

# CEMETERY MANAGEMENT GUIDELINE



MANAGEMENT GUIDELINE	
Reference Number	694575
Responsible Business Unit	Contracts
Responsible Officer	General Manager Corporate Services
Legislation	Burials and Cremations Act 2013 and Regulations 2014
Relevant Delegations	<a href="#">Click here to enter text.</a>
Related Policies Management Guidelines Frameworks	Cemetery Operating Policy
Link to Strategic Plan	Objective 2.2 - Improve the quality and diversity of the built environment and public realm
Date Adopted	30 June 2014, item 64.1
Review Date	2016
Previous Revisions	<a href="#">Click here to enter text.</a>
PURPOSE	
To provide guidelines for the management and operation of the cemeteries managed by the Rural City of Murray Bridge at Adelaide Road and Bremer Road Murray Bridge and at Monarto and Callington.	
OBJECTIVES	
To ensure that the interment of bodily remains occurs in accordance with relevant legislation. That the guidelines for the management and operations of the cemeteries are available to staff and the public and that the Council keeps appropriate registers, records and plans that are available to the public.	
SCOPE	
This policy applies to all burials and ashes placements within the four cemeteries operated by the Rural City of Murray Bridge at Adelaide Road and Bremer Road, Murray Bridge and at Monarto and Callington.	
DEFINITIONS	
The following definitions apply in this Operating Policy:	
"Authority" means the Rural City of Murray Bridge	
"Burial Right" means a Right for the Interment of human remains.	
"Cemetery" means the Adelaide Road Cemetery, Bremer Road Cemetery, Callington Cemetery and Monarto Pioneer Cemetery	
"Chief Executive Officer" means the Chief Executive Officer of the Authority.	
"Extended Term" means each extended duration of the Initial Term of a Burial Right.	
"Grantee" means a person who is or persons who are the holder of a Burial Right or any other person entitled to exercise the rights of the Grantee under a Burial Right in accordance with the terms of a Burial Right.	
"Human Remains" means the body or part of the body of a deceased person and includes cremated remains.	
"Initial Term" means the initial duration of a Right.	

*The electronic version accessible on Council's website and Council's electronic record system is the controlled version. Printed copies are considered uncontrolled – before using a printed copy verify that is the current version.*

"Interment" of Human Remains includes:

- the placement of cremated remains in a columbarium or other structure designed as a repository for human remains;
- the burial in the earth of cremated remains (with or without a container);

but does not include the scattering of cremated remains.

"Memorial" means:

- an approved gravestone or other monument; or
- a plaque; or
- any other approved structure or physical object used to memorialise a deceased person.

"Memorial Right" means a right for memorialisation without human remains.

"Monument" means a monument, tombstone, tablet, gravestone, kerbing, railing or other erection to be constructed in a Cemetery, used for commemorative purposes for burial sites.

"Right" means a Burial Right or a Memorial Right.

"Term" includes the Initial Term and any Extended Terms.

## OTHER HEADINGS AS APPROPRIATE

### GENERAL

#### Opening Hours

The Cemetery is open Daylight Hours every day or as the Authority may otherwise determine. A person, must not, without the approval of the Authority or the Chief Executive Officer, be in the Cemetery at any other time.

#### Fees

The Authority may fix fees and charges for granting Rights and all other services and may alter such fees and charges from time to time.

The fees and charges will be reviewed, at a minimum, on an annual basis. An up-to-date copy of the fees and charges is available at the principal office of the Authority.

#### Landscaping

No person, except a person authorised by the Authority, may landscape or change the landscaping of any portion of the Cemetery.

Any unauthorised landscaping may be removed by the Authority without notice.

The Authority is not responsible for any damage or loss caused by unauthorised grounds.

All plants and trees in the Cemetery remain the property of the Authority.

If the surface of any interment site in the Cemetery sinks below the level of the natural surface of the ground, the Authority may cause the site to be filled up to that level.

The Authority may plant and maintain lawn on grave sites.

The Authority may alter or transfer any landscaping, memorial or memorial garden bed as it may determine.

#### Traffic Regulations

A speed limit of 5 km per hour applies in the Cemetery. All other general road rules apply within the Cemetery.

