

# **Headstones, Monuments & Plaques – Criteria for Dubbo Regional Council Operated Cemeteries**

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**THIS DOCUMENT HAS BEEN ELABORATED BY THE COMMUNITY CULTURE AND PLACES  
DIVISION OF DUBBO REGIONAL COUNCIL.**

## 1. Legislation and Australian Standards

- *Cemeteries & Crematoria Act 2013*
- *Cemeteries and Crematoria Regulation 2022*
- *Heritage Act 1977*
- *Crown Lands Act 2016*
- *Native Title Act 1993*
- *AS 4204:2019 Headstones and Cemetery Monuments*

*Note: the most recent edition and revision of the above documents shall apply to the Headstones, Monuments, and Plaques criteria.*

This document relates to the construction of new Headstones, Monuments and Plaques within Dubbo Regional Council operated cemeteries. To ensure that all memorials erected meet the minimum requirements in structural design, performance, and installation to ensure safety and a serviceable life.

It is strongly recommended that monumental masons always retain a copy of this document in their vehicle as well as a copy of the Australia Standards 4204:2019. The objective of the Australian Standards is to enable cemetery authorities to specify minimum structural design criteria, performance, installation and renovation requirements for headstones and cemetery monuments. All memorials are required to have a minimum service life of 50 years.

All graves and monuments more than 50 years old are subject to the *Heritage Act 1977*. It is the responsibility of the applicant and grantee to ensure that the proposed work is consistent with the requirements of the Act.

All criteria contained within this document will be strictly enforced.

If any monumental mason or employee (defined as 'Stonemason'), requires clarification on any section of this criteria please do not hesitate to contact Dubbo Regional Council.

## 2. Dubbo Regional Council Cemeteries

Dubbo Regional Council (DRC) is responsible for managing a total of 22 cemeteries across the Dubbo regional LGA. These cemeteries are categorised as active, which means they are available for new site purchases and burials, or inactive, which are historic cemeteries where no further interments are intended to be carried out.

Cemeteries listed as conditional are inactive, are not available for new site purchases however existing reservations will be fulfilled.

Many of these cemeteries have what is referred to as a 'Monumental Section' an area where monuments may have just a headstone, a full monument including headstone, kerbing and ledgers, or other markers which permanently identify the burial location of a person(s). Whilst others have a Lawn Section that is designed to have a headstone on a concrete footing which meets a specific style and size.

### 2.1 Monumental Cemeteries

Monumental cemeteries are the traditional style of cemetery that features upright headstones or other monumental memorials made of marble, granite, or similar materials. Often the entire grave is covered by a slab, commonly concrete, but it can be other materials such as marble or granite. To allow for subsidence and settlement a headstone and/or kerbing may be installed up to three months after the burial date.

If you wish to place only a headstone in the monumental section of the cemetery, it must be set on a concrete/granite base that is placed level and pierced into the ground. All full monumental work installed must have detailed drawings and specifications of depth of footings and piers.

### 2.2 Lawn Cemeteries

Lawn cemeteries comprise of a number of graves in a lawn setting with trees and gardens on the perimeter. Low raised concrete slabs (beams) are placed across the cemetery and headstones (standardised in terms of style and size) are installed on these beams adjacent to each grave. Headstones can be a sloping 'desk-style', affixed to the beam or an upright headstone set on a base, affixed to the beam. Kerbs or other such items shall not be permitted to be placed and all parts of the cemetery are maintained as grassed areas.

### 3. Monumental Requirements

For temporary monuments only, a simple wooden cross bearing the deceased's name is allowed for a period of not more than twelve months. No masonry or trade qualifications are necessary to erect a temporary monument.

In the event that a monument, headstone, or plaque is placed in a cemetery without authorisation and does not meet specifications, it will be removed.

#### 3.1. Approval

All works which are carried out within any Council Cemetery must firstly be approved by Council staff – this includes but is not limited to the establishment of a monument, headstone, or plaque.

To place a plaque, an authorised applicant must firstly submit an “Application for Plaque”.

