



Memorials Policy

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Responsible Officer:	Director Governance, Recreation & Property Services
Strategic Plan Reference:	1.2 An inclusive community that has a strong sense of pride and local identity

1. POLICY STATEMENTS

- 1.1 Kingborough Council regularly receives requests from the community relating to the installation of memorials to individuals within public spaces throughout the municipal area – herein referred to as ‘memorials’.
- 1.2 This policy determines how requests for memorials will be received, processed, determined, and managed over time.
- 1.3 This policy does not apply to war service memorials or memorials of recognised (local, regional, state or national) historical significance.

2. DEFINITIONS

The following definitions apply in this policy:

- 2.1 **Memorial:** object(s), structure(s), sculpture(s) or other artwork(s) intended to commemorate a person or event installed in a public space.
- 2.2 **Applicant:** Person responsible for preparing and submitting an application in support of a memorial.
- 2.3 **Plaque:** an ornamental tablet, of a suitably durable material, that is fixed to a surface or object to commemorate a person or event.
- 2.4 **Street or park furniture:** furniture installed within a public space under the jurisdiction of Kingborough Council.
- 2.5 **Open space:** land under public ownership that is utilised for passive or active recreation, or environmental management, that is made accessible to the general public.
- 2.6 **Public space:** open spaces, roads and streetscapes, reserves, and recreational facilities under public ownership and accessible to the general public.
- 2.7 **Public realm:** All open spaces, streetscapes, private property (including private gardens, commercial property) that is visible to the general public.
- 2.8 **Best-practice:** procedures, methodologies, approaches, or solutions supported by contemporary research and recognised in relevant professional or industry discourse.
- 2.9 **Next of Kin:** a (deceased) person’s closest living relative or relatives.
- 2.10 **‘Memorial subject’:** deceased person(s), event, or organisation commemorated in a memorial.
- 2.11 **‘Memorial infrastructure’:** any component or whole part of a memorial.
- 2.12 **User:** any member of the public who may encounter a memorial.
- 2.13 **Crown Land:** land under public ownership, held and managed by the State Government of Tasmania and its agencies.
- 2.14 **The Crown:** meaning the Crown in Right of Tasmania (the State Government of Tasmania and its agencies).
- 2.15 **Council:** Kingborough Council (the organisation)
- 2.16 **Councillors:** elected representatives (Kingborough’s elected Council).

3. OBJECTIVE

- 3.1 This policy provides a clear framework through which decisions regarding memorials can be taken in accordance with:

- 3.1.1 General community sentiment in relation to memorials in Kingborough’s public realm, which, according to community consultation undertaken to inform details of this policy, requires Council to:
 - i. Demonstrate a compassionate approach to Applicants, acknowledging actions or decisions taken by Council in relation to memorial applications or management of existing memorials may compound negative effects of grief;
 - ii. Recognise memorials can provide outlets to support positive grief outcomes;
 - iii. Provide clear pathways for Applicants to solutions and acceptable outcomes;
 - iv. Be proactive in rectifying memorials that do not comply with this policy (including contacting Next of Kin or bereaved directly to discuss possible solutions regarding unapproved or unsupported memorials).
- 3.1.2 Employ best-practice principles of landscape and open space management, to:
 - i. ensure memorials installed within the public realm contribute positively to Kingborough’s iconic open spaces and coastal landscape settings; and
 - ii. Enhance general landscape and open space amenity.
- 3.1.3 Exhibit a compassionate and inclusive approach to grief management and population mental health and wellbeing, by ensuring memorials:
 - i. Do not unreasonably dominate or otherwise detract from amenity of the public realm;
 - ii. Are supported by the community within which they are installed;
 - iii. Avoid triggering negative mental health effects amongst the general public; and
 - iv. support positive reflection, contemplation, and celebration – rather than draw focus to cause of death details or tragedy (which may be considered triggers for some users);

4. SCOPE

- 4.1 This policy applies directly to all memorials within public spaces under ownership or managed by Kingborough Council;
- 4.2 More broadly, this policy applies indirectly to memorials within the public realm, and should be used by landowners, managers and developers as a guide to understand Council’s desired outcomes relating to memorials in Kingborough.
- 4.3 This policy will be applied directly to the management of all existing memorials installed within public spaces in Kingborough, whether considered ‘approved’ or ‘unapproved’.
- 4.4 This policy does not apply to war service memorials or memorials of recognised (local, regional, state or national) historical significance.

5. PROCEDURE (POLICY DETAIL)

- 5.1 Applications for memorials will be assessed and determined by the Urban Design Officer (or as otherwise delegated) on a case-by-case basis and on the merits of each request, giving due consideration to the memorial subject, proposed location and any relevant site constraints, and proposed memorial infrastructure.
- 5.2 Council may require Applicants to provide additional information (as necessary and including Letter(s) of Support from private individuals or community organisations) to allow an application to be fully and completely considered in accordance with this policy.

