

# CENTRAL OTAGO CEMETERIES

STRATEGY – ASSET MANAGEMENT - OPERATIONAL DIRECTION

SEPTEMBER 2010



Moa Creek Cemetery

**Our Families, Our Stories**

## TABLE OF CONTENTS

### **PART A: Strategy**

1.0	Introduction	4
1.1	Use	4
1.2	Overview	4
1.3	Purpose of Cemeteries	6
1.4	Regular Users	6
1.5	What Matters	6
1.6	Current Activity	6
1.7	Current Delivery	7
1.8	Issues, Risks and Uncertainties	7
1.9	Implementation Plan	11

### **PART B: Individual Cemeteries In Central Otago**

2.0	Cemeteries in Cromwell Area	13
	<i>Cromwell Community Board Cemeteries</i>	
	Litany St Cemetery	14
	Cromwell Cemetery	15
	Nevis Cemetery	18
	<i>Trust Cemeteries</i>	
	Tarras Cemetery	20
3.0	Cemeteries in Maniototo Area	22
	<i>Maniototo Community Board Cemeteries</i>	
	Naseby Cemetery	23
	Ranfurlly Cemetery	26
	Hamiltons Cemetery	28
	<i>Trust Cemeteries</i>	
	Blackstone Cemetery	29

	Kyeburn Diggings Cemetery	31
	Swinburn Cemetery (Kokonga)	33
	Gimmerburn Cemetery	35
4.0	Cemeteries in Teviot Valley Area	36
	<i>Trust Cemeteries</i>	
	Ettrick Cemetery	37
	Millers Flat Cemetery	39
	Roxburgh Cemetery	41
5.0	Cemeteries in Vincent Area	43
	<i>Vincent Community Board Cemeteries</i>	
	Manuherikia Cemetery	44
	Clyde Cemetery	46
	Alexandra Cemetery	49
	Poolburn Cemetery	52
	St Bathans Cemetery	53
	<i>Trust Cemeteries</i>	
	Blacks Cemetery Omakau	55
	Moa Creek Cemetery	57
	St Bathans Catholic Cemetery	59
	Drybread Cemetery	61

## **PART C: Operational Direction**

6.0	General Recommended Actions	63
	Cemeteries in Cromwell Area	
	<i>Cromwell Community Board Cemeteries</i>	
	Litany St Cemetery	66
	Cromwell Cemetery	66
	Nevis Cemetery	66
	<i>Trust Cemeteries</i>	

Tarras Cemetery	67
Cemeteries in Maniototo Area	68
<i>Maniototo Community Board Cemeteries</i>	
Naseby Cemetery	68
Ranfurly Cemetery	68
Hamiltons Cemetery	68
<i>Trust Cemeteries</i>	
Blackstone Cemetery	69
Kyeburn Diggings Cemetery	69
Swinburn Cemetery (Kokonga)	69
Gimmerburn Cemetery	69
Cemeteries in Teviot Valley Area	70
<i>Trust Cemeteries</i>	
Etrick Cemetery	70
Millers Flat Cemetery	70
Roxburgh Cemetery	70
Cemeteries in Vincent Area	71
<i>Vincent Community Board Cemeteries</i>	
Manuherikia Cemetery	71
Clyde Cemetery	71
Alexandra Cemetery	71
Poolburn Cemetery	72
St Bathans Cemetery	72
<i>Trust Cemeteries</i>	
Blacks Cemetery Omakau	72
Moa Creek Cemetery	72
St Bathans Catholic Cemetery	73
Drybread Cemetery	73
Appendix A Central Otago District Council Cemetery By Laws	74

# CENTRAL OTAGO CEMETERIES 2010

## PART A: STRATEGY

### 1.0 INTRODUCTION

Cemeteries are provided within Central Otago by Cemetery Trusts, a church and Council through Community Boards. Each trust and the church acts independently to provide a cemetery suitable to local conditions and requirements.

The following document is an attempt to identify issues facing each entity administering cemeteries with a view to provide a collaborative approach where appropriate. There is no intention to districtise cemeteries, nor to encroach on the Trusts desire to administer and manage their cemeteries.

Part B of the document is an overview of the situation for individual cemeteries in the form of a simple asset management plan with recommended operational actions.

A summary of general recommendations that applies to all cemeteries and a schedule of recommended actions for each of the cemeteries within the Central Otago district is contained in Part C. These recommendations give a clear operational direction for future work.

### 1.1 USE

Purpose of the document:

- To collate information relating to Central Otago cemeteries
- As a resource document
- To assist with financial planning for preparation of draft Annual Plan (AP) and the draft Long Term Council Community Plan (LTCCP)
- Collation of information for Asset Management Plan (AMP) and, Water and Sanitary Services Assessment (WSSA)
- Set out an action plan for each cemetery
- Encourage co-operation and sharing of resources, knowledge and records between Council and Cemetery Trusts
- Review Council cemetery records
- Ensure Council is meeting its legal responsibilities under the Burial and Cremation Act 1964

### 1.2 OVERVIEW

Central Otago District Council (CODC) is responsible for nine cemeteries, three which are considered closed.

Open cemeteries are:

- Cromwell
- Clyde
- Alexandra
- Naseby
- Ranfurly
- St Bathans
- Nevis Valley

Hamilton, Manuherikia and Litany St Cromwell cemeteries are considered closed. St Bathans has operated as a de facto trust cemetery. No evidence exists to confirm that Nevis Cemetery is closed. In the absence of a gazettal notice confirming the closure of Nevis Cemetery a decision will be sought from the Cromwell Community Board as to the future of the Nevis Cemetery.

Cemetery Trusts operate independently of Council to administer and manage their cemeteries, under the Burial and Cremations Act 1964; and as such have their own legal status. For some cemetery trusts, Council has been delegated by gazettal to appoint and remove trustees, see 1.8.4 Legal Issues. The opportunity of storage for all trust cemetery records is available at Council offices – not all trusts at this time have elected to utilise this facility. It is desirable where appropriate and mutually beneficial to both the Trusts and Council that a collaborative approach to common projects and information sharing be fostered.

Cemetery Trusts are responsible for operating:

- Etrick
- Millers Flat
- Roxburgh
- Omakau
- Drybread
- Moa Creek
- Blackstone
- Gimmerburn
- Swinburn/Kokonga
- Kyeburn Diggings
- Tarras

Moa Creek Trust, is currently seeking new trustees these will be subject to the appointment process, refer to section 1.8.4 Legal Issues.

In addition what is probably a denominational burial ground (see section 31 and 32 (3) of the Burial and Cremation Act 1964) exists within the title of the St Bathans Catholic Church. If so, section 32 (1) would determine the Parish Priest of Alexandra to be the manager of that burial ground.

Some burial sites or former cemeteries are believed or known to exist. The following list is by no means exhaustive:

- Grovers Hill
- Lonely graves
- Potters access from CODC but in South Otago or Southland DC
- Nevis Valley – Sect 2 Block III Nevis Survey District
- Wakefield cemetery in the Bendigo area
- Poolburn Reservoir (inundated)
- German Hill

The location of these sites is either uncertain, under water or the responsibility of other agencies (DOC) and apart from Poolburn and Nevis Valley no further reference is made to these.

### **1.3 PURPOSE OF CEMETERIES**

To provide areas for interment of the deceased.

### **1.4 REGULAR USERS**

People visiting for interments and in remembrance of deceased.

People visiting or inquiring about burials to learn about the local area's past.

### **1.5 WHAT MATTERS**

Tidy open space

Reflective space, shade, seating and shelter

Access with no trip hazards

Peace and quiet

Information available concerning people interred

Water available for users to keep plants and flowers fresh

Know which areas are available for use

Litter free

### **1.6 CURRENT ACTIVITY**

Central Otago District Council is responsible for seven open cemeteries and three which are considered closed.

Cemetery Trusts are established for 12 with 10 actively operating. One burial ground exists within a church property.

Within church, council and trust operated cemeteries there has been an increase in standard of presentation over past 10-20 years.

All report an increase in interest in cemeteries both visitors and inquiries. Larger cemeteries also experiencing an increase in interments as local populations increase. Those with a connection to the church burial ground have created a website to record details of interest to the public.

For trust and rural cemeteries if open, locals remain committed to maintaining. Once closed this begins to decrease over time.

Demand for interments is increasing overall as the population of the area increases. The three largest cemeteries (Alexandra, Cromwell, and Clyde) are experiencing around 40%<sup>1</sup> increase in annual interments since 1995.

Demand in the smaller trust and church cemeteries can be described as steady.

Ashes interments are becoming more regular. For the period 2007-09 28% of interments in Council cemeteries were ashes.

Customer interest in developing structures (e.g. garden walls) or plantings within the lawn areas is regular.

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<sup>1</sup> Alexandra has increased from 30 to 36 p.a. Cromwell 13 to 20 p.a. and Clyde 6.5 to 14 p.a. when comparing the average interments 1970-95 to the last five years 2005-09, a total of 49.5 to 70 p.a.

## 1.7 CURRENT DELIVERY

All cemetery grounds are kept to a clear standard suitable to locals with the possible exception of one closed cemetery where maintenance changes are currently being trialed. These service levels are set out in contracts for council cemeteries or maintenance arrangements controlled by trusts.

Response to interment and genealogical inquiry is manual in the case of council and trusts. The church burial ground is now on web site<sup>2</sup>.

The two busiest cemeteries (Alexandra and Cromwell) have development plans while Naseby has a programme of upgrading in progress.

The deteriorating condition of headstones and grave surrounds is a cause of concern particularly in some Maniototo cemeteries where limited availability of appropriate materials lead to a poorer quality of concrete in these areas. Coupled with extremes of climate, crumbling bases to headstone and collapse of surrounds is common.

Some cemetery operators, particularly Naseby, Ettrick and Swinburn (Kokonga) have actively canvassed families or raised funds to restore headstones.

## 1.8 ISSUES, RISKS AND UNCERTAINTIES

### 1.8.1 Records

*Burial and Cremations Act 1964 Part 7 General Provisions*

*“50 Burials to be registered*

- (1) All burials within any cemetery shall be registered in a register to be provided and kept for that purpose by the local authority and in such a register shall be distinguished in what parts of the cemetery the several bodies are buried, and a proper description of every grave shall be given, so that the situation thereof can be ascertained, and such register shall be indexed, so as to facilitate searches for entries therein.*
- (2) Every register shall be open for inspection at all reasonable times, at some convenient place, upon payment of a fee of (50cents) for every such inspection.”*

Council is meeting this requirement by recording all burials in Alexandra, Clyde, Cromwell, Ranfurly and Naseby cemeteries on the Cemetery Records electronic data base. This data base can be searched by cemetery, record number, surname, date deceased, date interred, key words and reservations.

This data base has its limitations as while each record shows the description of each grave, its plot, block and row the data base cannot be searched successfully by that description only.

Hard copy maps are kept at the Alexandra Council office for Clyde and Alexandra Cemeteries. Ranfurly Service Centre holds maps for the Naseby and Ranfurly Cemeteries. Cromwell Service Centre has a “Register of Ground Sold” book. It should be noted that there are no copies of these hard copy maps or in the case of

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<sup>2</sup> <http://www.freewebs.com/stbathanscemetery/>



Cromwell Cemetery of the register of ground sold book. Staff use these maps and the cemetery book when assigning a new plot for interment or reservation.

It is recommended that these maps and the Cromwell Cemetery book be available in an electronic format which will have a back up copy.

Other cemeteries administered by Trusts under Part 3 – Trustees Section 25 (2) of the Act are required to carry out the same duties as a local authority, this includes record keeping.

The accuracy of Council cemetery records data base is not considered to be of a reliable standard. Work needs to be done in checking the records against the headstones and updating where required. To optimize this work verified records could be put on a web data base.

Trust cemeteries have normally experienced loss of records as a result of fire or similar catastrophe. As a result few have complete records of those interred. This is a constraint on the value of records for inquiry. While death certificates often list the burial site these cannot be searched by cemetery. It is more likely people researching family histories will find reference to burial at a Central Otago cemetery and search for details of that cemetery.

The local genealogical societies are active in gaining information from different sources including cemetery records, to build a more complete list of those interred.

In order to provide what matters for customers (information available concerning people interred) Council could highlight its interest in receiving details and make available the ability for inquirers to provide copies of death certificates or other primary sources of anyone not currently listed on the list of burials to Council. This information could then be entered on Cemetery Records electronic records data base and/or the proposed web site.

An alternative is to promote the study of old papers to identify people who passed away in the area then search death certificates to confirm burial sites.

Use of a proposed web site to record all known names and plots offers a reduction in direct calls, better access for public, a working second copy of records to ensure security and a place to link other points of local history.

Feedback from Trusts was that a simple recording system for web would be appreciated.

