

Fact File

Monumental Masons

Edition 1.1 - June 2015



**The Greater Metropolitan
Cemeteries Trust**

Lasting memories, peaceful places.

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Registration

- 1. Registration:** Work on monuments may only be carried out by registered stonemasons, their employees, partners or sub-contractors who have applied for and are in receipt of a current Contractor Work Passes, issued by The Greater Metropolitan Cemeteries Trust (GMCT). Any person or corporation may apply for registration, which will be granted if they can demonstrate their competence. A once off registration fee of \$15.00 is payable, unless the registration is cancelled by the GMCT, as per item 4 below.

To undertake work at any GMCT site, all stonemasons, contractors and sub-contractors must obtain a Contract Work Pass by completing the contractor induction process to ensure that they understand our safety requirements and are able to work safely at any GMCT site. For more information about the contractor induction process, please contact the GMCT's nominated site office.

- 2. Insurance:** It is a condition of registration that you have and maintain adequate public liability and contractors all risk insurance. You may be required to produce proof of this insurance cover. The amount of Public Liability Insurance required by the stonemasons, their employees and sub-contractors shall not be less than \$10,000,000.

- 3. Mailing List:** Once you are registered, your name will be placed on a mailing list and, from time to time, you will receive notice about matters that may affect you. If you do not work at any GMCT site for a period of more than 12 consecutive months, your name may be removed from our mailing list. Your name may also be removed from our mailing list if letters addressed to you are returned unclaimed. Up-to-date information can be sourced from the GMCT's website or, you may contact us at stonemasons@gmct.com.au to enquire about current requirements before contracting any new work.

- 4. Cancellation Of Registration:** Your registration may be cancelled if we receive an excessive number of complaints about your workmanship or performance or if, in our opinion, you conduct your activities in a manner that is inappropriate.

The following steps will be taken but, these will also depend on the severity of the complaint:

- First infraction reported by staff or public to a GMCT officer- A discussion will take place between the stonemason and the responsible GMCT Manager. The interview will be recorded and a verbal warning issued, if necessary;
- Second infraction reported by staff or public to a GMCT officer- An interview will take place between the offending stonemason and the responsible GMCT Manager with a written warning being issued advising that further infractions may result in the cancellation of their GMCT registration; and
- Third infraction reported by staff or public to the GMCT offices- An interview will take place between the offending stonemason and the responsible GMCT Manager. If the offending stonemason cannot provide satisfactory supportive evidence, they may incur cancellation of their GMCT registration.

Permits

- 1. Applications:** Prior to commencing any work, you must obtain a permit from the GMCT. Applications must be submitted to the GMCT on an Application to Establish or Alter a Memorial or Place of Interment which can be found on the Cemeteries and Crematoria Association of Victoria (CCAV's) website. This application form must *be accompanied with the appropriate fee. The application fee will be updated from time to time and you must check the GMCT website prior to lodging applications for the correct fee.*

*All applications for memorial or monument installations and alterations will only be accepted in **metric measurements**. Applications with imperial measurements will be returned to you to be converted into metric.*

The GMCT will endeavour to process applications within 14 days but, under normal circumstances, this period *may be reduced to seven days, provided that all required information is supplied*. Naturally, if you lodge a large number of applications at the one time, processing will take longer. Processing will be quicker if the application form is filled in correctly *and completely and accompanied with the correct fee*. Please note that pursuant to section 99(4)(a) of the Cemeteries and Crematoria Act 2003, the GMCT is permitted 45 days to accept and process correctly completed applications.

We prefer that you do not lodge an application until shortly before you are ready to commence work. If a proposed monument is unusual, or there is some doubt as to whether it is acceptable, we will be happy to give earlier advice as to whether a permit will be issued. Please contact us by email at stonemasons@gmct.com.au.

- 2. Location:** When you contract to erect a monument, you should obtain the correct grave number from your client. Do not rely on obtaining this from us as mistakes can easily *occur* when the people who give and receive information are doing so on behalf of third parties. Remember that many people have the same names and also that the name by which a person was known by his/her family may not be the name in our records. If we give you a location, we do so based on information that you have given us and we will not accept responsibility for any errors.
- 3. Fees:** Applications must be accompanied with a payment of *the correct fee as per the current schedule* which is located on the GMCT website.
- 4. Contract:** The issue of a permit creates a contract under which you agree to abide by the conditions of the application, the permit, *the Cemeteries and Crematoria Regulations 2015, the Cemeteries and Crematoria Act 2003* and the GMCT's requirements.

5. Permits:

When an application is approved, a permit will be issued to you. The issuance of a permit does not constitute an admission of liability for defects in design, construction, workmanship or materials.

Stonemasons, contractors and/or sub-contractors working on a monument at any GMCT site must have a copy of the permit with them at all times. If the permit cannot be produced on request, they may be required to stop work.

Monuments must be built according to the plan submitted with the permit application. *A monument that is built that does not meet the requirements of the permit or is not in accordance with the approved plan shall be considered illegal and shall be removed immediately by the stonemason. No further permits shall be issued to the stonemason until that fault is rectified.*

All permits for monumental works expire twelve (12) months from the date of signing. All monumental works must be completed within that time period. Failing this, an application for renewal of the permit will be required, as well as additional fees payable. Further, the incomplete monument will be required to meet any new introduced regulations.

Construction

- 1. Construction:** All monumental work must comply with the GMCT's requirements. Detailed information regarding materials, construction and sizing is provided elsewhere. *During monumental construction works, the stonemason is responsible to maintain the safety of the site at all times during the progress of the works. Cover boards supplied by the GMCT may be collected from and returned to designated areas by the stonemason and be used for the temporary covering of uncompleted foundations or monumental works. Locations of the designated areas may be obtained from the site operations supervisor.*

If a monument is erected at a location prior to the last interment and the grave requires re-entering, the monument will require full dismantle prior to burial. (Full dismantling of the monument will also be required in case of an exhumation).

- 2. Standards:** The intention of these standards is to ensure that a monument, once erected, will remain in good structural condition without maintenance for possibly in excess of 100 years. These standards should be regarded as minimum requirements and, you should adopt a higher standard where you think it is necessary.

- 2. (a) Australian Standards** Monuments shall be designed and constructed in accordance with Australian Standard AS4204-1994. Where there is any conflict between that standard and the other provisions of these requirements, these requirements shall prevail.

