



# Memorials in Public Open Spaces Policy

## City Policy

### Responsible directorate: Governance and Strategy

**Objective:** To provide guidance on the eligibility, assessment and installation of memorials for deceased persons in public open spaces within the City of Joondalup.

#### 1. Application:

This policy applies to persons wishing to install a temporary or permanent memorial to a deceased person in a public open space in the City of Joondalup.

#### 2. Definitions:

**“applicant”** means the person(s), organisation or association submitting an application for a memorial.

**“immediate family member”** means a parent, grandparent, sibling, uncle, aunt, nephew, niece, cousin, spouse, de facto partner or child of a deceased person.

**“permanent memorial”** means a small, permanent monument (e.g.: engraved plaque, bench seat) to commemorate a person who made a significant contribution to the City of Joondalup community.

**“public open space”** means land owned or managed by the City of Joondalup that is open to the public, including sports parks, recreation parks, natural areas and urban landscaping areas (e.g.: road reserves).

**“temporary memorial”** means a small, temporary monument (e.g.: flowers, crosses, toys, notes) to commemorate a person who has died in tragic circumstances.

#### 3. Statement:

The City of Joondalup recognises 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 communities.

The City also recognises that there is a practical need to manage the installation of private memorials in public open places. The City will consider applications for temporary and

permanent memorials in public open spaces where the proposed memorial will not impact the amenity of the public open space or the safety of public open space users.

#### **4. Details:**

##### **4.1. General conditions:**

- a. The design and location of a memorial must be approved by the Chief Executive Officer prior to installation.
- b. All costs associated with installing and maintaining the memorial will be the responsibility of the applicant.
- c. The applicant is responsible for the ongoing maintenance of a memorial (e.g. weed removal, graffiti removal).
- d. Where an established memorial becomes neglected, The Chief Executive Officer may determine that the memorial is to be removed.

##### **4.2. Temporary memorials:**

- a. Temporary memorials can be placed on a site for up to 12 months.
- b. Applications for temporary memorials can be made by immediate family members of a deceased person.
- c. Applications for temporary memorials must be approved by the Chief Executive Officer.
- d. Temporary memorials must be removed by the applicant at the end of the 12-month period.
- e. Where a temporary memorial is not removed by the applicant, the City will remove the memorial on the applicant's behalf and where possible, return the memorial to the applicant.

##### **4.3. Permanent memorials:**

- a. Permanent memorials will be considered for persons who have been deceased for at least one year to allow for the appropriate development of historical perspective.
- b. Applications for permanent memorials can be made by any member of the community, or a group.
- c. Applications for permanent memorials must be supported by immediate family members of the deceased person.
- d. Applications for permanent memorials must be approved by the Council.
- e. Applications will be considered on a case-by-case basis informed by the deceased person's connection and contribution to the local community.

##### **4.4. Memorials disturbed by public works:**

- a. Where an established memorial becomes disturbed by public works (e.g.: roadworks), the memorial will be removed by the City (or the City's agent) and returned to the applicant, where possible.
- b. Memorials that have been disturbed by public works may be reinstalled in another location, subject to approval by the Chief Executive Officer.

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<b>Creation date:</b>	December 2009 (CJ284-12/09)
<b>Formerly:</b>	Memorials in Public Reserves Policy
<b>Amendments:</b>	CJ093-05/12, CJ228-12/16, <b>CJXXX-XX/XX</b>
<b>Related documentation:</b>	<ul style="list-style-type: none"><li>• Memorials in Public Reserves Frequently Asked Questions</li><li>• Memorials in Public Reserves Application Form – Permanent Memorial</li><li>• Memorials in Public Reserves Application Form – Temporary Memorial</li></ul>

# Memorials in Public Reserves Policy

## City Policy

### Responsible Directorate: Infrastructure Services

**Objective:** To provide guidance on the installation of memorials in public reserves within the City of Joondalup

#### 1. Statement:

The City 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 communities.

Notwithstanding the above, it is also recognised that the installation of memorials within public open spaces 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 (e.g.: cemeteries). However, applications for the installation of memorials in public reserves within the City may be considered in accordance with the conditions of this Policy.

#### 2. Details:

##### 2.1. General Conditions:

Memorials in public reserves within the City of Joondalup are limited to temporary memorials for people who have died in tragic circumstances or permanent memorials for persons who have contributed significantly to the local Joondalup community, as approved by Council.