Location of unmarked graves is an issue that affects most cemeteries. Exact location of unmarked graves in many had become uncertain, resulting in areas of these cemeteries being set aside and not used to avoid potential dual allocation. Council's intention to use ground penetrating radar (GPR) could be widened to most other cemeteries as this would benefit operations and records. The expense of doing in addition to Council funded costs would fit funding criteria for a number of trusts.

All operating trusts report that they have been filing annual reports to the Office of the Auditor General. Some streamlining of administration is on offer for trusts through regular undertakers direct debiting payments into trust bank accounts.

### **1.8.2 Maintenance and Operation**

Some large tree work is required especially Omakau, St Bathans, Drybread, Swinburn and Clyde. Trees can damage structures such as walls, headstones and

grave surrounds through root intrusion, falling branches or if low enough movement in wind.

Gardens and structures in lawn cemetery graves are causing maintenance issues and often diminishing the amenity for surrounding graves. These remain the families' responsibility to maintain. It is common for these gardens to become unkempt for at least some time during the year.

Cromwell has established a protocol where no plants, gardens or structures are allowed on the plots within the lawn cemetery. Instead an area for memorial structures has been set aside for people to buy a plot within or build a structure.

Given people's interest in developing gardens to brighten up graves it may be appropriate to offer people the ability to plant a memorial tree in a designated location set aside within a landscaping plan for the cemetery. Suitable short term irrigation would be required to be developed if such a designated area was intended.

The purpose of these actions is to keep area tidy for the benefit of all.

Restoration work on headstones and grave surrounds

- All trusts expressed interest in restoration of these structures but were concerned about touching others graves. This was seen as a family responsibility.
- Historic Cemeteries Conservation Trust of New Zealand were contacted and recommended that qualified people only should work on restoration. The Trust promoted that headstones were the priority. Funding sources are available for this. The Trust can help to arrange this, involvement is usually by way of a contract for service. It may be useful to have their endorsement when seeking funding for projects.

Ash interments are becoming more frequent. Some trust cemeteries are still selling full burial plots to satisfy that demand. Design for beams for those that do not currently have these would be appreciated.

In addition the following points are recorded

- Ashes beams – stone masons course at Polytechnic may be able to develop some monument associated with this.
- Ashes burials sometimes occur without reference to trusts so records may not be available of all interments. Any interment must be recorded (sec... Burials and Cremation Act 1964). Hence some note to that effect may be useful on websites, interpretation panels or any other communication.

### **1.8.3 Capacity**

Drybread and Omakau (Blacks) Cemeteries are both nearing capacity and will require additional adjacent land to be set aside.

Cromwell, Clyde, Kyeburn Diggings and in the longer term (up to 50 years) Alexandra, Naseby and Ranfurly have adjacent areas which will need development so that these are at the appropriate standard when demand necessitates their availability.

St Bathans, Blackstone, Ettrick, Roxburgh, Gimmerburn, Swinburn/Kokonga, Tarras and Millers Flat have sufficient space for over 50 years; Gimmerburn having enough capacity for approximately 400 years.

A possible issue may arise for Millers Flat if hydro electric dams are built at Tuapeka or Beaumont if water levels are raised as far back as Millers Flat. The cemetery already experiences water table issues in part of the cemetery so raising the level of the Clutha River is likely to further exacerbate the problem. This may require the establishment of a replacement cemetery.

Specific issues and actions for each cemetery are outlined in the schedule for each cemetery.

#### **1.8.4 Legal Issues**

Cemeteries are governed by the Burial and Cremation Act 1964 and for cemeteries administered by Council the cemetery section of the General Bylaw 2008 which can be found on Council's web site, also see appendix A. However, these bylaws do not apply to cemeteries administered by the Trusts as the Trusts are legally empowered to make their own bylaws, see Burial and Cremation Act 1964 Part 3 Section 30 (1-3).

Some sections relevant to the issues raised in this document are provided below.

##### **Plot Purchases**

Some plots sold as family plots are unlikely to be used now as families are not aware or moved on and are not interested. Council may apply section 10 (4) of the Burial and Cremation Act 1964 which allows for these rights to lapse if no burial takes place for 60 years within that part sold to a family.

##### **Appointment of Trustees**

Section 24 of the Burial and Cremation Act 1964 (the Act) allows for the local authority to appoint trustees to replace those no longer serving for whatever reason. Such appointments can occur by way of public notification. A delegation of powers to make appointments or remove trustees must have been provided from the Governor-General to the local authority for such appointments to occur.

During the development of the strategy attempts were made to access all gazette notices relevant to cemeteries. This is ongoing at the time of completing this report. However it is likely from evidence available that some delegations and transfer of responsibilities have not been completed for cemeteries. For others the status is uncertain.

Powers for CODC to appoint and remove trustees has been found for the following cemeteries:

- Blacks (Omakau)
- Clyde
- Moa Creek
- Alexandra
- Drybread (Matakanui)
- Tarras
- Ettrick
- Millers Flat
- Blackstone

No delegation was found for:

- Roxburgh
- Kyeburn Diggings
- Swinburn
- Gimmerburn

If no trustees remain for any cemetery then Part 3 of the Act giving powers to trustees ceases to apply to that cemetery (sec 22 (3) of the Act). A minimum number of one trustee is required to maintain the Trust. However sec 26 (1) of the Act requires that a minimum of three trustees must act together to apply the powers the trust has.

As provided by section 25 of the Act Trustees have the powers of local authorities concerning matters related to the cemetery.

The St Bathans cemetery is a Council cemetery but has been run as a trust. Some clear delegations need to be put in place to effectively continue this arrangement.

Moa Creek is likely to be an open cemetery however, the audit file was closed in 1967 by the Office of the Auditor General as no transactions had occurred for 20 years.

Nevis cemetery is still open and possibly Manuherikia may be open, as the delegation transferring it to the Alexandra Borough Council as a public cemetery (as compared to a closed cemetery) happened in 1899 well after it was no longer in use.

Searches should continue for these delegations.

A cemetery is a public work within the meaning of the Public Works Act 1981 and land may be acquired or taken for cemeteries under the provisions of that Act (Sec 4 (3) of the Burial and Cremations Act 1964). This provision may become useful when considering extension to cemeteries nearing capacity.

## **1.9 IMPLEMENTATION PLAN**

### **1.9.1 Activity Management Plan (AMP)**

Activity Management Plans are a plan for each activity, for example the provision of parks, community halls, water and cemeteries that Council undertakes. Activity plans underpin the LTCCP. AMP's define the operation of the activity. They include levels of service and performance measures, description of assets, demand prediction, operational procedures, capital work programmes, risk management and financial planning.

Central Otago District Council is required to update its AMP's for Cemeteries. Much of the information contained in this document will be referenced to the cemetery section contained within the Parks and Reserves AMP. This information will also feed in to the Water and Sanitary Assessment in accordance with the Local Government Act 2002 (Part 7).

### **1.9.2 Long Term Council Community Plan (LTCCP)**

LTCCP is the process by which communities choose the directions and outcomes they desire and the role Council has in achieving this. The LTCCP sets out the main objectives of the Council's spending and proposed services over ten years, with specific actions costed and prioritised.

This document has identified recommended actions for each of the cemeteries. Some actions would require funding to be incorporated into the draft Annual Plan and future LTCCP. This will give the community, the Boards and Council a further opportunity to consider the financial implications of the action and decide if the action is to proceed.

Funding and achieving actions could be facilitated in a variety of ways by utilising for example:

- Community Board funding
- Community groups
- Family groups
- Cemetery Trusts
- Community Trust funding

## **PART B: INDIVIDUAL CEMETERIES**

### **2.0 CROMWELL CEMETERIES**

Cromwell Community Board Cemeteries

Litany St Cemetery

Cromwell Cemetery

Nevis Cemetery

Trust Cemeteries

Tarras Cemetery

### 2.1.1 *Litany St Cemetery Cromwell*

#### **Location, Area and Any Special Features**

Litany and 29 Ortive St Cromwell, PtSec 1 BLK XCIII Cromwell Town Valn No 28505 510 00. Area 0.3693 Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres.

#### **Council Responsibility**

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Gazette notice transferring the cemetery to the Cromwell Borough Council 27<sup>th</sup> April 1923 p 1270/1271.

#### **Demand and Capacity**

Area closed.

#### **Operations**

Maintained as part of CODC Parks and Reserves contract. Irrigated and mown.

#### **Records**

With CODC. Interpretation board lists all known to be interred at the site. This project was undertaken by the Cromwell Lions Club. Chinese names unknown.



Photo C1 – *Litany St Cemetery Cromwell Panel for names of those interred.*

#### **Issues, Uncertainties, Risks**

Some headstone damage.

#### **Actions**

S<sup>3</sup> Review headstones to consider if repair is warranted and cost effective.

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<sup>3</sup> Timeframe Short term 1-3 years

## 2.1.2 Cromwell Cemetery

### Location, Area and Any Special Features

Cemetery Rd Cromwell. Sec 23 BLK I Cromwell SD, Valn No. 28421 267 00. Area 4.0469 ha.

### Council Responsibility

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Gazette notice transferring the cemetery to the Cromwell Borough Council 27<sup>th</sup> April 1923 p 1270/1271. Rate record still in name of trustees.

### Demand and Capacity

Burials from 1960 – 1990 averaging 13 p.a. Increased to around 20 p.a. for 2005-2009. Council holds adjacent land to be used for cemetery extension. This includes 10.2522 ha Lot 17 DP 336155 to the east and more recently an area to the west of the current site which may be swapped with Lot 17 as further from the potential industrial area.

A redevelopment concept report has been adopted by the CCB on 29 November 1999.

### Operations

Maintained to a non irrigated lawn cemetery standard within Parks and Reserves contract.

New beams up east side of cemetery. RSA and ashes areas also available.

Gravel road to access area requires ongoing maintenance and perhaps upgrading. The cemetery was visited in summer, during winter the ground may become muddy and difficult for people to use.

Implementation of the Development Plan has started with the front gates and fence. This is likely to continue as funds permit.

Large pine trees surround the cemetery on most of three sides. Additional mature pine trees are within the cemetery. At least one is at risk of damaging headstones from moving or falling limbs.





Photo C2 – *Large pine with lower branches adjacent to graves*

### **Records**

All records are available and held in Cromwell Service Centre. Some old headstones have had inscriptions restored.



Photo C3 – *Headstone damage and inscription restored*

### **Issues, Uncertainties, Risks**

Gardens planted on plots becoming frequent. A past dispute over this has led to the creation of a memorial structures area where either people could be buried and/or structures built thereby minimizing the impact on maintenance costs.

The area currently set aside for expansion of the cemetery may not be the most appropriate for development so that the peaceful, reflective environment is maintained in future. This is because of likely expansion from the Cromwell industrial area. Alternative areas have been purchased with the intention of cemetery expansion. However a process to transfer designations would be necessary if this change is to occur.

No clear schedule of upgrade for matters in the development plan exists.

Fences are in need of replacement although one could question the benefit of fences given current land ownership of the Council and the lower level of rural activity surrounding the cemetery than when the plan was developed. Also confirmation of extension area and buffer planting areas may lead to alternative locations for fencing becoming appropriate.



Photo C4 – *Fence standard surrounding cemetery*

Limited shade within the cemetery supports the development plan's proposal to provide a gazebo in the centre of the cemetery.

#### **Actions<sup>4</sup>**

- S Review headstones to consider if restoration is appropriate.
- S Correct rate account in name of trustees.
- S Review development plan to determine improvements unaffected by probably change to area being used for extension. Likely work still required:
  - S Build gazebo to provide shelter for visitors.
  - S Furniture.
- S Schedule and undertake tree work desirable to minimise risk of tree debris damage.
- S-M Change land designations for alternative area to be developed for cemetery expansion.
- M Review development plan once land designation changed, confirm and schedule work. Issues to be considered include:
  - M Landscape plantings.
  - M Trickle irrigation.
- M Begin shelter plantings for new area to be developed.

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<sup>4</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 2.1.3 *Nevis Cemetery*

#### **Location, Area and Any Special Features**

Nevis Rd, Nevis Valley, Sec 12 BLK III Nevis SD, Valn No. 28441 13800. Area 0.4047 ha. Gazette notice to create cemetery dated 5<sup>th</sup> July 1899. First burials in this area were in 1898.

It is thought an area to the East of the old cemetery was put aside for another cemetery at some point. There is a titled area of one acre on the other side of the road in the control of DOC, a search of the title may assist in understanding its history. No signs of burial are visible in the area concerned and it (Sec. 2 BLK III Nevis SD) would seem to have been subdivided at least as early as the existing cemetery (Sec. 12 BLK III Nevis SD).

This section 2 is held by DOC and in their records is noted as an old cemetery. Given the number of people living in the area from mid 1860s to 1898 it was at times as many as 2000 according to locals and severe winters made the area inaccessible at times, it is likely section 2 was the original cemetery.

