



DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN

Adopted

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**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

CONTENTS

	Page
1.0 AIM OF MANAGEMENT PLAN	2
2.0 CEMETERY MANAGEMENT - ISSUES	3
3.0 DESCRIPTION AND HISTORICAL SUMMARY - CEMETERIES IN USE	5
Cummins.....	
Coffin Bay	
Mount Hope	
Coulta	
Lake Wangary.....	
North Shields	
4.0 DESCRIPTION AND HISTORICAL SUMMARY - CEMETERIES NOT IN USE ...	27
Edillilie.....	
Coulta	
Lake Hamilton.....	
Poonindie	
Yeelanna.....	
5.0 ISOLATED GRAVES	28
6.0 CONSERVATION	29
7.0 GENERAL MANAGEMENT ISSUES.....	30
8.0 MAINTENANCE.....	33
9.0 FINANCIAL OPERATIONS	34
10.0 STAFF TRAINING	34
11.0 RISK ASSESSMENT	35
12.0 OPERATIONS.....	35
13.0 FUTURE STRATEGY	36
14.0 COMMUNITY INVOLVEMENT	38

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

1.0 AIM OF MANAGEMENT PLAN

The aim of the cemetery management plan is to provide Council with a strategy to:

- Determine future cemetery maintenance and construction priorities
- Allow cemeteries to continue to function as operational burial places
- Ensure cemeteries are managed in a way which will preserve and enhance their cultural and natural heritage values
- Meet the requirements of the Local Government Act 1999 to adopt community land management plans for all community land
- Document and retain corporate history
- Formalise the approach to management of a cemetery and provide guidance for those undertaking activities in or adjacent to a cemetery
- Provides consistency of information

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

2.0 CEMETERY MANAGEMENT – ISSUES FOR CONSIDERATION

The following list covers the major issues relating to management of cemeteries:

- **Development and maintenance of infrastructure**
 - Internal roads and paving surfaces
 - Signage
 - Water supply
 - Storm water drainage
 - Gates and perimeter fencing, internal markers and fences
 - Lights, bins, seats
 - Rubbish collection and removal, location of stockpiles

- **Workers in the Cemetery**
 - Staff management, skills and training
 - Volunteer workers and work and training protocols
 - Occupational Health and Safety policy and practice
 - Insurance and liability

- **Public facilities**
 - User access, vehicle access, parking, pedestrian access
 - Shelters and seats, information signs
 - Insurance and liability

- **Operational Issues**
 - General maintenance
 - Compliance with legislation, regulations and standards
 - Retention/removal of existing headstones
 - Reuse of burial sites
 - Responsibility for headstones and grave surrounds
 - Leases
 - Burial guidelines
 - Records management
 - Security of site, fencing, graves and buildings
 - Animal pest control and fencing

- **Care of War Graves**
 - Definition and standards
 - Legislative requirements
 - Contacts and information

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

2.0 ISSUES IN CEMETERY MANAGEMENT

(cont'd):

- **Heritage value and character**
 - Conservation of headstones and repair of damaged headstones
 - New commemorative structures: stillborn areas, significant families, dates etc
 - Awareness of historical and conservation (Natural Heritage & Burra Charter) principles
- **Management of vegetation in and around the cemetery**
 - Relevant legislation
 - Maintenance of current landscaping
 - Retention and management of historic cultural landscape features
 - Management of unused areas
 - Invasive vegetation and weed and plant disease control
- **Funding and Scheduling of Works**
 - Costing identified works
 - Council budgeting processes and work schedules
- **Consultation, communication and publicity**
 - Contacting leaseholders
 - Income and expenditure
 - Community consultation

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Cummins



DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Cummins

cont'd:



Location: Lot 1, Plan 41990, CT 5839/119, Cemetery Hill Rd, Cummins

Other References: 'Cummins – It's People and History' compiled by Mrs Wendy Treloar and the Book Committee

Gazettal and Dates of Operation

The gazettal date of the Cummins Cemetery is unknown, however, the Council holds details of burials from 1912 in its records, although some early information is not complete.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Cummins

cont'd:

Details

The Cemetery is divided with a specific Catholic section provided on the south western side of the cemetery, and a non Catholic section on the north east side. The non Catholic section has filled and burials have now commenced in the area east of the Catholic section.

Along the north eastern side of the Cemetery a row of stillborn and child graves is situated. These graves have been identified due to a project carried out some years ago by a group of interested local community members, who undertook to identify and mark each grave.

A number of very old graves are located in the far south western corner of the Cemetery and date between 1912 and 1934. These graves have also been identified.

An Ashes Interment Garden has been established in the far south western area of the Cemetery grounds, which consist of a decorative, scoria-filled, concrete cross, with a paved surrounds.

The land currently available does not offer sufficient space in the long term and agreement has been reached to acquire slightly in excess of one hectare of land east of the existing cemetery to cater for future burials.

