

Port Pirie Cemetery Strategy

2023-2033



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Port Pirie Regional Council acknowledges the Nukunu people as the traditional owners and custodians of the lands of the Port Pirie township and northern regions and the Kurna people in southern parts of the region. We honour their ongoing cultural and spiritual connections to country and pay our respects to their Elders past and present. We respect the cultural heritage, customs and beliefs of all Indigenous peoples and extend that respect to other Aboriginal and Torres Strait Islander people who live in the region.

1 Introduction

Cemeteries play an important role in our society. Cemeteries support our sense of community and reflect the history of local people and cultures that founded and influenced the Port Pirie Region. Cemeteries provide a place where family and friends can care for and mourn the loss of loved ones consistent with their culture and beliefs and reflect on the life shared with them.

There are 10 cemeteries located within Port Pirie Regional Council municipality. Port Pirie Regional Council manages eight of these with Port Pirie Cemetery being the largest (regional) followed by Crystal Brook Cemetery with a smaller catchment and six located in small towns or remotely (local) across the Region.

Approximately 70% of Port Pirie residents are interred at a cemetery within the Port Pirie Regional Council area. The remaining 30% are interred outside of the Region or scattered as ashes outside of the cemeteries. This percentage is high considering that in 2021 only approximately one third of Australians are buried in a cemetery.¹

Port Pirie Region also has a low percentage of cremations with only 30% of interments selecting this method compared with more than 70% in Australia.

In line with interment trends, it is predicted that the percentage of interments within the Regions cemeteries is unlikely to increase and if Port Pirie residents follow national trends, then interments may decrease along with the number of burials with some residents choosing other options such as cremation and scattering ashes outside of cemeteries.

1.1 Vision

A Region where all cemeteries are developed and maintained to create a pleasant, safe, peaceful, and sustainable environment and all burials are managed with compassion, competency and efficiency.

1.2 Objectives

Guide the development, management and continuous improvement of cemetery services within Council-owned cemeteries for the next ten years and beyond.

- Ensure cemeteries continue to have the space available to provide options for burials / cremations into the future (10 years – 50 years)
- Respond to evolving community preferences regarding burial and cremation, natural burials and specific religious or cultural practices
- Ensure cemetery provision adapts to environmental challenges such as a changing climate

2 Context

2.1 Port Pirie

The Port Pirie Regional Council (the Council) area is a community of 17,500 consisting of the City of Port Pirie with 14,000 and the remaining spread across small townships and the rural areas.

Port Pirie is located in the Upper Spencer Gulf region of South Australia, approximately 220km from Adelaide on Highway One and is the gateway to the Southern Flinders Ranges. It is also the largest city in the State's Mid North Region and has an important role as a regional service centre, with many of the surrounding smaller towns relying on Port Pirie for education, health care, retail and employment.

The population estimate for Port Pirie Regional Council area in 2021 is 17,473. Since the previous year, the population has declined by 0.59%. Population growth in Regional SA between 2020 and 2021 was estimated to be 0.31%.

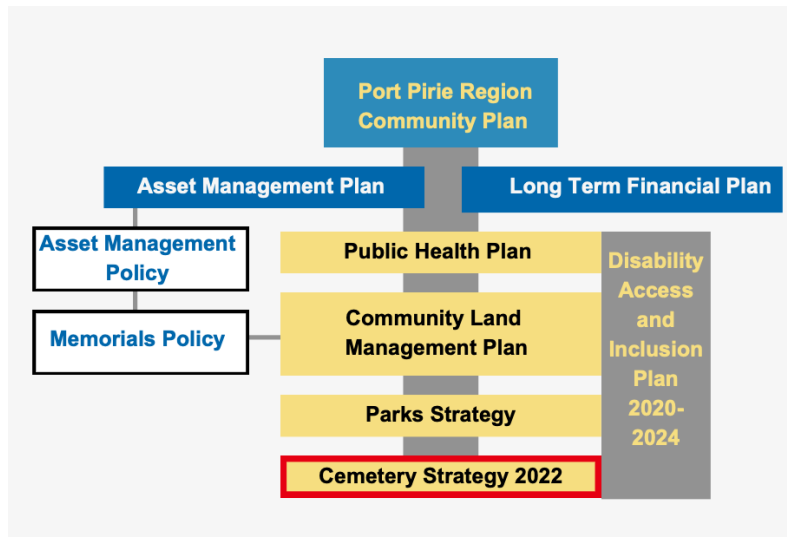
Analysis of the age groups of Port Pirie Regional Council area in 2016 compared to South Australia shows that there was a higher proportion of people in the older age groups (60+ years). 27.8% were aged 60 years and over, compared with 24.4% respectively for South Australia. In 2016 there were 4,826 aged 60 and over living in Port Pirie.

In 2016, the median age for Port Pirie Regional Council area was 44, higher than the South Australian average of 40 and only slightly lower than the regional South Australian median age of 45.

This data shows that the population of Port Pirie is likely to fluctuate only slightly over the next 10 years.

The dominant religion in Port Pirie is Catholicism with 25% of the population identifying as Catholics. This is a high percentage when compared with regional south Australia (14%). These statistics could influence burial trends due to the religious preference for burial over cremation.

2.2 Port Pirie Regional Council Plans & Strategies



Community Plan

Mission

To be a progressive organisation that strives for excellence, leads with integrity and delivers positive outcomes for the community.

Values

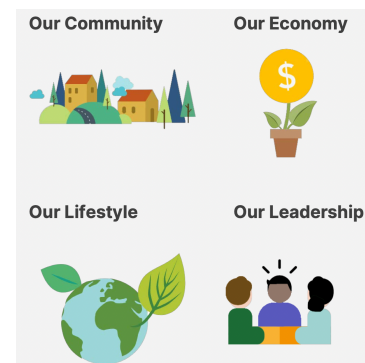
Port Pirie Regional Council is committed to being a value driven organisation. Through our actions and decisions, we will demonstrate:

- Service Delivery Excellence
- Accountability
- Honesty, Integrity and Transparency
- Ethical Behaviour and Good Governance
- Inclusivity
- Teamwork and Professionalism

Key Community Plan Directions

The following directions can all be achieved through well planned and managed cemeteries -

- Community facilities and services are welcoming and accessible
- The strong identity of a culturally rich community is celebrated
- Community facilities are vibrant and increasingly multi use
- Open spaces are enhanced through well maintained and attractive landscaping providing opportunity for increased community activity



Memorials Policy

Memorials Policy provides a guiding process for how all requests for plaques and memorials will be managed now and into the future, and the installation of memorials to meet AS 4204:2019. How and where ashes may be scattered within your cemetery or public places. It provides a clear and consistent process for the community.

Port Pirie Parks Strategy

This Strategy covers the Strategic Priority Areas below. Although Cemeteries are not within the scope of this Strategy, the priority areas below are still relevant for Cemetery planning and development.

1. Park Planning

Ensure the park network provides a level of service that meets the needs of the community.

2. Park Development

Provision of appropriate infrastructure to service the range of needs of the communities throughout the region in a sustainable manner.