- 3. Type:** In general monumental areas, monuments should cover the full grave. Headstone type monuments are permitted but your clients should be advised that, in our opinion, they will, in the long term, be unsatisfactory because of the difficulty of maintenance when a grave is surrounded by full monuments. Full and partial canopy type monuments may be constructed only in designated vault areas.

In headstone lawn areas, monuments must consist of a vertical headstone on a base.

In plaque lawn areas, you may supply, for installation by *the GMCT or yourself*, a granite plaque. A special fee applies for these items.

- 4. Size:** The size of monuments will depend on the compartment in which it is to be built. You should refer to the accompanying specification sheets.

A grave or plot size may vary across the GMCT sites so it is recommended that you check and confirm the plot size before submitting an application to the GMCT.

- 5. Materials:** The monument proper should be constructed of granite, marble, cast concrete or other durable masonry. Construction in brick, concrete block, plastic, timber or fibreglass is not permitted.

Trim items may be of brass, copper, bronze, aluminium, stainless steel, wrought iron, other durable metals or acrylic. Mild steel, whether black galvanised or plated and glass, are not permitted.

Stone used should be of the largest section possible with lengths up to 2700mm in one piece.

Ashlar is required in sections where the GMCT provided the common footings. Ashlar must be at least 70mm thick by 125mm wide, including front and back ashlar.

Kerbing must not be less than 125mm thick.

70mm thick side kerbings may be used, subject to the following conditions:

- (1) the ledger overhangs the kerbings;
- (2) the ledger and kerbings carry no load, other than the usual small ornaments such as vases and/or plaques;
- (3) each joint in the construction is dowelled with 2 x 12mm diameter stainless steel pins or similar approved material, with a minimum penetration into each stone of 70mm;
- (4) the joints are made with Mega poxy or approved alternative gap filling epoxy adhesive, or similar approved high strength cement mortar mix; and
- (5) an authorised officer of the GMCT is present during the assembly of the kerbing. Free standing headstones up to 900mm high must be at least 70mm thick and, over that height, 100mm thick. Inscription panels for chapel designs must be at least 70mm thick.

Concrete slabs under chip tops must be at least 75mm thick.

All joints must be connected with dowels made of appropriate materials. Headstones with pillars shall be dowelled to each other and to the back stone or base.

- 6. Footings:** In most new areas, we have installed footings. In other areas, you must build them to the standard shown on the CCAV standard application form *or, as advised by us on your Permit Form. Excavated footings shall not be left unattended by the stonemason, contractor and/or sub-contractor without being safely covered or safely barricaded off. The stonemason, contractor and/or sub-contractor is responsible for the safety of the site at all times and shall supply all necessary materials for keeping the site safe.*
- 7. Number:** The grave number, including the row letter *and section number* (if applicable), must be permanently engraved into the monument.
- 8. Regulations & Prescriptions:** Monuments must be built in compliance with our Regulations and Prescriptions. *A monument that is built that does not meet the requirements of the permit or is not in accordance with the approved plan shall be considered illegal and shall be removed immediately by the stonemason. No further permits shall be issued to the stonemason until that fault is rectified.*
- 9. Working Hours:** Monumental work may only be carried out between 8.00am and midday and 1.00pm and 4.00pm, Monday to Friday. *Monumental work shall not be permitted on Public Holidays or at weekends under any circumstances, unless 72 hours clear notice is given to the responsible GMCT Manager. If permission is granted by the GMCT to work outside normal hours, all additional costs regarding overtime for inspections shall be paid by the stonemason, prior to commencing works outside normal hours.*

You *will* be required to temporarily cease work if, in our opinion, it would interfere with the conduct of a funeral or other cemetery operations.

Each day, when your workers arrive at the cemetery, they must advise the nominated site operations officer *by telephone as indicated on your permits*, of the locations at which they will be working on that day.

- 10. Inspection:** During the course of construction, a monument may be inspected several times. These are: prior to commencement to identify the site, after digging foundations, when the kerb is in place but before the installation of the top slab and at completion. *To arrange an inspection you must contact the GMCT's nominated site officer*
- 11. Damage:** You are responsible for any damage you cause, whether to nearby monuments or to our paths, roads, trees, lawns, etc. Before commencing work at a site, you *must* inspect the surrounds and advise us if there is any existing damage nearby.
- 12. Motor Vehicles:** Motor vehicles must not be driven at more than 30km/h and must always keep to defined roads. The GMCT's nominated site officer may, under certain conditions, give approval for a vehicle to be driven off the road.
- 13. Cranes:** Cranes may be used, provided the operators have the appropriate licences. Our roads, lawns and gardens must be protected from damage caused by stabiliser legs and wheels. *If cranes, not including crane trucks, are to be used for the construction of any monumental works, the GMCT's nominated site officer shall be informed of this intention, 24 hours prior to the crane being on site.*
- No road shall be totally closed by the use of a crane, unless previously arranged with the GMCT Manager, for which one week's notice is required, if approved. Partial road closures are permitted when using cranes. However, the stonemason, contractor and/or sub-contractor is totally responsible for the provision and operation of signage for traffic detours and flagmen for traffic control for the duration of the crane being on site. Traffic control and signage shall meet all current accepted safety standards.*
- No works involving the use of cranes shall commence until the GMCT's nominated site officer is fully satisfied with the road side signage, safety and traffic control at the site.*
- 14. Completion:** On completion of a job, you must clean up all your debris and surplus materials and earth. The GMCT's nominated site officer will *advise* you where you may dump this material. You must then advise the GMCT's nominated site officer of your completion to enable a final inspection.

Other matters

- 1. Behaviour:** You and your workers are expected to remember that you are working in a cemetery and to behave in an appropriate manner. Unnecessary loud noise, running, shouting and offensive language are not acceptable.

You and your workers must act in accordance with the provisions of the Cemeteries and Crematoria Act and Regulations, and the Regulations made by the Trustees. You must always give way to funeral traffic and obey all instructions given to you by the GMCT's staff.

- 2. Advertising:** You may place a manufacturer's nameplate on the monument. It must not be larger than 100mm x 40mm and it may contain only your name, address and telephone number, all in letters not more than 12mm high.

You are **not** permitted to approach anybody in the cemetery with the intention of selling them memorialisation work.