To gain approval to erect a headstone or memorial, a registered contractor (monumental mason) must firstly submit a “Headstone & Carry Out Works in Council Application” located on Council’s DRC&Me online platform. In this application, it is essential to provide details regarding the size, construction, supports, and materials. Additionally, copies of the headstone or monument schematic, along with information about the proposed inscriptions must be included. If applicable, translations into English should also be provided.

Dubbo Regional Council may also ask for photographic evidence of final completion to show the site has been left in an appropriate manner or additional evidence of construction compliance.

Under section 99 of the *Cemeteries and Crematoria Act 2013*, Dubbo Regional Council may refuse permission if it considers the work to be inappropriate, unsafe, or dangerous. Dubbo Regional Council may also cancel the approval and/or order that the memorial be modified, dismantled, or removed, if:

- the applicant or person conducting the works breaches or fails to comply with the conditions of approval or the relevant requirements.
- the dimensions stated on the application, or the memorial constructed, does not follow rules, regulations, or directions of Dubbo Regional Council.
- the memorial is not constructed in the exact position directed by Dubbo Regional Council.
- works are not completed within 12 months of the date of the approval.
- the stonemason fails to provide photographic evidence to confirm the foundation/pinning work performed.

### 3.2. Monumental Materials and Components

All headstones and monuments must be built in accordance with the Australian Standards: Headstones and Cemetery Monuments (AS4204:2019).

All structural materials used in the cemetery must possess high corrosion-resistant properties and have a serviceable life with minimal periodic maintenance.

Consideration must be given to foot traffic and maintenance purposes. Consideration must also be given to the fixing of different materials to stone elements for the likely differential movements.

Items not permitted for use in Council cemeteries due to the impact they pose to Work Health and Safety of maintenance staff are:

- Engineered stone
- Domestic glass objects – jars, vases etc.
- Planting of trees or shrubs on graves
- Loose pebbles/stones

### 3.3. Specifications

In a monumental cemetery when a full monument is requested, there are specific opening dimensions which must be strictly observed.

- Width – minimum clearance must be 790mm.
- Length – minimum clearance must be 2160mm.

Should a request be made to reopen a grave which does not meet the above specifications and a monument is damaged - the cost of repairs are to be borne by the applicant.

The maximum external measurements of a full monument must not exceed the maximum width of the specified plot – 930mm wide and 2440mm in length.

Cemetery plots are determined with 100mm distance between each plot. Where a monument is next to another monument, concrete is to cover the 100mm spacing to assist with maintenance. Plots may have monuments that adjoin the burial plot beside it.

### 3.4. Mason and Funeral Directors

Any person or business providing or carrying out services in any Dubbo Regional Council cemetery including interments, construction, erection, repair, cleaning and restoration must observe the requirements of Council's Cemetery Operation Policy and the *Work Health and Safety Act 2011*.

All works must be approved by the Community, Culture and Places Executive Support Team prior to commencement.

## 4. Maintenance of Monuments, Headstones and Plaques

Dubbo Regional Council shall not be responsible for the maintenance or repair of any monument or structure over a burial place. It is the responsibility of the family or next of kin of the deceased to maintain the monument or memorialisation and occupied grave site within a Council operated cemetery.

Dubbo Regional Council may act to remove any structure which has deteriorated to the point of being dangerous and in danger of falling.

Dubbo Regional Council may remove shrubs, trees or other vegetation that has been planted without written consent to be used as a memorial.

If a structure is identified as being unsafe Council will undertake a risk assessment and all reasonable attempts will be made to notify the Right Holder of the site. If the Holder cannot be contacted following reasonable action, the structure will be removed.

## 5. Ornamental Conditions - Lawn Cemeteries

Vases will be limited to two per grave and contained wholly within the plinth block of the headstone. All headstones, vases and ornaments are to be located on the concrete beam area and are not to encroach on adjacent grave sites.

