



Cemeteries Statement of Principles

Effective from June 2022

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1. OBJECTIVE

- 1.1 To honour Goondiwindi Regional Council history and those who have made Goondiwindi the diverse region it is today.
- 1.2 To provide appropriate standards for the services provided at Council operated cemeteries which enable the effective delivery of services to meet community needs.
- 1.3 To provide a consistent approach to the operation of cemeteries owned, managed and maintained by Goondiwindi Regional Council.

2. DEFINITIONS

- 2.1 Council – this refers to the Goondiwindi Regional Council and specifically to employees within the Departments of Community Services and/or Maintenance Services as specified, and where appropriate, within this document.
- 2.2 Council Staff – This includes employees, contractors, volunteers, and all others who perform work on behalf of Council.
- 2.3 Interment – the act or ritual of interring or burying.
- 2.4 Coffin – a coffin or casket.
- 2.5 Memorial – a headstone, monument, plaque, flower container/vase.
- 2.6 Headstone – upright, reclining desk, plinth of concrete, granite, sandstone or the like, with etched inscription or fitted bronze or brass plaque
- 2.7 Monument – a construction/installation in concrete, granite, sandstone or similar that covers the full surface area of the grave.
- 2.8 Plaque – tablet of bronze, brass or granite with inscription.
- 2.9 Vase – Lawn and Monumental Sections : Approved vase - a flower container of metal, granite, sandstone or similar unbreakable material.
- 2.10 Vase – Columbarium Walls : Approved vase - a bronze flower container as supplied and installed by Council only.
- 2.11 Demand Service – the interment of ashes in a columbarium or in a grave where a Council staff member has been requested to be present at the service/interment to seal and install the plaque on a columbarium wall or in the case of a grave fill the excavation with soil.
- 2.12 Vault – a vault, crypt or mausoleum.

3. GENERAL

- 3.1 The principles within this document apply to all cemeteries that are under Council's control. These principles apply to all individuals, organisations, businesses and Council staff who enter a cemetery under Council's control.
- 3.2 Council managed cemeteries include Goondiwindi, Inglewood, Texas and Yelarbon.
- 3.3 Cemetery fees for services provided are set out within Council's Schedule of Fees and Charges, which are reviewed annually.
- 3.4 Council applies cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemetery and to contribute to the ongoing maintenance of the cemetery.
- 3.5 Council's approved cemeteries form/s must be completed for every new service and submitted to a Council Customer Service Centre either by hand or emailed to mail@grc.qld.gov.au

4. STANDARD CONDITIONS FOR BURIALS / INTERMENTS

- 4.1 Funeral Directors must contact the Council immediately after speaking with the family of the deceased. They will need to confirm the proposed day, date and time of the funeral with the officer responsible for the cemetery in which the burial is to take place. This action is required to ensure that there is not a booking for another interment at the proposed time and to ensure that Council can have the required resources available.
- 4.2 To allow Council sufficient time to prepare a grave, Funeral Directors will not have access to the grave site to set up for the burial prior to 9:00am, however should Council complete the preparation earlier, Funeral Directors may immediately access the site. Please note that the fee for earlier access can be negated by providing one extra day's notice than set out in Clause 4.4.

All burials shall take place on a weekday (excludes public holidays) and backfilling is to commence no later than 3:00pm. Burials outside these hours, including weekends and public holidays, can be negotiated with Council, and will incur fees for services as set out within Council's Schedule of Fees and Charges.

- 4.3 Two (2) working days' notice must be given at all times to allow sufficient time for grave digging to be completed. In the circumstance where a burial is required on shorter notice due to religious beliefs, Council will make every effort to enable this to occur.

Note : Three (3) working days' notice must be given for burials in the "Monumental Sections" in the Goondiwindi, Texas and Yelarbon Cemeteries, and for all vault burials.

Important : No burials, other than those in existing reserved graves will be conducted in the following "Monumental Sections" :

Goondiwindi – Whole of Section
Texas - Old Anglican Section, Rows 1-25.

- 4.4 Council can accommodate a maximum of two (2) coffin interments per day in each of its cemeteries, with the exception of the Yelarbon Cemetery, where special arrangements are required if more than one burial is requested on the same day.
- 4.5 Grave excavation dimensions are:
 - Goondiwindi
 - Lawn Section ** 2.4m (L) x 0.85m (W) x 2.2m (D)
 - Monumental Section # 2.4m (L) x 0.85m (W) x 1.5m (D) OR to the maximum size possible due to constraints imposed by existing monuments and graves.

** All graves are dug double depth.

Refer Clause 4.4 above

Inglewood

All Sections (Single Depth)	2.4m (L) x 0.9m (W) x 1.8m (D)
All Sections (Double Depth)	2.4m (L) x 0.9m (W) x 2.2m (D)

Texas

All Sections (Single Depth)	2.2m (L) x 0.7m (W) x 1.55m (D)
All Sections (Double Depth)	2.2m (L) x 0.7m (W) x 1.8m (D)

Note : The reason for smaller grave excavations at the Texas Cemetery is due to geological features, i.e. rock.

Yelarbon

Lawn Section	Not applicable
Monumental Section :	
(Single Depth)	2.1m (L) x 0.9m (W) x 1.8m (D)
(Double Depth)	2.1m (L) x 0.9m (W) x 2.2m (D)

Note : In the case of the Inglewood, Texas and Yelarbon Cemeteries the requirement for a Single or Double Depth grave must be indicated on the *Application for a Grave – Coffin/Casket Burial form*.

Infant / Child Grave

Upon request, for aesthetics purposes for interment, graves for infants/children will be dug to the following dimensions.

Goondiwindi

Lawn Section	1.5m (L) x 0.6m (W) x 1.2m (D)
Monumental Section	Not applicable

Inglewood

All Sections	0.9m (L) x 0.5m (W) x 1.2m (D)
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Texas

All Sections	0.9m (L) x 0.5m (W) x 1.2m (D)
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Yelarbon

Lawn Section	Not applicable
Monumental Section	0.9m (L) x 0.5m (W) x 1.2m (D)

Note : If an Infant/Child grave is required this must be indicated on the *Application for a Grave – Coffin/Casket Burial form*.

Further, if a variation to the size for an Infant/Child grave is required at a particular cemetery, special arrangements will need to be made at the time of booking the funeral. Please note that the minimum size that can be dug is : 0.9m (L) x 0.5m (W) x 1.2m (D)

IMPORTANT : No further interments (including ashes) can be performed in an Infant/Child grave.

