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**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 14 AUGUST 2024**  
**REPORTS TO COUNCIL – FINANCE & CORPORATE STRATEGY**

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**1. INVESTMENT REPORT AS AT 31 JULY 2024**

<b>Author</b>	Director Finance & Corporate Strategy
<b>Responsible Officer</b>	Director Finance & Corporate Strategy
<b>Link to Strategic Plans</b>	CSP – 4.3 A financially sound Council that is responsible and sustainable DP - 4.3.1.5 Provide monthly cash balances and detailed quarterly financial reports to Council.

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**Executive Summary**

Council's investments are made in accordance with legislative requirements and are certified as such by the Responsible Accounting Officer. This report details Council's investments as at 31 July 2024.

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**Report**

Under the Local Government Act 1993 and Local Government (General) Regulation 2021, the Responsible Accounting Officer is required to report on Council's Investment portfolio on a monthly basis. The report must be made up to the last day of the month immediately preceding the meeting.

The management of Council's Investments is delegated by the General Manager to the Director of Finance and Corporate Strategy.

Council's investments are made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2021, Ministerial Investment Order issued February 2011, the Office of Local Government's Guidelines and Council's Investment Policy.

Council's investment portfolio is managed through term deposits and the current interest rates range from 4.25% to 5.35%. During July, Council's total cash and investments increased by \$1.386M from \$24,067M to \$25,453M. This is due to the transfer of excess funds from the cheque account to investments. Council's investment portfolio as at 31 July 2024 is attached as **Attachment No. 1**.

**Financial Implications**

The 2024/25 Budget estimates the total annual Investment Revenue as \$880,000 which represents an estimated return of 4.29% and is split proportionally across General, Water and Sewer Funds and changes on a monthly basis in accordance with cash flow requirements.

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**1. INVESTMENT REPORT AS AT 31 JULY 2024 (Cont'd)**

***Legal and Regulatory Compliance***

- Local Government Act, 1993 – Section 625
- Local Government (General) Regulation, 2021 – Clause 212
- Council Investment Policy 2023
- Ministerial Investment Order – 12 January 2011

***Risk Management Issues***

Council's risk management strategy is to diversify the allocation of funds across different financial institutions and government authorities based on credit ratings as per the Investment Policy. The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk.

**Certification – Responsible Accounting Officer**

I hereby certify that the investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

**Attachments**

- 1 Investment Portfolio as at 31 July 2024

**RECOMMENDATION**

1. That the report regarding Council's Investment Portfolio be received and noted;
2. That the certification of the Responsible Accounting Officer be noted and the report adopted.

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**2. CARRY FORWARD CAPITAL WORKS AND RE-VOTES FROM 2023/24**

<b>Author</b>	Director Finance & Corporate Strategy
<b>Responsible Officer</b>	Director Finance & Corporate Strategy
<b>Link to Strategic Plans</b>	4.3.1 Operate and manage Council in a Financially sustainable manner that meets all statutory and regulatory compliance and Council policies

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**Executive Summary**

This report lists capital works recommended to be carried forward into the 2024/25 financial year.

## **2. CARRY FORWARD CAPITAL WORKS AND RE-VOTES FROM 2023/24 (Cont'd)**

### **Report**

A list of started but uncompleted projects is provided as **Attachment No. 2** for Council's notation. All unspent monies on these projects were placed in reserves at the 30 June 2024 year end and will be brought forward to cover the cost of these projects. These works with their matching reserves and/or unspent grant monies will be carried forward into the 2024/25 financial year under Local Government (General) Regulations.

### **Financial Implications**

All monies for unspent projects from 2023/24 were placed in reserve at year end and/or had unspent grant monies attached, therefore there is no effect on this year's budget.

### **Legal and Regulatory Compliance**

Local Government (General) Regulation 2021 (clause 211) – Authorisation of expenditure

### **Risk Management Issues**

Nil

### **Internal/External Consultation**

Nil

### **Attachments**

- 2 Projects commenced but not yet completed as at 30 June 2024.

## **RECOMMENDATION**

That the list of carry forward works which were commenced in 2023/2024 but not completed (as shown in Attachment 2) be noted.

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**NARROMINE SHIRE COUNCIL**  
**ORDINARY MEETING BUSINESS PAPER – 14 AUGUST 2024**  
**REPORTS TO COUNCIL – FINANCE & CORPORATE STRATEGY**

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### **3. FINANCIAL REPORT – 31 JULY 2024**

<b>Author</b>	Director Finance and Corporate Strategy
<b>Responsible Officer</b>	Director Finance and Corporate Strategy
<b>Link to Strategic Plans</b>	CSP – 4.3.1 – Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies. Delivery Program – 4.3.1.5 - Provide monthly cash balances and detailed quarterly financial reports to Council.

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#### **Executive Summary**

This report provides information to Council regarding its financial performance and position for the period ended 31 July 2024 and progress of the 2024/25 capital works program.

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#### **Report**

The financial report as 31 July 2024 has been prepared and is presented to Council as **Attachment No.3.**

This report provides information to Council regarding its actual income and expenditure for the period ended 31 July 2024 and compares it to the budgeted income and expenditure for the year. Council adopted its budget for the 2024-25 financial year as part of the Operational Plan at the 26 June 2024 Council Meeting.

#### **Financial Implications**

There are no variations proposed to Council in this report.

#### **Legal and Regulatory Compliance**

*The Local Government (General) Regulation 2021* (the Regulations) clause 202, states that Council's Responsible Accounting Officer must:

- “a) establish and maintain a system of budgetary control that will enable the council's actual income and expenditure to be monitored each month and to be compared with the estimate of Council's income and expenditure; and
- b) if any instance arises where the actual income or expenditure of the council is materially different from its estimated income or expenditure, report the instance to the next meeting of Council.”

#### Attachments

- 3 Financial report as at 31 July 2024

#### **RECOMMENDATION**

That the financial report as at 31 July 2024 be received and noted.

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#### **4. EXECUTION OF LOAN FACILITY**

<b>Author</b>	Director Finance & Corporate Strategy
<b>Responsible Officer</b>	Director Finance & Corporate Strategy
<b>Link to Strategic Plans</b>	CSP – 4.3 A financially sound Council that is responsible and sustainable DP - 4.3.1 Operate and manage Council in a financially sustainable manner that meets all statutory and regulatory compliance and Council policies

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#### **Executive Summary**

In accordance with the Resolution No 2024/108, Council applied for a loan with TCorp for the purchase of 36 Jones Circuit, Narromine. TCorp requires a Council resolution to accompany the executed documents.

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#### **Report**

At its Ordinary Meeting held on 26 June 2024, Council approved the Statement of Revenue Policy and the Long-Term Financial plan for the 2024-25 year be changed to reflect the borrowings for the purchase of 36 Jones Circuit, Narromine for a price of \$1.3M.

#### **Financial Implications**

The approved 2024/25 Budget includes the proceeds of a loan of \$1.3M for the purchase of land for large lot residential subdivision and the associated loan repayments.

#### **Legal and Regulatory Compliance**

- Local Government Act, 1993 – Section 621
- Local Government (General) Regulation, 2021 – Section 400

#### **Risk Management Issues**

The risk of default is low and will be monitored through the maintenance of monthly cashflow forecasting and budget monitoring.

#### **Attachments**

Nil

#### **RECOMMENDATION**

That the General Manager be delegated to execute the Loan Agreement between New South Wales Treasury Corporation and Narromine Shire Council for the facility limit of \$1,300,000 for the purchase of 36 Jones Circuit, Narromine.

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## **5. DRAFT CEMETERY POLICY**

<b>Author</b>	Director Finance & Corporate Strategy
<b>Responsible Officer</b>	Director Finance & Corporate Strategy
<b>Link to Strategic Plans</b>	4.3.2 Ensure sufficient resources to meet current and future needs of the community 4.3.3. Ensure Council's assets are monitored and well managed

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### **Executive Summary**

The Cemetery Policy has been reviewed and is presented to Council for consideration as **Attachment No. 4**.

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### **Report**

Council adopted the Cemetery Policy on 20 October 2009, Resolution No 2009/433. The policy was subsequently amended by Council on 19 February 2013, Resolution No 2013/21, 8 November 2017, Resolution 2017/321 and 13 December 2017, Resolution 2017/352.

The objective of the Cemetery Policy is to provide for the effective, efficient and appropriate operation of the public cemeteries in the Narromine Shire. Council staff will always conduct themselves in a respectful manner when dealing with the public.

The Cemetery Policy was due to be reviewed in November 2021. Changes in legislation resulting in the establishment of the Interment Industry Scheme under the Cemeteries and Crematoria Regulation 2022 (NSW). The scheme was developed in response to recommendations from two 2020 reviews:

- a statutory review of the Cemeteries and Crematoria Act 2013 (the C&C Act)
- the Independent Pricing and Regulatory Tribunal (IPART) review of interment costs and pricing in NSW.

The introduction of the Interment Industry Scheme has been addressed in the revised Cemetery Policy.

Three major changes in the new legislation are outlined below:

1. The requirement for each cemetery operator to be licensed:

All cemetery operators in NSW are required under the Cemeteries and Crematoria Act 2013 and Cemeteries and Crematoria Regulations 2022 to be licensed to operate.

There are 4 categories of license with different conditions applying depending on the category of license:

- category 1 - over 100 burials or ash interments, on average, in the last 3 years
- category 2 - 50 to 99 ash interments, on average, in the last 3 years (cremation only operators)
- category 3 - less than 50 burials or ash interments, on average, in the last 3 years
- category 4 - inactive.

Council has been assessed as being a Category 2 Operator.

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## **5. DRAFT CEMETERY POLICY (Cont'd)**

Each licence condition consists of a guiding principle and detailed requirements for compliance with the condition. The licence conditions are shown below:

- Consumer contracts – Contracts must be entered into for all pre-need and at-need Right purchases.
- Cemetery maintenance – Operators must ensure the site maintenance is carried out and public access to the cemeteries is maintained.
- Pricing transparency – The cost for a basic adult burial and basic ash interment must be displayed on Council's website.
- Customer service – Operators must ensure that they have customer service processes and systems, that their staff involved in customer service are trained on these processes and systems and where there has been a breach there are appropriate procedures in place to rectify this.
- Religious and cultural and spiritual principles – Everyone in NSW has the right to a dignified burial or cremation that is respectful of their religious and cultural beliefs.
- Reporting Obligations- Operators must notify the Cemeteries Agency, in writing, of any changes affecting the information provided to the Agency by the licence holder.
- Prohibition of Interment Services – In some instances operators cannot offer, or perform, an interment.

### 2. The introduction of an Interment Services Levy:

The interment services levy is a levy on interment services that funds Cemeteries and Crematoria NSW (CCNSW) to support and regulate the sector, ensuring that everyone in NSW has access to dignified burial and cremation services that are respectful of culture and faith.

The levy will be calculated on the number of services the operator performs each financial year. The levy will be charged for the following services:

- Cremation – Not applicable to Narromine Shire Council
- Burial
- Ash Interment

Interment services for children under 12, stillborn children, miscarriages and destitute people are exempt from the Interment Services Levy.

### 3. The introduction of consumer contracts for the purchase of all interment rights, at-need and pre-need:

Before a consumer contract is offered, an operator must inform the customer of the least expensive products (Basic Adult Burial and Basic Ash Interment) available at the cemetery. The purpose of providing this information is to give customers details of the least expensive option, and allows them to make an informed decision about the products they are purchasing.

Reservations and Interment Rights previously granted do not require a consumer contract prior to an interment taking place.

## **5. DRAFT CEMETERY POLICY (Cont'd)**

There are 3 conditions relating to consumer contracts. The commencement of the contract was 1 July 2024, however due to the lateness in finalising the model contract the commencement date has been changed to 1 October 2024.

These are known as conditions A:

- A.1 – Operators must comply with pre-contract requirements and ensure consumer contracts are transparent and clear.
- A.2 – Operators must not enter a consumer contract unless the consumer contract includes key details relating to the interment right.
- A.3 – Operators must address certain matters in all consumer contracts.

The contract is intended to complement the existing forms currently used by Council.