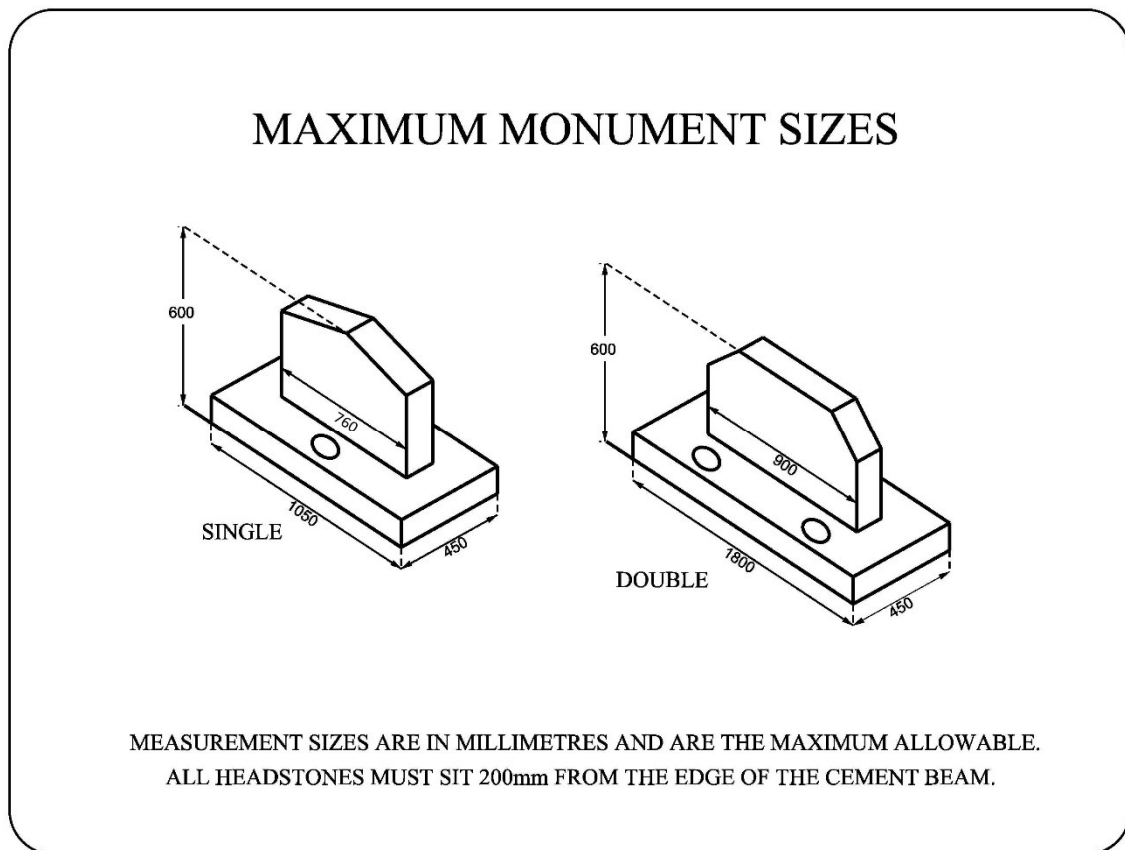
All grassed areas of the grave site are to remain clear at all times. Temporary grave ornaments and vases will only be permitted for a period of not more than twelve weeks and are to be removed immediately upon erection of a headstone.

Fresh flowers will be permitted on the concrete beam area but will be removed by council staff, if in their opinion, they have deteriorated to such an extent that they detract from the appearance of the cemetery.

## 6. Construction Diagrams

Diagrams are intended as a guide only.

### 6.1. Lawn Cemeteries



**ALL MEASUREMENTS SIZES ARE IN MILLIMETRES AND ARE THE MAXIMUM ALLOWABLE**

Dimensions for a single headstone are:

Length: 1050mm

Headstone Length: 760mm

Height (including plinth): 600mm

Depth: 450mm

Dimensions for a double headstone are:

