

Memorial Policy

Purpose	<p>To ensure memorial requests from third parties and initiatives by Council on public land in the City of Darebin are assessed in a consistent and considerate manner with the aim of ensuring memorials are:</p> <ul style="list-style-type: none"> • Strategically planned regarding the location and future maintenance requirements • Appropriate to their context, respectful in the delivery of their message and compatible with the streetscape/environment in which they are placed • Relevant to the local community in terms of content and meaning • Supported by the local community (its purpose/meaning as well as its specifications, design, size, location) • Of excellent quality and high aesthetic value (made of durable materials, respectful in its design) • No danger to the community or the environment (does not present unacceptable levels of risk) • Reflective of Council's commitment to social justice, equity and wellbeing • Respectful to Traditional Owners
Scope	<p>This policy covers memorials proposed for public land within the City of Darebin; including temporary roadside memorials on Council owned or managed road reserves.</p> <p>Memorials proposed for privately owned spaces or spaces owned / managed by another authorities (e.g. VicRoads) are outside the scope of this policy but may be subject to the requirements of the City of Darebin Planning Scheme and other controls including landowner consent and Native Title requirements for Crown land.</p>
Definitions and Abbreviations	<p>Permanent memorial: any object designed and established specifically in memory of a person who has died, an organisation or event. Permanent memorials may include artworks (noting that requests for public art installations will be separately approved in accordance with Councils separate but aligned Darebin Public Art Framework), gardens, trees, monuments and plaques on buildings, plinths or other infrastructure</p> <p>Public land: includes parks, gardens, reserves, sporting grounds, community building forecourts and road reserves owned by Council and other land under Council's care, control or management such as Crown land.</p>

	<p>Temporary roadside memorial: a marker within a road reserve owned by Council or under Council's care, control or management that commemorates the site where a person died in a road accident. Roadside memorials are an expression of grief from family and/or friends of the deceased and can include flowers, messages, memorabilia (often attached to existing infrastructure) and/or a symbol. These memorials are temporary and are required to be removed within specified timeframes. As Council often manages the ancillary areas of the road reserve that contain temporary memorials Council has a vested interest in a consistent approach to the management of roadside memorials.</p> <p>Memorials Committee</p> <p>The Memorials Committee is an internal Officer group that will be convened when appropriate to ensure appropriate input from relevant internal areas. Recommendations, either to support or decline a request, of the Memorials Committee will be made to Council's Executive Management Team (EMT) for consideration prior to approval by the Chief Executive Officer. The Chief Executive officer has the discretion to refer a request to the Council for a formal decision based on the nature of the proposal, its scale and scope, and any sensitivities associated with the request.</p> <p>Where a proponent request a formal review of a decision made by the Chief Executive officer, the request will be referred to the next available Council meeting for review and decision.</p> <p>The Memorials Committee is not expected to be convened for minor proposals, rather it is anticipated it would be involved in proposals necessitating input from a broad range of areas across Council.</p>
<p>Policy Statement(s)</p>	<p>The City of Darebin (Council) occasionally receives requests from individuals and community groups for approval to erect memorials to commemorate an individual, organisation or events on public land within the City.</p> <p>Public land is an important community resource and as such memorials should be carefully considered to ensure a positive impact is achieved in these spaces. With respect to memorials in Darebin parks and open spaces, Council must balance the need to provide a safe environment for all people who visit Council's open space network and the legitimate social and cultural benefit in commemorating significant individuals, organisations and events.</p> <p>The use of public spaces to recognise individuals, organisations or historic events must be responsive to the connection of the individual, organisation or event to the space either directly or indirectly. Proposals must demonstrate a clear and relevant community benefit and must not attribute achievement / significance to historical processes that contribute to</p>