A person must not drive a motor vehicle within the Cemetery in a dangerous or careless manner or without reasonable consideration for others.

A person may park a motor vehicle within the Cemetery on a paved road way with reasonable consideration for others unless it is clearly marked to the contrary.

## **Public Right of Way**

The Cemetery is not a public right of way.

Entry to the Cemetery is restricted to employees or agents of the Authority and people having legitimate business or as the Authority may determine.

The Authority must ensure that the Cemetery is securely fenced at all times.

## **Control of Animals**

A person must not ride, drive or exercise animals within the Cemetery.

All dogs in the Cemetery must be kept under control and on a leash. All dog faeces must be removed by the person in control of the dog.

## **General Conduct in the Cemetery**

A person must not cause any nuisance or breach the peace.

A person must at all times conduct themselves in a manner that respects the rights and safety of others.

All children entering the Cemetery must be under the supervision of an adult.

A person must seek the approval of the Authority before they:

- Sell or buy anything;
- Erect a temporary shelter or canopy;
- Carry on a business or advertise the same;
- Distribute or display any advertisement;
- Organise or take part in a meeting;
- Disturb a funeral service;
- Discharge a firearm (except at a military funeral)
- Cut, break, deface or write or fix a bill on any fixture or landscaping in the Cemetery; or
- Take, injure or interfere with trees, shrubs, flowers, vases, labels, fish, birds, animals or other property.

## **Baha'i Faith Burials**

No burial may take place in any area reserved for Bahá'í faith burials within the Cemetery unless it is authorised in writing by the Secretary of the South Australian Bahá'í Council.

## **Unitarian Druse Community Burials**

No burial may take place in any area reserved for Druse burials within the Cemetery unless it is authorised in writing by a Unitarian Druse faith Minister or their nominees.

The Unitarian Druse Community shall be notified of any Interment Right due for renewal in Unitarian Druse Community sections.

## **Jewish Burials**

No burial may take place in any area reserved for Jewish burials within the Cemetery unless it is conducted by:

- A Rabbi acting with the written authority of either the Adelaide Hebrew Congregation Inc, or the Adelaide Progressive Jewish Community; or
- Another person authorised in writing by either the Adelaide Hebrew Congregation Inc, or the Adelaide Progressive Jewish Community to conduct the burial.

The Adelaide Hebrew Congregation Inc. shall be notified of any Interment Right due for renewal in the Jewish section of the Cemetery.

The Adelaide Progressive Jewish Community shall be notified of any Interment Right due for renewal in the Liberal Jewish section of the Cemetery.

## **Muslim Burials**

No burial may take place in any area reserved for Muslim burials within the Cemetery unless the interment is approved by an Islamic Society in South Australia.

## **Tributes**

Tributes may be placed only in unbreakable containers or as the Authority may determine. Glass, porcelain, terracotta and ceramic objects which are easily broken and may impact on the safety of visitors and staff are not permitted.

The Authority may remove and dispose of any tribute when it is deemed unsightly, offensive, and breakable or that is a risk to public safety.

Unauthorised planting of native and exotic flora is also prohibited and will be removed upon detection.

Tributes that encroach on neighbouring sites and detract from the environment within which they are placed may cause considerable distress to other visitors. It is important for families to keep all tributes within the confines of their burial or memorial site and to refrain from fixing items to surrounding trees, plants or shrubs.

Naked flames are not permitted. Candles and incense sticks must only be lit when attended.

Over time tributes will wither, weather and deteriorate, affecting their presentation. Families are encouraged to remove these items before they become unpleasant.

The Authority reserves the right to remove and dispose of any items placed on, in or near any burial site or any other part of the Cemetery.

## **Right of Interment**

### **Authority to Grant and Renew Interment Rights**

The Authority may grant an Interment Right in relation to one or more sites in the Cemetery where:

- An Interment Right is in the form contained at Schedule "A" or in a form that the Authority may determine having regard to the Cemetery Regulations;

- The applicant pays the appropriate fee;
- All post Interment Rights will be issued in perpetuity.

