

Strategic policy

Memorials and Plaques

Corporate Plan reference:	<p>A strong community</p> <p><i>In all our communities, people are included, treated with respect and opportunities are available to all</i></p> <ul style="list-style-type: none"> - A creative identity that supports community cohesiveness, development and wellbeing <p>Service excellence</p> <p><i>Positive experiences for our customers, great services to our community</i></p> <ul style="list-style-type: none"> - Respecting and valuing our customers
Endorsed by Council on:	29 October 2009 OM09/306
Policy owner:	Customer Response, Customer Engagement and Planning Services

POLICY PURPOSE

This policy sets the direction for the development, approval, management, placement and maintenance of a diverse range of memorials and plaques that commemorate our people, culture, environment, history and events, on all public land within the Sunshine Coast region.

For the purposes of this document, memorials and plaques will be referred to jointly as memorials (unless identified as otherwise).

POLICY SCOPE

The policy is applicable to the following proposals:

- **Objects, sculptures or structures** that are explicitly memorial in form that have a designer/artist in the development of the work and which are to be located on land either owned or managed by council. Such projects will be assessed by the Public Art Assessment Panel but must also comply with this policy;
- **Landscape features** – specific areas of the region that can be enhanced, redeveloped or reclaimed in commemoration of a person or organisation, event or place;
- **Commemorative trees** planted in honour or memory of a person/s, organisation or event;
- **Plaques** on a bench, wall or similar feature/item of furniture, established in memory of any person, organisation or event; and
- **Restoration of an existing feature** undertaken to commemorate a person/s, organisation, event or place in a way that contributes to the enhancement of the cultural, social, environmental and economic significance of the area in which they are located.

Any alterations to, or replacement of, an existing memorial must also comply with this policy. This policy does not apply to:

- the naming of parks, roads, bridges, or community facilities;
- signage, advertising or sponsorships covered by other council policies; or
- roadside fatality memorials and plaques

POLICY STATEMENT

The Sunshine Coast Regional Council recognises the importance of memorials in celebrating our region's history, culture, environment, people, organisations and events.

Accordingly, council is committed to:

- maintaining and enhancing an awareness and appreciation of our diversity, culture, environment, heritage and creativity as expressed in memorials created within our region;
- appropriately commemorating and honouring people and organisations who have contributed significantly to our community or commemorating significant events and places;
- effectively managing public enquiries, requests and offers of gifts in relation to memorials;
- ensuring that the physical condition of memorials is monitored and maintained;
- fostering partnerships across council to ensure an integrated organisational approach to the construction of memorials in the region; and
- fostering partnerships in the community to ensure memorials commemorating the significant contribution of individual/s, events and places are respected.

GUIDING PRINCIPLES

Council is committed to:

- applying a uniform, equitable and transparent process to assess all proposals for memorials;
- ensuring the subject or theme of the proposed memorial must demonstrate significance in relation to the specific site¹ chosen for the memorial,
- ensuring the subject or theme of the proposed memorial reflects the values of the communities of interest; and
- ensuring the proposed memorial is sensitive to the local environment.

Requirements for memorials

- design, construction and installation of any memorial on land owned or managed by council will require council approval;
- all costs associated with establishing, fabricating, installing and maintaining a **memorial** (but not plaques) will be met by the proponent of the memorial project for a period of 15 years, at which time a review of the condition and significance of the memorial will be undertaken by council officers and relevant councillors;
- all costs associated with establishing, fabricating, and installing a **plaque** will be met by the proponent of the plaque. The maintenance program will be determined in a negotiated agreement between the proponent and council officers. On the 15th year, a review of the significance of the

¹ The Burra Charter (the Australian International Charter for the Conservation of Monuments and Sites [ICOMOS]) states that the significance of a place is embodied in:

its fabric and its setting
other evidence of its history
its association with the community

plaque and whether it will be retained will be undertaken by council officers and relevant councillors;

- the proposed memorial, if other than a plaque, must demonstrate design merit (as assessed by the public art assessment panel) and be an original work;
- wherever appropriate and practical, memorials will be co-located within a site of common interest;
- proposed sites for memorials should meet the requirements of council planning documents and regulations;
- the placement of memorials will take into account the number of existing plaques, public artworks or other objects in the vicinity of the proposed new memorial;
- the location of the memorial will not adversely affect existing use or themes of that location;
- a plaque may only be attached to publicly owned built assets, and must not be attached to a living object, such as a tree;
- new memorials will not commemorate a person, event or place that is already memorialised in the region or community of interest unless determined by council officers and councillors to be appropriate;
- memorials commemorating the death of domestic pets and animals, are not permitted on public land; and
- all approved memorials will be subject to a deaccessioning plan.

