



St Pius X Columbarium Policy

GENERAL CONDITIONS

In these Conditions:

1. “Parish” means Manning Parish (St Pius X) in the State of Western Australia;
2. “Parishioner” means a registered member of the Parish or a Catholic living within the boundaries of the Parish;
3. “Applicant” means the person who applies to reserve a niche;
4. “Columbarium” means the Columbarium wall in which the niche is situated;
5. “Grantee” means the person or persons granted a Right by the Committee and includes —
 - (a) the legal successors of the Grantee, and
 - (b) any person to whom the Grantee transfers the Right under Condition 11;
6. “Right” means the Right referred to in Condition 9;
7. “Niche” means the niche in the Columbarium reserved for the use of the Grantee;
8. “Fees” means all fees and charges (including a 25 year maintenance charge).
9. “Committee” means the Committee appointed from time to time to manage the Columbarium.
10. Interment means the right to use a specified niche of the Columbarium for a period of 25 years, as extended from time to time, pursuant to the period specified in the Cemeteries Act 1986 (WA), currently 25 years.

1. The Purpose of the Columbarium

The Columbarium is a sacred place on the Parish property for the interment, following cremation, of the ashes of parishioners and their immediate family. It is intended especially for those who have an affinity with the Parish, which they wish to continue after death.

2. Authority

The Parish Priest has the sole authority to determine who can be interred in a niche and to allow memorial plaques, including lettering, to be installed on the exterior of the wall niche.

3. Those whose ashes may be interred in the Columbarium include

- 3.1 A current or former parishioner and their spouse.
- 3.2 A current or former parishioner's child, parent or sibling, including a child, parent or sibling by adoption or who is a member of the parishioner's stepfamily.

4. The ashes will be placed in the Columbarium in the following manner

- 4.1 The ashes to be interred will be placed in a specified container which will be placed in a niche in the Columbarium. The niche will be sealed with a granite memorial plaque, to be supplied and approved by the Committee;
- 4.2 The particular wall and niche for interment may be selected by the Grantee, or by the Applicant on behalf of the Grantee, subject to the approval of the Committee. If no specific request is made, the Committee will select a location.
- 4.3 The rites of interment will be prescribed by the Parish Priest in accordance with the Roman Catholic forms of worship.

5. To ensure uniformity of appearance of the Columbarium, the following conditions will apply

- 5.1 Each container will hold only the ashes of cremation of one person. For a Single size Niche or Double size Niche, ashes will be interred in a container supplied by the Crematorium with maximum dimension of 295mm length x 135mm width x 110mm height, or such other dimensions approved by the Committee; For the Urn size Niche, 400mm height x 310mm width x 330mm depth, the size of the urn and the number of urns to be interred will have to be approved by the Committee;
- 5.2 A maximum of two of the above containers may be placed in a Double niche;
- 5.3 All memorial plaques and lettering thereon will be procured by the Committee;
- 5.4 The wording for each individual plaque may be supplied by the Grantee. All wordings on the plaque will have to be appropriate for the Sacredness of the place;
- 5.5 No other object may be placed in the niche with the container of ashes;
- 5.6 There is no placement of flowers anywhere in the Columbarium, but you may wish to donate money towards the purchase of flowers for the Church or plants for the garden within the Columbarium;
- 5.7 Niches may be reserved in advance.

6. Fees for a niche in the Columbarium

- 6.1 The grant of a Right to inter ashes in a niche and the cost of the procurement, lettering and installation of a memorial plaque will incur a fee which the grantee will be informed of before the interment;
- 6.2 All fees may be reviewed by the Committee from time to time and are subject to change without notice;
- 6.3 An Applicant may pay fees in advance on behalf of anyone who is eligible, according to the criteria listed in Condition 3;
- 6.4 On receipt of full payment of fees for a niche these funds will become part of the consolidated funds of the parish.
- 6.5 The fee is non-refundable once paid.
- 6.6 The Maintenance fee for a period of 25 years commences when the ashes (for the double and urn size niche, the first ashes) are interred in the reserved niche.

After an interment, should the Applicant request that a second family member's ashes be interred in the double size niche or urn size niche at a later date, a new plaque will be required. In this instance, the Grantee will bear all costs of removal and replacement of the new plaque.

7. Relocation of ashes in the event of the closure of the Church

The grant for the use of the niche may be brought to an end by:

- 7.1 The closure of the Parish (or its relocation); or
- 7.2 The destruction of (or serious damage to) the property of the Parish.

In any such event the Committee shall notify the Grantee and endeavor to make other arrangements with the Grantee regarding the ashes.

8. Removing ashes from the Columbarium after interment

While interment is intended to be a permanent arrangement, there may be times when it is the family's wish to relocate the ashes. All requests made by the Grantee will be respected by the Committee.

- Removal of ashes may be executed only by a person or persons designated by the Committee.
- After removal of ashes from a niche, the niche may be re-allocated. The plaque will remain the property of the Grantee.
- Upon the removal of the ashes and memorial plaque, the Committee is released from all obligations to the Grantee from the date of removal.

9. Grantee Rights

Subject to these regulations and to the full payment of the fees referred to in Condition 6, the Grantee has an exclusive right:

- 9.1 To have ashes placed in, and a memorial plaque placed over, a niche, for the period of interment.
- 9.2 To leave the ashes and the memorial plaque in place. The placement of ashes and a memorial plaque in and over the niche will be done by the Committee on behalf of the Grantee and at the request of the Grantee;

10. Damage, loss or theft

- 10.1 The Grantee is the owner of all ashes and the memorial plaque placed in and over the niche. The Committee is not responsible for any damage to, or deterioration, loss or theft of the ashes or memorial plaque;
- 10.2 If the Columbarium is damaged or destroyed, the Committee may rebuild the Columbarium in its original position or in any other position in the grounds in which it is presently erected and place the ashes and memorial plaque in and over a niche in the new Columbarium.