Length: 1800mm

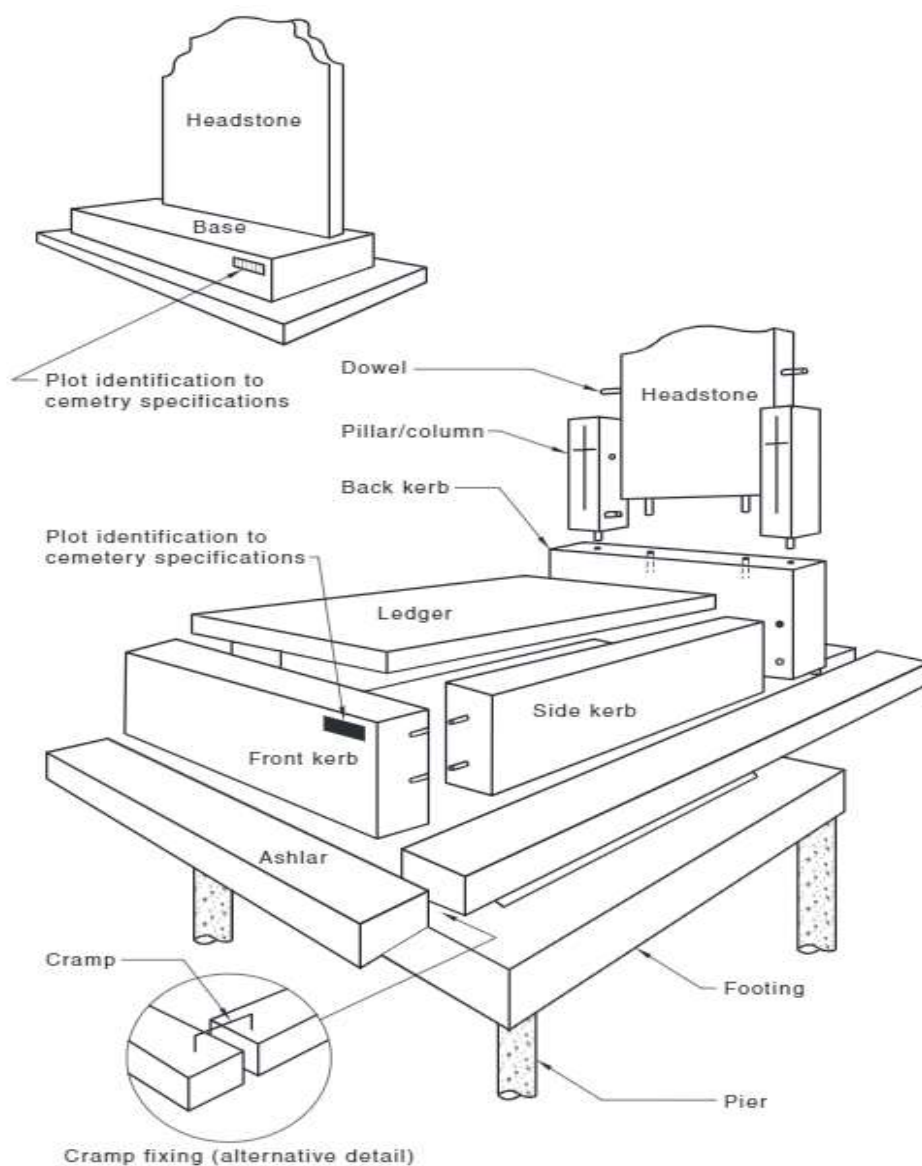
Headstone Length: 900mm

Height (including plinth): 600mm

Depth: 450mm

**PLEASE NOTE: HEADSTONES MUST SIT BACK 200mm FROM FRONT OF CONCRETE BEAM TO ALLOW MAINTENANCE OF GRAVES.**

## 6.2. Monumental Cemeteries



## 7. Location Measurements and Specifications

### *New Dubbo Cemetery*

#### *Active - Open for Interments*

#### Headstone

				Single Plot (mm)				Double Plot (mm)				Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Headstone Length	Base Length	Depth	Height	Headstone Length	Base Length	Depth	Height	
Nursery	A – E	Headstone & Base	Common	900	900	250	500	N/A	N/A	N/A	N/A	Headstone must sit back 200mm from front of concrete beam.
Memorial	Section 1	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Peace	Section 1	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Serenity	Section 1	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Tranquillity	Section 1 - 5	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Remembrance	Section 1 - 4	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	

#### Plaque

				Maximum Size			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Single (mm)	Double (mm)	Tile (mm)	
Ashes	Section 1 - 2	Bronze Plaque	Common	400 x 300 mm	800 x 300 mm	400 x 600 mm	Two small plaques can be mounted on a tile. Sizing of the plaques can vary as long as they don't exceed the tile size.