The Authority may extend a Term of an Interment Right for an additional period or periods where:

- The Right of Interment provides for a right of extension;
- An application is made by the Grantee or any other person no later than the expiry of the relevant Term; and
- The appropriate fee is paid.

If no application is received within the time frame to extend the Licence, then the Licence is deemed to have lapsed on the date of expiry of the relevant Term.

However the Authority may renew a lapsed Licence from the date of expiry of the relevant Term for a further Term(s) provided:

- The Grantee applies in writing to the Authority within two (2) years of the Licence lapsing; and
- The appropriate fee is paid by any interested person.

If the lapsed Licence is not renewed in accordance with clause 41, then the Licence is deemed to have terminated.

The Authority may, without giving any reason:

- Limit the number of Interment Right to a person;
- Refuse an application for an Interment Right or extension or renewal of an Interment Right for Interment.

A Grantee has for the term of the Licence:

- Where the Licence relates to any interment an exclusive right to bury or inter human remains in the site allotted; and
- An exclusive use of foundations provided by the Authority to erect an approved monument.

A Grantee may only use the ground allotted for these purposes and not for any other purpose.

## **Duty to Maintain Memorials**

A Grantee must maintain any memorial erected on a site in a safe and aesthetically pleasing condition.

Any restoration work on a memorial must be done by an experienced tradesperson using the Burra Charter and working to the relevant Australian/New Zealand Standards.

## **Interment of Rights Register**

The Authority must keep an Interment of Rights Register that contains the following information:

- The number of an Interment Right;

- The locality and number of the site subject to an Interment Right;
- Whether the Interment Right is for the interment of human remains (non cremated and/or cremated) or memorialisation without human remains;
- The name of a Grantee;
- The date that an Interment Right was issued or transferred to a Grantee;
- The date of each extension of an Interment Right and the expiry date of each extension;
- The renewal date of an Interment Right and the expiry date of the renewal;
- The date and number of interments that has taken place in a site under an Interment Right; and
- The date of erection and description of a monument that has been erected on a site under an Interment Right.

The Chief Executive Officer or the delegated employee must mark the name of the deceased date of each interment and the position within the site of the interment on an Interment Right immediately after an interment has taken place.

## BURIALS

### Rights under an Interment Right

A Grantee can arrange with the Chief Executive Officer for extra space to be made in a grave through a process called "lift & deepen" where:

- There have been three (3) interments in a grave; or
- Earlier interments were at insufficient depth for further burials; and
- At least six (6) years have elapsed since the most recent burial.

### Burial Hours

Burial hours are:

- Between 8:30 am and 5:00 pm Monday to Friday;
- By arrangement with the Authority on Saturdays, Sundays and Public Holidays except Good Friday, Anzac Day and Christmas Day; or
- As the Authority may determine.

### Burial Requirements

No Burial will take place in the Cemetery unless:

- An application for the Burial is made at the office of the Authority;
- A Licence or duplicate Licence is produced to the Authority upon request;
- The Authority receives reasonable notice of a request for Burial; and

- Payment of all fees is arranged with the Authority.

## **Depths of Coffins**

Coffins must be interred at least:

- 1.5 metres below the surface of the ground or the minimum depth required by the Cemetery Regulations; or
- A minimum depth greater than the Cemetery Regulations as the Authority may determine.

The Authority may determine the maximum depth of a grave in which a body may be interred in the Cemetery.

A grave must be covered as soon as practicable on the same day as the interment.

## **Exhumation, Removal and Re-interment**

A person must not cause, suffer or permit non-cremated human remains to be:

- Exhumed or removed from an interment site in the Cemetery
- Re-interred in the Cemetery

without the consent in writing of the Attorney General in accordance with the Exhumation Regulations, except where a Coroner has issued a warrant for the exhumation of human remains pursuant to section 13 of the Coroners Act 1975.

The Attorney General must, before giving consent consult with the Authority.

Consent may be made subject to such conditions as the Attorney General may determine.

A person must not contravene or fail to comply with a condition of consent.

## **Re-openings of Graves (multiple interments)**

The authority will allow the reopening of graves at all cemeteries subject to the following conditions:

- Monumental Sections only – When the removal of monument slab and headstones are required, the Authority will take all reasonable care not to cause damage, however if a monument slab or headstone is inadvertently damaged during this process the Authority will not be held responsible for any repairs.

