



Operating Policy

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1. Introduction

Centennial Park is South Australia's leading provider of burial, cremation, and memorial services.

Centennial Park is owned by the Centennial Park Cemetery Authority (the Authority), a subsidiary of the Mitcham and Unley Councils. The Authority is governed by a Board of independent directors and managed by a CEO and Executive Management Team.

The Authority's operations are managed according to the organisations Vision, Purpose and Guiding Principles:

Our Vision

Centennial Park is a place for the living; a vibrant community hub that strengthens enduring connections. A place where life is cherished, commemorated, contemplated and celebrated.

Our Purpose

Our stunning botanical grounds are a welcoming sanctuary for all who visit; promoting peace, sustenance, healing, renewal and hope enabling connection to each other and those no longer with us.

We empower families and the wider community with knowledge, care and compassion when someone dies or is dying, so they are aware of the choices available to them and are in control of the decisions to be made.

We encourage discussions and pre-planning for end-of-life and memorial decisions to assist people to communicate their wishes.

Our Guiding Principles

We champion the importance of memorialisation - a physical place and meaningful anchor point to strengthen enduring human connection and care.

We foster a culture of equality, kindness, respect and dignity, and physical & mental wellbeing.

We value individuality and personal choice for our community as they plan, say goodbye, grieve and continue to remember their loved ones.

We are passionate about managing the Park and its assets to not only sustain them but to regenerate them for current and future generations.

2. Policy

2.1. Policy Statement

The Operating Policy is a reference point for all stakeholders who utilise Centennial Park's facilities and services.

2.2. Scope

This policy applies to all staff, the Board, and all stakeholders who use Centennial Park's facilities.

2.3. General Operating Principles

2.3.1. Compliance with Legislation

In delivering its services, the Authority will comply with the Burial and Cremation Act (SA) 2013 (“Act”), the Burial and Cremation Regulations (SA) 2014 (“Regulations”) and this Operating Policy.

2.3.2. Hours of Operation

Hours of Operation of Centennial Park and the various facilities within Centennial Park may change from time to time. For this reason, they are noted on our website rather than in this policy document.

2.3.3. Fees

Fees charged by the Authority for the services it provides are reviewed annually and published on the Authority’s website and in hard copy.

Fees are subject to change without notice.

2.3.4. Landscaping

The Centennial Park team takes great pride in the beauty of the grounds and works to maintain them to the highest possible standard. This includes careful selection and placement of plants. Areas of landscaping may be added or changed if it is deemed appropriate or necessary to do so.

Visitors to Centennial Park must not install, remove, or modify any landscaping in any area of the cemetery. Unauthorised planting or other landscaping may be removed or reversed by the Centennial Park team without notice. All plants and trees in the cemetery are the property of the Authority.

Many of the burial areas established in the early years of Centennial Park’s history were not designed to be irrigated, relying instead on natural rainfall. With warmer summers and declining rainfall, this can lead to drying of pathways in summer months. Some of our newer areas are fully irrigated and therefore remain green all year round. Signage throughout the Park shows whether an area is irrigated or unirrigated, as does our Price Guide which is published on our website. We recommend families personally visit Centennial Park when selecting a site so that they are fully aware of the location of their chosen position.

2.3.5. Traffic Regulations

Our roads are used by pedestrians and vehicles, and it is imperative that both drivers and pedestrians are vigilant as they move through the grounds.

A speed limit of 20 km per hour applies and all other general road rules apply within the cemetery grounds. Lawful directions of staff of the Authority as to the driving and parking of vehicles within the cemetery grounds must be observed.

A person may park a motor vehicle in designated car parking spaces or along roads within the cemetery grounds with reasonable consideration for others and in accordance with general road rules unless it is clearly marked to the contrary.

The use of the grounds for driving instruction is not permitted.

2.3.6. Dogs to be kept on Leash

Dogs are welcome in the cemetery grounds but must always be kept on a leash. Visitors are asked to pick up after their dogs; bags for this purpose are located at various points around Centennial Park.

2.3.7. General Conduct in the Cemetery

Park users must always conduct themselves in a manner that respects the rights and safety of others.

Unless permission has been granted by the Authority, the following activities are expressly prohibited:

- Advertising or offering any item for sale;
- Erecting a shelter or canopy;
- Advertising or conducting a business;
- Distributing or displaying marketing or advertising materials;
- Organising or taking part in a meeting;
- Learner driver instruction;
- Discharging a firearm.

A person must not:

- Cause any breach of the peace; or
- Remove, change, or interfere with any fixture, flora, or fauna in the cemetery grounds.

Smoking is not permitted in any building. Specific outdoor areas have been set aside for smokers and are clearly signed.

2.3.8. Ornaments and Tributes at Memorial Sites

We acknowledge that grieving families may wish to place items on memorials that carry personal meaning.

Items able to be placed at memorials include natural flowers or artificial flowers placed in vases provided by Centennial Park.

Items not to be placed at memorials include breakable items such as glass and ceramic as these have the potential to be broken or become caught in gardening machinery and tools, and cause injury.

Any items placed at memorials are done so on the understanding that the Authority may remove and dispose of any tribute that it deems a risk to public safety, is breakable, offensive, or has become weathered or worn to the extent that it is unsightly.

2.3.9. Naked flames including oil lanterns and candles

The lighting of naked flames (including oil lanterns and candles) is expressly prohibited during the Fire Danger Season, as declared by the Country Fire Service (CFS).

The use of oil lanterns and candles at other times is strongly discouraged. Oil lanterns, candles, and any other item requiring a naked flame, are not permitted as part of a new memorial. All new memorials are required to accommodate the use of battery or solar operated lanterns only.

2.4. Interment Rights

2.4.1. What is an Interment Right?

A Centennial Park Interment Right gives the holder rights over a burial or memorial position which provide for the following interments.

- Burial positions allow for the interment of bodily and cremated remains;
- Memorial positions allow for the interment of cremated remains only; and
- Remembrance plaques do not allow for an interment.

The holder of the Interment Right has the right to:

- apply for the interment of bodily or cremated remains at the site, per above;
- to apply for the installation of a memorial; and
- ongoing maintenance of the site by the Authority.

Except in specified areas set out in the annual Prices Guide, the Interment Right holder is responsible for maintenance of the physical headstone or memorial.

Interment Rights are regulated by the Act and Regulations and are subject to the requirements of this policy.

2.4.2. Grant of Interment Rights

The Authority may grant an Interment Right in relation to one or more sites in the cemetery subject to payment of the appropriate fee.

We reserve the right to refuse an application for grant of an Interment Right.

Interment Rights over positions in areas designated for specific faiths may be subject to approval by the person responsible for administering the affairs of the congregation.

Interment Rights will not be granted to minors.

The Authority may, at its discretion, limit the number of Interment Rights granted to an individual person or entity.

Interment Rights held over adjoining positions with a shared memorial must have the same holder and the same expiry date.

Minimum and maximum Interment Right terms are determined by the Authority and may vary between locations in Centennial Park and between different types of interment sites.

Pricing and terms are available on the Authority's website and in hard copy on request. The term of an Interment Right commences from the date of issue.

Interment Rights cannot be held jointly; they must be held individually. Where an historic Interment Right is held in the name of two or more persons, the Right is held jointly and severally, and the Authority may act on instructions from any one holder.

All Interment Right Holders have the responsibility to keep the Authority informed of their current contact details.

2.4.3. Renewal of Interment Rights

At least 12 months before the Interment Right is due to expire, the Authority will take reasonable steps to give the Interment Right Holder written notice of the date of expiry of the Interment Right; advise the options available for renewal; and the options open to the Authority if the Interment Right is not renewed.

If the Interment Right holder, or any other party, wishes to renew the Interment Right, the Authority will renew the Interment Right in accordance with the Act and Regulations.

The Authority will renew a lapsed Interment Right from the date of expiry of the relevant Term for a further Term(s), provided an application is received by the Authority within two years of the Interment Right lapsing, the updated expiry date is at least five years from the date of application, and the appropriate fee is paid.

If no application is received within the time frame set out in the Act and Regulations to renew or extend the Interment Right, then the Interment Right will expire.

2.4.4. Transfer of Interment Rights

The Authority may permit a transfer of an Interment Right on completion of the appropriate form and having regard to the Act and Regulations. The appropriate form is available from the Authority.

An application to transfer an Interment Right must be executed by or on behalf of the Interment Right Holder and the transferee.

The Authority may approve the transfer at its discretion.

Where the Authority approves a transfer, the name of the transferee will be entered into the register of Interment Rights as the owner of the Interment Right.

The transfer will not take effect until it is approved by the Authority and recorded in its Register of Interment Rights.

The Authority reserves the right to revoke a transfer if an applicant with higher authority under the Act to exercise the Interment Right comes forward.

2.4.5. Expired Interment Rights

If an Interment Right expires the Authority may, in accordance with the Act and Regulations, re-use the interment site to which the Interment Right related, and remove any memorial displayed on that site.

Prior to removing a memorial, or re-using an interment site, the Authority will follow the requirements set out in the Act and Regulations.

Where an interment site is available for re-use, the Authority may grant a new Interment Right for the site to any person upon such terms and conditions as the Authority may determine consistent with the Act and the Regulations and this policy.

2.4.6. Surrender of Interment Right

The Interment Right Holder can surrender the Interment Right to the Authority in accordance with the Act and Regulations. On surrender, the rights granted under the Interment Right are discharged.

Any portion of the memorial on the site to which the Interment Right related that is owned by the Interment Right Holder, may be reclaimed upon surrender of the Interment Right, in accordance with this policy. Removal of memorials must be undertaken in accordance with Clause 2.7.7 of this policy.

If unclaimed within 30 days of the date of surrender, the memorial will be disposed of by the Authority in accordance with the Act and the Regulations.

