



Memorials and Monuments Policy 2008

1. Purpose of policy

This policy provides the basis for the management of existing memorials and for decision-making relating to the creation of new memorials.

The City of Port Phillip has responsibility for over 200 structures classified as memorials. These take the form of heritage monuments, named buildings or rooms, band rotunda, statues, fountains, clock tower, shelter, street furniture, trees, plaques or urban art works.

All memorials and monuments have a social, historical and aesthetic significance to the local and broader communities. Management practices must ensure this significance is retained.

Heritage monuments in particular are valued by the community as tangible markers commemorating significant people and events associated with the City. The monuments keep alive the intangible memories and knowledge of the City's heritage by providing opportunities to encounter history and heritage as part of everyday experience. They are also valued as significant heritage objects in their own right irrespective of their commemorative function. International standards for the management and treatment of heritage objects are fundamental to their care and maintenance.

Many requests are received to create new memorials to commemorate people or significant events in public spaces, such as a park or on the foreshore, by commissioning a new memorial structure, such as a statue or plaque, or by naming an existing one such as a street, building or park bench. Consideration of individual proposals for new memorials must be undertaken in the context of the expectations of the community and Council.

With a value of several million dollars these memorials constitute assets which require a level of management appropriate for the financial investment they embody.

2. Policy Objectives

The policy will ensure that;

- commemorative naming celebrates achievements and contributions important to the City of Port Phillip
- memorials and their surrounds are maintained to meet community expectations
- memorials, particularly heritage monuments, are conserved and maintained in a manner consistent with industry standards and best practice
- the specialist expertise required for the management and maintenance of heritage memorials is recognised.



3. Scope

- This Policy applies to structures, public open space, memorials, urban art, plaques, named civic buildings or rooms and other entities, where the naming is intended to commemorate a person, organisation or event.
- This Policy applies to public land within the municipal boundaries of the City of Port Phillip with the exception of the Albert Park Reserve.
- An artwork or other feature intended primarily to enhance open space and not designed as a memorial is not considered a memorial for the purpose of this policy.
- Structures required primarily to provide directional or interpretive information are excluded.

4. Definitions

- 'Memorial' and 'monument' are different in meaning for the purposes of this policy.
- A 'memorial' is any object designed and established specifically in memory of an individual, organisation, anniversary or event; it may be a monument but can take other forms.
- A 'monument' is deemed to be an architectural structure or statue which has (or is expected to have) enduring significance; it may or may not have a memorial function.
- A plaque on a raised plinth, stone wall or structure (no matter how small) is deemed a 'memorial'. Plaques attached to buildings are memorials.

5. Policy

5.1 Ownership

- All memorials located on public or Crown Land within the City of Port Phillip are deemed to be the primary responsibility of the City of Port Phillip.
- Other agencies and organisations (such as State and Federal Governments) may have secondary responsibilities, particularly with regard to funding for memorials.

5.2 Management

- Memorials should be managed, maintained, approved, constructed and sited in a manner which is consistent with the financial, cultural, environmental and social aspirations of the City.
- Heritage memorials should be managed on the basis of the standards established in the *Burra Charter 1999*.
- Preservation and maintenance work on heritage memorials should only be undertaken by or under the supervision of artisans with expertise in heritage conservation. This includes masonry, ceramics and metalwork associated with the structures and electrical and plumbing work associated with lighting and water features.



5.3 Rights and obligations

- Replacement, repair and conservation of memorials are at the discretion of the City of Port Phillip.
- Council may, in special circumstances, need to remove, replace or relocate memorials or plaques. If such action is required, the principles and procedures described in the *Port Phillip City Collection Management Policy* and the *Burra Charter* will be followed.
- Council has no obligation to preserve a previously established commemorative place/object in the event of any future relocation or demolition that may occur at a particular site.

5.4 Creation of new memorials

New memorials may be created from time to time in recognition of people, organisations or events deemed to have made a lasting contribution which relates to the City of Port Phillip and is appropriate to be memorialised in this city.

5.4.1 Selection Criteria

Requests for commissioning of a memorial and/or commemorative naming of a place or object must meet the following selection criteria:

For individuals, organisations and associations:

- The person(s)/organisation or association being nominated for commemorative naming (ie: the 'Nominee') should have made a highly significant contribution to the shared community history in the City of Port Phillip that is also significant at a state or national level.
- The Nominee(s) must have achieved at a high level and made their contribution over and above what might be reasonably expected through paid employment, or their voluntary contribution to the community and should stand out from others who may have also made a valuable contribution.
- Nominee(s) should have left a tangible legacy to the community that has resonance with the broader public.

For events:

- An anniversary or event must be unique and highly significant to the history and development of the City of Port Phillip, and the State of Victoria and/or Australia.
- Historical or culturally significant events must be highly significant to a particular site within the City of Port Phillip.

5.4.2 Further Considerations

In addition to the Selection Criteria, the process for assessment of proposals will ensure the following are considered:



Relevance to site:

- Memorials must bear a relationship with the open space setting proposed and be consistent with any approved Master Plans or Conservation Plans for the site.

Impact on landscape character and physical heritage:

- Memorials in parks must be consistent with existing Master Plans and not detract from the aesthetic value of the parkland or foreshore.
- Impacts of the memorial should include physical works required to install the memorial or access to the site in the long term.

Maintenance and management:

- The long- term viability of the memorial and its maintenance will be considered in the application for any new memorials.

