

(HEREAFTER REFERRED TO AS 'THE TRUST')

MONUMENTAL POLICY

ATTENTION ALL MONUMENTAL MASONS

This version (2009) supersedes all previous monumental policies.

This document is being issued in conjunction with the "Monumental Construction Guidelines", "Monumental Construction Diagrams" and "Monumental Permit Checklist". If any Stonemason, Sub-Contractor or employee (defined as Stonemason) requires clarification on any section of this policy please do not hesitate to contact The Trust.

All requests contained within these policies will be strictly enforced from 1 October 2009. It is strongly recommended that Stonemason's retain a copy of this policy in their vehicle at all times.

From 1 October the licenses will be granted subject to the conditions outlined in this policy (as varied from time to time). Licenses will be issued upon payment of a fee by the licensee and at the discretion of the Trust, be renewed annually and be subject to the abovementioned conditions (as varied from time to time).

This policy contains the following:

PART A – REQUIREMENTS TO OPERATE ON CEMETERY PREMISES

1. Licences
2. Applying for a Licence
3. Site Bond

PART B – REQUIREMENTS TO CONSTRUCT A MONUMENT

4. Permits
5. Applying for a Permit
6. Conditions
7. Cemetery Rules

PART C – OCCUPATIONAL HEALTH & SAFETY & RISK MANAGEMENT

8. OH&S Requirements

APPENDIX

1. Construction Guidelines
2. Construction Diagrams – General
3. Construction Diagrams – Specific To The Trust (If Applicable)

This policy was written by Rookwood Anglican & General Cemetery Trusts
in conjunction with the Monumental Masons Association.
Thank you to Globe Memorials, Italian Monuments, Larcombe Memorials and Monuments in Memoriam.

PART A – REQUIREMENTS TO OPERATE ON CEMETERY PREMISES

1. LICENCES

An annual fee of \$110.00 will be charged to cover the additional administration costs for lodging and policing compliance documentation. A surcharge of \$50.00 will apply if an application has to be re-submitted due to incomplete information. This licence will allow the Stonemason to work in the areas of the cemetery under the control of the Anglican and General Trusts.

- 1.1. The Trust may, but shall not be obliged, to issue a licence to an applicant which it regards as being suitably qualified to hold the particular licence.
- 1.2. Any such licence which may be issued shall be subject to changes in this policy, as amended from time to time.
- 1.3. The Trust may at any time suspend or revoke a licence issued by it in writing, giving a reason for such suspension or revocation, until an adequate resolution is achieved.
- 1.4. The Trust shall not be under any obligation to renew any licence or to issue a new licence to an individual or a firm or a corporation which has previously held a licence.
- 1.5. The administration of the policy shall be vested in the General Manager on behalf of The Trust.

2. APPLYING FOR A LICENCE

All Stonemasons, when applying for a licence to work in the cemetery, will be required to lodge with The Trust evidence that they hold:

- 2.1. A Stonemasonry (Monumental Only) or Stonemasonry (Monumental/Installation) Trade Licence issued by the Department of Fair Trading, or similar acceptable qualification (*Currently being determined*)
- 2.2. OH&S General Induction Certificate
- 2.3. Dogging Licence (Class DG) issued by WorkCover (*Currently being determined*)
- 2.4. A copy of the Australian Standards:
 - 2.4.1. AS4204:1994 (Headstones and Cemetery Monuments)
 - 2.4.2. AS4425:1996 (Above-ground burial structures)
 - 2.4.3. AS3600:2001 (Concrete Structures)
- 2.5. Certificates of currency for the following insurances:
 - 2.5.1. Public Liability and Contractors All Risk Insurance for personal injury and/or damage to property Minimum \$10,000,000.00 (Policy is to state anywhere in Australia for coverage, or name The Trust)
 - 2.5.2. Certificate of currency covering the employer's liability under the Workers Compensation Act 1987.
- 2.6. Business information
 - 2.6.1. Australian Business Register (A.B.N.)
 - 2.6.2. Company Profile
 - 2.6.3. Quality Policy Statement
 - 2.6.4. Vehicles Registration and Insurance policy
 - 2.6.5. List of Employees / Sub-contractors engaged to work at the Cemetery and proof of their training (eg First Aid Courses, Dogman's ticket and other licenses to operate machinery, equipment and vehicles they use on the site)
 - 2.6.6. Statement from Referees
 - 2.6.7. Occupational, Health & Safety and Risk Management Plan & Procedures Policy
 - 2.6.8. Proof that individuals working at the Cemetery have completed training in safe operational procedures and have personally signed off on each part of the policy's safe work methods/systems for the work being carried out on the site. The appropriate documentation must be lodged with the Trusts.
 - 2.6.9. Quality Control – a qualified company supervisor is to be on site through each phase of construction to comply with these guidelines

