

# Cemetery Plans, Guidelines and Forms



## History Summary

Item	Date	Action	Description
1	29 March 2022	Approved	Initial creation of the document
2	8 July 2022	Update	New photos of natural and lawn areas
3	10 July 2023	Update	Updated plans of lawn area
4	24 July 2024	Update	Update to include Chronicle Information and revised forms
5	10 February 2026	Update	Update niche wall measurements and revised forms
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# DEFINITIONS

**Board** - means the local government;

**Grant of Right of Burial** - permits the holder, the right of burial in a specified area of a cemetery, and the right to place a memorial on that area for a term of 25 years. An application for an extension for an additional 25 years may be made prior to the expiry of the original Grant;

**Memorial** - includes headstone, plaque, monumental work, inscription, kerbing, enclosure and any other fixture or thing commemorating a grave or the placement of ashes;

**Monument** - a sculpture, statue, cover of a grave or other form of memorial approved by the Board commemorating a grave or the placement of ashes, other than a headstone or memorial plaque.

**Headstone** - a memorial designed for placement at the head of a grave, commemorating a grave or the placement of ashes;

**Natural Stone** – may be either:

- any variety of non-fabricated, naturally occurring stone or rock; or
- any fabricated compound or fabricated aggregate which, in the opinion of the Board, has similar durability and aesthetic qualities as the materials specified in paragraph (a) above, suitable for decorative purposes and monumental sculpture and includes granite, but not glass, porcelain, ceramics, polished concrete or any pottery;

**Reservation** - It is possible to reserve a grave site, or a space in a niche wall, for a period of up to 25 years by completing a Cemetery Purchase of Pre-need Grant of Right of Burial Form and paying the required fee. The applicant will receive a Grant of Right of Burial for that plot or compartment. An application for the extension of the reservation for an additional 25 years may be made prior to the expiry of the original reservation. If the tenure of a reserved gravesite or niche space expires and is not renewed then it will revert to the Shire of Narrogin.

# INTRODUCTION

The following plans and specifications are approved by the Chief Executive Officer (CEO) of the Shire of Narrogin under authority of the Shire of Narrogin Local laws and the delegation to the CEO, No 7.1.

These plans and specifications operate as the rules and requirements for the Narrogin Cemetery, unless modified or varied by the board (Shire CEO).

This document has been designed to assist in the process of arranging a suitable grave or niche memorial at the Narrogin Cemetery.

This guide should be read in conjunction with the:

- [Cemeteries Act 1986](#)
- [Shire of Narrogin Cemetery Local Law 2016](#).
- Australian Standard 4204:2019 Headstones and Cemetery Monuments.

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

- Burials in either a new or existing family grave in the:
  - General areas;
  - Lawn area;
  - Muslim area; or
  - Natural Burial area (new only).
- Placement of ashes in:
  - Memorial Niche Wall;
  - Rose Garden; or
  - New or existing family grave.

It is possible to have more than one option. 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 the cemetery.

## Gravesite Burial Information

All new graves (with the exception of those in the [natural burial area](#)) shall be dug to a minimum depth of 1.8 m and shall not exceed 2.3 m.

Dimensions of grave are to be 1.2 m wide by 2.4 m long.

The Shire will be responsible for the preparation, digging and backfill of the gravesite. Mourners may assist with backfilling of the grave.

Individual families are required to maintain their own graves and plots in the General areas. The Shire accepts no responsibility with respect to those structures installed by others. The Shire will maintain the Lawn and Natural Burial areas.

Authorised officers will maintain the surrounding environment within the cemetery area with the assistance from volunteers and community members, when required.

## **Maintenance of Monuments**

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

The owner is responsible for the upkeep, maintenance and repair of the monument.

## **Ornaments and Flowers**

Visitors and family members may place fresh or artificial flowers on gravesites (except in the natural burial area) in non breakable vases. The use of glass vases and containers is not permitted.

Aged flowers and wreaths may be removed by Shire of Narrogin 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 staff without notice.

# CHRONICLE DIGITAL CEMETERY PLATFORM

To allow families to locate their loved ones more easily within the cemetery, the Shire has implemented a digital cemetery platform. This system provides an innovative and convenient experience for the public. The platform can be accessed through the link below or by scanning QR code below. The QR code is also located on signs around the cemetery.