## Old Dubbo Cemetery

*Inactive (Historic)*

### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
Monumental	All Monumental Areas	Monumental	None	2440	930	800	Plot sizes can vary. Check site before application.

### Plaque

				Maximum Size		Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Plaque Size (L x H)	Inclusions	
Wall East	A	Bronze Plaque	Common	150 x 130 mm		
Wall West	B	Bronze Plaque	Common	150 x 130 mm		
Wall of Memories	1 - 2	Bronze Plaque	Common	152 x 127 mm	Standard 8 lines	This wall is for memorial plaques only and not ashes.

## Wellington Lawn Cemetery

Active - Open for Interments

### Headstone

Area	Area S1	Memorial Sub Type	Foundations	Single Plot (mm)				Double Plot (mm)				Notes & Additional Requirements
				Headstone Length	Base Length	Depth	Height	Headstone Length	Base Length	Depth	Height	
Anglican	A - M	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	Headstone must sit back 200mm from front of concrete beam.
Baptist	A, B, C	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Catholic	A - H	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Methodist-Uniting	A - D	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Non-Denominational	A, B	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Presbyterian-Uniting	A - D	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	
Salvation Army	A, B	Headstone & Base	Common	760	1050	450	600	900	1800	450	600	

### Plaque

				Maximum Size		
Area	Area S1	Memorial Sub Type	Foundations	Plaque Size (L x H)	Inclusions	Notes & Additional Requirements
Memorial Garden	East, West	Bronze Plaque	Common	160 x 130 mm	Standard 8 lines	
Memorial Wall	Eastern, Western	Bronze Plaque	Common	160 x 130 mm	Standard 8 lines	This wall is for memorial plaques only and not ashes.
Rose Garden	Centre/Bush Rock, East, North, South, and West	Bronze Plaque	Common	102 x 67 mm	Standard 6 lines	

### Columbarium Wall

Area	Area S1	Memorial Sub Type	Foundations	Niche Ashes Container (mm)			Plaque Size (L x H)	Inclusions	Notes & Additional Requirements
				Length	Depth	Height			
Columbarium	Northern	Bronze Plaque	N/A	190	110	80	160 x 130 mm	Standard 8 lines	Bracket on back for ashes niches.
Columbarium	Southern	Bronze Plaque	N/A	190	110	80	160 x 130 mm		

## Wellington Monumental Cemetery

*Inactive (Historic)*

### Monumental

Maximum Memorial Size (mm)							
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	Notes & Additional Requirements
ANGL	N/A	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
BAPT	N/A	Monumental	Common	2440	930	800	
CATH	N/A	Monumental	Common	2440	930	800	
CE	N/A	Monumental	Common	2440	930	800	
CHIN	1 - 4	Monumental	Common	2440	930	800	
CHRI	N/A	Monumental	Common	2440	930	800	
GEN	N/A	Monumental	Common	2440	930	800	
HF	N/A	Monumental	Common	2440	930	800	
JEH	N/A	Monumental	Common	2440	930	800	
METH	N/A	Monumental	Common	2440	930	800	
NOND	N/A	Monumental	Common	2440	930	800	
Nymagee	N/A	Monumental	Common	2440	930	800	
PRES	N/A	Monumental	Common	2440	930	800	
SALV	N/A	Monumental	Common	2440	930	800	
SDAC	N/A	Monumental	Common	2440	930	800	
UC	N/A	Monumental	Common	2440	930	800	
Unknown	N/A	Monumental	Common	2440	930	800	

### Wellington Holy Family Cemetery

Active - Open for Interments

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
Northern	1 - 15	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
Southern	1 - 14	Monumental	Common	2440	930	800	
Unknown	8, Unknown	Monumental	Common	2440	930	800	