3. Park Operation and Maintenance

Ensure the operation and maintenance of the park is undertaken in an efficient and effective manner to meet the desired level of service.

4. Future Park Planning

Ensure land use planning delivers development that has a focus on sustainable and efficient park networks that meet the needs of the community.

5. Project Prioritisation

Ensure renewal, upgrades and new park infrastructure projects are prioritised according to park categories and levels of service.

Community Land Management Plan

The Community Land Management Plan includes Cemeteries & Memorials within category 5, with the intention that Cemeteries and Memorials are retained as cultural, heritage or civic memorials accessible by the public. The Plan acknowledges that these sites can be subject to contract agreements and lists the following management objectives -

Management objectives

- Access and Use
- Asset Management and Function
- Environmental Sustainability
- Safety and Nuisance
- Amenity
- Community Involvement Governance

Asset Management Plan

Council has developed Asset Management Plans for all the major infrastructure classes it manages, cemeteries are not a component of this collective AMP. The overarching AMP lacks detailed cemetery information on council owned monuments, burial beams, and columbarium walls. A detailed cemetery asset plan and master plan will determine the direction and future investment for the cemetery long term.

Disability Access and Inclusion Plan

In line with this Plan, the Cemetery Strategy will strive to deliver on the 'Accessible Community' actions as listed below -

Accessible communities

It is our aim to increase accessibility to public and community infrastructure, transport, services, information, sport and recreation and the greater community including continuous improvement of access to council services including:

- Streetscapes & Footpaths
- Parks and Recreation facilities
- Public Conveniences
- Signage – disability directional

2.3 Consultation & Engagement

Stakeholders

- Port Pirie community
- RSL groups
- Port Pirie Family History Group
- Contractor
- Funeral directors
- Community associations
- Crystal Brook History Group

Consultation program

- Develop draft plan
- Public exhibition (20 business days)
- Final endorsement

2.4 Council's Role in Cemetery Provision

Port Pirie Regional Council plays several roles in the provision of cemeteries across the region and these roles are often governed by legislation. These include -

- Landowner
- Land manager
- Community Liaison
- Record keeper (records management system)
- Contract manager (with Cemetery Services contractor)

3 Current Situation

3.1 Locations

There are 10 cemeteries located within Port Pirie Regional Council area. Port Pirie Regional Council manages eight of these with Port Pirie Cemetery being the largest (regional) followed by Crystal Brook Cemetery with a smaller catchment and six located in small towns or remotely (local) across the Council area.

	Name	Owner	Street Address	Suburb	Area (ha)	Title Conditions
1	Port Pirie Cemetery	Port Pirie Regional Council	Lot 24, Lot 38 Moppett Road	Port Pirie West SA 5540	1- 26.803 2 - 5.47 3 - 2.33	In trust to permit and suffer the said piece of land to be used at all times as a cemetery reserve (Applies to 1) Conditions: In trust to permit and suffer the said piece of land to be used at all times as a plantation reserve (Applies to 2)
2	Crystal Brook Cemetery	Port Pirie Regional Council	100 Huddleston Road	Crystal Brook SA 5523	2.023	
3	Wandearah Cemetery	Port Pirie Regional Council	182 Old Broughton Road	Wandearah West SA 5523	8.903	
4	Keilli Cemetery	Port Pirie Regional Council	Ingram Gap Road	Mundoora SA 5555	7.5	
5	Redhill Cemetery	Crown	58 Old Cattle Track	Redhill SA 5523	7.365	Land dedicated for cemetery purposes pursuant to the Crown Lands Act, 1929 by Gazette 27/11/1873
6	Napperby Cemetery	Port Pirie Regional Council	Lot 383 Muster Drive	Napperby SA 5540	2.023	In trust to permit suffer and to be used at all times as a public cemetery
6	Land surrounding Napperby Cemetery	Crown	Lot 383 Muster Drive	Napperby SA 5540	5.362	Land dedicated for cemetery purposes pursuant to the Crown Lands Act, 1929 by Gazette 26/04/1877
7	Warnertown Cemetery	Port Pirie Regional Council	Lot 385 Farruges Drive	Warnertown SA 5540	1.982	
8	Koolunga Cemetery	Port Pirie Regional Council	Lot 376 Government Road	Koolunga SA 5464	0.2795	In trust to permit suffer and to be used at all times as a public cemetery
9	Redhill (Saint Martin) Catholic Churchyard	Private	35 St Martins Road	Redhill SA 5523		
10	Bowmans Head Station Cemetery	Private	Lot 33 Brook Street Crystal Brook	Crystal Brook SA 5523		

3.2 Cemetery Overview

Cemetery	Service Level	Key Facilities /Issues	Average burials per annum from 2016	Average number of ashes (Niche) Per annum from 2016	Total number of internments (2022)
Port Pirie	1	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Monumental lawn <input type="checkbox"/> Garden ash interments <input type="checkbox"/> Columbarium (niche) walls <input type="checkbox"/> Muslim plots <input type="checkbox"/> Memorials <input type="checkbox"/> Public toilets <input type="checkbox"/> Seats <input type="checkbox"/> Litter bins <input type="checkbox"/> Directory board <input type="checkbox"/> Rita Blieschke shelter <input type="checkbox"/> Irrigation to lawn section, war graves, rose section and children's section <input type="checkbox"/> Storage building	75	40	18,035
Crystal Brook	2	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Columbarium (niche) walls <input type="checkbox"/> Memorials <input type="checkbox"/> Shelter <input type="checkbox"/> Sign structure <input type="checkbox"/> Seats	10	4	2016
Wandearah Cemetery	3	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Columbarium (niche) walls <input type="checkbox"/> Memorials <input type="checkbox"/> Cemetery directory <input type="checkbox"/> Covered seating <input type="checkbox"/> Fencing	0.5	0	88
Keilli	3	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Memorials <input type="checkbox"/> Cemetery directory <input type="checkbox"/> Seating <input type="checkbox"/> Fencing <input type="checkbox"/> Refuse bin <input type="checkbox"/> Toilet (long drop not maintained by Council) <input type="checkbox"/> Columbarium (niche) wall	1.5	0.3	121
Redhill Cemetery	3	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Memorials <input type="checkbox"/> Shelter <input type="checkbox"/> Cemetery directory <input type="checkbox"/> Covered seating <input type="checkbox"/> Fencing	1	0.3	447

Napperby Cemetery	3	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Memorials <input type="checkbox"/> Cemetery directory <input type="checkbox"/> Seating <input type="checkbox"/> Fencing <input type="checkbox"/> Refuse bin <input type="checkbox"/> Toilet (long drop not maintained by Council) <input type="checkbox"/> Columbarium (niche) wall	1.4	0.1	47
Warnertown Cemetery	3	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Memorials <input type="checkbox"/> Cemetery directory <input type="checkbox"/> Seating <input type="checkbox"/> Fencing <input type="checkbox"/> Refuse bin <input type="checkbox"/> Toilet (long drop not maintained by Council) <input type="checkbox"/> Columbarium (niche) wall	1.6	0.6	110
Koolunga Cemetery	3	<input type="checkbox"/> Monumental burial <input type="checkbox"/> Memorials <input type="checkbox"/> Shelter <input type="checkbox"/> Cemetery directory <input type="checkbox"/> Covered seating <input type="checkbox"/> Fencing <input type="checkbox"/> Columbarium (niche) wall	0.4	0.1	329

4 Projected Demand

4.1 Death Rates

In 2021 there were 180 deaths within the Port Pirie local government area with a standardised death rate of 6.7. This is above the national standardised death rate of 5.2 deaths per 1000 standard population. Figure 2 shows the number of deaths in Port Pirie Regional Council between 2012 and 2021 with the lowest number of deaths in 2014 (168 deaths) and the highest in 2020 (220 deaths).

