

**Policy Name:** Monuments and Memorials

**Policy Code:** OPE005

**Policy Version:** 2.0

<b>Authorised By:</b> Heritage & Monument Committee	<b>Date Authorised:</b> 9 August 2017
<b>Responsible Manager:</b> Head of Operations, Infrastructure & Environment	<b>Review Date:</b> August 2019

Policy Version	Date	Author	Action
2.0	15/06/17	Customer Relations Manager/Board Secretary	Updated requirements for joint interment right holders. Monument Dimensions Appendix An updated. Appendix B added for Wakefield Section West Terrace. Updated format and structure to align with current practice. Responsible Manager and authorising body updated. Definitions added.
1.1	13/02/14	Team Leaders	Additions to 'Undertaking Work at Authority Sites' to improve compliance, incorporation of policy OPE013 "Burial area monumentation and on-site maintenance" and update of terminology in line with the <i>Burial and Cremation Act 2013</i>
1.0	13/10/12	CEO	Original Policy – No Amendments

**Definitions:**

<b>Act</b>	means <i>Adelaide Cemeteries Authority Act 2001</i>
<b>Authority</b>	means the Adelaide Cemeteries Authority as defined by the Act.
<b>CC</b>	means Cheltenham Cemetery
<b>EMP</b>	means Enfield Memorial Park
<b>SMP</b>	means Smithfield Memorial Park
<b>WTC</b>	means West Terrace Cemetery

### **1. POLICY AIM**

It is the aim of this policy to set out the requirements and process required by the Adelaide Cemeteries Authority (the Authority) in relation to the supply and management of monuments and memorials.

### **2. POLICY SCOPE**

This policy applies to all Monumentation and Memorialisation work performed at Authority sites.

### **3. POLICY STATEMENT**

It is the policy of the Authority that work performed at Authority sites complies with the conditions as laid out in this policy and any relevant legislation applicable to the particular site in question.

### **4. POLICY PRINCIPLES**

The following principles apply in relation to Monuments and Memorials:

#### **4.1. Standard Application For Memorial**

The following conditions apply to all standard applications for memorials:

- Applications:
  - will only be accepted on the Authority's Application for Memorial Form;
  - will not be accepted unless signed by the interment right holder, or in the case where there are two joint interment right holders, both holders must sign, or supply a Letter of Authority signed by the interment right holders;
  - must include a sketch of the monument showing full measurements and dimensions;
  - must be provided to the Authority with either the correct fees or credit arrangement in place; and,
  - where the inscription is in a language other than English must include an accurate and complete translation of the proposed inscription on an attached form. The translator must sign and print their name on the form to confirm the translation.
- Permits will be processed in order of receipt, the minimum time to process permits is 2 business days from time of receipt unless otherwise agreed by the Authority;

Failure to comply with these conditions will result in applications for permits being refused and may require a new application to be lodged.

#### **4.2. Undertaking Work at Authority Sites**

A permit to work on the Authority's site is granted subject to the monumental mason and their sub-contractor complying with the following conditions whilst on site:

- must have a current and valid licence granted by the Authority to work within the Authority's cemeteries and must be able to present this licence when requested by cemetery staff;

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- work must be carried out between 8:30am and 4:30pm Monday to Friday unless prior arrangement has been sought and granted by the Cemetery Operations Coordinator or the Team Leader for the relevant cemetery. No work is permitted in cemeteries on weekends or Public Holidays;
- call the Team Leader upon arrival at any of the Authority's cemeteries. If the call is not answered a brief voicemail message regarding the intended works is to be left;
- carry and present when requested by authorised cemetery staff, a copy of the permit issued by the Authority in relation to the work;
- under no circumstances should any vehicle be driven to the grave site. All tools and materials are to be carried by hand to the site unless authorised by the Team Leader;
- ensure the area around the grave site is clean and tidy at the completion of the work and that all waste and surplus material is removed from the cemetery;
- call the Team Leader following completion of the monumental work. If the call is not answered a brief voicemail message is to be left;
- comply with the *Work Health and Safety Act 2012 (SA)*, *Work Health and Safety Regulations 2012 (SA)* and *Work Health and Safety Codes of Practice*, including the wearing of high visibility clothing, steel cap footwear and wide brimmed hats;
- be familiar with and adhere to the Authority's policies regarding safe working practices, including the Authority's policy *Monumental Masons Safe Working Practice*,
- ensure all vehicles are registered and overhead cranes/lifting devices have current inspection certification; and,
- ensure that no work is carried out in close proximity to any funeral service

Failure to comply with any of these conditions may result in monumental masons or their sub-contractors being asked to leave the grounds and could lead to having their license to operate in Authority Cemeteries reviewed or rescinded. In addition to this, monumental masons and/or their contractors may also be held liable for any costs incurred.