Occupational, Health & Safety requirements

The GMCT is strongly committed to establishing, maintaining and improving the Occupational Health and Safety (**OH&S**) and Welfare of its employees, contractors, visitors and members of the public, upon whom it may impact.

The word ‘contractor’ is deemed to include, but not be limited to, contractors, stonemasons, their employees, their contractors, their sub-contractors and all personnel, whether working directly or indirectly for the GMCT or on grounds under the control of the GMCT.

Therefore, all contractors shall ensure that OH&S is a priority within their work.

The GMCT therefore shall require all contractors to demonstrate how they:

- provide and maintain a safe work site;
- provide and maintain safe plant and equipment;
- provide and maintain safe practices for the storage and handling of chemical substances;
- provide and maintain safe methods of working;
- provide and maintain relevant employee welfare facilities;
- provide and maintain personnel competent to safely perform the tasks required;
- provide and maintain processes to inform, instruct, train and supervise persons under their control to enable them to work safely;
- provide and maintain processes to actively involve persons in implementing effective OH&S controls; and
- provide and maintain compliance with relevant OH&S Acts and Regulations and Standards.

All contractors shall be required to show how they have worked with their personnel to eliminate or reduce, as far as is reasonably practicable, sources of harm.

This may include, but is not limited to:

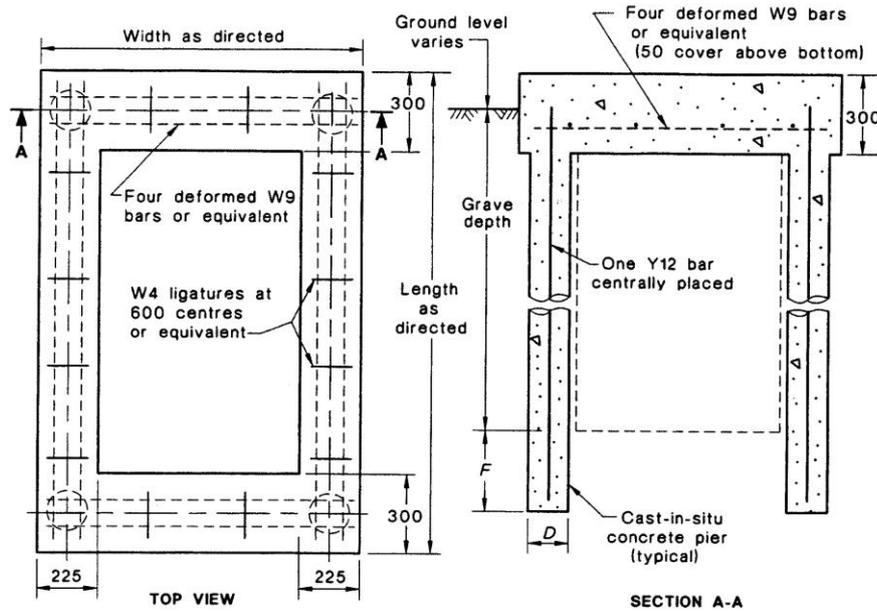
- developing ways to protect the public and visitors from work related hazards;
- having defined Safe Work Methods;
- use of relevant Personal Protective Equipment;
- training personnel regarding the contractor OH&S expectations as well as those of the GMCT; and
- the need to report uncontrolled hazards and any incident to the GMCT staff.

Any observed or reported non-compliance with OH&S controls shall be investigated and may result in disciplinary procedures. Depending on the seriousness of the non-compliance, discipline may result in withdrawal of permission to work at any GMCT site.

As part of the GMCT’s permission that allows stonemasons, contractors and sub-contractors to work within our cemeteries, all stonemasons, contractors and sub-contractors will be required to undergo a short induction course to be run by the GMCT at two yearly intervals. The course will be run on selected dates of which all the GMCT registered stonemasons will be advised.

Stonemasons wishing to become registered between scheduled times of the induction course will be catered for by arrangement with the GMCT’s relevant officer.

MINIMUM FOUNDATION REQUIREMENTS OR AS DIRECTED



FOR PIER DEPTHS REFER TO MASONS PERMIT OR AREA DESCRIPTIONS

Foundation type	Description	Weight of monument— 3 to 4 tonnes		Weight of monument— 2 to 3 tonnes		Weight of monument— less than 2 tonnes	
		D mm	F mm	D mm	F mm	D mm	F mm
Sands, gravels	Medium sand or gravel	150	600	150	100	150	100
	Dense sand or gravel	150	300	150	100	150	100
Clays	Firm	150	1200	150	600	150	300
	Stiff	150	400	150	200	No piers required	
	Very stiff to hard	150	100	No piers required		No piers required	
Rock	Highly to moderately weathered	150	100	No piers required		No piers required	

FIGURE 3.1 MINIMUM FOOTING REQUIREMENTS
AS4204-1994

Legislation

Set out below are extracts from the Cemeteries and Crematoria Act 2003, Cemeteries and Crematoria Regulations 2015, and the Regulations of the GMCT. These contain the legal authority for many of the matters contained in this booklet.

Extract from the *Cemeteries & Crematoria Act 2003*

26. Power to make cemetery trust rules

- (1) A cemetery trust may make rules for or with respect to the general care, protection and management of a public cemetery for which the cemetery trust is responsible.
- (2) Without limiting sub-section (1), cemetery trust rules may be made for or with respect to—
 - (a) the disposition of human remains;
 - (b) the granting of rights of interment;
 - (c) the protection of buildings, memorials, structures, parks, gardens, plantations and enclosures;
 - (d) regulating the behaviour of persons in the cemetery or crematorium to ensure good order and decency;
 - (e) regulating vehicular traffic in the cemetery;
 - (f) the position and depth of places of interment which are graves;
 - (g) the position of places of interment which are vaults and mausolea facilities, the construction of coffins to be put into vaults and mausolea facilities and the covering of vaults and mausolea facilities to prevent the escape of noxious fumes;
 - (h) conditions to be complied with by persons who conduct interments, cremations or ceremonies in the cemetery;
 - (i) conditions to be complied with by persons who undertake works in the cemetery;
 - (j) the hours of opening or operation of the cemetery or crematorium in the cemetery.
- (3) Cemetery trust rules may impose a penalty not exceeding 20 penalty units for any contravention of the cemetery trust rules.