OWNERSHIP

- All memorials placed on public land within the Sunshine Coast region are deemed to be under the control of council and managed in accordance with council standards.
- Council will manage and maintain a memorials and plaques for a minimum of 15 years. For memorials (but not plaques), this will be at the cost of the proponent. For plaques, the maintenance will be negotiated with an agreement made between the proponent and council officers. On the 15th year, determination of the future of the memorial will be reviewed. Assessment criteria such as 'significance' and physical condition will be employed. It may then be retained, relocated, and/or removed.
- There may be circumstances which require a memorial to be removed from or replaced at a site before 15 years e.g. review of the use of the site, irreparable damage to the memorial. In this instance each case will be assessed on the circumstances and either a new site found or the memorial deaccessioned with the balance of maintenance funds returned to the proponent.
- If council or council in partnership with a community group/business entity is the proponent of a memorial, the same processes as for an external proponent will apply with the council or the partners being responsible for all costs associated with the memorial for 15 years.

ASSET MANAGEMENT

- All memorials approved by council and placed on public land within the Sunshine Coast region will be categorised and listed on council's Assets and Collections Registers.
- All costs associated with design and fabrication (or purchase), installation and maintaining a memorial for a minimum period of 15 years will be met in full by the proponent.
- All costs associated with design, fabrication and installation of a plaque will be met in full by the proponent. Maintenance will be determined in a negotiated agreement between proponent and council officers.
- Funds provided by the proponent will be held in a council trust fund and contribute to maintenance over the memorial's lifecycle.

ROLES & RESPONSIBILITIES

Council officers will assess the suitability of applications and liaise with the councillor in whose division a memorial is proposed to be located.

The Memorials and Plaques Guidelines will allow the referral of disputed, contentious, major or complex proposals to council for consideration.

POLICY REVIEW

This Memorials and Plaques Policy and related procedures will be reviewed in 2012 to evaluate its effectiveness and continuing relevance.

DEFINITIONS

Deaccessioning The process used to remove an art or design work, memorial or plaque permanently from a collection. This can involve the transfer of ownership by sale, exchange or gifting. Deaccessioning can also occur if the maintenance costs exceed the value of the memorial.

Memorial An object or feature that commemorates a significant event, individual, organisation or anniversary. A proposed memorial to be located on land owned or managed by council, and to be commissioned or purchased from a professional artist/s must be referred to council's Public Art Assessment Panel.

Maintenance The keeping of an artefact or structure, document, landscape feature or place, or other physical feature in a specified condition by council at the cost of the proponent.

Plaque A flat tile/tablet of metal, stone or other appropriate material which includes text and/or images to commemorate a person, place or an event and/or to provide historical text or information relevant to its location. Such a plaque is usually fixed to an object, furniture, building or pavement.

Proponent The person, group or organisation applying to commemorate a person, event or place with a memorial or plaque. The proponent may be an individual, group or representative of a government or non-government organisation.

Public Land Community land/waterways, road reserves and operational land owned by council and any other land/waterways in council's care, control or management.

Roadside Memorial An object or image constructed, erected, planted, painted or placed on an ad hoc basis to commemorate individuals lost through traffic fatalities.

RELATED POLICIES AND LEGISLATION

Sunshine Coast Regional Council

Corporate Plan
Procurement Policy

Queensland Government

Queensland Heritage act
(1992) Public Records Act
(2002) Integrated Planning
act (1997)
South East Queensland Regional Plan (2009 - 031)
Public Art Policy – Art + Place (2007)

Australian Government

Environmental Protection and Biodiversity Conservation Act
(1999) Aboriginal and Torres Strait Islander Heritage
Protection Act (1984) Aboriginal Cultural Heritage Act (1992)

International

Burra Charter (the Australian International Charter for the Conservation of Monuments and Sites
[ICOMOS]) (1999)

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	Eg. Create new			<i>DD/MM/YYYY</i>
	Eg. Review			
1.1	Update as per new Organisational Structure		Corporate Governance	23/11/2017