

Policy type	Council
Adopted by	Council
Responsible General Manager	Infrastructure
Responsible officer	Manager Parks, Recreation and Facilities
Date adopted	
Scheduled for review	This policy will be reviewed four years from the date of adoption, or sooner if required.

PURPOSE

The purpose of this policy is to provide a framework for the approval of new plaques and memorials in Moira Shire.

SCOPE

This policy applies to:

- Memorials or plaques on Council owned or managed land. If Council do not own or manage the land, the request should be referred to the relevant land owner/ manager.
- Permanent, fixed memorials and plaques.
- A cluster or series of plaques associated with a particular theme.
- Commemorative plantings
- Larger scale memorials such as walks or trails
- War memorials

This policy does not apply to:

- Significant cultural heritage sites defined under the Aboriginal Heritage Act 2006
- The naming or renaming of a road (whether public or private) and public assets such as reserves, buildings or trails.
- Memorials on road reserves not managed by Council under the Road Management Act, 2004.
- Plaques or memorials dedicated to pets. The burial or memorialisation of domestic animals in open or public space is prohibited
- Public artwork such as statues, sculptures or murals.
- Bequests to Council. Donations that could contribute to the purchase of books, artworks, manuscript material, maps or other items that can be used in municipal buildings such as civic buildings and public libraries can be made on the advice of independent legal and/or financial counsel in the bequest planning process.

DEFINITIONS

Applicant - A person or group who propose the installation of a memorial

Heritage Recognition Markers- Communicate the listing of the building, its history and its significance.

Memorial - An object or feature designed to recognise a person, group or event.

Open Space - all land owned and/or managed by Council that is available for public access. Typically, open space includes parks, gardens, trails, habitat corridors, utilities reserves, foreshores, waterways, sportsgrounds and conservation reserves.

Plaque - 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 to recognise a person, group, place or event, or to interpret the history of a public place. The installation of a plaque is generally reserved for official Council endorsed ceremonies, openings of a major project or the marking of a historic event

Public Place - road reserves, Municipal Buildings, streetscapes and other lands that are owned and/or managed by Council.

Roadsides - Road reserve areas outside of the carriageway on roads that fall under the Road Management Act are the responsibility of Council. Arterial roads, Highways, and Freeways are, in most instances, are the responsibility of Regional Roads Victoria.

Roadside memorials - Any permanent or semi-permanent object constructed, erected or placed on the road or within the road reserve to commemorate/indicate a road fatality. Memorials may include items such as wooden crosses, coloured posts, flowers or any type of construction with or without plaques or inscriptions.

War Memorial - A memorial that commemorates the people who served and died as a result of war.

BACKGROUND

Moirá Shire Council recognises that members of the community may wish to publically commemorate a person, group of people or event.

Memorial gardens, cemeteries and private properties are generally considered the most appropriate places for the erection of memorials.

However, it is recognised that in some circumstances, events or people of outstanding significance may be appropriately commemorated by a public plaque or memorial.

It is Councils obligation to minimise the risks and environmental impact of memorials and memorial plaques; and ensure that public open spaces serve their intended purpose and do not become dominated by memorials.

This policy ensures that Council provides an equitable decision-making approach which is clear and transparent.

APPROVAL CRITERIA

General

Proposed plaques or memorials must either:

- Commemorate an individual or Association that has contributed significantly to the cultural, political or social development of the Moira Shire region; or
- Commemorate an individual or Association strongly linked to the Moira Shire region and its history; or
- Commemorate a significant anniversary of an event unique to the history and development of the locality; or
- Provide historical or other information relevant to the site/location of the plaque or memorial

** Permanent plaques and memorials commemorating a deceased person will not be considered until 24 months after the passing of the individual.

Council will not consider requests under this policy that:

- Commemorate a person, event or occasion already memorialised in Moira Shire;
- Interfere with the purpose and use of the proposed location;
- Adversely affect the heritage significance of the building or place.

APPLICATION AND APPROVAL PROCESS

All requests for a plaque or memorial can be submitted using the Moira Shire Community Project Proposal online form. The link to the form is <https://moira.smartygrants.com.au/mycommunityprojectproposal>. No applications through the CPP process will be considered until all requested information is provided.



Council Officers from each relevant department provide feedback on the application. Delegation of decision making is provided to the relevant Manager/General Manager.



Applicant is notified that application is approved or declined. If application is declined, objections can be made in writing to the Moira Shire Council CEO.



Council officers liaise with the applicant to finalise wording/, location and design of the memorial



Council staff install or supervise the installation of the memorial. Applicant is invoiced for any incurred costs.

ASSESSMENT

All applications will be assessed by a panel of relevant Council officers, and the final determination will be made by the Manager of Parks, Recreation and Facilities.

