

POLICY NAME	Cemetery Policy incorporating Funerary and Monument/Masonry Services	
Date Adopted	22 July 2026	
Resolution Number	173/26	
Policy Custodian	Director Infrastructure Services	
Policy Development Officer	Manager Open Space, Regulatory & Utilities	
Review Date	2029 (3 years from resolution date)	
Relevant Legislation	<i>Anti-Discrimination Act 1977</i> <i>Australian Standards Association AS4204:2019</i> <i>Headstones and Cemetery Monuments</i> <i>Cemeteries and Crematoria Act 2013</i> <i>Coroners Act 1980</i> <i>Crown Lands (General Reserves) Amendment (Sustainable Burials) By-Laws 2011</i> <i>Crown Land Management Act 2016</i> <i>Crown Lands Management Regulation 2018</i> <i>Environmental Planning & Assessment Act 1979</i> <i>Environmental Planning & Assessment Regulation 2021</i> <i>Government Information (Public Access) Act 2009</i> <i>Health Records Information Privacy Act 2002</i> <i>Heritage Act 1977</i> <i>Local Government Act 1993</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Public Health Act (NSW) 2010</i> <i>Public Health Regulation 2022 – Part 8</i> <i>State Records Act 1998</i> <i>Tenterfield Local Environmental Plan (LEP) 2013</i> <i>The Burra Charter 2013</i> <i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulation 2025</i> <i>Works Comp Act 1987</i> <i>Workplace Injury Management & Workers Compensation Act 1998</i>	
Related Documents	Tenterfield Shire Council: • Burial on Private Land Policy • Code of Conduct Policy • Complaints and Unreasonable Conduct Policy • Fees and Charges • Legislative Compliance Policy • Media and Communications Policy • Roadside Memorials Commemorative Markers • Volunteers Policy • Work Health and Safety Policy	

POLICY OBJECTIVES

The key objectives of this policy are:

- To provide a place of interment for deceased persons and cremated remains (ashes) that is accessible, aesthetic, respectful and caters for a range of religious needs and cultural requirements
- To manage the operation and administration of Council's cemeteries efficiently, ensuring that all relevant legislation is complied with
- To provide adequate space for interment for future needs and to plan future burial sites for the various denominations
- To identify the major issues applying to Council's cemeteries
- To inform Council staff, contractors and the community of the way Council's cemeteries will be managed
- To provide for infrastructure improvements throughout Council's cemeteries with the construction of pathways, parking areas and other features where necessary
- Enhance the amenity of the cemeteries through design features including landscaping, shelters, seating, and signage where necessary and ensure their maintenance
- To provide for the various religious needs of the deceased and their families in a respectful manner and setting
- To preserve the heritage values of the individual cemeteries
- To provide details as to the requirements for work carried out in Council's cemeteries across the Shire, including to providers of Funerary and Monumental/Stone Masonry services who are not council's employees or contractors.
- To advise of responsibilities with regard to Work Health and Safety, Risk Management and Public Liability whilst undertaking activities at the cemeteries, memorial wall and gardens controlled by Council.

POLICY SCOPE

Tenterfield Shire Council maintains six (6) cemeteries within the Tenterfield Shire Local Government Area. This policy includes all memorial gardens and any cemeteries for which Tenterfield Shire Council is the trustee and controller. It includes the operational cemeteries at:

- Tenterfield (lawn monumental, rose garden, columbarium wall)
- Urbenville (lawn monumental, columbarium wall)
- Drake (lawn monumental, columbarium wall)
- Torrington (lawn monumental, columbarium wall)
- Legume (lawn monumental, columbarium wall)
- Stannum (lawn monumental)
- Any others that are controlled or administered by Council

This policy does not affect the operation of any Regulations under the *Public Health Act 2010* relating to cemeteries and crematoriums.

This policy does not include burial on private land – please refer instead to Council's Burial on Private Land Policy.

POLICY STATEMENT

A. General Information

1. The Cemetery Operator reserves the right to review and/or amend these Terms and Conditions, its holds, interment sites and property within its cemeteries at any time, without notice.
2. Glass or other items that the Cemetery Operator deems to be a safety hazard are not permitted and if necessary, may be removed without notice to any person.
3. No person shall disturb any funeral service taking place at any grave, whether by working in the area, visiting the cemetery, or otherwise.
4. No plantings on grave site/memorials shall take place.
5. No animals will be allowed within the cemetery.
6. No person shall take or damage any of the plants, flowers, or shrubs within the cemetery.
7. All rubbish and dead flowers are to be disposed of in rubbish bins where provided.

