

**Memorials in Parks and Reserves**

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<b>Policy Owner:</b>	Parks and Conservation Management
<b>Contact Person:</b>	Manager Parks & Conservation Management
<b>Date of Approval:</b>	12 October 2021 (CS08-10/21)

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**POLICY STATEMENT**

The City of Wanneroo (the City) acknowledges the use of memorials as a means of assisting people to grieve for loved ones and to honour past contributions of deceased persons within their local communities.

The City supports a consistent approach for assessing applications for the planting of a tree and installation of commemorative plaques in public reserves and parks in the City.

**POLICY OBJECTIVE**

To provide guidance and consistency on processing applications to commemorate deceased loved ones through the planting of a tree and the installation of commemorative plaques in public reserves and parks in the City.

**SCOPE**

This policy provides guidance for commemorating deceased loved ones through the planting of a tree and installation of memorial plaques in public reserves and parks in the City.

**Category 1: Planting of a Commemorative Tree without a Plaque**

- a) All planting and associated costs of the tree will be met by the City.
- b) The size and type of tree will be determined by the City based on the location and in meeting with the City's guidelines.
- c) Where more than one tree variety is appropriate for the location, the applicant will be provided with the opportunity to select their preferred tree from the selection provided by the City.
- d) The position of the tree will be determined by the City based on location and in meeting with the City's guidelines.

**Category 2: Installation of a Commemorative Plaque**

- a) All costs associated with the installation of the memorial plaque are to be met by the applicant. Payment will need to be made prior to the commencement of works and the applicant must meet all ongoing costs including those associated with vandalism and theft.

- b) Only plaques that are to a standardised size, selected, designed and acquired by the City, which meets technical specifications and locational requirements, will be permitted.
- c) Only one plaque per deceased person may be applied for.
- d) Plaques may only be placed on Crown Land in public parks or reserves under the jurisdiction of the City.
- e) Plaques must be contained within an existing garden bed area or integrated with an existing tree.
- f) Plaques can only be placed where there is minimal impact.
- g) Should, for any reason, an installed plaque become disturbed through works either by the City or by external contractors working for another Government Department or Agency, the plaque shall be removed at the expense of the party undertaking the works and returned to the family or the deceased. Subject to the approval of the Director of the responsible area, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.

**Category 3: Planting of a Commemorative Tree with a Plaque**

- a) Refer to points listed in Category 1
- b) Refer to points listed in Category 2

**IMPLICATIONS**

Whilst the installation of commemorative plaques may serve as appropriate recognition for deceased loved ones, they need to be carefully considered to ensure they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular park or area does not reach saturation point.

The ongoing implementation of this policy in relation to the planting of trees will result in the following financial implications:

- a) Cost of planting trees to meet the standard outlined in the City's:
  - Street Tree Policy
  - Local Planning Policy 4.8 – Tree Preservation
  - Street Tree Masterplan
- b) On-going operational budget to manage and maintain the City's trees in accordance with this Policy.

**IMPLEMENTATION****Application Process**

All applications must be made in writing on the appropriate form provided as provided in **Attachment 1** of this document.

### Location

- a) The applicant can request a specific location for a plaque and/or a tree and every effort will be made to accommodate the request however, the final decision on location will be made by the City.
- b) No ashes are to be placed on or near the commemorative plaque or tree.
- c) Personal items are not to be fixed to the commemorative plaque or tree.

### Tree Planting

- a) Tree planting will occur in accordance with the City's guidelines and during the preferred planting period.
- b) Where an unauthorised tree planting is identified, the City shall determine whether the planting can be retained, relocated or removed.

## ROLES AND RESPONSIBILITIES

**Parks & Conservation Management** – Responsible for assessing and planting approved tree/plant applications and placement of commemorative plaques.

## DISPUTE RESOLUTION

All disputes in regard to this policy will be referred to the Director Assets in the first instance. In the event that an agreement cannot be reached, the matter will be submitted to the CEO for a decision.

## EVALUATION AND REVIEW PROVISIONS

This policy is to be reviewed every two years to confirm effectiveness in managing community requests for the installation of commemorative trees and plaques, and the effectiveness of the management of the associated trees planted and plaques placed.

## RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Local Planning Policy 4.8: Tree Preservation  
 Memorials in Parks and Reserves Management Procedure (19/181228)  
 Street Tree Policy (18/550071)  
 Street Tree Masterplan  
 Roadside Memorials Policy (13/22783\*)

## RESPONSIBILITY FOR IMPLEMENTATION

*Manager Parks & Conservation Management*

Version	Next Review	Record No:
1		19/181221
2	May 2021	19/181221
3	December 2022	19/181221*

**ADMINISTRATION OF MEMORIALS IN  
PARKS AND RESERVES**

**ATTACHMENT 1**

**CITY OF WANNEROO**

**REQUEST FOR MEMORIAL IN PUBLIC PARK OR RESERVE**

<b>Name of Submitter:</b>		
<b>Address:</b>		
<b>Phone:</b>	<b>Home:</b>	
	<b>Mobile:</b>	
<b>Email:</b>		
<b>Name of Nominee:</b>		
<b>Justification for Nomination:</b>		
<b>Proposed Location:</b>		
<b>Justification for Location Request:</b>		
<b>Type of Memorial Requested:</b>		<b>Commemorative Tree</b>
		<b>Commemorative Tree with Plaque</b>
		<b>Commemorative Plaque</b>
		<b>Plinth for Mounting Plaque</b>