



Memorials and Monuments Guidelines

Assessment process summary for new memorials

1. Applications for new memorials are referred to the Memorials and Monuments Working Group.
2. If an Indigenous memorial is proposed, the designated officer will consult with appropriate Indigenous community members in collaboration with Council's Indigenous Policy Officer.
3. The MMWG will assess the application against the Selection Criteria. If the application has insufficient information, the applicant will be requested to provide further details.
4. If a request does not meet the Selection Criteria the designated officer will advise the applicant in writing.
5. If a request does meet the Selection Criteria and the Working Group believe the City has the capacity to address the request, the proposal will be referred to the Cultural Heritage Reference Committee for endorsement.
6. Once the proposal has been endorsed, the applicant may need to obtain a permit to proceed with the memorial if it is of large scale or impacts on open space. The permit process provides opportunity for community consultation.
7. If no permit is required, a community engagement process will be activated depending on the scale and location of the proposed memorial. Council will send correspondence to abutting property owners and distributed to local residents within a radius of the memorial site who may be affected by the proposal. Affected residents and the public have 21 days to lodge a submission to Council.
8. Once the submission period has expired, and all submissions have been considered, the designated officer will prepare a report, which will be presented to the delegated authority or Council for a final decision. The report will include details of all comments or submissions received.
9. Any person who has made a written submission will be advised of the time and date that Council will consider the matter and will be notified of their opportunity to address the Council prior to it making a decision.
10. Council will then decide whether to amend, approve or decline the proposal to commemoratively name a place/object.
11. Once a final decision has been made, the Council will notify the applicant of the outcome in writing.
12. It is at the Council's discretion whether an official opening will be conducted.
13. Arrangements will be made to erect any signage required including any interpretive material if deemed appropriate.