2.4.7. Retrieval of Cremated Remains

If an Interment Right Holder chooses not to renew an Interment Right, the Interment Right Holder may request retrieval of the cremated remains for collection.

Depending on the nature and year of the interment, cremated remains may not be retrievable.

Where no instructions are given by the Interment Right Holder upon the surrender of an Interment Right for a site containing cremated remains, then such remains will be dealt with in accordance with the Act, Regulations and the Authority's policies and procedures.

2.4.8. Exercise of Interment Right

The granting and exercise of Interment Rights is governed by the Act.

In the case of the legal incapacity of the Interment Right Holder, the Authority will act on the instructions of a person acting under the authority of an Enduring Power of Attorney granted by the Interment Right Holder or by a duly appointed manager or guardian of the Interment Right Holder.

If the holder of an Interment Right has died, the Interment Right may be exercised by the executor or administrator of the estate of the deceased Interment Right Holder in accordance with the Act. If there is no executor or administrator, the

Interment Right can be exercised by a spouse or relative in accordance with the order of priority set out in the Regulations.

If the Interment Right Holder has died, the Interment Right must be transferred to a living person prior to an interment at the site.

Where an historic Interment Right is held in joint names, and one of the Interment Right Holders dies, the Authority will recognise the surviving Interment Right Holder as the person having title to the Interment Right.

A refund is not available on the surrender of an exercised Interment Right.

2.5. Burials

2.5.1. Applications for Burial

Applications for burial must be confirmed to the Authority at least 48 hours before the burial is required. Applications must be made using the Burial Application form available from the Authority.

An Interment Right over a proposed burial site must have a remaining term of at least ten years before approval for a burial in the site will be granted.

Prior to a burial occurring, the following items will be checked to ensure the information on each is consistent, and the identity of the deceased can be confirmed to the satisfaction of the Authority:

- The partial certificate of cause of death or disposal authorisation; and
- The Certificate of Identification; and
- The name plate affixed to the coffin or placed on top of the bodily remains.

Many of the burial areas established in the early years of Centennial Park's history were not designed to be irrigated, relying instead on natural rainfall. With warmer summers and declining rainfall, this can lead to drying of pathways in summer months. Some of our newer areas are fully irrigated and therefore remain green all year round. Signage through the Park shows whether an area is irrigated or unirrigated, as does our Price Guide which is published on our website. We recommend families personally visit Centennial Park when selecting a site so that they are fully aware of the location of their chosen position.

2.5.2. Number of Interments

The number of interments that can occur in a position will vary depending on the specific location within Centennial Park and the type of position. Information regarding the number of interments allowable are disclosed in the Pricing Guide available on the Authority's website.

In some earth burial locations in the cemetery, it may be possible for an Interment Right Holder to access a fourth burial level. To ensure remains are not disturbed in the future, the additional level can only be accessed once, and is therefore only available if all the following conditions are satisfied:

- The Interment Right over the position is held in perpetuity;

- At least six years have elapsed since the most recent burial in the position; and
- There is sufficient room in the position to enable repositioning of existing interments.

2.5.3. Opening of Interment sites, Exhumation and Re-Interment

The opening of interment sites, exhumations, and re-interment of bodily remains are governed by the Act and Regulations.

Lift and Deepen

The Authority may approve an application by the Interment Right Holder for a Lift and Deepen Procedure in accordance with the Act and Regulations, and at least ten years remains before the IR expires.

The Authority reserves the right to decline a request for an exhumation.

Exhumation

Applications for exhumation must be made to the State Attorney General. Requests from the Attorney General to consent to the exhumation will be considered by the Authority if at least three years have passed since the latest interment.

The Authority reserves the right to decline a request for an exhumation.

2.5.4. Areas reserved for specific faiths

Centennial Park is an inclusive cemetery and welcomes people of all backgrounds, faiths, and cultures.

Some burial areas in Centennial Park are set aside for specific faiths. Applications for burial in areas reserved for specific faiths may be subject to authorisation from the persons responsible for the administration of the affairs of the congregation.

The granting of Interment Rights in areas reserved for specific faiths may be subject to similar authorisation.

As at the date of this policy, there are specific requirements in the following areas.

Baha'i Faith Burial Section

Interment Rights and Applications for Burial in any area reserved for the Bahá'í faith within the cemetery will only be granted or approved if authorised in writing by the Secretary of the South Australian Bahá'í Council.

The Secretary of the South Australian Bahá'í Council shall be notified in writing of any Interment Rights due for renewal in any area reserved for Bahá'í faith burials within the cemetery.

Druze Community Burial Section

Interment Rights and Applications for Burial in any area reserved for Druze burials within the cemetery must first be authorised in writing by a Druze faith Minister or their nominees.

The Druze Community shall be notified of any Interment Rights due for renewal in Druze Community sections.

Orthodox Jewish Burial Section

Burials in any area reserved for Orthodox Jewish burials within the cemetery can only be conducted by a Rabbi or other person acting with the written authority of the Adelaide Hebrew Congregation Inc.; or

The Adelaide Hebrew Congregation Inc. will be consulted by the Authority regarding the proposed inscription on a memorial prior to the granting of such an approval by the Authority.

The Adelaide Hebrew Congregation Inc. shall be notified of any Interment Rights due for renewal in the Jewish section of the cemetery.

Progressive Jewish Burial Section

Burials in any area reserved for Progressive Jewish burials within the cemetery can only be conducted by a Rabbi or other person acting with the written authority of the Adelaide Progressive Jewish Community.

The Adelaide Progressive Jewish Community shall be notified of any Interment Rights due for renewal in the Liberal Jewish section of the cemetery.

The above requirements are subject to change.

Further areas may be set aside for specific faiths from time to time, and these areas may require additional authorisation for burials or the granting of Interment Rights.

2.5.5. Children's Sections

Graves in these sections are prepared by hand.

Due to the narrower width and shorter length of graves in the Children's sections compared to other areas of the cemetery, it is not possible to prepare the site for a burial at a depth lower than level one.

For this reason, only one burial is available in each grave in these sections.

Interment of ashes is available in these sections.

2.6. Cremations

2.6.1. Applications for Cremation

Applications for cremation must be made using the Cremation Application form available from the Authority and must be submitted to the Authority together with the following documents:

- A valid cremation permit issued in accordance with the Act and Regulations; and
- Appropriate identification of the deceased as required under the Act and Regulations.

Prior to the cremation, the following items will be checked to ensure the information is consistent between the items, and the identity of the deceased can be confirmed to the satisfaction of the Authority:

- The Cremation Permit;
- The Certificate of Identification; and
- The name plate affixed to the coffin.

2.6.2. Release of Cremated Remains

The Authority will release the cremated remains of a person cremated at Centennial Park to the person to whom the cremation permit was issued or a person authorised in writing by that person.

If ashes are not collected within six months of the cremation, the Authority may inter the ashes in an unmarked location in Centennial Park.

2.7. Memorials / Monuments

2.7.1. Requirements to Install a Monument at a Burial Site

Unless otherwise approved in writing by the Authority, a monument must be installed within 12 months of the first interment.

2.7.2. Approval of Memorial / Monument Design

The proposed design, materials, and installation of all memorials in Centennial Park are subject to approval by the Authority.

Design, Materials & Inscription

Plans and specifications for a burial memorial (headstone) must be submitted to the Authority for approval and must comply with the specifications at Schedule A.

The Authority may withhold approval for any memorial design at its discretion.

Installation of Headstones / Memorials at Gravesites

Approval for the installation of a headstone or other monument is subject to the granting of a Monument Permit. Applications for a Monument Permit are available

from the Authority. The application must be signed by the Interment Right Holder and be accompanied by the Permit Fee as disclosed on the Authority's website.

Memorial Gardens

Memorial plaques used in the memorial gardens must be purchased through the Authority.

2.7.3. Construction of Headstones

Headstones and other memorials at burial sites must be constructed by suitably qualified Monumental Masons or, in some limited circumstances, by other suitably qualified or experienced individuals.

Memorials must be constructed in accordance with applicable Australian Standards.

2.7.4. Installation of Memorials

Headstones and other memorials at burial sites must be installed by a Monumental Mason authorised by the Authority, or by another person deemed by the Authority to have the skills necessary to undertake the works in accordance with applicable Australian Standards.

A Monumental Mason must provide proof annually that they hold a current public liability insurance policy in the amount required by the Authority.

Other persons approved to install memorials at Centennial Park may be asked to provide evidence of insurance and other documentation deemed necessary by the Authority in order to comply with its obligations to health and safety.

Any damage caused within the cemetery by a Monumental Mason or persons employed by, or subcontracted by a Monumental Mason, must be repaired by the Monumental Mason to the satisfaction of the Authority.

Monumental Masons working within the cemetery must comply with all Workplace Health and Safety Requirements.

2.7.5. Interment Right Holder's Duty to Maintain Memorial

In accordance with the Act, a memorial is the personal property of the person who holds the Interment Right in respect to the interment site to which the memorial relates, and that person is responsible for the maintenance of the memorial at the site.

Any restoration work on a memorial must be undertaken by an experienced tradesperson and in accordance with relevant Charters and Standards.

In limited circumstances, as specified in our Prices Guide, memorials in some garden areas are supplied and maintained by the Authority.

2.7.6. Temporary Burial Interment Site Markers

Temporary Burial Interment Site markers, including wooden crosses, may be used for a maximum period of 12 months following a burial, after which time they are to be removed and replaced with a permanent memorial as set out in Schedule A.

Temporary Burial Interment Site markers, including wooden crosses, removed by the Authority after 12 months have elapsed may be destroyed if they remain unclaimed after five weeks of the Interment Right Holder being notified.

2.7.7. Removal of Memorials

Memorials must not be removed from an interment site unless an application for removal has been approved by the Authority, and the appropriate fee has been paid.