3. SITE BOND

- 3.1. Ongoing problems, including damage to monuments, plumbing and pathways; non-compliant monumental construction; rubbish left on site; dumping of excavation material; and cement washings dumped on lawn areas, roadways and in storm water drains, have prompted The Trust to adopt a policy to cover the costs for cleaning, repairing or rectifying problems caused by Stonemasons.
- 3.2. A bond of \$1,000, for new applicants only, is required to be paid by Stonemasons working on The Trust's premises. The bond will be used to cover any costs associated with removal of rubbish and contaminants, damage to cemetery infrastructure and landscape, clean up of sites, repair to damaged monuments and/or correction of monumental work that does not comply with the approved specifications lodged with The Trust.
- 3.3. **For Monuments Under Construction (With A Current Permit)**
 - 3.3.1. In the event of a problem, the Stonemason will receive written notification of the issue and will be allowed 10 working days to rectify the problem to the satisfaction and discretion of The Trust. No further permits will be approved until such time as a dispute has been resolved.
 - 3.3.2. If the stonemason fails to comply with the request within 10 working days of written notification, The Trust will notify the stonemason of its intention to carry out the rectification.
 - 3.3.3. In all other matters where it is necessary for The Trust to undertake works of an urgent nature within 10 days or where the Owner or Stonemason has not attended to matters of a non-urgent nature within 10 days of being required to do so, The Trust may undertake the works. The Trust shall be reimbursed by the Owner or Stonemason for its costs of undertaking the works.
- 3.4. **For Pre-Existing Monuments (No Current Permit)**
 - 3.4.1. If, in the opinion of The Trust, the site structure or monument has become dangerous, dilapidated, unserviceable or aesthetically displeasing, whomever is deemed to be responsible for the issue, that is the Owner or Stonemason (if within the warranty period and is a warranty issue), must undertake and complete all repairs, alterations and/or modifications within a period of 30 days after being instructed by The Trust to do so.
 - 3.4.2. Should The Trust believe the structure has become dangerous to the extent that the structure's condition can not prevail for the 30 day period, The Trust may specify a shorter rectification period. If the works are not undertaken within such period, The Trust may undertake the works and seek reimbursement for the costs from the Owner or Stonemason (if within the warranty period and is a warranty issue).

- 3.4.3. If the Stonemason is responsible for the works under warranty, reimbursement of all costs will be sought from the Stonemason via the bond lodged with The Trust in the first instance. Any additional costs in excess of the bond will be paid by the Stonemason. In the event the Stonemason fails to pay all required costs associated with the rectification, no further permits will be issued for work at the cemetery until the debt is settled.
- 3.5. The stonemason will be required to re-establish the bond of \$1000 before any further work permits will be issued.
- 3.6. Repeat offences of this nature may lead to The Trust revoking the licence and refusing to issue further permits to carry out work at the cemetery.
- 3.7. The Stonemasons' liability for the structure is seven (7) years and will take effect from the agreed date of completion between the Stonemason and the Owner.

PART B – REQUIREMENTS TO CONSTRUCT A MONUMENT

4. PERMITS

Before any monumental construction commences, a Permit is required.

A Stonemason must apply for and receive a Permit from the Trust prior to commencing each item of work in the cemetery and must pay the fee appropriate to the work covered by the Permit.

The issue of a Permit creates a contract under which the Stonemason agrees to abide by the conditions for the application, the permit, the Crown Lands Act 1989 (Amended) and the Crown Lands By-Laws 2006 and the Rules and Regulations of The Trust at that time.

The Trust will not be held responsible by the issue of a Permit, for any liability for defects in design, construction, workmanship or materials.

Stonemasons must provide the approved Permit to the Manager or other authorised representative of The Trust upon request.

