Commemorative Plaques and Other Markers Policy

Department/Unit	Governance Unit	First Implemented	16 April 2019	Review Date	August 2027
Origin	Interim Governance Coordinator	Reviewed	August 2023	Version	2
Authorising Officer	Chief Executive Officer	Effective From	15 August 2023	TRIM Reference	E513/2

Purpose/Objective

The purpose of this Policy is to set out guidelines for the approval and placement of commemorative plaques and other markers within road reserves or open spaces under the control of Council.

This Policy:

- Provides guidelines for the application and installation of commemorative plaques and other markers;
- Defines conditions under which Council will accept requests; and
- Gives consistency with which the contribution of members of the community can be acknowledged.

Policy Statement

Council recognises that organisations, families or individual members of the community may wish to mark the location of an event or achievement by the placement of commemorative/memorial/historical objects, structures or markers (memorial).

Any approval to the placement of any memorial shall be granted with due regard to the importance of the event and/or achievement of the organisation, family or individual. Installations will only be permitted to recognise very significant achievements or events.

In any case approval may be limited to avoid a proliferation of memorials of similar intent in any one area or location.

Definitions

Term	Definition
Commemorative Plaque	Reserved for the acknowledgment of an organisation's or individual's very significant contribution to the development of a specific or substantial capital improvement specifically related to the area, OR in commemoration of a major civic celebration as determined by Council from time to time.
Monumental (Memorial) Plaque	Reserved for the recognition or memory of an individual (or family) having made a very significant contribution to public life. Plaques must be located at or near a place of 'logical association' and will only be permitted in exceptional circumstances. Plaques may be affixed to either a rock, plinth, or to an appropriate item of street/park furniture at Council's discretion.
Historical Plaque/Marker/Cairn	Reserved for locations depicting very significant events or districts (places).
Avenue of Honour	Reserved for charitable/non-profit organisations, service clubs or community groups to recognise distinguished service by the planting and maintenance of avenues or copses of appropriate trees.
Dedication Tree	Reserved for the acknowledgment of a significant person or public event.
Roadside Fatality Memorial	For the road network under the control of Council and in recognition that some members of the community may wish to mark the location of a fatal crash, such requests for a roadside memorial will be dealt with sensitively. In the case of roads managed by VicRoads, that Authority has in place a Policy which sets out requirements and performance standards. These criteria will be considered by Council in dealing with any request to Council.
Home of Olympic Gold Medal Winner	Reserved for the acknowledgement and recognition of the birth place a Gold medal Olympian. A name plate will be placed at the entrance to Mansfield.

Scope

This Policy applies to:

- Any applicant wishing to apply for the placement of a memorial on Council owned land as outlined under “Definitions”.
- All memorials existing with the Mansfield Shire prior to the adoption of this Policy.

Council will consider the donation of park furniture and trees subject to Council’s discretion with respect to meeting design standards for park/street furniture, appropriateness of design style and tree species.

This Policy applies to all Council employees, Councillors, contractors, consultants,

volunteers and other authorised personnel of Mansfield Shire Council.

Responsibilities

Overall responsibility for the application of this Policy is held by the Chief Executive Officer.

Managers are responsible for ensuring their staff comply with the principles, practices and any associated procedures of this policy. Management, employees, contractors and volunteers are to be familiar with, and competent in, the application of this Policy, and are accountable for the delivery of this policy within their areas of responsibility.

The Governance Unit is the owner of this policy. Any reviews of this Policy must be made in consultation with the Coordinator Governance and Risk and General Manager Business & Economic Development.

References / Related Policies

- Local Government Act 1989 - Schedule 10 Powers of Councils over Roads.
- Mansfield Planning Scheme
- Road Safety Act and Road Safety Regulations 2004
- VicRoads – Roadside Memorial Policy 2015 www.vicroads.vic.gov.au
- VicRoads Traffic Engineering Manual
- VicRoads Design guidelines and technical notes
- Australian Heritage Commission Act 1975
- Roadside Management Strategy
- Design standards for Street/Park furniture
- Mansfield Shire Council Naming of Roads, Features and Localities Policy

Gender Impact Assessment

The Commemorative Plaques and Other Markers has considered the Gender Equality Act 2020 in its preparation but is not relevant to its content. The Commemorative Plaques and Other Markers has been assessed as not requiring a Gender Impact Assessment (GIA).

Implementation

This Policy is effective from 15 August 2023.

Review Date

This Policy is to be reviewed by August 2027.

Authorisation to Implement Policy

Signed:_____ Witnessed: _____

Councillor Acting Chief Executive Officer

Approval dated: 15 August 2023

Mansfield Shire Council reserves the right to review, vary or revoke this Policy at any time.