All applications must be made via the Smarty Grants portal on Councils website <https://moira.smartygrants.com.au/mycommunityprojectproposal> and address all criteria of the application. Applications made by individuals or organisations require written consent from the family of the individual to be commemorated.

Following initial assessment, if the application does not meet the policy criteria, the applicant will be provided with the opportunity to provide further supporting information and/or documentation.

Council reserve the right to suggest an alternative memorial to what is proposed.

Applications that comply with the policy will not necessarily be approved.

DESIGN CRITERIA

Design of plaques, memorials and monuments are required to:

- Be aesthetically suitable to the location;
- Relate to the proposed site or contribute to the design, function of the building or the setting and conserve the cultural character and natural environment of the building and space

INSTALLATION

All approved plaques and memorials are considered a Council asset once installed, and Council assume responsibility for insurance purposes.

Installation will be managed by Council at the donor/applicant's cost.

Memorial/Commemorative Park Furniture:

Council reserves the right to decide the precise positioning, design and the appropriate maintenance of the seat to ensure maximum benefit to the community and compliance with other street furniture in that location.

A plaque for installation on the seat shall be made of a Council approve metal (i.e. stainless steel or bronze) and of maximum dimensions 100mm long x 45mm wide x 1.5mm thick with standard laser cut wording.

Only one plaque per seat will be approved.

Heritage Recognition Markers:

The following criteria apply to Heritage Recognition Markers:

- The property must be State or Local Heritage listed
- Development approval is required

- Property owner permission is required.
- Installation is the responsibility of Moira Shire Council.

Markers are generally installed directly onto the building or fence, if this is not possible, the markers will be post mounted as close to the building or fence as practical.

Memorial/Commemorative Trees and Plantings:

Council reserves the right to select the tree species in accordance with the planting scheme at the requested site (as detailed in the Landscape Planting Guidelines) and timing of planting will be in line with Council's routine planting program.

Planting will include provision of backfill, stakes and guards, and mulch. Every effort will be made on the part of Council to ensure the successful establishment and the longevity of the memorial tree.

No more than one plaque per tree will be approved.

Plaques will not be directly attached to a tree, but can be placed in close proximity to the tree.

The suggested size of the plaque is 150mm x 100mm, mounted on a concrete or stone base plinth as near as practicable to the tree trunk.

Council will be responsible for the establishment and ongoing maintenance of the memorial tree.

Roadside Memorials:

Roadside memorials erected for any reason other than a fatal motor vehicle accident will be removed.

Memorials must not:

- Distract drivers' attention, disrupt traffic flow, upset nearby residents or road users, or prevent road maintenance;
- Provide a hazard for footpath users;
- Alter a public road;
- Be constructed of materials that will cause injury if struck by a vehicle;
- Become the subject of gathering creating public disturbance or littering;
- Be disrespectful, offensive or cause concern for other road users;
- Be attached to road or non-road related infra-structure (power poles, signs etc.)

In the event any of the above are evident the memorial will be removed unless corrected to Council's satisfaction.

When placing a roadside memorial, the memorial maker's details are encouraged to be included on the memorial for contact purposes. When Moira Shire Council needs to undertake any works in the vicinity of a roadside memorial, requiring its modification, relocation or removal, Moira Shire Council will endeavour to contact the memorial maker.

For further information relating to Roadside Memorials please refer to the VicRoads Roadside Memorial Policy.

War Memorials:

War memorial requests will be considered in line with:

- Wherever possible any war memorial and the remembrance of any future conflict should be made at an existing war memorial site (in consultation with the relevant Ex-Services Organisations RSL/SSA);
- Any proposal to move or significantly change an existing memorial shall be considered under this policy.

REMOVAL/ REPLACEMENT

Moirá Shire Council reserves the right to remove a memorial if it falls into a state of disrepair, is accidentally damaged or vandalised or if the asset it is fixed to requires replacement in order to maintain its amenity.

Every effort will be made to contact next of kin prior to such removal, however, Council retains the right to conduct any works impacting a memorial or plaque directly or indirectly without further consent from the original applicant. Memorials will only be replaced or repaired at the specific request of the applicant and at their cost.

Council reserves the right to remove or reposition a memorial park furniture if necessary for any future park and reserve improvements.

Donors of memorial trees must note that Council does not guarantee the longevity of the memorial tree. Trees are subject to various environmental stresses which may include (but not limited to) drought, borer attack, lightning strike and vandalism. If a tree dies or requires removal Council may replace the tree at Council's discretion.

COST

All costs including the design, permit fees and installation of the plaque or memorial will be borne by the applicant.

RELATED LEGISLATION

Local Government Act (VIC) 1989
Road Management Act (VIC) 2004
Aboriginal Heritage Act (VIC) 2006

REFERENCES

VicRoads Roadside Memorial Policy (<https://www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-network-policy#C3>)

Landscape Plan Guide for developments in Shire of Campaspe, City of Greater Shepparton and Moirá Shire Council 2020