



COUNCIL POLICY

Memorials and Monuments Policy

Approved by: *City Strategy & Policy Committee. 11/12/2006*

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1. INTRODUCTION

Capital cities play a key role in the commemoration and honouring of people, history and ideas that are central to a society's sense of identity and value.

Memorials and monuments are a tangible and easily recognisable celebration of a City's civic life and therefore play a vital role in enriching the physical and social environment of a City. Council is committed to a clear and robust process to actively respond to proposals for a diverse range of memorials and monuments, to ensure that the City continues to honour people, history and ideas.

This Policy provides the framework for memorials and monuments in the City to ensure that appropriate commemoration is encouraged, the integrity of the City is upheld, and fair and balanced decisions are made. The Policy applies to major initiatives, guidelines for small memorials and monuments are outlined in Councils Placement of Small Memorials in the Park Lands and Squares Operating Guidelines.

While most memorials and monuments are placed in the City's Squares and Park Lands, this policy applies to memorials and monuments in all parts of the City (including for example, North Terrace).

2. DEFINITIONS

- **Memorial** – an object or a landscaped feature designed to preserve the memory of a person, event or place
- **Monument** – an enduring physical object created in memory of a person or event or place
- **Donor** - any person or group applying to commemorate a person or event or place that conveys a positive message for the City
- **Plaque** – a bronze bench plaque mounted flush, with a text message displayed that does not exceed the accepted plaque size for the bench as per Operating Guidelines for the *Placement of small memorials in the Park Lands and Squares in the City of Adelaide* noted by Council 29 May 2006

2.1 For the purposes of this document, monuments and memorials will simply be referred to as memorials.

3. POLICY STATEMENTS

3.1 Adelaide City Council acknowledges that memorials are integral to the social fabric, civic life and physical environment of the City

3.2 Adelaide City Council recognises that a memorial can take many forms (including landscaping design). It can be temporary or permanent and exists as an important, desirable and valuable City asset

- 3.3 Adelaide City Council will ensure a clear, open and equitable process through a comprehensive assessment of applications for the creation, selection and placement of memorials.

4. POLICY OBJECTIVES

- 4.1 Memorials in the City reflect fairly Council's and the wider public's desires and expectations to commemorate people and places of significance
- 4.2 Memorials enhance the cultural value and the public realm of the City
- 4.3 Council deals effectively with public enquiries and pursues or rejects requests to create, accept and/or commission a memorial
- 4.4 Memorials are of a type and quality suitable for the public realm, and are maintained and well managed.

5. TYPES OF MEMORIALS

- 5.1 All requests for **small memorials** (ie 'a plaque on a bench or a memorial tree established in memory of an event or person'.) should be undertaken through the *Placement of Small Memorials in the Park Lands and Squares of the City of Adelaide Operating Guidelines*
- 5.2 **Specifically designed objects** or structures that are explicitly memorial in form ie: works of art
- 5.3 Memorials may also include **landscape features** – ie areas of the City can be enhanced, redeveloped or reclaimed through the use of donor funds or bequests in commemoration of a person, event or place if applicable
- 5.4 **Restoration of an existing City feature** can be undertaken to commemorate a person, event or place in a way that contributes to enhancing the urban and cultural fabric of the City, rather than erecting new memorials that require maintenance and management.

6. CRITERIA

Adelaide City Council supports memorials that meet the subject, location, artistic/design merit and cost criteria as outlined in detail below:

Subject

- 6.1 The subject of a memorial in the City should be able to demonstrate a high level of significance: ie
- the person or group has made an outstanding contribution to the cultural, political or social development of the City of Adelaide

- it is an important and unique City or civic anniversary
- It is a historical or culturally significant site or event.

6.2 New memorials will not commemorate a person, event or place that is already memorialised in the City.

Location

6.3 The site/location proposed demonstrates a high regard to the Park Lands Management Strategy (within the Park Lands) as well as the relevant Community Land Management Plan and other strategies where appropriate. The proposed location will not compromise the aesthetic integrity, or interfere with the unique or cultural character of the area.

6.4 Any proposed memorial must demonstrate the need for a specific site – ie there should be some justification for the memorial being in that location. Where appropriate preference will be given to co-location of new memorials within a site of common interest.

6.5 The location for the memorial will not adversely affect existing use for that location.

6.6 The location of memorials and monuments in the Adelaide Park Lands and the City's street and Squares will be determined by a decision of the Capital Works, Assets & Projects Committee or Council.

Artistic/Design Merit

6.7 The proposed memorial must exhibit either artistic or design merit. The Urban Design Advisory Panel will provide advice to the Chief Executive Officer on design merit. The Public Art Roundtable will provide advice to the Chief Executive Officer having assessed the artistic merit against the following criteria;

6.7.1 innovation, creativity, vision, originality, power to communicate

6.7.2 undertaken by practising professional artists

6.8 The proposed design will complement the City's history of monumental art.

6.9 Proposed memorials will be of low maintenance construction.

Cost /Funding

6.10 All costs associated with establishing a memorial are met in full by the donor. Costs will include, but are not limited to:

- community and stakeholder consultation
- artist, project manager and/or engineering fees
- all costs associated with Development Approval as required
- all costs associated with construction and installation
- all costs associated with site preparing and/or remediation

- estimated future maintenance and management costs – including ongoing monitoring, cleaning, refreshing protective coating and minor damage repair, for a minimum of 15 years.
- after 15 years, determination of the future of the memorial will be at Council's discretion eg: whether to relocate, de-accession or make arrangements for the ongoing maintenance and management of the work.
- costs of above \$500 and up to the value of Council's insurance excess incurred as a result of any damage sustained to the memorial within the first 15 years.