Figure 3 shows that the standardized death rate for Port Pirie is consistently higher than the state average with the highest rate of 7.2 per 1000 in 2017 and the lowest rate of 6.3 per 1000 in 2019. The average standardized rate between 2012 and 2021 is 6.8 per 1000.

The average annual percentage of deaths per total population over 9 years between 2012-2021 was 1.1%. (refer figure 4) Using this average percentage of the total population it is estimated that the approximate number of deaths in the future will stay fairly consistent at approximately 198-199 per year between 2026 to 2036 (refer figure 5). This calculation is based on a predicted population increase of 369 people between 2021 and 2036 (refer figure 4)

This prediction also considers the ageing population with 21% of the population aged over 65 in 2021 with this being expected to rise to 25% in 2036 (refer figure 6).

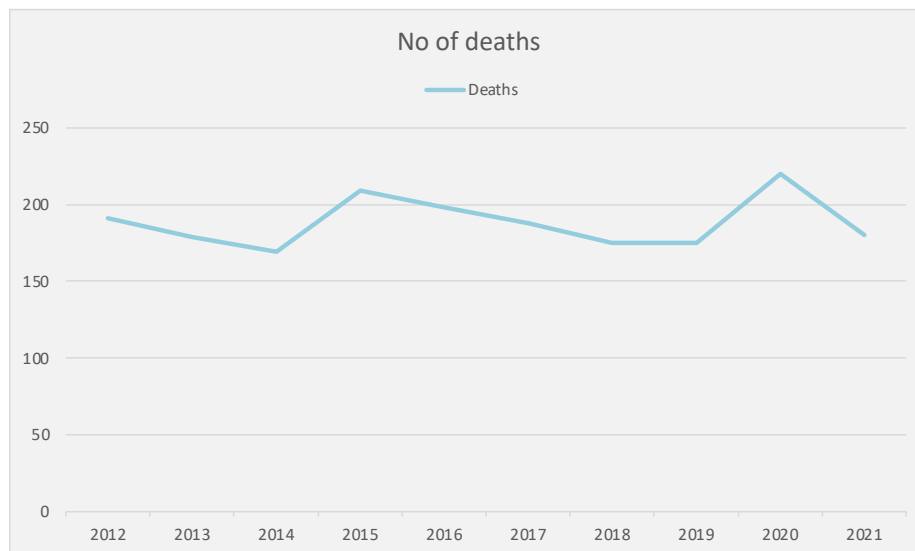


Figure 2 Number of Deaths in Port Pirie from 2012 - 2021²

² Australian Bureau of Statistics 2011 - 2021

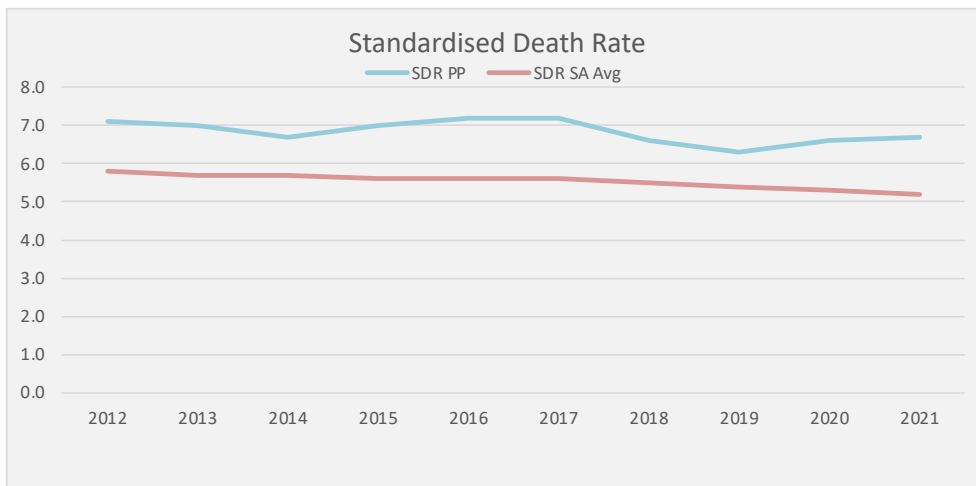


Figure 3 Standardised Death Rate in Port Pirie compared with the South Australian average.

