



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).

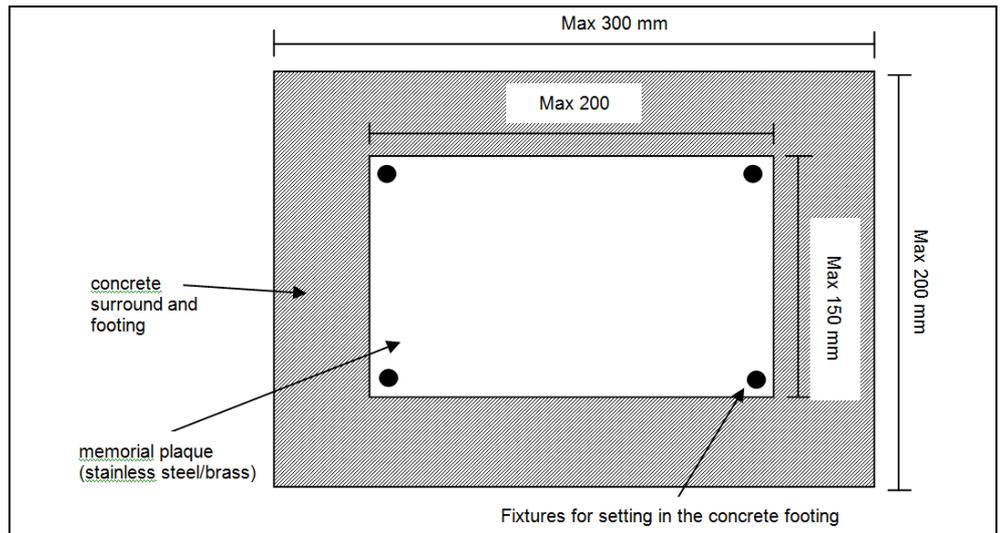


Figure 1. In-ground memorial plaque

- 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.

Creation Date: December 2009
Amendments: CJ093-05/12, CJ101-06/16
Related Documentation: N/A

DRAFT

MEMORIALS IN PUBLIC RESERVES — POLICY REVIEW CONSULTATION — ANALYSIS REPORT

The following provides an analysis of the qualitative data gathered from the *Memorials in Public Reserves – Policy Review* Consultation conducted with ratepayers and residents between **5 September 2016** and **26 September 2016**.

BACKGROUND

Consultation Development

The City consulted directly with past applicants of the *Memorials in Public Reserves Policy* in addition to other key stakeholder groups.

A personalised information package was sent to each stakeholder explaining the purpose of the consultation and advising them of the consultation period. Each package included:

- a covering letter
- a website link which the individual could access the survey.

Details and information regarding the consultation were outlined on the City's website. Members of the public and stakeholders wishing to comment were also encouraged to complete a survey form online via the City's website.

SURVEY DEMOGRAPHICS

Response Rates and Validity

(N.b. unless otherwise stated, “%” refers to the proportion of total survey respondents).

A letter was sent to previous applicants who had applied for a public memorial from the City, as well as three stakeholder groups. The survey was also open to City of Joondalup residents through the public website. The City collected a total of 40 responses throughout the 21-day advertised consultation period. Of those responses, 35 were deemed valid¹. Data has been summarised in Table 1.

Table 1 – Valid responses received

Validity of Response	Responses	
	N	%
Valid	35	87.5%
Invalid	5	12.5%
Total responses	40	100.0%

¹ A “valid” response is one which includes the respondent's full contact details, have responded within the advertised consultation period and for which multiple survey forms have not been submitted by the same household for the same property.