Traditional Burial Grave

Goondiwindi

Lawn Section	2.4m (L) x 0.85m (W) x 1.2m (D)
Monumental Section	Not applicable

Inglewood

All Sections	2.4m (L) x 0.9m (W) x 1.2m (D)
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Texas

All Sections	2.2m (L) x 0.7m (W) x 1.2m (D)
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Yelarbon

Lawn Section	Not applicable
Monumental Section	2.1m (L) x 0.9m (W) x 1.2m (D)

Note : If the grave required is for a Traditional burial this must be indicated on the *Application for a Grave – Coffin/Casket Burial form*.

IMPORTANT : No further interments (including ashes) can be performed in a grave following a Traditional burial.

- 4.6 The number of interments permitted in a plot shall be as shown below.
Note : This excludes Infant/Child and Traditional Burial graves. Refer to Clause 4.6 above.

Goondiwindi

Lawn Section	Two (2) coffins and up to four (4) ashes
Monumental Section #	Existing reserved sites only and to be either, one (1) coffin or (1) ashes urn. *

(Refer Clause 4.4 above)

* The ashes of a person other than the person the existing site is reserved for, is subject to an application and the conditions as set out in Clause 7, and therefore the interment will be external to the plot.

Inglewood

All Sections (Single Depth)	One (1) coffin and up to four (4) ashes urns.
All Sections (Double Depth)	Two (2) coffins and up to four (4) ashes urns.

Texas

Lawn Section (Single Depth)	One (1) coffin and up to four (4) ashes urns.
Lawn Section (Double Depth)	Two (2) coffins; OR One (1) coffin and up to four (4) ashes urns.
Monumental Sections #	Two (2) coffins; OR One (1) coffin and up to four (4) ashes urns.
# (Refer Clause 4.3 above) Old Anglican Section, Rows 1-25 - Existing reserved sites only with interment options being :	
Two (2) coffins OR One (1) coffin and up to four (4) ashes urns.	

Yelarbon

Lawn Section	Not applicable
Monumental Section :	
(Single Depth)	One (1) coffin and up to four (4) ashes urns.
(Double Depth)	Two (2) coffins and up to four (4) ashes urns.

- 4.7 Preparation of plots – Council's Cemetery Maintenance staff (or those contracted to Council) will prepare grave sites. The preparation includes:
- Digging
 - Covering the grave with an aluminum security cover
 - Laying shoring boards and bars as required
- 4.8 Maximum of 30 minutes early or late arrival times from the scheduled time indicated on the relevant Application form is permitted with advanced notice to Council's Customer Service Centre staff.
- 4.9 Funeral Directors are required to supply lowering devices. Council does not accept any responsibility for any maintenance or repairs to such devices.
- 4.10 If necessary, Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. This must occur at least 15 minutes in advance of the funeral commencing. Once handed over by Cemetery Maintenance staff, the site becomes the responsibility of the Funeral Director as their "Place of Work".
- 4.11 The Funeral Director must remain on site and present during the funeral at all times.

- 4.12 Funeral Directors must supervise and assist families throughout the duration of a Traditional funeral service.
- 4.13 The responsibility of the site concludes when the last of the family members and the Funeral Director's employees leave the site or are directed by Council staff to do so. At this point, the Council staff become responsible for the site.
- 4.14 Council staff will backfill a plot as soon as possible after the departure of the family and the removal of the Funeral Director's equipment to ensure the safety of those on site.
- 4.15 In the event of a reopening, Council may remove any monument structures, slabs, edging, etc to enable the safe opening of the grave. Council will require the applicant or family to make good the affected structure at their discretion following the interment. The fee for such removal(s) and/or breaking of concreting is as set out in Council's Schedule of Fees and Charges, and will be at the applicant's/family's expense.
- 4.16 Where Council staff are unable to remove the existing monumental structure, it becomes the family's responsibility to engage a Monumental Mason or licensed contractor with appropriate public liability and work cover insurance to have the structure removed at least 48 hours prior to the funeral to allow Cemetery Maintenance staff to prepare the plot.
- 4.17 Participation by Council staff in the actual interment process is not permitted; this includes Council staff carrying the casket from the funeral vehicle.
- 4.18 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements. Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, AS4204-1994 Headstones and Cemetery Monuments, AS4425-1996 Above Ground Burial Structures

5. TRADITIONAL BURIALS

- 5.1 All traditional burials are carried out at a single burial depth of 1.2m (four feet) to allow the family to backfill the grave in line with their tradition.
- 5.2 Queensland Workplace Health and Safety Laws stipulate that graves can only be dug to a depth of 1.5m (five feet) to minimise the risk of a cave in or entrapment.
- 5.3 Where the first burial is a traditional depth (four feet) the grave can be used for one (1) coffin burial only. Ashes cannot be interred in the grave.
- 5.4 To allow two (2) burials to occur in a grave, the first interment is required to be at a depth of 1.8m (six feet), which needs to be backfilled by Council's Cemetery Maintenance staff (as per Workplace Health and Safety Laws). The second interment is able to occur at a depth of 1.2m (four feet), and would permit the second interment to be a Traditional Burial.
- 5.5 During the excavation of a single traditional burial grave, head boards and side boards may be required. This is to ensure the grave can be excavated safely in line with the Queensland Workplace Health and Safety Laws.
- 5.6 During a traditional burial it will be necessary to remove head and side boards once the coffin has been lowered.
- 5.7 Council will not provide any additional material for the purpose of back filling the gravesite. Once the family has finished the backfilling of the grave, Council staff will remove any additional overburden from the grave and the grave will be re-turfed (in the lawn section only).

6. APPLICATION FOR INTERMENT – COFFIN OR CASKET BURIAL

- 6.1 Funeral Directors shall contact a Council Customer Service Centre immediately they have spoken with the family of the deceased and ask to speak with the officer responsible for the cemetery in which the burial is to take place, and inform the officer the proposed day, date and time of the funeral. This action is required to ensure that there is not a booking for another interment at the proposed time and to ensure that Council can have the required resources available.
- 6.2 An *Application for a Grave – Coffin/Casket Burial* form must be completed and submitted to one of Council's Customer Service Centres by hand or emailed to mail@grc.qld.gov.au at least 2 working days, 3 working days in certain circumstances (Refer Clauses 4.4 and 12.3) before the intended funeral date to allow sufficient time for the grave to be prepared.
- 6.3 Where the *Application for a Grave – Coffin/Casket Burial* is for a new plot, the family or representative of the family for the interment will abide by the terms of the Goondiwindi Regional Council, Cemeteries - Statement of Principles.
- 6.4 Refer to Council's Cemetery Fees and Charges for a full list of applicable fees.