4.1. Construction of new works requiring a Permit includes

- 4.1.1. Headstones
- 4.1.2. Kerbing
- 4.1.3. Concrete infill
- 4.1.4. Peering and/or footings
- 4.1.5. Crypts*
- 4.1.6. Family vaults*
- 4.1.7. Demolition works
- 4.1.8. Monument renovation
- 4.1.9. Inscriptions
- 4.1.10. Embellishments on a monument (ie. religious insignia, military insignia, lights, candle boxes)

* NOTE: Construction of crypts and family vaults can only be carried out by a licenced builder

5. APPLYING FOR A PERMIT

- 5.1 Application for the erection or replacement of a Monument or part thereof must be made to The Trust in writing and be accompanied by plans including perspective view and specifications of the proposed monument with details of materials to be used, footings and any other particulars as may be required by The Trust - as set out in the **Application Form for Monumental Work**.
- 5.2 Permits are to be submitted on The Trust's permit forms only. A **Monumental Permit Checklist** is provided to assist with the documentation for the application. If an application is rejected due to insufficient documentation, a surcharge of \$50.00 will be charged, at the discretion of The Trust.
- 5.3 Where the application relates to an inscription, a copy of the proposed inscription will be required together with a translation in English if the proposed inscription is in another language. This allows the Trust to maintain more complete records for future historical purposes.
- 5.4 A Work Method Statement will be required for each Permit.
- 5.5 Where the owner of the Right of Burial License is still living they must sign all permit forms regardless of the nature of the work to be done. If the owner is deceased an appropriate person that has legal authority may be permitted to sign.
- 5.6 Granite width, height and depth are to be noted for all individual pieces of the monument
- 5.7 Monuments must be built in accordance with the plan submitted with the application form and as approved to conform with the specifications set out on the Permit.
- 5.8 No additional work to that specified in the original contract is permitted until it is approved and documented as a variation.

6. CONDITIONS

The Trust advises all Stonemasons and Sub-Contractors of the following conditions that will apply to all persons who work on The Trust's site.

6.1. Arrangements of the Works

- 6.1.1. Design, layout and construction of footings and monuments must be planned so as to permit future caskets to be placed easily without producing an awkward, difficult or unsafe working environment for any of The Trust's employees, Funeral Directors and/or the public.
- 6.1.2. The Stonemason is responsible for site measuring prior to submitting a permit application. The Trust is not responsible for measuring plots.
- 6.1.3. All new vases, ornaments and candle are to be removable (effective from the date of this policy). Families need to understand that burials taking place in adjacent graves to the graves they own may require removal of their vases or ornaments so that the removed slab or mats and boards can be placed over their monument and soil placed on the boards from the excavated grave. Vases and ornaments are not to be placed on walkways. In the event of an accident resulting in claims due to the presence of these items, The Trust will hold the Owner accountable for all costs.

6.2. Permanent Conservation Areas

- 6.2.1. Rookwood cemetery is recognised through various heritage listings as being a place of National and State Heritage significance and is subject to the Burra Charter for places of cultural significance.
- 6.2.2. Any proposed work in a Permanent Conservation area should be discussed with The Trust prior to any commitment to the customer, as such work may also require the consent of the Heritage Council of N.S.W. and will be subject to strict guidelines.

6.3. Trust Building Works Approval

- 6.3.1. The Trust may require that the proposed plans and details be submitted to, and reported upon, by consultants nominated by The Trust. A consultant is defined as the Heritage Office and/or a Heritage Architect and/or any other person as requested by the Heritage Office. The consultant's fees are to be reimbursed in full by the Stonemason or Owner.
- 6.3.2. No works are to be commenced prior to The Trust's written approval. Any works that are commenced without written approval, or constructed other than in strict accordance with The Trust's conditions of approval, may be demolished and removed by The Trust at cost to the Stonemason.

6.4. Inspection Prior to Pouring the Concrete

- 6.4.1. A pier (footing) inspection is to be carried out by an authorised member of The Trust before the concrete is poured. Refer to steel diagram in *Appendix 2 – Construction Diagrams*.

6.5. Inspection Prior to the Placement of the Slab

- 6.5.1. Inspection of the monument opening is to be carried out by an authorised member of The Trust before the slab is placed on the monument. Measurement of the inside opening for casket size, and a check for concrete overflow, will be carried out at that time.
- 6.5.2. It is the responsibility of the Stonemason to advise The Trust when the works are completed. The bond paid to The Trust will not be refunded until after this advice is received and the works have been inspected and certified by The Trust as completed. If preferred, the bond can be held against all work being carried out in the cemetery.
- 6.5.3. The Monument shall bear the Stonemason's name and the grave number specified in the permit issued and must be cut into the stonework. The wording is to be 25mm per line in height and a maximum of 2 lines. Logo is to be a maximum size of 50mm x 50mm. Plaques for Granolite jobs are to be maximum of 150mm x 80mm. Adhesive labels are not permitted.
- 6.5.4. In the event of a breach of any of the specifications in the Permit issued, the breach shall be rectified at the expense of the Stonemason. This may include the cost of the removal of the Monument and its replacement with a Monument constructed in accordance with the Permit. In this instance, a re-inspection fee of \$50.00 may be charged.
- 6.5.5. Rectification work will be undertaken by the mason to the satisfaction of, and at the discretion of, The Trust as per section 3.3.

