Requests for Memorials, Plaques, Monuments and Trees

Objective

The objective of this Policy is to:

a) Provide guidance in relation to the use of public open space in the placement of memorials, monuments, plaques and the planting of commemorative trees; and

b) Ensure that applications for memorials, monuments, 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, plaques and monuments as well as the planting of commemorative trees in Shire of Jerramungup (the Shire) owned/managed parks, reserves, public open space and streetscapes. This Policy does not apply to operations of cemeteries.

All items instated in accordance with this policy become Shire assets and are therefore owned and under the care, control and management of the Shire.

The Policy applies to memorials, monuments, plaques and commemorative trees, where the naming is intended to commemorate a (deceased) person, organisation or significant event. It also includes the placement of such items for community driven projects, where the intent of the project is to raise awareness of a particular community issue. Requests to recognise a living person/individual does not fall within the scope of this Policy.

An artwork or other feature intended primarily to enhance open space and not designed as a commemorative piece, is not considered a memorial for the purpose of this Policy.

Policy

Introduction

The Shire recognises that members of the community may wish to use public open space to commemorate a person, group of people or event 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 asset management practices are not impacted negatively, subjects for plaques, monuments, memorials and commemorative trees in public open space are limited to the criteria and requirements outlined in this policy.

Applications and Base Criteria

Each application will be assessed on its individual merit and must first meet one or more of the following base criteria:

- An individual or association that has contributed significantly to the cultural, political or social aspects of the Shire. Individual nominees are to be deceased, and demonstrate:
    - they were a local community member;
    - left a tangible legacy to the community that has resonance with the broader public;
    - placement benefits the community in acknowledging the deceased;
- An event or occasion to be commemorated:
    - anniversary or event must be unique and highly significant to the history and development of the Shire of Jerramungup; and State of Western Australia and/or Australia;
    - reference to historical, social or culturally significant events must be highly significant to a particular site within the Shire of Jerramungup.
- Awareness campaign:
    - where the intent of a plaque or memorial item is to raise awareness of a particular community issue, the applicant must demonstrate the relevance of the issue to the local community;
    - Further to the base criteria, applications for items outlined in this policy must be received in writing to the Shire.
- All applications relevant to memorialising an individual are to be presented to the CEO or delegated officer for consideration and approval/refusal.
- Applications for monuments that meet conditions within this Policy are to be presented to the CEO or delegated officer for consideration and approval/refusal.
- All other applications that meet conditions within this Policy for memorials, plaques and trees are to be presented to the CEO or delegated officer for consideration and approval/refusal via an internal recommendation process.
- Community requests for infrastructure items such as park benches, picnic tables and plaques, where these are related to heightening the awareness and understanding of a particular community matter, need to demonstrate the campaign's relevance to the local Shire of Jerramungup community. These applications are to be presented to the CEO or delegated officer for consideration and approval/refusal via an internal recommendation process.
- Young community members may be considered where they:
    - lived in, attended school in, or had a strong and ongoing connection with the Shire;
    - were widely known and valued within the local community; and
    - had a positive impact on community life through their relationships, participation, character or contribution.
- In considering an application, the Shire may recognise that a young person's impact is not necessarily demonstrated through formal achievements or length of service. Evidence may include support from family, schools, community groups, sporting clubs or other local organisations.

The outcome of applications are to be confirmed with the applicant/s following the relevant process.

Applicant Requirements

All applications must meet the following requirements:

- Commitment to fund the requested memorial item (plaque, memorial, monument or tree);
- Must bear a relationship with the open space setting proposed and be consistent with any approved masterplans for the site; and
- Must not detract from the aesthetic value of the identified location.

Plaque

The Shire will specify the size and design of the plaque. This will be determined in accordance with the type of furniture or structure (such as raised plinth or stone) on which it will be placed.

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

Monument

Any requested monument is to be managed, maintained, approved, constructed and sited in a manner which is consistent with the financial, cultural, environmental and social aspirations of the Shire. This includes consistency with any other adopted plans or policies. Further to the above Memorials Criteria, monuments must also meet the following criteria:

- An individual Nominee should have made a highly significant contribution to the shared community history in the Shire of Jerramungup that is also significant at a State, National or International level.
- An individual Nominee must have achieved at a high level and made a contribution over and above what might be reasonably expected through paid employment, or their voluntary contribution to the community and should stand out from others who may have also made a valuable contribution.

The Shire will commission any approved monument request.

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, monuments, plaques (inclusive of any required structure for mounting purposes) and trees.

Costs are to be determined on a case by case basis. Applicants will be advised of the costs prior to the application being presented for approval/refusal purposes.

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/monument

Memorials and plaques have a finite life. The Shire envisages that infrastructure such as seating/plaques 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.

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.

Monuments approved and commissioned in line with this policy will be deemed an asset of the Shire of Jerramungup and managed in accordance with associated practices.

Memorial Register

The relevant registers are to be updated where a memorial, plaque, monument or tree is approved. This may include asset databases and the memorial register.

Definitions

Applicant means the person/s or organisation submitting a proposal for a memorial, monument, plaque or tree as described within this policy.
Local Government land means 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) means ephemeral artwork or tree designed to preserve the memory of a person, group or significant event. For the purpose of this policy, it is defined separate to a monument.
Monument means a tangible, architectural structure (including public artworks that are not ephemeral) commemorating significant people and significant events associated with the Shire.
Nominee means the person(s)/organisation or association being named on the memorial, plaque, monument or tree.
Plaque means a flat metal or brass plate that includes text that commemorates an individual, organisation or significant event.
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.
Young Community Member is an individual under the age of 25.

Document Control			
Revision Date	Revision Description	Date approved by Council	General Manager's Endorsement

Chief Executive Officer
Martin Cuthbert

_____ 21/10/2026