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| Tours and recreational activities in Victorian public cemeteries |
| Guidance for Class A and Class B cemetery trusts |
| OFFICIAL |

# Background

Cemetery trusts are occasionally approached by a person seeking to conduct a tour, event, or activity within a cemetery.

All Victorian public cemeteries are situated on Crown land. A person should not conduct a tour, event, or activity within a public cemetery without the written consent of the relevant cemetery trust as the appointed land manger under the *Cemeteries and Crematoria Act 2003*.

## Approval to conduct a tour, event, or activity

When making an application to the cemetery trust the tour, event, or activity operator (the operator) must provide:

* the name of the individual or company name/address/contact details of the operator
* the type of tour, area of the cemetery the tour or activity will take place
* number of anticipated tours or activities and duration (hours of each)
* proposed maximum group size
* any vehicle or equipment to be used to undertake the tour or activity
* current indemnity insurance, and a workers compensation policy that covers any person engaged by the operator.

If a cemetery trust approves the tour it is required to provide approval in writing which sets out the terms and conditions under which the tour or activity can operate.

## Considerations for a cemetery trust when determining approval for a tour or recreational activity

Consideration of approval for any tour or activity should be determined by the responsible officer of a Class A trust or by a B cemetery trust at a meeting. The cemetery trust should ensure there is a formal record of its decision.

When deciding whether to approve a tour or activity, the cemetery trust should consider a range of matters including but not limited to:

* Cultural and community values which could include community consultation
* Heritage values of the cemetery
* Occupational health and safety within the cemetery
* Current public liability insurance held by the tour or activity operator
* Areas of the cemetery, the frequency, and hours the tour, event or activity may be restricted to
* A risk management plan approved by the cemetery trust which is either provided by the tour/activity operator or prepared by the cemetery trust.

There may be sensitivities within the community about a tour or activity being held within a cemetery and the trust may consider it appropriate to undertake a community consultation prior to granting approval.

Information relating to risk management is available under Topic 25 of the Manual for Victorian Class B cemetery trusts, and Topic 27 of the Manual for Victorian Class A cemetery trusts. The manuals are available for download at [Cemeteries and crematoria](https://www.health.vic.gov.au/public-health/cemeteries-and-crematoria) <https://www.health.vic.gov.au/public-health/cemeteries-and-crematoria>.

Trusts may wish to contact the Victorian Managed Insurance Authority (VMIA) for advice about risk management or view the risk management resources available on the [VMIA website](https://www.vmia.vic.gov.au/tools-and-insights/risk-management-tools) <https://www.vmia.vic.gov.au/tools-and-insights/risk-management-tools>.

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