



## Plaques & Memorials Policy

The Plaques & Memorials Policy is currently on public exhibition.

Submissions will be received until close of business **Tuesday 13 December 2022.**

Submissions must be addressed to:  
Business Manager Governance  
[council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

## POLICY OBJECTIVE

The purpose of this document is to provide a standardised and consistent policy framework for assessing applications from individuals and groups wishing to formally recognise significant local people, groups, places and events in the form of commemorative plaques and memorials within the Goulburn Mulwaree Council (Council) local government area (LGA).

## LEGISLATIVE PROVISIONS

*Aboriginal Land Rights Act 1983*

*Aboriginal Land Rights Regulation 2020*

*Environmental Planning and Assessment Act 1979*

*Privacy and Personal Information Protection Act 1998*

## POLICY STATEMENT

This policy covers plaques and memorials located on or within Council owned or managed land including streets, reserves and parks. All new plaques and memorials will be required to conform to this policy.

Where there are existing plaques or memorials in the Goulburn Mulwaree LGA that predate this policy, the existence of an existing plaque or memorial should not be taken as a precedent for the approval of any future plaques or memorials.

This policy does not apply to cemeteries or crematoriums, or to War Memorials.

## BACKGROUND

Public open space is a significant part of the Goulburn Mulwaree LGA's social and cultural heritage and makes a valued recreational, environmental, and aesthetic contribution for people who live, work, and enjoy recreational activities within the LGA. Plaques and memorials provide recognition and can contribute to an understanding of events or individuals closely associated with the history or the community of the Goulburn Mulwaree LGA.

Any decision regarding plaques and memorials needs to take into consideration the balance between the desire to commemorate events or individuals and the ongoing enjoyment of visually uncluttered public spaces.

## DEFINITIONS

For the purpose of this policy, the following definitions apply:

**Plaque** - A flat tablet of metal, stone, engraved pavers or other material which may include text and/or images that commemorate a person, event or historical information relevant to a particular location.

**Memorial** - An object established to commemorate a person, group, association or event. In the context of this policy, memorial does not include a tree, but may include a memorial garden if proposed for a major public open space.

**Public Open Space** - All Council owned or managed land that is open or accessible to the public.

This includes:

- Council owned public open space including parks, gardens, bushland reserves and sports fields.
- Land managed by Council but owned by another body i.e. Crown Reserves.

- Reserve furniture within a public space such as reserve benches, picnic tables etc.
- Any other infrastructure within a public space such as picnic shelters, barbeques, playgrounds, fences etc.
- Buildings on Council land, including sporting pavilions and facilities.
- Activity centre locations including footpaths, median strips, public squares, malls and laneways.

Council recognises that plaques and memorials provide recognition and are important in celebrating historical events and individuals closely associated with the leadership, cultural and social development of the city.

### **General Principals**

To protect the intended purpose and aesthetics appearance of Council public spaces, Council does not generally encourage installations of plaques and memorials on land owned or managed by Council.

Plaques and memorials will only be considered where they are consistent with Council's strategic and urban design vision for the proposed location. The proposal must be consistent with relevant Council strategies, master plans and plans of management, and the land's public purpose, and must not result in a change of use of the land.

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

Plaques and memorials are to meet all relevant planning and building requirements. They are to be designed and sited in a way that will not damage the supporting structure or natural environment or create a public risk. Plaques and memorials are to be constructed in a manner that will require little ongoing maintenance and will be resistant to vandalism.

Plaques that are proposed to be located on sites with a known link to Aboriginal heritage will need to be done in consultation with the local Aboriginal community. It is essential that the local Aboriginal communities are consulted about the appropriateness of a memorial on their land.

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.

All costs associated with the design, construction, installation and maintenance of plaques or memorials are to be paid by the person or group/organisation making the request for the plaque or memorial. Once approved, installation of a plaque or memorial must be undertaken by Council (cost to be negotiated). Installed plaques and memorials will become the property of Council.

Maintenance of plaques and memorials must be undertaken by Council.

