



COUNCIL POLICY

Memorial Plaques

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| Policy Number: | PO096 | | |
| Strategic Plan Objective | Offer a range of accessible community facilities, programs, events and activities | | |
| Policy Owner: | Assets & Infrastructure | File Number: | 16.63.1 |
| Responsible Officer: | Director Assets & Infrastructure Services | Minute Reference: | 051/2013(13/03/2013) |
| Date Adopted: | 13 th March 2013 | Next Review Date: | 5 Years |

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 (ie cemeteries).

3. DEFINITIONS

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| 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 & 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 (eg, 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.
- 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 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 a register.

5. COMPLAINTS

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

6. REVIEW

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

7. RELATED COUNCIL POLICIES & DOCUMENTS

PO091 Risk Management Policy

8. COUNCIL DELEGATION

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| Delegate: | Chief Executive Officer |
| Sub Delegate: | Director Assets & Infrastructure Services |

9. VERSION HISTORY

| Archived Policy Name | Policy Number | Date Adopted | Last Reviewed |
|-----------------------------|----------------------|---------------------|----------------------|
| Memorial Plaques Policy | PO096 | 09.06.2004 | 08.06.2010 |