



A Fortunate Place



Shire of Wickepin

# Cemetery Guide

2025



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# **Introduction**

This guide has been designed to assist in the process of arranging a suitable grave or niche wall memorial at the Wickepin, Yealering, Harrismith and Toolibin Cemeteries in the Shire of Wickepin.

This guide should be read in conjunction with the:

- Shire of Wickepin Policy Manual
- *Cemeteries Act 1986*
- Shire of Wickepin Local Laws relating to Harrismith, Toolibin, Wickepin and Yealering Public Cemeteries
- Australian Standard 4204 – 1994 Headstones and Cemetery Monuments.

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

- Gravesite burials in either a new or existing family grave.
- Placement of ashes in a memorial niche wall within the 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. 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 Wickepin permits full monuments and memorial plaques within its cemeteries.

## **1.0 Gravesite Burial Information**

The cemeteries in the Shire of Wickepin have areas allocated for gravesite burials. Burial sites may be marked with a headstone or monument.

Numbered pegs are used to define the burial plots.

### **1.1 Tenure of Reserved Gravesites**

It is possible to reserve a grave site for a period of up to 25 years by completing a Cemetery Reservation Form, Purchase of Grant of Right of Burial form and paying the required fee. The applicant will receive a Grant of Right of Burial. 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 ownership will revert to the Shire of Wickepin.

### **1.2 Erecting a Monument**

Anyone supplying or erecting a monument or memorial **must first apply for and be granted a permit**. An Application for Monumental Work Part 1 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 Monumental Work Part 2 is to be submitted with Part 1 and signed by the monumental mason. Part 2 will contain all details, including detailed drawings, placement of ornaments and inscription, of the monument that are required to assess an Application for Monumental Work. All dimensions are to be supplied in metric measurements.

### **1.3 Monument Specifications**

All monumental work placed on graves in the Shire of Wickepin cemeteries shall comply with the following specifications:

- Monument will not exceed the dimensions of 2500mm long and 1500mm wide;
- Maximum height 2500mm; and
- Foot maximum height 400mm

Foundations are to be constructed to the Australian Standards, Headstone and Cemetery Monuments or to such other minimum requirements as provided by the Shire of Wickepin from time to time. The standard was written with the objective of enabling cemetery authorities and monumental masons to specify minimum structural design criteria, performance, and installation and renovation requirements for headstone and cemetery monuments, so that these may have a service life of 50 years.

A monument weighing less than 500kg is required to have two concrete slabs placed under the monument. With one slab to be placed at the head of the grave and the second placed at the foot of the grave. A

monument weighing more than 500kg or more than 1800mm in height is required to have substantial foundations. All work is to be contained within the grave allocation.

## **1.4 Monument Materials**

Monuments are to be constructed of natural stone or cast concrete. Construction materials such as metal, plastic, timber or fiberglass are not permitted.

Materials used to trim a monument may be of brass, copper, aluminium, stainless steel, wrought iron and other durable metals or acrylics.

## **1.5 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. Complimentary vases and stands are available from the Shire office for use with the Wickepin Cemetery Niche Wall only.

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

## **1.6 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 Wickepin staff may remove any structure that has become dilapidated or unsightly.

## **1.7 Process for Burials**

The process for burial in cemeteries in the Shire of Wickepin 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 and a Certificate of Grant of Right of Burial will be issued by the Shire of Wickepin. This is not applicable if a prior reservation exists.
4. At a future date (approximately one year following the funeral) an application may be made for the installation of a monument.

5. The holder of the Grant of Right of Burial makes an application for Monumental Works (Part 1).
6. Monumental Mason completes Part 2 of the Application for Monumental Works outlining the details of the monument including: design, dimensions, materials used and inscription.
7. Monument is approved by the Shire of Wickepin and is manufactured and installed according to Australian and Shire of Wickepin standards.

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

## **2.0 Niche Wall Information**

Wickepin, Yealering and Harrismith cemeteries have niche walls for the placement of ashes or as a memorial.

### ***Wickepin Cemetery Niche Wall***

The old niche wall at the Wickepin Cemetery was constructed in 1983 and contained 54 single and 14 double compartments. In 2016 the current niche garden wall at the Wickepin Cemetery was constructed. The existing plaques and ashes from the old wall were relocated to the new garden wall. The new garden wall has a current capacity of 92 single compartments with room to expand as required.



