

# HAMILTON CEMETERIES PLAN 2015



**Hamilton City Council**

Te kaunihera o Kirikiriroa





# HAMILTON CEMETERIES PLAN 2015

**Our vision for Hamilton Cemeteries is to provide burial and cremation services in a respectful way, in a beautiful park settings where the community can remember loved ones and appreciate our city's heritage.**

Recognising the differences between our active and closed cemeteries our aim is to:

- Deliver outstanding customer service and best practice at Hamilton Park Cemetery and
- Protect the heritage values of Hamilton West and East cemeteries through best practice conservation

The Hamilton Cemeteries Plan sets out our priorities for the next 10 years and describes how we will sustainably develop Hamilton Park Cemetery to meet current and future burial and cremation needs while managing and actively protecting our two heritage cemeteries to guide operation, development, protection and public use.

The Plan is a response to changing demographics, current and long-term challenges, community and stakeholder views, and the legislative and planning frameworks applicable to cemeteries. It will also provide guidance for staff on how they will operate Hamilton Cemeteries and identifies key actions to be taken to achieve our vision.

Actions within the Plan will be prioritised for implementation through the Council's annual plan processes.





# HAMILTON'S THREE DISTINCT CEMETERIES: A LOT TO TAKE CARE OF

Hamilton City Council provides, manages and maintains three cemeteries: Hamilton Park Cemetery at Newstead; and the heritage cemeteries in Hamilton East (near Hamilton Gardens) and Hamilton West (near Waikato Stadium).



**Hamilton Park Cemetery** opened in 1957 with the crematorium and chapel facilities operating since 1963. Each year we carry out more than 1,400 cremations and 230 casket burials, about 460 services, and several hundred ash burials. From our office based at this site we provide frontline customer services and maintenance of cemetery records, including the online cemetery database. The cemetery covers 18 hectares, with a further 14 hectares available for future development.

**Hamilton East Cemetery** was established in 1865 and is the resting place of more than 14,000 people. The cemetery has been closed since 1992 with a limit to reserved plot burials only. As the oldest and longest operating cemetery in Hamilton, Hamilton East Cemetery has considerable historic significance as a record of notable Hamilton residents and the development of the settlement over nearly 150 years.

**Hamilton West Cemetery** opened in late 1870 and was closed in 1975. It's the resting place of 1,612 people, many of them members of the Fourth Waikato Militia and their families. Hamilton West Cemetery has considerable historic significance associated with the establishment of Hamilton.

The location of each of the cemeteries is shown in Appendix 1.



# AN EYE TO THE PAST, PRESENT AND FUTURE

To achieve our vision and aims, there are some things we need to do.

## Looking after what we've got

**Our two heritage cemeteries hold significant heritage value, reflecting the city's early communities.**

Without appropriate protection and care this will be lost over time. We want to do the right things, the right way, to protect our heritage cemeteries for the enjoyment of all generations. We also want to encourage our communities to play their part in protecting and appreciating our past.

**We provide peaceful park settings for people to remember and celebrate the life of their loved ones.**

We want to protect and enhance the character of our sites, and sustainably use natural resources.

## Responding to customer needs

**Our communities are becoming more diverse. Hamilton has more than a hundred ethnicities represented in the community.**

We want to appropriately meet different cultural and spiritual requirements. We will need to continue to offer a range of burial and ash internment options to meet diverse and changing customer expectations.

**Services, amenities and information are not always available in the ways our customers want.**

We want our facilities, online services, office hours and burial and cremation services to meet customer needs.

## Looking ahead

**The population in Hamilton and the surrounding areas is increasing and there is a growing ageing population. According to Statistics New Zealand, annual deaths within the Hamilton Park Cemetery catchment are projected to increase from 2644 in 2015 to 4184 in 2045.**

To meet demand we will need to continue to extend the burial and ash internment lawns at Hamilton Park Cemetery, maximise land use, and plan to acquire more land.

**The current funding model for Hamilton Cemeteries covers operating costs, but will not be able to sustain future needs.**

We need to develop a financially-sustainable way to fund our cemeteries long term.

**Capturing the hearts and minds of the community.**

Increasing our community's understanding and appreciation of our heritage cemeteries will help us all care for and value our cemeteries now and into the future.

# ACHIEVING THE VISION

## Looking after what we've got

### GOAL 1 - *Protecting and sustaining Hamilton Cemeteries for current and future generations*

#### Protecting heritage

The Hamilton East and Hamilton West Cemeteries are heritage cemeteries. They each have features of historic, cultural, landscape and aesthetic significance.

They are both pre-1900 sites which defines them as “archaeological sites” under the Heritage New Zealand Pouhere Taonga Act 2014. Requirements that must be met include the need to consult with Heritage New Zealand to determine whether an Archaeological Authority is needed in the event of ground disturbance.