	<p>structural harm and marginalisation (i.e. colonisation, racism, discrimination)</p> <p>Proposals which recognise underrepresented and marginalized people or communities (i.e. CALD communities, women, non-binary people, LGBTIQ+ people, people with disabilities etc.) and proposals commemorating First Nations individuals or communities will be prioritized (in alignment with the Towards Equality Framework).</p> <p>This policy will apply to all future memorial proposals and initiatives and will not specifically be a mechanism for the revisiting of rationale for past memorials and or the naming of these.</p> <p>Council is committed to ensuring the guiding principles of its 'Towards Equality and Inclusion Framework' are appropriately considered ie</p> <p>Principle 1: Recognising Australia's First peoples and the right to self-determination for Aboriginal and Torres Strait Islander people as a foundation for equity and fairness Principle 2: Upholding human rights Principle 3: Advancing social justice Principle 4: Delivering meaningful, equitable and inclusive community engagement Principle 5: Championing health equity Principle 6: Supporting climate justice</p>
Policy Principles	<p>Council is committed to providing a clear and compassionate approach to requests for permission to place memorials on public land whether they are permanent or temporary.</p> <p>In considering memorial requests, Council will follow these guiding principles:</p> <p>Respect and integrity – Commemorative messages are related sensitively, accurately, respectfully and do not further entrench structural discrimination. That the planning process is open and transparent and well documented and respects both the applicant and the community.</p> <p>Sense of place – The design and location of the memorial will respect indigenous heritage, local history, express the local identity, enhances the public space, is accessible and is compatible with the streetscape / environment. It does not present a safety risk now or in the future or interfere with the intended purposes or amenity of the City's public land.</p> <p>Sense of community – That the proposal reflects community interests, expresses local identity and is relevant to the community in its intent. That community is involved in the planning and delivery of the project. In the case of war memorials, that relevant bodies such as the RSL Victorian Branch and local sub branches and local heritage advisors are supportive of the proposal.</p> <p>Value for money and good financial management - Avoids duplication of memorials and rather enhances / restores existing memorials where possible. The project has an adequate budget (not reliant on Council</p>

	<p>funding) to ensure quality design and implementation. The budget has considered the maintenance and repair costs of the memorial going into the future.</p> <p>Quality Outcomes – That the end product reflects a quality of workmanship in fitting with the significance of the commemoration purpose and of high aesthetic value. In the case of war memorials that the proposal adheres to the advice of the Department of Premier and Cabinet (found on their Veterans webpages).</p>
War Memorials	<p>War memorials are a category of memorial covered by this policy which includes a diverse array of monuments including obelisks, pillars, cairns, cenotaphs, windows, statuary, flagstaffs, headstones, natural features and ornamental structures. In some contexts plaques, tablets and honour rolls are also considered to be war memorials.</p> <p>These types of objects can also be accompanied by landscaping/gardens.</p> <p>War memorials are made from a wide variety of materials, often in combination:</p> <ul style="list-style-type: none"> • Stone (usually sandstone, marble, limestone, slate, bluestone or granite) • Metal (usually bronze, brass, copper or lead) • Gilding (gold or brass) • Concrete • Mortar (usually lime mortar) • Paint • Wood. <p>The quality of the materials used reinforce the significance and sacred nature of war memorials for communities and the intention for them to be long lasting. Plaques are often made from the same material as war memorials. They are flat factual or ornamental plates or tablets fixed to a stand, wall or other surface, used to commemorate a significant event, person or group of people.</p> <p>Proposed variations from the above design standards (sourced from the Department of Premier and Cabinet/Veterans website) are not likely to be approved by Council.</p>

Public Art requests	Requests for approval of public artworks are covered by Council's separate but aligned Darebin Public Art Framework.
Memorials associated with streetscape infrastructure and the establishment of memorial trees	<p>From time to time, Council receives requests from individuals and organisations wishing to donate through payment for an item of infrastructure such as a park bench to be placed in a designated location (and sometimes with a plaque attached) to commemorate an individual who has died. Council is sensitive to such requests and recognises the importance of such proposals to a family or organisation, however we will generally encourage alternatives to permanent monuments and plaques, including the staging of events (in accordance with Council's events in parks procedure) or the placement of a specimen tree in a designated position.</p> <p>Any commemorative plaques will be strictly limited to proposals where a demonstrated connection to and community benefit exists. In this regard the connection must be driven by significant service to the community, relevance to the specific area and open space and be substantiated by a comprehensive written application demonstrating the connection and broader community support. Matters that will be taken into consideration where relevant will include (but not be limited to) the nature of the connection, the years of voluntary service (if concerning an individual), and the educational, cultural, environmental and spiritual contribution involved.</p> <p>Where there is no connection between the individual, organisation or event, the placement of the item of infrastructure ie a park bench, or the planting of a specimen tree may still occur (subject to all the other conditions set out in this policy) however no plaque or identification will be permitted.</p> <p>While these requests do not require a full Memorial Policy Submission, as detailed in Section 10 of this policy interested parties are encouraged to approach Council and share the details of their proposal.</p> <p>Council's Parks and Open Space team (depending on the location) will consider such requests, taking into account all necessary regulatory obligations and reach a decision about the suitability of the proposal. All proposals are based on the premise that the items location must be agreed by Council and must be installed by Council at the applicants cost with a maximum Council maintenance period of five years, after which the item may be retired without consultation with the donor.</p> <p>In the case of requests for the planting of a specimen tree to commemorate an individual who has died the tree type and precise location must be agreed by Council, it must be planted by Council at the applicants cost and no responsibility is borne by Council should the tree not survive. Tree planting requests will involve standalone trees that are not accompanied by a plaque. Council can work with applicant on selecting the species from a Council approved list.</p> <p>Should future Council works require the removal of the tree / plaque / memorial, Council may remove or relocate the memorial to complete the works. Council will take no responsibility if the memorial is damaged in the</p>

