

Installation of Public Space Memorial Seat

Shire of Donnybrook Balingup Council Policy WRKS/CP-5



Strategic Outcome Supported: 7 – Attractive and welcoming public spaces.

OBJECTIVE

1. This policy seeks to provide guidance by which the Shire can govern and consistently assess community and residents' requests to memorialise family, friends, and local community members within public open spaces.

SCOPE

2. This policy applies to all applications for memorial seats and associated plaques within land owned or managed by the Shire.

DEFINITIONS

3. **Applicant** means the person(s)/organisation, or association submitting an application for commemorative plaque or memorial.
4. **Commemorative Memorial** means a plaque, seat or other park furniture placed within public open space or community buildings for the purpose of commemorating an event, organisation or deceased person, who lived within the Shire of Donnybrook Balingup.
5. **Fully Allocated Area** means a designated area where all available sites or spaces have been allocated, leaving no capacity for additional memorials.
6. **Memorial** means a structure or statue established in memory of a person or event; intended to commemorate someone or something.
7. **Plaque** means a flat metal or stainless-steel plate that includes text commemorating an individual, organisation or significant event. Plaques will be supplied by the Shire of Donnybrook Balingup at the cost to the Applicant.
8. **Public Open Space** means land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sportsgrounds, civic area and play spaces.
9. **Shire** means Shire of Donnybrook Balingup.

POLICY STATEMENTS

General Memorials and Plaques

10. The Shire of Donnybrook Balingup recognises that members of the community may wish to use public open spaces to commemorate a deceased person through a memorial. For the Shire to ensure its public open spaces continue to serve their intended purpose and that its asset management practices are not impacted negatively, plaques and memorials in public open spaces are limited to the criteria and requirements outlined in this policy.

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Eligibility Criteria

11. The person to be commemorated must be deceased. A copy of the individuals' death certificate must be sighted upon application.
12. The community member must have been a longstanding resident in the Shire or a worker within the town for a minimum of ten (10) years.
13. Only one memorial per deceased person within the Shire will be considered.

Approval Process

14. All requests must be submitted in writing using the Shire's approved application form.
15. Approval is at the discretion of the Shire and subject to site suitability, availability and compliance with this policy.
16. The Shire reserves the right to refuse applications or determine alternative locations for areas that are fully allocated or deemed unsuitable due to landscape, safety, or maintenance access.

Design and Installation

17. The Shire will coordinate the selection, purchase, and installation of all plaques and memorial seating to ensure consistency with existing infrastructure.
18. All furniture to be installed, and/or on which memorial plaques are to be placed, must comply with Shire approved designs and specifications.
19. Installations must align with the Shire's safety requirements and strategic objectives for public spaces.
20. The number, location, and style of memorial seats will be controlled to prevent oversupply and preserve the character of the environment.
21. Seats will generally be installed on a concrete pad or other approved footing, including any required structural supports.

Plaque Design

22. The memorial plate is to meet the following specifications:
 - a. Maximum 150mm x 150mm;
 - b. Minimum 100mm x 100mm;
 - c. Constructed from corrosion resistant metal;
 - d. A minimum of two holes at the extremities for the plaque to be attached to the memorial.

Plaque Inscription

23. Plaque wording must be submitted for approval by Shire officers during application and comply with the Shire's guidelines.
24. Content must be respectful, concise, and non-commercial.

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25. The inscription on the plaque shall include a minimum of the person's name, including first and surname.
26. The Shire reserves the right to reject or request amendments to wording.

Costs

27. Costs are to be determined on a case-by-case basis. Applicants will be advised of the costs prior to the application being presented for approval/refusal purposes.
28. Applicants are responsible for all costs associated with:
 - a. Purchase of the memorial seat;
 - b. Supply, inscription and installation of the plaque;
 - c. Installation of the concrete pad and memorial seat and any required supports.
29. An invoice will be issued by the Shire and must be paid in full prior to procurement and installation.

Maintenance and Responsibility

30. The Shire will undertake routine maintenance, including cleaning, general upkeep, and repairs arising from normal wear and tear.
31. Maintenance is provided for the serviceable life of the seat, as determined by the Shire.
32. The Shire is not responsible for replacement in the event of damage caused by vandalism or unforeseen events.

Lifespan

33. Memorial Park outdoor seats and plaques have a finite lifespan.
34. The expected life of a memorial seat is approximately **10 years** from the date of installation, this may change depending on the local environmental conditions.

Vandalism and Damage

35. If a memorial seat is vandalised or damaged beyond repair, it will be considered to have reached the end of its serviceable life.
36. Unsafe or significantly damaged seating may be removed without prior notice.