### ***Yealering Cemetery Niche Wall***

A new niche wall was constructed at the Yealering Cemetery in 2012 and has a capacity of 54 single and 18 double compartments.



### ***Harrismith Cemetery Niche Wall***

A new niche wall was constructed at the Harrismith Cemetery in 1996. A refurbishment of the wall was completed in 2019 creating a separate remembrance wall at the back of the niche wall. The niche wall has a capacity of 22 single and 9 double compartments.



Harrismith Niche Wall



Harrismith Remembrance Wall

To erect a plaque on the Harrismith Remembrance Wall please contact Shire of Wickepin Administration.



## **2.1 Tenure of Memorials in Niche Walls**

It is possible to reserve a space in the niche wall for a period of up to 25 years by completing a Niche Wall Reservation Form, Purchase of Grant of Right of Burial Form and paying the required fee. The applicant will receive a Grant of Right of Burial. An application for an extension of the reservation for an additional 25 years may be made following the expiry of the original reservation. Ownership of the niche wall space reverts to the Shire of Wickepin if a reservation expires and is not renewed.

## **2.2 Urn Ash Container Size**

Ashes are to be contained in an ash container and not a plastic bag before placing in any of the niche walls at cemeteries in the Shire of Wickepin.

Maximum ash container sizes are as follows:

<b>Wickepin</b>	Single	149mm wide x 118mm high x 255mm deep <i>Containers must have rounded edges such as those supplied by Randflex.</i>
<b>Yealering</b>	Single	170mm wide x 130mm high
	Double	300mm wide x 135mm high
<b>Harrismith</b>	Single	130mm wide x 90mm high
	Double	240mm wide x 90mm high

## **2.3 Niche Wall Plaque Specifications**

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

### ***Manufacturer***

Shire of Wickepin uses Everlon Bronze for the manufacture of Niche Wall plaques.

### ***Plaque Sizes***

#### **Wickepin Niche Wall plaque size**

Single      190mm wide x 190mm high  
Up to 10 lines text

#### **Yealering Niche Wall plaque sizes**

Single      225mm wide x 180mm high  
Up to 8 lines text

Double      360mm wide x 180mm high  
Up to 3 lines on back plate  
Detachable plates 140mm x 70mm  
Up to 5 lines text

#### **Harrismith Niche Wall plaque sizes**

Single      180mm wide x 150mm high  
Up to 8 lines text

Double      300mm wide x 150mm high  
Up to 3 lines on back plate  
Detachable plates 130mm x 70mm  
Up to 5 lines text

### Plaque Materials

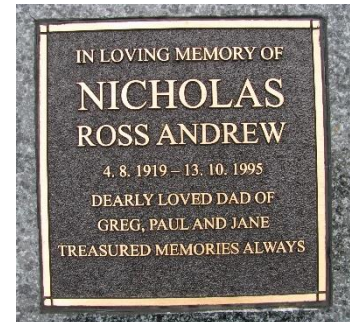
All plaques must be made of cast bronze which has long lasting properties and generally ages well when exposed to full sun.

### Plaque Colour

For aesthetic purposes the accepted colour for Niche Wall plaques is dark brown cast bronze.

### Lettering Colour and Style

Cast Bronze (gold lettering) is generally the preferred colour for niche wall plaques with lettering in Times New Roman in Capitals. Requests for other colours may be considered by writing to the CEO, Shire of Wickepin.



### Wickepin Cemetery Niche Wall Wording Layout

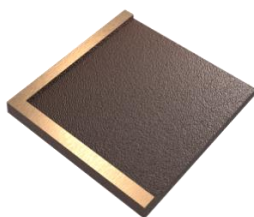
Wording for the Wickepin Niche Wall will be laid out as per below:

Line 1:	Sentiment (e.g. In Loving Memory of)	Lettering Size: 24px
Line 2:	Surname	Lettering Size: 75px
Line 3:	Given Names	Lettering Size: 40px
Line 4:	Date of Birth to Death in the format D. M. YYYY	Lettering Size: 24px
Line 5 – 10:	Additional information, sentiments, quotes etc.	Lettering Size: 24px

