

Specific Terms and Conditions for Stonemasons working on MMPLM Sites

1. Access

- 1.1 Work is to be undertaken during the operating hours of the relevant cemetery site unless special arrangements have been made with the Permits Team. 24hrs notice is to be provided to the Permits Team for weekend work.
- 1.2 Work is NOT permitted in the Jewish sections of the cemetery on a Saturday or within the remainder of the cemetery on a Sunday or Public Holiday unless prior arrangement has been made with Metropolitan Memorial Parks.
- 1.3 Stonemasons may also be required to temporarily cease work at the request of Metropolitan Memorial Parks or other authorised persons, if in the opinion of that person, the work would interfere with the conduct of a funeral or other cemetery operation, or if the Stonemason is unable to complete any part of the job by closure of the cemetery gates.

2. WHS Risk Management

- 2.1 All stonemason, and contractor, operations are to be conducted in accordance with the WHS Act 2011.
- 2.2 Any risks identified by the stonemason and/or contractor relating to the proposed work site are to be brought to the attention of the cemetery operator, as soon as possible.

3. Standards

- 3.1 All work is to be carried out in accordance with Australian Standard, AS 4204:2019 (Headstones and Cemetery Monuments) and Work Health and Safety Management System.
- 3.2 All work relating to the construction of Crypts and Vaults must be in accordance with Australian Standard AS 4425:2020 (Above Ground Burial Structures).
- 3.3 All materials used for monuments construction must comply with AS 4204:2019.
- 3.4 Any work that is not covered by or deemed to satisfy the Australian Standards will require Engineer's drawings.
- 3.5 Work is limited to that described in the approved permit and must be undertaken by qualified tradesmen in accordance with AS 4204:2019 and the Work Health and Safety Act 2011.
- 3.6 Pre-burial full monument installations will NOT be approved at Eastern Suburbs Memorial Park due to the need for shoring of the grave.
- 3.7 The Stonemason accepts responsibility for the immediate and effective repair of any damage to other monuments, interment sites or Metropolitan Memorial Parks' property while carrying out work in the cemetery.
- 3.8 The Monument shall bear the Stonemason's name and the grave number specified in the permit issued and must be cut into the stonework. Grave numbers must be

correct for each grave on the monument, numbers cannot be transposed or aggregated. The wording is to be 25mm per line in height and a maximum of two (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.

- 3.9 No inappropriate details or imagery allowed.
- 3.10 No tree, shrub or plant of any kind shall be placed or planted on any grave by a stonemason.
- 3.11 Metropolitan Memorial Parks reserves the right to order removal of or remove offending, unauthorised or non-conforming work without notice
- 3.12 Metropolitan Memorial Park will not be liable for the future care, maintenance, preservation, conservation or restoration of the construction, erected or placed over the grave.
- 3.13 It is the responsibility of the stonemason to ensure the work site is kept safe, secure and clean at all times; all building materials are to be removed from site at the end of job; no building waste/rubbish is to be left under the ledger or slab; excess spoil must be removed from site; adjacent site disturbance must be reinstated and left level. All bulker bags must have the companies name on them.
- 3.14 All reasonable care and compassion must be taken to ensure the safety, security, integrity and cleanliness of adjacent interment sites. The Cemetery operator accepts no responsibility for damage caused to adjacent burial plots whilst undertaking monumental works.
- 3.15 The worksite is to be clearly defined to cemetery visitors via means of bollards, safety cones or suitable devices. No open excavations are to be left unattended unless otherwise secured with barrier and/or boards to cover excavation. No unauthorised persons are to enter the worksite.

4. Arrangement of the Works

- 4.1 Construction of footings and monuments must allow future caskets to be placed easily without producing an awkward, difficult or unsafe working environment for any of Metropolitan Memorial Parks' workers, Funeral Directors and/or the public.
- 4.2 All new vases, ornaments and candilli boxes that are located on the ledger slab are to be fixed down but remain removable. All other ornaments must be fixed permanently. Vases and ornaments are not to be placed on walkways.

5. Milestone Inspections

- 5.1 The stonemason is to give one days notice to arrange a pier (footing) inspection by an authorised member of Metropolitan Memorial Park before the concrete is poured.
- 5.1 The stonemason is to give one days notice to arrange an inspection of the monument opening/internals by an authorised member of Metropolitan Memorial Parks before the ledger/slab is placed on the monument. Measurement of the inside

opening for casket size, a check for concrete overflow and brackets, will be carried out at that time.

- 5.2 The stonemason will advise Metropolitan Memorial Parks when the works are completed and provide photos, plot ID or copy of the permit.
- 5.3 The works will not be considered by Metropolitan Memorial Park as “completed” until:
 - All required documents have been received and accepted.
 - All works are finalised.
 - The specific fixings and adhesives have been explicitly identified.
 - All contractors and subcontractors involved in the installation have been explicitly identified, including which works they were involved with.
 - All fees and charges payable to Metropolitan Memorial Park have been paid in full.
 - Any damage or correction required, or remaining debris within the cemetery caused by the construction works, has been either rectified or removed.