##### 2.2. Conditions for Temporary Memorials:

###### 2.2.1. Applicants:

- a. Family members may apply to the City for the installation of a temporary memorial for a deceased person who has resided in the City of Joondalup.

Family member means a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, cousin, spouse, defacto partner or child of the deceased person.

- b. Only one memorial per deceased person may be applied for.

### **2.2.2. Locations:**

- a. Memorials may only be placed in Crown Land that is vested in the management of the City and is reserved for the purposes of recreation, public open space or road reserves.
- b. Memorials must be contained within an existing garden bed area or integrated with an existing tree.
- c. Memorials can only be placed where there is minimal impact.

### **2.2.3. Design and Specifications:**

- a. Temporary memorials permit items such as flowers, crosses, toys and notes to be placed on a site for a period of up to 12 months after the date of notification to the deceased's family from the City's Chief Executive Officer.
- b. Approval for the design and location of the memorial must be obtained from the City's Chief Executive Officer.

### **2.2.4. Maintenance:**

- a. Applicants are responsible for the ongoing maintenance of their memorial, including, but not limited to, graffiti and weed removal.

### **2.2.5. Memorial Removal:**

- a. Should, for any reason, an installed memorial become disturbed through works, either by the City or by external contractors working for another Government Department or Agency, the memorial shall be removed at the expense of the party undertaking the works and returned to the family of the deceased. Subject to Chief Executive Officer's approval, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.
- b. Should the ongoing maintenance of a temporary memorial become neglected, the City reserves the right to remove the memorial and return if practicable it to the family of the deceased.
- c. The City will contact the deceased's family prior to the completion of the agreed period to arrange for the memorial's removal or transferral.

## **2.3. Conditions for Permanent Memorials:**

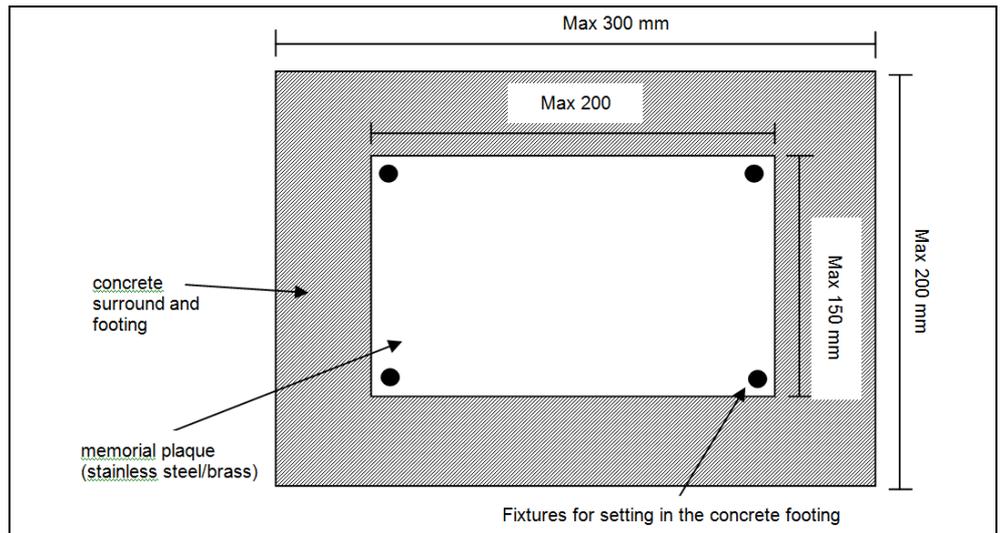
### **2.3.1. Applicants:**

- a. Community members and groups may seek the installation of a permanent memorial for persons who have contributed significantly to the local Joondalup community. However, applications for such memorials must be supported by family members of the deceased.
- b. Only one memorial per deceased person may be applied for.
- c. Applications for a permanent memorial may only be applied for where the individual has been deceased for at least one year, to allow for appropriate development of historical perspective. Temporary memorials may be supported in the interim period.
- d. All eligible applications must be considered and approved by Council.
- e. Applications will be considered on a variety of factors. Factors may include, but are not limited to the following:
  - i. Length of time contributed to a cause/s or service/s within the local community
  - ii. Level of impact of the contributions to the local community and any sustained outcomes achieved
  - iii. Capacity in which contributions were made (volunteer or paid positions)
  - iv. Connection or association to a particular location in which the memorial is being requested for installation
  - v. Demonstrated support for the application from the family, external organisations and other relevant parties

Note: These are not deemed as criteria that must be met, but rather a range of information that will assist Council in the application process.

