



POLICY NO. CP 2.3.13

POLICY STATEMENT

PLACEMENT OF MEMORIALS ON PUBLIC OPEN SPACE

PURPOSE

To provide clear direction in assessing requests for placement of memorials to deceased individuals on public open space.

POLICY

1. Planting a tree at the Community Forrest at John Okey Davis Park is the City's preferred approach to memorials to deceased individuals. However, the City will consider the placement of memorials in other locations in accordance with this policy.
2. The City will only consider requests to place memorials to deceased individuals on public open space owned or managed by the City where a very significant contribution to the community can be demonstrated.
3. Requests to place memorials to deceased individuals on public open space are to be made in writing, preferably using the City's on-line form, and will be considered by the Chief Executive Officer under the following conditions:
 - 3.1 The applicant has proposed a suitable location for the memorial and provided the proposed wording of the plaque for approval.
 - 3.2 The applicant has demonstrated that the person to whom the memorial is proposed made a very significant contribution to the City of Gosnells community.
 - 3.3 The applicant has included a letter of reference from a member of the community or a community group, in support of the application.
 - 3.4 The applicant has demonstrated that the person to whom the memorial is proposed resided in the City of Gosnells for a significant period of time.
4. Requests for memorials to deceased individuals will not be approved where the proposed location would interfere with the use of the site or where, in the opinion of the Chief Executive Officer, approval would not be appropriate.
5. If the application is approved, the applicant is responsible for supplying a plaque measuring 150 to 200mm by 50 to 70mm and made in the City's preferred material, to the City for installation. The City is not responsible for the replacement of lost, stolen, or damaged plaques and any replacements will need to be supplied by the applicant.
6. The City will only install approved plaques in approved locations and will maintain a register of the plaques received.



GOVERNANCE REFERENCES

Statutory Compliance	Nil.
Industry Compliance	Nil.
Organisational Compliance	Nil.
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Executive Services		Chief Executive Officer		9397 3000	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2028

Version	Decision Reference	Synopsis
1.	OCM460/9/9/1997	Adopted
2.	OCM 2128/22/12/98	Amended
3.	OCM 386/24/08/2010	Reviewed and amended.
4.	OCM 417/28/08/2012	Revoked and replaced to provide clear guidance on the types of memorials, provisions of costs, roadside memorials and the distribution of ashes for consideration by the City for approval.
5.	OCM 373&374/22/09/2015	Revoked and replaced with a new policy to provide clear direction in assessing requests for placement of memorials to deceased individuals on POS.
6.	OCM 305/11/09/2018	Reviewed with no amendments.
7.	OCM 16/08/02/2022	Reviewed and amended to provide information on the application process.
8.	OCM 2025/45 11/03/2025	Reviewed and amended to specify the City's preference for memorials at John Okey Park.