



# Cemeteries Quick Guide

**Visit:** [www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries](http://www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries)  
or **scan the QR code**



## **What can I expect from Council in relation to the management of the burial site and cemetery grounds?**

DRC takes pride in the presentation of the region's cemeteries and creating a pleasant and reflective space for you and your loved ones to gather.

As part of this commitment, we ensure that no unauthorised landscaping takes place in any portion of the cemeteries. We may remove any structure, adornment, tree, shrub, or other vegetation that has not been maintained or is encroaching onto an adjoining burial site.

We also commit to regular mowing, weeding, and pruning of cemetery grounds, and we also restore ground levels of interment sites that may sink below natural surface levels.

## **How do I organise a burial or memorial and when can an interment take place?**

There are a number of options available, and all services will require an application form to be completed.

All work proposed to a grave site is subject to Council approval. More information and forms can be found on Council's webpage. It is important to read and abide by the general public conduct terms and conditions within cemeteries.

An interment will take place 9am-3pm Monday to Friday (not including public holidays) or may be by arrangement with Council, after 3pm or on Saturdays (additional fees and charges will apply and is at Council's discretion). We will endeavour to work with you to find the best solution to meet your needs.

To ensure the health and safety of visitors and DRC staff, certain objects should not be placed on or near interment sites, monuments, and niches. These include:

- Fragile or breakable ceramic and glass
- Metal objects that are likely to cause a risk to health and safety
- Unsightly or offensive items
- Items that extend beyond the boundaries of the interment site, monument or niche, such as placing items on neighbouring sites or in nearby landscaping.

DRC will work with plot owners to rectify any identified issues.

### What memorial specifications do I need to consider?

Specifications for memorials vary depending on whether your chosen cemetery is a monumental or lawn cemetery. To view the specifications in detail, visit [www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries](http://www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries)

To ensure quality of work and longevity, memorials must be constructed, repaired, and/or altered by a registered contractor (following approval of their work permit).

The Exclusive Right Holder, and their legal heirs, is responsible for the maintenance of the structure.

### Monumental Cemeteries

- The maximum height of a monument shall be 800 millimetres – measured from the top of the foundations to the apex of the headstone.
- The kerbing shall not be built at a height that limits or prevents the use of machinery to excavate the burial site.
- Concrete steps or gutters installed at the front of a monument.
  - Do not form part of the interment site.
  - May be installed, extending up to 150mm from the foot of the site, entirely at the Interment Right Holders risk.
  - May be damaged because of normal cemetery operations. Council accepts no responsibility and shall not be liable for any damage to front steps.
  - Unless specified otherwise in these regulations, where an interment site is in a designated monumental section the monument may not encroach onto adjoining graves or pathways.

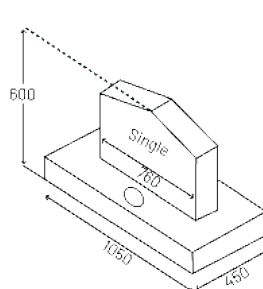
### Lawn Cemeteries

The maximum height of a headstone shall be 600 millimetres – measured from the base of the plinth to the apex of the headstone.

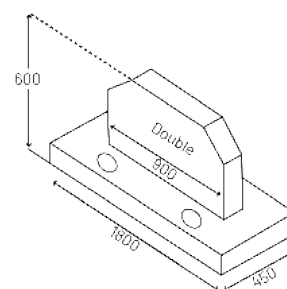
Headstones must sit back 200mm from the front of the concrete beam to allow for maintenance.

All memorials for an interment site must be constructed, repaired, altered, and installed by a registered contractor who

