



## Monument Policy

### 1. Policy purpose

To ensure that monuments (and plaques – which herein will be covered under the term ‘monument’) within the cemeteries of Mildura Cemetery Trust (‘the Trust’) are safe, durable and respectful, as well as meeting legislative requirements and standards.

### 2. Policy statement

The Trust understands the importance to individuals in memorialising a grave with a monument, and is obliged to ensure that such memorialisation is respectful and safe for all.

This policy covers the requirements within the *Cemeteries and Crematoria Act 2003* (‘the Act’) and the *Cemeteries and Crematoria Regulations 2015* (‘the Regulations’).

### 3. Principles

- A completed application form (Application to Establish or Alter a Memorial or Place of Interment) to the Trust must be submitted, paid for and approved prior to the installation or amendment of a monument.
- The Trust may require a person to remove or alter a monument at their expense if that person has established or altered the monument without the approval of the Trust. If a person fails or refuses to remove or alter the monument, the Trust may either remove or alter the monument – or dispose of as it sees fit; and recover the costs associated in doing so.
- The Trust is unable to accept any responsibility for the theft of or damage to monuments under any circumstances, unless incurred by Trust staff during their duties; but will assist Right of Interment (ROI) holders in making a claim for theft or damage under the Victorian Managed Insurance Authority Cemetery Trusts Insurance Program.
- A monument or headstone must meet the minimum requirements of the Australian Standard *AS 4204 – 1994 Headstones and cemetery monuments*, or its successors.
- Any work must be undertaken by either a stonemason or another party accepted by the Trust as equipped, experienced and insured to do so.
- The stonemason or approved party engaged to undertake the work must ensure they leave the grave and surrounding area free of any debris, excess earth or waste resulting from the work.

- When a monument is found to be in a dangerous, unstable or otherwise unsafe state, immediate action must be taken to rectify the issue. If this is discovered by or made aware to the Trust, every effort will be made to notify the ROI holder. If the ROI holder is unable to be reached or refuses to rectify the issue, the Trust (with consent of the Department of Health and Human Services) may either remove or repair the monument, and recover the associated cost.
- It is the responsibility of the ROI holder to maintain a monument. The ROI holder may engage a private contractor to maintain the monument for them, however the contractor must apply to the Trust in writing before undertaking such maintenance, and comply with the following terms and conditions:
  - obtain written permission from the ROI for this work to occur
  - no canvassing for business within the cemeteries
  - in their written application indemnify the Trust against any claims for compensation which may arise as a result of the contractor's conduct
  - provide proof of applicable Public Liability Insurance cover and other insurances as needed
  - ensure any debris resulting from the work is removed
- - pay any applicable fees per the gazetted schedule.
- The Trust will permit a temporary white wooden grave marker (subject to it being maintained to the satisfaction of the Trust) of a height not exceeding 1 metre, staked immediately in front of the concrete plinth in lawn areas, or at the head of the plot in monumental sections. Such a marker will be permitted to remain for a period of 14 months following the burial – or until a permanent monument is constructed; whichever comes first.



*Example of temporary grave marker*

- The Trust recognises that some cultures use a temporary structure to house lit candles at a grave site. The Trust will permit a temporary candle box constructed of non-combustible materials in monumental areas only, for 14 months – but only prior to construction of a permanent monument. No flame is to be lit during days of Total Fire Ban, and any restrictions during the Fire Danger Period must be complied with.
- For monuments in lawn sections, maximum dimensions must not exceed 610mm high x 915mm wide x 260mm deep for the basestone; and 100mm deep for the headstone. For double monuments (monuments spanning across 2 plots), the width must not exceed 2100mm.
- In the Murray Pines Hillside section, monuments must be slopers and not exceed 260mm high x 610mm wide x 260mm deep.

- Vault and Monumental section monuments must not exceed 2140mm high x 1220mm wide x 2440mm long. Monuments may include a permanent candle box, constructed using the same material.
- Maximum permissible dimensions for a memorial tree plot are 260mm high x 200mm wide x 260mm deep. Double monuments (monuments spanning 2 plots) must not exceed 500mm in width. Monumental tree monuments must be slopers.
- Granite Ashes Wall plaques must be bronze, and 190mm high x 190mm wide x 5mm thick. The plaques may accommodate up to 12 lines of text, or 9 lines of text and a motif or ceramic photo tile (50mm x 70mm oval-shaped).
- Hexagonal Wall (Murray Pines) or Baby Memorial Rock (Nichols Point) plaques must be bronze, and 100mm high x 135mm wide x 5mm thick. These plaques may contain up to 7 lines of text.

| <b>Approval Date:</b> | <b>Date for Review:</b> |
|-----------------------|-------------------------|
| April 2020            | April 2022              |