

CP.42 Commemorative Memorials and Plaques in Reserves

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.4996
<i>Resolution Date</i>	17/04/2024
<i>Next Scheduled Review</i>	2025/26
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Cemeteries Act 1986

OBJECTIVE

To provide guidance for the consistent and effective administration of applications for the installation of commemorative memorials in public reserves and parks within the Shire of Northam (the Shire).

SCOPE

This policy applies to people and associations who wish to:

- Memorialise a deceased person who resided within the Shire and made a significant contribution to the Shire and its community.
- Memorialise a folded association or final event that was based/occurred within the Shire that has made a significant contribution to the Shire and its community.
- Memorialise a notable person, group of people or event that has significant relevance to the Shire or its community.
- Commemorate the anniversary of significant events unique to the Shire's history and development.
- Raise awareness in support of initiatives that recognise victims and specific social issues impacting the community.

POLICY

1. General memorials and plaques

The Shire acknowledges the use of memorials, by way of memorialisation, as a means of assisting people in grieving loved ones or acknowledging organisations, events and specific social issues that have made a significant social and/or cultural contribution towards or have had a significant impact on the community.

A memorial includes plaques, furniture, memorial trees and monuments. The Shire will consider other means of applicants commemorating their loved ones as required.

Applications will be considered on a case-by-case basis.

Disclaimers

- a. Any approval made cannot be taken as a precedent for future approvals.
- b. Any installed memorial that has not been approved by the Chief Executive Officer may result in removal of the memorial. The Shire will not accept liability for any costs associated with this.
- c. Any approved general memorials and plaques will be communicated to Council Members prior to installation.
- d. An applicant can request a specific location for a plaque and/or a tree. Every effort will be made to accommodate the request however, the final decision will be made by the Shire.
- e. The burial of a body or internment of ashes of a deceased person at a memorial site is not permitted. Specialised facilities are available at the Northam Cemetery where the burial/internment and memorialising of deceased persons is available, or otherwise approved under the *Cemeteries Act 1986*.
- f. No personal items are to be fixed on or near the commemorative plaque or tree.

Category 1 - Planting of a commemorative tree without a plaque

- a. The Shire of Northam Parks and Gardens staff will be responsible for the planting of the tree within the Shire's guidelines and in the preferred planting period.
- b. The Shire will be responsible for:
 - i. Costs associated with purchasing and installing the tree;
 - ii. The selection of the most appropriate size and type of tree(s) for the area; and
 - iii. The selection of the most appropriate position and area on the commemoration site.
- c. The applicant will be provided with the opportunity to choose the type of tree if more than one variety is deemed appropriate for the location.
- d. Trees can only be planted on Crown Land in public parks or reserves under the jurisdiction of the Shire, where there is minimal impact.
- e. Where an unauthorised tree planting is identified, the Shire shall determine whether the planting will be retained, relocated or removed.
- f. Should, for any reason, the commemorative tree be required to be removed for works being carried out either by the Shire or external contractors, the tree shall be removed at the expense of the party undertaking the works. Subject to the approval of the Chief Executive Officer, the same tree may be planted either at the cost of the party undertaking the works or the Shire, if appropriate, in the same location or another location nearby.

Category 2 - Installation of a commemorative plaque, or furniture/a monument with an attached plaque

- a. All costs associated with the manufacturing and installation of the furniture, monument or plaque will be met by the applicant. Payment is required before the commencement of any work.
- b. The Shire will only approve any furniture, monument or plaques that meet certain criteria including size, design and wording.
- c. The furniture, monument or plaque will be manufactured by a preferred supplier of the Shire and installed by the Shire.

- d. The Chief Executive Officer must approve the final design and wording of any furniture, monument or plaque before being sent for manufacturing.
- e. The applicant will be responsible for any ongoing or replacement costs including vandalism and/or theft, unless otherwise agreed to by the Shire.
- f. Furniture, monuments or plaques may only be placed on Crown Land in public parks or reserves under the jurisdiction of the Shire, where there is minimal impact.
- g. If the applicant requires a plaque only, it must be contained within an existing garden bed area or integrated with an existing tree.
- h. Should, for any reason, installed furniture, monuments or plaques become disturbed through works either by the Shire or by external contractors, the plaque shall be removed at the expense of the party undertaking the works, and returned to the applicant. Subject to the approval of the Chief Executive Officer, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.

Category 3 - Planting of a commemorative tree with a plaque

- a. All items in Category 1.
- b. All items in Category 2 pertaining to plaques only.

2. Public amenity considerations and exclusions

Whilst the installation of commemorative plaques may serve as appropriate recognition, applications must be carefully considered to ensure they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular park or area does not reach saturation point.

To ensure this does not occur, the following restrictions apply:

- a. Only one memorial will be considered per person, event or occasion unless there are exceptional circumstances and there is a demonstrated justification and need.
- b. No memorials or commemorative infrastructure will be considered on a reserve, facility or location where a memorial already exists, unless there is a justification and need.
- c. Any request for additional memorials must take into consideration the size of the facility or location, existing amenity provision, its purpose and public benefit to the community.
- d. If an application is considered eligible for a location which already has a memorial on it, the Shire reserves the right to approve the application without consultation with the family or contact for the existing memorial.
- e. A commemorative plaque will not be approved where it is for a religious or political affiliation or if in the opinion of the Shire that the commemorative memorial is considered offensive or has the potential to offend.

3. Commemorative memorials, monuments and plaques eligibility criteria and application process

All applications must be made in writing and in the form provided in Appendix 1 of this document to the Chief Executive Officer who will make the final determination on the application.

The established assessment criteria provide the basis for determining the eligibility of memorialisation and commemoration of significant events:

- a. The person, organisation or event resided/was based in the Shire for greater than 10 years.
- b. The person, organisation or event has demonstrated evidence of outstanding achievements and significant contributions and/or had a long-standing history with the development of the Shire or the community.
- c. The person, organisation or event contributed significantly to one or more sector within the Shire e.g. sport, education, arts, culture, youth, aged care etc.
- d. The person, organisation or event has a relevant relationship to the proposed site and has a proven longstanding association with that area.
- e. The event or specific social issue must demonstrate significant relevance to the local community.

All applications will be assessed in accordance with the eligibility criteria and must demonstrate details and provide evidence of the eligibility criteria.

The Shire will consider commemorative memorial requests for applications made due to extenuating circumstances, which may not meet the criteria above. These requests will be assessed on a case-by-case basis; however, applications of this nature are still required to have a significant relationship to or impact on the local area and/or local community.

4. Record Management of Memorials and Plaques

A record of all memorials and plaques within the Shire of Northam will be maintained by Engineering Services in the “Commemorative Memorials & Plaques Register” to ensure the area is adequately documented and not accidentally removed in the course of works being carried out by Shire workers or external contractors.

APPENDIX 1

SHIRE OF NORTHAM REQUEST FOR MEMORIAL IN PUBLIC PARK OR RESERVE

Name of Applicant		Address	
Phone No.		Email	
Alternate contact for memorial		Phone No.	
		Email	

Name of nominee

Did the nominee reside/was the nominee based in the Shire of Northam for more than 10 years. Please provide the dates and the area the nominee lived.
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Yes / No Dates: _____ Location: _____

Type of memorial being requested, and location.
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Please provide details of the outstanding achievements and significant contributions and/or had a long-standing history with the development of the Shire or the community.
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What sectors did the nominee contribute to?
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What long standing/ relevant relationship/association does the nominee have to the proposed location.
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Please detail the demonstrated significant relevance this commemoration has to the local community.
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