

Community Cemeteries Policy

Policy Reference Number	5977648
Responsible Department	Infrastructure, Planning & Sustainability Services
Related Policies	Nil
Related Procedures	Nil
Date of Initial Adoption	06 April 1999
Last Reviewed by Council	16 May 2023

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 the Burial and Cremation Act 2013.

4. Strategic Plan Link

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

- Enhancing our Assets (Goal 3)

5. Principles

Management of burials and the granting of interment rights is vested in Council and administered by the authorised 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 interment rights the Cemetery Curator will have due regard to legislative obligations and 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 Interment rights

7.1.1 Old Pioneer Cemetery

The Cemetery Curator may, with the consent of the Mayor and the Chief Executive Officer, grant interment rights for burial sites for the burial of deceased persons who have a family association with the Athelstone Primitive Methodist Church congregation and have lived the majority of their lives in the Campbelltown City Council area.

7.1.1.1 There is to be no pre purchase of sites at the Old Pioneer Cemetery.

7.1.1.2 An associated person (or their spouse) may only purchase one burial site.

7.1.2 Athelstone Independent Cemetery

The Cemetery Curator may grant interment rights 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 Interment rights

Columbarium wall interment rights 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 interment rights for the use of a burial site measuring 2.74 metres x 1.07 metres.

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 Interment Rights

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

7.6 Extension of Interment rights

Should an interment occur during the term of existing interment rights, that interment rights 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 Interment rights

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

7.8 Buy Back of Interment rights

Council will buy back interment rights for use of an unused burial site or columbarium site in accordance with the requirements of Section 34 of the Burial and Cremation Act 2013.

7.9 Lost Interment Rights

The Cemetery Curator may issue duplicate interment rights upon execution of a Statutory Declaration by a Holder of interment rights setting out the circumstances in which a interment rights 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 Renewals on Interment rights on Expiry of Term

The Cemetery Curator must renew interment rights for a period of at least 5 years in accordance with legislative requirements on application from the interment right holder.

Council will not re-use existing burial sites.

7.13 Headstones and Memorials

Headstones and memorials to a maximum 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 holder of interment rights 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 holder of interment rights 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, certification of design documentation from a suitably qualified engineer and any necessary legislative approvals.

Vaults will be constructed by the applicant subject to the approval of the General Manager Urban Planning and Leisure Services. Construction by the applicant will be in accordance with the design specifications and under the supervision of the Cemetery Curator.

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 Work Health & Safety (WH&S)

Contractors undertaking work in Council's Cemeteries will be provided with a copy of Council's current WHS Policy. Council also requires contractors to comply with its Inclement Weather Policy.

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

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website www.campbelltown.sa.gov.au.