39. Power to fix fees and charges for services

- (1) A cemetery trust, from time to time, may fix fees and charges or a scale of fees and charges for its services.
- (2) In fixing fees and charges under this section, a cemetery trust must have regard to—
 - (a) the costs of operating and managing the public cemetery; and
 - (b) the need to provide for the maintenance of the public cemetery in perpetuity.
- (3) A cemetery trust may fix different fees and charges for different cases or classes of cases.
- (4) Fees and charges fixed by a cemetery trust under this section must be approved by the Secretary under section 40.

40. Secretary to approve fees and charges

- (1) On fixing a fee or charge or scale of fees and charges under section 39, a cemetery trust must notify the Secretary of those fees and charges.
- (2) The Secretary may approve or disapprove a fee or charge or scale of fees and charges fixed under section 39 in whole or in part.

41. Secretary to publish notice of approval

- (1) If the Secretary approves a fee or charge or a scale of fees and charges under section 40, the Secretary must cause a notice of that approval to be published in the Government Gazette.
- (2) A fee or charge or scale of fees and charges does not take effect until notice of the Secretary's approval is published in the Government Gazette.

42. Secretary to publish fees and charges on the Internet

- (1) If the Secretary approves a fee or charge or a scale of fees and charges under section 40, the Secretary must cause those fees and charges to be published on the Internet.
- (2) Nothing in this section prevents a cemetery trust publishing their fees and charges or scale of fees and charges by any other additional means.

44. Waiver or reduction of fees or charges

A cemetery trust must not waive or reduce any fees or charges that would otherwise be payable to it under this Act except on the grounds of extreme hardship or other special circumstance.

98. Application for establishment or alteration of memorials and places of interment

- (1) A person may apply to the cemetery trust responsible for the management of a public cemetery for approval to establish or alter—
 - (a) a memorial; or
 - (b) a place of interment in the cemetery.
- (2) An application must be accompanied by —
 - (a) the relevant cemetery trust fee; and
 - (b) a plan or design of the memorial or place of interment proposed to be established or altered; and
 - (c) if the application relates to a memorial or place of interment for which there is a right of interment, the written consent of the holder of the right of interment.

99. Cemetery trust may approve or refuse the application

- (1) After considering an application made under section 98, a cemetery trust—
 - (a) may approve the application; or
 - (b) may refuse the application if it is satisfied that—
 - (i) the memorial or place of interment would be unsafe, dangerous or not of a sufficiently permanent nature; or
 - (ii) the establishment or alteration of the memorial or place of interment would be incompatible with the general nature and standard of surrounding memorials or places of interment or would not be sufficiently in keeping with the nature and character of the public cemetery; or
 - (iii) the establishment or alteration of the memorial or place of interment would not comply with the model rules or the cemetery trust rules (if any); or
 - (iv) the establishment or alteration of the memorial or place of interment does not comply with the prescribed requirements; or
 - (c) may refuse the application for any other reason that the cemetery trust thinks fit.
- (2) An approval under this section may be granted subject to—
 - (a) a condition that the memorial or place of interment be erected or placed in the position determined by the cemetery trust; and
 - (b) any other terms and conditions which the cemetery trust thinks fit.
- (3) A cemetery trust may cancel an approval under this section if the terms and conditions of the approval have not been complied with.
- (4) A cemetery trust must make a decision on an application made under section 98—
 - (a) within 45 days after the receipt of the application, if sufficient information has been provided with the application; or
 - (b) if the cemetery trust has requested further information because sufficient information was not provided with the application, within 45 days after the cemetery trust has received the further information.

100. Cemetery trust may remove memorials or places of interment

- (1) A cemetery trust may require a person to remove or alter a memorial or place of interment in a public cemetery if that person—

- (a) has established or altered, or caused to be established or altered, the memorial or place of interment in the public cemetery without the approval of the cemetery trust under section 99; or
 - (b) has failed to comply with any term or condition to which the approval of the cemetery trust under section 99 was subject.
- (2) If a person to whom sub-section (1) applies fails or refuses to remove or alter the memorial or place of interment, the cemetery trust may—
- (a) remove the memorial or place of interment and dispose of it as it sees fit; or
 - (b) remedy the failure to comply.
- (3) A cemetery trust may recover the costs of taking action under sub-section (2) from the person referred to in sub-section (1) as a debt recoverable in a court of competent jurisdiction.

95. Offence to desecrate memorials

- (1) Except in accordance with this Act, a person must not wilfully break open, damage, desecrate or destroy a memorial.
Penalty: 240 penalty units or 2 years imprisonment or both.
- (2) Nothing in this section prevents a cemetery trust from carrying out any function under this Act.

96. Offence to desecrate places of interment

- (1) Except in accordance with this Act, a person must not wilfully break open, damage, desecrate or destroy a place of interment.
Penalty: 240 penalty units or 2 years imprisonment or both.
- (2) Nothing in this section prevents a cemetery trust from carrying out any function under this Act.

Extract from the Cemeteries & Crematoria Regulations 2015

25. Commercial activities

A person must not, in a public cemetery, initiate unsolicited contact with another person for the purpose of promotion or marketing of the supply of goods or services relating to the interment, cremation or memorialisation of the dead.

Penalty: 20 penalty units.

Extract from the Regulations of the Greater Metropolitan Cemeteries Trust

1. All directions by the CEO shall be deemed to have been given by order of the Trust.
37. Without the written permission of the Trust for each and every use of the GMCT sites/cemeteries having first been obtained, no person shall commence or carry out any monumental work within the GMCT sites or use the cemetery for any purpose connected with monumental work.
38. The Trust may by notice in writing to a monumental mason advise that, in the opinion of the Trust, the conduct or workmanship of himself or his employees sub-contractors or agents in the GMCT sites is or was inappropriate unsatisfactory unbecoming or offensive.

