

POLICY DES001

BOGAN SHIRE CEMETERIES POLICY



Adopted 25 February 2016 Council Resolution 030/2016

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1. PURPOSE

The policy will assist in the administration, management and maintenance of the cemeteries within the Bogan Shire Council Local Government Area. It provides effective guidelines that will assist in ensuring the objective functions of the cemeteries are carried out in accordance with statute and common law, regulation and National Standards. It will also ensure the conduct of those entering the cemeteries is in accordance with reasonable and practical standards.

2. STATEMENT

2.1 Citation

This Policy may be cited as "The Policy" or "The Bogan Shire Cemeteries Policy".

2.2 Commencement

This Policy is to commence when adopted by Council.

2.3 Application

2.3.1 This Policy applies to all cemeteries administered, operated and maintained by the Council.

2.3.2 This Policy does not affect the operation of any Regulations under the Public Health Act 2010 relating to cemeteries.

2.4 Definitions

"Applicant" means the person making an application –
for a burial or memorial right;
for a work permit or other Council consent;
for burial or cremation.

"Appropriate fee" means a fee fixed by Council.

"Ashes" means the processed remains recovered from the cremation of a body or pathological samples.

"Body" means a human body and any part thereof.

"Burial place" means a grave site, vault site, crypt site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.

"Burial right" see "Right of burial"

“Cemetery or cemeteries” means an area containing one or more burial places. When used as a generic term it can apply to lone graves, family plots and larger collections, such as those under Council’s control.

“Coroner” means an officer appointed under the Coroners Act (Part1 A &2).

“Cost” means the total cost to provide a service. For example, plaque cost includes the time taken to design the plaque, plaque manufacture, transport and fixing.

“Cost recovery fee” a fee calculated to recover all of the costs incurred to provide a particular service or function.

“Council” means the Bogan Shire Council.

“Cremated Remains” means the residue left after a human body has been cremated.

“Cremated Remains Memorialisation” Areas or spaces for interment of cremated remains can be located in gardens, freestanding structures, or incorporated into a building within the cemetery grounds. Maintenance of the structure is the responsibility of the cemetery. Maintenance of the plaque is the responsibility of the owner.

“Crown Land” land owned by government. In NSW the nominal owner is the Minister for Land and Water Conservation. In this context the lands are allocated to Trusts and Local Councils and dedicated as cemeteries.

“Exhumation” means the removal of the remains of a dead person or still-born child from a grave or vault but does not include the removal of remains from a vault in a cemetery for immediate transfer to another vault in the same cemetery.

“Family Cemeteries” Small cemeteries located on properties in excess of 2ha which meet special conditions as set out in the Public Health Act.

“General Manager” means the General Manager of the Bogan Shire Council.

“Grantee” is the original owner/purchaser of the right of burial. Where there are 2 or more owners these should be registered as “joint tenants”. The recognized owner of the right of burial is that person(s), or corporation(s) currently entered in the cemetery’s burial register. In the case of Monuments as referred to in 3.16, the grantee refers to a surviving member of that persons family.

“Lawn Cemetery” means a lawn area with smaller, matching plaques with burial plots arranged head to head.

“Licensee” means a grantee.

“Masonry lined grave” means a below ground structure of masonry construction with provision for multiple interments. The structure is back filled and sealed by a stone/concrete slab. Embalming of the body is not required.

“Manager Health & Development Services” means the Bogan Shire Council’s officer responsible for the administration and control of cemeteries.

“Monument” means any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.

“Monument grave” means a fully or partially enclosed grave with a substantial headstone.

“Monumental mason” a tradesman mason or person possessing the skills to carry out monumental masonry work

“Owner for the Time Being” is the lawful owner of the right of burial, subsequent to the grantee. Ownership may have been formally transferred or bequeathed by a Will.

“Policy” means this Policy

“Private Land” areas of land that is used by private enterprise or church groups zoned for use as cemeteries.

“Register” means the Council’s formal repository of data containing all the required details of a burial, cremation, memorial site, inurnment right or burial right.

“Reservation” means a pre-need burial right.

“Right of burial/burial right” is the exclusive right to the owner/holder to inter human remains in a burial place. There is no entitlement to any “real estate” or property as such.

“Shallow Burial” is to be carried out in accord with Health Department procedures and approval.

“Transfer of Human Remains” A transfer involves the removal of remains from an above ground structure in a cemetery for immediate transfer to another above ground structure in the same cemetery.