The existing grave plots have been set out in a grid pattern, with rows running from the north east to a south westerly direction, with gravel covered footpaths and rows between the graves.

Land has recently been purchased to the east of the old cemetery to provide for future expansion of the cemetery.

Shelter Structures and Furniture

A small shelter and garden style seat has been erected inside the entrance for public use. Provision could be made for the establishment of a larger, more formal shelter, perhaps centrally located where a funeral service could be held. The structure could be erected near the main roadway in the currently vacant area between the Catholic and Protestant sections.

Further garden style seating could be supplied around the perimeter of the Cemetery to assist the public.

Access and Parking

Vehicular access is by way of a double gate on the north eastern side of the Cemetery. Pedestrian access is by way of a small entrance gate adjacent the main gates.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Cummins

cont'd:

A formal car park has not been established, however, there is a suitable area between Cemetery Hill Road and the perimeter of the cemetery used for parking. Trees have been planted in the car parking area, providing a shady and informal area to park. The area is kept mowed and tidied of fallen branches.

Following the expansion of the cemetery to the east on to newly acquired land, review and upgrade of the car park will be required. This may be located on the newly acquired land, or alternatively may be a formalisation of parking on the road reserve.

Fencing and Entrance Gates

The fencing surrounding the perimeter is constructed from cyclone, single barbed wire and treated pine posts. It is in average condition and in some places the fencing needs minor repairs, although the expansion of the Cemetery could negate the need for portion of the repairs, if the fencing is to be removed. In some sections, the fencing is overgrown by the surrounding vegetation. Any new fencing erected as part of the extension of the Cemetery should blend with the existing fencing.

The double entrance gates are in fair condition.

Water

Stormwater run-off is not a problem due to the fall of the land, however, future expansion of the Cemetery should ensure the control of surface water run-off and erosion.

Water supply at the Cemetery is from a small tank, filled by the run-off from the shelter inside the entrance gates. This tank supplies water for floral tributes and washing and is considered sufficient for public use.

Public Conveniences

No provision for a public convenience has been made and it is considered unnecessary to provide this type of facility at the present time.

Landscaping

The perimeter of the cemetery is lined with natural bushland, which provides a suitable buffer from traffic along Cemetery Hill Road, the adjacent railway corridor and the Bratten Way. No established landscaping has been carried out within the confines of the Cemetery.

A number of Aleppo Pines exist on the perimeter of the Cemetery and should be removed. Bridal Creeper exists at the entrance gateway and on the eastern perimeter and should be removed.

A number of trees have reached the end of their life-cycle and also should be removed.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Cummins

cont' d:

Signage

A fingerboard sign situated on the Bratten Way identifies a cemetery, however, a sign at the entrance gate would be a useful to identify the Cummins Cemetery and an attractive addition to the area.

Rubbish Disposal and Stockpiles

A rubbish bin is located inside the entrance gate and is emptied regularly by the Works Department Staff.

Stockpiles of material are kept in the south eastern corner, which is the only area available at this time. The stockpile area should be moved to a more discrete location when land is acquired. A small stockpile is located on the eastern side of the Cemetery and this should be re-located to the main stockpile area.

Monument or Grave Restrictions

The dimensions of grave plots are surveyed at 2.74m x 1.35m (9' x 4'.5"), established in single rows with a 2.5 metre pathway in between. A number of graves have a small walkway between the plots but many have been established to abut the neighbouring grave.

The trend of the Cummins Cemetery is for the grave to be finished with a concrete or marble surrounds in addition to the headstone, although, Council does not insist that this work be carried out.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coffin Bay



**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coffin Bay

cont'd:



Location: Sec 675, Plan 510500, CT 5754/978, Coffin Bay Rd, Coffin Bay

Other References: Nil

Gazettal and Dates of Operation

The Coffin Bay Cemetery was gazetted in 1987 and the Council holds details of burials.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coffin Bay

cont'd:

Details

The Cemetery is divided into two parts, with the RSL Garden of Remembrance near the entrance to the Cemetery on the eastern side. An Ashes Interment Garden was established in 1999 in the southern corner area of the Cemetery grounds, by way of an 'L' shaped raised garden bed, filled with scoria along with another smaller garden. The Ashes garden is finished with a paved surrounds.

The surveyed land currently available is limited by native vegetation. Approval for the clearance of Native Vegetation needs to be gained to enable the cemetery to be extended into what is already Cemetery Reserve.

The existing grave plots run in a grid pattern, however, double lines of graves are placed head to head, rather than all graves facing in the same direction. Rows of graves run from north to south and gravel covers the footpaths and rows between the graves.

Shelter Structures and Furniture

A small shelter and garden style seat has been erected on the south western side of the Cemetery, which takes advantage of the elevation and view.

Access and Parking

Vehicular access is by way of a gate at the eastern end of the Cemetery. Pedestrian access is by way of an entrance way adjacent the gate.

