



4.03 – KINGSTON CEMETERY POLICY

1. INTRODUCTION

The purpose of this policy is to outline the Norfolk Island Regional Council's objectives in relation to the Kingston Cemetery.

2. POLICY OBJECTIVE

To ensure burials, interments and erection of memorials at the Kingston Cemetery are managed and controlled. To also ensure that the maintenance of the Kingston Cemetery is undertaken in a consistent manner.

This Policy recognises the strongly held community values reflected in the related management plans for the Cemetery Reserve and KAVHA as well as the adopted Community Strategic Plan and Culture and Heritage Strategy that are in place concurrently with this Policy.

3. POLICY SCOPE

This policy relates to the grounds maintenance and also burials, interments and erection of memorials at the Kingston Cemetery. The Kingston Cemetery is the only cemetery in use on Norfolk Island.

In accordance with the *Cemeteries Act 2009* a person may only be buried on Norfolk Island in the cemetery in Cemetery Reserve.

Any reference to the Conservator or the Sexton also includes any persons acting for or performing the duties of those positions.

Nothing in this policy or associated procedures should conflict with the Cemetery Reserve Plan of Management as it is amended from time to time. If anything in this policy or associated procedures does conflict with the Cemetery Reserve Plan of Management the Plan of Management is to be followed.

4. DEFINITIONS

KAVHA – Kingston and Arthur's Vale Historic Area.

Kingston Cemetery – the Cemetery in the Cemetery Reserve.

Cemetery – the Kingston Cemetery.

Early Settlers – refers to the 18th and 19th century Colonial and Pitcairner memorials within the Cemetery and their significance as part of the outstanding universal heritage values of KAVHA.

5. LEGAL AND POLICY FRAMEWORK

Cemeteries Act 2009 (NI)

Registration of Births, Deaths and Marriages Act 1963 (NI)

Sellheim Grave Act 1934 (NI)

Environment Protection and Biodiversity Conservation Act 1999 (CTH)

Heritage and Culture Strategy 2017-2020

6. IMPLEMENTATION

6.1 Communication

This policy will be available on Council's website.

6.2 Associated Documents

Cemetery Reserve Plan of Management

Kingston Cemetery Procedure

KAVHA Heritage Management Plan 2016

Norfolk Island Community Strategic Plan 2016 - 2026

7. POLICY

7.1. Cultural tradition

7.1.1. In line with the long standing cultural tradition of the island no charge is issued by the Council for burials and interments in the Kingston Cemetery.

7.1.2. Other long-standing cultural activities within the Cemetery Reserve including the cultural practice of gathering at family plots and relative's gravesides on the annual Bounty (Anniversary) Day celebration are free of charge permitted uses that are consistent with the adopted and current management plans in place for the Cemetery.

7.2. Role of the Sexton

7.2.1. No activity is to occur in the Kingston Cemetery without the consent of the Sexton.

7.2.2. The Sexton, who is appointed by the Administrator, is responsible for the day to day management and control of the Cemetery, subject to any lawful directions of the Conservator.

7.3. In considering the allocation of sites the Sexton shall have due regard to

7.3.1. The Cemetery's local historical significance, being the burial place of many of the island's early settlers;

7.3.2. The Cemetery be maintained at a standard consistent with the local historical importance as the burial place of the island's early settlers;

7.3.3. The remaining burial sites are available for use by relatives of people already interred in the Cemetery and other people who have integrated into the island community.

7.3.4. No commitment will be given for long or short-term reservation of burial sites or allowance of allotment by way of wills.

7.4. Restoration and upkeep of headstone and memorials

7.4.1. Persons who initiate having a headstone or memorial erected for a fee or free of charge, shall be responsible for the ongoing maintenance, repair or removal of damaged or deteriorated work.

7.4.2. Restoration of historic early settlers' headstones and memorials will be restored and conserved in accordance with appropriate conservation techniques, under the supervision of the Conservator/KAVHA Heritage Manager and consistent with the KAVHA Heritage Management Plan.

7.4.3. In accordance with the *Sellheim Grave Act 1934* Council will maintain and upkeep the grave of Major-General Victor Conradsdorf Morisset Sellheim, C.B., C.M.G.

7.5. Maintenance of Cemetery Grounds

7.5.1. Appropriate maintenance of Kingston Cemetery is required so that the essential elements which give the Cemetery its character are preserved in a way that retains its significance. Maintenance of Kingston Cemetery is the responsibility of the Sexton. Maintenance of the Cemetery excludes the work detailed in 7.3.1 above.

7.6. Records

7.6.1. A register of interment and burials is maintained and kept up to date by Registry.

7.6.2. Council will provide an annual summary of the number of burials for the financial year as well as the estimated quantity of available burial sites remaining for the community.

8. REVIEW AND VERSION CONTROL

Policy Number	4.03		Responsible Officer	Conservator
Effective Date	18 April 2018		Next Review Date	2021
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	V1	2018/56	18 April 2018	Developed and Adopted