“Transfer of Right of Burial” is the owner/holder for the time being may transfer the right of burial in accord with the by-laws or rules of the cemetery and the transfer takes place when payment is made and details entered into the burial register.

“Usual fees” means the fees for specific purposes, as determined by the Council.
Legislation:

“Health Regulation” means the Public Health (Disposal of Bodies) Regulation 2012 under the Public Health Act 2010 (NSW), as amended.

“WH&S Act” means the Work, Health & Safety Act 2011 (NSW) as amended and associated Regulations.

“Human Tissues Act” means the “Human Tissues Act – 1983 (NSW)”.

“Coroners Act” means the Coroners Act 2009 (NSW).

“Birth, Death & Marriages Act” means the “Births, Deaths and Marriages Registration Act 1955 (NSW)”.

3 MANAGEMENT OF CEMETERIES

3.1 Planning Conduct and Maintenance of Cemeteries

Council will make such provisions as it considers necessary for the following:

- a) the setting aside of sections for different types and classes of burials;
- b) the establishment of standards of construction and design for monuments and structures and conditions of entry for funeral directors, monumental masons, their workmen and contractors and other service providers associated with work in the Cemeteries;
- c) the size, multiple use and location of burial places;
- d) interments;
- e) the erection or installation of structures and the making of inscriptions;
- f) the carrying out of work by monument masons;
- g) the qualifications required by, and the security deposits to be lodged by, monument mason;
- h) the removal, replacement and maintenance of structures;
- i) the improvement and maintenance of cemeteries;
- j) the making of arrangements for the care of burial places on an annual or other basis;
- k) the preservation, conservation and promotion of cemetery sites presently in use as places of community significance in terms of their architectural, heritage, social and genealogical content;
- l) the promotion and interpretation of cemeteries through the installation of signage, brochures and other interpretive materials.

3.2 Right of Burial

3.2.1 Right of Burial is a written undertaking by the Council to grant a licence to occupy a specific grave or burial site without interference once the remains of a deceased person have been placed in it.

3.2.2 The Council may charge a fee to issue a Right of Burial Certificate.

3.2.3 The Right of Burial or any licence issued under its provisions does not transfer any equity or ownership of cemetery land to the owner of the Certificate or a beneficiary of it.

Note: *In the matter of the legal status of a "Burial Right", Council relies upon Common Law and a recent NSW Supreme Court Judgment, "Smith v Tamworth City Council" and Appeal Court judgment "Rutherford v Wallace". An important aspect of these judgments is that it confirms the Grantee's exclusive right to the entitlement. The judgment also makes a distinction between the payee (applicant) and the Grantee, protecting the Grantee absolutely. Consequently, Council regards the Grantee's rights as exclusive. Council will only entertain an application to bury or carry out work on an existing burial right if the Grantee's identity and consent has been clearly established.*

3.3 Licence of Burial

3.3.1 The Council will only consider granting a licence to bury or immure the remains of a deceased person in the space described in a Right of Burial when;

the deceased person is the person named in the Right of Burial Certificate;

or;

the person, or estate of the person, named in the Right of Burial Certificate has given their formal consent.

3.3.2 Licence of Burial once issued by Council is irrevocable.

3.3.3 Additional fees and charges, as determined by Council from time to time, will be charged at the time the Licence of Burial is issued.

3.3.A Reservation of Burial Place

3.3.A.1 Lawn Cemetery burial plots

Applications may be made to the General Manager for reservation of Burial Plots in the Lawn Cemetery. The General Manager may grant permission for plots to be reserved provided that access to unused sites is not restricted by such reservation. (Note - Typically this means that only the unused plots at either end of the headwall may be reserved or those adjacent to an internal roadway).

3.3.A.2 Lawn Cemetery Cremation Row Plots

Reservations within the Lawn Cemetery Cremation Row Plots are not permitted.

3.4 Refusal to Grant Exclusive Rights of Memorials

The Council may refuse to grant an exclusive right of burial to any person if, in the opinion of Council, the grant would create a monopoly or encourage dealings in such Burial Rights as a business rather than as an affordable service to the public, or within the bounds of normal free trading. (Note: the intention of this clause is to prevent anyone purchasing bulk numbers of burial areas in order to "corner the market").

