

Responsible Directorate	Infrastructure Services
Responsible Business Unit/s	Operations
Responsible Officer	Manager Operations
Affected Business Units	Parks and Gardens Community Development

Objective

The objective of this Policy is to:

- Provide guidance in relation to the use of public open space in the placement of memorials and plaques and the planting of commemorative trees.
- Ensure that applications for memorials, plaques and trees are managed on a consistent basis and in accordance with the Council's strategic direction and corporate policies.

Scope

This Policy applies to the placement of memorials and plaques in the Shire of Serpentine Jarrahdale owned/managed parks, reserves, public open space and streetscapes and the planting of commemorative trees.

All memorials, plaques and commemorative trees placed on Shire of Serpentine Jarrahdale owned/managed land are Shire assets and therefore are owned and under the care, control and management of the Shire.

This Policy does not apply to operations of cemeteries.

Policy

Introduction

The Shire of Serpentine Jarrahdale recognises that members of the community may wish to use public open space to commemorate a person or group of people through a memorial, which adds to the value of the wellbeing of the community.

In order for the Shire to ensure its public open spaces continue to serve their intended purpose and are not transformed into places of mourning, and that its assets are not impacted negatively, subjects for plaques and memorials in public open space will be limited to the following:

- An individual or association that has contributed significantly to the cultural, political or social aspects of the Shire's development over a minimum of 30 years;
- A significant anniversary of an event unique to the history and development of the township or location;
- Historical or other information relevant to the site/location; and
- A public artwork of significance.

Applications

Each application will be assessed on its individual merit, firstly meeting the basic criteria and subject to the conditions within this policy.

All applications for memorial must be received in writing to the Shire.



Council Policy - Requests for Memorial Plaques and Trees

All applications will be considered by the Arts Culture and Heritage Committee who will make a recommendation to Council in regards to the application. The outcome of the application will be confirmed to the applicant/s.

Memorials Criteria

All applications must meet the following criteria:

- Commitment to fund the memorial;
- The deceased was a local community member;
- Placement of the memorial would benefit the community in acknowledging the deceased.

Plaque

The Shire will specify the size and design of the plaque in accordance with the type of furniture on which it will be placed.

The Shire will coordinate the purchase, design and installation of the plaque.

Park furniture

All furniture that is to be installed and/or on which Memorial plaques are to be placed, is at the discretion of the Shire and subject to the conditions of this Policy.

The Shire will coordinate the selection, purchase, installation and maintenance of the furniture.

Tree selection

The type of tree to be planted is at the discretion of the Shire. The Shire will have final approval of the exact location of the tree and installation details.

The Shire will coordinate the selection, purchase and planting of the tree.

Memorial trees may be identified by a commemorative plaque or other identification at the discretion of the Shire.

Locality

The appropriate Shire park, reserve, public open space or streetscape for the placement of the memorial is to be determined by the Shire in consultation with the applicant.

Cost

Applicants must meet the cost of the purchase and installation of furniture, plaques and trees.

Costs are to be determined on a case by case basis. Applicants will be advised the costs prior to the application being presented to the Arts, Culture and Heritage Committee for consideration.

Applicants can advise at this stage if they do not wish to proceed with the application.

Costs are to be paid in full before the Shire will undertake the purchase of the memorial.

Life of the furniture/plaque/ tree

The memorial seating and plaque have a finite life. The Shire envisages that the seating/plaque will be located at the site for a period of not less than 10 years from the date of installation.

Should a piece of memorial park furniture be vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.



Council Policy - Requests for Memorial Plaques and Trees

The Shire reserves the right to remove a memorial if it falls into a state of disrepair or to remove a memorial after the expiry of 10 years. The Shire will use reasonable endeavours to contact the applicant/next of kin.

In the case of a tree, the memorial will be for the life of the tree. There will be no right to renewal and should the tree die; the applicant/next of kin will need to lodge a new application for a new memorial tree.

Memorial Register

Upon adoption of this Policy, the Shire of Serpentine Jarrahdale will create and maintain a register of Memorials.

Definitions

Local Government Land land owned by the Shire or under the Shire's care, control and management.

Memorial park furniture (i.e. park bench, seat or picnic setting), artwork or tree designed to preserve the memory of a person or group.

Plaque a flat metal or brass plate that includes text that commemorates an individual.

Applicant the person/s or organisation submitting a proposal for a plaque.

Public Open Space land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sportsgrounds, civic area and play spaces.

Relevant Policies/Council Documents

Nil

Legislation/Local Law Requirements

- *Local Government Act 1995*
- *Town Planning Development Act 2005*

Office Use Only				
Relevant Delegations	1.1.7 - Management of reserves created under s152 of the Planning and Development Act 2005			
Council Adoption	Date	18 March 2019	Resolution #	OCM041/03/19
Reviewed/Modified	Date		Resolution #	
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