

Responsible Directorate	Community Development
Responsible Business Unit/s	Recreation and Leisure Services Community Services
Responsible Officer	Manager Recreation and Leisure Services Manager Community Services
Affected Business Unit/s	Recreation and Leisure Services Community Services Parks and Sustainability Facilities, Projects and Assets Customer and Communications City Planning Governance

Objective

To provide consistent and effective administration of applications for the installation of commemorative memorials including but not limited to plaques, park furniture and memorial trees in the City.

Scope

This policy applies to people and associations who wish to memorialise a deceased person, a folded association or final event that resided/was based/occurred within the City of Stirling that has made a significant contribution to the City and its community. It includes the installation of plaques commemorating the anniversary of significant events unique to the City's history and development.

Policy

The City provides an opportunity to acknowledge people, organisations and events that have made a significant social and/or cultural contribution towards the development of the City of Stirling by way of memorialisation.

Approval must be sought and granted by the City of Stirling prior to the installation of a plaque. Any existing plaque or memorial cannot be taken as a precedent for future approvals.

The established assessment criteria provides the basis for determining the eligibility of memorialisation and commemoration of significant events. Special anniversaries may be acknowledged however they must meet the policy criteria.

No new commemorative memorial will be considered which commemorates a person, event or occasion already memorialised in the City of Stirling unless there are exceptional circumstances and there is a demonstrated justification and need.

No memorials or commemorative infrastructure will be considered on a reserve, facility or location where a memorial already exists, unless there is a demonstrated need. The number of memorials on the reserve, facility or location cannot impact on the primary role of that facility or the community's use and enjoyment of the facility

or reserve. Any request for additional memorials must take into consideration the size of the facility or location, existing amenity provision, its purpose and public benefit to the community. If an application is considered eligible, prior to approval, written permission must be obtained from the existing memorial applicant/family or appropriate guardian before another memorial request is assessed.

It is important that the City's public open space and community buildings maintain their primary role and value and as such the Metropolitan Cemetery Board is the primary body responsible for the memorialisation of people. Applications should only be submitted for consideration where there is demonstrated evidence that the person, event or association has significantly contributed to the cultural and social development of the City and its community.

The Commemorative Memorials and Plaque Management Practice establishes the administration and management of all requests including application processes, approval, payment and installation processes, record keeping, location and plaque design considerations, record management and removal of memorials.

A commemorative plaque will not be approved where it is for a religious or political affiliation. Application approval will not be granted if in the opinion of the City if the commemorative memorial is considered offensive or has the potential to offend.

The City of Stirling will not permit the burial or internment of ashes of a deceased person on Council owned or managed property given the availability of specialized facilities operated by the Metropolitan Cemeteries Board where the burial of ashes and memorializing of deceased persons is readily available.

The City of Stirling may determine that specific areas are not suitable for the inclusion of additional commemorative plaques or trees. Such areas will be designated as "fully allocated" for the relevant type of facility or for any additional facilities.

All applications will be assessed in accordance with the eligibility criteria and must provide demonstrate details and evidence of the eligibility criteria.

Commemorative Memorials and Plaques Eligibility Criteria:

- The person, organisation or event resided/was based in the City of Stirling for a significant period (greater than 10 years);
- The person, organisation or event has demonstrated evidence of outstanding achievements and significant contributions and/or had a long-standing history with the development of the City or the community.
- The person, organisation or event contributed to 3 or more sectors e.g. sport, education, arts, culture, youth, mature age etc.
- The person, organisation or event has a relevant relationship to the proposed site and has a longstanding association with that area.

The City will consider commemorative memorial requests for applications made due to extenuating and/or unexpected circumstances, which may not meet the criteria above. These requests will be assessed on a case-by-case basis, however applications of this nature are still required to have a significant relationship to the local area and the local community.

Definitions

Applicant – the person(s)/organisation or association submitting an application for a commemorative plaque or memorial.

Commemorative Memorial – a tree, plaque, seat or other park furniture placed within public open space or community buildings for the purpose of commemorating a deceased person, event or organisation who lived within Stirling and / or has made a significant contribution to the City of Stirling community.

Fully Allocated Area – an area where the provision of an additional structure of a particular type would be inappropriate for the space.

Plaque – a flat metal or stainless steel plate that includes text commemorating an individual, organisation or significant event. Plaques will be supplied by the City of Stirling at the cost to the Applicant. Plaques will be designed in accordance with the City of Stirling Signage Manual.

Public Open Space – land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sportsgrounds, civic area and play spaces.

Relevant management practices/documents

Commemorative Memorials and Plaques Management Practice

Policy for Naming of Parks, Reserves and Buildings

Legislation/local law requirements

City of Stirling Government Property Local Law 2009

Office use only			
Relevant delegations	Not Applicable		
Initial Council adoption	Date 8 June 2021	Resolution #	0621/019
Last reviewed	Date	Resolution #	
Next review due	Date 2023		