



Attachment 1 to Item 10.5.1.

Draft Memorial Policy

Date of meeting: 6 May 2025
Location: Council Chambers
Time: 6:30pm



Memorial

Division:	Infrastructure Services	Policy Number:	
Branch:	City Services	Adopted Date:	
Responsible Officer:	Coordinator Open Space Services	Next Review Date:	
Director:	Infrastructure Services	Version:	1



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1. TITLE

Memorial Policy.

2. PURPOSE

The Memorial Policy provides guidance for the establishment, maintenance, removal and relocation of temporary and permanent memorials, (including plaques, monuments, tree plantings) and the scattering of ashes on land under the care and control of Hawkesbury City Council (Council).

3. SCOPE

This policy applies to all commemorative works and memorials within buildings, parks and other public domain under the ownership or management of Council. However, it does not apply to:

- Naming of roads or parks (see the Naming of Roads and Places Policy).
- Plaques required for projects by funding bodies as acknowledgement for their contribution.
- Plaques commemorating the opening of parks, pools, bridges and buildings.
- Commemorative objects in cemeteries, crematoria or burial grounds; (see Hawkesbury City Councils Cemeteries Strategic Conservation Management Plan).
- Signage, display boards, banners or public artworks.

4. BACKGROUND

This Policy is made in accordance with Resolution 75 of Item 064 of the Ordinary Council Meeting held on 29 March 2022, in which Council resolved, in part:

“That Council:

- 2. Develop a Memorials Policy to guide future decision making on such requests”*

5. POLICY DETAILS

Council is committed to protecting the unique character of our parks and other public domain for the benefit of the broader Hawkesbury community.

Council also recognises the value of providing opportunities for appropriately designed and located monuments and memorials that honour individuals, organisations or events significant to the community and place, and the important role memorials, both temporary and permanent, have in assisting individuals, families and community to process traumatic events, including grieving for loved ones who have died.

Decision making in relation to memorials within parks and open space areas needs to consider the balance between three competing objectives:

- The desire to commemorate events, groups or individuals,
- The ongoing enjoyment and use of safe, uncluttered public space by the public, and
- The ongoing maintenance, operational and financial impacts of memorials, individually and in the aggregate.



Public consultation is to occur for all large memorials proposals. The consultation would be in accordance with Councils Community Engagement Policy.

5.1 Placement of small memorials (including plaques, monuments, tree plantings)

Any request for a small memorial must be made in writing and must be made by an appropriate person, such as the next of kin or a near relative of the deceased. An appropriate person may also include the representative of an organisation closely associated with the deceased, where that association is the basis for the request.

Where a request for a small memorial has been made by an organisation, it should be accompanied wherever possible by a letter of permission from a relative of the person being honoured.

The General Manager has the delegated authority to approve requests for placement of small memorials. Should such an approval be granted, applicants are liable for all costs associated with the supply, installation, and establishment of the memorial.

Where Council chooses to approve such a request it will be managed by the following criteria:

- Council will accept requests for dedication of existing seats as a memorial by way of fixing a plaque to an existing seat. Costs associated with the design, manufacture and installation of such plaques will be met by the applicant. All plaques shall be of a standard dimension and style as determined by Council. Seat Memorials within the Road Reserve are not permitted.
- Where seats subject of a request are in a poor condition or within 2 years of the end of their useful life, a new seat will be considered as part of the memorial request, with the cost of providing the seat and its installation, to be met by the applicant.
- Council will accept requests for the planting of trees on public land, where Council determines that there is sufficient space and that the planting of a tree is in keeping with the surrounding environment, plan of management, masterplan or any other guiding plan or document. Council will not accept accompanying plaques, plinths or any other marker in association with the planting of a tree. Costs associate with the supply and planting of a tree will be met by the applicant. The applicant will also be responsible for the ongoing watering of the tree until it is established.
- Council will make every endeavour to reasonably provide advanced notice of the installation of a plaque or planting of a tree to the applicant.
- Applicants who wish to hold a private ceremony following the planting/installation of a seat or plaque should contact Council staff in the first instance. Please note that no ceremonies will be permitted at the time of installation.
- If an application is refused as a result of a public space reaching saturation point, alternative sites may be discussed with the applicant.
- Memorials within the Road Reserve are not permitted unless they are in line with a Temporary road side memorial – see 5.4. Permanent memorials within the Road Reserve are not permitted.



