



Cemetery Guide

August 2014



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This guide has been designed to assist in the process of arranging a suitable grave or niche memorial at the Boddington, Marradong and Quindanning Cemeteries in the Shire of Boddington.

This guide should be read in conjunction with the:

- Shire of Boddington Policy Manual
- *Cemeteries Act 1986*
- Shire of Boddington Cemeteries Local Law
- Australian Standard 4204 – 1994 Headstones and Cemetery Monuments.

The following options are available at cemeteries in the Shire of Boddington:

- Gravesite burials in either a new or existing family grave.
- Placement of ashes in a memorial niche within the Boddington Cemetery.
- Placement of ashes in a new or existing family grave.
- Scattering of ashes within the cemetery.

It is possible to have more than one option for instance, you may prefer to take the ashes home with you, or arrange for a scattering in a location of your choice and also have a memorial in a cemetery.

The Shire of Boddington permits full monuments and memorial plaques within its cemeteries.

1.0 GRAVESITE BURIAL INFORMATION

The Boddington, Marradong Cemetery contains designated areas for the following religious denominations:

- Church of England.
- Presbyterian.
- Roman Catholic and
- Methodist

The Quindanning Cemetery does not have designated burial areas for different religious denominations.

1.1 Tenure of Reserved Gravesites

It is possible to reserve a gravesite for a period of up to 25 years by completing a Cemetery Reservation Form and paying the required fee. An application for an extension of the reservation for an additional 25 years may be made following the expiry of the original reservation. If the tenure of a reserved gravesite expires and is not renewed then it will revert to the Shire of Boddington.

Grant of Right of Burial

S25 (1) A Board may grant to a person for a term of 25 years the right of burial in a specified area of a cemetery and the right to place a memorial on that area.

(2) Where the holder for the time being of a grant of a right of burial applies to the Board for the renewal of the grant the Board shall renew the grant for a further term of 25 years.

(3) A right of burial granted under this section shall be subject to such conditions as may be prescribed by local law.

(4) A right of burial granted under the Cemeteries Act 1897 or renewed under subsection (2) may, if the Board and the holder for the time being of the grant agree, be renewed from time to time for a further term not exceeding 25 years in the case of any one renewal.

Transfer of right of burial

S26 (1) A right of burial granted to a person under this Act may be assigned by the holder in his lifetime or bequeathed by will.

(2) An assignment of a right of burial shall have no effect until it is produced to the Board for registration and when so registered shall have priority over any other assignment that may subsequently be produced to the Board.

(3) The bequest of a right of burial shall have no effect until the probate of the will by which the right of burial passes is produced to the Board and the Board shall make an appropriate entry in the register upon which the bequest shall have priority over any assignment that may subsequently be produced to the Board.

Protection of right of burial

S27 Before any burial is permitted to take place in a specified area which is the subject of a grant of right of burial, the Board must be satisfied that the holder of the right has consented or would not object to the burial taking place.

Surrender of right of burial

S28 The holder of a right of burial granted under this Act may surrender the right to the Board upon which all rights and obligations under the right shall terminate.

2. THE 1986 REVIEW – CHANGES TO TENURE

Under the 1897 Cemeteries Act, Cemetery authorities were able to issue Grants with a tenure period of 25, 50 or 99 years.

Whilst some cemetery authorities issued 99 year Grants, others issued either 25 or 50 year Grants. There was little consistency throughout the State or within individual cemeteries.

Whilst the decision to modify the tenure of existing Grants was made by Parliament over 25 years ago, the logic of the decision is still pertinent. Of particular concern, many of the longer tenure Grants (50-99years) were sold at nominal rates. As most cemetery authorities operate upon user pays principles with the revenue raised utilised to fund both maintenance and the development of new burial land, the levying of a nominal fee for such lengthy periods was, quite simply, not sustainable.

Under the revised 1986 Cemeteries Act, the new stipulated tenure of Grants was 25 years with an automatic option for Grant holders to purchase an additional 25 years either initially or at any time during the first 25 years. The discretion of all cemetery authorities in Western Australia to issue 50 or 99 year Grants was revoked.

Under the 1986 Act, the maximum guaranteed tenure on any given plot is 50 years although this is able to be extended for further 25 year periods at the discretion of the managing cemetery authority.

Extensions can only be in 25 year increments.