### 4.3. On site gilding or repainting

The re-gilding or repainting of inscriptions and artwork on lawn tablets or slopers is the only process allowed to be carried out on a monument at the grave site.

This work must be carried out by hand by a licensed monumental mason with a permit approved by the Authority.

**Under no circumstances should any vehicle be driven to a grave site. All tools and materials are to be carried by hand to the site unless authorised by the Cemetery Team Leader.**

### 4.4. Conditions Relating to the Issue and Use of Monumental Permits

The Authority may refuse to issue a permit for work in which case the Authority will provide a reason for such refusal.

The permit is subject to the rules and regulations under the relevant Acts in force at the time and the payment of all fees and charges established by the Authority from time to time.

### 4.5. Sites with Specific Monument Requirements

All foundations for monuments/memorials erected at the Authority's cemeteries must have piers in accordance with Australian Standard AS 4204 – 1994 Headstones and Cemetery Monuments.

Refer Appendix A for details of monument dimensions for areas within each cemetery with particular monument styles.

### 4.6. Temporary Grave Markers

Temporary grave markers, including wooden crosses, are permitted in all areas. Temporary grave markers may be used for a maximum period of six months. At the expiry of this period, temporary markers are to be removed by the interment right holder(s). In the event of the interment right holder(s) failing to comply with this request, markers will be removed by the Authority.

Other markers may be permitted as determined by the Authority.

### 4.7. Ownership of Memorials

#### 4.7.1. Duty to Maintain Memorials

**It is the responsibility of the interment right holder(s) to maintain any memorial erected on a grave site in a safe condition during the term of the interment right.**

If the interment right holder(s) fails to maintain the physical fabric and safety of a memorial and fails to act within a reasonable time following a written request from the Authority to conserve or stabilise monumentation erected on a grave site, the Authority may carry out the repairs and recover the reasonable cost from the interment right holder(s) in accordance with Section 41 of the *Burial and Cremation Act 2013*.

Section 42 of the *Burial and Cremation Act 2013* stipulates the disposal of unclaimed monuments on sites where the right of interments have expired.

#### 4.7.2. West Terrace Cemetery

West Terrace Cemetery is a State Heritage Place.

All monuments at West Terrace Cemetery, including new monuments, are subject to the policies as set out in the West Terrace Cemetery Plan of Management, or as set out in the Wakefield Section Guidelines (*Appendix B*) which are updated from time to time.

All monument conservation and maintenance must be in accordance with the policy set out in the Plan of Management.

Should the Authority determine to repair/conservate a monument and, after all reasonable enquiries, the interment right holder or descendants of the interment right holder cannot be contacted, the Authority will place a notice in the major newspaper advising of its intention to undertake the work.

**4.7.3. Heritage Listed Monuments**

Monuments within the State Heritage listed West Terrace Cemetery and individually heritage listed monuments in other cemeteries under the control of the Authority, are to be maintained by interment right holders in accordance with the required statutory processes, and the conservation guidelines established by the Authority for the purpose of protecting historic monumentation.

**5. LEGISLATIVE REQUIREMENTS**

*Adelaide Cemeteries Authority Act 2001*  
*Work Health and Safety Act 2012 (SA)*  
*Work Health and Safety Regulations 2012 (SA)*  
*Work Health and Safety Codes of Practice*  
*Burial and Cremation Act 2013 (Division 4):*

- Memorial ownership (Section 39)
- Duty to maintain memorial (Section 40)
- Power to require repair, remove or reinstate memorial (Section 41)
- Power of relevant authority to dispose of unclaimed memorial (Section 42)

**6. RELATED POLICIES**

OPE007 Erecting, Repairing or Claiming Monuments on Expired or Unleased Sites  
OPE012 ACA Site Rules and Induction for Contractors working on ACA sites  
Monumental Masons Safe Working Practices

**7. RELATED PROCEDURES, GUIDELINES & FORMS**

Application for Memorial  
Australian Standard AS 4204 – 1994 Headstones and Cemetery Monuments

**AUTHORISED FOR DISTRIBUTION**



Signature: \_\_\_\_\_  
[Chief Executive Officer]

Date: 09/08/17

## OPE005 - APPENDIX A MONUMENT DIMENSIONS

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### APPENDIX A – Monument Dimensions

All monuments in WTC require the approval of the State Heritage Branch Heritage Advisor and guidelines for these monuments are outlined in the *Development Assessment Checklist and the WTC Wakefield Section Monument Guidelines*.

