

# F.W. Barnes & Son

FUNERAL DIRECTORS - BALLARAT

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A Planning Guide and Information Booklet  
designed to assist you and your family.

*A part of your community since 1895*

## Introduction

This booklet has been designed by F.W. Barnes & Son as a guide for those in our community wishing to understand a little more about Funerals and Funeral Planning, whilst also affording the opportunity to record information about their personal details and the type of funeral they would prefer.

## Choosing a Funeral Style

Funeral costs can vary dramatically based on the choices made by each family at the time of arranging the funeral. Generally funeral prices range from as low as \$4,000 for a Fundamental Cremation, to around \$9,000 for a Standard Burial or more. An average funeral would cost around \$6,000 for a Cremation or \$9,000 for a burial. The costs associated with an average funeral would include:

- Funeral Directors Professional Fees
- Coffin
- Clergy/Celebrant Fees
- Flowers
- Cemetery / Cremation Fees
- Newspaper Notices
- Government Death Certificate
- Cremation Certificate (if applicable)

## The Role of the Funeral Director

The role of the funeral director is to ensure that every detail is attended to in accordance with family wishes. Their role is to guide the family through the arrangements in a caring and understanding manner.

- Meet with family to discuss the arrangements
- Liaise with various organisations including Cemetery, Medical Staff, Clergy, Clubs and Service groups.
- Collect the deceased from place of death.
- Arrange for a viewing if required
- Organise floral tributes
- Conduct the funeral on the day
- Finalise all necessary paperwork
- Mortuary care

## Coroner's Cases

The Coroner is automatically involved when a death is the result of violence, a motor vehicle accident, sudden or unexpected death or within a specified period after an operation.

## Aspects to consider when planning your funeral arrangements

- Burial or Cremation
- Coffin
- Flowers
- Clergy or Civil Celebrant
- Private or Public Service
- Service Location Church or Chapel
- Newspaper Advertisements
- Family History (For registration of the death with Births, Deaths and Marriages)
- Photo Presentation
- Service Booklet
- Music

# FUNERAL PLANNING SECTION

## *My Personal Information*

Christian names.....

Surname.....

Maiden Name.....

Address.....

Date of Birth.....Religion.....

Place of Birth-Town.....State.....Country.....

If born overseas—Year arrived in Australia..... Australian Citizenship Yes/No

Aboriginal Yes/No      Torres Strait Islander Yes/No

Married    Widow/er    Divorced    Separated    Never Married    Defacto

Pension Type.....Pension No.....

Main Occupation during working life.....

## *1st Marriage Details*

Date of Marriage...../...../.....Place of Marriage.....

Spouse Name.....

Wife's Maiden Name.....Spouses Date of Birth...../...../.....

Date of Death...../...../..... Status.....(eg) Widow/Divorced

## *2nd Marriage Details*

Date of Marriage...../...../.....Place of Marriage.....

Spouse Name.....

Wife's Maiden Name.....Spouses Date of Birth...../...../.....

Date of Death...../...../..... Status.....(eg) Widow/Divorced

## *Parents*

Father's Name.....

Father's Occupation.....

Mother's Name.....

Mother's Maiden Name.....

Mother's Occupation.....

*My Children's Details*

Name in Full.....

Date of Birth...../...../.....

Name in Full.....

Date of Birth...../...../.....

Name in Full.....

Date of Birth...../...../.....

Name in Full.....

Date of Birth...../...../.....

Name in Full.....

Date of Birth...../...../.....

Name in Full.....

Date of Birth...../...../.....

*My Next of Kin*

Name.....Phone No.....

Address.....

*My Executors*

Name.....Phone No.....

Address.....

Name.....Phone No.....

Address.....

# My Funeral Wishes

## *Service Details*

My Service is to held at.....

Cremation    Burial at.....  
Grave details.....

## *Who is to Officiate my Service*

Clergy    Civil Celebrant

## *The type of flowers I would like on my coffin*

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## *Special Music to be played*

Music/Hymn.....Artist.....

Music/Hymn.....Artist.....

Music/Hymn.....Artist.....

Music/Hymn.....Artist.....

## *In which Papers would I like notices to be place*

Ballarat Courier    The Age    Herald Sun    Other.....

## *Jewellery to be left on*

Wedding Ring    Yes    No

Other.....

## *Special Requests*

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## Pre-Paid Funerals

Many people are choosing to either pre-pay or pre-arrange their funerals as a means of ensuring that they have the type of funeral they want and remove the stress of decision making left to the family members or executors. Pre-paid funerals offer peace of mind that all funeral arrangements have been written down and the costs have been specified, as well as, when paid are guaranteed.

### *Security*

When you arrange a pre-paid funeral with F.W. Barnes & Son, your funds are placed in a Capital Guaranteed Funeral Bond. Our 'Pre-Paid Funeral Plan' is fully guaranteed. The Victorian Government introduced the 'Funerals (Pre-paid Money) Act 1993' to regulate Funeral Directors and protect consumers making pre-paid funeral arrangements. Now incorporated in the 'Funerals Act 2006'.

### *What is a Funeral Bond?*

Funeral Bonds are a specific investment bond developed for pre-paid funerals, provided by registered Friendly Societies. They have been approved by Centrelink and the Tax Office and comply with relevant legislation.

1. Once funds are lodged they cannot be redeemed by anyone until the death of the individual named on the policy.
2. The bond itself will accrue interest which will offset the inevitable rises in funeral costs. This interest is not deemed to be part of your income.

### *Payment in instalments*

It is possible to pay off your pre-paid funeral over a period of time. This may appeal to families who don't have all the funds at the time of making the arrangements. The funeral does not become "Fully Paid" until the final payment has been made. Costs are subject to change during the instalment period.

## Pre-arranged funeral

### *Unpaid Funeral Arrangements*

You can pre-arrange your funeral without making any payment. Although not achieving the objective of having everything covered, it goes a long way to relieving your family of the emotional stress associated with the arrangements such as 'which church or chapel', 'clergy or civil celebrant' etc. In making such arrangements your family knows your wishes and family information (information required by the government when registering a death)

## Questions people Ask about Funerals

*Q. Who has the legal right to arrange a funeral?*

A. The executor of the estate if there is a valid will.

*Q. How long can the body of the deceased be kept in refrigeration?*

A. Funerals usually take place within 2 -4 days. The longest period we would suggest would be 3-4 weeks unless the body is embalmed.

*Q. Is viewing always possible?*

A. In most cases yes, but it would depend on the specific circumstances. At F.W. Barnes & Son we believe in the value of viewing and would endeavour to facilitate this where possible.

*Q. What is the percentage of cremations to burials?*

A. There are around 30,000 deaths each year in Victoria with some 18,000 cremations taking place. In Metropolitan areas approximately 70% of all funerals are cremations. In country areas the percentage varies dramatically.

*Q. Is more than one coffin cremated at the one time in a cremator?*

A. No. However in the case of a mother and baby/father and baby or twin children some crematoria will accept both in the same coffin.

*Q. Can I keep the cremated remains or must I dispose of them?*

A. Disposal of the cremated remains is the responsibility of the executor. They may keep the cremated remains if they wish or arrange a memorial, such as a wall niche or rose garden.

*Q. Could someone be buried in their own back yard?*

A. Although legally possible, at the moment in Victoria, it would require ministerial approval which is unlikely to be given without extremely good reason. Time delays are also a factor.

*Q. Can two people be buried in the one coffin?*

A. This is only possible in the case of twin children or mother and baby/father and baby, as long as the Cemetery Trust involved approves.

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