



**GLAMORGAN
SPRING BAY
COUNCIL**

Glamorgan Spring Bay Council

Public Art and Memorial Policy

Version 2

Adopted: 28 January 2025
Minute No.:8/25

Document Control

Public Art and Memorial Policy	
First issued/approved	September 2022
Source of approval/authority	Council Adoption
Last reviewed	January 2025
Next review date	January 2029
Version number	2
Responsible Officer	Director Works & Infrastructure
Department responsible for policy development	Works & Infrastructure
Related policies	<ul style="list-style-type: none">• Applying for Grants on Council Land Policy• Asset Management Policy• Private Works Policy
Publication of policy	Website

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1 Introduction

1.1 Purpose

Public Open Spaces provide active and passive recreation opportunities for all members of the community, all of the time. They provide spaces for people to come together in groups for celebrations and for individual quiet contemplation or remembrance. The Infrastructure and features within a public open space facilitating these different purposes may be a source of conflict for some open space users if not managed effectively.

To facilitate the establishment of appropriate spaces for the display of art, tributes to achievements and the memorialisation of former community members, it is important to strategically plan and manage the location and installation of these developments to minimise unintended outcomes.

The purpose of the Public Art & Memorial Policy (the Policy) is to provide a framework for the installation of Public Art and Memorials in their many forms in public spaces within the Glamorgan Spring Bay Municipal Area. All Memorials and Art installations, internally or externally requested, must conform to this policy.

1.2 Scope

The Policy relates to the request for any art work, sculpture, Infrastructure for the purpose of art or for memorial purposes, including the request for plaques, to be installed in a public place within the Glamorgan Spring Bay Municipal Area.

Some public spaces may already contain art works, memorials and/or plaques that predate the Policy. An existing memorial cannot be taken as a precedent for any future approvals.

Proponents who cannot meet the requirements of the Policy should consider other options, particularly for memorialisation.

Cemeteries are public open spaces which are specifically dedicated to memorialisation of the deceased and are council's preferred location for memorials to individuals.

1.3 Objective

The outcomes of this policy include:

- The development of a public art and memorial register that is reviewed annually.
- Increased expression and acknowledgement of the energy, creativity and achievements that exist within Glamorgan Spring Bay.
- Enhanced public spaces through appropriate public art and memorial installation.
- The implementation of a consistent, transparent and equitable process for the identification, commissioning, management, maintenance, deaccessioning of public artworks and retirement of memorials.
- Promotion of community cultural development through increased community participation in public art processes.
- Increased cultural tourism opportunities.

1.4 Definitions

Infrastructure – A solid installation including park benches, concrete metal, timber, sails, lighting or plastic works, vertical, horizontal, curved or angular structures intended to fulfill an artistic or memorial function or a portion or whole of a public building or structure.

Memorial - An object, not including visible wording or dedication, established in memory of a deceased person, association, anniversary or event which may take the form of

- Park furniture (seat/table and chairs);
- A tree or shrub;
- Public art (sculpture);
- A drink fountain.
- Other alternatives

Plaque – A range of materials including but not limited to stone or metal and bearing an inscription that may be attached to the memorial object.

Proponent - Person(s) requesting the installation for Council's consideration; responsible body for all costs associated with the installation.

Public Art - Public art presents a creative or interpretive statement in a facility or space that is accessible to the public. It may comprise stand-alone artworks or may be incorporated into buildings, infrastructure or open space. Public art can be permanent or temporary, external or internal to any building or place or integrated into functional infrastructure. It can be literary, visual, acoustic, interactive, craft or design.

Public Art Register – a register listing Council's permanent public artworks is to be maintained by the Council in its asset register. All artworks listed on this register are considered assets of Glamorgan Spring Bay Council. Existing public artworks will be added to the register and therefore be reviewed under the criteria set out in this policy.

Public Spaces - Both indoor and outdoor spaces that are accessible to the public including parks, waterways and foreshores, streetscapes, buildings and open spaces. For the purposes of this policy, this scope pertains to facilities or land owned or managed by the Glamorgan Spring Bay Council.

Temporary Public Art – Refers to an artwork that is not designed to last or remain installed in its original setting. A temporary public artwork may remain in the public from a few hours up to approximately 24 months.

Public Art Memorial – Refers to an artwork including a plaque that specifically serves to preserve the memory of a deceased person/s or a significant past event. It may be instigated by a third party, unrelated to Glamorgan Spring Bay Council, however if it is to be installed in or on a Council owned or administered public space or place it is considered public art.

1.5 Related Policies and Legislation

This policy relates to and depends on other Council policies, as well as legislation, including:

- *Applying for Grants on Council Land Policy*
- *Asset Management Policy*
- *Private Works Policy*

1.6 Policy Review and Update Cycle

This policy is to be reviewed in September 2028 or when circumstances require, and thereafter, every four years.