### ***Financial Implications***

Financial management of Council's Cemeteries  
On-going maintenance and repair to Council's Cemeteries

### ***Legal and Regulatory Compliance***

- *Local Government Act, 1993*
- *Public Health Act, 2010*
- *Public Health Regulation 2012*
- *NSW Work, Health and Safety Act, 2011*
- *Privacy and Personal Information Protection Act 1998*
- *Cemeteries and Crematoria Act 2013*
- *Cemeteries and Crematoria Regulation 2022*
- *Cemetery and Crematorium Operator Code of Practice 2018*
- *Council Fees & Charges*
- *Council's Cemetery Register*
- *Council's Complaint Handling Policy and Procedures*

### ***Risk Management Issues***

Nil

### **Attachments**

- 4 Draft Cemetery Policy

## **RECOMMENDATION**

That Council adopt the revised Cemetery Policy, as attached to the report.

Barry Bonthuys  
**Director Finance & Corporate Strategy**  
**Responsible Accounting Officer**



## Attachment 1 - Investments as at 31 July 2024

Financial Institution	Bank Rating	Investment Type/Maturity Date	Investment Rating	Current Rate	Term	Amount (\$)	Comment
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### Cash & At Call

Commonwealth Bank	AA-	Business Online Saver - at call - Interest - Special rate 4.25%	A-1+	4.25%	N/A	5,452,944.56	S&P Short Term
<b>TOTAL</b>						<b>5,452,944.56</b>	
<b>Percentage of Total Portfolio</b>						<b>21.42%</b>	
<b>Average Investment Yield</b>						<b>4.25%</b>	

### Term Deposits

Commonwealth Bank	AA-	Term Deposit - 06/09/2024	A-1+	4.92%	242 Days	3,000,000.00	S&P Short Term
Commonwealth Bank	AA-	Term Deposit - 02/10/2024	A-1+	4.98%	242 Days	2,000,000.00	S&P Short Term
NAB	AA-	Term Deposit - 04/11/2024	A-1+	5.10%	244 Days	3,000,000.00	S&P Short Term
NAB	AA-	Term Deposit - 04/12/2024	A-1+	5.05%	244 Days	2,000,000.00	S&P Short Term
Commonwealth Bank	AA-	Term Deposit - 06/01/2025	A-1+	5.05%	241 Days	3,000,000.00	S&P Short Term
NAB	AA-	Term Deposit - 31/01/2025	A-1+	5.15%	245 Days	2,000,000.00	S&P Short Term
NAB	AA-	Term Deposit - 25/02/2025	A-1+	5.35%	239 Days	3,000,000.00	S&P Short Term
NAB	AA-	Term Deposit - 27/03/2025	A-1+	5.20%	238 Days	2,000,000.00	S&P Short Term
<b>TOTAL</b>						<b>20,000,000.00</b>	
<b>Percentage of Total Portfolio</b>						<b>78.58%</b>	
<b>Average Investment Yield</b>						<b>5.10%</b>	

**Total Investment Portfolio**

**25,452,944.56**

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## ATTACHMENT 2 - CARRY OVER CAPITAL WORKS PROGRAM FROM 2023/24

## Projects started but not completed

Asset Class	Town	Project Description	Amount to be Carried Over	Funded by
Buildings	Narromine	Cale Oval - CCTV Installation (Section 7.12 Contributions)	\$ 14,000	General Fund Reserves
Roads	Trangie	Truck Wash Upgrade - Restart NSW Funding (RNSW2331)	\$ 2,968	Grant
Stormwater	Narromine	Narromine - A'Beckett Street	\$ 1,398	General Fund Reserves
Recreation Facilities	Narromine	Stronger Country Communities Round 5 - SCCF5 - 00281 - Upgrade Public Facilities Dundas Park	\$ 7,387	Grant
Recreation Facilities	Narromine	Sport Centre Roof and Gutter Capital Upgrade (CAP 013)	\$ 3,794	Grant
Roads	Narromine	Gainsborough and Tullamore Roads Intersection Upgrade - Turning and Slip Lanes (LRCIP Phase 4)	\$ 1,887	Grant
Roads	Narromine	Burraway Street Upgrade (Gravel Resheeting Program - LRCIP Phase 3)	\$ 12,650	Grant
<b>Total</b>			<b>\$ 44,084</b>	

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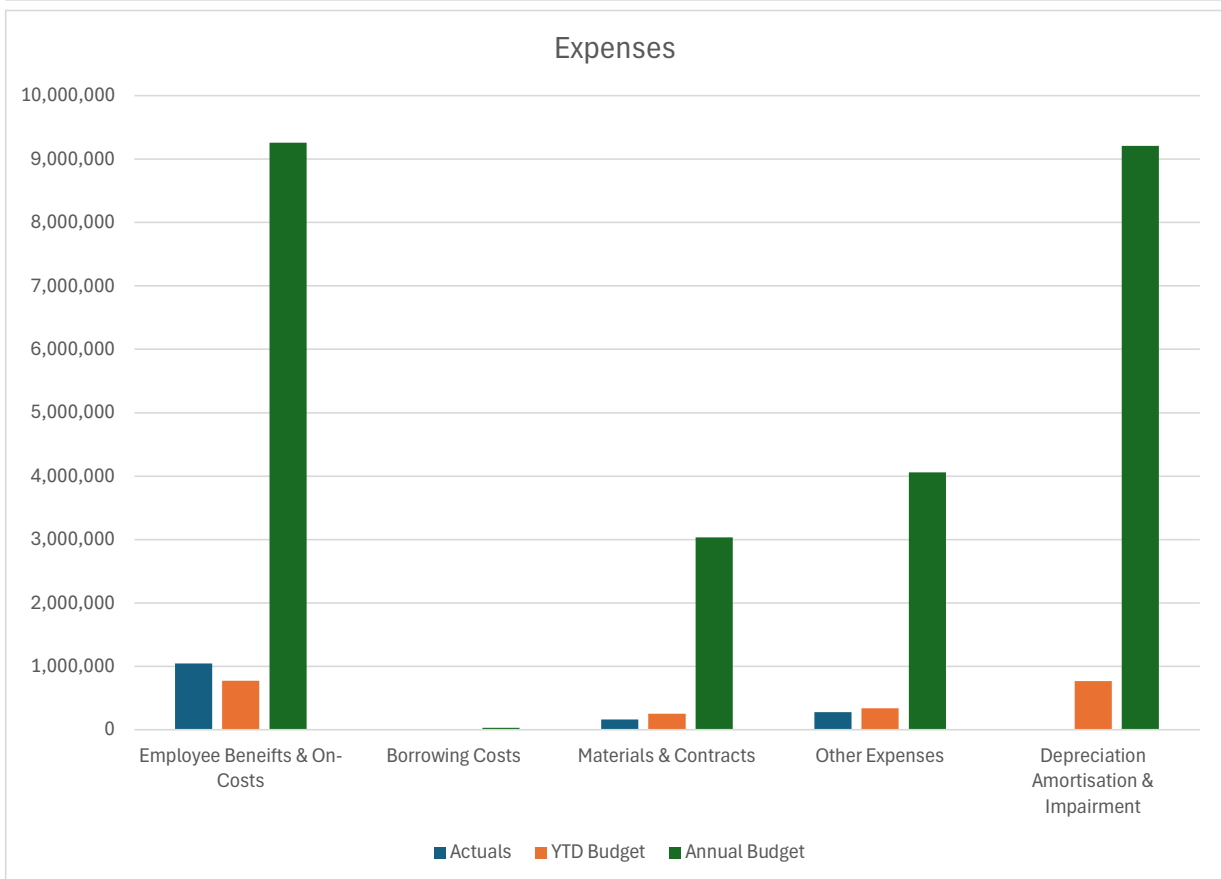
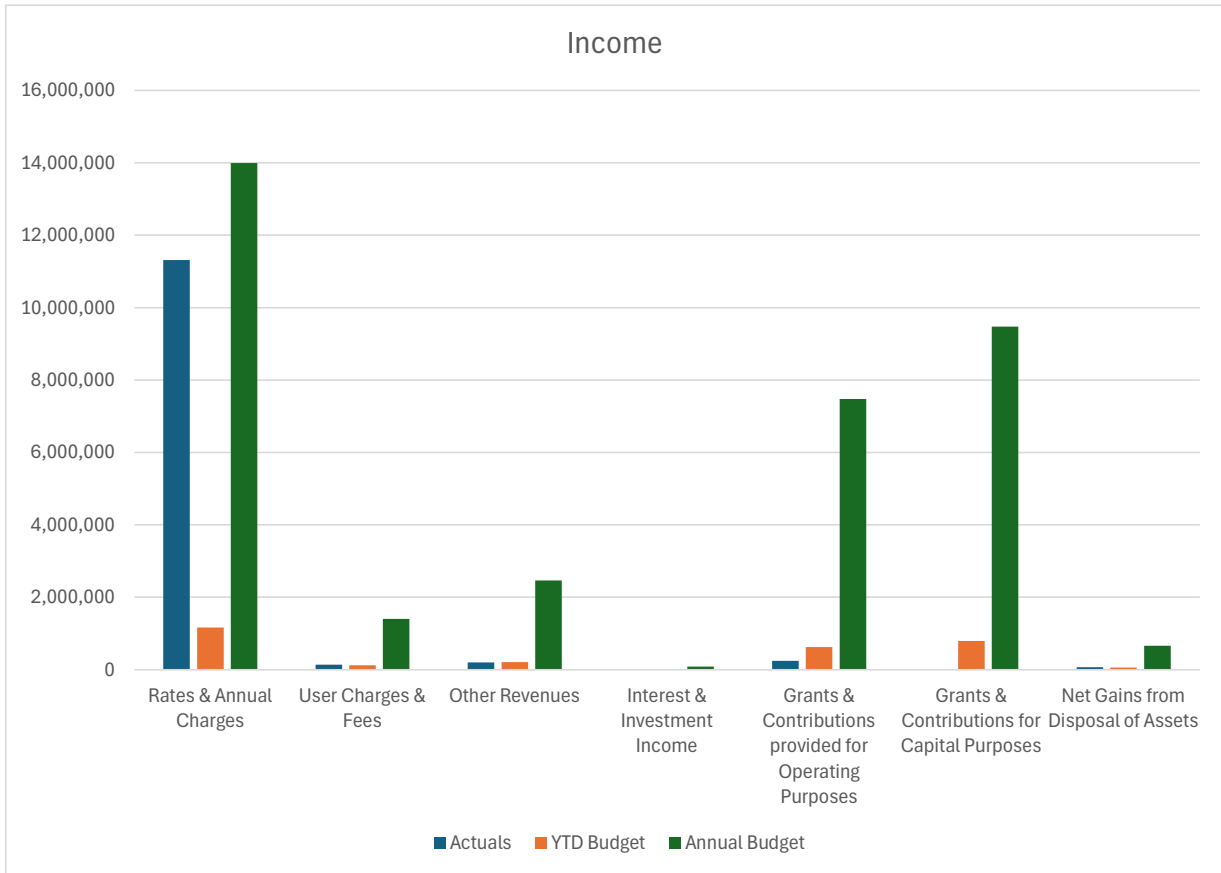
# **Financial Report**

**For the period ended  
31 July 2024**

**Narromine Shire Council**  
**Income Statement**  
for the financial year to date 31 July 2024

<b>Resource Group</b>	<b>Actual YTD</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>Variance %</b>
<b>Income</b>				
Rates & Annual Charges	11,310,878	13,990,603	2,679,725	81%
User Charges & Fees	136,037	1,399,009	1,262,972	10%
Other Revenues	199,706	2,459,615	2,259,909	8%
Interest & Investment Income	8,516	86,590	78,074	10%
Grants & Contributions provided for Operating Purposes	241,322	7,473,290	7,231,968	3%
Grants & Contributions for Capital Purposes	-	9,475,127	9,475,127	0%
<i>Other Income</i>			-	
Net Gains from Disposal of Assets	71,230	656,416	585,186	11%
<b>Income Total</b>	<b>11,967,689</b>	<b>35,540,650</b>	<b>23,572,961</b>	<b>34%</b>
<b>Expenditure</b>				
Employee Benefits & On-Costs	1,045,565	9,258,757	8,213,192	11%
Borrowing Costs	3,459	29,046	25,587	12%
Materials & Contracts	162,564	3,032,088	2,869,524	5%
Other Expenses	277,102	4,061,390	3,784,288	7%
Depreciation Amortisation & Impairment	-	9,209,528	9,209,528	0%
<b>Expenditure Total</b>	<b>1,488,690</b>	<b>25,590,809</b>	<b>24,102,119</b>	<b>6%</b>
<b>Total</b>	<b>10,478,999</b>	<b>9,949,841</b>	<b>(529,158)</b>	<b>105%</b>
<b>Net Operating Result Before Grants and Contributions Provided for Capital Purposes</b>	<b>10,478,999</b>	<b>474,714</b>	<b>(10,004,285)</b>	<b>2207%</b>