Monument	Cemetery	Dimensions
Lawn Area Tablets	EMP SMP	460mm x 610mm x 100mm  <b>Comments</b> All embellishments such as ceramic photographs or crucifixes, flower receptacles and bronze plaques must be recessed into the tablet so that they do not protrude above the tablet surface. Note: The Authority will not be liable for any repairs or replacement of embellishments that do not conform to the above.
Western Rose Garden, Charlotte Garden & Wisteria Garden Sloper Tablets Pear Tree Grove Wakefield Rose Sleeper	EMP  SMP WTC	485mm x 600mm x 150mm with a 100mm horizontal plane for vases

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<b>Beam &amp; headstone sections</b>	<b>The width of headstones will be determined by the size of the individual site, ensuring a 100mm space between headstones 1000mm (w) x 1000mm (h) x 280mm (d) or</b>	
	EMP	Double headstones 2000mm (w) x 1000mm (h) x 280mm (d) 900mm (w) x 1000mm (h) x 280mm (d)
	SMP	Double headstones 1900mm (w) x 1000mm (h) x 280mm (d)
	CC	The width of headstones will be determined by the size of the individual site, ensuring a 100mm space between headstones The depth of the base of the headstone will be determined by the size of the concrete beam, ensuring a 40mm space between headstones back to back. A maximum height of 2.1m applies to monuments, any monumentation higher than 2.1m requires Council approval.
	WTC Wakefield Section	All monumentation must comply with the Wakefield Section Guidelines – refer Appendix B.
<b>Children’s Beam and Headstone Section</b>	SMP	Upright headstones 550mm (w) x 600mm (h) by 200mm (d)  <b>Comments</b> Surface mounted embellishments are permitted on these memorials.
<b>Full site monumentation</b>	CC SMP WTC	The width and length of each monument will be determined by the size of the individual site. Any monumentation greater than 1000mm in height requires design approval from the Authority.

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<b>Tranquillity Corner</b>	CC	<p>A minimum height of 1250mm applies, measured from the top of the concrete foundation.</p> <p>All vaults must be covered by a natural stone ledger</p> <p>Monuments can be headstone, pillar, cross or canopy form. Modern sculptural forms of monuments will be permitted within the height range. Sites may have ledger covers or kerbs with gravel infill, with individual headstones for each site.</p>
<b>Rose and Headstone Section</b>	CC	<p>A minimum height of 840mm applies to headstones with a maximum height of 2.1m, any monumentation that exceeds 2.1m requires Council approval.</p> <p>The maximum width of the headstone must be no greater than 1000mm and a depth of 400mm.</p> <p><b>The headstone must have a foundation and piers installed in accordance with AS4204-1994 by a Monumental Mason.</b></p> <p>All Vault Style full Monuments must have an ashlar that allows for access to the head of the grave.</p>



## **OPE005 - APPENDIX B WAKEFIELD SECTION WEST TERRACE CEMETERY MONUMENT GUIDELINES**

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### **APPENDIX B – Wakefield Section West Terrace Cemetery Monument Guidelines**

#### **WAKEFIELD GUIDELINES**

Installation of any monument must be undertaken by a monumental mason approved to work in West Terrace Cemetery.

#### **Bulk and Form**

The acceptable size of monuments will be constrained by the height limits for the designated sections.

As well as those styles illustrated in these guidelines, a diverse range of forms could be endorsed, based on existing grave monumentation; if a new or unusual form of monumentation is being considered, consult the Heritage Adviser in the initial design stage, prior to finalising plans.

#### **Materials**

Monument materials shall be endorsed by the Heritage Adviser at the initial stage of design. Traditional materials such as marble, granite and other natural stones, concrete, bricks and tiles, shall continue to be used within the Wakefield Section. Monuments shall be a maximum of two colours, within the colour range established in the historic areas of West Terrace Cemetery.

Light coloured monuments are acceptable subject to consistency with other relevant guidelines. Monuments incorporating materials in black or other dark colours (such as emerald pearl, blue pearl or grandee) will only be considered if used in conjunction with a lighter colour material and no more than 40% of the dark colour is visible in the memorial. Full monumentation in materials such as glass will not be endorsed. A maximum of one glass tablet, 200x200mm maximum size, may be attached to a headstone, within a canopy or on a ledger.

#### **Embellishments and Details**

The colour and style of lettering, inscriptions, photo plaques, grave adornments (such as statuettes, blocks, flower containers and candillis), symbols and carvings shall co-ordinate and be consistent with the style of monumentation, and shall not dominate the appearance of the monument. Statuettes and similar grave adornments shall not protrude above the top of the monument except where noted otherwise in these guidelines.

#### **Grave Surrounds**

The existing forms of grave surrounds range from low kerbing or fencing with gravel infill to full coverage of the site with ledger slabs on substantial kerbing will be acceptable. The maximum height for elements of monumentation is set for each section within Wakefield.

