

4.10 CEMETERIES – MONUMENTS AND MEMORIALS

Adopted or Reviewed by Council:	25/08/2025	Council Minute Reference:
Reviewer:	Records Administration Officer / Project Manager and Regulatory Services	
Local Law:	Cemeteries Local Law 2020	
Procedure:	Administration, and Cemetery Guidelines	
Legislation:	Cemeteries Act 1986 Local Government Act 1995	

POLICY STATEMENT

The purpose of this policy is to ensure that the memorials and monumental work in the cemeteries of the Shire of Kojonup maintain consistent standards. It is to ensure that they are constructed of materials and erected in a manner that does not present a safety risk to members of the public, its employees or contractors to the Shire of Kojonup. It is aesthetically pleasing and does not pose a risk to the environment.

MONUMENTAL MASONS

A person shall not carry out monumental work within the cemetery unless that person is the holder of a current monumental mason's licence.

Before erecting any monuments within any of the Shire of Kojonup's cemeteries, an application for a monumental mason's licence must be attained by completing the following;

1. An application for monumental licence form.
2. Supply a copy of the business' certificate of currency for third party insurance and workers compensation insurance.
3. An application for monumental works accompanied by the drawings, inscription and specifications of the monument and payment of the set fee prior to installation.

BURIAL MONUMENTS

All monuments shall;

1. Be made of Natural stone
2. have foundations extending to the bottom of the grave unless concrete beams are provided
3. comply with the following specifications.
 - (a) the overall height of the monument above the ground shall not exceed 1.550m
 - (b) the length of the base of the monument shall not exceed 2500mm and width 1250mm for single and 2450mm for a double

MONUMENTS FOR THE PLINTH/LAWN

In the Lawn/Plinth section of the Cemetery, the part of the headstone above its base shall not extend horizontally beyond the base.

This is a headstone or plaque only section, full monuments will not be allowed in this section

All monuments in this section of the cemetery shall;

1. Be made of natural stone
2. Be placed upon a base of natural stone or concrete and be affixed to the concrete plinth
3. Comply with the following specifications;
 - (a) the overall height of the monument above the original surface of the grave shall not exceed 1.05m
 - (b) the height of the base of the monument above the original surface of the grave shall not be less than 150mm nor more than 450mm
 - (c) the length of the base of the monument shall not exceed 1.2m
 - (d) the depth of the base of the monument shall not exceed 300mm.
4. An admiralty bronze memorial plaque may be attached to a monument erected or attached to a concrete or natural stone wedge.

A plaque may be placed on the plinth section but will need to be mounted on a concrete or similar wedge. The plaques shall be made of admiralty bronze and be a size of 380mm x 280mm and shall not exceed 20mm thickness

NICHE WALL

All memorial plaques placed in a memorial section of the cemetery shall;

1. Be made of admiralty bronze
2. Not less than the dimensions 140mm x 120mm for a single, nor more than 280mm x 120mm for a double
3. Not exceed 20mm in thickness
4. Be placed upon a base mounting approved by the Shire (if required)

Plaques may also be attached to a monument that has been or will be erected.

Maintenance of all monuments are up to the individual family members and any repairs must be carried out by a Licenced Monumental Mason.

Tributes and seating on existing grave sites need to be contained within the plot area of 2500mm x 1250mm. Damaged tributes and withered flowers will be removed by Shire staff. Glass domes and vases may not be placed anywhere within the Cemetery and planting of trees and shrubs is not permitted.

AUSTRALIAN WAR GRAVES

The office of Australian War Graves may place a memorial on a military grave and is not required to fill out any of the paperwork or pay the set fee for a memorial that is placed upon a military grave.