



Council Policy Name: Busselton Jetty – Placement of Memorial Plaques

Responsible Directorate: Finance and Corporate Services

Version: Approved

1. PURPOSE

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

2. SCOPE

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

3. DEFINITIONS

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

4. STRATEGIC CONTEXT

4.1. This Policy links to Key Goal Area 4: Economy of the City’s Strategic Community Plan 2017 and specifically the following Community Objective/s:
a. 4.3: Events and unique tourism experiences that attract visitors and investment.

5. POLICY STATEMENT

5.1. Approval to place memorial plaques on the Busselton Jetty is limited to special circumstances as described in this Policy.
5.2. Approval to place memorial plaques will only be given if all of the requirements of the Policy are met. Any proposal which does not meet these requirements will not be considered.
5.3. The City reserves the right to remove unauthorised plaques.

Applications for placement of new memorial plaques

5.4. An application for placement of a new memorial plaque on the Busselton Jetty must be made in writing and must include:
a. details of the person the plaque relates to;
b. justification for the proposal that meets the assessment criteria (see 5.5 below); and
c. details of proposed text.

Criteria for assessment of new memorial plaques

- 5.5. Proposals will be assessed against the following criteria:
- a. Whether the person being honoured has been instrumental in the development of the Jetty or undertook activities that contributed in a significant way to the Jetty;
 - a. There is demonstrated community support with respect to honouring the person in this manner. Letters of support must be provided with the proposal;
 - b. The person was a resident in the City of Busselton for at least ten (10) years;
 - c. There was a significant contribution made by the person to the local community through their involvement with the Jetty. A significant contribution could include:
 - i. Twenty (20) or more years association with the Jetty; or
 - ii. Actions by the individual to protect, restore, enhance, or maintain the Jetty that produced substantial long-term improvements for the community or area; or
 - iii. Evidence of works undertaken being of a unique and significant nature for the benefit of the community.

Busselton Jetty Reference Group

- 5.6. All applications for a memorial plaque must be referred to and supported by the Busselton Jetty Reference Group. Applications not supported by the Busselton Jetty Reference Group will be rejected.

Requirements for new memorial plaques

- 5.7. The Applicant is responsible for the supply and delivery of the plaque to the City of Busselton, which must be provided in the following format:
- a. size: 200mm x 200mm;
 - b. material: permabrass;
 - c. text: As approved by Council;
 - d. a hole in each corner.
- 5.8. All plaques will be placed at Section 3 of the Busselton Jetty by City of Busselton staff (or its contractors) and will be affixed in consecutive order or at the discretion of the City.
- 5.9. 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 of Busselton's Annual Fees and Charges Schedule contained in the City budget and which is also available on the City's website.
- 5.10. Approved plaques will be permitted for a maximum of a 20 year term. At the expiry of the maximum term, the applicant (or his/her agent) will be advised in writing (where records are held by the City) and may reapply for a further term of 20 years.

Maintenance and replacement of memorial plaques

- 5.11. The City of Busselton 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 (or his/her agent) will be notified of the removal and may reapply for a new memorial plaque in accordance with this Policy.
- 5.12. The City of Busselton will undertake annual inspections to determine the condition of each plaque and will notify the owner (where records exist) or advertise locally to advise any plaques found in poor condition. These will be removed from the Jetty and stored by the City and will require the owner to reapply for placement.

Accountability

5.13. Minutes of the Meeting of the Busselton Jetty Reference Group are included in the Councillors' Information Bulletin which is included on the Council Agenda papers available for the examination.

6. RELATED DOCUMENTATION / LEGISLATION

6.1. Nil

7. REVIEW DETAILS

Review Frequency		3 yearly		
Council Adoption	DATE	28 June 2017	Resolution #	C1706/001
Previous Adoption	DATE		Resolution #	