B. Management of Cemeteries

1. Burials – register of burial places and interments

Council shall maintain a register of burial places as required by the *Cemeteries and Crematoria Act 2013* in respect of all buried places and other memorials in the Cemetery.

Each entry in the register must include the following information for each burial place:

- a. Name, age and last address of the person whose body or remains were buried
- b. The date of birth, death and burial
- c. The section and allotment of the burial
- d. The name of any person who continues to hold any perpetual interment right in that allotment
- e. The name of the funeral director who transported the body to the cemetery
- f. The fees paid to Council for the burial

The register can be used as verification that an exclusive right has been granted in respect of any burial or memorial site. For any requests for burial information, please contact Council's Cemetery Administrator via email: council@tenterfield.nsw.gov.au

2. Reservations – Perpetual Interment Right

Reservations made on or after 1 January 2026

Reservations may be made where there is a desire to reserve a burial plot or niche only. To arrange a reservation, a person must contact Council, complete the appropriate application form and pay the required fee. The Reservation fee is a one-off fee that is separate to (and does not contribute to) grave digging, or administration fee at time of burial.

Allocated plots can be issued for reservations in any Tenterfield Shire Lawn Cemetery. If no reservation has been made, an unallocated/next available plot will be issued. Individual plot reservations are available for monumental graves, columbarium walls and rose gardens (Tenterfield). Fees for each are listed in Council's annual Fees and Charges document.

On receipt of the application and payment, a Perpetual Interment Right is issued. Only when the perpetual interment fee of the plot has been paid will a Burial Right be issued. The fee charged at the time of burial covers the interment, gravedigging (lawn) and perpetual maintenance of the Interment. This cost may vary to reflect the amounts required to suitably cover the maintaining and upkeep of the cemeteries.

- An Interment Right is a contract with the Cemetery Operator that allows interments to take place in a particular location in a cemetery. There is no entitlement to any real estate.
- No more than two (2) Interment Rights in a cemetery can be held for any individual person.
- Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the remaining joint Interment Right holder/s.
- A certificate will be issued to the holder/s as proof of ownership and must be presented when booking an interment service.
- A Perpetual Interment Right must be used by the Right holder within 50 years of purchase. If it is not used in this period, a cemetery operator can revoke the Interment Right.
- The Holder/s of the Interment Right has the sole authority to determine who can be interred in the site and to allow Council approved memorials to be placed.
- A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, on application and payment of the Cemetery Operator's associated fee.
- The Interment Right application fee does not include interment, maintenance, grave digging or administrative charges.

- Interment Rights can be transferred, after consultation with the Cemetery operator. Transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee and processed by the Cemetery Operator.
- Unused Interment Rights can be transferred pursuant to the will or intestacy of a deceased Interment Right holder. In this instance, the transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee and processed by the Cemetery Operator.
- The Cemetery Operator may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of written or documentary evidence and payment of the associated fee).
- Monument ownership and all the responsibilities therein, reside with the Interment Right holder/s and their Executor/heirs and successors to the grave where the monument is erected.

3. Certificates of Perpetual Interment Right

Council will issue to the owner of an exclusive written Perpetual interment Right, a certificate clearly showing:

- The owner's name and address
- The amount paid
- The date of issue
- A description of the physical location (monumental, individual rose, columbarium wall or rose garden), and plot or next available in all Lawn Cemeteries

Note: Council does NOT regard the Executor as the grantee unless the executor is named as the holder of the Interment Right Certificate. If the Executor proposes a burial in another person's entitlement, then the actual Interment Right Holder's consent is required.

When two or more people are named in the Interment right certificate as grantees, their entitlement is considered as joint. The consent of the survivor of them is required when application is made to conduct any other burial or to carry out work upon the plot.

Who owns the Perpetual Interment right after the Grantee's Death?

It is deemed that the burial right certificate is, during the Interment Right Holders life, part of their property. After the Interment Right Holders death, it is part of the deceased's estate (the Interment Right Holder's estate) and can be treated accordingly.

If the Interment Right Holder, after death, is buried in the described entitlement Council will, in the absence of any other advice, consider the applicant as the grantee for the purposes of subsequent interments or work to be carried out at the grave.