The Hamilton East and Hamilton West Cemeteries Conservation Plan 2013 identifies the heritage values of the respective sites and include recommendations for protecting these values. Key recommendations are captured as follows:

Currently, at a local level, neither cemetery is covered by any type of heritage protection in the Hamilton District Plan. This could be considered for the future to recognise, protect and enhance their historic heritage status.

Slowing the degradation of ageing headstones through maintenance, managing vandalism, pest control and maintaining heritage landscape features is important. Some changes will be made to ensure all maintenance work is carried out in an appropriate way. We will do this by developing a comprehensive maintenance plan based on ICOMOS (International Council of Monuments and Sites) conservation principles.

Prioritising maintenance, however, needs to be balanced against safety. We also want to encourage our communities to play their part in protecting and appreciating our past. Establishing a Friends of Hamilton Cemeteries group will see stewardship and restoration being championed while a Heritage Cemeteries Advisory group will ensure decisions are based on sound technical advice.

Different parts of each of the heritage cemeteries reflect changing beliefs, values and styles. We will develop design guidelines to ensure heritage values are not degraded or lost with public space improvements such as signage, furniture and other built amenities.

#### HAMILTON PARK CEMETERY

<b>Objective 1.1</b>	Provide long-term stewardship of the environment.
<b>Policy 1.1</b>	<ul style="list-style-type: none"><li>• Protect natural resources through continuing best practice operations and ongoing monitoring.</li><li>• Use natural resources wisely. Enhance the environment.</li></ul>
<b>Key Actions 1.1</b>	<ul style="list-style-type: none"><li>• Incorporate eco-friendly construction methods, energy-efficient technologies and water harvesting into new buildings and structures and practices, where possible.</li><li>• Enhance native planting in the gully that is partially on and adjacent to the Hamilton Park Cemetery site.</li></ul>



## HERITAGE CEMETERIES

<b>Objective 1.2</b>	Provide long-term protection to our heritage cemeteries
<b>Policy 1.2</b>	<ul style="list-style-type: none"> <li>• Recognise and protect the historic, cultural, landscape and aesthetic significance of our heritage cemeteries.</li> <li>• Follow best practice management for our heritage cemeteries to minimise loss of heritage values.</li> </ul>
<b>Key Actions 1.2</b>	<ul style="list-style-type: none"> <li>• Consider scheduling Hamilton East and Hamilton West cemeteries as significant archaeological, historic and cultural sites in the Hamilton District Plan.</li> <li>• Identify the location of all human remains within Hamilton East and West cemeteries.</li> <li>• Establish a Friends of Hamilton Cemeteries group to champion stewardship and restoration work.</li> <li>• Establish a Heritage Cemeteries Advisory group to oversee and advise on headstone/monument restoration requests, initiatives or issues.</li> <li>• Develop a comprehensive maintenance plan to implement the recommendations of the Conservation Plan.</li> <li>• Carry out stabilisation, maintenance, repair, restoration or reconstruction of monuments in line with recommendations of the Conservation Plan.</li> <li>• Update maintenance contracts and service level agreements with service providers in alignment with the maintenance plan.</li> <li>• Develop design guidelines for Hamilton East and Hamilton West cemeteries to ensure signage, monuments, furniture and other built amenities reflect the character or historic context of these places.</li> </ul>

## Environmental sustainability

Our cemeteries are part of Hamilton's open space network which includes parks and reserves. Managing potential negative impacts of our cemetery and crematorium operations on natural resources (air, water and land), responsible use of these natural resources, and enhancing the natural environment are key priorities.

Hamilton Park Cemetery has a twenty year air discharge permit issued by Waikato Regional Council for its two cremators, which are serviced to ensure optimal operation. Water quality of the unnamed tributary of the Manganou Stream is monitored to ensure water quality isn't compromised. As new areas are developed at Hamilton Park Cemetery water table levels are monitored, to minimise effects on water tables and contaminants discharged to soil.

Looking to the future, sustainability initiatives such as eco-friendly construction methods, sustainable energy technologies and water harvesting could be part of new buildings and developments.

Regeneration of the native vegetation within Hamilton Park Cemetery gully areas is considered important to enhance, and provide opportunities for visitors to enjoy, the natural environment.

As part of day to day operations we're introducing sustainable practices, currently recycling of titanium joints and other metals remaining after cremation is being looked at, as an alternative to burial.

## Responding to customer needs

### GOAL 2 - *Services and facilities that respond to diverse customer needs*

#### Meeting cultural and spiritual needs

Hamilton is a multi-cultural city. We want to appropriately meet different cultural and spiritual requirements and to offer a range of burial and ash internment options to meet diverse and changing customer expectations.

Hamilton Park Cemetery already has areas set aside for Muslim, Jewish and Exclusive Brethren burials. We think it is important to have a clear set of criteria to assess applications from similar groups for designated areas or “new” memorialisation methods or structures.

Applications will be assessed on:

- Compliance with bylaws and legislation;
- Land availability;
- The ability of the group to fund its proposed capital input and ongoing maintenance in perpetuity;
- Sufficient population to warrant an area being set aside for them;
- Site suitability in relation to existing amenities or proposed developments.

