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1 PURPOSE

This Policy guides decisions on public memorial requests by providing a clear framework for the assessment, approval, installation, maintenance, removal, or relocation of public memorials on land or assets owned, managed, or leased by West Tamar Council.

Council retains sole discretion to approve, amend, or refuse any submission and will consider only proposals that honour subjects which have made a clear and significant contribution to the West Tamar community and meet the specified criteria.

This Policy aims to:

- Provide clear guidance for determining requests for public memorials.
- Support consistent, transparent decision-making for new and existing memorials.
- Maintain inclusive and flexible public spaces while recognising significant people and events.
- Ensure memorials align with the values and aspirations of the West Tamar community.
- Set clear eligibility and evidentiary requirements for proposals.

2 SCOPE

The Policy relates to the request for any memorial, including the request for plaques for scattered ashes, to be installed in a public place within the West Tamar Municipal Area.

Some public spaces may already contain memorials and/or plaques that predate the Policy. An existing memorial cannot be taken as a precedent for any future approvals.

This Policy applies to requests for the establishment, addition, removal, or relocation of permanent public memorials within public spaces in the West Tamar Municipal Area.

For the purposes of this Policy, a public memorial is a permanent physical object installed to commemorate a person, group, or event. Memorial types are defined in Section 3 (Definitions).

This Policy does not apply to:

- Temporary or spontaneous roadside or public memorials.
- Digital content or online commemorations.
- Public artworks not intended as memorials.
- Ceremonies or commemorative events.
- Naming or renaming of places (subject to separate legislation).
- Proposals that do not comply with planning, heritage, or statutory requirements.
- Commercial memorials or memorials for commercial purposes.

3 DEFINITIONS

Public Space -

- Any park, reserve, road reserve, footpath, building, facility, or land owned or managed by West Tamar Council.

Memorial -

A permanent physical object established in a public space to commemorate a person, group, anniversary, or event. Memorials may include:

- Plaques (attached to existing or new infrastructure)
- Trees or shrubs (with or without a plaque)
- Public seating (with or without a plaque)
- Council facility fixtures or furniture
- Monuments, sculptures, or artistic installations
- Memorial gardens or landscape features
- Other permanent infrastructure (e.g. fountains, pathways).

Plaque -

- A 100mm (width) by 60mm (height) piece of brass or similar material that may be attached to the memorial object.

Proponent -

- Person(s) requesting the public memorial for Council's consideration; responsible body for all costs associated with the memorial, including installation.

Assessment Panel -

- A minimum of three (3) Community Services staff who jointly review and assess the application based on evidentiary criteria.

4 POLICY STATEMENT

All proposals for public memorials will be assessed in accordance with this Policy and must be supported by the required evidence and documentation. A recommendation will be made to Council for determination.

The authority to approve, amend, or refuse a submission for a public memorial rests solely with Council, which retains full discretion and is not obliged to approve any submission.

Public memorials will only be considered where the subject matter has made a clear and significant contribution to the West Tamar community and meets one of the following criteria:

- Individuals or community organisations that have made an outstanding, lasting and demonstrable contribution to the development, identity, or wellbeing of the West Tamar Municipal Area;
- Anniversaries or commemorations of events that are unique to, and highly significant within, the West Tamar; or
- Historical, cultural, or community-significant events directly associated with the proposed site or with the municipality more broadly.

A standard, discreet plaque consistent with Council's approved design, as detailed in Section 6.3, may be installed on the memorial object at the proponent's cost. All plaques must comply with Council's specifications for materials, size, and wording.

5 RESPONSIBILITIES

Proponent -

- The proponent of the public memorial is to make a request in writing to the Chief Executive Officer using the *Request for Public Memorial* application form (see attached Appendix 1). The proponent will cover all costs associated with the purchase, installation and upkeep of the memorial object.

Community Services Team -

- Reviews applications against this Policy.
- Coordinates cost estimates and proponent communication.
- Prepares recommendations for Council consideration.

Council -

- Determines whether to approve, condition, defer, or refuse applications.

6 PROCEDURES

6.1 APPLICATION INCLUSIONS:

- Completed application form.
- Evidence of community support.
- Evidence of significant achievements or contributions.
- Design documentation (where applicable).

6.2 ASSESSMENT PROCESS

- Application submitted and registered.
- Application assigned to the Team Leader Community Services and Director Corporate & Community.
- Eligibility assessment against this Policy.

- Cost estimate prepared and provided to Proponent.
- Proponent advises whether to progress.
- Assessment panel reviews application and scores against an assessment matrix.
- Upon a satisfactory assessment a recommendation will be presented to Council.
- The determination of the recommendation will be in a closed part of a council meeting in accordance with regulation 17(2)(h)(i) of the *Local Government (Meeting Procedures) Regulations 2025*.
- Proponent notified in writing of the outcome.
- Installation occurs once payment is received.
- Council reserves the right to negotiate an alternative location with the proponent should the proposed site be deemed unsuitable.

