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**NAME OF POLICY:** Plaques, Monuments & Memorials Policy

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**POLICY MANUAL:** Governance

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## BACKGROUND

The Council acknowledges the need to commemorate events, organisations, groups or people who have made significant contributions to our City. The Council also recognises that residents, at times, wish to remember loved ones who have passed and have made a significant contribution to the local community.

Commemorations which are initiated by both the Council can be achieved through the dedication of a plaque, monument or memorial, however the Council has determined to ensure the appropriateness of such installations through the adoption of a policy.

This Policy sets out the criteria for Council staff to determine the appropriateness and merit of each application and guides decisions which are required to be made in respect to plaques, monuments and memorials within the City to ensure a consistent approach.

## DISCUSSION

The purpose of this Policy is to provide a clear and transparent framework to sensitively deal with the approval, placement, installation, alteration, maintenance and removal of a range of plaques, monuments and memorials that commemorate an event, organisation, group or person in the City of Norwood Payneham & St Peters.

This Policy reflects the Council's desire to commemorate events, organisations, groups and people who are meaningful to the City, balanced with the Council's commitment to providing the ongoing enjoyment of uncluttered public space to the community.

The Policy applies to all requests to commemorate an event, organisation, group or person through the installation of a plaque, monument or memorial in the City of Norwood Payneham & St Peters on Council owned or managed community land.

## KEY PRINCIPLES

This Policy is based on the following key principles and objectives:

- to provide a mechanism for the community to commemorate events that are meaningful to the City and to commemorate organisations, groups or people that have a connection with the City of Norwood Payneham & St Peters;
- to provide clarity and transparency around the naming of plaques, monuments and memorials in the City;
- to provide a framework for reviewing applications made by the Council and the community for the installation of plaques, monuments or memorials;
- to introduce uniformity and consistency in Council decision-making and in the size and style of the plaques, monuments and memorials that are installed in the City;
- to respect the intended purpose of each public space in the City and to ensure it is primarily used as a public space for the community, not a memorial space (unless otherwise approved by the Council);
- to ensure there is not an oversaturation in the placement of plaques, monuments or memorials in any one location and to minimise the incidence of plaques, monuments and memorials in open space;
- to minimise the risks and potential impact of plaques, monuments and memorials;

- to ensure that the placement of any plaques, monuments or memorials does not present any safety risks to the community; and
- to ensure plaques, monuments and memorials are well maintained.

## POLICY

### Scope

This Policy applies to all new plaques, monuments and memorials on Council owned or managed land in the City. Any changes to existing plaques, monuments and memorials must also comply with this policy.

This Policy does not apply to:

- any plaque, monument or memorial on privately owned land;
- signage, display boards or banners that do not relate to plaques, monuments or memorials;
- works of art (not in the form of a monument or memorial) that do not involve a commemoration, the acquisition, maintenance and disposal of which is covered under the Council's *Public Art Policy*;
- the naming of parks, roads and public facilities which is covered under the Council's *Naming of Roads and Public Places Policy & Procedure*;
- the Council's Historic Plaques and Signs Program;
- awards covered by the Council's *Civic Recognition Policy* ; and
- plaques recognising the opening of a public building or space. These will be determined as part of the individual project.

### Definitions

**Plaques** – A flat tablet that includes text that commemorates an event, person, organisation or group.

**Monuments** – A physical object or structure, such as a statue or sculpture that is designed to commemorate an event, person, organisation or group.

**Memorials** – An object or feature designed to commemorate an event, person, organisation or group. It could be a sculptural or artistic work, or a water, horticultural or landscape element – that may include a monument structure.

### Who Can Submit a Nomination?

- Ratepayers of the City of Norwood Payneham & St Peters
- Residents and business owners within the City of Norwood Payneham & St Peters.
- People who work and are employed in the City of Norwood Payneham & St Peters.
- Members of any group or association located in the City of Norwood Payneham & St Peters.
- Individual Elected Members of the City of Norwood Payneham & St Peters.

