



Reference: IM-01

POLICY

LAKES MEMORIAL PARK PUBLIC CEMETERY - TENURE ON GRAVES

Policy Objective:

To control and manage the tenure of private graves by way of a Grant of Right of Burial.

Policy:

The tenure on private graves is specified in a Grant of Right of Burial which confers upon the holder, (including successors or assignees), the right to arrange up to three burials (and place cremated remains) in a grave and the right to place memorials in accordance with the Lakes Memorial Park Public Cemetery Local Laws.

A Grant of Right of Burial is issued for a period of twenty-five years with a right of renewal for a further twenty-five years.

Procedure: P-IM01

Originating Section: Information Management

Reviewer: Information Management

Approved: Minute: G.26/3/07
20th March 2007

Relevant Legislation: Consolidated Local Laws, Part VII, Lakes Memorial Park Public Cemetery *Cemetery Act 1986*

Delegated Authority:

Other References:



Reference: IM-03

POLICY

RECORDS MANAGEMENT POLICY

Policy Objective:

To control and manage government records within a records management and record keeping framework that complies with legislative, accountability and best practice requirements.

Policy:

The City of Mandurah is committed to making and keeping full and accurate records of its business transactions and official activities. Records created and received by City personnel and contractors, irrespective of format, are to be managed in accordance with the City's Record Keeping Plan and Records Management Policy and Procedure Manual. Records will not be destroyed except by reference to the State records Office's General Disposal Schedule for Local Government Records.

- 1) It is the responsibility of all staff to ensure that the business, operational and administrative activities of the City of Mandurah are appropriately documented and that records are created and maintained in fulfillment of legislative requirements;
- 2) All significant records, irrespective of format, are to be registered, classified and captured into the City's official record keeping systems. All correspondence should be attached to a corporate file;
- 3) The City of Mandurah is responsible for the security and protection of all records created or captured as part of the City's day to day operations. All City staff and contractors have a responsibility to apply appropriate security and protection measures to all records created or received when carrying out the City's business;
- 4) Access to the City of Mandurah's records by staff and contractors will be in accordance with designated access and security classifications. Access to the city's records by the general public will be in accordance with the Freedom of Information Act 1992 and the City's policy on Freedom of Information. . Access to the City's records by Elected Members will be through the Chief Executive Officer in accordance with the Local Government Act 1995;
- 5) Records will only be destroyed or otherwise disposed of by reference to the General Disposal Authority for Local Government Records issued by the State Records Office, and following authorisation from the section manager and the Chief Executive Officer. Records identified as a State Archive should

be transferred to the State Records Office in accordance with the requirements of the General Disposal Authority for Local Government Records.

Procedure:

Originating Section:
Information Management

Reviewer:
Manager Information Management

Approved: Minute: G.26/3/07
20th March 2007

Relevant Legislation:
State Record Act 2000

Delegated Authority:

Other References:
Record Keeping Plan principle 2 – Sec 5.1