




# Operating Policy

<b>Version Number:</b>	V15.0
<b>Release Date:</b>	18-01-2019
<b>Next Review Date:</b>	January 2022
<b>Approved by:</b>	Janet Miller, CEO
<b>Signature:</b>	

## Table of Contents

Operating Policy.....	1
1 Purpose.....	4
2 General Operating Policies.....	4
2.1. Compliance with Legislation .....	4
2.2. Opening Hours .....	4
2.3. Office Hours of Authority .....	4
2.4. Fees.....	4
2.5. Plan of the Cemetery.....	4
2.6. Landscaping.....	4
2.7. Traffic Regulations .....	4
2.8. Public Right of Way .....	5
2.9. Control of Animals.....	5
2.10. General Conduct in the Cemetery .....	5
2.11. Tributes .....	5
3 Interment Rights.....	5
3.1. Authority to Grant Interment Rights .....	5
3.2. Interment Rights Issued in Perpetuity .....	6
3.3. Authority to renew Interment Rights .....	6
3.4. Expired Interment Rights.....	6
3.5. Disposal of Cremated Remains.....	7
3.6. Surrender of Interment Right .....	7
3.7. Transfer of Interment Right.....	7
3.8. Register of Interment Rights.....	8
3.9. Interment Rights issued in two or more names.....	8
3.10. Claimants to Interment Rights .....	8
4 Burials.....	9
4.1. Burial Hours .....	9
4.2. Authorisation of Burials .....	9
4.3. Depths of Coffins.....	10
4.4. Opening of interment sites, exhumation and re-interment.....	10
4.5. Areas reserved for specific faiths.....	10
5 Cremation .....	12
5.1. Authorisation of Cremations .....	12
5.2. Cremated Remains .....	12
5.3. Cremation Register .....	12

## 1.0 Operating Policy

6	Memorials .....	13
6.1.	Memorial Design .....	13
6.2.	Monumental Masons .....	13
6.3.	Duty to Maintain Memorials .....	13
6.4.	Temporary Burial Interment Site Markers .....	13
6.5.	Removal of Memorials.....	14
6.6.	Memorial Register .....	14
7	Privacy .....	14
8	Roles and Responsibilities .....	14
8.1.	Chief Executive Officer.....	14
8.2.	Managers and Co-ordinators.....	15
9	Glossary of Terms .....	15
10	Deviation .....	16
11	Compliance .....	16
12	Document Control .....	17
	Schedule A – Memorial Specifications .....	18

## 1 Purpose

The Operating Policy guides management and staff in the day-to-day operation of Centennial Park Cemetery Authority (the Authority). It is also a reference point for members of the public who utilise the Authority's facilities or services..

## 2 General Operating Policies

### 2.1. Compliance with Legislation

- 2.1.1. In delivering it's services, the Authority will comply with the South Australia Burial and Cremation Act 2013 (Act), the South Australia Burial and Cremation Regulations 2014 (Regulations) and this operating policy.

### 2.2. Opening Hours

- 2.2.1. The cemetery is open to vehicles and pedestrians daily from 7:00am to 7:00pm and until 9:00pm during daylight saving time, or as the Authority may determine.

### 2.3. Office Hours of Authority

- 2.3.1. The office of the Authority is open weekdays except public holidays from 8:30am to 5:00pm or as the Chief Executive Officer may determine.

### 2.4. Fees

- 2.4.1. The Authority will publish a scale of fees for the services it provides. These fees are subject to change without notice.
- 2.4.2. The scale of fees will be reviewed, at a minimum, on an annual basis and a copy will be available from the office of the Authority and for download from the Authority's website.

### 2.5. Plan of the Cemetery

- 2.5.1. The Authority will maintain a plan of the Cemetery in the office of the Authority that shows:
  - 2.5.1.1. each site at which human remains are interred; and
  - 2.5.1.2. each site set aside for the interment of human remains; and
  - 2.5.1.3. the number allocated to, or a description of, each site.

### 2.6. Landscaping

- 2.6.1. Only persons authorised by the Authority may landscape or change the landscaping of any portion of the cemetery.
- 2.6.2. Any unauthorised landscaping may be removed by the Authority without notice.
- 2.6.3. The Authority is not responsible for any damage or loss caused by unauthorised activity in the grounds.
- 2.6.4. All plants and trees in the cemetery remain the property of the Authority.
- 2.6.5. The Authority may plant and maintain lawn on interment sites.
- 2.6.6. The Authority may add or alter areas of landscaping as it may determine.

### 2.7. Traffic Regulations

- 2.7.1. A person must, while in charge of a motor vehicle within the cemetery, comply with any lawful directions of the Authority as to the driving and parking of the vehicle.
- 2.7.2. A speed limit of 20 km per hour applies in the cemetery. All other general road rules apply within the cemetery.

- 2.7.3. A person must not drive a motor vehicle within the cemetery in a dangerous or careless manner or without reasonable consideration for others.
- 2.7.4. A person may park a motor vehicle within the cemetery with reasonable consideration for others and in accordance with general road rules unless it is clearly marked to the contrary.

