

Cemeteries Policy

Policy Type	Governance Policy	Version:	3.0
Responsible Officer	Manager Customer & Community Services	Date Approved:	20/12/2023
Review Officer:	Manager Customer & Community Services	Review Due:	20/11/2027
Author:	Manager Customer & Community Services	Commencement:	20/12/2023

1. PURPOSE

The purpose of this policy is to provide the overarching framework for cemetery operation and management.

2. SCOPE

This policy applies to cemeteries, operating and historical, administered by Mareeba Shire Council.

3. POLICY STATEMENT

Council is committed to:

- the provision of fair and equitable interment and memorialisation services to the community;
- servicing the deceased and their families with dignity and respect;
- providing a range of burial and ash placement options across all sites;
- conducting its cemeteries operations in a cost effective and safe manner;
- preserving the history of the Shire's cemeteries and maintaining records for genealogy research;
- maintaining operational cemetery grounds to meet community needs and expectations;
- supporting community management of historical cemetery maintenance;
- planning the use of cemetery land to maximise the capacity of the sites; and
- planning for the future burial needs of the Shire's communities.

The requirements, guidelines and processes for interments in Mareeba Shire Council cemeteries and on private properties are outlined in Council's Cemetery Terms and Conditions and Memorial Specification Guideline.

4. REPORTING

No additional reporting is required.

5. DEFINITIONS

Cemetery means area containing one or more burial sites – including lone sites, family sites or a larger collection of burial sites.

Operating cemetery means a cemetery with capacity for interments.

Historical cemetery means a cemetery that has reached capacity and is no longer open for interments.

Interment means the placement of human remains (body or ashes) in a grave, vault, mausoleum or niche.

Private Property means an area that is not a public place and not owned or controlled by Mareeba Shire Council.

6. RELATED DOCUMENTS AND REFERENCES

Standards Australia AS4425-1996; *Above-ground burial structures*, 5 November 1996
Standards Australia AS4204-1994; *Headstones and cemetery monuments*, 11 July 1994
Local Law No. 1 (Administration) 2018 (MSC)
Subordinate Local Law No. 1 (Administration) 2018 (MSC)
Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2018 (MSC)
Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2018 (MSC)
Land Act 1994 (Qld)
Department of Resources, Queensland Government, *Operational Policy SLM/2013/433 Cemeteries Exhumation* (2021) < <https://www.resources.qld.gov.au/> >
Cemetery Terms and Conditions (MSC)
Memorial Specifications Guideline (MSC)

7. REVIEW

It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.