2 Policy

2.1 Memorial Regulation

2.1.1 Subjects for memorials are limited to:

- Individuals (deceased) or associations that have made an outstanding contribution to the development of the Glamorgan Spring Bay Municipal Area;
- An important anniversary of an event unique and highly significant to the Glamorgan Spring Bay; or
- Historical or other culturally significant events related to a particular site in the municipality.
- Buildings or sections of buildings or infrastructure shall not be named after living persons.

2.1.2 Plaques:

- A discreet plaque, used consistently for all public memorials, may be installed on the memorial object at the cost of the proponent.
- The plaque can be inscribed with a date and short inscription reading: *Donated by [PROPONENT] in memory of [SUBJECT] or similar.*
- One (1) plaque per memorial object will be permitted.
- The plaque will be a 100mm (width) by 60mm (height) piece of brass or similar material that may be attached to the memorial object.
- No exceptions will be made regarding the size, colour or format of the plaque.
- All plaques will be arranged and installed by Council at the cost of the proponent.
- Plaques may only be installed on a new memorial object once a **Request for Public Memorial** application has been approved by Council.
- Plaques may not be installed on any existing Council infrastructure, including trees/shrubs.
- Plaques signifying the location of scattered ashes will not be considered unless a **Request for Public Memorial** application has been received and approved by Council, and an associated memorial object will be installed.

2.1.3 Installation and upkeep:

- Approved public memorials will be purchased and installed at the cost of the proponent.
- Council will undertake the installation of the memorial.
- Should the memorial be lost or vandalised, the cost of repair or replacement remains the responsibility of the proponent.
- If the proponent is deceased or no longer living in/associated with the Glamorgan Spring Bay Municipality then Council may resolve, through the Works & Infrastructure Department, to repair or remove the memorial.
- Council may at any time remove the memorial for maintenance and upgrades, or if there are significant changes to the use of the site.

2.2 Public Art Guiding Principles for Regulation

The following principles underpin Council's commitment to the provision of its public art collection:

2.2.1 Excellence in project initiation, concept, design and fabrication

Public artworks will reflect classic styles and creative trends through early identification of public art opportunities, concept development, design and fabrication ensuring a relevant, cohesive and contemporary public art collection in the municipality. Public artworks must also be designed and fabricated in a way to ensure they are physically suitable and characteristically relevant to the space as well as being safe and sustainable over the period of their installation.

2.2.2 Transparent decision-making processes

The identification, commissioning and assessment of all public artworks will be through transparent, equitable and inclusive processes. Council will consult with internal and external stakeholders and, where appropriate, the community to ensure decisions made by Council about public artworks and their locations are appropriate and reflect the local identity and purpose.

Artwork installation proposals will be considered by council project by project.

2.2.3 Linkage to Master Plans and location character

Art installations will be considered for their congruence with the location for which they are proposed and the future development plans for the location. Where master plans are developing, consideration of the inclusion of art installations will be given. Where artworks which are purposefully incongruent with a site are proposed, consideration will be given to the benefits proposed by the disparity.

2.3 Responsibilities

2.3.1 Proponent:

The proponent of a public artwork or memorial must submit a request in writing to the General Manager. For public artwork, please use the *Request for Public Artwork* application form (see Attachment). For public memorials, use the *Request for Public Memorial* application form (see Attachment). The proponent will be responsible for all costs associated with the purchase and installation, of the artwork or memorial object. Once completed to councils satisfaction, the artwork will become an asset owned and maintained by Council.

2.3.2 Works & Infrastructure Department:

The Works & Infrastructure Department (WID) is responsible for the coordination of Council's public spaces. WID will review the application with reference to the Policy and make a recommendation to Council by way of an Agenda Item for the next full Council Meeting.

2.3.3 Council:

Council may or may not choose to support the WID recommendation.

3 Implementation

Implementation of this Policy rests with the General Manager.

3.1 Process for Memorial applications

1. **Request for Public Memorial** application form submitted to Council by the proponent (including two references attached attesting to the character of the person being honoured).
2. The General Manager reviews the application and references, and discusses the proposal with the MANEX team
3. Relevant Department manager(s) contact the proponent to quote on installation costs.
4. Within 28 days of the above, the proponent advises the relevant officer whether they wish to continue or cease the procedure for the **Request for Public Memorial**.
5. **a.)** If the proponent wishes to cease the procedure then no further action is taken. The WID will however be notified of the request.
b.) If the proponent wishes to continue the procedure the WID reviews the request with reference to the Policy.
6. WID makes a recommendation to Council for consideration at the next full Council meeting.
7. The corresponding Agenda Item is prepared by WID and voted upon by Council.
8. The proponent is notified in writing of the outcome of their application by the relevant officer.
9. If successful, the proponent arranges the purchase and installation of the memorial in conjunction with the council officer to ensure that all Council requirements have been met.
10. Upon receipt of payment, Council will undertake the installation of the memorial.

