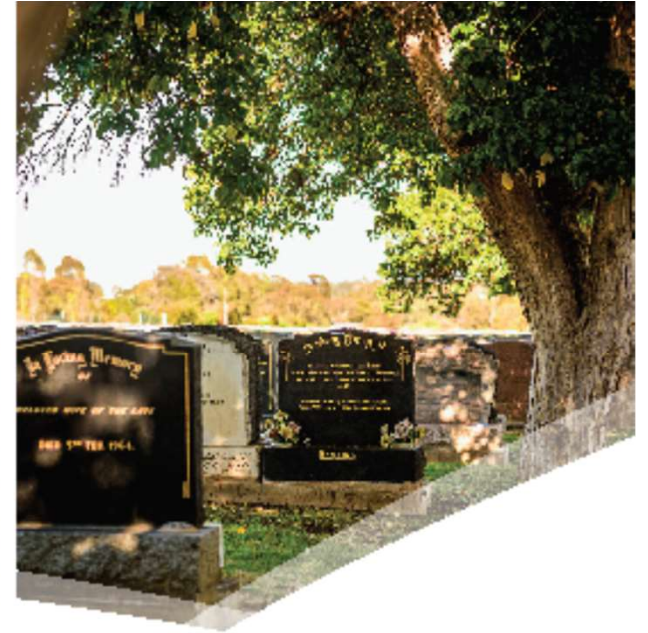


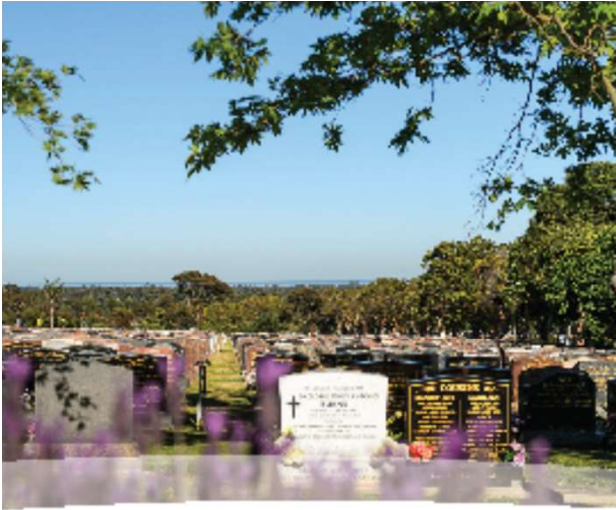
Booking to Burial

Karen Lucas
Client Services Coordinator



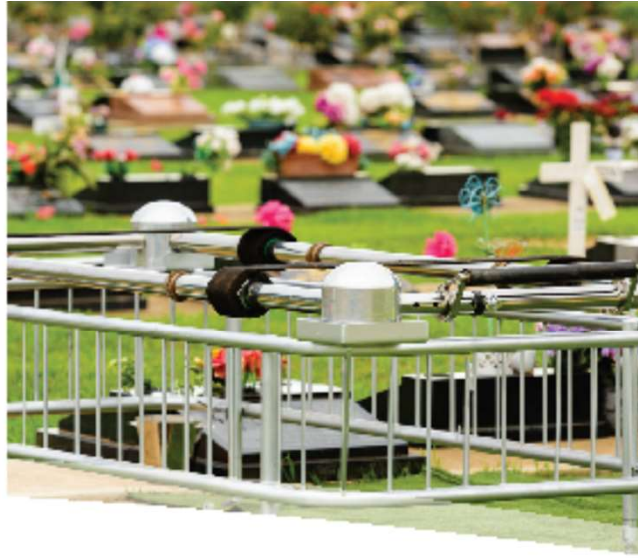


1. Booking
2. Confirmation
3. Prepare for burial
4. Prior to interment
