

**POLICY
2011**

LAWN CEMETERY PLAQUE AND ORNAMENTS POLICY

1.0 INTRODUCTION

- 1.1 To develop a policy providing options for plaques and ornaments within the Moree Plains Shire Lawn Cemeteries.

2.0 PURPOSE

- 2.1 To provide consistent guidelines and equality for all community members wishing to place a plaque and/or ornaments in the Moree Plains Shire Lawn Cemeteries.
- 2.2 Establish a standard of construction and design of monuments, structures and decorations of grave sites in the Moree Plains Shire Lawn Cemeteries.

3.0 SCOPE

- 3.1 This policy applies to any person wishing to place a plaque and/or ornaments on a grave in the Moree Plains Shire Lawn Cemeteries.

4.0 POLICY STATEMENT

4.1 Intent of the Plaques and Ornaments

- 4.1.1 Allow for identification and location of grave sites.
- 4.1.2 Allow for the placement of suitable ornaments at grave sites.


4.2 Council Responsibilities

- 4.2.1 The Engineering Services Department is responsible for the successful implementation of this Policy.
- 4.2.2 Council will not be liable for any repair, maintenance, upkeep or preservation of any non-conforming plaques or ornaments placed on a grave in the Moree Plains Lawn Cemeteries

4.3 Holder of Burial Rights Responsibilities

The holder of burial rights will:

- 4.3.1 Be liable for the repair, maintenance, upkeep or preservation of any plaque or ornament placed on a grave in the Moree Plains Lawn Cemeteries.

Drafted by:	Engineering Department	Adopted:	02 June 2011	Dated:	August 2010	GM's Signature:	
MANEX Reviewed:		Council Reviewed:	02 June 2011	Resolution No.	11/06/09	Pages:	1 of 3

4.3.2 Be responsible for all cost associated with the provision of the plaque.

4.4 Plaque and Ornament options available for the community

4.4.1 All plaques and ornaments are to meet the specifications as detailed in Council's Lawn Cemetery Plaque and Ornament Procedures and Guidelines.

4.5 Unsafe and/or prohibited ornaments

4.5.1 No use is to be made of any object which could be deemed as an unsafe, offensive or discriminative items. A detailed list of unsafe and prohibited items can be found in the Lawn Cemetery Plaque and Ornament Procedures and Guidelines.

4.6 Removal of unsafe and/or prohibited ornaments

4.6.1 Council and/or its contractors will conduct regular ~~risk assessments~~ **inspection** to identify any unsafe and prohibited ornaments with consequent actions under this clause being thoroughly documented and supported with photographs. All actions will be recorded ~~in a Risk Assessment Report~~.

4.6.2 **All reasonable attempts will be made to contact the Holder of Burial Rights to advised that prohibited ornaments have been removed and stored**

4.7 Ownership


4.7.1 The Holder of the Right of Burial is that person who makes the funeral arrangements and pays the funeral director and in the case of an Estate, the Executor is to be the Holder of Burial Rights in the allotment initially used for the first interment.

4.7.2 The ownership of plaques and ornaments is deemed to be the Holder of Burial Rights.

4.7.3 The Holder of the Right of Burial is that person who grants permission for a burial to take place in the allotment initially used for the first interment.

4.7.4 If the Holder is deceased, then proof of decacy or the Executor of the Estate must prove line of control before a burial can proceed. A Will, Death Certificate or signed agreement from all of the remaining family may be needed.

4.7.5 The owner is responsible for the upkeep, maintenance and repair of any plaque and/or ornament.

Drafted by:	Engineering Department	Adopted:	02 June 2011	Dated:	August 2010	GM's Signature:	
MANEX Reviewed:		Council Reviewed:	02 June 2011	Resolution No.	11/06/09	Pages:	2 of 3

5.0 Delegation

5.1 The General Manager is authorised, pursuant to Section 377 of the Local Government Act 1993, to allow a matter that does not conform with a policy to proceed if the General Manager is of the opinion that the variation from the Policy is of a minor nature.

6.0 References

6.1 Internal reports and recommendations from Council meetings.

7.0 Dispute Procedure

7.1 Should any dispute or difference ("dispute") arise between the Council and a Holder of Burial Rights ("Holder") in respect of any aspect of this policy, the following procedure shall be followed by the parties to resolve the dispute:-

7.1.1 The Council's Director of Engineering ("the Director") and the Holder shall meet at the Council office within five (5) business days of the dispute arising with a view to resolving the dispute by negotiation.

7.1.2 Should the Director and Owner not resolve the dispute within the abovementioned five (5) business day period, the General Manager of the Council and the Owner shall meet at the Council office within a period of five (5) business days of the expiry of the five (5) business day period referred to in subclause 7.1.1 above.


7.1.3 Should the persons referred to in subclause 7.1.2 above not be able to resolve the dispute within the period of five (5) business days referred to in subclause 7.1.2 above, then either party shall be at liberty to refer the dispute to a qualified mediator at the expense of the referring party.

8.0 Attachments

8.1 Lawn Cemetery Plaque and Ornaments Procedures and Guidelines

9.0 Review

9.1 This policy is to be reviewed on an annual basis from the date of its original adoption by Council and in accordance with Section 4.4 of the Policy on Policy Making.

Drafted by:	Engineering Department	Adopted:	02 June 2011	Dated:	August 2010	GM's Signature:	
MANEX Reviewed:		Council Reviewed:	02 June 2011	Resolution No.	11/06/09	Pages:	3 of 3