



## Monumental Mason Policy

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### 1. The purpose of this policy is

To set out the standards and requirements to be adhered to when the Mildura Cemeteries Trust ('the Trust') interacts with monumental masons, their staff and other contractors engaged by families to install a permanent monument, plaque or similar on a place of interment within the cemetery.

### 2. Policy statement

Mildura Cemeteries Trust is committed to ensuring that the cemeteries are a safe place to visit and work, and that contractors who work in the cemeteries comply with their duty under the Workplace Occupational Health & Safety Act 2004 to provide for workplace safety.

All monumental work is to be undertaken in accordance with the relevant AS standards, legislative and Trust requirements which have specified a minimum structural design criteria, performance, installation and renovation requirements for headstones and monuments, so that these may have a minimum service life of 50 years.

### 3. Principles

#### 3.1 Monumental/memorial applications

Applications for monuments may be lodged through a monumental mason, the holder of the Right of Interment or a third party acting on behalf of a family or right of interment holder.

No monumental work may start until:

- An application is submitted to the Trust and written approval has been received.
- Written consent of the holder of the Right of Interment is provided.
- The required fee is paid to the Trust.

All applications are submitted on the '*Application to establish or alter a Memorial or Place of Interment*' and must include all required drawings, specifications, and details to enable the Trust to assess the compliance of the proposed works.

Applications must meet the Australian Standard *AS 4204:2019 Headstones and cemetery monuments* - and the relevant Trust specifications. Please refer to the MCT Monument policy for further information.

To ensure stability and safety for non-standard memorial designs, the Trust may also require, at the expense of the monumental mason, design computation and construction supervision from an independent engineer with qualifications satisfactory to the Trust.

The Trust will endeavour to issue a written response to applications within 14 business days.

If an application is refused, the Trust will provide the justification in writing to the applicant.

Permits will only be valid for a period of 12 months. After this time, unless an extension has been requested in writing and approved by the Trust, a new application including the relevant fee must be submitted.

Refund of permit fees may apply when the application is cancelled in writing by the monumental mason or authorised representative of the holder of Right of Interment, within three months of the issue date. The permit fee, less an administration fee, will be refunded to the supplier.

Any additions made to monuments, including the placement of vases, must be submitted to the Trust for review and approval prior to placement and will incur the relevant fee.

The Trust will not approve the installation of timber monuments and grave surrounds.

Materials to be used should be clearly detailed in the application.

### **3.2 Liability**

The Trust requires that any third-party undertaking work on behalf of an applicant provides indemnity against injury or damage arising from their works.

The Trust does not assume any liability for the construction of a monument by a third party i.e., monumental mason.

### **3.3 Australian Standards**

A monument or headstone must meet the current Australian Standard *AS 4204:2019 Headstone and cemetery monuments*, or its successors, and the Trust's specifications.

The Australian Standard specifies:

- Minimum thickness of stone
- Concrete strength
- Dowels and cramp requirements
- Reinforcing steel
- Bonding and sealing agents including mortar.
- Pier and footing requirements.

The Trust standard specifies:

- Relevant heights and widths
- Monument types for specific areas
- Permitted additions.

### 3.4 Eligibility to Work

All third-party contractors who work within the cemeteries must be registered and compliant with the MRCC online Contractor Manager system and must complete the MRCC OH&S Induction prior to commencing any works.

Contractors must upload their company contact details, relevant insurance certificates of currency, Health and Safety (OH&S) Policy and safety management system relevant to the works to be undertaken.

The minimum documentation required:

- Public Liability Insurance certificate of currency (minimum \$10 million)
- Product Liability Insurance certificate of currency (minimum \$10 million)
- Health & Safety (OH&S) Policy (signed & dated)
- Incident/Injury reporting form (template)
- Staff Induction Register (inducted into Contractor's safety policies and procedures)
- Staff Training Register (e.g.: licences, training certificates)
- Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) (for completed work to be undertaken or similar)
- Contractor formally acknowledges that their staff will comply with Council's General Safety Rules and abide by Supplier Code of Conduct.
- 3 x Referees for similar works

Other documentation may be required and will be determined by completing the online application and answering Yes or No to the series of questions asked of each contractor.