The following extract from papers of the time refers to the 'new' cemetery.

**NEW CEMETERY.**—The Vincent County Council has voted pound for pound towards fencing the new cemetery, and agreed to let the county engineer lay off the road to it and also to survey the site. The trust has to thank Mr James Stone for the very energetic way in which he has pushed their interests.

Otago Witness, Issue 2292, 3 February 1898, Page 25

Lower Nevis, Nevis Road where the two cemeteries are located is now registered with the New Zealand Historic Places Trust as an "Historic Area" see record number 7800. However at this time it is not registered on the Central Otago District Plan schedule.

#### **Trustees – *Cromwell Community Board***

Responsibility to appoint and remove trustees delegated to Vincent County Council published in gazette 21<sup>st</sup> September 1933 p 2429/30. However this delegation was revoked by gazettal on 23 February 1954 and Vincent County Council was appointed as trustee. Opus International Consultants have confirmed there is no gazette notice with regard to the closed status of the cemetery. In the absence of a gazettal notice confirming the closure of Nevis Cemetery a decision will be sought from the Cromwell Community Board as to the future of the Nevis Cemetery.

No trustees are known but Mr. & Mrs. Adie act as unofficial guardians of the area.

#### **Demand and Capacity**

Last recorded burial 1939, although a headstone states a person is 'at rest in ... Nevis' and died 1976.

Only a small number of graves marked but records from Ken & Ann Adie indicate 40 burials at least. Unmarked sites show slumping normal for graves.

There has been ongoing inquiry about the Nevis cemetery as a site for burial over the past 30 years.

## **Operations**

Locals maintain the area on an as required basis. The area is fenced without a gate and so is likely animals from the Ben Nevis Station will graze the area. The fence itself is three wire so would not keep sheep from the area but with a gate is likely to stop large cattle from entry.

## **Records**

No formal records were available. These existed when the Alexandra Round Table undertook a clean up of the area in around 1982. Records available are from the work of Mr. & Mrs. Adie and others.

Significant visits from passing travelers. Providing the information on any website developed for Central Otago cemeteries and an interpretation panel concerning the area could be of benefit.

## **Issues, Uncertainties, Risks**

Grazing is likely to cause damage to the headstones especially if cattle.

Closure of cemetery may be appropriate otherwise likely to receive a request for burial. If closed the cemetery normally would become a responsibility of Council although DOC possibly may be willing to maintain given its interest in the area.

Providing a gate to minimise grazing damage will result in ongoing maintenance requirements and should be considered.

Restoration of headstones and grave surrounds is becoming an issue. One is a returned serviceman and the RSA is said to be willing to upgrade.

## **Actions<sup>5</sup>**

- S Decision to be sought from the Cromwell Community Board re the future status of the cemetery
- S GPR to determine scale of use within the cemetery.
- S Continue searching gazette notices for closure of cemetery. If none found decide if it is appropriate to maintain the cemetery as an open cemetery. If found to be closed consider if appropriate to reopen.
- S If to remain open or reopen appoint trustees from those interested locally to maintain and operate cemetery.
- S Discuss with locals maintenance arrangements including erecting a gate to stop cattle grazing the area.
- S GPR to find and confirm size and use of old Nevis cemetery reserve sec 2 BLK III Nevis SD.
- M Work with locals concerning headstone and grave surround maintenance as part of wider improvement plan.
- M Install interpretation panel for both sites to aid visitors experience.

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<sup>5</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

## 2.1.4 Tarras Cemetery

### Location, Area and Any Special Features

Cemetery Rd Ardgour Sec 5 BLK XV Tarras SD. Area 0.4047 ha. Gazette notice to permanently reserve land as cemetery gazette number 51, 29 June 1922.

Old roses from pioneers are planted inside gates (can also be found at Old Cromwell and Cromwell Memorial Hall). These are part of Joy Chapman's preservation of roses brought out by early miners' wives as cuttings placed in potatoes to keep these moist and feed. The collection won a world wide rose award.



Photo C5 –Plaque recording heritage roses

### Trustees

Responsibility to appoint and remove trustees delegated to Vincent County Council published in gazette 21<sup>st</sup> September 1933 p 2429/30.

Current trustees are Robert Gibson and Peter Jolly. A new trustee will need to be appointed to replace Heather Perriam who has passed away.

### Demand and Capacity

No information was available however, significant space available over a century at current rates.

Trustees reported the cemetery was a very busy place over summer as people pass by.

### Operations

Mr Green comes twice a year and on request. Families come to cemetery before funerals to clean up graves and leave flowers.

Payments from Cromwell Community Board for maintenance and small projects appreciated.

If problem with any grave they let family members know and it gets sorted.

New gates and stone fence were installed in 1993.



Photo C6 –*Entrance gates Tarras Cemetery*

### **Records**

All records complete, a second copy provided to council was unable to be located.

Histories of area available e.g. ‘Sheep may safely graze’ Jeff Duff.

### **Actions<sup>6</sup>**

S Access a second copy of records and store in appropriate location.

S Appoint a new trustee

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<sup>6</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### **3.0 MANIOTOTO CEMETERIES**

#### **Maniototo Community Board**

Naseby

Ranfurly

Hamiltons

#### **Trust Cemeteries**

Blackstone

Kyeburn Diggings

Swinburn (Kokonga)

Gimmerburn

### **3.1.1 Naseby Cemetery**

#### **Location, Area and Any Special Features**

Cemetery Rd Naseby, Secs 93, 99 BLK I Naseby SD, 2.5849 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres.

Naseby Cemetery Archaeological Assessment undertaken by Angela Middleton October 2008. A 'Conservation Report for Naseby Cemetery' was prepared by Historic Cemeteries Conservation Trust of New Zealand and dated 18 August 2007. This was initiated so that the tree stumps could be removed to allow the new fence to be built in 2009.

Reference to the Naseby Cemetery is made in the 1865 Ordinance yet the archaeological assessment reports that the name Naseby only became used from 1869 at the earliest, before that being Mt Ida. The Mt Ida Cemetery seems to have been under the control of managers in 1881 as a NZ gazette notice refers to 5 managers of the Mt Ida Cemetery. Whether these are the same is unclear at present.

#### **Council Responsibility**

No record of transfer from a trust to Council has been located.

#### **Demand and Capacity**

Interments averaging 15 burials in the last 10 years.

The burials in Naseby are made up as follows:

Locals	7
Crib owners	5 <sup>7</sup>
Ranfurly	2
Oturehua	1

Existing uncommitted capacity in the developed cemetery is uncertain because of unmarked graves in the North Eastern area.

However significant space still exists within the family plot areas. In addition the area to the South of the current cemetery is as much area as available in the current cemetery area.

#### **Operations**

Maniototo Community Board funds maintenance through Parks and Reserves contract. Maintenance is generally mowing, spraying and weed eating.

Sexton is Trevor Mulholland.

#### **Records**

All records held by council at Ranfurly Service Centre.

#### **Issues, Uncertainties, Risks**

Naseby cemetery is an historic cemetery. Visibly the area looks old. Modern headstones within the old part of the cemetery look out of place and change the

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<sup>7</sup> residential address is other than a local Maniototo address



experience. Consideration should be given to establishing a guide for headstones in keeping with the older area of the cemetery.

People are beginning to develop gardens adjacent to graves. This impacts on maintenance and ambiance as often unkempt.

Some large areas have been reserved by families and may not necessarily be used in future. This ties up space that could be used, leads to scattered development and hastens the time when extension will need to be developed.

Chinese miners burial sites exist in an area to the east of the cemetery, some are marked. Bodies are thought to be exhumed and with their gold sent back to China. Myth is that the ship was scuttled once gold extracted from coffins<sup>8</sup>.

Also paupers graves in that area originally marked with sarsen stones (Chinamen stone). These stones were removed some time ago and thrown into the forest to 'tidy the area up'.



Photo M2 – *Sarsen Stones in piles at edge of cemetery*

Cross referencing map of burial to headstones would help understand available areas for further interments.

### **Actions<sup>9</sup>**

- S Significant restoration work has occurred at the Naseby Cemetery in line with the two reports previously referenced. This includes headstone restoration, and the replacement of gates and fence line. Further work is programmed. Ground penetrating radar is to be applied to the areas currently unmarked to determine if plots have been used. Funding is available.
- S Some unmarked graves may be able to be identified by cross referencing with maps, headstones of known people interred and records of burial. Recommend an approach is made to Naseby Vision to cross reference the headstones to cemetery plot map.
- S Unused family plots - follow up with families the need to hold these.
- S Understand any cultural concerns about how the area should be treated where Chinese burial occurred and bodies exhumed.

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<sup>8</sup> Source John Steele

<sup>9</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

- S Policy required concerning plantings in lawn cemetery areas.
- M Investigate aesthetically appropriate development for ash interments.

### 3.1.2 *Ranfurly Cemetery*

#### **Location, Area and Any Special Features**

Tyrone St, Ranfurly, Sec 6 BLK I Town of Ranfurly Valn No. 28300 007 00. Area 6.475 ha.

#### **Council Responsibility**

#### **Demand and Capacity**

91 interments in the last 10 years.

Substantial proportion (over 2/3<sup>rd</sup>s) of total cemetery reserve is undeveloped. Space for 8 -10 beams with 54 burials per beam within developed area so to up to 50 years at current rate without development.

#### **Operations**

Maintained as unirrigated lawn cemetery.

Trevor Mulholland sexton and Asplundh contractor.

Gates closed in winter as tire tracks become messy. Not popular with users as then required to walk distances.

#### **Records**

All records in council service centre.

#### **Issues, Uncertainties, Risks**

Maintenance issues require attention – on-going tree work is required, park benches in rough condition, concrete driveway broken (unlikely to be affordable to remedy other than spray to keep tidy.)

Restoration of damaged concrete is likely to increase over time.

People creating gardens and planting beside graves creates a maintenance issue.



Photo M5–*Plantings adjacent to beams*

#### **Actions<sup>10</sup>**

S Review budget allocations – undertaking work piecemeal, may be better to deal with all of an improvement at one time. Keeps the amenity of the area high rather than partial work being completed.

<sup>10</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

- S Consider more gravel access ways so people can use the area more easily in winter.
- S Establish a protocol for plantings in the cemetery including a memorial area.
- S Ongoing tree work scheduled so that a more cost effective schedule is developed.
- S Renovate seating.
- L A planting plan for next area to be developed should be considered twenty years out from predicted year this area would first begin to be used, say 2040 for 2060.

### 3.1.3 *Hamiltons Cemetery (closed) (actually Hamilton Cemetery)*

#### **Location, Area and Any Special Features**

Hamilton Road Sec 1 BLK 1 Rock and Pillar SD, 2833013200. Area 2 ha, only a small portion used.

Closed cemetery. Friends of Hamiltons Cemetery exist and remain interested in the presentation.

#### **Council Responsibility**

Delegation of powers to appoint and remove trustees made gazette notice 8<sup>th</sup> May 1888. Cemetery closed by Order in Council (The Hamilton Cemetery Closing Order 1962) 9<sup>th</sup> May 1962 and vested in Maniototo County Council 'for maintenance in good order as a public reserve'.

#### **Operations**

In the past the contractor was required to provide two clean ups per year - now moving to four visits per year. Spraying and weed eating used to control growth.

#### **Records**

Cemetery closed 1962 with last burial 1974. All known to be buried are listed on plaque in cemetery.



Photo M6 – *Memorial plaque installed by Friends*

#### **Issues, Uncertainties, Risks**

There is substantial area of land adjacent to the cemetery that is cemetery land; currently used by adjoining land owner.

#### **Actions<sup>11</sup>**

S Consider benefits of formal arrangement with farmer who grazes cemetery reserve.

<sup>11</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 3.1.4 **Blackstone Cemetery**

#### **Location, Area and Any Special Features**

Hills Creek Road, Sec. 22 Blk III Blackstone Survey District (SO 3359), Valn No. 28241 06200 . Area 0.4047 ha (one acre). Original gazette notice 14 November 1872.

Gate surround is a War Memorial for the area.



Photo M1 – *Blackstone Cemetery War Memorial Gates*

#### **Trustees**

Creation of Blackstone Cemetery formalized by gazette notice 14<sup>th</sup> November 1872. Power to appoint and remove trustees delegated to Maniototo County Council gazette notice 8<sup>th</sup> May 1888.

Current trustees: Ken Gillespie, Graeme McKnight, Murray McKnight, Alistair McKnight, Richard Duffy.

Local commitment is strong to upkeep the cemetery. Recent donation from Mr Inder allowed trustees to organise replacement of fence posts (completed) and power coating gates (at time of visit gates away in progress).

#### **Demand and Capacity**

Interments number around one every two years. No reason to expect any change in demand.

