

## 1.0 Purpose

- 1.1 This policy sets out Council's requirements in relation to the type and dimensions of memorial plaques fixed to either the concrete plinths or the Memorial Wall at the Wynyard Lawn Cemetery.

## 2.0 Objective

- 2.1 The objective of the policy is to provide guidelines for both Council staff and users of the Wynyard Lawn Cemetery in relation to the type of memorial plaques permitted at the Cemetery.

## 3.0 Scope

- 3.1 This policy applies to all memorial plaques to be fixed to the existing concrete plinths or the Memorial Wall at the Wynyard Lawn Cemetery from the date of adoption of this policy.

## 4.0 Policy

- 4.1 That all memorial plaques fixed to the concrete plinths in the Lawn Cemetery section of the Wynyard Lawn Cemetery shall be made of bronze and measure 381mm in length and 216mm in height.
- 4.2 That all memorial plaques fixed to the Memorial Wall section of the Wynyard Lawn Cemetery shall be made of bronze and measure 137mm in length and 102mm in height.
- 4.3 All memorial plaques may include any standard motifs, service badges, picture motifs or permanent photographs supplied, or arranged, by the plaque manufacturer.
- 4.4 The number of lines of text allowable on any plaque will be in accordance with any recommendations put forward by the plaque manufacturer.
- 4.5 All other memorial plaques and any type of memorial structure placed on either the Lawn Cemetery plinths or the Memorial Wall are not permitted and may be removed by Council staff.

## 5.0 Legislation

None applicable.

## 6.0 Responsibility

- 6.1 The General Manager is responsible for the overall management of the Policy.



**7.0 Minute Reference**

Minute No. 12.2

**8.0 Council Meeting Date**

15 November 2010.

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CONTROLLER: General Manager	APPROVED BY: - COUNCIL	REVIEW DATE: November 2011