So as to set a uniform expiry date for all Grants issued under the 1897 act and provide cemetery authorities with the ability to both manage their land holdings and have known consistency of Grant expiry dates across their cemeteries, Parliament endorsed legislation stipulating that Grants of Rights of Burial issued prior to July 1987 that had not expired by 2 July 2012 would, collectively, expire on 2 July 2012.

2.1 Is my Grant Affected

If you have purchased a Grant of Right of Burial from 2 July 1987 onwards you are definitely not affected.

Only Grants purchased prior to 1 July 1987 are affected

Given that 25 years have passed since the changes to the Act were implemented, the vast majority of Grants issued prior to 1986 have now expired of their own accord (i.e. the full tenure has already been served). Those that haven't expired will expire on 2 July 2012.

2.2 If I can purchase additional tenure do I need to do so?

A Grant must be current if additional interments in the form of burials or ashes placements are to take place at the plot.

If monumental work on the plot is to be modified, the Grant also needs to be current.

2.3 Process for Burials

The process for burial in cemeteries in the Shire of Boddington is as follows:

- (1) Funeral Director to complete Form of Instructions for Graves and Application for Burial.
- (2) Provide copies of Death Certificate.
- (3) Complete a Purchase of Grant of Right of Burial Form.
- (4) A Certificate of Grant of Right will be issued by the Shire of Boddington.
- (5) At a future date (approximately one year following the funeral) an application may be made for the installation of a monument.
- (6) The holder of the Grant of Right of Burial makes an Application for Preparation of Works Pt 1 & 2
- (7) Monumental Mason completes Part 2 of the application outlining the details of the monument including: design, dimensions, materials used and inscription.
- (8) Monument is approved by the Shire of Boddington and is manufactured and installed according to Australian and Shire of Boddington Standards.

Forms can be completed at the Shire of Boddington or in consultation with the Funeral Director.

2.4 Erecting a Monument

Anyone supplying or erecting a monument or memorial must first apply for and be granted a permit. An Application for Preparation of Works Pt 1 & 2 is to be submitted and signed by the Grantee of the Right of Burial or an Authorised Representative of the Grantee of the Right of Burial together with the appropriate fee.

An application for Application for Preparation of Works Pt 2 is to be submitted with Part 1 and signed by the monumental mason. Part 2 will contain details, including detailed drawings, placement of ornaments and inscription, of the monument that are required to assess an Application. All dimensions are to be supplied in metric measurements.

2.5 Monument Specifications

All monumental work placed on graves in the Shire of Boddington shall comply with the following:

- Detailed plans and specifications drawn to scale and fully dimensioned. The scale is to be specified, and descriptions are to be provided in block letters in English.
- Details and dimensions of proposed foundations.
- Details of all materials to be used and surface finishes.
- Details and dimensions of ornaments and attachments to the memorial.
- Details and dimensions of dowel holes and dowels, including materials to be used and fixatives.

- A copy of the inscription including material/s to be used. A translation in English in block letters must also be included if the inscription is to be in a language other than English.

No wooden fence, railing, cross or other wooden erection shall be allowed on or around any grave, other than as a temporary marker and with the prior approval of the Shire of Boddington.

2.6 Requirements of a Memorial Plaque

All memorial plaques placed in a memorial plaque section of a cemetery shall:

- (a) be made of admiralty bronze or any other material approved by the Board; and
 - (b) not be less than the dimensions 380mm x 280mm, nor more than 560mm x 305mm; and
- (1) All memorial plaques made of admiralty bronze shall:
 - (a) not exceed 20mm in thickness; and
 - (b) be placed upon a base mounting approved by the Board.
 - (2) All memorial plaques made of stone shall:
 - (a) not exceed 50mm in thickness placed upon a base mounting approved by the Board; or
 - (b) not be less than 100mm in thickness if it is not to be placed upon a base mounting.

2.7 Ornaments and Flowers

Visitors and family members may place fresh or artificial flowers on gravesites in non-breakable vases. The use of glass vases and containers is not recommended and where possible plastic or other non-breakable containers should be used for displaying floral and other tributes.

No trees or shrubs shall be planted on, or removed from any grave within a cemetery except such as shall be approved by the Shire of Boddington

Aged flowers and wreaths may be removed by the Shire of Boddington staff without notice in order to keep a neat and tidy appearance of the cemeteries. Glass jars and containers that detract from the general appearance of the cemetery may be removed by Shire of Boddington staff without notice.

