



DISTRICT COUNCIL OF LOXTON WAIKERIE

Cemeteries and Natural Burial Grounds Policy

Policy identification:	
Policy type:	Council
Summary:	This policy outlines Council's objectives in respect of Council owned and operated cemeteries, natural burial grounds and crematoria.
Record number:	16.63.1
Date of adoption or approval:	17 June 2016
Date of last review:	15 June 2018
Next review date:	Once in each term of council (every 4 years)
Authorised by:	Council
Responsible department:	Corporate and Community Services
Responsible officer:	Director Corporate and Community Services
Review officer	Administration Officer (Waikerie)
Consultation required:	
Relevant references:	
Delegations:	
Legislation	Burial and Cremation Act 2013
Related policies	
Related procedures	

1. Purpose

This policy outlines the District Council of Loxton Waikerie's (Council) objectives in respect of Council owned and operated cemeteries, natural burial grounds and crematoria. It has regard to the [Burial and Cremation Act 2013](#) (the Act) and the [Burial and Cremation Regulations 2014](#) under which Council cemetery authorities must meet revised requirements for the operation and regulation of cemeteries, natural burial grounds and crematoria within the Council area.

2. Definitions

Words and phrases used in this policy have the same meaning as they do in the [Burial and Cremation Act 2013](#) and/or [the Burial and Cremation Regulations 2014](#).

3. Principles

This policy has been developed to meet Council's core values. Our core values are the principles, attributes and qualities we hold as important that we will display in the way we go about our business.

Core Values

We are
GENUINE

Adhering to moral and ethical principles, being honest, accountable, trustworthy and authentic.

We will
LISTEN

Communicating as well as engaging the community in an open, honest and constructive manner at all times.

We are
CARING

Showing respect, compassion and empathy and being supportive of each other and our community.

We will be
INNOVATIVE

Seeking out and making use of new ideas and opportunities, showing initiative and being progressive, proactive and creative.

We are
UNITED

Working as a team in an inclusive, co-ordinated and collaborative manner to achieve our common goals.

We will aim for
EXCELLENCE

Consistently delivering quality service outcomes and endeavouring to be a high performance organisation.



The policy applies to cemetery and natural burial facilities located, owned or operated by Council in the townships/settlements of:

- Alawoona
- Bugle Hut
- Kingston-on-Murray
- Loxton
- Meribah
- Moorook
- Paruna
- Ramco and
- Waikerie

Each cemetery and natural burial ground is overseen by Council staff and private contractors.

The management of burials and granting of interment rights in council facilities is vested in the Council and delegated to its administration.

Existing reservations issued by Council prior to the development of this policy will be honoured by Council and renewal of interment rights will have regard to the basis on which the original burial sites have been allocated.

The cemeteries and natural burial grounds will not be segregated into areas based on religion or ethnicity in accordance with section 22 of [the Act](#). Where possible, Council will have regard to the customs and specific needs of all those who apply for an interment permit.

In considering applications and/or renewal of interment rights Council will have regard to:

- Council's ability to effectively manage our cemeteries and the available plots
- the Cemetery's local historical significance as a burial place for many of the pioneers of the area
- the need for each cemetery site to be managed and maintained at a standard consistent with its significance and as an important family memorial place
- remaining interment sites available, recognising relatives of people already interred in the cemetery, people with a long association to the area, and those who have made contributions to the well-being and social fabric of the community

3. Issue of interment rights

Interment rights may be granted by Council for one or more sites within a cemetery or natural burial ground on completion of an application and payment of the appropriate fee. The interment right gives the holder the exclusive right to bury or inter human remains in the allotted site. The holder of the interment right may use the site only for interment of human remains consistent with this Policy and the [Burial and Cremation Act 2013](#).

Council will not grant interment rights in perpetuity.

Interment rights may be issued for the following:

3.1 Grave sites (for new interments) for a dual depth system of burial.

The site can be used to practically accommodate family members and the term of the interment right is 99 years with renewal rights for a second period on the application of an interment right holder or authorised person. (See section 30 of [the Act](#).)