	removal / relocation process. Each request will be considered on a case by case basis and approval for one such request does not set a precedent for future requests to be approved.
Streetscape/ Environmental Enhancements	<p>Streetscapes and environmental surrounds are an essential part of a pleasant functioning environment and therefore their values need to be protected and enhanced by requests for new memorials. Enhancing streetscapes / surrounds through memorial projects means designing the right memorial for the right place. To achieve this outcome considerations will include:</p> <ul style="list-style-type: none"> • Appropriate design and form • Appropriate scale of the memorial in its context • Consideration of where there is space for people to naturally gather, or stop and rest as determinant of its location • How it aligns with the existing dominant theme of the streetscape/environment • How its design mitigates impact to existing assets including but not limited to all drains, paths, roads, services, trees etc • How it enhances the existing character of the streetscape/environment or adds to the identity of the precinct (through its shape, colour, form and scale) • How it enhances and protects heritage values including indigenous culturally sensitive sites (where appropriate) • How its design mitigates risk to people and the environment including that it does not obstruct sight clearances at intersections or vehicle/pedestrian crossings • No use of reflective materials if located within a road reserve <p>Any required permits/approvals the site may trigger</p>

Cultural and Equity Considerations	<p>Council is committed to acknowledging Darebin's Traditional Land Owners and the contribution of Aboriginal and Torres Strait Islanders and will seek to ensure that there is balanced representation across memorials to reflect Darebin's cultural heritage.</p> <p>Council is committed to acknowledging the cultural diversity of our community and will seek to ensure that there is balanced representation across memorials to reflect Darebin's cultural heritage.</p> <p>Council is committed to gender equity and acknowledging the contribution of all peoples who have made significant contribution to the Darebin community, and will seek to ensure there is balanced gender representation across plaques and memorials. Proposals must demonstrate a clear and relevant community benefit and should prioritise underrepresented and marginalized people and not attribute significance and value to individuals who have been complicit in the discrimination and marginalization of others.</p> <p>Any memorial designed and established specifically in memory of a person who has died, or an organisation or event should be cognisant of the views, opinions and actions of the person or organisation and or the nature of the event in the context of current community perceptions and standards.</p>
Businesses	<p>Memorials linked to businesses, either through their content or location, must demonstrate that the business has had an enduring social impact on Darebin, whether it is currently trading or not.</p> <p>Logos and or branding are not permitted on memorials.</p>
Temporary Placement of Memorials on Road Reserves	<p>It is acknowledged that as a result of tragic incidents on our roads that people occasional wish to temporarily commemorate the life of a deceased person at the location of the incident. Council acknowledges this and it sensitive to this objective, and in the interests of ongoing road users and public safety any temporary memorials on Council controlled roads must comply with the current VicRoad policy guidelines.</p> <p>The VicRoads 'Roadside Memorial Policy – Operations Policy' August 2015 will be used as the benchmark for the assessment of any approval sought for or response to a temporary memorial installed on a road reserve. This policy establishes the following policy principles that will be considered.</p> <p>Family wellbeing principles</p> <ul style="list-style-type: none"> • The wishes and needs of the family are a key consideration. • The form of a memorial can be personal; and may reflect religion or culture. <p>Community wellbeing principles</p> <ul style="list-style-type: none"> • Members of the community affected by the fatal crash are a key consideration. • When a community member raises a concern regarding a roadside memorial, then action is to be taken in consultation with affected parties to address concerns. • Roadside memorials are to respect broader community values.