Such notice from the Trust may require that monumental mason to show cause within forty-eight hours why the Trust:

- (i) should not revoke forthwith any and all permission for monumental work previously issued by the Trust to that monumental mason

and/or

- (ii) should not refuse to accept further applications for monumental work from that monumental mason

and/or
 - (iii) should only grant further applications for monumental work from that monumental mason subject to such conditions as the Trust impose.
39. All applications to the Trust for approval of plans and specifications for monumental work shall be in writing in the approved form and accompanied by -
- (a) accurate plans and specifications which shall include precise details of all words, designs and pictures to be inscribed upon or attached to the monumental work;
 - (b) the fees payable to the Trust.
40. To ensure stability and safety, the Trust may require the application for monumental work to include design and strength specifications and computations. The Trust may require, at the expense of the monumental mason, design computations and construction supervision from an independent engineer.
41. The materials used in monuments or for monumental work shall be of a quality acceptable to the Trust and may be inspected, approved or rejected by a delegated officer. Any materials rejected shall be removed forthwith from the GMCT site by the person who brought them into the GMCT site.
42. The Trust in their sole discretion may set aside sections of the cemeteries where monuments or memorials as specified by the Trust shall be the only form of monumental work to be erected.
43. Prior to any monumental mason, his sub-contractor or agent commencing any work he shall report to the officer nominated on the work permit, and produce a copy of the permit.
44. Unless at the direction of the Trust, the placement of monumental work outside the actual perimeter of the grave is prohibited.
45. All materials required in the erection or completion of any monumental work shall be prepared as far as practical before being brought into the cemetery. Such materials shall be admitted at such entrances and times as a delegated officer shall direct. Vehicles shall use designated roadways, and shall not move off such roadways without the permission of a delegated officer in every instance.
46. Rubbish, soil, sand or other surplus material resulting from monumental work shall not be placed on any grave, pathway or roadway, but shall be removed forthwith from the GMCT site by the person who brought such material into the GMCT site/cemetery.
47. Except on a temporary basis and under such conditions as are imposed by the Trust, wooden monuments or memorials shall not be permitted.
48. All monumental work shall be completed within Twelve (12) months of the date of the issue of the permit. Work shall be permitted between 8.00am and 12.00 noon and between 1.00pm and 4.00pm Mondays to Fridays, excluding public holidays. The digging of a foundation and the cleaning of the area or the monument may take place between 12.00 noon and 1.00pm on any such day. No construction work or the pouring of foundations shall be permitted on any such day between 12.00 noon and 1.00pm.
49. The Trust reserve to themselves the right to place foundations for monuments and to carry out any and every class of monumental work as resolved by the Trust.

- 54. Behaviour:** No person shall on the Property of the Trust -
- (a) be either unclothed *or clothed* in an indecent manner;
 - (b) use any profane, indecent or obscene language;
 - (c) use any threatening, abusive or insulting language;
 - (d) behave in a riotous, indecent, offensive, threatening or insulting manner;
 - (e) commit any nuisance or behave in a manner which, in the opinion of a delegated officer, is likely to cause danger, inconvenience, alarm or annoyance to any person.
- 56. Damage:** No person shall on Property of the Trust -
- (a) damage or interfere with any works under the control of the Trust or any grave, cremated remains or monument;
 - (b) remove, cut, damage, displace, deface or interfere with any sign, marker, notice board, seat, table, gate, post, fence, bridge, building or structure or any other thing of like nature;
 - (c) except with the prior written permission of the Trust or their delegated officer:
 - (i) cut down, damage or destroy any tree, shrub, plant or vegetation;
 - (ii) remove any tree, shrub, plant or vegetation from the place where it is growing or situated;
 - (iii) dig, excavate or move any soil, sand, gravel or rock.
- 57. Refuse and Litter:** No person shall on Property of the Trust -
- (a) deposit or cause to be deposited any litter except in a receptacle provided for that purpose;
 - (b) intentionally break any glass, bottle or thing;
 - (c) bring in and deposit any domestic or household waste, or allow domestic or household waste for which that person is responsible to remain thereon;
 - (d) deposit any waste whatsoever including car bodies or parts thereof mechanical parts, domestic refuse, or building materials;
 - (e) convey or cause or permit to be conveyed into or onto property of the Trust any fluid or solid matter which is likely to contain substances harmful to human, animal or aquatic life except into proper receptacles or areas provided for that purpose by the Trust and where required or directed only during prescribed hours and upon payment of the prescribed charges.

61. Vehicles:

No person shall on the Property of the Trust drive a vehicle -

- (a) at a speed exceeding the speed indicated by a sign or notice authorised by the Trust;
- (b) on a roadway when the gross weight of the vehicle exceeds the weight permitted on that roadway as indicated by a sign or notice authorised by the Trust;
- (c) in a careless or reckless manner;
- (d) in a manner or at a speed which would be likely to endanger other persons or cause damage to property;
- (e) so as to obstruct, impede or interfere with the operations or works of the Trust, their servants or agents, or with the progress of any funeral;
- (f) contrary to any direction indicated by a sign or notice authorised by the Trust;
- (g) contrary to any direction given by a delegated officer;
- (h) on or over any surface other than a prepared street, road or track, driveway or parking area.

67. Business & Advertising:

No person shall on Property of the Trust except with prior written permission of the Trust -

- (a) sell or offer for sale or barter or trade any article whatsoever;
- (b) give out, distribute, erect, leave, set up, attach or display any handbill, placard, notice, pamphlet, book, paper, advertising matter or any like thing;
- (c) solicit or collect money or orders for goods or services.

73. Directions to Leave:

- (a) A delegated officer of the Trust may direct any person who, in the opinion of that officer, offends against these regulations to immediately leave the Property of the Trust.
- (b) Any person who fails to comply immediately with any such direction shall be guilty of an offence and may be removed from Property of the Trust with such force as may be permitted by law.

74. Provision of Name:

If in the opinion of a delegated officer of the Trust a person has offended against these Regulations, the delegated officer may demand the name and address of the person with which demand the person *shall* comply.

75. Obstruction of Officers:

No person while on Property of the Trust shall obstruct, hinder or interfere with any delegated officer of the Trust in the execution of that officer's duty.

Area descriptions

The following pages contain the essential information relating to individual areas in the GMCT sites. In particular, they specify the types and sizes of monuments that may be erected.

The areas listed are provided for the purpose of a guide as they are representative of the types of graves available at the GMCT.

Full monumental on common foundation

Type: Traditional Monumental

Grave Size: 2700mm x 1200mm.
2400mm x 1200mm.

Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).

