

Council Policy

Scattering of Ashes, Memorial Plaque and Tree Requests



Legislation/local law requirements	Local Government Act Section 2.7 – The Role of Council
Relevant Delegation	N/A
Related policy procedures and documents	Annexure A – Memorial Application Form

Introduction

This policy provides guidance on the requirements to gain approval to memorialise a person, association, or event with a plaque or tree within a park or reserve, including the design, installation, and ongoing maintenance responsibilities

Purpose

The purpose of this policy is to establish a clear and consistent framework for the approval and installation of memorial plaques and trees within the City. This policy aims to ensure that memorials are respectful, appropriate, and contribute positively to the community and the environment

Objective

The objective of this policy is to provide a structured approach to the approval and installation of memorial plaques and trees, ensuring that they meet specific criteria and contribute to the City's cultural and historical heritage. This policy is designed to achieve a balance between commemorating significant contributions and maintaining the aesthetic and functional integrity of public spaces

Scope

This policy covers the approval process for the installation of memorial plaques and trees within the City. It applies to all individuals and organisations seeking to memorialise a person, association, or event within the City's parks and reserves. The policy also outlines the criteria for approval, the responsibilities of the donors, and the maintenance requirements for the memorials

Policy Provisions

Policy

This policy provides guidance on the requirements to gain approval to memorialise a person, association or event with a plaque or tree within a park or reserve and the design, installation and ongoing maintenance responsibilities

Placement of Ashes

Ashes may be scattered (not buried/interred) in a small private ceremony within the City's owned or managed property with the approval of the Chief Executive Officer.

Memorial Plaques and Trees

The Chief Executive Officer may authorise the installation of commemorative plaques on the limestone wall of the Wells Park retaining walls.

The City is to consider the installation of plaques and trees commemorating the anniversary of significant events unique to the City's history and development or to provide information of interest to the general community relevant to the plaque's specific site or location.

No new commemorative plaque is to be considered which commemorates a person, event or occasion already memorialised in the City of Kwinana unless there are exceptional circumstances. Special anniversaries may be acknowledged.

The plaque can be no larger than 100mm x 100mm, with the surrounding plinth or support / surround no larger than 150mm x 150mm, and all costs associated with purchasing the plaque, plinth or support/surround and engraving the chosen message are the responsibility of the donor.

Requests are to be assessed against the primary contribution criteria and if unsuccessful, the secondary contribution criteria listed below. Applications should be forwarded to the City of Kwinana on the 'Application for Memorial' Form at Annexure A.

Wells Park Memorial Wall

The City has set aside a location specifically for the installation of plaques that meet certain criteria as listed below. This location was chosen for its historical significance, is easily accessible and has appropriate facilities nearby which people may use and make the event more meaningful. The criteria for placement of plaques on Wells Park Memorial Wall are:

- Plaques are to be attached to the Wells Park retaining walls face of the wall only.
- The positioning and erection of plaques is to be undertaken by City staff.
- The plaque is to be supplied by the applicant.
- The plaques are to be made of marine quality stainless steel with stainless steel mountings.
- The plaques are to be 150mm in length and 150mm in height.
- All general conditions for the placement of a plaque in accordance with this policy are to be adhered to.

Roadside Memorials

Every year, too many people lose their lives on Western Australian roads and when touched by tragedy, family and friends find a roadside memorial can help comfort and heal, as it provides a tangible record of a life lived and serves as a reminder to the community to drive carefully.

Main Roads WA have developed a Roadside Memorials Policy and Guidelines to help families deal with such tragedies and to assist in understanding the requirements of installing a suitable roadside memorial at the safest location. It should be noted that the policy is intended to provide guidance and each case will be dealt with on an individual basis.

The City of Kwinana supports the Main Roads WA Roadside Memorials Policy and guidelines.

Memorial Grove – Magenup Lake, Wandj

In February 2005, Council approved an area within Magenup Lake Reserve off Leslie Road, Wandj, to be set aside for the placement of plaques/memorials and gave permission for Men of The Trees and Bowra and O'Dea to do so.

Applications for use of this Memorial Grove are to be assessed in accordance with this policy and must be approved by the Chief Executive Officer.

Assessment Criteria for approval of Memorials

Primary contribution to the City of Kwinana

- The person, organisation or event covered all City of Kwinana suburbs;
- The person, organisation or event resided / was based in the City of Kwinana for more than 10 years;
- The person, organisation or event contributed more than 10 years of their life towards the development of the City of Kwinana;
- The person, organisation or event contributed to 3 or more sectors of a community eg sport, education, arts, culture, youth, mature age etc;
- That no other memorial exists on the reserve. If this is the case, specific consideration to the existing memorial is to be given before another memorial request is assessed, including, where appropriate, contacting the existing memorial applicant and
- The person, organisation or event is to have a relevant relationship to the proposed site.

Secondary contribution to the City of Kwinana

- The person passed away in an unexpected manner or at a young age;
- The same type of park amenity or another form of public art requested does not exist within close proximity on the reserve; and
- The location and type of amenity does not negatively impact on residents surrounding the reserve.

General Conditions for Placement

The Chief Executive Officer's determination of the application, content details, site selection, exact positioning and installation details of any commemorative plaque or tree is final.

Unless otherwise agreed, the donors of the approved commemorative plaque or tree are required to pay for the design, manufacture, installation, and maintenance of the commemorative plaque or tree.

Approval must be sought and granted by the City of Kwinana prior to the installation of a plaque or tree.

Any existing plaque or tree or memorial cannot be taken as a precedent for future approval.

Approval is not to be granted if in the opinion of the City the commemorative plaque or tree is considered offensive or has the potential to offend.

The City may at any time temporarily remove the plaque for maintenance purposes.

Should the plaque or tree be lost or vandalised; repair and replacement costs remain the responsibility of the donor of the plaque or tree.

OFFICER USE ONLY

Officers may amend this section without council approval.

Responsible Team	City Life	
Initial Council adoption	Date: 28 April 2025	Ref#: 105
Reviewed/amended	Date: June 2025	Ref#: 654
Next Review Date	Date: June 2029	
Policy Document Number	D13/70397[v4]	

Application for Memorial Form

Annexure A – Memorial Application Form

PARTICULARS OF PERSON MAKING APPLICATION

Name:		Organisation:	
Address:			
Suburb:		Postcode:	
Telephone:		Email:	
<i>*I have read and acknowledge the City's of Kwinana's Policy "Scattering of Ashes, Memorial Plaque and Tree Requests"</i>			
*Signature		Date:	

Type of Memorial/s:	<input type="checkbox"/> Plaque	<input type="checkbox"/> Tree	<input type="checkbox"/> *Roadside
Location:	<input type="checkbox"/> Wells Park Memorial Wall	<input type="checkbox"/> Magenup Lake Memorial Grove	<input type="checkbox"/> *Other
*If Roadside or Other, detail location:			

Justification in accordance with Policy: Primary/Secondary Contribution Criteria:

(Provide covering letter if considered appropriate)
Plaque wording (if applicable):

OFFICE USE ONLY			
Location assessed suitable:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Reason (if no)	
Chief Executive Officer's Approval:			
City Officer:		Date:	
TRIM References: Application:		Approval Letter:	
Details updated in Register of Memorials:	<input type="checkbox"/> Yes	City Officer:	