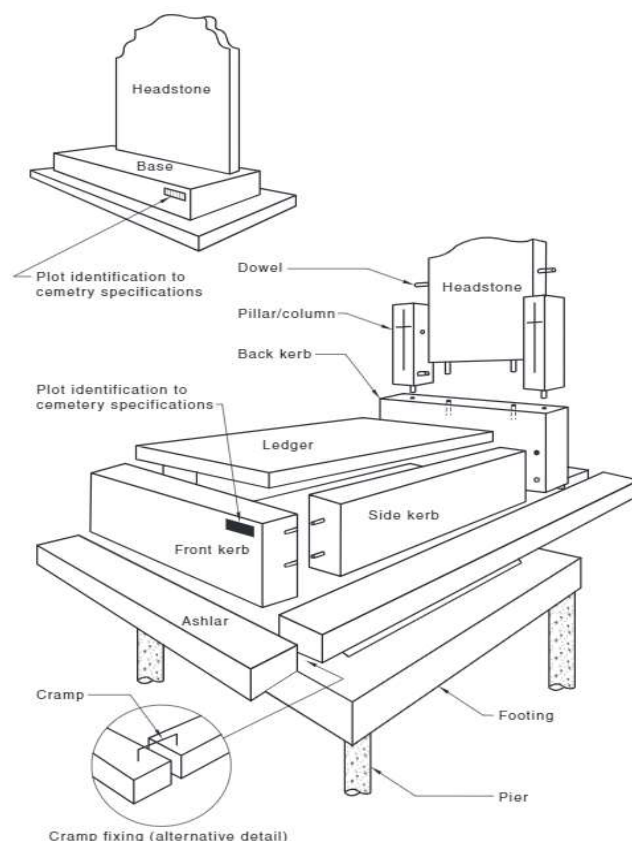
- has made the necessary applications and obtained relevant work permits.
- acts with the authority of the Exclusive Right Holder.



Dimensions for a <b>single</b> headstone are:
Length: 1050mm
Headstone Length: 760mm
Height (including plinth): 600mm
Depth: 450mm



Dimensions for a <b>double</b> headstone are:
Length: 1800mm
Headstone Length: 900mm
Height (including plinth): 600mm
Depth: 450mm





## Legend



Dubbo operational area



Wellington operational area



Active Cemeteries

## Active cemeteries

### New Dubbo Cemetery

Dunedoo Road, Dubbo

### Tubba-gah Aboriginal Burial Ground

37L Burraway Road, Dubbo

### Elong Elong Cemetery

3587 Golden Highway, Elong Elong

### Euchareena Cemetery

65 Maroombah Road, Euchareena

### Geurie Cemetery

2043 Mitchell Highway, Geurie

### Holy Family Cemetery

44 Renshaw McGirr Way, Mount Arthur

### Stuart Town Cemetery

49 Wallaroi Road, Stuart Town

### Wellington Lawn Cemetery

11 & 21 Old Sydney Road, Apsley

### Yeoval Cemetery

63 Tremain Drive, North Yeoval





The cemeteries in New South Wales are subject to State legislation: the Cemeteries and Crematoria Act 2013 and Cemeteries and Crematoria Regulation 2022 and regulated by Cemeteries & Crematoria NSW (CCNSW).

Cemetery and crematoria operators are also regulated under the Public Health Regulation 2022, administered by NSW Health. In addition, each council is enabled under the Local Government Act 1993 to make a by-law with respect to cemeteries. A cemetery by-law enables a council to regulate and control the management of cemeteries on land owned by, or under the control of, the council.

### **What service does Dubbo Regional Council provide?**

The Community, Culture and Places Executive Support Team works with families and Funeral Homes to purchase new plots, or to use an existing plot and issue required permits. Council also approves headstones/monuments/plaques for consistency and safety purposes.

Council's Greenspace Operations Team dig the grave prior to the funeral service, complete the backfill and also provide regular maintenance to all the cemeteries managed by Dubbo Regional Council.

### **How do I pre-purchase a cemetery plot?**

Cemetery plots may be purchased in advance and reserved by contacting the Community, Culture and Places Executive Support Team on (02) 6801 4000.

### **Who makes an interment booking?**

All funerals must be arranged through a Funeral Director who will contact the Executive Support Team to make the necessary arrangements and book the interment.

### **What is an Exclusive Right of Interment?**

Dubbo Regional Council owns the land and a "holder" is issued an Exclusive Right of Interment. The Right of Interment is the "Exclusive" right to have themselves or any other person they nominate buried in that grave. Furthermore, the holder who has the Exclusive Right of Interment is the only person who can authorise the placement of a memorial on that grave.

### **Does the holder own the land where the plot is?**

An Exclusive Right of Interment is not a Title Deed to that land. The Holder's entitlements are limited to access to the burial site and right to arrange memorials.

### **What is a perpetual interment right?**

A perpetual interment right allows the rights holder to bury human remains in a particular plot in a cemetery and for those remains to be left undisturbed forever (in perpetuity).

### **How many interments can take place in one plot?**

Most gravesites can take up to two interments and four ashes placements.

