

Policy number	Policy 111
Policy title	Commemorative recognition
Strategic outcomes supported	CL2 – Communication and engagement with community

Policy objective:

To provide consistent and effective administration of requests by members of the public for the installation of commemorative recognition items on property invested in, managed or owned by the Town of Victoria Park which honour individuals, organisations or events that have made a significant contribution to the Town or the development of Western Australia.

Policy scope:

This policy applies to the recognition of individuals or organisations within the Town.

Policy definitions:

Memorials means commemorative recognition items.

Policy statement:

1. Council is committed to honouring individuals, organisations or events that have made a significant contribution to the Town of Victoria Park or the development of Western Australia.
2. The Chief Executive Officer will ensure a clear, open and equitable process through a comprehensive assessment of applications for the creation, selection and placement of commemorative memorials through a management practice.
3. Commemorative memorials within the Town should avoid duplicating the memorial facilities and services provided by the Metropolitan Cemeteries Board.
4. Any cost associated with a request for commemorative recognition will be included in the Schedule of Fees and Charges.

Types of memorials:

5. This policy covers commemorative recognition in the form of:
 - a. Small memorials:
 - i. plaques on park/street furniture,
 - ii. planting of trees with plaque,
 - iii. entry into the Victoria Park Dictionary of Biography

- b. Large memorials:
 - i. monuments, such as fountains, trees, statues or public art works (of a commemorative nature), etc.,
 - ii. naming of Town facilities and/or buildings,
 - iii. naming of parks and/or reserves; and
 - iv. naming of roads, lanes and rights-of-way.

Criteria for memorials:

- 6. Applications for small memorials must meet one or more of the following criteria a. through c. and must meet criteria d.
 - a. The subject of the memorial contributed more than 10 years of their life towards the development of the Town of Victoria Park.
 - b. The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
 - c. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
 - d. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased. [Apart from those applications received for inclusion in the Victoria Park Dictionary of Biography where the nominated subject may be living but the remaining criteria for small memorials apply.]
- 7. Applications for large memorials must meet one or more of the following criteria and must meet criteria f. and g.
 - a. The subject of the memorial contributed more than 20 years of their life towards the development of the Town of Victoria Park.
 - b. The subject of the memorial contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
 - c. The subject achieved role-model status in the wider community or achieved national or international recognition.
 - d. The subject demonstrated outstanding levels of civic service for more than 20 years.
 - e. The subject donated significant property or funds for community benefit.
 - f. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
 - g. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased.

Related documents

Policy and Standards for Geographic Naming in Western Australia (Landgate)
Australia/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011

Responsible officers	Manager Community
Policy Manager	Library Manager Local History Officer
Approval authority	Council
Next evaluation date	April 2023

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	29/11/2005	Council	-	Item 4.4
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Amended	17/11/2017	Council	-	Item 13.1
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and amended	21/04/2020	Council	383/2020	Item 15.5
5	Administratively amended	24/08/2023	Delegation		