## **2.8. Public Right of Way**

- 2.8.1. The cemetery is not a public right of way.
- 2.8.2. The Authority must ensure that the cemetery is securely fenced at all times.

## **2.9. Control of Animals**

- 2.9.1. All dogs in the cemetery must be kept under control and on a leash. All dog faeces must be removed by the person in control of the dog. Bags are located at various points around the Park.

## **2.10. General Conduct in the Cemetery**

- 2.10.1. A person must at all times conduct themselves in a manner that respects the rights and safety of others.
- 2.10.2. A person must seek the approval of the Authority before they:
  - 2.10.2.1. Offer any item for sale;
  - 2.10.2.2. Erect a temporary shelter or canopy;
  - 2.10.2.3. Carry on a business or advertise the same;
  - 2.10.2.4. Distribute or display any advertisement;
  - 2.10.2.5. Organise or take part in a meeting;
  - 2.10.2.6. Discharge a firearm (except at a military funeral);
- 2.10.3. A person must not:
  - 2.10.3.1. cause any nuisance or breach the peace;
  - 2.10.3.2. Disturb a funeral service;
  - 2.10.3.3. Cut, break, deface or write or fix a bill on any fixture or landscaping in the cemetery; or
  - 2.10.3.4. Take, injure or interfere with trees, shrubs, flowers, vases, labels, fish, birds, animals or other property.

## **2.11. Tributes**

- 2.11.1. Tributes may be placed only in unbreakable containers or as the Authority may determine.
- 2.11.2. The Authority may remove and dispose of any tribute when it is deemed unsightly, offensive, breakable, or a risk to public safety.

# **3 Interment Rights**

## **3.1. Authority to Grant Interment Rights**

- 3.1.1. The Authority may grant an Interment Right in relation to one or more sites in the cemetery subject to payment of the appropriate fee.
- 3.1.2. The Authority may at its discretion limit the number of Interment Rights granted to a person.
- 3.1.3. An Interment Right Holder has for the term of the Interment Right:
  - 3.1.3.1. An exclusive right to bury or inter human remains in the site allotted; and
  - 3.1.3.2. An exclusive use of foundations provided by the Authority to erect an approved monument.

- 3.1.3.3. An Interment Right Holder may only use the ground allotted for the purposes set out in this clause and not for any other purpose.
- 3.1.4. The minimum Initial Term of an Interment Right is determined by the Board from time to time and is currently:
  - 3.1.4.1.
  - 3.1.4.2. 50 Years for Burial sites;
  - 3.1.4.3. 30 years for Cremated remains Memorial Sites: or
  - 3.1.4.4. as determined by the Authority.
- 3.1.5. The term of an Interment Right commences from the date of issue.
- 3.1.6. An Interment Right notice is provided to the Interment Right Holder by the Authority in accordance with the Regulations..

### **3.2. Interment Rights Issued in Perpetuity**

- 3.2.1. Interment Rights may be purchased or renewed in perpetuity subject to payment of the appropriate fee.

### **3.3. Authority to renew Interment Rights**

- 3.3.1. The Authority must renew or extend an Interment Right in accordance with the Act and Regulations where:
  - 3.3.1.1. An application is received to do so; and
  - 3.3.1.2. The appropriate fee is paid.
- 3.3.2. An extension of the term of an Interment Right shall be for a period no less than 5 years in any one transaction.
- 3.3.3. At least 12 months before the Interment Right is due to expire, the Authority will take reasonable steps to give the Interment Right Holder written notice which informs the Interment Right Holder:
  - 3.3.3.1. Of the Interment Right Holder's entitlement to renew or extend the Interment Right and the cost of renewing or extending the Interment Right;
  - 3.3.3.2. That if the Interment Right is not renewed or extended and there is a Memorial to the deceased, the memorial may be reclaimed from the Authority;
  - 3.3.3.3. That if the Interment Right is not renewed the Authority is entitled to re-use the Interment Site.
- 3.3.4. The Authority may renew a lapsed Interment Right from the date of expiry of the relevant Term for a further Term(s) provided:
  - 3.3.4.1. The application is received in writing by the Authority within two years of the Interment Right lapsing; and
  - 3.3.4.2. The appropriate fee is paid by any interested person.
- 3.3.5. If no application is received within the time frame set out in the Act and Regulations to renew or extend the Interment Right, then the Interment Right will expire according to its terms.
- 3.3.6. Where an Interment Right has lapsed but is subsequently renewed in accordance with the Act, Regulations and this policy, the Interment Right will be deemed to have been extended under the same Interment Right with any previous Terms of that Interment Right, as if the Interment Right has not lapsed.