	<p>Transitional timeframe principle</p> <ul style="list-style-type: none"> Roadside memorials can be temporary in nature and a transitional approach may be appropriate. <p>Road management principles</p> <ul style="list-style-type: none"> When placing a roadside memorial, the memorial maker's details are encouraged to be included on the memorial for contact purposes. A roadside memorial should not interfere with road management or maintenance activities. When Council needs to undertake any works in the vicinity of a roadside memorial, requiring its modification, relocation or removal, Council will endeavour to contact the memorial maker. <p>Road safety principle</p> <p>Roadside memorials are to be non-hazardous to road users and be placed in a location that enables people to visit safely.</p>
<p>Roadside Memorial Options</p>	<p>The following roadside memorial options are generally considered appropriate with respect to the policy principles.</p> <p>The guidance outlined for each option is recommended to ensure the safety and wellbeing of all members of the community.</p> <p>Flowers - Flowers may be considered as a temporary memorial and placed in line with all policy principles. Plastic or other wrapping materials that may be dangerous to wildlife or become litter are discouraged.</p> <p>Crosses or similar - Crosses or similar may be considered in line with all policy principles.</p> <p>Personalised Memorial – It is understood that sometimes family and friends wish to create a personalised memorial. Unique and personal memorials are to align with all policy principles.</p> <p>Plaque - Plaques may be considered an appropriate longer term memorial in certain circumstances. Placing a plaque would need to be discussed with nearby residents, and Councils Transport Engineering Unit in the first instance. Council will advise the applicant if they also need to consult with the Department of Transport.</p> <p>Roadside plaques are subject to permission from Council as the local Road Authority, and / or the Department of Transport</p> <p>Where a plaque is considered appropriate, it is not to be attached to road infrastructure or non-road related infrastructure (such as utility poles)</p> <p>A roadside memorial should not interfere with road management or maintenance activities, and are to be non-hazardous to road users and be placed in a location that enables people to visit safely.</p>

	<p>Memorials on roads must comply with this policy with applications addressing the criterion as set out in the application template 'Temporary roadside memorial on Council owned or managed road reserves' provided in this policy.</p> <p>Memorials on arterial and other State owned and / or controlled roads are also subject to any relevant State Government policy</p>
Council Initiated Proposals	A proposal for memorial that is initiated by Council will be subject to the same principles as articulated in this policy.
Responsibilities	<p>How are individuals responsible for the success of the policy?</p> <p>All employees are expected to read and understand this policy and to work within their teams to support and enable.</p> <p>How are managers responsible for the success of the policy?</p> <p>All Direct Managers are expected to understand, effectively implement and both support and demonstrate a positive commitment to the policy.</p>
Breach of Policy	Breaches of policies are treated seriously. Any concerns about non-compliance should be reported immediately to the owner of this policy.

GOVERNANCE

Parent Strategy/ Plan	
Related Documents	<p>This policy should be read in conjunction with Council's:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander Statement of Commitment • Towards Equality Framework • Breathing Space - The Darebin Open Space Strategy • Asset Management Strategy • Public Art Framework • Community Engagement Policy
Legislation/ Regulation	For any major memorials there is likely to be a requirement to comply with the Geographic Place Names Act 1998 and the associated Naming Rules
Author	Coordinator Council Business
Policy Owner/ Sponsor	Manager Corporate Governance
Date Effective	XXX
Review Date	XXX
Version Number	XXX
Document ID	XXX

THE REMAINDER OF THIS DOCUMENT IS PROCEDURAL AND SHOULD BE READ IN CONJUNCTION WITH THE POLICY.

10. Process

Requests for memorials will be considered on a case by case basis. Any existing memorial cannot be taken as a precedent for future approvals. Council may remove a memorial that does not comply with the assessment criteria.

The complexity of the memorial proposal, the diversity of its stakeholders, and its likely political / community consequences will inform the level of detail required in a formal submission to Council. Requests for enhancements to existing memorials for example may be less complex than a new memorial proposal.

The process for gaining Council permission can be summarised as the following steps:

1. Gain landowner approval / in principle support
2. Obtain any required permits / approvals related to the proposed site
3. Submit a proposal to Council using the Council template (attaching required approvals/permits)
4. Obtain approval from Council
5. Proceed to project implementation

Memorials proposed for land owned/managed by another authority (e.g. VicRoads or the Department of Environment, Land, Water and Planning) are subject to a two tiered approval process.

1. Firstly an applicant must obtain evidence of 'in-principle' support from the public land owner, then
2. The applicant can proceed to Council and follow the process outlined above.