Memorials at burial sites must be removed by a licensed Monumental Mason.

Memorials at ashes interment sites, or plaques with no related interment, will be removed by the Authority.

Due to the risk of damage to the grounds and adjoining sites, an Interment Right Holder must not remove a memorial, or cause a memorial to be removed, without the express permission of the Authority.

Subject to the Act and Regulations, if an Interment Right expires the Authority may remove the memorial from the site over which the Interment Right was granted. An Interment Right Holder can reclaim a memorial under this clause by arranging for the removal of the memorial. If the memorial remains unclaimed after 30 days from date of surrender, the memorial will be removed and disposed of by the Authority in accordance with the Act and Regulations.

The Authority may remove or alter any memorial or erase any inscription that breaches its operating policies. The Authority may recover as a debt the expense of removal or alteration of a memorial from the person who erected the memorial.

The Authority may remove a memorial that has become a hazard as determined by the Authority.

Where an Interment Right Holder fails to arrange for the removal of a memorial within two years of an Interment Right expiring and the procedure outlined in the Act and Regulations has been followed, the memorial becomes the property of the Authority.

2.8. Glossary of Terms

Term	Definition
Act	Burial and Cremation Act (SA) 2013.
Regulations	Burial and Cremation Regulations (SA) 2014.
Cremated Remains / Ashes	Bodily remains that have been reduced by cremation.
Reclaimed Site	A site that has not been forfeited and becomes the property of the Cemetery.

Term	Definition
Exercised / Unexercised IRs	Exercised IR means a current interment right with human remains interred. Unexercised IR means a current interment right under which human remains are yet to be interred.
Lift and Deepen	A procedure that consists of: (a) opening an interment site; and (b) recovering any human remains interred in the site; and (c) deepening or otherwise enlarging the interment site; and (d) re-interring the existing human remains in the place of interment, whether contained in a receptacle or not, so as to provide space for additional interments in the site.
Pathway	The land between grave sites or cremation sites.
Inter / Interment	The placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains or; The burial in the earth of human remains (directly in the earth or in a container).
Memorial	A gravestone, plaque, cenotaph or other monument or any other structure or permanent physical object used to memorialise a deceased person.

Schedule A – Memorial Specifications

Specification drawings are attached to this Schedule

1. Standard Burial Interment Sites

Refer drawings at Schedules A1 and A2.

Burial memorials (headstones) on standard interment sites must be constructed of durable natural stone OR non-ferrous material and must comply with the following specifications:

Single Memorials – Headstones spanning a single grave site

- 1.1 The overall height for a single memorial shall be 840mm from the bottom of the base to the central apex subject to a tolerance of + or - 12mm for single monuments.
- 1.2 The memorial must not exceed 900mm wide. If the upright portion of the memorial is not supported, the minimum thickness of the memorial shall be 70mm.
- 1.3 The base portion of the memorial must not exceed 900mm wide x 280mm deep x 180mm high. If there is no base the maximum size must not exceed 900mm wide x 280mm deep.
- 1.4 The memorial shall be affixed onto the concrete beam with a minimum of two dowels
- 1.5 A canopy will have a maximum total depth of 230mm. The minimum thickness shall not be less than 70mm and if tapering, to a minimum of 50mm at each end.
- 1.6 Free standing pillars with no end returns, are not permitted.
- 1.7 Canopy supports (end returns or end returns with columns) shall be integrated into the underside of the canopy and base plinth as per AS4204-2019. The memorial shall be affixed onto the concrete beam with a minimum of two dowels.
- 1.8 Single width memorials shall weigh no more than 356kg.

Double or Triple Memorials – Headstones spanning two or three grave sites

- 1.9 Height and depth of double and triple width memorials shall be constructed consistent with a single width unit. Weights are in accordance with the advice of the Authority's Consultant Engineer and should not exceed the above unless approval is granted by the Authority. Maximum sizes are below.

	Width (mm)	Weight (kgs)
Double width Memorials	1,850	720
Triple width Memorials	2,800	1,100

- 1.10 Memorials spanning more than three graves shall be subject to approval of the Authority's Engineer and will usually comprise combinations of double / single / triple units to keep individual components to manageable sizes.
- 1.11 Memorials shall be fixed to their base plinths with not less than three (3) dowels in accordance with Australian Standards AS4204-2019 and where flower vase receptacles are incorporated, drainage outlets are to be provided between plinth and concrete beam. The memorial shall be affixed onto the concrete beam with a minimum of two dowels.

2. Vault Section – Large Interment sites

Refer drawings at Schedules A3 and A4.

Burial memorials on sites designated as large interment sites (such as Catholic J, Vault Sections) shall be constructed of durable natural stone and non-ferrous material, and must meet the following specifications:

Single Memorials – Headstones spanning a single grave site

- 2.1 The overall height shall be 840mm from the bottom of the granite base to the central apex of the memorial. Subject to a tolerance of (+ or -) 12mm. The memorial shall be affixed to the concrete beam with a minimum of two dowels.
- 2.2 The width of the memorial must not exceed 1150mm and the thickness must be no less than 70mm for any free-standing component (50mm if supported) and have a base plinth not more than 1150mm wide, 280mm thick and 180mm high.
- 2.3 A canopy shall have a maximum total depth of 230mm. The minimum thickness shall be 70mm and if tapering, 50mm at each end. Free standing pillars to act as supports for a canopy are not permitted.
- 2.4 Canopy supports (end returns or end returns with columns) shall be integrated into the underside of the canopy and base plinth as per AS4204-2019.
- 2.5 Single monuments must not weight more than 450kg unless approved by the Authority.

Double or Triple Memorials – Headstones spanning two or three grave sites

- 2.6 Height and depth of double width memorials shall be constructed consistent with a single width unit. Weights are in accordance with the advice of the Authority's Consultant Engineer and should not exceed the above. The memorial shall be affixed onto the concrete beam with a minimum of two dowels. Maximum sizes are as follows:

	Width (mm)	Weight (kgs)
Double width Memorials	2,350	900
Triple width Memorials	3,550	1,350

- 2.7 Memorials spanning more than two large interment sites are subject to approval of the Authority's Engineer and will usually comprise combinations of double/single units to keep individual components to manageable sizes.
- 2.8 Memorials shall be fixed to their base plinths with not less than three dowels in accordance with Australian Standards AS4204-2019 and where flower vase receptacles are incorporated, drainage outlets are to be provided between plinth and concrete beam.

3. Children's Interment Sites

Refer drawings at Schedules A5 and A6.

Burial memorials on interment sites in the Children's Sections must be constructed of durable natural stone or non-ferrous materials, and comply with the following specification requirements:

Single Memorials – Headstones spanning a single grave site

- 3.1 The overall height is 440mm from the bottom of the base beam to the central apex of the memorial, subject to a tolerance of (+ or -) 20mm.
- 3.2 Memorials shall not exceed 530mm wide (+ or – 30mm). If the upright portion of the memorial is not supported, the minimum thickness of the memorial shall be 70mm. If the upright portion of the memorial is being supported (with pillars or end returns), then 50mm thickness is allowed. The base portion of the memorial shall not exceed 530mm wide x 260mm deep x 100mm high. The memorial shall be affixed onto the concrete beam with a minimum of two dowels.
- 3.3 A canopy will have a maximum total depth of 210mm. The thickness shall be a minimum of 50mm. Free standing pillars to act as supports for a canopy are not permitted.
- 3.4 Canopy supports (end returns or end returns with columns) shall be integrated into the underside of the canopy and base plinth as per AS4204-2019.
- 3.5 Single memorials must not weigh more than 120 kg.

Double or Triple Memorials – Headstones spanning two or three grave sites

- 3.6 Height and depth of double width memorials shall be constructed consistent with a single width unit. Weights are in accordance with the advice of the Authority's Consultant Engineer and should not exceed the above. The memorial shall be affixed onto the concrete beam with a minimum of two dowels. Maximum sizes are as follows:

	Width (mm)	Weight (kgs)
Double width Memorials	1,060	240
Triple width Memorials	1,590	360

- 3.7 If the memorial is less than 750mm wide, the memorial shall be fixed to the base plinth with not less than two dowels in accordance with Australian Standards AS4204-2019. If greater than 750mm, the memorial shall be fixed to the base plinth with not less than three dowels. Where flower vase receptacles are incorporated, drainage outlets are to be provided between plinth and concrete beam.

4. Lawn Sections (Modular Sections)

Refer drawings at Schedule A7.

Burial lawn modules in Lutheran Lawn and Lawn 1 are subject to onsite inspections and sizes upon application.

Burial lawn modules in Lawn 2 and Lawn 3 shall be constructed from durable natural stone or non-ferrous materials and must comply with the following specification requirements:

4.1 Sub-base

- 4.1.1 The size of the sub-base shall be 660mm wide x 500mm deep x 50mm high with a tolerance of (+ or -) 5mm;
- 4.1.2 The finish on the top surface of the sub-base is polished; and
- 4.1.3 The edges of the sub-base will, as a minimum, be diamond sawn.

4.2 Centre piece

- 4.2.1 The size of the centre piece / vase block is 610mm wide x 150mm high x 150mm deep; and
- 4.2.2 The finish on the top surface of the centre piece / vase block is polished; and
- 4.2.3 The ends and faces of the centre piece / vase block as a minimum will be diamond sawn.

4.3 Sloper

- 4.3.1 The sloper will be 585mm wide x 315mm deep. Tapering from 130mm to 25mm at the front and subject to a tolerance of (- or -) 5mm on taper;
- 4.3.2 The finish on the top face of the sloper polished; and
- 4.3.3 The edges of the sloper shall as a minimum be diamond sawn.

4.4 Plaques

- 4.4.1 Bronze, granite, or non-ferrous plaques may be affixed to a memorial in lieu of an inscription inscribed into the face of the granite sloper.