7. STANDARD CONDITIONS FOR INTERMENT OF ASHES

- 7.1 All ashes interments requiring Council staff to be present (Demand Service) shall take place between 8:30am and 3:00pm (2.30pm in Yelarbon) weekdays. Interments outside these hours can be negotiated with Council, and will incur fees for services as set out within Council's Schedule of Fees and Charges.

- 7.2 For all enquiries contact Council's Customer Service Centres.

INTERMENT IN A COLUMBARIUM

- 7.3 The interment of ashes in a columbarium can only be carried out by Council Staff.

- 7.4 An *Application to Inter Ashes in a Columbarium Niche* form must be completed and submitted to one of Council's Customer Service Centres by hand or emailed to mail@grc.qld.gov.au. The fee is as set out in Council's Schedule of Fees and Charges.

In the case of a Demand Service the form must be received at least three (3) working days before the intended interment date. The fee applicable to this service is per Council's Schedule of Fees & Charges.

- 7.5 The ashes and plaque are to be provided to Council at the same time, and unless the interment is a Demand Service, the interment and installation of the plaque will be made as soon as practicable after delivery to a Council Customer Service Centre.

Note : A niche/position on wall may be purchased and plaque provided to Council for installation, without ashes being interred in the columbarium. In such circumstances the relevant box ("Memorial Only") on the Application form must be ticked. The fee for this service is the same as for those niches where ashes are interred.

- 7.6 In the case of a Demand Service, the plaque and ashes# must be delivered to Council three (3) working days prior to the date set for the Demand Service.

If the family prefers, they may retain the ashes for interment during the Demand Service.

- 7.7 In the case of a Demand Service, a maximum of 30 minutes early or late arrival times from the scheduled time indicated on the *Application to Inter Ashes in a Columbarium Niche* form is permitted with advanced notice to Council's Customer Service Centre staff.

- 7.8 It is encouraged that items placed in the columbarium as a memorial are placed inside an airtight container. Items not placed in a sealed container may deteriorate over time due to exposure to the elements and insects.

- 7.9 Council can accommodate a maximum of three (3) Demand Services for the interment of ashes per day in each of its cemeteries.

- 7.10 Maximum Ashes Urn sizes for columbarium walls:

Goondiwindi Wall 1	117mm (W) x 90mm (H) x 225mm (D)
Goondiwindi Wall 2	150mm (W) x 120mm (H) x 260mm (D)
Inglewood & Texas	125mm (W) x 165mm (H) x 350mm (D)
Yelarbon – Wall 1	120mm (W) x 90mm (H) x 230mm (D)
Yelarbon – Walls 2 & 3	175mm (W) x 175mm (H) x 230mm (D)

IMPORTANT : Ashes must be delivered to Council in an urn that meets the size specifications for the relevant columbarium. Ashes supplied to Council in an urn that does not comply will be returned.

- 7.11 Plaque requirements:

Goondiwindi Wall 1 - Standard	Bronze 130mm (H) x 152mm (W)
Goondiwindi Wall 1 - Large	Bronze 160mm (H) x 152mm (W) #
Goondiwindi Wall 2	Bronze 185mm (H) x 230mm (W)

Inglewood & Texas	Bronze 230mm (H) x 180mm (W)
Yelarbon – Wall 1	Bronze 130mm (H) x 180mm (W)
Yelarbon – Walls 2 & 3	Bronze 220mm (H) x 220mm (W)

Conditions apply in relation to which niches may have Large plaques installed thereon. Contact must be made with Council prior to ordering a plaque to ascertain which size may be used on a particular niche.

Note : Screws and screw holes

Goondiwindi and Yelarbon Columbarium walls:

The design and wording on plaques should allow for a screw holes in each corner, however holes should not be drilled, Council will drill these to suit the columbarium wall.

Inglewood and Texas Columbarium walls:

A screw hole is to be drilled in each corner of the plaque and screws are to be supplied.

VASES FOR COLUMBARIUMS

- 7.12 Council has an approved vase for placing on columbarium walls. The vase is bronze painted brown to match the colouring of the plaques. To ensure uniformity, no persons other than Council are authorised to supply or install vases on the columbarium walls. Vases are installed on the left-hand side of the plaque.

If the request for a vase is not made at the time that the *Application to Inter Ashes in a Columbarium Niche* form is submitted, an *Application to Install a Vase on a Columbarium* form must be completed and submitted to one of Council's Customer Service Centres by hand or emailed to mail@grc.qld.gov.au. The fee for the supply and installation is as set out in Council's Schedule of Fees and Charges.

INTERMENT IN A GRAVE

- 7.13 The interment of ashes in a grave can only be carried out by Council staff, with the one exception being where a family wishes to conduct the interment on a weekend, public holiday or outside business hours. In such cases, in addition to lodging the required form and paying the relevant fee, a written request (email accepted) must be submitted for consideration. The applicant will be informed of Council's decision in writing, and if approved the applicant must have a copy of the approval correspondence in their possession whilst conducting the interment. Where approval is granted Council will dig the hole to the required size and cover it. The applicant is to fill the hole following the placement of the ashes.

- 7.14 Up to four (4) ashes urns are permitted to be interred in lawn and monumental plots.

IMPORTANT : A coffin interment cannot be performed in a plot after the interment of ashes, except in the Goondiwindi Lawn Cemetery where the ashes were interred prior to 31st December 2016.

- 7.15 An *Application to Inter Ashes in a Grave Site* form must be completed and submitted to one of Council's Customer Service Centres by hand or emailed to mail@grc.qld.gov.au prior to interment. The fee is as set out in Council's Schedule of Fees and Charges.

- 7.16 In the case of a Demand Service the form must be received at least three (3) workings days before the intended interment date. The fee applicable to this service is per Council's Schedule of Fees & Charges.

- 7.17 Following approval of the Application, unless the interment is a Demand Service, the interment will be made as soon as practicable after delivery of the ashes to a Council Customer Service Centre.

