

Application for Plaque and Commemorative Marker Installation

Internal Assessment Procedure

1. Purpose

This procedure guides Council staff in the consistent, transparent and defensible assessment of applications for plaques and commemorative marker installations on Council Land.

It operationalises the Plaque and Commemorative Marker Installation Policy, Guidelines and Application Form, and uses a structured internal assessment checklist to ensure that all statutory, policy, community and asset considerations are addressed before a recommendation is made.

2. Scope

This procedure applies to all applications for permanent, functional, integrated or temporary plaques and commemorative markers on Council Land submitted by members of the public, community organisations or internal Council staff.

This procedure does not apply to:

- Public art proposals assessed under other Council policies
- Memorials governed by statutory or heritage instruments

3. Roles and Responsibilities

Assessing Officer

- Manages the assessment process from receipt to recommendation
- Ensures compliance with Policy, Guidelines and checklist criteria
- Documents assessment outcomes and rationale

Relevant Internal Stakeholders (as required)

- Assets / Operations
- Community Development
- Heritage (if applicable)
- Risk / WHS

Delegate (CEO or Delegate)

- Determines final approval, conditional approval or refusal
- Refers matters to Council where required

4. Assessment Principles

All assessments must be:

- Policy-aligned – consistent with adopted principles and exclusions
- Equitable and defensible – comparable cases assessed consistently
- Evidence-based – supported by information provided or verified
- Community-focused – reflecting contemporary values and public interest
- Asset-aware – considering long-term land and asset implications

Council is not obliged to approve any application.

5. Step-by-Step Assessment Process

Step 1: Application Receipt and Validation

Upon receipt of an application, the Assessing Officer must:

- Confirm the current Plaque and Commemorative Marker Application Form has been used
- Check the application is complete, signed and includes all required sections and declarations
- Confirm all supporting documentation is provided, including:
 - Category selection (A–C)
 - Statement demonstrating clear and lasting significance
 - Proposed wording
 - Location rationale
 - Design, materials and installation details
 - Acknowledgement of costs, ownership and permanency conditions

Outcome:

-  Proceed to assessment if complete
-  Request further information if incomplete (assessment does not commence)

Step 2: Category and Threshold Eligibility Assessment

Using the Application Form and internal checklist, the Assessing Officer must confirm:

a) Appropriate Category

That the proposal is appropriately classified under one of the following:

- Category A – Community and Historical Commemorations
- Category B – Personal Memorials in Public Places
- Category C – Temporary or Transitional Memorials

b) Clear and Lasting Significance

That the proposal demonstrates significance through one or more of:

- Sustained contribution
- Historical, cultural or social importance beyond private interest
- Broad relevance to the Gawler community
- Alignment with contemporary community values

c) Individual Commemorations

Where an individual is commemorated:

- Confirm at least 12 months has elapsed since death, or
- For living individuals, confirm exceptional circumstances are demonstrated in accordance with Policy criteria (state, national or international significance, strong local connection, broad community support, low risk of future inappropriateness)

d) Exclusions

Confirm the proposal does **not**:

- Contain political, religious, ideological, advocacy or promotional content

- Primarily recognise commercial or fundraising activity
- Duplicate or closely resemble existing commemorations
- Require exclusive or quasi-exclusive use of Council Land
- Attach to trees (unless forming part of an approved Category C program)

Outcome:

-  Proceed if eligibility thresholds are met
-  Recommend refusal if thresholds are not met

Step 3: Duplication, Precedent and Cumulative Impact

The Assessing Officer must:

- Review Council's register of existing plaques and commemorative markers
- Identify existing or similar recognitions related to:
 - The same subject
 - The same location
 - The same category type
- Assess whether approval may:
 - Create an undesirable precedent
 - Contribute to visual clutter or oversaturation
 - Undermine fairness or consistency

Outcome:

- Findings documented in the assessment checklist, including precedent considerations

Step 4: Location Assessment

Assess the proposed location against the following criteria:

- Clear and logical connection to the subject
- Compatibility with land use, surrounding character and future planning
- No unreasonable safety, accessibility or maintenance risks
- No over-concentration of memorials
- Consistency with heritage constraints or requirements (if applicable)

Consult relevant internal stakeholders, where required.

Outcome:

- Preferred location supported,
- Alternative location recommended, or
- Location deemed unsuitable

Step 5: Design, Materials and Wording Assessment

Review the proposal to ensure:

- Modest, proportionate and visually unobtrusive scale
- Materials suitable for long-term outdoor conditions
- Design aligns with character of the surrounding public space
- Wording is:
 - Accurate, factual and respectful
 - Concise and suitable for a public audience

- Free of political, religious, ideological or promotional language

Council may require:

- Revisions to wording or design
- Independent verification of historical claims
- Standardised designs for Category B or C memorials

Final wording approval rests with Council or the delegated authority.

Step 6: Risk, Asset and Maintenance Considerations

The Assessing Officer must assess:

- Installation method and asset impacts
- Long-term maintenance obligations
- Asset renewal, relocation and removal risks
- Compatibility with asset lifecycle planning

Confirm the applicant has acknowledged that:

- All costs are applicant-funded
- Ownership transfers to Council upon installation
- Council does not guarantee ongoing maintenance, retention or permanence
- The plaque or marker may be relocated or removed if required

Step 7: Completion of Internal Assessment Checklist

The Assessing Officer must complete the Internal Assessment Checklist, ensuring:

- All criteria are addressed
- Justification is recorded for key decisions
- Risks, conditions and mitigation measures are clearly articulated
- The checklist forms part of the official assessment record

Step 8: Recommendation and Determination Pathway

The Assessing Officer prepares a recommendation to:

- Approve
- Approve with conditions
- Refuse

The recommendation must also confirm whether:

- The matter is within delegated authority, or
- Referral to Council is required due to significance, risk, sensitivity or precedent implications

Step 9: Notification and Record Keeping

Following determination:

- Notify the applicant in writing of the outcome
- Clearly outline conditions, required amendments or next steps (if approved)
- Update Council's register of plaques and commemorative markers

File all documentation in Council's record management system

6. Review and Continuous Improvement

This procedure and checklist should be reviewed periodically to:

- Reflect operational experience
- Maintain alignment with community expectations
- Ensure consistency across decisions

7. Related Documents

- Plaque and Commemorative Marker Installation Policy – CR26/43363
- Plaque and Commemorative Marker Installation Guidelines – CR26/43372
- Plaque and Commemorative Marker Application Form – CR26/43370
- Internal Assessment Checklist – Plaques and Commemorative Installations – CR26/43383