

MEMORIALS POLICY



Directorate:	Infrastructure, Assets and Planning
Responsible Manager:	General Manager Infrastructure Assets and Planning
Review Due:	June 2028
Adoption:	Council
Date Adopted:	25 June 2024

Acknowledgement

Central Goldfields Shire Council acknowledges and extends appreciation for the Dja Dja Wurrung People, the Traditional Owners of the land that we are on.

We pay our respects to leaders and Elders past, present and emerging for they hold the memories, the traditions, the culture, and the hopes of all Dja Dja Wurrung People.

1. Purpose

This policy has been developed to establish clear guidelines in Central Goldfields Shire in the following areas;

1. Plaques and Memorials

Provide a framework for the management of all new and existing plaques and memorials within the Central Goldfields Shire. Plaques and memorials are important in celebrating the achievements of Central Goldfields Shire and its Community. They also provide historical context for current and future generations and promote civic pride.

2. Cremated remains

Establish guidelines for the scattering or burial of cremated remains within the Shire.

3. Roadside memorials

Safely and sensitively manage the installation, placement, and removal of roadside fatality memorials within the Shire.

2. Application and Scope

This Policy applies to all proposed plaques and memorials to be installed/erected with the Central Goldfields Shire Council, whether in or on buildings or facilities, on the pavement, in parks, gardens, streets or any other public space.

All artwork for proposed plaques and memorials must be consistent with Shire design guidelines.

Existing plaques and memorials will not be taken as a precedent for future proposals, and each request will be considered on its merit.

3. Definitions

Plaque – A flat tablet of metal, stone or other material which includes text and/or images which commemorates an event or a person and/or provides historical or other information relevant to its location. The plaque is fixed to a seat, wall, or other surface.

Memorial – An object established in memory of a person, association, anniversary, or event and includes a monument.

Cremated remains – the product of the process of cremation.

Roadside memorials – An object temporarily constructed, erected, or placed on the road or within the road reserve to commemorate/indicate a road fatality.

Public Space – Typically public space includes buildings, parks, gardens, trails, waterways, sports grounds, road reserves, streetscapes, and conservation reserves, on land owned and/or managed by Central Goldfields Shire Council and available for public access.

Council Owned or Managed Land – Land, which is owned freehold by Council, vested in Council, or for which Council is Committee of Management.

GMIAP – General Manager Infrastructure and Planning

4. General Provisions

4.1 Requests for plaques installed by Council (including State and Federal funded projects) to commemorate an opening or refurbishment of a community building or facility or another significant event.

Requests or a condition of contract for a plaque to be installed to commemorate an opening or refurbishment of a community building or facility, or other event which may be of historical significance are to be made by the relevant staff member for approval by the General Manager of Infrastructure Assets and Planning (GMIAP).

Such a plaque will commemorate the opening or refurbishment of a community building or facility by providing a historical record of the Mayor and/or Councillors and State and Federal representatives of any funded projects in office at the time of the opening.

The cost of the plaque is to be funded as part of the relevant project.

Plaques for major projects with a cost to Council in excess of \$1m, or of regional significance will normally include the following information;

- Identification of Council facility or event
- Date (day, month, year) of opening or event
- Who opened it
- Central Goldfields Shire logo
- Mayor's name
- Councillor's names (listed alphabetically by surname)

- Funding recognition (if applicable)
- Members of Parliament (where Government has significantly funded the project)

Plaques for projects with a cost to Council less than \$1m will normally include the following information;

- Identification of Council facility or event
- Date (day, month, year) of opening or event
- Who opened it
- Central Goldfields Shire logo
- Mayor and Councillor's names
- Funding recognition (if applicable)

The final format and wording are to be consistent with the Shire design guidelines and must be signed off by the GMIAP.

The general formatting and wording of a plaque may be changed at the discretion of the GMIAP, depending on particular circumstances and placement of a plaque where size may be limited.

The final placement of the plaque must be displayed in a publicly accessible location and, where practicable, inside the building or facility to avoid the risk of vandalism.

4.2 Requests for plaques installed by Council or in conjunction with other bodies to provide historical or heritage information about important historical sites.

Requests for plaques for historical or heritage information will be considered if;

- The historical importance of the site would not be evident without a plaque,
- The proposed site has been recognised for cultural, social or heritage significance to the Shire,
- The site has not already been identified by another plaque or historical sign,
- There is sufficient historical information available,
- It contributes to an even distribution of heritage markings across the Shire,
- The request is consistent with the Council's strategic development framework for the site.