- 7.18 In the case of a Demand Service the ashes can be delivered to Council prior to the interment, or if the family prefers, they may retain the ashes for interment during the Demand Service.

- 7.19 Maximum Ashes Urn sizes for interment in a grave :

All Cemeteries

All Sections 275mm (L) x 175mm (W) x 175mm (H)

IMPORTANT : Ashes must be in an urn that meets the above size specifications. Ashes delivered to Council in an urn that does not comply will be returned, and in the case of an ashes urn brought by the family for interment at a Demand Service that does not comply, the interment will not proceed, and the payment of a further Demand Service fee may be required.

- 7.20 Ashes will be interred with a minimum of 50cm (0.5m) of soil coverage.
- 7.21 In the case of a Demand Service, a maximum of 30 minutes early or late arrival times from the scheduled time indicated on the *Application to Inter Ashes in a Grave Site* form is permitted with advanced notice to Council's Customer Service Centre staff.
- 7.22 The position for ashes urns to be interred in a new or existing grave in a Lawn Section where no further coffin interments will take place (Refer Clause 7.13), shall be at the discretion of the person making the application (including a Funeral Director if engaged by the family), and such location must be indicated on the *Application to Inter Ashes in a Grave Site* form.

The available locations are as specified below:

- Head of grave left hand side.
- Head of grave right hand side.
- Foot of grave left hand side.
- Foot of grave right hand side.

- 7.23 The process for the selection of the position(s) for ashes urns to be interred in an existing grave in a Monumental Section shall be the same as detailed in the above Clause if a monument has not been constructed over the grave.

Where a monument has been constructed over the grave the position of ashes urns being interred shall be in similar locations to those above, however will be external to the plot, and will be positioned either immediately adjacent to the monument at the head or the foot of the grave. The location must be indicated on the Application form.

- 7.24 A memorial headstone or plaque may be installed on the grave. The process shall be as detailed in Clause 11.
- 7.25 All activities undertaken within the Cemetery grounds shall comply with relevant Work Health and Safety requirements. Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, AS4204-1994 Headstones and Cemetery Monuments, AS4425-1996 Above Ground Burial Structures

8. RESERVING A GRAVE SITE OR COLUMBARIUM NICHE

- 8.1 The person(s) reserving a new plot or niche must complete an *Application to Reserve a Grave Site or Columbarium Niche* form for the entitlement to be buried in the selected plot/niche. The fee is as set out in Council's Schedule of Fees and Charges.

As per Clause 4.3, reservations will not be accepted for plots in the following "Monumental Sections":

Goondiwindi – Whole of Section
Texas – Old Anglican Section, Rows 1-25

If the reservation is for a double depth grave, full particulars of both persons must appear on the application form and both parties MUST sign the form.

NOTE : If details of the second interment are undecided at the time of reserving a site, and the details are not provided to Council prior to a request being received from a Funeral Director to conduct a second interment in the grave, approval will be granted in accordance with the Funeral Director's application.

In the situation where a reservation is recorded on the *Application for a Grave – Coffin/Casket Burial* form submitted by a Funeral Director, such reservation will be accepted as properly made, without the requirement for the person(s) for whom the grave is being reserved to sign the form. In such cases it is not necessary for an *Application to Reserve a Grave Site or Columbarium Niche* form to be completed.

Once approved, correspondence will be forwarded to the applicant confirming the reservation of the plot or niche.

- 8.2 A reserved plot may be surrendered to Council upon written application from the family or representative of the family estate. Upon surrender, the Council will pay the applicant or representative of the family estate an amount not less than 90% of the original reserve price of the unused grave/niche. The applicant is required to provide either a copy Council's correspondence confirming the reserve site, or a copy of the receipt issued for payment of the reserved site fee.

9. LAWN CEMETERY SECTIONS

- 9.1 Council is responsible for the maintenance of the Lawn sections, which includes all shrubs, plants and trees.
- 9.2 No tree, shrub or other plant is permitted to be planted within the cemeteries, including at grave sites, other than by Council.
- 9.3 Fresh and plastic flowers are permitted to be retained within approved vases only and must be securely placed at the head of the grave site on the concrete beam/concrete tablet. Flowers will be removed as they deteriorate, with such removal being at the discretion of Council (Maintenance Services).
- 9.4 Council takes no responsibility for any items left at grave sites.
- 9.5 An *Application to Install/Restore/Upgrade a Memorial* form must be completed for the installation of all new monuments, headstones and associated works and also for all upgrades and restoration work proposed to be undertaken to an existing memorial. (Refer to Clause 11 for details).
- 9.6 No glass, ceramics, rocks, stones, shells, non-approved vases and ornaments are to be left at grave sites.
- 9.7 No archway, statue or other structure is permitted to be installed within the Lawn Sections.

- 9.8 Any item identified as a hazard that may endanger the wellbeing of the public or Cemetery Maintenance staff shall be removed at the discretion of Council (Maintenance Services). Council reserves the right to remove any headstone, statue or the like, and/or any granite, marble, concrete slab or edging and any flower container (after due notice to family or descendants where same can be established) in the event that the condition of same renders it dangerous to Council Cemetery Maintenance staff or visitors and the cost of so doing may be recovered, at the discretion of Council, from the family or representative of the family.
- 9.9 Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council.

10. MONUMENTAL CEMETERY SECTIONS

- 10.1 Council is responsible for the maintenance of aisles between the rows of graves in the Monumental Sections and also all shrubs, plants and trees. Maintenance of the grave is the responsibility of the family or representative of the family.
- 10.2 No tree, shrub or other plant is permitted to be planted within the cemeteries, including at grave sites, other than by Council. The only exception, which is subject to Council's prior approval annually to the combined churches group, is the planting of a tree each year in the Goondiwindi Cemetery.
- 10.3 Fresh and plastic flowers are permitted to be retained within approved vases only and must be placed on the monument or at the head of the grave site. Flowers will be removed as they deteriorate, with such removal being at the discretion of Council (Maintenance Services).
- 10.4 Council takes no responsibility for any items left at grave sites.
- 10.5 An *Application to Install/Restore/Upgrade a Memorial* form must be completed for the installation of all new monuments, headstones and associated works and also for all upgrades and restoration work proposed to be undertaken to an existing memorial. (Refer to Clause 11 for details).
- The erection of an enclosure such as a fence or surrounding a grave with kerbing, rocks, bricks or other materials is no longer permitted in Monumental Sections.
- 10.6 No glass, ceramics, rocks, stones, shells, non-approved vases and ornaments are to be left at grave sites.
- 10.7 The placement of turf on a plot is permitted by families as part of keeping the plot in good order. Council will not take responsibility for maintaining any laid turf placed on a plot in the Monumental Sections.
- 10.8 Any item identified as a hazard that may endanger the wellbeing of the public or Cemetery Maintenance staff shall be removed at the discretion of Council (Maintenance Services). Council reserves the right to remove any headstone, statue or the like, and/or any granite, , marble, concrete slab or edging and any flower container (after due notice to family or descendants where same can be established) in the event that the condition of same renders it dangerous to Council Cemetery Maintenance staff or visitors and the cost of so doing may be recovered, at the discretion of Council, from the family or representative of the family.
- 10.9 Any unapproved structures or items left at grave sites as outlined herein shall be removed at the discretion of Council.

