

COUNCIL POLICY

Public Memorials

DOCUMENT UNCONTROLLED WHEN PRINTED

DOCUMENT CONTROL

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REVISION RECORD

Date	Version	Revision description
09/10/2019	0.1	Draft for discussion
29/10/2019	0.2	Revised draft
12/11/2019	0.3	Revised draft for exhibition
12/2/2020	0.4	Revised draft for internal discussion and finalisation
03/03/2020	1.0	Version 1.0 adopted by Council

1. Purpose

The Public Memorial Policy provides guidance on eligibility, process for applications and approvals for placing public memorial plaques for deceased persons on Council land in the Alpine Shire.

2. Scope

The Policy applies to all applications for public memorial plaques on land owned, managed or controlled by Council ("Council land"). It defines:

- Application requirements and fees.
- What types of memorials can be approved under this policy.
- Internal Council approval, installation and management responsibility.
- Arrangements for return of memorial plaques.

There are many ways an individual, family or group could choose to commemorate or memorialise people, groups, places or events outside the scope of this policy. These alternatives provide a lasting positive legacy within our community and should be considered prior to applying for a memorial plaque on Council land. Opportunities to memorialise could include:

- The naming or renaming of a road (whether public or private) or place. For information on the process to submit names contact the Alpine Shire Council's Building and Amenity Department. New road and place names need to comply with the State Government's *Naming rules for places in Victoria. Statutory requirement for naming roads, features and localities 2016* that are established under the *Geographic Place Names Act 1998*.
- Starting or contributing to a scholarship, bursary or grant, for example through a local school or other institution.
- Donating to a museum, historical society, community organisation or other relevant charitable organisation.
- Developing a website, app or writing an online history. These can allow significant places to be mapped digitally and for people in the area to access information via their mobile devices.
- Approaching private or federal, state or other local government landowners, who may have more appropriate sites for memorialisation. These include places that are significant to cultural communities or activities, such as RSLs, sports grounds or areas where many people from a country of origin have settled.

3. Policy details

3.1 Application requirements

Council will consider applications for memorial plaques on Council land for deceased persons that meet the following criteria:

- The application must be made on behalf of the deceased person by a registered organisation (e.g. a community group), rather than by an individual or a family.
- The registered organisation is responsible for ensuring that the person was resident in Alpine Shire for a significant part of their life, or have made a significant contribution to the Alpine Shire in the time they were resident, and that there is sufficient community support for the memorialisation.
- The application must be made on the correct form, with supporting information as required.
- Consideration must be given to other options for memorialisation (examples listed in Section 2), and reasoning given for why a memorial plaque on Council land is the most appropriate option for memorialisation.
- Required administration fees must be paid upon lodgement of the application.

3.2 Type of memorial

Under this policy, Council will only consider the installation of plaques on existing seats on Council Land (defined as land that Council owns and/or manages). Generally, one plaque per seat will be permitted, however Council may at its absolute discretion approve the installation of more than one plaque on a seat.

Requests for other types of public memorials may be considered by Council on an exceptional basis, but the decision as to whether to consider an application for a different type of memorial rests solely with Council.

3.3 Approvals, installation and management

The Manager Building and Amenity will review requests for memorial plaques against the requirements of this policy, in consultation with the Manager Asset Maintenance. The Manager Building and Amenity has delegation for approval.

An administrative fee is payable upon lodgement of the application. If the application is approved, then the applicant is responsible for providing a plaque that is in accordance with the specification required in the application form.

Ongoing maintenance of the plaque is the responsibility of the applicant or their family. Council may undertake maintenance of the plaque, but only in so far as it may be undertaking maintenance or repairs on the seat itself.

The plaque will be displayed for up to ten years but may be removed or relocated earlier if the requirement for the seat no longer exists. Removal or relocation will be undertaken in consultation with the relevant next of kin, where these can be contacted.

3.4 Return of memorial plaques

After ten years, or when the seat is no longer required, the plaque will be returned to the next of kin (if they can be contacted). Where next of kin can't be contacted, Council may dispose of the plaque after a period of 60 days from its removal.

If a plaque is still deemed to be required by the next of kin or a community group, a new application may be made for the installation of the plaque (in the same location or on another appropriate seat) for a further period of ten years.

Plaques that have been installed prior to the adoption of this policy may be removed and returned to next of kin (or disposed of) as the plaque falls into disrepair; when the seat is no longer required; or after a period of ten years from the adoption date of this policy.

Plaques that are, or have been, erected on Council land without approval will be removed and returned to the next of kin, or disposed of.

4. Roles and responsibilities

The following positions are responsible for the implementation of the policy.

Responsibility	Role / Position
Approval of application for memorial plaques	Manager Building and Amenity in consultation with Manager Asset Maintenance
Installation and removal of memorial plaques	Manager Asset Maintenance
Application for memorial plaques	Community group (must be Incorporated Association located within Alpine Shire)
Maintenance of memorial plaques	Applicant / next of kin

5. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

6. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Geographic Place Names Act 1998 [Vic]*

Related Guidelines, Operational Directives or Policies


- *Naming rules for places in Victoria. Statutory requirement for naming roads, features and localities 2016 (or as amended)*

7. Definitions and abbreviations

Term	Meaning
Council land	Any land, building or road owned, occupied, vested in, managed by or under the control of Council
Memorial plaque	Design and specification as defined in the form <i>Application for a memorial plaque</i>
Council seat	A seat owned and / or installed by Council. Must be located on Council land.

8. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this ...3... day of
...MARCH.....2020 in the
presence of:


.....

COUNCILLOR


.....

COUNCILLOR


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CHIEF EXECUTIVE OFFICER