Monument:

- (a) Type: Traditional full cover masonry.
- (b) Foundation: Installed by the GMCT (cost included in fee for Right of Burial).
- (c) Length: 2650mm maximum.
- (d) Width: 1150mm maximum (2300mm maximum for double monument).
- (e) Height: 2500mm maximum, plus cross or statue to 500mm maximum.
- (f) Restrictions:
 - Canopy (partial or full) type monuments are not permitted.
 - Chapels must not exceed 500mm from the outside of the headstone.
- (g) Other requirements:
 - Both kerbs & ashlar are required. Ashlar is required under foot and on the exposed side at row ends.
 - Application for construction of memorials or alterations will only be accepted in metric measurements.
 - Maximum height of ledger top as measured from the foundation is 450mm. This measurement is taken at the highest point in the foundation.

Other Information: Some graves in Hume are smaller than 2700mm and must be checked prior to submitting an application to erect a monument.

Monumental areas include but are not limited to: Sturt, Latrobe, Hume, Mitchell, Chinese B.

Note: Ashlars may project beyond the above dimensions to maximum plot size, provided there is room on the grave plot and the ashlar does not encroach on the other graves or paths.

Earth Graves (Requires Foundation)

Type: Traditional Monumental

Grave Size: 2743mm x 1220mm.
2440mm x 1220mm.

Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).

Monument:

- (a) Type: Traditional full cover monument.
- (b) Foundation: CCAV standard, refer application form, depth is generally 2700 for each of four, (minimum required), piers 150mm diameter.
- (c) Length: 2650mm maximum (for 2700mm x 1200mm plots).
2350mm maximum (for 2400mm x 1200mm plots).
- (d) Width: 1150mm maximum.
- (e) Height: 2500mm maximum, plus cross or statue to 500mm maximum.
- (f) Restrictions: Canopy (full or partial) type monuments are not permitted.
- (g) Other requirements:
 - Major renovation work must include the construction of new foundations to the GMCT and CCAV standards.
 - Applications for construction of memorials or alterations to memorials will only be accepted in metric measurements.
 - Maximum height of ledger top as measured from the foundation is 450mm. The measurement is taken at the highest point in the foundation.
 - All attachments to ledger to be 400mm minimum from the front of the monument.

Other Information: As an alternative to masonry headstones, bronze plaques (maximum size 559mm x 305mm), may be installed and, it is recommended that these be placed on suitable concrete rests which are available from the GMCT.

Note: Ashlars may project beyond the above dimensions to maximum plot size, provided there is room on the grave plot and ashlar does not encroach on the other graves or paths.

A casket is not allowed if further burials are required, following monument erection.

Vault Areas

Type: Concrete Vaults

- Grave Size: 2700mm x 1200mm.
2400mm x 1200mm.
- Temporary Marker: Small wooden cross permitted (for 12 months maximum).
- Monument:
- (a) Type: Traditional full cover monument.
 - (b) Foundation: Not required.
 - (c) Length:
 - 2650mm maximum (for 2700mm x 1200mm plots).
 - 2350mm maximum (for 2400mm x 1200mm plots.)
 - (d) Width: 1150mm maximum – Double 2350mm max.
 - (e) Height: 2500mm maximum, plus cross or statue to 500mm maximum.
- Other Information:
- Any type of monument (including canopy) is permitted.
 - Both kerbs & ashlar are required.
 - Applications for construction of memorials or alterations to memorials will only be accepted in metric measurements.
 - Maximum height of ledger top, as measured from the footing, is 600mm. This measurement is taken at the highest point in the footing.
 - All attachments to ledger to be 400mm minimum from the front of the monument.
- Note: Ashlars may project beyond the above dimensions to maximum plot size, provided there is room on the grave plot and ashlar does not encroach on the other graves or paths.

Premium Lawns

Type: Lawn graves with masonry headstone

Grave Size: 2700mm x 1200mm.

Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).

Monument: (a) Type: Masonry Headstone.
 (b) Foundation: Concrete beam, same size as base, 300mm thick. Please check the table below for the depth and number of piers required.
 (c) Length: 600mm maximum.
 (d) Width: 1200mm maximum.
 (e) Height: 1800mm maximum (including 400mm maximum cross or statue, if provided).
 (f) Other requirements: Major renovation work must include the construction of new foundations to the GMCT and CCAV standards.

Due to the nature of the layout/garden setting throughout various sites of the GMCT, the minimum clear space between adjoining graves will vary. When planning to build double, triple or multiple headstones, it is highly recommended that site visits be made by the stonemason, prior to ordering the stone, to ensure that the proposed monument will suit the site and not be too short in overall length. An example of this site is Edendale at FCMP, where there is a minimum clear space of 300mm between adjoining graves at the head or foot. The GMCT will be happy to meet the stonemason on site to discuss the issue.

Premium lawn areas include but are not limited to: Fawkner Special Lawn & Edendale.

Table 1

Headstone and base type	No. of piers & depth (single headstone and base)	No. of piers & depth (double headstone and base)
Standard headstone & base monument with up to 1200mm in height	2 piers – 1500mm deep	3 piers – 1500mm deep
Headstone & base monument with height b/w 1200mm and 1500mm	3 piers – 1800mm deep	4 piers – 1800mm deep
Headstone & base monument with height b/w 1500mm and 1800mm	4 piers – 2100mm deep	6 piers – 2100mm deep

MONUMENTAL LAWN GRAVES (ON COMMON FOUNDATION)

Type: Headstone Lawn

Grave Size: 2700mm x 1200mm.
2400mm x 1200mm.

Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).

Monument:

- (a) Type: Masonry Headstone with bases.
- (b) Foundation: Installed by the GMCT.
- (c) Length: 450mm (except for Werribee Cemetery and Keilor Cemetery, where the length should be measured by a stonemason prior to undertaking work, as beam widths vary at these locations).
- (d) Width: 1150mm maximum.
- (e) Height: 1200mm maximum including all attachments. (Height is measured from the foundation beam to the highest point on the monument and includes mortar base - no tolerance is permitted).
- (f) Restrictions: The use of bases or rests with plaques or engravings is not permitted in the Bass Area.
- (g) Other requirements: Nil

Monumental lawn graves include but are not limited to: Murray lawn, Bass, Lawn D and E (in Williamstown cemetery)

Note: MONUMENTAL SECTION-BASS ONLY:

Melkite section of Bass: For this section of Bass that has full foundations on piers and set aside for the Melkite Community, the same monumental regulations for Sturt and Latrobe will apply and with the restrictions noted below.