11. MEMORIALS & MONUMENTS

- 11.1 The installation of memorials may be carried out by an individual (excluding within the Lawn Sections of the Inglewood and Texas Cemeteries), however in addition to the requirements contained in Clause 11.3, the applicant shall submit drawings of the proposed memorial showing the dimensions and types of materials to be used. Failure to comply with all requirements contained within this Clause may result in removal of the memorial.

Memorials constructed/installed by a licensed Monumental Mason or approved Builder (who has provided Council with evidence of a current public liability insurance policy) must comply with the Australian Standards AS4204-1994 Headstones and Cemetery Monuments. Failure to comply may result in removal of the memorial.

Note : The installation of memorials in the Lawn Sections at the Inglewood & Texas Cemeteries can only be undertaken by Council staff, or in certain circumstances a monumental mason.

11.2 SPECIFICATIONS FOR MEMORIALS

Lawn Sections

Council has standard specifications for memorial headstones and plaques for its Lawn Sections and all installations must be in accordance with the specifications. Refer to the attached Appendixes.

- Appendix 1 : Goondiwindi Lawn Cemetery – Sections A and B
- Appendix 2 : Goondiwindi Lawn Cemetery – Sections C and D
- Appendix 3 : Inglewood Lawn Cemetery – Sections 1 and 2
- Appendix 4 : Texas Lawn Cemetery

Note : The conditions contained in Appendix 1 to 4 form part of the conditions and requirements of the Goondiwindi Regional Council - Cemeteries Statement of Principles.

IMPORTANT – NON-STANDARD MEMORIALS – LAWN SECTIONS: Any proposed variation from the standard specifications set for the respective cemetery must be submitted to Council in writing for consideration. The submission must provide the dimensions and the types of material proposed to be used for the non-standard memorial. If approved an application form and the relevant fee must be lodged with Council. Failure to comply may result in removal.

Monumental Sections

Council does not have standard specifications for its Monumental Sections, therefore all applications to erect memorials in Monumental Sections require a written submission to Council for consideration. The process is as outlined in the preceding paragraph. Failure to comply may result in removal.

- 11.3 An *Application to Install/Restore/Upgrade a Memorial* form must be completed and lodged together with the relevant fee and approval granted before any plot can have a memorial installed thereon. Once approved, the applicant will be notified in writing. A copy of the approval letter must be in the possession of the person undertaking the work at all times during the installation.
- 11.4 If a person wishes to place a flower vase on a grave where approval has previously been granted to install a headstone/plaque/monument thereon, an *Application to Install/Restore/Upgrade a Memorial* must be completed and submitted to Council for approval, however no fee is required. The details of the materials and size of the proposed vase must be submitted with the application. This process is to ensure the vase is an approved vase and that such a vase is permitted within that section of the cemetery.

- 11.5 The fee for an *Application to Install/Restore/Upgrade a Memorial* is designated in the Schedule of Fees and Charges.
- 11.6 Any monumental grave, vault, headstone, monument, plinth, plaque or marker in the Cemetery shall be maintained by the family or representative of the family of the person whose remains have been buried within the plot.
- 11.7 Council is not responsible for the cost of carrying out repairs to any grave, vault, monument, headstone, plinth, plaque or marker within the cemeteries as a result of it being damaged, regardless of how such damage occurred.

12. VAULTS

- 12.1 A person requiring a brick grave or vault within a Council cemetery shall submit plans thereof for the approval of Council and make or construct it under the direction of a person appointed by Council at the applicant's cost. Depending on the dimensions of the proposed structure, it may be necessary to lodge a formal Building Application with Council together with detailed plans and the relevant application fee for consideration.
- 12.2 Funeral Directors shall contact a Council Customer Service Centre immediately they have spoken with the family of the deceased and ask to speak with the officer responsible for the cemetery in which the burial is to take place, and inform the officer the proposed day, date and time of the funeral. This action is required to ensure that there is not a booking for another interment at the proposed time.
- 12.3 An *Application for a Grave – Vault Burial* form must be completed and submitted to one of Council's Customer Service Centres by hand or emailed to mail@grc.qld.gov.au at least three (3) working days before the intended funeral date.
- 12.4 The fee for an *Application for a Grave – Vault Burial* form is designated in the Schedule of Fees and Charges.
- 12.5 The following are the requirements for all interments in vaults;
- The body must be embalmed and an embalming certificate supplied to Council.
 - The coffin must be metal lined or the body placed in a hermetically sealed bag.
 - A tray of stainless steel or copper with 70mm high sides shall be placed under the coffin.
- 12.6 The opening and closing of vaults, crypts or mausoleums are to be arranged directly with a Monumental Mason or person approved by Council.
- 12.7 Family vaults in Council's cemeteries are the property of the respective families and all ongoing maintenance and operational expenses e.g. Interment of additional family members are at the owner's/ family's expense. All works associated with this shall be undertaken by approved personnel or contractors. All interments will be in accordance with Clause 12.5 above.
- 12.8 An *Application to Install/Restore/Upgrade a Memorial* form must be completed and lodged together with the relevant fee and approval granted before any vault can have a memorial installed thereon. Once approved, the applicant will be notified in writing. A copy of the approval letter must be in the possession of the person undertaking the work at all times during the installation.
- 12.9 The fee for an *Application to Install/Restore/Upgrade a Memorial* is designated in the Schedule of Fees and Charges.

