



Bourke Shire Council Cemetery Management Plan

This management plan applies to all public & private cemeteries within the Bourke Shire.

PUBLIC CEMETERIES

Opening Hours

Cemeteries are open for internments between the hours of 10.00am and 2.00pm, Monday to Friday and 9.00am and 1.00pm on Saturday. Funeral services at the cemeteries are to be concluded no later than 2.00pm Monday to Friday and 1.00pm on Saturday.

Saturday and any proposed internments outside of the stated weekday opening hours, will attract a weekend surcharge fee and will only be approved subject to staff availability. Contact is to be made with Council if an out of hours internment is required to determine the availability of staff.

Closed for internments on public holidays.

Old Historic Section – Bourke Cemetery

This section of the cemetery is **closed** to all internments, including re-opening of graves, with the exception of existing reservations that have been paid in full.

Plantings

Private individuals are not permitted to undertake plantings within public cemeteries without the written consent of Council.

Maintenance

All maintenance of the Bourke cemetery grounds is to be undertaken by Council staff only.

Application for Burial Permits

Applications **MUST** be received a minimum of 48 hours, constituted in working days, prior to the scheduled funeral date. Applications must be accompanied by a copy of the death certificate or coroners order and applicable fees.

Multiple Internments in Same Grave

The re-opening of graves is only permitted within the requirements of the Public Health Act. A maximum of two internments are allowed per plot. Graves of burials that were hand dug will not be re-opened.

Opening of Graves

Sequence in beams, every second grave, intermediate plots may be opened not less than two (2) months from the latest date of internment of the adjoining plot. This may be waived, at the sole discretion of the Director of Environmental Services, in the case of a surviving spouse only. Opening of the graves at the Bourke cemetery is the sole responsibility of Council.

Specifications for Graves

All standard graves are to be 800mm by 2400mm. If a non-standard size is required, this is to be specified on application, subject to approval.

Closure of Graves

A sheet of 200mm plastic covering the full length of the coffin is to be placed approximately 300mm above the coffin as an aid to re-opening. Graves are to be closed within 1 hour of the conclusion of the funeral service.

Where the closing of the grave is following a second internment, it must be filled with sand.

Marking of Occupied Graves & Niches

Graves will be marked with a metal cross, provided and fixed by Council, and a brass plaque, provided by the undertaker. The plaque is to state the name, age, date of death, row and lot number (if applicable) of the deceased. The plaque will be permanently fixed to the cross.

When ashes are interred in the niches wall, the niche is to be completely sealed by a plaque of approved size and material. Inscription shall include the name, age and date of death of the individual whose ashes are interred. Only ashes are to be interred in the niche wall.

Erection of Memorials/Headstones

The Council accepts no responsibility for the maintenance or repair of memorials irrespective of the cause of the need for maintenance or repair.

Permission must be sought from Council prior to the erection of any monuments/headstones or plaques. An application form is to be completed and forwarded to Council with the applicable fee (please see fees).

Reservations and Purchases of Burial Plots

No reservations will be accepted for any portion of any cemetery. Plots are to be purchased and paid in full at the fee prescribed in Council's Management Plan at

the time the purchase is made. Council is under no obligation to buy back unwanted pre-purchased plots.

Purchase of Niches

Niches may be purchased at the fee prescribed in Council's Management Plan, at the time of the purchase, and are limited to existing niches. Council is under no obligation to buy back unwanted pre-purchased niches.

Fees

The fees are to be reviewed each year in relation to Councils Management Plan.

Please see Council current Management Plan for applicable fees.

Fees are payable at the time of lodgment of application for Burial Permit or application to erect monument/headstone.

Conduct of Internments

Internments of whole bodies must be conducted by an approved undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of bodies, and burials are to be in accordance with the relevant acts and regulations in force at the time.

Coffins

All bodies for internment must be fully encased in a coffin.

Exhumations

The Coroner or his agent has the right to order exhumation at any time and with minimal notice. However, he must advise Council that he proposes to exhume remains.

All other applications for exhumation will be considered elective and will be considered only when permitted and conducted in accordance with relevant State and Federal legislation operating at the time.

All applications for elective exhumation must be in writing to the Council and accompanied by all necessary documentation as required under legislation operating at the time of the application together with all the fees payable. Applications must be lodged a minimum of one month prior to the proposed date of exhumation. Where elective exhumation has been completed, the Right of Burial of the deceased or their heirs and successors is deemed to have been forfeited. All elective exhumations must include full restoration of the site including removal of any monumental works erected.

PRIVATE CEMETERIES

The following applies to private cemeteries located on private properties

Opening Hours

If Council are required to open and close the grave, all internments are to be conducted between the hours of 10.00am and 1.00pm, Monday to Friday. Funeral services at the cemeteries are to be concluded no later than 1.00pm Monday to Friday. Closed for all internments on weekends and public holidays.

Application for Burial Permits

Applications MUST be received a minimum of 48 hours, constituted in working days, prior to the scheduled funeral date. Applications must be accompanied by a copy of the death certificate or coroners order and applicable fees.

Multiple Internments in Same Grave

Re-opening of existing graves will not be permitted in private cemeteries.

Closure of Graves

The graves must be closed within 1 hour of the conclusion of the funeral service.

Markings of Occupied Graves

Graves will be marked with a metal cross and a brass plaque, provided by the undertaker or family of the deceased showing the name, age and date of death of the deceased. The plaque will be permanently fixed to the cross.

Erection of Monuments

The Council accepts no responsibility for the maintenance or repair of monuments irrespective of the cause of the need for maintenance or repair.

Fees

The fees are to be reviewed each year in relation to Councils Management Plan.

Please see Council current Management Plan for applicable fees.

Applicable traveling costs will apply if Council are required to open and close the grave.

Conduct of Internments

Internments of whole bodies must be conducted by an approved undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of bodies, and burials are to be in accordance with the relevant acts and regulations in force at the time.

Coffins

All bodies for internment must be fully encased in a coffin.

Exhumations

The Coroner or his agent has the right to order exhumation at any time and with minimal notice. However, he must advise Council that he proposes to exhume remains.

All other applications for exhumation will be considered elective and will be considered only when permitted and conducted in accordance with relevant State and Federal legislation operating at the time.

All applications for elective exhumation must be in writing to the Council and accompanied by all necessary documentation as required under legislation operating at the time of the application together with all the fees payable. Applications must be lodged a minimum of one month prior to the proposed date of exhumation. Where elective exhumation has been completed, the Right of Burial of the deceased or their heirs and successors is deemed to have been forfeited. All elective exhumations must include full restoration of the site including removal of any monumental works erected.