### **3.4. Expired Interment Rights**

- 3.4.1. If an Interment Right expires, the Authority may, in accordance with the Act and Regulations, re-use the interment site to which the Interment Right related, and remove any memorial erected on that site.
- 3.4.2. Prior to removing a memorial, or re-using an interment site, the Authority will:

- 3.4.2.1. Give notice of its intention to re-use the interment site by public advertisement in a newspaper circulating throughout South Australia;
- 3.4.2.2. Take reasonable steps to give written notice of its intention to re-use the interment site to the personal representative of the deceased or one or more relatives of the deceased.
- 3.4.3. In accordance with the Act, the Authority may re-use an interment site if:
  - 3.4.3.1. The Interment Right is not renewed or the personal representative or a relative of the deceased has informed the Authority that there is no objection on the part of relatives to the re-use of the interment site; or
  - 3.4.3.2. At least two years have passed since the lapsing of the Interment Right.
- 3.4.4. Where an interment site is available for re-use the Authority may grant a new Interment Right for the site to any person upon such terms and conditions as the Authority may determine consistent with the Act and the Regulations and this policy. The former Interment Right Holder acknowledges that upon such event the Authority may do whatever is necessary to prepare the site for the new Interment Right Holder.

### **3.5. Disposal of Cremated Remains**

- 3.5.1. If an Interment Right Holder advises the Authority that an extension or renewal of a interment right for a site designated for cremated remains only will not be sought, the Interment Right Holder may instruct the Authority on the preferred method of final disposition of the cremated remains by:
  - 3.5.1.1. Interment in an unmarked location; or
  - 3.5.1.2. Collection by the Interment Right Holder.
- 3.5.2. Where no instructions are given by the Interment Right Holder upon the surrender of an interment right for a site containing cremated remains, then such remains will be dealt with in accordance with the Act, Regulations and the Authority's policies and procedures.

### **3.6. Surrender of Interment Right**

- 3.6.1. The Interment Right Holder has the right to surrender the interment right to the Authority in accordance with the Act and Regulations. On surrender, the rights granted under the Interment Right are discharged.
- 3.6.2. The memorial on the site to which the Interment Right related may be reclaimed by the Interment Right Holder upon surrender of the Interment Right. If unclaimed, the memorial will be disposed of by the Authority in accordance with the Act and the Regulations.

### **3.7. Transfer of Interment Right**

- 3.7.1. The Authority may permit a transfer of an Interment Right on completion of the appropriate form and having regard to the Act and Regulations. The appropriate form is available from the Authority.
- 3.7.2. An application to transfer an Interment Right must be executed by or on behalf of the Interment Right Holder and the transferee and be accompanied by the relevant fee and evidence to the Authority that it may require to show that the Interment Right Holder can effect the transfer.
- 3.7.3. The Authority may approve the transfer at its discretion.
- 3.7.4. Where the Authority approves a transfer, the name of the transferee will be entered into the register of Interment Rights as the owner of the Interment Right.

- 3.7.5. The transfer will not take effect until it is recorded by the Authority in its Register of Interment Rights. A transferor remains the holder of the Interment Right until the transfer is registered and the name of the transferee is entered in the Register of Interment Rights

### **3.8. Register of Interment Rights**

- 3.8.1. The Authority will keep a Register of Interment Rights in accordance with the Act and Regulations that contains the following information:-
- 3.8.1.1. The number of the Interment Right;
  - 3.8.1.2. The locality and number of the interment site over which the Interment Right is issued;
  - 3.8.1.3. Whether the Interment Right is for the interment of bodily remains, cremated remains, or memorialisation without human remains;
  - 3.8.1.4. The full name, address and date of birth of the Interment Right Holder;
  - 3.8.1.5. The name of any person or persons identified on the Interment Right whose remains may be interred pursuant to the Interment Right;
  - 3.8.1.6. The date that the Interment Right was granted or transferred to the Interment Right Holder;
  - 3.8.1.7. The date of each renewal and the expiry of each renewal term of the Interment Right;
  - 3.8.1.8. The name of each deceased interred at the site including the date of each interment and the depth at which the interment took place;
  - 3.8.1.9. The date of erection, subsequent inscriptions and description of any Memorial that has been erected at the interment site in accordance with the Act and the Regulations and these operating policies.

### **3.9. Interment Rights issued in two or more names**

- 3.9.1. Where an Interment Right is currently registered in the names of two or more persons, it will be delivered to the person first named in the Register of Interment Rights.
- 3.9.2. All Interment Right Holders have the responsibility to keep the Authority informed of their current contact details. Failure to do so may result in the Authority, after reasonable notice, accepting instructions from the other Interment Right Holder without their input.
- 3.9.3. Notice will be deemed given if the Interment Right Holder is sent a letter, facsimile or email to the person's last known contact details. Failure by the Interment Right Holder to respond within 90 days will constitute abandonment of his or her right to give instructions and the Authority may act in accordance with the instructions of the other Interment Right Holders who are contactable.
- 3.9.4. All new Interment Rights will be issued to one person only.

### **3.10. Claimants to Interment Rights**

- 3.10.1. As the issue of Interment Rights is governed by the Act the Authority will not recognise or register an expressed, implied or constructive notice of authority.