Other

- 6.11 It is prudent for Council to be able to respond to opportunities to accept gifts and/or purchase existing memorials that play a key role in the commemoration and honouring of people, history and ideas in the City. When considering accepting a gift or purchase of a memorial, the principles stated in '*Watch This Place*' Councils Public Art Policy 2006-2008 'Gifts and Donations ' and 'Purchasing' will be applied.
- 6.12 Memorial proposals of State or Commonwealth significance require prior endorsement of relevant Departments of those levels of Government.
- 6.13 Where appropriate the proposal will demonstrate support from the relevant representational body or organisation ie: memorials that commemorate specific events within wars.

7 RISK ASSESSMENT

An assessment of the risk involved in commissioning, erecting and maintaining a memorial will be undertaken by the following Business Units; Engineering and Environmental Services in conjunction with Risk Management Services and will form part of the decision-making process.

8 ASSESSMENT, APPROVAL AND COMMISSIONING PROCESS

Applications will be assessed in a timely and consultative manner through:

- 8.1 Applications in writing to the Engineering and Environmental Services Business Unit who will convene a meeting of key internal stakeholders to determine the appropriateness of the proposal to proceed to the next step – see attached flow chart
- the application will include all relevant details including the nature and intent of the proposed memorial or monument; site preference (location) and analysis; design concept to scale; text or images to be included; and any other information that will provide Council with a full understanding of the intended outcome of the proposed memorial, including maintenance costs. Design will not be commissioned at this stage – a concept is sufficient
- 8.2 Assessment against established criteria
- in the first instance the proposal must support and conform to Council's Strategic Management Plan, The Park Lands Management Strategy,

Community Land Management Plans and other associated policies or master / capital works plans for the City

- assessment against the Development Plan by Council's Development Planning Business Unit will be required only if it is consistent with this policy and either;

8.2.1 a development; or

8.2.2 Landlord consent is required

8.3 Stakeholder and community consultation

- will be undertaken, where relevant, according to Council's Public Communication and Consultation Policy, to provide information and enable feedback and advice on memorials

8.4 Advice from the Public Art Roundtable

- the Public Art Roundtable will provide advice to the Chief Executive Officer on the artistic merit and any other considerations that relate to memorials as an artwork in the public realm

8.5 Advice from the Urban Design Advisory Panel

- the Urban Design Advisory Panel will provide advice to the Chief Executive Officer on the design and any other considerations that relate to memorials in the public realm

8.6 Advice from Engineering and Environmental Services Business Unit

- Engineering and Environmental Services will provide advice to Council on all maintenance and management issues and any other considerations like risk assessment that relate to memorials as a city asset

8.7 Advice from Parklands and Sustainability Business Unit

- the Parklands and Sustainability Business Unit will provide advice to Council on the suitability of the proposed memorial in relation to the Park Lands

9. OWNERSHIP

9.1 All memorials placed or commissioned on public land within the City of Adelaide are deemed to be under the control of the City and managed in accordance with Council standards

9.2 When a memorial is accepted by Council, it automatically becomes part of Adelaide City Councils Asset Register, which is maintained and managed by Council through the Engineering and Environment Services Business Unit

9.3 Council will manage and maintain a memorial for a minimum of 15 years at which time determination of the future of the memorial will be at Council's discretion, including its relocation, removal, and/or deaccessioning as required.

10. MONITORING AND REVIEW

10.1 Indicators of effectiveness

- public's perceptions of the appropriateness and value of memorials in the City will be measured by the Adelaide City Council Customer Satisfaction Survey. In line with Council's Strategic Management Plan target of 6.5 (out of 10) for customer satisfaction
- 100% of all written requests are dealt with through the Memorials and Monuments Policy approval process
- memorials are preserved and maintained to a high standard, measured by the number of reports regarding deterioration from Engineering and Environmental Services Business Unit.

10.2 Procedures and timelines for review

- the Memorial and Monuments Policy will be reviewed every 2 years and will be initiated by the Social Development Business Unit in collaboration with the Park Lands and Sustainability, Engineering and Environmental Services and Infrastructure and Property Management Business Units.

11. LEGISLATIVE REQUIREMENTS AND CORPORATE POLICY CONTEXT

In adopting this policy it is recognised that there are specific legislative requirements to be met in addition to other corporate goals. Related legislation to be considered in conjunction with this Policy includes the:

- Local Government Act 1999;
- Development Act and Regulations
- Disability Discrimination Act 1991;
- Australian Standards;
- Adelaide (City) Development Plan;
- Adelaide Park Lands Act 2005; and
- Council by Laws

Current corporate strategies, policies and guidelines and reports that relate to this Policy and/or have been used to provide a basis for this Policy are:

- Council's Strategic Management Plan 2004-2007
- The Park Lands Management Strategy and adopted Community Land Management Plans
- Urban Design Framework
- War Memorials Operating Guidelines 2004
- Commemorative Plaques Policy 2004
- Operating Guidelines for the Placement of small Memorials in the Park Lands and Squares of the City of Adelaide 2006
- Public Art Policy 2006-2008

12. POLICY PROCESS FOR APPROVAL

Flow chart attached outlines the process for approval for a memorial or monument in the City of Adelaide.

**Memorials and Monuments Policy
Process for Approval**