6.6. Completed Construction Works

- 6.6.1. The works will not be considered by The Trust as "completed" until:
- 6.6.1.1. all required certificates have been received and accepted,
 - 6.6.1.2. all works are finalised,
 - 6.6.1.3. all fees and charges payable to The Trust have been paid in full,
 - 6.6.1.4. any damage or correction required or remaining debris within the cemetery caused by the construction works has been either rectified or removed,
 - 6.6.1.5. and the Blue Card has been returned to The Trust and the job inspection completion notification forwarded to the Stonemason.

7. CEMETERY RULES

7.1. Access

- 7.1.1. Prior to commencing construction, the Stonemason is to obtain advice from The Trust as to which roads within the cemetery can be used for access to the construction works and delivery vehicles.
- 7.1.2. All Stonemasons are to drive only on access roads between sections. The Trust will not tolerate driving onto turfed grass areas, areas under renovation or the pedestrian pathways between rows of monuments without prior consent of the Trusts. Any damage to lawns, pathways and monuments is to be rectified by the Stonemason.
- 7.1.3. The Stonemason shall report immediately to the Manager or Authorised person of The Trust any damage caused to adjoining areas or any other graves, headstones, paths, roadways, trees or lawns.

7.2. Cranes and other Heavy Vehicles

- 7.2.1. The use of vehicles, machinery or cranes weighing in excess of ten tonnes are prohibited within the confines of the cemetery without prior consent of The Trust. Prior consent constitutes acceptance by The Trust of the Stonemason's yearly vehicle list

7.3. Working Hours

- 7.3.1. Monumental construction work and deliveries may only be carried out between 7.30am and 3.30pm, Monday to Friday. Stonemasons are to be off-site by 4pm. No work is permitted on the weekend or public holidays, unless prior arrangement has been made with The Trust.
- 7.3.2. Stonemasons must sign the work register on a daily basis prior to commencement of work in the cemetery and are asked to leave a mobile phone number. Failure to comply will result in an order to cease all work.
- 7.3.3. Stonemasons may also be required to temporarily cease work at the request of the Manager or other authorised person, if in the opinion of that person, the work would interfere with the conduct of a funeral or other cemetery operations, or if the Stonemason is unable to complete any part of the job by 3.30pm.

7.4. Soil

- 7.4.1. There will be no area made for the provision of excess soil. All excess soil, building materials, waste, rubble and any other materials used in the course of construction of the Monument and surrounds must be removed from the grave site, the surrounding areas and the Cemetery immediately upon completion of the Monument.

7.5. Conduct

- 7.5.1. Stonemasons must conduct themselves in a quiet and dignified manner in the cemetery. Unnecessary loud noise, shouting and offensive language is prohibited. Infringements may lead to suspension or cancellation of the Stonemasons' licence to work at the Cemetery.
- 7.5.2. All employees and sub-contractors engaged by a Stonemason are the responsibility of the Stonemason. The Stonemason will be held responsible for the actions of any individual or contractor employed, or contracted, by that company.

7.6. Owner's Responsibilities

- 7.6.1. The Owner (person/s who hold right of burial licence) shall pay costs applicable for the construction of the Owner's monument. The contract between the Owner and the Stonemason is a private matter which does not entitle the Stonemason to any rights of any kind over the grant site area (that is, the burial plot/s, with or without an interment) or any part of the monument built on said grant site.
- 7.6.2. The Owner will not construct or have constructed any paths, roads or gardens, nor plant or have planted any gardens, trees, shrubs, pot or candle in any area, unless The Trust has specifically approved otherwise.
- 7.6.3. Should the Owner breach any of the conditions of this memorandum, the Owner will pay all costs incurred by The Trust in rectifying the breach and/or determining the grant to construct.
- 7.6.4. The Owner (not the Cemetery) is responsible for the ongoing maintenance of the monument.

7.7. Advertising

- 7.7.1. No canvassing for business by Stonemasons is permitted at the Cemetery. "Canvassing" is taken to mean 'personally approaching people to promote the business without that person having first invited the approach.' Any Stonemason caught canvassing will receive one written warning. Repeat offences may lead to cancellation of the licence to work in the cemetery. However, the Trust will assist by displaying a list of approved Stonemasons at the Office.
- 7.7.2. As per the OH&S Regulations that stipulate a worksite must be identifiable, one panel of the safety barrier per worksite can be used to identify the Stonemason. This panel cannot exceed 1000mmx750mm and must be attached to the mesh barrier. Artwork must be pre-approved with The Trust and the following information only included:
 - 7.7.2.1. "This monumental work is being carried out by"
 - 7.7.2.2. Company name and/or logo
 - 7.7.2.3. Phone number
 - 7.7.2.4. Website
- 7.7.3. Company identification (name and phone number) may also be used on uniforms, vehicles, tools and equipment.

