

Memorial Procedure

Procedure No. 8860.010.I.R

1. Purpose

This procedure outlines the process to manage requests for memorials.

2. Scope

The City of Darwin manages the following types of memorials:

- Memorial requests proposed on public land within the City of Darwin
- Plaques on the Darwin Cenotaph Civilian Memorial Wall
- Requests for a new park seat on concrete base with plaque set in concrete
- Requests for a new tree in a park with a plaque set in concrete near the tree

All applications for memorials are assessed on the application meeting certain criteria, as outlined in Memorial Policy No. 0048.100.E.R. The application will be assessed by City of Darwin and the applicant advised of the outcome. Applications for a memorial plaque to existing City of Darwin assets will not be approved.

Any unapproved memorials will be removed by City of Darwin. Attempts will be made to identify people who have installed unapproved memorials however, City of Darwin reserves the right to remove unapproved memorials.

All costs associated with approved memorials including supply, labour, materials and installation will be borne by the applicant.

All approved memorials will be installed by City of Darwin only and on receipt of payment in full for the memorial costs. At no time is the public permitted to install a memorial or add items to a memorial.

All memorials will be maintained in accordance with the City of Darwin’s existing maintenance schedules.

3. Procedure Statement

3.1. Types of Memorials

3.1.1. Darwin Cenotaph Civilian Memorial Wall

Eligibility

Only those families present in Darwin during WWII, including evacuees are eligible to apply for a plaque. Although targeted at civilian families, family members whose residency in Darwin was due to military deployment, may also be eligible if that family had a clear connection with the civilian community.

Only one plaque will be affixed to the Memorial Wall that honours a civilian’s role during the Bombing of Darwin.

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Version	Adoption Date	History	Next Review Date
1	21/02/2023	Next review date set in line with Policy 0048.100.E.R	26/07/2026



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On approval of the application, plaque will be ordered by the City of Darwin per the Plaque Specifications.

Plaque will be placed on the Memorial Wall in order of receipt of application.

Plaque Specifications

- 150mm x 100mm
- Cast bronze with wording – maximum of 5 lines
- Each line can contain approximately 5 to 6 words
- Back of plaque requires no mounting connections

3.1.2. Memorial requests on public land within the City of Darwin

Memorial Seat

The seat type and location will be discussed with the applicant but will ultimately be selected by City of Darwin in accordance with the quality and type of infrastructure that is existing in the park. The memorial seat and plaque will be a seat, bench, or other suitable installation, fixed to a concrete pad, or alternatively approved plinth fixed to the concrete pad at the front of the seat.

The design and placement should not present a safety risk to pedestrians, cyclists or vehicles. The City of Darwin may conduct a risk assessment where public safety issues are identified.

On approval of the application, the plaque is to be ordered by the applicant as per the Plaque Specifications.

Plaque Specifications

- 150mm x 100mm
- Cast bronze with wording – maximum of 5 lines
- Each line can contain approximately 5 to 6 words
- Fixed flush to front face of the concrete seat pad

Seat Specifications

- 1800mm park seat or bench in accordance with the quality and type of infrastructure existing in the park.
- 3000mm x 1200mm x 125mm reinforced natural concrete pad under seat.

Refer **Attachment A** - Standard Drawing – Memorial Seat

Memorial Tree

The location of a tree and their species will be discussed with the applicant but ultimately selected by the City of Darwin with advanced trees being the preferred option. The memorial tree and plaque will be a single tree supplied and installed by the City of Darwin with a suitable mulch ring. Irrigation will be provided to the tree. The memorial tree will include a single bronze plaque fixed to a concrete plinth at the front of the tree within the mulch ring.

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The design and placement should not present a safety risk to pedestrians, cyclists or vehicles. The City of Darwin may conduct a risk assessment where public safety issues are identified.

On approval of the application, the plaque is to be ordered by the applicant as per the Plaque Specifications.

Plaque Specifications

- 150mm x 100mm.
- Cast bronze with wording – maximum of 5 lines.
- Each line can contain approximately 5 to 6 words
- Fixed to angled concrete plinth within mulch ring

Tree Specifications

- 25 litre pot tree size in accordance with the quality and type of trees existing in the park
- 1000mm mulch ring around tree base

Refer **Attachment B** - Standard Drawing – Memorial Tree

3.2. Applications for Memorials

All requests for memorials are to be submitted via the online application form on the City of Darwin website for assessment.

No hard copy applications will be accepted.

3.3. Removals of Memorials

In instances of existing memorials that require removal, every effort will be made to contact the applicant prior to such removal. All memorials and plaques placed on City of Darwin owned and managed land are City of Darwin assets and are therefore owned and under the care, control and management of City of Darwin.

