

Procedure

Ordering of Plaques for Council Cemeteries

Document register ID	250.2020.582.2	Date Approved	21/11/2019
Document Author	Environmental Management Administration		
Authorised by	Co-Ordinator Public Health and Environment		
Applicable to	Staff involved with Cemeteries		
Purpose	The purpose of this document is to ensure that plaques meet Council policy and procurement		
Frequency	When will this procedure be followed: In conjunction with Council Policy of SMRC Ordering of Cemetery Plaques on all occasions		
Hazard identification	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
Level of risk	Various levels of risk may be determined in the analysis of identified hazards. Levels of risk identified in each circumstance should be managed in accordance with Councils enterprise risk management system.		
PPE required for procedure	Various PPE may be required and should be considered on an individual assessment when undertaking this procedure.		

Requirements

1 Sizes

Council has 16 operational cemeteries within the region.

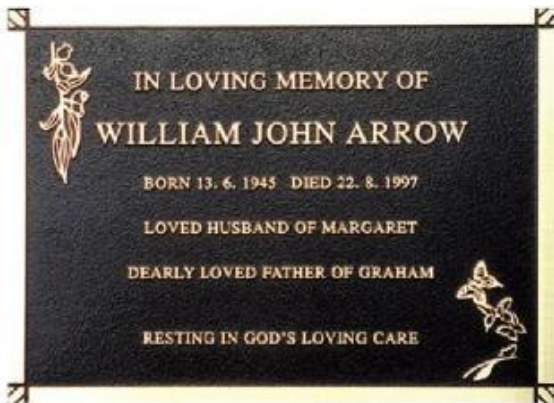
Of these 8 cemeteries have Niche Walls where the cremated ashes are placed in a wall behind a plaque. There are also 3 further cemeteries which have pre-cast concrete beams which act as a header for a plaque to be placed as a headstone in the lawn section.

Each of these cemeteries have specified sizes and how the plaque is connected.

Table 1 – Plaque size requirements

Cemetery name	Plaque Size	Other specifications	Plaque Material
Adaminaby Niche Wall	240mm tall x 320mm wide	Flat back	Bronze
Bombala Headstone Plaque	305mm tall x 559mm wide or 215mm tall x 380mm wide	4 Lugs	Bronze
Bombala Niche Wall	152mm tall x 203mm wide	2 Lugs	Bronze
Bredbo Niche Wall	240mm tall x 300 mm wide	Flat back	Bronze
Cooma Niche Wall	220mm tall x 330mm wide	Flat back	Bronze
Delegate Headstone Plaque	305mm tall x 559mm wide or 215mm tall x 380mm wide	4 Lugs	Bronze
Delegate Niche Wall	152mm tall x 203mm wide	2 Lugs	Bronze
Gegedzerick Niche Wall	240mm tall x 320mm wide	Flat back	Bronze
Jindabyne Large Niche	150mm tall x 340mm wide	Flat back	Bronze
Jindabyne Small Niche	150mm tall x 205mm wide	Flat back	Bronze
Moonbah Headstone Plaque	215mm tall x 380mm wide	Flat back	Bronze
Nimmitabel Niche Wall	220mm tall x 330mm wide	Flat back	Bronze

Example of plaque



2 Ordering of Plaques

2.1 Monumental Mason

A Monumental Mason will assist the applicant with the ordering of a suitable plaque and also the attachment when the plaque arrives.

- An application form “Application to Erect or Repair a Memorial” is to be completed by the applicant for assessment and approval.
 - Verification of method of attachment and placement is verified with this application.
- This is the preferred method.

2.2 Phoenix Foundry

It is a manufacturer’s requirement that the order for Phoenix Foundry be forwarded by an authorised office – Cooma Monumental Masons, Sapphire Coast Funerals are local authorised businesses who can undertake these arrangements.

- An application form “Application to Erect a Memorial” is to be completed by the applicant for assessment and approval.
 - Verification of method of attachment and placement is verified with this application.

2.3 Arrow Bronze

It is a manufacturer’s requirement that the order for Arrow Bronze be forwarded by an authorised office – Council is authorised by Arrow Bronze for orders

- Applicant is to complete an Application and choose the appropriate plaque and wording
- An application form “Application to Erect a Memorial” is to be completed by the applicant for assessment and approval.
 - Verification of method of attachment and placement is verified with this application.
- Arrow Bronze will return the artwork to Council with a quote and proof of artwork for approval.
- Applicant is to review artwork and sign for approval or make changes where necessary.
- Once approved the artwork signed and dated by applicant can be returned to Arrow Bronze with a purchase order for the full cost plus postage and affixing fee.
- Full payment must be made by the applicant prior to an Order being sent to Arrow Bronze.
- Once the plaque is received the plaque can be affixed and the family notified.

3 Attaching Plaques

- Arrangements for the attachment of plaques can only be undertaken by a qualified mason
- Approval must be provided prior to a plaque being attached within a Council cemetery to avoid any damage to the Council asset or existing monuments.
- Niche Plaques are generally screwed with screws and also glued.
- Memorial Plaques are generally glued depending on the placement.

4 Payment of Costs

Where the arrangements for ordering and affixing a plaque are undertaken by a Monumental Mason there is no Council fee applicable, however an Application to Erect a Monument must still be received and approved by Council.

Where the ordering and affixing is undertaken through Council the Applicant must pay the cost of:

- Final plaque quoted cost prior to ordering
- Postage of the plaque
- Current fee as stated in the SMRC Fees and Charges
- These fees are charged prior to the Plaque being ordered.

5 Related Documents

This procedure should be read in conjunction with the following documents:

Documentation

List the name and document reference number of any other document referred to in this document, including any related policies and procedures

250.2020.630.1 - PROCEDURE - Interment of Ashes to an existing grave

250.2020.20.1 – PROCEDURE – Cemetery Reservation Fees

250.2020.582.1 – POLICY- Plaques in Council Cemeteries

250.2021.30.1 – POLICY – Cemetery Operations

250.2021.58.1 – POLICY – Headstones and Cemetery Monuments

250.2020.5.2 – FORM Application For Interment of Ashes

250.2017.392.3 - FORM - Application for Perpetual Interment Right

250.2017.391.4 – FORM - Application for Perpetual Order of Interment

250.2016.144.5 - FORM- Application for Erection or Repair of Memorial

250.2021.55.1 – FORM –Application To Vary Council Cemetery Approval

250.202.6.2 - FORM – Application For Transfer Of Perpetual Interment Right