

# Memorials in Public Reserves

## Frequently Asked Questions

The City acknowledges the sensitivity surrounding those who have passed away. The following information is provided to assist in providing understanding of the process and requirements surrounding memorials in public reserves and consists of extracts from the City's *Memorials in Public Reserves Policy*.

### What is a memorial?

A memorial is a structure established to commemorate those who have passed away as are common within designated memorial facilities (e.g. memorial parks, cemeteries etc.)

### What type of memorials are allowed outside of designated memorial facilities?

The City may allow temporary and permanent public memorials that comply to 'The Memorials in *Public Reserves Policy* (City Policy). One memorial is permitted for a deceased person.

Approvals for Memorials:

- Permanent Memorials will be assessed by Council
- Temporary Memorials will be assessed by CEO

The most common memorial examples are crosses, plaques, trees and benches. The City Policy, namely, sections 2.2.3, 2.3.2 d. and 2.3.3 provides further information.

### What is the difference between a temporary and permanent public memorial?

- Temporary memorials are permitted to remain in place for a maximum of 12 months following approval and are to commemorate a person that has died in tragic circumstances.
- Permanent memorials are to recognise significant contributions to the City of Joondalup community and remain in place. Applications for permanent memorials can only be considered if the person has been deceased for at least 12 months. Removal of a permanent memorial requires a written application to the City.

### Where can public memorials be placed?

Public memorials can only be considered for placement on land owned and maintained by the City, while providing minimal impact to the area and local residents.

The City considers location suitability based on the City Policy sections 2.2.2 and 2.3.2 and the location details provided in the application form.

In some locations there may be other considerations; for example, future works may be planned at the location.

### Who pays for the installation and maintenance of a public memorial?

Installation and ongoing maintenance of a public memorial is to be paid for by the applicant and cannot take place until after approval has taken place.

If a public memorial becomes neglected, the City reserves the right to remove it and where practicable, return it to the family of the deceased.

### What if the memorial is vandalised or stolen? Who will replace it?

It is the responsibility of the applicant to replace and maintain the public memorial. Should works conducted within the City disturb a public memorial it will be replaced at the expense of the City or other government agency conducting those works.

Please refer to sections 2.2.5 a. and 2.3.5 a for further information.

### Who can apply for a memorial within the City outside of a designated memorial facility?

Temporary public memorials may be applied for by family members as described in section 2.2.1 of the City Policy.

Permanent memorials may be applied for by community groups and must be supported by family members of the deceased. Family members may also apply for a permanent memorial as described in section 2.3.1 of the City Policy.

### Why is there an application process for public memorials?

Installation of public memorials within public open spaces are managed to maintain local amenity of publicly available areas and to ensure the safety of residents. It also provides the City the opportunity to advise, where possible, if scheduled works may be conducted in the requested area that may affect the placement of a public memorial.

## How do I apply for a Public Memorial?

Please refer to the information and application forms available on the City's website.

## How long does the application take to process?

Applications for permanent memorials will be assessed by Council at one of the City's biannual reviews; currently scheduled for March or September (subject to change).

Temporary memorial applications are assessed throughout the year, and once deemed eligible, are submitted to the Chief Executive Officer for review.

The outcome will be provided by email (where supplied) within two weeks of a decision being made, subject to availability of required signatories.

## How can I check the status of my application?

A status of an application may be provided by contacting the City's Infrastructure Services Customer Relations team.

## Further information

Please refer to the City's *Memorials in Public Reserves Policy* via the City's website at [joondalup.wa.gov.au](http://joondalup.wa.gov.au) for further details.

For further information, please visit one of the City's Customer Service Centres or contact the City's Infrastructure Services Customer Relations Team on **1300 369 972**.