3.5 Register of Burial Places and Interments

3.5.1 Council shall ensure that:

- a) A register of burial, as required by the Regulations of the Public Health Act 2010, is kept in respect of all burial places and other memorials.
- b) A register of pre-need burial rights (reservations) is maintained.
- c) Each register, which may be kept in written, printed or electronic form, contains sufficient information to allow for simple cross-referencing of entries by -
 - Surname
 - Date of Burial
 - Burial Place location
- d) Each register entry contains the name and address of the owner of the burial right.
- e) Each burial is recorded in its respective register immediately after the service.

3.5.2 Registers may be amended to remove or correct inaccuracies.

3.5.3 Upon application made by any person, Council will make available to the person a copy of any entry made in the burial registers.

- a) Such applications shall be made on an approved form;
- b) Each form shall be limited to a single register entry;
- c) A fee per page, as set out in Council's Annual Fees & Chargers - Copying Fee may be charged for each application.

3.5.4 The registers will be used in any proceedings requiring evidence of the identity of the holder of an exclusive right that has been granted in respect of any burial or memorial site.

3.6 Certificates of Exclusive Right of Burial

3.6.1 The Council will issue to the owner of an exclusive right of burial a certificate, clearly showing:

- The owners name and address;
- The amount paid;
- The date of issue;
- A description of the physical location of the grave;
- The terms and conditions under which the certificate is issued.

3.6.2 The application for a certificate must be made on a form approved by Council.

3.6.3 Any fees relating to the purchase and issue of the certificate must be paid at the time of application.

- 3.6.4 In the event that reservations are cancelled by notification of the owner or their authorised representative the Council has the discretion to determine if the fees associated with that reservation are to be refunded.
- 3.6.5 In the event that the Council has conclusive proof that an owner of an exclusive right of burial will have no need for a plot, that plot may be re-allocated.

3.7 Hours of Burial and Exhumation

Burials and exhumations shall take place only during the hours approved by Council between sunrise and sunset Monday to Friday and until Noon Saturdays. No burials or exhumations are permitted on Sunday.

3.8 Permit for Burials

3.8.1 Burials are not to take place unless an *Application for Burial Permit* has been received and approved by Council, with a copy of the Policy provided to the applicant upon request.

A copy of the Policy is to be provided to the Funeral Director.

3.8.2 An Application for a Burial Permit will be approved when:

- All details have been supplied,
- fees received; and
- death certificate has been sighted. (Note: a facsimile copy of death certificate may be furnished as an interim step).

3.8.3 Burial shall be in accordance with the Regulations of the Public Health Act 2010 and Council's Procedures.

3.9 Exhumation

3.9.1 Exhumations are not to take place unless -

- a) Prior written consent has been obtained from the Director-General of The NSW Department of Health; and
- b) Order for Exhumation has been issued by Council.

3.9.2 This clause does not apply if an exhumation has been ordered by a Court.

3.10 Miscellaneous

3.10.1 A person must not do any of the following (within a cemetery):

- a) damage, deface, interfere with or alter burial places;
- b) damage, deface, interfere with or alter monuments;
- c) bury, inter or exhume any human remains, whether cremated or not;
- d) cause or permit an animal that is under the person's control to enter or remain in a cemetery;
- e) take part in any gathering, meeting or assembly, except for the purpose of religious, research, historical, educational or other ceremony of burial or commemoration;
- f) engage in trade or commerce;
- g) distribute any circulars, advertisements, paper drawn or photographic material without prior Council consent;
- h) erect a commercial sign;
- i) drive a vehicle at a speed of more than 10 kilometres per hour;
- j) drive a vehicle or a vehicle and trailer having an unladen weight of more than 3 tonnes;
- k) drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery;

- l) park a vehicle on any known burial place, verge or plantation, or in a manner that is likely to impede traffic;
- m) teach, learn or practice driving a vehicle;
- n) camp or reside on any land;
- o) possess or consume an alcoholic or intoxicating beverage or substance except from that directly associated with a funeral service;
- p) urinate or defecate;
- q) bring into or leave any rubbish, refuse, scrap metal (including remains of vehicles), rock, soil, sand or any other such substances;
- r) kill, capture or in any way interfere with any animal, bird, fish or other fauna, whether native or introduced; or
- s) plant any tree, shrub, herbage or other plant without prior consent.

Penalty: Offenders may be prosecuted under Common Law, Statute Law, The Health Act (NSW 1910), The Criminal Code.