Age

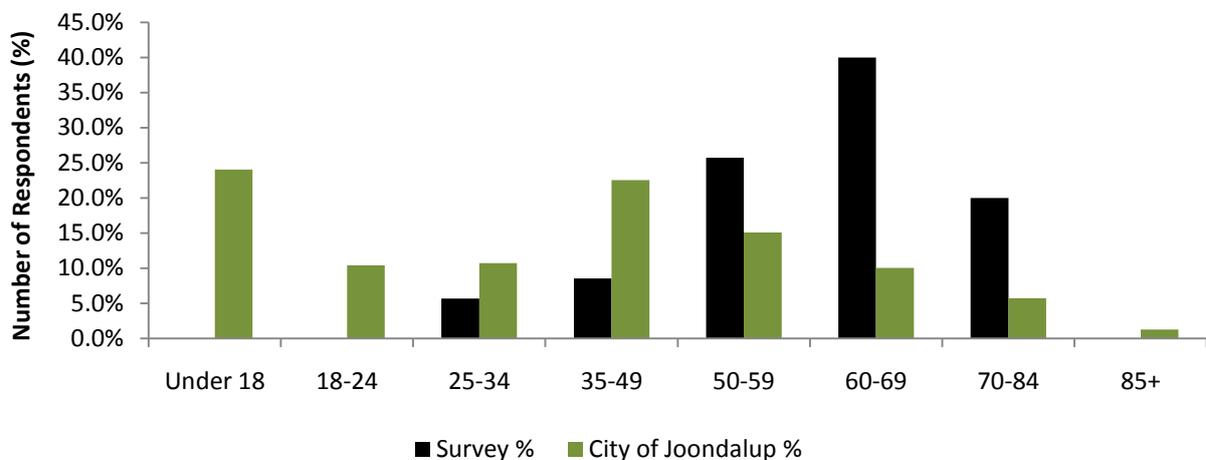
Of the 35 valid responses, the majority of respondents were aged 50–59 (25.7%) and 60–69 (40.0%). Data is summarised in Table 2 and Figure 1 below, with direct percentage comparisons with the City of Joondalup.

It should be noted that the 50–59, 60–69 and 70–84 age groups were over-represented while the under the age of 18 to 35-49 years age groups were under-represented in this survey response.

Table 2 – Responses by age

Age groups	Survey Responses		Joondalup	
	N	%		%
Under 18 years of age	0	0.0%		24.0%
18–24 years of age	0	3.3%		10.4%
25–34 years of age	2	5.7%		10.8%
35–49 years of age	3	8.6%		22.6%
50–59 years of age	9	25.7%		15.1%
60–69 years of age	14	40.0%		10.1%
70–84 years of age	7	20.0%		5.8%
85+ years of age	0	0.0%		1.3%
Total (valid) responses	35	100.0%		100.0%

Figure 1 – Responses by age compared with the City of Joondalup (%)



SURVEY ANALYSIS

QUESTION 1 — “Please provide comment on what you like about the *Memorials in Public Reserves Policy*.”

Respondents were asked to provide their comments on what they liked about the revised *Memorials in Public Reserves Policy*. A total of 28 respondents provided 34 comments. The results have been summarised in Table 3 below.

Table 3 – Summary of respondents’ comments for Question 1²

Comments	Responses	
	N	%
Support the Policy (in general).	15	44.1%
Supports that the Policy allows the opportunity to honour the grieving process (to those deserving a memorial).	3	8.8%
Believes the Policy is clear in what the terms and conditions are for a memorial.	3	8.8%
Supports that there is a maximum timeframe for temporary memorials.	2	5.9%
Would like small commemoration precincts to be set up in parks.	2	5.9%
Support the opportunity to control the quantity and length time a memorial can be placed.	1	2.9%
Would like the Policy to be flexible for both the applicants and the City.	1	2.9%
Does not like memorials unless it is a useable asset (such as a seat).	1	2.9%
Supports the opportunity for memorials to be recognised for those who have passed in tragic circumstances irrespective of age/contribution.	1	2.9%
Believes that memorials remind the community of the efforts of the past generations.	1	2.9%
Believe memorials in parks should only be approved if the individual helped establish or preserve the park.	1	2.9%
Believes the previous policy was inflexible and lacked compassion.	1	2.9%
Believes the Policy should treat each request individually, based on their own merits.	1	2.9%
Believes any person wishing to place a memorial should be allowed, within City guidelines.	1	2.9%
Total comments received	34	100.0%

² N.b. some respondents provided more than one reason.

QUESTION 2 —
“What changes or improvements would you recommend for the *Memorials in Public Reserves Policy*?”

Respondents were asked if they had any comments concerning potential changes or improvements they would like to see within the *Memorials in Public Reserves Policy*. A total of 23 respondents provided 37 comments. The results have been summarised in Table 4 below.

