

Purpose

This policy serves as a framework for the Shire of Northampton (Shire) to manage, approve, maintain, and (if necessary) remove memorials in public spaces. The main purpose of this policy is to ensure memorials are handled fairly, legally safely and sensitively while balancing community wishes with Council's responsibilities.

Background

Memorials perform an important function for communities by providing a physical place and presence to aid in remembering and honouring deceased individuals or commemorating a significant event. They can provide comfort to those grieving the loss of loved ones or pay tribute to the significant impact a person or group of people may have had within or for the community.

Memorials can also present some practical challenges and when placed in public spaces, have the potential to conflict with other functions of that space if not managed appropriately. A management approach is required that ensures decisions regarding memorials are handled with consistency, fairness, and empathy, addressing both the emotional significance of memorials and the practical concerns associated with them.

Objective

The Shire of Northampton (Shire) acknowledges the use of memorials as a means for community members to reflect and remember loved ones or past events of significance. The purpose of the Memorials Policy (Policy) is to provide guidance for the approval, placement and ongoing management of existing and proposed new memorials on Shire owned or managed land.

The naming of such memorials is dealt with separately under Council Policy *1.8 Naming of Shire Assets, Tree plantings, Memorials and Parks*.

Area of Application

This policy applies to all applications for memorials and assists with decision making in relation to the approval and appropriate placement of physical structures or objects on Shire owned or managed land, including buildings and community facilities, road reserves, parks and public open spaces, to commemorate an individual or significant event.

Policy Measures

Within the context of this policy, a memorial is defined as any temporary or permanent physical structure or object such as a statue, image, sculpture or plaque, that is designed to commemorate the memory of a person, a group of people or an event. This policy does not extend to any Cemetery or Memorial/Niche Wall.

1. Types of Memorials

The following outlines the various types of memorials and the Shire's position in relation to the provision for that type of memorial in public facilities, road reserves, parks and public open spaces:

1.1 Commemorating a deceased person

The Shire does not support the installation of permanent memorials in parks or public open space. The installation of memorials in parks and public open space to commemorate a deceased person should be limited to locations specifically designated for that purpose (i.e. cemeteries). Existing memorials, including plaques, that have been approved prior to February 2026 to commemorate a deceased person, will be removed when the memorial has fallen into disrepair or when there are other circumstances under which Shire officers have reasonable grounds for removal as outlined in section 3 of this Policy. Shire officers will make reasonable efforts to contact the relevant stakeholder(s) prior to the removal of the memorial and arrange for the handover of any remaining property (i.e. plaques), to the stakeholder.

1.2 Commemorating significant events or contributions from a person or a group of people

Memorials that commemorate a significant event or contribution from an individual person or group of people, for the benefit of the community, may be considered on a case-by-case basis and will be approved by the Chief Executive Officer in accordance with conditions outlined in the Council policy *1.8 Naming of Shire Assets, Tree Plantings, Memorials and Parks*. These memorials can be in the form of a public infrastructure donation such as an artistically designed structure or tree planting, designed in consideration of the place, the needs of the community and the other functions of that space. Any donated public infrastructure and its maintenance will be subject to Shire of Northampton approval, which will set the inspection and maintenance requirements for the memorial.

1.3 Kalbarri and Northampton War Memorials commemorate people who have served in or died in military service.

The commemoration of individual people at these memorials is managed by the Kalbarri and Northampton Returned Services League (RSL), respectively.

Managing a Roll of Honour as a commemorative record typically includes only those who died in or as a result of service with well-defined eligibility periods and conflict.

1.4 Roadside Memorials

A Roadside Memorial is a marker that commemorates a site where a person has died, usually as a result of a motor vehicle accident. The Shire of Northampton

respects the need and benefits for people to erect roadside memorials, however the Shire must also ensure that the road/verge/reserve environment remains safe and free from hazards for all other users.

Shire officers will work with applicants to ensure the safe placement of the memorials and that they do not present a hazard to people or property. To ensure that a roadside memorial is safe for road users and to enable notification to family and friends of upcoming roadworks, the Shire will maintain a register of approved roadside memorials on local roads including contact details for stakeholders. Stakeholder contact details may be used for future contact regarding the relevant memorial and the stakeholder will be responsible for the maintenance and safety compliance of the memorial.

1.4.1 *A Roadside Memorial may include a:*

- a) grey concrete paver, painted with a white cross;
- b) white wooden cross with the deceased's name; or
- c) decal (adhesive label) with a white cross on a black background.

The above may also be accompanied by flowers (real or artificial), toys and accompanying notes/messages that are temporary in nature and comply with clause 1.5.

1.4.2 *Roadside memorials may:*

- a) only be installed on Crown Land that is under the care, control and management of the Shire of Northampton and is reserved for the purposes of recreation, public open space or road reserve.
- b) and only be installed where there is minimal impact on the local amenity and/or surrounding residents and must not present a risk or hazard to the public or persons attending the memorial.

The deceased's family/friends are responsible for the ongoing maintenance of their memorial including, but not limited to, graffiti and weed removal.

1.4.3 *Memorials on Main Roads Controlled Roads*

Applications for Memorials along roads that are under the care, control and maintenance of Main Roads must be submitted to Main Roads Western Australia.

2.4.4 *Memorials on Local Roads Within the Shire*

Application for Memorials along roads that are under the care, control and maintenance of the Shire of Northampton must be submitted to the Shire.

1.5 Temporary Memorial

Temporary memorials that commemorate a loved one through marking the location of a tragic incident may be permitted by Shire officers on a temporary basis, provided they do not present a hazard to people or property, according to the following conditions:

- The temporary memorial including items such as flowers, crosses, toys and written messages may be placed on a site for a period of up to 1 year, if approved by the Chief Executive Officer.
- Alterations to the surrounding area must not be made.
- The temporary memorial must be placed or constructed in a way that it will not detract from amenity or compromise the functionality of the space for other users.
- The location of the temporary memorial should not detract from the amenity of the local area or impact on the quality of life of adjacent landowners, property occupiers or other members of the public.

2. **Maintenance and Management of Memorials**

The area where memorials for deceased persons are located, within designated cemetery sites, shall be managed and maintained in accordance with the *Cemeteries Act 1986* and subsequent amendments. Maintenance of individual memorials for deceased persons in these areas shall be the responsibility of the relevant stakeholder(s).

Management and maintenance of roadside memorials on Main Roads Controlled Roads will be conducted in accordance with the 'Main Roads Western Australia Policy and Guidelines for Roadside Memorials'. In the case of all other roadside memorials, management and maintenance will be completed by the relevant stakeholder(s) in accordance with the Shire of Northampton approval, which will determine the relevant inspection and maintenance requirements.

3. **Decommissioning of Memorials**

Memorials will be decommissioned and removed when the memorial has fallen into disrepair or when there are other circumstances under which Shire officers have reasonable grounds for removal including, but not limited to, where the memorial:

- is not approved;
- is considered to pose a hazard to people or property;
- is considered to be no longer appropriate for cultural, social or other reasons; or
- is located on a site that is to be redeveloped as part of an approved maintenance, renewal or upgrade program. Shire officers will ensure these matters are handled sensitively and make reasonable efforts to contact the relevant stakeholder(s) prior to the removal of the memorial and arrange for the handover of any remaining property i.e. plaques, to the stakeholder(s).

Adoption and Date Due for Revision

ADOPTED 19 February 2026

NEXT DUE FOR REVIEW February 2031

The Administration of this Policy is by Office of the CEO.