3.10.2 Subsection 3.10.1 e) does not prevent a person from riding a horse or leading or walking a dog on a leash.

3.10.3 Council's written consent is required to legally carry out any act that might otherwise give rise to an offence under this clause.

3.11 Requirements for Graves

3.11.1 The dimensions of a grave shall be a minimum of -

- a) 1000mm x 2400mm for adult graves;
- b) 900mm x 1500mm for children's graves.

3.11.2 The number of interments permitted in a grave shall be in strict accordance with the Regulations of the Public Health Act 2010. For the purpose of this clause:

- a) 3 infants shall be treated as one adult (infant being defined as up to 1 year old);
- b) 2 children shall be treated as one adult (child being defined as from 1 year to 7 years old); or
- c) prior written consent has been obtained from the Director-General of the NSW Department of Health to vary the number of interments.
- d) Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at a depth not less than that required by the Regulations of the Public Health Act 2010.

- e) The maximum number of burials within any General Cemetery in a plot is limited to two (2). However, the depth of the plot will depend on the depth of the first burial and maybe restricted by natural ground conditions (rock, water table, type of soil). The location and/or depth of existing burials can also determine whether a second interment can be located into an existing plot. This is subject to confirmation prior to interment, which may involve probing of the plot.
- f) The maximum number of burials within the Nyngan Lawn Cemetery in a plot is limited to three (3). However, the depth of the plot will depend on the depth of the first burial and maybe restricted by natural ground conditions (rock, water table, type of soil). The location and/or depth of existing burials can also determine whether a second interment can be located into an existing plot. This is subject to confirmation prior to interment, which may involve probing of the plot.

3.11.3 Council will allow ashes remains to be placed into a general cemetery plot, at the Interment Fee specified in the Annual Fees and Charges recognising that this is the wish of some families, provided that:

- a) Where ashes remains are placed into a general cemetery plot the first (original interment) shall be at the normal rate for the purchase of a general cemetery plot.
- b) Up to 3 additional ashes remains can be placed or memorialised at the Interment Fee as specified in Council's Annual Fees & Chargers document.
- c) The limits for placement in general cemetery plots shall be:
 - i. 1 burial and 2 ashes memorials, or:
 - ii. No burial and 4 ashes memorials
- d) Prior Council approval is required prior to the interment of ashes.

3.12 Monuments and Inscriptions

3.12.1 A person shall not, in a cemetery:

- a) Construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of
 - i) a material and design approved in writing by the Council;
 - ii) carried out to the standard of workmanship required by the Council; and
 - iii) constructed in accordance with AS 4204 – 1994 "Monuments & Headstones"
- b) Make any inscription or carry out any adornment, unless it is approved by the Council and made or carried out to the standard required by the Council.

3.12.2 Application for the approval of the Council in accordance with 3.1.12.1 shall;

- a) be made to the Council in writing;
- b) be accompanied by sketches, drawings and other particulars of the design that may be required by the Council; and
- c) where the application relates to an inscription, be accompanied by a copy of the proposed inscription.

3.12.3 No trade inscription shall be allowed on any masonry work unless approved, in writing, by Council.

3.13 Monumental Masons

3.13.1 A person shall not carry out any work as a monumental mason within a cemetery unless with the written consent of the Council.

3.13.2 The Council may issue approval to undertake work as a monumental mason to any person it considers to be suitably qualified to undertake such work.

3.13.3 Any person may apply to work as a monumental mason in a cemetery, provide the application is in writing.

3.13.4 The Council may suspend or cancel approval of any person by giving notice in writing.

3.14 Removal of Structures

3.14.1 The Council may;

- a) remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment; or
- b) erase, correct, or require the erasure or correction of wording of any inscription that has been constructed, installed, made or carried out;
 - i) without the written consent of the Council; or
 - ii) otherwise than in accordance with an approval given by Council.

3.14.2 Where any work that has been approved is not completed within a reasonable time (normally four weeks where there has not been an excess of poor weather) the Council may issue a written notice seeking completion of works within 8 weeks. Where this notification is not complied with, the Council may remove or demolish such partially finished work as it deems necessary to preserve the fabric of the cemetery and public safety.

3.15 Removal and Replacement of Structures on Request

3.15.1 Where notice to open a grave or vault for a lawful purpose is given in accordance with 3.9, the Council may authorise the removal of any part of the structure to enable the safe opening of the grave or vault. Prior to such consent, Council shall require: the lodgement of proof of ownership the payment of the scheduled fees and related costs;

3.15.2 The consent is subject to the requirement that the grantee or applicant to make good the repair of the structure affected within 14 days of the interment or service date.

