

Community & Services Committee
11 July 2019

Report for Agenda Item | Rīpoata moto e Rāraki take 1

Department: Community Services

Title | Taitara QLDC Cemeteries Handbook 2019

PURPOSE OF THE REPORT | TE TAKE MŌ TE PŪRONGO

- 1 The purpose of this report is to present the QLDC Cemeteries Handbook 2019 for adoption.

RECOMMENDATION | NGĀ TŪTOHUNGA

- 2 That the Community & Services Committee:
 1. **Note** the contents of this report;
 2. **Adopt** the QLDC Cemeteries Handbook 2019.

Prepared by:



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27/06/2019

Reviewed and Authorised by:



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27/06/2019



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CONTEXT | HOROPAKI

- 3 The QLDC Cemeteries Handbook provides operational specifications for general cemetery activities. The QLDC Cemeteries Handbook 2017 has been reviewed to include the new fees and operational changes to improve cemetery processes. Operational changes include new specifications for Headstones and Monuments (NZS 4242: 2018) which will affect funeral directors, monumental masons and the community.
- 4 The New Zealand Standard Headstone and Cemetery Monuments (NZS 4242:2018), is a standard that specifies the minimum structural design criteria, performance and restoration requirements for cemetery monuments. The standards are to be included in the Handbook 2019 to ensure there is consistency and structural integrity of monuments in the Queenstown Lakes District Cemeteries.
- 5 The revised handbook, seeks to specify summer and winter operating hours to mitigate health and safety risks associated with backfilling graves in the dark.

ANALYSIS AND ADVICE | TATĀRITANGA ME NGĀ TOHUTOHU

- 6 Option 1 Adopt the Handbook as presented;

Advantages:

- 7 QLDC will comply with the NZ4242:2018 and headstones and cemetery monuments will be more robust and structurally sound.
- 8 Monumental Masons must work towards the New Zealand Master Monumental Mason Association membership or New Zealand Certificate in Stonemasonry (Level 4). This will ensure good quality monuments and fewer non-complying headstones.
- 9 The new operational hours will promote good Health and Safety practices for the Sexton and contractors when backfilling graves.

Disadvantages:

- 10 The cemetery fees will not be included in the handbook.
- 11 Bespoke monuments and materials will not be permitted in the cemeteries.
- 12 The number of Monumental Masons who can carry out work in the cemeteries will be limited to those who are members of the NZ Master Monumental Masons Association or have a New Zealand Certificate in Stonemasonry (Level 4).

- 13 Option 2 Do not adopt the Handbook as presented;

Advantages:

- 14 Bespoke monuments and materials will be permitted in the cemeteries.

- 15 The number of Monumental Masons who can carry out work in the cemeteries will not be limited to those who are members of the NZ Master Monumental Masons Association or have a New Zealand Certificate in Stonemasonry (Level 4).

Disadvantages:

- 16 Cemetery headstones and memorials may continue to fall into disrepair as the new standard will not be introduced.
- 17 Health and Safety will remain a risk as the sexton and contractors will continue to backfill graves in the dark.

- 18 This report recommends Option 1 for addressing the matter.

CONSULTATION PROCESS | HĀTEPE MATAPAKI:

> SIGNIFICANCE AND ENGAGEMENT | TE WHAKAMAHI I KĀ WHAKAARO HIRAKA

- 19 This matter is of [low] significance, as determined by reference to the Council's Significance and Engagement Policy because of the low level of community interest.
- 20 The persons who are affected by or interested in this matter are Funeral Directors, Monumental Masons, the community and the Council Sexton.

> MĀORI CONSULTATION | IWI RŪNANGA

- 21 The Council has consulted with iwi via email and iwi have not provided any comments regarding the QLDC Cemeteries Handbook 2019.

RISK AND MITIGATIONS | NGĀ RARU TŪPONO ME NGĀ WHAKAMAURUTANGA

- 22 This matter relates to the Community & Wellbeing risk category. It is associated with RISK00010; Operational Asset failure results in damage to private property and/or loss of community services within the [QLDC Risk Register](#). This risk has been assessed as having moderate inherent risk rating.
- 23 Approval of the recommended option will implement additional controls for this risk. This shall be achieved by introducing the Headstone and Cemetery Monuments Standards (4242:2018).

FINANCIAL IMPLICATIONS | NGĀ RITENGA Ā-PŪTEA

- 24 Adoption of the QLDC Cemeteries Handbook 2019 has no financial implications as the cemeteries fees and charges have previously been adopted as part of the Community Facilities Funding Policy 2018.

COUNCIL EFFECTS AND VIEWS | NGĀ WHAKAAWEAWE ME NGĀ TIROHANGA A TE KAUNIHERA

- 25 The following Council policies, strategies and bylaws were considered:

- Cemeteries Handbook 2017
- QLDC Cemeteries Bylaw 2017
- The Community Facilities Funding Policy 2018

LEGAL CONSIDERATIONS AND STATUTORY RESPONSIBILITIES | KA TURE WHAIWHAKAARO, ME KĀ TAKOHAKA WAETURE

26 The following legal conditions and statutory responsibilities

- The Burial and Cremation Act 1964
- NZS 4242:2018 New Zealand Standard Headstones and cemetery monuments

LOCAL GOVERNMENT ACT 2002 PURPOSE PROVISIONS | TE WHAKATURETURE 2002 O TE KĀWANATAKA Ā-KĀIKA

27 The recommended option:

- Will help meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses by providing clear and precise information for cemetery processes in the Lakes District Cemeteries;
- Can be implemented through current funding under the Ten Year Plan and Annual Plan;
- Is consistent with the Council's plans and policies; and
- Would not alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, or transfer the ownership or control of a strategic asset to or from the Council.

ATTACHMENTS | NGĀ TĀPIRIHANGA

A	QLDC Handbook 2019
B	QLDC Cemeteries Bylaw 2017