A formal car park has been established by a large rubble covered area between the road and the Cemetery perimeter. Pine rails also assist in delineating parking in the centre of the car park.

Fencing and Entrance Gates

The fencing surrounding the perimeter is constructed from cyclone and treated pine posts and is in good condition. The entrance gate is in fair condition. In places, the fencing is overgrown by the surrounding vegetation.

Water

A contour bank on the highest perimeters of the Cemetery has been established to alleviate erosion due to stormwater run-off. The fall of the Cemetery means that erosion could occur at times of heavy rainfall. Regular maintenance will ensure that any damage to the contour bank and erosion is repaired after times of heavy rain.

Water supply at the Cemetery is from a small tank, filled by the run-off from the shelter. This tank supplies water for floral tributes and for washing and is considered sufficient for public use.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coffin Bay

cont'd:

Public Conveniences

No provision for a public convenience has been made and it is considered unnecessary to provide this type of facility at the present time.

Landscaping

The perimeter of the cemetery is lined with natural bushland, which provides a suitable buffer from traffic along Coffin Bay Road and the access road to the Cemetery. No established landscaping has been carried out within the confines of the cemetery.

There is a large ground cover near the Ashes Garden that is tending to impose upon the structure and should be kept trimmed or removed and a replacement could be more appropriately situated.

Signage

A fingerboard sign situated on the Coffin Bay and access roads identifies a cemetery. A rustic wooden sign, situated at the entrance gate identifies the Coffin Bay Cemetery. In addition, a Garden of Remembrance sign and flag-pole are situated near the entrance-way, however, this area has become overgrown and needs attention.

Rubbish Disposal and Stockpiles

A Rubbish bin is located outside the entrance gate and is emptied regularly by the Works Department Staff.

Stockpiles of material are kept outside of the Cemetery perimeter at the northern end of the carpark.

Monument or Grave Restrictions

The dimensions of grave plots are surveyed at 2.74m x 1.35m (9' x 4'.5"), established in double rows with a 2.5 metre pathway in between. Graves are situated head to head. A number of graves have a small walkway between the plots but many have been established to abut the neighbouring grave.

The trend of the Coffin Bay Cemetery is for the grave to be finished with a concrete or marble surrounds in addition to the headstone, although, Council does not insist that this work be carried out.

All burials within the RSL Garden of Remembrance must be authorised by the Coffin Bay / Wanilla sub-branch of the Returned Soldiers League. Council remains responsible for the grave digging after authorisation of the site to be used. There are particular requirements relating to the finishing and identification of the grave that have been set by the RSL.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Mount Hope



DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Mount Hope

cont'd:



Location: Sec 197, Plan 550800, CT 5755/10, Coast Rd, Mount Hope

Other References: 'Eyre's Hope' compiled by Mrs Marjorie Vigar
'Between Lake & Limestone' compiled by the Kapinnie History
Book Committee

Gazettal and Dates of Operation

The gazettal date of the Mount Hope Cemetery is unknown, however, the Council holds details of burials from 1924 in its records.

The Mount Hope Agricultural Bureau have been very active in their care of the Cemetery.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Mount Hope

cont'd:

Details

The Cemetery is situated in the corner of intersecting Beach and Coast Roads. An Ashes Interment Garden was established in 2009 in the eastern corner of the Cemetery grounds, by way of a raised garden bed and has a paved surrounds.

The land currently available offers sufficient space in the medium term, however, the lay of the Cemetery means that each row is a number of graves shorter than the previous row.

Ultimately this cemetery will require expansion and adjacent land will need to be purchased for this purpose. While not currently pressing, thought needs to be given to the most suitable method of making this expansion.

The existing grave plots have been set out in a grid pattern, with rows running from the west to east, with gravel covered footpaths between the rows of graves. The older graves (first five rows in particular) are placed abutting each other and walkways between the graves are limited.

Shelter, Furniture and Lighting

No lighting exists in the Cemetery. There is no existing seating or shelter. Provision should be made for the establishment of garden style seating to assist the public.

Access and Parking

Vehicular access is by way of a gate at the north eastern end of the Cemetery. Pedestrian access is by way of an entrance way on the eastern perimeter.

A formal car park has not been established and there is limited parking on the road reserves adjacent the Cemetery. A disused rubble pit is situated opposite the eastern point of the Cemetery which has been identified for conversion to a car parking area.

Fencing and Entrance Gates

The fencing surrounding the perimeter is constructed from either rabbit-proof netting or single barbed wire and concrete posts which are located on two sides, and which is in excellent condition. The shorter side of the perimeter has timber posts, which is in good condition.

The entrance gates are in good condition, however, need painting.

Water

Stormwater run-off is a problem due to the fall of the land. Water run-off from the road enters the pedestrian access and erodes the main part of the Cemetery. Provision should be made to divert stormwater with some minor contouring. The fall of the Cemetery means that erosion could occur at times of heavy rainfall. Regular

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Mount Hope

cont'd:

maintenance will ensure that any damage to the contour bank and erosion is repaired after times of heavy rain.