13. FUNERAL ASSISTANCE (PAUPERS GRAVES)

Under the Burials Assistance Act 1965, the Queensland Government is authorised to make funeral arrangements for eligible persons who have died in Queensland and have no known next of kin who are willing or able to meet the cost of a funeral service.

If eligible, you can apply for help with paying the upfront costs of a funeral service for a loved one or a friend. Funeral directors can apply on behalf of the next of kin where the deceased has no family or friends to make funeral arrangements, or to apply for funeral assistance on their behalf.

Council will allocate the next available plot, in the relevant cemetery, for the burial to take place. Any requests received by Council following the interment, including reopening for additional burial or interment of ashes or installation of a memorial will be directed to the Queensland Government for assessment.

Following a government assisted funeral, it is possible that another deceased person could be buried in the same grave. If the next of kin prefers this not to take place they must make a request to the government to transfer the burial rights.

For further information about Queensland Governments funeral assistance, visit the website: www.courts.qld.gov.au

APPENDIX 1

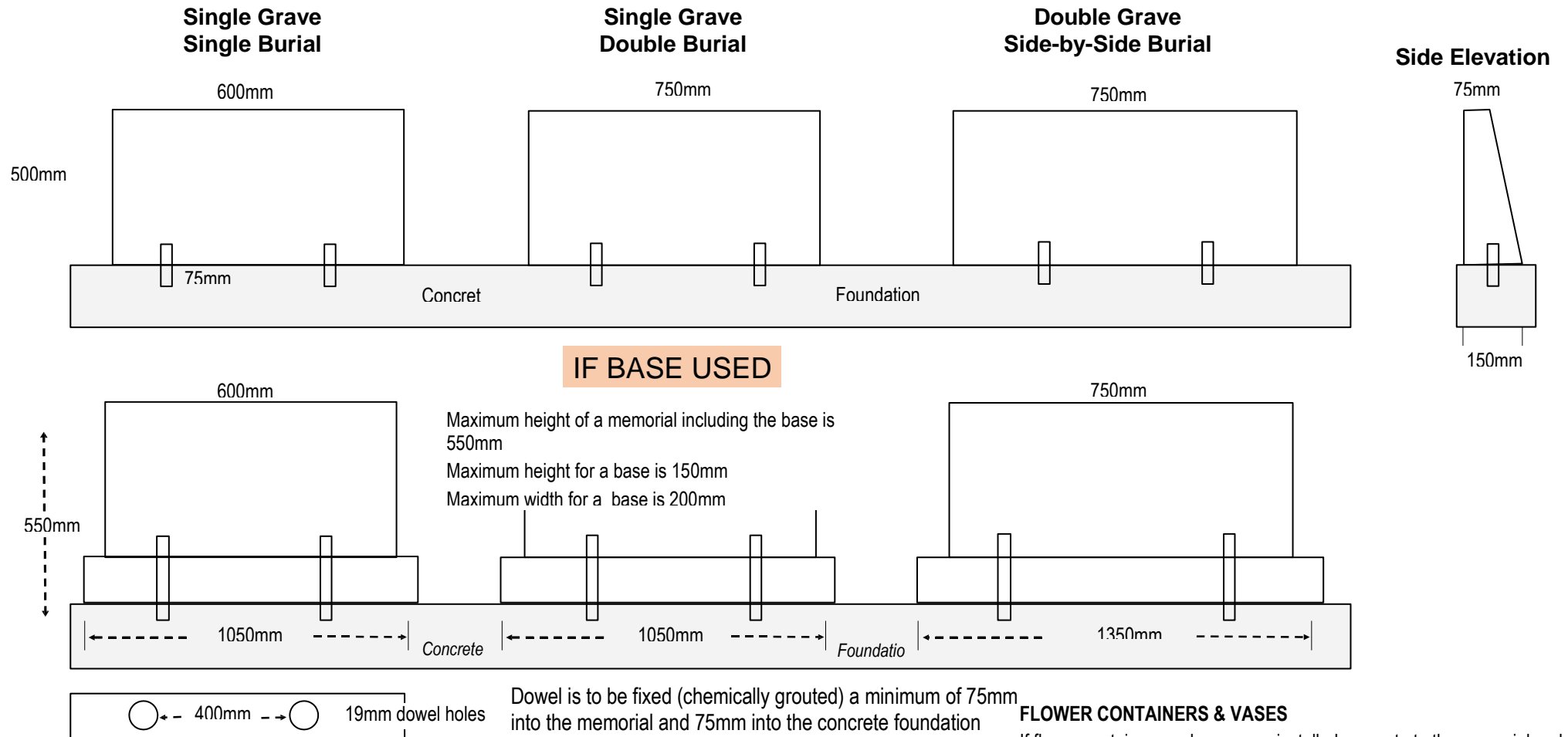
MEMORIALS FOR GOONDIWINDI LAWN CEMETERY - SECTIONS A & B

Material and style of memorials (including the base) can be granite or sandstone upright desks, etched inscription or bronze plaques permitted



MAXIMUM SIZES FOR MEMORIALS

Diagrams not to scale



- Important**
- Any variation from the above standards e.g. material other than granite or sandstone requires Council approval
 - Approval will NOT be granted for the installation of a memorial with dimensions greater than those specified above
 - Written approval is required before a memorial can be erected

FLOWER CONTAINERS & VASES

If flower containers and vases are installed separate to the memorial and base, the total length of the memorial and flower containers / vases cannot exceed the total length allowable for a base for the relevant grave i.e.

