



Monument Policy

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1. The purpose of this policy is.

To ensure that Mildura Cemeteries Trust (the Trust) employs a consistent approach to memorialisation within its cemeteries that complies with the requirements of the *Cemeteries and Crematoria Act 2003* (the Act') and the *Cemeteries and Crematoria Regulations 2025* ('the Regulations').

2. Policy statement

The Trust understands and supports the importance to individuals in memorialising a place of interment and promotes the use of a wide range of memorial items at the cemeteries.

The Trust understands that memorial items must be:

- respectful to the deceased and all visitors
- durable (with the exception of fresh flowers and temporary memorials)
- safe for all visitors, cemetery workers, volunteers, and wildlife
- support the aesthetics, standards, and general nature of the area of the cemetery.
- respectful of and acknowledge cultural diversity.

All rights of interment for graves, cremation and memorial-only positions are held by the Holders of the Right of Interment, who have primary responsibility for maintaining a memorial.

3. Principles

Applications for Memorials

Anyone wishing to establish or alter a monument, memorial, headstone, or plaque must apply to the Trust in writing.

This includes the installation of vases (or other additions) either at the time of the monument installation or at a time later. All additions must be submitted to the Trust for approval.

Any repairs or refurbishments to an existing monument, headstone or plaque require an application and MUST be approved by the Trust before any work can be undertaken. This includes the refurbishment of bronze plaques.

A monument or headstone must meet the minimum requirements of the Australian Standard *AS 4204:2019 Headstones and cemetery or monuments*, or its successors

Applications must be submitted on the *Application to Establish or Alter a Memorial or Place of Interment* and can be submitted to the Trust either by:

- The stonemason on behalf of the client
- The person/holder of the right of interment who is seeking to have the memorial established/altered.
- Any interested person or family member who can provide the cemetery trust with suitable documentation to support application.

All applications for permission to establish or alter a memorial must be accompanied by:

- payment of the relevant cemetery trust fee for
- a plan/design of the proposed memorial
- the proposed wording of memorialisation and translation (if applicable)
- the written consent of the holder of the right of interment or:
- statutory declaration and/or any supporting documentation that may be required by the Trust to process application.

The Trust will endeavour to either approve or refuse the application within 14 business days in writing.

If an application is refused, notice will be provided to the applicant in writing with supporting reasons. Applications may be refused if they:

- are considered to be unsafe, dangerous or not of a sufficiently permanent nature.
- may be incompatible with Trust policy regarding the general nature of surrounding memorials or the nature and character of the cemetery.
- do not comply with the prescribed requirement of a particular area within the cemetery.

The Trust

- will provide details of height limits for monuments or headstone and the suitable design for the relevant section of the cemetery.
- does not permit the use of brick or masonry blocks.
- does not permit any inscriptions that may cause offence.
- Will not approve plans for monuments which incorporate provision for garden beds.
- Apart from temporary grave markers, it does not permit the erection of timber monuments or structures.

Works cannot commence until approval has been received in writing.

Any work must be undertaken by either a monumental mason or another party accepted by the Trust as equipped, experienced, and insured to do so.

The Trust may require the removal or alteration of a memorial where compliance with the conditions of the approval have not been met.

The Trust may require a person to remove or alter a monument at their expense if that person has established or altered the monument without the approval of the Trust.

If a person fails or refuses to remove or alter the monument, the Trust may either remove or alter the monument – or dispose of as it sees fit; and recover the costs associated in doing so.

Please refer to the Monumental Mason policy for more detailed information.

Monument or Memorial types

Monuments may cover the whole place of interment; however, the monument or accessories must not extend beyond the right of interment.

Monuments can be.

- A headstone with kerbs and ledgers or concrete and chips
- A concrete construction with headstone and ledger or concrete and chips
- A chapel may be placed at the head of the grave.
- A large chapel with kerbs and ledgers or concrete and chips
 - Ashlars – must be a minimum of 70mm thick and fully supporting the kerbing.
 - Ledgers – must be a minimum of 40mm wider than the opening between kerbs.

Headstone

- A headstone is an upright grave marked which may include a base.

Plaque

- A bronze plaque mounted directly to the concrete beam.
- A bronze plaque mounted directly to the granite ashes wall.
- A bronze plaque mounted on a stone base.
- A granite plaque

Temporary Memorials

Upon approval, the Trust will permit a temporary white wooden grave marker (subject to it being maintained to the satisfaction of the Trust) of a height not exceeding 1 metre, staked immediately in front of the concrete plinth in lawn areas, or at the head of the plot in monumental sections.

Such a marker will be permitted to remain for a period of 2 years following the burial or until a permanent monument is constructed; whichever comes first.



Example of temporary grave marker

The Trust recognises that some cultures use a temporary structure to house lit candles at a grave site. The Trust will permit a temporary candle box constructed of non-combustible materials in monumental areas only for a period of 2 years – but only prior to construction of a permanent monument. No flame is to be lit during days of Total Fire Ban, and any restrictions during the Fire Danger Period must be complied with.

Temporary memorials:

- are not allowed to be placed until an interment has taken place.
- must be placed and kept within the Right of Interment
- must be maintained in good order.
- must not be fixed to the foundations.

