

	Memorials in Public Spaces Policy		
POLICY OWNER	Council		
DEPARTMENT	Infrastructure Services		
CREATION DATE	August 2022	**REVIEW SCHEDULE:**	– 3 yearly
RELATED PROCEDURES	Memorial Register		
RELATED FORMS	Memorial in Public Spaces Application		
RELATED DELEGATIONS	-		
RELATED POLICIES	-		
LEGISLATION			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/2024
19/10/2026	Council	Major: refer to minutes	OCM 07/10/26

Memorials in Public Spaces

OBJECTIVES

The objective of this Policy is to:

- Provide guidance in relation to the use of public open space in the placement of memorials, monuments, plaques, and the planting of commemorative trees.
- Ensure that applications for memorials, monuments, plaques, and trees are managed on a consistent basis and in accordance with the Council's strategic direction and corporate policies

POLICY STATEMENT/S

This Policy applies to the placement of memorials, plaques, and monuments as well as the planting of commemorative trees in Shire of Carnarvon owned/managed parks, reserves, public open space and streetscapes.

This Policy does not apply to operations of cemeteries. All items instated in accordance with this policy become Shire assets and are therefore owned and under the care, control, and management of the Shire.

The policy applies to memorials, monuments, plaques, and commemorative trees, where the naming is intended to commemorate a (deceased) person, organisation, or significant event. It also includes the placement of such items for community driven projects, where the intent of the project is to raise awareness of a particular community issue.

Requests to recognise a living person/individual does not fall within the scope of this policy.

An artwork or other feature intended primarily to enhance open space and not designed as a commemorative piece, is not considered a memorial for the purpose of this policy.



The Shire of Carnarvon recognises that members of the community may wish to use public open space to commemorate a person, group of people or event through a memorial, which adds to the value of the wellbeing of the community.

For the Shire to ensure its public open spaces continue to serve their intended purpose and are not transformed into places of mourning, and that its asset management practices are not impacted negatively, commemorations through plaques, monuments, memorials, and commemorative trees in public open space are limited to the criteria and requirements outlined in this policy.

Applications and Base Criteria

Each application will be assessed on its individual merit and must first meet one or more of the following base criteria:

- An individual or association that has contributed significantly to the cultural, political, or social aspects of the Shire of Carnarvon. Individual nominees are to be deceased, and demonstrate:

➢ They were a local community member,

➢ Left a tangible legacy to the community that has resonance with the broader public,

➢ Placement benefits the community in acknowledging the deceased.

- An event or occasion to be commemorated:

➢ Anniversary or event must be unique and highly significant to the history and development of the Shire of Carnarvon; and State of Western Australia and/or Australia

➢ Reference to historical, social, or culturally significant events must be highly significant to a particular site within the Shire of Carnarvon.

• Awareness campaign:

➢ Where the intent of a plaque or memorial item is to raise awareness of a particular community issue, the applicant must demonstrate the relevance of the issue to the local community.

- All applications relevant to memorialising an individual are to be presented to Council for consideration and approval/refusal.
- Applications for monuments that meet conditions within this policy are to be presented to Council for consideration and approval/refusal.
- All other applications that meet conditions within this policy for memorials, plaques and trees are to be presented to the CEO for consideration and approval/refusal via an internal recommendation process.
- Community requests for infrastructure items such as park benches, picnic tables and plaques, where these are related to heightening the awareness and understanding of a particular community matter need to demonstrate the campaigns relevance to the local Shire of Carnarvon community. These applications are to be presented to the CEO for consideration and approval/refusal via an internal recommendation process.



The outcome of applications are to be confirmed with the applicant/s following the relevant process.

Applicant Requirements

All applications must meet the following requirements:

- Commitment to fund the requested memorial item (plaque, memorial, monument, or tree),
- Must bear a relationship with the open space setting proposed and be consistent with any approved masterplans for the site,
- Must not detract from the aesthetic value of the identified location.

Further to the base criteria, applications for items outlined in this policy must be received in writing to the Shire.

Plaque

The Shire will specify the size and design of the plaque.

This will be determined in accordance with the type of furniture or structure (such as raised plinth or stone) on which it will be placed.

Further to the above Memorials Criteria, monuments must also meet the following criteria:

- An individual Nominee should have made a highly significant contribution to the shared community history in the Shire of Carnarvon that is also significant at a State, National or International level.
- An individual Nominee must have achieved at a high level and contributed over and above what might be reasonably expected through paid employment, or their voluntary contribution to the community and should stand out from others who may have also made a valuable contribution.

The Shire will commission any approved monument request.

Park furniture

All furniture that is to be installed and/or on which Memorial plaques are to be placed, is at the discretion of the Shire and subject to the conditions of this Policy.

Tree selection

The type of tree to be planted is at the discretion of the Shire.

The Shire will have final approval of the exact location of the tree and installation details.

Memorial trees may be identified by a commemorative plaque or other identification at the discretion of the Shire. The appropriate Shire park, reserve, public open space, or streetscape



for the placement of the memorial is to be determined by the Shire in consultation with the applicant.

Cost

Applicants must meet the cost of the purchase and installation of furniture, monuments, plaques (inclusive of any required structure for mounting purposes) and trees.

Costs are to be determined on a case-by-case basis.

Applicants will be advised of the costs prior to the application being presented for approval/refusal purposes. Applicants can advise at this stage if they do not wish to proceed with the application.

Costs are to be paid in full before the Shire will undertake the purchase of the memorial.

Life of the furniture/plaque/ tree/monument Memorials and plaques have a finite life.

The Shire envisages that infrastructure such as seating/plaques will be located at the site for a period of not less than 10 years from the date of installation.

Should a piece of memorial park furniture be vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

The Shire reserves the right to remove a memorial if it falls into a state of disrepair or to remove a memorial. The Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

In the case of a tree, the memorial will be for the life of the tree. The Shire will use reasonable endeavours to contact the applicant/next of kin. There will be no right to renewal. Should the tree die; the applicant/next of kin will need to lodge a new application for a new memorial tree.

Monuments approved and commissioned in line with this policy will be deemed an asset of the Shire of Carnarvon and managed in accordance with associated practices.

Removal of Memorial

Approved memorials may be subject to review where new information arises or community expectations change. Where the Shire determines that the associated individual, organisation, or cause no longer aligns with community standards or presents reputational risk, the Shire reserves the right to remove, relocate, or amend the memorial accordingly.

Memorial Register

The relevant registers are to be updated where a memorial, plaque, monument, or tree is approved.

This may include asset databases and the memorial register.