

## POLICY OBJECTIVE

The objective of this policy is to:

- Establish the principles used in determining community requests for the installation of plaques recognising the community contribution by residents of Edward River Council
- Establish criterion against which to assess and respond to requests for memorials within the council area

## SCOPE

Council recognises the contribution that certain individuals have made to the Edward River community. This Policy assists Council in acknowledging this contribution by establishing criterion for determining an application for memorialisation of those individuals in the Council Memorial Area located in Council's Civic Place, 180 Cressy Street, Deniliquin.

## CRITERION

A request for a memorialisation will be considered if the person nominated (the nominee);

- Has been deceased for a period of at least 2 years; and

The nominator can demonstrate that the nominee;

- Was widely known and respected within the local community,
- Had made a substantial contribution to the community which stands out from others who may have also made a valuable contribution,
- Had a recognised historical link to the locality or is acknowledged as having made a significant contribution to the social, economic, sporting and/or cultural development of the community,
- The contribution has been recognised by the local Australia Day awards system or, for national or international persons, by the Australian Honours system.

Council will not approve requests to memorialise a living person.

## MEMORIAL PLAQUES

Council will approve a plaque with a maximum dimension of 300mm x 200mm with up to ten lines of text recognising the achievement of the person memorialised. The plaque shall be located within the Council Memorial Area, at 180 Cressy Street, Deniliquin. The cost for supply and installation of the plaque will be at the customers cost and charged as per Councils Fees and Charges.

Placement of memorialised plaques in rural areas will be addressed on receipt of application.

Plaques in rural areas will be approved on the same criterion. Plaques will have the same requirements and be positioned on existing infrastructure in Council managed reserves.

## APPLICATION

Applications are to be on Councils Application for Memorial Plaque form and must be accompanied by:

- Details of the community involvement of the nominee
- Letters of support and/or documentation relating to the significant of the nominee

- A letter of permission of relevant family if the request is from a person or organisation other than a family member; and /or
- Character references for the person to be commemorated

## ASSESSMENT

Applications are assessed against the criterion established in this Policy

The essential criteria for assessment is:

- That the individual, group or event is demonstrated to be significant to the location/community

All other criteria support this primary criterion.

Notes:

1. All applications will be considered on the criterion detailed on page 1.
2. No more than one plaque per person to be memorialised
3. Council has developed a standardised model for plaques

An initial assessment will be completed by Council officers in line with the documented criterion. Should the assessment meet the criterion a report will be presented to Council for approval.

## LEGISLATIVE REQUIREMENTS

Nil

## ASSOCIATED POLICIES AND PROCEDURES

Assessment Criteria  
Plaque style template

## DEFINITIONS

Plaque – For the purpose of this policy, ‘plaque’ refers to a flat tablet of metal which includes text and/or images which commemorates a person and provides historical text or relevant information. Such a tablet is affixed to a hard surface located within the Council Civic Place.

Council Memorial Area – For the purpose of this policy ‘Council memorial Area’ refers to Council land at 180 Cressy Street, Deniliquin, which has been set aside especially for memorialisation’s.

## POLICY VERSION CONTROL

<b>Title</b>	Memorials in Public Space			
<b>ECM Doc Set ID</b>	83599			
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<b>Council Minute No.</b>	Resolution 2019/11/291			
<b>Responsible Officer</b>	Oliver McNulty			
<b>Version Number</b>	<b>Modified By</b>	<b>Modifications Made</b>	<b>Date modified and Approved by Council</b>	<b>Council Minute Number</b>
2	Nicole Rogers	Update Version Control	N/A	N/A