4.5 Flower vases or troughs must not exceed 100mm in diameter.

4.6 Polishing Options are as follows:

- 4.6.1 The entire modular memorial can be sawn or polished, but not rock edge finished.
- 4.6.2 Sub-base – all edges can be polished.
- 4.6.3 Centre piece / vase block – all edges can be polished.

- 4.6.4 Sloper - all edges can be polished
- 4.7 The installation of the memorial must be as follows:
 - 4.7.1 The subbase shall be adhered to the beam by a bed of mortar to ensure that the top or polished surface of the base is 60mm from the beam.
 - 4.7.2 The subbase shall be positioned centrally on the beam, front to back and centred between planter squares.
 - 4.7.3 Where possible, the Monumental Mason's nameplate must be located on the front vertical face of the sub-base, in line with the interment site identification number.

5. Full Monumentation Vaults – Single Vault

Refer drawings at Schedule A8.

The only current full monumentation vault area is Olive Terrace. However, further sites may be added without notice.

The following specifications are provided for a single memorial. Monumental masons shall submit plans for all double and triple memorials based on the requirements of the specific area in which the vault is located. Specifications for double or triple full memorials shall be constructed consistent with a single vault unit.

- 5.1 Vault sizes are approximately 1400mm wide x 2800mm long. The Authority advises Monumental Masons to measure the vault before ordering granite or other materials due to slight variations. Note that if the vault is located at the end of a row, the memorial can be 30mm wider to enable a side veneer to be fitted.
- 5.2 Burial memorials for vault interment sites shall be constructed from durable natural stone and non-ferrous materials, and must comply with the following specification requirements:
- 5.3 Maximum footprint including the front veneer shall be 1390mm wide x 2835mm long.
- 5.4 Where possible, the tread shall cover the entire exposed top surface of the vault, allowing 5mm to the left, right and rear for expansion.
- 5.5 If a double memorial is to be erected, then the two single vaults shall be bolted together before construction of the memorial begins. Instructions are below at 5.21.
- 5.6 In design of the memorial, you shall allow for a minimum opening of 2200mm.
- 5.7 The maximum height of the granite (usually the level point provided by the cemetery) shall not exceed 1800mm, with a tolerance of + or - 12mm.
- 5.8 All kerbing shall be supported by the treads / ashlar with no kerbing to be left unsupported.
- 5.9 All designs shall allow for a minimum opening of 900mm wide and 2200mm in length to allow for future interments.

5.10 Dowelling is in accordance with Australian Standard AS4204-2019 or as updated.

5.11 Canopy memorials shall not be enclosed with doors.

5.12 Front Veneer Specifications

Maximum width	1,390mm
Thickness	30mm

- Corner sites to be measured to allow for a side veneer.
- Installation of the front veneer shall be aligned with the adjacent memorials.
- The height will depend on position in the row but shall be at least 30mm below the level of the brick coping.

5.13 Tread /Ashier Specifications

Front Tread width	1,390mm
Maximum tread length	2,835mm
Thickness	70mm

The height is determined by the memorials adjacent as all treads shall finish at the same height. Corner sites are subject to measurement.

5.14 Front Kerb Specifications

Minimum width	1,040mm
Maximum width	1,160mm
Minimum thickness	70mm
Maximum height	350mm

5.15 Side and Back Kerbs

Minimum thickness	70mm
Maximum height	350mm

5.16 Ledger

Maximum width	1,160mm
Minimum thickness	70mm
Maximum thickness - standard	100mm
Maximum thickness – hip ledger	150mm

5.17 Base (back kerb)

Maximum width	1,160mm
Minimum height	100mm
Fixed depth	280mm

5.18 Headstone

Minimum thickness (integrated)	50mm
Minimum thickness (free standing)	100mm

5.19 Canopy

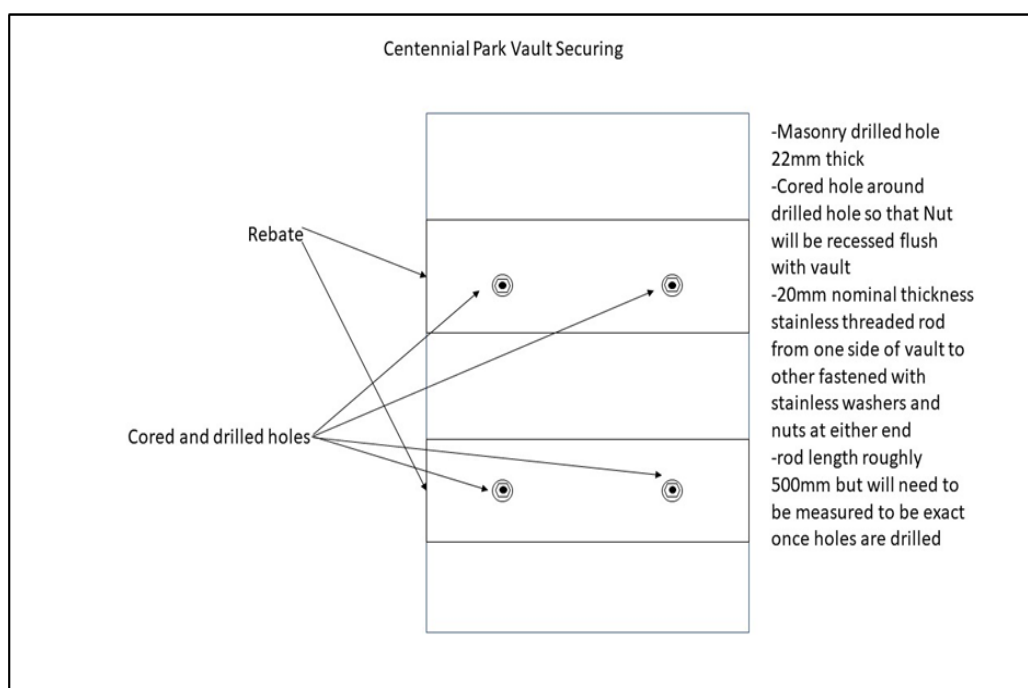
Maximum depth is to be the same as the base.

5.20 Corner Sites

Special specifications for corner sites may be required to fit vault site (size specifications for veneer and tread).

5.21 Securing of Vaults

Instructions for joining two vaults in Olive Terrace are as follows:



6. Grand Memorials

Refer drawings at Schedule A9.

Grand memorials are currently limited to the area known as The Views. Further areas in the Park may be developed for grand memorials in the future without notice.

The following specifications are provided for a single memorial. Monumental masons shall submit plans for all double and triple memorials based specifically on the sites in question. Specifications for double or triple memorials shall be constructed consistent with a single memorial unit.

- 6.1 Grand Memorials shall be constructed from durable natural stone and non-ferrous materials, and must comply with the following specification requirements:
- 6.2 The maximum height of the granite (from concrete beam) shall not exceed 1800mm, with a tolerance of + or – 12mm.
- 6.3 The minimum height of the granite (from concrete beam) shall not be less than 1000mm, with a tolerance of + or – 12mm.
- 6.4 Sub-base to be positioned in the centre of the burial position, with the vertical front edge of the sub-base positioned within 15mm of the vertical face of the concrete beam.
- 6.5 Canopies cannot be enclosed with glass doors.
- 6.6 Dowelling is in accordance with Australian Standard AS4204-2019 or as updated.
- 6.7 Sub-base

Width	910mm
Depth	400mm
Height	70mm
- 6.8 Base

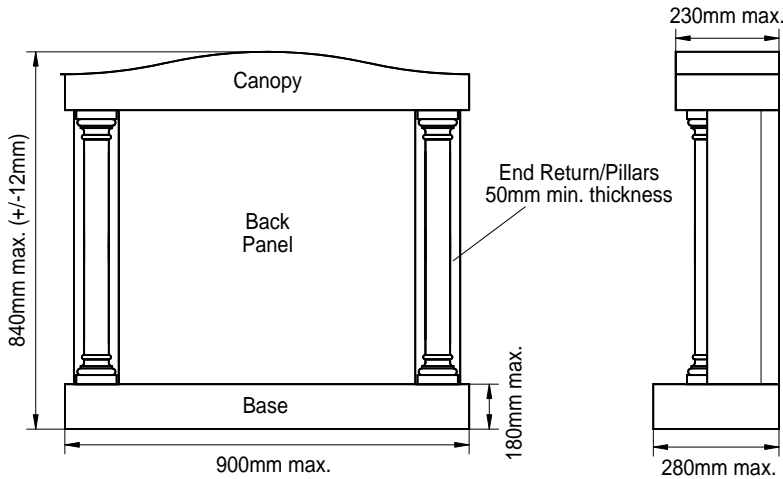
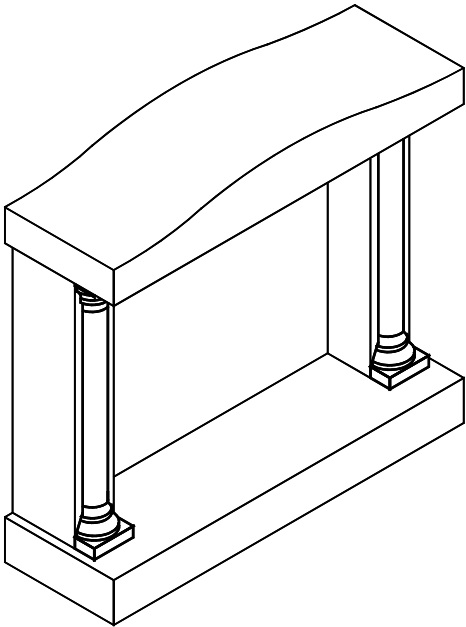
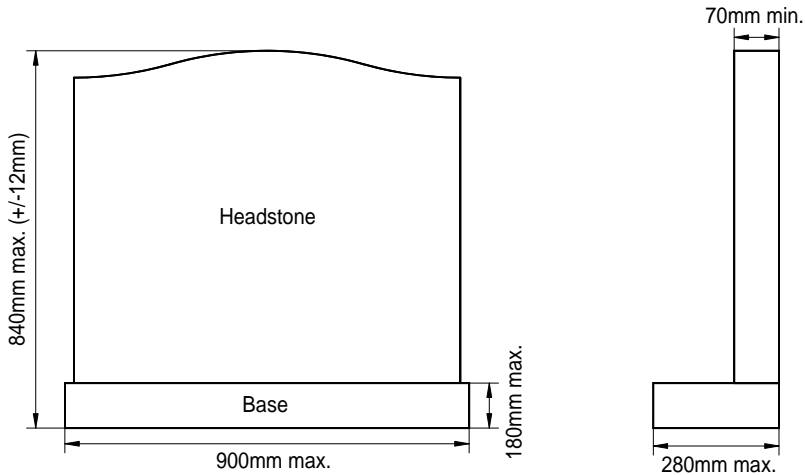
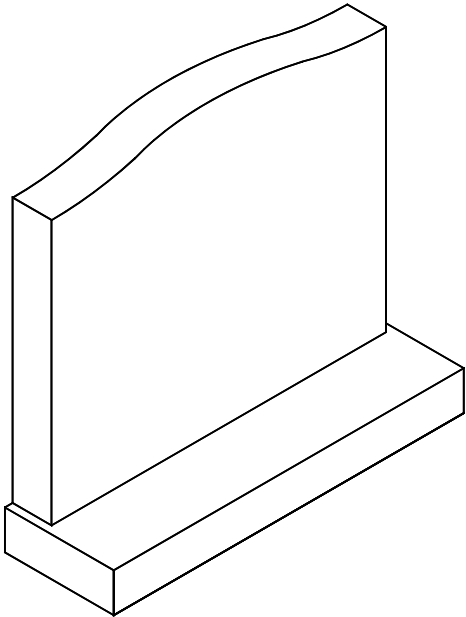
Width	900mm
Depth	280mm
Minimum height	100mm
Maximum height	300mm
- 6.9 Headstone