3.2 Process for Public Art Applications

1. **Submission:** The proponent submits a Request for Public Art application form to Council providing details of how the artwork is to be funded.
2. **Review:** The General Manager reviews the application and discusses it with the Management Executive Team (MANEX).
3. **Cost Estimation:** Relevant Department managers contact the proponent to provide quotes for ongoing maintenance costs.
4. **Recommendation:** The WID prepares a recommendation for Council's consideration at the next full Council meeting.
5. **Council Decision:** The corresponding agenda item is prepared by the WID and voted upon by Council.
6. **Notification:** The relevant officer notifies the proponent in writing of the outcome of their application.
7. **Purchase and Installation:** If successful, the proponent coordinates the purchase and installation of the artwork with the council officer to ensure compliance with all Council requirements.

4 Attachments

- **Request for Public Memorial** Application Form
- **Request for Public Art** Application Form

Please attach references from <u>two</u> individuals who can attest to the character of the person being honoured:	<input type="checkbox"/> Attached
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Does your request include the installation of a plaque?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please complete the following:

Donated by:	
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In memory of:	
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Date(s):	
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Other:	
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SECTION 3 – PROPOSED PUBLIC MEMORIAL AND LOCATION

Please detail the proposed object and location:

SECTION 4 – ACKNOWLEDGEMENT

I acknowledge that Glamorgan Spring Bay Council will make a decision on my application based upon the Public Art & Memorial Policy and that any existing art works or memorials cannot be taken as precedent for this request. I confirm that if successful I will meet any costs associated with the purchase, installation and upkeep of the public memorial I have requested.

Signed:		Date:	
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You will be contacted upon the receipt of your application and prior to the review procedure to discuss installation costs. At this point you will need to notify Council whether you wish to cease or continue the review procedure.

REQUEST FOR PUBLIC ART | APPLICATION FORM

Please return this form to the General Manager, PO Box 6, Triabunna, 7190

SECTION 1 – PROPONENT DETAILS	
Proponent Name:	
Address:	
Phone:	
E-mail:	
SECTION 2 – SUBJECT OF PUBLIC ART	
Title of Artwork	
Description of Artwork:	
What is your association with this artwork?	
<p>Does the artwork align with the Glamorgan Spring Bay Council Public Art Policy – Section 2.2 Public Art Guiding Principles for Regulation (please tick):</p> <p><input type="checkbox"/> Excellence in project initiation, concept, design and fabrication Public artworks will reflect classic styles and creative trends through early identification of public art opportunities, concept development, design and fabrication ensuring a relevant, cohesive and contemporary public art collection in the municipality. Public artworks must also be designed and fabricated in a way to ensure they are physically suitable and characteristically relevant to the space as well as being safe and sustainable over the period of their installation.</p> <p><input type="checkbox"/> Transparent decision-making processes The identification, commissioning and assessment of all public artworks will be through transparent, equitable and inclusive processes. Council will consult with internal and external stakeholders and, where appropriate, the community to ensure decisions made by Council about public artworks and their locations are appropriate and reflect the local identity and purpose.</p> <p><input type="checkbox"/> Linkage to Master Plans and location character Art installations will be considered for their congruence with the location for which they are proposed and the future development plans for the location. Where master plans are developing, consideration of the inclusion of art installations will be given. Where artworks which are purposefully incongruent with a site are proposed, consideration will be given to the benefits proposed by the disparity.</p>	

Please detail how your artwork meets the Policy Statement:

Does your request include the installation of a plaque?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please complete the following:

Donated by:	
In recognition of:	
Date(s):	
Other:	

SECTION 3 – PROPOSED PUBLIC ART LOCATION

Please detail the proposed artwork and its location:

Please attach any photos, sketches, or drawings that illustrate your proposed artwork:	<input type="checkbox"/> Attached
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SECTION 4 – ACKNOWLEDGEMENT

I acknowledge that Glamorgan Spring Bay Council will make a decision on my application based upon the Public Art & Memorial Policy and that any existing art works or memorials cannot be taken as precedent for this request. I confirm that if successful I will meet any costs associated with the purchase, installation and upkeep of the public memorial I have requested.

Signed:		Date:	
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You will be contacted upon the receipt of your application and prior to the review procedure to discuss installation costs. At this point you will need to notify Council whether you wish to cease or continue the review procedure.