

## Policy 4.06 Cemeteries and Memorials

<b>Directorate</b>	Assets and Operations
<b>Responsible Officer</b>	Director Assets and Operations

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### Record of Administrative Amendments

<u>Amendment Version No.:</u>	<u>Description of Administrative Amendment</u>	<u>Date Reviewed</u>
<a href="#">4.2</a>	<a href="#">Version placed on public exhibition (D25/37737)</a>	<a href="#">May 2025</a>
<a href="#">4.1</a>	<a href="#">Review of policy in accordance with Section 165 of the <i>Local Government Act 1993</i></a> <a href="#">Workshopped with Councillors on 30 April 2025</a>	<a href="#">March 2025</a>
<a href="#">4.0</a>	<a href="#">Adopted by Council (D22/71240)</a>	<a href="#">20/07/2022</a>

# 1 Introduction

## 1.1 Scope

This policy describes the processes implemented to manage and oversee all cemetery and memorial operations and services within the Bega Valley Shire.

The scope of this policy demonstrates direct commitment to the following strategic guiding principles:

- Accountable | Ssound asset management driving financial sustainability;
- Financially sustainable | Aasset management focus on resilience, future capability and sustainability;
- Responsive | Ccommitment to serve the needs of the entire community; adapting better practice in management and service delivery;
- Equitable and inclusive | Sstrong consideration of the needs of all stakeholders; commitment to building a connection with stakeholders upon trust and respect;
- Effective and Efficient | Pproactive improvement to service delivery processes, adapting innovative practices in financial and asset management and service delivery including a focus of effectiveness and sustainability

## 1.1.2 Purpose

To provide guidance to Councillors, managers and staff in the development, implementation, monitoring and review of effective and efficient cemetery management and the placement of memorials in public areas in the Bega Valley Shire.

# 2 Legislation

- Cemeteries and Crematoria Act 2013
- Cemeteries and Crematoria Regulations 2022
- Crown Lands Act 1989
- Crown Lands (General Reserves) By-law 2006
- Crown Lands (General Reserves) Amendment (Sustainable Burials) By-law 2011
- NSW Local Government Act 1993
- NSW Heritage Act 1977
- Public Health Act 2010 and Public Health Regulation 2012
- Work Health and Safety Act 2011

## 2.3 Implementation

### 2.23.1 Policy Statement

Bega Valley Shire Council will ensure the optimal management, maintenance, and future planning of cemeteries and memorials in the Shire by:

- Providing and maintaining dignified burial places in various locations within the Bega Valley Shire
- Managing cemeteries consistent with community standards and legislative requirements;

- Providing clear direction for the optimal management, maintenance, and planning of cemeteries in the Shire
- Providing an expedient and considerate service to the public for the interment of deceased residents
- Maintaining records of interments and reservations in our cemeteries that can be made available to the public on request
- Managing cemeteries and overseeing the work undertaken by funeral directors, monumental masons, contractors, and volunteers.
- Developing and administering a procedure related to placement of memorials in public parks and reserves, noting the general recreation purpose of these spaces and ongoing asset management requirements.

## 3.2 Responsibilities

### 3.2.1 Elected Council

~~Insert text here~~ Provide long term direction for Council's cemetery network and services, ensuring they meet the needs of the community and ~~to~~ adhere to the *Cemeteries and Crematoria Regulations 2022*.

### 3.2.2 Chief Executive Officer (CEO) / Leadership Executive Group (LEG)

~~Insert text here~~ Provide clear direction for the administration of the cemetery network. -

### 3.2.3 ~~(Community, Environment and Planning (CEP) Community and Cultural Services insert Directorate or section details)~~

Responsibility for the operation, management, maintenance, and future planning of cemeteries and & memorials in the Shire ensuring cemeteries are consistent with community standards and the legislative requirements, and providing expedient and considerate services to the public.

## 24 Supporting documents

### 2.3.14.1.1 BVSC Procedures related to this Policy

Procedure No.:	Procedure Name	External or Internal Procedure
4.06.1	Cemetery Management	Adopted
4.06.2	Memorials in Public Parks and Reserves	Under Development

### 2.3.24.1.2 BVSC Policies related to this Policy

Policy No.:	Policy Name
1.01	Community Wellbeing
1.04	Volunteering

5.01	Asset Management
6.05	Work Health and Safety

**Note:** Policy details may change from time to time. To ensure you are viewing the most recent version please view Council's adopted Policies and Procedures on the Council website: [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au)

Under Review