Minimum thickness (free standing)	100mm
Maximum width	900mm
- 6.10 Canopy (with integrated supports)

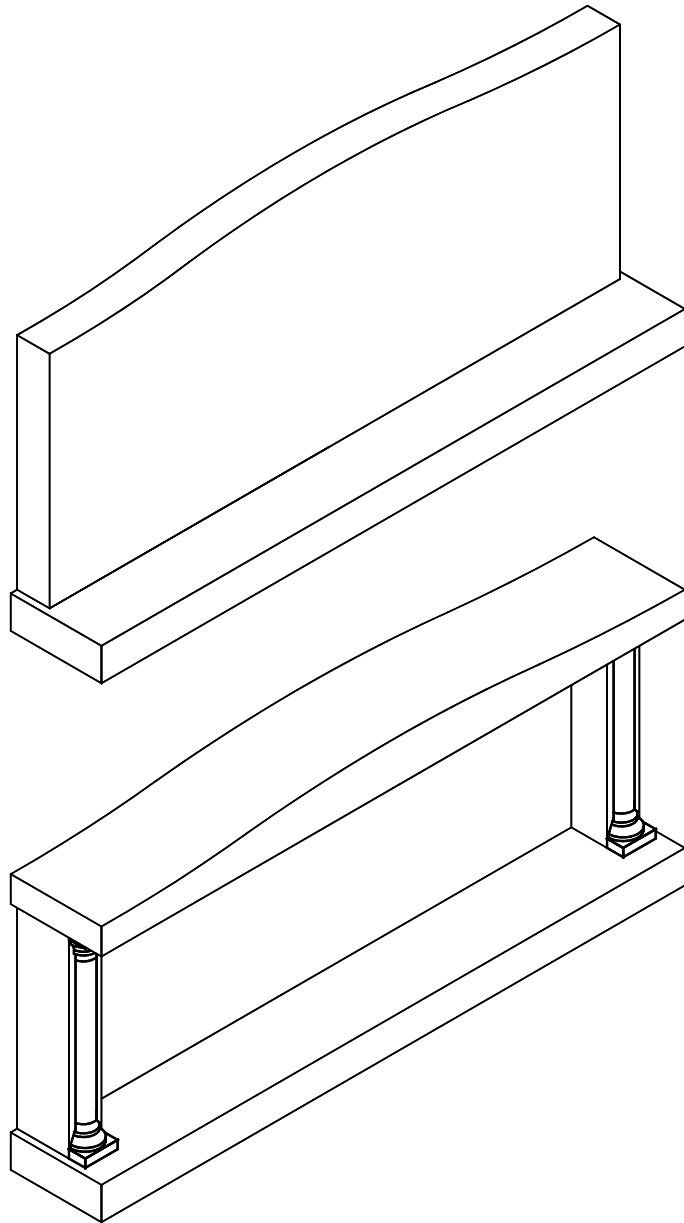
Maximum depth	280mm
Minimum thickness of letter panel	50mm

Standard Burial Interment Sites
Upright Section
Schedule A1

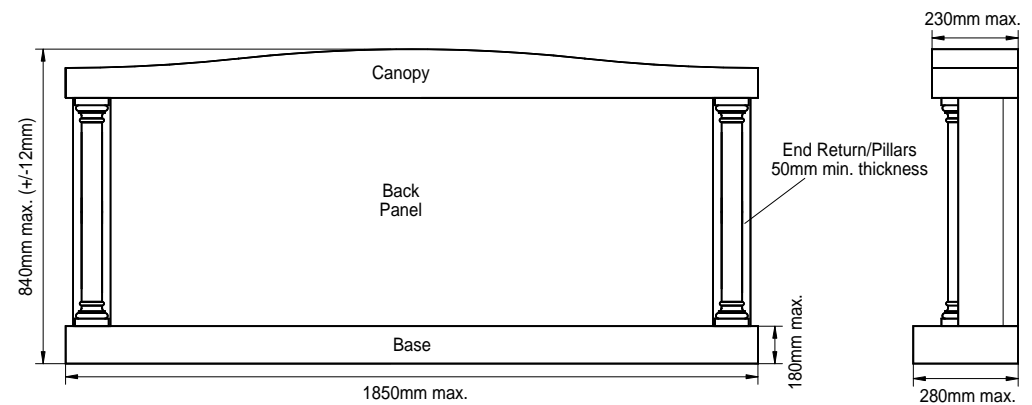
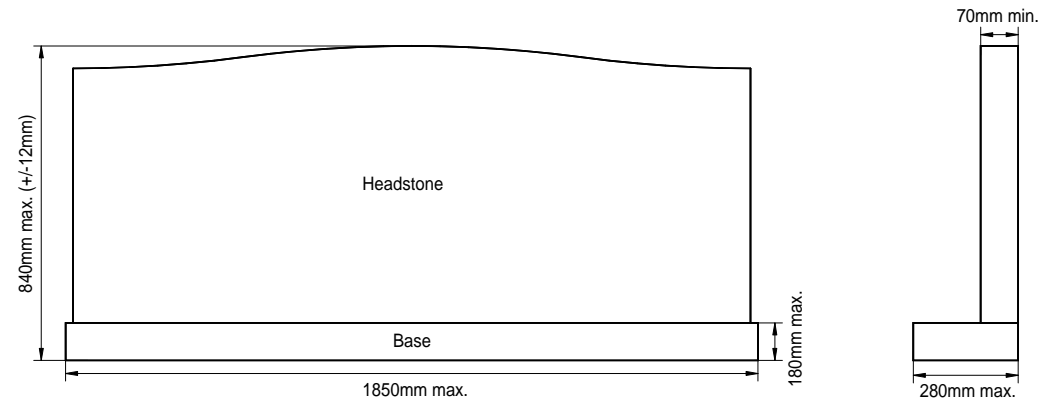
Single width memorials
(max. combined weight 356kgs)



Standard Burial Interment Sites
Upright Section
Schedule A2



Double width memorials*
(max. combined weight 720kgs)