Removal

37. The Shire reserves the right to remove a memorial seat:
 - a. If it becomes unsafe or falls into disrepair;
 - b. After the expiry of the ten (10) year period;
 - c. If required for operational, safety, or redevelopment purposes.
38. If it is necessary for the Shire to remove the memorial seat or plaque, the Shire gives no undertaking that it will be replaced.

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39. The Shire will make reasonable efforts to contact the applicant should the memorial need to be removed.
40. The applicant is responsible for ensuring that their contact details are up to date with the Shire.
41. Renewal of the memorial can be applied for at the end of the asset life, as per the schedule of fees and charges at the time.
42. Any existing plaque, memorial or monument cannot be taken as a precedence for future approvals. Once the asset reaches its end of life due to age, vandalism or other unforeseen damage the application process will need to be undertaken again.
43. Should for any reason, the applicant or family of the deceased seek the removal of the plaque or memorial, a written request from the family must be submitted to the Shire officers to remove the memorial and return to the family.

Disclaimer

44. Installation of a memorial seat does not grant ownership or exclusive rights to the applicant.
45. The Shire retains full control over all public infrastructure and reserves.
46. Alternative memorial options may be considered at the discretion of management and assessed on a case-by-case basis.

Review

47. This policy will be reviewed periodically to ensure it remains relevant and aligned with community expectations and asset management practices.

DELEGATION AND AUTHORISATION

48. Applications for memorial seats and plaques that comply with this policy may be approved or refused by the Chief Executive Officer or their authorised delegate.
49. Requests that do not comply with this policy, or where an applicant seeks an exemption from the policy requirements, may be referred to Council for determination.

LEGISLATION

- *Local Government Act 1995*

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APPENDIX

Appendix A – Form: Application for Public Space Memorial Seating

Application for Public Space Memorial Seating

Shire of Donnybrook Balingup / Cemeteries Act 1986



This form is used to apply for a Memorial Bench/plaque for a deceased individual.

APPLICANT DETAILS

Full Name:		
Postal Address:		
	Suburb:	Postcode:
Contact Phone:		
Contact Email:		

DECEASED DETAILS

Name of person being memorialised:		
Date of passing: <i>(please provide death certificate)</i>		
Relationship to Applicant:		
Has resided/worked in Donnybrook Balingup Shire for more than 10 years:	☐	
Any additional information you wish to share about the individual:		

MEMORIAL DETAILS

Preferred memorial option, please choose one only:

1. A new memorial park bench with memorial plaque:	☐
2. An individual memorial plaque attached to an existing memorial park bench:	☐

Preferred location of Memorial and its approx. location: (please attach a map)

Plaques will be a minimum of 100mm x 100mm to a maximum of 150mm x 150mm, constructed from corrosion resistant metal and have a minimum of two holes at the extremities for attachment to memorial.

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This form is used to apply for a Memorial Bench/plaque for a deceased individual.

BENCH PLAQUE INSCRIPTION

The wording of the memorial must be respectful, concise and non-commercial. It shall include a minimum of the person's first and surname.

Example:

<i>In Loving Memory</i> Joe Smith (DOB-DOD) <i>Forever in our hearts</i>	
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DECLARATION & SUBMISSION

When lodging this form, please ensure that all required information and attachments have been provided. Failing to do so may result in delays to your application.

- I hereby request a memorial bench/plaque to be purchased and installed to the details above and in support of such application.
- I declare I have read, understood and agree to the terms of the Council Policy – Public Space Memorial Seat.
- I am responsible for all costs associated with purchase, supply, inscription and installation of the memorial and/plaque.
- I accept that the Shire retains full control over public infrastructure and reserves.
- I agree to update the Shire should my contact details change, and by not doing so, may result in not being notified of the memorial's removal and disposal.

APPLICANT SIGNATURE

Signature:		Date:	
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LOCAL GOVERNMENT USE ONLY

Application Approved?	☐ Yes ☐ No	Approved By:	
Date Received:		Recorded:	☐ Yes ☐ No
Synergy Reference:			
Signature:			

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GOVERNANCE

Related Policy(s):

- Council Policy: Records Management (ADM/CP-1)

Related Procedure(s):

- Operational Procedure: Installation of Public Space Memorial Seat (WRKS/OP-4)

Revision Requirements and Version Control:

Responsible Department(s):		Operations		
Review to be conducted by:		Manager Works and Services		
Revision Frequency:		☐ Annual (1yr)	☐ Triennial (3yr)	☒ Quinquennially (5yr)
Current Version Date:		23/09/2026	Next Due:	09/2031
Policy Version Details and Information:				
#:	Synopsis:	Date:	Ref.:	Record:
1	Initial adoption of Council Policy.	23/09/2026	160/09-26	MONARCH-1594159990-206