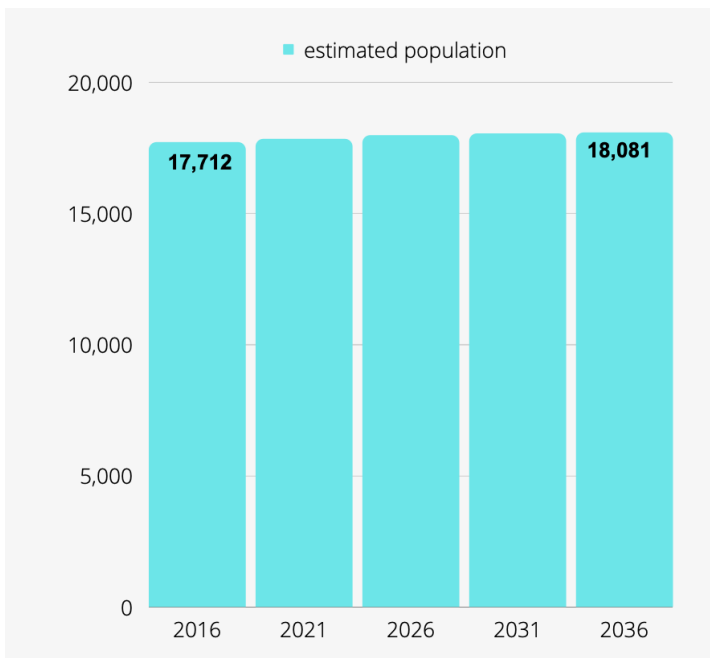


Figure 4 Estimated Population for Port Pirie 2016 to 2036

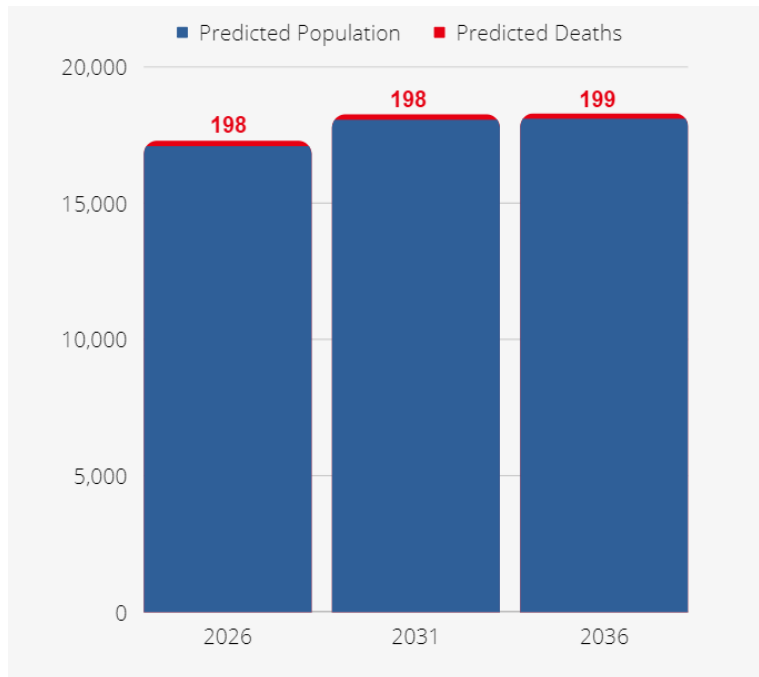


Figure 5 Predicted Population and Deaths in 2026, 2031 and 2036

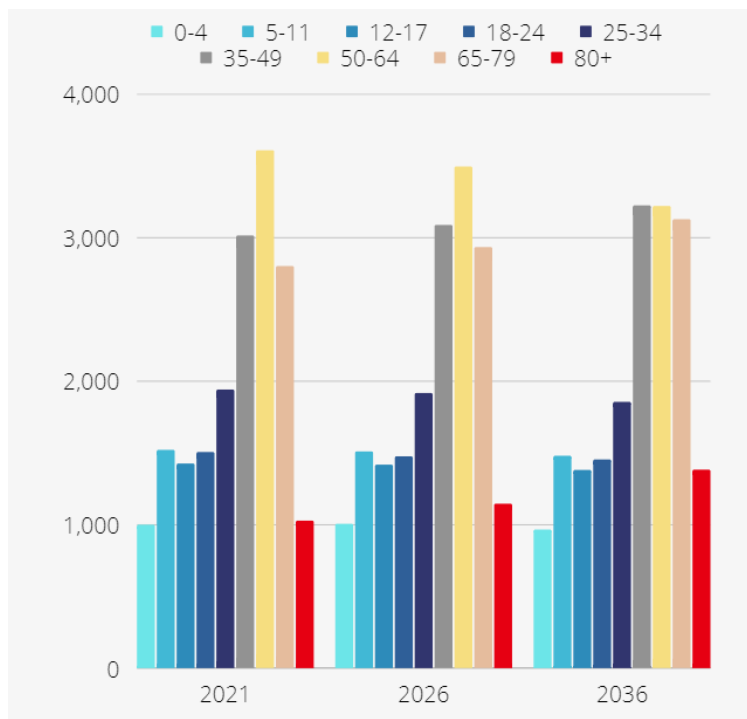


Figure 6 Estimated population by age groups in 2021, 2026 & 2036

4.2 Current Internment Trends (Port Pirie)

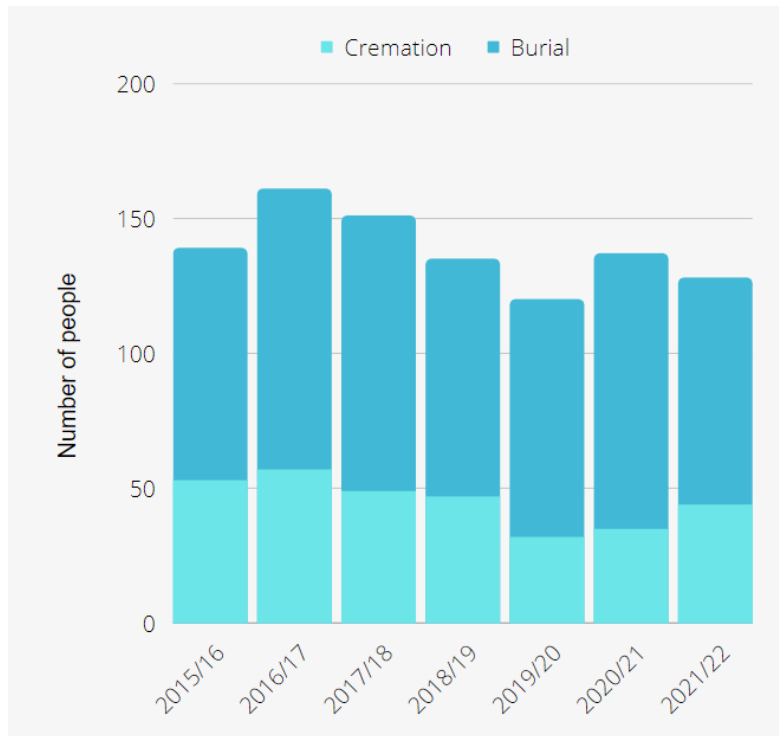


Figure 7 Cremation in ground burial trends 2015 - 2021

Figure 5 shows the actual number of interments at Council cemeteries from 2015 to 2022. This illustrates that current demand is relatively flat, with between 120 to 161 interments occurring each year, the average being 139 per annum. Of these interments, 67% were burials and 33% were cremations. The percentage of cremations in the Port Pirie Region is very low given that 70% of Australians are cremated each year.

According to the number of deaths recorded each year (refer figure 4), approximately 70% of Port Pirie residents are interred at a cemetery within the Region of Port Pirie. The remaining 30% are interred outside of the Region or scattered as ashes outside of the cemeteries. In line with interment trends discussed below, it is predicted that the percentage of interments within the Region's cemeteries is unlikely to increase.

4.3 Internment Trends (Australia)

The declining impacts of religion and culture in Australian society, combined with environmental and economic concerns, have contributed to cremation being the increasingly preferred method of interment. As in many Western countries, cremation in Australia has eclipsed burials as the preferred method of disposition, accounting for two-thirds of deaths (van der Lann and Moerman, 2017). This is consistent with our Funeral Beliefs and Values Study which shows that 2 in 3 (63%) people who have arranged a funeral for a loved one, chose a cremation. (Australian funeral industry state of the nation 2021).

Those who indicated a willingness to be cremated were asked what they would like to happen to their ashes. The most popular answers were to be scattered in nature (42%) or in a personally meaningful location (41%), followed by scattered at sea (26%) or distributed amongst loved ones (21%). Only one-fifth of these respondents (20%) wished to be stored in a cemetery or columbarium. (The Future Cemetery Survey 2020, University of Melbourne).

<https://bare.com.au/blog/crematoriums-and-scattering-ashes-in-south-australia>

Port Pirie Regional Council will need to consider the following trends when planning for future cemetery expansions or restrictions.

Cremation over traditional burials

Two in three Aussies favour cremation over traditional burials when planning their own funerals. Cremations are generally more cost-effective and eco-friendlier than standard burials. They take up less space, and don't require the usual embalming chemicals. The South Australia state trend for cremation sits at 9% from data collected in 2021.