- 3.10.2. Where there is one or more joint Interment Right Holders, and one of the Interment Right Holders dies, the Authority will recognise the surviving Interment Right Holder or Interment Right Holders as the only person or persons having title to an Interment Right.
- 3.10.3. The Authority will recognise the claim of an executor or administrator of a deceased Interment Right Holder as having title to an Interment Right registered in the name of a deceased person.
- 3.10.4. Where a sole Interment Right Holder remains in respect of an Interment Right, the rights granted to the Interment Right Holder may be exercised upon the death or legal incapacity of the Interment Right Holder by any one of the following people in descending order of entitlement:
- 3.10.4.1. In the case of the legal incapacity of the Interment Right Holder, by a person acting under the authority of an enduring power of attorney granted by the Interment Right Holder or by a duly appointed manager or guardian of the Interment Right Holder.
- 3.10.4.2. In the case of the death of the Interment Right Holder by:
- The executor of the estate of the deceased person; or
  - If there is more than one executor, one of the executors acting with the permission of all the other executors; or
  - The administrator of the estate of the deceased person;
  - By the spouse or domestic partner of the Interment Right Holder;
  - If there is no living spouse or domestic partner – by the eldest living relative of the Interment Right Holder in the following descending order of priority:
    - A child;
    - A grandchild or great-grandchild;
    - A brother or sister;
    - A parent;
    - A grandparent;
    - An aunt or uncle;
    - A nephew or niece;
    - A cousin;
    - Any other blood relative.
- 3.10.5. For the purposes of this clause “domestic partner” has the same meaning ascribed to it under the *Family Relationships Act 1975 (SA)*.
- 3.10.6. The substituted right envisaged in this clause may be devolved to one person in succession in the event of the subsequent death or legal incapacity of such person.
- 3.10.7. A person claiming ownership of an Interment Right must, if necessary, prove their ownership to the Authority.

## 4 Burials

### 4.1. Burial Hours

- 4.1.1. Burial hours are:
- 4.1.1.1 between 9:30 am and 5:00 pm Monday to Friday;
  - 4.1.1.2 By arrangement with the Authority on Saturdays, Sundays and Public Holidays except Good Friday and Christmas Day; or
  - 4.1.1.3 As the Authority may determine.

### 4.2. Authorisation of Burials

- 4.2.1. No Burial will take place in the cemetery unless:
- 4.2.1.1. A written application for the Burial in the form required by the Authority is lodged at the offices of the Authority; and

- 4.2.1.2. An Interment Right or duplicate Interment Right is produced to the Authority upon request; and
- 4.2.1.3. The Authority receives reasonable notice of a request for the Burial; and
- 4.2.1.4. All relevant fees are paid to the Authority; and
- 4.2.1.5. Identifying information on all of the following has been checked and found to correspond:
  - The partial certificate of cause of death or disposal authorisation, as the case may be;
  - The certificate of identification;
  - The name plate affixed to the coffin or placed on top of the bodily remains, as the case may be.

#### **4.3. Depths of Coffins**

- 4.3.1. Coffins must be interred at least:
  - 4.3.1.1. At the minimum depth required by the Act and Regulations; or
  - 4.3.1.2. A minimum depth greater than the Act and Regulations as the Board may determine.
- 4.3.2. The Authority may determine the maximum depth of a grave in which a body may be interred in the Cemetery.
- 4.3.3. The interment site will be covered as soon as practicable on the same day as the interment.

#### **4.4. Opening of interment sites, exhumation and re-interment**

- 4.4.1. The Authority will comply with Part 2, Division 3 of the Act and the Regulations when dealing with the opening of Interment sites, exhumation, and re-interment of bodily remains.
- 4.4.2. An Interment Right Holder can arrange with the Chief Executive Officer for extra space to be made in an interment site through a Lift and Deepen Procedure in accordance with the Act and Regulations where:
  - 4.4.2.1. Earlier interments were at insufficient depth for further burials; and
  - 4.4.2.2. At least six years have elapsed since the most recent burial.
- 4.4.3. No bodily remains will be interred in an interment site if the remaining term of an Interment Right is less than ten years.

#### **4.5. Areas reserved for specific faiths**

- 4.5.1. Approval of applications for burials in areas reserved for specific faiths may be subject to authorisation from the persons responsible for the administration of the affairs of the particular congregation.
- 4.5.2. The issue of Interment Rights in areas reserved for specific faiths may be subject to similar authorisation.
- 4.5.3. As at the date of this policy, there are specific requirements in the following areas.

##### **Baha'i Faith Burials**

- 4.5.3.1. No burial may take place in any area reserved for Bahá'í faith burials within the cemetery unless it is authorised in writing by the Secretary of the South Australian Bahá'í Council.
- 4.5.3.2. No person may pre-purchase an interment right in any area reserved for Bahá'í faith burials within the cemetery unless they

are authorised in writing by the Secretary of the South Australian Bahá'í Council.

