

## Corryong Cemeteries Trust - Plaque Policy

<b>Responsible officer:</b>	Director Corporate and Organisational Development
<b>Key Result Area:</b>	Organisational Improvement
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<b>Approved by:</b>	Corryong Cemeteries Trust
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### Scope

The purpose of this policy is to set the size, background colour and placement of plaques that are appropriate for the Lawn and the Memorial sections of the Corryong Cemetery. This assists in maintaining the Corryong Cemetery in an attractive, clean, tidy and hazard free environment.

### Background

Corryong Cemetery Trust recognizes its responsibility to provide guidelines outlining the size and colour of plaques that are acceptable at the Corryong Cemetery. These guidelines are to assist in providing a hazard free location that is safe and attractive for visitors and employees alike.

### Objectives

The objectives of this policy are:

- To maintain the Corryong Lawn Cemetery as an attractive, clean and tidy facility in a hazard free environment;
- To provide guidelines for the size, colour and placement of plaques for the Corryong Cemetery.

### Approach

The following are the size and colour of plaques that may be used at the Corryong Cemetery.

Section	Size	Background Colour
Columbarium	178mm x 152mm	Brown
Lawn	381mm x 279mm	Brown
Memorial	381mm x 279mm	Brown
Rose	381mm x 279mm	Brown

Plaques are to be placed in orderly rows as established in accordance with the Cemetery Map. Where more than one person is to be memorialised on a single gravesite, the following options are available:

- Additional plaques may be placed side by side at the top of the gravesite, so that a) the additional plaques remain aligned to the whole row of plaques, b) the plaques do not impede on other gravesites, and c) the plaques are arranged in an orderly and symmetrical fashion;
- A double plaque may be installed allowing for the memorialisation of two persons on one plaque.

Plaque arrangements whereby additional plaques are placed in front of the original, protruding into the gravesite, are not preferred due to the potential trip hazard and mower obstruction for patrons and staff.

It is noted that there may be limitations on multiple memorialisations on a single gravesite in new areas of the cemetery where plaques are attached to a single long concrete plinth running the length of the whole row. Double plaques are the main possibility for these gravesites.

### **Deployment**

Cemetery Trust and relevant staff are to be familiar with this policy within the areas of their responsibility.

### **Results**

The deployment of this policy together with the results achieved will be reviewed at least annually.



**Authorised by:**

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**Juliana Phelps**  
Chief Executive Officer