### **2.3.2. Locations:**

- b. Memorials may only be installed in Crown Land that is vested in the management of the City and is reserved for the purposes of recreation, public open space or road reserves.
- c. Memorials can only be installed where there is minimal impact on the local amenity and surrounding residents.
- d. Memorials may take the following forms:
  - i. In-ground memorial plaque contained within an existing garden bed area or integrated with an existing tree (see Figure 1).



**Figure 1. In-ground memorial plaque**

- ii. Bench, that conforms to the City's street furniture standard, with integrated plaque located within a City managed reserve.

**2.3.3. Design and Specifications:**

- a. The design and specifications for permanent memorials will be considered on a case-by-case basis.
- b. All memorials must be purchased and supplied by the applicants or by individuals/groups who have agreed to fund the cost of purchasing the memorial on behalf of the deceased's family.

**2.3.4. Maintenance:**

- a. Applicants are responsible for the ongoing maintenance of their memorial, including, but not limited to, graffiti and weed removal.

**2.3.5. Memorial Removal:**

- a. Should, for any reason, an installed memorial become disturbed through works, either by the City or by external contractors working for another Government Department or Agency, the memorial shall be removed at the expense of the party undertaking the works and returned to the family of the deceased. Subject to Chief Executive Officer's approval, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.
- b. Should the ongoing maintenance of an installed memorial become neglected, the City reserves the right to remove the memorial and return it to the family of the deceased. Reinstalling the memorial will require a recommencement of the application process.
- c. Should, for any reason, the family of the deceased seek the removal of an installed memorial, an application from the family must be submitted to the City for officers to remove the memorial and return it to the family.

#### **2.4. Temporary Memorials:**

Members of the deceased's family who originally applied for a temporary memorial may also apply for a permanent memorial. The determination of the approval still remains with Council.

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**Creation Date:** December 2009  
**Amendments:** CJ093-05/12, CJ228-12/16  
**Related Documentation:** *N/A*

# Memorials in Public ~~Reserves-Open Spaces~~ Policy

City Policy

## Responsible Directorate: ~~Infrastructure Services Governance and Strategy~~

**Objective:** To provide guidance on the ~~eligibility, assessment and~~ installation of memorials ~~for deceased persons~~ in public ~~reserves-open spaces~~ within the City of Joondalup.

### 1. ~~Application:~~

~~This policy applies to persons wishing to install a temporary or permanent memorial to a deceased person in a public open space in the City of Joondalup.~~

### 2. ~~Definitions:~~

~~“applicant”, means the person(s), organisation or association submitting an application for a memorial.~~

~~“immediate family member”, means a parent, grandparent, sibling, uncle, aunt, nephew, niece, cousin, spouse, de facto partner or child of a deceased person.~~

~~“permanent memorial”, means a small, permanent monument (e.g.: engraved plaque, bench seat) to commemorate a person who made a significant contribution to the City of Joondalup community.~~

~~“public open space”, means land owned or managed by the City of Joondalup that is open to the public, including sports parks, recreation parks, natural areas and urban landscaping areas (e.g.: road reserves).~~

~~“temporary memorial”, means a small, temporary monument (e.g.: flowers, crosses, toys, notes) to commemorate a person who has died in tragic circumstances.~~

### 4.3. ~~Statement:~~

The City ~~of Joondalup acknowledges-recognises~~ 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 communities.

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

~~The City also recognises that there is a practical need to manage the installation of private memorials in public open places. The City will consider applications for temporary and permanent memorials in public open spaces where the proposed memorial will not impact the amenity of the public open space or the safety of public open space users.~~

~~It is the City’s position that persons be encouraged to install memorials within designated~~

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~~memorial facilities (e.g.: cemeteries). However, applications for the installation of memorials in public reserves within the City may be considered in accordance with the conditions of this Policy.~~

## 2.4. Details:

### 2.4.4.1. General Conditions:

- ~~a. Memorials in public reserves within the City of Joondalup are limited to temporary memorials for people who have died in tragic circumstances or permanent memorials for persons who have contributed significantly to the local Joondalup community, as approved by Council.~~
- ~~a. The design and location of a memorial must be approved by the Chief Executive Officer prior to installation.~~
- ~~b. All costs associated with installing and maintaining the memorial will be the responsibility of the applicant.~~
- ~~c. The applicant is responsible for the ongoing maintenance of a memorial (e.g. weed removal, graffiti removal).~~
- ~~d. Where an established memorial becomes neglected, The Chief Executive Officer may determine that the memorial is to be removed~~