### Geurie Cemetery

Active - Open for Interments

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
A - R	N/A	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
Anglican / CoE	A, B, C	Monumental	Common	2440	930	800	
Catholic	A - N	Monumental	Common	2440	930	800	
General	B - R	Monumental	Common	2440	930	800	
Presbyterian	A - D	Monumental	Common	2440	930	800	
Unknown	N/A	Monumental	Common	2440	930	800	

#### Columbarium Wall

				Niche Ashes Container (mm)					
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	Plaque Size (L x H)	Inclusions	Notes & Additional Requirements
Columbarium	A, B, C, D, E	Bronze Plaque	N/A	190	110	80	160 x 130 mm	Standard 8 lines	Bracket on back for ashes niches.

### Rawsonville Cemetery

*Inactive (Conditional)*

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
General	A - G	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
North (Section B)	A - G	Monumental	Common	2440	930	800	
South (Section A)	A - G	Monumental	Common	2440	930	800	

### Wongarbon Cemetery

*Inactive (Historic)*

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
A - R	N/A	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
Anglican / CoE	A, B, C	Monumental	Common	2440	930	800	
Catholic	A – N	Monumental	Common	2440	930	800	
General	B – R	Monumental	Common	2440	930	800	
Presbyterian	A – D	Monumental	Common	2440	930	800	
Unknown	N/A	Monumental	Common	2440	930	800	

### Ballimore Cemetery

*Inactive (Historic)*

#### Monumental

				Maximum Memorial Size			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
Monumental	All Monumental Areas	Monumental	None	2440	930	800	Plot sizes can vary. Check site before application.

### Elong Elong Cemetery

*Active - Open for Interments*

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
F	N/A	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
H	N/A	Monumental	Common	2440	930	800	
Unknown	N/A	Monumental	Common	2440	930	800	

### Euchareena Cemetery

*Active - Open for Interments*

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
General	N/A	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
A – M	N/A	Monumental	Common	2440	930	800	
Unknown	N/A	Monumental	Common	2440	930	800	

*Yeoval Cemetery*  
*Active - Open for Interments*

### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
Anglican	A – S, Unknown	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.
Baptist	A – E, Unknown	Monumental	Common	2440	930	800	
Catholic	A - Q, Unknown	Monumental	Common	2440	930	800	
Uniting	A – J, Unknown	Monumental	Common	2440	930	800	

### Columbarium Wall

				Niche Ashes Container (mm)					
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	Plaque Size (L x H)	Inclusions	Notes & Additional Requirements
Columbarium	Eastern	Bronze Plaque	N/A	190	110	80	160 x 130 mm	Standard 8 lines	Bracket on back for ashes niches.
Columbarium	Western	Bronze Plaque	N/A	190	110	80	160 x 130 mm		

### Stuart Town Cemetery

Active - Open for Interments

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
L	A - W	Monumental	Common	2440	930	800	
R	A - T	Monumental	Common	2440	930	800	
Unknown	N/A	Monumental	Common	2440	930	800	Plot sizes can vary. Please check site before application.

#### Columbarium Wall

				Niche Ashes Container (mm)					
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	Plaque Size (L x H)	Inclusions	Notes & Additional Requirements
Columbarium	Northern	Bronze Plaque	N/A	250	150	110	190 x 170 mm	Standard 8 lines	Bracket on back for ashes niches.
Columbarium	Southern	Bronze Plaque	N/A	250	150	110	190 x 170 mm		

### Eumungerie Cemetery

Inactive (Historic)

#### Monumental

				Maximum Memorial Size (mm)			Notes & Additional Requirements
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	
Monumental	All Monumental Areas	Monumental	None	2440	930	800	Plot sizes can vary. Check site before application.

*Spicers Creek Cemetery*

*Inactive (Conditional)*

**Monumental**

				Maximum Memorial Size (mm)			
Area	Area S1	Memorial Sub Type	Foundations	Length	Depth	Height	Notes & Additional Requirements
Monumental	All Monumental Areas	Monumental	None	2440	930	800	Plot sizes can vary. Check site before application.