

## Commemorative Works and Memorials Policy

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### 1. BACKGROUND

Council recognises that appropriately designed and sited commemorative works provide an enduring reminder of events and people who have made a significant contribution or impact to the history and evolution of the City of Parramatta Local Government Area (Parramatta). The physical expression of commemorative works generally comprises plaques, memorials, gardens, trees, sculptures and statues.

*'Commemorative works such as memorials are a physical expression of prevailing ideas and beliefs within the community. As permanent features, their strength resides in the fact that they will remain constant markers to be historically located and appreciated by generations to follow.'*<sup>1</sup>

Individuals and organisations periodically request that Council place monuments and memorials within buildings, parks and other public spaces owned or managed by Council. These memorial requests involve commemoration of individuals, organisations or events, and typically comprise plaques, murals, public artworks, gardens, trees, fountains, statues and sculptures.

### 2.1. Scope

#### 1.1.

This policy applies to all commemorative works and memorials located within open space, within buildings, parks and other public domain, under the care, control, ownership or

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management of City of Parramatta Council. However, it does not apply to:

- naming of roads or parks;
- roadside memorials dedicated to victims of road fatality;
- commemorative objects in cemeteries, crematoria or burial grounds;
- signage, display boards, banners or public artworks.

## 1.2. The policy does not apply to:

- naming
- roadside memorials commemorating victims of a road fatality
- cemetery burials or dispersal of cremation ashes
- public artworks, heritage and interpretation works, and First Nations cultural projects
- signage, display boards, banners, and flags.

<sup>1</sup> National Capital Authority (2002), Guidelines for Commemorative Works in the National Capital,  
p. 5.

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## 3.2 Purpose

This policy establishes the framework for evaluating and approving the placement of memorials. It sets clear criteria for assessing applications from individuals, groups and organisations who seek to commemorate significant local people, groups, places, and events with plaques and memorials. provides a consistent approach to the provision of memorials and other commemorative works located on Council owned or managed buildings, parks and other public spaces. It is to be implemented in conjunction with related policies and guidelines that apply to the naming of streets, parks, public art and other public places.

## 4.3 Policy

3.1 Council is dedicated to preserving the unique character of our open spaces and other public places committed to protecting the unique character of our parks and other public domain protecting the unique character of our parks and other public domain for the benefit of the broader City of Parramatta community, whilst providing opportunities for appropriate ly designed monuments and memorials that honour individuals, organisations or events significant to the community and place. Memorials and commemoration, subject to this policy, will be permitted to recognise significant connections between the community and public places and to commemorate past events or deceased individuals.

3.2 Commemorative works and memorials will should:

- reflect the evolving values, ideas and aspirations of the City of Parramatta community and have cultural significance, that is 'aesthetic, historic, scientific ~~or~~ social value for past, present or future generations' of the citizens of City of Parramatta.<sup>2</sup>
- recognise significant achievements, services and contributions valued by the people of City of Parramatta and its community:
- enhance the Parramatta's sense of place of City of Parramatta and increase an understanding of the diversity of Parramatta's cultural heritage of the City of Parramatta, including an individual or organisation that has

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contributed significantly to the cultural, political, environmental or social aspects of City of Parramatta.

d. relate to a demonstrated, significant and acknowledged:

- civic-minded achievement or endeavour
- outstanding community achievement and endeavour
- educational or academic achievement or endeavour
- achievement or endeavour in justice and law
- service and sacrifice in war, or as a consequence of war, or the impact of war
- achievement or endeavour in the visual arts or performing arts
- literature or literary achievement or endeavour
- achievement or endeavour in relation to governance and community service
- achievement or endeavour in relation to sporting excellence.

e. The memorial, its location and setting are to reflect the significance of the connection between the person, community or event being commemorated.

<sup>2</sup> Australia ICOMOS (1988), Charter for the conservation of places of cultural significance (The Burra Charter), p.20.

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3.3 The applicant is to demonstrate broad community awareness and support for the individual and community when applying for the memorial or commemoration.