## **Removal of Monuments**

The Authority may at its discretion remove and dispose of a monument where an Interment Right has not been renewed within two (2) years of lapsing and in accordance with the Burial and Cremation Regulations 2014.

A Grantee may reclaim a monument at any time before disposal. The removal of a monument installed by a recognised Monumental Mason must be undertaken by a recognised Monumental Mason with the relevant approval and at the expense of the Grantee.

## **Disposition of Cremated Remains**

If a Grantee advises the Authority that an extension or renewal of a Memorial Licence will

not be sought, the Grantee may instruct the Authority on a preferred method of final disposition of the cremated remains by:

- Interment in an unmarked location; or
- Collection for private dispersal.

## GENERAL CONDITIONS OF INTERMENT RIGHT

### Rights of Interment in two (2) or more names

Instructions to the Authority in respect of an Interment Right issued in the names of two (2) or more persons must be confirmed in writing by all named persons listed on the Interment Right.

Where a certificate for an Interment Right is registered in the names of two (2) or more persons, it will be delivered to the person first named in the respective register.

All Grantees have the responsibility to keep the Authority informed of their current contact details. Failures to do so the Authority will, after reasonable notice, accept instructions from the other Grantees without their input.

Notice will be deemed given if the Grantee is sent a letter, facsimile or email to the person's last known contact details. Failure by the Grantee to respond within 90 days will constitute abandonment of his or her right to give instructions and the Authority may act in accordance with the instructions of the other Grantees who are contactable.

### Devolvement of Grantee's Rights

Where there is one (1) or more joint holders of an Interment Right the Authority will recognise the survivor or survivors as the only person or persons having title to an Interment Right.

The rights granted to the Grantee may be exercised upon the death or legal incapacity of the Grantee by any one of the following people in descending order of entitlement:

- In the case of the legal incapacity of the Grantee, by a person acting under the authority of an enduring power of attorney granted by the Grantee or by a duly appointed manager or guardian of the Grantee
- the sole executor or administrator of the Grantee
- a joint executor or administrator (with permission from all others) of the Grantee
- a person who becomes entitled to an Interment Right on the death of the Grantee where the person produces such evidence of that person's entitlement as the Authority determines
- the legally married spouse of the Grantee
- the domestic partner of the Grantee
- the eldest living and legally capable child of the Grantee
- the eldest living and legally capable grandchild of the Grantee
- the eldest living and legally capable sibling of the Grantee
- the eldest living and legally capable blood relative of the Grantee. For the purposes of this clause:



- "domestic partner" has the meaning ascribed to it under the Family Relationships Act 1975 (SA);
- a "legally capable" person is a person of sound mind who is 18 years of age or over.

## **Transfer of an Interment Right**

The Authority may permit a transfer of an Interment Right where:

- The transfer is in the form contained in Schedule B to this Management Guideline or in a form that the Authority may determine having regard to the Regulations.
- The transfer is executed by or on behalf of the transferor and the transferee.
- The transfer is left for registration at the office of the Authority.
- A transfer provides other evidence to the Authority that it may require to demonstrate that the transferor can effect the transfer.
- The Authority may decline to register a transfer without giving reasons.
- A transferor remains the holder of the Licence until the transfer is registered and the name of the transferee is entered in the register of Interment Right.
- Where the Authority approves a transfer, the name of the transferee must be entered in the register of Interment Right as the owner of the Licence.
- The Authority may suspend the registration of transfers for up to thirty (30) days in a year as it may determine.

## **Cancellation of an Interment Right**

The Grantee, and only the Grantee, has the right to surrender an Interment Right. The Grantee may cancel the right of an Interment Right at any time except where the interment site contains buried remains. Removal of buried remains requires the consent in writing of the Attorney General. Any monument may be reclaimed by the Grantee upon surrender, or will be disposed of at the Authority's discretion.

## **Proof of Ownership of an Interment Right**

A person claiming ownership of an Interment Right must, if necessary, prove their ownership to the Authority.

