



# Anglican Diocese of The Murray

<b>Regulation:</b>	<b>Cemeteries, Stonemasons and Memorial Gardens</b>		
<b>Body adopting Policy or Regulation:</b>	Diocesan Council	<b>Date of adoption or last review:</b>	18/2/2023
<b>Related Documents:</b>		<b>Review schedule:</b>	2028

A regulation for the operation of Cemeteries and Memorial Gardens associated with Anglican Parishes in the Diocese of The Murray.

## **CURATOR**

There will be a Diocesan Cemetery Curator who is the legal Curator for all Cemeteries in the Diocese, not including Memorial Gardens unless they are located in a Cemetery. This person is appointed by the Diocesan Council at the first meeting of the Council after the first Synod of each Triennium for a three-year term unless otherwise determined by the Diocesan Council.

Each Cemetery will have a Local Cemetery Curator. The Local Curator of a Cemetery or Cemeteries in a Parish is appointed by Parish Council on the advice of the Diocesan Cemetery Curator

## **APPROVED DOCUMENTS**

The list of approved documents is:

- Lease document—to be printed on acid free legal blue paper.
- Lost Licence Declaration
- Surrender of Burial Rights
- Transfer of Licence Declaration
- Confirmation of Burial Detail.

These documents have been issued to all Local Cemetery Curators. Further copies are available from the Registry.

The Lease Documents must be printed on legal blue acid free paper with black type and bound and finished with a hard cover. A further identical numbered copy of the lease document can be made by copying the lease document, which should remain in your files for identification of graves or interment sites, if your lease book is lost or destroyed. The Local Cemetery Curator will ensure that all Cemetery documents are kept in good order and up to date. All Cemetery records not required are to be sent to the State Archivist (Mortlock Library). In case the lease book is lost or destroyed an identical numbered copy of each lease document must be made and these copies must be kept on file in a place separate from the lease book.

Each Cemetery is required to have a ground plan showing name, row and grave number, each person or persons buried or where ashes have been placed. This plan is to be kept in a safe and secure place. Attention is drawn to the Local Government (Cemetery) Regulations 1995 or any subsequent Regulation.

A notice shall be placed on or adjacent to the Cemetery Gate stating that “No work may be carried out without the authorisation of the Local Cemetery Curator”.

## **CHARGES**

These charges are the minimum set throughout the Diocese. The Diocesan Cemetery Curator or the Local Cemetery Curator has the **right** and **authority to waive** any part or parts of **charges**.

### **Graves:**

(a) Single depth	\$1,000.00
(b) Double Plot	\$2,000.00

**Reopening Fee:** After 3 years \$200.00

### **Ashes Interment:**

(c) Single	\$350.00
(d) Double	\$600.00

**Grave/Ashes Niche Plates** cost plus 20%

### **Masons Fee:**

(a) New work	\$200.00
(b) Additional work	\$100.00

**Curator’s Fee** – to be charged once: \$500.00

**Non-Residents Fees: Shall not apply.**

## **GST**

Cemeteries use the Parish ABN or the ABN of the Diocese and do not register in their own right. GST is not charged on leases and no input credits can be claimed for Cemetery purchases.

## **LEASE TENURE**

**Graves** 50 years. A lease may be renewed for 25 years at the current cost of a lease at the time of renewal. Existing leases for 99 years cannot be changed, but renewal is to be for 25 years and then at the current price.

**Ashes** 50 years. A lease may be renewed for 25 years at the current cost of a lease at the time of renewal. If ashes are to be placed into an existing grave, the curator has the authority to see how this is effected.

The Bishop has ruled that all ashes received from the crematorium/or the undertaker must be removed from the container and placed in the earth.

## **CURATOR'S DUTIES**

The Local Cemetery Curator will report to the Diocesan Cemetery Curator and follow the duties listed below.

## **FINANCIAL STATEMENTS**

The Local Cemetery Curator is to provide an audited statement of income and expenditure to the Diocesan Cemetery Curator at the end of each Diocesan financial year, together with a report on the Cemetery.

The Local Cemetery Curator is to table both documents for information only at each Annual Meeting, it should be noted that the accounts of the Cemetery do not form part of the Parish accounts nor is the Income deemed to be Parish Income.

## **MONUMENTS & MEMORIALS**

Before proceeding to place any monument or memorial on a grave, the Local Cemetery Curator must receive and approve the application from the monumental mason together with the appropriate fee as listed under Stonemasons above.

## **NOTES**

- Each Local Cemetery Curator should endeavour to have an assistant to act when the Curator is sick or is on holidays.
- The Local Cemetery Curator is responsible for the safe keeping of all Cemetery records — reports, accounts etc.
- The Local Cemetery Curator is not responsible for ordering, conducting, and directing forms of service for burial/internment; this is the sole responsibility of the officiating minister. If the regional curator needs to communicate any practical or safety matters, it is always via the officiating minister.
- If the deceased is not Anglican, so long as there is an association with the Anglican Church e.g., wife, husband or family, the request for burial or interment of ashes is allowed. Only the Priest in Charge or the Bishop of The Murray can authorize other persons to officiate at the burial or at an interment of ashes, but the officiant must be either an ordained person or hold a special and specific licence from the Bishop to conduct funerals.
- A Register of Local Cemetery Curators containing names, addresses, telephone numbers and email addresses of all curators are to be held by the Diocesan Cemetery Curator and at the Diocesan Registry.
- The Local Cemetery Curator will ensure that the Cemetery grounds are always kept neat and tidy.
- Under the local Government Act 1995 (Cemeteries) amended in 2000 it is the responsibility of all Cemetery authorities to check the name plate on all coffins prior to burial within the Cemetery.
- The Local Cemetery Curator should be familiar with the Local Government Act (Cemetery) 1995 amended in 2000 or any subsequent amended Act and always comply with this Act.