The system is a digital mirror of the cemetery, which allows the Shire to manage cemetery records and share them online. Users can view interments (blue), reservations (yellow) and vacant plots (green). With a user-friendly platform, the online system allows members of the public to access information about their ancestors. Using smartphones and other devices, it is easy to locate specific plots, search for individuals based on name or date of birth, and embark on a guided digital walk to the precise burial site.

The digital cemetery system also allows families to create a meaningful online memorial with “Life Chronicle” which provides an opportunity to share photos and a story of your loved one’s life, leaving an everlasting memory and ongoing connection to their lives and legacy. Interments with “Life Chronicle” stories attached are highlighted in aqua.

Life Chronicle submissions can be made directly through the digital cemetery system by clicking on “Write a Life Chronicle”. There is a small cost for submissions which is paid directly to the software provider.

The Shire of Narrogin is taking this venture one step further by accepting Official Stories to be attached to the plots. If you possess historical information from creditable sources, such as published books, you are encouraged to email the Shire on [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) with the information. By incorporating these official narratives, the cemetery aims to honour the rich history of the region and ensure that future generations can connect with their heritage.

The Shire has made every effort to ensure that all of the information is correct if you believe that there is an error please contact the Shire by emailing [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au) and we will investigate the discrepancy.

Link to Chronicle - [https://map.chronicle.rip/customer-organization/Narrogin\\_Cemetery](https://map.chronicle.rip/customer-organization/Narrogin_Cemetery)

SCAN TO ACCESS CEMETERY  
MAP AND DECEASED RECORDS



SHIRE OF  
NARROGIN

[map.chronicle.rip/Narrogin\\_Cemetery](https://map.chronicle.rip/Narrogin_Cemetery)

# GENERAL AND DENOMINATIONAL AREAS



Anyone wishing to erect, repair, add to or modify a monument or memorial in these areas must first apply for, and be granted, a permit. An Application for Monumental Works must be submitted, and should include detailed drawings/specifications of the monument as well as inscription details, to enable the application to be assessed. The application must be signed by the Grantee of the Right of Burial or an Authorised Representative as well as the monumental mason.

## Monuments:

All monuments shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have a grave cover that shall:
  - have an overall height above the original surface of the grave not exceeding 300 mm;
  - have a width not exceeding 1.2 m;
  - have a length not exceeding 2.4 m;
4. have an overall height of the monument above the original surface of the grave not exceeding 1.2 m;
5. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 450 mm;
6. have a width of the base of the monument not exceeding 1.2 m;
7. have a length of the base of the monument not exceeding 600 mm; and
8. not display any trade names or marks of any manufacturers.

## Headstones:

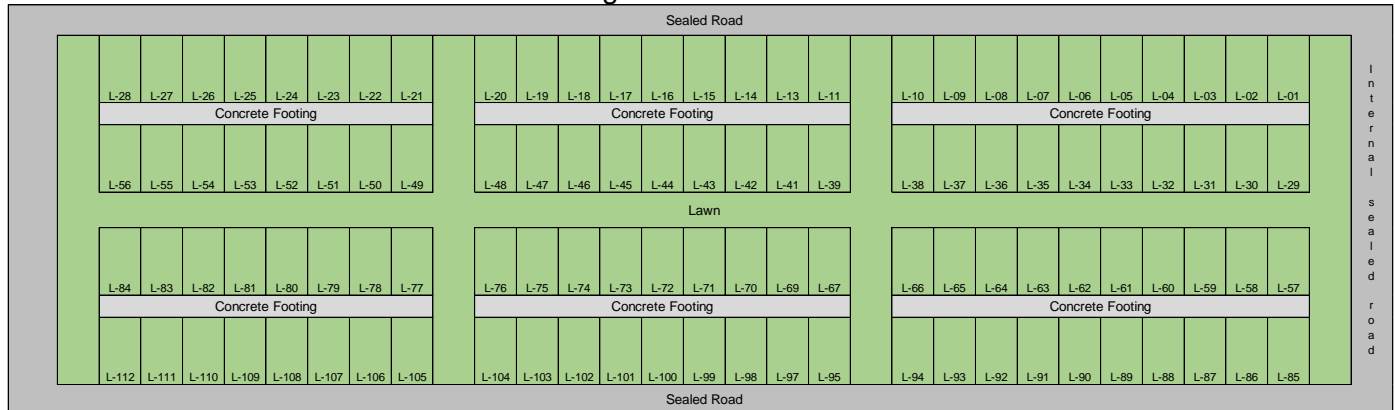
All headstones shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have an overall height, including the base, above the original surface of the grave not exceeding 1.2 m;
4. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 200 mm;
5. have a width of the base not exceeding 1.2 m;
6. have a length of the base not exceeding 300 mm;
7. no part of a headstone above its base shall extend horizontally beyond that base; and
8. not display any trade names or marks of any manufacturers.

