

Procedure

Cemetery reservation fees

Document register ID	250.2020.20..2	Date Approved	15/12/2020
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 detail the changes which have occurred in the Cemetery Services due to amalgamation in 2016.		
Frequency	This procedure is to be followed whenever questions in relation to reservations and plot purchases occur.		
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. Payment of reservation fees - Historical

In the years prior to amalgamation the method of payment for the reservation of Cemetery Plots differed from Council to Council.

Bombala Shire – if any money was paid for the plot it was considered as being for the “purchase” of the plot and only Burial and Maintenance to be paid at time of use.

Snowy River Shire – if any money was paid for the plot it was considered as being for the “purchase” of the plot and only Burial and Maintenance to be paid at time of use.

There are a few plots which are noted as being deposits and in these cases it is expected that full payment of plot less the deposit will be required at the time of use.

Cooma-Monaro Shire – if any money was paid it was considered as a “reservation” and so has always been considered as a “deposit” for the plot.

Prior to amalgamation in 2016 the deposit amount has been subtracted from the current fee for the plot.

The exception to this was **plots reserved from 15 September 1995 to 1 October 2008** where the wording on the reservation stated that it was the full cost of the plot and so **considered as full purchase of the plot**.

2. Changes made 12 May 2016 - Amalgamation

As of May 2016 (amalgamation) all cemeteries were aligned so that the amount paid as “Reservation” was considered as the purchase of the plot.

Fees are reviewed annually and although the plot fee may increase by CPI no additional plot fees are payable on reserved plots. The fee charged for the Burial and Maintenance of the interment may vary to reflect the amounts required to suitably cover the costs of maintaining the upkeep of the cemeteries.

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

250.2020.630.1 - PROCEDURE - Interment of Ashes to an existing grave

250.202.583.1 – PROCEDURE – Ordering of Plaques For Council Cemeteries

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