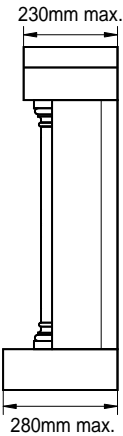
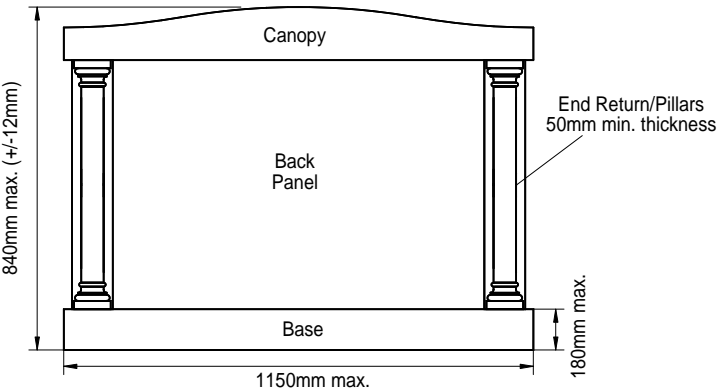
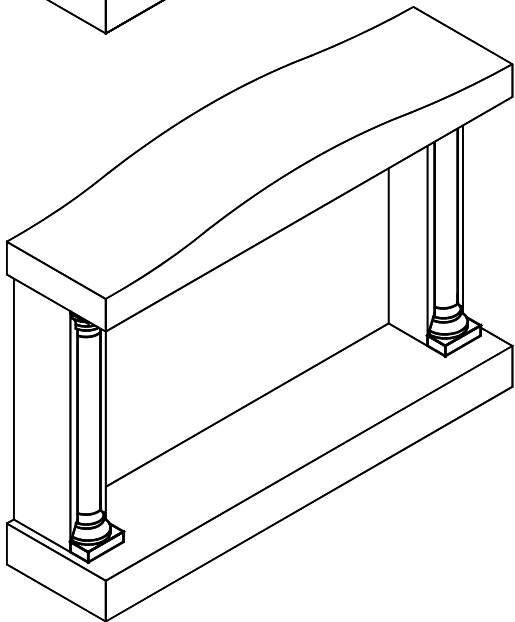
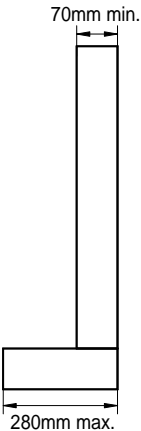
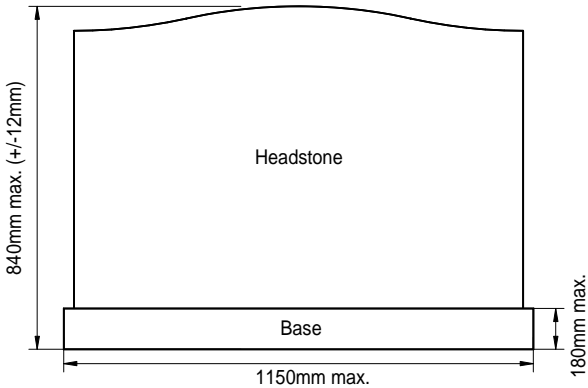
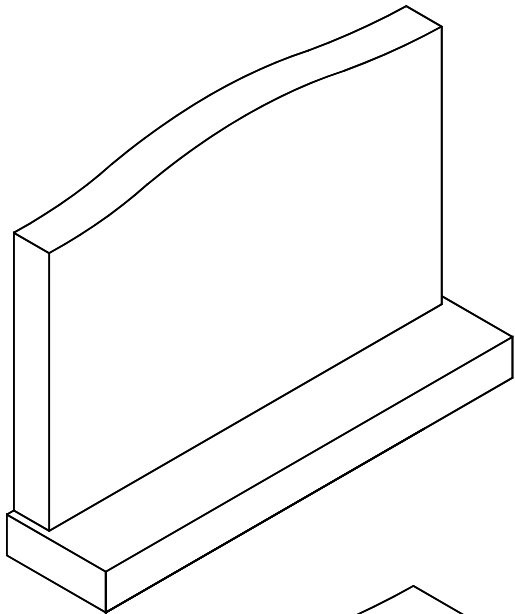


*Triple width memorials

max. width 2800mm
max. height 840mm (+/-12mm)
max. depth 280mm
max. combined weight 1100kgs

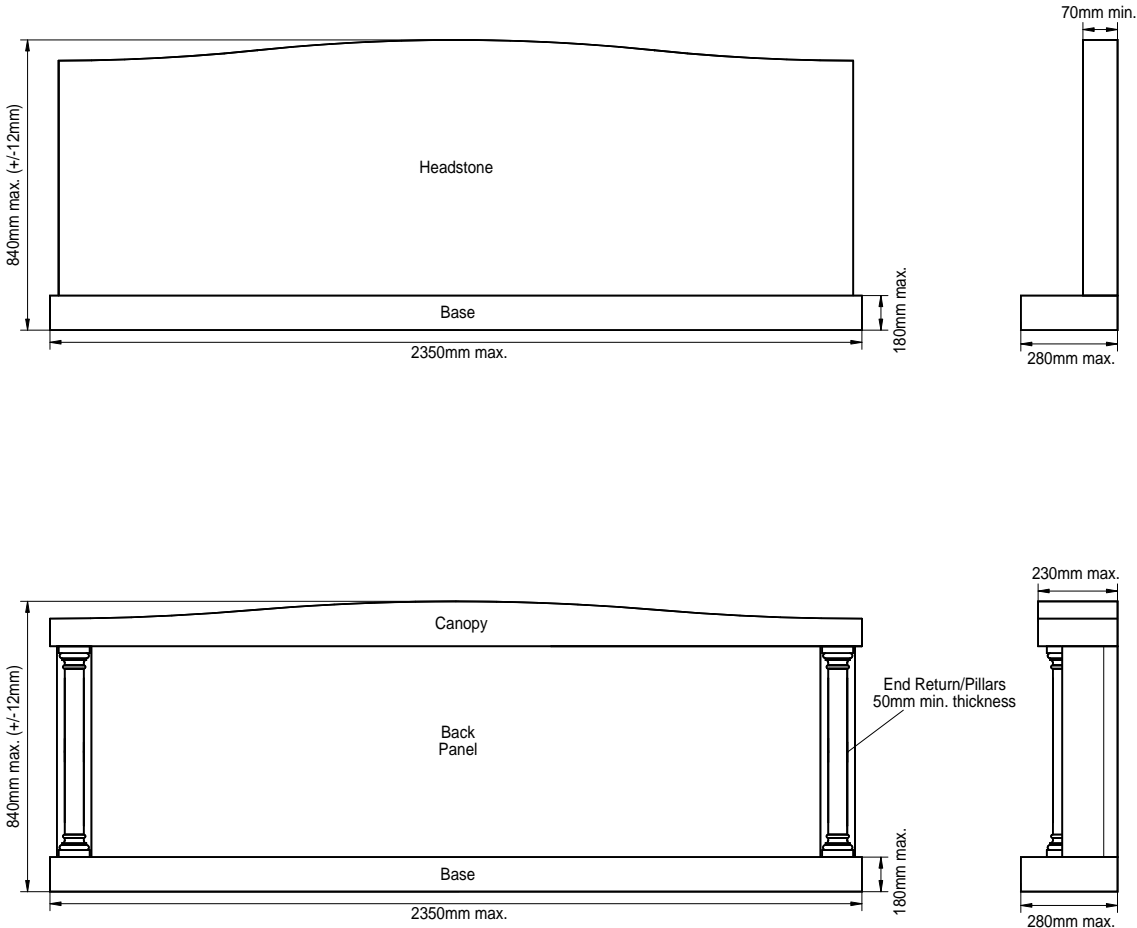
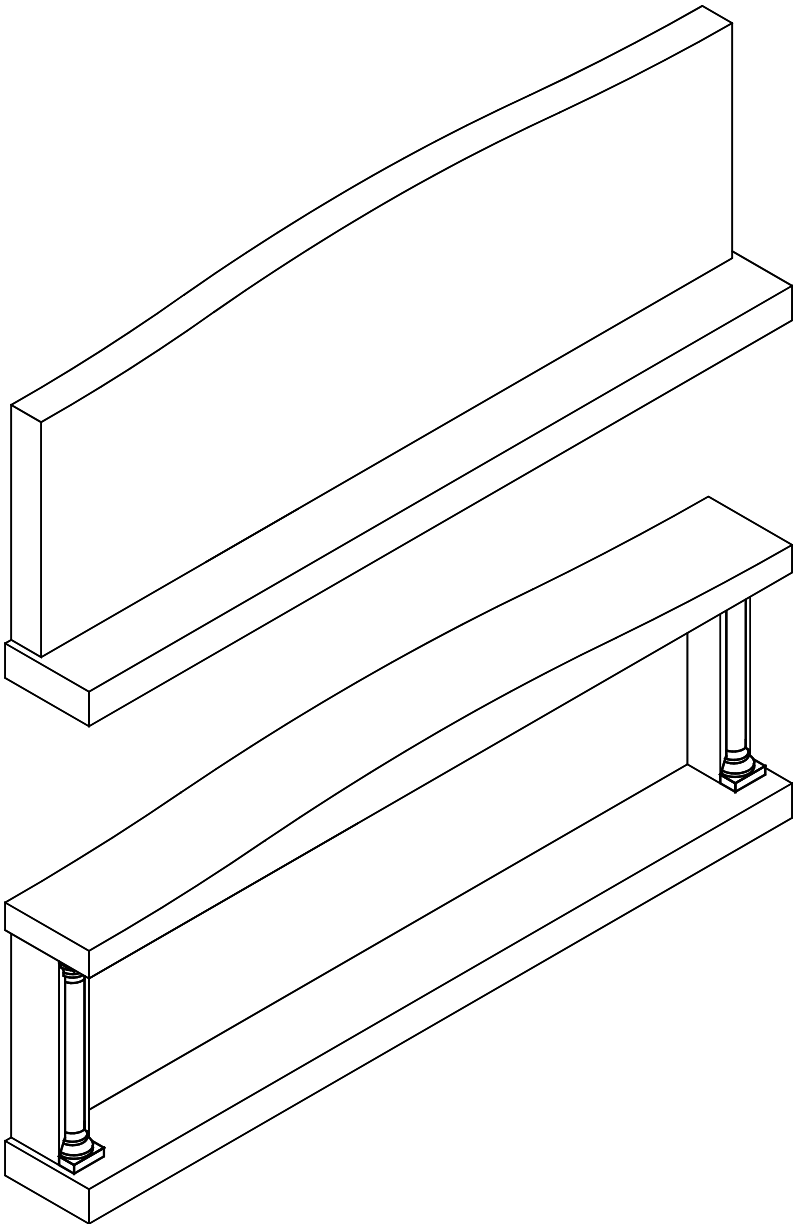
Vault Section Large
Interment Sites
Schedule A3

Single Vault Memorials
(max. combined weight 450kgs)



Vault Section
Large Interment Sites
Schedule A4

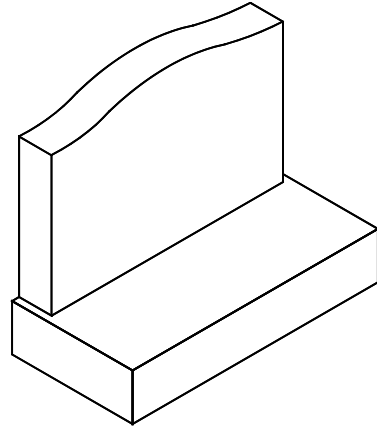
Double width memorials*
(max. combined weight 900kgs)



