, please specify the secondary Right of Burial holder below:</b>			
2. Title:	Given Name/s:	Surname:	
Postal Address:			
	Suburb:	State:	Postcode:
Phone No:		Mobile:	
Email Address:		Date:	
Applicant 2 Signature:			
<b>TRANSFERRING TO: Applicant / New Right of Burial Holder Details:</b>			
1. Title:	Given Name/s:	Surname:	
Postal Address:			
	Suburb:	State:	Postcode:
Phone No:		Mobile:	
Email Address:		Date:	
Applicant 1 Signature:			

If purchasing in joint names, please specify the secondary Right of Burial holder below:				
2. Title:		Given Name/s:		Surname:
Postal Address:				
	Suburb:		State:	Postcode:
Phone No:		Mobile:		
Email Address:		Date:		
Applicant 2 Signature:				

**Associated Documents to be attached:**

- Original Right of Burial Certificate and written authority from current Right of Burial holder consenting to the transfer of Right of Burial OR
- If Right of Burial Holder is deceased show proof of relationship. I.e. Form 8 Death Registration Application, Marriage Certificate, last known Will and Testament

**Terms and Conditions**

A "Permit to Carry out works at a Gravesite" application must be lodged with Council prior to any works being carried out on the plot or niche.

A Right of Burial Certificate may be transferred by the mutual agreement of the Right of Burial Certificate holder and another person. Both parties must give agreement in writing to Council and complete a Right of Burial Transfer application form.

On the death of the Right of Burial Certificate holder, the authority to authorise burials in a plot of niche reverts to Council. It is the families responsibility to apply for the transfer of Right of Burial into the rightful beneficiary's name, should they wish to do so. At its discretion, Council will not allow the transfer of Right of Burial to occur if it cannot be clearly agreed and determined who the rightful beneficiary is.

<b>OFFICE USE ONLY</b>			<input type="checkbox"/> Copy given to Applicant
<b>Original Form to be retained by Burdekin Shire Council</b>			<input type="checkbox"/> Issue copy of Right of Burial Certificate
Entered into Burial Register	Date:		Officer:
Entered onto Map	Date:		Officer
ECM ID No:	1601	ECM Doc No:	Receipt No:

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information collected on this form will only be accessed by authorised Council officers for the purpose of updating Council's burial register. Your information will not be given to any other person or agency unless you have given us permission or we are required to do so by law.

Document Owner	Parks and Gardens Co-Ordinator	Print Date	22 <sup>nd</sup> February 2017	
Reference Number	PGC-OSD-001	Version No.	1.1	Page 15 of 18

**Appendix 5 – Right of Burial Holder Certificate**
**RIGHT OF BURIAL HOLDER CERTIFICATE**
*Burdekin Shire Council to Complete and Issue copy to Right of Burial Holder:*

<b>DATE ISSUED:</b>	____/____/____
<b>CERTIFICATE ISSUER:</b>	<b>BURDEKIN SHIRE COUNCIL</b> <b>CUSTOMER SERVICE</b> <b>145 YOUNG STREET</b> <b>AYR QLD 4807</b> <b>(07)4783 9800</b> <b>burdekinsc@burdekin.qld.gov.au</b>

<b>RIGHT OF BURIAL HOLDER CERTIFICATE DETAILS:</b>			
<b>Certificate Holder 1</b>		<b>Certificate Holder 2</b>	
<b>Address</b>		<b>Address</b>	
<b>Phone Number</b>		<b>Phone Number</b>	
<b>Email</b>		<b>Email</b>	
<b>DETAILS OF PLOT:</b>			
<b>Cemetery</b>			
<b>Section</b>			
<b>Plot</b>			
<b>AUTHORISING SIGNATURE:</b>			
<b>Signature Of Council Officer</b>			<b>(Name)</b>
			<b>(Signature)</b>

**Terms and Conditions**

On the death of the Right of Burial holder, the authority to authorise burials in the reserved plot or niche may be transferred to the family by lodging the "Right of Burial Transfer Application Form" and providing the existing Right of Burial details. At its discretion, Council will not allow the transfer of the Right of Burial to occur if it cannot be clearly agreed and determined who the rightful beneficiary is.

<b>OFFICE USE ONLY</b>		<input type="checkbox"/> Copy given to Applicant	
<b>Original Form to be retained by Burdekin Shire Council</b>			
ECM ID No:	1629	ECM Doc No:	

**Information Privacy Act 2009** Burdekin Shire Council is collecting your personal information in accordance with the Local Government Act 2009. The information collected on this form will only be accessed by authorised Council officers for the purpose of updating Council's burial register. Your information will not be given to any other person or agency unless you have given us permission or we are required to do so by law.

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Reference Number	PGC-OSD-001	Version No.	1.1	Page 16 of 18



## Responsibilities

Specific responsibilities that are assigned to individual positions from the context of this Operational Standard are listed below.

Chief Executive Officer (CEO)	<ul style="list-style-type: none"> <li>Terry Brennan</li> </ul>
Managers (Senior Leadership Team)	<ul style="list-style-type: none"> <li>Wayne Saldumbide</li> </ul>
Supervisors / Coordinators	<ul style="list-style-type: none"> <li>Tano Buono</li> </ul>
Health & Safety Representatives (HSR)	<ul style="list-style-type: none"> <li></li> </ul>
Work Health & Safety Advisors (WHSAs)	<ul style="list-style-type: none"> <li></li> </ul>
Workers	<ul style="list-style-type: none"> <li></li> </ul>

## Definitions

Word / Abbreviation	Description

## References

Sources	Description

## Related Documents

Reference Number	Document Title	Relationship Description
PGC-FRM-0001	Reservation of Grave Site Form	Cemetery form
PGC-FRM-0002	Interment Consent Application Form	Cemetery form
PGC-FRM-0003	Permit to Carry Out Works at a Gravesite Form	Cemetery form
PGC-FRM-0004	Right of Transfer Application Form	Cemetery form
PGC-FRM-0005	Right of Burial Holder Certificate	Cemetery form

## Document History and Version Control

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Document Reference Number	PGC-OSD-0001
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Section	Cemeteries
Department	Operations
Review Schedule	24 months

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Revision Number	Revision Details	Approved By	Date
1	First Publication	Wayne Saldumbide	February 17
2	Review Council Workshop	Council Workshop	21-02-17
3	Adopted by Council	Council	04-04-17