
Memorials Policy

CONTROL:

Policy Type:	Community
Authorized by:	Council
Head of Power:	Not Applicable
Responsible Officer:	Community Sustainability Manager
Adopted / Approved:	August 16 2021, Minute No. 2021.08.16-OM-10
Last Reviewed:	August 2021
Review:	August 2023
Version:	2

1. INTRODUCTION

1.1 PURPOSE:

This policy seeks to advise Council's approach to the management of requests for the installation of memorials in public spaces in the Diamantina Shire, avoiding duplication of the memorial facilities and services provided by cemeteries in the region.

1.2 POLICY OBJECTIVES:

To:

- ensure the design and placement of memorials is consistent with the community interest.
- ensure the placement of memorials does not result in particular locations reaching saturation point, or interfere with the intended use of the site.
- ensure that memorials do not impact negatively on the future maintenance expenditure of Council.
- ensure the placement of any memorials does not present a safety risk now or in the future.
- provide a compassionate and consistent approach to the placement of memorials on local government-owned land.

1.3 COMMENCEMENT OF POLICY:

This policy will commence on adoption. It replaces all other specific plaques, memorials and monuments policies of Council (whether written or not).

2. POLICY

2.1 CONTEXT:

This policy covers all memorials proposed for any public space within the Diamantina Shire Council area. All such memorials will be required to conform to this policy.

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2.2 POLICY STATEMENT

Public open space areas are an important community resource and memorials need to be carefully considered to ensure that they do not impact negatively on these spaces.

3. STANDARDS AND PROCEDURES

3.1 SPECIFIC AND STANDARD

3.1.1 Application and assessment process

Request to Council for memorials will be considered on a case by case basis.

Applications must be made in writing to the CEO using the Memorial Application form with at least two applicants nominated on the form.

Any existing plaque or memorial should not be taken as a precedent for future approvals.

Applications should be addressed to:

CEO

Diamantina Shire Council

17 Herbert St

Bedourie QLD 4828

The CEO will assess applications for memorials in line with this policy, before presenting recommendations to Council for final approval.

3.1.2 Community amenity value will be enhanced by the memorial

Any new memorial must demonstrate to be of lasting value to the community for social, cultural, historical, educational or aesthetic reasons and add to the existing community amenity of the proposed location, within the context of the current use of the area.

3.1.3 The subject matter of the proposed memorial is appropriate

Subjects for memorials are appropriate if the subject matter has contributed significantly to the development of the Diamantina Shire region.

New memorials will not be approved if they duplicate the subject of an existing memorial, unless there are exceptional circumstances.

A memorial will not be approved if it is considered offensive, has the potential to offend or where there is a religious or political association.

Council will not approve a memorial of a personal nature in public places outside of the town cemeteries.

3.1.4 The location and design of the memorial is appropriate

Approval for a particular site will only be granted if consistent with Council's master plan or vision for that site.

The Council has final approval of appropriate sites and will determine the exact location of any plaque or memorial.

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Design and wording of memorials must be approved by the Council.

Any proposal for a memorial that incorporates sculptural reliefs or may be considered an artistic work will need approval from Council.

All memorials should respect the amenity of local residents.

3.1.5 Appropriate consultation is undertaken.

Applications should include evidence of community consultation of the memorial's purpose, location and design. Letters of support from relevant or affected interest groups such as Community and/or Indigenous groups should be sought by the applicant.

3.1.6 Memorial related expenses

The applicant must meet all the costs associated with design, manufacture and installation of the memorial.

A contribution towards maintenance may also be a condition of approval.

Should the memorial be lost or vandalised, repair and replacement costs would remain the responsibility of the applicant.

Council does not accept responsibility for the maintenance of memorials, or any loss, damage, removal or relocation of memorials that may occur due to maintenance or construction activities.

3.1.7 De-accessioning procedures

Council does not guarantee to retain a memorial after 10 years as it is recognised that some memorials will have limited lifespan.

The Council may, at any time, temporarily remove the memorial for works or maintenance.

The memorial may be permanently removed if the use of the site changes significantly. Where possible, Council will consult with the original applicant.

In the event the memorial is damaged or requires repair and the original applicant is not able to be contacted, the memorial may be repaired or removed.

Neglected or overgrown memorials should be removed by the applicant. Every effort will be made by Council to contact the person/s responsible for the memorial to advise memorial needs to be removed.

An objection or complaint from nearby residents or from road users regarding any aspect of memorials, including the activity of visitors to the memorial will be carefully considered and if necessary, the memorial will be relocated or removed. Every effort will be made by Council to contact the person/s responsible for the memorial.

Unapproved memorials or memorials presenting a safety hazard will be removed.

3.1.8 Burials and scattering of ashes

Burials are not permitted outside of cemeteries in the Diamantina Shire Council area.

The scattering of ashes may be approved in public spaces within the Diamantina Shire area.

No physical memorials, associated with the burial or scattering of ashes are permitted to be erected in public spaces within the Diamantina shire. Memorials of this nature may only be erected in the cemeteries.

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All requests for burials, scattering of ashes and memorials are to be handled in a compassionate manner.

3.1.9 Temporary road-side memorials on Local Government owned land

Road side memorials of a temporary nature may be considered on a case -by-case basis. Road side memorials for animals are not permitted.

A temporary road side memorial will not be approved should it distract drivers' attention from or interfere with the role of any traffic control item.

Memorials are not permitted to be affixed to power poles, regulatory signs or located in medians or roundabouts or any other location where it may be hazardous to passing traffic, pedestrians, prevent appropriate repair and maintenance of the road reserve or impede emergency service operations.

A temporary road side memorial should not compromise the safety of road users or visitors to the memorial site.

A temporary roadside memorial must be constructed of material and installed in a way that will not cause injury if struck by a vehicle. The memorial size should not exceed a height of 750mm, a width of 500mm and a depth 400mm (below ground), consistent with the Department of Transport and Main Roads requirements.

The memorial should be small, securely fixed and not include heavy material or large objects. No plastic flowers or plastic wrap should be used. Small religious icons may be appropriate in these circumstances.

3.1.10 Exemptions

Where a plaque is requested to recognise the contribution of a community member or group to a new infrastructure project, the request will not be subject to the memorial assessment process in this policy. Where the plaque includes a memorial or dedication statement, however, a memorial application must be made.

4. REFERENCE AND SUPPORTING INFORMATION

4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.

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Word / Term	Definition
Memorial	An object established in memory of a person or event and used to describe plaques, memorials and monuments, including but not limited to plaques, rocks, signs, trees, monuments and road-side memorials. NOTE: An artwork or other feature intended primarily to enhance public spaces and not designed as a memorial is not considered a memorial for the purpose of this policy.
Public Open Space	Includes community land, road reserve and operational land owned by Council and other land in Council's care, control or management.

4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
DSC Form - Memorial Application

4.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date
Version 1 (Original)	August 8 2019, Minute No. 2019.08.19-OM-13