Water supply at the Cemetery is from a small tank, situated near the southern corner and is filled by the volunteer fire-fighters on their routine truck roster. This tank supplies water for floral tributes and for washing and is considered sufficient for public use.

Public Conveniences

No provision for a public convenience has been made and it is considered unnecessary to provide this type of facility at the present time.

Landscaping

The south eastern perimeter of the Cemetery is lined with candle pines, which provides a buffer from traffic along Coast Road. One of these pines is poorly and should be trimmed and possibly removed. A large gum tree is spreading onto the vacant part of the Cemetery and should be trimmed to assist in access and future use. Two large gum tree stumps are situated in the western corner, indicating the unsuitability of such large trees in close proximity to grave sites.

Provision could be made to prepare the area and plant additional trees (such as she-oak) on the road reserve that abuts the north western side to add amenity to the Cemetery. No established landscaping has been carried out within the confines of the cemetery.

Signage

A fingerboard sign situated on the Flinders Highway identifies a cemetery and a wrought iron sign over the pedestrian gate identifies Mount Hope Cemetery, however, it is in need of painting.

Rubbish Disposal and Stockpiles

A rubbish bin is located outside of the pedestrian access and is emptied by the Mount Hope Hall Committee members, to which Council makes an annual contribution for this service.

A stockpile of material is kept in the southern end of the Cemetery and should be re-located to tidy this corner. Another stockpile is stored inside the grounds near the pedestrian access and should be re-located also.

The dimensions of grave plots are surveyed at 2.74m x 1.35m (9' x 4'.5"), established in single rows with a 2.5 metre pathway in between. A number of graves have a small walkway between the plots but many have been established to abut the neighbouring grave.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Mount Hope

cont'd:

The trend of the Mount Hope Cemetery is for the grave to be finished with a concrete or marble surrounds in addition to the headstone, although, Council does not insist that this work be carried out.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coulta



**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coulta

cont'd:



Location: Lot 886, Plan 180108, CT 5825/541, Range Rd, Coulta

Other References: 'Coulta History Book / Coulta School History' compiled by Mrs Pat Virgin

Gazettal and Dates of Operation

The gazettal date of the present Coulta Cemetery is unknown, however, the Council holds details of burials from 1947 in its records at this site, with records dating back to 1929 for the 'old' Coulta Cemeteries.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coulta

cont'd:

Details

The Cemetery is divided by a rubble roadway. An Ashes Interment Garden has been established in the far southern area of the Cemetery grounds, by way of a raised garden bed with a paved surrounds. The Ashes Garden was established by community volunteers.

The land currently available offers sufficient space in the medium term, having recently been extended.

The existing grave plots have been set out in a grid pattern, with rows running from the east to west, with gravel covered footpaths between the rows of graves.

Shelter, Furniture and Lighting

No lighting exists in the Cemetery. There is no existing seating or shelter. Provision should be made for the establishment of garden style seating to assist the public.

Access and Parking

Vehicular access is by way of gates at both the southern and eastern sides of the Cemetery. Pedestrian access is by way of an entrance way on the eastern side.

A formal car park has been established by a large rubble covered area adjacent the Cemetery.

Fencing and Entrance Gates

The fencing surrounding the perimeter is constructed from rabbit-proof netting with single barbed wire and pine posts and is in reasonable condition. The entrance gates are in good condition.

The fencing needs restraining due to the barbed wire stretching and breaking.

Water

Stormwater run-off is a problem due to the fall of the land. Water run-off from the road enters the vehicular access and erodes the main part of the Cemetery. Provision should be made to divert stormwater with some minor contouring. The fall of the Cemetery means that erosion could occur at times of heavy rainfall. Regular maintenance will ensure that any damage to the contour bank and erosion is repaired after times of heavy rain.

There is no water supply at the Cemetery and provision should be made to install a tank for water for floral tributes and for washing.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Coulta

cont'd:

Public Conveniences

No provision for a public convenience has been made and it is considered unnecessary to provide this type of facility at the present time.

Landscaping

The perimeter of the cemetery is lined with natural bushland and community members have obviously planted many trees and shrubs to beautify the area within the confines of the Cemetery. These informal plantings have added to the natural beauty of the area. The area has a Bridal Creeper problem in the areas of natural plantings that is not affecting the current grave sites.

Signage

A fingerboard sign needs erection on the corner of West Tce and Sabine St to indicate the location of a cemetery. There is a Coulta Cemetery sign at the entrance gate that needs upgrading. A new sign has been erected to indicate the location of the car park and is sufficient.

Rubbish Disposal and Stockpiles

No rubbish bins or stockpiles are located at the Cemetery grounds.

Monument or Grave Restrictions

The dimensions of grave plots are surveyed at 2.74m x 1.35m (9' x 4'.5"), established in single rows with a 2.5 metre pathway in between. A number of graves have a small walkway between the plots but a number have been established to abut the neighbouring grave.

