



Archdiocese of Brisbane

**Nudgee Cemetery
& Crematorium**

Honouring Memories Forever

GUIDELINES

for

MONUMENTAL MASONS

August 2018

Guidelines for Monumental Masons

PERMITS

An Application for Permit must be submitted for all new work contracted with monumental masons by the owners of burial plots, the next of kin of the deceased or the legal personal representative of the deceased prior to the commencement of work.

An application is also to be submitted for work required to a site that has been previously permitted. eg. Renovations including additional inscriptions. These works are not subject to a fee.

When seeking a Permit for new work at the Cemetery the monumental mason is to present a detailed drawing for that work to the cemetery office. Each job requires a separate permit, and the permit is to be displayed at the job site until the completion of that job.

Access to the cemetery for the purpose of carrying out work will not be granted until a Permit has been obtained.

PERMIT FEES (inclusive of GST)

Effective 31.8.2018

Permit Fees are payable by monumental masons for the erecting of monuments and the installation of granite/masonry work on burial places at Nudgee Catholic Cemetery, as follows:-

Supply & erect a concrete wall on a single monumental grave	\$385 including GST
Supply & erect a concrete wall on a double monumental grave	\$440
Supply & erect a concrete wall on a triple monumental grave	\$495
Supply & erect a concrete wall on a quadruple monumental	\$550
Construct an inground vault	\$385
Construct an inground vault on two plots	\$440
Construct 8 double inground vaults	\$1,210
Cover a single aboveground vault with granite	\$385
Cover a double aboveground vault with granite	\$440
Cover a triple aboveground vault with granite	\$495
Face a single bed in a Community Chapel with granite	\$220
Face two beds in a Community Chapel with granite	\$440
Face four beds in a Community Chapel with granite	\$495
Erect granite on a Family Chapel	\$550

Permit Fees are payable at the cemetery office at the time of applying for a permit. All fees are to be paid by Direct Debit to the Account Number listed on the invoice or cheque made payable to "Nudgee Cemetery", crossed and marked "Not Negotiable". The Permit charges and arrangements may be reviewed from time to time.

BOND

Monumental masons wishing to have access to Nudgee Cemetery for the purpose of carrying out work contracted by the owner of a burial plot, the next of kin of the deceased or the legal personal representative of the deceased, are required to lodge a Bond with the cemetery office in the form of a cheque for \$1,000 made payable to "Nudgee Cemetery" crossed and marked "Not Negotiable".

The site of all monumental masons' work in the cemetery is to be left clean and tidy and all rubbish removed from the cemetery grounds. The site is to be inspected by the Cemetery Manager or a person appointed by that manager before the monumental mason vacates the site at the completion of the work. If the work has been satisfactorily completed and the site left in a clean and tidy condition, the \$1,000 Bond will be returned to the monumental mason.

If the site is left untidy, the monumental mason will be notified, arrangements will be made by the Cemetery Manager to have the site cleaned and the cost of that cleaning will be deducted from the Bond. The Bond must then be replenished to the full amount of \$1,000 before further access to the Cemetery will be permitted.

The Bond charge and arrangements may be reviewed from time to time.

MONUMENTAL MASONS' WORK

All work involving granite and other monumental work undertaken at Nudgee Cemetery must be performed by a person suitably qualified in this work, and such work is to conform to Australian Standards 4425 and 4204 and the Cemetery's Guidelines for Monumental Masons.

Each firm is required to lodge a Certificate of Currency for Public Liability insurance and Work Cover. A letter stating that all of their staff are aware of, and will abide by, their Workplace Health and Safety obligations need to accompany these documents.

The monumental mason is to check in at the cemetery office prior to commencing work each day and note in the attendance book provided his name and the permit number for the work to be carried out. The location of the burial facility shall be confirmed with Cemetery Management.

At the conclusion of work each day, the monumental mason is to note this by signing the attendance book.

The monumental mason is to exhibit the permit number on the work site until the work is completed. This will be evidence of payment of the Permit Fees and the Bond.

Work is not to be carried out within the Cemetery outside the designated office hours of 7.00 am to 5.00 pm on weekdays.

The monumental mason is to check the location of any funeral/s booked for the day when work is to be carried out by him. When a funeral location is within close proximity to where the monumental mason will be working, the monumental mason is to cease work for the duration of the funeral service.