## TERMS & CONDITIONS OF CEMETERIES IN THE DIOCESE

**PLOTS** (9 x4'6"): 50-year tenure with right to renew for additional periods of 25 years.

**ASHES INTERNMENT:** 50-year tenure with rights to renew for additional periods of 25 years.

1. No person shall officiate at a burial/interment other than an authorised member of the Anglican Church of Australia, who shall use the Anglican Church Services, — unless otherwise approved and directed by the Priest in Charge or the Bishop of The Murray.
2. The lessee of any ground shall not place upon such ground any monument or other erection, until the design and inscription proposed have been approved by the Local Cemetery Curator. The maximum height of any monument or erection shall not exceed 76 centimetres (2' 6"). It should be noted by lessees that ornate figures often attract vandals.
3. Imitation flowers of plastic, metal, porcelain, or any other material are not permitted without the express permission of the Local Cemetery Curator.
4. The Local Cemetery Curator does not accept responsibility for any vandalism or lettering on monuments or other erections, or for the fabric on any ground. (Monuments, erections, coverings, foundations, railings etc.)
5. The lessee of any ground is required to keep it tidy and free from weeds. No plant, tree or seeds are to be planted without the express permission of the Local Cemetery Curator. The Local Cemetery Curator will keep the Cemetery grounds mown and tidy.
6. The Local Government Act 1995 must be applied in the case of subsequent burials.
7. The cost of the lease and the fees authorised by the Trustees must be paid before the lease is granted or the ground used.
8. Fees — please check with the Local Cemetery Curator re prices for leases.
9. The cost of a plaque for a niche block is obtainable on request.
10. The opening fee (grave diggers) is charged through the funeral director at the time of burial and is addition to the above fees.
11. All enquiries concerning leases must be directed to the Local Cemetery Curator — or in his absence the Assistant Curator.

## STONEMASONS

1. No monument or other erection shall be placed in the Cemetery without at least 7 days' notice to the Local Cemetery Curator or Assistant Curator.
2. No work is permitted in the Cemetery by persons other than members of the Master Monumental Masons and Sculptors Association of South Australia, unless with express written permission of the Local Cemetery Curator or Assistant Curator.
3. Applications are to be made on the appropriate forms from the Master Monumental Masons and Sculptors Association and submitted to the Local Cemetery Curator at the address with the appropriate fee.
4. Authorisations must also be obtained from the Local Cemetery Curator for additional inscriptions or plaques on graves or ashes internment area with the appropriate fee.
5. All work shall comply to Standards of Australia AS4204-2019
6. The standard memorial size is 4'6" in width and 9' in length,
7. The Local Cemetery Curator shall cause the grave to be marked with 4 pegs.
8. The maximum height allowed for all headstones is 2'6". Special consideration may be given to higher memorials.
9. The front of all memorials, unless otherwise stipulated, is to align with graves alongside.
10. The rear and sides of the memorial is to, unless otherwise stipulated, butt up to existing graves with no gap.
11. There must be an adequate slope to the front of the grave to allow rainwater to drain away.
12. The area is to be left clean, neat, and tidy.

## MEMORIAL GARDENS

1. Application should be made to the Bishop through the Registrar for a consent for the permanent setting apart of a Memorial Garden.
2. The Bishop and the Registrar should have prior knowledge of the plans, site and the general idea of the planning. If possible, scale drawings and photographs showing the location with relation to the Church should be supplied. It is suggested that the Registrar be invited to the site before any formal application is made.
3. Such a garden should be of adequate size and ideally should abut against a permanent wall of the Church. Future needs relating to the building and/or gardens should be considered, as should permanent placement of underground utilities.
4. No person shall officiate at an interment other than an authorised member of the Anglican Church of Australia, who shall use the Anglican Church Services, unless otherwise approved and directed by the Priest in Charge of the Parish.
5. Ashes must be placed in the ground and not remain in plastic containers. It is recommended that the ashes be placed in a biodegradable bag (Biobag) prior to interment. It is recommended that where families have this in mind that they advise the funeral director at the time of arrangement and certainly before the ashes are collected.
6. Families should be advised that.
  - the ashes cannot be removed or returned to them should they decide to place their deceased relatives elsewhere.
  - Memorial Gardens not attached to a Cemetery may be relocated.
7. A suitably qualified person should be appointed to administer records of the Memorial Garden. Records should include full name, date of death, date of interment and specific location if the garden is designed that way. The Registry should be advised of the suitably qualified person's full name, address, and telephone number.
8. Any monies received should be set aside for the maintenance of the Memorial Garden. A separate financial statement should be prepared and tabled at the Annual Meeting of the Parish.
9. The size of the plaque should be of a standard size and affixed permanently to a wall.
10. The use of Columbarium walls is not permitted except with the permission of Diocesan Council.
11. Reference should be made to the fees above regarding suggested fees.