## OPE005 - APPENDIX B WAKEFIELD SECTION WEST TERRACE CEMETERY MONUMENT GUIDELINES

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### SECTION SPECIFICATIONS

#### Section A

*Type: Earth burials, full monumentation*

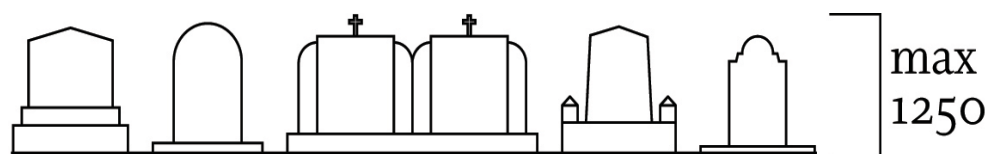
*Width: 1200mm*

*Length: 2700mm*

*Height range: Up to 1250mm*

Section A is a transitional row from existing low graves at the western end of Wakefield, to higher monumentation in the centre of the area. It is an area of single-width monuments only. Sites may have ledger covers or kerbs with gravel infill.

Headstones, pillars, crosses and canopy form monuments shall not be any higher than 1250mm above natural ground level measured at the back of the site. Small statues on canopies may be added above this height. The height of grave covers, to the top of the ledger, shall be a maximum of 350mm above natural ground level measured at the front of the site. The canopy itself may be up to 350mm deep.



## OPE005 - APPENDIX B WAKEFIELD SECTION WEST TERRACE CEMETERY MONUMENT GUIDELINES

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### Section B

*Type: Vaults and earth burials*

*Width: 1370mm*

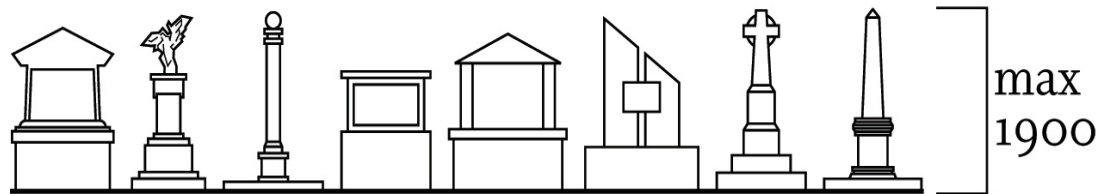
*Length: 2700mm*

*Height range:*

*Tall monuments: 1250 to 1900mm*

*Canopy form: 1250 to 1750mm*

Monuments in this section may measure between 1250mm and 1900mm high and canopies to 1750mm high above natural ground level, measured at the back of the site. Monuments can be headstone, pillar, cross or canopy form. Small statuettes up to 300mm high may be added above the nominated height. Modern sculptural forms of monument will be permitted within the height range. Sites may have ledger covers or kerbs with gravel infill, with individual headstones for each site. A headstone or canopy may encompass a maximum of two adjacent sites. The height of grave or vault covers, to the top of the ledger, shall be a maximum of 500mm above natural ground level measured at the front of the site. All vaults must be covered and sealed by a natural stone ledger. The canopy itself may be up to 450mm deep. Sarcophagus style monuments are permitted within dimensions limited to a maximum height 1150mm above the top of the ledger, maximum width of 950mm and maximum length of 2500mm.



## OPE005 - APPENDIX B WAKEFIELD SECTION WEST TERRACE CEMETERY MONUMENT GUIDELINES

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### Section C

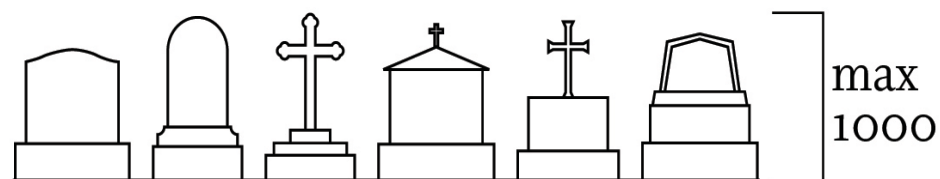
*Type: Earth burials, and beam and headstone rows*

*Width: 1200mm*

*Length: 3000mm*

*Height range: Low monuments of a minimum height of 840mm up to 1000mm measured from the top of the beam.*

This section is reserved for simple low headstones and canopies. All monuments shall be 1000mm or lower from the top of the beam. The maximum width of headstones shall be 1000mm, allowing for a minimum of 200mm spacing between monumentation. Monuments may encompass a maximum of two adjacent sites (ie 2000mm). The canopy may be up to 280mm deep. All monuments on beams shall be dowelled to the beam.



### Section D

*Type: Cremation monuments*

*Height range: Up to 600mm*

All monuments marking cremation interments in the eastern section shall be no higher than 600mm. New monumentation in the original section shall be simple in form and of modest scale and will comprise small headstones and slopers on the defined sites.