At the location where excavation and/or construction work is being carried out on cemetery property, suitable construction site safety fencing is to be erected and that fencing is to remain erected throughout the duration of the work.

During wet weather, monumental masonry work at the cemetery is not to be undertaken without the permission of the Cemetery Manager. This permission will only be granted where the work is necessitated due to some special conditions which shall be at the discretion of the Cemetery Manager.

Broken concrete and bricks are not to be used as fill, and concrete shall not be mixed on the top of graves, roadways or paths.

Surplus masonry materials are to be removed from the Cemetery grounds and not placed in rubbish receptacles on site.

Masonry is not to be fixed to paths or aprons in front of chapels or vaults or on the roof overhangs outside Chapels.

Where chapel beds are sold complete with granite, no gates or doors are to be installed.

MINIMUM STANDARDS FOR CEMETERY SITE WORKS

Appropriate PPE is to be worn at all times, including short sleeve shirt as a minimum. The removal of shirts is not acceptable. The public cannot differentiate between contractors and Cemetery staff.

Stonemasons are advised that the speed limit within the grounds is 15km/h.

All contractors are to provide all necessary tools and in particular all safety, protective, and access equipment that may be required to undertake the work.

Contractors must ensure they, (including employees), are trained in the use and maintenance of this equipment.

Under no circumstances are contractors to use the Cemetery's plant or equipment unless specific prior approval is obtained from the appropriate Cemetery staff.

SITE REQUIREMENTS

Contractors must comply with all WPH&S legislation, regulations and codes of practice including licences, permits, certifications and inspections of plant and equipment. All contractors and sub-contractors must adhere to all safe work practices as outlined in their site specific Work Method Statements and any applicable work permits.

All appropriate insurances are to be taken out by the Contractor to cover the Cemetery, the contractors and sub-contractors for the full period of the works. For projects in excess of \$50,000 value, the Contractor must have a minimum Public Liability cover of \$20,000,000.

SITE RULES

- Archdiocesan sites and property are designated non-smoking environments.
- NO smoking - with the exception of designated areas
- Volume and appropriate language to be used on sites (NO SWEARING).
- NO sexist behaviour.
- Radio: Choice of station and volume to be kept to a realistic level so as to not offend or prove hazardous.
- NO pornographic material allowed on site.
- Clothing and footwear - suitable for use and appropriate for site.
- All power tools must have appropriate dust bags and electrical compliance tags.
- Personal Protective Equipment, (PPE), and appropriate training in its use, to be provided to all contractors, their staff and sub contractors.
- Battery powered tools to be used where possible to minimise noise impact.
- Clean up and maintain a clean work site as work progresses.
- Obey all safety signage and confirm all signage on site is compliant.
- Work area must be barricaded / cordoned off with appropriate signage where appropriate to protect public and staff.
- All keys and access is given with trust and must be returned on completion.
- Site must be cleaned and left tidy on completion of works and all relevant certifications provided.

Public safety

Contractors must take all reasonable precautions to protect the public, staff and workers from any hazards.



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An application is also to be submitted for work required to a site that has been previously permitted. eg. Renovations including additional inscriptions. These works are not subject to a fee.

When seeking a Permit for new work at the Cemetery the monumental mason is to present a detailed drawing for that work to the cemetery office. Each job requires a separate permit, and the permit is to be displayed at the job site until the completion of that job.

Access to the cemetery for the purpose of carrying out work will not be granted until a Permit has been obtained.

PERMIT FEES (inclusive of GST)

Effective 31.8.2018

Permit Fees are payable by monumental masons for the erecting of monuments and the installation of granite/masonry work on burial places at Nudgee Catholic Cemetery, as follows:-

Supply & erect a concrete wall on a single monumental grave	\$385 including GST
Supply & erect a concrete wall on a double monumental grave	\$440
Supply & erect a concrete wall on a triple monumental grave	\$495
Supply & erect a concrete wall on a quadruple monumental	\$550
Construct an inground vault	\$385
Construct an inground vault on two plots	\$440
Construct 8 double inground vaults	\$1,210
Cover a single aboveground vault with granite	\$385
Cover a double aboveground vault with granite	\$440
Cover a triple aboveground vault with granite	\$495
Face a single bed in a Community Chapel with granite	\$220
Face two beds in a Community Chapel with granite	\$440
Face four beds in a Community Chapel with granite	\$495
Erect granite on a Family Chapel	\$550

Permit Fees are payable at the cemetery office at the time of applying for a permit. All fees are to be paid by Direct Debit to the Account Number listed on the invoice or cheque made payable to "Nudgee Cemetery", crossed and marked "Not Negotiable". The Permit charges and arrangements may be reviewed from time to time.