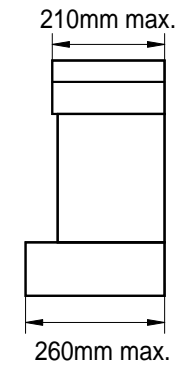
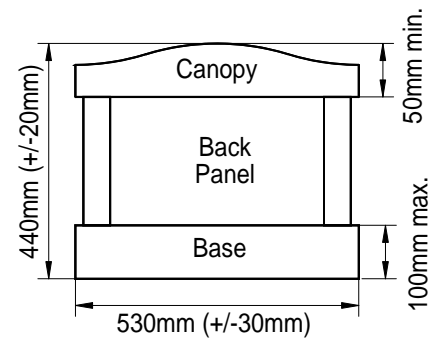
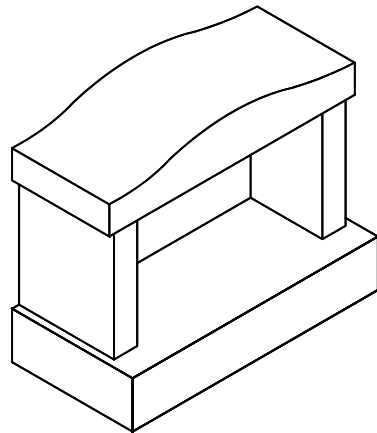
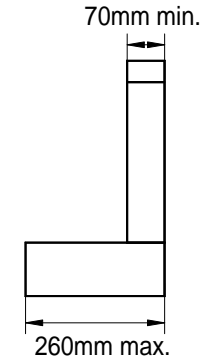
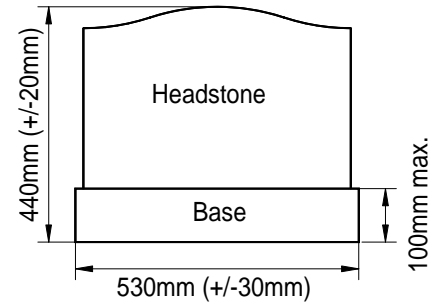
*Triple width memorials
max. width 3550mm
max. height 840mm (+/-12mm)
max. depth 280mm
max. combined weight 1350kgs

Childrens Interment Sites

Schedule A5

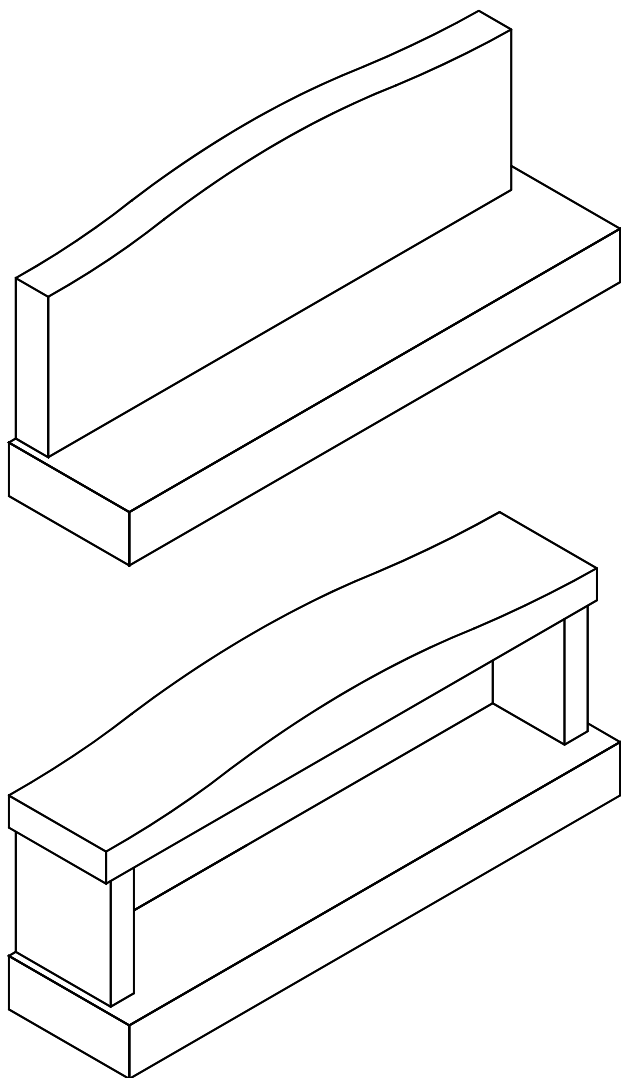


Single width memorials
(max. combined weight 120kgs)



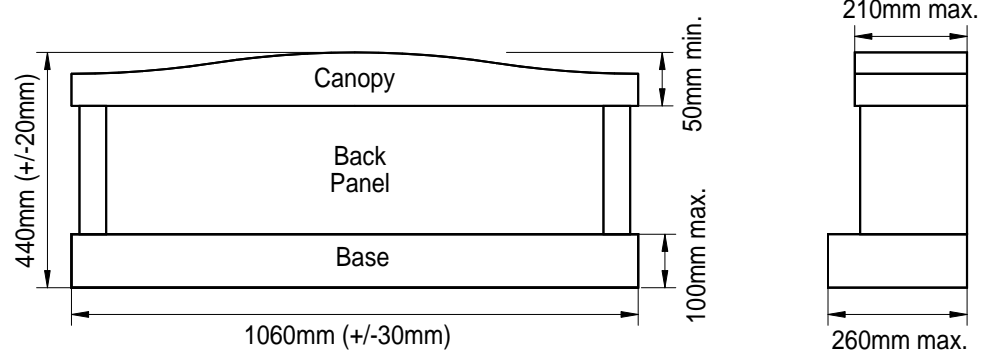
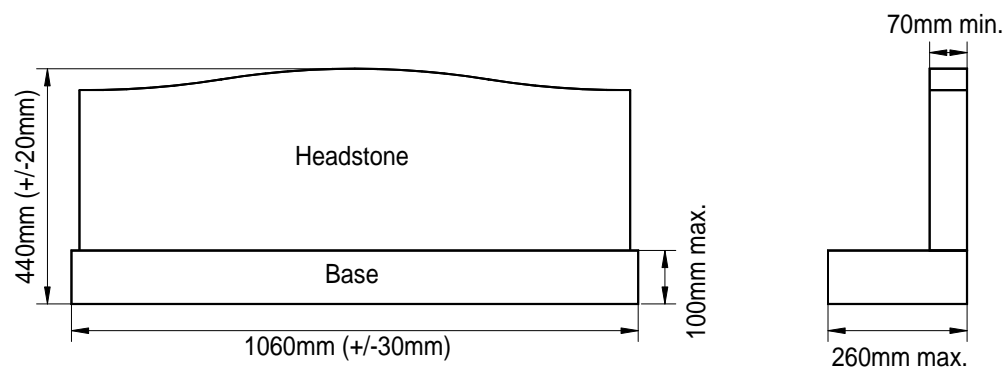
Childrens Interment Sites

Schedule A6



Double width memorials*

(max. combined weight 240kgs)



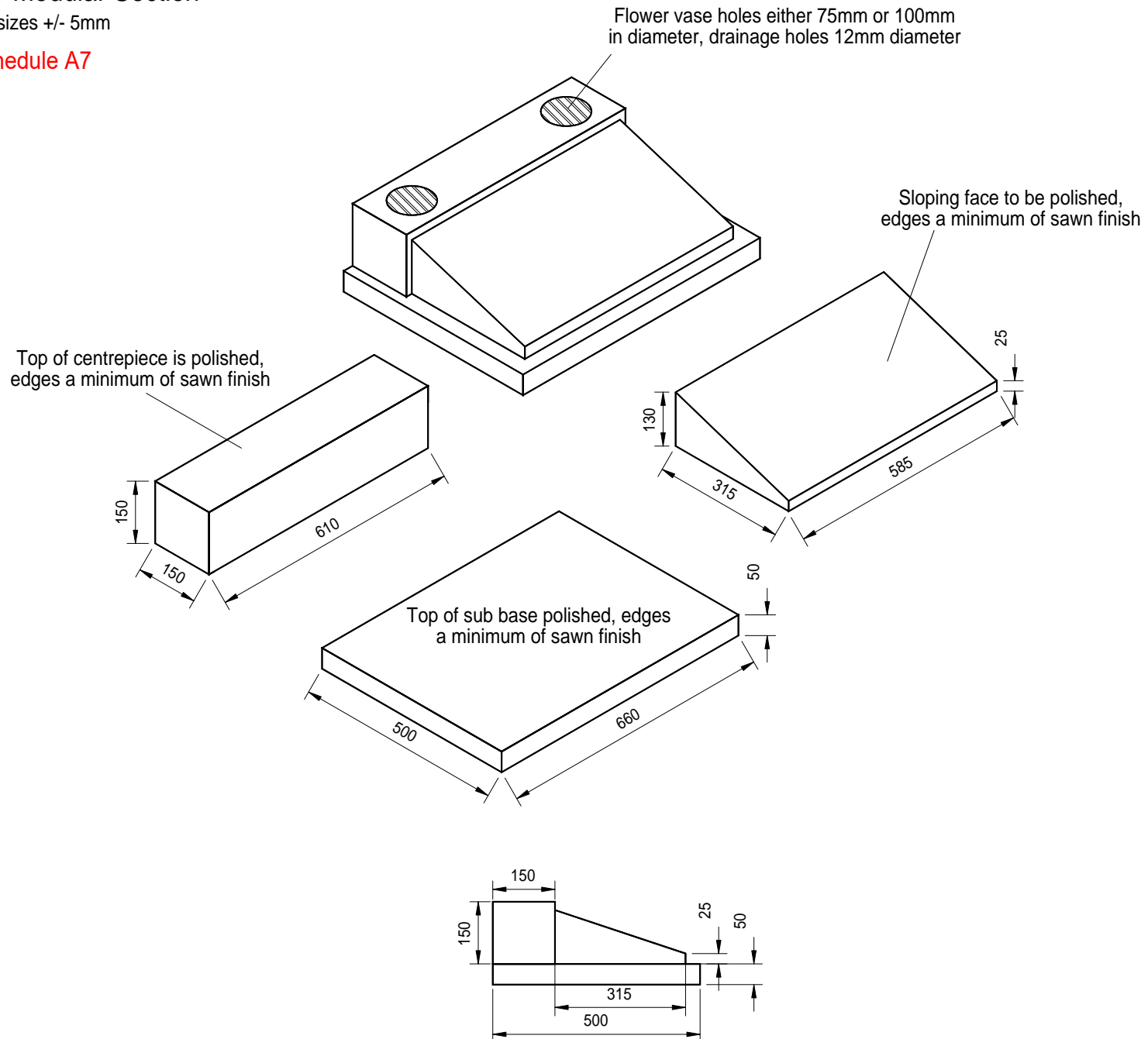
*Triple width memorials

max. width 1590mm (+/-30mm)
max. height 440mm (+/-20mm)
max. depth 260mm
max. combined weight 360kgs

