

## 1. SCOPE

- 1.1 This Policy establishes a framework within which proposals for the commemorative recognition of individuals, organisations or other entities in places under Council's control can be considered.
- 1.2 The policy applies to all public buildings and public reserves owned or under the control of Waratah-Wynyard Council.

## 2. PURPOSE

- 2.1 This policy governs the provision of commemorative tributes on Council controlled property by way of physical facilities in public buildings and public reserves, including the erection of recognition walls or hanging of plaques, portraits or other memorials honouring individuals, organisations or other entities.

## 3. POLICY STATEMENT

- 3.1 Any proposal for a commemorative tribute must be submitted to the Council. It is recommended that the proposer obtain Council approval for the proposal before notification of the honouree.
- 3.2 The proposal shall identify the proposed location; describe the proposed commemorative tribute and information about the person, organisation or entity to be honoured.
- 3.3 The Council shall assess and determine proposals for commemorative tributes under this policy and may approve plantings, the erection of plaques, permanent signs and other memorials (such as bricks, seats and benches), and the commissioning and hanging of portraits.
- 3.4 The style, material and type of tribute must meet the required standards of the Council for the requested location.
- 3.5 If the gift, bequest, donation or loan involves Aboriginal or Torres Strait Islander content, the application must provide evidence of how the owner is working (or has worked) with the Aboriginal Community regarding the item(s).
- 3.6 Council is interested in the ethical management of Aboriginal and Torres Strait Islander collections including sacred material and other sensitive information. We ask all donors to alert us to potentially sensitive content to ensure it is handled appropriately.
- 3.7 The cost of such plaques, portraits, and miscellaneous recognition items generally should be borne by donors interested in the tributes.
- 3.8 All maintenance, repair, servicing and renewal of the tribute/s shall be the responsibility of the donating party.



- 3.9 Tributes which have extended beyond the life of the asset they're attached to or those which present a safety hazard to the public as assessed by Council, shall be removed from its location. Council will not be responsible for the replacement of the tribute.
- 3.10 All designs and proposals will be reviewed and approved by the Manager of Asset Services and Manager of Community Activation.

**Legislative Requirements**

Nil

**Related Procedures/Guidelines**

Nil

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