

4.2 COOMALIE BUSH CEMETERY

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Document History

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		Resolution of Council 04/01/00
		Resolution of Council 46/08/03

OBJECTIVE

To establish the Coomalie Community Government Councils guidelines for the operation of the Coomalie Bush Cemetery.

POLICY STATEMENT

Definitions

- *Burial site* means a plot (lease site) that is interred.
- *Contractor* means a person/organisation external to that of a Council representative/employee.
- *Columbarium Niche* is a place for the respectful storage of urns holding a deceased's cremated remains.
- *Council* means Coomalie Community Government Council, as the Owner.
- *Plot/Site* means the locality within the cemetery where a burial (interment), niche wall (interment) is / or has occurred within the cemetery in the allocated lease site.

Regulations under the Cemeteries Act

Signs

Council will display signage at the cemetery showing the name of the Cemetery the Council and opening hours.

Cemetery Register

Council will keep a register in which shall be entered:

- (a) the name, sex, age, country of birth, occupation immediately prior to death, place of residence immediately prior to death, date of death and date of burial of any deceased person whose body is buried in the cemetery, together with the number of and particulars identifying the allotment in which the body is buried, the depth of the grave in which the body is buried, whether a lead lined coffin was used for the burial, descriptive particulars (including the date of erection) of any monument, tombstone, headstone, tablet, gravestone or other structure erected on the grave, and the name of the minister of religion who officiated at the burial ceremony;

- (b) particulars of any exclusive right of burial granted, including the number or numbers of the allotment or allotments in respect of which the right was granted and the name and address of the grantee; and
- (c) particulars of the burial of any still-born child.

Coomalie Bush Cemetery Plan and Rules

Council shall keep a plan of the cemetery with the location of each allotment and columbarium niche.

The cemetery is divided into three areas:

1. Grave Sites General and Grave Sites for Children – “Garden of Angels”

Rules for Grave sites:

- Council shall have the control of the digging of all graves in the cemetery
 - Plaques or headstones can be placed on grave sites.
 - A permit is required to install or maintain a memorial - **Annexure A**
 - Maximum headstone to be 900mm long x 900mm high and 400mm thick.
 - Plaques must be laid flat and are not permitted to be laid on a slant or raised from the ground.
 - Wording must not to be offensive.
 - Slabs and/or plantings over the burial area are not permitted.
 - Council are responsible for the mowing of the grass.
 - Relatives are responsible for the maintenance of headstones or plaques.
 - Council reserves the right to remove a headstone that is not adequately maintained.
- 2. Pergola – “Columbarium niches”** for the placement of ashes of a deceased person the cavity is 280mm x 160mm x 160mm.

Rules for Columbarium niches:

- The plaque size is 320mm long and 200mm high.
- Plaques are installed by Council staff.

3. Plots in Ashes Garden

- Plots for the placement of ashes of a deceased person.

Rules for plots in Ashes Garden

- Council shall have the control of the digging of all plots for ashes in the cemetery.
- Maximum plaque 150mm long x 120mm high.
- Families can backfill the hole themselves to complete the interment.
- Plaques must be laid flat and are not permitted to be laid on a slant or raised from the ground.

Cemetery Fees

Cemetery fees are reviewed annually and published on the Coomalie Community Government Web Site and include:

- Burial plot (child under 12 half price)
- Site to dispose of ashes (child under 12 half price) in Columbarium or Ashes Garden
- Reservation of Plot or Site

- Reservation fees are deducted from the outright plot or site fee.
- Fees include the digging of a grave site or plot for ashes.
- Fees include the installation of a plaque on the columbarium wall.
- Fees do not include headstones, plaques urns etc. Plaques and headstones are not sourced by Council but information on where they can be obtained from Worsell and Company Pty Ltd is stored in the Cemetery folder.

Burial with Permit - Cemetery Act Regulation 16

- A person shall not bury the body of a deceased person in a public cemetery unless a permit for the burial of that body has been obtained from the Board or curator of that cemetery (**Permit for Interment of Deceased Person Fees and Charges.**)
 - **A Notice of Interment** must be provided to Council before the burial of a deceased person at the Coomalie Bush Cemetery - along with either of the following documents, namely:
 - a Death Certificate signed in accordance with the Births, Deaths and Marriages Registration Act; or
 - an instrument under the hand of a coroner for the Territory authorizing the burial of the body in the Territory.
 - In the case of the burial of the body of a person who died outside of the Territory the same documents as described above are required.
1. The Notice of Interment should be sent to Funeral Director who will return it with the Death Certificate prior to interment.
 2. Check details are correct
 3. Send completed Permit for Interment form to Funeral Director prior to interment

Interment in Allocated Grave or Niche

Council shall not allow the interment of a body or ashes except in the particular grave or niche allocated by Council.

Reservation of Plot or Niche Cemetery Act Regulation 18

- Council has resolved that there be a time limit for reservations of 70 years, although they could be renewable.
- Council will issue **Certificates of Exclusive Rights of Burial** where such has been granted and fees paid -
- Council will issue **Certificates of or Exclusive Right to Plot in the Columbarium** where such has been granted and fees paid.
- Council will issue **Certificates of Exclusive Right to Plot in Ashes Garden** where such has been granted and fees paid.
- Council will issue **Certificates of Grant of Exclusive Right of Burial for Second Interment** where such has been granted and fees paid.
- Council will maintain a register to record the reservation of plots and niches.
- An Exclusive Right of Burial or Exclusive Right to Plot in the Columbarium may be transferred. The transfer must be recorded on the certificate and register.
- Council will accept the surrender of an exclusive right and refund three fourths of the fee paid in respect of the right.

Second Interment

Subject to access, selected grave sites may be reopened for later interment. This will be costed at the relevant interment cost and may incur excess costs subject to accessibility to the site for excavation plant. Second interment is only possible when the first interment was excavated to a depth of 2.10 metres and an Exclusive Right of Burial has been issued.

Certificate of Grant of Exclusive Right of Burial for Second Interment

No more than two (2) adults may be buried in an allotment. *Note* two (2) children under the age of ten (10) years shall be deemed to be one adult.

Digging of Graves

Council shall have the control of the digging of all graves and plots for ashes in the cemetery.

Depths of Graves

A grave dug in the Coomalie Bush Cemetery shall be of a depth of not less than:

- 5 feet (1.5 metres) for children less than 8 years of age;
- 6 feet (1.8 metres) in any other case other than a double burial which will be
- 7 feet 6 inches (2.3 metres) and the upper surface of the coffin nearest the normal level of the ground must be at least 750 millimetres below that level.

Specifications for Ashes plots

- The hole for the interment is dug a spade width square and 400mm deep.
- 125mm is left either side of the plaque so there is a gap of 250mm between each plaque.
- There can be 2 interments in the one plot by digging out further i.e. another spade width and having one ash container in front of the other - still only having one plaque to the dimensions above with both names on it.

Preparing Niche in Columbarium

- The niches in the columbarium have a cover on them which needs to be removed in preparation for an interment.
- Once the ashes have been placed in the niche the cover needs to be attached.
- Plaques are installed by Council staff.

Hours of Burial

The hours for burial are 8.30 am to 3.30 pm.

No services are permitted between sunset and sunrise on any day.

RESPONSIBILITIES:

The Operations Manager and Administration Manager are accountable for ensuring the proper operation of this Policy.

LEGISLATION:

Northern Territory of Australia Cemeteries Act as in force 1 July 2011.

Northern Territory of Australia Cemeteries Regulations as in force 24 October 2005