6 Cranes and other Heavy Vehicles

- 6.1 The use of vehicles, machinery or cranes weighing in excess of 10 tonnes are prohibited within the confines of the Cemetery without prior consent of Metropolitan Memorial Parks.
- 6.2 All machinery or equipment that is wheeled or driven down any path must have Metropolitan Memorial Park’s approval.
- 6.3 Cranes/hoists must only be operated by licensed operators and be correctly stabilised against tipping over and causing damage to roads, lawns, pathways, monuments etc.
- 6.4 Heavy machinery must not be positioned on a neighbouring monument and protective measures must be used to avoid damages occurring.

7 Footings/Piers

- 7.1 All footings are to be within the confines of the grave plot.
- 7.2 No concrete paths/plinths/steps are to be poured at the front, side, behind or where grass pathways exist.
- 7.3 Where reasonably practicable, installation of expansion joint material should be installed between adjacent monuments.
- 7.4 All steel reinforcing is to be galvanised steel.
- 7.5 All concrete for piers and foundations is to be ready mix (certified from a concrete plant), as a minimum N32 with certificates made available to the permits officer on request. Hand mixing of concrete does not comply to meet the Australian Standard required strengths. If you do not supply certification, you will be required to provide

Metropolitan Memorial Parks with authorised core sample test results for each of your monuments as acceptable proof.

- 7.6 Any footing beneath 0.2 of a cubic metre may be hand mixed to AS3600:2018
- 7.7 Piers are to be dug as per AS4204:2019 or engineering specifications and footings as per AS3600:2018 (Concrete Structures).
- 7.8 Concrete footings are to be square and finished in a professional manner.
- 7.9 Footings are to be finished level or near level with a maximum slope of 2% or a maximum angle of 1.15 degrees
- 7.10 Bar chairs are to be used to support steel in the footings as per AS4204:2019.
- 7.11 All kerbing is to be pointed onto the footing with a maximum clearance of 30mm. A 3:1 (sand:cement) mix which has no slump must be packed tight between the kerb and the footing.
- 7.12 All concrete in footings must be vibrated.
- 7.13 Stonemasons who do not reach full depth on piers must discuss the situation with Metropolitan Memorial Parks representative.
- 7.14 All reasonable attempts must be made to remove excess water from piers prior to inspection and pouring of any concrete. Pier is to be sleeved or pumped dry prior to inspection. No piers will be inspected if excessive water is present.
- 7.15 Granolite monuments are to have properly constructed footings as per AS4204:2019.
- 7.16 Piers to be constructed as per AS4204:2019 - narrow grave minimum requirements.
- 7.17 All formwork to be form ply or steel forms and remain in place until concrete is dry (minimum 24hrs). Formwork must be removable and strong enough not to deflect or move out of shape.

8 Materials for Monuments

- 8.1 The stonemason must ensure the structure is built for a serviceable life of 99 years as per AS4204:2019.
- 8.2 Momento Storage Area or Niche - monuments built with a storage area under the headstone will require a 150mm thick headstone base.
- 8.3 Niche support posts need to be a minimum of 150mm thick. Any lower proposals subject to review on a case-by-case basis and require an engineer's certificate and overall monument height.
- 8.4 When using pins, you need to use cement or epoxy to help make the joint absolutely stable.
- 8.5 All monuments are to be secured to the foundations; As per AS4204:2019

9 Full Monumental

- 9.1 All monument dimensions must be in accordance with individual specifications for each section of each cemetery, specific grave plot size and to specifications within AS4204:2019.
- 9.2 Attention must be made to the height of the front kerb of the monument in relation to its position within the row of existing memorials. Front kerbs should be as per specification of the section and adjacent monuments (refer to monumental site specification) from the natural ground or foot path level. This would be confirmed during the permit approval process.
- 9.3 Any artwork, sculptures, significant statues etc. will be assessed by Metropolitan Memorial Parks on a case-by-case basis. Structural fixings must be specified and appropriate for the style and size; and the item is to be in keeping with the surrounding area. The approval is at the discretion of the authorising cemetery.
- 9.4 Any crosses in excess of 350mm high will be deemed to be structurally significant. A pre-approved engineer's specification for the whole monument will be applicable for crosses above this size.
- 9.5 All new standalone headstone beams to be supported by 2 piers at depth recommended in the AS4204:2019
- 9.6 All works must be completed within 8 months from the permit approval date.

10 Lawn Monumental

- 10.1 All aspects of the lawn monuments should be as per specification of the section (refer to cemetery specific monumental site specifications).
- 10.2 All headstones to be properly secured (dowelled) onto the horizontal concrete beam as provided. No headstones are to be left unsecured, if required, consultation and written approval must be obtained detailing the mitigating control measures in place. Approval is at the discretion of Metropolitan Memorial Parks.
- 10.3 Flower vases, candle holders etc to be incorporated into niche, or base of headstone itself.
- 10.4 All works must be completed within 8 months from the permit approval date.

11 Crypts and Vaults

- 11.1 All crypts and vaults dimensions must be in accordance with individual specifications for each section of each cemetery, specific interment space size and to specifications within AS4425:2020 – Above-ground Burial Structures.
- 11.2 Construction of vaults and crypts must comply with MMPLM's specific conditions for the design, set out, finishes, construction and general requirements that apply to crypts and vaults.
- 11.3 Detailed plans showing all proposed construction and/or maintenance works, including an engineer's specification where required, must be submitted to MMPLM for consideration as part of the permit application.
- 11.4 At the completion of the construction and/or maintenance works all surplus material, rubbish and debris must be removed from the cemetery and the area left safe and clean.
- 11.5 All works must be completed within 18 months from the permit approval date.