

Plaques and Memorials Policy



Document Type:	Council Policy	TRIM reference:	DOC/24/9831
Document Status:	Approved by Council		
Policy Owner (position):	Chief Executive Officer		
Internal endorsement required:	Not Applicable		
Final Approval by:	Council		
Date approved:	16/04/2024		
Evidence of approval:	Council – Refer to Notes in TRIM		
Version Number:	Choose an item. 1	Frequency of Review:	4 years
Review Date:	Click here to enter a date.		
Date rescinded:	Click here to enter a date. OR <input type="checkbox"/> Not applicable		
Related legislation:	Local Government Act 2020 Planning and Environment Act 1987 Aboriginal Heritage Act 2006 Building Act 1993 Catchment and Land Protection Act 1994 Crown Land Reserves Act 1978 Cultural and Recreational Lands Act 1963 Heritage Act 2017 Road Management Act 2004		
Related strategic documents, policies, or procedures:	Various management plans for Council facilities and sites		

Date	Version Number	Details of Version	Modified by
20/02/2024	1	Inaugural Policy	Chief Executive Officer

1. Purpose

The purpose of this policy is to:

- Establish criteria for the assessment of applications from individuals and groups, wishing to formally recognise significant local people, groups, places and events in the form of plaques and memorials within the municipality of Mount Alexander Shire.
- Ensure that the installation and ongoing management of plaques and memorials on Council owned and/or managed land and buildings, is undertaken in an agreed manner and to the satisfaction of Council officers.

2. Scope

This policy relates to requests for plaques and/or memorials on land and buildings that is/are owned and/or managed by Mount Alexander Shire Council within the municipality.

The policy applies to applicants, Council officers and Councillors involved in the application, assessment and approval process for plaques and memorials.

3. Policy

Applicants wishing to install a plaque or memorial must develop their proposal in consultation with Council officers and in accordance with the following requirements:

3.1. Location

- The plaque or memorial must be sited such that it preserves, contributes to or enhances (and does not detract from) the amenity, purpose or function of a location.
- The plaque or memorial must have direct historic, cultural, social or geographic relevance to the site where the installation is proposed.
- In addition, a memorial must be sited in a location that is appropriate to its function; that is, in a place that enables it to be reflected on, or for communities to gather.

3.2. Significance, Accuracy and Community Support

- Plaques and memorials must not relate to subjects that are already similarly recognised elsewhere in the Shire.
- Plaques and memorials must relate to unique, significant contributions made to Mount Alexander Shire's heritage, civic, cultural or political history and must be of enduring interest to the community across generations.

Such contributions must not have been directly enabled by any special advantage of paid employment, allowance while in office, other financial reimbursement, or similar payment.

- Plaques may relate to significant contributions made in a particular community within the Shire. Whereas, memorials must relate to contributions that had at least Shire-wide impacts and desirably State or National relevance.
- Memorials must have strong community support and their advocates must be able to demonstrate this support.
- Factual information associated with a plaque or memorial must be thoroughly researched by the applicant, broadly accepted by the community and endorsed by Council officers.
- Plaques or memorials solely for personal or family related purposes are not permitted.

3.3. Businesses

- For a plaque to be linked to a business, either through its content or location, that business must be shown to have had an enduring social impact on Mount Alexander Shire, whether it is currently trading or not.
- Logos and branding are not permitted on plaques or memorials.

3.4. Artistic Merit and Form

- To ensure that a high level of creativity, artistic integrity and durability is integrated into proposed plaques and memorials, applicants must work collaboratively with Council staff on their concept. This includes collaborating on artist selection, design, durability, environmental sustainability and maintenance aspects.
- In the case of memorials, the strength of the artistic concept will be central to the storytelling.
- In the case of plaques, words will be central to the storytelling.
- Design considerations will also include:
 - Ensuring that the installation supports access for people of all abilities and inclusion of all people.

- A potential contribution to renewing or restoring an existing place, so that it continues to be relevant for future generations.
- The magnitude of ongoing maintenance and operating costs.

3.5. Policy and Legislation

- Plaques and memorials must comply with relevant Council policies, plans, strategies and State and Federal legislation.

3.6. Removal and Relocation

- If Council requires that a plaque or memorial be temporarily or permanently removed, Council officers will make all reasonable efforts to notify the applicant and Council will fund its removal.
- Where the removal is temporary or involves relocation to another site owned or managed by Council, then Council will pay the cost of relocation or re-installation.
- Where the removal is required by Council to be permanent from all Council sites, then Council officers will make all reasonable efforts to return the plaque or memorial to the applicant, or their representative, in good condition.
- Where a plaque or memorial has been damaged through vandalism, misuse or poor workmanship and requires more than minor maintenance, Council officers will notify the applicant to discuss possible funding arrangements. Where agreement cannot be reached, Council may determine to permanently remove the plaque or memorial.

3.7. Funding

- All costs associated with the design, creation and installation of plaques and memorials must be funded by the individuals or groups making the application for the plaque or memorial.
- The ongoing cost of minor maintenance for approved plaques and memorials will be covered by Council.
- Funding of works required beyond minor maintenance will be as agreed between Council officers and the applicant, and as provided by Clause 3.6.

3.8. Approval

All applications for the installation of plaques are subject to the approval of Manager – Parks, Recreation and Community Facilities. Where this officer does not support such an application, the matter shall be referred to Council for a decision.

All applications for the installation of memorials are subject to the approval of Council.

The proposed removal and/or relocation of installed plaques or monuments by Council officers is subject to the approval of Council.

4. Definitions of Abbreviations Used

A table of terms and their definitions as they relate to the policy

Term	Definition
Council	The Municipal Council comprising a majority of the elected Councillors
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. A plaque includes text and/or images to recognise a person, group, place or event, or to interpret the history of a public place
Memorial	A two or three-dimensional object or feature designed to recognise a person, group or event. It could be a sculptural or artistic work, or a water, horticultural or landscape element, and includes busts and statues.
Approval of Council	A resolution of approval in response to considering the application at a Council meeting.
Minor Maintenance	Works of a repetitive nature that keeps the plaque or monument in good order but does not include major repairs due to vandalism, misuse or poor workmanship.

5. 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). Moreover, a specific design requirement is to ensure *that the installation supports access for people of all abilities and inclusion of all people.*

6. Gender Equity

It is considered that this policy goes towards promoting gender equity principles as outlined in the *Gender Equality Act 2020* by enabling the recognition of suitably significant contributions from *any* past and present community members. It does not contribute in the promotion of inequalities. Mount Alexander Shire Council is committed to meeting its obligations as stated in the Act and to further promote the right to equality as set out in the Charter of Human Rights.

7. Child Safety

Mount Alexander Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. All children who come in contact with Councillors, employees, contractors and volunteers from the organisation have a right to be and feel safe. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.