3.2 Grave sites (for new interments) for a single depth system of burial – Ramco Cemetery

Due to soil composition the burial site can only be used to accommodate one family member and the term of the interment right is 99 years with renewal rights for a second period on the application of an interment right holder or authorised person (See section 30 of the Act)

3.3 Rose garden memorial or niche walls

The term of an interment right for ashes, in a memorial, niche wall or rose garden memorial is for a period of 99 years with a second period available on the application of an interment right holder or authorised person. (See section 30 of [the Act](#).)

When seeking approval to transfer ashes from another location and establish a new interment right in Councils rose garden memorial or niche walls, applicants should note that Council has a strong preference for plaques to be consistent with the prevailing style in our rose garden or niche wall. Council would prefer that applicants purchase a new plaque that is consistent with our current style and will only consider the usage of plaques from another location when it is mainly consistent with the prevailing style in our rose garden or niche wall.

3.4 Scattering of ashes

No interment right is required for scattering of cremated remains in a cemetery or natural burial ground. However, prior approval of the Council is required. (See section 36 of [the Act](#).)

If an interment right has been pre-purchased, and where that allotment has not been used (within the 99 year period), the interment right may not be transferred from one plot to another and ownership will automatically transfer back to Council.

4. Renewal or transfer of interment rights

4.1 Renewal

At the end of the interment right period Council may, on application of the interment right holder or an authorised person, renew or extend an interment right on payment of an appropriate fee. (See section 32 of [the Act](#).)

4.2 Transfer or surrender of interment rights

A person/family holding an interment right for an unused burial site or memorial wall may seek approval of Council to surrender (section 34 of [the Act](#)) or transfer (section 33 of [the Act](#).) the right to another person/family. A Transfer of Interment Right Form can be completed and Council will not unreasonably withhold its approval. However, administrative costs for the surrender, formal transfer and recording in Council's register will be at the cost of the holder of the interment right in accordance with Schedule 1 of [the Regulations](#).

4.3 Lost documentation

Council may issue a replacement (copy) of an interment right upon receipt of a Statutory Declaration by the interment right holder or an authorised person which sets out the circumstances in which the formal documentation was lost.

5. Reuse of interment sites

In the event that Council chooses to reuse interment sites, and a right of interment is not renewed, Council will take reasonable steps, as per Section 38 (2) of the Act, to advise a holder of the right of the impending expiration of the right twelve months prior to its expiration. If the holder of the right does not renew the interment right by the expiration date:

- for a burial site: the interment site is deemed to have expired and Council has the right to reuse the site in accordance with the legislation
- for an ashes interment site: the holder of the interment right may:
 - a. instruct the Council to move the interment remains to an unmarked location in the cemetery, or
 - b. collect the remains for private disposal

and Council has the right to reuse the site in accordance with the legislation

6. Disposal of human remains and cremains

6.1 On rural land

In accordance with sub-section 8(2) of [the Act](#), the Council will receive applications and may grant permission for a burial on private land outside “metropolitan Adelaide” and outside the boundary of a township. The request must be made on the Application for Burial on Non Cemetery Land at least 8 weeks prior to applicant becoming deceased so as to ensure application has time to go before full Council for consideration.

6.2 Documentation

All applications for a right to inter bodily remains in a Council cemetery or natural burial ground must be accompanied by appropriate documentation in accordance with section 12 of [the Act](#) and Regulation 9 of the Regulations. Council cannot allow disposal of human remains without seeing (and recording the details of):

- a certificate of identification for the body; and
- a partial certificate of cause of death; or
- a disposal authorisation; or
- an authorisation to dispose of human remains granted by the Minister or the Registrar under section 12 of [the Act](#).

All interments in Council owned/operated cemeteries or natural burial grounds are to be approved by Council on the Burial Application form. Interments are to be undertaken by the funeral company specified on the Burial Authority. Preparation of the interment site is to be undertaken by Council or a contractor authorised by the Council.

