

Memorials and Heritage Plaques Policy

Classification:	Council Policy
Policy Name:	Memorials and Heritage Plaques
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ECM Tracking No	3798429
Responsible Officer:	General Manager Urban and Community
Relevant Legislation:	<i>Aboriginal Heritage Act 1988</i> <i>Development Act 1993</i> <i>Local Government Act 1999</i>
Related Policies:	Asset Management Policy Fees and Charges (Non-Rates) Policy Open Space Policy Request for Service Policy Risk Management Policy Streetscape Policy Use of Road Reserves for Commercial Purposes Policy Verge Development Policy

1 Introduction

- 1.1 Memorials reflect Council’s desire to commemorate places and historical events that are meaningful to the City, and residents who have made a significant contribution to the City.
- 1.2 Heritage plaques reflect Council’s desire to commemorate the significance of a building for:
 - 1.2.1 Its architecture or association with a significant historical figure or event;
 - 1.2.2 Its association with historical, economic or social themes that are important to the local area;
 - 1.2.3 Its representation of customs or ways of life that are characteristic of the local area; or
 - 1.2.4 Having played an important part in the lives of local residents.
- 1.3 This Policy aims to guide decisions relating to memorials and heritage plaques within the City of Burnside in a consistent manner.

2 Strategic Plan Desired Outcomes

- 2.1 Conservation and enhancement of the historic character of the City;
- 2.2 Sustainable, engaging, healthy and functional public spaces and streetscapes;
- 2.3 A vibrant and diverse community that has a strong sense of belonging and wellbeing;

- 2.4 A safe community that values and supports its people; and
- 2.5 A financially sound Council that is accountable, responsible and sustainable.

3 Our Approach

- 3.1 Assess each application for memorials and heritage plaques for people, groups, places and events in a consistent and objective manner.
- 3.2 Ensure memorials and heritage plaques are installed in suitable locations.
- 3.3 Maintain a current database of all memorials and heritage plaques.

4 Legislative Requirements and Corporate Policy Context

- 4.1 Development Act 1993
- 4.2 Local Government Act 1999
- 4.3 Asset Management Policy
- 4.4 Fees and Charges (Non Rates) Policy
- 4.5 Open Space Council Policy
- 4.6 Request for Service Policy
- 4.7 Risk Management Policy
- 4.8 Streetscape Policy
- 4.9 Use of Road Reserves for Commercial Purposes Policy
- 4.10 Verge Development Policy

5 Interpretation

- 5.1 For the purpose of this Policy:
 - 5.1.1 “Donor” is the person or group applying for a memorial to commemorate a person, group, place or event.
 - 5.1.2 “Memorial” is an object or feature designed to recognise a person, group, place or event. It could be a plaque, sculptural or artistic work, or a water, horticultural or landscape element.
 - 5.1.3 “Memorial Tree” is a tree planted in memory of a person, group, place or event.
 - 5.1.4 “Plaque” is a flat metal tablet which includes text.
 - 5.1.5 “Recipient” is the person who is being commemorated by the memorial.

6 Policy

Heritage Plaques

- 6.1 The types of heritage plaques referred to in this Policy include:
 - 6.1.1 Interpretive signs;
 - 6.1.2 Individual heritage plaques fitted to a building or fence of a historic building; and
 - 6.1.3 A heritage plaque installed into the pavement or on the verge in front of a historic building.

Eligibility for Heritage Plaques

- 6.2 Council may elect to install heritage plaques at selected places of historic interest at Council's expense. Locations will be determined by the General Manager Urban and Community, or an officer authorised by the General Manager and installed with the consent of property owners.
- 6.3 Heritage plaques installed by Council will remain the property of Council.

Memorials

- 6.4 The types of memorials referred to in this Policy include:
 - 6.4.1 A plaque fitted to a new bench (which may replace an existing bench or may be in a new location, if space permits);
 - 6.4.2 A plaque fitted to an existing bench (but only where the bench has a remaining useful life of at least ten years);
 - 6.4.3 A plaque fitted to the concrete slab of a bench, picnic table, BBQ or drinking fountain;
 - 6.4.4 A plaque fitted to a slab of stone (or similar) when commemorating a historical place, as arranged by the Burnside Historical Society;
 - 6.4.5 A tree; and
 - 6.4.6 A larger sculpture or statue.

Eligibility for Memorials

- 6.5 A request for a memorial will be considered by the City of Burnside for the following recipients:
 - 6.5.1 A local resident who spent many years living or working within the City of Burnside;
 - 6.5.2 An incorporated body or group which made a significant contribution to the cultural, political or social life of the community; or
 - 6.5.3 A place or a historical event of local, state or national significance.
- 6.6 No new memorial will be considered for a person, group, place or event that is already memorialised in the City.
- 6.7 Any existing memorial cannot be taken as a precedent for future approvals.
- 6.8 Alterations to, or replacement of, an existing memorial must comply with the Policy.
- 6.9 Prior ownership of the land on which the memorial is to be installed is not by itself sufficient reason to apply the owner's name to the site.
- 6.10 Consideration will also be given to the availability of viable locations for the memorial requested.