Approval of any such application rests with the Cemeteries Manager.

With regard to Maaori tribal identity and integrity, we acknowledge the imperatives of tikanga as it relates to death, mourning and the tangihanga are significant and deeply held. There are also strong connections to other significant aspects of tikanga including connections to whenua (land), tapu (sacredness or separateness), whakapapa (ancestry) and whanaungatanga (the centrality of relationships to the Maaori way of life). The Conservation Plan outlines a number of recommendations to appropriately recognise these cultural values at our heritage cemeteries.

Hamilton Cemeteries supports alternative burial practices and a natural burial area was opened at Newstead in 2013 in response to an increasing number of customer requests.

#### ALL CEMETERIES

<b>Objective 2.1</b>	Culturally-inclusive approaches to management and development at our cemeteries, particularly with regard to tangata whenua.
<b>Policy 2.1</b>	<ul style="list-style-type: none"><li>• Respond to the diverse spiritual, cultural and familial needs of the community, within the context of relevant laws and bylaws.</li><li>• Actively observe Maaori protocols.</li></ul>
<b>Key Actions 2.1</b>	<ul style="list-style-type: none"><li>• Implement a set of clear and transparent assessment criteria for cultural and denominational groups.</li><li>• Plant kawakawa and/or low-growing ferns upon the graves of Maaori ancestors for use in religious rites and rituals.</li><li>• Enable hapu to honour their ancestors with carved pou or other forms of cultural recognition in the style of their tribal origins, based on traditional graves or waahi tapu seen during the 1840s.</li><li>• Support Maaori descendants to exhume the remains of their ancestors and set aside the original place of burial as waahi tapu.</li><li>• Respect Maaori tikanga and guardianship (kaitiakitanga) if Maaori ancestral remains are found in unmarked graves within the grounds of the cemetery.</li></ul>



## Improving access to facilities, services and information

Ease of access to facilities, services and information – from all aspects – is an important issue for our communities. Unfortunately, our facilities, services and information are not always available in ways our customers want.

Feedback from our customers tells us they would like our current burial and crematorium operating hours to align with normal business hours. Currently customers incur an after-hours fee for burial and services after 4.00pm and cremations after 4.30pm. These additional charges particularly impact religious groups with strict protocols around how quickly the deceased must be buried.

Customers also say they want our office to open on Saturdays for account payments, enquiries, plot purchases and service arrangements. Because of this customer feedback this plan sets out to review opening hours.

They also want improved online access to burial information relating to our active and closed cemeteries. We will improve access to information and services online.

Fees and charges are currently set to recover 100 per cent of operating costs. Recent stakeholder feedback is that burial plot fees are high at Hamilton Park Cemetery, making them unaffordable for some families. In some cultures and religions cremation is prohibited, leaving families with currently no alternative burial location within Hamilton. This plan commits to continuing to offer a range of burial and ash interment and memorialisation options, with fair pricing, within the context of a robust financial model. Financial sustainability of our cemeteries is discussed later as one of our ongoing challenges.

### ALL CEMETERIES

<b>Objective 2.2</b>	Improve access to information, services and facilities.
<b>Policy 2.2</b>	<ul style="list-style-type: none"><li>• Improve access to information, services and facilities.</li></ul>
<b>Key Actions 2.2</b>	<ul style="list-style-type: none"><li>• Continue to offer a range of burial and ash interment and memorialisation options.</li><li>• Review opening hours and sexton services.</li><li>• Improve online access to services and information.</li><li>• Meet accessibility standards in facilities.</li></ul>





# Hamilton Park Cemetery Concept Plan





## Improving the overall customer experience at Hamilton Park

Stakeholders and the wider community have shared their ideas about potential future improvements for Hamilton Park Cemetery, which helped us formulate a Concept Plan to enhance the overall customer experience through future development of the site.

### A. Reception/Administration and Lounge

We believe there's value in constructing a new complex to include a reception area for after-service gatherings, a modern administration/customer facility, and lounge facility for services of up to 100 people. Co-locating a reception, lounge and administration facility under one roof will enable staff to be immediately available and on hand for customers' needs.

#### New Reception Area

Currently Hamilton Park Cemetery does not offer an on-site venue for family and friends to share refreshments and stories of their loved ones following the service. A reception facility will enable the cemetery to provide a complete venue for services.

#### Administration Area

The current administration building is small and can become cramped. We understand customers' need for privacy, but we have no way of accommodating this in our current facility.

#### Lounge

The current lounge adjoined to the crematorium is most suited for viewings and small committal services. Although nicely presented internally and maintained to a high standard by our team, there is no outlook as the building has no windows, so people get a sense of being locked in when the doors are closed.

Because the room is next to the crematorium, the sound of the cremators is noticeable and is often commented on by funeral attendees. The chapel is

best suited to large gatherings of about 240 people while the crematorium lounge only accommodates 30 people. There is growing demand for a lounge with the capacity to hold 80-100 people, with windows and taking advantage of the beautiful views at the cemetery.