Green burials

Minimalist and eco-conscious green burials are sometimes said to be 'burials of the future'. Bodies are wrapped in cloth or placed in biodegradable coffins made from pine or cardboard. They are then laid to rest in a green space with minimal grave markings to allow plants to grow undisturbed.

This practice appeals to many because it helps the deceased 'return to the earth'. It is becoming a national and international trend to return to the earth in a natural ecological environment.

Memorial trees

Trees are increasingly replacing headstones as grave markers in Australia. Not only do they benefit the environment, but they also remind us that 'life goes on'. It is becoming a connection to the environment, allowing cemeteries to follow bio-diverse practices, in what was memorisation through monuments.

Ashes scattered in nature

It is becoming more popular for people to choose to have their ashes scattered in meaningful places outside of cemeteries including in nature or in the sea.

4.4 Future demand on Port Pirie Cemeteries

Cemetery	Number of burials 2015/16-2021/22	Number of ashes (Niche) 2016-2021	Space required Burial 2022-36	Space required Ashes 2022-36	Space available Burial 2022 onwards	Space available Ashes 2022
Port Pirie	75 per annum	40 per annum	1125 burials 5963m ²	600 ashes	5600m ² (1060 burials) Will run out of space in approx. 13 years. 2035	180 ashes
Crystal Brook	10 per annum	4 per annum	150 Approx 800m ²	60	17700m ² Approx. 3,300 burials Space for another 300 + years	61
Port Pirie and Crystal Brook	85	44	1275 Approx. 6800m ²	660	23000m ² (4360 burials) Space for another 50 years	241
All other	7 per annum	1 per annum	105 Approx 557m ²	15	337m ² (64 burials) Space for another 9 years	Warnertown 40 Napperby 14 Koolunga 38 Keilli 12
Total	95	45	1380 Approx 7314m ²	675	23637m ² (4400 burials) Space for another 46 years	345

Note: When regional cemeteries are full, only Crystal Brook and Port Pirie will be able to accept burials. Plans for growth.

5 Cemetery Services

5.1 Operations

The Council has outsourced the day-to-day maintenance, management and operation of cemeteries to Deco Enterprises. The contractor is responsible for a broad range of management services including:

- Serve as main Council cemetery liaison with funeral directors by clarifying service arrangements, coordinating and participating in the planning of services and providing additional assistance as needed
- Supervise and participate in the preparation of grounds for services, including the digging of graves and placement of required fittings
- Participate in budget preparation and administration, prepare cost estimates and recommend purchases of equipment and supplies, monitor and control budget accounts
- Arrange the leasing of gravesites, crypts, niche; execute contracts
- Manage the cemetery lease register, maps and other documentation
- Arrange and participate in locating gravesite boundaries and laying out burial preparations for graves, markers and related items
- Schedule burial services, attend services when practicable to coordinate the flow of traffic and monitor the activities during the service. Receive burial applications and process permits from funeral directors as required by law, and verify accurate information
- Manage and arrange the collection of payments (including, but not limited to lease fees) and the preparation of financial records and reports in accordance with the Agreed Accounting Standards
- Provide recommendations for planning and supervising the construction of new cemetery development.

Maintenance services provided by the contractor include:

- Grave filling/backfilling
- Maintenance of cemetery grounds and gardens including niche walls, lawn mowing, irrigation systems and weed management
- Litter collection and bin emptying and disposal
- Path maintenance
- Rose pruning
- Border maintenance
- Paving maintenance
- Shelter maintenance
- Tree maintenance including removal of fall branches etc.

The Council remains responsible for other services including:

- Pest management
- Repairs due to vandalism and graffiti
- Replacement of roses
- Laying of lawns
- Maintenance of signs
- Maintenance of toilets

The management of cemeteries is a key area of risk for Councils. Poor record keeping or failure to appropriately intern human remains can not only cause considerable distress for families, but it can also expose Council to legal liabilities. The following table outlines the current responsibilities and has a column for suggested improvements which can be used in an ongoing manner to clarify operations annually.

Operations and Responsibilities Table

	Operations tasks	Description	Current Responsibility Port Pirie Regional Council (PPRC) Contractor C	Suggested Improvement
	Operations			
1	Burial permits	<input type="checkbox"/> Receive burial applications and process permits from funeral directors as required by law, and verify accurate information	C	Council operated online technology
2	Record Keeping	<input type="checkbox"/> Internment records registered, authorised and published	PPRC	Council operated online technology
3	Burial service	<input type="checkbox"/> Coordinate and participate in the planning of services <input type="checkbox"/> Provide additional assistance as needed <input type="checkbox"/> Coordinate the flow of traffic and monitor the activities during the service.	C	
4	Preparation of grounds for services	<input type="checkbox"/> Digging of graves and placement of required fittings <input type="checkbox"/> Locate gravesite boundaries and laying out burial preparations for graves, markers and related items	C	Booking to backfill process
5	Budget/ accounts	<input type="checkbox"/> Budget preparation and administration <input type="checkbox"/> Manage and arrange the collection of payments (including, but not limited to lease fees) and the preparation of financial records and reports in accordance with the Agreed Accounting Standards <input type="checkbox"/> Recommend purchases of equipment and supplies (cost estimates)	PPRC	Master planning and asset management plan
6	Cemetery leases <input type="checkbox"/> gravesites, crypts, niche	<input type="checkbox"/> Execute contracts <input type="checkbox"/> Manage lease register	PPRC	
7	Wayfinding	<input type="checkbox"/> Provide and update location maps	PPRC	Signage strategy and policy
8	Cemetery upgrades	<input type="checkbox"/> Planning and supervising the construction	PPRC	Master planning and GIS layout plans

9	Cemetery maintenance	<input type="checkbox"/> Maintenance of cemetery grounds and gardens including niche walls, lawn mowing, irrigation systems and weed management <input type="checkbox"/> Litter collection and bin emptying and disposal <input type="checkbox"/> Path maintenance <input type="checkbox"/> Rose pruning <input type="checkbox"/> Border maintenance <input type="checkbox"/> Paving maintenance <input type="checkbox"/> Shelter maintenance <input type="checkbox"/> Tree maintenance including removal of fall branches <input type="checkbox"/> Maintenance of war memorials	C PPRC	
10	Cemetery maintenance	<input type="checkbox"/> Pest management <input type="checkbox"/> Repairs due to vandalism and graffiti <input type="checkbox"/> Replacement of roses <input type="checkbox"/> Laying of lawns <input type="checkbox"/> Maintenance of signs <input type="checkbox"/> Maintenance of toilets	PPRC	
11	Headstones	<input type="checkbox"/> Supply of headstones for lawn cemetery <input type="checkbox"/> Placement of headstones for lawn cemetery	PPRC C	Monument policy

The operating procedure for interments is shown in figure 8. This process shows the procedural steps of the funeral director, contractor and the Council.

Operating procedures are currently satisfactory. There is an opportunity for improved documentation and knowledge transfer across Council to assist in succession planning.