Council does not guarantee to retain plaques or 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
- Ongoing maintenance costs are prohibitive
- In the case of a plaque, the asset to which it is attached has reached the end of its useful life
- The condition of the plaque or memorial is poor.

If a plaque or memorial is removed for any of the reasons 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).

### **Existing Plaques and Memorials**

Existing plaques and memorials will generally be retained in place for as long as practicable, subject to exceptions as listed above with the exception of non-compliant/unauthorised plaques and memorials.

Non-compliant/unauthorised plaques and memorials will be removed by Council as soon as practicable. Where possible, Council will attempt to contact the family to return the plaque or memorial.

### **New Plaques Installed by Council**

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.

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 of a plaque, the layout and wording of the plaque will be in accordance with the funding agreement.

Plaques installed by Council will be funded by Council. Council may seek a financial contribution from funding partners if applicable.

### **Requests for new plaques or memorials on Council owned or managed land**

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.

Plaques and memorials will only be considered where the following criteria are met:

- Commemoration of an individual that is/was strongly linked to the Goulburn Mulwaree LGA; and
- Commemoration of an individual that has made a substantial contribution to the leadership, cultural and social aspects of the City's development or shared community history. The contribution of the individual must have been exceptional and extend beyond what might reasonably be expected through paid employment or voluntary contribution to the community.

Plaques or memorials will also be considered for the commemoration of:

- A Goulburn Mulwaree group or association who has 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 Goulburn Mulwaree community or is of national or state significance.

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 City.

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, however Council may approve plaques or memorials commemorating living persons at Council's discretion. Approval will be sought from a deceased person's next of kin or appropriate relative/s where practicable.

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 for the proposed site. Significant donations for public space infrastructure (e.g. barbeques, picnic shelters etc.) may be acknowledged by mounting a plaque on or adjacent to the infrastructure.

## APPROVAL PROCESS

Placement of plaques or memorials in public space requires prior written approval from Council. Persons making initial enquiries regarding the installation of a plaque or memorial should be referred to this policy for direction regarding criteria applicable to the enquiry.

### **New Plaques Installed by Council**

Applications must be in writing, and should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial.

Final design, layout and wording of Council initiated plaques must be submitted to the Business Manager who is responsible for managing the land and/or property where the plaque or memorial is proposed to be erected and then to the relevant Director for final approval. Council commemoration plaques will generally include the following:

- Identification of the Council facility or event
- The name of the person/s who opened it
- Date (day, month, year) of opening/event
- Funding partner recognition (if applicable)
- Mayor
- Chief Executive Officer
- Goulburn Mulwaree Council logo
- Funding partner logo (if applicable)

The wording/layout may vary as appropriate based on the needs of the facility/event.

### **Requests for new Plaques and Memorials on Council Owned or Managed Land**

Applications for new plaques and memorials must be in writing and must demonstrate compliance with this policy. Applications should include all relevant details including proposed text or images as well as the preferred location for the plaque or memorial.

Initial review of the application will be made by relevant Council Officers and/or Business Managers in accordance with the criteria in this policy. Final review of the design, layout, wording and location of any proposed plaque or memorial will be undertaken by the relevant Director. A Council resolution is also required to formally approve the installation of a plaque or memorial.

Once approved, the design, manufacture and installation will be coordinated by Council and all costs will be borne by the applicant. In some instances and at its sole discretion, Council may contribute toward the cost of the manufacture and/or installation.

Any request for the placement of a plaque or memorial within public space that is managed but not owned by Council will initially be assessed by Council referring to this policy. If assessed by Council as conforming to this policy, the request will be referred to the landowner for final approval. Approval from other responsible authorities may be required if a plaque or memorial is proposed on land controlled by legislation.

Plaques or memorials placed in Council public space without Council approval will be removed. All reasonable efforts will be made to identify and contact the persons responsible for placing the item to advise them of this policy and to return any removed item to them.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	15 November 2022	2022/409		
All policies can be reviewed or revoked by resolution of Council at any time.				

**DIRECTORATE:** Operations

**BUSINESS UNIT:** Community Facilities