

	<p><b>Council Policy</b></p> <p><b>Commemorative works at Council sites</b></p>	
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# Policy

## 1 Scope

Lake Macquarie City Council provides opportunities to formally recognise accomplishments and contributions of present and former employees and elected officials and others in the form of commemorative works.

This policy outlines the criteria for the display and management of commemorative works.

This policy applies to all commemorative works and memorials within buildings, parks and other public domain under the ownership or management of Council

For the purposes of this policy, commemorative works consist of photographs, memorials, monuments and plaques.

## 2 Objectives

To establish principles and approaches consistent with community expectations that inform the City of Lake Macquarie's management of commemorative works.

To guide consideration of proposals for amendment or removal of commemorative works.

## 3 Policy Statement

Council aims to achieve clear, transparent and rigorous decision-making with respect to its displays of commemorative items.

Council recognises people who have made a significant contribution or impact to the history and evolution of the City of Lake Macquarie, through appropriately designed and sited commemorative works. This recognition may take the form of plaques, memorials monuments or photos.

Amendment or removal of commemorative works will be considered if they depict a person convicted of a Serious Indictable Offence.

## 4 Background

In some instances, displaying commemorative works depicting individuals convicted of serious offences may exacerbate adverse impacts of the offences on other members of the community.

## 5 Definitions

### Memorial/ monument

Memorials and monuments are objects that are built, placed or preserved in situ, for the purposes of commemorating a person, community, place or event of public significance.

### Plaque

A plaque is a memorial of stone, metal or other material inscribed with text and/or images commemorating a person, community place or event of public significance and/or presenting information that aids in the interpretation of a site or other object. Plaques may be affixed to a building an object or placed in the paving.

### Serious Indictable Offence

Serious Indictable Offence has the same meaning as that term is defined under the Crimes Act 1900 (NSW) and includes an offence in any other Australian jurisdiction that would be a serious indictable offence if committed in NSW.

## 6 Criteria for display of commemorative works

Commemorative works and memorials should:

- a) reflect the evolving values, ideas and aspirations of the Lake Macquarie community and have cultural significance, that is aesthetic, historic, scientific or social value for past, present or future generations of the citizens of Lake Macquarie; or
- b) recognise achievements, services and contributions valued by the people of Lake Macquarie; or
- c) enhance Lake Macquarie's sense of place and increase an understanding of the diversity of Lake Macquarie's cultural heritage; or
- d) commemorate the opening of Council owned infrastructure; or
- e) relate to a demonstrated, significant and acknowledged:
  - civic-minded achievement or endeavor
  - outstanding community achievement and endeavour
  - educational or academic achievement or endeavour
  - achievement or endeavour in justice and law
  - service and sacrifice in war, or as a consequence of war, or the impact of war
  - achievement or endeavour in the visual arts or performing arts
  - literature or literary achievement or endeavor
  - achievement or endeavour in relation to governance and community service
  - achievement or endeavour in relation to sporting excellence.

## 7 Criteria for removal or amendment of commemorative works

The removal or amendment of commemorative works will be in accordance with this policy. Notification to Councillors of the removal of commemorative works will be in writing and contain supporting documentation to demonstrate accordance with this policy.

Requests for removal of commemorative works inconsistent with this policy will be reported to Council. Consideration may be in confidence subject to section 10A of the Local Government Act 1993.

### Photos

Photos of former Councillors convicted of a Serious Indictable Offence will be removed and replaced with a reference in name only to the convicted person. A sentence stating that the removal of the image is in accordance with Council Policy will be added.

Photos of former Councillors will be digitized for display on Council's website. Digitized images will be removed and replaced with a reference in name only to the convicted person. A sentence stating that the removal of the image is in accordance with Council policy will be added to the website.

### Plaques

Plaques recording the names of persons convicted of a Serious Indictable Offence will be removed from Council buildings.

Plaques detailing the key dates relating to the building or monument will be added to replace commemorative plaques of this nature.

### Memorial/monuments

Memorials and monuments recording the names of persons convicted of a Serious Indictable Offence will be removed from Council buildings and Council owned land.

Council has no control over commemorative works placed on private property. External organisations seeking advice in relation to these properties will be referred to this Council policy.

## Controlled Document Information

### Authorisation Details

<b>Folder No:</b>	F2017/00975	<b>TRIM Record No:</b>	D08409557
<b>Audience:</b>	External - All staff		
<b>Department:</b>	Organisational Performance		
<b>Officer:</b>	Governance Coordinator - Katherine McNaughton		
<b>Review Timeframe:</b> Max < 4 years	4 years	<b>Next Scheduled Review Date:</b>	27 November 2021
<b>Authorisation:</b>	Adopted by Council - 27 November 2017		
<b>REPOL Date of Endorsement:</b>	27 November 2017	<b>REPOL Report TRIM Record No:</b>	D08591013
<b>Authorisation - Council Adoption Date:</b>	27 November 2017		

### Related Document Information, Standards & References

<b>Related Legislation:</b>	(Legislation Name) Crimes Act 1900 (NSW)	(Relationship/Context)
<b>Related Policies (Council &amp; Internal):</b>	(Policy Name)	(Relationship/Context)
<b>Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:</b>	(Document Name)	(Relationship/Context)
<b>Standards COP's &amp; Other References</b>	(Standard, COP or Other References)	(Relationship/Context)

### Definitions

Term / Abbreviation	Definition

### Consultation (update for each version created)

<b>Key Departments, Teams, Positions, Meetings:</b>	Executive, Councillors, Manager Organisation Performance, Manager Community Planning and Manager Cultural Services
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### Version History

Version No	Date Changed	Modified By	Details and Comments
1	June 2017	K McNaughton	New policy

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