- 4.5.3.3. The Secretary of the South Australian Bahá'í Council shall be notified in writing of any interment rights due for renewal in any area reserved for Bahá'í faith burials within the cemetery.

**Unitarian Druse Community Burials**

- 4.5.3.4. No burial may take place in any area reserved for Druse burials within the cemetery unless it is authorised in writing by a Unitarian Druse faith Minister or their nominees.
- 4.5.3.5. No person may pre-purchase an interment right in any area reserved for Druse burials within the cemetery unless they are authorised in writing by a Unitarian Druse faith Minister or their nominees.
- 4.5.3.6. The Unitarian Druse Community shall be notified of any interment rights due for renewal in Unitarian Druse Community sections.

**Jewish Burials**

- 4.5.3.7. No burial may take place in any area reserved for Jewish burials within the cemetery unless it is conducted by:
- 4.5.3.7.1. A Rabbi acting with the written authority of either the Adelaide Hebrew Congregation Inc., or the Adelaide Progressive Jewish Community; or
- 4.5.3.7.2. Another person authorised in writing by either the Adelaide Hebrew Congregation Inc., or the Adelaide Progressive Jewish Community to conduct the burial.
- 4.5.3.8. The Adelaide Hebrew Congregation Inc. shall be consulted by the Authority regarding the proposed inscription on a memorial prior to the granting of such an approval by the Authority.
- 4.5.3.9. The Adelaide Hebrew Congregation Inc. shall be notified of any interment rights due for renewal in the Jewish section of the cemetery.
- 4.5.3.10. The Adelaide Progressive Jewish Community shall be notified of any interment rights due for renewal in the Liberal Jewish section of the cemetery.

- 4.5.4. These requirements are subject to change.

- 4.5.5. Further areas may be set aside for specific faiths from time to time, and these areas may require additional authorisation for interments or the issue of Interment Rights.

#### **4.6. Children's Sections**

- 4.6.1. Graves in these sections are prepared by hand.
- 4.6.2. Due to the narrower width and shorter length of graves in the Children's sections compared to general areas of the cemetery, it is not possible to prepare the site for a burial at a depth lower than level one.
- 4.6.3. For the reasons outlined above, we are also unable to perform a lift-and-deepen procedure in the children's sections.

## **5 Cremation**

### **5.1. Authorisation of Cremations**

- 5.1.1. The Authority will permit a cremation where a written application in the form required by the Authority, is lodged at the offices of the Authority that includes:
  - 5.1.1.1. The name and last address of the deceased;
  - 5.1.1.2. The name, date of birth and address of the applicant for a cremation;
  - 5.1.1.3. A cremation permit furnished in accordance with the Act and Regulations;
  - 5.1.1.4. Any form of identification of the deceased required under the Act and Regulations.
- 5.1.2. All relevant fees are paid to the Authority; and
- 5.1.3. Identifying information on all of the following has been checked and found to correspond:
  - Cremation permit;
  - The certificate of identification;
  - The name plate affixed to the coffin.

### **5.2. Cremated Remains**

- 5.2.1. The Authority will release the remains of a person cremated at the crematorium to the person to whom the relevant cremation permit was issued or a person authorised in writing by that person.
- 5.2.2. If cremated remains are not collected within six months of the cremation, the Authority may dispose of the remains in accordance with the Act.

### **5.3. Cremation Register**

- 5.3.1. The Authority will keep a cremation register, in which the following information must be entered immediately after the cremation.
  - 5.3.1.1. The name, gender and age at the time of death of the deceased;
  - 5.3.1.2. Particulars set out in the certificate of identification relating to the deceased person whose bodily remains were cremated;
  - 5.3.1.3. The name and address of the person to whom the cremation permit was issued;
  - 5.3.1.4. The date of cremation;
  - 5.3.1.5. The date on which the cremated remains were collected and the identity of the person who collected them, and
  - 5.3.1.6. If known by the Authority – the manner of disposition of the cremated remains.

## **6 Memorials**

### **6.1. Memorial Design**

- 6.1.1. Before any works are carried out, approval must be sought from the Authority for the design, workmanship and proposed inscription.
- 6.1.2. Memorials for interment sites for cremated remains are supplied by the Authority only.
- 6.1.3. The plans and specifications for a memorial for a burial interment site must be submitted to the Chief Executive Officer or delegated officer and comply with the specifications at Schedule "E".
- 6.1.4. The Authority may withhold approval for any memorial design at its discretion.
- 6.1.5. A permit must be obtained from the Authority for a memorial for a burial interment site, or for inscriptions on an existing memorial before any work is carried out. A permit is obtained by submitting an application to the Authority in the form and manner required by the Authority, and payment of a permit fee paid in the amount set by the Authority from time to time.
- 6.1.6. The Authority may permit ornamental fixtures and fittings provided they are of non-ferrous durable material. The Authority accepts no responsibility for any ornamental fixtures or fittings.
- 6.1.7. Unless otherwise approved by the Authority, the name affixed on the Memorial must accord with the name shown on valid proof of the deceased's identity produced to the satisfaction of the Authority.