6. Procedures

6.1 Management

- Applications to City of Port Phillip for commissioning of a memorial and/or commemorative naming of a place or object will be considered by the Memorials and Monuments Committee chaired by Curatorial Services.
- ***Procedures and Practice Note: Memorials and Monuments*** provides detailed information about the procedures which apply to the creation of new memorials. This includes the Application Form for Commemorative Naming.

6.2 Initiation and assessment process

- Proposals that are consistent with the criteria outlined in this policy should proceed to Council for consideration and any final approval.
- Council will make the final decision as to whether to proceed with a commemorative naming proposal received that meets the criteria outlined in this policy.

7. Related policies, plans, protocols and strategies

- *Guidelines for the naming or re-naming of Roads, Lanes and Road Reserves.* These guidelines are in accordance with the Local Government Act 1989, Section 206 and Schedule 10 (5)
- Guidelines set out in the *Geographic Place Names Act 1998.*
- *Open Space Strategy 2006*
- *Foreshore Management Plan 2004*
- *(Draft) Creative Futures Strategy 2008*
- *Port Phillip City Collection Management Policy 2008* which establishes the principles and practices for managing the objects in the Port Phillip City Collection.
- *Heritage Recognition Program Policy and Strategy* relates to the heritage markers program that identifies historic or culturally significant places within the City of Port Phillip



- *Urban Art Strategy*. Commemorations that take the form of public artworks should be consistent with this strategy.

8. Legislation

The application of this policy should be consistent with and must not contravene any related legislation, such as, but not limited to:-

- Local Government Act 1989 (as amended)
- Crown Land Reserves Act 1978 (as amended)
- Planning and Environment Act 1987 (as amended).

9. Standards

International standards applicable to the management and treatment of heritage items (including Memorials) are articulated in the following documents:-

- International Council on Monuments and Sites (*ICOMOS*) *Burra Charter, 1999. The Australian ICOMOS charter for the conservation of places of cultural significance*
- Australian Institute for the Conservation of Cultural Materials ethical guidelines
- Heritage Collections Council 2001, *Significance National Conservation and Preservation Policy and Strategy*.

10. Policy Review

This policy will be reviewed by 31 December 2010.



Memorials and Naming Policy

Purpose

This policy provides the basis for all consideration of proposals for memorials and commemorative naming within the City of Port Phillip.

Context

Other policies and guidelines that may require reference are:

- 'Guidelines for the naming or re-naming of Roads, Lanes and Road Reserves', *noting that these guidelines are in accordance with the Local Government Act 1989, Section 206 and Schedule 10 (5) and the guidelines set out in the Geographic Place Names Act 1998.*
- 'Memorials and Naming Guidelines; covers all memorials, monuments and plaques being placed within the City of Port Phillip with a commemorative function.
- 'Heritage Recognition Program Policy and Strategy' *relates to the heritage markers program that identifies historic or culturally significant places within the City of Port Phillip.*
- 'Urban Art Strategy'. *Commemorations that take the form of public artworks should be consistent with the Urban Art Strategy*

Scope

- This policy covers all naming of city buildings, rooms in buildings, structures, public open space, memorials and plaques and other entities, where the naming is intended to commemorate a person, organisation or event.
- Council reserves the right to conduct 'naming rights' partnerships for specific projects where deemed appropriate.
- Council will make the final decision as to whether to proceed with any commemorative naming proposal received. Proposals for significant memorials may proceed to Council for approval.

Selection Criteria for Commemoration by Naming

To ensure that commemorative naming celebrates achievements and contributions important to the City of Port Phillip and in an appropriate form, any requests for a commemorative naming must meet the following selection criteria:

- The person/persons being nominated for commemorative naming must have made a highly significant contribution to the shared community history in the City of Port Phillip and potentially at a State and National level.
- It must be demonstrated that the nominee has achieved at a high level and that they made their contribution over and above what might be reasonably expected through paid employment or that their voluntary contribution to the community stands out from others who may have also made a valuable contribution;



- Nominees should have left a tangible legacy to the community that has resonance with the broader public;
- Under normal circumstances it is not Council's policy to commemorate a living person. However, in special circumstances Council may consider such requests at their discretion.
- An important anniversary of an event unique and highly significant to Port Phillip's history and development.
- Historical or other highly significant culturally event related to a particular site.

No new memorial should be considered that commemorates a person, event or occasion already memorialised unless circumstances are truly exceptional.

Ownership

This Policy applies to public land within the municipal boundaries of the City of Port Phillip with the exception of Albert Park..

Removal, Relocation and De-accession

- The naming is for the period of the useful life of the structure/asset/memorial and may be reviewed at any time. In both instances the retention (or otherwise) of the name or further commemoration of the name needs to be subject to a re-evaluation process by application of this policy.
- Council has no obligation to preserve a previously established commemorative place/object in the event of any future relocation or demolition that may occur at a particular site
- Council reserves the right to remove, replace or relocate memorials or plaques at their discretion and without compensation to persons instigating the memorial.

Maintenance

Budgets need to reflect the appropriate design, installation and on going maintenance of the City's memorials.

Replacement, repair and conservation of memorials is at the discretion of the City of Port Phillip.

Administration of the Policy

The City Memorials and Naming Committee is the responsible authority to determine (and refer to Council if required) whether a memorial or name can be established or transferred to an appropriate site, object or entity.

Policy Review

This policy will be reviewed by 31 December 2009.