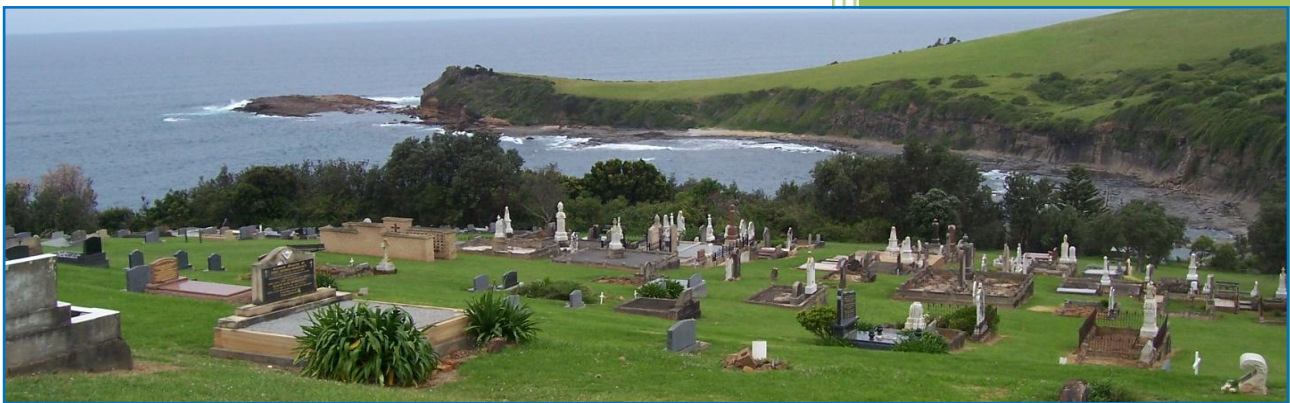
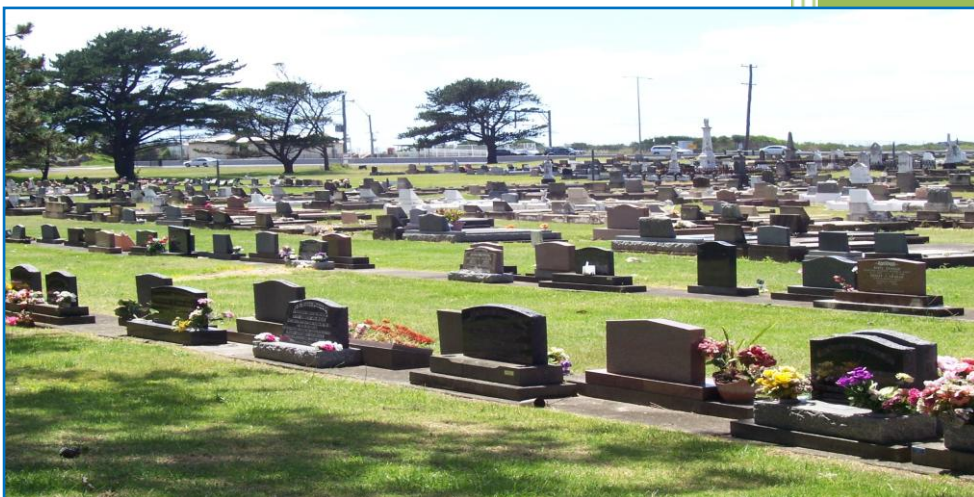


# CEMETERIES PROCEDURE



KIAMA MUNICIPAL COUNCIL





## **CEMETERIES PROCEDURE**

### **1. Purpose**

This procedure sets out the rules for the management of the public cemeteries at Kiama, Gerringong and Jamberoo under the care and control of Kiama Municipal Council. The information is provided for visitors to the cemeteries, for people who may have purchased a Burial Licence or a site for the interment of ashes and for Funeral Directors and other professional people who may be involved with the use of the cemetery. The procedure will also ensure the conduct of those entering the cemeteries is in accordance with reasonable and practical standards.

### **2. Cemetery Rules**

The older (or monument) sections of the cemeteries are now full and no new burials are possible except in graves which have been previously reserved.

General Operating rules are as follows:

1. Council does not perform 'double depth' burials as the ground is not suitable.
2. No structures should be placed over graves on the beam sections which are intended to be developed and maintained as a lawn cemetery. Only an approved headstone is permitted to be erected on the concrete beam by a monumental mason or suitably qualified person upon written application to Council and payment of the prescribed fee. Any construction work should not damage or encroach upon adjoining graves.
3. All headstones must meet the Australian Standard 4204-1994. All materials must be of a permanent nature e.g. marble, granite, sandstone etc (timber, bush rock, bricks and mortar etc are not considered permanent and are not acceptable). Where brass memorial plaques are to be used they should be fixed to the beam or on a concrete plinth attached to the beam.
4. Council is not responsible for the ongoing maintenance of monuments. Council will not repair monuments but reserves the right to remove any dilapidated monuments to ensure public and employee safety.
5. Maximum measurements of a single headstone must not exceed 800mm in height above the beam with a maximum width of 1150mm and length of 300mm. A double headstone maximum 800mm (h), 2000mm (w), 300mm (l).

