



Memorial Seat Policy

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1. The purpose of this policy is.

To ensure that all requests for Memorial seats are managed consistently by the Mildura Cemeteries Trust (the Trust). This policy will:

- provide a Memorial seat that meets the Trust requirements of structural design, performance, and installation.
- ensure seats are placed in locations that are appropriate within the cemeteries.
- ensure that the obligations and responsibilities of the applicant are clearly understood and that tenure requirements are met.
- the treatment of non-approved Trust alternatives in managed consistently and sympathetically.

2. Policy statement

A Memorial seat provides a special place for family and friends to reflect and remember their loved ones. Mildura Cemeteries Trust recognizes and supports this request and is mindful that these seats will be enjoyed by a wide range of visitors. Therefore, the Trust will ensure that the installation, maintenance, and tenure of memorial seats is managed consistently for the mutual benefit and safety of all cemetery visitors.

3. Principles

An applicant may request a Memorial seat to be placed in the cemetery by submitting an '*Application for Memorial Seat*'.

Payment for the memorial seat (as per the current Gazetted fee) must be made prior to the purchase and installation of the seat. Seats will be installed by cemetery staff either on a concrete base or with concrete footings dependant on the site.

The Trust have approved locations for the positioning of the Memorial Seats, and they will only be allowed at these sites. The applicant can request a location and all efforts will be made to accommodate this request however all seating must be in a suitable setting, not impact on maintenance or planning requirements and not interfere with or impede existing memorialisation.

The Memorial Seat will be for the use of all. It is not reserved simply for the individual or family who purchased the tenure.

Memorial seating will be supplied by the Trust preferred supplier and has been selected to meet the following criteria:

- is made from composite recycled plastic with galvanized steel fixings.
- is durable and long lasting.
- is tolerant of extreme climates: particularly wet or dry conditions,
- is resistant to rot, termites, and other pests.
- UV resistant and
- does not fade or crack.

The Trust have provided the following options available for Memorial seats.

The purchase of a Memorial Seat is for a 10-year tenure period. At the conclusion of a seat tenure, first option for a new tenure at that site will be given to the previous tenure holder.

If all Memorial Seat sites are utilised, on request interested parties may be added to a waiting-list. As sites become available, tenures will be offered in list order.

The Trust must ensure the safety of both the staff and wider community and reserves the right to remove any memorial seats within the tenure period if required. Memorial seats that have been damaged, where there are changes in the Australian Standard that compromise the integrity of the seat or where the condition has deteriorated to a point that it is deemed a safety hazard may be removed by cemetery staff.

All care will be taken to maintain and care for the seats; however, the Trust accepts no liability for damage to any memorial seat from wear and tear, theft, vandalism or whilst cemetery staff undertake routine maintenance. The cost of repair or replacement (within the tenure period) will be at the expense of the applicant of the memorial seat and must be pre-approved by the Trust.

The Trust will assist Memorial seat owners in making claims for theft or damage under the Victorian Managed Insurance Authority Cemetery Trust Insurance Program if able.

The Trust accepts no replacement liability for the seat at the end of its tenure/ useful life. All efforts will be made by the Trust to contact the applicant to retrieve the seat. If unable to find the applicant, the Trust will dispose of any such seat in a suitable environmental manner.

The Trust will notify the applicant if damage and/or removal. The applicant should ensure that contact details remain current.

Memorial seats with a 'back' may have the option of a 135mm * 100mm bronze plaque, including up to 7 lines of Trust approved text installed. This will be ordered and supplied by the Trust. Wording shall be submitted with the 'Application for a Memorial seat' for review and approval by the Trust.

Families may request the installation of additional plaques. This must have the written approval of the applicant and the Trust and will incur the relevant fees for the supply and installation of the plaque.

No memorialisation items (other than the approved plaque) are to be affixed to or hung from memorial seats.

No fill (i.e.: bark chips, stones, etc.) or plantings are to be placed (other than by the Trust) under or around memorial seating.

No ashes are to be interred under or around memorial seating

No seating other than the Trust approved, supplied, and fitted Memorial Seats may be installed.

The Trust reserves the right to remove any seat, stool, chair, or item that resembles or provides the same or similar purpose that does not comply with this policy. All efforts will be made by the Trust to identify and contact the relevant parties to advise of removal. Seats will be held for a period 18 months from the day of removal by cemetery staff for retrieval. If not collected, the seat will be disposed of in an appropriate environmental manner.

Please refer to the MCT Floral and Ornamental Tribute policy for additional memorialisation information.

4. Legislation and other references

4.1 Legislation

For further information related to this policy see:

- Cemeteries and Crematoria Act 20023
- Cemeteries and Crematoria Regulations 2015

4.2 Documents

This policy is implemented in conjunction with the following documents.

- MCT Floral and Ornamental Tribute policy
- Application to install Memorial seat.
- MCT Confiscated items process.

DEFINITIONS

Memorial Seats	a seat approved by and purchased through the Trust. Current specified design is an Australian made, recycled plastic manufacture, and provide both backed and backless options. Backed seat includes the option of a 135mm * 100mm bronze plaque supplied and installed by the Trust.
Act of God	for the purposes of this policy refers to an act outside of the direct control of the Mildura Cemeteries Trust, including but not limited to the instance of

uncontrollable natural forces in operation. For example, deterioration due to sun exposure, damage by storm, drought, rain or flood, or natural occurrence of tree limb failure.