Single grave with single burial	1050mm
Single grave with double burial	1050mm
Double grave (side-by-side)	1350mm

APPENDIX 2

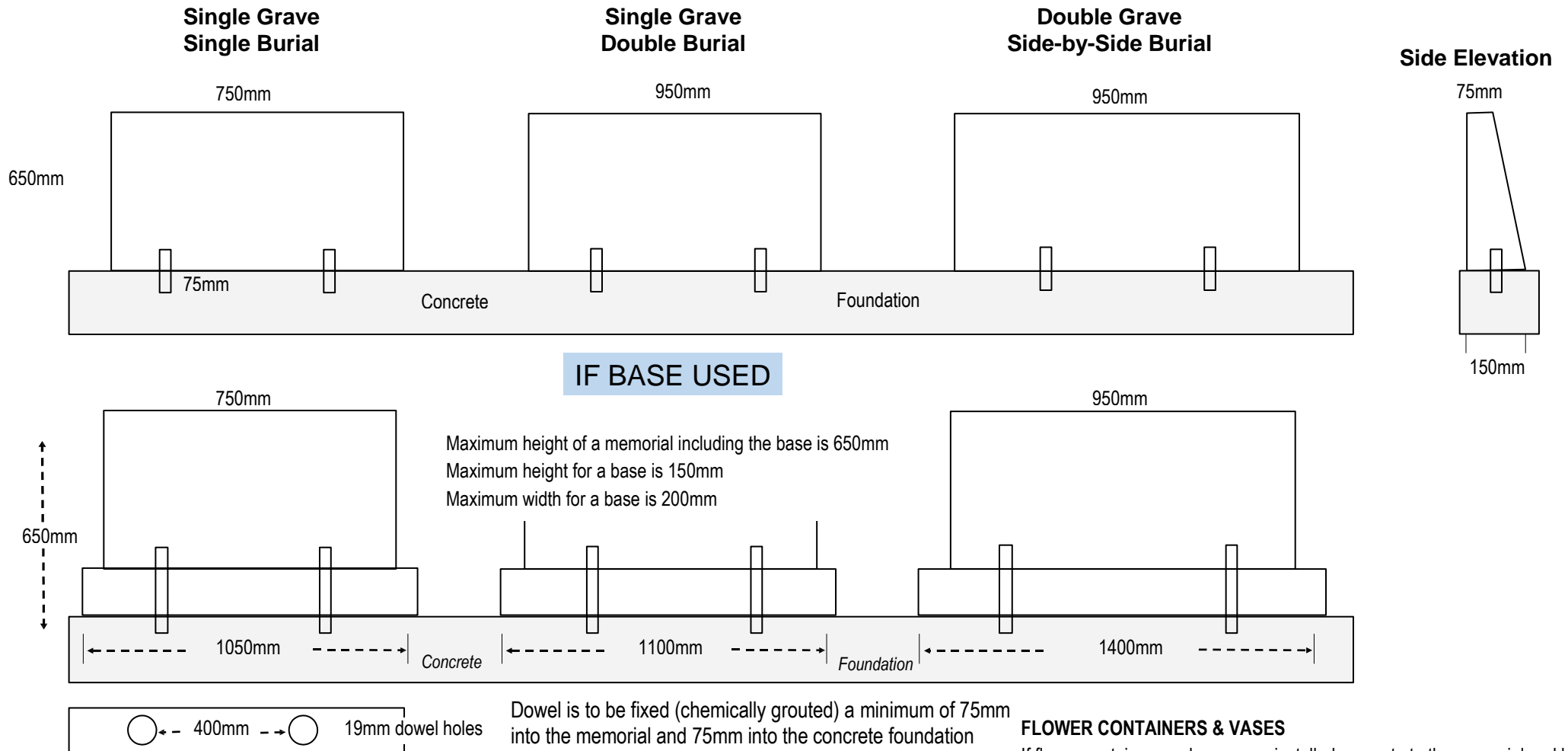
MEMORIALS FOR GOONDIWINDI LAWN CEMETERY - SECTIONS C & D

Material and style of memorials (including the base) can be granite or sandstone upright desks, etched inscription or bronze plaques permitted



MAXIMUM SIZES FOR MEMORIALS

Diagrams not to scale



Important

- Any variation from the above standards e.g. material other than granite or sandstone requires Council approval
- Approval will NOT be granted for the installation of a memorial with dimensions greater than those specified above
- Written approval is required before a memorial can be erected

FLOWER CONTAINERS & VASES

If flower containers and vases are installed separate to the memorial and base, the total length of the memorial and flower containers / vases cannot exceed the total length allowable for a base for the relevant grave i.e.

Single grave with single burial	1050mm
Single grave with double burial	1100mm
Double grave (side-by-side)	1400mm

APPENDIX 3

INGLEWOOD LAWN CEMETERY

PLAQUE & MEMORIAL SPECIFICATIONS

LAWN SECTION 1 (Old Lawn Section)

The options available are:

Standard: Bronze - 380mm (W) x 280mm (H) x 15mm (D) #

Small: Bronze – 380mm (W) x 216mm (H) x 15mm (D) #

Plaques for this Section are to be made with lugs underneath the plaque and studs must be supplied. No screw holes are required.

If a larger plaque in granite or marble with no concrete base is preferred, the requirements are as follows:

- ▣ The work must be done by a Monumental Mason.
- ▣ The maximum size that will be permitted is 520mm (W) x 620mm (H).
- ▣ The plaque must be level with the ground to enable a mower to pass over it.

LAWN SECTION 2 (New Lawn Section)

The options available are:

Standard: Bronze - 450mm (W) x 216mm (H) x 15mm (D) #

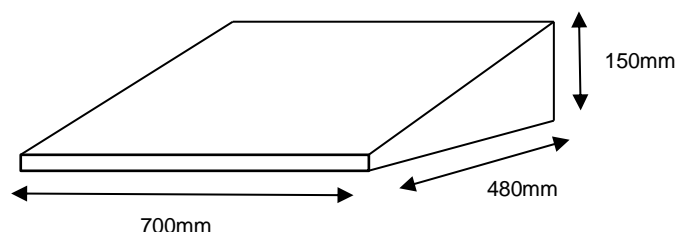
Small: Bronze – 380mm (W) x 216mm (H) x 15mm (D) #

Plaques for this Section are to be made flat i.e. no lugs or studs. No screw holes are required.

Granite or marble plaques may be used in this Section, provided their dimensions are identical to those detailed above for either a Standard or a Small bronze plaque in Lawn Section 2.

Raised memorials (i.e. headstones/plinths) may be installed, however the following conditions apply:

- ▣ The work must be carried out by a Monumental Mason.
- ▣ The maximum size that will be permitted is 700mm (L) x 480mm (W) x 150mm (H).



IMPORTANT:

The depth (thickness) of 15mm for all plaques is the maximum finished height that will be installed. This height includes any photos, motifs and the like. Any plaque delivered to Council that does not meet the above specifications will be returned.

In the case of a larger plaque in Lawn Section 1 (Old Section) or a raised memorial in Lawn Section 2 (New Section) installed by a monumental mason, the plaque/memorial may be removed.