Double depth graves are not suitable for this Cemetery as the underground rock prevents deeper graves being dug.

The trend of the Coulta Cemetery is for the grave to be finished with a concrete or marble surrounds in addition to the headstone, although, Council does not insist that this work be carried out.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Lake Wangary



**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Lake Wangary

cont'd:



Location: Sec 670, Plan 510500, CT 5754/976, Snapper Hill Rd, Lake Wangary

Other References: Nil

Gazettal and Dates of Operation

The Lake Wangary Cemetery was gazetted in 1984. Section 305 and 468 was dedicated as a Cemetery Reserve created by Proclamation on 11 May 1882 then Section 305 was granted in trust for Cemetery purposes to the following trustees:

John St George Puckridge, Thomas Bond Hawson, Anthony Freeman
Paris Puckridge and Daniel Morgan

Section 468 was dedicated as a Cemetery Reserve created by Proclamation on 11 May 1882. This reserve was not placed under the care and control of Council until it's gazetted in 1984.

The cemetery was used in the late 1800's and early 1900's, however, it was unused for a significant period of time until 1984. St Matthias Anglican Church members have been very active in their care of the Cemetery.

The council holds all records.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Lake Wangary

cont'd:

Details

The Cemetery is the smallest in Council's care, with a number of marked but unidentified graves situated in an informal manner. An Ashes Interment Garden has been established by Council in conjunction with St Matthias Church in 2007 on the western side of the Cemetery grounds, by way of a raised garden bed, with a paved surrounds.

The land currently available offers sufficient space in the long term.

Some existing plots run in a double lines of graves, placed head to head, rather than all graves facing in the same direction. The more recently used grave plots have been set out in a grid pattern, with rows running from the north to south, with gravel covered footpaths between the rows of graves.

The cemetery is in need of improved layout definition, with a review required against office plans.

Shelter Structures and Furniture

Two home garden style seats have been placed near the Ashes Garden for public use. Provision could be made for more permanent and robust seating to be erected to assist the public.

Access and Parking

Vehicular access is by way of a gate on the western side of the Cemetery. Pedestrian access is by way of an entrance way adjacent the gate.

A formal car park has not been established and the only parking available is on the roadside, which causes congestion when funerals are held. There is a vacant area to the north of the Cemetery grounds, outside of the existing perimeter of the Cemetery, which has been identified for conversion to a car park area, although a reasonable amount of work will be required to establish the area due to it being in an adjacent gully. This area would need removal of prickly acacia and a few mallees and an access gate would need to be established on the western fence-line.

Fencing and Entrance Gates

The fencing surrounding the perimeter is constructed from rabbit-proof netting with single barbed wire and pine posts and is in reasonable condition. The entrance gates are in good condition.

The fencing needs restraining due to the barbed wire stretching and breaking.

Water

Stormwater run-off is not a problem due to the fall of the land.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

Lake Wangary

cont'd:

Water supply at the Cemetery is from a large disused fuel tank, filled by community members. This tank supplies water for floral tributes and for washing and is considered sufficient for public use.

Public Conveniences

No provision for a public convenience has been made and it is considered unnecessary to provide this type of facility at the present time.

Landscaping

The perimeter of the cemetery is lined with natural bushland, which provides a suitable buffer from traffic along Snapper Hill Road. No established landscaping has been carried out within the confines of the cemetery, however a number of native trees have been planted on the Cemetery grounds which add to the natural beauty of the area.

Signage

A fingerboard sign situated on the Snapper Hill Road identifies the cemetery. An interpretive sign at the entrance gate identifies the Cemetery and is an interesting and attractive addition to the area.

Rubbish Disposal and Stockpiles

No rubbish bin is located at the Lake Wangary Cemetery.

Stockpiles of material are kept in the southern corner of the grounds.

Monument or Grave Restrictions

The dimensions of grave plots are surveyed at 2.74m x 1.35m (9' x 4'.5"), established in single rows with a 2.5 metre pathway in between. A number of graves are not identified, however are marked with a stone surrounds.

The trend of the Lake Wangary Cemetery is for the grave to be finished with a concrete or marble surrounds in addition to the headstone, although, Council does not insist that this work be carried out.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

3.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES IN USE

North Shields

This cemetery is located along Lincoln Highway, to the north and beyond the North Shields Township and is owned and operated by the City of Port Lincoln. The Council has no role in the operation of this Cemetery, although it is situated within this Council boundary.

4.0 DESCRIPTION AND HISTORICAL SUMMARY OF CEMETERIES NOT IN USE

Edillilie

The Edillilie Cemetery was gazetted in 1909 at Section 95, Hundred of Mortlock, however, Council has no record of any burials there.

Coulta

Two Cemeteries located in the Coulta area are no longer in use. Section 29 holds graves from 1929 to 1938. Sections 252 & 253 holds graves from 1940 to 1959. Council holds these records.

