



CORPORATE POLICY STATEMENT NO. 85

COMMEMORATIVE MEMORIALS

November 2015

1. OBJECTIVE

To establish the principles and procedures for the installation, management and removal of commemorative memorials on *Conservation and Land Management Act 1984* land (CALM Act land).

2. SCOPE

This policy applies to the installation, management and removal of commemorative memorials on CALM Act land. It is applicable to the management of land that is classified in the *Conservation and Land Management Act 1984* (CALM Act) as State forest; timber reserve; national park; conservation park; nature reserve; land referred to in section 5(1)(g) and vested in the Conservation Commission of Western Australia; land referred to in section 5(1)(h) and under the care, control and management of the Conservation Commission; or land that, under an agreement made under section 8A(5)(b), and is managed for a public purpose that is consistent with the CALM Act. These lands are referred to in this policy as 'CALM Act land'.

3. CONTEXT

The department's stated Purpose is:

Working with the community to ensure that the nature of Western Australia is conserved, for its intrinsic values and to sustain and enrich people's lives.

In fulfilling this Purpose the department recognises that Western Australia has a beautiful and diverse natural environment that has provided recreational, aesthetic, spiritual and material benefits for residents and visitors over many generations.

The department often receives requests from families to commemorate a deceased person who may have had a special affinity with the environment in general or to a particular area of CALM Act land. Similar requests are also received to allow for the placement of memorials to commemorate persons who have died by misadventure on or near CALM Act land.

The motives of these requests are sincere and memorials may provide comfort and healing for those who have lost a loved one. However, any requests for memorials require careful consideration, as these structures may be of a permanent nature and have the potential to be intrusive. Where approved, it is important that memorials are carefully designed and located to fit into the natural or cultural environment.

4. LEGISLATION

The relevant legislation is the *Conservation and Land Management Act (1984)* (CALM Act). The *Conservation and Land Management Act Regulations 2002* (Regulations) provide that:

- under regulation 34, it is an offence to erect or place any structure on CALM Act land without lawful authority (penalty \$2000); the definition of 'structure' in regulation 34 includes a memorial;
- under regulation 37, it is an offence to affix any notice on to any thing or structure that is part of the landscape or property on CALM Act land without lawful authority (penalty \$500); notice boards set up for public use are excepted; and
- under regulation 38, it is an offence to erect any sign or notice on CALM Act land without lawful authority (penalty \$1000); an authorised officer may remove any sign or notice erected without lawful authority.

Associated policies

- Department of Parks and Wildlife *Corporate Guideline No.12 – Guidelines for Commemorative Memorials*.
- Department of Parks and Wildlife *Corporate Policy Statement No. 18 – Recreation, Tourism and Visitor Services*.

5. POLICY

- 5.1 The installation of memorials for members of the general public on CALM Act land is not encouraged.
- 5.2 In general, only events or people of outstanding or historical significance to an area of CALM Act land may be commemorated by a memorial on that land.
- 5.3 As an alternative to installation of memorials, the department may encourage either a commemorative service on or near the site (including the scattering of ashes if requested), or the establishment of bequests, sponsorship or other forms of recognition and commemoration.
- 5.4 No living person(s) shall be commemorated by a memorial.
- 5.5 Donations, or the efforts of particular organisations, may be acknowledged by a sign or plaque (generally attached to an existing structure) if deemed appropriate.
- 5.6 The department shall not generally bear any of the costs associated with design, construction, maintenance, vandalism or theft of a memorial.
- 5.7 Memorials shall be designed and maintained in accordance with the *Guidelines for Commemorative Memorials*.
- 5.8 Condition reports of all memorials shall be undertaken as part of the department's asset management program.
- 5.9 The text intended to be placed on or attached to a memorial requires the approval of the department.
- 5.10 The department may remove, or may not replace if destroyed or damaged:
 - any unauthorised memorials, memorials in place prior to this policy, or memorials in place before an area became CALM Act land which do not conform to this policy; or

- any memorials found to be in an unsatisfactory condition in accordance with the removal procedures in the *Guidelines for Commemorative Memorials*.

5.11 An exception to removal will be made for any memorials located at a site of bona fide/formal and lawful interment, such as single grave sites, family cemeteries (e.g. on former farms and pastoral leases) etc that may exist on CALM Act land.

6. POLICY IMPLEMENTATION STRATEGIES

6.1 All applications for memorials, accompanied by a recommendation from the regional or district manager, will be submitted to the Director of Parks and Visitor Services for consideration in accordance with the *Guidelines for Commemorative Memorials*.

6.2 A Memorial Register shall be maintained by districts and regions with records of all memorials, including permanent (authorised) memorials, those that are not departmental assets but are allowed to remain in place, and any unauthorised memorials, in accordance with the *Guidelines for Commemorative Memorials*.

6.3 The Parks and Visitor Services Social Research Unit shall develop an application for memorials in the department's Recreation and Tourism Information System, which will be based on the Memorials Register.

6.4 The Director of Parks and Visitor Services shall maintain and update as required the *Guidelines for Commemorative Memorials*.

7. CUSTODIAN

Director Parks and Visitor Services.

8. PUBLICATION

This policy will be made available on the department's website and intranet.

9. KEY WORDS

Commemorative; memorial; plaque; monument.

10. REVIEW

This policy will be reviewed no later than February 2019.

11. DIRECTOR GENERAL APPROVAL

Approved by



Peter Dans
ACTING DIRECTOR GENERAL

Effective date: 12 November 2015