

Commemorative Works and Memorials Policy

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1. Scope

1.1. This policy applies to all commemorative works and memorials located within open space, and other public domain, under the care, control, ownership and management of City of Parramatta.

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.

2. Purpose

This policy establishes the framework for evaluating and approving the placement of commemorative works and 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.

3. Policy

3.1. Council is dedicated to preserving the unique character of our open spaces and other public places for the benefit of the broader City of Parramatta community whilst providing opportunities for appropriate commemorative works and memorials that

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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:

- a. reflect the evolving values, ideas and aspirations of the City of Parramatta community and have cultural significance, that is aesthetic, historic, social value for past, present or future generations' of the citizens of City of Parramatta.
- b. recognise significant achievements, services, and contributions valued by the City of Parramatta and its community.
- c. enhance the sense of place of City of Parramatta and increase an understanding of the diversity of heritage of the City of Parramatta, including an individual or organisation that has 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 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.

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.

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- 3.5. Private memorials 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.
- 3.6. Memorials will have minimal impact on natural values and visual amenity.
- 3.7. Council will carefully consider needs of all public open space users along with planned future works within its reserves and public areas, before determining whether the applicants 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.
- 3.10. Memorials for individuals will only be approved posthumously requiring a least 12 months after the death of the individual, to allow for historical perspective and evaluation of significance criteria, consistent with Geographical Names Board (GNB) *'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.
- 3.13. The City of Parramatta does not guarantee the permanent retention of any memorial, plaque, or memorial infrastructure 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.

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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.
- 3.16. Public Authority commemorative works are permissible for acknowledgment 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 applicant 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 Council's 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.

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5. Definitions

Applicant	the person, group or organisation requesting approval for the establishment of commemorative works or a memorial.
Commemorative Works	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.
Heritage Value	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
Infrastructure	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.
Memorial	an object, established in memory of a person, group or an event. A memorial object may be a plaque, sculptural or other artistic work, fountain, seat or table, drinking fountain, or horticultural features such as a tree or other plant.
Indictable Offence	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.
Open Space and Public Domain	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.
Plaque	a flat tablet of metal, stone or other appropriate material, which includes text and/or images which commemorate a person, group 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.

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Private memorial	a memorial established in recognition of a person's life or death, a group or an event, that is not considered to be of significance to the whole Parramatta community.
Prominent Location	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.
Public Authority	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.

REFERENCES	<i>Criminal Procedure Act 1986 (NSW)</i> <i>Environmental Planning and Assessment Act 1979</i> <i>Geographical Names Act 1966 (NSW)</i> <i>Geographical Names Board 'Guidelines for determination of place names'. Sep 2018</i> <i>Geographical Names Board of NSW Policy – Place Naming</i> <i>Heritage Act 1977 (NSW)</i> <i>Local Government Act 1993 (NSW)</i>
ASSOCIATED POLICIES	Public Art Policy Naming Policy

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