### B. Works Depot

There is no wash-down area for work vehicles or designated workspace for staff to carry out vehicle and plant maintenance.

The cemetery fleet is housed in the same area as the funeral director entrance to the crematorium which is unsuitable.

As the cemetery expands closer to Vaile Road, the works depot will be moved to a location more centrally located to where current and future activity is. This will save cemetery vehicles having to cover greater distances for burial and other activities and better serve the expanding cemetery.

### C. Toilet Block

Current public toilets are some distance from burial lawns where the public most often visit. Our current toilets are not accessible-friendly. This Plan proposes to construct a new and accessible toilet block.

### D. Outdoor Committal Shelter

The cemetery receives requests to have outdoor services but cannot currently deliver. An open-air shelter would enable this and other gatherings such as unveilings and anniversaries. It would also provide outdoor shelter for impromptu gatherings and shade.



### G. Upgrade of existing Morrinsville Road Entrance

An upgraded entrance into Hamilton Park Cemetery would reflect the importance of the site and improve after-hours security.

### H. Children’s Play Area

Feedback from stakeholders over many years supports a child-friendly space to help demystify cemeteries for children, and make family visits to the cemetery a more welcoming and positive experience. Incorporating children’s play areas in active cemeteries is becoming common practice in Australian metropolitan cities.

## HAMILTON PARK CEMETERY

Objective 2.3	Develop fit-for-purpose facilities, services and activities to improve the experience of visitors, should a business case support these.
Key Actions 2.3	<ul style="list-style-type: none"><li>• Implement the Concept Plan, as resources allow:<ul style="list-style-type: none"><li>A. Reception/Administration and Lounge</li><li>B. Works Depot</li><li>C. Toilet Block</li><li>D. Outdoor Committal Shelter</li><li>G. Upgrade of existing Morrinsville Road Entrance</li><li>H. Children’s Play Area</li></ul></li></ul>





## Looking ahead

### GOAL 3 - *Sustainable planning and development*

#### Meeting future demand

The population in Hamilton and the surrounding areas is increasing and deaths within the Hamilton Cemeteries catchment are projected to increase. To meet demand we need to continue to maximise land use and plan for expansion.

The development of new burial areas using space-efficient burial options is becoming increasingly important. As well as being a future plan for the development of amenities, the Concept Plan is a plan for the staged expansion of Hamilton Park Cemetery based on projected demand, driven by projected demand, and burial and cremation trends. This expansion includes extending burial and ash interment lawns and supporting infrastructure, such as water, power and internal roading.

The cemetery has about 14 hectares available at Vaile Road for future expansion and development. The New Zealand Riding for the Disabled Association (Waikato Group) currently uses these 14 hectares under lease and licence agreements which run until 2019. The lease and licence areas are shown in Appendix 3.

Figure 2 shows the approximate staging of the overall site expansion towards Vaile Road, marked Stage 1 through to Stage 4. The start of each stage will depend on burial demand and funding. A new section of the cemetery will need to be created for the burial of children (marked “F” on the Concept Plan), as part of the Stage 2 expansion from about 2025.

Based on burial and ash interments trends and death projections, we estimate we’ve got enough land for another 50 years or so. We will look to acquire additional land to enable the continued provision of burials at this site well beyond 50 years.

#### Sustainable Burial Practices

Since 1990 all burial plots at Hamilton Park Cemetery have been dug to a depth to allow two casket burials and four ash interments.

Council will need to consider alternatives to increase capacity/burials per hectare. For example, public mausolea (aboveground burials) and vertical burials are less land-intensive than traditional burials. Mausolea are becoming popular in New Zealand and are proposed in the Concept Plan (marked “E”).

Intensification of existing land could be achieved by identifying unused areas for new graves, redesigning existing roads to free up space for new graves, and encouraging intensified use of existing single-depth graves.

HAMILTON PARK CEMETERY	
<b>Objective 3.1</b>	Plan for the sustainable expansion of Hamilton park Cemetery
<b>Policy 3.1</b>	<ul style="list-style-type: none"> <li>• Sustainable land use through sustainable burial activities and options.</li> </ul>
<b>Key Actions 3.1</b>	<ul style="list-style-type: none"> <li>• Implement the staged expansion of burial and ash interment lawns and supporting infrastructure (Figure 2)*</li> <li>• Implement the Concept Plan: <ul style="list-style-type: none"> <li>E. Mausolea</li> <li>F. New Children's Burial Area</li> </ul> </li> <li>• Investigate and offer burial options which are more space-efficient</li> <li>• Intensification of use and reuse of existing sites, where practical: <ul style="list-style-type: none"> <li>(i) Identify unused areas for new graves</li> <li>(ii) Consider redesigning roads to free up space for new graves</li> <li>(iii) Encourage intensified use of existing single-depth graves</li> </ul> </li> </ul>

## Financial Sustainability

Market forces, customer demand and the funding model for Hamilton Cemeteries will all impact on financial viability, now and into the future.

