ADELAIDE CEMETERIES

Policy Name:	**Monuments and Memorials Policy**		
Code:	COR		
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Responsible Manager:	CEO	**Next review**:	October 2027

Version	Date	Author	Action
3.0	Oct 2024	CEO	Substantial revision. Procedural and application matters to be moved to procedural documentation.
2.0	June 2017	Customer Relations Manager/Board Secretary	Updated requirements for joint interment right holders. Monument Dimensions Appendix A 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	Feb 2014	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 *Burial and Cremation Act 2013*
1.0	Oct 2012	CEO	Original Policy

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DEFINITIONS

Act *Adelaide Cemeteries Authority Act 2001*.

Authority Adelaide Cemeteries Authority as defined by the Act.

Memorial (a) an item of remembrance, often to commemorate those cremated, whose ashes may or may not be interred and comprise—a gravestone or other monument; or

(b) a plaque; or

(c) any other structure or physical object used to memorialise a deceased person,

including inscriptions, insignia, images or other markings.

Monumentation structures such as headstones, plaques, plinths, mausolea, columbarium, and other artefacts erected within cemeteries for the purpose of commemorating individual people or groups of people, including inscriptions, insignia, images or other markings.

In this policy, both Memorials and Monumentation are referred to as ‘memorials’

1 POLICY AIM

This policy codifies the Authority's requirements for memorials within its cemeteries.

2 POLICY SCOPE

This policy applies to the establishment, refurbishment, or renovation of memorials.

3 POLICY STATEMENT

The Authority recognises both the *Burial and Cremation Act* (the Act) and other legislative requirements (where applicable) in relation to the establishment and ownership of memorials:

- An Interment Right Holder must obtain the approval of the Authority before erecting or permitting work to be performed on any memorial and in certain circumstances, additional approvals or authorisations may be required (these are described below), and
- Memorials remain the personal property and responsibility of the holder of the Interment Right for the duration of the interment right (tenure).

All memorials must be manufactured and installed by appropriately qualified trades, as determined solely by the Authority.

No tradesperson may erect or work-upon a memorial without the Authority's permission.

Existing memorials that have fallen into disrepair may be refurbished and/or renovated consistent with this policy and the Act.

The principles under which this policy operates are outlined below.

4 POLICY PRINCIPLES

4.1 Establishing new memorials/work on existing memorials

The Interment Right Holder/s must submit a properly completed Application for Memorial Form signed by all Interment Right Holders which includes:

- a design sketch of the proposed memorial (prepared by a suitably qualified professional and included dimensions and structural elements)
- details of any inscription or adornments which are proposed for the memorial
- a copy of any photograph or image proposed to be displayed on the memorial
- payment of the memorial application fee.

If any part of the inscription is in a language other than English, a translation of the inscription must be provided by a translator, with the full name, contact details, date and signature of the translator provided.

Where any adornment, crest, or insignia is proposed, the Authority may require the Interment Right Holder to provide an authority from the design owner permitting the use of the adornment, crest, or insignia.

4.2 Application process

Upon receipt of a properly completed application, the Authority will endeavour to review the application within seven (7) business days and may seek clarification or provide approval.

The Authority may approve an application where the memorial or work is consistent with the design principals of the interment area as determined solely by the Authority, exercising its discretion. The Appendix A to this policy outlines the general style and required format of memorials within certain interment areas. In circumstances where an interment area is designated for a particular religious group, denomination, or sect, additional consultations and permissions may be required.

If an application proposes a memorial which is substantially inconsistent with this policy or the Interment Right Holder is unable to satisfy the Authority's request for clarification (including matters that may be raised by any necessary consultations) an application may be refused. The Authority will provide reasons for the refusal.

4.3 West Terrace Cemetery

The establishment, refurbishment, or renovation of memorials within the West Terrace Cemetery may require additional approvals because of its status as a State Heritage Place.

The Appendix B to this policy provides a guideline on the general material, style and required format of memorials within certain interment areas within the West Terrace Cemetery.

The Authority's approval of applications in relation to the West Terrace Cemetery may be subject to either expert advice (e.g., Heritage Architect input) or planning approval under the *Planning, Development and Infrastructure Act 2016*.

4.4 Permit to erect memorial

Where approval is provided under this policy, the Authority will communicate that approval to the Interment Right Holder. The approval will permit the named tradesperson to perform the approved works. The tradesperson completing the work must comply with any conditions on the permit.

4.5 Standards of work

All work completed upon memorials within the Authority's cemeteries must be completed consistent with the Standard for *Headstones and cemetery monuments AS 4204:2019*.

5 LEGISLATIVE REQUIREMENTS

Burial and Cremation Act 2013 (SA)

Heritage Places Act 1993 (SA)

Planning, Development and Infrastructure Act 2016 (SA)

Work Health and Safety Act 2012 (SA)

6 RELATED POLICIES

Nil

7 RELATED PROCEDURES, GUIDELINES & FORMS

Application for Memorial Form

Appendix A

Appendix B – Wakefield

APPENDIX: A

Cemetery references

CC	Cheltenham Cemetery
EMP	Enfield Memorial Park
SMP	Smithfield Memorial Park
WTC	West Terrace Cemetery

Interment area	Cemetery	Monument/Memorial specifications
Lawn Area Tablets	EMP SMP	460mm x 610mm x 100mm All embellishments must be recessed into the tablet so that they do not protrude above the tablet surface (this includes crucifixes, bronze plaques, flower receptacles; photographs recommended to be laser etched). *The Authority will not be liable for any damage, repairs or replacement of embellishments that do not conform to the above.*
Lawn Sloper Tablets Western Rose Garden, Charlotte Garden, & Wisteria Garden Pear Tree Grove Wakefield Rose Sloper	 EMP SMP WTC	 485mm x 600mm x 160mm with a 100mm horizontal plane for vases

Beam and headstone sections	The width of headstones will be determined by the size of the individual site, ensuring a minimum 100mm space between headstones (there must be a gap of no less than 50mm between each side of a headstone and its left-side and right-side adjacent site). 1000mm (w) x 1000mm (h) x 280mm (d), or:	
	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 minimum 100mm space between headstones (there must be a gap of no less than 50mm between each side of a headstone and its left-side and right-side adjacent site). A maximum height of 2.1m applies to monuments, any monumentation higher than 2.1m requires Council approval.
Promenade	WTC	On application under this policy and per Development Approval specifications
Wakefield	WTC	All monumentation must comply with the Wakefield Section Guidelines – refer Appendix: B.
Children's Beam & Headstone Section	SMP	Upright headstones 550mm (w) x 600mm (h) by 200mm (d) *Surface mounted embellishments are permitted on these memorials.*

Full monumentation site(s)	CC EMP 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.
Tranquillity Corner	CC	A minimum height of 1250mm applies, measured from the top of the concrete foundation. All vaults must be covered by a natural stone ledger 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.
Rose and Headstone Section	CC	A minimum height of 840mm applies to headstones with a maximum height of 2.1m, any monumentation that exceeds 2.1m requires Council approval. The maximum width of the headstone must be no greater than 1000mm and a depth of 400mm. **The headstone must have a foundation, and piers installed in accordance with AS4204–2019 by an appropriately qualified trade.** All Vault-style Full Monuments must have an ashlar that allows for access to the head of the grave.
Natural Burial Area(s)	EMP SMP	No monuments or memorials are permitted in natural burial areas. Names may be engraved on the inscription wall.

APPENDIX: B – West Terrace Cemetery, Wakefield

WAKEFIELD SECTION GUIDELINES

Installation of any monument must be undertaken by an appropriately qualified tradesperson 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.

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.

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.

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.