Table 4 – Summary of respondents’ comments for Question 2³

Comments	Responses	
	N	%
Believes the City should recognise opportunities for all persons to have memorials, given applicants are covering all costs.	7	18.9%
Believes the current policy is working well.	3	8.1%
Would like to know if crosses can be included as a permanent memorial.	3	8.1%
Would like access to information or City staff to assist applications.	2	5.4%
Does not believe white crosses are appropriate or should be installed for no longer than 12 months.	2	5.4%
Believes the 12 month period for a temporary memorial is too short.	2	5.4%
Believes memorials should only be on Council facilities and within style regulations.	2	5.4%
Would like more consultation and discussion about the policy.	1	2.7%
Would like more emphasis between temporary memorials and those recognising public service.	1	2.7%
No issue with plaques/memorials throughout City parks.	1	2.7%
Believe memorials should be placed in a cemetery rather than parks.	1	2.7%
Believe memorials should not become an eyesore.	1	2.7%
Would like memorials to be made more memorable.	1	2.7%
Memorials should only be installed where there is minimal impact on local amenity.	1	2.7%
Uncomfortable with the installation of temporary memorials for those who died under tragic circumstances.	1	2.7%
Believe memorials will attract graffiti or vandalism.	1	2.7%
Would like discretionary options for permanent memorials outside the policy guidelines.	1	2.7%
Believe a memorial centre within the City’s administration would be more appropriate than plaques in parks.	1	2.7%
Believe roadside memorials are a good reminder to be careful.	1	2.7%
Believe memorials reduce the incidence of crime and graffiti.	1	2.7%
Believe memorials provide a good sense of community belonging.	1	2.7%
Would like Council to recommend items or locations (seats and benches and the like) for families purchase a plaque, as well as provide additional funds to cover maintenance.	1	2.7%
Believes memorials should transition between individuals at set locations recognising life of structures on which they are placed.	1	2.7%
Total comments received	37	100.0%

³ N.b. some respondents provided more than one reason.

QUESTION 3 —
“Do you have any further comments regarding the *Memorials in Public Reserves Policy*?”

Respondents were asked if they had any other comments on the *Memorials in Public Reserves Policy*. A total of 15 respondents provided 22 comments. The results have been summarised in Table 5 below.

Table 5 – Summary of respondents’ comments for Question 3⁴

Comments	Responses	
	N	%
Would like a factsheet developed that outlines the conditions of the policy and application process also have contact of support services.	2	9.1%
Believes it is important the policy strikes a balance between the type of memorial and the application circumstances.	2	9.1%
Believes road memorials are a good reminder of the dangers on the road.	2	9.1%
Believes large memorials are inappropriate, with size needing to be limited.	1	4.5%
Would prefer memorials that do not record the death of the individual.	1	4.5%
Would like to know how temporary memorials will be managed.	1	4.5%
Believes 2.2.5(b) should only be done after consultation with family.	1	4.5%
Believes 2.3.2(c) may be too restrictive with some cases warranting a memorial to have an impact on the locality.	1	4.5%
Would prefer a decision quickly so families do not wait for answers.	1	4.5%
Believes a memorial should not be erected for someone who was doing something unlawful (such as drunk driving).	1	4.5%
Believes the difference between temporary and permanent memorials is good.	1	4.5%
Does not believe an 'ordinary person' should receive a memorial (unless it is a tree planting).	1	4.5%
Believes some flexibility could be built into changing the type of memorial (at the discretion of the Chief Executive Officer).	1	4.5%
Believes the review presents a good opportunity to set a compassionate policy that recognises the individual.	1	4.5%
Believes temporary memorials are not compassionate and a transitional system would be more appropriate.	1	4.5%
Do not support any memorial in public reserves, especially road reserves.	1	4.5%
All costs of the memorial should be covered by the applicant.	1	4.5%
Believes that as long as the memorial is not unsafe/too large it should be allowed for families to express their grief.	1	4.5%
Believes that the updated policy should move forward and reflect being in 2017 not 2009 when it was first adopted.	1	4.5%
Total comments received	22	100.0%

⁴ N.b. some respondents provided more than one reason.