

Magill Cemetery Columbarium Wall – Operating Guidelines

Interpretation

Unless stated otherwise, words and phrases used in this Magill Cemetery Columbarium Wall Operating Guideline have the same meaning as they do in the Burial and Cremation Act 2013 and/or the Burial and Cremation Regulations 2014.

'**Approved Canister**' means the canister provided by Council.

'**authorised person**' means the person authorised to exercise or enforce the interment right if the rights holder has died, in accordance with section 35 of the Burial and Cremation Act 2013 and section 32 of the Burial and Cremation Regulations 2014.

'**rights holder**' means the person to whom the interment right is issued.

'**Legislation**' means the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.

Overview

1. A Columbarium (or Niche) Wall (**Columbarium Wall**) is a structure that contains niches, which hold a person's cremated remains in an Approved Canister.
2. Cremated remains must be enclosed and sealed in the Approved Canister and are placed in the niche which is then sealed; a commemorative plaque is secured to the niche.

Permission for Interments of Cremated Remains within the Columbarium Wall at Magill Cemetery

3. The Council may grant interment rights for Columbarium Wall sites on completion of an Application for an Interment Right and payment of the appropriate fees pursuant to the Magill Cemetery Policy.
4. An interment right will only be granted for a Columbarium Wall site if, at the time of purchasing the interment right, the person listed to be interred, has or had resided in the area of the City of Burnside for a period of not less than five years.
5. The decision to issue interment rights is at the sole discretion of Council.

Columbarium Wall for cremated remains

6. Each niche only allows for interment of one Approved Canister.
7. Council will allow a 'double niche' where a plaque covers two niche positions. In this circumstance, an applicant must purchase an interment right for two niche positions subject to the availability and payment of the appropriate fee.
8. Approved Canisters for Interment of cremated remains:
 - 12.2 The canister that is received from the Funeral Director containing cremated remains may not be suitable for interment in the Magill Cemetery Columbarium Wall.

- 12.3 In these circumstances an Approved Canister will be provided by Council which have been especially made for the Columbarium Wall.
- 12.4 On ordering/completion and return of a memorial plaque for the niche, the Council will arrange for the transfer of the cremated remains from the original urn, ready for interment into the Columbarium Wall.
- 12.5 At this point, all of the cremated remains can be placed in the Approved Canister, or the rights holder may choose to retain or with Council's approval, 'scatter' some of the cremated remains at the Cemetery.

Process for Interment of Cremated Remains in Columbarium Wall

- 9. Interment of cremated remains can only take place on return of the memorial plaque from Council's manufacturer - (the plaque is required to be sealed to the Columbarium over the Approved Canister)
- 10. On making arrangements to utilise the Columbarium Wall (when the cremated remains are ready to be interred):
 - 14.1 The Rights Holder must complete an Interment Application Form and Columbarium Wall Plaque Wording Acceptance Form. These forms are attached to the Magill Cemetery Policy.
 - 14.2 The Rights Holder must provide Council with a certificate of identification as required as set out in the Interment Application Form.
 - 14.3 Cost of interment including plaque order is available on the Council's Schedule of Fees. Any extra lines, emblems are at an extra cost. Full payment must be made prior to ordering of plaque/interment taking place.
 - 14.4 The plaque order is forwarded to the manufacturer requesting a "proposed layout" of memorial plaque which will be returned to Council for perusal and authorisation prior to the manufacturer commencing work on plaque.
 - 14.5 On completion and return of a plaque from the manufacturer, Council staff will contact the rights holder to arrange collection from the Civic Centre, the Approved Canister to transfer cremated remains into, ready for interment into Columbarium Wall.
 - 14.6 Once the Approved Canister with cremated remains is ready for interment, arrangements will then be made for the interment into the Columbarium Wall and memorial plaque placed in position.

Ordering a Plaque

- 11. To ensure consistency within the Columbarium Wall and to ensure that information is accurate, plaques can only be ordered and supplied through the City of Burnside. Council has an order form that must be completed when arranging for niche memorial plaques.
- 12. Council will arrange for a cast bronze plaque to be manufactured with the rights holder's choice of wording.
- 13. The wording is double checked to ensure it will fit on the plaque according to the standard plaque size and requirements. A layout of the plaque before manufacturing, can be viewed to further ensure that the plaque is laid out exactly how it should be.

14. Before the plaque is fixed to the site Council is able to notify the family of the deceased if so desired, so they may be present. It may be arranged to have cremated remains interred when the plaque is received.
15. To ensure consistency on the wall, plaques will be of a standard size except in the case where a double plaque across two niches is purchased.

Conditions

16. The Council will permit the interment of the remains of the person identified in the interment right at the site identified in, or determined in accordance with, the interment right.
17. No placement of cremated remains shall take place until a valid interment right for a Columbarium Wall site, an Interment Application Form and associated documents have been produced.

Interment Right Register

18. Council will maintain, and making available to the public the registers of information as required by the Legislation.
19. Copies of the registers and plans of the Jackson Street Magill Cemetery are available for inspection by members of the public during Council office hours

Fees

20. The City of Burnside will establish a Schedule of Fees for granting interment rights and all other services.
21. The Schedule of Fees will be reviewed, at a minimum, on an annual basis. An up-to-date copy of the interment fees will be approved within the City of Burnside Schedule of Fees.
22. The Schedule of Fees for interment rights relating to the Columbarium Wall will be allocated accordingly depending on location of the niche on the wall, length of interment right, and availability.