

## War Memorial Plaques Policy

Policy Type	Administrative Policy	Version:	2.0
Responsible Officer	Director Corporate & Community Services	Date Approved:	05/12/2022
Review Officer:	Manager Customer & Community Services	Review Due:	05/11/2026
Author:	Senior Community Wellbeing Officer	Commencement:	05/12/2022

### 1. PURPOSE

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This policy is to ensure applications for the addition of names to war memorials in the Mareeba Shire are assessed in accordance with accepted protocols, and that the names listed are verified by the appropriate sources to maintain the integrity of the memorial.

### 2. SCOPE

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A war memorial may be a cenotaph, honour board, plaque, building or sign. This policy sets out the protocols and process for applicants to request the addition of names to a war memorial.

### 3. POLICY STATEMENT

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Council takes very seriously its responsibility in ensuring war memorials accurately record the sacrifice made by Australians in war and on military operations. This policy details the principles and procedures to commemorate the memory of those who served their country in conflicts abroad.

1. The following criteria will apply to all requests.
  - a) the request must pertain to:
    - i. a deceased person, who was a member of the Australian Defence Forces or Allied Defence Forces, who served their country in conflict abroad. The conflict must be recognised by the Returned Services League of Australia;
    - and*
    - ii. who, in their lifetime, had an association with the Mareeba Shire area, or is a relative of an existing Mareeba Shire resident.
2. All applications for the addition of names to a war memorial are to be made in writing to the Council with supporting documentation, provided by the applicant.

The applicant can obtain the required supporting documentation from the Australian War Memorial Research Centre and National Archives of Australia. This must include the name, rank, serial number, unit name, evidence of any decorations, record of service and discharge certificate of the person whose name will appear on the plaque.

Applicants are also required to evidence whether the name appears elsewhere on a war memorial.

3. The format of the name will be in accordance with the style of the existing names on the memorial.
4. Customer & Community Services will be responsible for processing applications, maintaining a record of all applications and providing Council with an update on an annual basis.
5. The applicant will be responsible for informing the family and other interested parties of the outcome of an application to add a name plaque to the war memorial.
6. Currently, Council does not recover the costs of adding a name to a war memorial, however, this will be reviewed annually, and a fee may apply.
7. This Policy also applies to requests to affix a plaque to a war memorial. Any such requests will be assessed on a case-by-case basis. Council may require the applicant to cover this cost, however, this will be determined by Council at the time of application.

#### **4. REPORTING**

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A report will be provided to Council on an annual basis to provide details of new records for war memorial plaques.

#### **5. DEFINITIONS**

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**War memorial** – a memorial may be a cenotaph, honour board, plaque, building or sign.

#### **6. RELATED DOCUMENTS AND REFERENCES**

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Mareeba Shire War Memorial Heritage Asset List 2015 - "*Mapping Our ANZAC History*"

#### **7. REVIEW**

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It is the responsibility of the Manager Customer & Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.