



METROPOLITAN  
CEMETERIES BOARD



## GUIDE TO THE PREPARATION OF SUBMISSIONS TO THE MONUMENT ASSESSMENT & ADVISORY COMMITTEE (MAAC)

The MAAC comprises of Board Members, historians, genealogists, architects, a representative of the Office of Australian War Graves (Western Australia) and Metropolitan Cemeteries Board staff.

Where gravesites are not listed for retention, you may wish to make a submission for consideration by the MAAC for the gravesite to be retained.

Monuments are generally assessed across a number of criteria including but not limited to the historical significance of the monument (monumental craftsmanship). In addition, the contributions made by those interred to pioneering Western Australia are also given due consideration.

Should you or your family wish to make a submission to the MAAC, the Submission Checklist overleaf provides a brief guide to the type of information that may be included. This will allow the MAAC to make an informed assessment on the basis of your submission.

### Conditions relating to submissions:

- Submissions should include unique information, of historical or personal interest, which the MAAC may not have been aware of when the monument was assessed.
- Proforma or campaign-based submissions from one or multiple parties may not be considered unless they provide information that is viewed to be of value.
- The receipt of a submission does not guarantee that a headstone or monument will remain in situ following renewal.
- MAAC decisions are final as a submission will be thoroughly assessed and considered.
- All submissions will be responded to in writing. Individuals making multiple submissions within any one area may only receive one written response regarding the overall outcomes.
- Should you wish to include any attachments in support of your submission please send copies only.

---

### Address for submissions

*Submissions can be hand delivered to our Karrakatta Cemetery Office, Railway Road, Karrakatta; submitted by email to [mcb@mcb.wa.gov.au](mailto:mcb@mcb.wa.gov.au) or by mail to:*

Relationship and Complaint Officer  
Monumental Assessment & Advisory Committee  
Metropolitan Cemeteries Board  
PO Box 53  
CLAREMONT WA 6910

---

## SUBMISSION – CHECKLIST

### To start, please let us know

**The location of the Grave Site:**

- Cemetery, Area, Section, Grave Number (e.g.: Karrakatta, Anglican AA 0001)
- Grant Number, Grantee, expiry
- Names and dates of death of those interred

*If in doubt, please contact one of our Client Liaison Officers on 1300 793 109 for assistance.*

**Your Contact details:** Full name, postal address, telephone number, mobile number and email address. Please feel free to nominate other members of the family as additional contacts for this gravesite.

### Then, tell us about why this grave is important to you

**You may wish to include things such as:**

- Details about their country and place of birth, occupation, when they migrated to Western Australia and how they got here.
- Any titles, qualifications, honours, medals or awards that they received.
- Contributions the person may have made to the community.
- Contributions to pioneering Western Australia such as life achievements, war service, medals, military or other such honours that may have been bestowed on the person, etc.).
- If a person was a member of the armed services, you could also let the MAAC know. Include whether this person was killed in action or died as the direct result of war-related injuries or was permanently disabled due to war-related injuries. For information on War Graves and Cemetery Renewal, please refer to the MCB website – [www.mcb.wa.gov.au](http://www.mcb.wa.gov.au)
- Attach any supporting documentation you feel will be of further interest. This may include describing what significance this grave has to your family.

Any questions or queries you may have regarding the above can be directed to the Relationship and Complaint Officer on 1300 793 109, or by calling into one of our cemetery offices located at Fremantle, Karrakatta, Pinnaroo or Rockingham.

---