### General Guidelines

- The design, construction or installation of any plaque, monument or memorial on Council land, must be approved by the Council.
- The Council will only consider applications that have been submitted via the formal application process.
- The lodgement of an application does not guarantee approval.
- A new plaque, monument or memorial should not commemorate a person, organisation, group or event that has already been commemorated elsewhere in the City.
- The proposed plaque, monument or memorial must demonstrate cultural sensitivity and will not cause offence.
- The long term viability and maintenance of the plaque, monument or memorial, will not significantly impact the Council's maintenance resources.
- Once installed, a plaque (including the asset on which it is located), monument or memorial installed on Council owned or managed land, will become the property of the City of Norwood Payneham & St Peters. It will be included in the Council's *Asset Management Register* and managed in accordance with the Council's policies and procedures.

- All new plaques, monuments and memorials will form part of the standard maintenance schedule consistent with its location. The Council will be responsible for maintaining all plaques, monuments and memorials post-installation (excluding Roadside Fatality Memorials). No additional special care of plaques, monuments or memorials, above and beyond the standard level of maintenance provided in that location will be provided by the Council.
- An existing plaque, monument or memorial should not be taken as a precedent for future approvals.
- Branding and images are not permitted on plaques, but may be considered in the development of monuments or memorials.
- Logos will only be permitted for community groups and/or sporting associations.
- The Council does not guarantee the retention of any plaque, monument or memorial in perpetuity.

## **Plaques**

Principles for the approval of plaques:

- Plaques cannot be installed in isolation or affixed to existing Council assets. Plaques can only be fixed to new assets.
- Plaques will not be permitted to be attached to trees or near trees (as determined by the Council's City Arborist).
- Plaques may be installed as part of a larger monument or memorial.
- Only one (1) plaque may be affixed per asset.
- The design and specification of any plaque will be determined by the Council.
- Plaques will be purchased, engraved and installed by the Council at the cost of the applicant.
- In the case that a plaque is vandalised, damaged or in a deteriorated condition, the Council will not be responsible for its replacement or replacement costs.
- Plaques will remain in place for the life of the asset that it is attached to (unless relocated or removed in accordance with this Policy).

## **Assets**

Principles for the approval of plaques on assets:

- Plaques are only permitted to be fixed to the following types of assets:
  - Seating/bench
  - Picnic table
- Assets will be selected from the standard suite of furniture specified by Council for that particular location.
- The cost of the new asset will be borne by the applicant.
- The location selected for the asset to be installed is at the sole discretion of the Council.
- In the case that an asset is vandalised, damaged or in a deteriorated condition, the Council will not be responsible for its replacement or replacement costs.
- Opportunities to place more assets including seating (or other forms of park or street furniture) is limited in many areas of the City and there is no guarantee that the Council will be able to accommodate all requests.

## **Monuments**

For the purposes of this Policy, monuments will be subject to the same principles and criteria as memorials.

## **Memorials**

In the case of a monument or memorial, successful applicants will be required to work collaboratively with the Council on development of their concept. This includes collaborating on artist selection, design, durability, environmental sustainability, risk mitigation and maintenance plans.

External experts may be required to provide advice on particular elements of an application such as the historical accuracy, wording or artistic merit.

## Landscape Memorials

Principles for the approval of landscape memorials:

- Commemorative landscape memorials must comprise selections from the Council's suitable species list.
- All purchasing, installation and maintenance works are to be undertaken by the Council. A level of maintenance consistent with the location will be provided.
- Ceremonies associated with landscape memorials must be coordinated with and pre-approved by the Council.
- In the case that a landscape memorial is vandalised or dies, the Council will not be responsible for its replacement or replacement costs.

## War Memorials

War memorials commemorate the people who served in and died as a result of war. All war memorial applications will be referred to the Council for its consideration and approval in line with the following guidelines

- wherever possible, any war memorial and the remembrance of any future conflict should be made at an existing war memorial site (in consultation with the relevant Ex-Services Organisation); and
- where an application for a new war memorial is made on a site not currently recorded or used as a war memorial site, the application will be referred to the Council's Cultural Heritage Advisor for comment prior to the Council's consideration.

## Roadside Fatality Memorials

The Council recognises that members of the community may wish to mark the location of a fatal road crash and commemorate the death of individuals with a memorial. While the Council does not encourage or endorse the installation of roadside memorials, it respects the need to establish them.

Roadside Fatality Memorials will be managed in accordance with the *Government of South Australia's, Roadside Memorials Operational Instruction – 19.15*.