A sustainable financial model must be found to fund not only current operational costs, but also future maintenance costs as Hamilton Park Cemetery continues to expand and all three cemeteries continue to age. To achieve true financial sustainability, reserves need to be put aside to

fund the costs of long-term maintenance.

The operating costs of the Hamilton Cemeteries are currently intended to be 100 per cent cost-recoverable through fees and charges. Capital improvements are funded through the cash-backed Cemeteries Reserve (Endowment) Fund while the renewal of existing assets is funded from rate-funded loans.

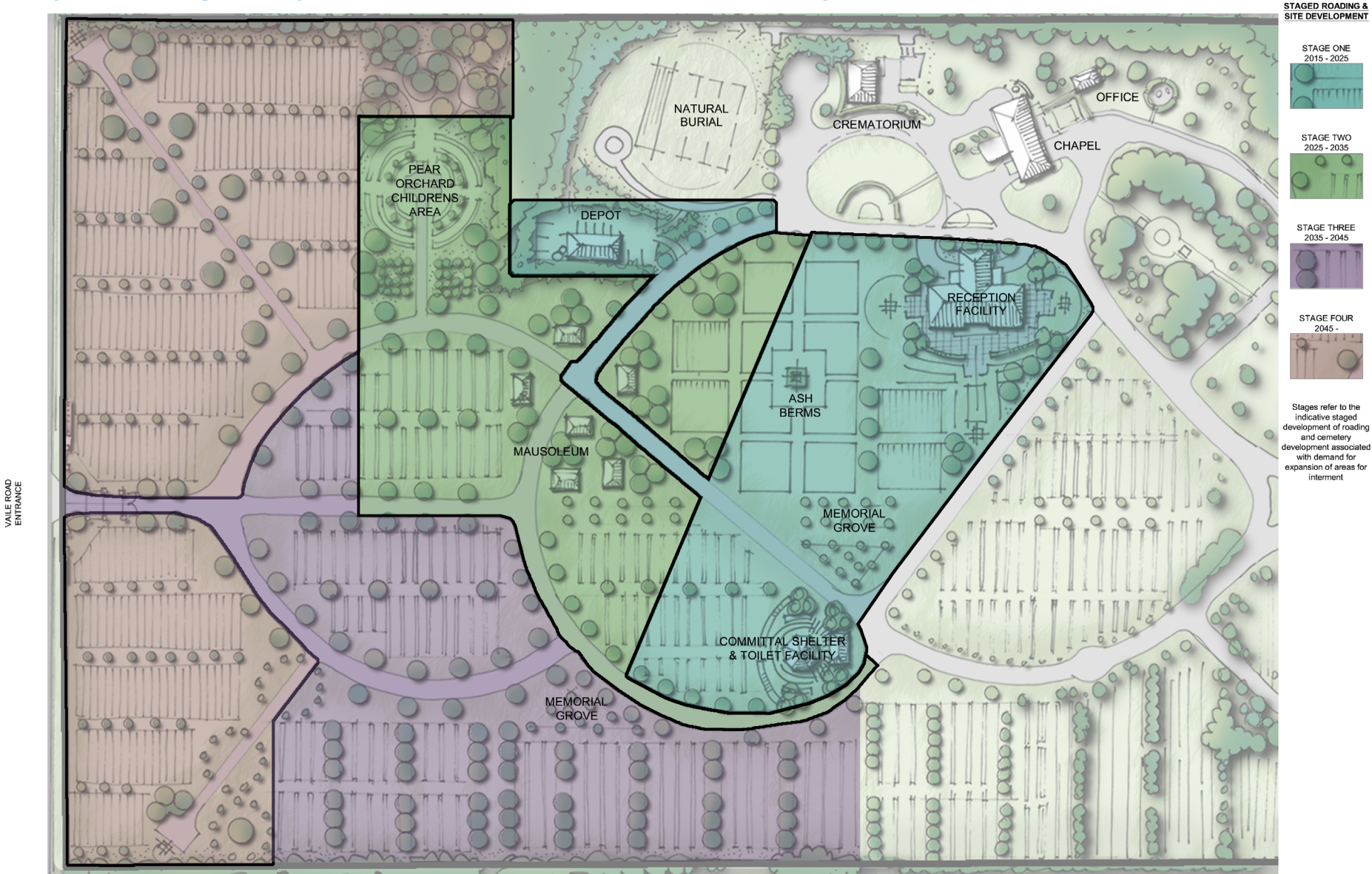
Previously a "maintenance in perpetuity" fee was charged as part of the plot purchase price and held in the Cemetery Reserve Fund. This fee was removed when the 100 per cent cost-recovery model was adopted. The Cemetery Reserve Fund is now being used for cemetery development with no money going back into the fund for maintenance in perpetuity. Funding long-term cemetery plot maintenance through an appropriate fee may need to be reinstated.

Some councils charge an "out-of-district" fee on top of the standard plot purchase fee. This could be considered for residents from outside Hamilton, but may prove to be cost-prohibitive for most families.

