MURRAY RIVER COUNCIL

PLAQUES & MEMORIALS
POLICY
POL307.V1

ADOPTED: 27 November 2018
1. POLICY SUMMARY

1.1 Plaques and memorials provide recognition and can contribute to an understanding of significant events or persons closely associated with history. Any decision regarding plaques and memorials needs to consider the balance between the desire to commemorate events or individuals and the ongoing enjoyment of uncluttered public space.

1.2 This Plaques and Memorials Policy (the ‘Policy’) provides a consistent approach for the management of existing plaques and memorials, installation of new plaques and memorials and assessment of new requests for plaques and memorials within public space in the Murray River Council (the ‘Council’) area.

2. POLICY OBJECTIVES

2.1 The objectives of this Policy are to:

- Recognise and celebrate significant historical events and persons or organisations closely associated with the leadership, cultural and social development of Council.
- Protect the intended purpose, environmental values and aesthetic appearance of Council’s public spaces.
- Provide a clear and equitable framework to manage requests for plaques and memorials to be located within Council’s public spaces.
- Ensure risks are adequately considered in relation to plaques and memorials on Council-owned or managed land.

3. BACKGROUND

3.1 This Policy applies to plaques and memorials on Council-owned or managed land, including streets, reserves or parks. All new plaques and memorials will be required to conform to this Policy, with the exception of the following:

- signage, display boards, banners, public artworks or temporary roadside memorials;
- war memorials, which require approval by other authorities;
- plaques or memorials in cemeteries; and
- naming of places or facilities which are provided.

3.2 Whilst there are existing plaques and memorials within the Council area that predate this Policy, an existing plaque or memorial should not be taken as a precedent for future approvals.
4. **POLICY STATEMENT**

Plaques and memorials provide recognition and celebrates significant historical events, persons or organisations closely associated with the leadership, cultural and social development of the Council area.

4.1 **General principles**

(a) Council does not encourage installation of plaques and memorials on land owned or managed by Council.

(b) The siting or appearance of a plaque or memorial must not negatively impact the aesthetic or environmental value of public space, nor on the use of the space by the community.

(c) Plaques and memorials are to meet all relevant planning and building requirements.

(d) Plaques and memorials are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk.

(e) Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and be resistant to vandalism.

(f) Plaques attached to an asset like a seat, building, etc, must be durable and must have a life equivalent to the asset to which they are attached.

(g) All costs associated with the design, construction, installation and maintenance of plaques or memorials are to paid by the person making the request for the plaque or memorial. Once approved, installation of any plaque or memorial must be undertaken by Council.

(h) Installed plaques and memorials will become the property of Council and will be entered into Council's Assets Register.

(i) Maintenance of plaques and memorials must be undertaken by Council.

(j) Council does not guarantee to retain plaques and memorials in perpetuity. Generally, a plaque or memorial will be retained in place for as long as practicable, with the following exceptions:
   - the area in which the item is sited is to be redeveloped; or
   - ongoing maintenance costs are prohibitive; or
   - in the case of a plaque, the asset to which it is attached has reached the end of its useful life; or
   - the condition of the plaque or memorial is poor.

(k) If a plaque or memorial is removed due to any of the reasons in (j) above, Council will not guarantee replacement of the plaque or memorial, however, replacement plaques or memorials of similar or different style or form may be considered. All reasonable efforts will be made to identify, contact and advise relevant stakeholders (including family members).

4.2 **Existing plaques and memorials**

(a) Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed in 4.1.

4.3 **New plaques installed by Council**

(a) Plaques may be installed by Council on Council-owned or managed land, buildings or structures to commemorate an opening of a new or refurbished Council building or facility, or a historically significant event.

(b) Where project funding has been provided by an external agency, such as the State or Federal Government, and acknowledgement of the funding agreement is required in the form or a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.
(c) Plaques installed by Council will be funded by Council. Council may seek a financial contribution from funding partners, if applicable.

4.4 Requests for new plaques and memorials on Council-owned or managed land

(a) Council will consider requests for new plaques or memorials, including those from private individuals and community groups for installation of plaques and memorials on land owned or managed by Council.

(b) Plaques and memorials will only be considered where the following criteria are met:
   - commemoration of a deceased individual that is/was strongly linked to the Council; and
   - commemoration of a deceased individual that has made a substantial contribution to the leadership, cultural and social aspects of the Council’s development or shared community history. The contribution of the deceased individual must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community.

(c) Plaques or memorials will also be considered for the commemoration of:
   - a locally based group or association who have made a substantial and outstanding contribution to the local community; or
   - a significant historical or cultural event which has a profound resonance with the broader Council community or is of national or state significance.

(d) The subject of a requested plaque or memorial must also have a clear association and strong significance to the location proposed for the plaque or memorial, and must not have been already commemorated elsewhere in the Council area.

(e) Plaques and memorials commemorating deceased persons will not generally be considered until an individual has been deceased for at least one year, in order to allow for appropriate development of historical perspective. Approval will be sought from a deceased person’s next of kin or appropriate relative/s, where practicable.

(f) Memorials, including reserve seating with attached plaques, will be considered where they meet the requirements of this Policy and are consistent with Council’s strategic and urban design objectives of the proposed site. Significant donations for public space infrastructure (eg barbeques, picnic shelters, etc) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.
5. LEGISLATION, TERMINOLOGY AND REFERENCES

5.1 For the purpose of this Policy, the following definitions apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Plaque</td>
<td>Flat tablet of metal, stone or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location. The tablet may be fixed to an object, building or hard ground surface located within public space.</td>
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<tr>
<td>Memorial</td>
<td>An object established to commemorate a person, group, association or event. A memorial may be a ‘living thing’, such as a tree or garden.</td>
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<td>Public Space</td>
<td>Al Council-owned or managed land that is open or accessible to people. This includes:</td>
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<td></td>
<td>• Council-owned public open space, including bushland reserves and sports fields</td>
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<td></td>
<td>• The exterior or interior of Council buildings within public space</td>
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<td></td>
<td>• Reserve furniture within public space (such as benches)</td>
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<td></td>
<td>• Physical infrastructure, including footpaths, median strips, public squares, malls and laneways</td>
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<td>• Road reservations.</td>
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6. IMPLEMENTATION AND DELEGATION

6.1 This Policy applies to plaques and memorials on Council-owned or managed land, including streets, reserves or parks.

6.2 It is the responsibility for the Director Engineering to manage the implementation of this Policy.

7. EVALUATION AND REVIEW

7.1 It is the responsibility of the Director Engineering to monitor the adequacy of this Policy and recommend appropriate changes.

7.2 This Policy will be formally reviewed every three (3) years or as needed, whichever comes first.

8. ASSOCIATED DOCUMENTS

- Murray River Council Risk Management Policy (POL200)
On 12 May 2016, the Premier of NSW, The Hon Mike Baird MP, made the Local Government (Council Amalgamations) Proclamation 2016 under the Local Government Act 1993, whereby Murray Shire Council and Wakool Shire Council were amalgamated to constitute the new area to be known as Murray River Council, effective immediately.

Council reserves the right to review, vary or revoke this policy at any time

This Policy is scheduled for review in November 2021