City of Wanneroo

Council Policy

MEMORIALS IN PARKS & RESERVES

Responsible Directorate:	*Assets*
Responsible Service Unit:	*Parks & Conservation Management*
Contact Person:	*Manager Parks & Conservation*
Date of Approval:	*31 August 2026*
Council Resolution No:	*Council Resolution No.*

1. 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.

2. OBJECTIVE AND PURPOSE

Objective

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

Purpose

The Purpose of this policy is to outline the City's approach on the eligibility, assessment, and installation of memorials for deceased persons in Parks & Reserves within the City.

3. KEY DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.	
Applicant	Means the person(s), organisation or association submitting an application.
Crown Land	Public land owned by the State of Western Australia and managed by the City pursuant to a Management Order.
Plaque	A flat metal or stainless steel plate that includes text commemorating an individual.

Plinth	A limestone square block used as a base for memorial plaque to be secured to.

4. 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.

Commemorative Memorials, Plaques and Trees Eligibility Criteria

- The Deceased resided within the City for a significant period of time (greater than 10 years).
- Applicant can demonstrate evidence of the deceased outstanding achievements and/or significant contributions and/or had a long-standing history with the development of the City or the community.
- The Deceased contributed to sectors within the community (examples: sport, education, arts, culture, youth, senior services etc.).
- The Deceased has a relevant relationship to the proposed site and has a longstanding association with that area.

The City will consider applications made due to extenuating and/or unexpected circumstances, which may not fall within the above criteria. These requests will be assessed on a case by case basis, however applications of this nature are still required to be for deceased residents of the City that can demonstrate a significant relationship to the local area and/or the Community.

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.
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.

Category 2: Installation of a Commemorative Plaque and/or Plinth

a) Costs associated with the procurement of the memorial plaque and/or plinth are to be met by the applicant. The City will cover installation costs of the plaque, if applicant requests a plinth the installation costs will be included with procurement and are to be covered 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 of 100 mm x 150 mm (h x w), selected, designed, and acquired by the City are 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. Parks or Reserves under control of a developer may be considered if approval from both the City and the developer are obtained.

e) Plaques must be contained within an existing garden bed area or integrated with an existing tree or suitable furniture.
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

5. 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 and installation of plaques 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
b) On-going operational budget to manage and maintain the City's trees in accordance with this Policy.
c) Internal labour costs for installation of plaque in approved location.

6. IMPLEMENTATION

Application Process

All applications must be made using an online form through the City's website 'Memorials in Parks & Reserves – Application form'.

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 be determined by the City 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.

7. AUTHORITIES AND ACCOUNTABILITIES

The Manager Parks & Conservation is responsible for implementing this policy and manages the relationships with other internal stakeholders, such as CEO and Director Assets.

8. ROLES AND RESPONSIBILITIES

Parks & Conservation Management is responsible for assessing and planting approved tree applications and/or placement of commemorative plaques.

9. DISPUTE RESOLUTION (if applicable)

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.

10. EVALUATION AND REVIEW

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.

11. RELATED DOCUMENTS

Local Planning Policy 4.8: Tree Preservation

Street Tree Policy

Roadside Memorials Policy

12. REFERENCES

Nil

13. RESPONSIBILITY FOR IMPLEMENTATION

Manager Parks & Conservation

REVISION HISTORY

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

4	August 2028	19/181221*