Record keeping

The contractor and the Council maintain duplicate hard copy records in the form of cemetery books. The Contractor completes applications for burial and applications for leases on behalf of the deceased's representative and enters each burial record into the relevant cemetery book. At the end of each month the contractor forwards all completed and approved applications to the Council. The Council enters each burial record into the Council cemetery books and into the corporate information system "Synergy" which includes a cemetery management module. Each entry in Synergy is uploaded to the State cemetery database "Unity" and at the end of the month the Council authorises the cemetery records uploaded into Unity. At this point they are published online and available for the public to view basic details on the Council website.

The council are in the process of duplication burial information into Synergy and Council will hold its cemetery books in an appropriate fireproof cupboard at the main Council office. Together, with a duplicate set maintained by the contractor, there is a good level of security over cemetery records.

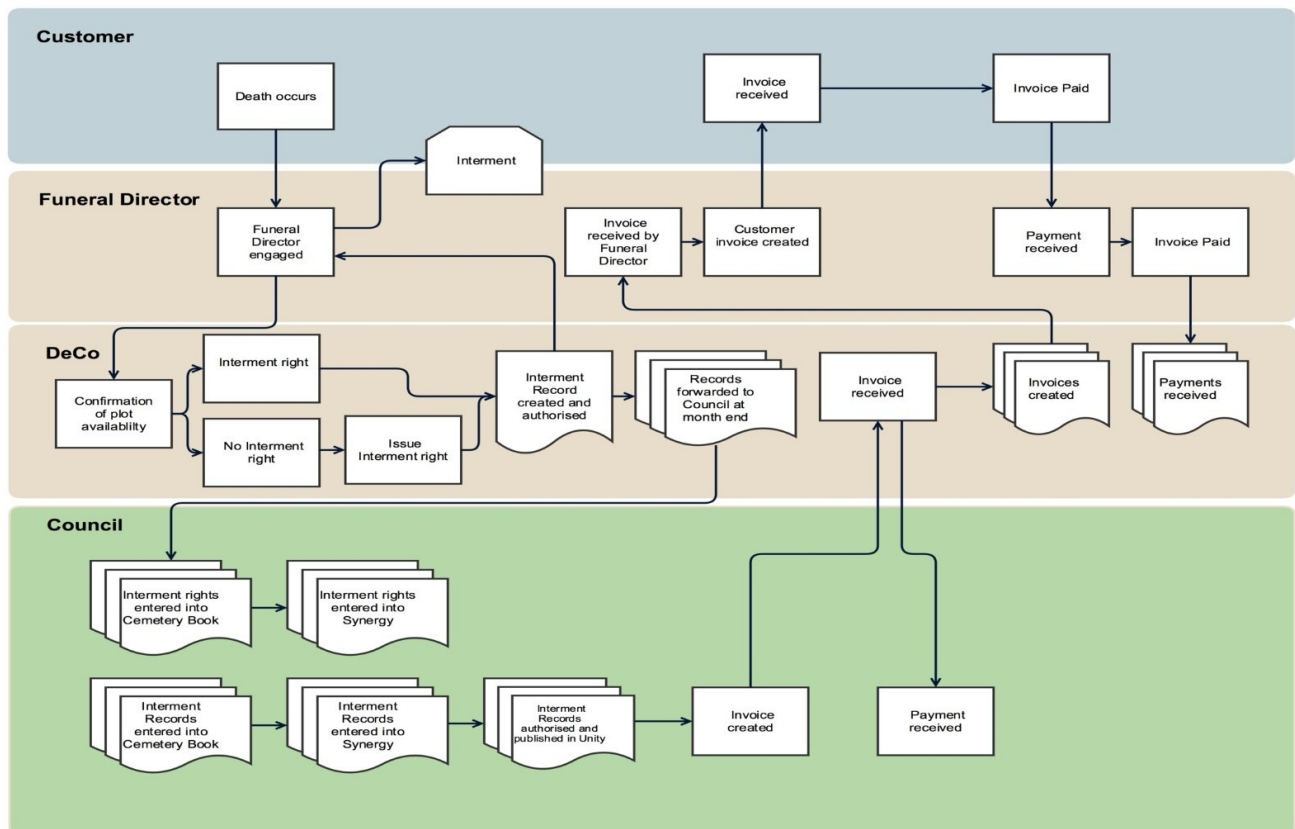


Figure 8 Operating Procedure

5.2 Compliance with law and regulations

Bringing record keeping in line with current legislation is a high priority. In complying with these regulations, there are some improvement opportunities to assist with accuracies and efficiencies.

Section 53 of the Burial and Cremations Act 2013 specifies the registers, records and plans that the Council is required to keep under law. The Burial and Cremation Regulations 2014 specify the detail that must be recorded by the Council. At present the Council is generally complying with the requirements, however there are three key areas where improvement is required:

1. Detailed cemetery plans showing the location of interments, plots where interment rights have been granted and sites for future interments.
Council cemetery plans do not show in sufficient detail where interments have taken place, where interment rights have been issued and sites for future interments. This detail is available in the cemetery books and Synergy system but is not available within cemetery plans.
2. Having a register that includes the name and address of persons who hold an interment right.
The address (and ideally email address) of holders of interment rights is not always recorded. Often only the general location i.e., "Mr Smith, Port Pirie" is recorded.
3. Ensuring the address of the last place of residence is recorded for each person interred in the Cemetery.
This information is not currently always recorded in full.
4. Holding a register of all memorials within the cemetery, including details of inscriptions and size, type and location of the memorial in the cemetery.
This information is not currently recorded.

The requirement to hold a register of memorials can be achieved in part by photographing each memorial and then indexing this to the cemetery plan. Many Councils now provide on-line access to photographs of headstones and memorials and some public genealogy websites also hold similar information, including details for some cemeteries in the Port Pirie region.

Enhancing the existing on-line cemetery search on the Council's website with a photograph of the memorial would be a useful service and may also reduce requests for assistance from Council staff. Local historical and genealogy groups may be prepared to assist with this task.

5.3 Fees and Charges

Port Pirie Regional Council Cemetery Fees and Charges 2022 - 2023

SERVICE	FEE (INCL GST)
Lease (99 years, single - standard)	\$610
Burial (standard)	\$910
Burial (double depth)	\$1,150
Slab Removal	\$345
Burial (Saturdays, Sundays and Public Holidays)	\$1,360
Burial (Outside Ordinary Hours - per hour)	\$225
Lease (child grave 5'x3')	\$215
Rose Garden - Lease	\$610
Rose Garden - Burial	\$370
Lawn Cemetery - Lease	\$1,920
Lawn Cemetery - Burial	\$910
Ashes (place in existing grave)	\$72
Niche Wall / Columbarium Lease	\$950
Niche Wall / Columbarium placement	\$245
Burial - Child up to 28 days	\$108
Burial - Child up to 7 years	\$375
Reopen grave - up to 3 years	\$85
Reopen grave - 3 to 6 years	\$65
Reopen grave – more than 6 years	\$55
Plaque (all areas)	\$500
Family Search Fees - first 15 minutes	free
Family Search Fees - Subsequent hours or part thereof	\$10
Grave identification (on site)	\$117

Benchmarking Fees and Charges

The current cemetery fees and charges were examined for all Councils in South Australia. There is a wide range of fees and charges made by Councils for cemetery services. In order to simplify the comparison, two basic fees were compared.