- 5.3 Wherever possible, Council will take reasonable steps to contact Next of Kin or bereaved with a connection to any unapproved memorial to discuss possible pathways to rectify instances of non-compliance with this policy.
- 5.4 Council may, as a last resort, require removal or remove any unapproved memorial that is considered a risk to public safety or does not comply with any aspect of this policy.
- 5.5 All costs associated with memorial infrastructure shall be borne (in full) by the Applicant, including associated freight costs, installation, and labour.
- 5.6 Installation of memorials shall be undertaken by Council or a Council-approved contractor.
- 5.7 Council will give notification in writing regarding the outcome of an application made in accordance with this policy as soon as reasonably practicable.
- 5.8 Memorial infrastructure will be subject to approval by Council. Accordingly, Council approval may be conditional on changes to proposed memorial infrastructure in line with this policy.
- 5.9 Council may reject an application where it is considered any part of a proposed memorial may cause offence or insult.
- 5.10 Memorial infrastructure (including, but not limited to, items listed at 6.3) must:
 - 5.10.1 complement and enhance amenity of the area within which the memorial is installed;
 - 5.10.2 demonstrate sensitivity to relevant site characteristics (including landscape or ecological values) or built forms (including significant or historical façades);
 - 5.10.3 be in accordance with any relevant desired characteristics for any area where a memorial is proposed to be installed.
- 5.11 Once installed, memorial infrastructure will be considered public property under the custodianship and management of Kingborough Council.
- 5.12 Council will be responsible for maintenance and management of memorial infrastructure over the life of the asset.
- 5.13 Memorial infrastructure will be decommissioned by Council where costs associated with maintenance and management are no longer considered viable or defensible.
 - 5.13.1 Wherever possible, Council will make reasonable attempts to contact Next of Kin or bereaved to provide information relating to a planned decommission.
 - 5.13.2 Next of Kin or bereaved will be given the opportunity to resume ownership of decommissioned memorial infrastructure, which will be made available for collection from a Council facility (at no cost to Council).
 - 5.13.3 Unclaimed decommissioned memorial infrastructure will be disposed of by Council (as appropriate).
- 5.14 Council may consider requests to rename or name a public space or community facility (under Council ownership or management, including playgrounds and sporting facilities) to commemorate a person or organisation where it can be demonstrated the memorial subject has made a significant contribution to Kingborough, over and above that which would ordinarily be expected and exhibited by others in similar roles.
 - 5.14.1 Such requests should include background and supporting information (as required) to establish the appropriateness of the proposal in accordance with this policy and contemporary community attitudes relating to the memorial subject and subject site.
 - 5.14.2 Any proposal to name or rename a public space or community facility to commemorate a person or organisation will be referred to Councillors for deliberation and remain subject to their endorsement via a majority vote of an Ordinary Council Meeting.

6. GUIDELINES

- 6.1 Applications for installation of memorials to individuals within public spaces in Kingborough should be made in writing to Council, via:
- Email: kc@kingborough.tas.gov.au; or
 - Post: Civic Centre, 15 Channel Highway, Kingston 7050 Tas.
- 6.2 Memorial 'copy' should be: concise; celebratory; positive; respectful; and inclusive.
- 6.3 Memorial infrastructure may include (subject to Council approval):
- 6.3.1 Plaque(s)
- 6.3.2 Street or park furniture (for example: seat(s), picnic table setting(s) and related infrastructure, including submerged or exposed footings);
- 6.3.3 Planting (including trees and any other material required to support viable plant establishment and ongoing healthy growth);
- 6.3.4 Signage;
- 6.3.5 Sculpture or public art;
- 6.4 Council may require an Applicant to procure any part of proposed memorial infrastructure. However, Council may procure directly (on behalf of an Applicant) any piece of memorial infrastructure where a standardised solution is available and endorsed by Council (for example: street or park furniture).
- 6.5 Council may undertake community consultation in relation to memorial request(s) where it is deemed necessary (including due to site-specific constraints or bespoke memorial infrastructure) to determine if there is community support for a proposed memorial.
- 6.5.1 Consultation will be undertaken in accordance with Council's Communications and Engagement Policy.
- 6.6 Council may provide support to an application for installation of a memorial on Crown Land in accordance with this policy by coordinating directly with relevant Crown authorities (on behalf of an Applicant) as required to secure relevant permissions and approvals.

7. COMMUNICATION

- 7.1 This policy will be made available on Council's website.

8. LEGISLATION

- 8.1 Nil.

9. RELATED DOCUMENTS

- 9.1 Kingborough Council Strategic Plan
- 9.2 Kingborough Play Space and Playground Strategy
- 9.3 Kingborough Council Policy 1.3: Communications and Engagement Policy
- 9.4 Kingborough Council Policy 1.6: Customer Service Charter Policy
- 9.5 Kingborough Council Policy 1.9: Privacy Policy
- 9.6 Kingborough Council Policy 4.9: *Public Art and Art Collection Policy*

10. AUDIENCE

- 10.1 Public document.