In addition to this process, some memorial requests may also be subject to the requirements of the City of Darebin Planning Scheme and other controls triggered by the proposed location of the memorial.

If the proposed memorial is on Crown land, land owners consent from the state government and assessment of Native Title requirements will be required; and a cultural heritage site assessment may also be required. State government policy will apply to proposals.

We encourage all persons or organisations wishing to explore a memorial proposal to discuss their proposal with the Coordinator Council Business (who has co ordinating stewardship of this policy) who will refer the proposal ie site and memorial concept to the relevant Council's Units ie Building and Statutory Planning Units, and other relevant Units. They can then make the determination what, if any, permits are required. In the case where these are required, the Coordinator Council Business will outline the additional process the applicant will be required to go through.

Initial contact with Council – Statutory Approvals Process

The first point of contact for discussing a proposed memorial is the Coordinator Council Business. Initial discussions will clarify the process for obtaining approval based on the proposed location.

In cases where the site for the proposed memorial encompasses land owned / managed by another party, the applicant will first need to negotiate permissions with that landowner / manager. Council must obtain evidence of 'in-principle support from the landowner before proceeding further with the memorial request. Should the site for the proposed memorial be Council owned / managed land leased to another party, the applicant will also need to negotiate permissions with that lessee.

Memorials proposed for public land are subject to the requirements of the City of Darebin Planning Scheme and other controls depending on the proposed location (for example Crown land may require additional processes including negotiations with the relevant Registered Aboriginal Party). There may be specific user groups impacted by the proposed location and these groups will be identified at this time and referred to the community consultation process.

When required, the Coordinator Council Business will refer the proposed site and memorial concept to Council's Local Laws, Building and Statutory Planning Units. They can then make the determination what, if any, permits are required. When required, the Coordinator Council Business will outline the additional process the applicant will be required to undertake and if other authorities need to be consulted (e.g. Heritage Victoria, Registered Aboriginal Party). These permits / approvals will need to be obtained before the applicant proceeds to the next step. There is no guarantee a planning permit or other approval will be granted and in the case were a required permit is refused, the proposal cannot proceed.

The Coordinator Council Business will facilitate discussions with other relevant Council Units (e.g. Creative Culture, Equity and Wellbeing, Sustainable Transport, Parks & Open Space, Local Laws, City Futures and Statutory Planning) as required. At the end of this stage applicants will have obtained all required approvals / permits and Council officers will have a broad understanding of the memorial being proposed.

Note that approval obtained at this stage in the process be it via the 'non objection' by a specific Council functional area or other land manager or the issuance of a regulatory permit does not mean that a proposal is approved by Council.

Additionally, please note that groups wishing to fund the memorial via a grant need to have initiated the memorial policy process seeking approval for their proposal, before securing grant funding (to ensure support for the proposal is in place before engaging with a funding body and assuming Council support).

Development of the proposal

After discussing the proposed memorial with the Coordinator Council Business and obtaining the required permits / approvals, a proposal and supporting documentation will need to be prepared by the applicant.

A proposal must use the Council template and adequately address the assessment criteria and also reflect the scope, purpose and principles listed within the policy. Supporting documentation should also be gathered as evidence of addressing the criteria where appropriate.

Of particular note is the need to develop an agreed consultation plan to be conducted by the applicant that ensures relevant stakeholders are given the opportunity to share their views on the proposal and demonstrate their support or otherwise. Council officers will support the applicant in its preparation, identifying stakeholders and developing the tools / methods of consultation for stakeholders. The scale of this plan will depend on and reflect the complexity of the proposal. Council's Coordinator Council Business can offer support to individuals/groups wishing to develop a proposal and in interpreting the policy.

Council assessment of the proposal and decision making

Proposals (including evidence of the required permits / approvals) received by Council will be assessed initially by Council's Governance & Corporate Strategy area (as the area who has co ordinating stewardship of this policy) and will include the convening of the Memorials Committee (an internal Officer group) that will ensure appropriate input for relevant internal areas including but not limited to

City Futures
Parks & open Space
Creative Culture & Events
Recreation and Libraries
Assets & Capital Delivery
Property, Assets and Business Improvement
Economic Development
Communications and Engagement

Recommendations of the Memorials Committee will be made to Council's Executive Management Team, who will determine if the request needs to progress to Council.