All Grantees have the responsibility to keep the Authority informed of their current contact details. Failure to do so will result in the Authority, after reasonable notice, accepting instructions from the other Grantees without their input.

The Authority may choose not to comply with a request or direction by a Grantee where a Burial Licence for a multiple depth grave is not presented for a second or subsequent burial.

## **Power of the Authority to Direct or Give Notice**

If a Grantee fails to comply with a direction or notice of the Board within fourteen (14) days of receiving a direction, the Authority may:

- Carry out the direction or notice; and
- Recover the cost of the direction or notice from the Grantee as a debt.

A Grantee will be deemed to receive a direction or notice where it is in writing and sent by prepaid envelope to the address of the Grantee appearing in the register.

## Compliance with Operating Policies

A person must comply with the Regulations and these operating policies where:

- They wish to inter a body in the Cemetery;
- They wish to re-open an interred grave; or
- They wish to remove a body from the Cemetery.

Every grave within the Cemetery must be dug by an employee of the Authority.

## Interment Register

The Authority must keep a register of interments (and re-interments) that must record the following information immediately after a burial:

- The deceased's name, sex, age at death, date of birth and last place of residence;
- The number of the burial;
- The date of interment;
- Whether the remains of the deceased were cremated;
- Whether the remains were interred in a coffin or other receptacle;
- The number of the interment site;
- The location of the interment site;
- The depth to which the remains were interred;
- In the case of exhumation of remains interred in the Cemetery:
  - The name of the deceased whose remains were exhumed;
  - The date on which the exhumation occurred; and
  - The reasons for the exhumation.

The Authority may determine the form of the interment register.

## Plan of the Cemetery

The Authority must maintain a plan of the Cemetery in the office of the Authority that shows:

- Each site at which human remains are interred; and
- The divisions and sections of the Cemetery and the numbers of interment.

## MEMORIALS

### Design of Monuments Requires Authority Approval

The Authority must approve the design, workmanship and proposed inscription of all memorials before any work is carried out.

The plans and specifications for a monument for a burial position must be submitted to the Chief Executive Officer or delegated officer and comply with the specifications at Schedule C

of this Management Guideline.

The Authority may refuse any design for a monument as it may determine.

A permit must be obtained from the Authority for all monuments for a burial position and inscriptions on a monument before any work is carried out by submitting an application form to the Authority in the form and manner required by the Authority, and payment of a permit fee paid in the amount set by the Authority from time to time.

The Authority may permit ornamental fixtures and fittings provided they are of non-ferrous durable material. The Authority accepts no responsibility for any ornamental fixtures or fittings.

Unless otherwise approved by the Authority, the name affixed on the monument must accord with the name shown on valid proof of the deceased's identity produced to the satisfaction of the Authority. All monuments for a burial position must be constructed, altered and installed by a Monumental Mason who is registered by the Authority to undertake such work, and a permit must be obtained from the Authority to undertake such work.

## **Monumental Masons**

All monuments for a burial position must be constructed, altered and installed by a Monumental Mason who is registered by the Authority to undertake such work.

All monuments for a burial position must be constructed and installed by a Monumental Mason in accordance with applicable Australian Standards.

A Monumental Mason must provide proof annually that they have current public liability insurance.

Monumental Masons or tradespeople must repair all damage done to the satisfaction of the Authority.

Monumental Masons working within the Cemetery must comply with all Occupational Health, Safety and Welfare regulations.

## **Power to Remove a Memorial**

The Authority must consent in writing to the removal of a memorial before any work is done.

The Authority may remove or alter any monument or erase any inscription that breaches these operating procedures.

The Authority may recover as a debt the expense of removal or alteration of a memorial from the person who erected the memorial.

The Authority may remove a memorial that is unsightly or may become dangerous and dispose of the memorial as it may determine.

Where a Grantee fails to remove a memorial within two (2) years of an Interment Right lapsing and the procedure outlined in the Burial and Cremation Regulations 2014 has been followed, the memorial becomes the property of the Authority.

Only licensed Monumental Masons may remove monuments for a burial position from a Cemetery pending formal application by the Grantee and subsequent approval by the Authority.