6. Cut or artificial flowers are permitted on the beam in appropriate vases. Glass jars, plastic containers or buckets are not acceptable.
7. No other items are to be placed on the grave or the beam other than the approved monument or containers for flowers. This includes items of personal significance, ornaments, glass bottles, plastic buckets, flags, etc. No planting of any tree, shrub or other plant is permitted on any grave in a lawn section of a cemetery. No flowers, vases or containers of any kind are permitted on the lawns.
8. Council reserves the right to remove and dispose of any unauthorised monument or memorial without reference to any person. This includes any tree, shrubs or other vegetation.
9. Deteriorating or untidy flowers or arrangements will be removed at the discretion of Council staff.
10. Following interment, the grave will be left to settle before levelling and grass is planted. During that period nothing is to be placed on the proposed lawn area.
11. Any structural improvements to the grave site in the older or monumental section must be undertaken by a Monumental Mason or suitably qualified person. Only minor maintenance, such as painting, cleaning etc, (not structural work) can be carried out by others.
12. In the older or monumental sections of the cemeteries the design of other new improvements around the grave should be in keeping with the design and character of existing improvements in the cemetery and must be approved by Council.

### **3. Burial Licence**

1. Standard plot size is 1.2m x 2.4m.
2. A maximum of four (4) plots on a single beam can be reserved at any time on behalf of a single family, excluding Gerringong Cemetery. Due to limited space at Gerringong Cemetery only a single reservation will be permitted in conjunction with an interment.
3. The Burial Licence is a licence to occupy a specific grave or burial site. The Burial Licence will be issued upon completion of a written application form and payment of the relevant fee.
4. The Burial Licence does not transfer any equity or ownership of cemetery land to the holder of the Burial Licence.
5. Council may refund up to 50% of the current cost of a plot upon surrender of a Burial Licence.



6. Council will allow for the transfer of the Burial Licence to another person upon completion of the appropriate section of the Burial Licence permit.

If the holder of a Burial Licence is deceased and there is a dispute over who should be the holder of the Burial Licence over a plot or niche, then the Executor of the Estate should make application to Council.

7. Additional fees and charges for the Interment apply.

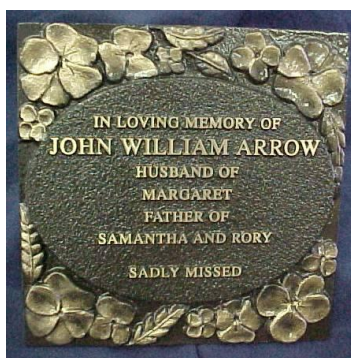
#### **4. Interment of Ashes**

Interment of ashes is preferred in the Memorial Garden plots at Kiama or Gerringong Cemeteries or in the Columbarium Walls provided at the three cemeteries specifically for that purpose.

Interment of ashes in the lawn cemetery plots will only be permitted in plots where a burial has occurred or will occur.

##### *4.1 Kiama and Gerringong Cemeteries - Memorial Garden Plots*

1. Upon completion of the application form and payment of the fee a memorial garden plot will be reserved for two or four sets of ashes. A separate fee includes provision for a memorial plaque set on a plinth. Two vases will be included in the plinth for cut flowers.
2. The plinths will be dark grey granite as per Council specification.
3. Plaques are to be ordered by the Funeral Director to match Council's specification. The bronze plaques are to be 185 x 185 mm in with a maximum of sixteen (16) lines of writing. The designs available are Rose, Gum or Pansy and may include an optional cameo and flat relief emblem (see photo 1).



*Photo 1 – Example Plaque for Plinths  
Kiama Cemetery Memorial Garden*

4. Council will inter the ashes in the Memorial Garden and fix the plaque to the plinth. This will be done by Council on receipt of the plaque and urn from the Funeral Directors.
5. No other decorations or items are to be placed in the memorial garden. This includes items of personal significance, ornaments, containers, flags, etc. No extra planting of any tree, shrub or other plant is permitted.
6. Council reserves the right to remove and dispose of any unauthorised monument or memorial without reference to any person. This includes any tree, shrubs or other vegetation.
7. Deteriorating or untidy flowers or arrangements will be removed at the discretion of Council staff.

## 4.2 Columbarium Walls

### 4.2.1 Kiama, Gerringong and Jamberoo

The existing walls at Kiama, Gerringong and Jamberoo cemeteries hold containers for only half of the ashes. Council approved Funeral Directors will place the urns in the walls and fix the plaques.

### 4.2.2 Kiama Cemetery Memorial Garden Wall

1. The Columbarium Wall at Kiama Cemetery in the Memorial Garden will hold all ashes. Containers for ashes are to be cylinders 115mm diameter x 240mm long provided by the Funeral Director.
2. Plaques are to be ordered by the Funeral Director to match Council's specification. The bronze plaques are to be 170 x 170 mm in with a maximum of fourteen (14) lines of writing. There is a standard design with vase available and may include an optional cameo and flat relief emblem (*see photo 2*).

3. Urns containing ashes are to be interred in the wall by approved Funeral Directors and the plaque fixed in accordance with Council specification. Funeral Directors must obtain details from Council of its specification and approval before interring ashes in the wall. See photo 2 for an example of approved plaque to be ordered by Council's preferred supplier.



*Photo 2 – Example Plaque for Columbarium Wall  
Kiama Cemetery Memorial Garden*

## **5. Exhumation**

Exhumations are not to take place unless:

1. Prior written consent has been obtained from the Department of Health (NSW).
2. The applicant must arrange contractors to perform the work and pay Council's fee for Council's supervisor to ensure that no other graves are damaged in the process and all Occupational Health & Safety requirements are satisfied. The contractors must register as an approved Council contractor prior to commencing work.