5. Interment
6. After burial
7. Records



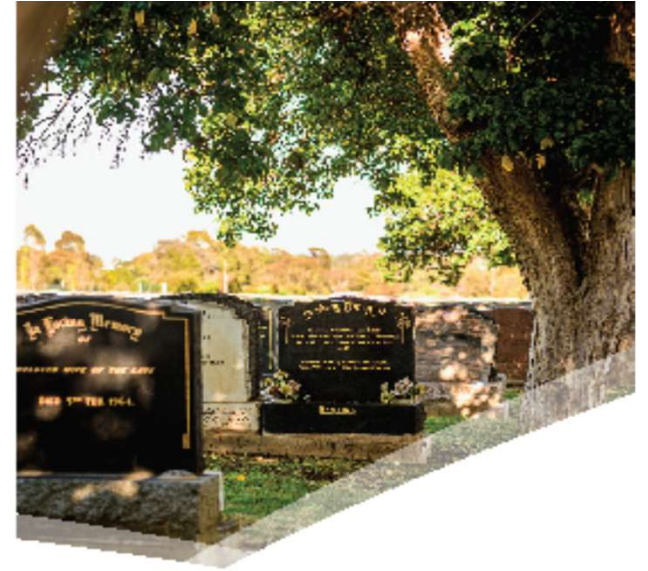
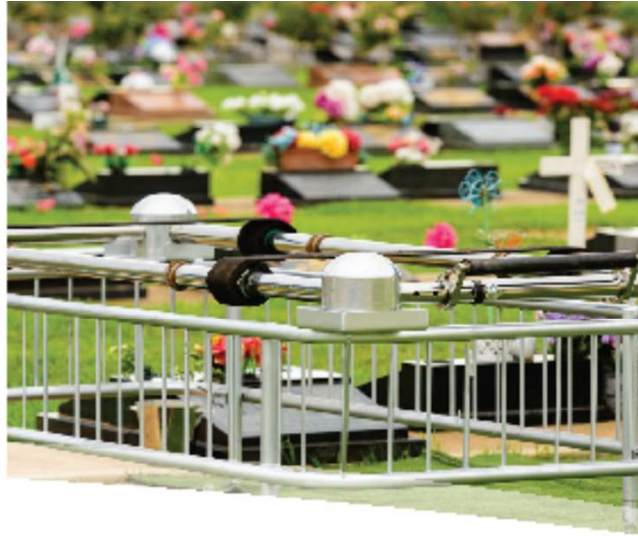
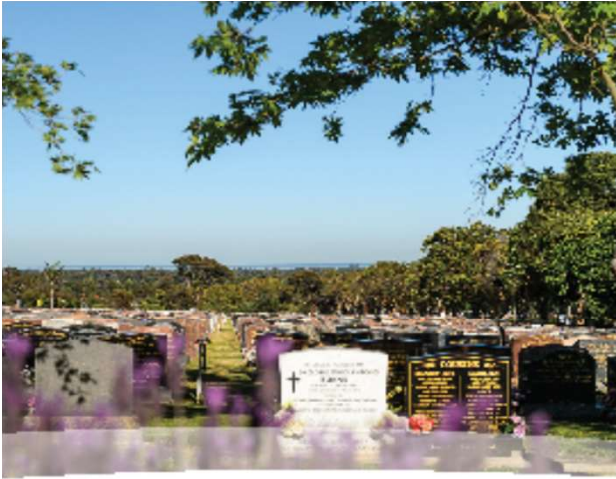
Booking

- Receive booking by phone or portal
- Enter information into Cemetery Management System (CMS)



