

PUBLIC MEMORIALS IN OPEN SPACES

Policy Number:	4.1.12
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Whole organisation
Responsible Officer:	Manager Natural Environment and Parks Coordinator Parks Services
Related Policies:	Nil
Related Documents:	Nil
Statutory Reference:	<i>Marine and Coastal Act 2018</i>

OVERVIEW

Council recognises that some members of the community, or community groups, may wish to use public open spaces to commemorate a person or group of people who have lived in and/or contributed to the local community through the installation of a memorial.

THE POLICY

This policy provides guidance for the community in the appropriate design, approval, placement, maintenance and removal of memorial items on Council owned or managed public open space.

This policy applies to seats, picnic tables, shelters, trees, garden beds, plaques on rocks, paths, and other associated infrastructure.

Council aims to be consistent in its approach when responding to requests and will use the following as guidelines in deciding whether a memorial item is appropriate.

Council will consider accepting temporary (12 months or less) memorials when:

- The applicant can demonstrate a substantial and far-reaching connection of person/s, group or event to be commemorated to the nominated place; and
- Council agrees that the requested memorial item is appropriate for the space

If a temporary (12 months or less) memorial item is approved:

- Council will determine the appropriate item and style for the location and arrange for the supply and install of any memorial items.
- Applicants agree to cover all costs associated with the design, fabrication and installation of the Council approved memorial item.
- Council has no obligation to cover any costs relating to the supply and installation of the memorial item.
- Council will provide an invoice for payment prior to any works proceeding and works will not commence until payment is received.

- The location and memorial item must be to the satisfaction of the Manager Natural Environment and Parks with due regard to any management, maintenance and renewal of spaces including (but not limited to):
 - site specific plans such as masterplans, heritage and conservation plans,
 - values of the park and existing user groups,
 - capital works and renewal programs,
 - maintenance schedules,
 - alignment with current levels of service.
- For trees and garden beds:
 - the species must be to the satisfaction of the Manager Natural Environment and Parks,
 - detailed landscape plans are to be provided to the Manager Natural Environment and Parks for approval prior to any approvals,
 - location of any tree or garden bed is determined by the Manager Natural Environment and Parks.
- Any application for a memorial must include (where required)
 - Planning Permits as required by Wellington Shire Council,
 - Appropriate level of cultural heritage assessment,
 - Approval under the *Marine and Coastal Act 2018*.

Note:

- Permanent Memorials (greater than 12 months in duration), or memorials that exceed \$2,500 in costs, are to be referred to Council's Place Names Committee to determine the appropriateness of the memorial, location, and duration.
- Council is under no obligation to contact descendants of a person/s, or representatives of a group once the memorial item has reached the end of its useful life or has been damaged beyond repair and requires removal.
- Council is under no obligation to replace memorial items that have been damaged beyond repair or have reached the end of the useful life.
- Any memorial items installed by members of the public or unauthorised persons without the permission of Council will be removed and not replaced.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	New policy.
1.1	December 2023	Date of Next Review updated to: December 2024. Minor formatting changes. Updates to differentiate between temporary and permanent memorials. Change for longer term memorials to be referred to the Place Names Committee.
1.2	December 2024	Date of Next Review updated to December 2025.
1.3	December 2025	Date of Next Review updated to December 2027.