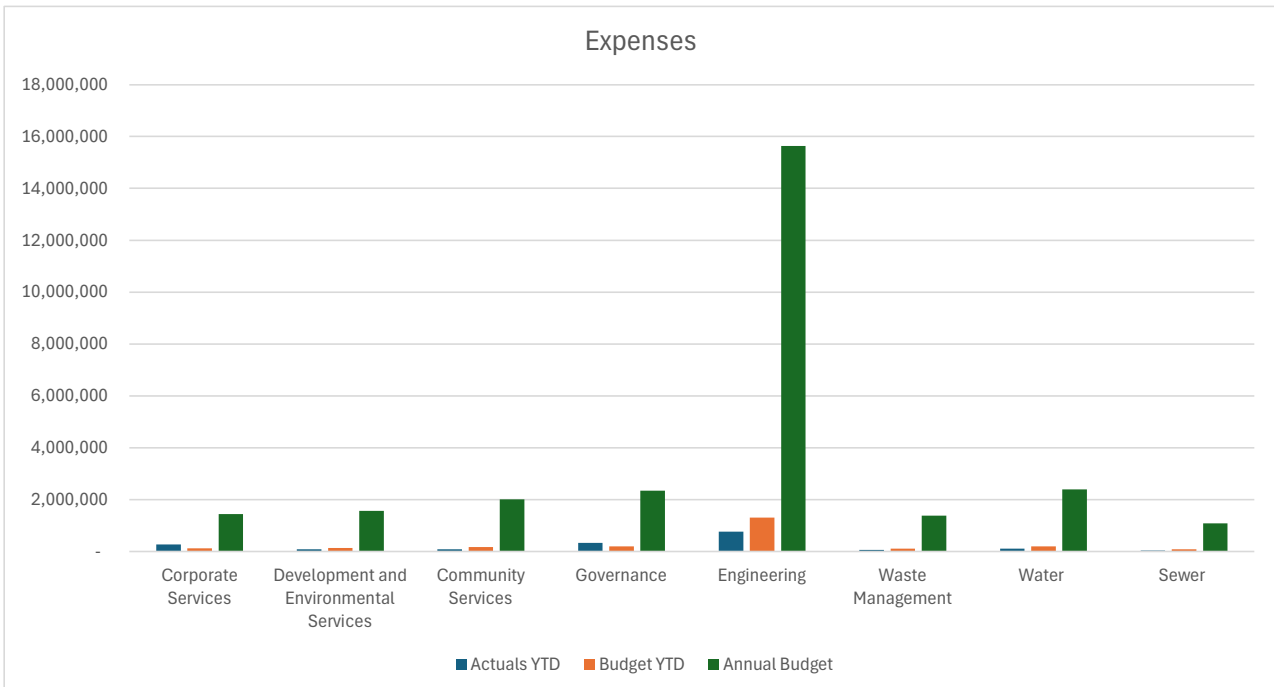
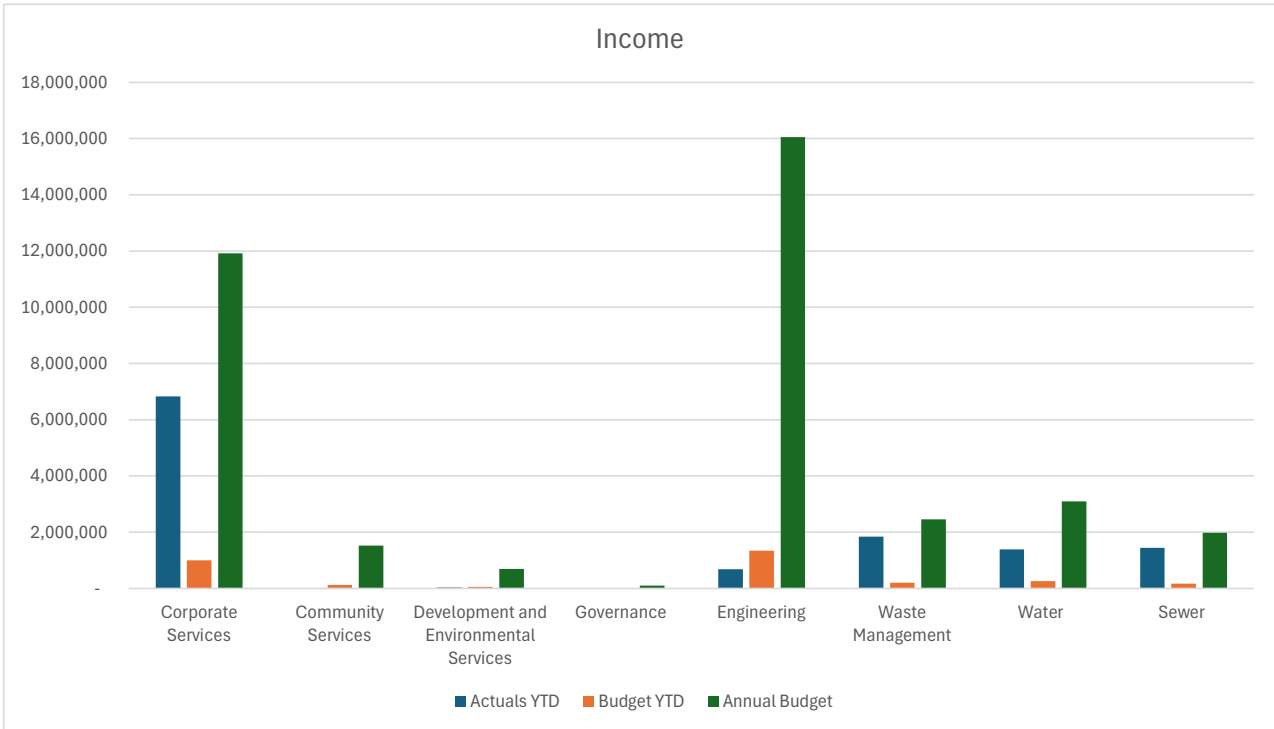
**Narromine Shire Council**  
**Income and Expenses Summary**  
**for the financial year to date 31 July 2024**



**Narromine Shire Council**  
**Income Statement by Department**  
for the financial year to date 31 July 2024

	Actual YTD	Annual Budget	Variance \$	Variance %
<b>Income</b>				
Corporate Services	6,822,063	11,917,377	5,095,314	57%
Community Services	11,327	1,521,614	1,510,287	1%
Development and Environmental Services	25,929	686,280	660,351	4%
Governance	2,926	98,250	95,324	3%
Engineering	679,055	16,048,565	15,369,510	4%
Waste Management	1,845,563	2,454,235	608,672	75%
Water	1,389,572	3,097,030	1,707,458	45%
Sewer	1,444,959	1,975,321	530,362	73%
<b>Income Total</b>	<b>12,221,394</b>	<b>37,798,672</b>	<b>25,577,278</b>	<b>32%</b>
<b>Expenditure</b>				
Corporate Services	267,918	1,446,747	1,178,829	19%
Development and Environmental Services	88,232	1,570,733	1,482,501	6%
Community Services	87,839	2,005,658	1,917,819	4%
Governance	328,166	2,339,644	2,011,478	14%
Engineering	760,261	15,633,391	14,873,130	5%
Waste Management	63,962	1,384,583	1,320,621	5%
Water	107,341	2,389,085	2,281,744	4%
Sewer	38,676	1,078,990	1,040,314	4%
<b>Expenditure Total</b>	<b>1,742,395</b>	<b>27,848,831</b>	<b>26,106,436</b>	<b>6%</b>
<b>Total</b>	<b>10,478,999</b>	<b>9,949,841</b>	<b>(529,158)</b>	<b>105%</b>