## **Temporary Grave Markers**

Temporary grave markers, including wooden crosses, may only be used for a maximum period of twelve (12) months following which they must be removed and replaced with a monument in terms of these regulations or the grave left unmarked.

Temporary grave markers, including wooden crosses, removed by the Authority after twelve (12) months have elapsed will be destroyed.

## CREMATED REMAINS

Cremated Remains can be interred into a grave site or in an allotted cremation plot. Cremated remains are not to be scattered at any of the Cemetery Authority's Reserves or Cemeteries.

Upon official request, cremated remains can be removed from the allocated Cemetery plot and no refund in Interment Right shall be given.

Cremated remains can be transferred within a Cemetery site at no cost to the Interment Right holder.

## OTHER HEADINGS AS APPROPRIATE

### Schedule C

## MONUMENT STANDARD SIZING

### Standard Graves – General Sections

1. An interment right holder must construct burial monuments on standard graves of first grade durable natural stone and non-ferrous material where:
  - 1.1 The height is 1000mm from base plinth to apex subject to a tolerance of (+ or -) 12mm.
  - 1.2 Single monuments are not more than 900mm wide or less than 70mm thick for any free standing component/headstone (50mm if supported) and have a base plinth not more than 1000mm long, 280mm wide and 180mm high.
  - 1.3 A canopy will have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
  - 1.4 Free standing pillars to act as supports for a canopy are not permitted.
  - 1.5 Canopy supports are to be integrated into the headstone.
  - 1.6 Double units are a maximum of 1850mm wide, triple units are a maximum of 2800mm wide and in all other respects shall be constructed consistent with the measurements for single units.
  - 1.7 Headstones spanning more than three graves shall be subject to approval of

the Authority and will usually comprise combinations of double/single/triple units to keep individual components to manageable sizes.

- 1.8 Monuments shall be fixed to their base plinths with not less than two (2) dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between the base plinth and concrete beam.
- 1.9 Any Monument outside these measurements requires the approval of the Authority and is at the discretion of the Authority if approval for the monument shall be granted.

## **Vault Section – Large Graves**

2. Burial monuments on large size graves (Catholic J/Vault Sections) shall be constructed of first grade durable natural stone and non-ferrous material where:
  - 2.1 The height is 1000mm from base plinth to apex subject to a tolerance of (+ or -) 12mm.
  - 2.2 Single monuments are not more than 1300mm wide or less than 70mm thick for any free standing component/headstone (50mm if supported) and have a base plinth not more than 1300mm long, 280mm wide and 180mm high.
  - 2.3 A canopy must have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
  - 2.4 Free standing pillars to act as supports for a canopy are not permitted.
  - 2.5 Canopy supports are to be integral with the headstone.
  - 2.6 Double monument units must be a maximum of 2350mm wide and in all other respects be constructed consistent with the measurements for single units.
  - 2.7 Headstones spanning more than two (2) large graves are subject to approval of the Authority and will usually comprise combinations of double/single units to keep individual components to manageable sizes.
  - 2.8 Monuments must be fixed to their base plinths with not less than two dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between the base plinth and concrete beam.