5.2 Establishment of Large Memorials, Statues and Monuments

The establishment of monuments, statues and/or other memorials (collectively called large memorials), to commemorate an individual or event, is one of the highest levels of recognition Council can bestow.

Council recognises that space for such large memorials is finite. In recognition of this, any large memorial should be reserved for individuals and events which have had a significant and positive impact on the betterment or progression of the Hawkesbury Community.

Any new large memorial must be demonstrated to be of lasting value to the community for social, cultural, historical, educational or aesthetic reasons, and must add to the existing community amenity of the proposed location within the context of the current and future use of the area. Monuments, statues and other memorials will only be considered for a person who is deceased. Where suitable, war memorials should commemorate all wars rather than specific wars.

Requests may be made to Council for the installation of memorials in public spaces owned/managed by Council.

5.2.1 Large Memorial Criteria

Subjects for a large memorial will only be considered appropriate if they meet the following criteria:

- Large Memorials will not be for individuals unless the nominated person/persons are of national or international standing or of outstanding local importance
- The large memorial commemorates a significant event/anniversary of an event unique to the region's history and development.
- The subject of the memorial must have a strong connection to the proposed site.
- The location should be consistent with current planning, heritage and environmental policies and Plans of Management.
- Proposals for memorials, statues and monuments will be subject to a public consultation process.
- Large memorials for political or religious figures will only be considered if that person has also contributed to the community outside of their political or religious life, in accordance with the criteria outlined above.
- They do not duplicate an existing memorial within the Hawkesbury LGA, except in exceptional circumstances (e.g., honouring a significant historical event or a prominent community figure).
- The memorial does not create a significant financial burden or negatively impact Council's future maintenance expenditure.
- The memorial does not pose a safety risk now or in the future.
- The memorial does not result in a change of use of a park or reserve.

All requests should be in writing and include evidence of community consultation on the memorial's/statue/monuments purpose, location and design and in the form of letters of support from relevant or affected interest groups and/or organisations. Council reserves the right to undertake further consultation or direct the applicant to undertake further consultation if it is considered necessary.

If the proposed memorial is on Crown land, land owners consent from the state government and assessment of Native Title requirements will be required. A cultural heritage site assessment may also be required.



Council must approve the design, size, material, text and graphics to be used for memorials, monuments and plaques.

All applications, whether made by a person, an association or organisation, or an elected representative of any level of government, will be assessed in accordance with the Public Memorials Policy.

5.2.2 Approval of Memorials

The General Manager has delegated authority to approve or refuse small memorial proposals and may delegate this authority to other staff.

All requests that meet the requirements of the policy for large memorials, will be reported to Council for their consideration.

5.3 Removal of Memorials

Council reserves the right to remove and/or relocate a memorial, monument, plaque or a memorial tree (whether approved under this Policy or not). This may include when:

1. The area is to be redeveloped,
2. The character and use of the area in which the item is sited has changed significantly and the item is no longer deemed suitable for the site,
3. Any structure or support on which the memorial is located is to be removed or altered,
4. The item has reached the end of its 'design life' as specified in the decommissioning plan.
5. Land on which Memorials are located, is sold.
6. If the memorial has been irrevocably damaged or destroyed (including the death of a memorial tree)

Council will make every effort to work cooperatively with the original proponent(s) to return any physical memorial elements if removal of the memorial is required. Before removal Council will record/photograph the memorial.

Should a small memorial be damaged, removed (or in the case of a tree – die), repair and replacement costs would remain the responsibility of the applicant, and the applicant must seek Council permission to replace the small memorial in accordance with this Policy.

5.4 Temporary roadside memorials

Council recognises the importance that temporary memorials may serve as a statement of grief and love from the bereaved as a result of a fatal road crash, and that placing a temporary tribute, in the location of the crash may assist with this grieving process. Whilst approval from Council is not mandatory, in the case of the roadside memorials, as the Roads Authority for roads within the Local Government Area and which are not classified, Council will review any roadside memorial, as it becomes aware of its presence, to ensure that it complies with the Roads Act 1993 and the Transport for NSW (TFNSW) guidelines for roadside tributes. Temporary memorials within the road reserve are to be removed no later than 18 months from the date of their installation. Permanent memorials within the Road Reserve are not permitted.

5.4.1 Tribute materials and size

The tribute:

- must not create a distraction (for example, no lighting or fluorescent materials)
- must not be made of a breakable material.

The dimensions of the tribute must not be more than:



- 50cm high
- 40cm wide
- 40cm deep in the ground.

