

Policy

Plaques In Council Cemeteries

Responsible department	Public Health and Environment	Document Register ID	250.2021.58.2
Policy owner	Cemetery Services	Review date	18 November 2024
Date of Council Meeting	18 November 2021	Resolution Number	279/21
Legislation, Australian Standards, Code of Practice	AS 4204.2019 Headstones and Cemetery Monuments Note: the most recent edition and revision of the above documents shall apply to the policy.		
Aim	Although a monument or plaque is often chosen to reflect the character of a person, it must also reflect the setting of the cemetery. Council endeavours to ensure consistency and uniformity of plaques and monuments throughout the cemeteries to maintain symmetry which can be comforting to broader population.		

1 Background

All works which are carried out within a Council Cemetery must firstly be approved by Cemetery Services Staff – this includes but is not limited to establishment of a plaque, headstone or monument.

Snowy Monaro Regional Council has 16 operational cemeteries and a further 7 closed cemeteries which are given basic maintenance. Of these cemeteries 8 cemeteries have Columbarium/Niche Walls. When ashes are placed in the Niche they require a bronze plaque to close/seal the Niche.

Plaques needed for the Niche Walls vary in size depending on the site however, all plaques must be of pre-cast bronze which are produced by professional monumental foundries to maintain the appearance of the columbarium wall.

Three (3) cemeteries (Moonbah, Bombala & Delegate) have a lawn area which has pre-cast concrete headers where a bronze plaque is to be used as the headstone. These bronze plaques must meet the criteria of the procedure - SMRC Ordering Cemetery Plaques.

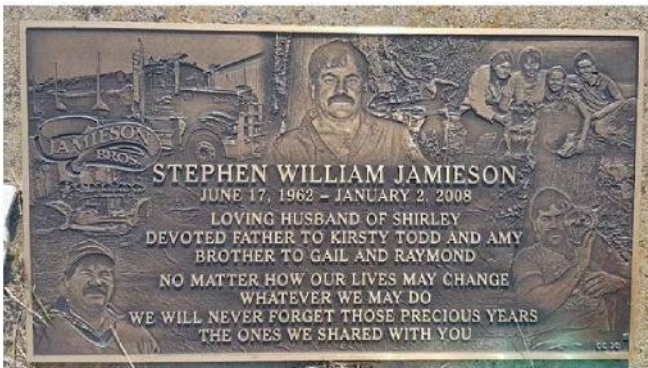
Headstone plaques are larger than that of the Niche which allows for personalised embellishments, colour and greater individuality.

The size and attachment method of a plaque can vary at different locations however the requirement of pre-cast bronze plaques is standard across all facilities.

2 Ordering a plaque

- An application to “Erect a Memorial” must be received by Council for approval prior to any plaque being finalised/commissioned.
- All details of the proposed plaque must be fully detailed on this application (size, shape, attachment type) and will be assessed to ensure that consistency is maintained.
- Plaques can be ordered through various agents – Funeral Directors, Monumental Mason who then order through a manufacturer/foundry specialising in plaques
- It is the responsibility of the authorised family/executor to undertake the negotiations and ordering of the plaque
- Once received only an authorised person may undertake the installation of the plaque – Council staff, Council contractor or a person specifically authorised by Council e.g. monumental mason.
- An applicant may make formal application to Cemetery Services for a variation to this policy. A reason must be fully detailed in this application. All requests will be assessed however Council reserves the right to refuse the application based on the existing policy.

3. Examples of plaques used as Headstones



4. Related Documents

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

Documentation

- 250.2020.630.1 - PROCEDURE - Interment of Ashes to an existing grave
- 250.202.583.1 – PROCEDURE – Ordering of Plaques For Council Cemeteries
- 250.2020.20.1 – PROCEDURE – Cemetery Reservation Fees
- 250.2020.58.1 – POLICY- Headstones and Cemetery Monuments
- 250.2021.30.1 – POLICY – Cemetery Operations
- 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

Variation

Council reserves the right to review, vary or revoke this policy and should be reviewed periodically to ensure it is relevant and appropriate.