Approximately 50 spaces remain so at least another 100 years capacity. Area to south of graveyard is suitable for future extension. This is currently in private ownership.

#### **Operations**

Trustees maintain the cemetery, mow and spray the area on rotation.

Trustees act as sexton, excavator brought in to dig graves unless unable to access owing to location of adjacent graves. Allow anyone with connection to area is able to be buried in whatever manner they wish. No difficulties with excavation grave, yellow gravel holds well.

Now have a beam for future burials. These are built as funds permit.

## **Records**

Map of cemetery with Ken Gillespie, copies held by Council. Reserved plots marked on this.

Receipt book now being used - noting reserved plot number on this.

Interment book is with another trustee and was unavailable for review at the time.

Accounts are sent to Audit NZ each year. Funds held by the trust are minimal.

## **Issues, Uncertainties, Risks**

Unmarked graves exist, including some Chinese miners graves.

Broken headstones - trustees would prefer to see these fixed and returned back to original state. Would assist if anyone if a family member wanted to fund or organise this.

## **Actions<sup>12</sup>**

- L Investigate suitability of adjacent land for extension of cemetery. Options may include designating adjacent land for cemetery extension so that if any development occurs it could be transferred to Cemetery Trust.
- S Ground penetrating radar of value to confirm location of unmarked graves to prolong use of site.
- S Ken Gillespie to access Interment Book to make copy and review for information on unmarked graves.

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<sup>12</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 3.1.5 *Kyeburn Diggings Cemetery*

#### **Location, Area and Any Special Features**

Kyeburn Diggings Rd, Kyeburn, Secs 3 & 12 BLK V Kyeburn SD, Valn No. 28310 00800. Area 0.5741ha.

#### **Trustees**

David Crutchley, Valerie Smith, Basil Smith, Phillip Smith, John Steele, Peter Hore.

No gazette notices found concerning delegation of powers to local council for appointment and removal of trustees.

#### **Demand and Capacity**

Six in 1980s, one in 1990s. A number of plot bookings. On average one every 5 years.

Believed people are buried in flat adjacent to road. Also Catholic area to North of cemetery has no marked graves. A number had wooden surrounds removed in the depression for firewood and repair materials. Now unmarked.

Will provide a grave to anyone interested. Recent visit from a UK descendent of Dansey lead to a request if could book a burial site.

Land to the west of the current area is undeveloped but is part of the cemetery trusts available land. The map following shows, even allowing for the GIS aerial inaccuracy, an undeveloped area at least the size of the current developed and used cemetery.



Photo M3 - *Aerial map of developed and undeveloped Cemetery sections*

#### **Operations**

Area maintained by grazing. Interior of graves sprayed by trustees if necessary. Trevor Mulholland is sexton.



**Records**

Copies held in Maniototo Early Settlers Museum at Naseby and Ranfurly Service Centre.

Histories available; a book by Thompson, recently found map during renovation at pub.

The trust provides detail to Audit NZ each year.

**Issues, Uncertainties, Risks**

Cemetery books burned in fire 1912 (while trust secretary was at a funeral!). 129 burials but only 73 records.

Don't provide specific plot reservations as they are not able to guarantee plot hasn't been used.

Concrete poor quality so crumbling and some loose wrought iron surrounds being taken by passers-by.

**Actions<sup>13</sup>**

- S Ground penetrating radar (GPR) would be highly valuable at this site.
- M-L Likely to be cemetery closest to capacity without development of adjacent land. If GPR indicated limited space then consider development needs for any extension.
- S Investigate appropriate methods to restore grave surrounds and headstone foundations if families wish to support this.
- S Search gazette notices for delegation for trustee appointment.

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<sup>13</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### **3.1.6 Swinburn Cemetery (Kokonga)**

#### **Location, Area and Any Special Features**

Kyeburn – Hyde Rd (SH 87) Sec 21 BLK 7 Swinburn SD 2831011100. Area 1.4038 ha. War memorial on cemetery site.

#### **Trustees**

Alastair Scott, Maree Jopp, David Jopp, Donald Carey.

#### **Demand and Capacity**

Approximately one burial annually. Large area (say a hectare) is available, enough for centuries.

Level of inquiry for information low, one every couple of years.

Ash interments infrequent to date; have been interred with burial. No demand for ash beam

#### **Operations**

David Jopp sexton, Maree Jopp maintains area – mow 7-8 times a year and sprayed. Trevor Mulholland contacted to prepare grave.

Locals have arranged for repair of any family headstones needing work.

#### **Records**

All records available, copy stored at Ranfurly Service Centre. Still using original book.

Location of all grave sites known.

Annual return to Audit NZ provided.

#### **Issues, Uncertainties, Risks**

While records are complete and accurate some grave from the great Depression are unmarked. Suggested to families that a small stone with plaque be installed to mark the grave.

No GPR required.

Strong community support if need something done, easy to rally locals to do so. An attractive gateway was recently constructed; fundraising was mix of local contributions and funding trusts.

Some tree work will be necessary in future. Cemetery surrounded by trees mature pines no problem at moment but will become so at some stage.

Hole in ground – large depression – on left as enter the cemetery through main gates. If fill becomes available in local area trustees would appreciate this being used to fill the hole tidily.

War memorial corners of base crumbling and memorial is on a lean - requires strengthening.



Photos M 3 & M4 – *War memorial on lean and concrete base damage*

Alternative entrance for machinery further along Cemetery Rd would be useful to ensure main entrance remains in good condition.

**Actions<sup>14</sup>**

- S Consider suggesting to families that small stone with plaque be installed to mark the unmarked graves.
- M Some tree work necessary in future. Include in strategy to coordinate if others need similar assistance.
- S As fill available lift ground level of large depression on left as enter the cemetery through main gates. Let Roading Manager know.
- S War memorial corners of base crumbling and memorial is on a lean. Contact RSA to research availability of assistance and advice.
- M Alternative entrance for machinery further along Cemetery Rd identified and constructed - may be in association with getting equipment in for tree work.

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<sup>14</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### **3.1.7 Gimmerburn Cemetery**

#### **Location, Area and Any Special Features**

Gimmerburn – Naseby Rd Sec 39, BLK IV Gimmerburn Survey District, 2827006900.  
Area 2.0234 ha.

#### **Trustees**

Current trustees are Max Paterson, Jeff Cleugh, Duncan Helm, Tom Paterson, Stephen Blakely, Laurie Cleugh.

#### **Demand and Capacity**

18 burials since 1992 i.e. one per year. No reason to believe the trend will change markedly, if anything with the population of the rural areas as has occurred over the past 20 years it may lengthen the remaining life of the cemetery.

Over 400 spaces available in the cemetery, i.e. capacity for the next 400 years.

#### **Operations**

Mown by trustee and sprayed also. Graves normally dug by excavator, although second interment in plot will be dug by hand.

#### **Records**

History of area being written has a chapter on the cemetery.

Would prefer to have the proposed web site as enquiry only, don't want to have people able to book. People buried have to have a connection to the area.

Audit NZ sent records each year. Some attempts to over complicate the arrangements but resisting this.

Copy of records with council.

Recent survey of plots undertaken and records of burials good. Only area of possible uncertainty is the myth that some Chinese were buried at south western corner possibly now in trees. No record but common story among locals.

#### **Issues, Uncertainties, Risks**

Headstones and concrete work generally in good order.

#### **Actions<sup>15</sup>**

S Consider GPR to confirm if isolated Chinese graves exist.

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<sup>15</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

## **4.0 TEVIOT CEMETERIES**

### **Trust Cemeteries**

Etrick Cemetery

Millers Flat

Roxburgh

#### **4.1.1 Ettrick Cemetery**

##### **Location, Area and Any Special Features**

Domain Rd Ettrick, secs 7 & 7A BLK I Bengier SD. Valn no. 28472 156 00. Area 1.8009 ha.

Originally known as Moa Flat Cemetery. Name changed by gazette notice 14<sup>th</sup> October 1936.

##### **Trustees**

Responsibility to appoint and remove trustees delegated to Tuapeka County Council published in gazette 21<sup>st</sup> September 1933 p 2429/30.

Current trustees: Cliff Parker, Brian Marsh, Richard Turner, Robert Aitcheson, Brian Pringle, John Deans.

##### **Demand and Capacity**

Current demand one interment a year on average. Demand anticipated to continue as requests to reserve plots is still occurring.

Have a beam with 24 plots constructed, only 4 or so used at the moment. 2 ha area enough space for a century or so.

##### **Operations**

Maintenance through council contractor – community board pays for mowing, weed spraying around graves and trees.

Significant amount of upgrading done over past 20 years by trustees, cemetery now at a standard that the trustees believe is good for the future. Non irrigated lawn cemetery.

Millers Flat Ettrick Fire Brigade as sexton - dig graves by hand.

All graves single depth so any family burials now side by side as gravels not easy to dig. Use a frame to ensure grave doesn't collapse while open.

For any burials calls are made to the secretary Cliff Parker to ensure right plot is allocated. The secretary has reserved plots marked in minute book.

No restrictions on burials i.e. families able to do what they have asked for on any occasion and the cemetery is open to anyone.

##### **Restoration**

Have already restored areas damaged with ravages of time. Have repaired some headstones as the trust want to return back to original condition as best possible.

Received good local support for this funding from families \$1000, Ettrick School Trust trees and donations, Central Lakes Trust for fence, local fundraising and donations enough to get by.

Fire and/or flood have destroyed wooden grave markers. This is known to be in the South-west portion of the cemetery. Uncertainty exists concerning some burial sites now. In addition some records were lost in the past. It is unclear if these gaps in records are the same i.e. records lost and grave markers lost may be same or different. The possibility exists to cross reference all available records to determine some or all of those interred in the area where markers were lost. As general

location of unmarked graves is known, radar of ground to determine location of existing unmarked burial sites may be beneficial.

### **Records**

Minutes with secretary Cliff Parker, including records of reserved plots.

Records of burials with Council in Roxburgh office – a good arrangement as safe storage and accessible. Council provides any copying that secretary needs (arrangement from Tuapeka County Council days – has letter confirming this arrangement – appreciates this and wants it to remain). Any proposed change to this service is to be discussed with Cliff Paker.

Financial records sent to Office of Auditor General each year.

Have some detailed history about some people buried which would be interesting to link to any proposed website.

### **Issues, Uncertainties and Risks**

Area with unmarked graves after the fire remains the significant uncertainty.

### **Actions<sup>16</sup>**

- S Stumps to be cleared.
- S Radar of areas known to have unmarked graves.
- M Consider cross referencing records of burials to existing headstones/genealogy records to identify those buried in unmarked graves.
- M Erect plaque to record any known names of people who may be interred in unmarked graves.
- S Place information on proposed website including personal histories where available.
- S Review method of recording reserved plots to ensure accuracy.

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<sup>16</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

#### **4.1.2 Millers Flat Cemetery**

##### **Location, Area and Any Special Features**

Millers Flat Road, Millers Flat Sec 63 BLK III Benger SD Valn No. 28473 18500. 1.53 ha. Original gazette notice 14 November 1872.

##### **Trustees**

Responsibility to appoint and remove trustees delegated to Tuapeka County Council published in gazette 21<sup>st</sup> September 1933 p 2429/30.

Current trustees are: Norman Paterson, Rena Beel, Jeanette Parker, Betty Adams, Phyllis Ward, Pamela Reichel, Forbes Knight.

##### **Demand and Capacity**

27 interments in last 17 years (including ashes). Average 2.4 interments per year for last 30 years (72). Less than half of the available area has been used. The portion to the south beyond the water course is considered unusable as has a high water table. Currently demand is constant. Interest is being maintained by people not living in the area but have a connection through crib ownership.

Increasing demand for ashes, currently considering an ashes beam as will extend life of the cemetery. Should have 100 years remaining based on current use.

Donation from plots is used along with trust fundraising to pay for new beams.

##### **Operations**

Millers Flat Brigade acts as sexton for grave digging – use frames as running gravel.

Before each interment trustees and locals tidy up area, place flowers on adjacent graves and family graves in the cemetery. Tea is provided afterwards in the hall by locals. Undertaker has taken it upon himself to charge a donation to the family and forward this to those involved.

Area maintained, mown and sprayed periodically, by Council contractor.

Would benefit from ground penetrating radar work to identify any unmarked graves.

##### **Records**

Records destroyed in shop fire 1937. Some unmarked graves (marked by large rock) and Chinese miners' graves. Area burned in 1950s to clean up vegetation lost some wood grave markers and surrounds as a result.

Do receive regular requests for information on past family members buried in cemetery. This has lead to instances of restoration occurring. Mrs Betty Adams has some history and willing to share on the proposed website.

Records copied and with Council. Supportive of proposed website for record access.

Annual returns to Audit NZ occur.