If a denominational group wants to pre-purchase the burial rights to an area of the cemetery, the group will need to demonstrate sufficient future demand and financial viability to sustain the area, as part of their application. An option may be for the group to contribute a defined percentage into the Cemeteries Reserve Fund to cover future maintenance.

Council may also need to consider applications to external funding sources to resource heritage conservation projects. External funding is not available for maintenance of a general nature and some grants are restricted to community organisations.

# Proposed staged expansion of Hamilton Park Cemetery





## ALL CEMETERIES

<b>Objective 3.2</b>	Provide long-term stewardship through financial sustainability.
<b>Key Actions 3.2</b>	<ul style="list-style-type: none"> <li>• Develop and implement a financially sustainable business model to fund expansion, development and long-term maintenance.</li> <li>• Consider the financial viability of denominational group applications.</li> <li>• Identify external funding sources for specific conservation projects at our heritage cemeteries.</li> </ul>

## GOAL 4 - *Promoting appreciation of our city's heritage and encouraging its collective stewardship*

Increasing our community's understanding and appreciation of our heritage cemeteries will help us all care for and value our cemeteries now and into the future.

It is important to promote and enhance the social and cultural values of Hamilton's heritage cemeteries as places of passive recreation and learning opportunities. This could be achieved through improved interpretation – highlighting significant heritage features – and making it available in a variety of ways, such as signage, maps, brochures and via smart phone technology. Existing initiatives such as the Hamilton East Heritage Trail and guided tours should continue to be developed. Collaborations with other Council facilities such as Waikato Museum or Hamilton City Libraries could also increase the profile and understanding of the sites.

To enhance the physical experience at Hamilton East Cemetery, an outdoor meeting room is proposed. It would serve as a meeting place for educational or special interest groups, and as a place of quiet reflection at other times.

Public engagement activities could capture the hearts and minds of all generations, and conservation activities could be an engaging and meaningful way to gain community involvement, particularly local iwi.

## HERITAGE CEMETERIES

<b>Objective 4.1</b>	Enhance the value of Hamilton's heritage cemeteries to the local community.
<b>Policy 4.1</b>	<ul style="list-style-type: none"> <li>• Introduce facilities, activities and public events to improve the experience of visitors.</li> </ul>
<b>Key Actions 4.1</b>	<ul style="list-style-type: none"> <li>• Foster participation in conservation activities with local iwi, recognising the importance for Maaori of tupuna buried at our heritage cemeteries.</li> <li>• Develop an Outdoor Meeting Room at Hamilton East Cemetery as a place of reflection for visitors and meeting place for heritage tour groups.</li> <li>• Improve interpretation, signage and maps to improve orientation and understanding for visitors.</li> <li>• Update the Heritage Trail to include Hamilton West Cemetery and reflect new research.</li> <li>• Consider accessibility and use of smart phone technology.</li> <li>• Develop a programme of guided heritage trail walks, tours and other appropriate public engagement to showcase our heritage cemeteries.</li> <li>• Explore opportunities to promote and showcase the heritage values of our cemeteries, including potential publications and exhibition opportunities. Explore partnerships with Waikato Museum, Hamilton City Libraries and schools.</li> </ul>

# ACTION LIST AND TIMELINE

*This section outlines estimated timeframes for the Cemetery Management Plan actions. The actions are grouped into three areas of focus:*

- Looking after what we've got
- Responding to customer needs
- Looking ahead

Short Term is within the next 3 years. Medium Term will be within the next 10 years. Long Term is beyond 10 years.

LOOKING AFTER WHAT WE'VE GOT: ACTIONS		Short Term	Medium Term	Long Term
1.1(a)	Consider scheduling Hamilton East and Hamilton West cemeteries as significant archaeological, historic and cultural sites in the Hamilton District Plan	●	●	
1.1(b)	Identify the location of all human remains within Hamilton East and West cemeteries		●	
1.1(c)	Establish a Friends of Hamilton Cemeteries group to champion stewardship and restoration work	●		
1.1(d)	Establish a Heritage Cemeteries Advisory group to oversee and advise on headstone/monument restoration requests, initiatives or issues	●		
1.2(a)	Develop a comprehensive maintenance plan to implement the recommendations of the Conservation Plan	●		
1.2(b)	Carry out stabilisation, maintenance, repair, restoration or reconstruction of monuments in line with recommendations of the Conservation Plan	●		
1.2(c)	Update maintenance contracts and service level agreements with service providers in alignment with the maintenance plan	●		
1.2(d)	Develop design guidelines for Hamilton East and Hamilton West cemeteries to ensure signage, monuments, furniture and other built amenities reflect the character or historic context of these places	●		
1.3(a)	Incorporate eco-friendly construction methods, energy-efficient technologies and water harvesting into new buildings and structures, where possible		●	
1.3(b)	Enhance native planting in the gully that is partially on and adjacent to the Hamilton Park Cemetery site * Funded in 2015-22 Long Term Plan		●	●

