

Memorial, Celebration and Commemorative Items Policy

Date Adopted: 25 February 2025

Version: 1.0

Policy Objectives

- Establish a framework for managing requests for the installation of memorial, celebration and commemorative items, on land that is under the care, control and management of Council including but not limited to parks and reserves.
- Recognise Council's position to ensure a fair, consistent and transparent decision-making process.

Policy Scope

This policy applies to all applications and requests for the installation of a memorial, commemoration and celebration items such as; a plaque, a bench seat, a celebration wall, on land that is under the care, control and management of Council.

Policy Statement

This policy provides a set of guidelines and a framework for Maitland City Council to respond to requests for the installation of memorial, celebration and commemorative items on Council owned or managed land.

All new memorial, celebration and commemorative items will be required to conform to this policy, with the exception of the following, as other Policies may be applicable:

- signage, display boards, banners, public artworks or temporary roadside memorials.
- war memorials, which require approval by other authorities.
- naming of buildings, parks and reserves which are assessed in accordance with the requirements as guided by the Geographical Names Board where applications are supported by Council.
- Tribute Items associated with State Roads including freeway and motorway, which require approval by other authorities.
- Monuments and memorial items associated within cemeteries that are located within the Maitland Local Government area (LGA) with Maitland City Council acting as the manager.

1. COUNCIL'S COMMITMENT TO THE COMMUNITY

Council recognises that memorial, celebration and commemorative items provide recognition, and are important in acknowledging significant historical events, persons or organisations.

Council's public space is an important part of the City's social and cultural background, and makes a valued recreational, environmental and aesthetic contribution for people who live, work, and visit the City.

When assessing requests for memorial, celebration and commemorative item installation, Council Officers will take into consideration the balance between the desire to commemorate events, individuals or organisation and the values of the desired location.

As such Council is committed to achieving the following outcomes:

- Where possible, provide an opportunity to recognise and celebrate significant events, persons or organisations.
- Protect the intended purpose, environmental values and aesthetic appearance of Council public space.
- Provide a clear and equitable process to manage requests for installation of memorial, celebration and commemorative items to be located within a Council public space.
- Ensure risks are adequately considered in relation to requests for the installation of memorial, celebration and commemorative items to be located within a Council public space.
- Recognise the emotional connections attached to requests for the installation of memorial, celebration and commemorative items.
- Provide consistent information to the applicant in relation to their request.

2. POLICY

This policy supports the application process for installation of memorial, celebration and commemorative items on Council owned or managed land.

Applicants must provide to Council all relevant information demonstrating eligibility and meeting all criteria required by Council via an application form.

Types of memorial, celebration and commemorative items may include the following:

- A memorial plaque (refer to application for guidelines on dimensions and wording)
- A plaque as part of a 'Celebration Wall' (refer to application for guidelines)
 - A Celebration Wall is a specific wall at a Council managed venue, determined by Council and as agreed to by external stakeholders, where multiple plaques can be located
- A bench seat (seating to be determined by Council)
- A sign of recognition (refer to the application for guidelines)

Conditions

- 2.1.1 Council may request further information in relation to the application where necessary
- 2.1.2 Where an application for memorial, celebration and commemorative items is determined potentially controversial or questionable by Council, the application may require to be advertised for a period of 21 days to provide opportunity for community comment and feedback for consideration by Council.
- 2.1.3 Whilst there are existing memorial, celebration and commemorative items located within Maitland City Council's local government area that predate this policy, these should not be taken as a precedence for any future requests.
- 2.1.4 Council retains the right to remove or relocate any memorial, celebration and commemorative items that has not gained the necessary approvals as set out in this Policy, if it is deemed necessary to do so without notification.
- 2.1.5 Council retains the right to; remove, relocate, change and or build over an area where memorial, celebration and commemorative items have been placed with Council approval, on

the basis that this area has been deemed necessary to do so by Council for reasons being but not limited to; works, maintenance, upgrades, development or infrastructure deemed end of life. All reasonable efforts will be made by Council to identify and contact the persons responsible for the placement of the item and arrange the return of said item where possible, however Council is under no obligation to reinstall the item.

- 2.1.6 After application approval, the applicant is responsible for the purchase of the memorial, celebration and commemorative item (if item is a bench seat, a concrete footing will be required and will be at the cost to the applicant). Council will manage the installation of the item in the approved location, and installation by any other person/company will not be permitted.
- 2.1.7 Council shall accept no responsibility and is under no obligation for any repair, or costs associated as a result of, damage to, or theft of the memorial, celebration and commemorative item. Any request for replacement of an item will require a new application and approval by Council.
- 2.1.8 Any maintenance to the area that the memorial, celebration and commemorative items is located, will be reflective of standard maintenance and will be at the discretion and expense of Council.
- 2.1.9 Not all bench/seats are open for plaques and will be at the discretion of Council.
- 2.1.10 Applicant must be either a family member or have approval from the family to request installation of the memorial, celebration and commemorative item. Organisations will be granted approval on a case-by-case basis.
- 2.1.11 The applicant pays all costs associated with the purchase and installation of the memorial, celebration and commemorative item.
- 2.1.12 Replacement due to damage of the memorial, celebration and commemorative items is at the cost of the applicant.
- 2.1.13 Failure to comply with this Policy and associated conditions may result in penalties, including but not limited to applicable fees as per Maitland City Council's current fees and charges schedule