4. Hours of Burial, Interment and Exhumation

Burials, interments and exhumations shall take place only during the hours approved by Council. Special arrangements can be made for burials that are requested after hours, on weekends or public holidays, however Council reserves the right to deny special requests. Additional fees will apply to cover Council's costs where special arrangements occur.

Council will, where appropriate, undertake special considerations for burials where religious requirements dictate.

5. Order of Interment/Interment of Ashes

- (a) Burials are NOT to take place unless an **Order of Interment/Interment of Ashes** has been received and approved by Council
- (b) Burial shall be in accordance with the Regulations of the *Public Health Act (NSW) 2010*, the *Public Health Regulation 2012* and the *Cemeteries & Crematoria Act 2013*

6. Transfer

Council will facilitate the transfer of a Perpetual Interment Right as a result of a bequest following receipt of written evidence from the holder of the Interment Right authorising the transfer and payment of the appropriate fee. A new Perpetual Interment Right will then be issued.

7. Cancellation

Council may proceed with cancellation of a Perpetual Interment Right if the Interment Right is not exercised within a 50-year period.

8. Emergency burials

Where requested by a representative of NSW Public Health or the NSW Coroner, an emergency burial will be facilitated by Council. In this instance the appropriate fee does not need to be paid in advance. An emergency burial includes mass burials (e.g. following a catastrophe). In this instance, guidance on how to conduct such a burial will be obtained from the NSW Department of Health.

9. Exhumation

Exhumations are not to take place unless prior written consent has been obtained from the Director General of the NSW Department of Health, the Order for Exhumation has been issued by Tenterfield Shire Council, and the exhumation is completed in accordance with the NSW Department of Health Guidelines. This clause does not apply if an exhumation has been ordered by a Court.

An Order for Exhumation is not to be issued unless:

- 1. An exhumation has been ordered by a Coroner or approved by the Director-General of the Department of Health (NSW)
- 2. Any fee(s) due have been paid in full to Council:
 - Any additional special costs have been paid in full by the applicant

- A person must not proceed with an exhumation unless an officer of the Department of Health or an Environmental Health Officer (whether an officer of the Department of Health or otherwise) is present at the exhumation

A person must not proceed with an exhumation if an Officer of the Department of Health or an Environmental Health Officer orders the exhumation to stop.

A Funeral Director must be in attendance to receive remains and recovered remains must be placed in a new coffin or container prior to reburial, or transport.

10. Funeral Services

Burial of bodies in Council cemeteries must be undertaken by an approved Funeral Director. It is an offence for a person to be prepared or placed in a coffin at any place other than an approved mortuary. Ashes will be interred during Council's ordinary business hours.

Approval to conduct a funeral service does not provide exclusive use of the cemetery.

Any litter created during the course of a funeral service is to be collected and deposited in bins provided throughout council cemeteries by the funeral director.

Open graves must be covered with an appropriate structure for safety.

11. Religious and Cultural Tolerance

Council will endeavour to facilitate and respect the religious and cultural needs of the deceased and their families. Religious and other cultural activity will not be permitted where it is contrary to legislated requirements for burials. Additional fees may be charged to cover the costs of any special requests.

12. Veterans Affairs Memorials

The Department of Veterans Affairs is liable for all costs associated with the memorialisation in all Cemeteries and the Crematorium within the Tenterfield Shire Council area for deceased ex-service personnel, organised and arranged directly by that Department with the family of the deceased.

Council will allow placement of memorial plaques supplied by the Commonwealth War Graves Commission within the Lawn Cemetery and Crematorium Garden provided the plaque size conforms with the standard size of plaques used in the relevant section of the Cemetery or Crematorium Garden.

13. Planting of Shrubs

The planting of shrubs, bushes, flowers, etc. in the Lawn Cemetery/Crematorium gardens by the public is not permitted and any such plants will be removed.

14. Removal of Cremated Remains within the Columbarium Wall and Rose Gardens

Removal of cremated remains must be applied for in writing by the grantee. An administration fee for the removal of cremated remains will apply. Cremated remains will not be removed until applicable fees are paid in full. If the grantee does not wish to retain the Niche or Gardens position for future interment the position is relinquished back to Council with no refund given.

15. General Control

Council shall have the control of all cemeteries, including the conduct of funerals, traffic, maintenance and visitors.

