

Legislation / local law requirements	Local Government Property Local Law 2021
Relevant delegations	Nil.
Related policies, procedures and supporting documentation	Nil.

PART 1 – PRELIMINARY

INTRODUCTION

The City of Vincent acknowledges the use of memorials as a means of assisting people to grieve for loved ones and to honour the past contributions of deceased persons within their local community.

Notwithstanding the above, it is also recognised that the installation of memorials within public open space must be managed in a way so as to maintain local amenity, ensure the safety of residents and minimise maintenance requirements.

It is the City's position that persons be encouraged to install memorials within designated memorial facilities, such as cemeteries or memorial parks. However, applications for the installation of suitable memorials, plaques, trees and furniture in public parks and reserves within the City may be considered in accordance with the conditions of this Policy.

PURPOSE

The purpose of this policy is to provide guidelines for the installation of roadside memorials and memorials in parks and reserves, including planting of commemorative trees, memorial benches and other park furniture.

OBJECTIVE

To:

1. ensure the conservation of commemorative memorials within the City; and
2. to facilitate a consistent approach to the inclusion of commemorative memorials

SCOPE

This policy provides guidance for commemorating deceased loved ones and to honour the past contributions of deceased persons through the planting of commemorative trees and park furniture.

PART 2 – POLICY PROVISIONS

1. POLICY

1.1 Memorial Plaques

As the Metropolitan Cemeteries Board is the primary body responsible for the memorialisation of people, applicants that submit a request will initially be informed of the board and their responsibilities.

The installation of memorial plaques in parks and reserves is generally not supported. Persons wishing to commemorate an individual or an organisation are encouraged to donate a suitable piece of furniture (e.g. park seat, drinking fountain) which may include a suitable inscription plaque or apply for the planting of a suitable tree.

1.2 Commemorative Trees or Park Furniture

- (i) Applications for the installation of memorial park furniture in public parks and reserves will be considered on their individual merits and based on the following criteria:

Whether the person or event to be commemorated has:

- (a) Made a significant contribution to the development of the City or its community, largely in a voluntary capacity.
- (b) Made a significant contribution to the long-term improvement of the City; or
- (c) Provided extensive or distinguished service to the City or its community.

Where disagreement of the City's response, content details, site selection, exact positioning and installation details of any commemorative item arises, Council will have final approval.

- (ii) Wherever appropriate, the views of adjacent residents or specific community groups will be sought prior to approval.
- (iii) The tree shall be planted and maintained by the City.
- (iv) The selection of tree species and planting location will be carefully considered in view of the type of reserve, existing species, history of requests or associated activities in that reserve.
- (v) Memorial trees will not be identified by a plaque or other identification. A record of the commemorative planting will be entered into a memorial register held by the City.
- (vi) Unless otherwise approved all plaques are to be the City of Vincent standard design specifications and requirements.
- (vii) A plaque will not be approved where there is religious or political affiliation.
- (viii) A plaque will not be approved if in the opinion of the City the plaque is considered offensive or has the potential to offend.
- (ix) Should the plaque be lost or vandalised, repair/replacement costs would remain the responsibility of the applicant.
- (x) The applicant shall be required to meet the cost of the purchasing and installation of the plaque, tree or furniture/item.
- (xi) The City shall reserve the right to remove the furniture/item at any time should it be considered necessary.

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

1.3.1 A Roadside Memorial may include a:

- a. grey concrete paver, painted with a white cross; and
- b. white wooden cross with the deceased's name, details, etc.
- 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.

1.3.2 Roadside memorials may:

- a. only be installed in Crown Land that is under the care, control and management of the City of Vincent and is reserved for the purposes of recreation, public open space or road reserve; and
- b. 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.

1.3.3 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.

1.4 BURIAL OR DISTRIBUTION OF ASHES

- (i) Persons wishing to distribute the ashes of a deceased person on a public park or reserve may make application to the Chief Executive Officer for approval.
- (ii) The Chief Executive Officer shall consider each application on its merits, taking into consideration the above criteria.
- (ii) Where approval is granted, the ashes are to be distributed at a time and in a manner which causes minimal attention or disruption.

2. DEFINITIONS

“**The City**” refers to the City of Vincent.

“**Main Roads Controlled Road**” Any main road or highway (also collectively known as state roads) as defined under the *Main Roads Act 1930*. These roads are provided and managed by the Commissioner of Main Roads.

“**Roadside Memorial**” A marker that commemorates a site where a person has died, usually as a result of a motor vehicle accident.

MEMORIALS IN PUBLIC PLACES AND RESERVES



OFFICE USE ONLY	
Responsible Officer	Please use title only
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY