



1. Intention

To establish the Shire of Waroona's protocol and process in responding to applications for interment (application for burial) at Drakesbrook Cemetery.

2. Scope

This policy applies to Drakesbrook Cemetery.

3. Statement

In accordance with the *Shire of Waroona Drakesbrook Cemetery Local Law 2021*, applications for funerals and/or burials at Drakesbrook Cemetery shall be submitted to the Shire of Waroona (Shire) at least 48 hours prior to the time proposed for burial on the application.

Preferred burial times are Tuesday to Thursday between 08:00am and 1:00pm. These times allow the Shire to provide the appropriate preparation and support for each service. Burials requested outside of these times will be assessed on a case-by-case basis, however may be limited due to operational capacity, particularly on Mondays, Fridays, public holidays and weekends.

Families and funeral directors are encouraged to align with the Shire's preferred burial days and times where possible and provide as much notice as practicable to assist the Shire in making all necessary arrangements.

Where practical, graves within Drakesbrook Cemetery may be backfilled by Shire equipment. Subject to Chief Executive Officer (CEO) approval, families may be allowed, at the time of grave reservation or preparation of a family grave, to manually backfill the grave by hand.

Funeral Directors are required to complete and submit a Shire of Waroona 'Application for Burial' form, as amended from time to time.

Monumental Masons are required to complete and submit a Shire of Waroona 'Application for Monumental Work' form, as amended from time to time.

Costs associated with the Drakesbrook Cemetery are provided in the annual fees and charges.

4. Legislative and Strategic Context

Nil

5. Review

This policy is to be reviewed triennially.

6. Associated Documents

Nil

7. Document Control

Division	Infrastructure		
Policy Number	IP015		
Contact Officer	Director Infrastructure Services		
Related Legislation	Nil		
Related Shire Documents	I2 – Application for Burial Procedures Form I3 – Application for Monumental Work Procedures Form		
File Number	CP.3		
Risk Rating	Low	Review Frequency	Triennially
Next Review	August 28	Date Adopted	22/06/2004
OCM Number	OCM04/083	Previous Policy No.	WKS018, 5.17

8. Amendments

Date	Details of Amendment	Reference	Record Number
24/11/2015	Amended to include application forms.	OCM12/10/123	
22/1/2015	Amended to correct grammar.	OCM15/12/164	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
26/05/2026	Reviewed with amendments to text	OCM26/05/062	CP.3