Should there be insufficient time for the proposal to be heard by the Memorials Committee the matter will be referred directly to Council's Executive Management Team. Groups will be notified of the outcome of their request in writing. Permission may be granted with conditions and these will be outlined to the applicant. In the event a proposal is not granted approval, Council will outline the grounds of their decision.

Timelines

Requests will be considered at any time. The time it takes to process and assess formal applications will vary depending on the complexity of the request / land ownership details and where applicable the timing of the request in relation to Council's budget planning and meeting cycle.

The Coordinator Council Business will provide an indicative timeframe during initial discussions.

11. Criteria

Council's Memorials Committee and Executive Management Team will assess requests for memorials against the following criteria (refer to the Council template)

Permanent Memorial

Criterion

Applicant details

Evidence Required

Written explanation covering:
– Purpose of group or individual
– Involvement in similar projects
(demonstrating project management skills)

Community interest - the memorial will be of lasting value to the community for social,

Written explanation of how the proposed memorial will be of lasting value to the

cultural, historical, educational or aesthetic reasons.

Community consultation - the memorial's purpose, location and design has broad community support obtained through an agreed consultation program.
Council will work with the applicant to design a consultation plan that identifies relevant stakeholders and proposed ways of consultation.

Avoiding duplication – Council will support the restoration or enhancement of an existing memorial or feature over proposals to erect a new structure (e.g. new garden around an existing memorial, addition of new plaques or reinstatement of deteriorated features).

Location and design - the location and design of the memorial is appropriate to its purpose and does not present a safety risk or interfere with the intended purposes of the public land.
The memorial will enhance the streetscape/ environment, is in keeping with the cultural identity of the area / location (e.g. heritage values) and will enhance the aesthetic value of the public space where it's located.
The design reflects the solemn and sacred nature of memorials.
The design uses materials that are durable and will create a lasting feature worthy of its purpose.
Compliance with relevant planning documents and considerations,
access by Council's operations crews or emergency services vehicles will be assessed before approval is considered.

community and how it relates to the local community (250 words)

Written evidence that the applicant has implemented the consultation plan and can demonstrate broad community support. For example:

- Letters of support
- Results from community survey
- Report from community meeting
- Petition

Evidence needs to demonstrate support for all of the following elements of the plan:

- The memorial's purpose
- The proposed location
- The design (including pictorial representations, the materials used to create it, its position in the surrounding landscape)

Either

A description of the enhancement works to be undertaken on an existing memorial
OR

Written explanation of why the proposed commemoration cannot be achieved through restoration or enhancement of an existing memorial (250 words)

Provision of:

- scaled plans and elevations of the proposed structure (including measurements);
- description of proposed materials including their source (e.g. local) and how it will be built;
- assessment of its durability, including plans for securing it via footings;
- site map of its location;
- the preferred siting (direction its faces) at the preferred location;
- proposed text or images that will accompany the memorial via plaques/signs etc;
- description of how it will integrate with existing features at the preferred location (the finishes to be completed around the object);
- strategies to reduce risk to community (e.g. barriers, bollards, reinforcement);
- Details of who will be constructing it and

Wording of memorials and accompanying interpretive signage must be approved by Council and submitted at the time of the memorial proposal.

Planning and construction - the individual or community group can demonstrate that all aspects of design and construction have been considered and are funded.
Demonstration that the land owner has provided approval for the proposal.
Any permits/approvals triggered by the location have been obtained.

Maintenance - the responsibility for maintenance and repair costs of memorials is clear.
There must be no ongoing maintenance costs to Council (unless otherwise decided by Council).
When proposing a war memorial, maintenance regimes must follow the guidelines provided by Dept. Premier and Cabinet/Veterans

Financial Management - Financial capacity to deliver the project to the expected standard of quality and workmanship without a reliance on Council funds.
Confirmation of funding sources. In the case of seeking grant money, approval for the proposal needs to be in place before seeking Council support for a grant to fund the project

Budget breakdown detailing all planned costs for delivering the project.

installing it (and their qualifications/insurance coverage);

- Details of the planned in-kind contributions that will contribute to the memorial project;
- and any other relevant information; and
- Record of discussions/site visits with Council's Operations staff regarding access to location (e.g. email, letter).

Plans should include consideration of relevant Council's policies associated with Infrastructure Construction

Record of discussion with Council's Local Laws, Building and Statutory Planning Units regarding permit requirements (e.g. email, letter).

Evidence of land owner approval and copies of required permits (where appropriate).

