

COUNCIL POLICY

TITLE:	CEMETERY MEMORIALS, ORNAMENTATION AND MULTIPLE INTERMENTS
MEETING:	Council
EFFECTIVE DATE:	1 September 2016
REVIEW:	July 2022
FILE REFERENCE:	408700

1 Background

Council first adopted a policy for cemetery memorials and ornamentation in 2002 and reviewed it in 2010. In response to community requests and enquiries about multiple interments, the scope of the policy was expanded in the 2016 review.

2 Policy Objectives

The objectives of this policy are to set standards for memorials and ornamentation and provide options for multiple interments at the Kawerau Cemetery which meet the needs of bereaved families and the local community.

3 Principles

Council has a responsibility to set rules for the cemetery which meet the needs of bereaved families and provides a peaceful and attractive environment for everyone who visits.

4 Definitions

Family means the close family of a deceased person interred in the cemetery who dealt with Council in relation to the interment, or a representative nominated by the family.

Hanging ornamentation means wind chimes, dream catchers and similar.

Ornamentation includes fresh and artificial flowers, wreaths and other floral tributes, windmill type decorations, toys and personal items of up to one metre in height.

Undesirable items include liquor bottles, gang slogans or insignia and items which are not ornamental in nature and are considered by Council staff to be offensive or inappropriate to display in a public cemetery.

5 Policy Statement

5.1 Memorials

5.1.1 Erecting headstones

Council provides a continuous concrete footing that is wide enough to provide a stable foundation for headstones. All headstones in the cemetery are required to be erected on this footing. The cost of the headstone footing is included in the purchase price of cemetery plots. A Council permit is required before any headstone is erected in the cemetery.

5.1.2 Aesthetic specifications for headstones

	Maximum base height	Base placement	Maximum headstone height	Maximum total length
ADULT SECTION	150mm	Centred on footing	750mm above footing	1000 (single) 1800 (double ¹)
CHILDREN'S SECTION	As above	As above	As above	900 (single) 1500 (double)
ASHES SECTION	As above	As above	As above	750 (single) 1350 (double)

5.1.3 Stillborn Infant Section

Headstones may be erected in the Stillborn Infant section of the cemetery.

5.1.4 RSA Section

Headstones in the RSA section of the cemetery will be in accordance with any applicable legislation, regulations or accepted practice.

¹ A double headstone may be erected where two plots are purchased side by side.

5.1.5 Wall of Remembrance

Council provides a Wall of Remembrance containing cinerary niches where the ashes of persons cremated can be interred and Council-supplied plaques mounted.

Council provides plaques of 250mm x 200mm with white borders and standard inscription in white lettering for use on niches. Only these plaques may be installed on the Wall of Remembrance. To maintain the aesthetic integrity of the wall, additional wording and any insignia, art, floral or other design must also be in white and inscribed on the plaque by an approved stonemason. A Council permit is required before any plaque may be mounted.

5.1.6 Maintenance of Memorials

Memorials belong to the family and as such, the family or its representative is responsible for maintaining and keeping memorials in good repair.

Notwithstanding the above, any memorial that falls into a state of decay or disrepair may be dealt with by Council in accordance with the Burial and Cremation (Removal of Monuments and Tables) Regulations 1967 and amendments.

5.2 Ornamentation

5.2.1 New graves

Council levels and sows grass on all new graves of ninety days or more each year in March and September. The schedule for this work is:

MONTH OF BURIAL	DATE OF LEVELLING
December January February March April May	September following the date of burial
June July August September October November	March following the date of burial

When graves are levelled and sown, all ornamentation needs to be moved onto the headstone footing. Council will try to contact the family before levelling so that the family can move any ornamentation. If the family cannot be contacted, Council will move the ornamentation.

5.2.2 Ornamentation standards

Ornamentation of up to one metre in height may be placed on the headstone footing.

Hanging ornamentation may be fixed in trees immediately surrounding the grave. Council will remove damaged or incomplete hanging ornamentation.

Where ornamentation does not meet the standards of this policy, Council will notify the family of this in writing, giving 30 days to respond. If no response is received, Council will remove the ornamentation (except plants and fresh flowers) and retain it for a further 30 days pending disposal instructions from the family. If no instructions are received within that time, Council will dispose of the ornamentation.

Council will remove and dispose of all undesirable items in the cemetery.

5.3 Multiple Interments

All new graves will be deep enough to provide space for three adult caskets to be interred.

A stillborn infant may be one of the three caskets interred in a grave.

Ashes may be interred under the concrete footing, provided that no ashes are closer than 100 mm from the edge of the plot.

Ashes may not be scattered anywhere in the cemetery.

Any plaques for additional interments must be mounted on the base beneath the headstone and not on the concrete footing.

Families are required to notify Council of any multiple interments, including all ashes and infants under the age requiring registration, so that their location can be recorded.

6 Relevant Delegations

The Chief Executive Officer or his/her nominee has delegated authority for the implementation of this policy.

7 References and Relevant Legislation

Burial and Cremation Act 1964

Burial and Cremation (Removal of Monuments and Tables) Regulations 1967

Health (Burial) Regulations 1946

General Bylaw Part 12 – Cemetery (2010)