PART C – OCCUPATIONAL HEALTH & SAFETY & RISK MANAGEMENT

8. OH&S REQUIREMENTS

The Trust has legislative and moral responsibilities to ensure the Stonemason uses safe work methods/systems and provides and maintains work places that are safe and without risk to health for cemetery staff, public and stonemasons.

Under Work Cover Regulations, The Trust has deemed monumental construction to be classified as a construction site. To isolate the area from any public access, the appropriate barriers must be in place at all times during construction. Mesh barriers and fencing are to be placed around the excavation site and are to be 1000mm above natural ground level. Tape, string or rope are not acceptable forms of barriers.

The Stonemason must strictly adhere to the Occupational Health and Safety Policy of The Trust and comply with all relevant legislation.

The Occupational Health and Safety Act 2000 requires that all Stonemasons provide an Occupational Health and Safety and Risk Management Plan and Procedures Policy, which is to include the following:

8.1. Guarantee That You and Your Employees (Including Sub-Contractors):

- 8.1.1. Are licensed/certified (where legally required) to operate vehicles and plant on site or to perform certain tasks.
- 8.1.2. Are trained in the work, authorised by you to undertake the work, and are properly supervised
- 8.1.3. Have safe work procedures available to guide all work done on the Trust's site

8.2. Identifying a Hazard

- 8.2.1. A hazard is any danger or risk within the workplace. Once a hazard has been identified it needs to be assessed, controlled and then monitored. All foreseeable and identified risks should be outlined in the Safe Work Method Statement to be lodged with the Trust.

8.3. Site Hazard Identification and Treatment Report

- 8.3.1. A site hazard checklist must be completed for each site. Broadly speaking hazards can be classified as:
 - 8.3.1.1. Environmental hazards
 - 8.3.1.2. Manual handling hazards
 - 8.3.1.3. Operational handling hazards including the use of chemicals and mechanical tools
- 8.3.2. Before work is started on a new site, risks and hazards are to be identified and a checklist completed. This checklist is to be made

8.3.2. Before work is started on a new site, risks and hazards are to be identified and a checklist completed. This checklist is to be made available for inspection by an authorised representation of The Trust on request.

8.4. Accident Procedures

8.4.1. In accordance with Section 86(1) (b) of the Act (Notification of accidents and other matters), the OHS Act must be complied with by the Stonemason. Copies of reportable accidents must be made available to The Trust on request.

8.4.2. In the event of serious injury or death, the Stonemason must notify the Trust office immediately, the site is to be isolated and Work Cover notified.

8.5. Risk Assessment

8.5.1. Before work commences on any site a risk assessment is to be undertaken. If site conditions change, the Stonemason may be required to reassess the site. This form is to be made available for inspection by an authorised representative of The Trust on request.

8.6. Monitoring

8.6.1. Regular monitoring is undertaken at sites in order to ensure that risks are being identified, assessed and controlled. This monitoring is undertaken on each work day by the Authorised Person or Manager. Any changes on site must be notified to the Stonemason or notified by the Stonemason to the Trust.

8.6.2. The Stonemason is not at any time to leave any work or work site in an unsafe condition or in a condition that might cause damage to other work, plant, machinery, equipment, monuments, the cemetery staff or general public.

8.7. General

8.7.1. The Stonemason is to ensure that all tools and equipment including plant and mechanised tools are maintained in sound condition and are safe for use and that all electrical tools and cords are tagged as being certified.

8.7.2. The Stonemason is to provide all employees with approved personal protective equipment.


8.7.3. The Stonemason shall be liable for all loss of equipment or tools.

8.7.4. Employees of the Stonemason are responsible for the safe custody of their personal property.

8.7.5. The use of banned substances (non-prescription drugs) is not permitted.

8.7.6. No intoxicating liquor of any kind shall be brought onto, or drunk on, work sites of The Trust. Any person found to be in possession of, or under the influence of, alcohol may be asked to leave the site immediately.

The COMMON SEALS of the ANGLICAN & GENERAL CEMETERY TRUSTS, NECROPOLIS
are affixed in the presence of:


.....
ROGER TUCKER
CHAIRMAN
.....
DEREK WILLIAMS
GENERAL MANAGER