

Internal Assessment Checklist

Plaque and Commemorative Marker Installations

*(Aligned to the Application for Plaque and Commemorative Marker Installation
Assessment Procedure – CR26/43377)*

A. Application Receipt and Validation (Step 1)

- ☐ Correct application form used
- ☐ Application complete and signed
- ☐ Category selected (A-C) and appropriately identified
- ☐ Supporting documentation provided:
 - ☐ Statement of significance
 - ☐ Proposed wording
 - ☐ Location details / plan
 - ☐ Design, materials and dimensions
 - ☐ Acknowledgement of costs, ownership and permanency conditions

Outcome:

- ☐ Application validated – proceed to assessment
 - ☐ Further information requested (assessment paused)
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B. Category and Threshold Eligibility Assessment (Step 2)

1. Category Verification

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

 - ☐ Category selected is appropriate for the proposal
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2. Clear and Lasting Significance

- ☐ Demonstrates sustained contribution or impact
 - ☐ Demonstrates historical, cultural or social significance beyond private interest
 - ☐ Has broad relevance to the Gawler community
 - ☐ Aligns with contemporary community values
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3. Individual Commemorations (where applicable)

- ☐ Minimum 12 months has elapsed since death, or
 - ☐ Exceptional circumstances for a living individual demonstrated, including:
 - ☐ State, national or international significance
 - ☐ Strong and enduring local connection
 - ☐ Broad community support
 - ☐ Low risk of future reputational or community concern
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4. Exclusions Check

Confirm the proposal does **not** include or require:

- ☐ Political, religious, ideological, advocacy or promotional content
- ☐ Primary recognition of commercial or fundraising activity
- ☐ Duplication or close resemblance to an existing commemoration
- ☐ Exclusive or quasi-exclusive use of Council land
- ☐ Attachment to trees (unless part of an approved Category C program)

Outcome:

- ☐ Eligibility thresholds met – proceed
 - ☐ Thresholds not met – recommend refusal
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C. Duplication, Precedent and Cumulative Impact (Step 3)

- ☐ Council register of plaques and commemorative markers reviewed
- ☐ Existing recognition of the same subject identified
- ☐ Existing recognition at the same or nearby location identified
- ☐ Similar category precedents assessed

- ☐ Risk of undesirable precedent considered
- ☐ Risk of visual clutter or oversaturation considered
- ☐ Equity and consistency implications considered

Notes / Precedent implications documented:

D. Location Assessment (Step 4)

- ☐ Clear and logical connection between subject and location
- ☐ Compatible with surrounding land use, character and future planning
- ☐ No unreasonable safety or accessibility risks
- ☐ No unreasonable maintenance or operational impacts
- ☐ No over-concentration of memorials at the site

Heritage considerations:

- ☐ Not applicable
- ☐ Applicable – heritage advice obtained and addressed
- ☐ Relevant internal stakeholders consulted (as required)

Outcome:

- ☐ Location suitable as proposed
 - ☐ Alternative location recommended
 - ☐ Location unsuitable
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E. Design, Materials and Wording Assessment (Step 5)

- ☐ Design is modest, proportionate and visually unobtrusive
- ☐ Scale and form appropriate to the public setting
- ☐ Materials suitable for long-term outdoor conditions
- ☐ Design aligns with the character of the surrounding public space

Wording assessment:

- ☐ Accurate, factual and respectful
- ☐ Concise and suitable for a public audience
- ☐ Free of political, religious, ideological or promotional language
- ☐ Independent verification of historical claims required
- ☐ Revisions to wording or design required
- ☐ Standardised design applied (Category B or C, where relevant)

Note: Final wording approval rests with Council or the delegated authority.

F. Risk, Asset and Maintenance Considerations (Step 6)

- ☐ Installation method acceptable
 - ☐ No unacceptable impacts on existing Council assets
 - ☐ Long-term maintenance implications acceptable
 - ☐ Asset lifecycle, renewal and removal risks considered
 - ☐ Applicant acknowledgement confirmed:
 - ☐ All costs are applicant-funded
 - ☐ Ownership transfers to Council upon installation
 - ☐ Council does not guarantee maintenance, retention or permanence
 - ☐ Plaque or marker may be relocated or removed if required
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G. Completion of Assessment Record (Step 7)

- ☐ All checklist criteria completed
 - ☐ Assessment rationale clearly documented
 - ☐ Risks, conditions and mitigation measures recorded
 - ☐ Checklist forms part of the formal assessment record
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H. Recommendation and Determination Pathway (Step 8)

Officer Recommendation:

- ☐ Approve
- ☐ Approve with conditions
- ☐ Refuse

- ☐ Decision within delegated authority
- ☐ Referral to Council required

Reason(s) for Council referral (if applicable):

Internal Officer Details

Assessing Officer: _____

Position: _____

Date: _____