**Narromine Shire Council**  
**Income Statement by Department**  
**for the financial year to date 31 July 2024**



Attachment No. 3

CAPITAL WORKS PROGRAM 2024/25						
Asset Class	Town	Project Description				Budget %
			Actuals	Annual Budget	Variance	
Corporate and Financial Services	Shire	Capital Contingency Fund	-	200,000	200,000	0%
<b>Total Corporate and Financial Services</b>			-	<b>200,000</b>	<b>200,000</b>	<b>0%</b>
Buildings	Narromine	Council Chamber - Rear Shed Flooring	-	20,000.00	20,000	0%
Buildings	Shire	Mungery Hall Upgrade (CAP 023)	-	278,964	278,964	0%
Buildings	Narromine	Customer and Payment Centre - Awning (Roof Patio)	-	18,000	18,000	0%
Buildings	Narromine	Depot Upgrade - Improved Storage, Automated Gates, Awning, Generator, Switchboard	-	80,000	80,000	0%
Buildings	Trangie	Library Extension - Local Roads and Community Infrastructure Program Phase 4	2,100	220,000	217,900	1%
Buildings	Narromine	Library Upgrade - Local Roads and Community Infrastructure Program Phase 4	1,800	180,000	178,200	1%
<b>Total Buildings</b>			<b>3,900</b>	<b>796,964</b>	<b>793,064</b>	<b>2%</b>
Cemeteries	Narromine	Narromine Cemetery (Dappo Road) Toilet Block	-	11,746	11,746	0%
Cemeteries	Narromine	Baby Graves Upgrade	1,200	25,000	23,800	5%
Cemeteries	Narromine	Headstone Slabs	-	6,000	6,000	0%
Cemeteries	Trangie	Landscape and Upgrades	-	15,000	15,000	0%
<b>Total Cemeteries</b>			<b>1,200</b>	<b>57,746</b>	<b>56,546</b>	<b>5%</b>
IT Services	Narromine	Civica eServices	-	20,000	20,000	0%
IT Services	Narromine	Optic Fibre Cable Network - Stage 3	-	35,000	35,000	0%
IT Services	Narromine	Virtual Hardware Server Replacement - Main Site and Disaster Recovery Site	-	125,000	125,000	0%
IT Services	Narromine	Records System Upgrade to CM10	-	15,000	15,000	0%
IT Services	Narromine	UPS (Battery Back-up) Replacements	-	25,000	25,000	0%
IT Services	Narromine	Street Watch CCTV Server Upgrade	-	17,000	17,000	0%
<b>Total IT Services</b>			-	<b>237,000</b>	<b>237,000</b>	<b>0%</b>
Real Estate Development	Trangie	Subdivision & Development of Derribong St Trangie Land	5,824	239,057	233,233	2%
Real Estate Development	Narromine	Industrial Estate Land Development - Business Planning Freight Exchange	-	412,173	412,173	0%
Real Estate Development	Narromine	Residential Land Development - 36 Jones Circuit	1,177,342	1,300,000	122,658	91%
<b>Total Real Estate Development</b>			<b>1,183,166</b>	<b>1,951,230</b>	<b>768,065</b>	<b>93%</b>
Recreation Facilities	Narromine	Fowler Engine Restoration	-	5,000	5,000	0%
Recreation Facilities	Narromine	Pool Upgrade Works - Fencing, Benches & Seating, Entrance Landscaping	15,455	88,161	72,706	18%
Recreation Facilities	Trangie	Dandaloo Street - Public Toilets Screening (Section 7.12 Contributions)	-	5,000	5,000	0%
Recreation Facilities	Narromine	Dundas Park - Playground Upgrades	-	13,659	13,659	0%
Recreation Facilities	Trangie	Argonauts Park - Park and Area Upgrades	-	21,855	21,855	0%
<b>Total Recreation Facilities</b>			<b>15,455</b>	<b>133,675</b>	<b>118,220</b>	<b>18%</b>
Saleyards	Narromine	Saleyards Redevelopment - Planning, Design and Consultation	-	50,000	50,000	0%
<b>Total Saleyards</b>			-	<b>50,000</b>	<b>50,000</b>	<b>0%</b>
Roads	Narromine	Rural Roads - Tomingley and Gainsborough Road Intersection Upgrade (Block Grant)	17,609	250,000	250,000	0%
Roads	Shire	Rural Roads - Resources For Regions - Round 9 - R4R9 - Road Resheeting & Sealing Across The Shire	6,165	982,197	87,926	0%
Roads	Narromine	2023-24 FAGS - Narromine Footpaths - Cycleways - Pedestrian Facility (Budget Only)	-	87,926	87,926	0%
Roads	Trangie	2023-24 FAGS - Trangie Footpaths - Cycleways - Pedestrian Facility (Budget Only)	-	43,963	43,963	0%
Roads	Tomingley	2023-24 FAGS - Tomingley Footpaths - Cycleways - Pedestrian Facility (Budget Only)	-	14,654	14,654	0%
Roads	Narromine	2023-24 FAGS - Derribong Street - New Footpath Construction	-	289,425	289,425	0%
Roads	Shire	2023-24 FAGS - Rural Roads Gravel Resheet Program (Budget Only)	-	360,500	360,500	0%
Roads	Shire	Rural Roads - Rural Culvert Replacement Program	-	116,699	116,699	0%
Roads	Narromine	Tullamore Road (McGrane Way) Improvements - Reconstruction, Widening and Resealing 2km of Road (LRCP Phase 4)	-	524,729	524,729	0%
Roads	Narromine	Upgrade of Bus Stops (Country Passenger Transport Infrastructure Funding)	-	15,000	15,000	0%
Roads	Shire	Betterment Improvement Program - Tomingley	-	490,326	490,326	0%
Roads	Shire	Betterment Improvement Funding - Momo Road	-	184,800	184,800	0%
Roads	Shire	Betterment Improvement Funding - Lincoln Lane	-	335,382	335,382	0%
Roads	Shire	Betterment Improvement Funding - Jobs Road	-	2,822	2,822	0%
Roads	Shire	Betterment Improvement Funding - Herring Lane	-	132,199	132,199	0%
Roads	Shire	Betterment Improvement Funding - Hamilton's Road	2,684	231,441	228,757	1%
Roads	Shire	Betterment Improvement Funding - Fairview Road	-	365,257	365,257	0%
Roads	Shire	Betterment Improvement Funding - Haberworth Road	-	9,408	9,408	0%
Roads	Shire	Betterment Improvement Funding - Frecklingtons Road	-	249,026	249,026	0%
Roads	Shire	Betterment Improvement Funding - Farrendale Road	-	73,382	73,382	0%
Roads	Shire	Betterment Improvement Funding - Euromedah Road	-	24,460	24,460	0%
Roads	Shire	Betterment Improvement Funding - Eureka Road	-	22,848	22,848	0%
Roads	Shire	Gainsborough Road - Tomingley Intersection Widening and Land Acquisition	-	40,000	40,000	0%
Roads	Trangie	FAGS 2024-25 Main Street Kerb Upgrade	-	30,000	30,000	0%
Roads	Shire	FAGS 2024-25 Roads Reseal, Resheeting and Upgrades	-	1,000,000	1,000,000	0%
Roads	Shire	Roads Reseal, Resheeting and Upgrades (Regional and Local Roads Repair Program Funding)	89,504	2,000,000	2,000,000	0%
Roads	Shire	FAGS 2024-25 Guard Rails Replacement and Upgrades	-	200,000	200,000	0%
Roads	Narromine	Kerb and Gutter Upgrades	-	77,250	77,250	0%
Roads	Trangie	Kerb and Gutter Upgrades	-	51,500	51,500	0%
<b>Total Roads</b>			<b>115,962</b>	<b>8,205,194</b>	<b>7,308,239</b>	<b>1%</b>
Sewer	Trangie	Sewer Treatment Plant Capital Upgrade - Trangie	-	247,774	247,774	0%
Sewer	Trangie	New Switch Boards - 4 Stations	-	240,000	240,000	0%
Sewer	Trangie	Upgrade of SPS 4	-	60,000	60,000	0%
Sewer	Shire	Minor Capital Works	-	24,487	24,487	0%
Sewer	Shire	Telemetry Upgrade High End Servers, Drives and Software	-	20,000	20,000	0%
<b>Total Sewer</b>			-	<b>592,261</b>	<b>592,261</b>	<b>0%</b>
Stormwater	Narromine	Drainage - Mingelo Street Narromine	-	40,836	40,836	0%
Stormwater	Trangie	Trangie Lined and Unlined Open Channel Drain - Capital Program	-	150,000	150,000	0%
Stormwater	Tomingley	Lined & Outlined Open Channel Drain - Capital Program	-	10,000	10,000	0%
Stormwater	Narromine	Resources For Regions - Round 9 - R4R9 - Narromine Northern Catchment Storm Water Project - Stage 1	-	1,923,713	1,923,713	0%
<b>Total Stormwater</b>			-	<b>2,124,549</b>	<b>2,124,549</b>	<b>0%</b>
Waste Management	Narromine	Narromine Transfer Station Design	-	-	-	0%
Waste Management	Trangie	Trangie Transfer Station Design	-	25,000	25,000	0%
Waste Management	Narromine	Irrigation - Waste Facilities	-	36,850	36,850	0%
Waste Management	Narromine	2 X Fire fighting tanks including pumps and sprays - Waste Facilities	-	32,862	32,862	0%
Waste Management	Narromine	Security upgrades extra cameras - Waste Facilities	-	22,830	22,830	0%
Waste Management	Narromine	Security Fencing	-	50,000	50,000	0%
Waste Management	Narromine	CCTV	-	80,000	80,000	0%
Waste Management	Narromine	New Meals Room Facilities	-	60,000	60,000	0%
Waste Management	Tomingley	Waste Depot Improvements	-	50,000	50,000	0%
<b>Total Waste Management</b>			-	<b>357,542</b>	<b>357,542</b>	<b>0%</b>
Water Supply	Narromine	Resources For Regions Round 9 - R4R9 - Narromine Northern Zone Water Pressure Booster System	-	200,000	200,000	0%



## Attachment No. 3

CAPITAL WORKS PROGRAM 2024/25						
Asset Class	Town	Project Description				Budget %
			Actuals	Annual Budget	Variance	
Water Supply	Narromine	Concept and Detailed Design WTP	-	300,000	300,000	0%
Water Supply	Shire	Network Mains Replacement	2,431	202,155	202,155	0%
Water Supply	Trangle	Harris Street Main Replacement and Relocation of Treated Water Standpipe	-	67,980	67,980	0%
Water Supply	Shire	Water Quality Online Monitoring Systems	-	27,825	27,825	0%
Water Supply	Tomingley	Water Tank (Alkane Fund)	27,838	100,000	72,162	28%
Water Supply	Tomingley	Installation of Generator at Tomingley Water Treatment Plant (Alkane Fund)	-	15,000	15,000	0%
Water Supply	Tomingley	Installation of Smart Meter Receiver (Alkane Fund)	-	15,000	15,000	0%
Water Supply	Tomingley	Installation of Satellite Internet Connection (Alkane Fund)	-	12,000	12,000	0%
<b>Total Water Supply</b>			<b>30,269</b>	<b>939,960</b>	<b>912,122</b>	<b>28%</b>
Plant and Equipment	Narromine	New and Replacement - Plant and Vehicles 24/25	-	3,270,013	3,270,013	0%
<b>Total Plant and Equipment</b>			<b>-</b>	<b>3,270,013</b>	<b>3,270,013</b>	<b>0%</b>
<b>GRAND TOTAL</b>			<b>1,349,950</b>	<b>18,866,134</b>	<b>16,737,622</b>	<b>7%</b>

## Narromine Shire Council - Revenue and Expenditure Budget

Master Account	Actual YTD	Budget	Variance \$	Budget %
<b>Income - Operating</b>				
<b>Community Services</b>				
02700 - Real Estate Development	-	(182,937)	(182,937)	0%
02410 - Health Services	(9,538)	(116,889)	(107,351)	8%
02470 - Libraries	-	(86,549)	(86,549)	0%
02480 - Youth Services	-	(28,000)	(28,000)	0%
02640 - Hub-N-Spoke	(968)	(11,256)	(10,288)	9%
02600 - Tourism Operations	(385)	(4,846)	(4,461)	8%
02460 - Community Service	(435)	-	435	0%
<b>Community Services Total</b>	<b>(11,327)</b>	<b>(430,477)</b>	<b>(419,150)</b>	<b>3%</b>
<b>Corporate Services</b>				
02990 - General Purpose Revenue	(6,691,721)	(6,786,480)	(94,759)	99%
01110 - Financial Services	(120,831)	(4,594,034)	(4,473,203)	3%
01100 - Corporate Services Mgmt	-	(473,479)	(473,479)	0%
01180 - Workers Compensation Claims Mgmt	(7,863)	(53,330)	(45,467)	15%
01150 - Human Resources Mgmt	-	(25,000)	(25,000)	0%
02240 - Corporate Administration Buildings	(1,043)	6,826	7,869	-15%
01130 - IT Services	(606)	8,120	8,726	-7%
<b>Corporate Services Total</b>	<b>(6,822,063)</b>	<b>(11,917,377)</b>	<b>(5,095,314)</b>	<b>57%</b>
<b>Development and Environmental Services</b>				
02830 - Building Control Services	(23,201)	(457,348)	(434,147)	5%
02880 - Rural Fire Service Mtce	-	(126,354)	(126,354)	0%
01210 - Noxious Weeds Operations	-	(74,435)	(74,435)	0%
02810 - Animal & Pest Control	(1,538)	(17,710)	(16,172)	9%
02840 - Health Administration & Inspection	(977)	(6,999)	(6,022)	14%
02831 - Building Control Services - Swim Pool Compliance	(212)	(2,898)	(2,686)	7%
02850 - Rural Fire Service Administration	-	(536)	(536)	0%
<b>Development and Environmental Services Total</b>	<b>(25,929)</b>	<b>(686,280)</b>	<b>(660,351)</b>	<b>4%</b>
<b>Engineering</b>				
03200 - Water Supply	(1,389,572)	(3,077,926)	(1,688,354)	45%
02220 - Plant Operations	(263,697)	(2,366,604)	(2,102,907)	11%
03300 - Sewerage Services	(1,444,959)	(1,975,321)	(530,362)	73%
01340 - Rural Roads	-	(1,917,360)	(1,917,360)	0%
03410 - Domestic Waste Operations	(1,439,208)	(1,558,585)	(119,377)	92%
01360 - Regional Roads	-	(1,278,774)	(1,278,774)	0%
02200 - Quarry Operations	-	(1,051,652)	(1,051,652)	0%
03400 - Commercial Waste Operations	(239,956)	(715,984)	(476,028)	34%
02230 - Private Works	(49,595)	(292,690)	(243,095)	17%
03420 - Waste Management	(166,399)	(179,666)	(13,267)	93%
01290 - Mining	(82,880)	(168,000)	(85,120)	49%
01370 - Street Lighting	-	(111,780)	(111,780)	0%
02190 - Aerodrome Operations	(9,239)	(101,339)	(92,100)	9%
02210 - Cemetery Operations	(8,026)	(101,172)	(93,146)	8%
01200 - Engineering Mgmt	(133,631)	(89,790)	43,841	149%
02500 - Sports Centre	(5,922)	(88,656)	(82,734)	7%
02100 - Stormwater Mgmt	(53,302)	(53,444)	(142)	100%
02750 - Swimming Pools	(1,157)	(41,003)	(39,846)	3%
03201 - Water Supply - Lease Income	-	(19,104)	(19,104)	0%
01240 - Sports Grounds	-	(1,876)	(1,876)	0%
02260 - Buildings - Halls	-	(335)	(335)	0%
01220 - Parks & Reserves	-	(100)	(100)	0%
<b>Engineering Total</b>	<b>(5,287,545)</b>	<b>(15,191,161)</b>	<b>(9,903,616)</b>	<b>35%</b>
<b>Governance</b>				

04110 - Alliance of Western Councils Operations	-	(65,000)	(65,000)	0%
04600 - NSRAC Operations	(1,967)	(28,519)	(26,552)	7%
04700 - TSRAC Operations	(590)	(3,681)	(3,091)	16%
01020 - Governance	(150)	(1,050)	(900)	14%
04900 - Trangie Memorial Hall Operations	(218)	-	218	0%
<b>Governance Total</b>	<b>(2,926)</b>	<b>(98,250)</b>	<b>(95,324)</b>	<b>3%</b>
<b>Income Total</b>	<b>(12,149,789)</b>	<b>(28,323,545)</b>	<b>(16,173,756)</b>	<b>43%</b>