3. ELIGIBILITY

Memorial, celebration and commemorative items will only be considered where the following criteria are met, in conjunction with the conditions above:

- An individual or Association that is/was strongly linked to; Maitland City Council's history and/or the specified location within the Maitland City Council LGA,
- A significant anniversary of an event unique to the history and development of the locality
- Commemoration of a living or deceased individual

Policy Definitions

Memorial, celebration and commemorative items:	An item used to recognise a person, place or event, in such dimensions and form as may be determined by the Council baring such name or other personal details as may be detailed by you in the application.
Persons:	Any individual, group, stakeholder or community group who may be affected by or interested in a decision of Maitland City Council

Policy Administration

Business Group:	City Services
Responsible Officer:	Manager Community and Recreation
Council Reference:	Ordinary Council Meeting 25 February 2025 – Item 11.5
Policy Review Date:	Three (3) years from date of adoption
File Number:	129/1
Relevant Legislation	Local Government Act 1993 (NSW) Local Government (General) Regulation 2005 (NSW) Government Information (Public Access) Act 2009 Privacy and Personal Information Act 1998 (NSW) State Records Act 1998 (NSW)
Related Policies / Procedures / Protocols	Code of Conduct Records Management Policy <ul style="list-style-type: none"> • Roadside tributes 2020 • Maitland City Council Current Fees and Charges • Councils Asset Management Plan. • Capital Works Program • Relevant Plans of Management or Concept Plans

Policy History

Version	Date approved	Description of changes
1.0	25/02/2025	Adoption of new policy

Memorial, Celebration and Commemorative Items Application Form

Before submitting this form, please ensure that you have completed the following:

GUIDELINES	YES (PLEASE TICK)	NO (PLEASE TICK)
I/my organisation understand the policy and associated conditions for the proposal as discussed with Maitland City Council	<input type="checkbox"/>	<input type="checkbox"/>
I have attached or included the memorial, celebration and commemorative item specifications including location and material.	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT DETAILS	
Name/organisation	
Address	
Email address	
Contact phone number	
Applicant relationship	

REQUEST TYPE	TICK
Memorial plaque	<input type="checkbox"/>
Plaque as part of a 'Celebration Wall'	<input type="checkbox"/>
Bench seat	<input type="checkbox"/>
A sign of recognition	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

PROPOSED LOCATION FOR ITEM

Option A:

Option B:

PROPOSED INSCRIPTION (IF APPLICABLE)

Final wording for the item will be subject to council approval.

Memorial, Celebration or Commemorative Item may consist of the following options for wording:

**‘In loving Memory of’ or ‘In Memory of’,
Person’s name and date, ‘In recognition
of’, ‘In celebration of’**

**Or an acknowledgment of contribution with
person’s name and date**

SPECIFICATIONS FOR PLAQUE SIZE (IF APPLICABLE)

Size of plaque (maximum 10cm length, 6cm height, <2mm thick)

Colour

Material

RELEVANT INFORMATION (IF NOT A PLAQUE)

E.g. Proposed size, specifications, materials etc

REASON RELATING TO REQUEST

TICK

An individual or Association strongly linked to Maitland City Council and its history



A significant anniversary of an event unique to the history and development of the locality	<input type="checkbox"/>
A deceased or living individual (please specify):	<input type="checkbox"/>

I, the applicant, am 18 years of age or over and understand and agree to the conditions in relation to the proposed installation of a Memorial, Celebration and Commemorative Items on public land or Council owned/managed buildings, as advised by Maitland City Council.

I agree to indemnify Council from and against all claims arising from the applicant's legal liability as a result of this application.

Print Name

Signature

Date

The personal information you have provided is collected for the purpose of processing your hire application. Maitland City Council is committed to the principles of the *Privacy and Personal Information Protection Act 1998* (NSW) and the personal information you have provided will be stored, accessed, disclosed, used, retained and disposed of by Maitland City Council in accordance with its Privacy Management Plan.

OFFICE USE ONLY	YES (PLEASE TICK)	NO (PLEASE TICK)
Review of Application undertaken by Council	<input type="checkbox"/>	<input type="checkbox"/>
Consultation with all applicable Officers within Council	<input type="checkbox"/>	<input type="checkbox"/>
Approval Granted/Declined	<input type="checkbox"/>	<input type="checkbox"/>
Fees and Charges Applicable	<input type="checkbox"/>	<input type="checkbox"/>

Contact details

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