



Cemeteries Policy

Reference Number:	5.6
Classification:	Policy – Public
Subject:	Engineering Services – Infrastructure
Department:	Engineering Services
Responsible Officer:	Chief Executive Officer
Community Plan Reference:	Strategic Direction One – Service Delivery
First Issued/Approved:	10 th November 2009 (Folio 4291; Item 11.1.2)
Review Frequency:	After General Election every 4 years
Last Reviewed:	10 th April 2012 (Folio 4745; Item 11.1.2)
Next Review Date:	December 2014
Council File Reference:	GF/14.63.1
Applicable Legislation:	Burial and Cremation Act 2013 Burial and Cremation Regulations 2014
Relevant Council Policies / Procedures / Guidelines:	There are no known relevant documents related to this Policy
Consultation:	ELT, Council

1. STATEMENT

The purpose of this policy is to ensure equitable and consistent administration and control practices are maintained throughout all cemetery facilities within the Council area.

Council will efficiently and effectively operate the cemetery facilities in a caring and equitable manner to meet the needs of the community.

2. DEFINITIONS

There are no known definitions related to this Policy.

3. PRINCIPLES

GENERAL CONDITIONS

1. This Policy applies to Cemetery facilities located at Millicent, Beachport, Rendelsham, Furner, Penola, Kalangadoo and Tantanoola.
2. No new leases are available at the Old Millicent Cemetery or the Old Penola Cemetery.
3. The terms for all new Cemetery Leases shall be 75 years.
4. No reservations for grave or urn plots will be granted at any Council Cemeteries, including companion graves.
5. All existing reservations issued by Council will be honoured.
6. The dual depth system of burial (2.15 metres) will apply to all new interments unless otherwise requested. A standard grave size of 2.60 metres x 1.20 metres will apply.
7. Cemetery plaques or mounts will only be installed by Council or a contractor approved by Council, with the prior written consent of the Lessee.

BURIAL OPTIONS

Graves

The following alternative graves are available on request:-

- Single (1500cm)
- Triple (2650cm)

Memorial/Niche Walls

A Memorial Niche Wall for the interment of ashes is available at the following Cemetery facilities:-

1. Millicent Lawn Cemetery
2. Beachport Memorial Cemetery
3. Penola Lawn Cemetery

Memorial Niche Gardens are provided at the following Cemetery facilities:-

1. Kalangadoo Cemetery
2. Rendelsham Cemetery

Neonatal

A designated children's/neonatal section is available at the Millicent Lawn Cemetery. Neonatal burials are available at all other Cemetery facilities on request.

Custom or Religious Burial Ceremonies

An application is required for approval to perform any customary or religious ceremony in the burial of a deceased person in a Cemetery facility, in accordance with a particular custom or religion denomination to which the deceased belonged (including personally closing or covering in the grave of a deceased person on burial).

BURIAL FEES

Fees for burials and plaques will be charged in accordance with the Council's adopted Fees and Charges Schedule which are reviewed on an annual basis.

CEMETERY PLAQUES

The following plaque sizes are applicable within the Lawn Cemetery facilities.

Plaque Sizes

1. Standard and Dual Conversion Plaques

The dimensions for a standard or dual conversion plaque are 38.0 cm x 21.5 cm.

A single standard plaque is permitted per plot with the exception of Millicent where two standard plaques are permitted per plot.

2. Full Lawn Size

The dimensions for a full lawn plaque are 47.0 cm x 41.5 cm.

A single full lawn plaque is permitted per plot with the exception of Millicent where two full lawn plaques are permitted per plot.

3. Memorial Wall Plaques

The dimensions for a memorial wall/niche wall plaque are 22.5 cm x 17.5 cm.

A single memorial/niche plaque is permitted per plot at all Memorial Wall/Niche Wall facilities.

4. Neonatal Plaques

The dimensions of a neonatal plaque are 11.0 cm x 9.0 cm.

A single Neonatal Plaque is permitted.

Installation of Plaques

Only Council staff or a Contractor approved by Council, are authorised to install plaques at any grave located within Lawn Cemetery facilities.

Registered Insignia on Plaques

The use of registered insignias (ie: military service) on plaques will require the prior written approval of the relevant organisation (ie: Office of Australian War Graves).

MONUMENTAL CEMETERIES

No restrictions apply to the type, size or style of monuments within the Monumental Cemetery facilities. It is recommended that plaques and headstones are manufactured and installed by a Master Monumental Mason.

- External measurements of grave sites are 2.7 metres x 1.4 metres
- Concrete surrounds must have a clear internal measurement of 2.3 metres x 1 metre minimum.

ORNAMENTS / FLOWER VASES

1. No ornaments, floral or other tributes are to be placed on or in the lawn area outside the extent of the approved plinth as they cause hindrance to maintenance operations.
2. Breakable ornaments or tributes (e.g. glass or ceramic statues/crosses) placed on the plinth adjacent to the grave shall not exceed 300 mm in height.
3. No fixtures or fittings are to be permanently attached to the plinths without prior approval from Council.
4. The use of glass jars and containers for the display of floral or other tributes shall be kept to a minimum. Where possible plastic or other non-breakable containers should be used for the display of floral or other tributes.
5. Glass jars and containers that detract from the general appearance of the Cemetery may be removed at Council's discretion and without notice.
6. Aged flowers and wreaths may be removed at Council's discretion and without notice.
7. Solar powered lights with spikes are prohibited, however solar powered lights included in a permanent monument approved by Council may be installed.

MAINTENANCE OF PLAQUES, MONUMENTS & STRUCTURES

1. The ownership of plaques, monuments or other structures is deemed to be with the Lessee (or their heirs and successors) who caused the plaque or monument to be installed or structure to be constructed.
2. The Council shall not be responsible for the upkeep, maintenance, repair etc. of any plaque, monument or structure.
3. The Lessee is responsible for the upkeep, maintenance and repair of the monument.
4. The Council may act to remove any structure that has become dilapidated or unsightly.

4. REVIEW

This Policy will be reviewed every four years after each general election.

5. AVAILABILITY

This Policy is available for inspection without charge at the following location during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent

- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. ADOPTION AND AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Date	Authorised by	Minutes Reference
10 th November 2009 (Adopted)	Council	Folio 4291; Item 11.1.2
15 th February 2011 (Reviewed)	Council	Folio 4518; Item 11.1.9
10 th April 2012 (Amended)	Council	Folio 4745; Item 11.1.2
26 th July 2016 (Amended – policy number)	ELT	