**Expenditure - Operating****Community Services**

02640 - Hub-N-Spoke	-	1,768	1,768	0%
02480 - Youth Services	-	15,452	15,452	0%
02460 - Community Service	6,000	59,313	53,313	10%
02400 - Saleyards	186	67,056	66,870	0%
02280 - Community Buildings	1,668	87,977	86,309	2%
02300 - Library Buildings	1,499	112,194	110,695	1%
02700 - Real Estate Development	23,267	203,607	180,340	11%
02410 - Health Services	614	203,624	203,010	0%
02600 - Tourism Operations	24,513	351,292	326,779	7%
02470 - Libraries	2,452	446,311	443,859	1%
02650 - Economic Development	27,642	457,064	429,422	6%
<b>Community Services Total</b>	<b>87,839</b>	<b>2,005,658</b>	<b>1,917,819</b>	<b>4%</b>

**Corporate Services**

01110 - Financial Services	(7,233)	(1,186,111)	(1,178,878)	1%
01180 - Workers Compensation Claims Mgmt	10,113	50,594	40,481	20%
01140 - Records Services	18,425	156,578	138,153	12%
02240 - Corporate Administration Buildings	11,855	157,107	145,252	8%
01100 - Corporate Services Mgmt	29,218	377,116	347,898	8%
01130 - IT Services	71,234	915,679	844,445	8%
01150 - Human Resources Mgmt	134,306	975,784	841,478	14%
<b>Corporate Services Total</b>	<b>267,918</b>	<b>1,446,747</b>	<b>1,178,829</b>	<b>19%</b>

**Development and Environmental Services**

02800 - Environment	469	3,930	3,461	12%
02870 - State Emergency Service	-	16,633	16,633	0%
02830 - Building Control Services	-	16,765	16,765	0%
02840 - Health Administration & Inspection	11,787	105,471	93,684	11%
02880 - Rural Fire Service Mtce	1,569	126,342	124,773	1%
02810 - Animal & Pest Control	8,924	132,448	123,524	7%
01210 - Noxious Weeds Operations	28,624	224,345	195,721	13%
02820 - Planning	36,858	290,576	253,718	13%
02850 - Rural Fire Service Administration	-	654,223	654,223	0%
<b>Development and Environmental Services Total</b>	<b>88,232</b>	<b>1,570,733</b>	<b>1,482,501</b>	<b>6%</b>

**Engineering**

01341 - Flood Damaged Roads AGRN1034	3,531	-	(3,531)	0%
01380 - Road Structures	-	13,025	13,025	0%
01290 - Mining	-	50,000	50,000	0%
01270 - Bridges - Regional Rds	-	66,477	66,477	0%
02320 - Depot Buildings	1,802	67,363	65,561	3%
03420 - Waste Management	(7)	82,316	82,323	0%
02500 - Sports Centre	9,046	119,772	110,726	8%
02210 - Cemetery Operations	14,837	119,995	105,158	12%
01370 - Street Lighting	5,509	126,025	120,516	4%
02230 - Private Works	189	145,010	144,821	0%
02110 - Public Amenities	13,190	146,297	133,107	9%
01250 - Bridges - Local Rds	-	159,403	159,403	0%
03400 - Commercial Waste Operations	14,211	190,636	176,425	7%
01240 - Sports Grounds	14,071	204,087	190,016	7%
02260 - Buildings - Halls	8,286	232,089	223,803	4%

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01190 - Depot - Store Operations	22,611	264,225	241,614	9%
02100 - Stormwater Mgmt	2,273	474,995	472,722	0%
02750 - Swimming Pools	40,286	598,582	558,296	7%
02190 - Aerodrome Operations	19,452	865,078	845,626	2%
01320 - Urban Streets	42,842	887,605	844,763	5%
01360 - Regional Roads	85,677	1,039,928	954,251	8%
03300 - Sewerage Services	38,676	1,078,990	1,040,314	4%
03410 - Domestic Waste Operations	49,757	1,111,631	1,061,874	4%
02200 - Quarry Operations	18,102	1,274,852	1,256,750	1%
01200 - Engineering Mgmt	182,551	1,655,607	1,473,056	11%
01220 - Parks & Reserves	98,302	1,725,186	1,626,884	6%
02220 - Plant Operations	102,441	2,140,850	2,038,409	5%
03200 - Water Supply	107,341	2,389,085	2,281,744	4%
01340 - Rural Roads	74,889	3,256,940	3,181,676	2%
<b>Engineering Total</b>	<b>969,865</b>	<b>20,486,049</b>	<b>19,515,809</b>	<b>5%</b>
<b>Governance</b>				
04700 - TSRAC Operations	-	13,312	13,312	0%
04600 - NSRAC Operations	1,418	20,388	18,970	7%
04110 - Alliance of Western Councils Operations	-	37,366	37,366	0%
01010 - Elected Members Operations	14,220	273,712	259,492	5%
01020 - Governance	18,385	539,532	521,147	3%
01000 - Executive Services	294,143	1,455,334	1,161,191	20%
<b>Governance Total</b>	<b>328,166</b>	<b>2,339,644</b>	<b>2,011,478</b>	<b>14%</b>
<b>Expenditure Total</b>	<b>1,742,019</b>	<b>27,848,831</b>	<b>26,106,437</b>	<b>6%</b>
<b>Total</b>	<b>(10,407,769)</b>	<b>(474,714)</b>	<b>9,932,680</b>	<b>2192%</b>
<b>Income - Capital</b>				
<b>Community Services</b>				
02700 - Real Estate Development	-	(412,173)	(412,173)	0%
02300 - Library Buildings	-	(400,000)	(400,000)	0%
02280 - Community Buildings	-	(278,964)	(278,964)	0%
<b>Community Services Total</b>	<b>-</b>	<b>(1,091,137)</b>	<b>(1,091,137)</b>	<b>0%</b>
<b>Engineering</b>				
01340 - Rural Roads	-	(3,103,548)	(3,103,173)	0%
01360 - Regional Roads	-	(2,524,729)	(2,524,729)	0%
02100 - Stormwater Mgmt	-	(1,923,713)	(1,923,713)	0%
03200 - Water Supply	-	(425,000)	(425,000)	0%
01320 - Urban Streets	-	(15,000)	(15,000)	0%
02220 - Plant Operations	(71,230)	-	71,230	0%
<b>Engineering Total</b>	<b>(71,230)</b>	<b>(7,991,990)</b>	<b>(7,920,385)</b>	<b>1%</b>
<b>Income Total</b>	<b>(71,230)</b>	<b>(9,083,127)</b>	<b>(9,011,522)</b>	<b>1%</b>
<b>Total</b>	<b>(7,863)</b>	<b>(53,330)</b>	<b>(45,467)</b>	<b>15%</b>

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## NARROMINE SHIRE COUNCIL

### CEMETERY POLICY

#### Document Version Control

Resolution Number	Created by	Adopted by Council	Last Modified	Review Period
2009/433	Rates Officer	20 October 2009	October 2009	4 years or as required
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## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

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## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Introduction

Narromine Shire Council has developed this policy document to suit the burial requirements and needs of the general community. It covers all cemeteries in the Narromine Local Government area. The regulations regarding burial requirements are outlined in this document, in both the monumental and lawn sections. All denominations are covered. General information regarding the purchase of perpetual interment rights, interment of cremated remains, contracts, interments service levy, memorials and exhumations is also provided.

### Objectives

To provide for the effective, efficient and appropriate operation of the public cemeteries that Narromine Shire Council manages on the community's behalf.

As time permits investigate and locate burial records not currently held at Council. Continue with the ongoing collating of all burial records. Locate and record all reservations and unmarked graves within the cemeteries on a centralised database. The provision of crosses on unmarked graves, where identified, will be included in the ongoing maintenance of cemeteries.

All activities which take place within any cemetery grounds shall comply with relevant SafeWork requirements.

Council staff will always conduct themselves in a respectful and responsible manner when dealing with the public.

### Relevant Legislation & Guidelines

This policy document has been drafted with due consideration to the following:

- *Local Government Act, 1993*
- *Public Health Act, 2010*
- *Public Health Regulation 2012*
- *NSW Work, Health and Safety Act, 2011*
- *Privacy and Personal Information Protection Act 1998*
- *Cemeteries and Crematoria Act 2013*
- *Cemeteries and Crematoria Regulation 2022*
- *Cemetery and Crematorium Operator Code of Practice 2018*
- *Council Fees & Charges*
- *Council's Cemetery Register*
- *Council's Complaint Handling Policy and Procedures*

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Public Cemeteries located in the Narromine Shire Local Government Area

Narromine Shire Council is responsible for granting perpetual interment rights, all interments and liaison with funeral directors, record keeping, genealogy enquiries, ongoing maintenance and asset improvement. Council acts as the cemetery authority in accordance with all legislative requirements relating to these cemeteries. Each operational cemetery has both burial sites and ashes memorial options.

### Open Cemeteries

- **Narromine General Cemetery** (Dedicated 29<sup>th</sup> April 1884)  
Allotments are available for burials and reservations.  
Monumental Section (Standard Religions)  
Non-denominational Section  
Lawn Section  
Remembrance Walls  
Limited sites available for burials in the children's section of the cemetery
- **Trangie General Cemetery** (Dedicated 11<sup>th</sup> June 1886)  
Allotments are available for burials and reservations.  
Monumental Section (Standard Religions)  
Non-denominational Lawn Section  
Remembrance Wall
- **Tomingley Pioneer Cemetery** (Dedicated 2<sup>nd</sup> December 1887)  
Reopened for burials 2009  
Non-denominational Section  
Remembrance Wall  
Pioneer Section (Standard Religions) Closed for burials

**Note:** Council cemeteries have areas that are set apart for the use of various religions, but such setting apart does not entitle the authorities or members of any religious group to control in any manner the making of interments in any division so set apart, or to exclude any body from being buried therein.

### Closed Cemeteries

The following cemeteries located in the Narromine Local Government area are closed for burials.

- **Old Bundemar Historical Cemetery**
- **Old Dandaloo Cemetery** (Dedicated 13<sup>th</sup> December 1891)  
Gundong Street  
Dandaloo



## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

**Closed Cemeteries – Cont'd**

- **Dandaloo Cemetery**

Bulbodny Street  
Dandaloo

**Note:** The Dandaloo Church (was originally built as a private chapel adjoining the Martel's homestead) is operated under the control of the Uniting Church. Burials are no longer permitted in the church grounds; however, ashes are able to be interred by contacting the Uniting Church.

**Operator Licence**

All cemetery operators in NSW are required under the Cemeteries and Crematoria Act 2013 and Cemeteries and Crematoria Regulations 2022 to be licensed to operate. There are 4 categories of licence with different conditions applying depending on the category of licence:

- category 1 - over 100 burials or ash internments, on average, in the last 3 years
- category 2 - 50 to 99 ash internments, on average, in the last 3 years (cremation only operators)
- category 3 - less than 50 burials or ash interments, on average, in the last 3 years
- category 4 - inactive.

Council has been assessed as being a Category 2 Operator.

Each licence condition consists of a guiding principle and detailed requirements for compliance with the condition. The licence conditions are shown below:

Consumer contracts – Contracts must be entered into for all pre-need and at-need Right purchases.

Cemetery maintenance – Operators must ensure the site maintenance is carried out and public access to the cemetery's is maintained.

Pricing transparency – The cost for a basic adult burial and basic ash interment must be displayed on Council's website.

Customer service – Operators must ensure that they have customer service processes and systems, that their staff involved in customer service are trained on these processes and systems and where there has been a breach there are appropriate procedures in place to rectify this.

Religious and cultural and spiritual principles – Everyone in NSW has the right to a dignified burial or cremation that is respectful of their religious and cultural beliefs.

Reporting Obligations- Operators must notify the Cemeteries Agency, in writing, of any changes affecting the information provided to the Agency by the licence holder.

Prohibition of Interment Services – In some instances operators cannot offer, or perform, an interment.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Interment Services Levy

The interment services levy is a levy on interment services that funds Cemeteries and Crematoria NSW (CCNSW) to support and regulate the sector, ensuring that everyone in NSW has access to dignified burial and cremation services that are respectful of culture and faith. Funds raised through the levy support stronger consumer protections and better standards across the industry. The levy will be calculated on the number of services the operator performs each financial year. The levy will be charged for the following services:

- Cremation – Not applicable to Narromine Shire Council
- Burial
- Ash Interment

Interment services for children under 12, stillborn children, miscarriages and destitute people are exempt from the Interment Services Levy.

### Fees and Charges

Cemetery fees and charges are reviewed annually and can be found on Council's website.

