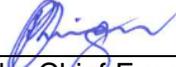


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RELATED LEGISLATION:	Cemeteries and Crematoria Act 2005 Cemeteries and Crematoria Regulations 2015
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Signed by Chief Executive Officer

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Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult the policies on the Loddon Shire website (Council Policies) or Intranet (Organisational Policies) to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

1 PURPOSE

The purpose of this policy is to support Council in its decision making in circumstances where:

- Council is asked to act as the trust for a cemetery or
- Council acts as the trust for a cemetery.

2 SCOPE

This policy applies to Councillors, staff, volunteers and contractors of Loddon Shire Council.

3 POLICY

3.1 Requests for Council to act as the trust for a cemetery

There are twenty cemeteries in the Loddon Shire currently managed by independent cemetery trusts.

Council does not wish to be the trust for open or closed cemeteries due to the financial cost of administering and maintaining a cemetery.

Any request for Council to become a trust for a cemetery will be determined by Council resolution.

Council's initial position if requested to become a trust for a cemetery is to decline the request. Notwithstanding this initial position, Council recognises that there may be specific circumstances that warrant special consideration.

In determining whether there are specific circumstances to warrant Council becoming a trust, Council considerations will include:

- the historical, social and cultural significance of the cemetery
- the availability of community members to form a cemetery trust independent of Council
- income that will be generated by the cemetery to offset costs of providing general care, protection and management of the cemetery
- costs associated with providing general care, protection and management of the cemetery
- the condition of the cemetery.

3.2 Council as trust for a cemetery

3.2.1 Governance

Pursuant to the model rules contained in the Cemeteries and Crematoria Regulations 2015 (the Regulations) Council, as the trust, is required to provide for the general care, protection and management of a cemetery.

Council acknowledges that the Regulations provide for the application of the model rules by a cemetery trust if the cemetery trust has not made its own cemetery trust rules.

Where Council, as the cemetery trust, needs to apply a policy to a governance matter related to the cemetery, Council's policies will apply and include, but are not limited to:

- Accounting policies

- OHS policies
- Quality assurance policies
- Environmental policies
- Equal opportunity and harassment policy
- Privacy policy
- Risk management and fraud control policies
- Complaint handling policy
- procurement and contract management
- stakeholder management and relations

3.2.2 Standards of maintenance

To meet the need for general care, protection and management of closed cemeteries (cemeteries no longer accepting interments), the following level of service will be provided where Council is the cemetery trust:

- Monthly
 - Raking of paths
 - Branch debris removal (marked graves only)
 - General grounds maintenance
 - Shrub pruning as required
 - General rubbish removal
 - Visual hazard checking including monuments
- Six monthly
 - Formal site risk assessment report including manual topple testing of monuments
- Annual
 - Arborist assessment
 - Ground based visual inspection of trees
 - Trees photographed
 - Written summary report
 - Only trees in market grave area of the cemetery to be assessed

Should Council become the cemetery trust for an open cemetery or cemeteries, the standards of maintenance would need to be established.

4 HUMAN RIGHTS STATEMENT

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act. Loddon Shire Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee Health and Safety Representatives in any workplace change that may affect the health and safety of any of its employees.

5 REVIEW

The Director Corporate Services will review this policy for any necessary amendments no later than 4 years after adoption of this current version.