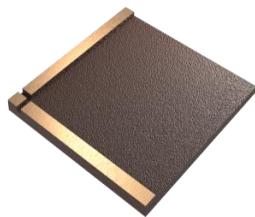
**A maximum of 10 lines is permitted.**

### Borders

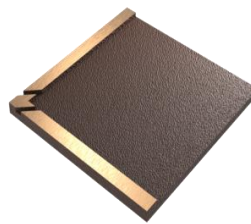
The following borders are permitted on plaques at the Yealering and Harrismith Cemetery Niche Walls:



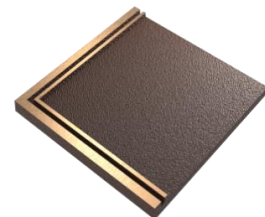
Solid SBD01



Squared SBD02

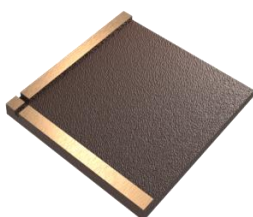


Point SBD03



Double Solid SBD04

The following border will be used on the Wickepin Cemetery Niche Wall:

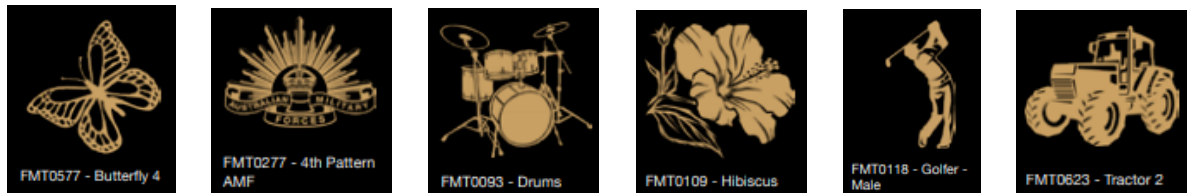


Squared SBD02

### Motifs

Motifs 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. Motifs can be in either Flat Relief (2D) or Bas Relief (3D).

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



Bas relief motifs are produced by sculptors using modelling clay. If a bas relief motif is not available in a suitable size, then it must be made by a sculptor and may incur additional cost.



### Vases

Bronze vases are permitted to be attached to plaques on the Yealering and Harrismith Cemetery Niche Walls to allow family members to place flowers on the plaques of their loved one. Vases may be purchased through the Shire of Wickepin for an additional cost.

**These vases are not available for the Wickepin Cemetery Niche Wall.**



## 2.4 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 cost approximately \$200- \$400 and a double plaque with detachable plates will cost approximately \$350 - \$550.

## 2.5 Approval of Proofs

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

## **2.6 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.

## **2.7 Process for Interment of Ashes and Placement of Plaque in the Niche Wall**

The process for interment of ashes in cemeteries in the Shire of Wickepin and installation of plaques is as follows:

1. Complete Purchase of Grant of Right of Burial form and a Certificate of Grant of Right of Burial will be issued by the Shire of Wickepin. This is not applicable if a prior reservation exists.
2. Plaques for the niche wall may be arranged by the Shire of Wickepin or Dawson's Funeral Home.
3. Complete plaque order including wording, layout, emblem and/or vase details. The order will be forwarded to the manufacturer on behalf of the next of kin. A proposed layout of the memorial plaque will be returned to the Shire of Wickepin 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 plaque.
4. The next of kin will be notified of the cost of the plaque including freight. Full payment of the cost of the plaque, including freight, must be received prior to ordering the memorial plaque.
5. 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 Wickepin staff or Dawson's Funeral Home will be responsible for the interment of ashes and fixing of the plaque to the niche wall.
6. On completion and return of plaque from the manufacturer the next of kin will be contacted to arrange a suitable time and date for the interment of ashes and placement of the plaque.

## **2.8 Process for Removal of Ashes/Plaque in the Niche Wall**

The process for removal of ashes in cemeteries in the Shire of Wickepin and removal of plaques is as follows:

1. Complete Instruction for Removal of Ashes form.
2. Provide a copy of your Certificate of Grant of Right of Burial as issued by the Shire of Wickepin.
3. Shire of Wickepin staff or Dawson's Funeral Home will be responsible for removal of the plaque and ashes.
4. Where the Shire of Wickepin staff have removed the plaque and ashes, the holder of the Grant of Right of Burial will be contacted to arrange collection.