### 3.5 Work requirements

Monumental masons **must** provide a minimum 24 hours' notice prior to commencement of work in the cemetery and must advise the Trust of the following.

- Name and location of proposed works
- Estimated time of arrival on site

Work hours are between 7am and 5pm Monday to Friday.

Monumental work outside these hours, or on weekends or public holidays will not be allowed without prior written permission.

Works may not be authorised if burial services are to occur in the relevant area.

It is the responsibility of the monumental mason to confirm the location of works, if there are any doubts or any other site related issues, they must contact the Trust before proceeding.

### **3.6 Contractor conduct**

Monumental masons and their employees must always ensure their behaviour and conduct befits the environment they are working in.

Unnecessary loud noise, running, shouting and offensive language is unacceptable.

Monumental masons, their staff and sub-contractors must adhere to the *Cemeteries & Crematoria Regulations 2005, Part 7* whilst attending the cemetery.

### **3.7 Vehicle access**

Monumental masons must seek Trust approval prior to taking any vehicle or vehicles off a roadway in the cemetery. Cranes may be used provided the operators have the appropriate licenses. All monumental mason and employees that are required to drive vehicles or operate mobile plant within the cemetery must have a current Victorian drivers' licence or the relevant certificate for the plant item.

Cemetery roads, lawns and gardens must be protected from damage caused by vehicles or equipment. Any damage must be reported immediately and rectified in a reasonable timeframe. If the damage is not suitably rectified in a reasonable time, the Trust will arrange for rectification to be conducted with the bill referred to the monumental mason.

### **3.8 Damage**

The Trust will not accept responsibility for any damage caused by a monumental mason to nearby monuments, or to cemetery infrastructure – paths, roads, trees, lawns, gardens, etc. Before commencing work the contractor should inspect, he surrounds and advise cemetery staff of any existing damage.

Any damage must be reported immediately and rectified in a reasonable time frame.

### **3.9 Site cleanliness**

Spoil and waste material are an environmental and safety hazard and detract from the presentation of the cemetery. While work is in progress all rubble, spoil, excess soil and any other surplus material must be removed from site without delay and the site left in a safe condition.

This may include the cleanup of all dust and contaminants to may have been created.

On completion of works, the site must be left in a safe and tidy condition.

### **3.10 Site safety**

The safety of the public and workers while onsite is paramount.

Contractors must also ensure that there is no risk to native wildlife within the cemeteries.

While work is in progress the site must be protected by barriers and warning signs if required. If a site is to be left unattended overnight or for longer periods any potential hazard must be covered or otherwise secured.

The Trust and/or cemetery staff reserve the right to immediately stop any works should a safety or hazard risk be identified.

### **3.11 Inspections**

Under schedule 6 of the Cemeteries and Crematoria Regulations the Trust has the power to inspect memorials.

During construction, a monument may be inspected at various stages by cemetery staff.

All foundation work must be inspected before works can continue, failure to do so may result in work having to be redone at the monumental. mason's expense.

Inspections will take place at the discretion of the cemetery's authorised representative or at a mutually agreed time.

## **4. Legislation and other references**

### **4.1 Legislation**

For further information related to this policy see:

- Cemeteries and Crematoria Act 20023
- Cemeteries and Crematoria Regulations 2015
- Victorian Occupational Health & Safety Act 2004
- Victorian Occupational Health & Safety Regulations 2017

### **4.2 Documents**

This policy is implemented in conjunction with the following documents.

- MCT Monument policy
- MRCC Contractor Occupational Health & Safety Compliance Policy
- 'Application to establish or alter a Memorial or Place of Interment.'
- Australian Standard AS 4204:2019 Headstone and cemetery monuments, or its successors