Requests for Historical and Heritage plaques that are given approval must comply with the following;

- The cost of the plaque is to be funded as part of the relevant department/project,
- Where an external organisation makes a request.
- The cost of the plaque and installation is to be borne by the external organisation unless Council agrees otherwise.
- The final format and wording are to be consistent with the Shire design guidelines and must be signed off by the GMIAP.
- the final placement of the plaque must be in a publicly accessible location.

- If the plaque is to be placed on what is deemed to be traditional land, then consent from the custodians of the land must be sought.

The general formatting and wording of a plaque maybe changed at the discretion of the GMIAP depending on particular circumstances and placement of a plaque where size may be limited.

NB: Input will be sought from the Heritage Advisory Group and local residents as appropriate.

4.3 Request for plaques or memorials from members of the public or Community groups

Any new memorials must be demonstrated to be of lasting value to the community for social, cultural, historical, educational, or aesthetic reasons and add to the existing community amenity of the proposed location, within the context of the current use of the area.

Approval for a particular site will only be granted if consistent with Council's Strategic Plan.

Requests for plaques/memorials will be limited to the following:

- the memorialisation of a person, deceased at least 3 years, with an affinity to the site for which the plaque/memorial is proposed,
- details of historical association or tradition pertaining to the site or the community;
- an individual or association that has contributed significantly to the cultural, political, or social aspects of the Shire's development;
- an individual or association strongly linked to Central Goldfields Shire and its history;
- a significant anniversary or an event unique to Central Goldfields Shire history and development; and
- historical or other information relevant to the proposed site/location

A plaque/memorial shall be located at a designated site for not less than twenty years from the time of installation with the following exceptions:

- the area in which the item is sited is to be redeveloped;
- the use of the area in which the item is sited significantly changes in character and the item is not deemed suitable for the site; and
- the structure or support on which the item is located is to be removed or permanently altered

Consideration of all requests for plaques/memorials will include ongoing maintenance costs to Council, aesthetics, and space limitations.

The applicant must meet the initial cost of the plaque/memorial. Council will record the plaque/memorial as part of its Asset Management program for the life of the plaque/memorial.

Plaques/memorials will be designed and sited so as not to intrude upon or damage the structure or natural environment or otherwise create a public risk.

Their construction should require little maintenance and be resistant to vandalism.

In the event of vandalism or theft, Council will replace.

Central Goldfields Shire Council, via the GMIAP, has final approval of the format and wording of all plaques/memorials, and will determine the exact location.

Central Goldfields Shire Council, via the GMIAP, will exercise its discretion to limit the number of plaques/memorials installed at any one location.

If a plaque/memorial has to be removed from its original site, the applicant will be advised and given the option to take ownership of the memorial in the event that Council is unable to relocate it.

In the event that the applicant cannot be contacted, the memorial will be dealt with at the discretion of Council.

Upon installation, details of any new plaque or memorial must be forwarded to the Asset Manager for inclusion in Council's Asset Register.

Plaques or memorials that have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts will be made to consult with the person(s) responsible for initially installing the plaque or memorial prior to its removal.

Plaques or memorials instigated by Council to commemorate a person or event will be exempt from the above criteria and will be installed and maintained at Council's absolute discretion.

4.3.1 Applying for a memorial

Applications for all plaques/memorials must be in writing and include the following information:

- Type of memorial i.e., commemorative tree with/without plaque, plaque, park bench with/without plaque, or public art
- Proposed size and dimensions of memorial;
- Proposed location of memorial;
- Proposed wording and diagrams of plaque/memorial and engraving;
- A brief description of the significance to the Central Goldfields Shire community, and of the person, group, or event to be commemorated.

Written applications for all plaques/memorials should be sent to:

**General Manager of Infrastructure Assets and Planning.
Central Goldfields Shire Council
PO Box 194
MARYBOROUGH VIC 3465**

4.3.2 Assessment Criteria

Proposals for plaques/memorials will be assessed for their significance to Central Goldfields Shire Community, and against the criteria established from the principles established within this policy.

In particular they must:

- be consistent with Council's Strategic Plan for the proposed site;
- be considered in the context of the number of existing plaques/memorials, public artwork, and other objects in the area; and
- commemorate a person who, or group that, has made a contribution to the community, and has not already been memorialised.

