

POLICY DOCUMENT

2.63.7

Policy Name	COMMUNITY RECOGNITION INFRASTRUCTURE – MEMORIALS AND PLAQUES
Policy No.	2.63.7
Version:	1
Strategic Reference:	3.5 Implement Business Excellence and continuous improvement, including service reviews for relevance, efficiency and effectiveness.
Responsible Department:	Infrastructure & Regulatory Services
Policy Adopted:	18 October 2021
Last revised date:	17 August 2015
Minute reference:	CO 21/201
Next review date:	Council will endeavour to review this policy 4 years after adopted date or following significant change to legislation or aspects included within this policy.
Applicable Legislation:	Local Government Act 1999
Related Policies:	
Related Documents:	By Law 4 – Local Government Land Assessment Form 2-84-T2

1. **PURPOSE**

Council receives requests to install memorials and /or plaques in recognition of a deceased, present or former resident/s or persons associated with the City of Port Lincoln.

Monetary donations are also received from Community members, for specific or non-specific purposes.

This policy is to provide Council with clear and consistent guidelines for the approval and management of these requests and monetary donations.

2. **PRINCIPLES**

Council wishes to recognise and commemorate the contribution of members of the community through acknowledgement on Community infrastructure.

This policy applies to the placement of *Community Recognition plaques* on seating and other infrastructure in Council parks, reserves, public open spaces¹ and streetscapes. It does not apply to the City's cemeteries.

¹ Public Open Space is defined, for the purposes of this policy, as land that is available to the public for recreation or sport or has a conservation or aesthetic purpose. Open space includes reserves, parks, trails, sports grounds, civic areas, play spaces and streetscapes

The policy also gives guidance on the allocation of monetary donations received from the community.

Community recognition may take the form of;

- Monuments and/or structures;
- Markers or plaques;
- Garden beds and trees;
- Plaques on public furniture (e.g. bench seats/picnic settings); or
- Public art.

3. APPLICATIONS

Any existing memorial or plaque does not set a precedent for future approvals. Council has the right to refuse any request for *Community Recognition* in the form of a memorial or plaque on community land.

Application for *Community Recognition* plaques must be received in writing via *Council's Community Recognition – Memorials & Plaques Assessment Form 2-84-T2* and must include the following information;

- 'Nominee' - Name of the person or group to be commemorated;
- A summary of the reasons for recognising the nominee e.g. outlining their service to the community, achievements, etc.
- The proposed text to be included on a plaque/memorial;
- The preferred location for any proposed memorial, seat, or other community infrastructure; and
- Any other relevant information including the applicant's relationship to the 'nominee'.

3.1. Approval

In accordance with Council By-Law No 4, approval must be sought prior to the installation of any infrastructure on community land.

Applications will be assessed and determined by the General Manager Environment & Infrastructure or at the discretion of the Chief Executive Officer.

Delegation does not preclude any application being presented to Council for approval. Decisions will be confirmed in writing to the applicant.

4. MONETARY DONATIONS

Council may accept monetary contributions from the community, which will be allocated to improvements or installation of community infrastructure where appropriate. This may include recognition of the person or group who have made the donation.

5. TYPES OF COMMUNITY RECOGNITION INFRASTRUCTURE

Council will give consideration to the type of 'recognition' requested by the applicant. However the final decision will be made by Council in accordance with Council's Strategic Plan. Requests for memorials and/or plaques to be incorporated on public furniture or shelters will be given preference, as this type of infrastructure gives ongoing benefit to the wider Port Lincoln Community.

6. **ASSOCIATED EXPENSES**

Costs of Community Infrastructure requests are to be borne by the applicant unless otherwise determined. Prior to approval, the cost will be determined and advised to the applicant for endorsement to continue.

6.1. ***Public Furniture & Seats incorporating a Plaque***

The applicant will be responsible for the following costs:

- the manufacture / purchase price including freight;
- site works if applicable;
- installation; and
- plaque.

The ongoing maintenance of the public furniture will be Council's responsibility, however Council will not be responsible for the cost of replacing damaged, lost or stolen plaques.

6.2. ***Other Community Infrastructure***

The expenses associated with installation of other types of Community Recognition Infrastructure will be negotiated between the applicant and the Council.

7. **LIFE OF THE COMMUNITY RECOGNITION INFRASTRUCTURE**

Infrastructure has a finite life, and whilst every reasonable effort will be made to extend the life of the installation, Council cannot guarantee that the *Community Recognition Infrastructure* will remain at the designated site indefinitely and may be removed or relocated under the following circumstances:

- The *Community Recognition Infrastructure* has served its useful life.
- The area in which the *Community Recognition Infrastructure* is situated, is to be redeveloped.
- Use for the site changes significantly in character and the item is not deemed suitable for the site.
- Significant damage/vandalism occurs to the *Community Recognition Infrastructure* rendering it beyond repair.
- Council considers the *Community Recognition Infrastructure* is no longer required or appropriate.

Prior to any removal or change to the location of the *Community Recognition Infrastructure*, every attempt will be made to contact the applicant to discuss relocation or removal.

8. **FISHERMEN'S MEMORIAL**

Council is the custodian of the Fishermen's Memorial which has been erected at Lincoln Cove through the financial support of the Port Lincoln Fishing Industry.

Council acknowledges the significant contribution which the fishing industry has made to the life of the City and the economy of the community and the State. It is also acknowledged that fishers have been lost at sea without a body being recovered, which means their family, loved ones and work mates have no traditional burial/cremation site at which to pay homage.

The Fishermen's Memorial has been erected and may be inscribed with the names of persons who are lost at sea, leaving no trace, and which meet one of the following criteria:

- a) at the time the fisher was lost they were serving on a commercial fishing vessel which was based in Port Lincoln or which had sailed from Port Lincoln or
- b) at the time the fisher was lost they were a resident of Port Lincoln.

Application may be made in writing to Council for approval to have a name added to the memorial which meets the criteria.

If the application meets the criteria then Council shall meet the cost of adding the name to the memorial.

9. REGISTER

A register of '*Community Recognition Infrastructure*' will be maintained by the Council Administration.

10. RELEVANT DELEGATED POWERS AND DUTIES

Any actions or decisions made regarding this policy, will be enacted upon as per Council's current Delegations Register.