

Policy number	Policy 111
Policy title	Commemorative recognition
Strategic outcomes supported	S3 – Facilitating an inclusive community that celebrates diversity S4 – Improving access to arts, history, culture and education CL2 – Communication and engagement with community

Policy objective:

To provide consistent and effective administration of requests by members of the public for the installation of commemorative recognition items on property invested in, managed or owned by the Town of Victoria Park which honour individuals, organisations or events that have made a significant contribution to the Town or the development of Western Australia.

Policy scope:

This policy applies to the recognition of individuals or organisations within the Town.

Policy definitions:

Commemorative Recognition means to honour individuals, cultures, organisations, groups or events that have made a significant contribution to the Town or the development of Western Australia, in a form that is readily seen or referred to and interacted with potentially on a daily basis, such as the naming of community buildings, streets, lanes, roads, memorial trees, plaques, fountains and statuary.

Cultures, includes, [Aboriginal and Torres Strait Islanders](#) ~~[awaiting feedback from Mindeera on choice of nomenclature to refer to, e.g.: Whadjuk Noongar peoples and other/ Indigenous Australians / Aboriginal and Torres Strait Islander peoples / First Nations / Aboriginal and other~~ cultures that are represented ed in the rich ~~cultural~~ heritage of the Town.

Cultures include the diverse traditions, histories, and identities of all people in the Town. This encompasses Aboriginal and Torres Strait Islander cultures as the First Peoples and original custodians of the land, as recognised in the Town's Reconciliation Action Plan (RAP). All cultures are valued for their contribution to our inclusive and vibrant heritage.

Memorials means commemorative recognition items.

Policy statement:

1. Council is committed to honouring individuals, organisations, cultures, groups or events that have made a significant contribution to the Town of Victoria Park or the development of Western Australia.
2. The Chief Executive Officer will ensure a clear, open and equitable process through a comprehensive assessment of applications for the creation, selection and placement of commemorative memorials through a management practice.
3. Commemorative memorials within the Town should avoid duplicating the memorial facilities and services provided by the Metropolitan Cemeteries Board.
4. Any cost associated with a request for commemorative recognition will be included in the Schedule of Fees and Charges.
5. Applications for large memorials initially approved by the Town, may be put out to community consultation, where relevant, according to Policy 103 Communication and Engagement, to provide information, to enable feedback and advice on a large memorial. The Town's recognised advisory groups will also be engaged.

Types of memorials:

6. This policy covers commemorative recognition in the form of:
 - a. Small memorials:
 - i. plaques on park/street furniture,
 - ii. planting of trees with plaque,
 - iii. entry into the Victoria Park Dictionary of Biography
 - b. Large memorials:
 - i. monuments, such as fountains, trees, statues or public art works (of a commemorative nature), etc.,
 - ~~ii. naming of Town facilities and/or buildings,~~
 - ~~iii. naming of parks and/or reserves; and~~
 - ii. naming of roads, lanes and rights-of-way.

Criteria for memorials:

7. Applications for small memorials must meet one or more of criteria a. and b. and must meet criterium c. and d. ~~one or more of the following criteria a. through c. and must meet criteria d.~~

- a. The subject of the memorial [\(as defined in this policy\)](#) contributed ~~more than 10 years~~ [10 years or more](#) of their life towards the development of the Town of Victoria Park.
 - b. The subject of the memorial [\(as defined in this policy\)](#) contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
 - c. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
 - d. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased. [Apart from those applications received for inclusion in the Victoria Park Dictionary of Biography where the nominated subject may be living but the remaining criteria for small memorials apply.]
8. Applications for large memorials must meet one or more of the following criteria and must meet criteria f. and g.
- a. The subject of the memorial [\(as defined in this policy\)](#) contributed ~~more than 20 years~~ [20 years or more](#) of their life towards the development of the Town of Victoria Park.
 - b. The subject of the memorial [\(as defined in this policy\)](#) contributed to one or more sectors of a community, e.g. sport, education, arts, culture, youth etc.
 - c. The subject achieved role-model status in the wider community or achieved national or international recognition.
 - d. The subject demonstrated outstanding levels of civic service for more than 20 years.
 - e. The subject donated significant property or funds for community benefit.
 - f. That no other memorial to the same subject exists at the proposed location or other area of the Town of Victoria Park unless there are exceptional circumstances approved by Council.
 - g. Other than under exceptional circumstances approved by Council, the subject of the memorial (i.e. person nominated) shall be deceased. [\[or where the subject nominated is a culture, organisation, group, or event\].](#)

Related documents

Policy and Standards for Geographic Naming in Western Australia (Landgate)
Australia/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011

Responsible officers	Local History Coordinator Library Services Manager
Policy Manager	Manager Community
Approval authority	Council
Next evaluation date	September 2028.

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	29/11/2005	Council	-	Item 4.4
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Amended	17/11/2017	Council	-	Item 13.1
3	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
4	Reviewed and amended	21/04/2020	Council	383/2020	Item 15.5
5	Administratively amended	24/08/2023	Delegation		
6	Administratively amended	16/09/2024			

Policy number	Policy 202
Policy title	Directional signs
Strategic outcomes supported	EN26 – A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around <u>Improving how people get around the Town.</u>

Policy objective:

To provide guidance on the provision, erection and maintenance of directional signs within road reserves.

Policy scope:

This policy applies to directional signs within the Town.

Policy definitions:

Nil.

Policy statement:

- Requests for directional signs within road reserves will be approved for applications received from hospitals, churches, community centres, and non-commercial sporting and community facilities.
- Approval ~~may be~~ maybe granted for the erection of directional signs to hospitals, police stations, Universities or technical colleges, schools, churches and places of worship, major sporting organisations or facilities, major tourist attractions or facilities and non-commercial sporting and community facilities only at the applicant's expense and subject to the following conditions:
 - Not more than three (03) signs are erected on ~~nearby arterial~~ Regional -or ~~d~~ District ~~d~~ Distributor ~~Roads~~, or as determined by the Town, except in the case of hospitals admitting emergency patients, when additional signs may be erected with approval;
 - No sign causing or is likely to cause a traffic hazard or undue distraction to motorists;
 - Directional signs to shopping precincts are permitted for district, neighbourhood and local centres;
 - Hospital signs displays the name of the Hospital;
 - Each sign is to be of the standard colours consisting of a white legend on blue background or where applicable conforming to Australian Standards;
 - Signs must not adversely affect in any way the effectiveness of traffic control devices, confuse drivers by indicating a direction which they may have difficulty in following or distracting drivers' attention either as individual signs or by clutter;
 - Each message must be short, clear, unambiguous and give systematic preparation for decisions. The letter size and the total sign should be sufficiently large ~~so as to~~ to be readily recognised, having regard to its location and the vehicle operating speeds;
 - Signs individually approved under previous policies will be permitted to remain, but no replacement is to be permitted if the signs are not in conformity with current policy; and
 - All requests are to be submitted in writing and include:
 - The exact wording requested on the signs;
 - ~~The number~~ The number and location(s) where the sign(s) are to be erected;
 - Suggestions as to which existing structure or pole the sign could be mounted.

3. All signs purchased and erected by the Town are to be maintained and replaced at the expense of the applicant.
4. The cost per sign shall be in accordance with the amount shown in the Schedule of Fees and Charges contained within the Annual Budget.

Related documents

Nil.

Responsible officers	-
Policy manager	Manager Technical Services
Approval authority	Council
Next evaluation date	

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	12/08/1997	Council	-	Item 14.3
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
2	Reviewed	15/06/2021	Council	128/2021	Item 15.4