### **Can interments take place on weekends or public holidays?**

Yes, subject to availability of staff. Additional charges apply – refer to Council's fees and charges schedule.

### **How do I organise a headstone or monument?**

Families need to contact a registered Monumental Mason who will organise the application to Council on behalf of the family for any headstone or monument and comply with Council regulations.

### **Who is responsible for maintenance and repair of gravesites?**

Dubbo Regional Council maintains the cemeteries' grounds, infrastructure and facilities. Individual monuments are maintained by the holder of the exclusive right of interment.

### **How do I change ownership of a plot or interment right?**

An application can be made to Council to transfer ownership of an interment right. A transfer fee applies.



### Where can I get a white cross for the gravesite?

White crosses are organised with the funeral director at time of burial.

### What are my payment options?

Once you have decided upon your preferred burial or ashes plot in one of our cemeteries, and you have completed an Initial Plot Enquiry, you will need to purchase your burial or ashes plot at Council's [DRC&ME Portal](#). Please note that you will need to create an account if you do not already have one while existing users can simply log in. When logged in, visit the dedicated Cemeteries tile to submit a [Reservation to Purchase a Plot or Wall Niche Application](#).

### What can I place at the gravesite?

Council has a detailed document regarding the placement of tributes or adornments on graves which is designed to ensure the general public can visit the cemeteries and enjoy a safe, tidy and well-maintained environment for peaceful reflection. The General Public Conduct Terms and Conditions is available at <https://www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries>

Fresh flowers are permitted but no artificial turf. Anything left on the lawn will be removed to allow us to carry out maintenance. Any item which can be broken may cause injury to our staff and other visitors. Items such as glass/ceramic vases, rocks or solar lights are not allowed on the grass as they may get caught in lawnmowers, causing injury.

### Why does Dubbo Regional Council have policies and procedures for Cemeteries?

Cemetery policies and procedures aim to provide safe, consistent and socially acceptable standards and practices that benefit members of the general public, Funeral Directors and Council workers as well as improve the aesthetics of the cemeteries.

The implementation of these policies and procedures allow Council to conduct the required maintenance and they also ensure the conduct of those entering the cemeteries is in accordance with reasonable and practical standards.

### I want to visit a family member or friend at a cemetery how can I find them?

Dubbo Regional Council maintains Cemetery records and has maps of the cemeteries. The information contained within these registers may be useful if you are researching your family history. Please contact Council to view the maps or registers. The search can be extensive and Council cannot provide a turnaround time for your request.

Note: there may be a fee attached to this service and not all information may be released due to privacy reasons.

Some useful links for genealogy enquiries are listed below Australian Cemeteries Index - <https://austcemindex.com/> The purpose of this Australian Family History dedicated site is to provide a searchable data base for all cemetery inscriptions that have been recorded by the authors over several years. It is intended to be a useful tool for those researching their family history. The index contains details of headstones from a number of cemeteries in Australia. It initially concentrated on cemeteries in regional NSW, but is now expanding into other areas as required. This is not a record of burials, but a record of inscriptions on headstones or plaques found in each cemetery.

NSW Registry of Births, Deaths and Marriages -

<https://www.nsw.gov.au/births-deaths-marriages>

This government department registers New South Wales life events accurately and securely for all time, ensuring their integrity and confidentiality. This includes the registration of births, deaths and marriages and official changes of name and sex.

### Is there anything else I need to be aware of when I'm at a Council cemetery?

DRC understands that our cemeteries are a place for family and friends to gather and commemorate the life of loved ones.

To ensure our cemeteries remain safe and respectful spaces, we do not tolerate any individual/s causing any form of nuisance, such as the interruption of any service, procession, or other gatherings.

Visitors to cemeteries must always conduct themselves in a manner which respects the rights and safety of others.

Abusive or aggressive behaviour will not be tolerated, and DRC reserves the right to ban individuals from our cemeteries.

For a full list of conduct guidelines in our cemeteries, please visit [www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries](http://www.dubbo.nsw.gov.au/Community-Groups/Community-Services/cemeteries) or scan the QR code below.

### Who can I contact at Council if I have any other questions?

Our friendly Customer Experience team can be contacted on (02) 6801 4000 to answer any queries you may have. They're available 9am - 4pm, Monday to Friday (excluding public holidays).

For more information scan the QR code





# How do I determine plot ownership?

Start

