

Memorials



Council Policy Number	063
Date adopted	16 June 2021
Scheduled for review	June 2025

1. Preamble

Campaspe Shire Council ('Council') acknowledges that memorials, intended to preserve the memory of a person event or group of significance, are considered important by those with a close connection to the person, group or event.

Council recognises that other members of the community may not agree with such recognition, or the form and location of a memorial, so all applications must be carefully considered to ensure that memorials do not negatively impact on public spaces or community sensitivities.

2. Purpose

To provide guiding principles for the installation of memorials on land, or property owned or managed by Council.

3. Definitions

Memorial	A minor structure such as a park bench or picnic table, plaque, creative works, or a symbolic installation such as a cross or portrait that is small in size and non-intrusive.
Ceremonial Trees	Plantings that mark an occasion or event.
Plaque	Ornamental tablet, typically of metal, porcelain, or wood, fixed to a wall.
Asset	Any fixed equipment, art work, artefact, sign, building or structure.
Licence	An agreement stating the terms and conditions for occupancy of the site and use of the asset on Council property.
Registration	Recording by Council of the existence, details and location of an asset.

4. Policy Statement

4.1. Context

The Council recognises that members of the community may wish to use public open space or other Council owned or managed land to commemorate a person, a group of people or an event by way of a memorial.

Council also recognises that other members of the community may not support the approval of such memorials.

4.2. Policy Application

Approval of memorials is subject to an assessment of merit and benefit to the community and of the impact on service delivery/standards at the facility or property based on the following:

4.2.1 Criteria for Approval of a Memorial

- a. Purpose
 - i. Must be for a demonstrated community significance or benefit.
 - ii. Must be justifiable and supported by objective evidence of community support.
 - iii. Must not adversely impact or impede Council service delivery.

- iv. Must not adversely impact traditional owners or other local historical memorials in the nominated location.
- v. Must not impede the movement of people, cause a distraction to drivers or detract from the visual amenity.

b. Costs

- i. All costs; capital, maintenance, operational and renewal expenses (if approved) to be fully funded by the owner.

4.2.2 Conditions for the Installation of Memorials

a. Installation or Construction

- i. Must be undertaken through Council processes including, but not limited to, Project Management, OH&S, design and permit requirements, as required.
- ii. Must meet all and any statutory approvals, as required.
- iii. Must be constructed or installed and maintained to Council and statutory standards, including cyclical inspections.
- iv. Memorials that Council considers have not been maintained in a fit and proper state, or to statutory and regulatory requirements must be rectified or removed at full cost to the owner.
- v. Must be reviewed at end-of-life to demonstrate an ongoing community benefit prior to any approval for works or ongoing retention of the memorial.

b. Agreement

- i. If memorials are approved, the owner and Council will enter into a written agreement, which must state the terms and conditions for the installation, the duration of the agreement, define the 'end of life' of the memorial (if applicable) and the frequency of formal reviews of the condition of the memorial.

c. Registration

- i. Memorials will be registered in Council's Asset Register as a non-Council asset.
- ii. In addition to formal reviews, memorials will be reviewed for general compliance with the terms and conditions of the agreement, by the relevant Council service manager at least every three years.

5. Exclusions

Nil

6. Human Rights

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

7. Related Legislation

Local Government Act 2020

8. Related Council Policy & Strategy

Council Plan

Council Policies, including but not limited to:

- Policy 91 Sustainable Asset Management
- Policy 118 Asset Rationalisation

9. Attachments

Nil

10. Review Period

Four years

Responsible Officer

Manager Assets

11. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

12. Approval History

Revised 16 June 2021

Minutes Book Reference No 638 (Item 9.13)

Chief Executive Officer: 

Date: 19 JUNE 2021