Denominational Lawns (Requires Foundation)

Type: Lawn graves with optional masonry headstone

Grave Size: 2700mm x 1200mm.
2400mm x 1200mm.

Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).

Monument:

- (a) Type: Masonry headstone (or bronze plaque - see below).
- (b) Foundation: Concrete beam should be the same size as the base, 300mm thick, plus 2 x 150mm in diameter, and piers are 1500mm deep.
- (c) Length: 450mm maximum (front to back).
- (d) Width: 1150mm maximum (except for Lilydale Cemetery, where the maximum width is 800mm).
- (e) Height: 1200mm maximum, including all attachments.
- (f) Restrictions: Nil.
- (g) Other requirements: Major renovation work must include the construction of new foundations to the GMCT's and CCAV's standard.

Other Information: As an alternative to masonry headstones, bronze plaques may be installed. The maximum size is 559mm x 305mm, and it is recommended that these be placed on suitable concrete rests.

Plaque Lawn

Type: Lawn graves with bronze plaque

Grave Size: 2700mm x 1200mm.
2400mm x 1200mm.

Temporary Marker: Not permitted.

Monument: (a) Type: Bronze plaque.
(b) Foundation: Concrete base supplied by the GMCT.
In some lawn sections, plaques are installed on concrete beams submerged 75mm below the ground level. A concrete spacing block is used to bring the plaque to the nominal level.
(c) Length: The maximum is 559mm x 305mm. In some sections, plaque sizes can vary. Check the plaque size with the cemetery before submitting an application.

Other Information: Bronze plaques are normally obtained through the cemetery, but may be obtained elsewhere, provided that they comply with standards relating to size and colour. Granite plaques are obtained from stonemasons (and an installation fee is payable). The GMCT does not recommend the use of granite plaques and ceramic photos on plaque and will not accept responsibility for any damage that occurs to them for any period of time.

Note: The plaque sizes vary at Altona Memorial Park, where in some sections a granite base is required underneath the bronze plaque. Check the plaque size and the other requirements with Altona Cemetery before placing an application.

Children Lawn Section

Type: Children's lawn graves with optional masonry headstone

Grave Size:	1800mm x 900mm.
No. of Burials:	Normally one internment only.
Temporary Marker:	Small wooden cross or name board permitted (for 12 months maximum).
Monument:	<p>(a) Type: Masonry headstone (or plaque - see below).</p> <p>(b) Foundation: <ul style="list-style-type: none"> • Garden of Angel (Fawkner) and Henty B (Northern Memorial Park) sections: Pre installed concrete beam. • Allambie section (Fawkner): Concrete beam is the same size as the base, 300mm thick plus 2 x 150mm diameter. Piers of 1200mm deep are required. </p> <p>(c) Length: 300mm maximum (front to back).</p> <p>(d) Width: 825mm maximum.</p> <p>(e) Height: Maximum, 1200mm including all attachments.</p> <p>(f) Restrictions: Nil.</p> <p>(g) Other requirements: Nil.</p>
Other Information:	As an alternative to masonry headstones, bronze or stone plaques may be installed with a maximum size of 560mm x 305mm x 12mm. Plaques are installed on raised desks.
Note:	Usage - Children 12 years and under only. Maximum coffin length 1500mm.

Hoddle (Northern Memorial Park)

Type: Optional Monumental

- Grave Size: 2400mm x 1200mm.
- No. of Burials: 2 maximum.
- Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).
- Monument:
- (a) Type: Traditional full cover.
 - (b) Foundation: CCAV Standard, 4 x150mm diameter piers, 2400mm deep.
 - (c) Length: 2350mm maximum.
 - (d) Width: 1150mm maximum.
 - (e) Height: 2500mm maximum, plus any attachment on top to 500mm maximum.
 - (f) Restrictions:
 - Canopy (partial or full) are not permitted.
 - Chapels must not exceed 500mm from the outside of the headstone.
 - (g) Other requirements:
 - Major renovation work must include the construction of new foundations to the GMCT and CCAV standards.
 - Application for construction of memorials or alterations to memorials will only be accepted in metric measurements.
 - Maximum height of ledger top as measured from the foundation is 450mm. This measurement is taken at the highest point in the foundation.
 - All attachments to ledger to be 400mm minimum from the front of the monument.
- Other Information: This compartment has been allocated for use by people whose burial and memorial customs or requirements are different from those of the general community.
- Monumental Areas includes but are not limited to: Due to OH&S reasons, pre-need monuments are not allowed in the Hoddle section.
- Section 12 Hoddle (Fawkner): (Grave Nos. 202 to 250)**
 All of the above requirements for monument sizes shall also apply to the area that the GMCT has supplied foundations in the form of pier and beams other than the construction of individual foundations.
- Both kerbs & ashlar are required. Ashlar is required under footstone, and at the sides of all exposed row ends.
- Note:
- There are non-monumental plots in some sections of Hoddle, so you will need to confirm the availability of any plot for monumental construction with the cemetery before lodging an application.
 - Ashlars may project beyond the above dimensions, to maximum plot size provided there is room on the grave plot and ashlar does not encroach on the other graves or paths.

Lonsdale (Northern Memorial Park)

Type: Modern Burial System

- Grave Size: 2500mm x 1000mm.
- No. of Burials: 2 maximum.
- Orientation: North – South.
- Temporary Marker: Small wooden cross or name board permitted (for 12 months maximum).
- Monument:
- (a) Type: Granite headstone and base.
 - (b) Foundation: Concrete beam same size as base, 300mm deep plus 2x150mm diameter, piers 1200mm deep.
 - (c) Headstone: Maximum 900mm height, minimum 70mm thickness, maximum thickness 100mm.
 - (d) Length: 300mm maximum.
 - (e) Width: 900mm maximum.
 - (f) Height: 1050mm maximum (including 900mm maximum headstone height).
 - (g) Restrictions: Nil.
 - (h) Other requirements:
 - Small vases or candle boxes/holders may be attached to face of headstone, but the headstone must be located such that the vase does not interfere with the GMCT maintenance operations ie. approximately 100mm behind steel edging.
 - Foundation top should be 30-50mm below ground level to maintain aesthetics of the garden location.