##### **Issues, Uncertainties, Risks**

Some headstones require a tidy up. Have identified and priced restoration of some of the worst (7-8). Wish to see headstones returned to original.





Photo T1 – *Ornate headstone on lean owing to ground slumping*

If dam at Tuapeka or Beaumont goes ahead then will possibly effect the water table in the cemetery making this area unsuitable for any more burials.

The trustees raised the issue of some structured liaison between all trusts as they believed there would be areas of common interest that could be advanced if more coordinated response occurred.

#### **Actions<sup>17</sup>**

- S Ashes beam be considered, feature perhaps built by Polytechnic stone mason course. However beam could be provided at any time.
- S Would benefit from ground penetrating radar work to identify any unmarked graves.
- M Await result of power scheme - consideration to consider future location of the cemetery.
- S Concerning trust liaison, it is recommended this be organized on a project basis i.e. liaison occurs using CODC staff member to contact trust representatives when an issue is being addressed e.g. ground penetrating radar.

Except for Millers Flat no other trust raised trust liaison as a need, many made it clear they did not wish any more responsibilities or requirements from a central body.

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<sup>17</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 4.1.3 Roxburgh Cemetery

#### Location, Area and Any Special Features

Ladysmith Rd Roxburgh East, Secs 145/146 BLK I Teviot SD Valn No. 28473 26600. 3.694 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres. Section 145 added in 1934 (5<sup>th</sup> July) gazette notice.

#### Trustees

Current trustees Ken Robbins, Brian McLean, Stuart Edgecumbe, John Kerr, Arthur Moore. Lions and Rotary appoint two trustees each and Community Board one. No record of council being delegated power to appoint and remove trustees was able to be found. With the practice of Lions and Rotary appointing two trustees each and the community board one it would point to delegation to the council being the likely situation.

#### Demand and Capacity

Number of interments per annum reduced from 12 annually down to 6. Beams available for 120 plots, should last 20 years. Building of an ash beam next. Have significant area in existing developed cemetery plus paddock down to road which is currently leased. Capacity for centuries at current rate.

#### Operations

Trust has tidied up cemetery over last 10 years. Maintenance mowing and spraying is undertaken by local contractor. Local orchardist voluntarily does area between old and new cemeteries when he has the mower on the back. Sexton grave preparation is undertaken by Lions. Graves dug by excavator in new area unless reopening. Reopening or any burials in old cemetery area dug by hand. Lions also fill in grave when slump has occurred.

Re fenced all but eastern side of cemetery, which is on the trust's upgrade programme.

#### Records

Records pre 1890 lost in fire.

Interpretation of old and new cemetery exists, kiosks listing those interred. Rotary funding received for interpretation of miners lost in storm in 1800s and Chinese graves. Unsure of number of Chinese buried so GPR would be useful to know number of graves in that area.



Photo T2 & T3 – Interpretation for miners perished in storm and Chinese graves

Chair and secretary keep separate copies of records.

Audit NZ returns provided annually.

Rotary researching history and intending to put up stories on back of interment list on kiosk.

Proposed website for interment details would be supported.

**Issues, Uncertainties, Risks**

Chinese graves marked with legible Chinese inscribed headstones.

Some need for headstone restoration and straightening (approximately 6). Trustees are leaving this to families so as not to risk making the situation worse by damaging headstones.



Photos T4 & T5 - *Inscribed Chinese headstone and monument on lean*

**Actions<sup>18</sup>**

S Ground Penetrating Radar required in Chinese area.



Photo T6 - *Interpretation panel is an example for others to consider*

<sup>18</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

## **5.0 VINCENT CEMETERIES**

### **Vincent Community Board Cemeteries**

Manuherikia (Graveyard Gully) Cemetery

Clyde Cemetery

Alexandra Cemetery

Poolburn Cemetery

St Bathans Cemetery

Moa Creek Cemetery (a.k.a. Ida Valley Cemetery)

Blacks Cemetery, Omakau

St Bathans Catholic Cemetery

Matakanui (Drybread) Cemetery

### **5.1.1 Manuherikia Cemetery**

#### **Location, Area and Any Special Features**

Graveyard Gully Road, Sec 6 BLK VI Cairnhill District, Valn No. 28462 225 00. Area 0.0491 ha.

Manuherikia cemetery predates the 1868 start of the Alexandra Cemetery. Located at the start of the DOC Clutha river track to mining sites at Doctors Point. Not legally established as a cemetery until 1899 well after it ceased to be used.

#### **Council Responsibility**

Vincent County Council was appointed as trustee for control and management of the public cemetery, gazette notice 20<sup>th</sup> October 1899. This followed local concerns expressed in media relating to the unkempt nature of the area. The council responded by taking over the area however the gazette notice which formally created the cemetery and transferred it to the council did not note it as a closed cemetery.

No evidence of closure has been found.

#### **Demand and Capacity**

No interments since around 1867.

#### **Operations**

No regular maintenance occurs; thyme successfully suppresses growth of other plants.

#### **Records**

Otago Goldfields Heritage Trust erected a plaque within the cemetery and restored stone fence. No headstones are visible. 'A History of The Manuherikia Junction Cemetery at graveyard Gully, Alexandra' was prepared by E.J. Dwyer dated 24<sup>th</sup> February 2005.

#### **Issues, Uncertainties, Risks**

Maintenance of stone wall in future is an issue which needs to be kept in mind. Currently the top course of the stone wall surrounding the cemetery is damaged in one area (see photo V1 below). Trees are growing adjacent to walls. Need to act early to minimise long term cost.



Photo V1 *Damage to walls*



Photo V2 *Tree within & adjacent to cemetery walls*

Uncertainty exists concerning how many people were buried in the cemetery.

**Actions**<sup>19</sup>

- S Details in the history noted above could be used to list any known names and/or stories on proposed website.
- S Schedule a review of the trees to determine action required to reduce future damage to stone wall.
- S Maintain wall before more damage occurs.
- S Ground Penetrating Radar should be investigated to determine if this could identify the number of burials.
- S Confirm status of cemetery through National Archives.

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<sup>19</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

## 5.1.2 Clyde Cemetery

### **Location, Area and Any Special Features**

Hartley Rd Clyde, Cemetery Reserve Clyde Town, Valn No. 28461 40300. 4.0469 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres.

### **Council Responsibility**

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

No evidence available of transfer from Trust to Council.

### **Demand and Capacity**

Demand was constant between 1960 and 2004 at an average of 6.4 a year with 5 year totals ranging between 22 and 41. In last five years 70 burials took place i.e. average of 14 annually. This may be signaling an increase in interest as each year in the 5 was over 10 interments annually.

More than half of the cemetery reserve is undeveloped. Significant space<sup>20</sup> within developed area (within stone walls) is available however some uncertainty concerning the location of graves. Council has funded GPR for this site.

A better assessment of years until an extension needs to be developed could be made once GPR is completed. However at current rates capacity is likely to be 40-50 years.

### **Operations**

Operates as a non-irrigated lawn cemetery for new areas with plots marked by concrete beams.

Recent tree work undertaken to remove risks to headstones.

Some large feature trees (including two determined as notable in the District Plan) exist on site and maybe suitable as shade trees for seating.

### **Records**

Records held by council.

### **Issues, Uncertainties, Risks**

Trees adjacent to stone fence are likely to cause damage.

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<sup>20</sup> At least 350 interment sites are available on the Northern corner of the cemetery where beams have been built.



Photo V3 – *Poplars adjacent to stone walls*



Photo V4 – *Poplars (2) fallen and held by other trees*

Many of the older graves are marked by wooden surrounds or headstones, Oamaru stone and are in poor condition.

Storage of fill on site reduces visual tidiness of space





Photo V5 – *Spoil in background, condition of wooden grave surrounds*

Photo V6 – *Headstones resting on ground*

**Actions<sup>21</sup>**

- S GPS for site.
- S Consider clearing of trees along fence lines.
- S Screening or removal of excess fill.
- S Water drums screened and more seating with shade.
- M Interpretation panels installed.
- L In some years a cemetery development plan may be appropriate to understand access to new cemetery area and allow landscaping to be developed in advance of first use.

<sup>21</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 5.1.3 *Alexandra Cemetery*

#### **Location, Area and Any Special Features**

Ngapara St, Alexandra, Secs 1 & 2 BLK XXXVIII Alexandra Town, Valn No. 28531 00400. 4.45 ha. Originally established by Cemeteries Ordinance 1865 Session XX No. 202 10 acres. Originally 10 acres 4.0469 ha see above and Gazette notice 1886 p699 SO Plan 14032. A further acre (0.4047 ha) was gazetted in 1904, p 2703 SO Plan 14032. This area is the oldest part so may have been missed in gazetting or people buried in wrong place initially.

A Redevelopment Report - Alexandra Cemetery was prepared in December 2001, referred to as the Cemetery Plan.

#### **Council Responsibility**

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Gazette notice to transfer operation and maintenance to Council was not found.

#### **Demand and Capacity**

From 1960 – 1979 average interments p.a. was 24.

1980 – 1994 average was 30 p.a.

1995 – 2009 average was 36 p.a.

At current use of say 40 interments p.a. life of current cemetery is at least 25 years. This is conservative given trend to more ashes interments.

#### **Operations**

Maintained by council contractor, an irrigated lawn cemetery state for new cemetery, and dry land cemetery for old. Spray and weed suppression in old, mown and weed eating for new.

Tree plantings need continuing work to create tree surrounds of suitable standard. The cemetery plan outlines suggested species. Varieties such as Robinia for quick temporary growth with Oaks, Maples and Kowhai as examples of more permanent species.

Programme of road seal extension as area of burials moves to the NW.

Area adjacent to baby remembrance area is manually irrigated.

New garden created between new section of cemetery and remainder to be barked garden but on a slope. For connectivity and ease of maintenance consider lawn area under trees.



Photo V9 - Bark areas under current landscaped area.

Graves to be filled as part of contract not occurring regularly so causing high levels of waste with reworking after mowing (weed eating and blowing grass off headstones).

Old part of cemetery non irrigated, periodic weed eating and spraying occurs.

### **Records**

Records all available. Tiles with letters in ground to mark sections of cemetery. No interpretation signs to inform people of cemetery details.

Some Chinese burials with a proportion of these exhumed.

### **Issues, Uncertainties, Risks**

Cemetery Plan has been developed. On-going development of spaces particularly plantings would enhance experience.

Little use of baby remembrance area. May be too exposed, no shade. Cemetery Plan promotes plantings.



Photo V10 - *Child memorial area without tree surrounds*

Area proposed in Cemetery Plan for use in future is in fact town belt so change in status would be required. Such transfers can take significant time to achieve so when added to development times for plantings in advance of use, it is suggested consideration of this change is worked through within the next decade.

If difficulties develop with this land, the south-west of the existing road could be developed as interment areas and landscaping of town belt occurs as if part of the cemetery landscaping. This area was already suggested in the Cemetery Plan for a rose garden within which burials could take place.

Lime on headstone - consideration should be given to bore water for irrigation or advise on treatment of headstones to reduce lime marking be supplied to families.

Multiple taps – reduce number and move to be adjacent to concrete beam and concrete under to avoid maintenance cost.

Increasing numbers of people planting areas surrounding graves creates difficulties for maintenance. Provide an information sheet when purchasing plots and making an interment highlighting problems such as over time graves left unmaintained makes area unsightly for them and families with neighboring plots. Point out alternative e.g. space in plinth to put pot plants, Memorial Rose Garden and Eco Cemetery as outlined in Cemetery Plan.

Excess soil dumped to south west of driveway - this is unsightly. Some could be used for filling graves (top soil). Screen the area with further tree planting and utilize the dumps elsewhere to reduce the pile.

### **Actions**<sup>22</sup>

- S Existing cemetery planting plan scheduled for implementation:
  - Thinning of back row and replace gaps
  - Child memorial area plantings
  - Grass area under new planting between existing and new section (additional task)
  
- S Plantings to screen soil dump area.
  
- S Reduce taps, move to be adjacent to concrete beam and concrete under.
  
- S-M Road sealed as interments move further along area, ensure alignment matches Cemetery Plan to obtain most benefit from the area.
  
- M Interpretation sign installed.
  
- S Information on lawn cemetery and ability to plant shrubs/gardens communicated in any information to plot purchases or on proposed web site or kiosks on site.
  
- S Review irrigation source to avoid town supply use and eliminate lime if possible. If not practical, inform people, including monumental masons of any method to reduce lime build up. Include in any information to plot purchases, on proposed web site or kiosks on site.
  
- S Confirm area to develop once current reserve is full and take action to change status. This is a high priority given time lags often associated with land use changes involving Crown Land.
  
- S May be worth researching why earliest part of cemetery was added later as part of telling a story.