### Interment

Two working days' notice must be given to allow sufficient time for grave digging to be completed. Burials with less than 48 hours' notice will be considered in exceptional circumstances. Burials shall take place within the following hours:

- Weekdays – Between the hours of 8.30am and 4pm.
- Weekends and Public Holidays– Between the hours of 9am and 3pm. (Additional fees are payable).
- Outside normal working hours – Will only be permitted by arrangement. (Additional fees are payable).

Interment must be conducted by an approved Undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of bodies, and burial are to be in accordance with the relevant acts and regulations in force at that time. All bodies for interment, except for Muslim burials, must be encased in a coffin or casket with the lid securely sealed. Council will where appropriate, undertake special considerations for burials where religious requirements dictate. Graves are to be closed within one hour of the conclusion of the funeral service, or as soon as the attendees have vacated.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Interment – Cont'd

Crosses will be provided for all burials unless:

- The Funeral Director, next of kin or the executor of the deceased persons estate have requested that no cross be provided.
- The grave has an existing headstone or monument (only applicable in re-openings).

Council will, as time permits, undertake to replace crosses once if they have deteriorated beyond repair, are difficult to read or are missing.

Excavation of graves shall only be undertaken by Council staff or those contracted by Council.

The erection of vaults and other forms of above ground interments are not permitted in cemeteries in the Narromine Shire local government area.

The Council accepts no responsibility for the maintenance or repair of monuments irrespective of the cause of the need for maintenance or repair.

### Christmas – New Year Period Arrangements

Council's office is closed during the Christmas – New Year period, however burials can still be conducted by contacting Council's Cemetery Officer.

### Burials

Before a burial takes place, the following forms need to be completed and submitted to Council for processing:

Application for Burial

Application for Perpetual Right – Not required if site purchased or reserved prior to 1 July 2024.

Contract – Not required if site purchased or reserved prior to 1 July 2024.

The Contract will form an essential part of the funeral arrangements. The Funeral Director will sign the Contract on Council's behalf. Once this paperwork is processed, Council will issue an Order of Interment to the Funeral Director prior to the burial taking place.

No burials or interment of ashes can proceed until Council issues an Order for Interment.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Register of Burials

Council will ensure the recording of burials complies with the provisions of the *Cemeteries & Crematoria Act 2013* and its *Regulations*. Additional information may be recorded for family history purposes.

The information contained in the burial register will be made available to any person. Council will make cemetery records available on its website. A copy of any entry is available on by completing an application for copy of entry in Cemetery Register for which an administration fee may apply.

### Re-Opening Burials (Multiple Interments)

Council will allow the reopening of graves at all cemeteries subject to the following conditions:

- Comply with the provisions of the *Public Health (Disposal of Bodies) Regulation 2012*.
- Monumental Sections Only - When the removal of monument ledger and headstones are required, Council staff (or those contracted by Council) will take all reasonable care not to cause any damage, however if a monument ledger or headstone is inadvertently damaged during this process Council will not be held responsible for any repairs.
- Lawn Sections – Burial allotments within the lawn cemeteries are automatically excavated to double depth to allow for a re-opening at a later date unless otherwise instructed. The funeral director may, at the time of organising a funeral, request that the grave be excavated to single depth at the family's request.
- When a grave is opened for a second burial, the excavation shall be made so as to leave a layer of undisturbed earth not less than 300mm in depth above the lid of any coffin already in the grave. The upper surface of the coffin is to be at least 900mm below the natural ground surface level.

### Grave Allotment Sizes

Grave allotment sizes are as follows:

- Lawn section 1.2m x 2.4m
- Monumental Section 900mm x 2.4m
- Children's section – 600mm x 12mm – Limited sites available

Burial depth for single interments is a minimum of 1.5 metres and for double interments 2.1 metres where possible, subject to soil conditions. Graves will be excavated to double depth unless single depth is requested by the family.

Each interment site allows for a maximum of 2 full body interments and 4 ash interments.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Infant Burials

Council allows the burial of infants (aged under 2 months) to take place under the concrete beam in the lawn section of Council cemeteries allowing the main gravesite to be used by the family of the deceased infant. Requests for infant burials will be assessed as required. Limited spaces in the children's section are available.

### Shallow Burials

Circumstances leading to a shallow burial may include:

- A reduction in overall depth of burial due to a geographical feature of the land.
- A second burial
- Land has been filled and a reduction in burial is needed to allow burial in the fill: the fill material needs to be suitable for the operation of a cemetery in that a grave could be prepared without it collapsing. The soil and its use as fill should not permit decomposition leachate to percolate to the surface of slopes or batters; or enter any streams or intermittent water courses.

Design structure and materials used for a shallow burial need to avoid subsidence when the coffin deteriorates, prevent feral animals entering the grave, or prevent the escape of decomposition odours.

The body of the deceased person must be contained in a coffin or casket. The distance from the top of the lid of a grave liner to the natural ground surface is reduced from the mandatory 900mm to not less than 400mm and should be as deep as possible.

Applications for a shallow burial must be made to the Area Health Service Public Health Unit on the appropriate application form. The applicant should provide information requested in the application form and plan and methodology of the interment.

### Perpetual Interment Rights - Contracts and Certificates

A perpetual interment right allows the holder to have human remains in a particular location forever. The right is passed down to descendants of the original holder. A perpetual interment right can be held by two or more joint holders, allowing them to be interred at the same or adjoining sites. When one joint holder dies, the remaining right holder/s becomes the holder/s of the right.

To purchase a Perpetual Interment Right an Application for a Perpetual Interment Right must be completed and submitted to Council along with the appropriate fee. Prior to the Perpetual Interment Right Certificate being issued a Contract must be signed by Council and the Right Holder/s. Council will provide a Certificate of the Interment Right to the holder/s which will specify the location details of the burial site within the cemetery.

Council will accept a re-payment schedule from holders of a pensioner concession card that will see the burial site/s paid in full within an agreed timeframe.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Burials on Private Property

Periodically Council receives enquiries regarding burials on private land.

Council has a role in the approval process for such burials which is summarised in this policy. Detailed requirements are contained in NSW Health Guidance on burying a body on Private Land –Public Health Regulation 2012.

Council may approve burials on private property subject to the following provisions:

- The area of the landholding is 5 hectares or more – Clause 66(1) (c).
- A person must not bury a body in or on any land if to do so would make it likely that the contamination of a drinking supply or a domestic water supply may occur – Clause 66 (2).
- Bodies must be placed in coffin prior to burial – Clause 64
- Bodies must be buried at a minimum of 900 millimetres – Clause 63.

Council requirements for the approval of a burial on private property

- A development application has been submitted by the Applicant and the appropriate fee as listed in Council's Fees & Charges has been paid.
- The burial site has been inspected and approved by Council.
- Application for Burial has been provided to Council by the Funeral Director and an Order of Interment issued.

Narromine Shire Council will assess such applications based on the process and requirements of the NSW Health Guidance on burying a body on Private Land – Public Health Regulation 2012.

Council will endeavour to process applications as expeditiously as possible. It is noted that the extent of information and assessment required would not normally allow an approval to be achieved within days of the death of a person.

### Transfer of a Perpetual Interment Rights

Perpetual Interment rights can be transferred to another person, or back to Council by one of the following options:

1. Transfer of an Interment Right as a Bequest – In accordance with Section 49 of the *Cemeteries and Crematoria Act 2003*.
2. Transfer of an Interment Right as a result of Intestacy – In accordance with Section 50 of the *Cemeteries and Crematoria Act 2003*.
3. Transfer of an Interment Right by Holder – In accordance with Section 58 of the *Cemeteries and Crematoria Act 2003*.
4. Transfer of a Perpetual Interment Right to Council – In accordance with Section 59 of the *Cemeteries and Crematoria Act 2003*.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

**Transfer of a Perpetual Interment Rights – Cont'd**

Upon completion of the appropriate application form Council will refund the amount paid at the time of purchase if the allotment is transferred back into Council's name.

An administration fee may apply to transfer of a Perpetual Interment Right.

Council will not accept transfer in title where a plot has been sold to another party on the open market.

**Revocation of Perpetual Interment Right** (Sec 52 Cemeteries and Crematoria Act 2013)

Council may, subject to the provisions of the *Cemeteries & Crematoria Act* and revoke exclusive rights of burial.

Holder/s of a perpetual right or reservation that has been revoked by Council can apply for compensation by completing an Application for Compensation Resulting from Revocation. The former holder is entitled to:

- A perpetual interment right granted for an alternate site in the same cemetery, or
- Compensation paid by Council of an amount equal to half the fee payable for the granting of a perpetual interment right for an alternate site in the same cemetery.

**Headstones and Monuments**

All monumental work in Council Cemeteries must be carried out by a licenced stonemason who has the relevant qualifications and carry Public Liability Insurance cover of \$20,000,000. Monuments, headstones or memorials must be constructed in accordance with the Australian Standard AS 4204-2019.

A completed application form to erect a headstone and the appropriate fee must be paid prior to the commencement of any monumental work in the lawn and non-denominational sections of Council cemeteries. Council's terms and conditions are shown on the application form.

Application forms can be found on Council's website or obtained from Council's Customer Service & Payments Centre. Headstone specifications, as shown in this policy, apply to all sections of Council's cemeteries and must be adhered to (Attachments 1-6). Council reserves the right to remove any monument that has been placed without approval.

A thirty (30) day period of grace will be given to allow for the removal of the illegal headstone or the lodgement of a headstone application form. This also applies to other illegal structures, including plaques laid directly onto the concrete beam. A fee applies for the processing of a late headstone application form.

Bronze and brass plaques attached to cemetery crosses are allowable.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

**Interment of Ashes and Placements of Memorial Plaques**

Before an interment of ashes takes place an Application for Perpetual Interment Right, Application for Ashes Interment must be submitted to Council. A Contract must be completed and submitted to Council. The Contract will form an essential part of the interment of ashes.

If the niche was purchased prior to 1 July 2024, a Contract will not be required.

No interment of ashes can proceed until Council issues an Order for Interment.

- New Lawn Wall of Memory – Bronze memorial plaques can be purchased through Council.
- Bedrock Garden Niche – Bronze memorial plaques can be purchased by Council.

Memorial plaques can be ordered by contacting Council's Customer Service & Payments Centre. Arrangements can be made to have the ashes interred and the plaques fitted on weekends or after hours for an additional fee. Memorial services can be arranged to coincide with the interment of the ashes. Interment of ashes in Remembrance Walls must be carried out by Council staff.

In some cases, Council staff may need to transfer the ashes into a suitable container that will fit into the niche. This may result in some ashes not being able to be interred. Any remaining ashes not collected by family members within six (6) months of interment will be scattered in the memorial garden.

Existing arrangements with the local funeral directors for the disposal of unwanted ashes will remain in place. Interment of ashes in headstones, niches or graves must be carried out by Council staff.

Council staff will take all reasonable care not to cause any damage however if a monument ledger or headstone is inadvertently damaged during this process Council will not be held responsible for any repairs.

Before an Australian service emblem can be placed on a memorial plaque, permission must be obtained from the Office of Australian War Graves prior to ordering the plaque.

Council's fee structure for purchasing niches, plaques, interring of ashes and fitting of plaques are outlined in Council's Fees and Charges.

**Note:** Memorial plaques may be placed on Council's Remembrance Walls without ashes being interred.



## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Removal of Ashes

All applications to have cremated remains removed from any cemetery for any reason, must be made in writing and be signed by family members of the deceased or the Executors of the Estate. Removal of ashes must be carried out by Council staff. An administration fee will be payable for this service. Additional fees may also be payable if the entrance of the niche is damaged during the removal of the memorial plaque.

### Exhumations

Public Health Regulation 2012 and the NSW Health Policy Statement – Exhumation of human remains of the Public Health Regulation 2012 provides specific regulation for the exhumation of human remains in NSW. Under Clause 70 of the Regulation, an application for approval to exhume the remains of a dead person may be made to the Director-General via an approved form to the Director of the Local Public Health Unit that acts on behalf of the Director-General of NSW Health.

Exhumation is not to take place unless an authorised officer or a NSW Health member of staff is present at the exhumation (the grave may be excavated to the lid of the coffin but nothing must be disturbed until the arrival of the authorised officer) (Clause 72). An authorised officer must be present at the exhumation to ensure the correct interment procedure is followed and that all of the remains are exhumed, and to enforce the protection of public health should this be necessary.

### Floral Tributes, Ornaments & Memorials

Monumental Section - Flowers, wreaths and artificial flowers will be removed from gravesites by Council staff if in their opinion they have deteriorated to such an extent as to detract from the appearance of the cemetery.