# LAWN BURIAL AREA



Narrogin Lawn Burial Area



For Illustration purposes only – Not Narrogin Cemetery

## Headstones:

All headstones in the Lawn Area shall:

1. Be made of natural stone, with a smooth or all polished finish;
2. Be in the style as per the below specifications, or as approved by the board;
3. Be fixed directly to the concrete foundation provided, centred to the plot, and backed to the centre of the foundation slab;
4. Have a maximum height of 300 mm;
5. Have a maximum width of 1200 mm;
6. Have a maximum depth of 300 mm; and
7. Have an inscription either:
  - etched into granite; or
  - as an admiralty bronze plaque; or
  - marble panel, affixed to the headstone and not protruding the above dimensions.

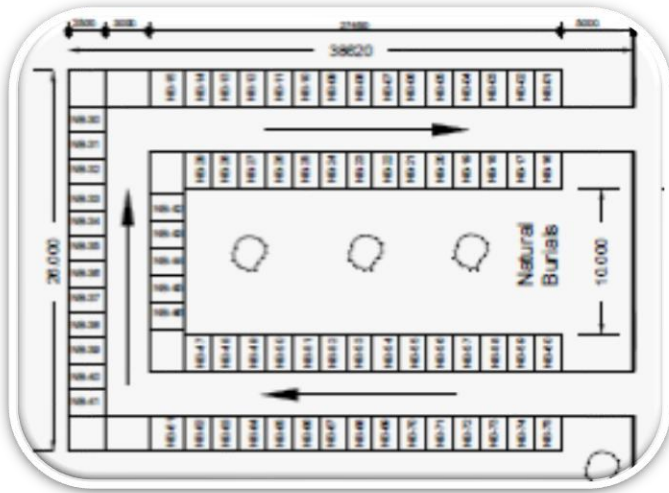


### **Plaques without headstones:**

Memorial plaques placed on a lawn plot, directly on the concrete foundation in the Cemetery must be:

1. Built of admiralty bronze or other material as approved by the Board;
2. Be 559 mm x 305 mm, with one only placed per plot, or be 381 mm x 279 mm for a single or double interment with a maximum of two plaques placed per plot;
3. Be a maximum thickness of 20 mm;
4. Be fixed directly to the concrete foundation, with no wedge or plinth; and
5. Be fixed 100 mm from the front side of the concrete foundation.

# NATURAL BURIAL AREA



Each burial site shall be for one interment<sup>1</sup> only, however, allowance will be made for the placement of ashes.

All graves will be dug to a single interment level 1.4m<sup>2</sup>. Where two burials are accommodated at the one time, the first interment will be 1.8m and the second 1.4m.

Sites shall be allocated at the sole discretion of the Shire of Narrogin and each grave will be accurately recorded and mapped.

No headstone or memorial, marker, stone, vase, tribute or any structure temporary or otherwise may be placed or erected at the gravesite.

Only natural flowers, presented in the form of a single stem or bouquet are permitted at the time of the funeral and at no other time.

All landscaping will be developed, managed and maintained by the Shire.

No soil will be removed from the cemetery. Soil replaced at the gravesite after burial will be left to settle naturally. No other materials or soils shall be included in the gravesite that are not indigenous to the area or are not biodegradable, except for the lead strip.

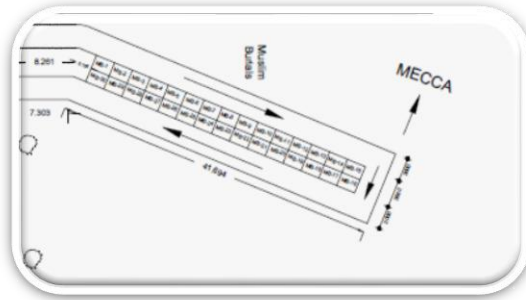
The deceased must be transported and interred in an approved casket or coffin, constructed of a biodegradable and untreated material derived from a sustainable source. Casket/coffin handles and nameplate must also be made of biodegradable material. Caskets and coffins shall not contain any non-biodegradable items. Except for a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height as required under the Shire of Narrogin, Cemetery Local Law 2016.