Budget plan for funding the memorial including budget for design works, statutory approvals, professional drawings (if required), construction and installation costs.

Written explanation of plans for funding the ongoing maintenance of the memorial including graffiti removal and general repair.
Adherence to Veterans guidelines regarding the ongoing maintenance of war memorials.

Evidence of income to complete the project (e.g. sourced via a grant, individual's contributions etc).

Provision of a detailed budget for:

- Design
- Construction
- Installation
- Maintenance

Provision of quotes to support your budget figures

Temporary roadside memorial on Council owned or managed road reserves

Criterion

Location and design - the location and design

Evidence required

Drawing of location and design of proposed

of the memorial does not present a safety risk and must be approved by Council. See below for specific location and design considerations.

memorial.

Timeframe - the memorial removal date (within 3 months of erection) must be approved by Council

Record of approved removal date (e.g. email, letter)

Neutral cost - the memorial does not impact negatively on the expenditure of Council.

Demonstrated capacity of individual or community group to fund the proposed memorial including budget for planning, construction and removal

Temporary roadside memorial location and design considerations:

- a. A roadside memorial can only be located in the immediate vicinity to the accident site.
- b. Only one memorial is to be erected in respect of each incident.
- c. The placement of a roadside memorial must not distract drivers' attention, be hazardous to road users (vehicles, bicycles and pedestrians) or interfere with traffic control measures.
- d. The placement of a roadside memorial must not interfere with maintenance of the road reserve.
- e. The roadside memorial must not restrict access for utility or emergency services.
- f. Roadside memorials must not exceed a height and width of 300mm. The material composition and location of these memorials will be considered in respect to their potential risk to road users.
- g. Memorials must be secured to prevent dispersion by wind or rain.
- h. Persons erecting or visiting a roadside memorial do so at their own risk.
- i. The location of a memorial should not detract from the amenity of the local area for adjacent landowners or tenants and other members of the public.
- j. Council may remove, without notice, any roadside memorial that does not comply with these considerations or is past the approved timeframe.

CASE STUDY EXAMPLES

A local ethnic group approaches Council seeking approval to erect a large memorial in a prominent public space to recognise and honour the contributions of their community members as Australian participants in wartime conflicts. The group has significant funds to support the proposal.

Likely process..... *The Group needs to be connected to the 'a single point of contact' within Council ie the Co Ordinator Council Business as steward of this policy who can explain the process that must followed, including the responsibilities of the group and to assist navigating the process. The process outlined in Section 6 and criteria outlined in Section 7 of this policy will be discussed with any proponent to ensure they understand clearly the planning, preliminary approvals required, and consultation and engagement required to prepare an application to Council. Proponents of such proposals must receive clear and understandable advice that proposals however meritorious and whether funded or not will not be approved unless a comprehensive application and approval process is followed as detailed in this policy*

Natasha was a Life and Founding member of the Reservoir Lakes Friends Group (RLFG) Inc that has worked on improving the waterways and natural environment around the Lake. For 30 years Natasha has coordinated planting days, liaised with Council and key stakeholders and was well known as an advocate for the lake and waterways. On his passing the RLFG has requested Council approval for a seat to be installed overlooking the Lake with a small plaque recognising Natasha's contribution over 30 years.

Likely outcome.....

Council's Parks and Open Space Team in accordance to the Asset Provision Framework will assess whether an additional seat can be installed at this site. In consultation with the RLFG a suitable location that warrants another seat and using the donation of funds from the RLFG Council plans, purchases and installs the seat to Councils standard. The RLFG arrange a small plaque (approved and installed by Council) that appropriately recognises Roys contribution to the Lake and area.

Charles, a retired judge, had lived for 4 years opposite a waterway open space area in the south of the City and in his last years greatly enjoyed walking along the creek and sitting to enjoy the wonderful natural environment. On Charles passing his family requested Council approval to create a garden in the open space area to be named 'Charles's Paddock'. The proposal was for the family to donate the required funds for the quarter acre indigenous plant garden and to also donate from Charles Estate an annual contribution of \$50,000 to the Friends Group who worked with Council to maintain and develop the waterways

Likely outcome.....

Whilst Council is sensitive to the circumstances and Officers engage with the family in a respectful manner – it is not appropriate that an individual with limited connection to an area of open space be recognised in this manner, irrespective of monetary donations. The family would be encouraged to make the donation to the Friends group with no formal garden or public recognition