3.4 Council may undertake community engagement for proposed memorials associated with a prominent location.

3.5 Private memorials will not be allowed unless in exceptional circumstances, are not permitted, to ensure consistent regulation and maintenance, preserve public access and use, adhere to environmental and regulatory guidelines, and address legal and safety concerns.

~~1.3. Memorials must convey the cultural and/or geographic significance to the Parramatta community of the person, organisation or event being commemorated.~~

3.6 Memorials will have minimal impact on natural values and visual amenity.

3.7 Council will carefully consider needs of all public open spaces users along with planned future works within its reserves and public areas, before determining whether the applicant preferred location is suitable.

3.8 No additional memorials will be considered to commemorate an individual, group, organisation or event that is already memorialised.

3.9 Memorials commemorating the death of animals are not permitted.

~~4.2 Memorial subjects need to demonstrate the significant contribution by persons, groups, organisations or events to the Parramatta community.~~

~~4.3 Memorials must convey the cultural and/or geographic significance to the Parramatta community of the person, organisation or event being commemorated.~~

~~4.4~~

~~4.5 Council will engage with the community in the location of the proposed memorial.~~

~~4.6 Memorials must be aesthetically complementary to the proposed surroundings and unique characteristics of the place and sited so as not intrude upon or damage the~~

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~~natural environment or otherwise create a public risk.~~

3.10 Memorials for individual/s will only be approved posthumously ~~and a minimum of a least~~ 12 months ~~after the death since the passing~~ of the individual/s to ~~allow for historical perspective and evaluation of significance criteria, be memorialised~~ consistent with Geographical Names Board (GNB) ~~Guidelines~~ Guidelines for determination of place names.

3.11 Commemorative works or memorials recording the names of persons convicted of an Indictable Offence will be removed, where practicable.

3.12 Any memorial that recognises as being in place before the implementation of this policy, or any existing memorial known to the City of Parramatta to have been in situ prior to the date of commencement of this policy, or where the proponent for an existing memorial can demonstrate that the memorial has been in situ prior to the commencement date of this policy, will be allowed to remain in line with the Commemorative Works and Memorials Policy.

~~4.7~~

3.13 The City of Parramatta Council does not guarantee the permanent retention of any memorial, plaque or memorial infrastructure ~~perpetuity and maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character,~~ that lacks heritage value. Generally, a plaque or memorial will be retained in place for as long as is practicable, with the following exceptions:

- the area in which the item is sited is to be redeveloped.
- on-going maintenance costs of the memorial are prohibitive.
- the plaque or asset to which it is attached has reached the end of its useful life.
- An application for a replacement plaque, memorial or memorial asset, may be considered by Council.

3.14. Council will not be responsible for the replacement of plaques, memorials or memorial assets which are vandalised, damaged or stolen.

3.15. A memorial tree will not include site identification. Council retains the discretion to permit plaques for memorial tree plantings as deemed to be in the community interest.

~~4.1 Private memorials will not be allowed unless in exceptional circumstances.~~

~~4.2 No new memorials will be considered to commemorate an individual, group,~~

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~~organisation or event already memorialised.~~

~~1.3 Council does not guarantee the retention of any plaque or memorial in perpetuity and maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character.~~

3.16 Public Authority commemorative works are permissible for acknowledgement of their contribution.

3.17 Tree and other plant species used for commemorative works and memorials are to be approved by the responsible officer at Council. The proponent is responsible for all maintenance costs for trees and other plants, for one year from the date of installation. The tree or other plant will be maintained by the City of Parramatta after this time, using standard arboricultural practices.

3.18 Memorial location or plaque wording shall be completed in conjunction with the relevant Council asset owner/s. The final approval for the design, wording and location of any commemorative works and memorials is to be to the discretion of the relevant Group Manager.

3.19 Full payment in accordance with Councils fees and charges schedule is required after approval of the application and prior to the ordering of the commemorative works and memorials.

## 4. Delegation

There are Administrative and/or Legislative delegations applicable to this Policy, which are provided for in Council's Delegations Manual/s.