3.16 Maintenance of Structures

3.16.1 The ownership of monuments or other structures is deemed to be with the person or persons (or their heirs and successors) who caused the monument or structure to be constructed.

3.16.2 The Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure.

3.16.3 The owner is responsible for the upkeep, maintenance and repair of the monument.

3.16.4 The Council may act to remove any structure that has become dilapidated or unsightly.

3.16.5 The Council may remove any trees, shrubs or other vegetation from any cemetery where, in its opinion, it is in the interest of the cemetery to do so.

3.17 Unsafe Monuments

3.17.1 Risk Category

Any monument identified as posing a safety risk will be accorded a category ranking as follows.

Category 1

Monuments over 1200mm in height that, irrespective of cause (subsidence, deterioration, etc);

are likely to collapse or fall over at any time; or

have significant sections or parts separating from the main monument.

Category 2

Monument 1200mm or less in height, that irrespective of cause (subsidence, deterioration, etc);

are likely to collapse or fall over at any time

have significant sections or parts separating from the main monument.

Category 3

Monuments that are affected by subsidence and are leaning by more than 10 degrees, but are otherwise deemed to be in sound condition.

3.17.2 Identification and Reporting

Any identification of unsafe monuments and consequent actions under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.

3.17.3 Subsidence

Where subsidence is evident, Council will fill and compact the ground in the normal manner.

3.17.4 Repair of Monument

Council will not repair monuments. Council will only act to ensure public and employee safety.

3.17.5 Category 1 Monuments

- 3.17.5.1 The area surrounding the monument is to immediately be secured with suitable barriers and signs.
- 3.17.5.2 The Council will make reasonable efforts to contact the grantee of the burial right and instruct the grantee to take immediate steps to repair the monument.
- 3.17.5.3 Where the grantee cannot be contacted, a public notice will be issued, clearly identifying the grave and; Indicating Council's intent to make the monument safe unless the grantee acts within fourteen (14) days; Reserving Council's right to recover the costs, relating to the handling of the monument, from the grantee.
- 3.17.5.4 If the grantee has not contacted Council within fourteen (14) days of the public notice, the Council may take steps to make the monument safe.

Note: *Making the monument safe will (usually) consist of laying the headstone face down on the ground of the grave. This method, which preserves the inscription, is recommended by the National Trust.*

3.17.6 Category 2 Monuments

Same as Category 1, except that the notice and action period will be extended from fourteen (14) to twenty eight (28) days.

3.17.7 Category 3 Monuments

- 3.17.7.1 The Council will make reasonable efforts to contact the grantee to the site and instruct the grantee to take steps to repair the monument.
- 3.17.7.2 Where the grantee cannot be contacted, a public notice, clearly identifying the grave and indicating to the grantee that he or she should take steps to repair the monument may be issued.
- 3.17.7.3 Council will continue to monitor the site until such time as the monument is identified as Category 1 or Category 2. The appropriate procedure will then be activated.

3.18 Lawn Cemetery Sections

3.18.1 The Council will ensure that;

- a) it maintains, preserves, and repairs lawn cemetery graves;
- b) graves are not enclosed with any railing or kerbing;
- c) all flowers are placed in the receptacle located adjacent to the headstone. Vases are not be placed on or by the grave unless approved by Council;
- d) no headstone, statue or other structure is erected or constructed over a grave in a lawn section;
- e) no tree, shrub or other plant is placed or planted on any grave in a lawn section other than by Council at its absolute discretion.

3.18.2 The Council shall place over each grave headstone in the Lawn Section, as soon as practicable after a burial or interment has taken place in that grave, and upon receipt of written instructions from the grantee, a memorial plaque, of a standard size and type as determined by the Council. The purchase of the plaque is at the full cost of the grantee. The installation of the plaque is provided by Council.

3.18.3 The grantee may apply to privately supply and fix a memorial plaque in Lawn Cemetery Sections provided that;

- a) an application has been lodged with Council;
- b) all fees as scheduled by Council for the lodgement of the application have been paid;
- c) the design and type of plaque is consistent with the requirements determined by Council;
- d) Council has given its written approval.