Application Process for Memorials

- 6.11 Applications for a memorial must be undertaken in accordance with Council's Memorials and Heritage Plaques Management Protocol.

Costs for Memorials

- 6.12 Refer to the City of Burnside's schedule of Fees & Charges for the costs for different types of memorials.

- 6.13 The cost of installing and maintaining all memorials as set out in Council's Memorials and Heritage Plaques Management Protocol will be the responsibility of the donor and will be recovered by Council via an upfront full payment.
- 6.14 If a memorial has been irreconcilably damaged every effort will be made to notify the donor. It is the decision of the donor whether to replace the memorial. The replacement will be the donor's expense unless the damage resulted from the direct action of Council.

Form and Design

- 6.15 Memorial plaques and heritage plaques will be sourced by the City of Burnside. They will adhere to the standards set out in Council's Memorials and Heritage Plaques Management Protocol.
- 6.16 The type of any memorial tree will be determined by a City of Burnside arborist.
- 6.17 A plaque will generally not be available for or in addition to a memorial tree, but any new memorial tree will be added to Council's memorials database.
- 6.18 Any new bench or tree is required to be consistent with community land management plans, master plans and approved materials palettes within the locality of the request.

Location

- 6.19 The nature of a memorial affects its location. Larger memorial statues or sculptures are not appropriate for many areas of the city. The City of Burnside will provide guidance on appropriate location options early in the application process.
- 6.20 All memorials must be located in accordance with Council's Memorials and Heritage Plaques Management Protocol, and any relevant Council policies, Community Land Management Plans or Master Plans.
- 6.21 The acceptance of the proposed location of memorial plaques, benches or trees and heritage plaques will be determined by the General Manager Urban and Community, or an officer authorised by the General Manager.
- 6.22 New memorials will not be permitted in the following locations:
 - 6.22.1 (100 Years of) ANZAC Lookout;
 - 6.22.2 Alexandra Avenue & Prescott Terrace;
 - 6.22.3 Attunga Gardens; and
 - 6.22.4 Biodiversity sites.
- 6.23 Council reserves the right to relocate a memorial or move a plaque from one bench to another. Every effort will be made to notify the donor and a new location will be negotiated.

Duration

- 6.24 It is expected that a memorial or heritage plaque will remain in place for the life of the asset that it is attached to. In the case of a memorial plaque attached to a bench, this will be no less than ten years.
- 6.25 If a memorial has been irreconcilably damaged every effort will be made to notify the donor. The donor may elect to replace the memorial. The replacement will be the donor's expense unless the damage resulted from the direct action of Council.
- 6.26 When a memorial is due to be removed, the City of Burnside will make all reasonable efforts to notify the donor. In the case of a memorial plaque, the donor may elect to collect the plaque from Council.

- 6.27 No additional special care of memorials above and beyond standard maintenance will be provided by Council.
- 6.28 A memorial tree will remain in place for the tree's useful life expectancy, as determined by a City of Burnside arborist.

Memorial and Heritage Plaque Database

- 6.29 The City of Burnside will establish and maintain a database of memorials and heritage plaques for record-keeping and maintenance purposes. This register will contain the details of each memorial and the contact details of the donor.
- 6.30 It is the donor's responsibility to notify the City of Burnside if their contact details change.
- 6.31 A publicly accessible database of memorials may also be made available with details of each plaque in the City of Burnside. Donor's details will not be published.
- 6.32 A publicly accessible database of heritage plaques will be made available with details of each plaque, historic photographs, documents and further information associated with the property.

Larger Memorials and Other Requests

- 6.33 Larger memorials may include statues, sculptures or water features, amongst others.
- 6.34 Requests for larger memorials and other proposals will be considered in terms of safety, aesthetics, maintenance requirements and compatibility to the surrounding area. These requests will be assessed on a case by case basis by the General Manager Urban and Community or an officer authorised by the General Manager, with recommendations sent to Council for final approval.

7 Review and Authority

- 7.1 This Policy will be reviewed every three to four years and in line with Council's Policies and Protocols Framework.

8 Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.burnside.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Burnside Civic Centre
401 Greenhill Road, Tusmore, SA, 5065

Telephone; 8366 4200

Fax; 8366 4299

Email; burnside@burnside.sa.gov.au

Office hours: Monday to Friday, 8.30am to 5.00pm (except public holidays)

9 Further Information

- 9.1 For further information about this Policy, please contact:
- City of Burnside
 - 401 Greenhill Road
 - Tusmore SA 5065
 - T. 08 8366 4200