

# 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 significant persons as approved by Council.

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

###### 2.2.1. Applicants:

- a. Only applications from family members of the deceased person, who are residents of the City of Joondalup, are eligible for consideration.
- b. Only one memorial per deceased person may be applied for.

### **2.2.2. Locations:**

- a. 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.
- b. Memorials must be contained within an existing garden bed area or integrated with an existing tree.
- c. Memorials can only be installed 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 six months after the date of notification to the deceased's family from the City's Chief Executive Officer.
- b. Temporary memorials must be constructed from robust and durable materials and must not present a risk to the public.
- c. If wording for the memorial is considered by the City to be potentially offensive or inappropriate, it will not be approved. General wording and graphic artwork will be considered on a case-by-case basis.
- d. 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 an installed memorial become neglected, the City reserves the right to remove the memorial and return it to the family of the deceased.
- c. The City will contact the deceased's family prior to the completion of the agreed period of installation to arrange for the memorial's removal or transferral.

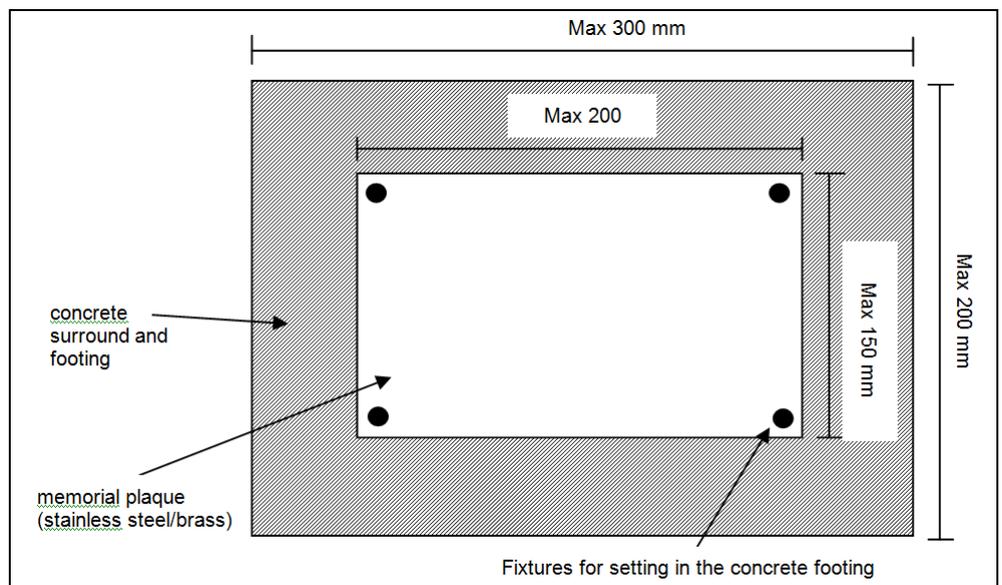
## 2.3. Conditions for 'Significant Person' Memorials:

### 2.3.1. Applicants:

- a. Community members and groups may seek the installation of a memorial for a person who has 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. All eligible applications must be considered and approved by Council.

### 2.3.2. Locations:

- a. 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.
- b. Memorials can only be installed where there is minimal impact on the local amenity and surrounding residents.
- c. 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 of memorials for significant people will be considered on a case-by-case basis and require Council approval prior to installation.
- 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 the installation of a temporary memorial may also apply for a Significant Person Memorial. The determination of the approval still remains with Council.

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



Scale(A4): 1:9584  
 Date: 8 May 2013  
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**Hepburn Heights Bushland Reserve**