Council has the authority to remove any trees, shrubs, plants, flowers, etc. from a cemetery or from any grave therein as soon as, in the judgement of Council, they become unsightly, dangerous, diseased, or when they do not conform to the standard maintained or desired within the cemetery.

Council reserves the right to remove:

- (i) All wreaths and floral tributes from any grave after a period of seven days following interment
- (ii) Any bottles, tins, cans or other article placed on a grave as a container for floral tributes, which may be detrimental to the appearance of the cemetery, including any vase or other container which has become broken or damaged

Council authorisation must be obtained before any monumental work is carried out.

Council shall not be held liable, nor will it accept any responsibility for damage done for any reason or cause whatsoever or for the theft of any article placed upon a grave.

16. Removal of flowers and wreaths

Flowers and plastic wreaths will be removed from new graves after an appropriate period.

It is suggested that following the initial burial, only fresh flowers be left at memorials and monuments. These may be removed generally on a weekly basis to enable mowing of grass and tidying up, except where interments have recently taken place, in which case the flowers will be removed when withered.

Flowers in the lawn cemetery to be arranged only in the vases provided in the beam.

C. Requirements for Graves

Graves

Where a coffin containing the deceased remains is interred in a grave, the upper surface of the coffin shall be at depth not less than 800mm as required by the

Regulations of the *Public Health Act (NSW) 2010*. All burials or interment of ashes within Tenterfield Shire Council Cemeteries are to be marked within **12 months** of the date of interment.

Graves are usually dug to a depth of 1.6m for single and 2.1m for double interment to accommodate two coffins, however, occasionally, due to rock or stability problems not evident prior to commencement of digging the grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated.

Interment of Ashes

Council will allow ashes remains to be placed into a general cemetery plot, recognising that this is the wish of some families.

Columbarium Niche

A Columbarium (Niche) Wall is a structure which hold a persons cremated remains in an approved canister.

- Cremated remains must be enclosed and sealed in the approved canister and are placed in the niche which is then sealed; a commemorative plaque is secured to the niche
- Each Niche allows for interment of one/two approved canister/s
- Niche walls are located in Tenterfield, Urbenville, Drake, Torrington and Legume

D. Cemetery Maintenance

All maintenance in and around Council's cemeteries (excluding maintenance of graves and monuments) must be undertaken by Council staff, registered Council volunteers or authorised contractors. Council will maintain the lawn areas, roses, trees, shrubs, roadways and paths to an appropriate standard and in accordance with Council's budget allocation for the maintenance of cemeteries.

Removal or Rectification of monuments and structures

Should any monument, grave or structure require repair, replacement or removal, Council will attempt to contact any next of kin, to advise Council's intention and require the works to be completed within a suitable timeframe. Failure to do so will result in Council completing the works at the cost of the next of kin and an invoice will be issued.

Maintenance of structures/monuments and structure ownership

The ownership of monuments, graves or other structures is deemed to be with the person or persons (or their heirs & successors) that caused the monument or structure to be constructed.

- (a) Council shall not be responsible for the upkeep, maintenance, repair etc, of any monument or structure, inclusive of memorial plaques fitted to any columbarium niches, lawn cemetery plots, memorial garden sites or monument lawn cemetery plots
- (b) The owner is responsible for the upkeep, maintenance and repair of the monument or plaque

- (c) Council may act to remove any structure which has become dilapidated, dangerous or unsightly, in consultation with the appropriate persons

Removal of trees

Council may remove any tree, shrubs or vegetation from any cemetery where it is in the best interest of the cemetery to do so.

E. Funerary and Monument/Masonry Services

1. Work Permits

A permit issued by Council to allow commencement of Funerary or Monument/Stone Masonry Services in Tenterfield Shire Council cemeteries is to include:

- Order of Interment – a permit issued by Council allowing a burial in a specific burial site allotment in a cemetery
- Monument Work Permit – a permit issued by Council to allow the construction, erection, repair, restoration or cleaning of a monument or headstone over a specific burial site allotment in a cemetery

2. Permission to Carry Out Work in a Cemetery

Application

Anyone wanting to conduct funerary and monument / stone masonry activities at a Tenterfield Shire Council Cemeteries must formally apply to Council to obtain approval and if necessary, a monumental work permit, before commencing work.

Application Form

All application forms shall be in a format approved by the Council. Application forms are available via the Tenterfield Shire Council website www.tenterfield.nsw.gov.au. All providers and their associates are required to complete the form prior to the commencement of their activities in Tenterfield Shire Council cemeteries.