Wills (Northern Memorial Park)

Type: Lawn Graves with plaque on raised concrete beam

Grave Size: 2700mm x 1200mm.

Temporary Marker: Not Permitted.

Monument:

- (a) Type: Granite, toughened glass or bronze plaque.
- (b) Foundation: Provided.
- (c) Headstone: Raised concrete plaque base provided.
- (d) Plaque size:
 - Bronze: 560mm x 305mm x 12mm, preferred size.
 - Toughened Glass: 560mm x 305mm x 9mm minimum thickness.
 - Granite: 560mm x 305mm x 30mm minimum thickness.
- (e) Height: Not applicable.
- (f) Restrictions: Nil.
- (g) Other requirements: Nil.

Other Information:

- Location holes in concrete base provided for the GMCT supplied flower holders.
- 371mm x 279 mm sized plaques are permitted, however the use of these plaques will expose the locating holes for the larger sized plaques and will remain exposed.
- The GMCT does not recommend the use of granite plaques or toughened glass and ceramic photos on plaque and will not accept responsibility for any damage that occurs to them for any period of time.

Fawkner

Holy Family Mausoleum

Piazza Della Madonna, Piazza Di San Giuseppe, Piazza Del Bambino Gesù

Inscriptions and applications:

A limited amount of inscription and decoration may be placed on crypt shutters by stonemasons. Single, true companion and family two crypt shutters are 899mm wide by 734mm high, horizontal double front shutters are 1800mm wide by 734mm high, vertical double front shutters are 899mm wide by 1470mm high; couch shutters are 2414mm wide by 734mm high. (All dimensions are approximate).

Inscriptions may be engraved, sandblasted or applied as individual letters or a cast or engraved plaque. No part of the inscription may be closer to the edge of the shutter than 100mm.

Ceramic photographs, emblems, scrolls, crucifixes, etc. may be fixed within the area allowed for inscriptions.

Items other than flower vases and lamps must not protrude more than 30mm from the face of the shutter.

Lamps and vases meeting the following size restrictions may be fitted provided that they are placed within and do not project beyond the area allowed for inscriptions:

- On a shutter which covers a single, true companion or family two, two vases or one vase and one electric lamp, or one combination vase/electric lamp unit
- On a couch crypt two vases and one electric lamp, or one combination vase/electric lamp unit.
- On a shutter which covers a double front crypt four vases or two vases and two electric lamps or two combination vase/electric lamp units
- Vases and lamps may not exceed 220mm in height, 200mm in width and may not project more than 150mm from the face of the shutter. Combination vase/lamp units may not exceed 220mm high 699mm wide or project more than 150mm from the face of the shutter
- Electric lamps must be fitted with a 24 volt, 3 watt globe and have a 1200mm wiring tail.

Permits:

A stonemason wishing to work on a crypt shutter must make application on the approved form and pay the permit fee and deposit.

Removal and Replacement:

Removal and replacement will be carried out by the contractor engaged by the GMCT for replacing crypt shutters during normal working hours. Appointments must be made with the GMCT's contractor for this to be carried out. Stonemasons should very carefully inspect the shutter when it is removed to ensure that there are no apparent defects, as they will be held liable for any which are found when it is returned and the damaged shutter shall be replaced by the stonemason at their expense.

Fawkner

Holy Angels Mausoleum

Chapel of Raphael, Chapel of Michael, Chapel of Gabriel

These buildings are divided into several different areas. Inscriptions and shutter decorations vary according to the location of the crypt.

Gallery and Chapel Crypts (these are inside the building)

Inscriptions, lamps and vases are provided by the GMCT as part of the crypt purchase package and the GMCT will make arrangements direct with the crypt owner.

Couch Crypts

In the Chapel of the Archangel Raphael, a small number of internal crypts have an exposed side panel clad with black granite which is available for inscription in addition to the standard shutter. The inscription must be sand blasted or engraved and gold filled. No attachments of any sort are permitted. The panels are not removable and must be engraved in situ. Special arrangements will be made for this work to be done outside normal working hours.

Colonnade and Garden Crypts (these are outside the building)

A limited amount of inscription and decoration may be placed on crypt shutters by stonemasons. Single and family two crypt shutters are 899mm wide by 734mm high, double front shutters are 1800mm wide by 734mm high. (All dimensions are approximate).

Inscriptions may be engraved, sandblasted or applied as individual letters or a cast or engraved plaque. No part of the inscription may be closer to the edge of the shutter than 100mm.

Inscriptions on toughened glass may be installed- maximum thickness is 12mm.

Inscriptions on bronze plaques are permitted.

Inscription on additional granite plaques are not allowed.

Ceramic photographs, emblems, scrolls, crucifixes, etc. may be fixed within the area allowed for inscriptions.

Items other than flower vases and lamps must not protrude more than 30mm from the face of the shutter.

Lamps and vases meeting the following size restrictions may be fitted provided that they are placed within and do not project beyond the area allowed for inscriptions:

Vases

On a single width shutter one flower vase not more than 220mm high, 200mm wide and projecting not more than 150mm from the face of the crypt may be attached in the lower right corner. Double width shutters may have a vase fitted in each of the two lower corners. Vases on the three higher levels should have removable inserts fitted with loops so that they can be removed and replaced with a hooked pole.

Vigil Lamps

One vigil lamp, not more than 220mm high, 200mm wide and projecting not more than 150mm from the face of the crypt, may be attached in the lower left corner of each single width crypt shutter and centrally on a double width shutter. Lamps are to be fitted with a fibre optic diffuser and for attachment to the installed lighting system. (Diffusers may be obtained without charge from the cemetery).

Permits

A stonemason wishing to work on a crypt shutter must make application on the approved form and pay the permit fee and deposit.

Removal and Replacement

Removal and replacement will be carried out by the Contractor engaged by the GMCT to replace the crypt shutters during normal working hours. Appointments must be made with the GMCT's Contractor for this to be carried out. Stonemasons should very carefully inspect the shutter when it is removed to ensure that there are no apparent defects, as they will be held liable for any which are found when it is returned and the damaged shutter shall be replaced by the stonemason at their expense.

Note: On some external walls of the Chapel of the Archangel Michael, single crypts have been converted to companion positions by inscribing (sandblasting) a border around adjacent crypts. Normal single lamp/vase conditions apply.

This condition does not apply to any other area within the complex.