

BEECHWORTH CEMETERY TRUST

ADMIN INSTRUCTION 1/2010

CEMETERY TOURS

INTRODUCTION

1. The Cemetery Trust is responsible for the dignified care of the remains of people buried or interred in the Cemetery. The community of Beechworth regards the Cemetery as a sacred place where the remains of many of their loved ones are at rest.
2. Tours of the Cemetery must conform to and recognise this background.

POLICY - GENERAL

3. Tours for historical education are permitted, providing the following general requirements are observed:
 - A. **Registration to conduct tours** Tour operators, and booking agencies, are required to register with the Cemetery Trust and provide annually the information sought on the form:
Registration as a Tour Operator/Booking Agent (Attachment A).

A copy of the tour operator's insurance indemnity policy and a brief description of the tour's presentation content are examples of requirements contained in the registration.
 - B. **Tour charges** The Cemetery is open to the public as a community amenity. The Cemetery must not be used by tour operators solely as an opportunity for commercial gain. Nonetheless, tour operators may charge a reasonable fee for participants on guided tours who in turn should expect to be provided with accurate, educative, historical information.
 - C. **Tour times** Tours must be conducted during the day-time. All tours must be completed no later than 7:00pm during Summer, 6:00pm during Autumn and Spring, and 5:00pm during Winter. Night-time tours are not permitted.
 - D. **Conduct and behaviour** Tours must be conducted in a way that respects the dignity of the Cemetery, reflecting the expectations of the community that the remains of their loved ones will be respected. Tour leaders must ensure that tour participants conduct themselves respectfully whilst in the Cemetery.
 - E. **Approval to be sought** Tour operators must obtain the permission of the Cemetery Trust on each and every occasion of a proposed tour. Applications are to be made in writing to the Secretary of the Trust and be received at least 7 days prior to the first tour taking place. This also applies to tour operators who intend making a 'one off' tour of the Cemetery.

- F. **Use of vehicles** No vehicles are permitted to enter the Cemetery in connection with tours, unless approval is granted by the Secretary of the Trust.

POLICY – SPECIFIC TO SCHOOL GROUPS

4. The following additional requirements apply to tours arranged for school groups:
- A. **Size of Group** The size of school groups visiting the Cemetery is restricted to a maximum of 30 students.
 - B. **Adult supervision** Additional to the Tour Leader/Guide, it is mandatory for school groups of up to 20 children to have at least 2 other adults in attendance to assist actively in the orderly conduct of the tour. Larger groups are to have a minimum of 3 other adults.
 - C. **Behaviour** The following rules are to be explained to, and adhered by, all tour participants:
 - (i) No calling out or shouting is permitted in the Cemetery
 - (ii) Monuments must not be climbed upon
 - (iii) Group members must walk, not run, within the Cemetery
 - (iv) Group activities must be conducted in an orderly manner.
5. **Provision of Cemetery Trust guide** It is anticipated that tour operators will provide their own guides when undertaking a Cemetery tour. However, if requested by a tour operator, the Cemetery Trust may provide a guide. Whilst the policy of the Trust is that there is no charge for general public visits to the Cemetery, for the services of a Cemetery Trust tour guide there is a fee of \$30 per group tour. This is payable to the Beechworth Cemetery Trust by the tour operator. Tour operators who require the Cemetery Trust to provide a tour guide should contact the Trust Secretary.

The Beechworth Cemetery is operational in that there is on average a burial or interment every 10 days. The Trust therefore reserves the right to cancel a tour on the day of a burial.

Attachment A: Registration as a Tour Operator/Booking Agent

- Authority: A. Cemeteries and Crematoria Act 2003 - Section 26
B. Beechworth Cemetery Trust meeting held 13/1/2010
C. Beechworth Cemetery Trust meeting held 24/2/2014