4.3.3 Approval of plaques/memorials

The approval for all plaques/memorials will include the following process:

- Proposals for plaques/memorials will be assessed by the Council Officer in consultation with the appropriate General Manager;
- The GMIAP is responsible for the final approval of plaques/memorials.
- decisions will be confirmed in writing to the applicant; and

4.3.4 If the plaque/memorial is approved, the applicant will understand and adhere to the following:

- the applicant is to be responsible for the full cost, including the purchase and installation of the plaque/memorial, as well as any associated object that it may be attached to i.e., park bench;
- the full cost of the project must be paid prior the commencement of any works;
- final approval for the site will be granted by the GMIAP;
- final approval of artwork will be signed off by the GMIAP;
- that Council does not guarantee to retain a memorial after a period of ten years, and
- that all requests granted for plaques and memorials are done so on a revocable basis as stated in this policy.

No applications will be considered outside of this process.

4.3.5 POLICY – DISPOSAL OF CREMATED REMAINS

Upon application, Council may permit the scattering of ashes on Council owned or managed land.

The applicant will be advised and understand that the scattering of ashes in a particular place shall not impede regular maintenance, renewal, renovation, and upkeep of that place.

Council does not permit the burial of cremated remains on Council owned or managed land.

4.3.5 POLICY – ROADSIDE FATALITY MEMORIALS

The purpose of this policy is to provide direction for the installation, placement, and removal of temporary roadside fatality memorials on roads under the responsibility of Central Goldfields Shire Council.

This Policy is consistent with VicRoads guidelines on the same subject for roads under its management.

A roadside memorial is any object erected or placed on the road or within the road reserve to indicate a road fatality. Memorials may include items such as wooden crosses, coloured posts, flowers, or monuments with or without plaques or inscriptions.

Central Goldfields Shire Council recognises that some members of the community wish to mark the location of a fatal crash by the establishment of a roadside tribute immediately or soon after the accident, and Council will deal sensitively with requests for the establishment of temporary roadside memorials but will not encourage their placement.

Council will allow for a temporary memorial for up to a 3-month period with a discretion for potential extension of these timeline to be made on case-by-case basis.

Location:

A memorial should;

- be located where visitors to the site are not subject to injury by traffic or they themselves cause an obstruction.
- be located in a position where it will not distract a driver's attention or interfere with the role of any traffic control item.
- be located in a position where it will not be hazardous to passing traffic, pedestrians or prevent appropriate maintenance to the road reserve.
- be sensitive to the effect on residents surrounding the site

Installation:

- A memorial must be made of material, and installed in a way, which will not cause injury if struck by a vehicle or a pedestrian.
- Central Goldfields Shire Council is not responsible for the maintenance of memorials, or any loss, damage, removal, or relocation of roadside tributes that may occur due to road maintenance or construction activities.

Removal:

- In general, a time limit of up to 3 months will be allowed for a tribute of a temporary nature.
- Central Goldfields Shire Council will use the Community Liaison Officer from Victoria Police to contact the family to advise that the temporary memorial is to be removed and to collect any items they may wish to salvage.
- Any item that is considered inappropriate, dangerous, or offensive will be removed by Council staff immediately.

Requests for permanent memorials will be assessed on a case-by-case basis, in line with the policy for *'Plaques and Memorials – Requests from members of the public or Community groups,'* section 4.3.

4.3.6 ROLES AND RESPONSIBILITIES

The responsibilities that arise under this policy are:

General Manager Infrastructure Assets and Planning is responsible for the final approval of all plaques and memorials.

General Managers: are responsible for the preliminary approval of plaques and memorials pertaining to their areas of responsibility.

Communications Officer is responsible for the approval of all artworks relating to plaques and memorials prior to final sign off by the General Manager Infrastructure Assets and Planning.

Asset Manager: is responsible for listing new plaques and memorials in the Council's Asset Register.

Managers: are responsible for monitoring staff under their supervision to ensure that they understand and comply with this policy and the requirements within it.

All Staff: are responsible for compliance with the policy and the requirements within it.

5. Review

This Policy must be reviewed a minimum of once every 4 years.

Policy History	Date
Policy approved by Council	Ordinary Council Meeting 26/10/2011
Policy reviewed by Council	Ordinary Council Meeting 25/06/2024

6. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006). Central Goldfields Shire Council is committed to consultation and cooperation between management and employees.

7. Relevant Legislation and Council Policies

- Place Naming Policy
- Place Naming Procedure
- Geographic Place Names Act 1998
- Guidelines for Geographic Names 2010

- AS/NZs4819:2011 Rural and urban addressing
- Aboriginal Heritage Act 2006
- Aboriginal Heritage Regulations 2007
- Crown Land (Reserves) Act 1978 (Vic)
- Local Government Act 1989
- Planning and Environment Act 1987
- Road Management Act 2004
- Subdivision Act 1988