## Children's Graves

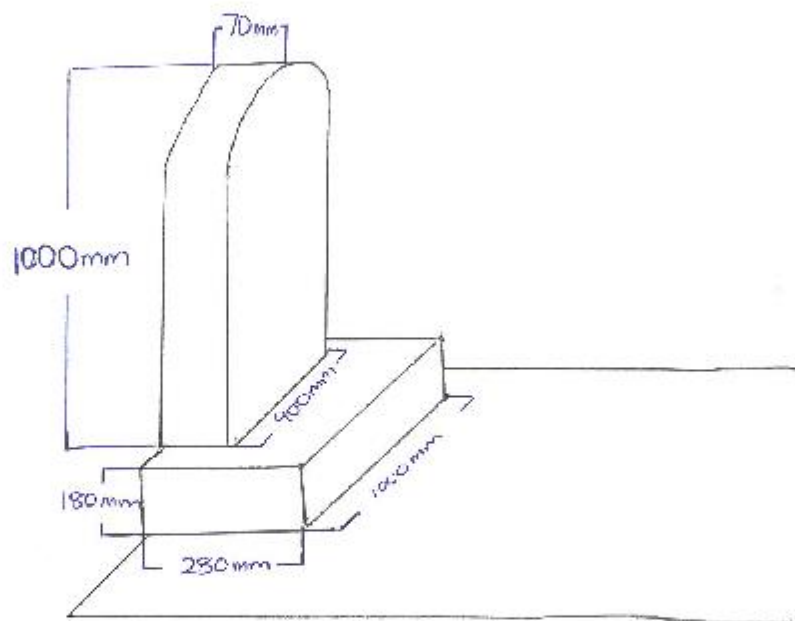
3. Burial monuments on graves in the Children's Sections must be constructed of first grade durable natural stone or non-ferrous materials where:
  - 3.1 The height is 440mm from base plinth to apex subject to a tolerance of (+ or -) 20mm.
  - 3.2 Single monuments are 530mm wide (+ or - 30mm), be not less than 70mm thick (50mm if supported) and have a base plinth of 530mm (+ or - 30mm) wide, not more than 260mm thick and 180mm high.
  - 3.3 A canopy must have a maximum total thickness of 230mm being set back from the front of the base plinth by 50mm.
  - 3.4 Free standing pillars to act as supports for a canopy are not permitted.
  - 3.5 Canopy supports must be integral with the headstone.
  - 3.6 Double units must be a maximum of 1060mm wide, triple units a maximum of 1590mm wide and in all other respects shall be constructed consistent with the measurements for single units.
  - 3.7 Monuments shall be fixed to their base plinths with not less than two (2) dowels and where flower vase receptacles are incorporated, drainage outlets are to be provided between the base plinth and concrete beam.

## Lawn Section

4. Burial lawn modules must be constructed of first grade durable natural stone and non-ferrous material in accordance with the following specifications:
  - 4.1 The size of the base or foundation is 900mm long x 300mm wide and the minimum height from the concrete beam to the polished top face of the base is a minimum 80mm and;
    - 4.1.1 The finish on the top face is polished; and
    - 4.1.2 The edges are diamond sawn.
  - 4.2 The size of headstone is a maximum of 920mm height x 880mm long x 150mm wide and;

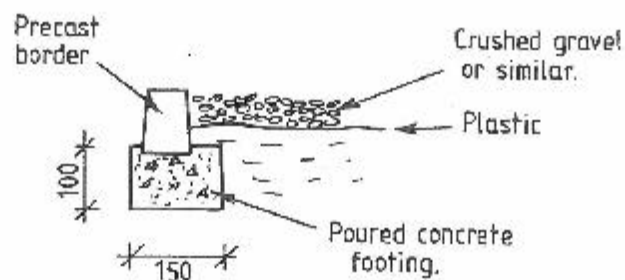
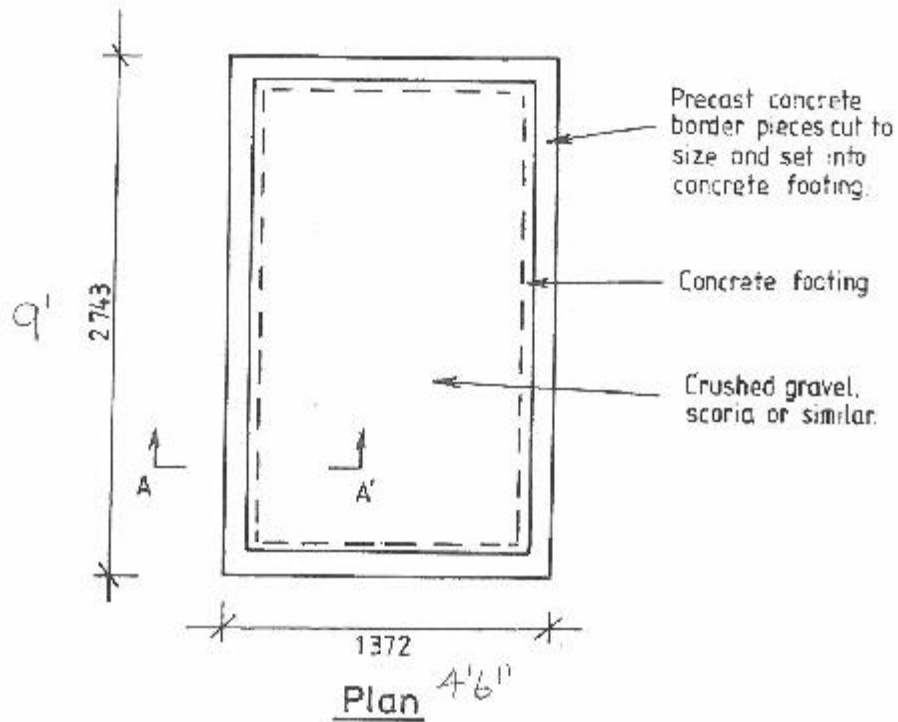
- 4.2.1 The finish on the top face is polished; and
- 4.2.2 The ends and faces are diamond sawn.
- 4.3 The size of slopers is 580mm x 315mm x 130mm back to front and:
  - 4.3.1 The finish on the top face is polished; and
  - 4.3.2 The ends and faces are diamond sawn.
- 4.4 Flower vases or troughs are 75mm or 100mm diameter and drain holes are 12mm in diameter.
- 4.5 There are three polishing options:
  - 4.5.1 Base: Edge polished;
  - 4.5.2 Centre pieces: Face and ends polished; and
  - 4.5.3 Slopers: Front and ends polished.
- 4.6 The installation of a monument must be as follows:
  - 4.6.1 The base must be adhered to the beam by a bed of mortar to ensure that the top or polished surface of the base is 80mm from the beam.
  - 4.6.2 The base must be positioned with the back edge aligned with the centre of the beam and centered between planter squares.
  - 4.6.3 The nameplate (Monumental Masons) must be located on the front vertical face of the base.