BOND

Monumental masons wishing to have access to Nudgee Cemetery for the purpose of carrying out work contracted by the owner of a burial plot, the next of kin of the deceased or the legal personal representative of the deceased, are required to lodge a Bond with the cemetery office in the form of a cheque for \$1,000 made payable to "Nudgee Cemetery" crossed and marked "Not Negotiable".

The site of all monumental masons' work in the cemetery is to be left clean and tidy and all rubbish removed from the cemetery grounds. The site is to be inspected by the Cemetery Manager or a person appointed by that manager before the monumental mason vacates the site at the completion of the work. If the work has been satisfactorily completed and the site left in a clean and tidy condition, the \$1,000 Bond will be returned to the monumental mason.

If the site is left untidy, the monumental mason will be notified, arrangements will be made by the Cemetery Manager to have the site cleaned and the cost of that cleaning will be deducted from the Bond. The Bond must then be replenished to the full amount of \$1,000 before further access to the Cemetery will be permitted.

The Bond charge and arrangements may be reviewed from time to time.

MONUMENTAL MASONS' WORK

All work involving granite and other monumental work undertaken at Nudgee Cemetery must be performed by a person suitably qualified in this work, and such work is to conform to Australian Standards 4425 and 4204 and the Cemetery's Guidelines for Monumental Masons.

Each firm is required to lodge a Certificate of Currency for Public Liability insurance and Work Cover. A letter stating that all of their staff are aware of, and will abide by, their Workplace Health and Safety obligations need to accompany these documents.

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At the conclusion of work each day, the monumental mason is to note this by signing the attendance book.

The monumental mason is to exhibit the permit number on the work site until the work is completed. This will be evidence of payment of the Permit Fees and the Bond.

Work is not to be carried out within the Cemetery outside the designated office hours of 7.00 am to 5.00 pm on weekdays.

The monumental mason is to check the location of any funeral/s booked for the day when work is to be carried out by him. When a funeral location is within close proximity to where the monumental mason will be working, the monumental mason is to cease work for the duration of the funeral service.

At the location where excavation and/or construction work is being carried out on cemetery property, suitable construction site safety fencing is to be erected and that fencing is to remain erected throughout the duration of the work.

During wet weather, monumental masonry work at the cemetery is not to be undertaken without the permission of the Cemetery Manager. This permission will only be granted where the work is necessitated due to some special conditions which shall be at the discretion of the Cemetery Manager.

Broken concrete and bricks are not to be used as fill, and concrete shall not be mixed on the top of graves, roadways or paths.

Surplus masonry materials are to be removed from the Cemetery grounds and not placed in rubbish receptacles on site.

Masonry is not to be fixed to paths or aprons in front of chapels or vaults or on the roof overhangs outside Chapels.

Where chapel beds are sold complete with granite, no gates or doors are to be installed.

MINIMUM STANDARDS FOR CEMETERY SITE WORKS

Appropriate PPE is to be worn at all times, including short sleeve shirt as a minimum. The removal of shirts is not acceptable. The public cannot differentiate between contractors and Cemetery staff.

Stonemasons are advised that the speed limit within the grounds is 15km/h.

All contractors are to provide all necessary tools and in particular all safety, protective, and access equipment that may be required to undertake the work.

Contractors must ensure they, (including employees), are trained in the use and maintenance of this equipment.

Under no circumstances are contractors to use the Cemetery's plant or equipment unless specific prior approval is obtained from the appropriate Cemetery staff.

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All appropriate insurances are to be taken out by the Contractor to cover the Cemetery, the contractors and sub-contractors for the full period of the works. For projects in excess of \$50,000 value, the Contractor must have a minimum Public Liability cover of \$20,000,000.

SITE RULES

- Archdiocesan sites and property are designated non-smoking environments.
- NO smoking - with the exception of designated areas
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- NO sexist behaviour.
- Radio: Choice of station and volume to be kept to a realistic level so as to not offend or prove hazardous.
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