Council may charge the applicant for the cost of removing and/or returning any non-compliant plaque or raised memorial

INSTALLATION OF PLAQUES

The installation of plaques in both Lawn Sections can only be carried out by Council staff, with the exception of larger plaques in Lawn Section 1 and raised memorials in Lawn Section 2, which must be installed by a monumental mason.

PLAQUES SIZES FOR MULTIPLE INTERMENTS IN A GRAVE

The grave plots in Lawn Section 2 are 1500mm wide and consideration should be given to the number of interments (coffin and ashes) it is intended to make in the grave, as at the time of completing the *Application to Install/Restore/Upgrade a Memorial* the position for the plaque must be indicated.

Should at some later date a decision be made to have additional interments (ashes) in a grave than originally intended, the cost of having the existing plaque(s) removed and repositioned shall be the responsibility of the family/applicant. Further, Council will take every care in removing the plaque(s), however should a plaque be damaged during removal the cost of providing a replacement plaque shall be the responsibility of the family/applicant.

Where a raised memorial has been installed, to negate the need for the memorial to be removed, small sized plaques (380mm x 216mm x 15mm) can be supplied to Council for installation, provided that there will be a minimum of 20mm between the edge of the plaque and the adjoining plot. The plaques will be laid flat on the beam.

Should the required minimum separation of 20mm outlined in the above paragraph not be attainable, the existing raised memorial must be removed and replaced with a memorial that will allow the required separation of 20mm. In such cases the removal must be carried out by a monumental mason, with the cost of such works being the responsibility of the family/applicant.

Note: The number of interments permitted in a grave will depend on the depth of the grave requested at the time of the first interment in the grave.

APPLICATION TO INSTALL A MEMORIAL

An *Application to Install/Restore/Upgrade Memorial* form must be completed and lodged together with the relevant fee and approval granted before any plot can have a memorial installed thereon. If the position for the plaque has not been indicated and the form signed, the application will be considered incomplete and will be returned to the applicant.

In the case of a raised memorial being installed by a Monumental Mason, this would be centered on the concrete beam, i.e. Position 1.

Further, where the work is being undertaken by a Monumental Mason, the applicant will be notified in writing, and a copy of the approval correspondence must be in the possession of the Monumental Mason at all times during the installation.

For more information or to obtain an *Application to Install/Restore/Upgrade Memorial* form please contact Council:

Ph. (07) 4671 7400

Fax (07) 4671 7433

Email: mail@grc.qld.gov.au

Website: www.grc.qld.gov.au

APPENDIX 4

TEXAS LAWN CEMETERY

PLAQUE & MEMORIAL SPECIFICATIONS

The options available are:

Standard: Bronze - 450mm (W) x 216mm (H) x 15mm (D) #

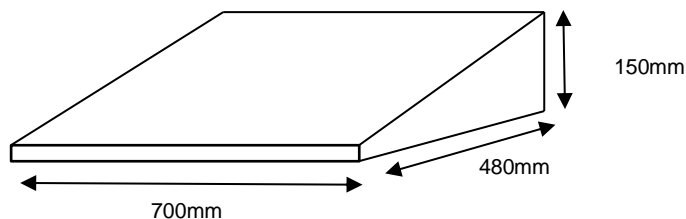
Small: Bronze – 380mm (W) x 216mm (H) x 15mm (D) #

Plaques are to be made flat. No screw holes are required.

Granite or marble plaques may be used, provided their dimensions are identical to those detailed above for either a Standard or a Small bronze plaque.

Raised memorials (i.e. headstones/plinths) may be installed, however the following conditions apply:

- ▢ The work must be carried out by a Monumental Mason.
- ▢ The maximum size that will be permitted is 700mm (L) x 480mm (W) x 150mm (H).



IMPORTANT:

The depth (thickness) of 15mm for all plaques is the maximum finished height that will be installed. This height includes any photos, motifs and the like.

Any plaque delivered to Council that does not meet the above specifications will be returned.

In the case of raised memorials installed by a Monumental Mason the memorial may be removed.

Council may charge the applicant for the cost of returning and/or removing any non-compliant plaque and/or raised memorial.

INSTALLATION OF PLAQUES

The installation of plaques in the Lawn Section can only be carried out by Council staff, and they will be laid flat on the beam.

The only exception being raised memorials which must be installed by a Monumental Mason.

PLAQUES SIZES FOR MULTIPLE INTERMENTS IN A GRAVE

The grave plots in the Lawn Section are 1500mm wide and consideration should be given to the number of interments (coffin and ashes) it is intended to make in the grave, as at the time of completing the *Application to Install/Restore/Upgrade a Memorial* the position for the plaque must be indicated.

Should at some later date a decision be made to have additional interments (ashes) in a grave than originally intended, the cost of having the existing plaque(s) removed and repositioned shall be the responsibility of the family/applicant. Further, Council will take every care in removing the plaque(s), however should a plaque be damaged during removal the cost of providing a replacement plaque shall be the responsibility of the family/applicant.

Where a raised memorial has been installed, to negate the need for the memorial to be removed, Small sized plaques (380mm x 216mm x 15mm) can be supplied to Council for installation, provided that there will be a minimum of 20mm between the edge of the plaque and the adjoining plot. These plaques will be laid flat on the beam.

Should the required minimum separation of 20mm outlined in the above paragraph not be attainable, the existing raised memorial must be removed and replaced with a memorial that will allow the required separation of 20mm. In such cases the removal must be carried out by a Monumental Mason, with the cost of such works being the responsibility of the family/applicant.

Note : The number of interments permitted in a grave will depend on the depth of the grave requested at the time of the first interment in the grave.

APPLICATION TO INSTALL A MEMORIAL

An *Application to Install/Restore/Upgrade Memorial* form must be completed and lodged together with the relevant fee and approval granted before any plot can have a memorial installed thereon. If the position for the plaque has not been indicated and the form signed, the application will be considered incomplete and will be returned to the applicant.

In the case of a raised memorial being installed by a Monumental Mason, this would be centred on the concrete beam, i.e. Position 1.

Further, where the work is being undertaken by a Monumental Mason, the applicant will be notified in writing, and a copy of the approval correspondence must be in the possession of the Monumental Mason at all times during the installation.

For more information or to obtain an *Application to Install/Restore/Upgrade Memorial* form please contact Council:

Ph. (07) 4671 7400

Fax (07) 4671 7433

Email: mail@grc.qld.gov.au

Website: www.grc.qld.gov.au