### 4.2. Conditions for Temporary Memorials:

- ~~a. Temporary memorials can be placed on a site for up to 12 months.~~
- ~~b. Applications for temporary memorials can be made by immediate family members of a deceased person.~~
- ~~c. Applications for temporary memorials must be approved by the Chief Executive Officer.~~
- ~~d. Temporary memorials must be removed by the applicant at the end of the 12-month period.~~
- ~~2.2.e. Where a temporary memorial is not removed by the applicant, the City will remove the memorial on the applicant's behalf and where possible, return the memorial to the applicant~~

#### 2.2.1. Applicants:

- ~~a. Family members may apply to the City for the installation of a temporary memorial for a deceased person who has resided in the City of Joondalup.~~

~~Family member means a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, cousin, spouse, defacto partner or child of the deceased person.~~
- ~~b. Only one memorial per deceased person may be applied for.~~

#### 2.2.2. Locations:

- ~~a. Memorials may only be placed in Crown Land that is vested in the management of the City and is reserved for the purposes of recreation, public~~

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~~open space or road reserves.~~

~~b. Memorials must be contained within an existing garden bed area or integrated with an existing tree.~~

~~c. Memorials can only be placed where there is minimal impact.~~

#### **2.2.3. Design and Specifications:**

~~a. Temporary memorials permit items such as flowers, crosses, toys and notes to be placed on a site for a period of up to 12 months after the date of notification to the deceased's family from the City's Chief Executive Officer.~~

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#### **2.2.4. Maintenance:**

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#### **2.2.5. Memorial Removal:**

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#### **4.3. Conditions for Permanent Memorials:**

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#### **2.3.1. Applicants:**

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- b. ~~Only one memorial per deceased person may be applied for.~~
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- e. ~~Applications will be considered on a variety of factors. Factors may include, but are not limited to the following:~~
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#### **2.3.2. Locations:**

- b. ~~Memorials may only be installed in Crown Land that is vested in the management of the City and is reserved for the purposes of recreation, public~~

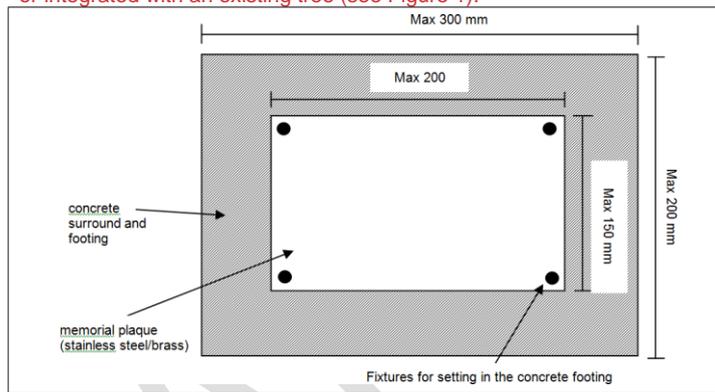
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~~open space or road reserves.~~

~~e. Memorials can only be installed where there is minimal impact on the local amenity and surrounding residents.~~

~~d. Memorials may take the following forms:~~

~~i. In-ground memorial plaque contained within an existing garden bed area or integrated with an existing tree (see Figure 1).~~



**Figure 1. In-ground memorial plaque**

~~ii. Bench, that conforms to the City's street furniture standard, with integrated plaque located within a City managed reserve.~~

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~~the deceased. Reinstalling the memorial will require a recommencement of the application process.~~

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**4.4. Temporary Memorials Memorials disturbed by public works;**

- a. Where an established memorial becomes disturbed by public works (e.g.: roadworks), the memorial will be removed by the City (or the City's agent) and returned to the applicant, where possible.
- b. Memorials that have been disturbed by public works may be reinstalled in another location, subject to approval by the Chief Executive Officer.

~~2.4.~~

~~Members of the deceased's family who originally applied for a temporary memorial may also apply for a permanent memorial. The determination of the approval still remains with Council.~~

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**Creation Date:** December 2009 (CJ284-12/09)

**Formerly:** Memorials in Public Reserves Policy

**Amendments:** CJ093-05/12, CJ228-12/16, CJXXX-XX/XX

**Related Documentation:** ~~A/A~~

- Memorials in Public Reserves Frequently Asked Questions
- Memorials in Public Reserves Application Form – Permanent Memorial
- Memorials in Public Reserves Application Form – Temporary Memorial

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