

COUNCIL POLICY

Public Memorials and the Pioneer Wall

- Policy No:** 6.17
- Policy Subject:** Public Memorials and the Pioneer Wall
- Background:** The Shire recognizes that members of the community may wish to use public open space to commemorate a person or group of people through a memorial or plaque. The Pioneer Wall, located near the corner of Austral Terrace and Clive Street provides a further option to commemorate an event or person/s of historical, social or community significance to Katanning.
- Objectives:** This policy has been established to provide guidance for the Shire for memorials recognising people or groups of people within the Shire's public open spaces and the Pioneer Wall.
- Policy Statement:** The policy has been developed acknowledging that, whilst memorials can enrich public spaces and are important for individuals and groups of people, they also need to be carefully considered to ensure they do not negatively impact on those spaces or incur any additional maintenance costs on the Shire.
- Definitions:**
- Application / Donor Local Government Land
A person or group who proposes the installation of a memorial. Land owned by the Shire or under the Shire's care, control and management.
- Memorial
Park furniture (i.e. park bench), garden, artworks, artefacts, tree, stone/rock or etched paving designed to preserve the memory of a person or group.
- Plaque
A flat tablet of metal or other durable material which includes text and/or images that commemorate a person or group.
- Public Open Space
Includes community land, road reserve and operational land owned by the Shire and any other land in the Shire's care, control and management.
- Pioneer Wall
Located near the corner of Austral Terrace and Clive Street, the Pioneer Wall was established to commemorate events or persons of historical significance to Katanning.
- Guidelines:**
- 1) All requests for memorials must be made in writing to the Chief Executive Officer;

- 2) All applications must be relevant to the Shire of Katanning community;
- 3) All applications and approvals must be considered in accordance with this policy;
- 4) Applications for memorials should include:
 - a. The type of memorial requested – being Pioneer Wall or Public Open Space;
 - b. If the application is for a Public Open Space location, three feasible sites/locations, where possible, should be provided for consideration;
 - c. An explanation of the significance of these sites;
 - d. Proposed text for the plaque, if applicable; and
 - e. Any other pertinent information.
- 5) CEO will consider applications in consultation with the Executive Manager Infrastructure & Assets and make a recommendation to Council.
- 6) Approvals or refusal will be decided by Council.
- 7) Council decision will be forwarded to the applicant by the CEO.

Costs:

- 1) All costs including the supply and installation of a memorial are to be borne by the applicant.
- 2) A memorial located on Public Open Space should not add any additional costs, such as maintenance, to the Shire's normal operating costs.

Plaques:

- 1) In relation to Public Open Space memorials, the size of plaques to be affixed to park infrastructure or other secure footing should fit appropriately on the infrastructure with the text as size of the plaque to be approved as part of the application process.
- 2) In relation to the Pioneer Wall, the prescribed size for plaques is 230mm x 100mm x 5mm in order to fit within marked out spaces.
- 3) Plaques are to be made of durable material, such as bronze.
- 4) Any costs associated with any replacement plaque required for the memorial will be the responsibility of the applicant.

Lifespan:

- 1) The Shire cannot guarantee that a memorial located on Public Open Space will be preserved or remain at the site indefinitely. For park furniture or paving, the lifespan of the memorial will be approximately 10 years. At this time, the Shire will make every attempt to contact the original applicant as recorded in the register to discuss the possibility of renewal.
- 2) If a reserve is to be redeveloped, then every attempt will be made to contact the applicant to advise that the reserve is to be redeveloped. The life of the memorial will cease at the time of the reserve redevelopment regardless of the memorial age and the applicant will have the option to install a new memorial in line with this policy and proposed design standards of the reserve.
- 3) If a memorial is removed due to reserve redevelopment and contact is established with the applicant, the applicant will be offered the removed memorial and/or plaque.
- 4) Should a memorial be vandalised beyond repair it will be deemed to be at the end of its useful life. If the applicant wishes to renew the memorial they will need to lodge a new application.
- 5) Should the applicant wish to renew the memorial, and this is acceptable to the Shire, then the memorial and plaque will be replaced at the applicants cost.
- 6) If the memorial is a tree, and the tree dies, the applicant may, at their own cost, replace the tree.

Register:

- 1) Upon adoption of this policy, the Shire will keep a register of memorials located on Public Open Space including the type and details of the memorial and contact details of the applicant.
- 2) It will be the responsibility of the applicant to ensure their contact details are kept current with the Shire.

Public Safety:

- 1) The design and placement of a memorial on Public Open Space should not present a safety risk to pedestrians, cyclists or vehicles.
- 2) A risk assessment will be conducted for each memorial on Public Open Space as an integral part of the approval process.
- 3) The Shire reserves the right to relocate a memorial from Public Open Space to a suitable nearby location if there is deemed to be a safety issue with the location and placement of the memorial. In doing so, every attempt will be made to do this in liaison with the applicant of the memorial.

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Source: Infrastructure & Development

Date of Review: October annually

Review Responsibility: Executive Manager Infrastructure & Assets