4. Legislative References

Nil

5. Policies / Related Documents

0048.100.E.R Memorial Policy
 Application for Memorial
 Standard Drawing – Memorial Seat
 Standard Drawing – Memorial Tree
 Northern Territory Government’s Memorials in the Road Reserve Policy

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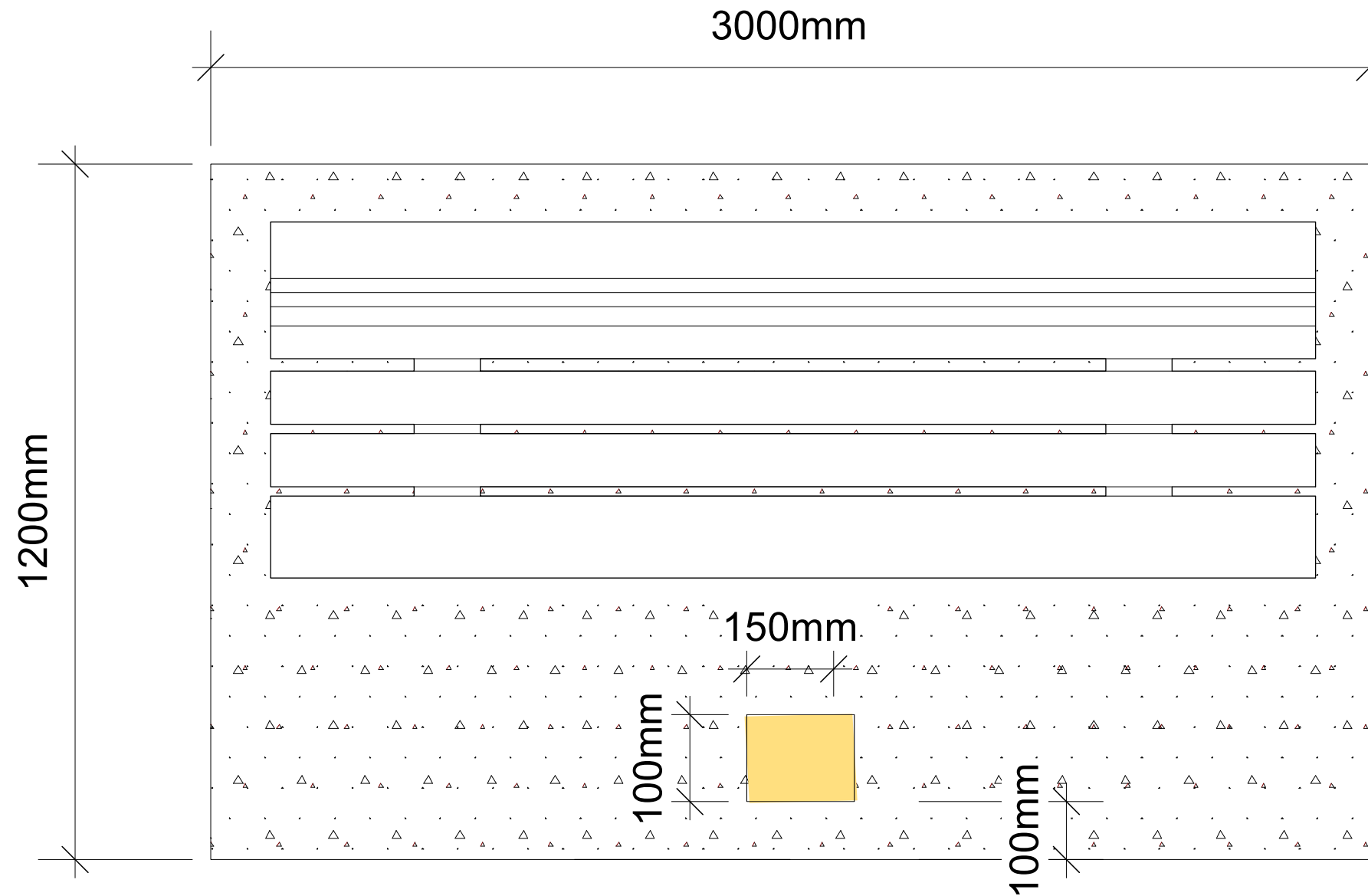
Procedure No. 8860.010.I.R

6. Responsibility / Application

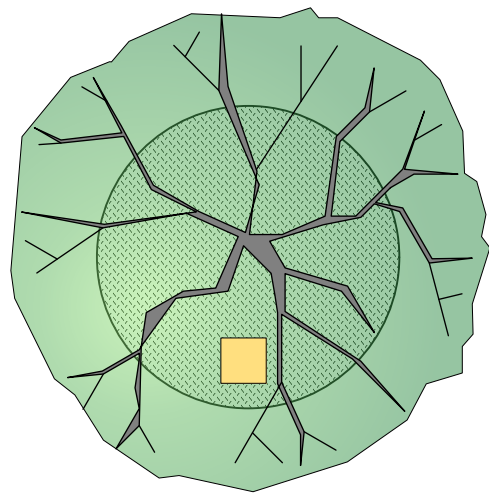
The General Manager Community is responsible for ensuring this procedure is understood and observed.

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1 Memorial Seat



2 Memorial Tree
Plan View



3 Memorial Tree
Elevation