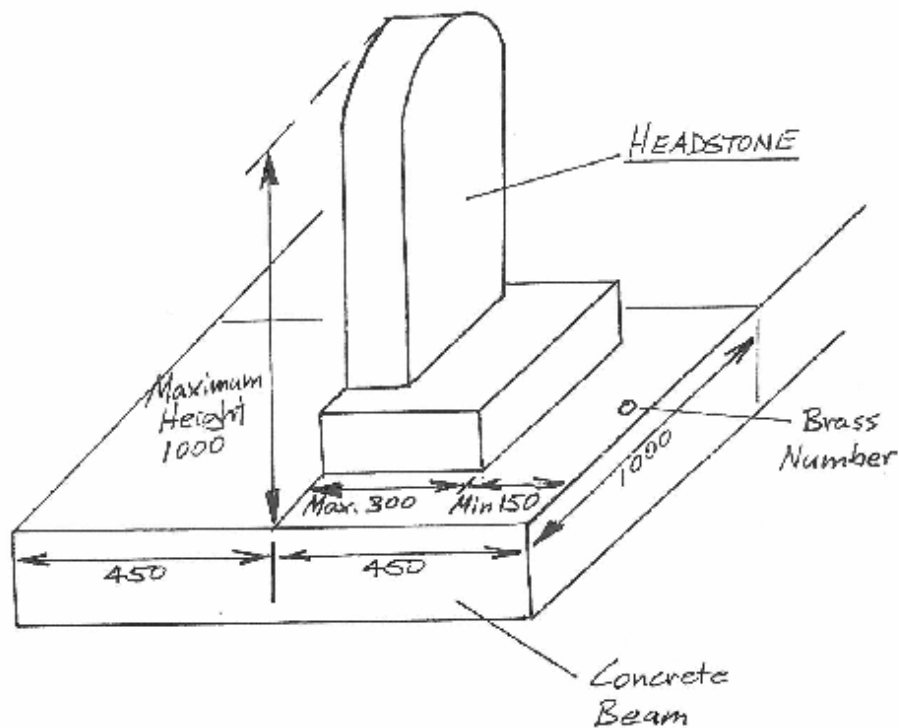
## Standard Grave





## Standard Grave





HEADSTONE SPECIFICATION  
Bremer Road Lawn Cemetery.

9/95