Headstone in lawn sections

- must be constructed of a natural stone or material.
- must be fixed to the concrete plinth and must not extend beyond the boundary of the gravesite.
- may include up to two vases within the boundaries of the gravesite.
- maximum dimensions must not exceed the following.

Nichols Point and Murray Pines lawn sections.

- Single monument – 610mm high * 915mm wide * 260mm deep for the base stone and 100mm deep for the headstone.
- Double monument – the width must not exceed 2100mm.
- Triple monument – the width must not exceed 3200mm.
- Bronze plaque

Murray Pines Hillside section

- Must be a sloper.
- Dimensions – 260mm high * 610mm wide * 260mm deep

Plaques

- Can be sourced through the Mildura Cemeteries Trust or an external provider.
- Bronze plaques must be installed by authorised people only and may be affixed to monuments, headstones or directly on the base.
- Plaques must be installed on a concrete base if there is no existing plinth or base.

- Granite plaques are permitted in some garden areas or affixed to monuments or headstones.

Granite Ashes Wall plaques

- Dimensions – 190mm * 190mm * 5mm thick
- May accommodate up to 12 lines of text, or 9 lines of text and a motif or ceramic photo.
- Photo to be supplied by family (at their expense) for cemetery staff to install.
- Up to three separate proofs can be supplied, any proof after the third will attract the relevant additional administration fee from the manufacturer.

Hexagonal Wall (Murray Pines Cemetery), Baby Memorial Rock (Nichols Point Cemetery)/ Memorial seat.

- Dimensions 100mm high * 135mm wide * 5mm thick
- May accommodate up to 7 lines of text,
- Up to three separate proofs can be supplied, any proof after the third will attract the relevant fee additional administration fee from the manufacturer.

Hendy Mayes Garden (Murray Pines Cemetery – common)

- Sourced and installed by Mildura Cemeteries Trust.
- Dimensions - 100mm high * 100mm wide * 5mm thick
- Inscription to contain the following details.
 - Name
 - Date of Birth
 - Date of Death

Vault and Monumental sections

Must be designed and constructed to sound engineering principles to provide a stable monument that is durable, serviceable and meets the requirement of *AS 4204-2019 Headstones and Cemetery Monuments*. Plans for footings must be included with application.

The Trust will not assume any liability for the construction of a monument or memorial by a third party and any damage caused to neighbouring monuments by the Monumental Mason in the establishment or alteration of monuments or memorials.

- Monuments and memorials must not exceed 2140mm high (including adornments/attachments) * 1200mm wide * 2400mm long and must not extend past the intended grave site.
- Total height from ground level (slab included) must not exceed 2140mm.
- Monuments may include a permanent candle box, constructed using the same material.
- A works schedule must be submitted to the Trust with the application outlining the timing of work.
- During construction, monuments will be inspected several times by a representative of the Trust.

Please note: Establishment of a monument may affect the capacity for second and subsequent interments into the site. Internal footings and foundations could reduce the space for interment. The Trust reserves the right to request the removal of the

monument, restrict the size of the coffin and/or refuse additional interments if the stability of the monument puts safety at risk. Cemetery staff will make every endeavour to safeguard the integrity of existing monuments but in no circumstances indemnifies right holders against damage which may occur as the result of reopening.

Historical graves

- A historical grave will be defined where the most recent burial has taken place at least 40 years prior.
- Markers can be placed in all areas of the cemetery and will incur the gazetted fee for a historical marker.
- grave markers to be of granite, concrete, or bronze construction.
- maximum dimensions – 500mm wide * 260mm high * 260mm deep
- It must be installed on a concrete base.

- A grave marker may be placed on a common grave upon application and written consent of the Trust. Maximum dimensions for these markers – 260mm wide * 260mm high * 260mm deep and must be installed on a concrete base

War graves

- Original application is submitted to the Office of Australian War Graves and approved by the department.
- The application must then be submitted to the Trust for review and approval. and must meet Trust requirements and dimensions for the area to be installed.
- Bronze plaques are provided and may include a plinth or base.
- Dimensions of base – 500mm wide * 450mm high * 155mm deep at bottom
- Memorials are maintained by the Office of Australian War Graves.
- *Additional memorialisation permissible on a War Grave – consent must be provided by ROI holder. Plaque/ inscription must not impede War Grave plaque or ability for OAWG staff to maintain and refurbish original memorial.
- Permit may be forwarded to OAWG for review prior to being granted.

Ashes memorials

- Slopers must be constructed from natural stone.
- It must be installed on a concrete base.
- Single cremation plots - the dimensions must not exceed 260mm wide * 260mm high * 260mm deep.
- Double cremation plots - the dimensions must not exceed 500mm wide * 260mm wide * 260mm deep.
- Single slopers with a maximum dimension of 260mm wide * 260mm high * 260mm deep are only permissible in specific areas within the cemetery, particularly those tree memorials with multiple ashes interments.
- The addition of up to two vases constructed of the same material is permissible providing the memorial including vases does not extend outside the boundaries of the plot.
- Single and double ashes pods – provided through the Trust – positioned in specific areas within the cemeteries.
- Memories.net – online memorial platform options available upon request.