2.8 Maintenance of Monuments

The ownership of monuments is deemed to be with the person or persons (or their heirs and successors) that caused the monument or structure to be constructed.

The owner is responsible for the upkeep, maintenance and repair of the monument. Generally monuments will only require cleaning with soapy water occasionally.

The Shire of Boddington staff may remove any structure that has become dilapidated or unsightly.

- (5) Plaques for the niche wall may be arranged by the Shire of Boddington or Dawson's Funeral Home.
- (6) Complete plaque order including wording, layout, and emblem details. The order will be forwarded onto the manufacturer on behalf of the next of kin. A proposed layout of the memorial plaque will be returned to the Shire of Boddington or Dawson's Funeral Home and the next of kin will be contacted to view the proof and authorise the manufacturer to commence work on the plaque.
- (7) The next of kin will be notified of the cost of the plaque including freight. Full payment of the plaque, including freight must be received prior to ordering the memorial plaque.
- (8) On completion and return of plaque from manufacturer, the next of kin will be contacted to arrange collection of the cremated remains ready for interment into the niche wall.
- (9) The interment of ashes in the niche wall can only take place once the plaque has been received from the manufacturer as the plaque is required to be sealed to the niche wall over the ash container. The Shire of Boddington staff or Dawson's Funeral Home will be responsible for the interment of ashes and fixing of the plaque to the niche wall.

3.4 Urn Ash Container Size

Ashes are to be contained in ash container and not a plastic bag before placing in the niche wall.

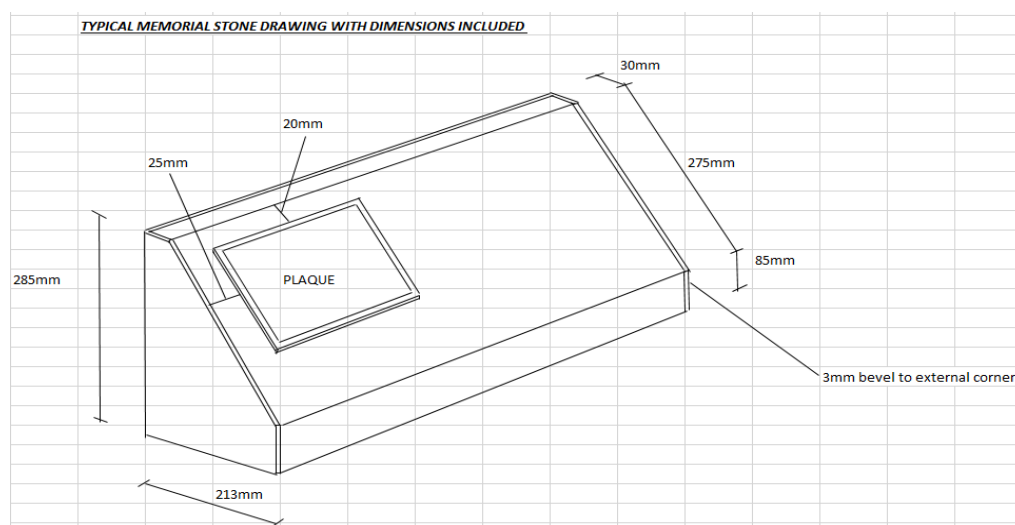
Maximum ash container size should be:

3.5 Niche Wall Plaque Specifications

Plaques may be ordered through the Shire of Boddington or Dawson's Funeral Home in Narrogin to the following specifications:

Manufacturer Arrow Bronze or Phoenix Foundry

Plaque Diagram:



3.6 Plaque Materials

All plaque must be made of cast bronze which has long lasting properties and generally age well when exposed to full sun.

3.7 Cost

The cost of the plaque will be determined at the time of ordering and will depend on individual requirements. As a general guide a single plaque will be at cost + 10%.

Family members will receive a copy of the proof of the plaque prior to confirming the order and will sign to ensure that the correct spelling, dates and layout.

3.8 Maintenance of Plaques

The ownership of plaques is deemed to be with the person (or their heirs and successors) who arranged for the plaque to be installed.

The owner is responsible for the maintenance of the plaque. Generally plaques will only require cleaning with soapy water occasionally.