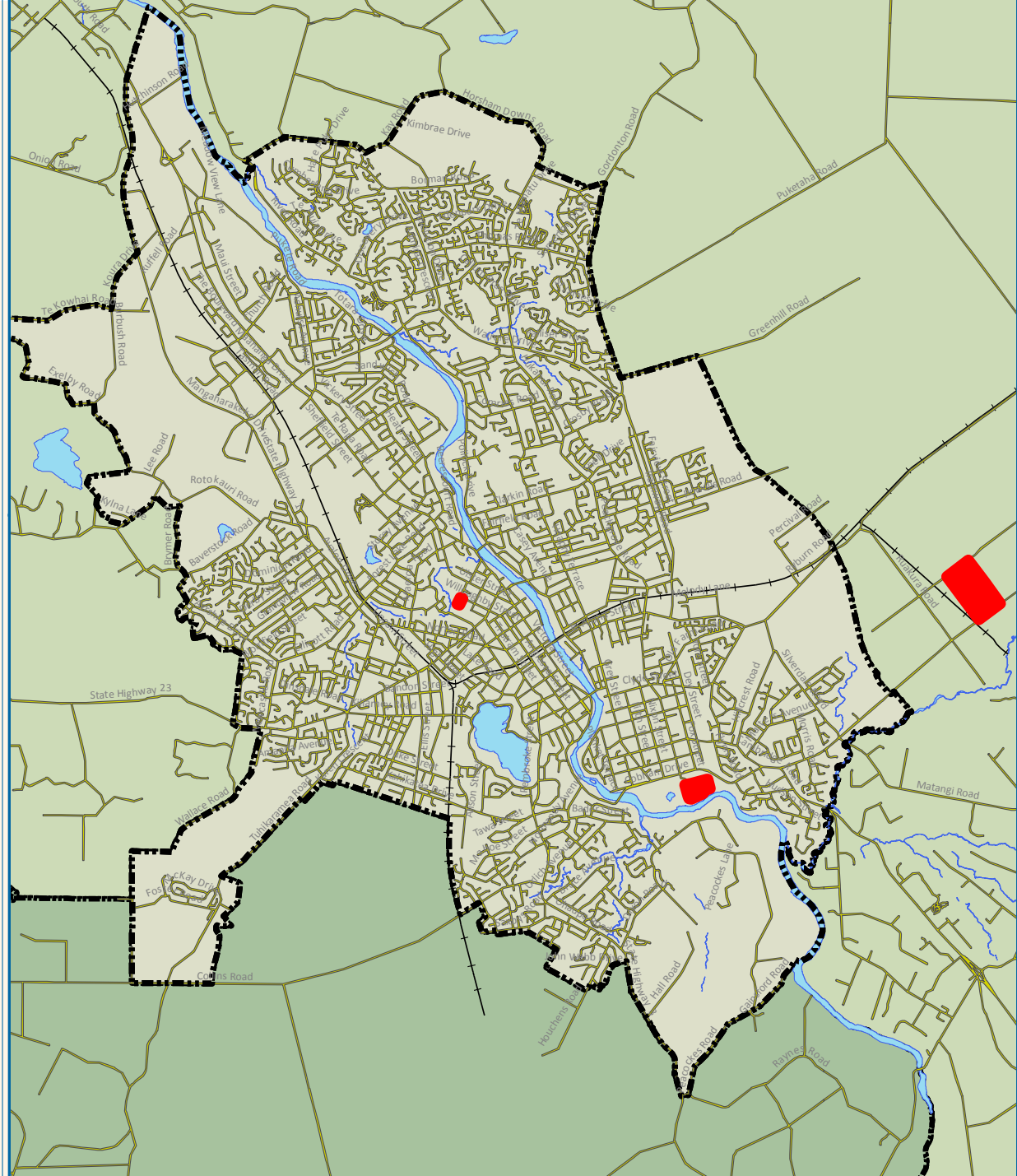
RESPONDING TO CUSTOMER NEEDS: ACTIONS		Short Term	Medium Term	Long Term
2.1(a)	Implement a set of clear and transparent assessment criteria for cultural and denominational groups, as proposed in this Plan	●	●	●
2.1(b)	Plant kawakawa and/or low-growing ferns upon the graves of Maaori ancestors for use in religious rites and rituals		●	
2.1(c)	Enable hapu to honour their ancestors with carved pou or other forms of cultural recognition in the style of their tribal origins, based on traditional graves or waahi tapu seen during the 1840s		●	●
2.1(d)	Support Maaori descendants to exhume the remains of their ancestors and set aside the original place of burial as waahi tapu			●
2.1(e)	Respect Maaori tikanga and guardianship (kaitiakitanga) if Maaori ancestral remains are found in unmarked graves within the grounds of the cemetery			●
2.2(a)	Continue to offer a range of burial and ash internment and memorialisation options	●	●	●
2.2(b)	Review opening hours and sexton services	●		
2.2(c)	Meet	●	●	●
2.2(d)	Improve online access to services and information	●		
2.3(a)	Implement the Concept Plan A. Reception/Administration and Lounge B. Works Depot C. Toilet Block D. Outdoor Committal Shelter G. Upgrade of existing Morrinsville Road Entrance H. Children's Play Area			●