All cremated remains interments in Council owned/operated cemeteries are to be approved by Council on the Cremains Application form.

6.3 Register/Records & Plans

Under section 53 of [the Act](#), the Council as the “relevant authority” must maintain, and make available to the public, documentation for each cemetery or natural burial ground.

Copies of the registers and plans of the cemetery are available for inspection by members of the public during Council office hours.

6.4 Access to an interment site

A holder of an interment right (including those who have existing Interment Rights) is required to comply with [the Act](#) and the approval given by Council, prior to:

- interment of human remains in a cemetery or natural burial ground
- reopening an interment site containing bodily remains
- removing or relocating human remains.

The process of excavating and/or modification of a site must be undertaken by a Council employee or a contractor approved by the Council. Confirmation of a burial site must be verified by Council’s Administration prior to any excavation or other work on the site

6.5 Scattering of ashes on Council land

Council has no Legislative basis to cover the scattering of cremated remains on private property, but requires prior approval of Council before cremated remains are scattered on Council property.

7. Memorials

7.1 Duty to Maintain Monuments

The interment right holder must maintain any monument erected on a gravesite in a safe and aesthetically pleasing condition.

7.2 Headstones or Plaques

All headstones must be approved by Council using appropriate Memorial Application Form. Size restrictions only apply to lawn section memorials and cremated remains memorial plaques.

7.3 Installation of headstones or plaques

Only Council staff or a contractor approved by Council shall install a headstone or plaque.

7.4 Ornaments

Ornaments, vases, aged flowers and wreaths may be removed from sites, if Council forms the opinion that the items have deteriorated to the extent that they are unsightly.

7.5 Ownership and maintenance of memorials

The ownership of plaques, monuments and other approved structures remains with the Interment right holder. The Council is not responsible for the upkeep, repair or maintenance of any memorial.

In accordance with section 41 of [the Act](#), the Council may issue a notice on the owner of a memorial requiring repairs, removal or reinstatement of the memorial.

Council may act to remove any structure that it deems to be unsightly, in poor condition or dilapidated or repair it consistent with section 41 of [the Act](#) at the owner's cost.

7.6 Power to dispose of unclaimed memorials

Council may, after giving notice in accordance with section 42 of [the Act](#), remove and dispose of the memorial.

7.7 Monuments and memorials in natural burial grounds

In natural burial grounds, permanent memorials are not to be installed on individual interment sites. However Council will allocate a small area of the natural burial ground for installation of approved memorabilia.

8. Service fees and charges

Council will annually determine a "Schedule of Fees and Charges" for services provided at cemeteries and natural burial grounds as part of its budget process.

9. Neglected cemeteries and natural burial grounds

If Council is of the opinion that a cemetery or natural burial ground within its area is in a neglected condition or fails to comply with the requirements of [the Act](#) the Council may, by notice in writing, require the governing body to remedy the conditions of neglect or non-compliance. If those remedial works are not undertaken in accordance with [the Act](#) the Council may undertake the work and recover the costs from the governing body or Interment right holder. (See section 46 of [the Act](#).)

The Authority on which the notice is issued can apply to the District Court for a review of the decision.

10. Authorised officers

Council may appoint authorised officers to ensure administration and enforcement of section 59 of [the Act](#).

11. Availability of the Policy

This Policy will be available for inspection at the Council Offices at Loxton or Waikerie during ordinary business hours at no charge.

Copies of this Policy will also be available from Councils website www.loxtonwaikerie.sa.gov.au or postal copies may be obtained from the Council office free of charge.

12. Document history and version control

Date	Version	Authorisation: Council/ Committee/Senior Management Team	Amendment details:
17/06/2016	1.0	Council at the meeting of 17 June 2016	First version
15/06/2018	1.1	Council at the meeting of 15 June 2018	Addition of Council's values statement only.