



Memorials Policy

Reference Number:	5.2
Type:	Council
Category:	Environment and Open Space
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• In our City no one gets left behind; everyone has access to quality resources, services, programs, information and social infrastructure to fully participate in their community• Charles Sturt is recognised as a leading partner and educator in pursuing a sustainable future with our community
Responsible Officer(s):	Manager Open Space, Recreation and Property
First Issued/Approved:	October 1995
Minutes Reference:	CoS 5/06/2023, Item 4.28
Last Reviewed:	June 2023
Next Review Due:	June 2025
Applicable Legislation:	
Related Policies:	Tree and Vegetation Policy Public Art Policy Public Consultation Policy
Related Procedures:	Open Space Strategy

1. Purpose

The City of Charles Sturt Memorials Policy provides a framework for the management of all new and existing memorials and monuments within the city.

2. Scope

The City of Charles Sturt's Memorials Policy provides guidance for the management and placement of all existing and proposed plaques and memorials (including trees) within the city whether they are in or on buildings or other community facilities, pavements or roadsides, parks, gardens, streets or any other area of council owned or managed public open space.

3. Policy Statement

The City of Charles Sturt recognises that community members may wish to install memorials at various locations within the city and supports this installation where application is made through the appropriate process and the memorial meets the following:

3.1 General Criteria for the approval of memorials within the City

3.1.1 The proposed memorial will not commemorate a person, event or place that is already memorialised within the City.

3.1.2 The proposed memorial demonstrates cultural sensitivity and will not cause offence.

3.1.3 The proposed memorial is:

- In keeping with any existing master plan or strategy relevant to the site.
- Will not adversely impact the existing site use.
- Will not compromise the aesthetic or cultural integrity of the site.
- Will not compromise either public or personal safety.
- The long term viability and maintenance does not significantly impact Council's maintenance resources

3.1.4 General Conditions for the approval of memorials within the City:

- Prior to a new memorial being considered, the Memorial Application Form must be completed by the donor.
- The type, content and location of any park infrastructure and all wording on plaques is subject to the approval of the Manager Open Space, Recreation and Property or nominee.
- No special care or guarantee of replacement is given.
- Consideration will be given to the number of existing trees, plaques and memorials in the vicinity of the proposed new memorial as part of the assessment process.
- The City of Charles Sturt will manage the planting of any trees, and the design, manufacture and installation of any memorial/commemorative plaque.

3.2 Types of Memorials

3.2.1 Memorial/Commemorative plaque on a picnic setting, seat or bench

A small commemorative metal plaque (200mm x 50mm being standard size) for groups or individuals, may be attached to a picnic setting, seat or bench, depending on availability of furniture. Only one plaque will be attached to any piece of furniture.

3.2.2 Coastal Memorial Plaques

A small commemorative metal plaque (100mm x 100mm being standard size) for groups or individuals may be attached to a timber bollard or fencing along the Coast Park and on coastal reserves, with the exception of Henley Square, where no memorial plaque opportunities are available.

3.2.3 Memorial/Commemorative Trees and Plantings

Memorial/Commemorative tree(s) for planting in any appropriate street, park or reserve within the City of Charles Sturt are available based on the following:

- Memorial/Commemorative trees can be planted in any appropriate reserve or street provided they comply with any existing master plan or planting design in that place or street and the nursery standards in accordance with Councils Tree and Streetscape Policy.
- No memorial plaque will be available for this type of memorial.

3.2.4 Heritage Recognition Markers

Heritage Recognition Markers are installed by the City of Charles Sturt on private and public property and communicate the listing of the building, its history and its significance. Markers are the same size and style and limited to 70 words.

The following criteria apply to Heritage Recognition Markers:

- The property must be State or Local Heritage listed
- Development Approval is required
- Property Owner permission is required.

Markers are generally installed directly onto the building or fence, if this is not possible, the markers will be post mounted as close to the building or fence as practical.