- Rock memorials must not exceed the maximum dimensions of the cremation plot. Stone must be sourced locally and photo provided to the Trust for approval with application.

Memorial items

A person must not, without the written approval of the Trust, place the following items on a memorial or place of interment, or in a garden:

- Ceramic or glass items that are fragile or breakable,
- Metal items that are likely to deteriorate
- Statues or garden sculptures.
- Garden signs
- Memorial chairs

A person must not place any item likely to cause a risk to health or safety on a memorial or place of interment.

Memorial items must NOT extend beyond the boundaries of the place of interment or encroach on to neighbouring sites.

The Trust has the authority to remove any object that extends beyond the boundary of the memorial, any dead flowers or other items that are in a poor condition; any item placed on a memorial or place of interment in contravention of the Act, the regulations, or the Trust rules.

Loose ornaments may be permitted in lawn areas and monumental areas if they do not pose a health and safety risk to the public, cemetery staff or local wildlife; do not inhibit the maintenance of the lawn areas or encroach on other graves. Any items that pose a safety hazard will be removed.

If items are placed on the lawn area and require remove by staff for maintenance those items will be replaced by staff with care, however no responsibility will be accepted for damage to items, or the accuracy of replacing such items in the exact location.

Any items that may be considered offensive, derogatory, or not in keeping with cemetery aesthetics are not permitted and will be removed by Mildura Cemeteries Trust at its discretion.

Please refer to the Floral and Ornamental Tribute policy for more detailed information

Care of Memorials

Care and maintenance of any item of memorialisation is the responsibility of the Holder of the Right of Interment. Some of this care may include:

- Removal of weeds in or around a grave. (Note: no herbicide is to be sprayed on or around graves)
- Cleaning (including polishing) the graves and headstones, including the inscription.
- Minor repairs to the monument

The Trust has no objection to a private contractor providing a paid service to perform this work; however, the private contractor must apply in writing to the Trust before

offering to undertake the work and must comply with the following terms and conditions:

- The holder of the Right of Interment has provided written permission for this work to occur.
- No canvassing for business will be permitted within the cemeteries.
- Private records detailing ownership over graves will not be provided to anyone proposing an enterprise to undertake this work.
- The applicant must indemnify the Trust in writing against any claims for compensation which may arise as a result of the conduct of the works.
- they must be registered and compliant in Mildura Rural City Councils' online Contract Manager system.
- All waste or debris is removed from the site.
- pay any relevant cemetery trust fee prior to the commencement of work.

The Trust is not prepared to grant any exclusive right of trade for these services. Any further similar application may also be considered and approved by the Trust.

Structural integrity of Memorials

The primary responsibility for maintaining a memorial in a safe and proper condition rests with the holder of the Right of Interment or legal heirs.

The Trust will undertake routine inspections to ensure that any dangers caused by deteriorating memorials over time are identified and the right of interment holder notified (where possible) for rectification.

If a monument is found to be in a dangerous, unstable, or otherwise unsafe condition, immediate action must be taken to rectify the issue. If this is discovered by or made aware to the Trust, every effort will be made to notify the ROI holder. If the ROI holder is unable to be reached or refuses to rectify the issue, the Trust (with consent of the Department of Health and Human Services) may either remove or repair the monument and recover the associated cost.

Please refer to the Monument safety guidelines for additional information.

Theft or Damage

The Trust

- is unable to accept responsibility for the theft of any item of memorialisation.
- is unable to accept any responsibility for damage to any item of memorialisation unless it can be shown that such damage was caused by tasks conducted by cemetery staff.
- will assist memorial owners in making claims for theft or damage under the Victorian Managed Insurance Authority Cemetery Trusts Insurance Program

Vegetation

A person must not remove, pick or damage any plant, flower, shrub or tree in a public cemetery without the prior written approval of the cemetery trust.

A person must not dig or plant anything in a cemetery without the prior written approval of the cemetery trust.

Management of Litter and Waste

There are bins located at the cemetery to enable the removal of withered flowers, wrapping papers, rubber bands. The handling material and weathered ornaments.

These bins are to be used to ensure litter and waste do not create a safety hazard or detract from the aesthetics of the cemeteries.

If a bin is not available, it is requested that rubbish is taken away. This will assist in maintaining the cemeteries in an attractive, clean, tidy and hazard-free environment.

4. Legislation and other references

4.1 Legislation

For further information related to this policy see:

- Cemeteries and Crematoria Act 2023
- Cemeteries and Crematoria Regulations 2025
- Manual for Victorian Cemetery Trusts

4.2 Documents

This policy is implemented in conjunction with the following documents.

- MCT Monumental Mason policy
- MCT Floral and Ornamental Tribute policy
- MCT Mausoleum policy
- MCT Memorial Seat policy
- MCT Cremated Remains (Ashes) policy.
- Application to establish or alter a memorial or monument.
- MCT Confiscated items process.
- Monument safety guidelines
- Australian Standard AS 4204:2019 *Headstones and cemetery or monuments*.