

Memorials in Public Open Spaces

Fact Sheet

The City acknowledges and respects the sensitivity surrounding those who have passed away and the importance they have had on families and friends. The following information is provided to assist in understanding the requirements and process surrounding memorials in public open spaces and should be read in conjunction with the City's Memorials in *Public Open Spaces Policy*.

What is a memorial?

A memorial is a structure established as a place of remembrance in tribute to the life of those who have passed away and commonly found within designated memorial facilities such as memorial parks and cemeteries. Memorials take on various designs, both as permanent and temporary installations.

Temporary memorials and permanent memorials

Temporary memorials are considered for situations where a person has died in tragic circumstances:

- An application is required.
- The Chief Executive Officer conducts assessments and approvals of temporary memorial applications.
- If approved, they are permitted to remain in place for a maximum of 12 months following approval.

Permanent memorials are considered in recognition of a person who has died and whose actions have made a significant contribution to the City of Joondalup community:

- An application is required.
- Council conducts assessments and approvals of permanent memorial applications.
- If approved, they remain in place indefinitely.

Permitted memorial locations

It is recommended that memorials be installed in designated memorial facilities, however, the City may, upon approval of an application, permit

installation of memorials in public open spaces in accordance with the requirements in this *Fact Sheet* and the City's *Memorials in Public Open Spaces Policy*.

In some locations, consideration of planned future works and safety may apply – it is therefore important to apply to ensure any proposed memorial is not later disturbed or damaged.

Where public works are conducted within the City of Joondalup by the City, City contractor, or another government agency, and those works disturb an approved memorial, the memorial will be returned to the applicant where possible. Memorials which have been disturbed by public works may be reinstated at another location, subject to approval by the Chief Executive Officer.

Note: requests for roadside temporary memorials on road reserves, not under the management of the City, shall be referred to Main Roads Western Australia (MRWA) in accordance with their *Roadside Memorials Policy*.

Memorial types

The following memorial types are permitted.

Temporary memorials – funded, installed, and maintained by the applicant within City managed public open spaces:

- Crosses
- Flowers
- Plants
- Toys
- Notes

NOTE: roadside temporary memorials on road reserves are prohibited from causing a distraction or safety issue for road users, this includes the use of reflective materials, fluorescent materials or lighting.

Permanent memorials – funded and maintained by the applicant, supplied and installed by the City within City managed public open spaces:

- In-ground plaque within an existing garden bed
- Bench seat and plaque
- New tree planted
- New tree planted with plaque
- Plaque integrated into an existing tree

Maintenance of memorials

The responsibility of maintaining approved memorials is with the applicant. This responsibility includes general maintenance or, if required, replacement due to vandalism or theft. The City reserves the right to remove a memorial which becomes neglected or becomes a safety issue.

Applying for a memorial

Applications and approved installations of memorials in public open spaces are managed to ensure the amenity and safety of the public is maintained. The process also provides the City opportunity to inform the applicant where scheduled works may be conducted in the vicinity, and therefore provide advice on suitable locations for a memorial to be installed.

How to apply

Applications may be submitted by the following methods:

- Website: joondalup.wa.gov.au – visiting the Memorials in Public Open Spaces page and completing an application form. Completed applications may be submitted via email to info@joondalup.wa.gov.au
- In-person: Customer Care Centre, 90 Boas Avenue, Joondalup. One of our Customer Care Team members will assist you.

NOTE: One memorial may be applied for a deceased person.

Who can apply

Temporary memorials may be applied for by immediate family members of the deceased person.

Permanent memorials may be applied for in commemoration of people who have been deceased

for one year or greater. Applications may be submitted by immediate family members, or by members of the community, including community groups, when supported in writing by an immediate family member of the deceased person.

Application process

Applications for memorials may be submitted throughout the year.

Memorial applications, once accepted for completeness and validity, are progressed to the relevant authorised person(s) for review and determination, as follows:

- Temporary memorials are submitted to the Chief Executive Officer. Processing time to reaching a decision is four to six weeks.
- Permanent memorials are reviewed using a three-tiered approach which includes a review by the management team, Chief Executive Officer and, if deemed to comply, a report to Council for a decision. Progression between the stages is dependent upon several factors and therefore the time to process will vary.

Factors which are considered in the review of applications for permanent memorials include, but are not limited to:

- Length of time contributed to a cause(s) or service(s) within the City of Joondalup community.
- Level of impact of the contributions to the local community and any sustained outcomes achieved.
- Capacity in which contributions were made (volunteer or paid positions).
- Connection or association to a particular location in which the memorial is being requested for installation.
- Demonstrated support for the application from the family, external organisations, and other relevant parties.

Updates as to the progress of your application will be provided throughout the process cycle.

Further information

Please refer to City's Memorials in Public Spaces Policy and application forms at joondalup.wa.gov.au for further information.

Alternatively, email info@joondalup.wa.gov.au, visit our Customer Care Centre at Joondalup or contact the Customer Care Team on **9400 4000**.