3.2.5 Commemorative/Memorial Plaques

Commemorative and Memorial Plaques are used to signify or commemorate an historic or significant occasion, or feature and will be considered on an individual basis.

3.2.6 Commemorative/Memorial Feature

A Commemorative/Memorial feature such as fountain, ornamental feature, sculpture or other significant or unique artwork will be considered on individual basis.

If the proposed memorial is in the form of a public artwork, it must comply with the above criteria and the City of Charles Sturt's Public Art Policy.

Any significant commemorative or memorial feature will be referred to Council for their consideration and/or approval.

3.2.7 War Memorials

A war memorial commemorates the people who served in and died as a result of war. They vary widely in form, but all have the same intention, that is to remind us of those we have lost to war.

All war memorial requests will be referred to Council for their consideration and approval in line with the following guidelines:

- Wherever possible any war memorial and the remembrance of any future conflict should be made at an existing war memorial site (in consultation with the relevant Ex-Services Organisation(s)).
- Where a request for a new war memorial is made on a site not currently recorded or used as a war memorial site, the request should be referred to Councils Heritage Project Officer for comment prior to Councils consideration.
- Any proposal to move or significantly change an existing memorial shall be considered under this Policy.

3.2.8 Roadside Memorials

The City of Charles Sturt recognises that some members of the community may wish to mark the location of a tragic incident with the placement of a roadside memorial on or near a road and will be considered for approval based on the following:

Alterations to a public road must not be made

- The memorial must be placed or constructed in a way that it will not distract drivers in any way or be hazardous to any road or footpath user.
- The memorial must be placed in a way that will not prevent appropriate maintenance of a road or road reserve.
- The memorial must not unreasonably restrict access for utility and emergency services.
- The location of the memorial should not detract from the amenity of the local area or impact the quality of life of adjacent landowners, property occupiers or other members of the public .
- The memorial must be maintained by the individual or group responsible for the placement.

Council will remove a roadside memorial where it does not comply with the above criteria.

The following roadside memorial options are generally considered appropriate:

- Unique and personal memorials are to align with all criteria
- Plaques may be considered an appropriate longer term memorial in certain circumstances. The placement of a plaque must be in accordance with 3.2.1 of this Policy
- Where a plaque is considered appropriate, it is not to be attached to road infrastructure or non-road related infrastructure (such as Stobie Poles).

3.2.9 Spreading of Ashes

The City of Charles Sturt will consider requests to scatter the ashes of deceased persons or animals on local government land on an individual basis.

Where approval is granted, the ashes are to be distributed at a time and in a manner which creates minimal attention or disruption.

4. Fees and Charges

All costs to be borne by the donor, Standard costs are documented in the City of Charles Sturt's Fees and Charges Register. Any additional costs specific to the memorial must also be borne by the donor

5. Ownership and Life of the Memorial

All memorials placed on council owned or managed land are deemed to be assets of the City of Charles Sturt, will be recorded in the Memorials Register and will be managed in accordance with Councils policies and procedures.

The City of Charles Sturt will manage and maintain a memorial for the life of the asset (with the exception of Roadside Memorials) in accordance with the relevant Asset Management Plan, after which time, determination of the future of the memorial will be at Council's discretion, which may include the relocation, removal, and/or decommissioning as required.

Where the condition of the memorial is poor or the site is no longer appropriate, council officers will take all reasonable measures to contact the person who initiated the memorial prior to its removal or relocation.

6. Definitions

Key Term – Acronym	Definition
Plaque	A flat tablet of metal or other durable material and which includes text and/or images that commemorate a person, group, association, event or occasion. Such plaque is to be affixed to a building, object, or pavement.
Memorial or Monument	An object such as a statue, sculpture or plaque (but not including a plaque that is affixed to a memorial seat or bench that is designed to preserve the memory of a person, group, association, physical object (such as a bridge), event or occasion.