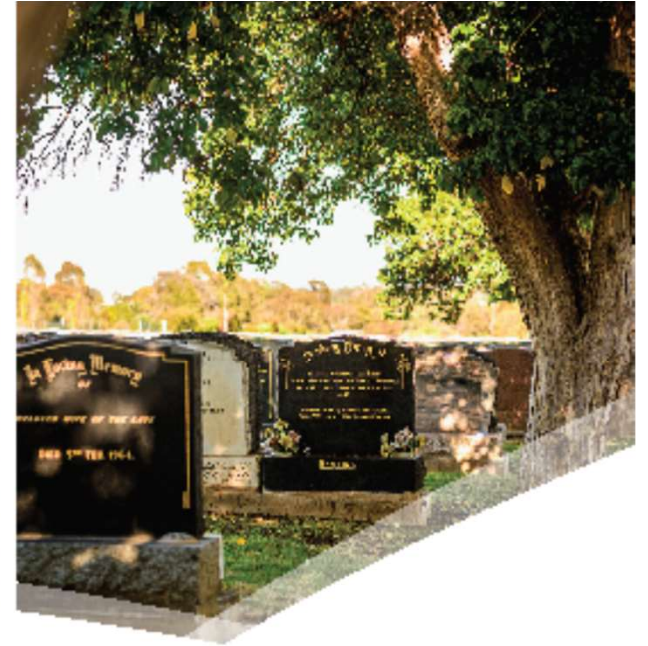
Confirmation

- Burial Authority Form
 - ✓ Permission is granted by Interment Right Holder
(Section 16 of the Act)
 - ✓ Instructions for grave interment
 - ✓ Requirements for graveside service



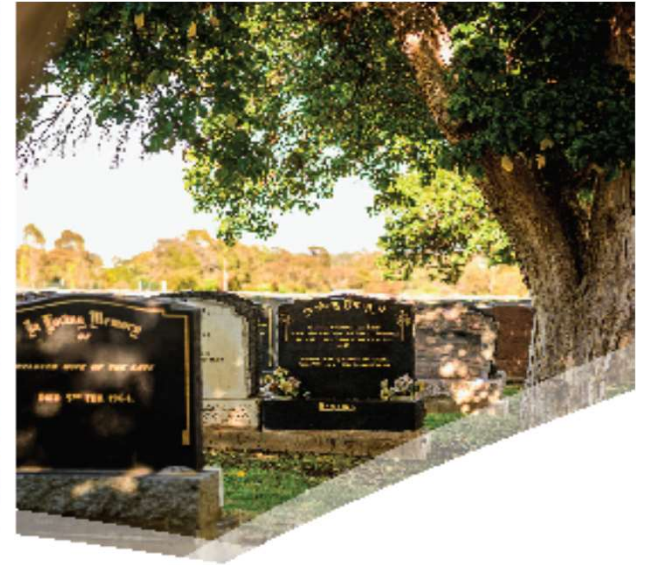
Prepare for burial

- Burial site checked 2 days prior to interment
 - ✓ Weather conditions
 - ✓ Access
 - ✓ Surrounding burial status
 - ✓ Memorials
 - ✓ Ashes interment



Prepare for Burial (continued)

- Position checked by two operators
 - ✓ Spotter
 - ✓ No grave entry (confined space)



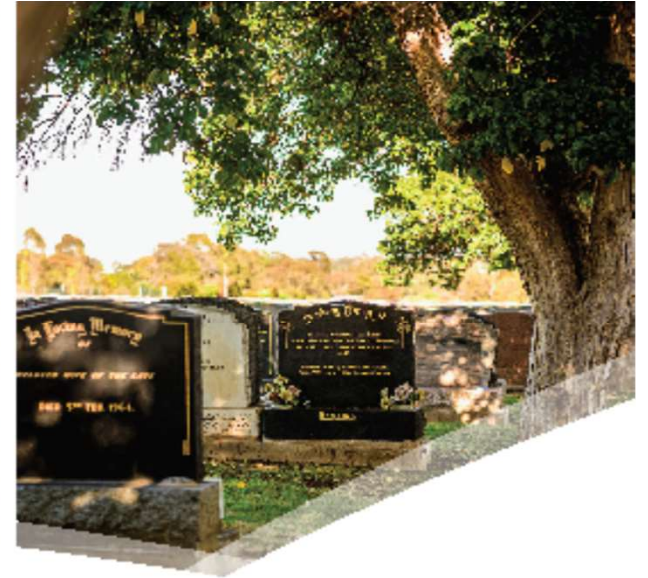
Prepare for burial (continued)