Withdrawal of Permission to Carry out Work in a Cemetery

In instances of misconduct or breaches of relevant responsibilities or noncompliance with Legislative/Regulatory requirements or non-conformance with Council Policy and Procedure (e.g. no work permit), the Council may withdraw permission to carry out work in a cemetery and request that the service provider leave the premises or not permit access to a cemetery. Where necessary the Council shall act to enforce this requirement.

3. Work Health and Safety

When working in cemeteries, providers are not considered to be employees of Council; however, they are still subject to a statutory duty of care - see Work Health & Safety Act Section 8(2) and the maintenance of Work Health & Safety Legislation).

Council's Responsibility

Council staff shall inform Providers of any WH&S matter and/or known hazards which may impact on their activity.

Council is to ensure the following matters are addressed before the activity is commenced:

- The potential hazards have been identified
- A risk assessment has been completed
- Consultation has been undertaken with the Provider regarding safe work methods
- Risk management procedures have been developed by the Provider
- Providers are provided with information and instruction with regard to risk management procedures
- Any plant or equipment to be used by Providers is safe
- Advise Funerary and Providers of the requirement to keep records and attendance details, tasks undertaken and information on incidents including near misses, which must be reported to Council.

Provider's Responsibility

While undertaking activities in a cemetery, providers have responsibilities with the respect to the Work Health and Safety Act 2011 and Regulation 2011.

In particular, providers, through their actions or omissions, are not to place themselves or other persons at risk while undertaking work in a cemetery.

Before providers are permitted to undertake their work in a cemetery, a risk assessment of the activity must be undertaken by the holder of the work permit to identify the hazards. This should include:

- Checking the surrounding area for hazards, weather conditions and ground should be considered and other people working in or visiting the surrounding areas
- Confirming the activity is relevant to the duties of Providers
- Checking the activity does not place Providers, Tenterfield Shire Council staff or public at any risk to their health and safety
- Confirming that the Providers have the knowledge, skills and training required to undertake the activity in a safe manner
- Providers are responsible for advising Council staff of any hazards.

Depending on the nature of the activity the responsibilities for providers may also include the following:

- Be aware of and follow the approved risk management procedures for the activity
- Use plant or equipment in accordance with the correct procedures
- Bring to the attention of the Council staff any matter which could affect the safe undertaking of the activity
- Report to the appropriate person as soon as practical any incidents or near misses which relate to health and safety
- Observe the directions of the Council staff responsible for the site.

4. Induction Training

Council will provide Induction Training (if required) to providers working in Council cemeteries. This will include the following:

- WH&S Induction Training
- Hazard identification including risk assessment processes
- Responding to an emergency
- Emergency evacuation

The Induction Training will be provided every two (2) years by Tenterfield Shire Council accredited representative and periodically for the new employees of Providers. Periodic update/refresher training sessions may be required dependent on any legislative or policy framework changes. The sessions must be attended to maintain the currency of approvals.

5. Code of Conduct

A Code of Conduct is provided in the Induction Handbook for Providers of Funerary and Monument/Stone Masonry Service Providers working in Council's cemeteries and Memorial Gardens. All providers of Funerary and Monument/Stone Masonry Services are required to observe these requirements.

6. Media Protocol

Providers are not permitted to make any comments to the Media on behalf of Council.

7. Privacy and Personal Information Act

Council will obtain personal information from Providers including names, address, telephone numbers, child protection screening (where applicable) and other contact details. Personal information obtained by Council is governed by the Privacy and Personal Information protection Act (PPIPA). This legislation provides direction for the collection, protection, storage, disposal, access and use of personal information by Council.

Council will store all details on safehold. To ensure that personal information held by Council is current, Providers should notify Council if any of their details change.

8. Insurance

Provision of Information

All parties must, before commencing work in a Tenterfield Shire Council managed cemetery, provide Council with evidence that they have their own current insurance policies for:

- Worker's compensation
- Public liability cover to a (minimum of \$20,000,000.00) issued by an Australian Prudential Regulatory Authority (APRA) endorsed company. This policy should note the interest of Tenterfield Shire Council

The currency of these insurances shall be maintained for the period of time during which Providers will be undertaking their business upon Council premises and copies of renewed documentation will be required to be submitted to Council staff when they fall due.