Lawn Section - To enable Council staff to carry out regular maintenance of the lawn cemetery any floral tributes, ornaments and memorials must be placed on the concrete headstone beam. Any floral tributes, ornaments and memorials found on the lawn will be removed and relocated to the concrete beam or discarded if they have deteriorated to such an extent as to detract from the appearance of the cemetery.

Remembrance Walls - Flowers, wreaths and artificial flowers will be removed from niche walls by Council staff if in their opinion they have deteriorated to such an extent as to detract from the appearance of the cemetery.

Glass any other items that Council deems to be a safety hazard are not permitted and if necessary, will be removed.

No trees, shrubs or flowers are to be planted by the public in Council cemeteries.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### General Maintenance

All maintenance at Council cemeteries will be undertaken by Council staff, or official contractors. This includes, but is not limited to, mowing, brush-cutting and other landscape works.

In addition to the routine maintenance of the cemetery grounds additional maintenance is generally scheduled prior to important days of visitation such as Mother's Day, Father's Day, Anzac Day, Easter and Christmas.

No maintenance to headstones and monuments will be carried out by Council staff.

### Complaint Handling

Council will acknowledge and attend to complaints in line with Council's adopted Complaint Handling Policy and Procedures.

### Vehicles

Vehicle access, unless otherwise authorised, is restricted to formed roads in cemeteries. Authorised vehicles include Funeral Directors' vehicles, Council and other Statutory Authority vehicles. Those vehicles with a disabled parking permit attached or a funeral director's vehicle, are permitted to drive off formed roads to facilitate access for persons with disabilities or transport of the deceased, at the direction of Council staff.

There are designated car parking areas located at Council cemeteries.

### War Cemetery

The Narromine War Cemetery is not governed by Narromine Shire Council. This cemetery is owned by the Australian War Graves Commission and maintained by the Narromine Returned Soldier's Sub Branch.

### Miscellaneous

A person must not do any of the following within a cemetery:

- a) Damage, deface, interfere with or alter burial sites;
- b) Damage, deface, interfere with or alter monuments;
- c) Bury, inter or exhume any human remains, whether cremated or not;
- d) No dogs are permitted in the Cemetery unless on a leash;
- e) Drive a vehicle at a speed of more than twenty (20) kilometres per hour;
- f) Camp or reside on any cemetery land;
- g) Possess or consume an alcoholic or intoxicating beverage or substance;
- h) Urinate or defecate;
- i) Bring or leave any rubbish, refuse, scrap metal, rock, soil, sand or any other such substances;

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

## Definitions

Term	Definition
Ashes	the cremated remains of a deceased persons
Applicant	means the person making an application for a burial or memorial right; for a work permit or other council consent; for burial or cremation.
At-Need	The circumstances when a person needs a burial site or a place for ashes immediately. This usually means that a person has recently died (or where death is imminently expected).
Beam	means the concrete slab where headstone or memorial plaque is placed.
Body/Bodies	means a body or bodies of a dead person (includes still-born children).
Cemetery or cemeteries	means public cemeteries managed and or controlled by Council. When used as a generic term it can apply to lone graves, family plots and larger collections, such as those under Council's control.
Coffin/Casket	means the box used to place bodies in for burials or cremations.
Coroner	means a person who exercises or performs the functions of a coroner in accordance with the <i>Coroners Act 1980</i> .
Council	refers to Narromine Shire Council
Denominational	relating to or according to the principles of a particular religious denomination.
Exhumation	the removal of the remains of a dead person or still-born child from a burial site.
Fee	a fee fixed by Council in its Fees and Charges document.
Funeral Director	means an individual licensed to carry out funeral services.
Gravesite	means a gravesite, vault site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.
Holder/Grantee/Owner	the person recorded in the cemetery operator's register as the person that currently has the perpetual interment right.
Interment	means the process of burying human remains in the earth (directly in the earth or in a container) placing human remains in a mausoleum, vault, columbarium or any other structure designed to hold human remains.
Interment Site	the nominated place set aside for the placement of human remains (including ashes) within a cemetery.
Memorial	a gravestone, plaque, cenotaph or other monument, or any other structure or permanent physical object used to memorialise a person.
Monument	any structure, plaque, headstone, footstone, masonry, metalwork, casting or item placed over, in or around a burial place.
Monumental Mason	means a tradesman or person possessing the skills to carry out monument masonry work and offering them as a service.
Niche	interment site within a in columbarium, wall or other site used to place cremated remains.
Non-denominational	means not affiliated with any particular religion.
Order for Interment	a written order that the operator creates to confirm the details of the interment immediately prior to it occurring.
Perpetuity	lasting indefinitely with no fixed end date.
Perpetual Interment Right	The right to have a person permanently buried or their ashes placed at the interment site.
Plot	A small, numbered piece of land used for the purpose of burial within a section of a cemetery.
Pre-Need	The circumstances when a person needs a burial site or a place for ashes at a future date. This usually means that no-one has recently died.
Register	means the Council's formal repository of data obtaining all the required details of a burial, cremation, memorial site or right of burial.
Top Stone/Ledger	a slab of stone / concrete laid flat over a grave.

## NARROMINE SHIRE COUNCIL DRAFT CEMETERY POLICY

### Attachments

Headstone Specifications – All sections within Council cemeteries.

Attachment 1 – Narromine & Trangie Lawn – Single Headstone

Attachment 2 – Narromine & Trangie Lawn – Double Headstone for Single width grave

Attachment 3 – Narromine & Trangie Lawn - Double Headstone for Double width grave

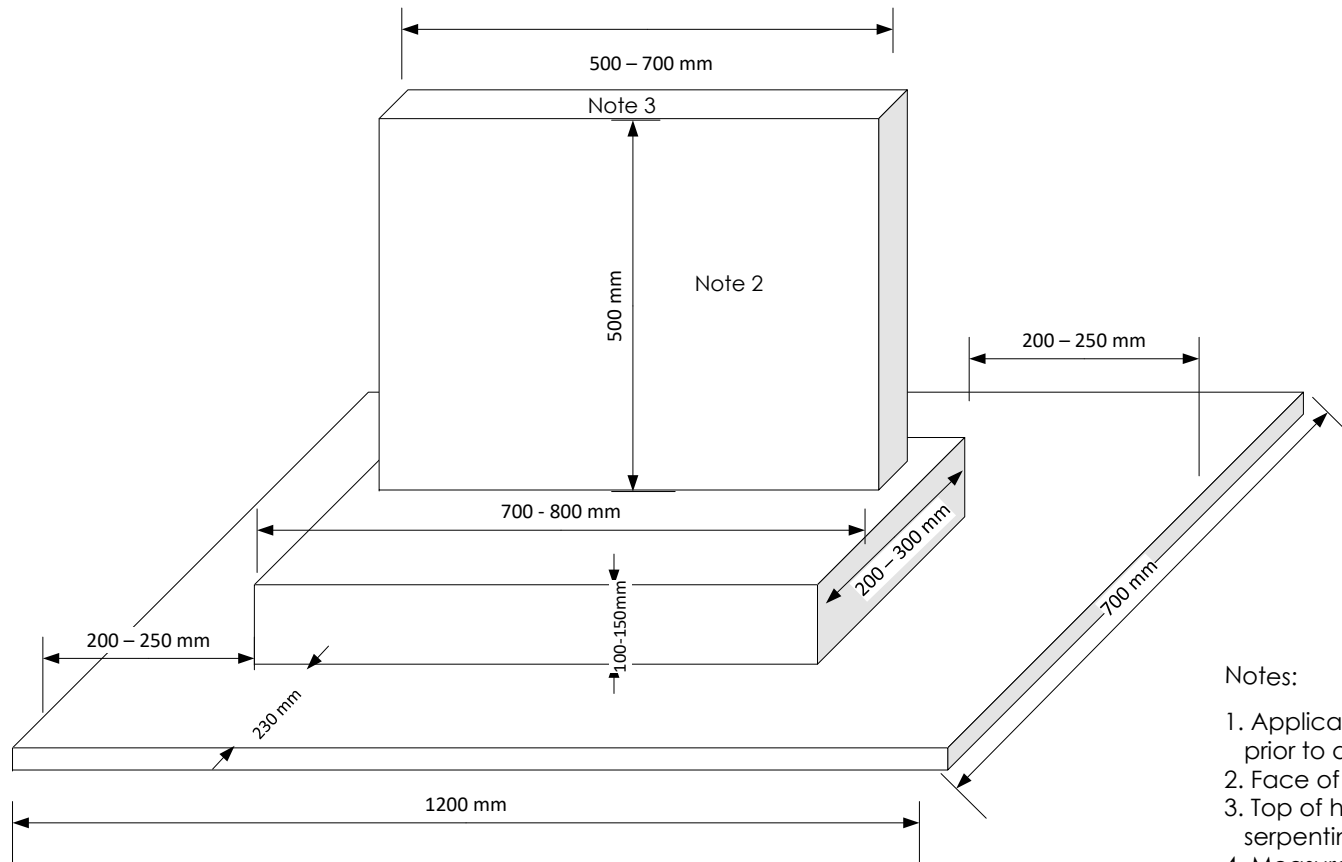
Attachment 4 – Narromine, Trangie & Tomingley Monumental – Single Headstone

Attachment 5 - Narromine, Trangie & Tomingley Monumental – Double Headstone for  
Double grave width

Attachment 6 – Narromine, Trangie & Tomingley Monumental – Double Headstone for  
Single width grave

**Note:** All cemetery forms can be found on Council's website or obtained from Council's Customer Service & Payments Centre.

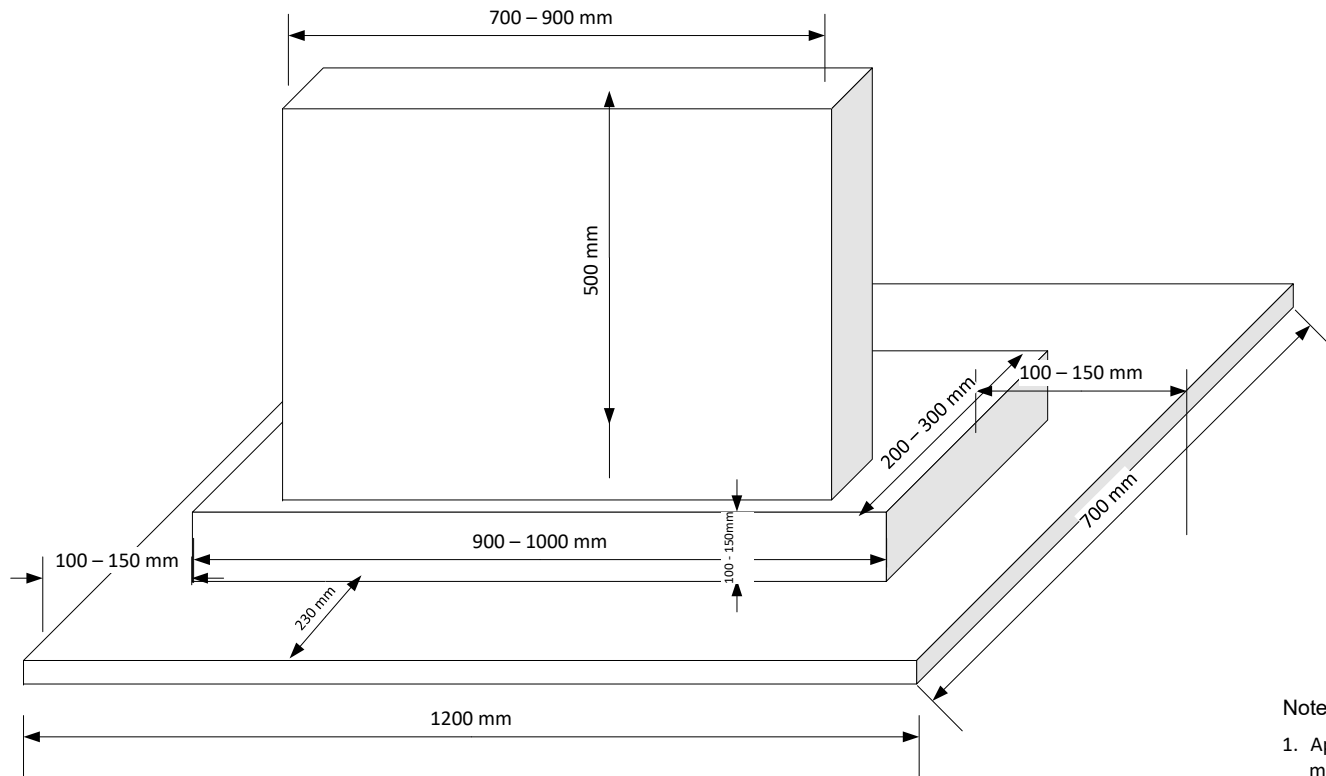
**NARROMINE SHIRE COUNCIL**  
**NARROMINE & TRANGIE**  
**LAWN CEMETERY**  
**SPECIFICATIONS FOR**  
**SINGLE HEADSTONE**



Notes:

1. Application form & fee (if applicable) must be received prior to any monumental work commencing.
2. Face of headstone maybe flat or sloping.
3. Top of headstone maybe flat, curved, peaked or serpentine.
4. Measurements shown are maximum allowable.
5. Monumental works must comply with AS 4204-2019 - Headstones & Cemetery Monuments.
6. Drawing is *Not to Scale*.

