

# DRAFT CORRIGIN DOG CEMETERY – MANAGEMENT AND BURIAL POLICY

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**Policy Owner:** Corporate and Community Services

**Person Responsible:** Chief Executive Officer

**Date of Approval:** [To be inserted]

**Amended:**

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**Objective:** To establish clear, practical and consistent guidelines for the management, operation and use of the Corrigin Dog Cemetery, ensuring respectful burial practices, equitable access for the community, protection of the site as a valued tourism asset, and sustainable long-term use of available land.

**Policy:** The Shire of Corrigin recognises the Corrigin Dog Cemetery as a significant community and tourism asset and will manage the cemetery in a manner that is respectful, safe, environmentally responsible and sustainable. The Shire will oversee all activities within the cemetery to ensure consistency, safety and efficient use of land while supporting the ability for community members and visitors to memorialise their dogs in an appropriate manner. All burial activities, site works and memorial installations are subject to Shire approval and must comply with the requirements outlined in this policy.

This policy applies to all Shire staff, contractors, community members and visitors undertaking activities within the Corrigin Dog Cemetery, including burial of dogs, installation of memorials and the ongoing maintenance of gravesites.

## **Eligibility**

The Corrigin Dog Cemetery is for the burial of dogs only. Applications for burial may be made by both residents and non-residents, subject to approval by the Shire and payment of the prescribed fee.

## **Burial Application and Approval**

All burials must be arranged through the Shire prior to any works being undertaken. Applicants must complete an Application for Burial and Instruction of Grave and receive approval before proceeding. No unauthorised burials, grave excavation or installation of slabs or monuments is permitted.

## **Allocation of Graves**

Graves will be allocated sequentially based on availability to ensure efficient land use and longevity of the cemetery. Due to limited capacity, the reservation of plots is generally not permitted. In exceptional circumstances, where a pet is near end of life, arrangements may be considered at the discretion of the Shire.

### **Fees and Charges**

Fees for burial services will be set by Council as part of the annual Fees and Charges and will include standard and after-hours rates. Additional charges may apply depending on the services requested, including grave excavation, slab construction and monument installation.

### **Grave Preparation and Burial Requirements**

All graves are to be excavated by the Shire to ensure appropriate depth, safety and consistency. Standard grave dimensions are approximately 1000mm long, 700mm wide and 1200mm deep. Pet owners are not permitted to dig graves. Pet owners are responsible for filling in the grave following burial and must bring appropriate equipment to do so. Each grave is generally limited to one dog, however two dogs may be buried together at the same time provided they fit within the standard grave dimensions.

### **Ashes and Interments**

Ashes may be placed in an existing grave with prior approval from the Shire. Exhumation or relocation of remains is not permitted and existing graves cannot be reopened for additional burials at a later date.

### **Memorials and Decorations**

The Shire acknowledges that individually decorated graves contribute to the unique character of the cemetery. All memorials must be approved prior to installation and must comply with the following requirements:

- All items must be contained within the standard grave dimensions of 1000mm x 700mm;
- Maximum height of any memorial is 1000mm;
- Acceptable items include plaques, headstones, secured artificial flowers and small personal mementos;
- Prohibited items include glass, plants or trees and any hazardous materials.
- All decorations must be securely installed, must not extend beyond the grave boundary and must not interfere with access or neighbouring graves.

### **Maintenance Responsibilities**

Pet owners are responsible for maintaining their grave site in a tidy and safe condition, including ensuring that all decorations remain secure and presentable. The Shire will undertake general maintenance of the cemetery including landscaping, waste management and safety monitoring. Community volunteers may assist with the maintaining the dog cemetery from time to time.

The Shire reserves the right to remove any items that are unsafe, damaged, untidy or present a risk to visitors or the environment.

### **Visitor Conduct**

All visitors must treat the cemetery with respect. Pets visiting the cemetery must be kept under control at all times and must not disturb graves. Littering, vandalism and interference with memorials is prohibited.

**Environmental and Land Management**

Due to the limited land available, the cemetery will be managed by the Shire of Corrigin to maximise capacity and ensure long-term sustainability. The layout of graves and any expansion works will be determined by the Shire in accordance with land agreements, site survey and environmental considerations.

**Work Health and Safety**

All works within the cemetery will be undertaken in accordance with relevant health and safety requirements. The Shire will ensure workers and volunteers are appropriately trained and supervised to maintain a safe environment.

**Prohibited Activities**

The following activities are not permitted within the cemetery: unauthorised burials, private excavation of graves, installation of oversize or unsafe structures, placement of hazardous materials, and any activity that may damage or interfere with existing graves or infrastructure.