## 2.1. DEFINITIONS

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~~Geographical Names Board of New South Wales (GNB)~~ is the statutory body for naming and recording details of places and geographical names within New South Wales.

~~Note: The Geographical Names Act 1966, empowers the Board to assign names to places, to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name and the application of such name with regard to position, extent or otherwise. A place is described in the Act as "any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any local government area, urban area, county or district under the Local Government Act, electoral district or subdivision, or any school". The Act also specifies the procedures for formalising names.~~

<u>ProponentApplicant</u>	the person, group or organisation requesting approval for the establishment of commemorative works or a memorial.
<u>Commemorative Works</u>	<u>Physical installations and expressions that serve as a lasting reminder of events and people who have made a significant contribution or impact to the history and evolution of the City of Parramatta.</u>
<u>Heritage Value</u>	<u>The cultural, historical, and social significance of places, objects, and practices that are important to the community. This includes Aboriginal culture and landscapes, natural heritage such as ecosystems, historic buildings, gardens, archaeological sites, and intangible heritage like cultural practices and traditions</u>
<u>Infrastructure</u>	<u>physical structures and facilities associated with Council owned land and public open space. It includes infrastructure such as amenities buildings, gardens, trails, sporting fields and play spaces.</u>
<b>Memorial</b>	an object established in memory of a person, <u>group</u> or an event. A memorial object may be a plaque, sculptural or other artistic work, fountain, seat or park bench, drinking fountain, or horticultural features such as a tree <u>or other plant</u> .

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<u>Indictable Offence</u>	<u>has the same meaning as that term is defined under the Criminal Procedure Act 1986 (NSW) and includes an offence in any other Australian jurisdiction that would be an indictable offence if committed in NSW.</u>
<u>Open Space and Public Domain</u>	<u>refers to public land that is owned or managed by the City of Parramatta that encompasses parks, reserves, natural areas, green corridors, civic plazas, foreshore areas, streets and other publicly accessible land.</u>
<b>Plaque -</b>	a flat tablet of metal, stone or other appropriate material, which includes text and/or images which commemorate a person or an event and/or provide historical text or information relevant to its location. Such a tablet is to be affixed to an object, building or pavement.
<b>Private memorial</b>	a memorial established in recognition of a person's life or death or an event that is not considered to be of significance to the whole Parramatta community.
<u>Prominent Location</u>	<u>A site or area within the council's jurisdiction that is highly visible, easily accessible, and holds significant importance due to its strategic position, historical value, or community relevance. This location often serves as a focal point for public activities, events, and services, and is recognised for its potential to influence the surrounding environment and community development.</u>
<u>Public Authority</u>	<u>an organisation established by law or government that performs public functions or services and is accountable to the community through statutory or regulatory frameworks and includes Council, government agencies and statutory bodies.</u>

## HISTORY

- ~~March 2002 — Adopted by Council~~
- ~~May 2017 — Amended to reflect standard policy template and remove procedural components.~~

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REFERENCES	<a href="#">Criminal Procedure Act 1986 (NSW)</a> <a href="#">Environmental Planning and Assessment Act 1979</a> <a href="#">Geographical Names Act 1966</a> <a href="#">ICOMOS Charter for Places of Cultural Significance (Burra Charter)</a> <a href="#">Geographical Names Board GNB Guidelines for Determination of Place names Sep 2018</a> <a href="#">Community Land Plans of Management</a> <a href="#">Auburn Development Control Plan 2010</a> <a href="#">Parramatta Development Control Plan 2011</a> <a href="#">Holroyd Development Control Plan 2013</a> <a href="#">Hornsby Development Control Plan 2013 The Hills Development Control Plan 2012 Public Domain Guidelines</a> <a href="#">Geographical Names Board of NSW Policy – Place Naming</a> <a href="#">Heritage Act 1977 (NSW)</a> <a href="#">Local Government Act 1993 (NSW)</a>
POLICIES	<a href="#">Asset Management Policy</a> <a href="#">Public Art Policy</a> <a href="#">Street Naming Policy</a>
ATTACHMENTS	—

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