

## 2.39 MEMORIALS POLICY

<b>Responsible Directorate</b>	Built and Natural Environment	
<b>Responsible Service Area</b>	Design and Assets	
<b>Resolution</b>	April 2026	C-5-4-2026
<b>Procedure Ref</b>	N/A	

### 1. PURPOSE

The Shire of Mundaring (the Shire) acknowledges that memorials can assist people in their grief and commemorate individuals who have contributed to the community. This Policy sets out a consistent, safe and respectful approach to memorials on Shire-managed land—balancing community sentiment with public amenity, safety, and ongoing maintenance considerations.

### 2. SCOPE

This Policy applies to requests for memorials on Shire-managed land, including public open spaces, parks, reserves, trails, ovals, community facilities and Shire-managed roads. It does **not** apply to:

- a) State roads managed by Main Roads WA (MRWA), which are subject to MRWA's Roadside Memorials Policy and Guidelines; and
- b) historical commemorations (e.g., war memorials) or the naming of places and facilities, which are managed under separate processes.

### 3. DEFINITIONS

**Commemorative Furniture** – Typically a bench seat but also other small furniture such as water fountains on which a small plaque can be attached.

**Memorial** – An object (e.g., roadside cross, plaque on furniture, memorial wall plaque) honouring a deceased person.

**Memorial Wall** – A designated structure for memorial plaques.

**Applicant** – The person submitting a memorial request (preferably next-of-kin or with their consent for roadside memorials).

## 4. POLICY

### 4.1 Guiding Principles

- a) **respect & empathy:** memorial requests will be handled sensitively. (consistent with WA practice.)
  
- b) **safety & amenity:** memorials must not create hazards, compromise visibility, obstruct paths, or detract from public amenity. (MRWA principles.)
  
- c) **consistency & transparency:** clear criteria, approvals and recordkeeping will apply, consistent with shire policy practice.
  
- d) **sustainability & maintenance:** whole-of-life maintenance implications will be considered before approval, and (unless stated otherwise) costs are met by applicants. (common local government approach.)
  
- e) **proportional recognition:** permanent, high-visibility memorials are reserved for persons of exceptional local significance.

### 4.2 Types of memorials supported (and conditions)

#### A. Roadside Memorials

##### 1. Road manager:

- On **State roads** – Applications must comply with MRWA's *Roadside Memorials Policy and Guidelines*, including approved types, placement, installation and removal procedures.
  - On **Shire roads** – The Shire adopts the same terms and conditions as MRWA (including eligible types, size and safety siting).
2. **Duration:** Standard approval is up to 24 months, extendable by the CEO (or delegate) based on site context and family wishes.
  3. **Maintenance/Removal:** The Shire may relocate or remove a memorial for safety/works and families will be notified where practicable.

#### B. Commemorative Furniture (with small integrated plaque)

1. **Where considered:** Preference for locations where furniture benefits the community (e.g., Heritage Trail, ovals, high-use parks), subject to design standards and site suitability.
2. **Ownership & maintenance:** The asset becomes a Shire asset. Plaque supply, installation and replacement costs are borne by the applicant. The Shire maintains the furniture as part of its normal asset maintenance service level (plaque maintenance by applicant).

3. **Design:** Standard Shire furniture models to be used.

### C. Memorial Walls

1. **Cemeteries:** Memorial walls (for plaques only, not ashes) once established at Shire cemeteries provide another option at a lower-cost alternative to niche walls that require a grant of right.

#### 4.3 Eligibility & assessment criteria

Applications will be assessed on the merits against the following:

- a) **Connection to the district:** The deceased's demonstrated connection to the Shire (residency, service to local community).
- b) **Public benefit & site suitability:** Amenity, accessibility, heritage/culture, landscape character, and existing infrastructure.
- c) **Safety & engineering:** Compliance with siting, visibility and breakaway standards (for roadside) and crime prevention principles for parks.
- d) **Design integrity:** Conformance with Shire standard designs, dimensions, materials and plaque wording standards.
- e) **Cost & maintenance:** Up-front payment funded by applicant of the estimated cost of installation with the Shire to maintain assets at adopted service levels.

#### 4.4 Authority to approve and review

- CEO (or delegate) – approve applications under this Policy except where a Council decision is specified.
- Council – approve memorials of a type not permanent monuments, establish or retire memorial walls, and adopt fees/grant terms.

### 5. RELATED LEGISLATION

- *Local Government Act 1995*
- *Cemeteries Act 1986* and Shire of Mundaring Cemeteries Local Law (forms and processes published on the Shire's site)
- *Main Roads Act 1930*

## 6. RELATED DOCUMENTS

Main Roads WAs Roadside Memorials Policy and Guidelines.