Lake Hamilton

The Lake Hamilton Cemetery was gazetted in 1925 at Section 166, Hundred of Kiana, and although Council has no record of any burials there, it is clear from the headstones that the cemetery has been used.

Poonindie

The Poonindie Cemetery was gazetted in 1943 at Section 475, Hundred of Louth, and although Council has no record of any burials there, it was used prior to 1943.

Perimeter fencing has been identified as required around the cemetery.

Yeelanna

It is unknown when the Yeelanna Cemetery was gazetted and it is situated at Part Section 3, Hundred of Shannon. Council has a copy of an old map, but no complete record of burials.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

5.0 ISOLATED GRAVES

Council has limited information on the details of isolated graves within its boundaries and will add to this record as information becomes available. These graves are generally on private land and are cared for by the land owner or local community groups.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

6.0 CONSERVATION

Stormwater

Erosion and damage to grave sites and pathways from flooding rains and ponding water should be monitored and appropriate drainage should be established at cemetery sites.

Landscaping

Care should be taken with any new landscaping to prevent the use of potentially invasive species of plants. The conservation of water is important and introduced landscaping should not require major irrigation, nor should the condition of graves be threatened by excess use of water in the vicinity of grave sites. It is recommended that any plantings by volunteer groups or individuals be referred to Council to avoid plant selection which require heavy watering.

Pests and Weeds

Should invasive weeds or animal pests be found to be a problem in cemeteries or their surrounds, advice will be sought from the Eyre Peninsula Natural Resource Management Board in regards to treatment and removal.

Fencing

The Local Government (Cemetery) Regulations require that a cemetery be securely fenced at all times.

Fencing which requires maintenance should be repaired appropriately without damage to vegetation and elements of the cemetery where possible.

Character of Cemeteries and Heritage Value

The Council recognises the character of cemeteries and the need for repairs and upgrading works to continue to reflect the atmosphere and nature of the area. The Council is aware of the principles of the Burra and Australia Natural Heritage Charter in the conservation of cultural and natural significance of cemeteries, which can be summarised by:

‘do as much as necessary but as little as possible’

None of the Council operated cemeteries are identified as being of State or Local Heritage, however, care should be exercised in maintenance and upgrading works. Should the Council have concerns or need to take specific action regarding the conservation or repair of damage at a cemetery, advice will be sought from the Cemeteries Association of South Australia.

Council will consider requests from the public relating to establishment of specific commemorative structures, eg. significant or historical family areas, stillborn areas, etc. on their merits at the time of request.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

7.0 GENERAL MANAGEMENT ISSUES

Rubbish

Receptacles for the collection of rubbish are positioned in a suitable area for access and discreteness and to avoid intruding on gravesites. Generally rubbish collection areas are located outside the perimeter of the cemetery. The collection of rubbish is undertaken regularly to avoid unsightly build up of waste and prior to a burial in any cemetery within the Council area, rubbish removal is carried out.

The Local Government (Cemetery) Regulations allow for the Council to remove unattached ornaments, empty flower containers, broken masonry, decayed or broken wreath or dead flowers. The Regulations also allow for the pruning, cutting down or removal of any plant on an interment site in a cemetery that is unsightly or overgrown.

Shelters, Seats and Bins

Any structure erected at Council owned and operated cemeteries needs the approval of the Council and needs to be carefully considered in terms of the overall appearance and amenity of the cemetery and will be placed in appropriate locations.

Ashes Internment Gardens and Commemorative Sites

Any new site for structures should be located well away from established areas to avoid damage to grave sites or vegetation. The location of Ashes Internment Gardens at Council cemeteries are located in unused areas to prevent damage to grave sites from heavy machinery and workers.

Traffic

Access to cemeteries are required at various times by funeral hearses, visitor cars needing disabled access, pedestrians, monumental masons, contractors and Council works vehicles. Where possible, Council should endeavour to provide a pedestrian access separately from vehicular access to provide safe access to pedestrians.

In order to prevent damage to fragile components of a cemetery, all vehicles, especially heavy vehicles should keep strictly to the roadways already established.

Re-use of Areas and Grave Plots

It is the decision of Council that existing grave plots will not be re-used. The land available for burials is sufficient in most cases and where land is limited, Council will attempt to acquire additional land rather than re-use existing graves for future burials.

Under the Local Government Act 1934, the Council may grant rights for burial purposes (leases) over any part of a cemetery for no longer than 99 years, however, Council does not intend to re-use any existing graves should the licence over the grave plot expire.

The Council issues interment rights over burial plots and interment garden plots for a period of 99 years.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

7.0 GENERAL MANAGEMENT ISSUES

cont'd:

Monument or Grave Restrictions

Council does not have a policy regarding the necessity for all graves sites to be monumented, however, Council does encourage families of the bereaved to make the necessary arrangements for a monument to be placed to identify their deceased's grave.