Benchmarking of fees and charges with other SA Councils

SERVICE	PORT PIRIE	AVERAGE	MAX	MIN
Burial (standard)	\$900	\$840	\$1456	\$532
Lease (standard)	\$600	\$446	\$1000	\$60

In general, fees and charges appear reasonable and are in-line with many other Councils in South Australia.

With improvements in online record searches and with better cemetery plans on site, it is recommended that the fee for family search fees be removed from the fee schedule at the next review and that the public are encouraged to use on-line and on-site information. The Port Pirie District Family History Group and the Crystal Brook History Group is also available to assist visitors with cemetery research.

6 Asset Management

6.1 Asset Management

Council has developed Asset Management Plans for all the major infrastructure classes it manages. The Asset Management Plans underpin Council's approach to financially managing community assets, with the purpose of providing a strategic view of Council's assets in a way that promotes sustainable service provision. This is achieved by assessing the long-term asset related funding requirements (demand) against proposed spending levels (expenditure).

The Cemetery Strategy identifies, at a high level, the assets contained within the cemeteries network. This strategy, through the application of development levels of service, will inform and drive future decisions around new capital development, renewal of existing assets, and decommissioning of redundant assets and will support the development of a independent asset management plan.

6.2 Recent Cemetery Improvements 2020-2022

- New entrance signage at all public cemeteries
- New niche wall at the Napperby Cemetery
- Multiple upgrades at Port Pirie Cemetery
 - New turf and irrigation at the new lawn beam at Port Pirie Cemetery
 - Cenotaph upgrade in the War Graves section with terrazzo tiles replacement
 - Replacement of double beams in the War Graves with concrete single beams
 - New lawn beam in the rose garden
- Surveillance cameras to address vandalism

6.3 Capital Work Plan

In order to effectively manage the cemetery assets Port Pirie Regional Council has in place a 10-year Capital Works Plan as follows.

Cemetery Capital Works Plan	2023 / 2024	2024 / 2025	2025 / 2026	2026 / 2027	2027 / 2028	2028 / 2029	2029 / 2030	2030 / 2031	2031 / 2032	2032 / 2033
GIS plot Port Pirie & Crystal Brook Cemetery & Expansion	\$50,000									
Port Pirie Lawn beam construction	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Port Pirie new subsurface irrigation	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Port Pirie Cemetery Internal Road extension	\$15,000		\$15,000		\$15,000			\$15,000		\$15,000
Crystal Brook Cemetery Internal Roads extension	\$15,000		\$15,000					\$15,000		
Crystal Brook Cemetery shelter	\$25,000									
Crystal Brook Niche wall Upgrade to existing wall		\$15,000								
Crystal Brook new Niche wall									\$50,000	
Crystal Brook Cemetery Toilet				\$200,000						
Expansion of Port Pirie - Rose/garden area and expand car park			\$50,000							
Port Pirie War graves upgrade			\$15,000							
Extend Crystal Brook Cemetery					\$50,000					
Install Niche Wall at Redhill Cemetery							\$35,000			
Port Pirie extension									\$50,000	
Miscellaneous upgrades		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Total	\$135,000	\$55,000	\$135,000	\$240,000	\$105,000	\$40,000	\$75,000	\$70,000	\$140,000	\$55,000

6.4 Levels of Service

In order to prioritise effectively for upgrades and ongoing maintenance it is helpful to categorise the cemeteries according to their size and level of use, before identifying assets and level of maintenance is expected for each level. It is recommended that the levels of service outlined below are used to guide development and maintenance and establish clear expectations for the local community.

Development Level of Service

Asset	Level 1 Port Pirie Cemetery	Level 2 Crystal Brook Cemetery	Level 3 All Other
Public toilets	x		
Seats	x	x	x
Litter bins	x	x	x
Directory board	x	x	x
Shelter	x	x	x
Lawn section (irrigation)	x		
War graves	x		
Rose section	x		
Children's section	x		
Storage building	x		
Fencing	x		
Niche wall	x	x	x
Covered seating	x	x	
Toilet	x	x	
Entry sign	x	x	x
Sealed carpark	x		
Potable water taps (for hand and gravestone washing)	x	x	
Carpark	x	x	x
Tank water taps (for hand and gravestone washing)			x

Operational Service Levels

	Asset	Level 1 Port Pirie Cemetery	Level 2 Crystal Brook Cemetery	Level 3 All Other
1	Toilet cleaning	3 times p/week – separate Council contract	N/A	N/A
2	Path maintenance	Kept free of weeds and obstructions, undertake drainage and clearance prune	The contractors get to Crystal Brook every 2-3 weeks and tidy up then or if there is a funeral there before hand	The contractors get to the regional cemeteries every 2-3 weeks and tidy up then or if there is a funeral there before hand
3	Irrigation inspection	Weekly Repairs 24 hours	N/A	N/A
4	Litter collection and removal	1 x per week	Every 2 -3 weeks	Every 2 -3 weeks
5	Tree maintenance High risk trees proactively maintained. All other trees	Weekly inspection.	Every 2-3 weeks	Every 2-3 weeks

	reactive only. Existing trees to be inspected by an arborist and arborist recommendations performed	Council would trim or remove any of the large trees they can't get to.	Emergency call out response	Emergency call out response
6	Gardening	A weekly maintenance visits. Tasks include weeding, mulching, pruning, fertilising, pest and disease control, plant replacement. Removal of fallen branches Border maintenance	Every 2-3 weeks	Every 2-3 weeks
7	Graffiti removal	Offensive graffiti removed within 24 hours, other within 1 week	Cleaned straight away if required	Cleaned straight away if required
8	Shelter maintenance	Clean weekly, Council has a small budget for any major repairs	Cleaned 2-3 weeks unless there is a funeral before hand	Cleaned 2-3 weeks unless there is a funeral before hand
9	Pest management	As required – Spray for ants monthly	As required	As required
10	Maintain niche walls	As required	As required	As required
11	Laying of lawns	As the graves sink the contractor top up lawn. Also when a lawn bean is full Council lays new lawn.	No lawn areas Topping up of graves when required	No lawn areas Topping up of graves when required
12	Maintenance of signs	As required	As required	As required
13	Maintenance of toilets	Council maintains toilets – as required	N/A	N/A
14	Replacement of roses	Council replaces the roses but the contractor prunes them every July	Minor maintenance on the small amount of roses in July	N/A
15	Dust Management (lead exposure)	Street Sweeper reactive maintenance when required. Consider regular sweeping program	N/A	N/A

7 Cemetery Provision Improvement Plan

Identifies the improvements to be undertaken, level of importance and the estimated value for the work or process to be undertaken.

