

POL 0089: Memorials in Public Places

Purpose

The policy seeks to establish the processes and procedures by which Council govern and assess members of the community and residents' requests to memorialise family, friends and members of the Shire of Esperance community within public places.

Scope

The policy sets out the requirements for the public to place Memorials in Public Places.

This policy does not extend to the following areas -

1. Any Cemetery or Niche Wall;
2. Lost at Sea memorial; or
3. Roadside memorials near the location of a fatality – in these situations the Shire will follow the principals set out in Main Roads Western Australia Roadside Memorials Policy and Guidelines.

Definitions

N/A

Practice

Subject to the provisions within this policy, the Shire will only support the community to memorialise family, friends and community members, within public places, at the discretion and approval of Council. If Council so determines the memorial is appropriate, practical and that the individual being memorialised has been a long standing resident of the Shire and has contributed in a positive way to the community.

The Council will consider and may approve eligible applications for memorials in accordance with this Policy.

Memorials in Public Places Requirements -

1. Community members may apply to the Shire to memorialise a family member, close friend or community member who has been a long standing resident of the Shire and has made a positive contribution to the community, through a request to Council for the installation of a memorial plaque in a location deemed suitable and appropriate by Council.
2. Memorials shall only be installed at locations deemed appropriate by Council and under the requirements detailed below. With the following excluded areas -
 - a. The Foreshore reserve from the headland to the skate park
 - b. The Esperance Jetty
3. Council will consider any eligible formal request and determine the request considering the merits of the request.
4. All applications for permanent memorials will only be considered where the person to be commemorated has been deceased for a minimum of 12 months.

5. All applications for permanent memorials made by community members must be supported by a family member of the deceased person and shall include the signature of the spouse or children of the deceased.
6. Only one memorial per person shall be approved.
7. Statues, street furniture, artwork, plaques and other artefacts may be considered or accepted by Council as a suitable interpretation as part of a memorial plaque installation, subject to approval by Council.
8. Should for any reason, the applicant or family of the deceased seek the removal of an installed memorial, an application from the family must be submitted to the Shire for officers to remove the memorial and return it to the family.
9. Decisions around the location, type, size and the construction of the memorial and the subsequent positioning of the memorial plaques will be at the sole discretion of Council and in accordance with items 11 - 14 below.
10. The inscription on the plaque is to be approved by the Council and shall include as a minimum the person's name including first name and surname. The wording of the memorial plaque shall be included in the application to be approved by the Council.
11. The costs associated with the plaque with the approved inscription, installation costs and any costs associated with the purchase of street furniture/ artwork/ or similar will be borne by the applicant.
12. Any proposal for artwork shall meet the requirement of policy ASS 026: Public Art
13. The plaque is to meet the following specifications -
 - a. Maximum size 150mm x 150mm.
 - b. Minimum size 100mm x 100mm.
 - c. Constructed from bronze.
 - d. A minimum of 2 holes at the extremities of the plaque for attaching to the memorial.
14. If it is necessary for the Shire to remove the plaques because of vandalism, deterioration or for other operational reasons then the Shire gives no undertaking that it will be replaced.

A formal written application shall be submitted to the Chief Executive Officer requesting the installation of the memorial plaque, outlining how the application meets the requirements.

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Document Information

Responsible Position	Director Asset Management
Risk Rating	Low

Referencing Documents

- *Local Government Act 1995*
- Main Roads WA – Policy and Guidelines – Roadside Memorials

Revision History

Date	Version	CM Reference	Reason for Change	Resolution #	Next Review
Mar 2022	1	D22/8388	New policy	O0322-062	Mar 2024
Mar 2024	2	D22/8388[v2]	Include first line into scope	O0324-023	Mar 2026
Mar 2026	3	D22/8388[v3]	Remove point 3 and move requirement for written application to be submitted to CEO to the end of document.	O0326-053	Mar 2028