

Public Memorials Policy

PLACES

3.3 OUR BUILT ENVIRONMENT CREATES VIBRANT AND INVITING PUBLIC SPACES

Adoption Date:	28 October 2020
Council Reference:	2020/002
Policy Owner:	Manager Assets
Next review date:	28 October 2024
File Reference:	7150/1; 104/7
Related Policies/Legislation:	Cenotaphs and War Memorial (Protected Places) Security and Protection Policy Cemetery Policy
Related Documents:	Public Memorials Policy Guidelines Public Memorials Procedures Geographical Names Board of NSW Policy – Place Naming
Superseded Policy/GM Practice Note:	Nil

Objectives

The objective of this Policy is to provide a framework for assessing and approving the placement of memorials on Council-owned land and the naming of public spaces within the Wingecarribee Shire (the Shire).


Policy Statement

Wingecarribee Shire Council (Council) recognises the need for public amenities, including parks and reserves, across the Shire. Council's parks and reserves are primarily provided and maintained for recreation or environmental protection.

Council considers the cemeteries provided by Council and other providers in the Shire are the most appropriate places for commemorating loved ones, and overall, Council does not support the proliferation of visible memorials in its parks and reserves or alongside footpaths.

However, Council recognises that on occasion, it is appropriate to commemorate a deceased person in a more public space. In such circumstances, Council may approve a public memorial in accordance with this Policy and the Public Memorials Policy Guidelines (the Guidelines). Further information on the types of memorials that may be approved is contained in the Guidelines.

Memorials will only be approved for a person who is deceased and was a resident of the Wingecarribee Shire. Memorials will:

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- be consistent with, and not interfere with, the intended purpose of the proposed location and the surrounding environment;
 - be consistent with any existing Plan of Management;
 - enhance the landscape, recreation, and cultural value of the park or reserve;
 - build community connections and connect people to place;
 - take into account the number of existing memorials, artworks and other objects in the vicinity; and
 - be designed and located such that they enhance the visual amenity of the park.

Memorials will not be approved if they:

- duplicate an existing memorial within the Shire, except in exceptional circumstances;
- create a negative impact on Council's future maintenance expenditure, or present a significant financial burden to Council;
- pose a safety risk now or in the future; and/or
- result in a change of use of a park or reserve.

Council does not consider it appropriate to scatter ashes in Council parks and reserves, including at or around memorials placed in accordance with this Policy. Council cemeteries and other cemeteries in the Shire can accommodate the placement or scattering of ashes.

Requests for memorials will only be approved if they meet the criteria contained in this Policy and the Guidelines. This Policy replaces any previous approval or process regarding the installation of a memorial. Existing memorials or plaques cannot be employed as precedent for future approvals.

Scope

This Policy covers all applications and requests for commemorative naming and placement of memorials in Council-owned land. It does not cover memorials placed in cemeteries (whether Council-owned or otherwise), on private land, or on privately owned buildings.

This Policy does not include memorials relating to war or military service. Refer to the Cenotaphs and War Memorial (Protected Places) Security and Protection Policy for further information.

This Policy does not include the naming of new parks that are being created as part of a subdivision. The naming of these parks will continue to be undertaken as part of the development application process, in accordance with guidelines issued by the Geographical Names Board of NSW.

This Policy does not include the naming of roads within the Shire. Roads will continue to be named in accordance with the NSW Address Policy and User Manual published by the Geographical Names Board of NSW.

This policy does not include directional signage or informational signage as relates to anything other than those designed to commemorate a person or event.

This policy does not include Roadside Tributes. Refer to Transport for NSW Guidelines for Roadside Tributes for further information.

Definitions

Memorials

For the purpose of this policy *Memorials* encompasses all requests covered by the policy including



the following:

- Planting of memorial trees
- Park seats including plaques
- Historical markers and commemorative plaques
- Monuments, statues and other memorials
- Interpretative signage
- Naming of public places

Public Place

For the purpose of this policy *Public Place* encompasses any Council owned or managed indoor or outdoor area, to which the public have access by right or by invitation, expressed or implied.

Responsibilities

Responsibilities for implementing this Policy are shared between Councillors, Executive and staff as follows:

Councillors

- To lead the community in their understanding of, and compliance with, this Policy
- To consider requests for large memorials in accordance with this Policy and the Public Memorials Policy Guidelines
- To consider requests for naming public places and buildings in accordance with this Policy and the Public Memorials Policy Guidelines

Executive

- To implement this Policy, the Public Memorials Policy Guidelines and any related procedures
- To lead staff in their understanding of, and compliance with, this Policy
- To consider requests for historical markers and interpretative signage in accordance with this Policy, the Public Memorials Policy Guidelines and any associated procedures

Manager Assets

- To implement and maintain this Policy, the Public Memorials Policy Guidelines and any associated procedures

Responsible Officer


- To assess requests and applications for memorials trees and memorial park seats in accordance with this Policy, the Public Memorials Policy Guidelines and any associated procedures

All Council Staff

- To comply with this Policy, the Public Memorials Policy Guidelines and any associated procedures

Performance Measures

The success of this Policy will be measured by:

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- a reduction in the number of enquiries for information about memorials in Council's parks and reserves;
 - a reduction in the number of complaints associated with Council's decisions not to approve the placement of memorials; and
 - a reduction in the number of complaints associated with Council's decisions to approve the placement of memorials.

Breaches of the Policy

Breaches of this Policy should be reported to Manager Assets. The Manager Assets will investigate alleged breaches and determine the appropriate course of action to resolve the matter.

APPROVED BY:

WINGECARRIBEE SHIRE COUNCIL

28 October 2020



Attachments

1. Public Memorials Policy Guidelines