### **6.2. Monumental Masons**

- 6.2.1. Memorials for burial interment sites must be constructed, altered and installed by a Monumental Mason who is authorised by the Authority to undertake such work.
- 6.2.2. Memorials for burial positions must be constructed and installed by a Monumental Mason in accordance with applicable Australian Standards.
- 6.2.3. A Monumental Mason must provide proof annually that they have current public liability insurance.
- 6.2.4. Monumental Masons or tradespeople must repair any damage they cause within the Cemetery to the satisfaction of the Authority.
- 6.2.5. Monumental Masons working within the cemetery must comply with all Workplace Health and Safety Requirements.

### **6.3. Duty to Maintain Memorials**

- 6.3.1. In accordance with Part 3, Division 4 of the Act a memorial is the personal property of the person who holds the Interment Right in respect to the interment site to which the memorial relates, and that person is responsible for the maintenance of the memorial at the site.
- 6.3.2. Any restoration work on a memorial must be undertaken by an experienced tradesperson using the Burra Charter and working to the relevant Australian/New Zealand Standards.

### **6.4. Temporary Burial Interment Site Markers**

- 6.4.1. Temporary Burial Interment Site markers, including wooden crosses, may only be used for a maximum period of twelve months following which they must be removed and replaced with a Memorial in terms of these policies or the burial site left unmarked.
- 6.4.2. Temporary Burial Interment Site markers, including wooden crosses, removed by the Authority after twelve months have elapsed may be destroyed.

## **6.5. Removal of Memorials**

- 6.5.1. Subject to the Act and Regulations, if an Interment Right expires, the Authority may remove any memorial to a deceased person erected on or at the site under which the interment right was issued and dispose of it as it sees fit.
- 6.5.2. In accordance with the Act, Regulations and this policy an Interment Right Holder may reclaim a memorial at any time before disposal. The removal of a memorial installed by a recognised Monumental Mason must be undertaken by a recognised Monumental Mason with the relevant approval and at the expense of the Interment Right Holder.
- 6.5.3. The removal of a memorial is subject to approval of the Authority in writing.
- 6.5.4. The Authority may remove or alter any memorial or erase any inscription that breaches its operating policies.
- 6.5.5. The Authority may recover as a debt the expense of removal or alteration of a memorial from the person who erected the memorial.
- 6.5.6. The Authority may remove a memorial that is unsightly or has become dangerous and dispose of the memorial at its discretion.
  
- 6.5.7. Where an Interment Right Holder fails to remove a memorial within two years of an Interment Right lapsing and the procedure outlined in the Act and Regulations has been followed, the memorial becomes the property of the Authority.
- 6.5.8. Only licensed Monumental Masons may remove memorials for a burial interment site from the Cemetery pending formal application by the Interment Right Holder and subsequent approval by the Authority.

## **6.6. Memorial Register**

- 6.6.1. The Authority will keep a Register of each Memorial erected in the Cemetery that contains the following information:
  - 6.6.1.1. The size of the Memorial;
  - 6.6.1.2. The type of Memorial;
  - 6.6.1.3. The name or names inscribed on the Memorial;
  - 6.6.1.4. Any epitaphs and other inscriptions on the Memorial; and
  - 6.6.1.5. The location of the Memorial in the Cemetery.

## **7 Privacy**

Centennial Park will abide by the Freedom of Information legislation and the spirit of privacy legislation in addition to the requirements of the Act and Regulations to protect the details of all living persons.

## **8 Roles and Responsibilities**

### **8.1. Chief Executive Officer**

The Chief Executive Officer has responsibility for:

- Ensuring compliance with this policy and associated policies, standards, legislation and delegations of authority;
- Compliance with internal controls; and
- Reviewing and amending the policy.

## 8.2. Managers and Co-ordinators

Managers and Co-ordinators are responsible for:

- Ensuring compliance with this policy and associated policies and procedures; and
- Supporting the successful implementation of this policy within their department / section / area.