Personal Property

Provider's personal items are not covered by Council's insurance whilst undertaking their activities on Council premises.

9. Complaints

The following process should be followed if a Funerary or Monument/Stone Masonry Service Provider has a complaint about any aspect of their tasks, other Funerary or Monument/Stone Masonry Service Providers or Council staff:

1. Refer the matter to the Council
2. If the matter remains unresolved, the Funerary or Monument/Stone Masonry Service Provider may request the matter be referred to the General Manager for review.

POLICY PRINCIPLES

PRINCIPLE	ACTION
Accountability	• Ensuring that legislative requirements are complied with • Ensuring efficient administration of cemeteries • Providing Government Information Public Access • Maintaining accurate records, particularly with interment rights • Ensuring upkeep of grounds and features to maintain a pleasant and dignified environment that befits the functions of a cemetery • Providing information to suppliers of funerary and monument/masonry services as to their responsibilities when working in Council Cemeteries
Consistency	Ensuring that applicants, deceased persons, businesses, residents and visitors are treated fairly and impartially, without bias or unlawful discrimination
Duty of Care	Council has a legal responsibility to provide a duty of care to providers and the public to ensure they are not exposed to any risk of injury or illness as per Section 8 (2) of the <i>Work Health and Safety Act 2011</i> and <i>Regulation 2025</i>
Ecologically Sustainable Development (ESD)	The aim to meet current needs without compromising future generations by integrating environmental, social and economic considerations into decision-making, will see Council encouraging the protection of native vegetation when working in cemeteries and directing providers to do the same
Foresight	To provide adequate space for interment for future needs and to plan future burial sites
Privacy	Manage personal data securely, transparently, and legally

ACCOUNTABILITY, ROLES AND RESPONSIBILITY

Council is responsible for regulating and managing cemeteries within its Shire, with council staff providing administration support and accepting applications for burials and work permits.

- General Manager
- Leadership Executive Management Team
- Manager Planning & Regulation
- Manager Open Space, Regulatory & Utilities

are responsible for the development, approval and maintenance of procedures that support Council's policies.

POLICY DEFINITIONS

Definition	Meaning
Applicant	The person making an application: • To obtain or transfer an interment right • To have the body of a deceased buried or exhumed • To have the remains of a cremated body interred in a cemetery
Ashes	The cremated remains of a deceased person
Burial place	Means a grave site, vault site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not
Burial right	Means exclusive right of entitlement to a burial place granted by Council. Always on a non-commercial basis to a person or persons or to an otherwise relevantly entitled person's attorney-under-power or duly appointed guardian or his or her presumptive Executor – in any such case identifiable by evidence satisfactory to Council
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. For this policy it means any cemetery, memorial wall/garden controlled by Tenterfield Shire Council
Council	Means Tenterfield Shire Council
Grantee	Means the person to whom a right is granted
Monument	Means any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right
Monumental mason	A tradesman mason or person possessing the skills to carry out monumental masonry work
Niche	A space for interment of ashes in a free-standing wall
Perpetual Interment Right	Means a burial right granted prior to need to a person in contemplation of one's own death or the death of one's parent(s) including step-parent, grandparent(s), spouse, childless or widowed sibling or other person dependent upon the grantee or from whom the grantee holds enduring Power of Attorney or guardianship or who has been appointed as guardian by the Guardianship Tribunal
Provider	Means Funerary and Monumental/Stone Masonry Service Provider
Register	Means Council's formal repository of data containing all the required details of a reservation, burial, memorial site, interment right or burial right
Reservation	Means an undeveloped or presumptive right arising from the payment by a person of a holding fee for Perpetual Interment Right (Reservation) prior to one's own need. A perpetual interment right is not issued until payment is made in full

Rose garden/ Columbarium Wall	A place where ashes can be buried in one of Council's designated cemetery garden beds, tree base or walls
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VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	26/08/09	1194/09	Council	Adoption of Original Policy
V2.0	22/08/12	313/12	Council	Review/Amended
V3.0	26/08/15	268/15	Council	Review/Amended
V4.0	23/08/17	168/17	Council	Review/Amended
V5.0	24/02/21	30/21	Council	Review/Amended
V6.0	21/12/22	248/22	Council	Re adoption of Policy
V7.0	22/07/26	173/26	Administration	Major review and incorporation of Funerary and Monument/Masonry Services into Cemetery Policy