

Procedure

Interment of Ashes into existing graves in Council Cemeteries

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Document Author	Environmental Management Administration		
Authorised by	Co-Ordinator Public Health and Environment		
Applicable to	Staff involved with Cemeteries		
Purpose	The purpose of this document is to: ensure consistent information is provided to applicants		
Frequency	This procedure is to be followed whenever there is a request to Inter Ashes into an existing grave		
Hazard identification	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
Level of risk	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
PPE required for procedure	Various PPE may be required and should be considered on an individual assessment when undertaking this procedure.		

1. Works undertaken in Cemeteries in Snowy Monaro Regional Council area

Unless engaged directly by Council as a contractor or volunteer, a person may not undertake work of any type in a cemetery unless that person, and those engaged or employed by that person, have received written authorisation from Council.

An Order of Interment - Ashes may be issued following the submission of a completed "Application for Interment of Ashes". This application is valid for a specified period of time and grants approval only for the specified works in the named cemetery.

2. Interment of ashes into an existing grave

2.1 Cooma Cemetery

Cooma Cemetery is managed by a contractor and in order for ashes to be interred into any site applicants must complete an “Application for Interment of Ashes” and pay the applicable fee which is listed in the Council Fees and Charges.

- The applicant will be given the opportunity to set a day and time for the interment.
- Council contract supervisor will prepare an opening in the grave site.
- The applicant and family are provided with time to undertake their service.
- Once the ashes have been interred and the family have left the Cemetery contract supervisor will return and refill the opening.
- In the event that the family do not wish to be present at the interment then the Cemetery contract supervisor will inter the ashes and then confirmation of the interment will be forwarded to the applicant.

2.2 All other Cemeteries

The interment of ashes in cemeteries within the Snowy Monaro Regional Council area (other than Cooma Cemetery) can be undertaken with approval from Council.

In order for these works to be undertaken the applicant must undertake the following strict requirements.

- Ashes must be interred at a depth not less than 200mm and a maximum of 700mm.
- Where a full monument is in place the ashes are to be interred by digging a hole on an angle and not displacing the monument.
- If it is preferred for the ashes to be within the monument a Monumental Mason will need to be contacted and their charges will apply.
- An applicant in requesting to inter ashes in an existing grave must sign an application form which declares they take all responsibility for any damages to the specified grave site and/or monument.
 - o Ensures that all Work Health and Safety protocols will be undertaken
 - o Releases Council from any claims of injury or damages

3 Related Documents

This procedure should be read in conjunction with the following documents:

Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.202.583.1 – PROCEDURE – Ordering of Plaques For Council Cemeteries

250.2020.20.1 – PROCEDURE – Cemetery Reservation Fees

250.2020.582.1 – POLICY- Plaques in Council Cemeteries

250.2021.30.1 – POLICY – Cemetery Operations

250.2021.58.1 – POLICY – Headstones and Cemetery Monuments

250.2020.5.2 – FORM Application For Interment of Ashes

250.2017.392.3 - FORM - Application for Perpetual Interment Right

250.2017.391.4 – FORM - Application for Perpetual Order of Interment

250.2016.144.5 - FORM- Application for Erection or Repair of Memorial

250.2021.55.1 – FORM –Application To Vary Council Cemetery Approval

250.202.6.2 - FORM – Application For Transfer Of Perpetual Interment Right