



SAA POLICY

SUBMARINE RELATED MEMORIALS AND PLAQUES CREATED BY SAA BRANCHES OR THE NATIONAL EXECUTIVE.

Purpose:

This policy governs the creation and management of submarine-related memorials and plaques by SAA Branches or the National Executive. It ensures that all legal requirements are met, information presented is accurate, and provisions are in place for ongoing maintenance. Additionally, it ensures that the memorial or plaque is officially recorded in the SAA's historical register.

1. Compliance with State and Municipal Regulations

- 1.1 Before initiating any memorial or plaque project, SAA Branches and the National Executive must ensure full compliance with all relevant state and municipal requirements. This includes securing necessary permits, approvals, and consultations with appropriate local authorities (e.g., councils, heritage bodies).
- 1.2 The Initiating body shall maintain a record of all necessary approvals and permits of letters of support.

2. Compliance Policy in Relation to use of logos and crests

- 2.1 Where the crests or logos of the RAN are to be used, then permission is to be sought from the Navy Brand Manager.

3. Factual Accuracy and Independent Verification

- 3.1 The information inscribed on the memorial or plaque must be factually correct and of historical significance to Australia's submarine service.

- 3.2 All facts and details must undergo independent verification through reputable sources such as military records, historians, or official archives. The initiating organisation should retain a record of the sources of information should later verification be required.

4. Agreements for Ongoing Maintenance

- 4.1 Where practical, the initiating Branch should seek to ensure that the responsibility for regular upkeep, repairs in case of damage, and any required cleaning or restoration is transferred to the local authority or relevant custodian.
- 4.2 In all cases a record of responsibility should be documented and maintained with the records of the project.

5. Submission to the SAA Historical Register

- 5.1 Upon completion of the memorial or plaque, the Project Manager must submit the following details to the SAA National Secretary for inclusion in the SAA Historical Register:
- A photograph of the memorial or plaque
 - The full inscription text
 - The exact geographical location of the installation
 - Date of installation
- 5.2 This ensures that the memorial or plaque is formally recorded and preserved in the association's official records.

6. Dedication Ceremonies and Public Engagement

- 6.1 Dedication ceremonies are encouraged to honour the memory or significance of the submarine-related event or individual being commemorated.
- 6.2 Invitations should be extended to veterans, local government representatives, the community, and other key stakeholders.
- 6.3 The dedication should reflect the traditions of the Royal Australian Navy and respect the solemnity of the occasion.

7. Reporting of Damage or Maintenance Issues

- 7.1 The SAA Branch initiating the project shall ensure that they have adequate processes and procedures in place to ensure the integrity of the artefact.
- 7.2 This policy ensures that submarine-related memorials and plaques created by SAA Branches or National Executives meet high standards of accuracy, legal compliance, and are well-maintained over time. The Policy is to be reviewed annually by the National Executive Committee (NEC).

8. Compliance Checklist

Item	Commentary	Complete
1	Artefact has been appropriately documented (reasons, costs, funding source etc) and provided to the National Exec of the SAA	
2	All permissions, permits, licences have been sought and held on file (including the use of RAN logos, crests and emblems)	
3.	Historical accuracy of the artefact has been independently verified and a record of the source is held with the project file	
4.	Arrangements for the ongoing maintenance, repair or replacement have been documented and held with the project files.	
5	The National Exec of the SAA has been provided with a document advising the key details of the artefact upon completion as per para #	

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