
MEMORIALS POLICY

1. OBJECTIVES

The objectives of this Policy are to provide Council with a consistent, policy guided approach to the installation of memorials on Council owned land and infrastructure. This includes:

- The management of existing memorials;
- The assessment of requests for new memorials; and
- The installation and maintenance of new memorials.

2. BACKGROUND

Clarence City Council periodically receives requests from the community for an individual person or community event to be recognised in the form of a memorial on Council owned land. The volume of requests for memorials recognising individuals has significantly increased in recent years with foreshore lands being the most popular locations. These memorials most frequently take the form of either a plaque to be placed on existing park furniture or new park furniture to be privately funded and donated with a fixed plaque. The furniture item is most commonly a park seat or bench located in public open space such as parks, bushland and foreshore areas. Community expectation is that an installed memorial is a permanent fixture.

The Memorial's Policy was developed following recognition of the need for a consistent, policy guided approach to the assessment of applications for new memorials and to provide a structured approach guiding the maintenance and management of existing memorials.

3. SCOPE

This Policy covers all memorials located on Council owned and/or managed land including all parks, reserves and bushland areas. It also addresses items often installed in conjunction with a memorial such as donated park furniture, equipment and/or fixtures.

4. RELATED COUNCIL DOCUMENTS

This Policy should be considered in conjunction with the following policies and procedures:

- Public Art Policy;
- Public Open Space Policy;
- Tracks and Trails Policy; and
- All Council adopted Plans, Master Plans, Strategic Directions and Reserve Action Plans for public open space areas.

5. DEFINITIONS

<i>Council</i>	Means the Clarence City Council.
<i>Plaque</i>	A flat tablet of metal, stone or other materials which contains text or images that commemorate a person or event. Generally affixed to an object, building or pavement. May also provide general information such as historical text or information relevant to the location.
<i>Memorial</i>	An object established in memory of a person, place or event.
<i>Public Open Space</i>	Includes all land owned and/or managed by Council including foreshore reserves, parks, playgrounds, bushland, sportsgrounds, tracks and trails.

For the purposes of this policy, the term ‘memorial’ is used to describe all plaques and memorials as well as park furniture or infrastructure donated for the purposes of memorialisation or commemoration (e.g. a park seat with an affixed plaque).

6. POLICY

6.1 EXISTING MEMORIALS

Generally, existing memorials will be retained in place for as long as practicable and maintenance works undertaken by Council in accordance with standard Council practices.

6.2 REQUESTS FOR NEW MEMORIALS

Council will only consider new memorials on Council owned land where the memorial commemorates:

- An individual or group that has significantly contributed to the cultural, social, environmental or political aspects of the Clarence community; or
- Important national or state events, historical events or anniversaries that resonate with the Clarence community; or
- Recognition of significant contributions for open space infrastructure such as via funding agreements with Government agencies or community groups. This type of recognition is usually a small plaque mounted to the relevant infrastructure.

Generally, the form and content of this type of memorial will be detailed in the funding agreement.

APPLICATION AND ASSESSMENT PROCESS

Any application for a new memorial must be submitted to Council for review and approval. Each application will be assessed on a case-by-case basis. Any existing memorial should not be regarded as a precedent for future approvals.

Applications must outline the person, group or event to be commemorated. Every application for a memorial must be supported in writing by a minimum of three third parties, one of which must be a community group with relevance in the City of Clarence. The application should outline the type of memorial, the preferred location, proposed text and/or images and any other relevant information.

Applications must demonstrate compliance to and an understanding of the 'General Conditions' for the installation and maintenance of new memorials.

Any application for a new memorial will be assessed by Council officers in the open space department and will be subject to final approval by the Group Manager of Engineering Services.

Applications should be addressed to:

Clarence City Council
PO Box 96
Rosny Park
Tasmania 7018

Or email to: clarence@ccc.tas.gov.au

Applications can also be lodged via an online form available on Councils website:
www.ccc.tas.gov.au

6.3 INSTALLATION AND MAINTENANCE OF NEW MEMORIALS

GENERAL CONDITIONS

- The placement of new memorials must be consistent with any existing Master Plans or Council decisions pertaining to the land. The location must not adversely impact on or interfere with the existing values of the land or the use of the space by the community.
- The subject of a memorial must have a clear association with or significance to the proposed memorial location.
- The subject of the memorial must not already be commemorated elsewhere in Clarence.
- The appearance, design and size of the proposed memorial is to be non-intrusive and must not negatively impact on the aesthetic or environmental values of the public space in which it is located.
- A memorial must meet all relevant planning and/or building requirements, be resistant to vandalism, and constructed using durable materials that are readily available.
- Any plaque or memorial attached to Council infrastructure (such as a park seat) must have a life span equivalent to that infrastructure and must not damage or restrict the use of the infrastructure.
- To ensure consistency and serviceability, Council may, at its discretion, select the supplier, type and style of any park furniture, fixtures or equipment to be donated as a memorial.
- Upon approval, the applicant must meet all costs associated with the design, manufacture and installation of memorials. All installation works will be managed and carried out by or on behalf of Council. Once installed, the memorial will become the property of Council and will be routinely maintained in accordance with standard Council practices. In some instances, the applicant may also be

required to provide a one-off contribution towards maintenance costs.

Maintenance works cannot be carried out by the general public. Should a memorial be lost or damaged beyond repair through vandalism or other event then the replacement costs will be the responsibility of the donor.

- The wording associated with all memorials must be of a positive and 'up-lifting' nature rather than wordings associated with burial or cemetery styled commemoration.
- Any memorial that incorporates an element of art or imagery must be reviewed by Council's Art and Cultural Development Coordinator and advice provided to Council.
- Memorial installations are not permanent. Council does not guarantee to retain memorials in perpetuity. Council will endeavour to retain memorials for as long as practicable. A memorial may be required to be removed in the following circumstances:
 - The site is to be updated or redeveloped; or
 - The content of the memorial has been deemed by Council to be unsuitable; or
 - Ongoing maintenance works are cost prohibitive to retention of the memorial; or
 - The infrastructure to which the memorial is attached has reached end of life.
- Council will endeavour to relocate, refurbish or replace memorials where possible. Council will consult with the original donor of the memorial regarding these works. Council retains the right to temporarily remove any memorial to allow for works to the surrounding area or maintenance.
- A register of all new memorials will be maintained following the adoption of this policy.

7. AMENDMENT

Council retains the sole discretion to vary, terminate or replace this Policy. Council will review and update the policy every 5 years or as required.

8. FURTHER INFORMATION

Questions relating to the interpretation, application or enforcement of this Policy should be directed to Council's Manager of Open Space on (03) 6217 9500.