

1.0 INTRODUCTION

- 1.1 To develop a policy providing options for plaques, monuments and ornaments within the Moree Plains Shire Lawn Cemeteries.
- 1.2 Sustainable Spaces and Places – S4.1 Provide well maintained and suitable community buildings, facilities and spaces to foster participation in sports, increased recreational activities and promote arts and cultural opportunities.
- 1.3 A Leading Organisation – L3.1 Be customer-focused and proactive in dealings with community members.

2.0 PURPOSE

- 2.1 To provide consistent guidelines and equality for all community members wishing to place a plaque, monument 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 plaque a plaque, monument and/or ornaments on a grave in the Moree Plains Shire Lawn Cemeteries.

4.0 DEFINITIONS

- 4.1 **Discrimination** is treatment of, or making a distinction in favour of or against, a person based on the group, class or category to which the person is perceived to belong rather than on individual attributes.
- 4.2 **External Policies** mean those policies that will have a noticeable effect on the public and are required to be placed on public display.
- 4.3 **Monument** is a structure explicitly created to commemorate a person in the context of this policy.
- 4.4 **Offensive** relates to any profane, impolite or rude wording or ornament.
- 4.5 **Ornaments** are something used for decoration.
- 4.6 **Plaque** is a plate or tablet fixed to a concrete beam or wall to mark a person's interment position.
- 4.7 **Right of Burial Holder** is that person who organises and signs for the funeral arrangements and who grants permission for any future burials in the same allotment as the initial burial.

5.0 POLICY STATEMENT

5.1 Responsibilities

- 5.1.1 The Engineering Department is responsible for implementing this policy.
- 5.1.2 Council will not be liable for any repair, maintenance, upkeep or preservation of any non-conforming plaques, monuments or ornaments placed on a grave in the Moree Plains Shire Lawn Cemeteries.
- 5.1.3 The Executive Department is responsible for making this policy readily available to community members and staff on request and for ensuring that this policy is adhered to in a consistent manner.

5.2 Right of Burial Holder's Responsibilities

The Right of Burial Holder will:

- 5.2.1 be liable for the repair, maintenance, upkeep or preservation of any plaque, monument or ornament placed on a grave in the Moree Plains Shire Lawn Cemeteries.
- 5.2.2 comply with Council's policies and procedures in respect to ensuring that any plaque, monument or ornaments installed on a grave are conforming with Council's guidelines.
- 5.2.3 be responsible for all costs associated with the provision of the conforming plaque or monument.
- 5.2.4 Any monument erected from the date that this policy is adopted, that does not conform with the stipulated dimensions detailed in Point 4.4(b) and Diagram 1 of the procedures, will be henceforth removed. All care will be taken when removing the non-conforming item, however Council will not be held accountable for any inadvertent damage caused during the removal process of the non-conforming monument.

5.3 Intent of Plaques, Monuments and Ornaments

- 5.3.1 Allow for identification and location of grave sites.
- 5.3.2 Allow for the placement of suitable ornaments at grave sites.

5.4 Plaque, Monument and Ornament Options

- 5.4.1 All plaques, monuments and ornaments are to meet the specifications as detailed in Council's Lawn Cemetery Plaque, Monument and Ornaments Procedures.

- 5.4.2 Council will order all plaques and monuments on behalf of the Right of Burial Holder OR

Proofs are to be provided to Council for all plaques and monuments prior to construction or installation, to maintain compliance with this Policy.

5.5 Prohibited Ornaments

- 5.5.1 Any object which could be deemed as an unsafe, offensive or discriminative may not be displayed at the Cemetery. A detailed list of unsafe and prohibited items can be found the Lawn Cemetery Plaque, Monument and Ornament Procedures.
- 5.5.2 Council staff will conduct regular inspections to identify and remove any unsafe, offensive or discriminative objects on graves, with the consequent actions under this clause being thoroughly documented and supported with photographs. All actions will be recorded in Council's records management system. No attempt will be made to contact the Right of Burial Holder in these instances, as it is recognised that many people can visit a gravesite to deposit objects.

6.0 DELEGATION

- 6.1 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.

7.0 REFERENCES

- 7.1 Internal reports and recommendations from Council meetings.

8.0 DISPUTE PROCEDURE

- 8.1 In the event of a dispute over any aspect of this Policy, immediate action will be taken by the Director of the Department who was responsible for developing the policy through effective and constructive consultation between the parties concerned. If a resolution cannot be reached, the General Manager will determine the matter and that decision shall be final.

9.0 ATTACHMENTS

- 9.1 Appendix A – Lawn Cemetery Plaque Monument & Ornaments Procedures

10.0 REVIEW

- 10.1. Council will review existing policies if at any time it is apparent that the circumstances which gave rise to the policy have changed substantially.

POLICY	LAWN CEMETERY PLAQUE, MONUMENT AND ORNAMENTS	
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- 10.2 Council will consider existing policies on a progressive basis; however, each policy will be reviewed by staff at least once within four years of the date of adoption and proposed changes reported to the Council.

HISTORY

Original Policy	Cemetery Ornaments Policy (2011)
Policy drafted by	Engineering
Policy reviewed by Managers' Meeting	[Date]
Policy reviewed by Manex	[Date]
Council Resolution Number, if applicable	11/06/09
Date of Adoption	2/6/2011
Review Date	
Classification of Policy	External
This Policy works in conjunction with these polices	? Interment Policy?
This policy works in conjunction with these procedures:	

ELECTRONICALLY SIGNED BY THE GENERAL MANAGER OF MOREE PLAINS SHIRE COUNCIL,
WHOSE SIGNATURE APPEARS BELOW.

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LESTER RODGERS