



COUNCIL POLICY

Memorial Plaques

Policy Number:	PO096		
Strategic Management Plan Goal:	Goal 4 - Community Engaged and Supported		
Policy Owner:	Director Assets and Infrastructure Services	File Number:	16/14143[v4]
Responsible Officer:	Director Assets and Infrastructure Services	Minute Reference:	144/2018 (13/06/2018)
Date Adopted:	13/06/2018	Next Review Date:	June 2023

1. POLICY OBJECTIVES

To ensure a consistent approach is maintained in relation to the appearance and content of memorial plaques outside of designated burial areas.

2. SCOPE

This policy applies to all requests for memorial plaques outside of designated burial areas (i.e. cemeteries).

3. DEFINITIONS

Designated Burial Area	An established cemetery or approved natural burial ground.
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4. POLICY STATEMENT

All requests for memorial plaques outside of a designated burial area shall be considered by the Director Assets and Infrastructure Services prior to formal approval or refusal being provided to the applicant.

Upon receipt of an application for the installation of a memorial plaque outside of a designated burial area, the following criteria will form the basis of Council's assessment:

- There must be a suitable structure already in existence, or a structure must be supplied and paid for by the applicant (e.g. seat, table, rock, plaque holder).
- The plaque must be uniform across the Council area (i.e. the same as those found on the inurnment walls within Council's cemeteries).
- The location of the plaque will not interfere with public amenity.
- Evidence of support from the relevant progress association has been provided (mandatory for all applications on public land).
- All costs, including maintenance costs, are to be met by the person(s) making the request.

Any request that is deemed reasonable by the Director Assets and Infrastructure Services but does not meet the criteria listed above shall be presented to Council for consideration.

Once approved the location of all memorial plaques are to be entered into Council's Memorial Bench Register (R057).

5. COMPLAINTS

Complaints regarding the placement of memorial plaques outside of designated burial areas can be made in writing to the Director Assets and Infrastructure Services.

6. REVIEW

This policy will be reviewed every five (5) years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

7. TRAINING

Training needs will be reviewed as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

8. RELATED COUNCIL POLICIES AND DOCUMENTS

SF208 Application for Memorial Plaque
R057 Memorial Bench Register

9. REFERENCES AND LEGISLATION

Local Government Act 1999

10. COUNCIL DELEGATION

Delegate:	Chief Executive Officer
Sub Delegate:	Director Assets and Infrastructure Services

11. VERSION HISTORY

Archived Policy Name	Policy Number	Date Adopted	Last Reviewed
Memorial Plaques Policy	PO096	09/06/2004	08/06/2010
Memorial Plaques Policy	PO096	13/03/2013	13/06/2018