

Plaques and Memorials Policy

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Relevant legislation / references

External References:

- Planning and Environment Act 1987
- Heritage Act 2017
- Geographic Place Names Act 1998
- Naming Rules for Places in Victoria 2022
- Aboriginal and Torres Strait Islander Heritage Protection Act 1984
- Local Government Act 1989 The Local Government Act – Schedule 10 Powers of Councils over Roads
- VicRoads Legislation (Roadsides Memorials Policy 2015): www.vicroads.vic.gov.au
- Road Management Act 2004
- Victoria's Road Safety Rules 2009

Council Related Policies/Strategies:

- Council Plan
- Community Engagement Policy
- Governance Rules
- Open Space Strategy
- Open Space Asset Management Strategy
- Port Fairy Tree Management Plan

1. Introduction

Plaques and memorials have a long history within the Shire in recognition of our rich Indigenous and European history. Plaques and memorials can create a connection and a sense of place for the person viewing by telling stories about people, groups, places or events.

This connection can be associated with the events that took place, the material from which the memorial is made, their location in the landscape and the significance of those commemorated or those who donated or installed them.

From time to time Council receives requests from individuals, organisations, or Traditional Owners for the installation of memorial plaques and commemorations, the donation of park furniture or planting of trees, in acknowledgement of the contribution to the community by a living or deceased person.

Plaques and memorials can be costly to provide and install given the necessity to undertake Council and community engagement, assessment, design, construction,

maintenance and renewal or removal, to ensure they are safe, culturally safe and appropriate, and meet with community support.

At times, Council must consult external agencies such as First Peoples -State Relations, VicRoads, Veterans’ Affairs, Department of Energy, Environment and Climate Action (DECCA) or other government departments and interested parties to ensure that a proposed memorial or plaque is appropriate.

This Policy outlines Moyne Shire Council’s approach to plaques and memorials to ensure they meet these requirements and provide a lasting benefit to the community.

2. Purpose

The purpose of this policy is to establish criteria to ensure that requests for formal recognition of significant local people, groups or events in the form of commemorative plaques and memorials within the Shire are determined and managed on a consistent basis.

The Policy defines conditions and procedures under which Council will approve requests for plaques and memorials, the donation of park furniture and the planting of trees.

3. Scope

This Policy only applies to requests for plaques and memorials on land owned or managed by Council within the Shire. The Policy does not apply to places, reserves, and street names as they are covered by Geographic Place Names legislation.

4. Definitions

Term	Definition / Explanation
A plaque	is a flat piece of metal, stone or other durable material with a two- dimensional face that can be fixed to an object, pavement or building. A plaque includes text and/or images to recognise a person, group, place or event, or to interpret the history of a public place.
A memorial	is a two or three-dimensional object or feature designed to recognise a person, group or event. It could be park furniture, trees, sculptural or artistic work, or a water, horticultural or landscape element.

5. Procedure

5.1 Consideration of Applications

A request will be considered where a person is living or deceased and:

- is widely known and respected within the local community;
- is generally acknowledged as having made a significant contribution to the social, economic, or cultural development of the community; and
- is of good repute and not likely to be the subject of controversy.

Under special circumstances, consideration may be given to a living person where the naming is deemed to be in accordance with the above and the recognition is considered appropriate by Council.

All applications will be assessed by relevant Council staff before being referred to Council for approval.

5.2 Applications for Plaques or Memorials

- Applications must be made in writing.
- Applications must include a supporting statement for the nominee providing factual information detailing how the nominee meets the conditions as stated in this policy.
- Memorial plaques will be limited to a maximum A5 in size (148mm high x 210mm wide).
- The applicant shall bear the cost of supplying the plaque or memorial the materials of which must be approved by Council.
- The wording will contain factual information and readily recognise the nominee and their qualities / attributes, or an appropriate phrase as outlined in the application, and must be approved by the Director of Infrastructure and Environment, before seeking Council approval.
- Council will maintain the plaque or memorial once installed.

5.3 Applications for Donation of Park Furniture and Trees

- Applications for the donation of park furniture and trees must be made in writing.
- Council will permit the donation of park furniture and trees (inclusive of memorial plaques) subject to Council's direction with respect to appropriateness, location, standards of park furniture type or style, or tree species choice.
- The donated park furniture or tree(s) will be placed as near as possible to the

position requested by the applicant.

- Consideration will be given to relevant plans of management, master plans, capital works programs, maintaining safe passage for pedestrians and other park users, avoidance of any damage to the natural environment, and ensuring the donation meets the general community expectations for the area.
- Consideration to the location to ensure the park furniture, memorial trees and structures are considerate of the aesthetic amenity of the open space so that the ambience of the space is not lost to clutter.
- Consistent with the requirements outlined in Section 5.2, memorial plaques will be limited to A5 in size (148mm high x 210mm wide).
- Council will maintain the donated park furniture, tree and plaque once installed until the end of life of the asset.
- Council will determine an appropriate new site should the need to relocate the park furniture or tree arise.

5.4 Applications for the naming of a structure within a recreation reserve or park must be made in writing.

- Applications must be endorsed by the relevant Committee of Management.
- Applications must include a supporting statement and factual information for the nominee detailing how the nominee meets the conditions as stated in this policy.
- Applications from a Committee operating on Crown Land will be considered by Council before being forwarded to the Department of Energy, Environment and Climate Action (DECCA) for consideration.
- Committees of Management will be expected to bear the cost of including any fees, along with any costs to erect and maintain any infrastructure that acknowledges the naming of a place (or part thereof).

5.5 Referral of Applications

- As part of the application process, Council will refer applications as required to relevant government authorities and stakeholders/ parties of interest and Traditional Owners.

5.6 Removal of Plaques and Memorials

- Council may be required to remove plaques and memorials as circumstances require. In this case, Council will cover the cost of removal and make every effort to notify interested parties.

6. Policy Versions

Document history

Version	Date Endorsed	Reason for change
001	23 May 2023	Renamed to reflect Policy content - Previously known as Acknowledgement of Community Contribution Policy <ul style="list-style-type: none"> • Updated definitions. • Reworded to reflect current circumstances • Inclusion of Geographical Place Names legislation. • Removal of procedure for the naming of buildings, recreation reserves and places

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. **However, any change or update which materially alters this document must be by resolution of Council.*