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<sup>22</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

#### **5.1.4 Poolburn Cemetery**

##### **Location, Area and Any Special Features**

Old Dunstan Rd, Sec 3 BLK IV Manorside SD Valn No. 28471 125 04. Area 9.5405 ha. Understood to be at bottom of Poolburn Reservoir (inundated).

##### **Actions**

S No information gained searching gazette notices. The story of this site may be of interest historically and if researched its accessibility on the Old Dunstan Rd provides the opportunity for a suitable interpretation panel to tell the story. May be a project for a Historical Society.

### 5.1.5 *St Bathans Cemetery*

#### **Location, Area and Any Special Features**

Cemetery Road, St Bathans Sec 9 BLK II St Bathans SD Valn No. 28241 12200.  
Area 0.4047 ha.

#### **Trustees**

Delegation of powers to appoint and remove trustees made gazette notice 8<sup>th</sup> May 1888. The St Bathans Cemetery Order 1960 established Maniototo County Council as the Trustee of the Cemetery.

Errol Harrex and Peter Shaw operate as de facto trustees. Occupier noted on rating database as St Bathans Cemetery Trustees. In July 1960 responsibility for the cemetery passed from the Trust to Maniototo County Council<sup>23</sup>. The two local representatives who we met on site are willing to continue operating the cemetery for local use (provided administration requirements stay minimal). Rating documentation still in name of trustees.

#### **Demand and Capacity**

One burial every 18 months to two years. Plots available within upper part of cemetery. Undeveloped below row of trees adjacent to entrance gate. Ample space for a century.

#### **Operations**

Maintenance mowing rotated among families. Tree work will be needed and assistance likely to be required.



Photo V11 - *Trees surrounding cemetery in need of maintenance or removal.*

Contractor digs graves with excavator, locals assist. Costs covered by undertaker, any surplus after contractor costs paid usually compensates volunteers in kind. Ground hard, no problems with sides unless very wet.

Restoration of headstones remains families' responsibility, operators happy to assist them if able.

#### **Records**

Operators use cemetery map to note reserved plots - when used this is written in. Council has copy but it is not up to date. Operators are willing to work with Council to develop easier administration system.

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<sup>23</sup> Gazette notice The St Bathans Cemetery Order 1960, 6<sup>th</sup> July 1960 gazette 60 p 916

Site of reburial of six people (uncertain of exact number) who were originally buried at Cambrians (site marked with picket fence at beginning of road into Cambrians). Rural Women is organizing commemorative plaque for these people<sup>24</sup>. Site remains unmarked where these reburials are; GPR would be useful.



Photo V12 - *Understood to be Cambrians burial area from which bodies moved to St Bathans*

### **Issues, Uncertainties, Risks**

Difficulties may occur if funds come to those operating the cemetery as these are public funds. Current arrangement with no plot fees (donation) and matters dealt with by undertaker are simple and allow retention of local control of this facility.

### **Actions<sup>25</sup>**

- S GPR for Cambrian burial plots within the St Bathans Cemetery.
  
- S Formalise the relationship with the current volunteers, appoint as sexton. Determine best method for record keeping.

Council needs to determine if it wishes to take over the day to day responsibility for the cemetery. If it does not then it is recommended funds paid for funeral preparation are not paid to cemetery (other than any relevant plot fee) instead applied by undertaker directly to those who have assisted in burial.

If council wishes to take full control of the cemetery continuation of the administration and maintenance provided by locals may become problematic.

Working through the St Bathans Community Association may be a manner to ensure suitability of these options is openly addressed. This could be equivalent to an AGM. If no local discussion takes place then at risk of someone in future challenging the arrangement because of concern about accountability.

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<sup>24</sup> Paddy Enright believes he may have discovered the identity of one girl previously unnamed from those transferred from Cambrians.

<sup>25</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### **5.1.6 Blacks Cemetery, Omakau**

#### **Location, Area and Any Special Features**

19 Deaker St, Omakau, Sec 121 BLK II Tiger Hill SD, Valn No. 28431 11700. Area 1.5125 ha. Created as sec 121 by gazette notice 2 February 1960(L. and S. HO. 2/647; D.O. 8/237) Formally sec 20, part sec 21, Crown land and closed road adjoining sec 20 BLK II, Tiger Hill SD.

Burials indicate it has been used as cemetery since 1870s.

#### **Trustees**

Responsibility to appoint and remove trustees delegated to Vincent County Council gazette notice 3 June 1886.

Current Trustees Jim Rutherford, Don McLean, Lloyd and Trish Harris

#### **Demand and Capacity**

Still to get access to records but thought to be 2 burials a year on average.

Water table high at lower areas of the cemetery so restricting use of this area. Remaining capacity beginning to fill.

Use of ashes plots would enable more area to be suitable for interments. Remaining life likely to be in decades rather than beyond 50 years. Consideration of further adjacent areas to be highlighted for expansion should occur.

#### **Operations**

Volunteers mow and spray the cemetery. Ride on mower recently purchased by the trust. Funds raised by Lions and Young Farmers. Local support high and sustainable, have cleaned up the cemetery over past 10 years; previously "3' high cocksfoot covered the place".

Concern over cost and expertise to properly top or fell pines surrounding the cemetery.

#### **Records**

Fire destroyed early records therefore, areas within the cemetery are unknown if there are internments. Would be able to allocate plots if they knew area was unused. GPR would assist.

Secretary indicated would value storage of a copy of records in fire proof council facility.

Agreed with value of a proposed web based system for public inquiry.

Ashes being buried in existing family plots can slip through without Trustees finding out, so no record. Some interpretation/information panels would help pointing out the need to inform Trustees so records are maintained.

#### **Issues, Uncertainties, Risks**

Interested in headstone restoration. Trust is clear that it is not its responsibility, so family would need to be involved if known.



**Actions<sup>26</sup>**

- S Liaise over development of ash beams in areas with water table issues.
- M Liaison over tree work.
- M Consider extension of cemetery area and land swap.
- S Store copy of records in CODC fire proof offices.

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<sup>26</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 5.1.7 Moa Creek Cemetery (a.k.a. Ida Valley Cemetery)

#### Location, Area and Any Special Features

Smalls Road (from unformed access opposite Moa Creek Hotel) Moa Creek, sec 2 BLK XII Tiger Hill SD, Valn No. 28471 09400. 1.6364 ha. Last know burial 1940s thought to be 1946 of a Chinese miner. Body later exhumed and returned to China. Actual legal access through adjoining Nevill farm. Currently the cemetery reserve is grazed by farmer who owns Moa Creek Hotel ground opposite the hotel building.

A summary of headstones and history is available although detail is minimal.



Photo V7– *Best room in the house, the view from the top of Moa Creek Cemetery hill.*

#### Trustees

Delegated responsibility to appoint and remove trustees to Vincent County Council gazette notice 3 June 1886.

Possibly the only remaining trustee is in the North Island, however their address is unknown.

There may be persons of interest that are available to take up a position as a trustee subject to the appointment process, refer to section 1.8.4 Legal Issues.

#### Demand and Capacity

Cemetery may be open still, unsure of status. Significant space is available. Locals are using other cemeteries, e.g. Blacks at Omakau (one of Blacks Cemeteries trustees is from the Poolburn area).

#### Operations

Area is open and grazed by sheep now by adjoining land owner. Previously farmer did graze cattle in the area. Headstones damaged as a result. Farmer indicated would be willing to erect a stock proof fence at the base of the hill.

Some deterioration of headstone and graves is occurring. Few relatives live locally.



Photo V8 - Showing undermining of graves

### Records

Thought to be 38 interments but only showing a dozen. Chinese are understood to all be buried in SE corner but unmarked<sup>27</sup>. Records lost in fire 1964 or 1965.

Audit in 1967 said could close their file on cemetery as no longer in use. Chinese headstone taken from location by MAF worker, believed to be in Alexandra Museum.

No interpretation on or near site and legal access is fenced at road.

### Issues, Uncertainties, Risks

It is likely the cemetery is not closed.

Area would benefit from fencing but this would require ongoing maintenance as grazing keeps down vegetation. Some remaining headstones and grave surrounds are being undermined by ground erosion.

Legal access is through one farm but land used by another. It may be better for the area to be grazed by the land owner whose land is used for access.

### Actions<sup>28</sup>

S There may be persons of interest that may be available to take up a position as a trustee but subject to the appointment process and assuming the remaining trustee can be found,

S If no trustees, consideration of ongoing maintenance issues should be integrated with sorting access if this site is to remain open to the public. No real connection to the cemetery from Moa Creek/Poolburn locals. Any maintenance would become a council responsibility. A similar arrangement to Hamilton Cemetery could be envisaged.

### If to progress

- GPR would be appropriate to determine sites of burial with the trust area. S
- Officially closing cemetery S
- Sort access S
- Fence areas with burials by lessee S
- Interpretation of cemetery and associated stories. M

<sup>28</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 5.1.8 *St Bathans Catholic Cemetery*

#### **Location, Area and Any Special Features**

Cross St, St Bathans Sec 5 BLK II St Bathans SD, Valn N0 28241 12000. Area 0.4047 ha.



Photo V13 - Headstone for Jane Hanrahan, born 1791 possibly the person born the earliest to be buried in a Central Otago cemetery.

#### **Trustees**

This is a private cemetery owned by the Catholic Diocese of Dunedin. It is likely section 32(1) of the Burial and Cremation Act 1964 applies.

#### **Demand and Capacity**

46 of the 108 plots are vacant. There may be others in family areas that are vacant also. GPR would be helpful to determine any available plots within areas already used by families, there is a desire to confirm this. Given current demand sufficient space for over a century



Photo V14 -Area above Church in background available for burials

#### **Operations**

This cemetery can be found on the following website:  
(<http://www.freewebs.com/stbathanscemetery/>)

Josie and Paddy Enright are caretakers of the cemetery.

Paddy Enright weed eats and sprays the cemetery area as needed.

John Waldron was believed to be the most recent sexton for the site.

**Records**

All known records can be accessed from the above website. Originals are held by Joe Enright. Mosgiel Library holds records also.

**Actions<sup>29</sup>**

S GPR would be helpful to determine any available plots within the areas already used by families.

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<sup>29</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

### 5.1.9 *Drybread Cemetery*

#### **Location, Area and Any Special Features**

Glassford Road approximately 1.5 km ENE of turnoff to Thomson Gorge Rd Sec 2 BLK VI Lauder SD, Valn no. 28431 25500. Area 1.6 ha.

Responsibility to appoint and remove trustees of Matakanui Cemetery (assumed to be Drybread) delegated to Vincent County Council published in gazette 21<sup>st</sup> September 1933 p 2429/30.

#### **Trustees**

Mark Huddleston, Tony and Karen Glassford, Murray Heckler, Tom Moran, Ross Naylor, Roger and Nicki Williams.

#### **Demand and Capacity**

Trustees believe 13 suitable graves remain. 8 reserved and 5 unallocated. 15 burials in last 30 years (1979 – 2009) with 20 in previous 30 years. There may be a small number of graves (2-3) unused but reserved in the past as family blocks. GPR would assist to provide certainty of remaining available plots. Problems with water table in the lower area of the cemetery have made these unsuitable for burials. However there may be at least one burial in this area. Ashes are becoming more common.

It is intended that an area with a capacity of 40 graves will be available by the end of 2010.

Original size of cemetery reserve is 1.6 ha. The developed area looks substantially less than this. A survey could be undertaken to confirm the extent of the cemetery reserve boundary.

#### **Operations**

Glassford family own a small digger used for excavating graves. Maintained by grazing, this is considered adequate by local community. Cemetery is cleaned up if an interment is to occur.

Substantial trees were at risk of causing damage to headstones through falling limbs. The Trust has removed these trees through a fire wood contractor. Replanting has been undertaken at a suitable distance from graves.



Photo V15 - *Headstones moved by fallen tree branches*

## Records

Two editions of cemetery plot map available, slight differences exist in these. Map composed from headstones after fire destroyed records.

Chinese burial sites exist, not sure exact location in cemetery (exhumed and returned to China – thought to be on ship that sunk).

Audit NZ returns completed annually.

Support the proposed web site arrangement. Locally have a database of all attendees at Matakanui and Drybread schools. This could be linked.

## Issues, Uncertainties, Risks

Cemetery located within an operating farm. Public access can cause problems leaving gates open and people letting their dogs out and harassing sheep. Interpretation at entrance off Glassford Road and reminders at the turn-off may reduce the occurrence of these problems.

Burial area not able to be used because of water table however, could be used for ash plots to extend the life of the cemetery. Capacity around 30 years at current rate. Consider negotiating further land to keep cemetery open. In other locations once a cemetery is closed less enthusiasm is evident to maintain the cemetery after a generation.

Some ornate headstones are experiencing some foundation movement. Appropriate work now would avoid long term damage. Would also like to reface headstones so able to read more easily. Trust wishes to encourage families to act; return headstones to 'readable and intact' standard.