The Council reserves the right to remove a Roadside Fatality Memorial if:

- it is impacting the safety of road users or pedestrians;
- is considered an impediment to service providers with assets in the road reserve;
- it is not being appropriately maintained; or
- if after a period of 13 months, the Council has been unable to contact the persons involved in establishment of the memorial to request the removal of the memorial, the Council may remove the memorial.

## Location

The location of plaques, monuments and memorials is to be at the discretion of the Council following consideration of masterplans, safety, traffic and pedestrian mobility, and the primary use/purpose of the location.

Plaques, monuments and memorials will not be permitted in the following locations:

- on existing Council infrastructure;
- public spaces that are scheduled for major redevelopment works within two (2) years from the date of the application;
- where it may distract drivers or interfere with the role of any traffic control item;
- where the nature of a plaque, monument or memorial negatively affects its location;
- where there is no connection to the City of Norwood Payneham & St Peters; and
- where the location is deemed to be at capacity in terms of infrastructure (e.g. seating).

The Council may negotiate an alternate location for the plaque, monument and memorial, with the applicant, as part of the application process.

All plaques, monuments and memorials must be located in accordance with an endorsed Community Land Management Plan and other relevant Council policies and guidelines.

Approval from other responsible authorities may be required if a plaque, monument or memorial is proposed on land controlled by legislation.

## **Eligibility**

The Council does not generally encourage the installation of plaques, monuments and memorials on public land on the basis that space for plaques, monuments and memorials is limited. Applications therefore will be considered on the following basis:

For events:

- an event that is highly significant (i.e. of local, state or national significance) to a particular site within the City and to its development.

For organisations, groups or individuals:

- when applying for a monument or memorial, the organisation, group or individual must be deemed to have made a significant contribution to the cultural, political, economic or social life of the City of Norwood Payneham & St Peters; and
- when applying for a plaque, the organisation, group or individual must have been located, lived or served the City of Norwood Payneham & St Peters for a minimum of 10 years.

The commemoration of domestic pets and animals will not be permitted on public land in any form.

## **Costs**

All costs associated with a plaque (including the asset on which it is located), monument or memorial will be borne by the applicant. This includes all purchase, fabrication and installation costs.

The Council may choose to contribute grant funding or services in-kind at its absolute discretion.

The Council will be responsible for all associated maintenance costs at its absolute discretion.

## **Consultation**

In assessing applications for a monument or memorial, the Council may choose to undertake a period of community consultation consistent with the terms of its *Public Consultation Policy*.

## **Relocation**

The Council reserves the right to temporarily remove or relocate plaques, monuments or memorials in the event of other works at the site. Care will be taken to ensure that individuals and groups associated with the plaque, monument or memorial are advised in advance of the relocation or temporary removal.

## **Removal**

Plaques, monuments and memorials may also be removed by the Council if:

- the area in which it is located is being redeveloped;
- the structure or support on which the item is located is required to be removed or permanently altered;
- the use of the area in which the plaque, monument or memorial is placed changes significantly in character and it is no longer deemed suitable for the site; and/or
- it has been placed on Council owned or controlled land without the prior written approval of the Council.

Where the plaque, monument or memorial has been removed by the Council due to its poor condition, the applicant will be advised and may re-apply for a new plaque, monument or memorial to be installed at the applicant's cost as a replacement.

## **Restoration**

The restoration of existing plaques, monuments or memorials will be at the absolute discretion of the Council and in accordance with the Council's Asset Renewal Program.

The addition of new plaques to existing monuments and memorials will only be considered if there is a clear connection to the original commemoration.

## **Council Registers**

Following assignment of a plaque, monument or memorial, the Council will update all relevant registers including its *Asset Management Register* and *Community Land Register* (as required by Section 207 of the Act)

## **REVIEW PROCESS**

The Council will review this Policy within three (3) years of the adoption date of the Policy.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is Council's General Manager, Governance & Civic Affairs, telephone 8366 4549.

## **ADOPTION OF THE POLICY**

This Policy was adopted by Council on 2 September 2019.

This Policy was reviewed and adopted by Council on 4 October 2022.

## **TO BE REVIEWED**

October 2025