

CP 10 Commemorative Memorials Guidelines Policy

Responsible Officer:	Manager Assets and Infrastructure
Document type:	Council Policy
Reference:	CP 10
Approved by the Leadership Team:	15 October 2021
Adopted by Council:	29 June 2022
Date of next review:	July 2026

Policy Objective

The purpose of this policy is to provide a guideline for the establishment and maintenance of commemorative memorials.

Procedure

Commemorative Memorial Plaque

Reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made a very significant contribution to public life.

Plaques must be located at or near a place of ‘logical association’ and will only be permitted in exceptional circumstances.

Plaques will ideally be placed at ground level or be affixed to an appropriate item of street/park furniture at Council’s discretion.

Commemorative Memorial Monument

Reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made an exceptional contribution to public life, typically having attracted national or international recognition.

Monuments will only be permitted in exceptional circumstances.

Location

Monuments must be located at or near a place of 'logical association'

Construction

Monuments should be constructed in a form and of materials which do not detract from the amenity of the area in which they are to be located. Ideally proponents of such memorials should consider the naming of a community facility or the construction of a suitable piece of community infrastructure as an alternative to a specific monument.

Any memorial or memorial plaque that has been placed without knowledge or approval from the Council will be removed.

Applications Approvals Process

Applications for commemorative memorials are to be made to the Council for its "in-principle" approval. Following this approval community consultation will occur in accordance with with the Council's *Community Engagement Policy*.

The Council will then consider the proposal taking into consideration the guidelines and any submissions received.

The application, design, manufacture and installation will be undertaken to the satisfaction of Council, with all costs borne by the applicant. Council will be responsible for the management and costs associated with the ongoing maintenance of commemorative memorials.

Review

This policy may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.

Related legislation

Local Government Act 2020

Crown Land Reserves Act 1978

Planning and Environment Act 1987

Heritage Act 1995