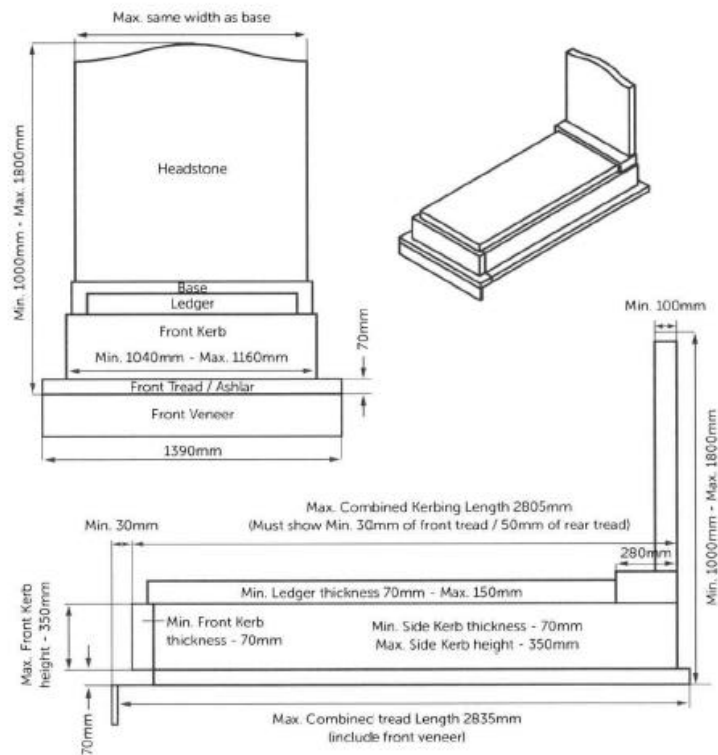
Memorial Work Lawn Section / Modular Section

Note: all sizes +/- 5mm

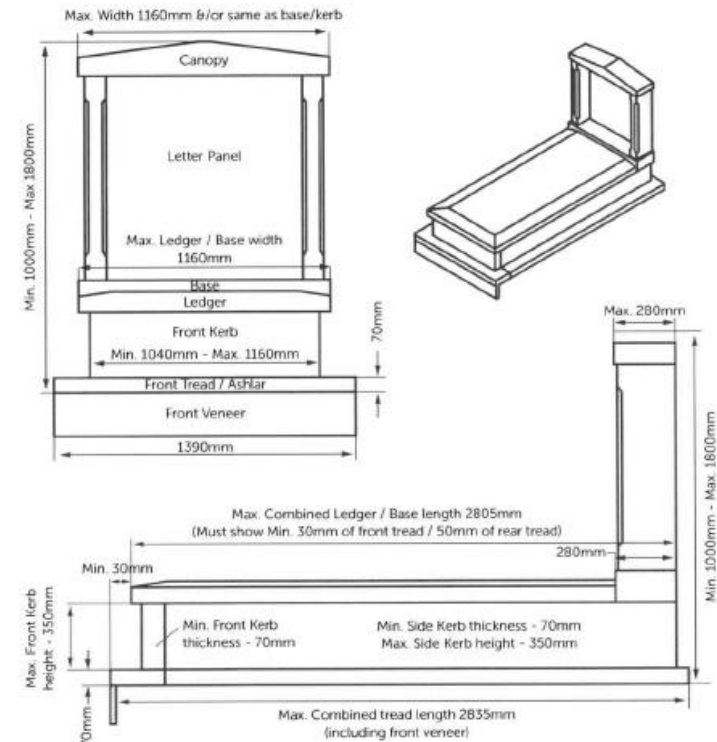
Schedule A7



monument guidelines style 1



monument guidelines style 2

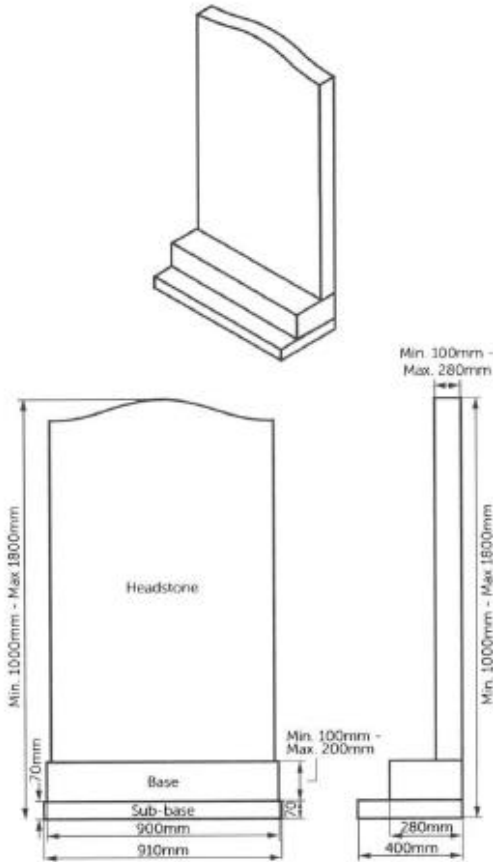


Monuments may require side and rear veneers depending on where they are located within Olive Terrace.

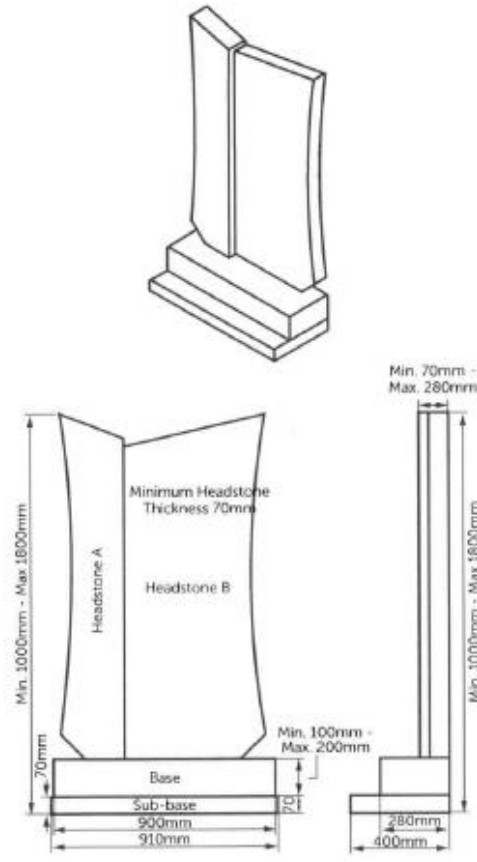
• All kerbing to be fully supported by the treads • Glass doors (if any) to be constructed out of toughened glass

• 40% restriction on black and emerald pearl applies to front, top and sides • Standard ledger minimum thickness 70mm (alternatives - splayed 100mm, hip 150mm)

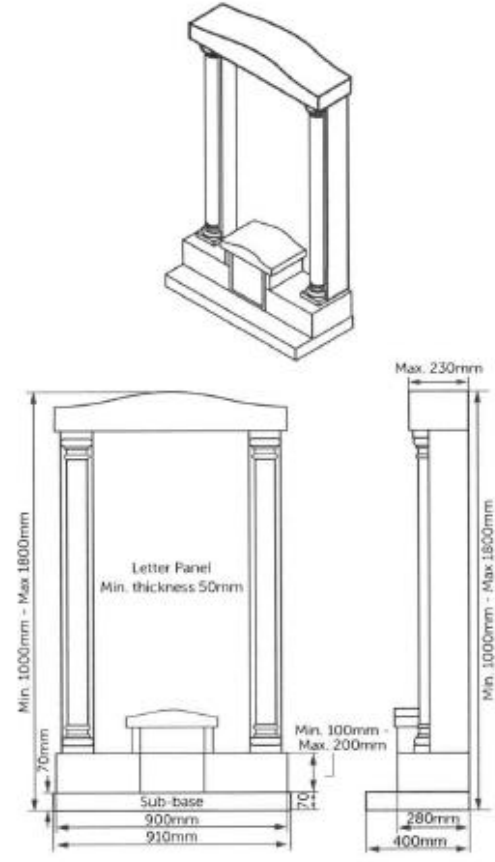
monument
guidelines style 1



monument
guidelines style 2



monument
guidelines style 3



• Glass doors (if any) to be constructed out of toughened glass) • 40% restriction on black and emerald pearl applies to front, top and sides