The work carried out to complete the grave site is the responsibility of and is to be funded by the relatives of the deceased and the Council has no involvement in this matter. The removal and maintenance of existing headstones remain the responsibility of the relatives of the deceased person, and the Council has no involvement in this matter.

Council does not have a policy for ensuring that monuments and grave surrounds compliment that of the particular cemetery. It is encouraged that graves at least be monumented (identified) in a manner that is complimentary to the general theme and amenity of the cemetery.

Members of the public who lease sites in the Ashes Interment Gardens are advised that the plaque size and sloper used in these circumstances to mark the site are:

Plaque	127H x 152W (mm)
Sloper (small headstone)	130H x 155W (mm)

Slopers are provided when the site in the Ashes Internment Garden is purchased and plaques can be ordered through the Council or directly from the supplier.

Council works co-operatively with stone masons and funeral directors engaged by bereaved families to supply information such as the location of graves and size of plots.

Security

Vandalism has not historically posed a huge problem in Council cemeteries. Should vandalism of graves occur, Council staff will report the matter to the Police and attempt to contact the families of the affected graves, by way of individual letters or advertisement in the local media.

Council considers that in country areas, isolated cemeteries should not be brightly lit in order not to draw attention to their location.

Vegetation

No vegetation will be cleared from Cemetery grounds without the approval being obtained from the relevant authority. Unused areas of cemeteries will be maintained by mowing and / or hand removal of weeds. Gravel spread over paths and walkways has reduced the level of weeds and unwanted plants and improves the general appearance of the cemetery.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

7.0 GENERAL MANAGEMENT ISSUES

cont'd:

Public Access to Records and Records Management

The Local Government (Cemetery) Regulations require Council to keep records for cemeteries and this involves keeping plans and a register of defined particulars relating to burials. Disposal of records are carried out in accordance with the General Disposal Schedule 20.

The Regulations also require Council to keep a register of Interment Rights (leases) granted.

Historic records of burials are kept at the Council Office in a secure room in an alarm-monitored building. Members of the public are given access to these records on an ad-hoc basis and copies of records are provided upon request and where large volumes of records are required, photographic recording of details is encouraged.

Cemetery records are kept in books and conceptual plans, many of which are in a deteriorated condition. Records for the Coultla and Mount Hope cemeteries have been updated by the following processes: -

- Survey conducted of existing plots, headstone information and available space for future plots
- Survey information reconciled against existing administrative records
- Digital plans drawn up of survey information
- Digital database created which incorporates both lease and burial information for each plot
- Digital plan and associated data base entered into Mapinfo / Exponaire format

The ultimate outcome will be to make the Mapinfo data available on the Council web site through a pdf format for access by the public.

Grant funding or other external assistance will be sourced to ensure this project is carried out cost effectively.

Insurance

Council holds current Insurance which includes cover for:

- Assets (Cemetery Infrastructure)
- Public Liability
- Personal Accident

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

8.0 MAINTENANCE

General

Council sets aside a budgeted amount to be used on cemetery maintenance each year, which is sufficient for general works including general maintenance rubbish removal, as well as grave preparation and reinstatement.

A combination of Council staff and contractors are used to undertake these tasks, with staff time estimated to be between 200 and 300 labour hours per annum.

Internal Roads

Internal Roads and pathways are kept in good order and attention is given when maintenance is required.

Staff are mindful of the need to keep all graves in good order and care is taken to protect existing graves whilst completing maintenance. Any damage is reported to the works area supervisor.

Stockpiles

Soil excavated from graves is stockpiled in a specific area of the cemetery and re-used later or disposed of in an appropriate site.

9.0 FINANCIAL ISSUES

The Council has set fees for the cost of interments and leases at the operational cemeteries. A review of the past five years financial information indicates that the annual income received does not cover cost of cemetery expenditure, which includes maintenance, operation and minor capital works.

The level of income would need to have been increased by 22 percent over this period of time in order to match expenditure levels.

The fees currently applicable to the cemeteries are as follows: -.

	GST Exclusive	GST Inclusive
	\$	\$
Child Burial	500	550
Other Burials	790	869
Ashes Interment Garden	240	264
Ashes at Foot of Grave	110	121
Burial Right (Lease)	4	4.40

The cost of grave digging currently represents approximately fifty percent of the \$790 fee charged for general burials. The balance of the fee covers ongoing upkeep and maintenance of the cemetery grounds.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

9.0 FINANCIAL ISSUES

cont'd:

The Ashes Interment is significantly cheaper, however where this choice is made there is still an expectation that the Council will maintain the entire cemetery grounds in very pleasant state. This plan therefore recommends that Ashes Interment fees are increased to be fifty percent of adult burial fees.

Burial Right (Lease) fees should cover the Council administration costs of recording and maintaining the lease, and should therefore be increased accordingly to a more reasonable level.