LOOKING AHEAD: ACTIONS		Short Term	Medium Term	Long Term
3.1(a)	Implement the staged expansion of burial and ash interment lawns and supporting infrastructure	●	●	●
3.1(b)	Implement the Concept Plan: E. Mausolea F. New Children's Burial Area			●
3.1(c)	Investigate and offer burial options which are more space-efficient			●
3.1(d)	Intensification of use and reuse of existing sites, where practical:			●
3.1(e)	Plan to acquire additional land			●
3.2(a)	Develop and implement a financially sustainable business model to fund expansion, development and long-term maintenance	●		
3.2(b)	Consider the financial viability of denominational group applications	●		
3.2(c)	Identify external funding sources for specific conservation projects at our heritage cemeteries	●	●	
4.1(a)	Foster participation in conservation activities with local iwi, recognising the importance for Maaori of tupuna buried at our heritage cemeteries	●		
4.1(b)	Develop an Outdoor Meeting Room at Hamilton East Cemetery as a place of reflection for visitors and meeting place for heritage tour groups	●		
4.1(c)	Improve interpretation, signage and maps to improve orientation and understanding for visitors		●	
4.1(d)	Update the Heritage Trail to include Hamilton West Cemetery and reflect new research	●		
4.1(e)	Consider accessibility and use of smart phone technology	●		
4.1(f)	Develop a programme of guided heritage trail walks, tours and other appropriate public engagement to showcase our heritage cemeteries	●		
4.1(g)	Explore opportunities to promote and showcase the heritage values of our cemeteries, including potential publications and exhibition opportunities. Explore partnerships with Waikato Museum, Hamilton City Libraries and schools.	●		

# APPENDICES

## Appendix 1: Location Map of Hamilton Cemeteries



**KEY** ■ Cemeteries & Crematorium





**Appendix 2: Legal status of Hamilton Cemeteries HAMILTON PARK CEMETERY HAMILTON**

	HAMILTON PARK CEMETERY	HAMILTON WEST CEMETERY	HAMILTON EAST CEMETERY
<b>Location</b>	395 Morrinsville Road, Newstead	Willoughby Street	Hungerford Crescent
<b>Legal Description</b>	Allotment 282, Kirikiriroa Parish Certificate of title 556/230	Allotments 213 and 214, Town of Hamilton West Certificate of title 411135	Part Allotment 252, Kirikiriroa Parish
<b>Size</b>	32.3748 hectares	8092 square metres	3.2366 hectares
<b>Reserves Act classification</b>	Local purpose (cemetery) reserve New Zealand Gazette 1990 page 1953 registered as Instrument H958078	Local purpose (cemetery) reserve New Zealand Gazette 1988 page 268 registered as Instrument H779039	Local purpose (cemetery) reserve Part New Zealand Gazette 1985 page 141 registered as Instrument H571265
<b>Nature of activity</b>	Operational cemetery and crematorium	Maintenance of a heritage site	Maintenance of a heritage site. Closed since 1992 with a limit to reserved plot burials only. The majority of the reserves (75%) will lapse by 2020

### Appendix 3: New Zealand Riding for the Disabled Association (Waikato Group) Lease and Licence Areas





## Appendix 4: Glossary

**Conservation** means all the processes of understanding and caring for a place to safeguard its cultural heritage value. Conservation is based on respect for the existing fabric, associations, meanings, and use of the place. It requires a cautious approach of doing as much work as necessary but as little as possible, and retaining authenticity and integrity, to ensure that the place and its values are passed on to future generations.

**Conservation plan** means an objective report which documents the history, fabric, and cultural heritage value of a place, assesses its cultural heritage significance, describes the condition of the place, outlines conservation policies for managing the place, and makes recommendations for the conservation of the place.

**Cultural heritage value/s** means possessing aesthetic, archaeological, architectural, commemorative, functional, historical, landscape, monumental, scientific, social, spiritual, symbolic, technological, traditional, or other tangible or intangible values, associated with human activity.

**Maintenance** means regular and on-going protective care of a place to prevent deterioration and to retain its cultural heritage value.

**Preservation** means to maintain a place with as little change as possible.

**Reconstruction** means to build again as closely as possible to a documented earlier form, using new materials.

**Repair** means to make good decayed or damaged fabric using identical, closely similar, or otherwise appropriate material.

**Restoration** means to return a place to a known earlier form, by reassembly and reinstatement, and/or by removal of elements that detract from its cultural heritage value.

*Glossary of terms taken from the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage Value (ICOMOS New Zealand Charter 2010)*

PHONE 24/7: (07) 838 6699

Hamilton City Council [Hamilton.govt.nz](http://Hamilton.govt.nz) @CouncilHamilton









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