



LAWN CEMETERY PLAQUE AND ORNAMENTS PROCEDURES AND GUIDELINES

1.0 Council Responsibilities

- 1.1 The Engineering Services Department is responsible for making this policy readily available to community members on request and for ensuring that this policy is adhered to in a consistent manner.
- 1.2 The Engineering Services Department is responsible for placing over each grave in the Lawn Cemeteries, as soon as practicable after an interment has taken place, a temporary naming plate. Such naming plate is to bear the deceased person's name (in full) and date of death only.
- 1.3 In the event that Council has not received a plaque application from the Holder of Burial Rights within a 12 month period from the date of interment, a letter will be forwarded to the Holder of Burial Rights drawing attention to this possible oversight.
- 1.4 If no reply is received in relation to the Council letter, as stated in 1.3 of these procedures, within 1 month of the date thereof – a basic plaque will be ordered from the supplying company. Such plaque is to 229mm (horizontal) X 184mm (vertical) in size bear the deceased person's name (in full), date of birth, date of death and the phrase "Rest in Peace" only.

2.0 Holder of Burial Rights Responsibilities

- 2.1 The Holder of Burial Rights is responsible for submitting a plaque application to Council within 12 months of the date of burial.
- 2.2 The Holder of Burial Rights shall not:
 - a) construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing railing or other structure, unless it is of :
 - i) a material and design approved in writing by Council; and
 - ii) carried out to the standard of workmanship required by Council
 - iii) constructed in accordance with Australian Standards Association AS4204-1994 "Headstones and Cemetery Monuments"
 - b) make any inscription or carry out any adornment, unless it is approved by Council and made or carried out to the standard required by the Council.

3.0 Plaque Options Available for the Community

- 3.1 Arrangements for the supply and placement of plaques is to be undertaken by the Holder of Burial Rights in conjunction with Councils Cemetery Support Officer, with the plaque to be ordered by Council and all associated costs being borne by the Holder of Burial Rights.

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- 3.2 At the time of burial Council charges a flat rate for provision of a basic plaque. If a plaque application form is received this deposit can be put towards the cost of the plaque of choice or can be refunded to the Holder of Burial Rights.
- 3.3 The recommended dimensions for single, double, book of life or sculpture plaque in any Lawn Cemetery is 381mm (horizontal) X 216mm (vertical) however size variations are permitted provided that the plaque does not exceed 381mm (horizontal) X 279mm (vertical). Any other size variations will not be permitted.
- 3.4 The dimensions for plaques in any of the Children Lawn Cemeteries must not exceed 242mm (horizontal) X 242 (vertical). Any other size variations will not be permitted.
- 3.5 The dimensions for Cremation Wall/Memorial Rose Garden plaques in the Moree Lawn Cemetery must be a minimum of 150mm (horizontal) X 132mm (vertical) and must not exceed 150mm (horizontal) X 150mm (vertical). Any other size variations will not be permitted.
- 3.6 For easier identification, cemetery plaques (excluding detachable plates) must have the plot reference inserted on the bottom right hand corner.
- 3.7 Any manufacturer is not permitted to affix military insignia until they have received a copy of the letter granting permission. For plaque orders that require any sort of military insignia the purchaser must lodge a written application to the following:

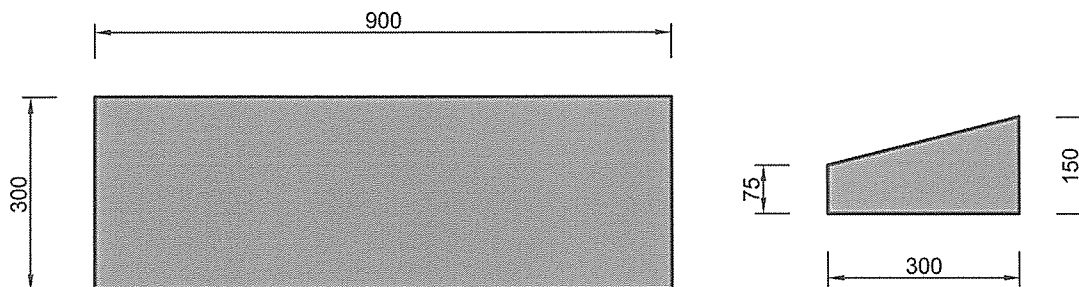
The Office of Australian War Graves
 PO Box 21
 WODEN ACT 2606

- 3.8 The Holder of Burial Rights may apply to privately supply and fix a special memorial plaque e.g religious meaning in the Moree Plains Lawn Cemeteries provided that:
- a) Application is made to Council in writing.
 - b) The application be accompanied by sketches, drawings and other particulars of the design; and
 - c) Where the application relates to an inscription, be accompanied by a copy of the proposed inscription.
 - d) All fees as scheduled by Council for the lodgement of the application have been paid.
 - e) The design and type of the plaque is consistent with the requirements determined by Council in accordance with Parts 3.2 - 3.7 of these procedures.
 - f) Council has given its written approval.
 - g) Once installation has been completed, Council will refund the standard plaque fee to the Holder of Burial Rights.

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4.0 Ornament options available for the community

- 4.1 Council will supply and install two (2) aluminium vases at each burial site, as soon as practicable after an interment has taken place in that grave. These vases will be placed in the special openings provided in the Beam.
- 4.2 Additional/replacement vases are available to the Holder of Burial Rights upon payment of the relevant fees.
- 4.3 Solar powered lights are restricted to one article for each grave and are to be positioned so as not to interfere with Maintenance Programs.
- 4.4 Other acceptable ornamental items that can be placed on the beam include:
 - a) Items provided by Council.
 - b) Granite or marble desk to attach the bronze plaque to provided that the desk is within the dimensions of 900mm x 300mm x 150mm (See Diagram1 below). It should be noted that if the Holder of Burial Rights chooses to utilise a granite or marble desk this may prevent access to the special openings for the insertion of the Council supplied vases.



Note: All dimensions in millimeters

Diagram 1. Granite or marble desk to attach the bronze plaque dimensions

- c) Durable toys (weather proof).
- d) Solid concrete (or other non breakable material) ornaments.
- e) Fresh, artificial and dried flowers.

5.0 Unsafe and/or prohibited ornaments

- 5.1 No use is to be made of any object which could be deemed as an unsafe item e.g. glass jars, bottles, alcoholic beverages etc.
- 5.2 No fixtures or fittings are to encroach on the lawn area.

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- 5.3 No tree, shrub or other plant is to be placed or planted in the lawn section other than by Council Staff and/or Contractors.
- 5.4 No floral or other tribute is to be placed on the lawn area.
- 5.5 No floral or other tribute is to be placed on the beam outside of the approved area of 1100mm (horizontal) x 400mm (vertical) with a maximum height of 600mm.
- 5.6 Aged flowers and wreaths, unsafe, prohibited or unacceptable ornaments will be regularly removed from the grave by Council staff and/or Contractors.
- 5.7 Unacceptable ornamental items include:
- a) Any memorial not listed above or for which a permit has not been issued.
 - b) All grave borders.
 - c) Pebbles, stones, pavers or any other form of building material.
 - d) Glass items or any other item made of easily broken material e.g. China or pottery.
 - e) Perishable items.
 - f) Any item which is likely to rust.
 - g) Any item that is broken or in poor condition.
 - h) Any items with hooks, spikes or sharp edges.
 - i) Offensive or discriminative items or material will not be tolerated and will be removed.

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