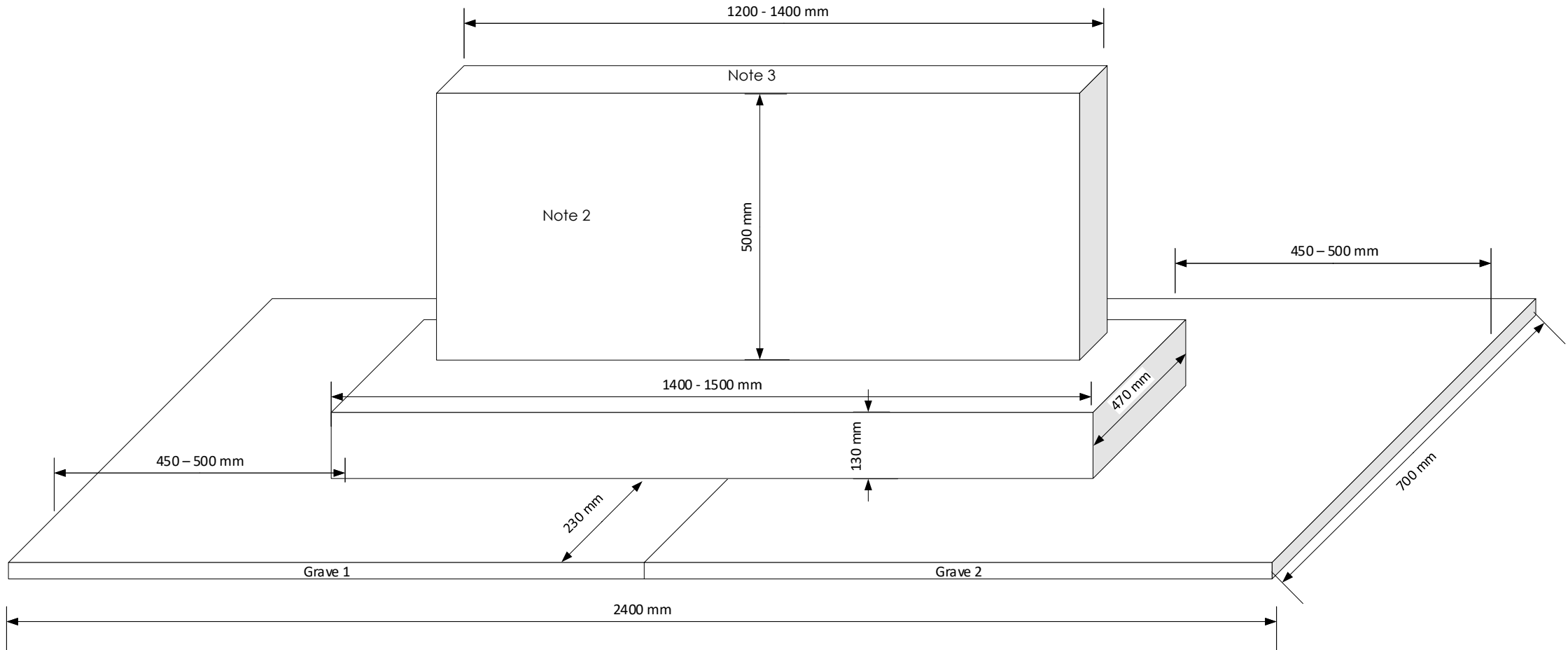
Attachment No. 4  
**NARROMINE SHIRE COUNCIL**  
**NARROMINE & TRANGIE**  
**LAWN CEMETERY**  
**SPECIFICATIONS FOR**  
**DOUBLE HEADSTONE - SINGLE GRAVE WIDTH**



**Notes**

1. Application form & fee (if applicable) must be received prior to any monumental work commencing.
2. Face of headstone maybe flat or sloping.
3. Top of headstone maybe flat, curved, peaked or serpentine.
4. Measurements shown are maximum allowable.
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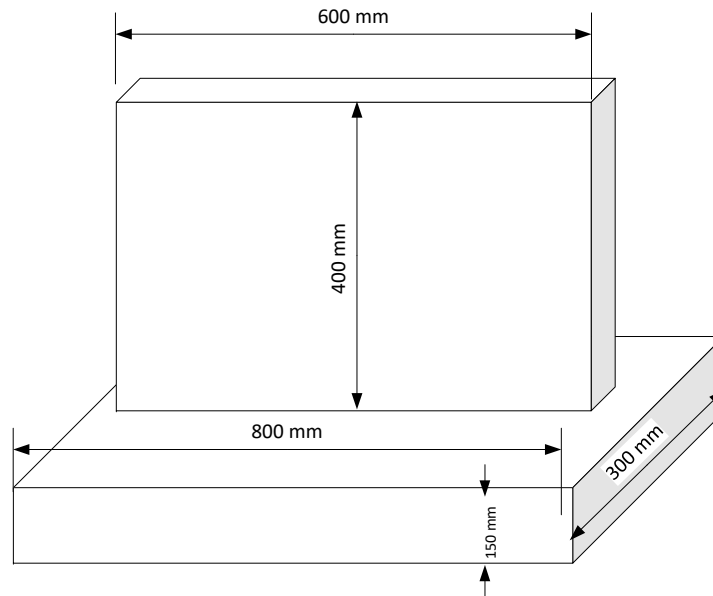
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**NARROMINE SHIRE COUNCIL**  
**NARROMINE & TRANGIE**  
**LAWN CEMETERY**  
**SPECIFICATIONS FOR**  
**DOUBLE HEADSTONE - DOUBLE GRAVE WIDTH**



**Notes:**

1. Application form & fee (if applicable) must be received prior to any monumental work commencing.
2. Face of headstone maybe flat or sloping.
3. Top of headstone may be flat, curved, peaked or serpentine.
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6. Drawing is *Not to Scale*.

NARROMINE SHIRE COUNCIL  
NARROMINE, TRANGIE & TOMINGLEY CEMETERY  
MONUMENTAL SECTION  
SPECIFICATIONS FOR SINGLE HEADSTONE

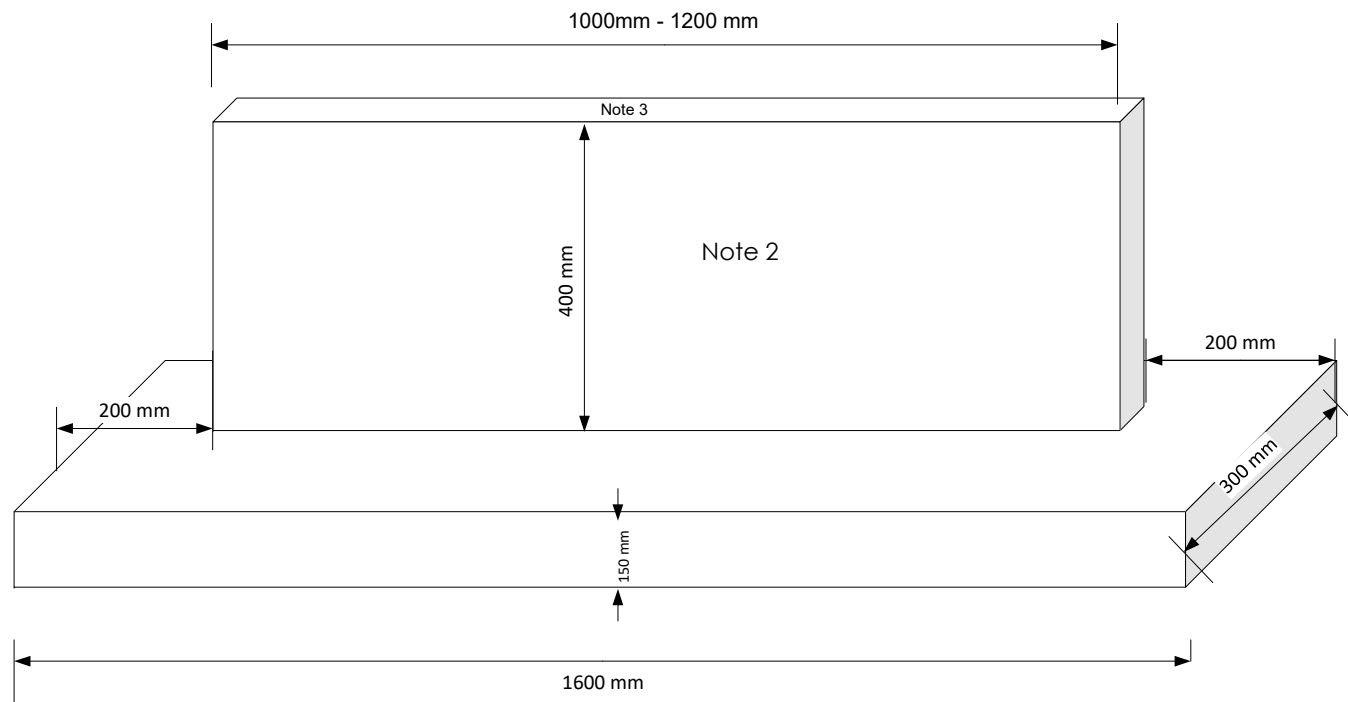


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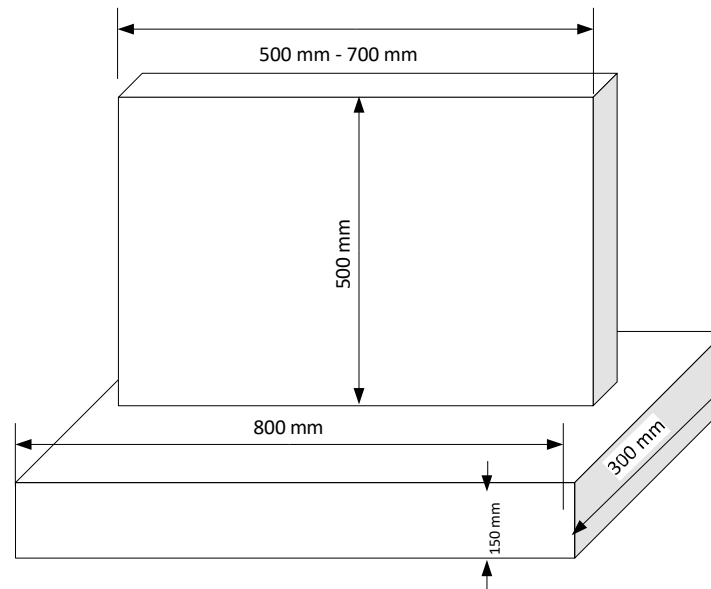
**NARROMINE SHIRE COUNCIL**  
**NARROMINE, TRANGIE & TOMINGLEY CEMETERY**  
**MONUMENTAL SECTION**  
**DOUBLE HEADSTONE SPECIFICATION - DOUBLE GRAVE WIDTH**



Notes:

1. Application form & fee (if applicable) must be received prior to any monumental work commencing.
2. Face of headstone maybe flat or sloping.
3. Top of headstone maybe flat, curved, peaked or serpentine.
4. Measurements shown are maximum allowable.
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6. Drawing is *Not to Scale*.

NARROMINE SHIRE COUNCIL  
NARROMINE, TRANGIE & TOMINGLEY CEMETERY  
MONUMENTAL SECTION  
SPECIFICATIONS FOR DOUBLE HEADSTONE  
SINGLE GRAVE WIDTH



Notes:

1. Application form & fee (if applicable) must be received prior to any monumental work commencing.
2. Face of headstone maybe flat or sloping.
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[Back to Report](#)