



<b>Memorials Policy</b>	
Type	Council Policy
GDS Category	Public
Responsible Officer	Manager Community Development
Policy Adopted	27 June 2022
Review Period	4 years
Last Reviewed	-
Next Review Date	June 2026
Policy Version Number	Version 1
Applicable Legislation	
Related Documents	Cemetery Operations & Administration Policy
Public Consultation Required	No
Purpose	To provide a framework for the consistent management of all new and existing memorials and monuments within the city (but outside of the Whyalla Cemetery).

## **1. Introduction**

The City of Whyalla's (Council) Memorial Policy provides guidance for the management and placement of all existing and proposed plaques and memorials within the city, excluding the Whyalla Cemetery, whether they are in or on buildings or other community facilities, pavements or roadsides, parks, gardens, streets, or any other area of council owned or managed public open space.

## **2. Objective**

This policy aims to ensure that applications for memorial plaques are managed on a consistent basis.

### 3. Scope and Responsibilities

The City of Whyalla recognises that community members may wish to install memorials at various locations within the city and supports this installation where application is made through the appropriate process and the memorial meets the following:

#### 3.1 General Criteria for the approval of memorials within the City

- 3.1.1 The proposed memorial will not commemorate a person, event, or place that is already memorialised within the city.
- 3.1.2 The proposed memorial demonstrates cultural sensitivity and will not cause offence.
- 3.1.3 The proposed memorial is:
- In keeping with any existing master plan or strategy to the site
  - Will not adversely impact the existing site
  - Will not compromise the aesthetic or cultural integrity of the site
  - Will not compromise wither public or personal safety
  - The long-term viability and maintenance does not significantly impact Council’s maintenance resources
- 3.1.4 General conditions for the approval of memorials within the City:
- Prior to a new memorial being considered, the Memorial Application Form must be completed by the donor
  - The type, content and location of any park infrastructure and all wording on plaques is subject to the approval of the Manager Community Development or nominee
  - No special care or guarantee of replacement is given
  - Consideration will be given to the number of existing trees, plaques, and memorials in the vicinity of the proposed new memorial as part of the assessment process
  - The City of Whyalla will manage the planting of any trees, and the design, manufacture, and installation of any memorial/commemorative plaque.

#### 3.2 Types of Memorials

##### 3.2.1 Memorial/Commemorative plaque on a seat, bench

A small commemorative metal plaque for groups or individuals, may be attached to a seat or bench as installed/designed by Council. There may be more than one plaque on any piece of furniture.

##### 3.2.2 Memorial/Commemorative trees and planting

Memorial/Commemorative tree(s) for planting in any appropriate street, park or reserve within the City of Whyalla are available based on the following:

- Memorial/Commemorative trees can be planted in any appropriate reserve or street provided they comply with any existing master plan or planting design or street and the nursery standards in accordance with Council's policy and framework.
- No memorial plaque will be available for this type of memorial.

### **3.2.3 Heritage Recognition Markers**

Heritage Recognition Markers are installed by the City of Whyalla on private and public property and communicate the listing of the building, its history, and its significance. Markers are the same size and style and limited to 70 words.

The following criteria applies to Heritage Recognition Markers:

- The property must be State or Local Heritage listed
- Development approval is required
- Property Owner permission is required

Markers are generally installed directly onto the building or fence, if this is not possible, the markers will be post mounted as close to the building or fence as practical.

### **3.2.4 Commemorative/Memorial plaques**

Commemorative and Memorial plaques are used to signify or commemorate an historic or significant occasion, or feature and will be considered on an individual basis.

### **3.2.5 Commemorative/Memorial feature**

A Commemorative/Memorial feature such as a fountain, ornamental feature, sculpture or other significant or unique artwork will be considered on an individual basis.

If the proposed memorial is in the form of a public artwork, it must comply with the above criteria and the City of Whyalla's Arts and Cultural Strategy.

Any significant commemorative or memorial feature will be referred to Council for their consideration/approval.

### **3.2.6 War Memorials**

A war memorial commemorates the people who served in and died because of war. They vary widely in form, but all have the same information, that is to remind us of those we have lost to war.

All war memorial requests will be referred to Council for their 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(s)).

- Any proposal to move or significantly change an existing memorial shall be considered under this Policy.

#### **4. Fees & Charges**

All costs are to be borne by the donor, standard costs are documented in the City of Whyalla's Fees and Charges Schedule. Any additional costs specific to the memorial must also be borne by the donor.

#### **5. Ownership and Life of the Memorial**

All memorials placed on Council owned or managed land are deemed to be assets of the City of Whyalla and will be recorded in the Memorials Register and will be managed in accordance with Council's policies and procedures.

The City of Whyalla will manage and maintain a memorial for the life of the asset in accordance with the relevant Asset Management Plan, after which time, determination of the future of the memorial will be at Council's discretion, which may include the relocation, removal, and/or decommissioning as required.

Where the condition of the memorial is poor or the site is no longer appropriate, Council officers will take all reasonable measures to contact the person who initiated the memorial prior to its removal or relation.

#### **6. Definitions**

##### **Plaque**

A flat tablet of metal or other durable material and which includes text and/or images that commemorate a person, group, association, event, or occasion. Such plaque is to be affixed to a building, object, or pavement.

##### **Memorial or Monument**

An object such as statue, sculpture, or plaque (but not including a plaque that is affixed to a memorial seat or bench that is designed to preserve the memory of a person, group, association, physical object (such as a bridge), event or occasion.