- Dig grave
 - ✓ Inter greater than 1 metre - **Section 15 of the Regulations**
- Check requirements for interments
 - ✓ depth – level 1, 2 or 3



Prepare for burial (continued)

- Comply with work, health and safety regulations
- Grave cover
- Grave barrier



Prior to interment

- Transport of bodily remains in a sealed and rigid container
 - ✓ Section 14 of the Regulations
- Lead-in car
- Name plate on coffin with at least name, surname and date of death
 - ✓ Section 17 of the Regulations



Prior to interment (continued)

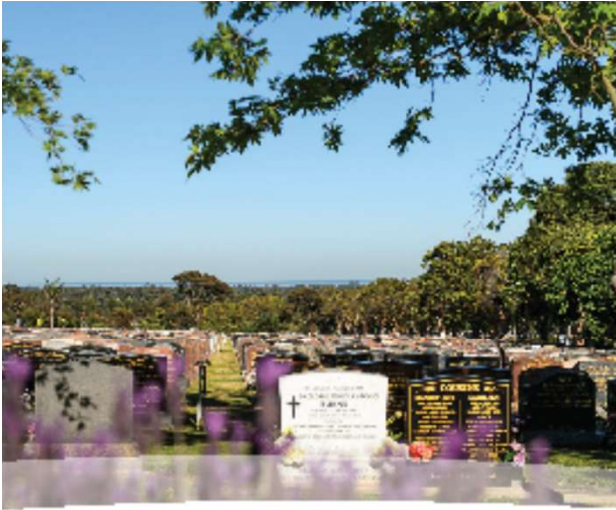
- Location Form for Funeral Director to sign
- CCASA Form – if a new site
- Cause of death certificate
 - ✓ Section 12 of the Act & Section 7 of the Regulations
- Identification certificate
 - ✓ Section 7 of the Regulations



Prior to interment (continued)

Cause of death certificate

- **A partial certificate** of cause of death (Form 6)
- **A disposal of authorisation** (Form 33A from coroner known as ADHR – Authority to dispose human remains)
- Interstate death
 - ✓ equivalent form from that state is acceptable
- Under 20 weeks miscarriage
 - ✓ Early loss of pregnancy letter
- Over 20 weeks gestation not a live birth
 - ✓ Early loss of pregnancy letter
- Over 20 weeks gestation and up to 28 days live birth
 - ✓ Perinatal Doctors Certificate or Form 6

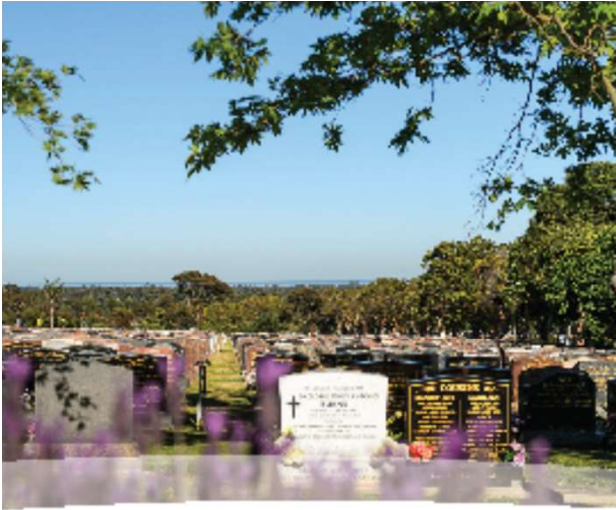


Prior to interment (continued)

Identification Certificate

- Certificate of ID
 - ✓ Form 7
- Certificate of ID – unable to identify
 - ✓ Form 8