5.4.2 Installation and maintenance of temporary memorials in Parks/Open Space

Wherever possible and safe to do so, Council will respect the wishes of bereaved families and individuals who wish to place a temporary memorial.

Council will not install or maintain temporary memorials on behalf of bereaved families or individuals. The installation, maintenance and subsequent removal and disposal of temporary memorials remains the responsibility of the bereaved parties.

Temporary memorials should not cause a distraction, pose a hazard to road/park users, adversely affect nearby residents, or fall into disrepair and become unsightly and shall be limited to one (1) temporary memorial per site.

Council will allow temporary memorials for a maximum of three (3) months. Council may allow an extended period of up to a maximum of 12 months including the initial three (3) month period based on a formal request from the affected families.

Temporary Memorials that are permanent, fixed or are substantially sized objects are not permitted.

5.4.3 Removal or relocation of temporary memorials

Council may remove or relocate a temporary memorial on or along a road for which it is the Roads Authority, or on land under its care and control. Council reserves the right to remove or relocate temporary memorials without notice if they do not comply with this Policy or related guidelines insofar as they represent a real and immediate risk to the safety of the public.

Council may also remove or relocate temporary memorials if it:

- appears neglected or unsightly
- adversely impacts surrounding residents or the community
- exposes Council to a public liability risk
- compromises the amenity value, aesthetic integrity or character of the site, or
- has been there for more than the generally allowed time period referred to in section 5.4.1 and Council has not received a request for an extension, and the memorial or elements of the memorial have not been removed from the site.

Council will make every effort to work cooperatively with the bereaved to return the memorial if removal is required.

During roadworks and maintenance Council may need to move a temporary memorial. In this instance Council will endeavour to contact the bereaved, if known, and provide advice of the proposed roadwork or maintenance and the need to relocate the temporary memorial.

People visiting or establishing the temporary memorial do so at their own risk. Council will not take any responsibility for the maintenance, vandalism, loss or damage to a memorial.

5.5 Scattering of Cremated Ashes

Council encourages the placement of ashes in Council cemeteries or other cemeteries within the Council area, as these locations are specifically designed to accommodate such requests. While scattering ashes in bushland or other natural settings is permitted, it is not recommended in



Council parks, active, passive, or maintained reserves, including around memorials placed in accordance with this policy.

For those wishing to scatter cremated ashes on a Council reserve (natural area) or road reserve, please consider the location carefully. Future access to the area may be restricted, undeveloped land may be developed, or other conditions may arise that could make it difficult to visit the site to remember the deceased.

Please note that the scattering of ashes at a particular location will not influence any future decisions regarding the installation of a memorial.

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6. ROLES AND RESPONSIBILITY

Responsibility	Roles and Responsibility
General Manager	Council wide implementation of the Policy.
Manager City Services	Council wide implementation of the Policy. Review and update of this Policy
Council Officers	Receive and respond to memorial requests. Prepare relevant reports relating to memorial requests.

7. DEFINITIONS

Word/Term	Definition
Applicant	The person, group or organisation requesting approval for the establishment of a memorial.
Small Memorial	Trees, plaques, seats and other park furniture as memorials on public land. These are generally for an individual/lost loved one. It does not represent a significant event nor the achievements of individuals.
Memorial	An object established in memory of a person or an event. A memorial object may be a plaque, sculptural or other artistic work, fountain, seat or park bench, drinking fountain, or horticultural features such as a tree.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images which commemorate a person or an event and/or provide historical text or information relevant to its location. Such a tablet is to be affixed to an object, building or pavement.
Large memorials	Are monuments, statues, sculptures, fountains and other memorials that represent a significant event and or an individual that is of national or international standing or of outstanding local importance.
Local Government Area (LGA)	A reference to the LGA in this policy refers to the Hawkesbury City Council Government Area.
Parks and Open Space Areas	Parks and Open Space Areas refer to Community and Crown land that is under the care, control and management of the Hawkesbury City Council for community recreational use and includes public open space which is accessible to the community.
Cremated Ashes	Cremated body ashes of a deceased person



8. RELATED DOCUMENTS

Legislation

- Local Government Act 1993
- Roads Act 1993
- Transport for NSW Guidelines for Roadside Tributes– <https://www.nsw.gov.au/roads-safety-and-rules/warnings-and-hazards/roadside-tributes>
- Protection of the Environment Operations Act 1997.

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