

HEAD OF POWER

- *Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011, Schedule 1, section 5(1)(c) and 6(3)(c).*
- *Subordinate Local Law 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011, Schedule 1, section 6(5).*

INTENT

The purpose of this policy to provide guidelines for the approval, construction, placement and maintenance of commemorative plaques and memorials.

SCOPE

This policy applies to all plaques and memorials proposed for any public space within the Bundaberg Regional Council area.

POLICY STATEMENT

1. Commemorative plaques are to recognise a contribution or donation by a community group. Any other plaque or memorial requires Council approval.
2. Memorial seating or table settings can be utilised to recognise individuals, subject to application to Council and approval.
3. Council will supply plaques/plinths to an applicant to ensure the correct dimensions of the design construction standard and materials are met. This cost is to be borne by the applicant.
 - 3.1 For plinths, the minimum plaque size of 100mm x 100mm and maximum plaque size of 300mm x 300mm.
 - 3.2 Plaques on bench seats or table settings with bench seats are to be attached to the back of the bench seat. The plaque size cannot exceed 180mm x 180mm in size.
4. The plaque shall be kept in good condition to the satisfaction of Council. Responsibility for maintenance of plaque shall remain with the applicant for a period of 10 years, after which time repairs are at the expense of the applicant and the memorial may be moved or removed should it not be kept in good condition.
5. The application must nominate the desired site for the plaque or memorial however, the location of the approved site will be at Council's discretion.
6. Plaques and memorials may be relocated to another site at a later date if necessary due to redevelopment or other unforeseen circumstances. The applicant will be notified of Council's intention to relocate the plaque/memorial and be given the opportunity to nominate a secondary site, however the location of the new site will be at Council's discretion.

7. Plaques and memorials are not in perpetuity.
8. Only one plaque shall be awarded per organisation or individual per location with new commemorative plaques for recurring events to replace old or existing plaques.
9. For memorials to deceased individuals, a Deceased Information Form must be submitted with the Application for Commemorative Plaque or Memorial.
10. Council does not accept responsibility for allowing the installation of a plaque or memorial that, at a later date, incurs a dispute between relatives or the community.
11. Where there is an inconsistency between this policy and a Local Law or Subordinate Local Law, the Local Law or Subordinate Local Law applies to the extent of the inconsistency.

ASSOCIATED DOCUMENTS

- Application for Commemorative Plaque or Memorial
- Cemetery Deceased Information - Burial Contract Provision
- Deceased Information Form
- *Local Law No. 1 (Administration) 2011*

DOCUMENTS CONTROLS

Council will review this policy biennially or in response to changes in law or best practice.

POLICY OWNER

Branch Manager, Parks, Sport and Natural Areas.