



DRAFT Service 16: Commemorative Recognition Request

1. Purpose

To provide a consistent and effective approach for handling public requests to install commemorative items on property managed or owned by the City of Kalamunda. This policy applies to commemorative recognition of individuals within the City of Kalamunda.

2. Policy Statement

- **Commitment to Recognition**
The City of Kalamunda is committed to honouring contributions to the community that align with its values and history.
- **Equitable Application Process**
The City will implement a fair and transparent process to assess applications for the creation, selection, and placement of commemorative memorials.
- **Avoidance of Duplication**
Commemorative memorials should not duplicate the services or facilities of other agencies, including the Metropolitan Cemeteries Board.
- **Fee Structure**
Costs associated with commemorative recognition requests, including an annual maintenance fee, will be published in the City's Schedule of Fees and Charges. This maintenance fee will be invoiced to the applicant's family or associated representatives.
- **Decommissioning**
Commemorative items will be maintained for a period of 20 years, after which they may be decommissioned.

3. Types of Memorials Supported

The City recognises that individuals, families, and community groups have varying means and preferences when it comes to commemorative recognition. To ensure accessibility and flexibility, a range of memorial options may be considered, subject to location suitability, availability, and alignment with City standards.

Examples of eligible forms of commemorative recognition include:

- Plaques on Existing Infrastructure
- Standalone Memorials (e.g., Benches)
- Engraved Pavers or Bricks
- Shared Community Recognition Features



- Indoor Recognition Displays

Memorials that require intensive long-term maintenance, or create safety, access, or amenity issues, will not be supported. Requests outside these examples will be assessed on a case-by-case basis, based on the City's ability to accommodate them in a respectful and sustainable manner.

4. Criteria for Commemorative Recognition

To qualify, requests for commemorative items must meet the following criteria:

- **Significant Contribution**
The individual recognised must have contributed more than ten years of service or otherwise had a substantial impact on the City of Kalamunda.
- **Community Impact**
Contributions should pertain to key community sectors, such as sports, education, arts, or local heritage.
- **Unique Recognition**
The proposed memorial must not duplicate existing memorials for the same subject within the City.
- **Eligibility of Honorees**
Honorees must be deceased.

5. Appeal Process

While City officers are required to uphold the policy, community members have the right to request that their application be reviewed by the Council. The final decision will be made by the Council after considering the appeal.

6. Community Consultation

This policy does not require community consultation.

7. Governance

In accordance with the *Local Government Act 1995*.

8. Definitions

- **Commemorative Recognition:** Honouring individuals who have significantly contributed to the City in a form that is publicly visible and frequently encountered, such as plaques or engraved pavers.
- **Memorials:** Commemorative recognition items such as plaques and trees.
- **Decommission:** Decommissioning of commemorative items may be decided under the following circumstances:



- **End of Relevance:** The commemorative item may no longer reflect the values or history it was intended to recognize, or the significance of the commemoration may no longer be relevant to the community or current times.
- **Deterioration:** If the commemorative item has deteriorated beyond reasonable repair due to age, environmental factors, or lack of ongoing maintenance, and it cannot be preserved in a meaningful way, decommissioning may be considered.
- **Maintenance Costs:** If the ongoing maintenance of the commemorative item becomes financially unsustainable or if resources can be better allocated to other community initiatives or commemorations, decommissioning might be chosen.
- **Replacement or Upgrades:** If the commemorative item is replaced or updated with a new item or initiative that better serves the community's commemorative goals or reflects current standards, the original item may be decommissioned.
- **Public Feedback or Demand:** If there is a shift in public opinion or demand for the removal or change of a commemorative item due to concerns such as cultural sensitivity, changing social norms, or community preferences, decommissioning may be pursued.
- **Legislative or Policy Changes:** If new policies, regulations, or laws come into effect that impact the continued appropriateness or legality of the commemorative item, it may be decommissioned.
- **Obsolescence:** If the commemorative item no longer serves its intended purpose or if the commemorative goals have been achieved and further commemoration is not necessary, decommissioning could be considered.

Status	Council Requirement		
Related Local Law	N/A		
Related Council Policies	N/A		
Relevant Delegation	CEO		
Related Internal Procedures	Commemorative Recognition Processes and Procedures Schedule of Fees and Charges Commemorative Recognition Request Form		
Related Budget Schedule	Schedule of Fees and Charges		
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>		
Notes and Conditions	This policy does not cover requests to commemorate individuals who have lost their lives in tragic incidents, such as accidents or natural disasters. Separate consideration may be given to such requests under alternate City initiatives or programs.		
Authority	Council		
Adopted		Next Review Date	