3.18.4 The grantee is responsible for the ongoing maintenance or cleaning of the memorial plaque in Lawn Cemetery Sections ensuring that;

- a) no cleaning agents, solvents, etc cause any detrimental effect to the plaque, concrete surrounds, neighbouring memorials or grassed areas;
- b) the design and type of plaque remains consistent with the requirements determined by Council; and
- c) the plaque was in good order when received from the supplier and installed.

It is reasonable to expect that any concerns are reported to Council within 60 days of the grantee receiving written notification that installation is complete.

3.18.5 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave in a lawn cemetery under the provisions of 3.18.6 of the Policy.

- 3.18.6 Council will allow small items of commemoration to be placed or affixed adjacent to the memorial plaques, provided that:
- a) items do not exceed 120mm in height;
 - b) items are placed so they are fully contained on the upper surface of the concrete plinth within the area immediately in front of the memorial plaque;
 - c) items are not of glass or any other fragile material; and
 - d) items are not likely to offend.
- 3.18.7 Council confer with the family prior to removing any items that do not comply with the provisions of 3.18.6 of the Policy and those deemed to be damaged, unsightly, likely to offend, or likely to be potentially harmful to the public or workers.
- 3.18.8 Council will allow ashes remains to be placed into a lawn cemetery plot, recognising that this is the wish of some families, provided that:
- a) Where ashes remains are placed into a lawn cemetery plot the first (original inurnment) shall be at the normal rate for the purchase of a lawn cemetery plot.
 - b) Up to 3 additional ashes remains can be placed or memorialised with the payment for each being the Interment Fee as per Council's Annual Fees & Chargers document.
 - c) The limits for placement in lawn cemetery plots shall be:
 - i) 1 burial and 2 ashes memorials, or:
 - ii) No burial and 4 ashes memorials
- 3.18.9 Council will allow up to 2 ashes remains to be placed into a lawn cemetery cremation plot.

3.19 Conservation and Heritage Issues

- 3.19.1 The Council recognises that burial grounds and cemeteries are places of significance to the community by virtue of their architectural, botanical, social or genealogical significance, and will:
- a) Provide reasonable assistance to community groups and interested parties who seek to promote or research cemetery issues.
 - b) Provide signage and interpretive materials regarding historical information and points of interest regarding the cemeteries in the area.
 - c) Actively promote the publication of burial records, collection and publication of other historical information.
 - d) Actively promote the repair of monuments within the cemeteries, contacting families where possible, and assisting local groups to facilitate repair of historic features.
 - e) At the discretion of each Committee work with persons who may be interested in issues of botanical significance. Such discretion is

taken to include the level of cooperation that may be provided to such person(s).

3.20 Addresses & Locations of Council Cemeteries

- a) Nyngan Cemetery;
- b) Girilambone Village Cemetery; and
- c) Hermidale Village Cemetery

3.21 Concluding Remarks

- 3.21.1 This document is the 1st edition of the cemetery policy to be adopted by Bogan Shire Council, and whilst every effort has been made to provide a comprehensive coverage of issues, the very nature of cemetery management and memorialisation indicate it is likely that there will need to be future revisions and updates.
- 3.21.2 Anyone wishing to provide input to future revisions of the policy should provide suggestions by contacting the Manager Development & Environmental Services, Bogan Shire Council, P.O. Box 211 Nyngan NSW 2825.

4. IMPLEMENTATION

The Development & Environmental Services Division of Council will administer the Policy.

5. REVIEW

This policy will be reviewed by Council in February 2018.

6. APPLICATION OF ESD PRINCIPLES

- 6.1.1 The policy assists in achieving practical allocation of diminishing resources, primarily rights of burial (graves and burial plots) within the cemeteries and memorial gardens.
- 6.1.2 It also encourages all new structures (monuments etc) to be built in accordance with the best practices and standards, thereby making them as sustainable as possible.

Authority

Council Resolution No. 030/2016 – 25 February 2016

Council Resolution No. 242 - 244/2019 – 25 July 2019

Policy Owner / Further Assistance

Manager – Development and Environmental Services

Related Information

Review Date

February 2018

Revision History

Date	Description of Change	Sections Affected
25 July 2013	Minor rewording and inclusion of additional paragraph.	Section 3: 3.1, 3.5.3, 3.7, 3.10, 3.11.2, & 3.18
25 February 2016	Adopted with amendments	Section 3.8.1 Section 3.18.7
7 November 2019	Adopted with amendments	Section 3.3.A, 3.3.A.1, 3.3.A.2, 3.18.9