

Purchase and Placement of Memorial Seats and Trees

Objectives

This Policy aims to provide consistent and effective administration of requests for the purchase and placement of memorial seats and planting of memorial trees.

Scope

This Policy provides guidance on managing requests for memorial seats and trees within Town of Bassendean owned / managed parks and reserves.

The Policy applies to memorials that commemorate a (deceased) person. Requests to recognise a living person / individual do not fall within the scope of this Policy.

Policy Statement

The Town of Bassendean acknowledges the use of memorials as a means of assisting people to remember and honour loved ones and to provide public benefit in the form of infrastructure and amenity to park users.

The Town acknowledges the importance of trees for the livability of the Town and the importance of planting a tree(s) can have on important life events.

For the Town to ensure its public open spaces continue to serve the intended purpose as well as ensuring its asset management is not impacted, the Town will facilitate the placement of a memorial seat and / or planting of memorial trees, which is limited to the conditions and requirements outlined in this Policy.

Commemorative/ Memorial Trees – General Conditions

The Town of Bassendean will facilitate the placement of memorial trees, subject to payment of fees as per the Annual Fees and Charges.

The facilitation and implementation of the tree memorial is subject to the following:

1. A Memorial Tree Application form will need to be completed to request the planting of a tree.
2. Tree planting locations will be provided for the planting season. The applicant can request to plant a tree in a specific park, however, the preferred location may not always be possible.

3. The Town will identify suitable tree species for the location, with final selection agreed to by the applicant and dependent on nursery availability.
4. The planting of the tree is to be undertaken by the Town on a date / time agreed with by the applicant, with optional assistance from the applicant.
5. Planting of trees will be carried out during the winter planting season.
6. The tree will be managed with the same care and protection of general street and reserve trees located in the Town.
7. Memorial plaques or other materials cannot be placed on or near the tree.

Memorial Seats

1. Application Criteria

Applications must be made in writing and must meet the criteria below:

- a. The proposed application is for a deceased individual; and
- b. The individual was a resident or had a demonstrated connection to the local community; and
- c. The individual was of good public standing in the community.

2. General Conditions

- a. The design and location of the memorial seat is to be approved by the Town prior to installation.
- b. All costs associated with installing and maintaining the memorial seat will be the responsibility of the applicant through an upfront fee as per the Town's current schedule of fees and charges.
- c. The potential for public benefit will be considered in choosing if a suitable location is available.
- d. The seat and plaque will be removed at the end of the asset's life. The expected asset life of a seat is 10 years; however, this may change depending on the local environmental conditions.
- e. The Town may authorise the removal of a memorial seat or plaque at any time.
- f. Memorial seats may be moved as part of the management of the Town's parks and reserves.
- g. Personal items are not to be fixed to the memorial seat or placed at the base of the seat.
- h. No ashes are to be placed in or near the seat.

3. Memorial Seat and Plaque Specifications

- a. All memorial plaques to be standard in size (no greater than 15cm x 8cm) and purchased by the applicant through a bronze plaque foundry.
- b. The memorial plaque is to be 3mm bronze or stainless steel or as otherwise approved by the Town.
- c. The plaque text is to be appropriate for a public setting.
- d. Additional plaques may be approved on memorial seats subject to approval from the original applicant or their immediate family.

4. Removal of a Memorial Seat

- a. Assets identified in this policy will be removed at the end of their asset life.
- b. The Town will write to the recorded address of the applicant to inform them of the removal.
- c. The applicant is responsible for ensuring that their contact details are up to date with the Town.
- d. The plaque will be made available for collection from the Town by the applicant for 1 year after the asset is removed.
- e. Renewal of the memorial can be applied for at the end of the asset life, as per the schedule of fees and charges at that time.

Document responsibilities:			
Owner:	Director Infrastructure & Sustainability	Owner Business Unit:	Infrastructure and Sustainability
Inception date:	24/03/2026	Decision maker:	Council
Review date:	Every 3 years Last Reviewed OCM- 24/03/2026	Repeal and replace:	Purchase and Placement of Memorial Seats and Other Infrastructure Policy Celebration Trees Policy
Compliance requirements:			
Legislation	Local Government Act 1995		