Likewise an Ashes Right Fee (Lease) is not currently charged by the Council, however should be commenced in line with many other cemeteries which now offer such a facility.

Cemetery fees will be amended to the following commencing 1 July 2012: -

	GST Exclusive	GST Inclusive
	\$	\$
Child Burial	600	660
Other Burials	900	990
Ashes Interment Garden	450	495
Ashes at Foot of Grave	150	165
Burial Right (Lease)	50	55
Ashes Right (Lease)	50	55

Future fee increases will be considered in the formulation of annual budgets, with reference required to Council's Register of Fees and Charges to view an up to date list of fees and charges.

10.0 TRAINING

The Council ensure that staff appreciate the sensitive nature of cemeteries, and due care is taken to ensure that staff are appropriately trained in completing works in and around cemetery grounds.

Where volunteer groups are engaged, the appropriate insurance, induction and training will be provided for volunteer workers.

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

11.0 RISK ASSESSMENT

A formal risk assessment of cemeteries has not been carried out by Council, however, Council has developed Safe Operating Procedures for works including Trenching and Handling Marble Slabs at Gravesites.

The conditions of each cemetery are monitored regularly to prevent any dangerous situations arising and works required are included in the maintenance program.

12.0 OPERATIONS

The Council has developed Operating Procedures to define the way in which the cemeteries function. These procedures include recognition of the Cemetery Regulations, location of office, fees, burial bookings, control on planting and floral tributes, traffic control, conditions for burial and monument design and lease conditions.

The Council will review all leases at Cemeteries where grave plots have not been used. Where there is a likelihood that the lease may no longer be required, the leaseholder or their immediate family will be contacted to ascertain their future requirements for the lease.

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

13.0 FUTURE STRATEGY

This plan has identified a number of items requiring attention and the following program summarises the identified works.

No costings have been provided at this time, and it is expected that works will be costed and factored into future budgets of the Council.

The Council will source alternative avenues of funding, eg. grants and sponsorship, when capital works are scheduled to ensure that cemetery fees are kept to a minimum. Alternative sources of assistance, including community involvement, volunteer groups and subsidised employment schemes may also be considered and utilised.

CAPITAL PROJECTS

<i>Cummins Cemetery</i>
Car Park Upgrade – Identify appropriate location for new car park and develop - Strategic Plan Year 5 (2015/16)
Gazebo – Strategic Plan Year 9 (2019/20)
<i>Lake Wangary Cemetery</i>
Car Park – Strategic Plan Year 4 (2014/15)
<i>Mount Hope Cemetery</i>
Car park - Strategic Plan Year 3 (2013/14)
Plan for future expansion of cemetery
<i>Coffin Bay Cemetery</i>
Expansion of the cemetery into the Cemetery Reserve – Strategic Plan Year 2 (2012/13)
<i>Poonindie Cemetery</i>
Perimeter fencing and access gate – Strategic Plan Year 3 (2013/14)
<i>General</i>
Survey plots and create digital database (Coffin Bay, Cummins, Lake Wangary)
Electronic Burial Records - Website

**DISTRICT COUNCIL OF LOWER EYRE PENINSULA
CEMETERY MANAGEMENT PLAN**

13.0 FUTURE STRATEGY

cont'd:

The following maintenance issues will be considered as part of future annual budgets: -

MAINTENANCE

<i>Cummins Cemetery</i>
Remove Bridal Creeper
Remove Aleppo Pines
Remove Dead Trees
Relocate Stockpile
Provide seating
Maintain entrance gates
<i>Lake Wangary Cemetery</i>
Restrain fencing
Provide seating
<i>Coulta Cemetery</i>
Stormwater Drainage
Restrain fencing
Identification Sign
Water Tank Installation
Seating
<i>Mount Hope Cemetery</i>
Survey Further Plots
Stormwater Drainage
Relocate Stockpile
Paint wrought iron sign over pedestrian gate
Paint entrance gates
Remove old trees
Plant trees on road reserve
Seating
<i>Coffin Bay Cemetery</i>
Remove Shrub – Ashes Garden
Landscape around ashes Garden
Tree Trimming at Entrance
Trim vegetation overgrowing fencing
Maintain entrance gates

DISTRICT COUNCIL OF LOWER EYRE PENINSULA CEMETERY MANAGEMENT PLAN

14.0 COMMUNITY INVOLVEMENT

The Council relies heavily on community support to report vandalism, damage or maintenance issues that need addressing and for suggestions in the improvement and general amenity of cemeteries.

Community involvement is also welcomed and the Council acknowledges the past contribution made by members in the public in the general upkeep of family graves, naming of un-marked graves and general conservation and care of cemeteries within the district.

Annual income and expenditure relating to Cemeteries is available for public comment as part of the annual consultation and adoption of the Council's Annual Business Plan and budget.

All requests for maintenance or upgrades are considered in the formulation of budgets.

The Council has valued the input provided by relevant community groups as part of developing this cemetery management plan.