

## COUNCIL POLICY

**TITLE:** CEMETERY – MEMORIALS and ORNAMENTATION

**MEETING:** Council

**EFFECTIVE DATE:** 31 August 2010

**FILE REFERENCE:** 408700

**MINUTE BOOK PAGE(S):** 36911-36914

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### 1. POLICY OBJECTIVES

To allow memorials and ornamentation in the cemetery that meet the needs of bereaved families, reflect the nature of the Kawerau Community, are aesthetically pleasing and tidy.

### 2. PRINCIPLES

Council has a responsibility to ensure that the cemetery is a peaceful place for everyone who visits. The appearance of the cemetery is enhanced by having a unified style of memorials and ornamentation.

### 3. DEFINITIONS

**Family** means the family of a deceased person interred in the cemetery.

**Hanging ornamentation** means wind chimes and dream catchers.

**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 and other inappropriate items which are not considered to be ornamentation.

### 4. BACKGROUND

Council first developed policies for cemetery memorials and ornamentation in 2002 in response to Community concerns that these were starting to develop into a jumble of styles and states of repair. As part of making Part 12 of the General Bylaw - Cemetery in 2010, it was identified that the old policies could potentially give rise to implications under the Bill of Rights Act 1990. Council resolved to review those policies before making Part 12. This policy combines and updates the two previous policies.

**5. POLICY STATEMENT**

**5.1 MEMORIALS**

**5.1.1 Erection of headstones**

Council provides a continuous concrete footing that is wide enough to provide a stable foundation for headstone bases. 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 ALLOWABLE DIMENSIONS**

	Base height	Base placement	Headstone height	Total length
ADULT SECTION	150mm	Centred on footing	750mm above footing	1000 (single) 1800 (double)
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.

**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 plaques mounted.

Council provides a plaque of 250mm x 200mm on purchase of a niche. The plaques have a white border and standard inscription in white lettering. To maintain the aesthetic integrity of the Wall of Remembrance, additional wording and any insignia, flora, art or other design must also be in white. These must be inscribed on the plaque by an approved stonemason.

A Council permit is required before any plaque may be mounted. Only plaques available from Council are to be installed on the Wall of Remembrance.

**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 anything in the above provision, 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 all subsequent 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, any 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 Placement of ornamentation**

After a grave has been levelled and sown, ornamentation of up to one metre in height may be placed only on the headstone footing. Hanging ornamentation may be fixed in any trees immediately surrounding the grave.

### **5.2.3 Ornamentation standards**

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

In all other cases where ornamentation does not meet the standards of this policy, Council will notify the family in writing that the ornamentation does not meet the required standards.

The family or its representative will have 30 days in which to respond, otherwise Council will remove the ornamentation (except plants and fresh flowers) which will be retained for a further 30 days pending disposal instructions from the family or its representative.

If no instructions are received from the family or its representative during that time, Council will dispose of the ornamentation.

Council will remove damaged or incomplete hanging ornamentation from trees.

## **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

General Bylaw Part 12 – Cemetery