POLICY

CITY OF
LOGAN

Date adopted:	30/05/2017
File no:	129066-2
Minute number:	148/2017

Policy title:	**LOGAN CENTRAL CENOTAPH MEMORIAL PLAQUES**
Directorate:	COMMUNITY AND LIFESTYLE
Branch:	PARKS
Policy objective:	To commemorate the memory of those who served their country in conflicts abroad.

Policy Scope:

This policy is for applications for the fixing of memorial plaques to the Logan Central Cenotaph in memory of veterans of the Australian Defence or Allied Defence Forces.

Definitions:

Not applicable.

Policy statement:

The following procedure is to be undertaken for this policy:

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 his or her country in conflict abroad, as recognised by the Returned Services League of Australia

   (ii)   who in his or her lifetime had an association with the Logan area, or is a relative of an existing Logan resident.

2.   All applications for plaque placement are to be made in writing to the Council with accompanying documents including 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.

3.   Copies of applications will be forwarded to the Logan Branch of the Returned Services League of Australia for verification of service record and eligibility for plaque inclusion on the cenotaph.

4.   A fee for plaque purchase, embossing and fixing will be charged and this fee will be determined on an annual basis by the relevant committee to ensure full cost recovery to the Council.

5. The plaque will be in a format approved by the Director Community and Lifestyle.

6. The Parks branch will be responsible for processing plaque applications.

7. The Parks branch will maintain a record of all applications and will provide the Council with an annual status report.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME