

9.4 Commemorative Memorial Guidelines Policy

SF/4356

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PURPOSE OF REPORT

The report presents for consideration the reviewed and updated *Commemorative Memorial Guidelines Policy*.

BACKGROUND

The purpose of the *Commemorative Memorial Guidelines Policy* (**refer Appendix 1**) is to provide a guideline for the establishment and maintenance of commemorative memorials.

The *Commemorative Memorial Guidelines Policy* works to outline the requirements and performance standards of a commemorative memorial, which is any plaque or monument reserved for the recognition or memory of an individual (or family), service organisation/club or group, having made a significant contribution to public life or having attracted national or international recognition.

Applications for commemorative memorials are to be made to the Council for its "in principle" approval. Following the submission of the application, the proposal shall be publicly advertised seeking community comment. It is proposed that Council will then consider the proposal taking into consideration the guidelines and any submissions received.

DISCUSSION

The policy is being reviewed in accordance with Council's Administration Policy *Management Guidelines Policy*.

No changes have been made to the policy.

The policy was endorsed by the Council's Leadership Team at its October 2021 meeting.

COUNCIL PLAN 2021-2025 IMPLICATIONS

Community

- A connected, involved and inclusive community.

Livability

- Vibrant public spaces and places.

Leadership

- Good governance.
- Engaged and informed community.

COMMUNITY ENGAGEMENT

In accordance with the Council's *Community Engagement Policy*, it is proposed that, due to operational nature of the Policy, that community engagement be undertaken at the 'consult' level under the International Association for Public Participation's IAP2 public participation spectrum as detailed in the table below:

Level of Public Participation	Promise to the community	Techniques to be used
Consult	We will provide information and consider feedback prior to making a decision.	<ul style="list-style-type: none"> ▪ Feedback invited via Council's website ▪ Policy presented in a public report to the Council. ▪ Feedback invited via social media ▪ Policy to be published on Council's website.

Community engagement on the Council Policy *Commemorative Memorial Guidelines Policy* will open Thursday 26 May 2020 and close 5pm Thursday 23 June 2022.

Community feedback will be invited via the Council's website and social media channels.

FINANCIAL IMPLICATIONS

There are no material financial implications with the development of the policy. The implementation of the policy will be accommodated within the existing budget allocation.

OFFICER DECLARATION OF CONFLICT OF INTEREST

No officers involved in the preparation of this report have any general or material conflicts of interest in this matter.

CONCLUSION

Feedback relating to the Policy will be presented in a report to the Council Meeting on Wednesday 29 June 2022.

Recommendation:

1. That the Benalla Rural City Council *Commemorative Memorial Guidelines Policy* be endorsed for public exhibition.
2. That the Benalla Rural City Council *Commemorative Memorial Guidelines Policy* be considered for adoption at the Council Meeting on Wednesday 29 June 2022.