The deceased shall be dressed in natural fibres or wrapped in a shroud of natural fibres.

Cremated remains interred in the designated gravesite shall be contained in a biodegradable container that is non-retrievable. Alternatively, cremated remains may be placed directly into the earth.

1. The gravesite may at the CEO's discretion be prepared for two burials where the burials are take place at the same funeral ensuring that the gravesite is disturbed only once.
2. Depth of grave is subject to the approval of the CEO.

# MUSLIM BURIAL AREA



Prior to the digging of the first grave an approved “app” should be used to ensure that the grave is in the correct position as per the attached map of Narrogin Cemetery – Muslim Graves. Subsequent graves will follow on head to foot.

Sites shall be allocated sequentially at the sole discretion of the Shire of Narrogin.

All other details remain the same as for the General Section of the cemetery with decisions to be made by the family and funeral directors.

## Monuments:

All monuments shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have a grave cover that shall:
  - have an overall height above the original surface of the grave not exceeding 300 mm;
  - have a width not exceeding 1.2 m; and
  - have a length not exceeding 2.4 m.
4. have an overall height of the monument above the original surface of the grave not exceeding 1.2 m;
5. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 450 mm;
6. have a width of the base of the monument not exceeding 1.2 m;
7. have a length of the base of the monument not exceeding 600 mm; and
8. not display any trade names or marks of any manufacturers.

## Headstones:

All headstones shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have an overall height, including the base, above the original surface of the grave not exceeding 1.2 m;
4. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 200 mm;
5. have a width of the base not exceeding 1.2 m;
6. have a length of the base not exceeding 300 mm;
7. no part of a headstone above its base shall extend horizontally beyond that base; and
8. not display any trade names or marks of any manufacturers.

# NICHE WALLS

The old niche wall at the Narrogin cemetery (near the main entrance) was constructed in 1983.

In 2016 a new area with shelter and toilets was developed and a number of new niche walls were constructed (off Grainger Street). The new walls have the capacity of 195 double compartments and 96 single compartments with plans for additional walls when required.



Old Niche Wall



New Niche Wall

## NICHE WALL SPECIFICATIONS

### Plaque Sizes

A memorial plaque to be placed on a niche wall shall be:

#### Old Niche Walls

Single 150mm wide x 125mm high;

Double 320mm wide x 125mm high;

#### New Niche Walls

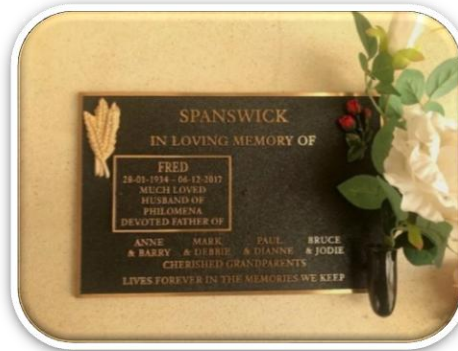
229mm wide x 229mm high;

350mm wide x 229mm high;

All measurements to be within 5mm and be placed in such a manner and in a position approved by the Board.



SINGLE



DOUBLE

### Plaque Materials

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

### Emblems

Emblems that depict the character, interests and lifestyle of a person are permitted on niche wall plaques to create a unique and special memorial for a loved one. Emblems can be in either Flat Relief (2D) or Bas Relief (3D).

Flat relief emblems are computer designed and can be sized to fit any plaque. The following are examples of flat relief emblems:



Bas relief emblems are produced by sculptors using modelling clay.



## Perpetual Flowers

Perpetual flowers are permitted on niche wall plaques to create a unique and special memorial for a loved one



## Vases

Bronze vases are permitted to be attached to plaques to allow family members to place flowers on the plaques of their loved one.



## **APPENDICES**

- 1. Map of Narrogin Cemetery established graves**
- 2. Map of Narrogin Cemetery including new developments**
- 3. Purchase or Renew of Grant of Right of Burial or Reservation**
- 4. Application for Burial**
- 5. Application for Placement of Ashes in Family Grave**
- 6. Application for Placement of Ashes in Niche Wall**
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