Item No	Improvement	Level of Importance	Estimated Value
1	Master Planning		
	A. Examining the present and future issues that inform cemetery planning	High	\$45,000
	B. Asset Management Plan – systematic process of developing, operating, maintaining, upgrading and disposing of assets in the most cost effective manner		Asset Management Team
	C. Green Burial Guidelines & Procedures		\$5,000
	D. Technology – Undertake GIS technological solutions to manage plot identification – Port Pirie & Crystal Brook		\$50,000
	E. General Layout improvements		\$12,000
2	Record keeping		
	utilise technology to have an online portal for managing interments, and memorisation.	Medium	(set up) \$35,000 (annual fee) \$10,000
	fireproof safe for documents	Very High	\$2,000
3	Niche walls		
	agreed design to create niche walls within cemetery.	Low	\$5,000
	upgrade niche wall at Crystal Brook	High	\$15,000
	add a niche wall to Redhill	Medium	\$35,000
	add new niche walls to Crystal Brook	Low	\$50,000
4	Operations		
	booking to backfill process	Medium	\$3,500
5	Toilet		
	install toilet at Crystal Brook Cemetery	Medium	\$200,000

7.1 Improvement Detail

1) Master Planning

A. Examining the present and future issues that inform cemetery planning

Develop an overall cemetery master plan to guide future layouts for interment areas, long-term requirements for expansion, ecological planting pedestrian access, by developing a vision for the future. To include niche walls, natural burials, ecology flora and fauna, and climate change adaptation strategies (e.g. flood mitigation) and identify sustainable practices on each site. That all cemeteries have access to the key requirements, water, accessibility, shelter, seating and all cemeteries have a sense of welcome through appropriate entrances.

B. Asset Management Plan

Develop an cemeteries asset management plan that sets out a 10-year programme for the management of specific groups of assets within the cemetery that gives clear direction for future renewals and operational planning, including a Levels of Service prioritisation framework.

C. Green Burial Guidelines & Procedure

Guidelines for now and the future, to allow for the development within Port Pirie and Crystal Brook green burials, the designation of space, management and the process to inter.

D. Technology

Undertake GIS technological solutions to manage plot identification at Crystal Brook Cemetery, by undertaking GIS map pining and clarifying plot information at Crystal Brook Cemetery. Supply Port Pirie with an Arch GIS overlay of plots and plot details to move away from paper-based management.

E. General layout improvements

Undertake a landscape assessment of Warnertown, Redhill to improve the definition of graves and paths. Review all cemeteries to identify vegetation and additional planting to improve the amenity and bio-biodiversity of all the cemeteries.

2) Record keeping

Work with local community groups to develop a photographic register with an index to the cemetery plan. Consider technology and move to an online platform that is accessible to public, funeral directors, masons, contractors and PPRC, that aligns with PPRC GIS overlays.

Purchase a fire-proof safe to store the historical paper records you have on hand.

3) Niche walls

Develop and overall agreed design guidelines to create columbarium niche walls throughout all cemeteries. Upgrade the existing columbarium niche wall at Crystal Brook and provide a provision for the expansion of a new columbarium niche wall for future development. Provide a columbarium niche wall at Redhill to enable the efficient interment of ashes, subject to demand.

4) Operations

Booking to backfill process, develop a clear process of responsibility from the point of booking an interment to the end point of interment, identifying who is responsible for each process and update annually. Include the Operations Table and circulate to relevant Council staff and contractors to ensure that all roles and responsibilities are clear.

5) Toilet

Provide Crystal Brook with a suitable public toilet solution that is carefully designed and is integrated according to the aesthetics of the land.

Appendix

8 Regulatory Framework

There are a number of different Acts and regulations that provide the legal framework for the provision, use and management of cemeteries. The key Acts and regulations are outlined below.

8.1 Legislation

Burial and Cremation Act 2013

Regulates the identification, handling, storage, transport, disposal and memorialisation of human remains. It also provides for the establishment, administration and closure of cemeteries and natural burial grounds. The Act enables the conversion of closed cemeteries into parklands or public parks or gardens. It provides general powers to the Council and imposes obligations such as the free right of public access to cemeteries.

Public Finance and Audit Act 1987 (SA)

Regulates the financial affairs of the Council including the receipt and expenditure of public money.

Heritage Places Act 1993 (SA)

Provides for the identification, recording and conservation of places and objects of non-Aboriginal heritage significance including cemeteries. None of the cemeteries are identified in the Port Pirie Development Plan as being of State or local historical significance.

Development Act 1993 (SA)

Provides for planning and regulates development in the State; regulates the use and management of land and buildings, and the design and construction of buildings. The Act also makes provisions for the maintenance and conservation of land and buildings where appropriate, and for other purposes.

8.2 Regulations

Burial and Cremation Regulations 2014.

Regulations made under the Burial and Cremation Act 2013 that provide specific detail on the management and use of cemeteries and sets out penalties for breaches of regulations.

Burial of human remains on private property (South Australia Health)

Burial on private property may be permitted only if the property is located outside of Metropolitan Adelaide or a township. Burial on private property is subject to the approval of the local council (or authority), and the permission of the landowner. The burial is subject to the requirements of the Burial and Cremation Regulations 2014 (the Regulations).

If the land is within a council area, approval in writing to undertake the burial should be requested and any conditions imposed by council staff (Planning or Environmental Health Officers) adhered to. The council may also seek (or ask you to seek) special advice from other agencies.

The Regulations require that bodily remains are interred –

At a depth of at least 1 metre from the surface of the ground; and at a distance of at least 20 metres from any building, structure or water well on the land. To protect nearby water sources, human remains should only be buried in areas where flooding occurs on average no more than once every one hundred years. The burial should not take place within two metres of groundwater or within one hundred metres of surface water, whether permanent or intermittent.

8.3 Bylaws

Port Pirie Regional Council By-law No.3 – Local Government Land

This by-law makes it an offence, without the permission of Council, to bury or inter any animal or human remains or erect memorials on land administered by the Council (including cemeteries).

8.4 Policies

Headstone and Cemetery Monuments Standard AS 4204-2019

The objective of this standard is to enable cemetery authorities and monumental masons to specify minimum structural design criteria, performance, installation and renovation requirements for headstones and cemetery monuments so that these meet the designed serviceable.

8.5 Delegations

The Chief Executive Officer has extensive delegations made under the Burial and Cremation Act 2013 and Burial and Cremation Regulations 2014.

9 Data Tables

Year	Actual										Predicted		
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2026	2031	2036
Total deaths	191	179	168	209	198	188	175	175	220	180	198	198	199
Total population	17714	17793	17870	17826	17767	17716	17631	17631	17576	17754	17976	18044	18081
Deaths as a percentage of total population	1.1%	1%	0.9%	1.2%	1.1%	1.1%	1%	1%	1.3%	0.98%	1.1%	1.1%	1.1%

Age groups	0-4	5-11	12-17	18-24	25-34	35-49	50-64	65-79	80+	Total
2021	999	1,520	1,425	1,505	1,940	3,013	3,608	2,800	1,027	17,837
2026	1,005	1,509	1,417	1,475	1,916	3,086	3,493	2,932	1,145	17,976
2036	965	1,479	1,380	1,453	1,854	3,222	3,218	3,126	1,382	18,081