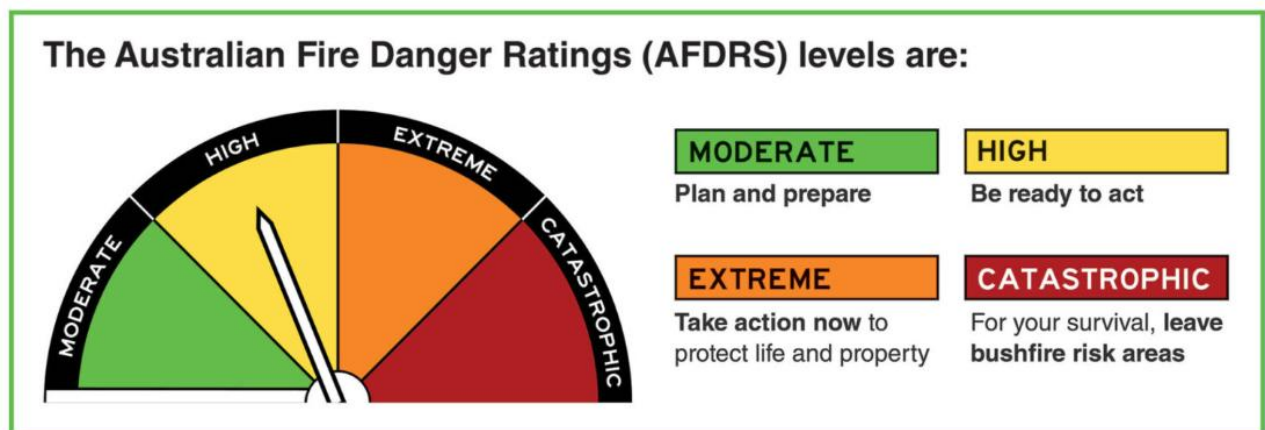


High Fire Risk Day Guidelines

Bellbrae Cemetery Trust (BCT) is deeply committed to caring for our communities.

It is our duty of care to ensure the health and safety of those working at or visiting our cemetery and this encompasses addressing bushfire risk as Bellbrae Cemetery is in a High Risk location.

In 2024 the Geelong Cemetery Trust (GCT) developed a detailed document entitled “Guidelines for Managing Bushfire Risks”. This document is based on extensive consultation with all cemeteries under GCT’s umbrella. The Guidelines outline how GCT conduct operations in High Fire Risk locations, as well as instructions in line with the Australian Fire Danger Rating System.



Based on this work and in full consultation with GCT, BCT has adopted the procedures detailed in the “Guidelines for Managing Bushfire Risks.”

1. On days of High Fire Danger Rating:

Bellbrae may have services that need to be cancelled, postponed or interrupted if a bushfire occurs. In line with the “CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations,” consideration will be given to cancel, defer or relocate the service. GCT supervisors will monitor weather, Fire Danger Rating information and current bushfire information and provide instructions to Funeral Directors and to the BCT regarding any work restrictions for the day.

If a current Watch and Act or Emergency Warning message is in place for a bushfire in the Bellbrae area, no cemetery works by any GCT employees, contractors or Trust Members will be undertaken. Further, GCT employees and contractors will not be permitted on a site without approval from GCT management.

If there is no bushfire threat in the local area, the service may take place, but the service is to be completed prior to 12 noon with all mourners off site by this time.

- A full graveside service can be booked in no later than 11:00am.
- A committal service can be booked in no later than 11:30am.

Other GCT operations are only to occur with the permission of GCT management.

All people on site are to comply with instructions from BCT Trust Member(s) including Funeral Directors and their team.

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If a Watch and Act or Emergency Warning message is issued whilst the service is taking place, immediate backfilling is to take place and all people on site must leave the site immediately via the safest route, as recommended by emergency authorities or in their absence BCT Trust Member(s).

The Funeral Director will stay on site until all people attending the service have left. The Funeral Director must instruct people attending the service regarding safety and evacuation procedures, as directed by the BCT Trust Member(s).

If a Watch and Act or Emergency Warning message is issued prior to the lowering of the coffin, the coffin is to be placed back into the hearse and all people on site must leave immediately via the safest route, as recommended by emergency authorities or in their absence BCT Trust Member(s).

2. On days of Extreme Fire Danger Rating:

Bellbrae may have services that will be cancelled, postponed or interrupted if a bushfire occurs. In line with the “CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations,” consideration will be given to cancel, defer or relocate the service. GCT supervisors will monitor weather, Fire Danger Rating information and current bushfire information and provide instructions to BCT and Funeral Directors regarding work restrictions for the day.

If a current Advice, Watch and Act or Emergency Warning message is in place for a bushfire in the local area (or for towns that GCT employees and contractors need to travel through to access the location), no cemetery works by any GCT employee or contractor will be undertaken. GCT employees and contractors are not permitted to be on site without approval from GCT management.

If there is no bushfire threat in the local area, the service can take place, but the service is to be completed prior to 11:00am with all mourners off site and backfilling completed.

- A full graveside service can be booked in no later than 9:30am
- A committal service can be booked in no later than 10:00am.

All people on site are to comply with instructions from BCT Trust Member(s) including Funeral Directors and their staff. If a Watch and Act or Emergency Warning message is issued whilst the service is taking place, immediate backfilling will take place and all people are to leave the site immediately via the safest route, as recommended by emergency authorities. The Funeral Director will stay on site until all people attending the service have left the site. The Funeral Director must instruct people attending the service on safety and evacuation procedures, as directed by the BCT Trust Member(s). If a Watch and Act or Emergency Warning message is issued prior to the lowering of the coffin, the coffin is to be placed back into the hearse and all people on site are to leave the site immediately via the safest route, as recommended by emergency authorities or in their absence BCT Trust Member(s).

3. On days of Catastrophic Fire Danger Rating:

Bellbrae Cemetery may have services cancelled or postponed. In line with the “CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations”, on days of Catastrophic Fire Danger Rating, events will be cancelled, deferred or relocated. GCT supervisors will monitor weather, Fire Danger Rating information and current bushfire information and provide instructions to BCT and Funeral Directors regarding their work restrictions for the day. Bellbrae Cemetery will be closed to the public and this will be communicated via social media or other appropriate forums. No cemetery works by any GCT employees, contractors or Trust Members will be undertaken. GCT employees and contractors are not permitted on site without approval from a BCT Trust member(s)

On a day which is declared a Total Fire Ban, GCT employees, contractors and Trust Members should follow the same Fire Danger Rating restrictions as listed in all instructions above. However,



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additional restrictions to what works can or cannot be undertaken apply. For information on what activities can or cannot be undertaken on days of Total Fire Ban, refer to the Country Fire Authority (CFA) website:

<http://www.cfa.vic.gov.au/warnings-restrictions>