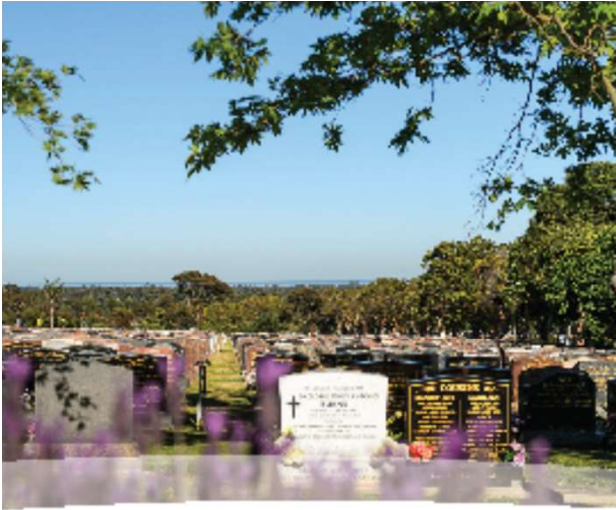
Interment

- Proceed with interment
- Coffin placed on grave barrier/lowering device
- Cover grave after committal (WHS)



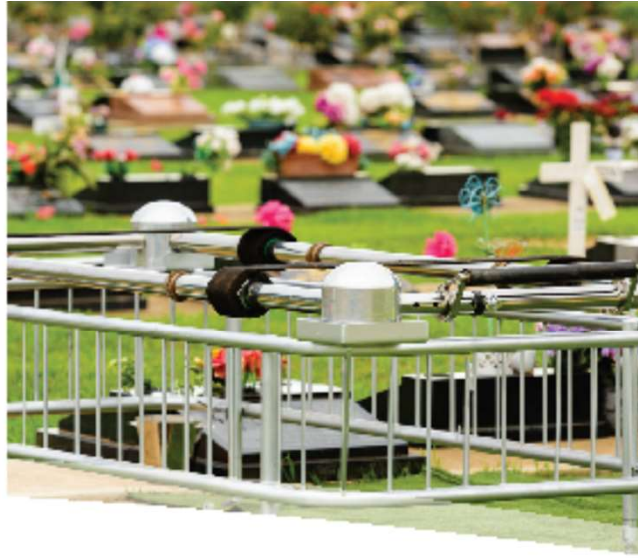
After Burial

- Grave is back filled
- Top ups
 - ✓ Section 16 of the Regulations
- Interment Right Certificate
 - ✓ posted to the Interment Right Holder



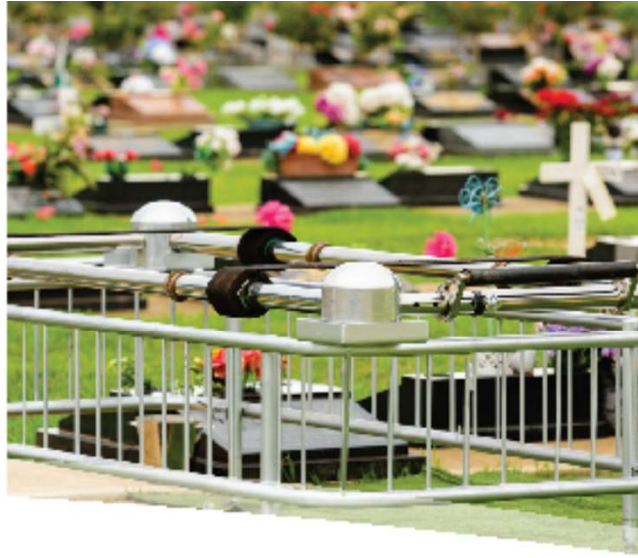
After Burial (continued)

- Information sheet detailing
 - ✓ our tributes policy
 - ✓ monument information
 - ✓ tenure information
 - ✓ hours of opening
 - ✓ other general information about our cemetery



Records

- Requirement to keep records
 - ✓ Section 53 of the Act
- Update Cemetery Management System
 - ✓ Ensure electronic records match paper records



Helpful Information

- www.legislation.sa.gov.au or www.cemeteriessa.com.au
- A list of required forms are available from the Consumer & Business Services Department
- A copy of this presentation will be available on the CCASA website