

Council Policy

Council Policy Name: Busselton Jetty – Placement of Memorial Plaques

Responsible Directorate: Economic and Business Development

Version: ADOPTED

1. PURPOSE

- 1.1. The purpose of this Policy is to set out the special circumstances by which a memorial plaque may be located on the Busselton Jetty.

2. SCOPE

- 2.1. This Policy is applicable to requests for the placement of new memorial plaques; and the maintenance and replacement of existing plaques on the Busselton Jetty.

3. DEFINITIONS

Term	Meaning
Policy	This City of Busselton Council policy titled “Busselton Jetty – Placement of Memorial Plaques”

4. STRATEGIC CONTEXT

Strategic Outcome	Objective
OPPORTUNITY	13: Be a destination of choice for unique tourism experiences and events.

5. POLICY STATEMENT

Applications for placement of new memorial plaques

- 5.1. An application for placement of a new memorial plaque on the Busselton Jetty must be made in writing to the City and must include:
- details of the person the plaque relates to;
 - information as to how the proposal meets the assessment criteria outlined at 5.2 below; and
 - details of proposed text for the plaque.
- 5.2. Applications will be assessed against the following criteria:
- that the person being honoured has been instrumental in the development of the Busselton Jetty or undertook activities that contributed in a significant way to the Busselton Jetty;
 - the level of demonstrated community support with respect to honouring the person in this manner. Letters of support must be provided with the proposal;
 - the length of residency of the person in the City of Busselton; and
 - that the person made a significant contribution to the local community through their involvement with the Busselton Jetty. A significant contribution could include: volunteering for BJI and/or actions

by the individual to protect, restore, enhance, or maintain the Busselton Jetty that produced substantial long-term improvements for the community or area.

- 5.3. All applications for a memorial plaque will be referred by the City to the Busselton Jetty Reference Group for their support prior to the City's approval.
- 5.4. Plaque/recognition locations will be determined as follows:
 - a. any applicants where the person was a Busselton Jetty Inc. Board Member or played a significant role in the jetty for more than 10 years will be placed on the jetty.
 - b. any applicants where the person was a volunteer (non-paid) for 10 years or greater will be located around the crane on the balustrade in front of the Interpretive Centre.
 - c. any applicants who were paid staff involved in the jetty development for 10 years or greater will be recognised in the jetty museum.
 - d. any other applicants who played a significant role in the jetty development for less than 10 years will be recognised in a digital display format.
 - e. Busselton Jetty Inc. may also suggest to the Busselton Jetty Reference Group that recognition of the person nominated may be in a different location or take a different form.
- 5.5. The Busselton Jetty Reference Group will determine the location, placement and type of memorial plaque.

Requirements for new memorial plaques

- 5.6. The applicant is responsible for the supply and delivery of the plaque to the City, which must be provided in a format approved by the City.
- 5.7. Plaques located on the Busselton Jetty structure will be affixed in consecutive order or in the order decided by the City.
- 5.8. All costs associated with the supply and fitting of the plaques will be borne by the applicant. Fees payable for the installation of plaques are set out in the City's annual schedule of fees and charges.

Maintenance and replacement of memorial plaques

- 5.9. The City will not be responsible for the maintenance of individual plaques and reserves the right to remove or relocate plaques at its sole discretion, should they present poorly. In such cases, the applicant will be notified of the removal and may reapply for a new memorial plaque in accordance with this Policy.
- 5.10. The City reserves the right to remove unauthorised plaques.

6. RELATED DOCUMENTATION / LEGISLATION

- 6.1. Nil

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	9 April 2025	Resolution #	C2504/82
Previous Adoption	DATE	21 August 2024		C2408/214