6.3 PLAQUE REQUIREMENTS

- The plaque can be inscribed with a date and short inscription reading: *Donated by [PROPONENT] in memory of [SUBJECT]* or similar. Variations to this template must be outlined in the *Request for Public Memorial* application.
- One (1) plaque per memorial object will be permitted.
- The plaque will be a 100mm (width) by 60mm (height) piece of brass or similar material that may be attached to the memorial object.
- No exceptions will be made regarding the size, colour or format of the plaque.
- All plaques will be arranged and installed by Council at the cost of the proponent.
- Plaques may only be installed once a *Request for Public Memorial* application has been approved by Council.
- Plaques signifying the location of scattered ashes will not be considered unless a *Request for Public Memorial* application has been received and approved by Council, and an associated memorial object will be installed.

6.4 INSTALLATION AND UPKEEP:

- Approved public memorials will be purchased and installed at the cost of the proponent.
- Council will manage and/or undertake the installation of the memorial.
- Should the memorial be lost or vandalised, the cost of repair or replacement remains the responsibility of the proponent.
- If the proponent is deceased or no longer living in/associated with the West Tamar Municipality, then Council may resolve to repair or remove the memorial.
- Council may at any time temporarily remove the memorial for maintenance and upgrades.

6.5 REMOVAL OR RELOCATION OF MEMORIALS

Council may remove or relocate a memorial where one or more of the following circumstances apply:

- Maintenance and condition: safety risk; prohibitive restoration costs; vandalism beyond economic repair; end of design life.

- Site changes: redevelopment; significant change in site character or use; natural disaster/environmental damage.
- Policy compliance: non-compliance with planning or heritage; unsafe condition; temporary memorial reached intended end date.
- Community values and feedback: memorial no longer reflects community values or significance; new evidence undermines appropriateness.
- The original proponent will be notified in writing prior to removal where practicable, with broader community notifications used where appropriate.

6.6 MEMORIAL REGISTER

Council will maintain a Public Memorial Register for all approvals from 1 July 2026.

The register will include:

- Memorial description and location
- Installation date
- Application/proponent details
- Maintenance responsibility
- Condition and assessment notes
- Photos/visual documentation
- Register updated following a formal condition assessment conducted at least every two years.

7 LEGISLATION AND REFERENCES

Not applicable.

8 APPROVAL

Approved by Council on 17 February 2026 (26/31)

Signed:



Chief Executive Officer

APPENDIX 1

REQUEST FOR PUBLIC MEMORIAL APPLICATION FORM

PROPONENT DETAILS

Name	
Address	
Phone Number	
Email	

SUBJECT OF PUBLIC MEMORIAL

Subject Name	
What is your association with the subject?	
Date of Passing/Event (if applicable)	

ELIGIBILITY CRITERIA

How does the application meet? (check one or more)	<input type="checkbox"/> Significant individual/group contribution to West Tamar community <input type="checkbox"/> Important historical event or anniversary <input type="checkbox"/> Community infrastructure or asset contribution <input type="checkbox"/> Cultural or historical significance
Please explain how this application meets the selected criteria?	

EVIDENCE OF ACHIEVEMENTS/CONTRIBUTION/COMMUNITY SUPPORT

Please indicate the evidence to support the	<input type="checkbox"/> Documentary evidence (articles, awards, records)
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achievements or contributions	<input type="checkbox"/> Testimonial evidence (statements from peers, colleagues, community) <input type="checkbox"/> Measurable evidence of impact (quantifiable results) <input type="checkbox"/> Community Impact Statement (maximum 500 words)
Please indicate the evidence provided to show that the application is supported by the community	<input type="checkbox"/> Written letters of support from independent third parties <input type="checkbox"/> Family of relevant community group endorsement <input type="checkbox"/> Evidence of broader community support if applicable

PROPOSED MEMORIAL

Please select the type of memorial you are requesting to establish.	<input type="checkbox"/> Tree (with or without plaque) <input type="checkbox"/> Public seating (bench, seat, table) <input type="checkbox"/> Facility item (furniture in Council building) <input type="checkbox"/> Plaque on existing infrastructure <input type="checkbox"/> Sculpture/artwork <input type="checkbox"/> Garden/landscape feature <input type="checkbox"/> Other (please specify)_____
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DESIGN AND LOCATION

Proposed location	
Describe the design of the memorial	
Plaque inscription (if applicable)	
Material and specifications	
Designer/Fabricator details (if applicable)	

COST AND MAINTENANCE

Estimated cost of the memorial	
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How will the memorial be funded?	
Who will maintain the memorial?	
What is the maintenance plan for the memorial?	

ACKNOWLEDGEMENT

I acknowledge that:

- West Tamar Council will assess this application against the Public Memorial Policy
- I have provided all requested evidence of community support and achievements
- I understand the approval process and that I may be requested to provide further information to support the application
- I accept responsibility for costs specified in this application
- Any existing memorials cannot be taken as precedent for the memorial I have requested.
- If successful I will meet any costs associated with the purchase, installation and upkeep of the public memorial I have requested.

Name (printed)	
Signed	
Date	

NEXT STEPS

You will be contacted upon the receipt of your application and prior to the review procedure to discuss installation costs. At this point you will need to notify Council whether you wish to cease or continue the review procedure.