



# Cemetery Management Policy



<b>Policy number</b>	007	<b>Version</b>	1.0
<b>Drafted by</b>	Paul Anderson	<b>Approved by Trust on</b>	13 Aug 2025
<b>Responsible person</b>	Chairperson	<b>Scheduled review date</b>	15 Aug 2027



## 1. Purpose

- 1.1 This policy establishes the rules for the general care, protection, and management of the Yackandandah Cemetery, which is administered by the Yackandandah Cemetery Trust. It ensures respectful conduct, safety, and orderly operation in accordance with legislative requirements.
- 1.2 This policy is made under:
- Section 25 of the Cemeteries and Crematoria Act 2003
  - Section 180 of the Cemeteries and Crematoria Act 2003
  - Cemeteries and Crematoria Regulations 2025 - SCHEDULE 2

## 2. Definitions

- 2.1 This section contains terms that we have used throughout the document. These terms have a particular meanings set out below when used in this document. It is important to read these terms and understand their meaning as this will help understand the document.

- **Cemetery:** The Yackandandah Cemetery under the responsibility of a Cemetery Trust.
- **Cemetery Trust:** The statutory body responsible for managing the Yackandandah Cemetery.
- **The Act:** Cemeteries and Crematoria Act 2003 (Vic), and Cemeteries and Crematoria Regulations 2025.
- **Memorial:** Any structure or marker commemorating a deceased person.
- **Place of Interment:** A site where buried human remains or cremated ashes are located.
- **Animal:** Does not include an assistance animal as defined in section 9(2) of the Disability Discrimination Act 1992 (Cth)..



## 3. Approvals

3.1 The Cemetery Trust may approve activities listed in this policy if satisfied they are consistent with the care, protection, and management of the cemetery.

3.2 Approvals must:

- Be in writing
- Include any reasonable conditions
- Be made available on request and either published on the Trust's website or prominently displayed at the cemetery

## 4. Policy & Rules

4.1 **Memorials and Places of Interment.** The Cemetery Trust has determined the following restrictions for places of interment:

- Ceramic, glass, or fragile items, and metal items prone to rust or deterioration, must not be placed without prior written approval.
- No item may pose a health or safety risk.
- Items must remain within the boundaries of the memorial or interment site unless approved.

4.2 Approvals and rejections will be made in accordance with the Yackandandah Cemetery Memento & Tribute Policy

4.3 Cemetery Trustees or their agents may remove prohibited and unapproved items that have been placed on the cemetery grounds, including when placed on a Place of Interment

4.4 **Works and Materials.** All materials used for works on memorials, interment sites, or ceremonial buildings must be prepared off-site unless approved.



- 4.5 **Animals.** A person must not, without the prior approval of the Cemetery Trust, allow any animal other than a dog to enter into or remain in a cemetery. Animals (other than dogs and native wildlife) are prohibited unless approved.
- 4.6 Dogs and approved animals must be leashed during any interment event or ceremony, must be under effective control at all other times, and must have excrement collected and removed by their owner/carer.
- 4.7 Dogs must not enter water features, cause disturbance, damage flora, or endanger fauna.
- 4.8 **Construction and Excavation.** No person may construct, erect, dig, or excavate any structure or hole without approval of the Trust and/or legal authority. Exceptions apply to Cemetery Trust staff, contractors, and authorised volunteers.
- 4.9 **Cemetery Trust Property.** No person may disturb, demolish, or interfere with Yackandandah Cemetery property without approval. Exceptions apply to authorised personnel.
- 4.10 **Vegetation.** Planting, removing, picking, pruning, decorating, or damaging vegetation on the Cemetery Grounds is prohibited without approval. Exceptions apply to authorised personnel.
- 4.11 **Obstruction.** No person may obstruct Cemetery Trustees or their agents in the exercise of their duties.
- 4.12 **Use of CCTV Surveillance.** The Cemetery Trust may, from time to time, erect CCTV for periodic security and safety surveillance. CCTV usage will comply with the OVIC seven principles for surveillance.
- 4.13 CCTV may be used for the following legitimate purposes:
- Deterring and investigating vandalism, theft, or unlawful entry



- Protecting cemetery infrastructure and memorials
- Supporting public safety and respectful conduct
- Assisting law enforcement upon request

4.14 A designated officer will oversee CCTV operations, compliance, and reporting. CCTV footage constitutes personal information and will be handled in accordance with IPPs. Footage will be retained for no longer than 30 days unless required for investigation or legal purposes.

## 5. Prohibited Activities

5.1 Unless approved by the Yackandandah Cemetery Trust, the following activities are prohibited:

Activity	Rule Reference	Penalty
Constructing or Digging	Rule 11	10 penalty units
Disturb or demolish trust property	Rule 12	10 penalty units
Plant, pick or prune vegetation	Rule 13	10 penalty units
Playing sport or games	Rule 15	10 penalty units
Fishing, swimming, or bathing	Rule 16	10 penalty units
Hunting, trapping, or poisoning	Rule 17	10 penalty units
Camping	Rule 18	10 penalty units

5.2 **Enforcement.** Breaches of this policy may result in:

- Removal of unauthorised items
- Revocation of approvals
- Referral to authorities for enforcement under the Act