

Memorials and Monuments on Council Land Policy

1 Document Information

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Author	Director of Environmental Services
Owner <i>(Relevant director)</i>	Director of Environmental Services
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2 Summary

This policy established guidelines for the establishment of monuments, memorials and plaques.

3 Approvals

Title	Date Approved	Signature
General Manager		

4 History

Minute No.	Summary of Changes	New Version Date
12/02/34	Adopted at February 2012 Council meeting	20 February 2012
13/09/30	Readopted as per s165(4)	17 September 2013
18/05/20	Readopted as per s165(4)	22 May 2018

5 Reason

Cabonne Council recognises the need for provision of opportunities for placement within public spaces of appropriately designed monuments, memorials and plaques that honour an individual, organisation or event beneficial to the greater good of the community.

6 Scope

This policy does not apply to roadside fatality memorials nor to requests for memorials on private land or for military service plaques on recognised war or defence service memorials.

7 Associated Legislation

8 Definitions

Memorials

For the simplicity of reading these guidelines all the above items will be referred to in the body of this document as 'memorials'. Any artwork or other feature intended to enhance public spaces or private land and not designed as a memorial is not considered to be a memorial for the purpose of this policy.

Standard memorials

Plaques – on benches, wall or similar feature / item of furniture established in memory of an individual, organisation or event.

Park or Street furniture – established in memory of an individual, organisation or event and taking the form of a bench, wall, paving or similar feature / item.

Commemorative tree – planted in memory of a person, organisation or event.

Non standard memorials

Objects, sculptures or structures – identified as a memorial and having a designer / artist with the memorial located on land either owned or managed by council.

Landscape features

Specific area that can be enhanced or redeveloped in commemoration of a person, organisation, event or place.

Restoration of an existing feature

Undertaken to commemorate a person, organisation or event or place in a manner that contributes to the community's awareness of the cultural, social, environmental and economic significance of the area in which they are located.

9 Responsibilities

9.1 General Manager

The General Manager is responsible for the overall control and implementation of the policy.

9.2 Directors and Managers

Directors and Managers are responsible for the control of the policy and procedures within their area of responsibility.

10 Related Documents

Document Name	Document Location

11 Policy Statement

This policy provides an approach to the management of requests for the installation of commemorative plaques, memorial and monuments in public spaces within the Cabonne Local Government Area, avoiding duplication of the memorial facilities and services provided by cemeteries within the area.

This policy supports the ongoing community, cultural and social connection with the Shire's public places through the installation of appropriate memorials.

The intent of the policy is to ensure that the placement of memorials does not result in particular locations reaching saturation point, or interfere with the intended use of the park or public space, and to ensure that memorials do not impact adversely on the future expenditure of Council.

A formal application will need to be submitted to Council for construction of a monument / memorial within a public space. This may also require submission of a Development Application for the land use and the construction work.

Location

Applicants proposing to construct a memorial should consider the primary use of the open space area.

Any proposed memorial must:

- Be demonstrated to require a specific site, there should be some geographic justification for the memorial being located in that spot
- Not compromise the aesthetic integrity of the site or interfere or disturb the fabric or character of the proposed site
- Not interfere with the existing or proposed circulation and land use patterns
- Be consistent with Council approved plans for the site
- Ensure that any memorial associated with individuals or groups based or linked with a facility is located at a site connected to that that facility or institution – for example within the buildings or grounds of a Church, Hospital or Community Hall.

Community values

Memorials should represent the values of the community.

Types of memorials

Memorials should be represented in a form that has broader community interest.

Memorials may also take the form of a landscape or urban design feature such as trees, landscaping or seating which may be proposed within an approved park / public space.

Design

The memorial should display timeless qualities and make a statement to future generations. The quality and scale of the memorial should be commensurate with the particular setting or location. The memorial should contribute to the public space or site from a functional or design viewpoint.

Maintenance

Maintenance concerns should be a primary consideration with adequate provision made for the continued future maintenance of the memorial.

Memorials that may require significant ongoing maintenance should not be approved, unless the applicant provides the necessary funds in advance for the ongoing maintenance and upkeep of the memorial.

The Council reserves the right to remove or modify the memorial or any portion of the memorial.

Funding

Unless otherwise agreed, the cost of any community consultation, design, fabrication, transportation, installation, site preparation, construction, lighting, and statutory permits / approvals will be financed by the applicant.

Council contribution

That Council may consider contributing funds to a memorial on a case by case basis, or when broad community support has been demonstrated.

Partnership

The Council will work in partnership with State Government on any memorial to be located within the Shire area that has significance to the history of NSW.

Subjects for memorials

The subject of any new memorial should be:

- An individual or association that has made a highly significant contribution to the cultural, political or social development of the Shire and / or the history or development of NSW
- An important event or anniversary unique and significant to the history and development of the area and / or the state
- An historical or culturally significant event related to a particular site

Ownership

Any approved memorial that is placed within a public place / site will be deemed to be owned and under the control of Cabonne Council.

Removal, relocation and de-accession

Collections Management policy is to be developed in association with these guidelines.

Approval process

Applicants desiring to place a memorial should submit details to Cabonne Council outlining in detail the main purpose and concept of the proposal and include information as follows:

- A detailed schematic design identifying the size of the memorial, materials to be used and plaque text
- A budget estimating all likely costs of implementing the proposal

- A map identifying the preferred proposed site and reasons stating the appropriateness of the preferred site
- Structural safety and other public safety issues
- Maintenance plan for cleaning requirements and any likely long term repairs or restoration
- Any impact on heritage, cultural significance or ecology of the site
- Details of community consultation on the memorial's purpose, location and design including submission of letters of support from Community Progress Associations etc

Proposal review

The application will be reviewed against the guidelines and the application submitted to Council with a recommendation.

Burials and Scattering of Ashes

Burials are not permitted outside the cemeteries in the Cabonne Council area.

The scattering of ashes may be permitted in public spaces within Cabonne, with approval from Council.

Tree dedications

Council may consider requests for a tree planted as a dedication to an individual. The location would be determined by council staff and may be part of a Council revegetation project or park management plan. A memorial plaque would not be permitted unless the commemorative tree forms part of an approved memorial avenue such as the Fairbridge Farm Memorial Avenue planting along the southern approaches of Mitchell Highway at Molong.

Terms and conditions

Council will:

- Approve the plaque wording
- Give advice on design and layout of plaques and location of memorials
- Repair any vandalism or accidental damage caused to the plaque or memorial

The applicant will:

- Purchase the plaque or memorial from an approved manufacturer, to Council's specifications with Council approved wording
- Be responsible for checking the text as approved by Council

Post installation

A memorial has a finite life and Council cannot guarantee that a memorial will remain at the designated site for more than ten years. Council reserves the right to remove a memorial at its discretion and will provide notification to the applicant where practical. In the event that an applicant cannot be contacted Council may resolve to repair or remove the memorial at its discretion.

Memorials approved by Council will be listed on Council's Assets Register. Management of the memorial will be the responsibility of the Asset Manager.

Memorials will remain in-situ for a period of not less than 10 years unless:

- The site in which the item is located is to be redeveloped
- The use of the area in which the item is located changes significantly in character and the item is no longer suitable for the site
- Irreparably damaged or destroyed, the memorial will not be replaced at Council's expense.