## Actions<sup>30</sup>

- S Survey boundaries of cemetery.
- L If necessary investigate land swap for southern area of cemetery for areas to east or west. GPR to determine if any burials have taken place in this area. Discuss with land owner.
- S Restoration of headstones included in cemetery plan and funding application. Requires appropriately qualified person to undertake the work so that inappropriate methods of restoration are avoided.



Photo V16 - Large pine trees surrounding cemetery

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<sup>30</sup> Recommended time frame for completion as able, S – 1-3 years, M – 4-10 years, L – 11+ years.

## PART C: OPERATIONAL – SUMMARY OF RECOMMENDED ACTIONS

### 6.0 GENERAL ACTIONS

Following is the general recommendations for all cemeteries and specific recommendations for individual cemetery are also listed.

Funding and achieving actions could be facilitated in a variety of ways by utilising for example:

- Community Board funding
- Community groups
- Family groups
- Cemetery Trusts
- Community Trust funding

Note: The recommended time frame for completion as able is: S- 1-3 years, M – 4-10 years and L – 11+years.

#### 6.1.1 Website

- S Develop website as an electronic copy of each cemetery's record which allows electronic enquiries. Detail on this site should include if possible:
- names of deceased
  - date of death and/or burial
  - detail on headstone
  - location in cemetery and location of cemetery
  - photo of headstone (this will need some management in the long term as trusts and council are not involved in any way when new headstones are installed)
  - front page note concerning non availability of some records and method by which any information known by families can be included in records
  - areas of cemetery where unmarked/unknown graves are
  - able to edit so that updating occurs regularly and easily
  - link to stories, databases e.g. Drybread local school list, local histories
- S Local genealogical groups have developed a reliable database for transferring data to a website where council and trust records have been made available. Often multiple sources have been used before a burial is confirmed. This source is recommended as the most accurate source of data to populate a website.
- S Research continues and new identities found periodically. A process to amend records should be developed. This needs to be no more than periodic updates of changes being provided to someone at council to make the necessary amendments to the records.
- S Consideration should be given to including an allocation of genealogical researchers costs into the wider budget used for raising funds for this work.
- S Consideration should also be given to developing a *Wikipedia*<sup>31</sup> style page for each cemetery where people could put family histories or local knowledge on the site for others to enjoy.

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<sup>31</sup> *Wikipedia* is a free web based encyclopedia that anyone can edit.



### **6.1.2 Records**

- S Ensure a second copy of all records exists in council secure file areas. This is an immediate priority.
- S Establish an annual trigger to up-date this for burials during the year. Ensure trusts have forwarded any details of burials during the year and these have been entered on the website.
- S-M Encourage historical research into those buried at cemeteries where records are not available. Newspapers from the time are a good source and once names and date of death can be determined application for death certificate could occur.
- S Coordinate ground penetrating radar for all sites where this is of value (see individual site summaries). A single funding application could be designed for all trusts. This is part of another recommendation concerning funding within this document.
- S Advise trusts of the offer from undertakers to directly bank payments into trust bank accounts.
- S Ensure proposed website, brochures and interpretation panels inform people ashes interments must be recorded by cemetery operators, so advice of intentions in this regard is necessary so that records are maintained.

### **6.1.3 Maintenance and Operation**

- S-M Coordinate tree work at cemeteries requiring this. This may be as simple as making people aware of how other cemeteries have dealt with this. Potentially firewood contractors may be able to assist - local people will often know of those interested.
- S Develop a brochure and information on Council proposed website concerning structures on grave sites to minimize maintenance issues. Work with trusts to determine their interest in applying similar protocols.
- S-M For restoration work on headstones and grave surrounds develop a protocol for restoration outlining issues concerning appropriate action for different materials such as wood, concrete, marble, schist, Oamaru stone. Work considered may vary from straightening headstones to full restoration of broken and illegible headstones.

Note - considerable damage can be done to the potential life of structures if the improper treatment is applied and Historic Places Act requirements may cause difficulties unless a protocol is developed which can be applied in normal situations.

An appropriate staged process may be:

- Survey cemeteries to determine scale of work to be undertaken
- Develop protocol for restoration
  - This can be used to discuss this with family and trust funders
- Identify work to do and level of priority within a schedule of work
  - This includes location, age of headstones and type of work which can be used to discuss work with agencies interested especially Historic Cemeteries Conservation Trust of New

Zealand (HCCTNZ), Historic Place Trust (NZHPT) and Royal New Zealand Returned and Services' Assn Inc. (RSA)

- Coordinate funding applications for restoration including family involvement. The Historic Cemeteries Conservation Trust of NZ are a potential partner for this work and may be able to raise funds for undertaking the administration and work associated with this project.
  - Cost of restoration varies considerably, if a figure of \$1000 per headstone is taken and a conservative figure of 100 headstones identified the scale of the task becomes evident. Hence a long term programme is necessary addressing the worst of these in turn and enlisting family support where possible.

No more detailed advice can be given at this stage as NZHPT will need real examples before providing advice on appropriate action.

Make available a construction design for ash beams for those that do not currently have these and provide contact details for the Otago Polytechnic Cromwell Campus, stone course.

#### **6.1.4 Capacity**

- S Along with Trustees, survey to confirm current boundaries and if necessary identify appropriate extensions to Drybread and Omakau (Blacks) Cemeteries. Negotiate with land owners. Include designations in the District Plan when agreed and begin process to formalize land status through provisions of Sec 4 Burial and Cremations Act 1964.
- M Establish a programme to develop extensions to cemeteries reaching capacity so that the amenity of any extension is suitable by the time it is in use.
- M Monitor Clutha River hydro electric dam scenarios for impact on water table at Millers Flat cemetery.

#### **6.1.5 Legal Issues**

##### **Plot Purchases**

- S For cemeteries which are nearing capacity and plots have been purchased for over 60 years without use, confirm with any known descendents that plots are not required. If descendents are unknown or the response indicated these are surplus to their needs reallocate the plots for use. Care should be taken if new headstones are to appear within old areas of any cemetery. Council and Trusts may wish to develop a protocol for headstones within historic areas which purchasers agree to if buying plots within these areas.

##### **Delegations and Cemetery Status**

- S Continue to search records for delegations or gazette notices related to Moa Creek, Manuherikia, Roxburgh, Kyeburn Diggings, Swinburn and Gimmerburn.

## 6.2 CROMWELL CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS

### Cromwell Community Board Cemeteries

#### 6.2.1 *Litany St Cemetery Cromwell*

S<sup>32</sup> Review headstones to consider if repair is warranted and cost effective.

#### 6.2.2 *Cromwell Cemetery*

S Review headstones to consider if restoration is appropriate.

S Correct rate account in name of trustees.

S Review development plan to determine improvements unaffected by probably change to area being used for extension. Likely work still required:

- S Build gazebo to provide shelter for visitors.
- S Furniture.

S Schedule and undertake tree work desirable to minimise risk of tree debris damage.

S-M Change land designations for alternative area to be developed for cemetery expansion.

M Review development plan once land designation changed, confirm and schedule work. Issues to be considered include:

- M Landscape plantings.
- M Trickle irrigation.

M Begin shelter plantings for new area to be developed.

#### 6.2.3 *Nevis Cemetery*

S Decision to be sought from the Cromwell Community Board re the future status of the cemetery

S GPR to determine scale of use within the cemetery.

S Continue searching gazette notices for closure of cemetery. If none found decide if it is appropriate to maintain the cemetery as an open cemetery. If found to be closed consider if appropriate to reopen.

S If to remain open or reopen appoint trustees from those interested locally to maintain and operate cemetery.

S Discuss with locals maintenance arrangements including erecting a gate to stop cattle grazing the area.

S GPR to find and confirm size and use of old Nevis cemetery reserve sec 2 BLK III Nevis SD.

M Work with locals concerning headstone and grave surround maintenance as part of wider improvement plan.

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<sup>32</sup> Timeframe Short term 1-3 years

M Install interpretation panel for both sites to aid visitors experience.

### **Trust Cemeteries**

#### **6.2.4 Tarras Cemetery**

- S GPR to retermine scale of use within the cemetery.
- S Access a second copy of records and store in appropriate location.
- S Appoint a new trustee

## **6.3 MANIOTOTO CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS**

### **Maniototo Community Board Cemeteries**

#### **6.3.1 Naseby Cemetery**

- S Significant restoration work has occurred at the Naseby Cemetery in line with the two reports previously referenced. This includes headstone restoration, and the replacement of gates and fence line. Further work is programmed. Ground penetrating radar is to be applied to the areas currently unmarked to determine if plots have been used. Funding is available.
- S Some unmarked graves may be able to be identified by cross referencing with maps, headstones of known people interred and records of burial. Recommend an approach is made to Naseby Vision to cross reference the headstones to cemetery plot map.
- S Unused family plots - follow up with families the need to hold these.
- S Understand any cultural concerns about how the area should be treated where Chinese burial occurred and bodies exhumed.
- S Policy required concerning plantings in lawn cemetery areas.
- M Investigate aesthetically appropriate development for ash interments.

#### **6.3.2 Ranfurly Cemetery**

- S Review budget allocations – undertaking work piecemeal, may be better to deal with all of an improvement at one time. Keeps the amenity of the area high rather than partial work being completed.
- S Consider more gravel access ways so people can use the area more easily in winter.
- S Establish a protocol for plantings in the cemetery including a memorial area.
- S Ongoing tree work scheduled so that a more cost effective schedule is developed.
- S Renovate seating.
- L A planting plan for next area to be developed should be considered twenty years out from predicted year this area would first begin to be used, say 2040 for 2060.

#### **6.3.3 Hamiltons Cemetery (closed) (actually Hamilton Cemetery)**

- S Consider benefits of formal arrangement with farmer who grazes cemetery reserve.

## **Trust Cemeteries**

### **6.3.4 Blackstone Cemetery**

- L Investigate suitability of adjacent land for extension of cemetery. Options may include designating adjacent land for cemetery extension so that if any development occurs it could be transferred to Cemetery Trust.
- S Ground penetrating radar of value to confirm location of unmarked graves to prolong use of site.
- S Ken Gillespie to access Interment Book to make copy and review for information on unmarked graves.

### **6.3.5 Kyeburn Diggings Cemetery**

- S Ground penetrating radar (GPR) would be highly valuable at this site.
- M-L Likely to be cemetery closest to capacity without development of adjacent land. If GPR indicated limited space then consider development needs for any extension.
- S Investigate appropriate methods to restore grave surrounds and headstone foundations if families wish to support this.
- S Search gazette notices for delegation for trustee appointment.

### **6.3.6 Swinburn Cemetery (Kokonga)**

- S Consider suggesting to families that small stone with plaque be installed to mark the unmarked graves.
- M Some tree work necessary in future. Include in strategy to coordinate if others need similar assistance.
- S As fill available lift ground level of large depression on left as enter the cemetery through main gates. Let Roading Manager know.
- S War memorial corners of base crumbling and memorial is on a lean. Contact RSA to research availability of assistance and advice.
- M Alternative entrance for machinery further along Cemetery Rd identified and constructed - may be in association with getting equipment in for tree work.

### **6.3.7 Gimmerburn Cemetery**

- S Consider GPR to confirm if isolated Chinese graves exist.

## **6.4 TEVIOT VALLEY CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS**

### **Trust Cemeteries**

#### **6.4.1 *Ettrick Cemetery***

- S Stumps to be cleared.
- S Radar of areas known to have unmarked graves.
- M Consider cross referencing records of burials to existing headstones/genealogy records to identify those buried in unmarked graves.
- M Erect plaque to record any known names of people who may be interred in unmarked graves.
- S Place information on proposed website including personal histories where available.
- S Review method of recording reserved plots to ensure accuracy.

#### **6.4.2 *Millers Flat Cemetery***

- S Ashes beam be considered, feature perhaps built by Polytechnic stone mason course. However beam could be provided at any time.
- S Would benefit from ground penetrating radar work to identify any unmarked graves.
- M Await result of power scheme - consideration to consider future location of the cemetery.
- S Concerning trust liaison, it is recommended this be organized on a project basis i.e. liaison occurs using CODC staff member to contact trust representatives when an issue is being addressed e.g. ground penetrating radar.

Except for Millers Flat no other trust raised trust liaison as a need, many made it clear they did not wish any more responsibilities or requirements from a central body.

#### **6.4.3 *Roxburgh Cemetery***

- S Ground Penetrating Radar required in Chinese area.

## 6.5 VINCENT CEMETERIES - OPERATIONAL RECOMMENDED ACTIONS

### Vincent Community Board Cemeteries

#### 6.5.1 *Manuherikia Cemetery*

- S Details in the history noted above could be used to list any known names and/or stories on proposed website.
- S Schedule a review of the trees to determine action required to reduce future damage to stone wall.
- S Maintain wall before more damage occurs.
- S Ground Penetrating Radar should be investigated to determine if this could identify the number of burials.
- S Confirm status of cemetery through National Archives.