## 9 Glossary of Terms

Term	Definition
<b>the Act</b>	The Burial and Cremation Act 2013 (SA)
<b>the Authority</b>	Centennial Park Cemetery Authority
<b>the Board</b>	the Board of Management of the Centennial Park Cemetery Authority
<b>Bodily Remains</b>	the whole or any part of a human body (whatever its physical state may be) but does not include the whole or any part of a human body that has been cremated
<b>Burial</b>	the interment of bodily remains
<b>Cemetery</b>	the grounds of the Centennial Park Cemetery Authority
<b>Chief Executive Officer</b>	the person appointed by the Board to undertake the daily conduct of the affairs of the Authority
<b>Cremated Remains</b>	bodily remains that have been reduced by cremation
<b>Governance Document</b>	A Governance Document is any Charter, Policy, Procedure, Plan, Form or Template which is applicable across a function or the organisation.
<b>Human Remains</b>	bodily remains including: <ul style="list-style-type: none"> <li>• The remains of a still-born child; and</li> <li>• Bodily remains after they have been cremated.</li> </ul>
<b>Initial Term</b>	the initial duration of an interment right
<b>Interment</b>	of human remains includes: <ul style="list-style-type: none"> <li>• The placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains; or</li> <li>• The burial in the earth of human remains (directly in the earth or in a container);</li> </ul> but does not include the scattering of cremated remains.
<b>Interment Right</b>	an interment right issued in accordance with the Act that: <ul style="list-style-type: none"> <li>• Identifies the person to whom the interment right is issued; and</li> <li>• Identifies the person or persons of a specified class who may, at some future time, nominate the person or persons whose remains may be interred pursuant to the interment right; and</li> <li>• Identifies the site at which remains may be interred pursuant to the interment right; and</li> <li>• Specifies the period for which the interment right is granted; and</li> <li>• Sets out the rights to renewal of the interment right; and</li> <li>• Specifies whether the interment right may be cancelled or transferred</li> </ul>

	and sets out the conditions (if any) governing its cancellation or transfer.
<b>Memorial</b>	Includes: <ul style="list-style-type: none"> <li>• An approved gravestone, cenotaph or other monument; or</li> <li>• A plaque; or</li> <li>• Any other approved structure or physical object used to memorialise a deceased person.</li> </ul>
<b>Memorial gardens</b>	an area of the cemetery that is established for the memorialisation of cremated remains
<b>Term</b>	includes the Initial Term and any Extended Terms of the Interment Right
<b>the Regulations</b>	The Burial and Cremation Regulations 2014 (SA)

Words in the singular include the plural and words in the plural include the singular, according to the text. Words importing a gender include every gender.

## 10 Deviation

Deviations from this policy must be authorised by the Chief Executive Officer and all deviations recorded.

## 11 Compliance

All Policies and Procedures comply with the formatting and definitions contained within 30.0 Governance Statement Policy.



## 12 Document Control

Author (to whom changes are to be recommended)			
Position		Incumbent	
Chief Executive Officer		Janet Miller	
Contributors			
Position		Incumbent	
Manager Operations, Ground & Infrastructure		Mike Rusby	
Manager BD & Client Services		Marry-Anne O'Leary	
Manager Corporate Services		Nadia Andjelkovic	
Reviewed by			
Position		Incumbent	Review date
Chief Executive Officer		Janet Miller	18/01/2019
Approved by			
Position		Incumbent	Approval date
Chief Executive Officer		Janet Miller	18/01/2019
History			
Date	Author	Revision	Nature of change
Jan 2019	J Miller	15.0	<ul style="list-style-type: none"> <li>Clause 4.4 remove reference to L&amp;D where three interments have occurred</li> <li>Schedule A increase height tolerance for double monuments</li> </ul>
June 2018	J Miller	14.0	<ul style="list-style-type: none"> <li>Clause 4.6 added re Children's Sections</li> </ul>
May 2018	J Miller	13.0	<ul style="list-style-type: none"> <li>General review to ensure consistent with current operations.</li> <li>Changes to perpetuity clause to remove reference to specific years</li> <li>Change to person approving the policy. Board delegated responsibility for operational policies to the Chief Executive Officer in 2017</li> </ul>
July 2015	B Elliott	12.0	<ul style="list-style-type: none"> <li>Allow for Olive Terrace 100 year tenure</li> <li>Allow for perpetuity</li> <li>Allow for new monumentation options</li> </ul>
Related documents			
Title of document			Document number
Controlled document location (native)			
EDRMS: GOVERNANCE – Policy – 1.0 Operating Policy			
Controlled document location (published)			
Intranet: Corporate Policies & Public Website			

## **Schedule A – Memorial Specifications**

### **Standard Burial Interment Sites**

1. An Interment Right Holder must construct burial memorials on standard interment sites of first grade durable natural stone and non-ferrous material where:
  - 1.1 The height is 840mm from base plinth to apex subject to a tolerance of (+ or -) 12mm for single monuments, and a tolerance of (+ or -) 20mm for double monuments
  - 1.2 Single memorials are not more than 900mm wide or less than 70mm thick for any free standing component/memorial (50mm if supported) and have a base plinth not more than 900mm wide, 280mm thick and 180mm high.
  - 1.3 A canopy will have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
  - 1.4 Free standing pillars to act as supports for a canopy are not permitted.
  - 1.5 Canopy supports are to be integrated into the headstone.
  - 1.6 Single memorials shall weigh not more than 356 kg.
  - 1.7 Double units are a maximum of 1850mm wide, triple units are a maximum of 2800mm wide and in all other respects shall be constructed consistent with the measurements for single units, the weight shall be in accordance with the advice of the Authority's Consultant Engineer, but the weight of a double unit shall not exceed 720 kg and a triple unit shall not in any case exceed 1100 kg.
  - 1.8 Memorials spanning more than three graves shall be subject to approval of the Authority's Engineer and will usually comprise combinations of double/single/triple units to keep individual components to manageable sizes.
  - 1.9 Memorials shall be fixed to their base plinths with not less than two (2) dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between base plinth and concrete beam.
  - 1.10 Interment site identification number is to be included on the bottom centre of each memorial in numbers not less than 20mm high.

