



Community Cemeteries Policy

Policy Reference Number	08 CP
Responsible Department	Urban Planning & Leisure Services
Related Policies	Nil
Related Procedures	List procedures that will be used to administer the Policy
Date of Initial Adoption	06 April 1999
Last Reviewed by Council	19 July 2011

1. Purpose

The purpose of this Policy is to clarify Campbelltown City Council's objectives relating to community owned Cemeteries. The Policy states the principles and procedures that Council will apply to the care, control and management of:

- the Old Pioneer Cemetery, 1A Lymn Avenue, Athelstone; and
- the Athelstone Independent Cemetery, Schulze Court, Athelstone.

2. Introduction

Nil

3. Power to Make the Policy

This Policy is made in accordance with Council's power to manage cemeteries under Section 592 of the Local Government Act 1934 and Council's role as a Cemetery Authority whereby it is subject to the provisions of the Local Government (Cemetery) Regulations 1995.

4. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2010-2020:

Quality Living (Goal 1) -

A quality lifestyle that meets the changing needs of the community.

5. Principles

Management of burials and the granting of licences is vested in the Cemetery Curator.

Burial sites in the Cemeteries are limited and policies are necessary to establish the criteria for the allocation of burial sites.

In considering applications and renewals for licences the Cemetery Curator will have due regard to the following:

- That the Cemeteries have local historical significance as the burial place of many of the area's early pioneers.
- That the Cemeteries should be maintained at a standard consistent with their local historical significance.

- That the remaining burial sites be available for use by relatives of people already interred in the Cemetery and other people who have a long association with the area and who have made a contribution to the welfare and well-being of the community.

6. Definitions

Nil

7. Policy

7.1 Burial Licences

7.1.1 Old Pioneer Cemetery

The Cemetery Curator may, with the consent of His Worship the Mayor and the Chief Executive Officer, grant licences for burial sites for the burial of deceased persons who are descendants of the founders of the Athelstone Primitive Methodist Church congregation or persons who have had a long history of community service to, or identification with, the Athelstone community.

7.1.2 Athelstone Independent Cemetery

The Cemetery Curator may grant licences for burial sites for the burial of persons who, prior to their death, had resided in the area of the Campbelltown City Council for a period of not less than five (5) years, and their family members.

7.2 Columbarium Wall Licences

Columbarium wall licences will be limited to one niche allotment, on an individual basis only, per family member, in accordance with 7.1 of this Policy.

7.3 Area of Burial Sites

The Cemetery Curator may grant to an eligible person the licence for the use of a burial site measuring 2.74 metres x 1.07 metres, and/or a site for cremated remains.

Burial sites within the cemeteries will not be separated into areas based upon religion. The limited space within the cemeteries is unable to accommodate expectations along these lines.

7.4 Confirmation of Site Location

The location of a burial site will be confirmed by the grave digging contractor with the Cemetery Curator prior to opening the site.

7.5 Term of Licence

The term of any licence will be forty (40) years for earth burials and forty (40) years for the columbarium wall.

7.6 Extension of Licence

Should an interment occur during the term of an existing licence, that licence will be extended to the full term of forty (40) years at a pro-rata cost based on the current fee.

7.7 Transfer of Licence

A person holding a licence for the use of an unused burial site may seek the approval of the Cemetery Curator to transfer the licence to another person meeting the criteria set down in 7.1 of this Policy.

7.8 Buy Back of Licence

Council will buy back a licence for use of an unused burial site at the same amount that was paid for the licence.

7.9 Lost Licences

The Cemetery Curator may issue a duplicate licence upon execution of a Statutory Declaration by a Licensee setting out the circumstances in which a licence has been lost, and after making such enquiries as the Cemetery Curator deems necessary.

7.10 Multiple Burials

Subject to any legislation to the contrary, and where soil conditions permit, multiple burials may be permitted.

7.11 Cremated Remains

Cremated remains may be interred in a burial site or columbarium wall site at the discretion of the Cemetery Curator.

7.12 Licence Renewals on Expiry of Term

The Cemetery Curator may renew a licence on application from the Licensee.

The Cemetery Curator may renew a licence to allow multiple burials on an allotment for family members.

Council will not seek to re-use existing burial sites on the expiry of the licence.

7.13 Headstones and Memorials

Headstones and memorials to a height of 1800 mm, meeting standards determined by the Council from time to time, may be erected in a Cemetery. Ledges should be consistent with the height of adjoining structures.

Prior to erecting a headstone or memorial the Licensee will provide the Cemetery Curator with drawings and specifications of the structure.

The Cemetery Curator, after examining the drawings and specifications, may grant approval to erect a headstone or memorial if satisfied that:

- the structure has been designed and will be constructed according to sound engineering principles;
- the materials to be used exhibit high corrosion resistant properties with a minimum life expectancy when subject to the elements of at least forty (40) years; and

- the Licensee has provided evidence that the work will be carried out in a competent manner and without causing damage to any other structure in the Cemetery.

7.14 Vaults (Not in a Mausoleum)

The Cemetery Curator may permit the construction of watertight vaults of either single or multiple depth in the Athelstone Independent Cemetery only, excluding that portion of the Cemetery identified as having local historic significance. Permits will be subject to soil and groundwater conditions, design and specifications.

Vaults will be constructed by the applicant subject to the approval of the Group Manager Infrastructure and Environment. . Construction will be in accordance with the design specifications and under the supervision of the Council building supervisor.

The maximum number of burials for each vault will not exceed two (2) per single allotment and may include provision for an ossuary for the storage of human remains.

7.15 Occupational Health & Safety (OH&S)

Contractors undertaking work in Council's Cemeteries will be provided with a copy of Council's current OHS&W Policy. Council also requires contractors to comply with its Inclement Weather Policy that specifies the wearing of long trousers, long sleeves and a broad brimmed hat for full cover sun protection.

In addition, all contractors are required to provide to Council copies of their current public liability insurance certificate to the value of ten (10) million dollars, their current Workcover certificate and any licences or permits if applicable.

7.16 Service Fees and Charges

The Council will annually determine a Schedule of Fees and Charges for services provided at the Cemeteries.

8. Review & Evaluation

This Policy will be reviewed annually. The Chief Executive Officer will report to Council on the outcome of the review and make recommendations for amendment, alteration or a substitution of a new Policy if considered necessary.

9. Availability of the Policy

This Policy will be available for inspection at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.