11. Transfer of the rights of the Grantee

- 11.1 With the consent of the Committee (which is not to be unreasonably withheld), the Grantee may transfer their rights to any other person upon giving written notice to the Committee of the name and address of the transferee;
- 11.2 The executors or administrators of a deceased Grantee will be the only persons recognized by the Committee as being the holders of the Grantee's rights. Only such executors or administrators of the Grantee may transfer their rights in accordance with Condition 11.

12. What happens when the grant expires?

- The grantee has the right of renewal for a further 25 years, as established in the Cemeteries Act 1986. This right of renewal and subsequent rights of renewal, for periods of no longer than 25 years each time, may be arranged if the committee and the grantee agree. Upon expiration of a grant the control of the niche reverts to the Committee.
- Please note, reminder letters are not sent regarding the expiration of a grant. Fees may apply when renewing a current grant for a further 25 years.

PRIVACY POLICY

This statement outlines the Parish's policy on how it uses and manages personal information provided to or collected by it. It does not relate to records collected and held by the Parish school. The school has a separate policy statement, which is available on request from the school office.

The Parish may from time-to-time review and update this policy to comply with relevant legislation and to take account of changes in technology, changes to the Parish's operations and practices and to make sure that it remains relevant to the Parish environment.

This Parish is not bound by the Privacy Amendment (Private Sector) Act 2000. However, the Parish respects and values the personal information that the parishioners are willing to entrust to it and will abide by the spirit and principles enshrined in that legislation.

What kind of personal information does the Parish collect and how is it collected?

- The Parish collects and holds personal information, including sensitive information, about:
- Children and their parents and/or guardians and may be related to children receiving sacraments or pastoral care. It may relate to the child's enrolment at the Parish school, after school care facility or sporting association.
- Adults receiving sacraments or pastoral care and witnesses to sacraments.
- Job applicants, staff members, religious undertaking work in the Parish, volunteers and contractors.
- Fund raising.

Personal information you provide

The Parish will generally collect personal information about an individual by way of forms filled out either by the person or the parent/guardian, face to face meetings, interviews and telephone calls.

How will the Parish use the personal information you provide?

The Parish will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection, or to which you have consented.

Purposes for which the Parish uses this information include:

- Administering the person's employment or contract
- Insurance
- Satisfying the Parish's legal obligations, e.g., in relation to child protection legislation
- Providing taxation receipts, where subject to a tax deduction

Where the Parish is collecting information of this kind, it will issue a copy of the 'Standard Collection Notice' (Attachment 1).

Who might the Parish disclose personal information to?

- Subject to the Privacy Act, the Parish may disclose personal information held about an individual to:
 - Another Parish
 - Government Departments
 - Medical practitioners
 - People providing services to the Parish
 - Recipients of Parish publications
 - Parents and/or guardians
 - Anyone you authorize the Parish to disclose information to.

The Parish will not send personal information about an individual outside without:

- Obtaining the consent of the individual (In some cases this consent will be implied).
- Otherwise complying with the National Privacy Principles

How does the Parish treat sensitive Information?

In the Parish context, sensitive information could mean information relating to a person's parentage, racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record.

Sensitive information will be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

The Parish staff are required to respect the confidentiality of the information and privacy of individuals.

The Parish has in place steps to protect the personal information the Parish holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerized records.

Updating personal information

The Parish endeavors to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the Parish by contacting the Parish Office.

The National Privacy principles require the Parish not to store personal information longer than is necessary for our purposes of use and disclosure.

You have the right to check what personal information the Parish holds about you. Under the Commonwealth Privacy Act and with some exceptions, an individual has the right to obtain access to any personal information, which the Parish holds, about them and to advise the Parish of any perceived inaccuracy. Children will generally have access to their personal information through their parents and/or guardians.

To make a request to access any information the Parish holds about you or your child, please contact the Parish Office in writing.

The Parish may require you to verify your identity and specify what information you require. The Parish may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested.

Consent and right of access to the personal information of children - The Parish respects every parent and or guardian's right to make decisions concerning their children's religious upbringing and care.

Generally, the Parish will refer any requests for consent and/or notices in relation to personal information of a child to the parent and/or guardian. The Parish will treat consent given by a parent and/or guardian as consent given on behalf of the child. Notices given to a parent and/or guardian will act as a notice given to the child.

Enquiries

If you would like further information about the way the Parish manages the personal information it holds, please contact the Parish Office:

Phone: 08 9331 3251

Email: manning@perthcatholic.org.au

STANDARD COLLECTION NOTICE

1. The Parish collects personal information, including sensitive information, about members of the faithful. The primary purpose of collecting this information is to enable it to administer the sacraments and pastoral care to the faithful, often to children of the faithful and to provide assistance to others in the community. Information may be required to allow the Parish to meet some of its legal obligations, provide care for the child while under supervision, and discharge its duty of care. If you reside in the Parish or otherwise continue to use its services, the information may also be used to solicit donations and/or request your services as a volunteer from time to time.
2. The Parish, from time to time, discloses personal and sensitive information to others for administrative purposes.
3. The information helps us to administer the sacraments and otherwise provide assistance as requested. We may not be able to administer the sacraments and consent for the use and disclosure of information as outlined in point 4 below, if we do not obtain the information requested.
4. Personal information collected from children is disclosed to their parents or guardians. Parents or guardians may seek access to personal information collected about them and their son/daughter by contacting the Parish Office.
5. Adults may also seek access to information collected about them in the same manner.