### **Vault Section – Large Interment sites**

2. Burial memorials on large size interment sites (Catholic J/Vault Sections) shall be constructed of first grade durable natural stone and non-ferrous material where:
  - 2.1 The height is 840mm from base plinth to apex subject to a tolerance of (+ or -) 12mm for single monuments, and a tolerance of (+ or -) 20mm for double monuments.

## 1.0 Operating Policy

- 2.2 Single memorials are not more than 1150mm wide or less than 70mm thick for any free standing component/memorials (50mm if supported) and have a base plinth not more than 1150mm wide, 280mm thick and 180mm high.
- 2.3 A canopy must have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
- 2.4 Free standing pillars to act as supports for a canopy are not permitted.
- 2.5 Canopy supports are to be integral with the memorial.
- 2.6 Single monuments must not weight more than 450 kg.
- 2.7 Double memorial units must be a maximum of 2350mm wide and in all other respects be constructed consistent with the measurements for single units, the weight shall be in accordance with the advice of the Authority's Consultant Engineer, but the weight of a double unit shall not in any case exceed 900 kg.
- 2.8 Memorials spanning more than two (2) large interment sites are subject to approval of the Authority's Engineer and will usually comprise combinations of double/single units to keep individual components to manageable sizes.
- 2.9 Memorials must be fixed to their base plinths with not less than two dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between base plinth and concrete beam.
- 2.10 An interment site identification number is to be included on the bottom centre of each monument in numbers not less than 20mm high.

### **Children's Interment Sites**

3. Burial memorials on interment sites in the Children's Sections must be constructed of first grade durable natural stone or non-ferrous materials where:
  - 3.1 The height is 440mm from base plinth to apex subject to a tolerance of (+ or -) 20mm.
  - 3.2 Single memorialss are 530mm wide (+ or – 30mm), be not less than 70mm thick (50mm if supported) and have a base plinth of 530mm (+ or – 30mm) wide, not more than 260mm thick and 180mm high.
  - 3.3 A canopy must have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
  - 3.4 Free standing pillars to act as supports for a canopy are not permitted.
  - 3.5 Canopy supports must be integral with the headstone.
  - 3.6 Single memorials must not weigh more than 120 kg.
  - 3.7 Double units must be maximum 1060mm wide, triple units a maximum of 1590mm wide and in all other respects shall be constructed consistent with the measurements for single units, the weight shall be in accordance with the advice of the Authority's Consultant Engineer, but the weight of a triple unit shall not in any case exceed 360 kg.

## 1.0 Operating Policy

- 3.8 Memorials shall be fixed to their base plinths with not less than two (2) dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between base plinth and concrete beam.
- 3.9 An Interment site identification number must be included on the bottom centre of each monument in numbers not less than 20mm high.

### **Memorial Work – Lawn Section**

4. Burial lawn modules must be constructed of first grade durable natural stone and non-ferrous material in accordance with the following specifications:
- 4.1 The size of the base or foundation is 660mm x 500mm and the minimum height from the concrete beam to the polished top face of base is 60mm and;
- 4.1.1 The finish on the top face is polished; and
- 4.1.2 The edges are diamond sawn.
- 4.2 The size of centrepieces is 610mm x 150mm x 150mm and:
- 4.2.1 The finish on the top face is polished; and
- 4.2.2 The ends and faces are diamond sawn.
- 4.3 The size of slopers is 580mm x 315mm x 130mm back to front and:
- 4.3.1 The finish on the top face is polished; and
- 4.3.2 The ends and faces are diamond sawn.
- 4.4 Bronze or granite plaques may be fixed to a memorial in lieu of a granite inscription.
- 4.5 Flower vases or troughs are 75mm or 100mm diameter and drain holes are 12mm in diameter.
- 4.6 There are three polishing options:
- 4.6.1 Base: Edge polished;
- 4.6.2 Centre pieces: Face and ends polished; and
- 4.6.3 Slopers: Front and ends polished.
- 4.7 The installation of a memorial must be as follows:
- 4.7.1 The base must be adhered to the beam by a bed of mortar to ensure that the top or polished surface of the base is 60mm from the beam.
- 4.7.2 The base must be positioned with the back edge aligned with the centre of the beam and centred between planter squares.
- 4.7.3 An interment site identification number must be included on the bottom centre of each monument in numbers not less than 20mm high.
- 4.7.4 The nameplate (Monumental Masons) must be located on the front vertical face of the base, in line with the interment site identification number.

**Memorial Works – Other Areas**

- 4.8 Installation of a memorial in other areas, including Olive Terrace, Olive Views and Martinique Grove, are available on request from the Authority.