#### 6.5.2 *Clyde Cemetery*

- S GPS for site.
- S Consider clearing of trees along fence lines.
- S Screening or removal of excess fill.
- S Water drums screened and more seating with shade.
- M Interpretation panels installed.
- L In some years a cemetery development plan may be appropriate to understand access to new cemetery area and allow landscaping to be developed in advance of first use.

#### 6.5.3 *Alexandra Cemetery*

- S Existing cemetery planting plan scheduled for implementation:
  - Thinning of back row and replace gaps
  - Child memorial area plantings
  - Grass area under new planting between existing and new section (additional task)
- S Plantings to screen soil dump area.
- S Reduce taps, move to be adjacent to concrete beam and concrete under.
- S-M Road sealed as interments move further along area, ensure alignment matches Cemetery Plan to obtain most benefit from the area.
- M Interpretation sign installed.
- S Information on lawn cemetery and ability to plant shrubs/gardens communicated in any information to plot purchases or on proposed web site or kiosks on site.



- S Review irrigation source to avoid town supply use and eliminate lime if possible. If not practical, inform people, including monumental masons of any method to reduce lime build up. Include in any information to plot purchases, on proposed web site or kiosks on site.
- S Confirm area to develop once current reserve is full and take action to change status. This is a high priority given time lags often associated with land use changes involving Crown Land.
- S May be worth researching why earliest part of cemetery was added later as part of telling a story.

#### **6.5.4 Poolburn Cemetery**

- S No information gained searching gazette notices. The story of this site may be of interest historically and if researched its accessibility on the Old Dunstan Rd provides the opportunity for a suitable interpretation panel to tell the story. May be a project for a Historical Society.

#### **6.5.5 St Bathans Cemetery**

- S GPR for Cambrian burial plots within the St Bathans Cemetery.
- S Formalise the relationship with the current volunteers, appoint as sexton. Determine best method for record keeping.

Council needs to determine if it wishes to take over the day to day responsibility for the cemetery. If it does not then it is recommended funds paid for funeral preparation are not paid to cemetery (other than any relevant plot fee) instead applied by undertaker directly to those who have assisted in burial.

If council wishes to take full control of the cemetery continuation of the administration and maintenance provided by locals may become problematic.

Working through the St Bathans Community Association may be a manner to ensure suitability of these options is openly addressed. This could be equivalent to an AGM. If no local discussion takes place then at risk of someone in future challenging the arrangement because of concern about accountability.

### **Trust Cemeteries**

#### **6.5.6 Blacks Cemetery, Omakau**

- S Liaise over development of ash beams in areas with water table issues.
- M Liaison over tree work.
- M Consider extension of cemetery area and land swap.
- S Store copy of records in CODC fire proof offices.

#### **6.5.7 Moa Creek Cemetery (a.k.a. Ida Valley Cemetery)**

- S There may be persons of interest that may be available to take up a position as a trustee .subject to the appointment process, refer to section 1.8.4 Legal Issues.

S If no trustees, consideration of ongoing maintenance issues should be integrated with sorting access if this site is to remain open to the public. No real connection to the cemetery from Moa Creek/Poolburn locals. Any maintenance would become a council responsibility. A similar arrangement to Hamilton Cemetery could be envisaged.

If to progress

- GPR would be appropriate to determine sites of burial with the trust area. S
- Officially closing cemetery S
- Sort access S
- Fence areas with burials by lessee S
- Interpretation of cemetery and associated stories. M

#### **6.5.8 St Bathans Catholic Cemetery**

S GPR would be helpful to determine any available plots within the areas already used by families.

#### **6.5.9 Drybread Cemetery**

S Survey boundaries of cemetery.

L If necessary investigate land swap for southern area of cemetery for areas to east or west. GPR to determine if any burials have taken place in this area. Discuss with land owner.

S Restoration of headstones included in cemetery plan and funding application. Requires appropriately qualified person to undertake the work so that inappropriate methods of restoration are avoided.

**Appendix A**

**Central Otago District Council Bylaws 1 July 2008**

**Part 5 Cemeteries and Crematoria**

500	Scope .....	1
501	Definitions and Interpretation .....	1
502	Burials and Sale of Plots .....	1
503	Fees .....	2
504	Hours of Operation .....	3
505	Erection and Maintenance of Monuments, Headstones, Structures.....	3
506	Shrubs and Trees .....	3
507	Vehicles .....	3
508	Soliciting of Orders .....	4
509	Burial or Cremation of Poor Persons .....	4
510	Deceased Servicemen .....	4
511	Disinterment .....	5
512	Cremation .....	5
513	Safety .....	5
514	Monumental Work in Cemeteries .....	5

## **500 SCOPE**

The purpose of this Part of the bylaw is to enable Council to control and set standards for the operation of cemeteries and crematoria within the boundaries covered by Council's responsibility or ownership. This bylaw is made pursuant to section 145 and 146 of the Local Government Act 2002 and the Burials and Cremations Act 1964 as amended.

## **501 DEFINITIONS AND INTERPRETATION**

501.1 For the purposes of this bylaw the following definitions shall apply:

**CEMETERY** any cemetery vested in or under the control of the Council from time to time but excludes any closed cemetery.

**CREMATORIUM** any crematorium maintained by the Council.

**MANAGER** any person appointed by the Council to control or manage or to assist in the control and management of any cemetery and crematorium under the jurisdiction of the Council and to carry out burials and cremations as provided in this Part of the bylaw.

**SEXTON** any person appointed by the Council to manage the day to day activities of any cemetery and crematorium under its jurisdiction. Such activities include arranging for the provision of plots for burials.

501.2 Nothing in this Part of the bylaw shall derogate from any provision of, or the necessity for, compliance with the:

- (a) Burial and Cremation Act 1964;
- (b) Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967;
- (c) Cremation Regulations 1973;
- (d) Health (Burial) Regulations 1946.

## **502 BURIALS AND SALE OF PLOTS**

502.1 Burial plots sold by the Council shall be sold upon the terms and conditions as decided by the Council and the exclusive right of burial may be granted for such limited period as the Council decides.

502.2 No burial shall be made in any cemetery without a burial warrant for that purpose obtained by the person having the management or control of the

burial from the Council and presented to the Sexton as authority for burial.

- 502.3 Burials shall take place in such plots as the Manager shall determine and no headstone, full grave cover or surround shall be erected on the plot unless the exclusive right of burial has been purchased.
- 502.4 No person other than the Sexton or assistants of the Sexton or any other person duly authorised by the Council shall dig any grave in, or open the ground for burial in, any part of the cemetery. The minimum depth of cover for any casket shall be no less than one meter.
- 502.5 Upon application and payment of the appropriate fees, the urn containing the ashes of any deceased person may be buried in the appropriate portion of the cemetery set aside for that purpose or in any plot subject to an exclusive right of burial.

### **503 FEES**

- 503.1 The Council may by resolution or through the annual plan process, set fees for all services provided for the operation and maintenance of cemeteries and crematoria.
- 503.2 "Out of District" fees may be payable in the case of a burial of a deceased person not residing in or not a ratepayer of the district for a predetermined time. The timeframe for such a requirement shall be determined by the Council. This fee may also apply to the burial of a stillborn child if the parents were not residents or ratepayers of the district. For the purposes of this bylaw, a person in a hospital or institution in the district shall be deemed as resident in the district if they have been a resident of the hospital or institution longer than three months. The Manager appointed by the Council shall determine in each case whether an "out of district" fee is applicable.

### **504 HOURS OF OPERATION**

- 504.1 Funerals may be held on such days and at such times as the Council shall determine.

### **505 ERECTION AND MAINTENANCE OF MONUMENTS, HEADSTONES, STRUCTURES ETC.**

- 505.1 All above ground grave structures, enclosures, memorial headstones and other monuments shall be installed to NZS 4242 and kept in good order or repair by the purchasers of the plots or their representatives. Subject to the provisions of the Burial and Cremation (Removal of Monuments and

Tablets) Regulations 1967, the Council may remove any installations of any kind that shall fall into a state of decay or disrepair. A photographic record of the memorial shall be taken prior to removal and retained in cemetery records.

- 505.2 Plans and specifications for the construction of above ground vaults in cemeteries must be submitted to the Council for approval prior to any work commencing. Construction of the vault shall be to standards acceptable to the Council.
- 505.3 The Council may carry out regular audits of memorial headstones and other monuments to ensure their safety.
- 505.4 No person shall, without the written permission of the Council, remove from any cemetery or grave any headstone, monument or plaque.
- 505.5 No monuments other than approved headstones shall be erected within the precincts of a memorial park cemetery. Any memorial must comply with the requirements of the Council.
- 505.6 All vases and containers for flowers in memorial park cemeteries shall be placed in such a manner as approved by the Council.
- 505.7 No person shall construct any structure or plaque in a plaque lawn cemetery in such a manner that any part therefore shall project above the ground immediately adjoining it.
- 505.8 Any memorial plaque in a plaque lawn cemetery must consist of permanent material, be of an approved size and set in an approved position with all inscriptions relating to the persons buried in each plot to be on the one plaque.
- 505.9 No person shall, without the authority of the Sexton, remove or take from any grave in any cemetery, any vase, wreath, plant, flower or other object, except that the Council may cause to be removed any neglected or broken material of this nature.

## **506 SHRUBS AND TREES**

- 506.1 No tree or shrub shall be planted in any part of any cemetery by any person without the consent of the Council being first obtained

## **507 VEHICLES**

- 507.1 Every person driving or in charge of any vehicle in any cemetery shall stop or move such vehicle as directed by the Sexton or assistants of the Sexton.

- 507.2 No vehicle shall be driven at a greater speed than indicated on any road within the cemetery, and in any other direction other than indicated by traffic notices.
- 507.3 All vehicles (other than hearses) shall yield unconditional right of way to any funeral procession.
- 507.4 Any person installing or attending a memorial in a cemetery shall withdraw for the duration of an adjoining funeral service.

#### **508 SOLICITING OF ORDERS**

- 508.1 No person shall, in any cemetery, advertise or solicit any order from any other person for any work whatsoever to be done in or in connection with any cemetery, or for the sale, preparation or supply of any article, material or item to be set up, affixed or used in any cemetery.
- 508.2 Except at the specific request of the purchaser of a plot or their representatives or assigns, no person shall, in any cemetery accept or take any such order of custom as aforesaid.
- 508.3 No person shall without the consent of the funeral director, or a special permit in writing for the occasion from the Council, take any photographs or moving images at a funeral.

#### **509 BURIAL OR CREMATION OF POOR PERSONS**

- 509.1 Where application is made to the Council for the interment or cremation of any deceased poor person, the applicant shall, on making such application, provide to the Council a duly signed certificate certifying that such deceased person has not left sufficient means to pay the ordinary charge of internment or cremation fixed by this Part of the bylaw, that the cost of burial is not covered by any Accident Compensation entitlement and that where relatives and friends are unable to pay the same.

#### **510 DECEASED SERVICEMEN**

- 510.1 The fee payable to the Council for the disinterment of any deceased servicemen and the reinterment in the war graves section of the cemetery, if application is made by the War Graves Branch of the Department of Internal Affairs, shall be as agreed upon between the parties at the time.

## **511 DISINTERMENT**

- 511.1 Where a request for a disinterment and/or a reinterment is received by the Council or other cemetery owner, the disinterment shall be conducted pursuant to sections 51 and 55 of the Burial and Cremation Act 1964 and subject to the payment of such fees as the Council decides.

## **512 CREMATION**

- 512.1 An approved urn containing the ashes of the deceased person may be left in the crematorium for 14 days from the date of the cremation free of charge. At the expiry of this period such fees as the Council may set shall be paid. The Council will not hold ashes beyond three months from the date of such cremation, and at the expiry of that period may dispose of the ashes in accordance with regulations made under the Burial and Cremation Act 1964.
- 612.2 The casket containing any deceased person intended for cremation shall be made of an approved combustible material.
- 612.3 No casket shall be opened after admission to the crematorium without the consent of the Sexton.
- 612.4 The Council shall determine the hours of operation of its crematorium.
- 612.5 Every application for cremation together with all the necessary documentation shall be deposited with the Manager prior to cremation.

## **513 SAFETY**

- 513.1 No person other than the Sexton or assistants of the Sexton or any other person duly authorised by the Sexton shall fill in a grave.

## **514 MONUMENTAL WORK IN CEMETERIES**

- 514.1 The installation of memorial headstones, grave surrounds or overtop construction or repairs and installation of concrete ground beams or bases shall be carried out to the satisfaction of the Council.